**Annexure E Site Safety Rules and Induction Brief**

Table of Contents

1.0 Site Safety Rules 2

2.0 Safety Breaches 5

3.0 Visitor Site Rules 6

4.0 Site Induction Brief 7

# Site Safety Rules

The following general site safety rules apply to every person who enters this work site:

* **Hard hats** are to be worn if a sub-contractors’ SWMS calls for them or if the project team make the site or part thereof (area or for a time period), a hard hat site. Where worn, all persons are to wear an approved safety helmet (Australian Standard 1801).
* **High visibility clothing** -to be worn at all times whilst working on site.
* **Safety footwear** - all construction workers are to wear approved safety footwear appropriate for the tasks being undertaken on site.
* **Personal protective equipment and clothing** - it is every individual’s responsibility to use and maintain the correct and appropriate personal protective equipment (PPE), tools and equipment for the task. **Sun Safety is to be practiced on site**. Singlet’s are not permitted. 30+broad spectrum sunscreen is to be applied every 2 hours while on site.
* **Employee site conduct – it is every individual’s responsibility** to work in such a manner to ensure, their own health and safety and that of others. No worker shall conduct themselves in a manner, which is likely to cause Incident or injury to themselves or others. Site behaviour **shall not cause offense**, upset or harass the client, the public or other workers on the site.
* **Work Practice** – it is every individual’s responsibility to work in accordance and comply with WHS Legislation, statutory/Industry codes of practice, the Rork Projects PMP, manufacturers’ safe operating instructions for plant and equipment, the approved Safe Work Method Statements and all lawful instructions from Supervisors.
* **Unsafe Conditions** -If in your opinion, an unsafe condition exists and requires urgent attention; correct it yourself if it is safe to do so. If you cannot do so, make it as safe as possible and immediately report the condition to your supervisor or aRork Projects member of the project management team.
* **Reporting Hazards** -it is every individual’s responsibility to report any unsafe conditions or practices to their supervisor or Rork Projects Project Manager/Site Manager. Site Daily Notice Board to be used to communicate hazards and risks.
* **Injuries** - it is every individual’s responsibility to ensure that their injury is reported to the First Aid Facility for treatment and logged in the project Register of injuries. Failure to notify a work injury may affect your worker’s compensation cover.
* **Emergency procedures** - it is every individual’s responsibility to know the site emergency procedures. Familiarise yourself with the assembly area and the system employed when an evacuation is initiated – you will be advised as to how it works and what you are to do at the site induction.
* **Electrical –** Electrical Isolation and Energisation permits are in use on this site. Ensure all workers are aware of electrical procedures and testing and tagging is current. RCD MUST BE USED - push button tested daily. Use of lead stands and hooks – no leads on the ground. Total length from the temporary distribution board to the power tool lead is not to exceed 30m.
* **Fatigue** – The normal hours of work and breaks are to be maintained on site to avoid fatigue occurring in personnel on site. Supervisors and the Rork Projects Project Manager/Site Manager are to be informed if any concerns arise regarding fatigue on site.
* **Drugs and Alcohol –** drugs and alcohol are not permitted whilst working on site. Workers who appear to be under the influence of drugs or alcohol whilst working will be removed from site.
* **Smoking –** Smoke Free Zones are to be observed on site. Smoking is not permitted in any site offices, sheds or amenities.
* **AM/FM Radios –** the use of AM/FM radios shall be at the Project Manager/Site Manager’s discretion. Personal walkman type radios/cassette/CD’s/I-Pods etc are not permitted to be used on site at any time.
* **Animals** - No animals are permitted on site at any time.
* **Loose clothing, loose hair, and jewelry** – Loose clothing, loose hair and jewelry are not to be worn whilst working on site.
* **Children – children under the age of 18 years of age, unless undertaking a formal apprenticeship/approved work experience, are not permitted on site at any time.**
