

Rheem Australia Pty Ltd

Work Health and Safety (WHS) Management Plan
Sydney Water Project

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1 Project information

1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) for the Sydney Water Project.

We will:

- make this plan available to all workers and contractors on this project and ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available for the duration of the project
- review the plan regularly throughout this project and make any revisions known to those working on the project

1.2 Principal contractor details

Business name:	Rheem Australia Pty Ltd
Address:	
Contact person:	
Work phone:	
Mobile phone:	
Fax:	
Email:	
ABN:	
Principal contractor signature:	

1.3 Details of persons at workplace with WHS responsibilities

Name	Position	WHS responsibilities

1.4 Other contact details

Client name	Address	Contact number	Position	WHS responsibilities
Other relevant contacts	Address	Contact number		

1.5 Scope of work

Description of project:	
Location of project:	
Start and finish dates:	

2 Roles and responsibilities

2.1 Principal contractor

The principal contractor of this project is responsible for:

- preparing, updating and implementing this WHS Management Plan, including all associated procedures
- identifying and observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives
- dispute resolution.

2.2 Contractors

Contractors who are engaged for this project are responsible for:

- fulfilling the duties of PCBU for their own operations
- identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties as listed under 'Workers' (see 2.3)
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by the principal contractor
- undertaking site-specific induction before starting work and signing off that they have completed this induction
- ensuring the workers they engage undertake site specific
- ensuring they have the correct tools and equipment and these are in a serviceable condition for the task.

2.3 Workers

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures.

2.4 People with specific WHS roles and responsibilities

Refer to 1.3

3 General WHS information

3.1 Legislation

Relevant legislation	Tick if applicable
<i>Work Health and Safety Act 2011</i>	<input checked="" type="checkbox"/>
<i>Work Health and Safety Regulations 2017</i>	<input checked="" type="checkbox"/>
<i>AS3012:2010 – Electrical installations – construction and demolition sites</i>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

3.2 Codes of Practice and other guidance

Relevant Codes of Practice ¹	Tick if applicable
<i>Confined spaces</i>	<input type="checkbox"/>
<i>Construction work</i>	<input type="checkbox"/>
<i>Cranes</i>	<input type="checkbox"/>
<i>Demolition work</i>	<input type="checkbox"/>
<i>Excavation work</i>	<input type="checkbox"/>
<i>First aid in the workplace</i>	<input checked="" type="checkbox"/>
<i>Formwork</i>	<input type="checkbox"/>
<i>Hazardous manual tasks</i>	<input checked="" type="checkbox"/>
<i>Housing construction work</i>	<input type="checkbox"/>
<i>How to manage work health and safety risks</i>	<input checked="" type="checkbox"/>
<i>How to safely manage and control asbestos in the workplace</i>	<input checked="" type="checkbox"/>
<i>How to safely remove asbestos</i>	<input checked="" type="checkbox"/>
<i>Industrial forklifts</i>	<input type="checkbox"/>
<i>Labelling of workplace hazardous chemicals</i>	<input type="checkbox"/>
<i>Managing electrical risks at the workplace</i>	<input checked="" type="checkbox"/>
<i>Managing noise and preventing hearing loss at work</i>	<input type="checkbox"/>
<i>Managing risks of plant in the workplace</i>	<input type="checkbox"/>
<i>Managing the risks of falls in the workplace</i>	<input type="checkbox"/>
<i>Managing the work environment and facilities</i>	<input type="checkbox"/>
<i>Preventing falls in housing construction</i>	<input type="checkbox"/>

¹ Note that these are the Codes of Practice available at date of publication. It is the responsibility of the principal contractor to be aware of the latest available Codes. These are available at <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

<i>Safe design, manufacture, import and supply of plant</i>	<input type="checkbox"/>
<i>Safe design structures</i>	<input type="checkbox"/>
<i>Scaffolding</i>	<input type="checkbox"/>
<i>Tilt-up and pre-cast concrete in building</i>	<input type="checkbox"/>
<i>Traffic management in workplaces</i>	<input type="checkbox"/>
<i>Welding processes</i>	<input type="checkbox"/>
<i>Work health and safety consultation, cooperation and coordination</i>	<input type="checkbox"/>
<i>Working in the vicinity of overhead and underground electrical lines</i>	<input type="checkbox"/>

Other Standards or guidance	Tick if applicable
TBA	<input type="checkbox"/>

3.3 WHS Policy

WORK HEALTH AND SAFETY POLICY

Rheem Australia Pty Ltd (Rheem) is committed to providing a safe and healthy workplace for all workers, i.e.; employees, contractors, customers, vendors and visitors.

