Emergency Contact List

Location details			
Workplace location		Date Contact List was last updated	Select Date

Serious Incident Contact List	
Agency	**Contact Number**
SafeWork NSW	13 10 50
WorkSafe ACT	13 22 81
NSW Environmental Protection Authority (EPA)	13 15 55
ACT Environmental Protection Authority (EPA)	13 22 81

Emergency Wardens					
Name		Contact Number		Role	
Name		Contact Number		Role	
Name		Contact Number		Role	
Name		Contact Number		Role	
Name		Contact Number		Role	

First Aid Officers			
Name		Contact Number	
Name		Contact Number	
Name		Contact Number	
Name		Contact Number	
Name		Contact Number	

Emergency and Medical Services		
Closest Service	**Contact Number**	**Address**
In an Emergency, Contact 000		
Fire	000	
Police	000	
Ambulance	000	See below
Medical Services		
Hospital		
Doctor		
A copy of the completed Emergency Contacts List is to be placed on the Safety Noticeboard		

Rawson Group
Daiwa House Group

Ergonomic Workstation Self Assessment

Assessment			
Name:		Date:	
Supervisor/ Manager:		Work Location:	

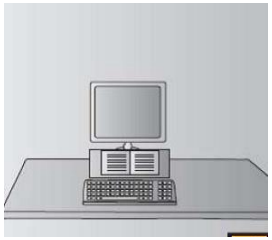
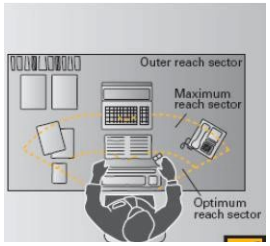
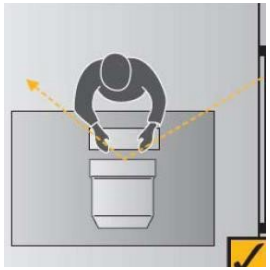
When setting up the position of your furniture and equipment it is important to try new positions to find the most comfortable arrangement for yourself. Remember it may take a few attempts to get the best arrangement, but it will be worth the effort. If you do feel pain whilst sitting at your workstation, please ensure this is reported immediately.

Diagram	Instructions	Risk controlled? Yes	Risk controlled? No	Comments
 CHAIR	**How to correctly adjust your office chair**			
	Adjust seat height so that the work surface/ keyboard is slightly below elbow height when the shoulders are relaxed and the elbows are at approximately right angles.	☐	☐	
	The chair height should be set so that your thighs are approx. horizontal and your feet rest comfortably on the floor.	☐	☐	
	The backrest should be adjusted so that its convex curve fits into the curve of the lower back, centred about waist level.	☐	☐	
	Ensure the back rest supports the curve of your lower back.	☐	☐	
	A slight backward tilt is a preferred position as the force on the lower back is reduced.	☐	☐	
	**How to decide if you need a footrest**			
	If you are unable to comfortably place your feet flat on the floor you may need a footrest.	☐	☐	
	If the desk is too high and cannot be lowered, then raise the height of the chair and use a footrest to raise the height of the floor.	☐	☐	
	Foot rests should have both height and angle adjustability and be large enough to permit some movement while supporting the feet.	☐	☐	
	Adjusting your desk			
	Your elbow height should be slightly above the level of the desk height. Your shoulders should be relaxed and your elbows bent at 90 degrees.	☐	☐	

 **DESK**	If you have an adjustable desk: You should raise or lower the height of the desk to slightly below elbow height. If your desk has a keyboard tray that differs in height between keyboard and mouse use, it should be raised to allow for ease of equipment use if possible.	☐	☐	
	If you don't have an adjustable desk - What is the height difference between your elbow and the desk?	☐	☐	
	If the desk is too high: Raise the chair by the measured difference and use a footrest (See above).	☐	☐	
 **DESK**	If the desk is too low: Consider possible options to raise the height of the desk (i.e. by extending the leg length, ensuring that changes made are stable and secure).	☐	☐	
	Ensure there is adequate clearance underneath the desk to accommodate your chair and legs. Avoid twisting the spine to reach your work.	☐	☐	
	Consult with your Workplace Manager about modification or replacement if your desk is too high/too low.	☐	☐	
	Remove any objects such as rubbish bins, storage boxes and under desk filing cabinets that may obstruct you and relocate them to a more suitable position.	☐	☐	
	Ensure that equipment on your desktop is arranged so that it is within easy reach. Most frequently used items should be closer than less frequently used items.	☐	☐	
	Note any problems with your desk (e.g. too small, too narrow, any disrepair, under desk obstruction).	☐	☐	
	Positioning of your screen			
	The top of the monitor should be positioned so that it is level with your eyes.	☐	☐	
	Where a laptop is in use, a separate keyboard should be used so the screen can be raised.	☐	☐	

	Adjust the screen height by changing the mechanism on the monitor, using a monitor stand or using an object such as a telephone book.	☐	☐	

MONITOR	The screen should be placed approximately arms length away from your seated position or to a distance where you do not squint, peer forward or where the screen	☐	☐	
	Ensure the characters on the computer display are set at an appropriate size and colour and that the brightness and contrast are set for easy reading.	☐	☐	
	Note any problems with your monitor (i.e. unable to adjust, too big for desk).			
	**Positioning of your keyboard**			
	The keyboard should be aligned with the computer screen and placed directly in front of you near the front edge of the desk.	☐	☐	
	The feet at the rear of the keyboard should be lowered to reduce the height and angle of the keyboard.	☐	☐	
	There should be enough room on the desk to move the keyboard away and create room for other tasks.	☐	☐	
 **MOUSE**	**Using the mouse**			
	The mouse should be placed close to your body so as to minimise reach.	☐	☐	
	The arm should be supported by the desk and the wrist in a neutral position.	☐	☐	
	Ensure the fingers do not hover over the buttons while using the mouse.	☐	☐	
	Try to learn shortcut keys on the keyboard to reduce mouse use.	☐	☐	
	Try alternating the mouse between your left and right hand to reduce the time spent in one position. Start slowly and build up over time with your non-dominant hand.	☐	☐	
	Where a laptop is in use, a separate mouse should be used.	☐	☐	
	If you regularly refer to documents while typing you should always try to place the document directly between the keyboard and the computer screen.	☐	☐	

 **REFERENCING DOCUMENTS**	An A3 bookrest type document holder or simply placing the reference documents between the keyboard and screen is recommended to reduce neck and back twisting when reading from documents.	☐	☐	
 **TELEPHONE**	If used, the telephone should be placed within or at the optimum reach sector. It should be placed so that you do not have to twist your back to reach or operate it. Try moving your chair if the telephone is not directly in front of you.	☐	☐	
	Never hold the phone between your neck and shoulder. If you using a telephone for long periods of time you should consider the use of a headset.	☐	☐	
 **ENVIRONMENT**	Your workstation should be positioned so as to reduce glare and reflections. Place your computer screen in a position that maximises light cast over your desk and to avoid reflections on the screen or glare behind the screen.	☐	☐	
	Other elements to your working environment should be considered such as lighting, noise, temperature and airflow.	☐	☐	

Hazard and Risk Control Register

Hazard and Risk Control Register							
This Register is to include foreseeable operational hazards that are currently being managed within our business and/or workplace.							
Address/ Location							
		Risk Level (Refer to Appendix 1)			Review		
Hazard	Current Controls	Consequence	Likelihood	Risk Level	Current Controls Effective		Additional Controls Required
					Yes	No	

Appendices

A1. Risk Matrix

		Consequence				
		Trivial *Minor injury/first aid treatment*	**Minor** *Medical Treatment Injury/illness*	**Moderate** *Possible hospitalisation/ suitable duties*	**Major** *Long term injury/illness*	**Catastrophic** *Fatality/ permanent disability*
Likelihood	**Almost Certain** *Expected to occur*	**Medium**	**Medium**	**High**	**High**	**High**
	Likely *Will probably occur*	**Low**	**Medium**	**Medium**	**High**	**High**
	Possible *Not expected to occur*	**Low**	**Medium**	**Medium**	**Medium**	**High**
	Unlikely *Could occur but not likely*	**Low**	**Low**	**Medium**	**Medium**	**Medium**
	Almost Never *Occurs in exceptional circumstances*	**Low**	**Low**	**Low**	**Low**	**Medium**

Hazard Report

Hazard							
Location				Date		Select Date	
Report Type	☐	Hazard	☐	Health and Safety Suggestion	☐	Repair or Maintenance	
	☐	Other					
Person Reporting Hazard							
Hazard Description							

Corrective/Preventative Action	Completed
	Select Date
	Select Date
	Select Date
	Select Date
	Select Date

Additional notes/comments

Approval and signoff					
Hazard reported to		Signature		Date	Select Date

Health and Safety Induction – Contractor (non-construction)

Contractor Details					
Contractor Name		Start Date			
Company Name		☐	New Starter Induction	☐	Reinduction
Description of Work					

General Health and Safety Induction			
☐	RG Health and Safety Policy	☐	Location of amenities
☐	Consultation, Participation and Communication Procedure	☐	Review site hazards in their immediate working environment
☐	Incident Notification, Investigation and Response Procedure	☐	Expected Conduct/ Behaviour
☐	Emergency and Critical Incident Management Procedure	☐	

Induction Signoff					
Rawson Group Manager					
Name		Signature		Date	Select Date
Contractor					
Name		Signature		Date	Select Date

Copy of Health and Safety Induction Checklist – Contractor (non-construction) is to be maintained on the Contractor's file

Rawson Group
Daiwa House Group

Health and Safety Induction - Worker

Personal Details					
Worker Name		Employment Start Date			
Position		Induction Date			
Manager/ Supervisor/ Team Leader		☐	New Starter Induction	☐	Reinduction
Department/ Section/ Site					

