



KDC BUILDERS PTY LTD

ABN: 69 634 488 109

SITE INDUCTION & SITE SAFETY BOOK

Project 3

Site Address: 18 Solander Rd, Hillarys WA 6025

Note: Use this document in conjunction with HAZARDCO (APP)

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INTRODUCTION

This information contained within this Induction booklet applies to all employees and sub-contractors, including self-employed persons, engaged by KDC BUILDERS PTY LTD. All KDC BUILDERS PTY LTD employees, sub-contractors and their employees are required to have read and understood the requirements of this Induction booklet and to acknowledge this by signing the Acknowledgement at the end of this document prior to being engaged by KDC BUILDERS PTY LTD and carrying out any work on KDC BUILDERS PTY LTD sites.

It is intended as a reminder of basic health and safety considerations. It does not attempt to cover all situations or to cover all safety and health requirements. Employees of KDC BUILDERS PTY LTD, and sub-contractors must contact their KDC BUILDERS PTY LTD Site Supervisor whenever a safety issue arises that they cannot manage properly by themselves.

KDC BUILDERS PTY LTD employees and sub-contractors have a duty to identify potential hazards at work, assess the risk involved and develop controls to eliminate the risk. All personnel must comply with the site OSH rules. All safety requirements are mandatory unless changes are approved following risk assessment.

This Induction booklet was developed in reference to the Western Australian Occupational Safety and Health Act 1984, Occupational Safety and Health Regulations 1996, codes of practice and industry standards.

The objectives of the KDC BUILDERS PTY LTD Occupational Safety and Health Management System (OSHMS) which this induction booklet forms part of, is to:

- provide a work environment in which employees and sub-contractors can conduct their work and remain free from harm or injury;
- provide consultative mechanisms which support employees and sub-contractors in improving safety and health standards;
- assist employees and sub-contractors to identify and reduce risks associated with KDC BUILDERS PTY LTD activities;
- minimise the impact of our operations on the environment;
- comply with relevant legislation, industry standards and site-specific requirements; and
- assist in ensuring continuity of paid employment for all our employees and sub-contractors.

BEFORE STARTING WORK ON A KDC BUILDERS PTY LTD SITE

- familiarise yourself with site safety policies and procedures;
- identify and familiarise yourself with emergency procedures, escape routes and muster points;
- in the event that there are no specific or planned escape routes then you should;
 - determine at least one, preferably two, safe escape routes from the area you are working in,
 - ensure that at other personnel on site are aware you are also on site,
 - identify emergency contact information for the site, including;
 - Site address,
 - Nearest major intersection,
 - Nearest medical facilities, such as a hospital or local doctor, including phone numbers,
 - Contact details of Site Supervisor,
 - Contact details of site safety rep.

If this information is unavailable, contact the KDC BUILDERS PTY LTD Site Supervisor for assistance.

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Occupational Safety and Health Policy

KDC BUILDERS PTY LTD is fully committed to the principles of Occupational Safety and Health and the provision of a safe and healthy work environment for all staff, sub-contractors and visitors.

In addition, KDC BUILDERS PTY LTD has an obligation to comply with relevant legislation, in particular, the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 which extend to employees and contractors and visitors to KDC BUILDERS PTY LTD workplaces.

KDC BUILDERS PTY LTD supports meaningful and effective consultation with employees, contractors and other stakeholders, whose input is encouraged and incorporated into the decision-making processes regarding Safety & Health matters and observes relevant Codes of Practice, which must be followed unless a better way is documented and adopted.

KDC BUILDERS PTY LTD recognises that OSH is everyone's responsibility, therefore all of our employees and contractors have a duty of care to ensure the safety of themselves and others. KDC BUILDERS PTY LTD Occupational Safety and Health Management System outlines the specific OSH responsibilities of management, employees and contractors.

KDC BUILDERS PTY LTD will promote a proactive approach to Safety and Health and regularly review health and safety performance to monitor the effectiveness of health and safety actions.

Objectives

KDC BUILDERS PTY LTD will ensure compliance with legislation, industry standards and best practice by:

- providing a work environment in which employees and contractors can conduct their work and remain free from harm and injury;
- providing a work environment in which employees and contractors can conduct their work and remain free from harm or injury;
- providing consultative mechanisms which support employees and contractors in improving safety and health standards;
- assisting employees to identify and reduce risks associated with KDC BUILDERS PTY LTD operations;
- minimising the impact of our operations on the environment.

