



INTEGRATED WORKPLACE HEALTH & SAFETY, QUALITY & ENVIRONMENT (WHSEQ) MANAGEMENT PLAN

FOR

Project No	
Project Name	

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1. Document Control and Records

This Integrated Workplace Health & Safety, Quality & Environmental (WHSEQ) Management Plan has been developed by COWYN Building Group and is maintained through regular reviews carried out at quarterly intervals.

The WHSEQ Management Plan shall be created prior to commencement of the project and a controlled copy shall be supplied to all interested parties. Distribution of controlled copies shall be recorded on the distribution register below. When changes are made to this document, parties listed below shall be provided with updates. A copy of this plan is to be maintained on site and made available to all employees and contractors involved in the project.

Amendments to this document are to be recorded on the register of amendments below and shall be approved by the Managing Director. Superseded versions shall be maintained for a period of 7 years to demonstrate record of management and compliance.

Each section in this manual identifies records that will be produced. All records shall be maintained on site and then kept for 7 years after completion of the project. If records are produced relating to injuries, employee health monitoring or employee medical information, these shall be maintained indefinitely.

Register of Amendments					
Date	Form No.	Version No.	Description of Amendments	Prepared by	Approved by
31/03/21	All	1.0	Initial issue	SR	MC

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation
1.0	31/03/2021	Board of Directors	COWYN Building Group

2. Project Details and Introduction

Project Number	
Project Name	
Project Address	
Site Manager Name	
Site Manager Contact Details	
Office Phone	(02) 9790 7511
Office Email	admin@cowynbuilding.com.au
COWYN WHSEQ Representative	

Description of Project	
Proposed Commencement Date	
Proposed Completion Date:	

COWYN Building Group will subcontract the following trades:

- | | |
|-----------------------------------|--------------------------------------|
| - Demolition | - Groundworks |
| - Piling | - Concrete, Formwork & Reinforcement |
| - Structural Steel | - Masonry |
| - Roofing & Roof Plumbing | - Aluminium Windows & Doors |
| - Internal Wall & Ceiling Linings | - Carpentry & Joinery |
| - Metalworks | - Floor Finishes |
| - Hydraulic Services | - Electrical Services |
| - Mechanical Services | - Lift Services |
| - Soft & Hard Landscaping | - Other Trades as Applicable |

COWYN Building Group as the principal contractor intend to subcontract all or part of the works identified in the above sub trade list and will ensure that all subcontractors provide a Safe Work Method Statement for their specialised work.

All SWMSs are to be prepared in accordance with the site-specific risk assessment and key elements chart of the Project Risk Assessment. COWYN Building Group will review the SWMS using a SWMS checklist together with relevant evidence of the subcontractor's current workers compensation policy and public liability insurance.

3. WH&S, Environment & Quality Policies

WH&S Policy

We have established this Workplace Health and Safety Policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable regulatory, legislative and other requirements as well as our commitment to continually improve our management system.

We have implemented an integrated WHSEQ Management System to meet all legislative and regulatory requirements. Workplace Health & Safety is paramount in all areas of our operations.

We are proud of our safety practices, training and management. Comprehensive policies and review procedures combine to maximise safety knowledge and implementation, and this is reflected in our impressive safety record.

All our employees are made aware of these documents during induction training and have free access to them.

The challenges we face are numerous, as the potential for incident can be high. We understand how important it is for us to have a clear direction in how to conduct ourselves when thinking about everyone and everything involved in the way we do business. As such we have developed a Site Management Plan that complies with the relevant legislation and ensures that safety is adhered to on each client site.

The WH&S policy is reviewed periodically to ensure that it remains relevant and appropriate to the organisation.

We are committed to:

- Providing safe and healthy working conditions for the prevention of work-related injury and ill health appropriate to the nature of our WH&S risks to which workers and others are exposed;
- Providing a framework for setting our WH&S objectives;
- Fulfilling our legal and other requirements;
- Eliminating hazards and reducing WH&S risks;
- Continual improvement of the WH&S management system;
- Consulting and participating with workers, and, where they exist, workers' representatives on WH&S issues.

The policy also takes account of:

- The current WH&S circumstances of the organisation and what the organisation wants to achieve;
- Opportunities for improving the health and safety of workers.

Environmental Policy

We have established this Environmental Policy to be consistent with the purpose and context of our Organisation. It provides a framework for the setting and review of environmental objectives in addition to our commitment towards the following:

- Protect the environment, including the prevention of pollution
- To sustainable resource use, climate change mitigation, protection of biodiversity and ecosystems
- Conform to applicable legislative, regulatory and compliance obligations
- Continually improve our Environmental Management System and to enhance environmental performance

Quality Policy

We have established this Quality Policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable customers', regulatory and legislative requirements as well as our commitment to continually improve our management system.

Customer focus: As an organisation we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.

Leadership: Our Board of Directors have committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.

Engagement of people: As an organisation we recognise that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.

Process approach: As an organisation we understand that a desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.

Improvement: We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.

Evidence-based decision making: As an organisation we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.

Relationship management: We recognise that an organisation and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.

Our policy is also to meet the requirements of other interested parties and in meeting our social, environmental, charitable, regulatory and legislative responsibilities.

Authorisation:

Authorised By:



Position:

Managing Director

Authorised Date:

31 March 2021

4. Objectives & Targets

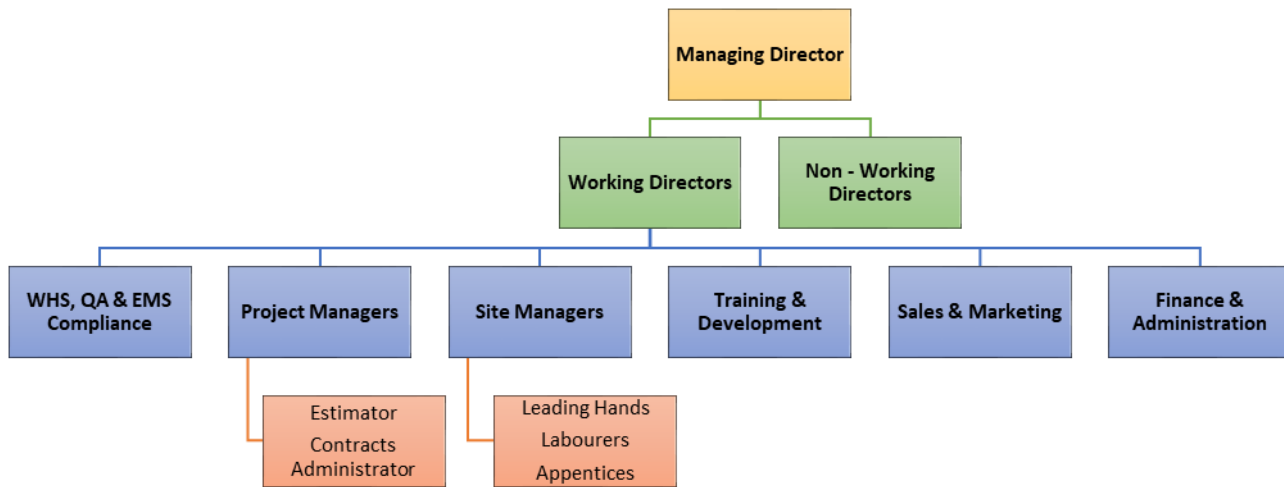
COWYN Building Group has developed the following objectives and targets in order to comply with our WHSEQ Policies and continually improve the performance of the WHSEQ Management System.