General Health and Safety Induction			
Introduction			
☐	Organisational Structure	☐	Key people and their roles
Employment Conditions			
☐	Job description and responsibilities	☐	Work times and meal breaks
☐	Leave entitlements	☐	Pay arrangements, rates, and allowances
☐	Notification of sick leave or absences	☐	Superannuation
☐	Out of hours enquiries and emergency procedures	☐	Taxation and any other deductions (including completing the required forms)
☐	Time recording procedures	☐	
WHS Manual			
☐	Health and Safety Policy	☐	Document and Records Management
☐	Bullying, harassment and discrimination Policy	☐	Fitness For Work Policy
☐	Roles and Responsibilities	☐	Hazard Identification and Risk Controls Procedure
☐	Consultation, Participation and Communication Procedure	☐	Incident Notification, Investigation and Response Procedure
☐	Training and Competency Procedure	☐	Inspection, Testing and Monitoring Procedure
☐	Contractors and Visitors Management Procedure	☐	Emergency and Critical Incident Management Procedure
☐	Managing Psychosocial Hazards Procedure	☐	Injury Management and RTW Procedure
Workplace Environment and Key Hazards			
☐	Emergency plan, procedures, exits and fire extinguishers	☐	Washing and toilet facilities
☐	First aid facilities such as the first aid kit and room	☐	Work station, tools, machinery and equipment used for job
☐	Information on workplace hazards and controls	☐	Procedures for the workplace buildings
Explain your Training			
☐	First aid, fire safety and emergency procedures training	☐	On the job training in safe work procedures
☐	Hazard-specific training (for example, manual handling, hazardous substances)	☐	Job-specific training (for example, if a license or permit is required)

Health and Safety Induction - Worker

Induction Acknowledgement			
Worker Name		Signature	
Manager/ Supervisor. Team Leader Name		Signature	

Additional on the job Training Plan	Worker Signoff	Manager Signoff	Date
			Select Date
			Select Date
			Select Date
			Select Date
			Select Date

Followup review with Manager within 3 months	Worker Signoff	Manager Signoff	Date
Review work practices and procedures with the worker, *Repeat any training required or provide additional training if needed*			
Confirm task specific training (i.e. buddy training and SWP competency signed-off) *Repeat any training required or provide additional training if needed*			

Comments and Follow up Actons
Submit to the People and Culture Team via HRCommunications@Rawson.com.au to be added to the Employee's personnel file

1. Purpose & Scope

This Health and Safety (H&S) Management Plan [HSMP] has been prepared by Rawson Group (RG) to fulfil the requirements of the H&S legislation and Code of Practice (Construction Work) as a Principal Contractor (PC). It sets out the arrangements for managing health and safety risks associated with the construction work and ensure safe system of work are in place.

The HSMP includes:

a) The names, positions and health and safety responsibilities of all persons at the workplace, whose positions or roles involve specific health and safety responsibilities.
b) Arrangements in place for consultation, co-operation and co-ordination.
c) Arrangements in place for managing WHS incidents that occur.
d) Arrangements to collect and assess, monitor and review safe work method statement (SWMS).
e) Site safety rules and how people will be informed of the rules.
f) Site safety management arrangements, and
g) Managing construction hazards.

RG must ensure so far as reasonably practicable that:

- Each individual who is required to carry out construction work is made aware of the content of the HSMP, have the opportunity to read, understand, clarify and ask questions.
- The HSMP is:
- Given to the contractor prior to commencing work on site or accessible via RG website.
- Reviewed, kept up-to-date and made readily accessible to any individual who is to carry out construction work to which the plan is relevant.
- Kept until the project is completed. If a notifiable incident occurs, the plan must be kept for two (2) years after the incident occurs.

2. Responsibilities

The personnel appointed to oversee and co-ordinate actions required by this document are:

Name	Position	Brief description of health and safety responsibilities
John Garland (Construction, Sydney) Martin Anderson (Construction, Hunter) Bradley McCleery (Construction, CNSW) Ben McNamara (Construction, ACT) Oliver Jones (Communities & Project)	Construction/ Regional Manager	• Overall responsibility for H&S compliance and implementation requirements. • Lead, manage and monitor site staff in line with business expectations and standards. • Assist in coordinating, organizing and attending regular meetings with Area and Site Managers. • Report to the GM on the H&S performance. • Point of contact for health and safety matters when the RG area manager is unavailable.
Various (as per RG Organisation Chart)	Area Manager	• Inspect or review projects to monitor compliance with H&S regulations. • Point of contact for health and safety matters when the Site Manager is unavailable.
Various (as per RG Organisation Chart)	Site Manager	• PC representative and first point of contact for all H&S matters. • Implement and monitor this HSMP. • Contractors have provided SWMS for high risk construction work. • Monitor work carried out by contractors is in accordance with the SWMS. • Provide site induction to contractors. • Issue site instruction if unsafe work practices are identified.
Various (as per RG Organisation Chart)	Health and Safety Advisor	• Make available the HSMP (*including any update*) to the contractors and provide training on implementation. • Collect and assess SWMS from the contractors for high risk construction work.

		• Undertake periodic on-site verification against HSMP. Validate completed corrective actions against NC. • Stop work if any unsafe work practices are identified (*to consult with the Site Manager*). • Investigate incidents and share learnings. • Provide advice and support to construction/communities & projects team on H&S matters.
Various	Contractors	• Aware of the HSMP and have access to the plan. • Prepare SWMS for high risk construction work. Provide a copy of SWMS to the PC prior to commencing work on site, workers are trained in the SWMS and work is performed in accordance with the SWMS. • SWMS are modified if controls are not adequate (*in addition to standard controls*). • Site safety briefings/toolbox talks are provided to workers before starting work. • Completed general construction induction training [‘*white card*’] and Site Induction prior to commencing work on site. • Young and inexperienced workers must be adequately supervised at all times. • Plant and equipment are serviced and maintained. • Maintain good housekeeping. • Responsible for the H&S of themselves, their own workers and those who may be affected by their work.

3. Consultation, Cooperation and Coordination

Arrangements in place for consultation, cooperation, and coordination	Responsibility
• Perform a site establishment checklist.	Site Manager
• Site safety signage is posted, up-to-date and visible	Site Manager
• Site amenities are adequate and maintained	Site Manager

• Undertake a site-specific risk assessment and report any hazards to Site Manager prior commencing work on site	Site Manager / Contractor Supervisor
• Consult and keep contractors informed on any H&S issues/arrangement that may affect them.	Site Manager
• Coordinate SWMS amendments as appropriate (*in addition to standard controls*).	Site Manager
• Confirm contractors provide site safety briefings/toolbox talks to their workers.	Site Manager
• If an issue arises on site, refer to the Issue Resolution Process in RG Health and Safety Manual	Site Manager / Contractor Supervisor
• Undertake regular site inspections and toolbox talks.	Site Manager /H&S Advisor
• Make sure contractors/trades are capable of performing their tasks by providing them with information, training, instruction and supervision.	Site Manager
• Contractors to abide RG Code of Conduct and behave responsibly on site.	Site Manager / Contractor Supervisor

4. Incident Management

Arrangements for managing work health and safety incidents	Responsibility
General emergencies • Implement the site emergency response plan. • Confirm first aid requirements are provided.	Site Manager
• Notify the Site Manager. • Notify emergency services (dial 000) if necessary.	Contractors
Incident management • Provide access to a first aid kit and trained first aider. • Arrange first aid / transport / ambulance to Medical Centre / Hospital. • Report any incidents which occur at this site to the Site Manager as soon as possible. • Depending on nature of incident, stop work at the incident area and make it secure. • If the incident is notifiable, make sure that the incident area is not disturbed.	Contractors
• Report incidents on site to Construction Manager/Area Manager/H&S Adviser (**within 24 hours**)	Site Manager

• Attend the site for all notifiable incidents.	
• Notifiable incident has been reported SafeWork NSW (13 10 50) or WorkSafe ACT (13 22 81). • Undertake investigation, consult with Site Managers, contractors and provide recommendations. • Keep a copy of the plan for at least 2 years following a notifiable incident.	H&S Advisor

5. Safe Work Method Statements

Safe Work method Statements (SWMS)	Responsibility
• Provide copy of SWMS to the H&S Adviser prior to commencing high-risk construction work.	Contractors
• Request copy of SWMS from Contractors that will be carrying out high-risk construction work.	H&S Advisor
• Supervise workers to make sure that the work is performed in accordance with the SWMS.	Contractors
• Monitor contractors' compliance that work is performed in accordance with the SWMS.	Site Manager
• Modify the SWMS whenever the controls are revised.	Contractors
• Coordinate SWMS amendments as appropriate (*in addition to standard controls*).	Site Manager

6. Site Safety Rules and Signage Requirements

Site Signage Requirements
Below are the minimum provisions to be included in the site signage.
Legislative Requirements
• Show principal contractor name (Rawson Group details including ABN) • Space for the Name & Telephone number of supervisor -detail that this is a 24-hour contact • Telephone number for Rawson Group head office locations • Provision for site office location to be written • QR Code location for: ○ Linking to the HSMP – a small statement outlining that scanning the QR will lead to the site specific WHS Management plan • The emergency procedure – use Serious Accident procedure from banner

Rawson Group Requirements
• QR Code location for: ○ WHS management platform (Electronic application). • A site address with – Lot, Number, Street and suburb sections. • Builder license printed – See compliance for details. • A section for the CC and Job number. • A “Site-specific hazards” box left blank for supervisors to input items (6x4 inch approx.).

Site Safety Rules	Responsibility
• Work hours Mon-Fri 7am-5pm | Sat 8am-1pm (*dependent on council requirements*) | No work on Sundays and Public Holidays. • Contractors’ workers must be aware of the contents of this Health and Safety Management Plan*(HSMP) and understand these site safety rules. • Comply with reasonable directions from the Rawson Group**. • Do not enter/walk through any barricaded or cordoned off area unless authorized to do so. • Children and pets/animals*** are NOT allowed on site. If children must be onsite, they must always be accompanied and supervised by parents. • Bullying, harassment or aggressive behavior will not be tolerated. • No smoking/vaping, alcohol or illegal drugs/substances permitted on site. • Never allow unauthorized visitor/s on site without a Rawson Group representative present. • All gates and fences must be locked and reinstated at the end of each day or when the site is unattended. • Keep work areas clean and tidy. • Maintain site amenities in good working order, clean, safe and accessible. • Do not dispose of any material in any drains, gutters, neighboring land or waterway. • Do not alter or remove sediment or erosion control barrier. • Do not alter installations including scaffolds, ties, planks, signage, handrails etc. • Place rubbish in appropriate bins provided before leaving the site each day. • All workers must be inducted prior to commencement of works, contact the Site Manager to arrange an induction. • Report any incidents, injuries/illness to the Site Manager as soon as possible.	Contractors

Health and Safety Management Plan is available via the QR code or contact the Site Manager.