Environmental Policy

KDC BUILDERS PTY LTD vision is to cause no harm to the environment and to continually improve our environmental performance by incorporating sound environmental practices as part of our construction activities.

In order to accomplish this goal KDC BUILDERS PTY LTD policy is to:

ensure daily activities are undertaken in a way that encourages sustainable development, including pollution prevention; waste reduction, and the prevention of any discharge to atmosphere, land or water;

pursue environmental performance which exceeds (where practicable) regulatory requirements and industry standards to which KDC BUILDERS PTY LTD subscribes;

enhance communications by ensuring this policy is available to all clients, staff, contractors and the public. Maintain and regularly review this policy and its objectives on a regular basis;

provide assistance to, and encourage, our contractors to develop and employ environmentally.

Injury Management Policy

KDC BUILDERS PTY LTD is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work-related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

RISK MANAGEMENT

The identification of hazards in the workplace involves consideration of the situations, events or circumstances that may cause injury, illness or damage. Identification includes the type of injury, illness or damage possible, the way in which work is organised and managed, and the tools and equipment being used. KDC BUILDERS PTY LTD may use various tools to identify hazards including; Pre-Start Safety Checklist, consultation with employees and contractors, regular inspections, investigations of accidents and Job Safety Analysis or Safe Work Method Statements.

Safe work method statement (SWMS) and Job safety analysis (JSA)

Your Site Supervisor will generally ask you to provide a JSA or SWMS where required and can provide you with the approved format and guidance on the development of the JSA/SWMS.

- If an unforeseen situation arises where there is a potential for an accident or incident to cause harm or damage then, you must conduct a risk assessment as follows:
 - Using the following Risk Matrix determine the level of risk associated with the hazard;

Consequence (severity of injury or damage)	Likelihood / Probability		
	LIKELY	MODERATE	UNLIKELY
HIGH (1)	HIGH (1)	HIGH (1)	MEDIUM (2)
MEDIUM (2)	HIGH (1)	MEDIUM (2)	LOW (3)
LOW (3)	MEDIUM (2)	LOW (3)	LOW (3)

Consequence

HIGH (1)	Potential death, permanent disability or major structural failure or damage. Offsite environmental discharge / release not contained and significant long term environmental harm.
MEDIUM (2)	Potential temporary disability or minor structural failure or damage. Onsite environmental discharge / release contained, minor remediation required, short term environmental harm.
LOW (3)	Incident that has the potential to cause persons to require first aid. Onsite environmental discharge / release immediately contained, minor level clean-up with no short-term environmental harm.

Likelihood

LIKELY	Could happen frequently
MODERATE	Could happen occasionally
UNLIKELY	May occur only in exceptional circumstances

Ranking

HIGH (1)	<ul style="list-style-type: none"> • Will require detailed pre-planning and ongoing operational monitoring • JSA/SWMS to be completed. Worker input required. Procedure may be prepared. • Consider if hazard can be removed or substituted • Discuss with workers at toolbox meeting
MEDIUM (2)	<ul style="list-style-type: none"> • Will require site specific operational planning • JSA or SWMS to be completed – worker input required • Discuss with workers at toolbox meeting
LOW (3)	<ul style="list-style-type: none"> • Will require localised control measures • Discuss with workers at toolbox meeting or one on one

Contractors will be required as part of their contract of employment to complete Job Safety Analysis forms when:

- tasks are considered to be medium or high risk;

- there are new or modified tasks (deviation from standard work procedures);
- infrequent tasks;
- tasks have previously resulted in injury or damage.

The Western Australian Occupational Safety and Health Regulations requires a JSA or SWMS to be conducted for the following work activities;

- Construction work involving a risk of a person falling two metres or more;
- Construction work on telecommunications towers;
- Construction work involving demolition;
- Construction work involving removing or disturbing asbestos;
- Construction work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse;
- Construction work involving a confined space;
- Construction work involving excavation to a depth of more than 1.5 metres;
- The construction of tunnels;
- Construction work involving the use of explosives;
- Construction work on or near pressurised gas pipes (including distribution mains);
- Construction work on or near chemical, fuel or refrigerant lines;
- Construction work on or near energised electrical installations and lines (whether overhead or underground);
- Construction work in an area that may have a contaminated or flammable atmosphere;
- Construction work involving tilt-up or precast concrete;
- Construction work on or adjacent to roads or railways that are in use;
- Work on a construction site where there is movement of powered mobile plant;
- Construction work in an area where there are artificial extremes of temperature;
- Construction work in, over or adjacent to water or other liquids if there is a risk of drowning;
- Construction work involving diving.