All our activities at Rheem will be undertaken with the health and safety of our employees, contractors, customers, vendors and visitors as our highest priority. Rheem will do all that is reasonably practical to achieve this.

If a job or task cannot be done safely, it is not to be done at all.

All managers, supervisors and contractors are expected to demonstrate an uncompromising commitment to this policy and are accountable for WHS performance in their areas.

All employees and contractors are expected to follow legislation, company safe working practices and to report hazards to their supervisors.

At Rheem we will:

- Comply with WHS legislation, Standards and Codes of Practice
- Provide a safe and healthy work environment for all our employees, contractors & visitors
- Identify risks and take appropriate corrective actions to reduce the prospect of harm
- Provide training, information and appropriate work instructions
- Establish WHS targets and strive to continually improve WHS performance
- Assist injured employees in the return to work process
- Actively involve employees and their safety representatives through Safety Committees and other consultative forums

Health and Safety will not be subordinated to any other business priority.



Chris Taylor
COO, Rheem Australia Pty Ltd

15th November 2017

3.4 Other policies

<INSERT ANY OTHER POLICIES HERE>

3.5 Insurances

Insurance type	Company	Policy number	Expiry date

4 Risk management

4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before the project starts by using the hierarchy of control (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high risk construction work

We will also identify risks:

- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to the principal contractor.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 7).

4.2 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

5 High risk construction work

5.1 High risk construction work

We have identified the following high risk activities for this project. A Safe Work Method Statement (SWMS) has been developed for each of the high risk construction work activities. We will also develop SWMSs for any additional high risk work that is introduced or identified during the project.

High risk construction work activity	Safe Work Method Statement developed and attached Yes/No

We will collect and file completed SWMS in Section 10, which forms part of this WHS Management Plan.

We will review the SWMS where:

- there is a need to change the method of carrying out of the high risk construction work
- a risk has been identified that is not included and managed within a SWMS.

5.2 Licences for high risk work

We require workers to be licenced to undertake high risk work. Our register of licence holders is below:

Licence holder name	Type of licence	Expiry date

5.3 Asbestos

The principal contractor will ensure:

- all workers understand our procedures for asbestos and follow the correct removal processes
- all workers are trained and use the appropriate personal protective equipment
- only licenced asbestos removalists are used to remove asbestos where the quantity to be remove exceeds the 10 square metre limit or is friable
- the correct signage and controls are in place before any removal of asbestos commences
- the asbestos is wrapped and disposed of correctly.

6 Emergency and incident response

6.1 Emergency preparedness

To ensure we are prepared for an emergency we:

- show all workers and subcontractors the emergency point as part of their induction (this is included in our induction checklist)
- display emergency procedures in the site office or other visible location
- check and mark fire extinguishers at the beginning of the project and six-monthly after that.

Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the workplace
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- call emergency services on 000 or on 112 from a mobile phone. Other emergency numbers are on display in the site office (if applicable)
- notify the principal contractor
- assemble in the nominated assembly points until you receive further instructions from the principal contractor or emergency services personnel.

Emergency meeting point

N/A

Emergency contact list

Refer to 1.3 and 1.4

6.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify the principal contractor
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury, the principal contractor will notify WorkSafe NSW (see 6.3).

The principal contractor may record details of the incident and will ensure any remedial action is taken.

6.3 Notifiable incidents

We will report the following incidents to SafeWork NSW:

- a fatality
- an incident requiring hospitalisation
- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury (see 6.3 of Part A for definition).

In the event of such an occurrence:

- notify the principal contractor who must notify SafeWork NSW by the quickest means possible. The number for SafeWork NSW is **13 10 50** – this number is on the emergency contact list
- fax an **Incident Notification Form** to SafeWork NSW as soon as possible following the incident (must be within 48 hours)
- do not disturb the site until given clearance by the principal contractor who will take advice from SafeWork NSW
- the principal contractor will confirm the reporting requirements required by SafeWork NSW and Police
- the principal contractor shall only give permission to disturb the site when notified by SafeWork NSW that a formal investigation is not required
- if a formal investigation is required, the principal contractor will secure the site.