* **Site Cleanliness** - it is every individual’s responsibility to keep the site clean and free of waste materials. Stock materials and waste safely in designated locations. All exits, walkways and stairwells must be kept clear at all times.
* **Safety Signs –** all site workers must observe safety signs on all occasions. Read them and take notice of their warning. The removal, shifting or destruction of any warning sign is forbidden without authorisation from Rork Projects. Should any sign be removed or destroyed accidentally, notify your supervisor immediately and ensure the hazard addressed by the sign is not left unprotected in the meantime.
* **Car Parking –** Vehiclesshall not be permitted on site unless by prior arrangement with Site Management. Parking as per the road rules of the state/territory the project is located in. Rork Projects accept no responsibility for subcontractor vehicles whilst parked on site or in surrounding areas.
* **Access to Construction Areas** -Adequate means of access shall be provided and maintained, clearly defined, and visible, to ensure it is safe for the all personnel and without risk to their health. Access in the case of Emergency shall be defined in the Emergency Evacuation Plan. Rork Projects provides Emergency Controllers however each person on site is expected to know the emergency evacuation signal and the evacuation point. We are all responsible for our own safety and those of our fellow workers.
* **Visitors –** visitors to the site are to report to the site office and sign the visitors register. Visitors are to be accompanied at all times by a person who has been site inducted.
* **Movement On Site** -Use designated walkways wherever provided when travelling to and from site. Do not leave the site without informing your supervisor. You may need to be accounted for in the event of an emergency. Beware of mobile equipment, overhead cranes and motor vehicles while moving around the site. Obey any instructions given by a dogman, rigger or operator who is directing crane operations, concrete pump etc in your area. Do not enter barrier controlled areas unless authorised to do so.
* **Public Protection** - Where necessary, areas under construction shall be isolated to safeguard the public during the works using the following methods as deemed necessary by the Project Manager/Site Manager:-
  + Perimeter fencing/hoarding
  + Barricades/Para-webbing
  + Safety Signs and Restrictive or No Access Signs.
    - **Site Security** -If any personnel has site security concerns, these are to be reported to a Rork Projects site management representative. Gates to be locked after hours. Rork Projects project management has the only keys.
    - **Protection Against Falling Objects** - the following practices must be followed:
  + Always where a hard hat in hard hat areas
  + Stay away from no access and no go areas
  + Keep away from loads being lifted and slung loads
  + Secure loose material not being used
  + Do not stack materials close to unmeshed guardrails and perimeter edges at height
  + Use lanyards on tools when working at heights
  + Ensure toe boards in place on scaffold.
  + Isolate areas below work areas.
* **Hazardous substance**s - always refer to SDS when using hazardous substance or chemicals and work in accordance with the approved Safe Work Method Statement(s) and applicable SDS.
* **Chemicals –** all chemicals brought onto the site must have a Materials Safety Data Sheet. All containers must be clearly marked with their contents and safe handling procedures. Storage must be in accordance with manufacturers recommendations/SDS. Liaise with Rork Projects Site Management re; storage facilities.
* **Core Cut and Excavate –** permission for coring, cutting and excavating must be obtained from Rork Projects, prior to any works starting. Any conditions required by Rork Projects must be complied with.
* **Compressed Air –** do not skylark or use compressed air to blow dirt from hands, hair, or clothing
* **Excavations-** A permit system is in place for all excavations. Report to site management prior to digging. Ensure investigations for existing services are undertaken, including Dial Before You Dig.
* **Ladders –** Platform ladders are mandatory unless there is a unique access situation. The use of a ladder other than a platform ladder must be approved by a member of the project team following completion of the Ladder Risk Assessment and Permit.