INCIDENT MANAGEMENT

Incident Reporting and Investigation

All workplace injuries must be notified to the Site Supervisor asap. The Site Supervisor shall determine the need to complete an "Incident/Injury Report Form" and/or undertake a formal incident investigation based on the circumstances of the incident/injury and/or the potential for the incident to cause greater harm.

WorkSafe must be notified of the following types of injuries:

- a) A fracture of the skull, spine or pelvis;
- b) A fracture of any bone —
 - i. In the arm, other than in the wrists or hand;
 - ii. In the leg, other than a bone in the ankle or foot;
- c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;



d) The loss of sight of an eye;

Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

RESPONSIBILITY & DUTY

Director

The Director is responsible, to the extent that they have control, for the provision and maintenance of a safe and healthy working environment and safe work practices.

Employees

Employees are required to comply with the KDC BUILDERS PTY LTD Safety Management Plan (SMP), safety and health policies, procedures and instructions to ensure their own safety and health and the Safety and Health of others at KDC BUILDERS PTY LTD work sites. All incidents must be reported to the Site Supervisor. All employees are also required to take corrective action to eliminate hazards at the workplace and/or report those hazards that are beyond their control to their immediate Supervisor.

KDC BUILDERS PTY LTD employees are also responsible for obtaining a Construction Induction/White Card as well as the provision of all PPE that is not provided by KDC BUILDERS PTY LTD. If employees have been issued with PPE from KDC BUILDERS PTY LTD, they must be instructed in the care, use and maintenance of all equipment.

Site Supervisor

Each KDC BUILDERS PTY LTD Site Supervisor is responsible and accountable for taking all reasonably practicable measures to ensure that the work environment under their control is safe and without risk to health by ensuring that:

- the site-specific safety management plan is implemented;
- hazards are identified, assessed and controlled; and high-risk environments are reported to the Director;
- substances are used properly, and plant/equipment is in safe working order and is maintained to a high standard;
- information, induction and on-the-job safety training is provided and that safe working procedures are clearly understood and consistently observed;
- job safety analyses (JSA) and/or safe work method statements (SWMS) are supplied by all contractors carrying out work on site on behalf of KDC BUILDERS PTY LTD and on completion of the job forwarded to Head Office;
- all JSA/SWMS are reviewed by persons conducting the task and any other persons who may be placed in a hazardous situation;
- safe work procedures and JSA's/SWMS are followed;
- regular workplace inspections are carried out and recorded;
- all applicable legislation, standards, guidance notes and codes of practice are complied with;
- all onsite personnel follow instructions and do not put others at risk;
- the workplace is monitored to identify any unsafe or unhealthy conditions or behaviour;
- regular toolbox meetings are held;
- necessary documentation in relation to identification of hazards on site and implement appropriate controls are completed;
- employees and subcontractors are consulted and communicated with, in relation to managing safety and health on site;

- incidents are investigated to thoroughly identify the contributing factors, and initiate improvements required to prevent recurrence;
- controls are implemented in relation to hazards reported by employees and subcontractors;
- safety and health issues that are beyond their control are referred to the Director for attention. Site Supervisors will ensure that measures are in place as an interim action to mitigate the risks identified.

Contractors and subcontractors

All contractors and subcontractors engaged to perform work on KDC BUILDERS PTY LTD sites will, as part of their contract, comply with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996, this SMP and any other specified Safety and Health policies and procedures of KDC BUILDERS PTY LTD.

Where KDC BUILDERS PTY LTD engages contractors, any formal contract must include the requirement that the contractor's employees and or their sub-tier contractors are provided with site-specific safety information and that workers observe safety directions from the Main Contractor.

It is the responsibility of KDC BUILDERS PTY LTD contractors to ensure that their employees are made aware of this site specific SMP and the requirements of KDC BUILDERS PTY LTD "Induction and Site Rules Booklet".