** *Rawson Group including its subsidiaries (Rawson Homes and Thrive Homes).*

*** *exclude supporting pets, guide dog*

7. Principal Contractor Information

Business Information		
Particular	**Details**	
Business Name	Rawson Group	
Business Address	Level 7, 5 Rider Boulevard, Rhodes NSW 2138	
Business Phone	1300 223 345	
ABN	64 000 382 329	
Project Description | Scope of Works		
Position / Role	**Name**	**Contact Number**
Principal Contractor (PC)	Rawson Group (Sydney, Hunter, CNSW, ACT)	1300 223 345
Construction Manager	John Garland (Construction, Sydney)	
Regional Manager	Martin Anderson (Construction, Hunter) Bradley McCleery (Construction, CNSW) Ben McNamara (Construction, ACT)	
Site Manager		
Project Address		
Individual/Various Sites		
Scope of Works	Individual Build/Medium Density Construction	
Note: *This HSMP must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, health and safety representatives and members of the health and safety committee.*		

8. Safety Management Arrangements

8.1. Amenities

- Toilets and water will be provided on site
- Where applicable, office shed/meal room will be catered
- Workers practice good hygiene, keep clean and tidy

8.2. Access and egress

- Coordinate deliveries and trade work activities. Ensure safe placement of loads
- Where applicable, use spotter to guide vehicle/plant onto or off the site

8.3. Emergencies

- In an emergency, remain calm
- If calling the Emergency Services (000) be prepared to provide information when requested. Stay at the scene until given permission by the Emergency Services to leave

8.4. Personal protective equipment (PPE)

Contractors and their workers are responsible for the provision of PPE and must be:

- Suitable for the nature of the work and any hazard associated with the work
- Suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it

8.5. Power

- Temporary distribution board/power box (RCD protected) is installed to provide electrical supply
- If required, contractors will supply their own generators

8.6. Security

- Temporary fencing is erected around the work site perimeter to prevent unauthorised access
- Site gates are locked outside normal hours of operation and/or unattended
- Seek authorisation from RG Site Manage prior to tampering with the temporary fencing

8.7. Signage

- Display PC's contact details, after-hours number
- Contain directions on what to do in an emergency
- Display "Construction site – Do Not Enter. Authorised Personnel Only"

8.8. Visitors

- Must obtain permission from RG Site Manager before access and a visitor induction will be conducted
- Comply with reasonable instructions and site safety rules
- Suitable PPE must be worn on site

8.9. Contractor Non-Conformance

Scenario	Corrective action	Mechanism	Responsibility
Minor infringement	Rectified immediately	Verbal	Site Manager
Breach or contravention of RG H&S Policy/HSMP/Legislation	Issue site instruction	Written	Site Manager
Identified unsafe work practices, hazard or risk that can cause serious injury or fatality	Stop work action Issue site instruction	Verbal/ Written	Site Manager/H&S Advisor *(to consult with Site Manager)*

9. Managing Construction Hazards

9.1. Contaminated Land

Where required, a site survey shall be conducted to ascertain the constituents and a specific management plan is implemented.

9.2. Demolition work

Demolition work must be carried out in accordance with AS/NZS 2601. SafeWork NSW and WorkSafe ACT must be notified 5 calendar days before undertaking any demolition work. Demolition notification requirements will apply to:

- a structure, or a part of a structure, that is load bearing, or otherwise related to the physical integrity that is over 6 metres high.
- load shifting machinery on a suspended floor.
- Explosives.

Notification can be lodged electronically using the SafeWork NSW demolition notification form

Notify WorkSafe ACT by completing a Notification of demolition work

9.3. Electrical Tools, Leads and Equipment:

Electrical tools, leads and plant and equipment used on site shall conform to AS/NZS 3760: *"In-service safety inspection and testing of electrical equipment"* and regularly tested on a three (3) monthly basis, with a suitable electrical register maintained. This register is to be made available upon request and should be carried on site at all times.

All portable power outlets used on site shall conform to AS/NZS 3105: *"Approval and testing specifications – Electrical portable outlet devices"* and are required to have a Residual Current Device (RCD) fitted and maintained. Electric portable power outlet devices (Power outlets) are to be tested on a monthly basis. All extension leads must be "heavy duty" and kept elevated on insulated stans or hooks to prevent against mechanical damage and to provide access for workers and vehicles. Double adaptors are not allowed.

9.4. Falling objects

Where practical, a clear fall zone will be implemented around the area where the work is taking place. If it is not possible, consider adequate protection against the risk of falling objects by:

- Lining the scaffold or guardrail with mesh/shade cloth.
- Toe boards on scaffolding decks above 2 metres, on rook and perimeter guardrail systems.
- Sequence work to make sure trades do not overlap.
- Tool lanyards.
- Signage – "workers above, do not enter".
- Set up exclusion zone that prohibits entry.
- Provide a safe means of raising and lowering objects.

9.5. Hazardous Chemicals

Shall be identified and recorded on a register and include a copy of the current Safety Data Sheets (less than 5 years old) for each product listed. They should be labelled, handled and stored in accordance with SafeWork NSW Code of Practice Managing Risk of Hazardous Chemicals in the Workplace, Dec 2022 and WorkSafe ACT Managing Risks of Hazardous Chemicals in the Workplace Code of Practice Approval 2022

9.6. Hazardous Materials

9.6.1. Asbestos and SMF

- The removal and management must be undertaken in compliance with relevant legislation, codes of practice, Australian standards and will include isolation, remediation, monitoring and obtain a hygiene clearance certificate.

References:

SafeWork NSW How to Manage and Control Asbestos in the Workplace, Dec 2022

WorkSafe ACT How to Manage and Control Asbestos in the Workplace Approval 2022

9.6.2. Crystalline Silica

Where possible,

- alternatives to or products with reduced crystalline silica content should be used and
- materials should be pre-drilled and pre-cut prior to delivery to site.

Apply adequate controls to minimise generation of airborne dust and can include:

- Water suppression system.
- Use local exhaust system to capture and remove dust at the source.
- Use dust capture system on portable tools.
- Use respirators.
- Avoid using compressed air to remove or clean settled dust.

References:

SafeWork NSW Managing the risks of respirable crystalline silica from engineered stone in the workplace

WorkSafe ACT Managing Silica Dust at Construction Sites

9.7. Ladders

Ladders used on site are to be of Industrial Standard and have a load rating of at least 120 kg. They are to comply with and be used in accordance with the requirements of AS/NZS 1892: *"Portable ladders"*. Ladders are to be positioned on a stable footing, to extend 1000 mm above the step off point and to be angled appropriately, 1 in 4. Whilst carrying out work from a ladder, a person must be capable of always retaining three (3) points of contact. Do not set up ladders on scaffolds or elevated work platforms to gain extra height.

9.8. Manual Handling

Follow correct lifting techniques:

- Use mechanical equipment where necessary.
- Plan the lift by estimating the load and knowing exactly where it is going to be placed.
- Bend your knees and NOT your back.
- Hold the load as close to your body as possible.
- Avoid bending/twisting while lifting or carrying.

9.9. Plant

Use plant for the purpose for which it was designed. Plant shall have relevant details including its registration, service and maintenance history, health and safety information for its safe operation and a pre-operational checklist. Plant shall only be operated by qualified, trained and competent person.

9.10. Scaffolds

Scaffolding MUST be installed to conform to AS/NZS 1576 – Parts 1-6 Scaffolding – General requirements, AS/NZS 1577 – Scaffold Planks, AS/NZS 4576 – Scaffolding Guidelines.

All scaffolding installed to a working height of 4 meters must be installed by a licensed/certificated scaffolder, with a handover certificate advising the scaffold has been fully inspected, complete and safe for use. Scaffold must not be altered by unauthorized persons. If the scaffolding requires modifications, RG Site Manager should be advised immediately. Scaffolding should be inspected at intervals not exceeding 30 days. Do not use scaffold guardrails to gain extra height.

9.11. Swimming Pools

Should be constructed and installed in accordance with the Swimming Pools Act 1992 and Swimming Pools Regulation 2018

Void Protection Platforms/Covers must be installed that has a minimum SWL of 225kg with a compliance statement issued by the installer to prevent the falling hazard created by the pool under construction.

9.12. Traffic Management

Worksite traffic management is achieved by planning and designing a system based on AS/NZS 1742.3: “Manual of uniform traffic control devices – Traffic control devices for works on roads”. If your work activities may affect either road or public users, contact RG Site Manager for further direction.

9.13. Trenches/Excavation work

Excavation work must be conducted in accordance with SafeWork NSW Code of Practice-Excavation Work (Jan 20) and WorkSafe ACT Work Health and Safety (Excavation Work Code of Practice) Approval 2020

Manage risks associated with:

- An excavation collapsing.
- Objects falling into an excavation.
- A person falling into an excavation.
- Exposure to airborne contamination.
- Unearthing of asbestos containing material (ACM).

When required to enter a trench more than 1.5 metres deep, safe access shall be provided into and out of the trench. All trenches must have compliant shoring/battering/benching prior to access. No machinery excavation within 1.5m of “live power”.

9.14. Underground Services

Excavation work must not take place unless:

- Reasonable steps are taken to obtain current underground essential services information (Before You Dig Australia) before directing or allowing the excavation work to start. This information is considered and provided to any person engaged to carry out the excavation work and is available for inspection.
- Disconnect services where appropriate.
- Where services remain in place, potholing by hand digging with non-conductive tools must be completed within 1 metre of those identified services OR use underground locators.

9.15. Void Protection

Void platforms are installed to comply with AS/NZS 1576.1: *"Scaffolding - General requirements"* to cover openings such as stair voids and verandah porticoes. The installation of the platform consists of an access opening to allow safe access via an industrial grade ladder, the opening access hatch must be kept always closed. The protection platforms must at all times be kept in a safe workable condition. If for construction reasons the platform requires modification, contact RG Site Manager for advice.