Ref	Objective	Target	Responsibility	Time Frame
WORKPLACE HEALTH & SAFETY				
1	Comply with all relevant legislative requirements	Subscribe to SafeWork NSW website to receive updates on legislative changes and WHS alerts	Managing Director	Ongoing
2	Ensure that all employees and contractors are aware of site WHS requirements	Every person working on site to be inducted, every person working on site to hold a current construction industry induction card	Site Manager	Ongoing
3	Zero WHS incidents	Report all near hits.	All staff and contractors	Ongoing
		Report all injuries.		
		Analyse all incidents and develop corrective action to prevent reoccurrence		
4	Ensure effective response in an emergency	Carry out site evacuation drill on bi annual basis	Site Manager	Every 6 months
5	Provide employees with regular and up-to-date information on WHS for the duration of the project.	Conduct regular toolbox meetings.	Site Manager	Toolbox meetings weekly
		Communicate safety alerts through notice board.		
6	Ensure employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.	Safe Work Method Statements to be documented for each High-Risk Work Activity. SWMS to be reviewed and signed off by staff.	Site Manager to complete for COWYN works. Subcontractors to complete for their works. Site Manager & WHS Office to review.	SWMS completed for every High-Risk Work activity
QUALITY				
1	Maintain positive client satisfaction	Seek and monitor client feedback on a regular basis	Board of Directors	Fortnightly Meetings
		Seek and monitor client feedback on a regular basis	Board of Directors	1 month after project completion to obtain feedback.
		Maintain Zero non-conformances for the project.	Project Manager	Regular reviews of inspections of the works.

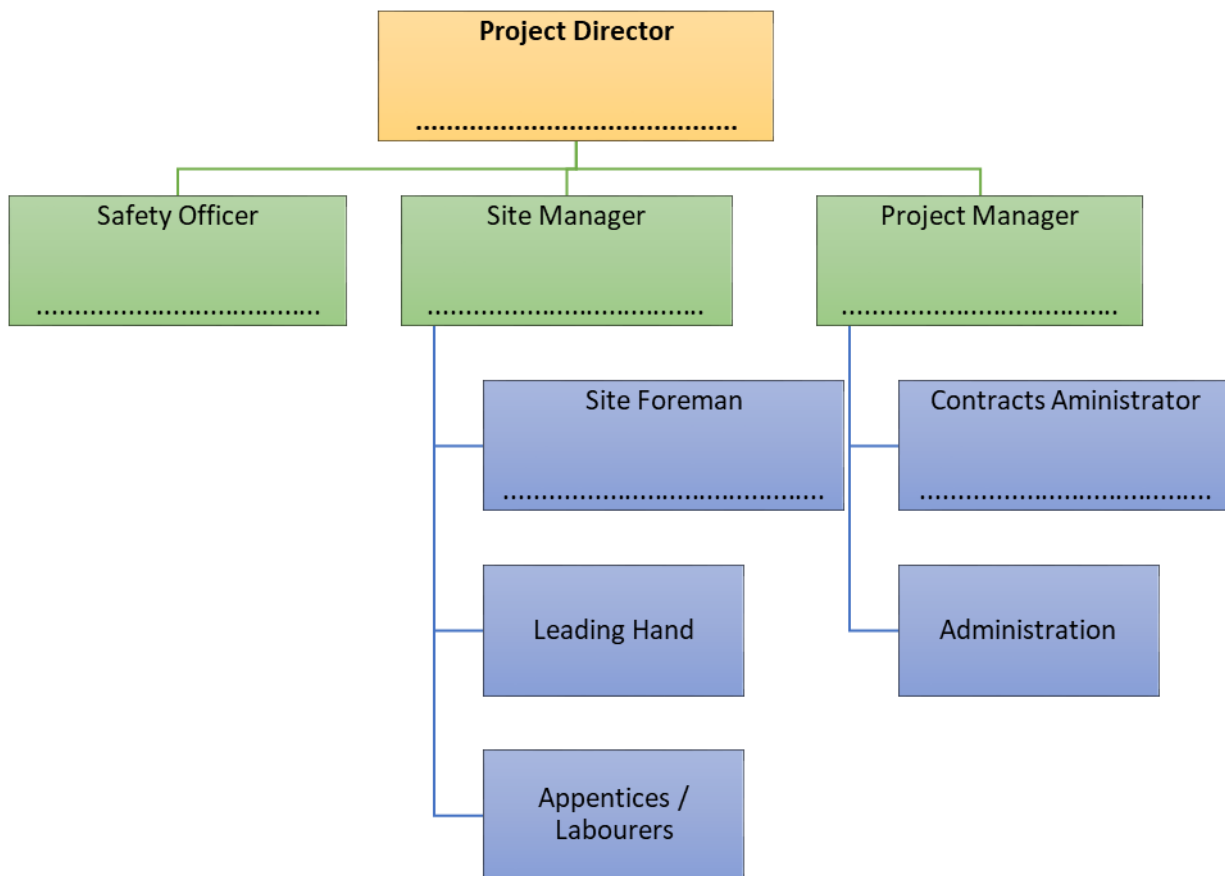
2	Zero Defects	Identify and rectify all potential defects prior to client inspection.	Site & Project Manager	Prior to client inspection.
		Carry out review of defects across all projects to identify trends	Board of Directors	Annually
		Develop action plans to address emerging trends in defects	Board of Directors	Annually
3	Maintain a high quality of work	Regular review and inspections of works.	Site & Project Manager	Daily
		ITP's completed for all contractual hold and witness points	Site & Project Manager	As required
		Identification of training needs through annual performance review	Board of Directors	Annually
ENVIRONMENT				
1	Zero fines or prosecutions for breaches of environmental legislation	Analyse all incidents and develop corrective action to prevent reoccurrence	Ongoing	All staff and contractors
2	Improve employee awareness	Conduct regular toolbox meetings.	Site Manager	Toolbox meetings weekly