All contractors/subcontractors and their employees must:

- report to KDC BUILDERS PTY LTD Site Supervisor any situation which they have reason to believe could present a risk;
- report any "accident" or injury to health which arises at a KDC BUILDERS PTY LTD work site;
- use equipment appropriately and not interfere or misuse anything provided for their safety;
- co-operate with management by following instructions and wearing protective clothing or equipment as provided and instructed;
- complete the mandatory Construction Induction Course (White Card) as required by the WA OSH Regulations;
- supply and wear all PPE that is not provided by KDC BUILDERS PTY LTD. All PPE that is provided by KDC BUILDERS PTY LTD must be maintained in good working order and worn at all times as directed by either Legislation, signage or by KDC BUILDERS PTY LTD Site Supervisors;
- prepare and submit to KDC BUILDERS PTY LTD a specific JSA/SWMS for all high-risk construction work before starting work on site;
- meet with a KDC BUILDERS PTY LTD representative prior to commencing any work on the project to discuss any OSHE requirements, the contractors JSA/SWMS and any other specific information relating to the contractor's activities;
- conduct activities and work in a safe and healthy manner and in accordance with the requirements of this Safety Management Plan, Inductions, OSH Legislation and applicable JSA/SWMS.

Contractor Non-Compliances

KDC BUILDERS PTY LTD will undertake the following course of action for identified non-conformances:

- a) For minor issues the contractor will be given a verbal direction indicating what the issue is, what needs to occur and the level of safety that KDC BUILDERS PTY LTD expect.
- b) For major safety and health breaches or situations where there is imminent risk to a worker or other person, the contractor will stop work and be issued with a written warning detailing the

issue and controls expected. Work will only restart when adequate safety controls have been implemented.

- c) For ongoing safety and health non-conformances of a significant or high risk nature, contractors may be directed to cease work in accordance with a breach of the contract.

Chain of Responsibility

If you use road transport as part of your business, you share the responsibility of managing the risk. This means anyone who has control in the transport chain can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

As a consignor or receiver, you have a responsibility for ensuring goods carried on your behalf:

- Do not exceed vehicle or permitted dimension limits;
- Do not cause vehicle or permitted mass limits to be exceeded;
- Are appropriately secured.

You may be called upon to demonstrate that you have compliance systems and programs in place to manage the risks associated with the use of heavy vehicle transport. Examples of steps you could take include:

- Regularly reviewing business processes and documenting risk management practices and training;
- Ensuring compliance assurance conditions are included in relevant commercial arrangements with other responsible persons;
- Requesting information about what systems and controls have been put in place by other parties in the chain to ensure compliance;
- Avoiding arrangements that could potentially encourage or reward non-compliance.

BEHAVIOUR

KDC BUILDERS PTY LTD does not tolerate any form of offensive behaviour, particularly harassment, bullying, discrimination, and vilification. Contractors are responsible for ensuring that they or their employees and their subcontractors and their employees do not harass, vilify or discriminate against any person on the basis of their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability and age, and do not engage in any form of bullying behaviour.

TRAINING AND LICENSING

All site workers are required to have the minimum training requirements:

- White card recognised within Western Australia;
- Trade qualifications for the work they are undertaking; or
- If undertaking an apprenticeship be under the direct supervision of a trade qualified (in the respective trade) person from the company, they work for.

Undertaking High Risk Work:

All Sub-contractors whose workers are completing High Risk Work must ensure that:

- The individual is to have a current High-Risk Work Licence on their person for the activity being performed as per the licence class depicted; and
- Be reflected within the JSA for the task / job being performed.

The following are tasks that are deemed to be High Risk Work by WorkSafe WA:

LF - Forklift Truck	LO - Order-Picking Fork Lift Truck
DG – Dogging	C1 – Slewing Mobile Crane up to and including 100 tonnes lifting capacity) includes C6, C2, CN and CV.
RB – Basic Rigging	RI – Intermediate Rigging
RA – Advanced Rigging	RA – Non-slewing Mobile Cranes (greater than 3 tonnes lifting capacity)
SB – basic Scaffolding	SI – Intermediate Scaffolding
CT – Tower Cranes	C2 – Slewing mobile cranes (up to and including 20m tonnes lifting capacity) (includes CN and CV)
CS – Self-erecting Cranes	CD – Derrick Cranes
CP – Portal Boom Cranes	CV – Vehicle loading Cranes (10 tonnes or greater lifting capacity)
CB – Bridge and Gantry Cranes	C6 – Slewing Mobile Cranes (up to and including 60 tonnes lifting capacity) (includes C2, CN and CV)
CO – Slewing Mobile Cranes (open/over C2, CN and CV)	CN – Non-slewing mobile Cranes (greater than 3 100 tonnes lifting capacity) (Includes C1, C6, tonnes lifting capacity)
HM – Materials Hoists (cantilever Platforms	HP – Hoists (personnel and materials) (includes HM)
PB – Concrete Placing Booms.	WP – Boom type elevating work platforms (boom length 11 metres or greater)

CONSULTATION

KDC BUILDERS PTY LTD promotes the active participation of all employees in OSH decisions. Employees and Subcontractors are consulted and given opportunity, encouragement and training to be proactively involved in OSH matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures or work routines which may affect OSH.