9.16. Working at heights

Risks associated with falls from heights must be managed by controls prioritised in the following order:

- Performing work is undertaken on the ground.
- Performing on a solid construction (such as an elevated work platform).
- Installing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers.
- Using a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported.
- Using a fall arrest system such as a safety harness system.

9.17. Working Near Overhead Power Lines

Prevent people, plant, equipment and materials from coming close enough to energized overhead electric lines for direct contact or 'flashover' to occur. Consider:

- • de-energizing the electric line, or
- • isolating and earthing the line for the duration of the work, or
- • re-routing the electric line away from the work area.

Approach distances are one way of separating people from hazards. The approach distance for each work zone will vary depending on the voltage of the overhead electric line and the level of authorization of each person doing the work. If you can't avoid working near overhead power lines you need to properly assess and control the risks. More information is in the General guide for working in the vicinity of overhead and underground electric lines.

10. References

Internal Documents and External References
• Work Health and Safety Act 2011 (NSW and ACT) • Work Health and Safety Regulation 2017 (NSW) • Work Health and Safety Regulation 2011 (ACT) • SafeWork NSW Code of Practice Construction Work, August 2019 • WorkSafe ACT Construction Site Management • WorkSafe ACT WHS Management Plan

11. Revision History

Version No.	Effective Date	Document Status	Approver	Position	Comment
1.0	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Release to Finance/H&S/ Construction/

					Communities/ Projects for feedback
1.1	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.2	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to ELT for feedback
1.3	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.4	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to H&S Committee for feedback
1.5	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.6	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Release to business-wide for feedback
1.7	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
2.0	Oct 23	Final	Sarah Stockwell	GM People & Culture	Release for implementation
2.1	Jan 24	Final	Sarah Stockwell	GM People & Culture	Release to H&S Committee for review and endorsement Business structure changes in Jan24. Paraphrase “Do not alter installations including scaffolds, ties, planks, signage, handrails etc” in p8 of site safety rules. Remove “relevant PPE, authorization on site” in p9 of signage. Amend the “Void Protection” section to remove reference to swimming pool covers.

					Add “Void Protection Platforms/Covers must be installed that has a minimum SWL of 225kg with a compliance statement issued by the installer to prevent the falling hazard created by the pool under construction”.

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Health and Safety Management System Questionnaire

Health and Safety Management System (HSMS) Questionnaire			
This questionnaire forms part of the tender evaluation and is to be completed by tenderers and submitted with the tender offer. The purpose of the questionnaire is to provide an overview of the status of the tenderers HSMS. Short listed tenderers are required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity.			
Organisation Name		Representative Name	
Position		Date	Select Date
Signature By signing, the representative agrees that the information provided in this questionnaire is an accurate summary of the organisation's HSMS			

Part A – Submission			
Health and Safety Policy and Management System	**Yes**	**No**	**N/A**
Does the organisation have a written H&S policy? If yes, provide a copy of the policy	☐	☐	☐
Does the organisation have a H&S Management System? If yes, provide details:	☐	☐	☐
Are H&S responsibilities clearly identified for all levels of employees? If yes, provide details:	☐	☐	☐
Health and Safety Management Plan and Safe Systems of Work	**Yes**	**No**	**N/A**
Does the organisation have a H&S Management Plan that reflect project specific hazard and risks? If yes, provide details:	☐	☐	☐
Has the organisation prepared safe work procedures or specific safety instructions relevant to its operations? If yes, provide a summary listing of procedures or instructions.	☐	☐	☐
Does the organisation have any permit to work systems (e.g. confined spaces / hot work / excavation / work at heights)? If yes, provide evidence such as training, operating instructions etc.	☐	☐	☐
Is there a documented incident reporting and investigation procedure. If yes, provide a copy of a incident reporting and investigation form	☐	☐	☐
Are there procedures for maintaining, inspecting and assessing the hazards of plant operated / owned by the organisation? If yes, provide details and samples (evidence of completed maintenance logs, pre-start daily inspections, risk assessments)	☐	☐	☐
Are there procedures for storing and handling hazardous chemical? If yes, provide procedural document	☐	☐	☐
Are there procedures for identifying, assessing and controlling risks associated with hazardous manual tasks? If yes, provide procedural document	☐	☐	☐
Health and Safety Training and Competency	**Yes**	**No**	**N/A**
Are records maintained of training and induction programs undertaken for the organisation's employees?	☐	☐	☐
If yes, provide examples of safety training records	☐	☐	☐
Do employees who perform high risk work hold a valid high risk work licence, and will records of licences be available if the contract is awarded?	☐	☐	☐

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Health and Safety Management System Questionnaire

Health and Safety Inspection	Yes	No	N/A
Are regular workplace H&S inspections undertaken? If yes, provide examples of completed inspection reports	☐	☐	☐
Is there a procedure or form by which employees can report hazards at workplaces? If yes, provide copy of procedural document	☐	☐	☐
Health and Safety Consultation	**Yes**	**No**	**N/A**
Is there a procedure for consultation and dissemination of information? If yes, provide copy of procedural document	☐	☐	☐
Health and Safety Performance Monitoring	**Yes**	**No**	**N/A**
Has the H&S Regulator issued an Improvement or prohibition notice on the organisation in the last 12 months? If yes please provide details:	☐	☐	☐
Has the organisation ever been prosecuted and/or convicted of any workplace health and safety offences in the last 5 years, or are any proceedings underway or pending? If yes please provide details:	☐	☐	☐

References		
Most Recent Contracts	**Contract 1**	**Contract 2**
Contract Description		
Client		
Contact number		

Insurance information – Provide Certificate of Currency				
Insurance	**Insurer/Not Applicable**	**Policy No**	**Expiry Date**	**Quantum Covered**
Worker's Compensation			Select Date	
Product & Public Liability			Select Date	
Professional Indemnity			Select Date	
Other			Select Date	

Part B - Review			
Contract Scope of Works			
Contract Start Date	Select Date	Contract End Date	Select Date

Evaluation of the tenderer's HSMS Questionnaire (Part A) responses for awarding the contract					
☐	Acceptable – Responses meet requirements	☐	Not Acceptable – Responses do not meet requirements	☐	Not Applicable
Additional Comments					

Reviewer Sign off		
Reviewer Name	**Position**	**Signature**

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Incident and Injury Report

Event Details						
Reference Number			Location			
Date	Select Date		Time			
Shift Details	☐	Journey to/ from Work	☐	During Work Time	☐	During Break
Incident Type	☐	Damage – Plant	☐	Damage – Property	☐	Environmental
	☐	Injury	☐	Near Miss	☐	Unsafe Work Practice
Event Description						

Person Involved						
Name			Address			
Contact Number			Employer (if not Rawson Group)			
Engagement Type	☐	Full Time	☐	Part Time	☐	Casual
	☐	Contractor	☐	Employee	☐	Member of the Public
	☐	Visitor	☐	Other		

Witness						
Name			Address			
Contact Number			Employer (if not Rawson Group)			

Injury Details						
Activity Injured Person was engaging in at time of injury						
Nature	☐	Amputation	☐	Burn	☐	Concussion
	☐	Crush Injury	☐	Contact with Electricity	☐	Foreign body
	☐	Fracture/ dislocation	☐	Heat stress	☐	Laceration/ open wound
	☐	Muscle/ tendon/ joint diseases	☐	Needle stick injury	☐	Nervous system
	☐	Poisoning and toxic effects of substances	☐	Soft Tissue Injury	☐	Stroke
	☐	Other				
Body Location of Injury	☐	Abdomen & pelvic region	☐	Ankle	☐	Arm – Lower
	☐	Arm – Upper	☐	Back	☐	Ear
	☐	Elbow	☐	Eye	☐	Face
	☐	Feet (inc. toes)	☐	Forearm	☐	Hands (inc. fingers and thumbs)
	☐	Hip	☐	Knee	☐	Leg – Lower
	☐	Leg – Upper	☐	Mouth	☐	Nose
	☐	Shoulder	☐	Wrist		

Incident and Injury Report

Environmental, Plant or Property Damage					
Details of Damage					
Witnesses					
Name		Organisation		Contact Number	
Name		Organisation		Contact Number	

Incident Notification				
Notifiable Incident	☐	Yes	Details (when, reported to, reference number etc.)	
	☐	No	SafeWork NSW 13 10 50 WorkSafe ACT 13 22 81	

Report Completed By			
Name		Position	
Signature		Date	Select Date

Signoff				
Manager/ Supervisor		Position		
Signature		Date	Select Date	
Investigation Completed?	☐ Yes		☐ No	

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Incident Criteria

Notifiable Incidents

NSW	ACT
A 'notifiable incident' under the NSW WHS Act 2011 (section 35) relates to: • the death of a person • a serious injury or illness of a person • a dangerous incident	A 'notifiable incident' under the ACT WHS Act 2011 (section 35) relates to: • the death of a person • a serious injury or illness of a person • a dangerous incident • a sexual assault incident

Serious Injury or Illness	Dangerous Incident

This includes (but may not be limited to):
• immediate treatment as an in-patient in a hospital, or
• immediate treatment for:
  ○ the amputation of any part of his or her body, or
  ○ a serious head injury, or
  ○ a serious eye injury, or
  ○ a serious burn, or
  ○ the separation of his or her skin from an underlying tissue (such as de-gloving or scalping),
  ○ or
  ○ a spinal injury, or
  ○ the loss of a bodily function, or
  ○ serious lacerations.
• medical treatment within 48 hours of exposure to a substance.
	This includes (but may not be limited to):
	• an uncontrolled escape, spillage, or leakage of a substance,
	• an uncontrolled implosion, explosion, or fire,
	• an uncontrolled escape of gas or steam,
	• an uncontrolled escape of a pressurised substance,
	• electric shock,
	• the fall or release from a height of any plant, substance, or thing,
	• 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,
	• the collapse or partial collapse of a structure,
	• the collapse or failure of an excavation or of any shoring supporting an excavation,
	• the inrush of water, mud, or gas in workings, in an underground excavation or tunnel,
	• the interruption of the main system of ventilation in an underground excavation or tunnel,
	• any other event prescribed by the regulations.