5. Authority and Responsibility

ORGANISATIONAL STRUCTURE



PROJECT STRUCTURE



Roles and Responsibilities:

Directors

The Board of Directors have the following responsibilities:

- defining WHSEQ Policies, Objectives and Procedures
- ensuring that adequate human, technical and financial resources are allocated to the project
- undertaking internal reviews and audits of the WHSEQ management system;
- promoting continual improvement
- implementing the WHSEQ Management Plan;
- carrying out risk assessment and using the Hierarchy of Controls in all design, fabrication and construct activities to minimise WHSEQ risks;
- deciding when training on WHSEQ is required, planning and coordinating WHSEQ training;
- leading by example and promoting sound WHSEQ practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing WHSEQ reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating WHSEQ meetings and programs;
- monitoring and managing compliance with the WHSEQ Management System, including Safe Work Method Statement and communicating requirements;
- monitoring and managing compliance with WHSEQ, regulations, standards and codes;
- managing WHS Design issues where applicable;
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- developing and implementing emergency procedures;
- Monitor customer satisfaction and act to ensure that it remains positive.
- Ensure all changes to project documentation are communicated and provided to stakeholders.
- Plan the delivery of the project to be on time and within budget.
- Monitor environmental performance

Site Manager

The Site Manager is responsible for WHSEQ at the workplace and duties include:

- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on WHS matters to employees;
- actioning WHSEQ reports and carrying out workplace inspections;
- stopping employees and contractors from performing unsafe work practices;
- removing / quarantining any unsafe materials on site;
- helping to prepare SWMS for COWYN's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, toolbox talks and team meetings;
- verifying that employees and service providers implement Safe Work Methods;
- verifying by way of inspections that work areas, work methods, materials, plant and equipment comply with WHSEQ legislation and applicable requirements;
- implementing Corrective actions to prevent reoccurrence of injuries/incidents;
- maintaining WHSEQ records;
- undertaking inspection of the contracted or planned works to ensure that WHSEQ control measures are implemented and effective; and
- Establishing and implementing WHSEQ Consultation arrangements in accordance with legislation;
- Collect quality documents from suppliers including ITP's, delivery documentation for materials, certificates of conformance etc.,
- Communicate information, policy and procedures to staff and contractors as required (eg changes to legislation, updates to management system procedures etc),
- Complete ITP's as required,
- Plan and conduct training as required,
- Ensure environmental controls are implemented and maintained

WHSEQ Officer / Injury Management Coordinator

Bob Moroz is responsible for the following:

- compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules
- managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- keeping and maintaining WHSEQ records
- completed weekly site safety inspections
- preparing detailed monthly WHSEQ reports
- maintaining the First Aid kit
- displaying the Site Safety Rules on noticeboards and other suitable locations on site.
- workplace injury management and rehabilitation.
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

First Aid Officer

The First Aid officer is responsible for administering first aid

Employees and Subcontractors

Are responsible for the following:

- ensuring they have relevant trade experience for work undertaken.
- attend regular site inductions, toolbox talks, task specific training and possessing the current General Construction Induction Training card
- working in a safe manner without risk to themselves, others or the environment;
- complying with the WHSEQ Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Site Manager;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any WHS hazards to the Site Manager;
- providing suggestion, through agreed consultation methods, on how to improve WHS issues;
- seeking assistance if unsure of WHSEQ rules;
- reporting any faulty tools or plant to the Site Manager;
- complying with site rules;
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

Health Safety Representative:

The HSR is responsible for the following:

- identifying the WHS training needs of management, supervisors and workers on site;
- making sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- making sure that all personnel attend general construction WHS induction training before starting work;
- making sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- conduct induction training, task training and refresher safety training for everyone working on site;
- keeping appropriate records of WHS training at the COWYN Office
- being available to prevent, prepare for, respond to and recover from incidents; and
- making sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

6. Consultation and Communication

Upon commencement of this project, the Site Manager, Leading Hand, and Company WHSEQ Officer will be immediately elected as WHSEQ Committee members in conjunction with the HSR.

As COWYN Building Group continually promotes the active participation of all employees and contractors in WHS decisions, initial toolbox meetings will discuss WHSEQ requirements and attendees will be encouraged to elect themselves to join the WHSEQ Committee.

The WHSEQ Committee will consult with employees and contractors on matters that affect their health and safety. Toolbox meetings will be held to provide information to employees and service providers on relevant risks, risk control measures and reporting procedures.

The **WHSEQ Committee Member Record (SMP.1.7)** Form shall be completed for every elected member of the WHSEQ Committee. This record shall be maintained on the Procore Platform as evidence of this process.

The **Toolbox Meeting Minutes (SMP.1.5)** Form shall be completed for every toolbox meeting. This record shall be maintained on the Procore Platform as evidence of this process.

Project Meetings

Project meetings are to be held on a fortnightly basis to ensure that open communication is maintained and that all parties are kept informed of how the project is progressing. The Project Manager, Site Manager, and when required Managing Director will meet with the client representative to discuss project progress and any potential problems that may be foreseen. By maintaining constant communication with the client, it enables both parties to work together to achieve the same objectives. Minutes of the project meetings will be maintained by the Project Manager.

Interested Party Feedback

Any feedback that is received shall be review by the Project Manager. This includes formally received written feedback and general comments and feedback received during meetings and site inspections. Where any feedback is received that may be negative or a complaint, a non-conformance shall be raised. This ensures that the information is recorded and can be analysed to determine appropriate corrective and preventative actions. All customer feedback will be reviewed during the management review meeting to identify any trends that may be occurring to help with continual improvement of our performance.

For all negative feedback and complaints, the contact shall be given a formal response and kept up to date with implementation of corrective and preventative action.