KDC BUILDERS PTY LTD SITE RULES

Alcohol and Drugs

- Do not work under the influence of alcohol or drugs and do not bring alcohol or drugs onto site.
- If you are taking any medication that may affect your ability to work safely you must inform the Site Supervisor.

KDC BUILDERS PTY LTD does not currently employ a formal alcohol and drugs testing regime, however they reserve the right to introduce such a program at the discretion of KDC BUILDERS PTY LTD management. KDC BUILDERS PTY LTD will consult with its employees before introducing an

alcohol and drugs testing program. All personnel and contractors will be required adhere to KDC BUILDERS PTY LTD testing policies and procedures.

Alterations

No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes but not limited to scaffolds, handrails, barricades, signage, guards, penetration covers etc.

Amenities

- Amenities such as toilets and water will be provided on site. Please report damage or malfunctioning facilities to the Site Supervisor.
- The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of contractors' vehicles.
- All food scraps, wrappers and containers are to be put into bins on site after each meal.

Back Props

Back props are not to be moved without the Site Supervisors authorisation.

Contractor Equipment

Contractors are responsible for security arrangements in relation to their plant, tools, equipment and materials required on site during the works.

Electrical Hazards

- Maintain the following safe clearances from live overhead powerlines;
 - 1 metre from powerlines up to 1000 volts,
 - 3 metres from powerlines up to 33,000 volts, and
 - 6 metres from powerlines over 33,000 volts.
- Locate any underground powerlines prior to any excavation work.
- All power lines are to be considered live unless otherwise advised.
- No piggy-back plugs or double adaptor are to be used on site.

Electrical testing and tagging

- All portable electrical tools and equipment are to be inspected, tested and tagged in accordance with WA OSH Regulations every 3 months.
- Workers are not to use untagged equipment.

Excavations and trenches

- Excavation and trenching works should be conducted in accordance with the WA Code of Practice, "Excavation". This code outlines accepted safe practices and recommendations for excavation work in Western Australia.
- The WA OSH Regulations identifies excavation work over 1.5 metres deep to be a high-risk work activity and therefore a JSA/SWMS must be developed for this work activity.
- A competent person at the start of every shift must inspect excavations, after any accidental collapse or event likely to have affected its stability and on an ongoing basis.
- Excavations below 1.5m must be shored, benched, battered or assessed as self-supporting by a competent person.
- Make sure the excavation is protected with barriers.
- Safe access/egress must be provided.

First Aid

- All workers are required to have access to a suitable first aid kit at all times.
- Any injuries requiring medical treatment **MUST** be reported to the Site Supervisor as soon as possible, but within no more than 24 hours.
- KDC BUILDERS PTY LTD recommends that all construction subcontractors have at least one person within their team that has completed an accredited First Aid training course.

Hand Tools, Electrical Tools and Extension Leads

- All hand and electrical tools must be in serviceable condition and suitable for the task.
- Extension leads shall not be longer than 30 metres or joined together to extend further than 30 metres in total length.
- Extension leads are to be raised off the ground in the following circumstances:
 - Extension leads are exposed to pooled or flowing water,
 - Extension leads are exposed to vehicle traffic, pedestrian traffic, or potential damage,
 - Extension leads are out of site of the user.
- Tool guards shall not be removed or modified under any circumstances,
- Appropriate personal protective equipment is to be used at all times,
- Domestic extension leads, power boards or double adaptors are not permitted on KDC BUILDERS PTY LTD sites.

Hazards

- All hazards are to be controlled in accordance with the:
 - WA Occupational Safety and Health Regulations;
 - Australian Standards;
 - Codes of Practice;
 - Accepted industry standards and recognised guidance materials.
- Any hazards that you are unable to control **MUST** be reported to the Site Supervisor,
- Where a hazard presents an imminent risk then the situation **MUST** be made safe immediately and the Site Supervisor advised. This may include, but not be limited to the following:
 - Barricade the hazard or hazardous area off;
 - Warn other personnel on site;
 - Cease use of effected plant or tools and tag 'Out of Service'.
- Follow the guidelines of Material Safety Data Sheets (MSDS) where a hazardous substance is involved.