# Safety Breaches

**Any person found to be in breach of the following site rules may be removed from the site without warning:**

* **Removal** – of handrails, guardrails, barricades or fences without authority.
* **Fighting** – violence of any kind will not be tolerated on the project.
* **Bullying / Pranks** – bullying or pranks will not be tolerated on the project.
* **Refusing** – to comply with safety instructions, rules or regulations.
* **Interfering, Damaging, Vandalising** – any safety equipment or amenities.
* **Alcohol and Drugs** – attending site under the influence of drugs or alcohol.
* **Racial vilification** - of any kind will not be tolerated on the project.
* **Sexual harassment** - of any kind will not be tolerated on the project.
* **Urinating** – or defecating anywhere other than the toilets provided.
* **Theft** – stealing anything from the site area in which you may be working.

**Warning System – Minor Non Conformance**

1. Verbal Warning

2. Written Warning (Safety Improvement Notice)

3 Removal from site

**Serious Breach**

**Any** serious breach of WHSE Rules and statutory requirements, (as deemed so by the Project Manager/Site Manager) will result in immediate removal from site which may result in prosecution.

# Visitor Site Rules

If you are unsure about safety always askthe site safety inducted person accompanying you or any other person onsite near to hand.

The following general requirements apply to this project for the project duration.

Every visitor **must:**

* Be accompanied at all times by a person who has been site inducted.
* At all times, comply with all lawful instructions from the person accompanying you and the Project Manager/Site Manager,
* Be aware of moving plant, construction work at height, and areas that have safety barriers protecting them,
* Be responsible for, and carry out your task in such a manner to ensure, their own health and safety and that of others,
* Use and maintain the correct and appropriate personal protective equipment (PPE) for the site, i.e. safety boots, high visibility clothing and hard hat are the minimum requirements,
* Co-operate in achieving a safe and healthy occupational by reporting hazards to the person accompanying you or the Project Manager/Site Manager,
* In emergency situations, follow instructions from the person accompanying you and the Project Manager/Site Manager,
* Never perform any duty or undertake any task which you reasonably believe places your health and safety, or that of fellow workers at risk, and
* Familiarise yourself with the information on the site notice board, in particular the days hazards.

Any person found to be in breach of the following site rules may be removed from the site without warning:

* **Removal –** of handrails, guardrails, barricades or fences without authority.
* **Fighting –** violence of any kindwill not be tolerated on the project.
* **Bullying / Pranks** – bullying or pranks will not be tolerated on the project.
* **Refusing –** to comply with safety instructions, rules or regulations.
* **Interfering, Damaging, Vandalising** – any safety equipment or amenities.
* **Alcohol and Drugs –** attending site under the influence of drugs or alcohol.
* **Racial vilification** - of any kindwill not be tolerated on the project.
* **Sexual harassment** - of any kindwill not be tolerated on the project.
* **Urinating –** or defecating anywhere other than the toilets provided.
* **Theft –** stealing anything from the site area in which you may be working.
* **Any –** other serious breach of Health and Safety Rules and statutory requirements, (as deemed so by the Project Manager/Site Manager

# Site Induction Brief

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Project Address:** |  | | |
| **Rork Projects Project Personnel** | | | |
| **Position** | | **Name** | **Contact Number** |
| State General Manager | |  |  |
| Senior Project Manager | |  |  |
| Site Manager | |  |  |
| Contracts Administrator | |  |  |
| Systems Manager | | Shane Kennedy | 0412 239 677 |

**Project Brief/Scope of Works**

Please see the site-specific brief in the Principle risk assessment for each individual project

**Working Hours**

Please note that the following is just a guide to the standard working hours of a Rork Projects’ project. This is subject to change depending on the restrictions place on the actual project you have been contracted to;

* + 6:30am – 5:00pm Monday to Friday
  + 6:30am – 3:00pm Saturday and after-hours work – liaise with Rork Projects Site Management
  + Demolition works to be carried out outside of core hours

**Amenities**

* Location of Lunch Sheds ,Toilets and Site Office
* Amenities will be cleaned daily.
* Location of temporary toilets in building if supplied.
* Notice Board
* Keep amenities clean and tidy – in contract; put rubbish in bins provided.
* If anything is broken report to the Project Management
* No smoking in the amenities
* Wash up area

**First Aid**

* Report all injuries – Rork Projects Incident Report Form. Injured person must receive a copy.
* If someone is injured on site and can not move, stay with the person and send someone for help.
* Should you require first aid notify Site Management or First Aid Officer Direct
* Location of First Aid Kit – In Site Office
* First Aider must be present for all First Aid treatment.