Sexual Assault Incident

A sexual assault is an incident (including a suspected incident) in relation to a workplace, that exposes a worker or any other person at the workplace to sexual assault. For this purpose, sexual assault is:

- A sexual assault that has been reported to the Police
- A sexual incident that could be referred to police for an investigation and is sexual in nature, inflicted on someone, that a reasonable person believes has sexual connotations,
- An act inflicted on someone for the purpose of sexual arousal or sexual gratification including sexual touching or sexual intercourse without consent.

Sexual assault can be perpetrated by anyone at the workplace. It could be an employer, supervisor, co-worker, client, patient or customer.

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Incident Investigation

Incident			
Reference Number		Investigation Start Date	Select Date

Investigator					
Name		Position		Contact Number	

Witnesses Interviewed					
Name		Position		Contact Number	
Name		Position		Contact Number	

Event Timeline		
Describe what was happening at the time of incident	**Describe the sequence of events that led to the incident**	**Describe the sequence of events following the incident**

Associated Risks							
☐	Alcohol or Drugs	☐	Electricity	☐	Non-Powered Equipment	☐	Traffic Management
☐	Animals	☐	Explosion	☐	Powered Equipment	☐	Vibration
☐	Bullying/Harassment	☐	Fatigue	☐	Psychosocial-/Mental Stress	☐	Weather/Thermal
☐	Chemical Exposure	☐	Manual Handling	☐	Security	☐	Working at heights
☐	Driving/Road Transport	☐	Mobile Plant	☐	Slip Trip Fall	☐	Workstation Ergo
☐	Dust	☐	Noise	☐	Other (specify)		

Contributing Factors							
Behavioural							
☐	Distractions in workplace	☐	Inadequate work planning	☐	Procedure not completed	☐	Stress
☐	Equipment not used properly	☐	Inexperience	☐	Procedure not followed	☐	Task design not appropriate
☐	Fatigued	☐	Lack of or inadequate training	☐	Risk assessment not appropriate	☐	Time pressure
☐	Inadequate communication	☐	Misunderstanding of instructions	☐	Risk assessment not completed	☐	Unauthorised undertaking of task
☐	Inadequate H&S information	☐	Possible personal problems	☐	Risk taking	☐	Unprofessional/in appropriate behaviour
☐	Inadequate supervision	☐	Procedure not appropriate	☐	Other		
Physical							

Incident Investigation

☐	Equipment not in correct location	☐	Safety equipment not used	☐	Safety equipment not appropriate	☐	Use of non-approved/inducted contractor
☐	Equipment malfunctioning/defective	☐	Safety equipment malfunctioning/defective	☐	Uncategorised cause	☐	Workplace design not appropriate
☐	Equipment not appropriate						
Environmental							
☐	Exposure to hazardous chemicals	☐	Inadequate lighting	☐	Inclement weather	☐	Poor housekeeping
☐	Exposure to hazardous materials	☐	Inadequate ventilation	☐	Loose, slippery or uneven surfaces	☐	Poor visibility
☐	Exposure to infectious sickness/disease	☐	Inadequate working space	☐	Noise	☐	Storage/stacking of material

Corrective and Corrective Actions Taken	Hierarchy of Control		Completion Date
	☐	Elimination	Select Date
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	Select Date
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	Select Date
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	Select Date
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	Select Date
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
Further Action Required	**Hierarchy of Control**		**Status**
	☐	Elimination	
	☐	Substitution	

	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	
	☐	Elimination	
	☐	Substitution	
	☐	Isolation/ Engineering	
	☐	Administration	
	☐	PPE	

Investigation Signoff and Closure				
Lead Investigator	Name		Signature	
Senior Manager	Name		Signature	
Investigation Team Member 1	Name		Signature	
Investigation Team Member 2	Name		Signature	
Investigation Team Member 3	Name		Signature	
Investigation Team Member 4	Name		Signature	
Investigation Team Member 5	Name		Signature	

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Key Definitions

Term	Definition
Accountability	The persons who is required to undertake or complete a task.
Audit	An audit is a systematic review of a system to determine how effectively it is meeting its requirements compared with a defined Standard.
Competent Person	A person with sufficient knowledge and skills to understand and determine compliance with local H&S legislation.
Contractor	Is an individual or organisation whom the business has engaged to provide a service.
Corrective Action	An action taken to reduce a risk of harm associated with a specific hazard.
Electronic record	Electronic record means any record collected or stored electronically and includes (but is not limited to) computer files, spreadsheets, emails, instant messages, databases, metadata, transaction records, and web pages, etc.
Emergency Response Team (ERT)	A group of people who prepare for, and respond to, any emergency incident
External audit	Is conducted by an external Subject Matter Expert who can assess the implementation of the requirements of the HSMS for a hazard, activity or procedure against the requirements of a health and safety management system Standard (e.g. AS/NZS ISO 45001:2018).
Hazard	A hazard is a situation that poses a 'potential' level of threat to life, health, property or environment (i.e. can cause harm if not controlled).
Incident	Any event that causes, or could have caused, injury, illness, damage to plant, equipment, vehicles, property the environment or disruption to services or functions.
Internal audit	An independent review of an aspect of work against a system of carrying out that work. It may be conducted by an internal auditor/ competent person who is independent of the area under audit. Internal audits may be based on the broad requirements of HSMS or other requirements.
Manager/Supervisor	Is a person who directly manages other employees and operations of a business while reporting to a higher-ranking Manager.
Chief Executive Officer (CEO)	Is the highest-ranking executive in a business, whose primary responsibilities include making major corporate decisions, managing the overall operations and resources.
Major change	A change to a document or process which impacts on the method for undertaking a specific process, and which requires initiation of a formal review, consultation and/or approval processes prior to document publication.
Minor change	A change to improve the implementation of processes, the usability of a document or address a non-conformance which does not impact on the method for undertaking a specific process.
Near miss	A near miss is an unplanned event that has occurred but did not result in injury, illness or damage – **but** had the potential to do so.
Non-conformance	Is an activity or item that does not conform to a health and safety procedure, or other relevant work standard, process or legal requirements or any other requirements of the H&SMS.
Leadership Team (LT)	A group of two or more people who lead the business and are committed to collaboratively serving the organisational purpose for which they hold accountability for.
Health and Safety Committee	A co-operative forum for management and workers to work together on Health and Safety Issues.
Health and Safety Management System (HSMS)	Typically includes the H&S Manual, Documents/Records providing direction to the workers on how they should complete the task and the evidence that they should collect.
Other legal requirements	Any other requirement, other than legislated requirements, the business has agreed to follow. This may include industry Standards or internal corporate standards.

Key Definitions

Program	A system of procedures or activities that has a specific purpose.
Records	Are "*information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business"* (AS ISO 15489.1-2002; Records Management Part 1: General). Records are generated as part of business activities and reflect what was communicated or decided or what action was taken.
Responsible	Person responsible for ensuring a task is managed or complete.
Retention period	A specified period for which a document or record must be kept before it may be destroyed.
Risk	A risk arises when it is possible that a hazard will cause harm (e.g. death, injury or illness).
Risk Management	Risk management refers to a co-ordinated set of activities and methods that is used to direct an organisation and to control the many risks that can affect its ability to achieve its objectives. The term risk management also refers to the program of work (i.e. activities) that is used to manage risk. This program includes risk management principles, a risk management framework, and a risk management process.
Safe Work Method Statement (SWMS)	A Safe Work Method Statement (SWMS) is classed as an administrative control and is used to support higher order controls. It is not intended to be a procedure- rather a tool to assist supervisors and workers confirm and monitor the control measures.
Standard	A document (i.e.an Australian, New Zealand, European, International Standard) that provide requirements, specifications, guidelines or characteristics that can be used consistently to ensure that materials, products, processes and services are fit for purpose.
Worker	A person is a ***worker*** if the person carries out work in any capacity for a PCBU or Employer, including work as: a) an employee; b) a contractor or subcontractor; c) a worker of a contractor or subcontractor; d) a worker of a labour hire company who has been assigned to work in the person's business or undertaking; e) an outworker; f) an apprentice or trainee; g) a student gaining work experience; h) a volunteer; or i) a person of a prescribed class.
Workplace	Workplace means a place where work is carried out and includes any place where a worker goes, or is likely to be, while at work.

Monitor Work Against Contractor SWMS Form

Project Description					
Job/Reference Number					
Project Address(es)					
Site Manager Details					
Name		Contact Number		Date	Select date
Work Task Details					
Contractor/person(s) completing work/task		Location			
Date observed		SWMS Reference(s)			
List of High Risk Construction Work					
Positive Work Practices Observed					
Unsafe Act/ Condition Observed					
Stop Work Action/ Issue Site Instruction					

Onsite Verification

Focus Areas against HSMP			
Project Description		Job/Reference Number	
Project Address			
Verification Conducted By			
WHS Advisor		Contact Number	
Date of Verification	Select Date	Signature	
Issued to			
Principal Contractor Organisation		Representative Name	

Contact Number		Date of Issue	Select Date	Signature	

Description of non-conformances

Corrective Action	Due Date	Completed	
		Yes	No
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

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Recover at Work

Plan Details					
Plan Number		Start Date	Select Date	Review Date	Select Date

Worker Details			
Name		Claim Number	
Contact Number		Position	
Location			

Manager Details					
Name		Contact Number		E-mail	

Worker's Capacity

Treatment Arrangements						
GP	Name		Practice		Contact Number	
Specialist 1	Name		Practice		Contact Number	
Specialist 2	Name		Practice		Contact Number	

Suitable Duties Identified

Work Attendance Arrangements (hours/days of work and location)

Monitoring Arrangements					
Name		Contact Number		Frequency	

Review Arrangements			
Date of Review	Select Date	Review Responsibility (name)	

Approval and signoff

The relevant stakeholders have been consulted in the development of this recover at work plan and understand the arrangements as detailed

Person	Name	Date	Signature
Worker		Select Date	
Manager		Select Date	
RTW Coordinator		Select Date	
Rehabilitation Provider		Select Date	

The following parties have been provided with a copy of the plan

☐	Manager	☐	Nominated Treating Doctor	☐	Rehabilitation Provider

*Completed Recover at Work Plans are to be filed on the injured worker's Workers Compensation File. The Workers Compensation File is to be maintained separate to the worker's personal file and confidential to those who involved with the Recover at. Work