Hazardous Substances

- Make sure an Australian issued Material Safety Data Sheet (MSDS) that has been revised within the past 5 years is provided to the KDC BUILDERS PTY LTD Site Supervisor before bringing any hazardous substances on to site, e.g. Solvents, adhesives, sealants.
- The requirements of the MSDS are to be complied with at all times when using hazardous substances.
- Do not store more of a hazardous substance on site than what you need for the job.



- Do not store hazardous substances, including fuels, in or near site facilities such as toilets, lunchrooms or site offices.
- Hazardous substances must be stored in secure facilities.

Hoists

- Hoists are to be inspected prior to use each day.
- Overhead protection should be provided for the operator if the controls are less than 3 metres away from the hoist.

Hot Work, Welding and Cutting Equipment

Welding and/or cutting equipment must only be operated by suitably experienced persons. The following points shall be complied with at all times:

- suitable PPE shall be worn when using welding or cutting equipment;
- make sure fire extinguishers are located in the immediate vicinity of any work that may create a fire risk such as grinding, welding, and thermal or oxygen cutting or heating, and other related heat – producing or spark – producing operations;
- know your type of fire extinguisher, how it is to be used and what it can be used on;
- all gas cylinders must be located in a ventilated area, upright, secured and transported on purpose-built trolleys;
- flashback arrestors must be fitted to each end of the hoses when using pressurised oxygen with a fuel gas. When using atmospheric air with a fuel gas, an arrester need only be fitted to the handpiece;
- flashback arrestors should be inspected weekly, tested every year, and replaced every five years;
- ensure that any potentially flammable materials in the area will not be ignited by the welding or cutting process;
- all ancillary equipment must be in good working order;
- screens shall be used, or other controls put in place, to protect other workers/people from ultraviolet radiation produced by some process such as arc welding.

The Site Supervisor will advise you if a Hot Work Permit system is in operation on the site.

Housekeeping

- Keep work areas and access-ways clean and tidy (all unnecessary items, loose/unstable materials and waste safely removed from the area).
- Waste is to be placed in the appropriate waste bins or waste storage area.
- Where provided for, recyclable waste is to be separate and placed in bins provided.
- All workers are required to leave their work area in a safe and tidy state at the end of each shift/day.

Incident Management

All incidents and near miss (and hazards that cannot be removed or rectified immediately) shall be reported to the KDC BUILDERS PTY LTD Site Supervisor.

Key requirements within this process include:

- formal statutory notification(s);
- an Incident Form is also to be completed;
- incidents and accidents will be investigated for causal factors and control measures to be implemented where applicable to prevent a recurrence.

Ladders

- Only light duty tasks of short duration are to be performed from a ladder.
- Only commercial grade ladders with the compliance sticker to be intact are to be used on site (no domestic rated ladders).
- Ladders are to be set up on an angle of 1 metre out at the base to every 4 metres up, be placed on firm level ground and secured to prevent movement.
- Ladders must be maintained in a serviceable condition.
- Ladders must extend at least 900mm above the landing.
- Step ladders are to be used in accordance with the manufacturer's guidelines.
- 3 points of contact must be maintained when climbing up or down a ladder.
- Extension ladders must not be used to provide access to scaffold.
- Ladders must be suitable for the task, i.e., non-conductive ladders used for electrical work.

Manual Handling

There are no specific limitations on the weight that a single individual is permitted to lift as this can vary from one person to another. There are many factors that must be considered including but not limited to:

- The weight of the load;
- The physical dimensions of the load;
- Does the load have any sharp edges;
- Is the load likely to be caught by the wind;
- Does the load have handles/lifting points;

If you believe that you cannot safely lift the load, then you must seek advice from your supervisor.

1. Use correct lifting techniques.
2. Determine the weight of the load;
3. Ensure the path you intend to travel is clear and free of obstacles and trip hazards;
4. Ensure the area where you intend to place the load is clear and safe;
5. Face the direction you intend to travel (avoid twisting and turning when carrying heavier loads);
6. Bend your knees and keep your back straight;
7. Get a good hold/grip on the load;
8. Lift with your legs;
9. Place the load by bending your knees, DO NOT bend your back.

With heavy or awkward loads, get help or use mechanical assistance such as a forklift.

If it is too heavy, don't lift it!

Mobile Phones and Devices

There are many hazards associated with using mobile devices on a worksite. It can distract users from the hazards associated with their work tasks and their surroundings, and it can distract other workers in the area.

- The use of mobile phones or devices is not permitted while operating any mobile plant or equipment, or while performing activities that require your full attention.