**Location of Fire Equipment**

* Near Temporary Power Boards
* Each contractor is responsible for fire extinguisher(s) when using oxy-acetylene or on hot works

**Emergency / Evacuation Procedure**

* As per existing building emergency procedures. Signs will be posted.
* In addition, Rork Projects emergency procedures apply – 3 horn blasts to evacuation point.
* If alarm sounds, immediately evacuate to designated area

**Site Rules**

* Fighting, Vandalism, Theft, Sexual Harassment, and Urinating on Site will NOT be tolerated. Nor will tampering with any safety equipment or protection.

**Drugs and Alcohol Policy**

* No person is to be working while under the influence of drugs or alcohol.
* Personnel under the affect of drugs are not permitted on site.

**Rork Projects WHS Policy**

* Safety is everyone’s responsibility and all workers must comply with applicable SWMS.
* No racial or sexual discrimination allowed, respect all personnel on site.
* Location of policies displayed

**SWMS/Hazard Identification**

* All personnel are to be inducted into their Safe Work Method Statements (SWMS) PRIOR to undertaking the relevant tasks.
* Each individual to ensure that SWMS are adhered to at all times.
* Work is to be conducted as per the Codes of Practice/Australian Standards and relevant legislation.
* Rork Projects will conduct spot audits of all subcontractors SWMS compliance on a rotating basis.

**Hazard Reporting**

* All personnel are to report any identified WHSE hazard immediately.
* The Site Manager will investigate all reported WHSE hazards and report required corrective or other actions.

**Project Risk Register**

* Brief on the relevant risks for the trade in the project risk register

**Health Monitoring and Surveillance**

* Environmental monitoring that may be required during the project will be arranged by the Site Manager for asbestos, noise, dust, gas etc. if required and included in the Risk Register.
* Results of monitoring shall be displayed on the site notice board.

**Fall Protection**

* Most Incidents are caused by falls
* Handrails / Barricades must prevent a person from falling.

**Ladders**

* Platform ladders are mandatory unless there is a unique access situation. The use of a ladder other than a platform ladder must be approved by a member of the project team following completion of the Ladder Risk Assessment and Permit.
* If working within 2 metres of a 1 metre handrail on the edge of a 2m fall, you must not use a ladder, fall protection is required.

**Mobile Scaffold**

* Mobile scaffolds – are to be erected to correct design e.g. handrails, midrail, kickboards, etc. they are not to be moved with persons on them and the height is not to exceed 2 times the base dimension.
* Scaffold must be kept clear and accessible at all times.

**Site Access/Egress**

* Site Access is via
* Deliveries and bins and bins for rubbish/demo will be by same access
* Workers only work in construction zones – restricted areas include any area not designated construction zone.
* Construction vehicles are not to obstruct footpaths or road ways surrounding the project.

**Public Protection / Security**

* Visitors are to report to the Site Office and sign visitors register
* No bad language on site due to close proximity to public

**Plant and Equipment**

* Be aware of all other plant/equipment on site and maintain access ways for plant and people separation
* All safety guards and equipment must be operational whilst in use.
* Plant and equipment such as cranes, forklifts, bobcats, backhoes etc, must have maintenance check sheets signed every week, including reverse beepers, flashing lights, seat belts etc.
* The subcontractor or owner must provide current operators tickets or adequately trained certificate.
* Log books to be filled out daily.