Safety Alert

Make safety at work a priority

Safety in Design Checklist	
The following list is a guide and may be used to assist in identifying hazards and controlling risks associated with the design of a structure throughout its lifecycle. It is the responsibility of the Designer to ensure as far as is reasonably practicable, that all the risks presented by the interaction between their design and people have been identified and appropriately managed.	
Electrical Safety	
☐	Earthing of electrical installations
☐	Location of underground and overhead power cables
☐	Protection of leads/cables
☐	Number and location of power points
Fire and Emergency	
☐	Fire risks
☐	Fire detection and fire fighting
☐	Emergency routes and exits
☐	Access for and structural capacity to carry fire tenders
☐	Other emergency facilities
Movement of People and Materials	
☐	Safe access and exit, including for people with disability
☐	Traffic management
☐	Loading bays and ramps
☐	Safe crossings
☐	Exclusion zones
☐	Site security
Working Environment	
☐	Ventilation for thermal comfort and general air quality and specific ventilation requirements for the work to be performed on the premises
☐	Temperature
☐	Lighting including that of plant rooms
☐	Acoustic properties and noise control, for example noise isolation, insulation and absorption
☐	Seating
☐	Floor surfaces to prevent slips and trips
☐	Spaces for occupants
Plant	
☐	Tower crane locations, loading and unloading
☐	Mobile crane loads on slabs
☐	Plant and machinery installed in a building or structure

☐	Plant and equipment for material handling
☐	Access for maintenance of plant and equipment
☐	Guarding plant and machinery
☐	Lift installations
Amenities and Facilities	
☐	Access to various amenities and facilities such as storage, first aid rooms/sick rooms, rest rooms, meal and accommodation areas and drinking water
Earthworks	
☐	Excavations (for example risks from earth collapsing or engulfment)
☐	Location of underground services
Structural Safety	
☐	Erection of steelwork or concrete frameworks
☐	Load-bearing requirements
☐	Stability and integrity of the structure
Manual Tasks	
☐	Methods of material handling
☐	Accessibility for material handling
☐	Loading docks and storage facilities
☐	Workplace space and layout to prevent musculoskeletal disorders, including facilitating use of mechanical aids
☐	Assembly and disassembly of prefabricated fixtures and fittings
Substances	
☐	Exposure to hazardous substances and materials including insulation and decorative materials
☐	Exposure to volatile organic compounds and off-gassing through the use of composite wood products or paints
☐	Exposure to irritant dust and fumes
☐	Storage and use of hazardous chemicals, including cleaning products
Fall Prevention	
☐	Guardrails
☐	Window heights and cleaning
☐	Anchorage points for building maintenance and cleaning
☐	Access to working spaces for construction, cleaning, maintenance and repairs
☐	Scaffolding
☐	Temporary work platforms
☐	Roofing materials and surface characteristics such as fragility, slip resistance and pitch
Specific Risks	
☐	Exposure to radiation, for example electromagnetic radiation
☐	Exposure to biological hazards

☐	Fatigue
☐	Working alone
☐	Use of explosives
☐	Confined spaces
☐	Work over and under water, including diving and work in caissons with compressed air supply
Noise Exposure	
☐	Exposure to noise from plant or from surrounding area

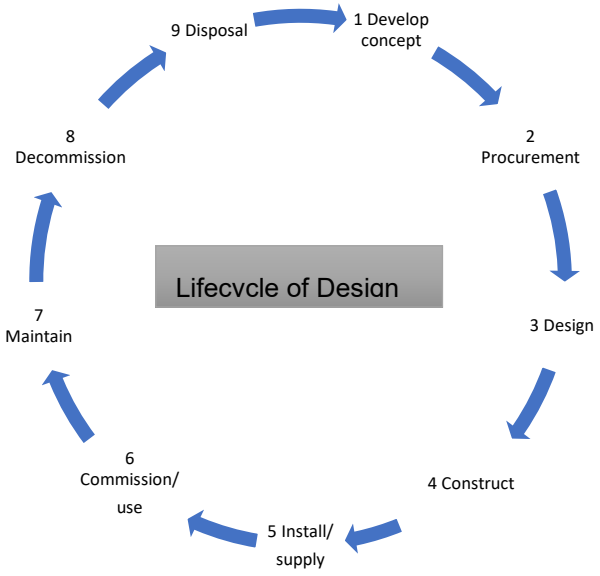
1. Purpose & Scope

The purpose of this Safety in Design Standard is to ensure that plans are in place to effectively manage WHS risks during the design phase of any project. The Standard communicates the information and guidance to Rawson Group designers (as an upstream stakeholder) who are involved in the design process to make sure health and safety is managed appropriately.

2. Safety in Design

Safety in Design (SiD) is about changing the H&S outcomes throughout the lifecycle of the project (Figure 1). This is achieved by embedding safety concepts at the earliest stages of product development.

Figure 1



Safe design begins at the concept development phase when making decisions about:

- The design and its intended purpose.
- Materials to be used.
- Possible methods of construction, maintenance, operation, demolition and disposal.
- Consider what legislation, codes of practice and standards to comply with.

3. Application of Risk Management – Process Steps

3.1. Project Homes

3.1.1. Pre-design Phase

- Establishing the design context, scope and complexity.
- Establishing the risk management context considering relevant legislation, codes of practice and standards.
- Identify stakeholders who can influence the design outcome.
- Conduct consultation and research to assist in identifying hazards, assessing and controlling the risks.

Table 1 illustrates some possible information sources for identifying hazards in the pre-design phase.

Step	Possible Techniques
Initial discussions	Get information on the:

	• Purpose of the structure[1] including plant, equipment and tasks. • Guidance from H&S authorities and relevant industry associations and standards. • Any known hazards.
Pre-design preliminary risk analysis	Useful techniques may include doing a combination of these: • Conduct workshops and discussion with stakeholders using or working on similar structures. • Holding an on-site assessment of an existing similar structure with feedback from its users. • Holding workshops with experienced people who will construct, use and maintain the new structure and the H&S team.
Determine what risks are "in-scope"	• Workshops/discussions to determine which risks are affected, introduced or increase by the design of the structure.

3.1.2. Conceptual and Schematic Design Phase

- Identify possible risks throughout the lifecycle that are within the control of you as a designer.
- Assess the risks to manage within your control.

Table 2 outlines the framework for preliminary hazard identification.

Source of hazard	Description
Site of structure	Potential design issues that may cause health and safety risks are: • Proximity to nearby properties or roads. • Surrounding land use (topography). • Clearances required for construction equipment and techniques. • Existing structures that may need to be demolished. • Proximity to underground or overhead services. • Nearby traffic flow. • Condition of the worksite. • Safety of the public near the work site. • Possible soil contamination and site stability.
Systems of Work	Systems of work that could pose health and safety risks are: • Rapid construction technique (e.g. prefabrication). • Construction materials used. • Staging and coordination with other works (e.g. trades). • Vehicles and equipment used where there are pedestrians. • Restricted access for building and plant maintenance. • Hazardous manuals tasks that could cause injuries and health problems.

[1] structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—
(a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and
(b) any component of a structure, and
(c) part of a structure.
NSW WHS ACT 2011 clause 4 Definitions

	• Working at heights. • Site access for construction workers and material • Technical and human factors, including how the structure could be misused.
Environmental or Work Conditions	• Impact of adverse natural events such as earthquakes, floods. • Poor ventilation or lighting. • Exposure to temperature extremes. • Exposure to dust impacting on existing inhabitants. • High noise levels. • Poor welfare facilities.
Incident Mitigation	• The risks following an unexpected event or emergency due to inadequate egress, siting of assembly areas, and inadequate emergency services access.

3.1.3. 4.1.3 Design Development Phase

In this phase, the designer converts concepts for the structure into detailed drawings and technical specifications. The design development phase should involve:

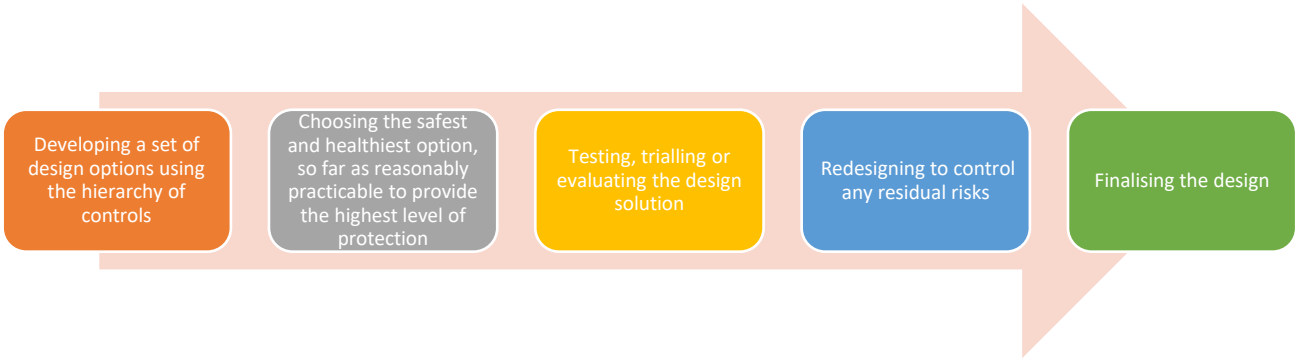


Table 3 outlines the design process.

Step	Possible Techniques	By Whom
Identify solutions from regulations, codes of practice and recognised standards	• Consult with relevant stakeholders to determine which hazards can be addressed with recognised standards.	Designer led Health and Safety team Construction team
Apply risk management techniques	• Further detailed information may be required on hazards by: ○ Using checklist and ○ Job/task analysis technique	
Discuss design options	• Take into account how design decisions influence risks when discussing control measure options.	

Design finalisation	• Check that the evaluation of risk control measures is complete and accurate	
Potential changes in construction stage	• Make sure that changes which affect design do not increase risks.	

3.1.4. Post Construction Review

This review can assist designers in improving future designs through:

- Post occupancy evaluations for buildings.
- Defect reports.
- Incident report.
- Information about modification.
- User difficulties.
- Deviation from intended conditions of use.