- The use of mobile phones or devices is not permitted while attending safety meetings or while receiving safety-related information such as a safety talk.
- Supervisors should make every reasonable effort to avoid using their mobile phones or devices or making calls while directing activities on the worksite.
- If an urgent family matter requires a worker to use their mobile phones or device, the worker must leave the work area, so that the communication can be done in a safe manner.

Nail Guns and Explosive Power Tools

- Where nail guns or explosive powered tools are being used safety signage such as “Warning – Nail Gun in Use”, shall be erected at ALL access points to the area, not just on the back of the vehicle.
- All appropriate PPE, such as hearing protection, shall be used at all times.
- Tools shall not be left unattended while still active.
- Tools are to be maintained in a serviceable condition at all times.
- Explosive charges shall be secured in a locked box as required by State Legislation.

Penetrations

- Penetrations greater than 200 mm x 200 mm but less than 2 m x 2 m in timber suspended floors will be securely covered and warning signage displayed.
- For concrete suspended floors with penetrations greater than 200 mm x 200 mm, but less than 2 m x 2 m, steel mesh will be embedded in the concrete, in addition to secure covers and signage.
- Penetrations of 2 m x 2 m, or more, in both timber and concrete suspended floors will be barricaded.
- Penetrations in ground floors will be covered or barricaded.

Personal Protective Equipment (PPE) and Clothing

- Ensure all PPE complies with Australian Standards and are not counterfeit, faulty or damaged. Please be wary of purchasing cheap PPE off the internet.
- Safety footwear that complies with Australian Standards is required to be worn on all KDC BUILDERS PTY LTD sites.
- The minimum general clothing requirements are shorts and short sleeve tops/shirts. More substantial clothing may be required in some circumstances such as when working with hazardous chemicals.
- The PPE requirements of the MSDS shall be complied with when working with, or in proximity to, any hazardous substances or chemicals.
- Other common types of PPE that may be required include:
 - Hearing protection

If noise levels above 85 dB(A) cannot be eliminated or reduced by other means, then approved hearing protection shall be used such as ear plugs or earmuffs. As a rule of thumb, if you have to raise your voice to be heard by a person standing 1 metre away from you then noise levels are above the accepted safe standard.
 - Safety glasses

All persons on site are required to wear approved safety glasses/goggles/face shields where safety signage indicates such a requirement. In all other cases persons exposed to airborne particles, chemicals or ultraviolet radiation from welding processes must wear suitable approved eye protection.

- Gloves

Gloves are essential PPE when performing certain work activities such as welding, handling loads with sharp edges, hot loads and where a Material Safety Data Sheet (MSDS) recommends hand protection when using a hazardous substance.
 - Safety helmets

Safety helmets must be worn at all times where indicated at site entry points. As per Western Australian legislation a safety helmet must be worn where there is any risk of:

 - being struck on the head by a falling object; or
 - hitting the head against an object.
 - High visibility clothing

If not identified as a minimum site requirement, all involved in the operation of cranes and other lifting equipment on site are required to wear a high visibility vest.
 - Respiratory devices

Where required by the Material Safety Data Sheet (MSDS) suitable respiratory protection such as dust and/or vapour masks must be worn when using or working in the vicinity of hazardous substances.
- Sunscreen should be used to reduce the risk of sunburn and potentially skin cancer.

Plant

The term plant includes, but is not limited to, cranes, hoists, elevating work platforms, building maintenance units such as swing stages or suspended stages, pressure equipment and explosive powered tools such as nail guns.

In addition to relevant State Legislative requirements and/or Codes of Practice, the use of any plant on site shall meet the following requirements:

- Contractors using mobile plant (e.g. mobile cranes, excavators, forklifts, elevated work platforms, etc) are required to provide KDC BUILDERS PTY LTD with a JSA/SWMS prior to the commencement of works.
- Plant registration details, where required, shall be readily available and plant registration numbers clearly displayed.
- All mobile plant shall be maintained to the manufacturer's specifications and operators' log books are to be kept up-to-date. The logbook should be readily available upon request by KDC BUILDERS PTY LTD.
- Mobile plant requiring operator's licenses are only to be operated by appropriately licensed persons. It is the responsibility of the contractors to use appropriately licensed persons.
- Where no formal license is required to operate a specific piece of plant operators must be able to demonstrate competence in operating that plant.

Public Safety

KDC BUILDERS PTY LTD will ensure that clearly displayed signs are erected on the boundary describing the site as being a construction site.