Issue Resolution Procedure

Disputes that arise regarding decisions that relate to the health and welfare of employees and contractors shall be handled according to the procedure below (stipulated by the WHSEQ Regulations) and in the following way:

1. The problem shall first be reported to the Site Manager.
2. If a satisfactory resolution does not occur, the problem shall be reported to the HSR or WHSEQ committee (if elected). The HSR or WHSEQ Committee shall attempt to resolve the issue.
3. If a satisfactory resolution is not made, the problem shall be reported to the Managing Director
4. Finally, if a satisfactory resolution is not made, the problem shall be reported to SafeWork NSW. SafeWork NSW's decision will be accepted and changes implemented.

The issue resolution procedure may commence by informing each party:

1. That there is an issue to be resolved, and the nature and scope of the issue.
2. As soon as parties are informed of the issue, all parties must meet or communicate with each other to attempt to resolve the issue.
3. The parties must have regard to all relevant matters, including the following:
 - a. The degree and immediacy of risk to workers or other persons affected by the issue;
 - b. The number and location of workers and other persons affected by the issue,
 - c. The measures (both temporary and permanent) that must be implemented to resolve the issue,
 - d. Who will be responsible for implementing the resolution measures.
4. A party may, in resolving the issue, be assisted or represented by a person nominated by the party.

5. If the issue is resolved, details of the issue and its resolution must be set out in a written agreement if any party to the issue requests this.
6. If a written agreement is prepared all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.
7. A copy of the written agreement must be given to:
 - a. All parties to the issue, and
 - b. If requested, to the health and safety committee for the workplace.
8. To avoid doubt, nothing in this procedure prevents a worker from bringing a work health and safety issue to the attention of the worker's health and safety representative.

7. Service Providers and Purchasing

Service Providers

COWYN Building Group ensure that all service providers working on the project comply with WHSEQ requirements. This requirement is detailed in the respective sub-contracts with each provider.

All service providers have been assessed and selected based on their ability to comply with WHSEQ requirements as per our Corporate Procedures **CMS.11 – Supplier Approval Form & CMS.12 – Supplier Review Register**.

For purchased materials that are considered critical to the project, a purchase order shall be prepared. The purchase order shall clearly describe the product or service to be supplied including any documentation that is required (e.g. certificates of conformance, etc).

For purchased services, a sub-contract shall be issued that specifies scope of works required, WHSEQ responsibilities, process control requirements (eg work instructions etc) and any other relevant information.

Prior to commencement of work, all service providers (subcontractors) are required to submit a detailed SWMS including a documented risk assessment and controls for the activity they will be undertaking.

The Site Manager and WHS Representative shall review the SWMS and complete the **Subcontractor SWMS Assessment Checklist (SMP.2.7)** Inspection

The Site Manager and WHS Officer will carry out reviews of subcontractor performance including review of the subcontractors Safe Work Method Statement to determine compliance to its requirements, approximately one subcontractor per week.

Record of this review shall be recorded on the **Subcontractor SWMS Observation Checklist (SMP.2.8)** Inspection. Where subcontractors are found to be in breach of WHSEQ requirements, an Observation will be recorded, and Safety, Environment or Quality Notice issued via the Observation module within Procure.

Purchasing

Prior to purchasing materials (from suppliers that have been assessed as being able to comply with WHSEQ requirements for supply and delivery of materials), COWYN Building Group ensure that risk assessment is carried out to identify potential WHSEQ hazards associated with the material.

Where hazards are identified controls are implemented based on the hierarchy of control. First control will always be to eliminate the use of the material or substitute with a different material that may be less hazardous.

When materials are received on site they will be inspected by the Site Manager to ensure that relevant WHS information has been provided. If materials and equipment are found to be non- conforming, they will be returned to the supplier.

Design Consultants

Any design changes that occur during the project shall be assessed for WHSEQ hazards that the design introduces.

8. Plant, Equipment & Materials

Plant

Prior to plant operating on site, the following records must be supplied to COWYN Building Group:

- Copy of plant Work Cover Registration (tower crane, building maintenance units, truck mounted concrete placing units, lifts, escalators, moving walkways, boilers, mobile cranes, etc);
- Copy of detailed plant risk assessment and work method statements detailing that prestart inspections will be carried out on the plant each day it is used;
- Copy of plant maintenance records;
- Copy of operators' tickets or training records for persons that will be operating the plant;
- Copy of SDS for fluids associated with the plant (diesel, grease etc)

All operators will be observed by the Site Manager operating the plant to assess competency prior to commencing work. No person shall operate plant without a valid ticket and being assessed as competent. Operator tickets shall be photocopied and filed during inductions. The above records will be maintained.

All plant that is commissioned onto site shall be inspected and registered in the **Plant Pre-Operation Checklist (SMP.2.3)**

Prior to commencing Excavation, a **Permit to Excavate Form (SMP.2.4)** must be completed and signed off by the Site Manager.

Equipment

All electrical equipment shall be tested and tagged every three months in accordance with clause 163 of the WHS Regulations and AS/NZS 3012:2010 *Electrical installations—Construction and Demolition sites* and recorded on the **Electrical Tools and Equipment Register (SMP.1.6)**.

Handling and Storage of Materials

Where hazardous materials such as asbestos, hazardous chemicals, lead etc are present on site, qualified contractors are to be engaged to handle these materials. Licensed personnel will be inducted into the site and copies of tickets and licenses shall be maintained in the site office. Where required, individual management plans for hazardous materials shall be developed by the Site Manager. Any asbestos removal contractors must be licensed by SafeWork NSW, as appropriate.

Consideration of general material handling shall be identified and assessed in an applicable SWMS. Where materials have been identified as presenting significant risk, controls shall be developed to manage these risks. Controls shall be developed using the **Hierarchy of control** as defined below.

All hazardous substances and dangerous goods stored on site shall comply with legislative requirements. Storage of dangerous goods is to be in accordance with the WHS Regulations, Chapter 7 Hazardous Chemicals and the Code of Practice *'Managing Risks of Hazardous Chemicals'* and will include control measures such as spill kits, signage, bunding, cages and flame proof cabinets when necessary. Storage of hazardous substances will be according to the recommendations on the SDS relating to temperature, quantity and spill control.

9. Hazard Identification, Risk Assessment and Control

Hazard Identification and Risk Assessment

In order to comply with WHSEQ Regulations, COWYN Building Group requires that all potential hazards and risks shall be identified, assessed and controls shall be developed based on the hierarchy of controls.