3.2. 4.2 Contract Homes

3.2.1. Design Development Phase

In this phase, the designer converts concepts for the structure into detailed drawings and technical specifications. The design development phase should involve:

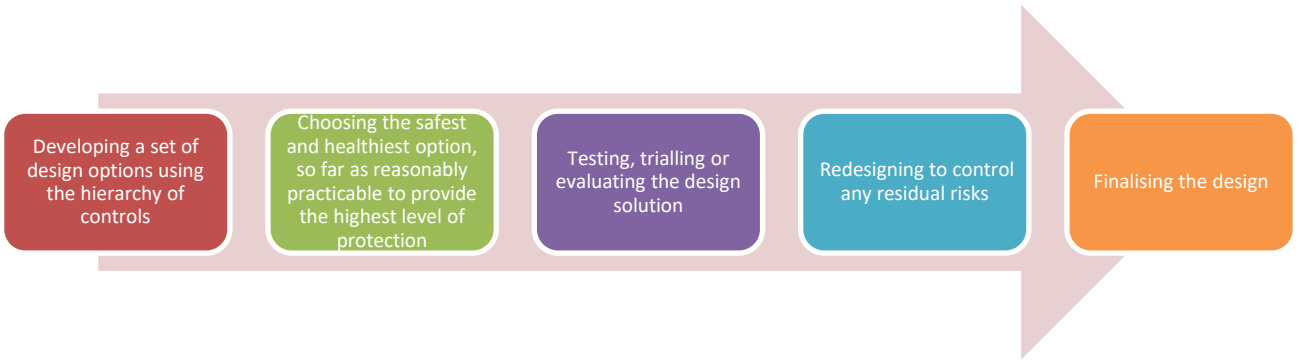


Table 1 outlines the design process.

Step	Possible Techniques	By Whom
Identify solutions from regulations, codes of practice and recognised standards	• Consult with relevant stakeholders to determine which hazards can be addressed with recognised standards.	Designer led Health and Safety team Construction team
Apply risk management techniques	• Further detailed information may be required on hazards by: • Using checklist and • Job/task analysis technique	
Discuss design options	• Take into account how design decisions influence risks when discussing control measure options.	
Design finalisation	• Check that the evaluation of risk control measures is complete and accurate	

Potential changes in construction stage	• Make sure that changes which affect design do not increase risks.	

3.2.2. Conceptual and Schematic Design Phase

- Identify possible risks throughout the lifecycle that are within the control of you as a designer.
- Assess the risks to manage within your control.

Table 2 outlines the framework for preliminary hazard identification.

Source of hazard	Description
Site of structure	Potential design issues that may cause health and safety risks are: • Proximity to nearby properties or roads. • Surrounding land use (topography). • Clearances required for construction equipment and techniques. • Existing structures that may need to be demolished. • Proximity to underground or overhead services. • Nearby traffic flow. • Condition of the worksite. • Safety of the public near the work site. • Possible soil contamination and site stability.
Systems of Work	Systems of work that could pose health and safety risks are: • Rapid construction technique (e.g. prefabrication). • Construction materials used. • Staging and coordination with other works (e.g. trades). • Vehicles and equipment used where there are pedestrians. • Restricted access for building and plant maintenance. • Hazardous manuals tasks that could cause injuries and health problems. • Working at heights. • Site access for construction workers and material. • Technical and human factors, including how the structure could be misused.
Environmental or Work Conditions	• Impact of adverse natural events such as earthquakes, floods. • Poor ventilation or lighting. • Exposure to temperature extremes. • Exposure to dust impacting on existing inhabitants. • High noise levels. • Poor welfare facilities.
Incident Mitigation	• The risks following an unexpected event or emergency due to inadequate egress, siting of assembly areas, and inadequate emergency services access.

3.2.3. Post Construction Review

This review can assist designers in improving future designs through:

- Post occupancy evaluations for buildings.
- Defect reports.
- Incident report.
- Information about modification.
- User difficulties.
- Deviation from intended conditions of use.

4. Accountabilities

4.1. Project Homes

Stages	Product Development	Health and Safety Team	Construction/ Communities Team	Production Drafting Team
Safety in Design (SiD)	R/A	S/C	S/C	
Pre-Design Phase	R/A	S/C	S/C	
Conceptual and Schematic Design Phase	S/C	S/C	S/C	R/A
Design Development Phase	R/A	S/C	S/C	
Post Construction review	S/C	S/C	R/A	

4.2. Contract Homes

Stages	Product Development	Health and Safety Team	Construction/ Communities Team	Production Drafting Team
Safety in Design (SiD)	R/A	S/C	S/C	
Design Development Phase	R/A	S/C	S/C	
Conceptual and Schematic Design Phase	S/C	S/C	S/C	R/A
Post Construction review	S/C	S/C	R/A	

RASC Abbreviations	Definitions
R	Responsible
A	Accountable
S	Supportive
C	Consulted

5. Definitions

Term	Definition
Officer of the business	Typically, the Board of Director/GM. It is someone who has decision making capabilities.

6. References

Internal Documents and External References
• Work Health and Safety Act 2011 (NSW and ACT) • Work Health and Safety Regulation 2017 (NSW) • Work Health and Safety Regulation 2011 (ACT) • SafeWork NSW Code of Practice Construction Work, August 2019 • WorkSafe ACT Construction Site Management • WorkSafe ACT WHS Management Plan

7. Revision History

Version No.	Effective Date	Document Status	Approver	Position	Comment
1.0	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Release to Product Development/H&S/ Construction/ Communities/ Projects for feedback
1.1	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.2	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to ELT for feedback
1.3	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.4	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to H&S Committee for feedback

1.5	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.6	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Release to business-wide for feedback
1.7	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
2.0	Oct 23	Final	Sarah Stockwell	GM People & Culture	Release for implementation

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Daiwa House Group

Site Establishment Checklist

Site Establishment			
Project Description		Job/Reference Number	
Project Address			

Completed by					
Site Manager Name		Inspection Date	Select Date	Contact Number	

Site Setup	Yes	No	N/A	Comments	Date to be completed
Adequate access and egress	☐	☐	☐		Select Date
Fencing/site security	☐	☐	☐		Select Date
First aid	☐	☐	☐		Select Date
Fire extinguisher available	☐	☐	☐		Select Date
Meal room (as required)	☐	☐	☐		Select Date
Principal Contractor signage	☐	☐	☐		Select Date
Power box/generator	☐	☐	☐		Select Date
Site induction	☐	☐	☐		Select Date
Skip bins (rubbish removal)	☐	☐	☐		Select Date
Toilets/Drinking Water	☐	☐	☐		Select Date

Potential Site Hazards	Yes	No	N/A	Comments	Date to be completed
Demolition	☐	☐	☐		Select Date
Excavation/trenches	☐	☐	☐		Select Date
Hazardous materials (asbestos, respirable crystalline silica)	☐	☐	☐		Select Date
Hazardous chemicals	☐	☐	☐		Select Date
Hot works	☐	☐	☐		Select Date
Noise management and control	☐	☐	☐		Select Date
Overhead services (powerlines)	☐	☐	☐		Select Date
Services to be removed	☐	☐	☐		Select Date
Soil contamination	☐	☐	☐		Select Date
Structural inadequacy	☐	☐	☐		Select Date
Traffic management plan	☐	☐	☐		Select Date
Underground services (utilities)	☐	☐	☐		Select Date
Use of compressed air	☐	☐	☐		Select Date
Working at heights (ladders, scaffold, voids)	☐	☐	☐		Select Date

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Site Induction Checklist

Business Information			
Business Name		Business Address	
Business Contact Number		ABN	

Project Description	
Job/Reference Number	
Project Address(es)	

Contractor Supervisor Details					
Name		Contact Number		Site Induction Number	

Licences and Competencies	Verified	
	Yes	No
Australian Driver's Licence	☐	☐
Photo Card	☐	☐
Foreign Passport (non-Australian)	☐	☐
Construction Induction Card (White Card)	☐	☐
First Aid Certificate (Provide first aid HLTAID010)	☐	☐
High Risk Work Licence	☐	☐
Dogging and rigging	☐	☐
Hoist	☐	☐
Forklift	☐	☐
Crane	☐	☐
Scaffolding	☐	☐
Pressure equipment	☐	☐

Site Induction			
Items Covered	Yes	No	N/A
Copy of Health and Safety Management Plan (HSMP) available to the contractor	☐	☐	☐
Checked the competencies and qualifications of contractors?	☐	☐	☐
Checked proof of Construction General Induction Card (CIC)- "white card"	☐	☐	☐
Has the contractor been taken through relevant safe work method statements (SWMS) for any high-risk construction work (HRCW)	☐	☐	☐
Is specialised equipment required and contractor been trained to use the equipment (high risk work licence)	☐	☐	☐
Has the contractor made available the correct PPE	☐	☐	☐
Has the contractor provided current SDS for hazardous chemicals use on site	☐	☐	☐
Show the contractor what to do in an emergency and identified the location of the • Assembly Point and Evacuation Route	☐	☐	☐

• Closest Medical Facility/Hospital • Contact Details of Emergency Services			
Show the contractor where all relevant firefighting equipment is located (e.g. fire extinguishers and hose reels)	☐	☐	☐
Show the contractor: • The location of the First Aid Facilities and kits, and • Who the First Aiders are and how to obtain treatment	☐	☐	☐
Show the contractor where the facilities are located including: • Toilets, drinking water, meal room, skips, power box etc	☐	☐	☐
Explain the procedure for reporting hazards, incidents and injuries	☐	☐	☐
Explain the site security procedure	☐	☐	☐
Explain the site safety rules	☐	☐	☐
Introduce to the contractor the Area Manager/Project Manager/H&S Advisor	☐	☐	☐
Have any further questions or need clarification about their responsibilities	☐	☐	☐

Signoff and Declaration

Contractor Supervisor Name (inductee)		Signature	
		Date	
Rason Inductor Name		Signature	
		Date	

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Site Instruction

Project Description			
Job/Reference Number		Project Address	
Issued By			
Rawson Site Manager		Contact Number	
Date of Issue	Select Date	Signature	
Issued to			
Name of Contractor Supervisor		Contact Number	
Date of Issue	Select Date	Signature	

Description of non-conformances

Corrective Action	Due Date	Completed	
		Yes	No
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