**Electrical/Power Tools**

* All electrical equipment to have a current electrical inspection tag.
* Tagging is to be done 3 monthly and the inspection record given to Rork Projects project management.
* Leads to be kept off the ground on approved stands or hooks.
* Double adaptors and in-line power boards are not to be used on site. RCD protected and certified boxes are permitted.
* Treat all power, data and water as live. Do not attempt to remove or relocate. Should any of these services be in your way contact a Rork Projects representative and we will get it moved for you.

**Warning Signs/Barricade**

* Obey All Signage and Barricades on Site
* When barricading an area, make sure you remove it when the task is complete and the barricade is no longer required.
* Do not enter a barricaded area unless you are authorised to do so

**P.P.E.**

* Hard hats as indicated by site signage/site rules
* Steel Cap Safety boots are to be worn at all times.
* High visibility clothing is to be visibly worn at all times.
* Safety goggles and hearing protection is to be worn when necessary.
* Subject Risk assessment and SWMS submitted to Rork Projects project management, anyone working above 2 metres must have some form of fall restraint, e.g. handrails, mobile or system scaffolds. Harnesses and lanyons, or inertia reels, must be secured to static lines, eye bolts, or an engineer approved bracket. Specs from suppliers for anchor bolts and anchor certification must be submitted to Rork Projects prior to commencement of work/use of the anchor.
* Workers are not to hook up lanyons to perimeter mesh panels or posts, approved anchor points are to be determined in the SWMS.
* Personal safety equipment (or Personal Protective Equipment) is to be provided by all subcontractors for there own safety.
* Material safety data sheets to be supplied and all relevant PPE is to be used when using the substance.
* UV Protection is required onsite

**Special Working Conditions**

* Working near live electrical is not to proceed without a reviewed safe work method statement between subcontractor and Rork Projects.
* Working overhead – where there is the potential for material or equipment to fall and endanger people. These areas must be barricaded and signed to secure.
* Penetrations in floors over 100mm diameter must have safety mesh installed or a fixed cover. Do not remove mesh or barricades with out informing Rork Projects immediately.
* Hazardous chemicals are not to be stored in bulk on site i.e. fuel, gas etc. Working with chemicals or substances is to be done in accordance with the relevant Material Safety Data Sheet. Subcontractors are to keep updated M.S.D.S for all substances they use on site.

**Site Cleaning:**

* All contractors, subcontractors and their employees are responsible to keep their work areas and site clear of their waste products and potential hazards at all times. This includes all loose debris, sharp objects, off cuts, and dust.
* Contractor’s responsibility for their own rubbish removal to bins supplied by Rork Projects at ground level.
* If Rork Projects have to clean work areas that have been left untidy, the contractor will be back charged for the cost.
* Access to work areas, stairs, fire exits must be kept clear at all times.

**Syringes**

* If found report to office – do not touch it. Sharps Hotline will be phoned.

**Radios**

* Radios are only allowed on site at the discretion of Rork Projects site management.

**Inclement Weather**

* All inclement weather issues are to be managed in consultation with the site management.
* Pre Planning needs to be done by each contractor, i.e. for work when extreme Cold & Heat – Relocation to cooler work areas.

**Tool Box Meetings**

* To be held every week.
* Copy given to Rork Projects Project Management.
* Rork Projects will hold back payments if safety documentation is not provided to Rork Projects as required.

**Safety Committee**

* Site Safety Walks are conducted regularly
* Major trades must nominate person to attend site safety walks (approximately 30 minute duration)
* Minutes on Notice Boards
* All workers must obey a safety instructions from a safety committee member

**Dispute Resolution**

* Any issues see the Site Systems Manager or HSR

**Legislation**

* Workers may request copies of applicable legislation, regulations, standards, codes of practice from site management.

**EAP**

* Details of the Rork Projects EAP provider, Acacia Connection, will be displayed on the site notice board.

**Conclusion**

* Safety is everyone’s responsibility!

**Inductor To Do**

1. Any questions ask

2. Check forms are filled out completely and correctly

3. Get copies of Licenses and operator tickets

4. Check all workers are inducted in their SWMSs