6.4 First aid

- We will supply adequate first aid equipment
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the principal contractor immediately
- First aid should be administered by trained first aid personnel.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify the principal contractor immediately. In all other circumstances notify the principal contractor as soon as practicable.

EMERGENCY CONTACT NUMBERS

AMBULANCE

POLICE

FIRE SERVICE

000 or 112 (mobile)

(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)

7 Induction and training

7.1 Worker induction

The principal contractor will work with other contractors to ensure a site specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures
- the emergency meeting point
- the site rules
- the facilities
- any site specific hazards
- high risk construction work activities.

7.2 Worker training

The principal contractor will:

- ensure workers are trained and competent for the work to be carried out
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
- ensure all workers have had relevant white card training (or other appropriate training from another jurisdiction)
- ensure on-site training and supervision is provided
- organise external training for specific tasks where required
- seek high risk licences for all high risk work and maintain a register of licences
- communicate with other contractors to ensure their workers are appropriately trained and competent.

8 Consultation and communication

8.1 Consultation

We will consult with all workers and contractors on WHS issues for this project:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Method Statements
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

We will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the contract:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

8.2 Communication

We will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan before starting work on the project. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved in this project by:

- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents.

8.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

9 Site safety procedures

9.1 Site rules

N/A

9.2 Site amenities

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.

9.3 Site security

N/A

9.4 Site signage

N/A

9.5 Personal protective equipment

We will provide the personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor.

The person providing the PPE must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work
- a 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, including by:
 - ensuring it is clean and hygienic
 - ensuring it is in good working order
 - ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:

- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that any other person at the workplace (such as home owners, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:

- follow all instructions to wear and use PPE
- take reasonable care of PPE.

9.6 Managing construction hazards specified in the Regulations

Falls from heights

N/A

Falling objects

N/A

Demolition work

N/A

Excavation work/trenching

N/A

Work near overhead or underground essential services

We will ensure, where reasonably practical, that that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided.

For work near overhead power lines up to and including 132,000kV:

N/A

For work near overhead power lines of greater than 133kV:

N/A

For excavation work near underground essential services:

N/A

Electrical

- Power supplied to the site must only come from:
 - an electricity distributors main
 - an existing switchboard permanently installed at the premises
 - a compliant low voltage generator
 - a compliant inverter.
- Switchboards and distribution boards used on site must:
 - be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating)
 - be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present
 - incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board
 - protect all live parts at all times
 - be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).
- Flexible cords used on construction sites must be rated heavy duty.
- To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site.
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets).
- We will ensure our cords do not exceed the maximum length as stated in Table 1 of AS3012 below:

Rated current	Conductor size	Maximum length in metres
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15/16 amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

- We will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices.
- We will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.

- RCDs and portable equipment must be inspected, tested and tagged every 3 months.
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Workers must report any damaged electrical equipment to the principal contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed
- use all health and safety features and warning devices on plant
- follow all information, training and instruction provided
- guarding must be permanently fixed and is not permitted to be removed
- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

We will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

Scaffolds

N/A

9.7 Managing other construction hazards

Ladder safety

We will manage hazards associated with ladders by:

- using ladders according to the manufacturer's instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height.

Manual handling

We will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing risk assessments
- providing mechanical lifting aids where applicable.

Slips, trips and falls

We will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check
- ensuring workers keep the site tidy as part of the written site rules.

Hand operated and power tool use

We will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a tag and testing register
- testing and tagging electrical tools every 3 months
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure
- electricity supply is through an RCD
- safety guards are in position
- the machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the principal contractor.

Workers must report any issues with power tools to the principal contractor. Unsafe tools will be tagged and removed from service

Sun safety

All persons on site should:

- wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses.

Any other construction hazards

<Insert name of hazard>

- <INSERT YOUR REQUIREMENTS HERE>

<Insert name of hazard>

- <INSERT YOUR REQUIREMENTS HERE>

<INSERT OR DELETE OTHER HAZARDS TO BE MANAGED AS REQUIRED>

10 Safe Work Method Statements (SWMS)

This section of our plan includes our completed Safe Work Method Statements for all high-risk construction work.