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Task Based Hazard Analysis

Task Based Hazard Analysis (TBHA) Details			
TBHA Reference Number		Project	
Location		Business E-mail Address	
Development Date		Review Date	
Task Description			

Relevant Legislation, Codes of Practice, and Standards

Relevant Safety Data Sheets

Plant and Equipment Used

Required Training/Registration/Licences

Required Maintenance Checks

Required PPE

Tasks	Hazards	Risk Level (use risk matrix)	Controls	Residual Risk Level (use risk matrix)

Approval			
Approver Name		Position	
Date		Signature	
Person Responsible for Ensuring Compliance with and reviewing TBHA			
Name		Position	
Date		Signature	

The TBHA has been developed in consultation with workers.
This section is signed by workers to indicate their understanding of the task-based hazard analysis (TBHA) to complete the task in a safe manner

Worker Name	Position	Signature	Date	Time

		Consequence				
		Trivial *Minor injury/first aid treatment*	**Minor** *Medical Treatment Injury/illness*	**Moderate** *Possible hospitalisation/ suitable duties*	**Major** *Long term injury/illness*	**Catastrophic** *Fatality/ permanent disability*
Likelihood	**Almost Certain** *Expected to occur*	**Medium**	**Medium**	**High**	**High**	**High**
	Likely *Will probably occur*	**Low**	**Medium**	**Medium**	**High**	**High**
	Possible *Not expected to occur*	**Low**	**Medium**	**Medium**	**Medium**	**High**
	Unlikely *Could occur but not likely*	**Low**	**Low**	**Medium**	**Medium**	**Medium**
	Almost Never *Occurs in exceptional circumstances*	**Low**	**Low**	**Low**	**Low**	**Medium**

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Toolbox Talk Record

Toolbox Talk Record					
Job/Reference Number		Date	Select Date	Time	
Project Address			Supervisor/ Presenter		

Attendees			
Name	**Signature**	**Name**	**Signature**

Topics discussed and feedback.

(The following are examples of potential subject matters: workplace specific risk assessment, specific activity training, SWMS, safety of vehicle loading and unloading, traffic management and parking, overhead electric lines, underground services, falls, safe delivery, documentation and workplace security. You can add or delete more subject matters as appropriate).

Comments/ Feedback

Rawson Group
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WHS Inspection - Construction

Site Inspection			
Project Description		Job/Reference Number	
Project Address			
Inspector		Inspection Date	
WHS Advisor		Contact Number	

Part A – Submission	Yes	No	N/A	Comments
General				
Fencing/site security	☐	☐	☐	
Meal room (as required)	☐	☐	☐	
Principal Organisation signage	☐	☐	☐	
Power box/generator	☐	☐	☐	
Skip bins (rubbish removal)	☐	☐	☐	
Toilets/Drinking Water	☐	☐	☐	
Workers wearing appropriate PPE	☐	☐	☐	
Electrical				
Unsafe electrical leads (damaged, untested or out of test date)	☐	☐	☐	
Lack of RCD protection	☐	☐	☐	
Overloading power outlets	☐	☐	☐	
Lead placed on ground or metal structure	☐	☐	☐	
Electrical equipment near water	☐	☐	☐	
Power box in good condition and waterproof	☐	☐	☐	
Environmental Hazard				
Lack of or inadequate systems to prevent contaminants entering stormwater drains	☐	☐	☐	
Emergencies and First Aid				
Adequate access and egress	☐	☐	☐	
Emergency response plan	☐	☐	☐	
First aid	☐	☐	☐	
Fire extinguisher available	☐	☐	☐	
Excavation and Trenching				
Before You Dig Australia (BYDA)	☐	☐	☐	
Excavation barriers/fences	☐	☐	☐	
Trenches – shored/battered	☐	☐	☐	
Hazardous Chemicals				

Register/Safety Data Sheets	☐	☐	☐	
Appropriate PPE	☐	☐	☐	
Hazardous Manual Tasks				
Correct manual handling technique being followed	☐	☐	☐	
Mechanical equipment being used for lifting heavy load	☐	☐	☐	
Hot work				
Screens	☐	☐	☐	
Appropriate PPE	☐	☐	☐	
Fire extinguisher available	☐	☐	☐	
Ladders				
Unsafe/damaged	☐	☐	☐	
Unsafe positioning	☐	☐	☐	
Not properly secured	☐	☐	☐	
Unsuitable for the task (metal ladder used for electrical work)	☐	☐	☐	
Plant				
Licences and competencies	☐	☐	☐	
Registration	☐	☐	☐	
Prestart checklist	☐	☐	☐	
Exclusion zones	☐	☐	☐	
Unsafe/damaged plant	☐	☐	☐	
Working too close to live overhead power lines	☐	☐	☐	
Area around plant kept clear of pedestrian traffic	☐	☐	☐	
Scaffolds				
Unsafe/incomplete	☐	☐	☐	
Lack of inspection protocol	☐	☐	☐	
Solid foundation under the scaffolding	☐	☐	☐	
Are handrails and toe board in place	☐	☐	☐	
Are all work platforms fully planked	☐	☐	☐	
Safe access to work platforms	☐	☐	☐	
Scaffolding in good condition	☐	☐	☐	
Traffic Control Management				
Signage and devices used are in the TCP	☐	☐	☐	
Appropriate PPE	☐	☐	☐	

WHS Inspection - Construction

Working at Heights				
Unsafe/Incomplete/Lack of edge protection	☐	☐	☐	
Falling object protection	☐	☐	☐	
Fall arrest/restraint system	☐	☐	☐	
Appropriate signage	☐	☐	☐	

Corrective Actions

Findings	Action	Actionee	Due Date	Complete	
				Yes	No
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐

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WHS Inspection – Corporate and Sales

Site Inspection			
Location		Inspection Name	
Date			

General Area	Yes	No	N/A	Comments
Area is clean, tidy and uncluttered	☐	☐	☐	
All areas are adequately lit	☐	☐	☐	
Adequate ventilation e.g. not stuffy	☐	☐	☐	
Thermal comfort conditions within acceptable limits e.g. 20-24°C	☐	☐	☐	
Walkways are clear of obstructions and trip hazards	☐	☐	☐	
Hazardous Chemicals (not including commonly used household products)				
SDS's available for hazardous chemicals	☐	☐	☐	
Hazardous chemicals labelled, safely stored and register is up to date	☐	☐	☐	
Floor Surface/Coverings/Stairs				
Floor surface/coverings in good condition and no trip hazards	☐	☐	☐	
Stairs, steps and handrails are in good condition and free of obstructions/obstacles	☐	☐	☐	
Windows and Doors				
Clean and free of damage	☐	☐	☐	
No 'blind spots' which may result in collision when opening doors	☐	☐	☐	
Reception Area				
Area is clean, tidy and uncluttered	☐	☐	☐	
Secured front door to prevent risks from unwanted visitors	☐	☐	☐	
All stationery has been placed in its designated area	☐	☐	☐	
Storage Areas				
Heavy and frequently accessed items stored between the shoulder and the knee	☐	☐	☐	
An 'Australian Standards' compliant stepladder or equivalent is available for use	☐	☐	☐	
Trolleys or lifting aids are available for moving heavy equipment	☐	☐	☐	
Heavy items are delivered directly to the storage location by suppliers	☐	☐	☐	
Amenities	☐	☐	☐	
Washrooms/Kitchen are clean and in good working order				
Available hand sanitiser and cleaning products in common areas	☐	☐	☐	
Noticeboard	☐	☐	☐	

Safety information is displayed (minimum: Evacuation diagram/ Emergency Contacts, WHS Policy, Fitness For Work, 'If you are injured at work' poster, Issue Resolution Flowchart)				
Electrical	☐	☐	☐	
Power outlets (GPOs) and light switches are in good condition and operational				
Power leads are in good condition e.g. not frayed or damaged	☐	☐	☐	
Use only power boards (NO double adaptors)	☐	☐	☐	
Electrical equipment (including leads and items brought in by workers) are tested and tagged within expiry date	☐	☐	☐	
Outside Areas	☐	☐	☐	
Area is clean, tidy and uncluttered				
Adequate lighting and signage	☐	☐	☐	
Parking/unloading areas are not overcrowded with visible line markings	☐	☐	☐	
Emergency Management	☐	☐	☐	
Exit sign is visible and illuminated				
Emergency exits are clear of obstructions	☐	☐	☐	
Emergency light is operable	☐	☐	☐	
Fire protection equipment are accessible and maintained	☐	☐	☐	
First aid kit is in good condition, with contents within expiry date	☐	☐	☐	
Automated emergency defibrillator (AED) is operational and maintained	☐	☐	☐	
Fire doors are operational e.g. open and close easily and not choked open	☐	☐	☐	
Fire stairs are well lit	☐	☐	☐	
Emergency contacts are displayed	☐	☐	☐	
Emergency evacuation diagram is displayed in common areas	☐	☐	☐	
Additional Hazards Identified				

Corrective Actions

Findings	Action	Actionee	Due Date	Complete	
				Yes	No
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐

			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐
			Select Date	☐	☐

Rawson Group

Daiwa House Group

WHS Risk Assessment

Assessment Details			
Risk Assessment Number		Location	
Assessment Date		Review Date	
Assessor(s)		Others consulted	
Task Description			

Hazard	Current Controls	Risk Assessment (use matrix below)			Additional Controls Required	Actionee	Due Date	Date Completed
		Consequence	Likelihood	Risk Level				

		Consequence				
		Trivial *Minor injury/first aid treatment*	**Minor** *Medical Treatment Injury/illness*	**Moderate** *Possible hospitalisation/ suitable duties*	**Major** *Long term injury/illness*	**Catastrophic** *Fatality/ permanent disability*
Likelihood	**Almost Certain** *Expected to occur*	**Medium**	**Medium**	**High**	**High**	**High**
	Likely *Will probably occur*	**Low**	**Medium**	**Medium**	**High**	**High**
	Possible *Not expected to occur*	**Low**	**Medium**	**Medium**	**Medium**	**High**
	Unlikely *Could occur but not likely*	**Low**	**Low**	**Medium**	**Medium**	**Medium**
	Almost Never *Occurs in exceptional circumstances*	**Low**	**Low**	**Low**	**Low**	**Medium**