Before commencing works on site, an initial project risk assessment shall be completed to consider all potential hazards that COWYN's staff and contractors will be exposed to. This must be completed by either the General Manager, Project Manager or Site Manager in accordance with the Corporate Hazard identification and risk management procedure.

The **Hazard Categories** list may be used to trigger thoughts for identifying potential hazards and the outcome of this assessment shall be recorded on the **Hazard & Risk Register (SMP.1.4)**. This risk assessment forms part of planning for the project including identifying what SWMS will be required and what training needs may exist.

This process follows these steps:

- **Identify Hazards:** Use the **Hazard categories** as a guide and write down all potential hazards that exist from a broad level for delivery of the project. These will include things such as use of plant, use of electricity, excavation, etc. The purpose of this activity is to identify all activities that may require control. This is also how we know what activities we should have SWMS for.
- **Assess the risk:** Using the Risk Matrix assess the likelihood and consequence for each hazard and look up the corresponding risk rating to determine the level of risk.
- **Develop Controls:** Controls shall then be considered following the **Hierarchy of Control** (elimination, substitution, engineering controls, administration, PPE). The first consideration is;
 - do we need to do the activity?
 - Can we change the design to remove the risk?
 - If that can't be achieved then we consider engineering controls such as machine guarding, barriers etc.
 - If these are not possible then we consider administration such as work instructions and signage.
 - The last type of control used is PPE (note that PPE may also be used with other controls).

Safe Work Methods Statements (SWMS) shall be completed for all High-Risk work activities that are carried out by any person on site (including employees and contractors).

No person may commence a High-Risk Work Activity unless a SWMS has been completed, reviewed by the Site Manager or WHSEQ Officer and signed off by the worker carrying out the activity to acknowledge they have read and understand its requirements. High Risk Work Activities are defined below:

Common High-Risk Construction Activities on COWYN Building Group's Projects

No	High Risk Construction Work	Example
1	Work that involves a risk of a person falling more than 2 metres.	<ul style="list-style-type: none"> · installing roof trusses · installing sky lights or roof tiles · working adjacent to a pit or opening with a fall height of more than 2 metres.
2	Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<ul style="list-style-type: none"> · demolishing a load-bearing wall · removing bracing from a wall or roof as part of a renovation
3	Work that involves, or is likely to involve, the disturbance of asbestos	<ul style="list-style-type: none"> · removing floor tiles containing asbestos · cutting / drilling into an asbestos sheet wall · demolishing a building containing asbestos
4	Work that involves structural alterations or repairs that require temporary support to prevent collapse	<ul style="list-style-type: none"> · using props to support a ceiling where a load-bearing wall will be removed.
5	Work that is carried out in or near a confined space	<ul style="list-style-type: none"> · working within an OSD · unblocking a sewer line from within a large underground sewer pit.
6	Work that is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel	<ul style="list-style-type: none"> · laying or repairing pipes or conduits in a trench that is more than 1.5 metres deep · working near bored piers that are greater than 1.5 metres deep
7	Work that is carried out on or near: <ul style="list-style-type: none"> · pressurised gas distribution mains or piping · chemical, fuel or refrigerant lines energised electrical installations or services. 	<ul style="list-style-type: none"> · excavating foundations near a gas supply · drilling into a wall where live electrical wiring may be present · working near overhead / underground power lines <p><i>'near' means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service electrical installations</i></p>
8	Work that involves tilt-up or precast concrete	<ul style="list-style-type: none"> · building factories using precast panels · installing precast drainage pits
9	Work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.	<ul style="list-style-type: none"> · using part of the road to deliver construction materials to the site · installing drainage that involves digging up part of the road, kerb or gutter
10	Work that is carried out in an area at a workplace in which there is any movement of powered mobile plant	<ul style="list-style-type: none"> · working in an area of a construction site that is not isolated from the movement of skid steer loaders, backhoes, mobile cranes, telehandlers or trucks.

Other High-Risk Construction Activities Classified by SafeWork NSW

No	High Risk Construction Work	Example
11	Work that is carried out on a telecommunication tower	<ul style="list-style-type: none"> installing equipment on a telecommunications tower.
12	Work that is carried out in an area that may have a contaminated or flammable atmosphere	<ul style="list-style-type: none"> removing pipework or tank that may contain the residue of hazardous chemicals. demolishing a petrol station and removing old tanks
13	Work that involves the use of explosives	<ul style="list-style-type: none"> using explosives to breakup rock or to remove a tree stump blasting in preparation of construction of a building or a road. <p>Note: Using explosive power tools is not considered 'work that involves the use of explosives'</p>
14	Work that is carried out in an area in which there are artificial extremes of temperature	<ul style="list-style-type: none"> inside enclosed roof cavities construction work in an operating cool room or freezer construction work alongside an operating boiler
15	Work that is carried out in or near water or other liquid that involves a risk of drowning	<ul style="list-style-type: none"> installing shade sails over a swimming pool building a gazebo adjacent to a swimming pool constructing a bridge over a river or restoring a wharf
16	Work that involves diving work	<ul style="list-style-type: none"> divers undertaking structural repairs to the jetty of a waterfront home structural work on marinas, wharves and piers.

The **SWMS Form (SMP.1.3)** shall be used for developing SWMS in consultation with all contractors carrying out the activity (equivalent SWMS forms may be used by subcontractors provided they contain all the same information as the form in this plan).

The **SWMS Assessment Checklist (SMP.2.7)** will be used by the Site Manager / WHS Officer to review all SWMS

The procedure for completing SWMS is as follows:

- Complete the information on page 1 of the **SWMS Form**;
- Identify applicable legislation and codes of practice and record on page one of the **SWMS Form**;
- Break the activity down into steps and record on the **SWMS Form**;
- Write down the hazards associated with each step;
- Use the **Risk Matrix** to assess the risk associated with each hazards and enter into the SWMS form;
- Using the **Hierarchy of control** as detailed above (for risk assessment), develop the best control that is reasonably practicable. Write the control on the **SWMS**;

In the case of an incident or emergency situation, all Safe Work Method Statements and Risk Assessments applicable to the incident shall be reviewed to consider lessons learnt.

Reporting Hazards

When Hazards are identified through day-to-day activities, the Site Manager / WHS Officer are required to record an Observation & issue a Safety, Environment or Quality Notice issued via the Observation module within Procure

PPE

Employees shall be provided with the required PPE.

Site Safety Rules

Site safety rules are prepared by the Site Manager at the start of the project and included in the induction for people working on site. The **Site Induction Record & Details (SMP.3.3)** includes site rules that the inductee agrees to. Site rules shall also be displayed on the site notice board.

10. Training and Site Induction

Induction

All persons working onsite shall be inducted into the site and this WHSEQ Management Plan. The site induction provides an opportunity to communicate site specific requirements and hazards, emergency procedures, site rules, amenities, consultation, identify training needs and ensure that the inductee has signed their SWMS and is aware of their WHS responsibilities.

The Site Manager shall complete the induction using the **Site Induction Record & Details (SMP.3.3)** for each inductee. The **Site Induction Record & Details (SMP.3.3)** shall be kept as a record of the induction, plus a photocopy of the inductee's induction card and relevant tickets. A **Site Induction Register (SMP.3.1)** shall be maintained that identifies all persons inducted into the site.

Visitors that will not be carrying out construction work shall be inducted using the **Visitor Induction Record (SMP.3.5)** and maintained in the **Visitor Induction Register (SMP.3.4)**

All people entering the site shall sign in and out using the **Site Attendance Register (SMP.3.1)**.

Training

Training needs shall be identified during the induction, toolbox meetings, and through day to day activities. Appropriate training shall be provided as required by the WHSEQ Regulation and SafeWork NSW Codes of Practice. Training shall be provided by suitably qualified people.

All training that is provided shall be recorded in COWYN Building Group **CMS.13 – Employee Training Register**

No person may operate equipment or carry out a task without receiving training from a suitably qualified person or being assessed as competent.

Toolbox meetings shall also be used to provide training and 'on the job' training. This is a good opportunity to discuss procedure requirements and training needs with all present. Record of training will be maintained in the form of Toolbox Meeting Minutes, Training Register, Induction Records and photocopies of Licenses and Certificates.

Where deficiency is identified, staff, contractors and suppliers shall undertake training by a suitably qualified person before undertaking work on the project.

Position	Training Required
Site Manager	Site specific induction, WHS general induction for construction work in NSW First Aid certificate 5 years industry experience SuperSafe WHS Course Safe work method statement induction
Tradesmen	Site specific induction Trade Certificate WHS general induction for construction work in NSW First aid certificate (optional) Safe work method statement induction
Labourers	Site specific induction WHS general induction for construction Safe work method statement induction work in NSW
Visitors	Must remain with inducted person at all times
Suppliers	Site specific induction WHS general induction for construction work in NSW Safe work method statement induction

11. Inspection and Testing

Various levels of inspection and testing are required to be carried out on COWYN Building Group's projects. Inspection and testing includes regular site safety inspections, scaffold inspections, excavation inspections, testing and tagging of electrical and fire fighting equipment and other applicable activities to control risks and comply with WHSEQ Legislation

The following **Inspection Schedule** defines the requirements and frequency for inspection, testing and approvals on the project. This schedule shall be updated on commencement of the project and then on a regular basis to ensure that all requirements for testing and inspections are being met. This schedule must be implemented on the project and shall be regularly checked by the Site Manager to ensure inspection and testing is being completed. Items defined in the records column shall be maintained in the site office.

Equipment that does not pass inspection and testing shall be disposed of to prevent unintended use. All equipment used for testing of equipment shall be calibrated to manufacturer's recommendations.

INSPECTION SCHEDULE:

Item	Frequency	Record	Responsibility	Standard / Guideline
Site Safety Inspections	Weekly	Weekly Safety Inspection Checklist (SMP.2.1)	WHS Officer	NA
Prestart work areas inspection	Daily	Visual, recorded in site diary	All staff and contractors	NA
Subcontractor SWMS compliance	Daily	Visual, recorded in site diary	Site Manager & WHS Officer	SWMS
Project Internal Audit	Monthly	Monthly Site Diary	WHS Officer	This Manual
Plant Inspection	Daily Before Use	Plant Pre-Operational Checklist (SMP.2.3)	Site Manager & Plant Operator	Excavation Code of Practice, Risk Assessment
Plant Maintenance	As required by manufacturer	Maintenance records and log books	Mechanic / Plant Operator	Excavation Code of Practice
Electrical Equipment Testing and Tagging	3 Months	Electrical Tools & Equipment Register (SMP.1.6)	Licensed electrician / accredited Tester	WHS Regulations, AS3012:2010
Emergency Procedures (evacuation drill)	6 Months	Emergency Evacuation Record (SMP.2.2)	WHS Officer	Risk Assessment, WHS Regulation
Scaffolding	Before use, then monthly or after an incident / storm etc.	Scaffold certificate	Holder of Scaffold ticket	AS4576:1995 Guidelines for Scaffolding, WHS Regulation, Safe working at heights guide.
Excavations	Before use and then at frequency determined by risk assessment	Daily diary	Suitably qualified person	Excavation Code of Practice, WHS regulation
Lifting chains & slings	Before each use, regular inspection for wear and cracks monthly, proof load every 12months by		Plant operator	SafeWork NSW Dogman guide, SafeWork NSW, Rigging guide

Item	Frequency	Record	Responsibility	Standard / Guideline
	NATA lab.			
Harnesses	Anchorage points inspected before use and then on regular basis	SWMS	Suitably qualified person	SafeWork NSW Managing Risk of Falls Code of Practice; AS1891:2007 & AS4488:1997.
Harnesses	Visual inspection before each use, hooks inspected before each use.	Not recorded	User	
Formwork	Before pouring concrete	Engineer inspection	Concrete contractor, Site Manager	
Cranes, Hoists	Set up, before each use, when moved or changed.	Visual Inspection, Plant checklist, Engineer inspection	Crane Contractors, Site Manager	AS1418:2007

Inspection and Test Plans

An ITP shall be developed where deemed necessary using the ITP Template (Action Plan) within Procore. ITP's that have been developed for the project shall be recorded on the ITP register.

Completed ITP's shall include identification of the works to which they relate (so as to maintain traceability), identification of witness and hold points and a breakdown of the critical steps in the process. Work areas shall not be considered closed or complete until the ITP has been completed and signed off by the Site Manager.

12. Incident Management / Corrective Action & Reporting

Incidents

All incidents and injuries that occur on COWYN Building Group's projects shall be reported to the First Aid Officer and recorded on via the **Incident Module** within Procore. This includes all major and minor injuries / incidents. Minor injuries are recorded to enable COWYN analyse the data to identify trends that occur in injuries / incidents. By identifying these trends preventative action can be implemented to prevent further injury.

All incidents that require medical treatment or involve damage to plant/equipment/materials shall be investigated and documented in the **Incident Module** within Procore. Corrective action shall be immediately determined and implemented following an incident.

Corrective action, preventative action and information about the incident shall be communicated to staff and service providers through distribution to the responsible party and tool box meetings.

Notification

SafeWork NSW shall be notified of serious injuries immediately on **13 10 50** following a Notifiable Incident. For less serious incidents SafeWork NSW must be notified within 7 days. Insurers shall be notified within 48 hrs. The below table defines Incident Categories

Term	Definition
Incident	Incident involving damage to equipment and processes OR involving risk of explosion, fire or escape of gas, dangerous goods or steam OR risk of death or serious injury to any person OR damage to property.
Lost Time Injury (LTI)	Any work-related injury/illness that incurs lost days. Note: The date of the LTI is always taken as the date the injury occurred NOT the date the time was lost (these can often be different). An LTI is calculated from the first shift lost i.e. if a worker injures themselves in the morning, seeks medical attention in the afternoon and returns the next day, it is not an LTI. If a worker injures themselves and has the following day off, this is a one-day LTI.
Medical Treatment (MTI)	A work injury that incurs no lost days but requires treatment by a registered medical practitioner and which is beyond the scope of normal first aid
Near Miss	Any occurrence in the workplace which, although not resulting in any injury, had the potential to do so.
Statutory Authority Notifiable Incident	<p>(a) the death of a person, or (b) a serious injury or illness of a person (defined below), or (c) a dangerous incident (defined below).</p> <p>serious injury or illness means an injury or illness requiring the person to have: (a) immediate treatment as an in-patient in a hospital, or (b) immediate treatment for: (i) the amputation of any part of his or her body, or (ii) a serious head injury, or (iii) a serious eye injury, or (iv) a serious burn, or (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or (vi) a spinal injury, or (vii) the loss of a bodily function, or (viii) serious lacerations, or (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.</p> <p>dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to: (a) an uncontrolled escape, spillage or leakage of a substance, or (b) an uncontrolled implosion, explosion or fire, or (c) an uncontrolled escape of gas or steam, or (d) an uncontrolled escape of a pressurised substance, or (e) electric shock, or (f) the fall or release from a height of any plant, substance or thing, or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or (h) the collapse or partial collapse of a structure, or (i) the collapse or failure of an excavation or of any shoring supporting an excavation, or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or</p>

	(k) the interruption of the main system of ventilation in an underground excavation or tunnel, or (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.
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Non-Conformance

Non-Conformances may be received as a result of an audit, WHSEQ incident, or inspection. Non-Conformances shall be recorded within the Observations module within Procore.

Defects

Defects shall be managed on the project in several ways.

- (i) ITP's shall be completed as required to prevent the occurrence of non-conforming product.
- (ii) Defects shall be identified through inspection by Site Manager and recorded in the defects register.
- (iii) Site Manager shall ensure that all defects on the register are rectified prior to release to the client.
- (iv) The Site Manager shall be responsible for inspecting all rectified parts of the project prior to release.

Client issued defects that are received after handover shall be entered into the register and managed by the Site Manager. The client shall be kept informed of progress with rectifying the defects. Records of the defects processes shall be maintained on the Defects Register within Procore.

Document Control

All project documentation is required to be controlled in a manner that ensures updates to documentation are approved and communicated to relevant parties and that superseded documents are removed from use. All documents used on the project shall be identifiable through the use of dates and version numbers.

Project Managers have the responsibility of ensuring that changes to contract documents (eg, drawings, specifications etc) are delivered to relevant stakeholders and that superseded documents are labelled 'superseded' and removed from use.

Records Management

Records that are required by the contract shall be maintained. These include engineer's certificates and inspection reports, material delivery dockets and certificates of conformance, induction records, drawings, specifications etc.

Critical documents shall be stored electronically. As a minimum all records shall be kept for a minimum of 7 years in a suitable environment to minimise deterioration or damage and prevent loss.

WHSEQ Statistics

WHSEQ statistics shall be recorded and monitored on an ongoing basis to identify trends that may be developing.

Return to Work

The WHS Officer / Injury Management Coordinator will explain the return to work process to the injured employee. The injured employee will be offered the assistance of a SafeWork NSW -accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work. The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition. Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

All records relating to the management of injuries such as meeting minutes, investigations, doctors certificates and insurance records will be maintained indefinitely.

13. Emergency Management

COWYN Building Group ensure that plans are in place on the project for management of emergency situations that may arise. In most cases, emergency situations such as fire, atmospheric contamination, gas leak etc. will result in site evacuation. A **Site Evacuation Plan** and **Emergency Contact Form (SMP.1.1)** shall be completed prior to commencing work on site and updated on a regular basis as the project evolves. The evacuation plan shall identify two muster / assembly points that allow for contingency should it be unsafe for personnel to get to one muster point. The evacuation procedure shall include planned route for evacuation of the site taking into consideration areas where emergency is likely to originate (e.g. confined spaces, areas requiring hot works, flammable material storage etc.). The evacuation procedure shall be tested by carrying out drills at a frequency of 6 months; this will be recorded on the **Emergency Evacuation Record (SMP.2.2)**.

Fire Fighting Equipment shall be provided onsite including portable fire extinguishers and fire blankets as appropriate. All fire fighting equipment shall be tested every 6 months as per the Australian Standard..

First Aid Kits shall be maintained on site and a qualified First Aid Officer shall be present at all times.

The **Hot Works Permit (SMP.2.5)** shall be completed for any hot works that is carried out on site. This includes activities by boilermakers, plumbers and mechanical contractors and their use of Oxy acetylene, welding, etc.

14. Inspection, Monitoring, Internal Review

Monthly Site Diary

Site Diary Audit will be completed by the WHS Officer on a monthly basis to determine compliance with this management plan. The audit shall include reviewing the requirements of this manual and sighting records and evidence to support implementation. The **Monthly Site Diary** be used to record the audit. Where deficiency in the implementation of this Management System is identified, the issue shall be recorded in the Observation module and Non-Conformance Register.

Inspections

Site WHSEQ Inspections shall be completed by the WHS Officer using the **Weekly Site Inspection Checklist (SMP.2.1)**. Regular undocumented site inspections shall also be completed by the Site Manager to verify general compliance to Safe Work Method Statements and Site Safety Rules as well as inspection of controls documented in risk assessments. Any unsafe activity or safety issue shall be addressed using the Observation module within Procore.

Monitoring

Noise level monitoring shall be carried out in areas where the environment is perceived to present a noise hazard. Noise assessment is to be carried out using a noise level meter that has been calibrated by an accredited laboratory or using a consultant. As reference for determining when noise monitoring is needed, an area where a raised voice is required to communicate with someone 1 metre away will require monitoring. When it is identified that employees are exposed to a noise hazard, audiometric testing will be provided according to the SafeWork NSW *Managing Noise and Preventing Hearing Loss at Work Code of Practice*.

15. Appendix: Forms

WHSEQ Management Plan					
WHSEQ Register & Requirements					
WHSEQ Register	SMP.0.0	WHSEQ Management Plan - Document Register	Paper Based	31/03/2021	1.0
WHSEQ Requirements	SMP.0.1	WHSEQ Management Plan Requirements	Paper Based	31/03/2021	1.0
PROCORE - FORMS					
WHSEQ Management Plan	SMP.1.0	Integrated WHSEQ Management Plan	Procore - Form	31/03/2021	1.0
Emergency Contacts	SMP.1.1	Emergency Contacts	Procore - Form	31/03/2021	1.0
Employee Emergency Contacts	SMP.1.2	Employee Emergency Contacts Register	Procore - Form	31/03/2021	1.0
COWYN SWMS	SMP.1.3	COWYN SWMS	Procore - Form	31/03/2021	1.0
Hazard & Risks Register	SMP.1.4	Hazard & Risks Register	Procore - Form	31/03/2021	1.0
Toolbox Meeting Minutes	SMP.1.5	Toolbox Meeting Minutes	Procore - Form	31/03/2021	1.0
Tools & Equipment Register	SMP.1.6	Electrical Tools & Equipment Register	Procore - Form	31/03/2021	1.0
WHSEQ Committee Record	SMP.1.7	WHSEQ Committee Member Record	Procore - Form	31/03/2021	1.0
PROCORE - INSPECTIONS					
Procurement Checklist	SMP.2.0	Pre Commencement & Procurement Checklist	Procore - Inspection	31/03/2021	1.0
Weekly Inspection Checklist	SMP.2.1	Weekly Site Inspection Checklist	Procore - Inspection	31/03/2021	1.0
Emergency Evacuation Record	SMP.2.2	Emergency Evacuation Record	Procore - Inspection	31/03/2021	1.0
Site Plant Checklist	SMP.2.3	Plant Pre-Operation Checklist	Procore - Inspection	31/03/2021	1.0
Permit to Excavate	SMP.2.4	Permit to Excavate	Procore - Inspection	31/03/2021	1.0
Hot Works Permit	SMP.2.5	Hot Works Permit	Procore - Inspection	31/03/2021	1.0
Confined Space Entry Permit	SMP.2.6	Confined Space Entry Permit	Procore - Inspection	31/03/2021	1.0
SWMS Assessment Checklist	SMP.2.7	Subcontractor SWMS Assessment Checklist	Procore - Inspection	31/03/2021	1.0
Contractor SWMS Checklist	SMP.2.8	Subcontractor SWMS Observation Checklist	Procore - Inspection	31/03/2021	1.0
INDUCTION					
Site Attendance Register	SMP.3.1	Site Attendance Register	Paper Based	31/03/2021	1.0
Site Induction Register	SMP.3.2	Site Induction Register	Paper Based	31/03/2021	1.0
Site Induction Record	SMP.3.3	Site Induction Record & Details	Paper Based	31/03/2021	1.0
Visitor Induction Register	SMP.3.4	Visitor Induction Register	Paper Based	31/03/2021	1.0
Visitor Induction Record	SMP.3.5	Visitor Induction Record	Paper Based	31/03/2021	1.0
INCIDENTS					
Incident Report	SMP.4.1	Incident Report	Procore - Incident	31/03/2021	1.0
OBSERVATIONS					
Environment - Air Quality	SMP.5.1A	Observation - Environment - Air Quality	Procore - Observation	31/03/2021	1.0
Environment - HAZMAT	SMP.5.1B	Observation - Environment - HAZMAT	Procore - Observation	31/03/2021	1.0
Environment - Noise	SMP.5.1C	Observation - Environment - Noise	Procore - Observation	31/03/2021	1.0
Environment - Spill	SMP.5.1D	Observation - Environment - Spill	Procore - Observation	31/03/2021	1.0
Environment - Stormwater	SMP.5.1E	Observation - Environment - Stormwater	Procore - Observation	31/03/2021	1.0
Environment - Waste	SMP.5.1F	Observation - Environment - Waste	Procore - Observation	31/03/2021	1.0
Environment - Air Quality	SMP.5.1G	Observation - Environment - Air Quality	Procore - Observation	31/03/2021	1.0
Quality - Corrective Action	SMP.5.2A	Observation - Quality - Corrective Action	Procore - Observation	31/03/2021	1.0
Quality - Non Conformance	SMP.5.2B	Observation - Quality - Non Conformance	Procore - Observation	31/03/2021	1.0
Safety - Near Miss	SMP.5.3A	Observation - Safety - Near Miss	Procore - Observation	31/03/2021	1.0
Safety - Safety Hazard	SMP.5.3B	Observation - Safety - Safety Hazard	Procore - Observation	31/03/2021	1.0
Safety - Safety Notice	SMP.5.3C	Observation - Safety - Safety Notice	Procore - Observation	31/03/2021	1.0
REGISTERS					
Incident Register	SMP.6.1	Incident Register	Procore - Reports	31/03/2021	1.0
Non-Conformance Register	SMP.6.2	Non-Conformance Register	Procore - Reports	31/03/2021	1.0

SWMS					
COWYN SWMS	SMP.1.3	COWYN SWMS	Procore - Form	31/03/2021	1.0
Working at Heights	SMP.1.3A	SWMS - Working at Heights	Procore - Form	31/03/2021	1.0
Demolition	SMP.1.3B	SWMS - Demolition	Procore - Form	31/03/2021	1.0
Asbestos	SMP.1.3C	SWMS - Asbestos	Procore - Form	31/03/2021	1.0
Excavation & Trenching	SMP.1.3D	SWMS - Excavation & Trenching	Procore - Form	31/03/2021	1.0
Mobile Plant	SMP.1.3E	SWMS - Mobile Plant	Procore - Form	31/03/2021	1.0

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