A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians and other vehicles.

When a site is left unattended-

1. If a perimeter site fence is in use, the last worker to leave the site must ensure that access points to the site are to be secured,

2. If no perimeter site fence is in use, then it is the employees or contractors' responsibility to secure or remove any hazards associated with their work prior to leaving the site. For example,
 - Do not leave large drums containing water unless they have a secure lid.
 - Erect barriers or fencing along potential fall hazards and/or retaining walls.
 - Restrict access to scaffolds (remove ladder).
 - Extra care is required in established residential areas and/or near schools or playgrounds.

Residual Current Devices (RCD's or Safety Switches)

- Contractors using portable electrical equipment on KDC BUILDERS PTY LTD worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance Western Australian legislation.
- Domestic RCD's are not permitted on KDC BUILDERS PTY LTD sites.

Refusal to work

- If an employee considers that there are reasonable grounds to believe that to continue to work would result in exposure to a risk of imminent and serious injury or imminent and serious harm to health, the employee or contractor is entitled to refuse to work. Should an employee or contractor take such action then he/she must notify the employer and, if one exists, the safety and health representative.

Scaffolds

- All scaffolding is to be erected using safe manual handling and construction practices in accordance with the manufacturers or supplier's guidelines,
- All erected scaffolding is to be compliant with the manufacturer's guidelines, Australian Standards or the Western Australian Code of Practice AS/NZS4576:1995 – Guidelines for scaffolding,
- All scaffolds where a person could fall more than 2 metres MUST be provided with edge protection,
- Scaffolds where a person can fall more than 4 metres -
 - The scaffold MUST be erected, altered and dismantled by a licensed scaffolder,
 - The scaffold MUST be inspected and tagged prior to use and at least every 30 days,
- Incomplete or unsafe scaffolds MUST be tagged, sign posted or barricaded to prevent unauthorised access.

Site Safety Signs

- Site safety signs are to be complied with at all times.
- Site safety signs are NOT to be obstructed by vehicles or by any other means.

Site Security

A site-specific risk assessment in relation to site security should be conducted to identify any hazards and appropriate control measures are in place. Site Supervisors are responsible for ensuring that at a minimum the site is securely fenced. Appropriate signage is erected with contact telephone numbers and the site is locked at the end of each day. Employees and Contractors prior to leaving the site should ensure that:

- Electrical power is off
- Access to elevated floors, scaffolding and ladders is blocked;
- Plant, equipment, tools, chemicals and dangerous goods are securely stored;
- Water drums are emptied;

- Excavation areas such as pits, trenches and pier holes are covered;
- Plant or machinery is secure and cannot be operated illegally;
- Objects that could become dangerous in strong winds are secured, including incomplete or inadequately braced walls that might collapse;
- other hazard that may cause injury have been controlled.

Smoke Alarm Isolation

- All isolations must be approved by the Site Supervisor.
- Dust covers must be used to cover smoke detectors when dust is being generated. Dust covers must be removed from the smoke detectors at the end of each day.

Traffic Management

- General Western Australian road rules are applicable on all KDC BUILDERS PTY LTD sites, unless otherwise advised by the Site Supervisor.
- Contact the Site Supervisor to determine unloading and storage requirements.
- When unloading a vehicle on a public road, traffic cones and/or warning signs shall be positioned to warn the public. Where such activity occurs repeatedly and/or over an extended period of time, a specific Road/Traffic Management Plan and appropriate permits may be required.
- Make sure properly trained spotters control reversing vehicles before unloading.
- Vehicles must be properly maintained, and drivers properly trained.
- Depending on the situation, the Site Supervisor may arrange to have a Traffic Management Company to control the road traffic.

UV Protection

- KDC BUILDERS PTY LTD encourage all persons on site to wear adequate clothing (e.g. hats) and other protective methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- Very hot and extreme heat conditions can lead to heat related health problems. Types of heat related illnesses include, but is not limited to, heat cramps, heat exhaustion, heat stroke and heat fainting.

Visitors

- Site personnel shall NOT bring any person onto site unless the Site Supervisor has been notified and approval given.

Working Alone

Working by your self is a unique hazard that must be controlled. The following guidelines will help to reduce the risks associated with working alone -

- Always ensure that someone knows where you will be working. This can be achieved by having a copy of your work schedule at home or with your partner/family.
- If you are not scheduled to be on site and there are no other workers on site then you must advise the Site Supervisor.
- Do NOT perform any work activities which could incapacitate you to the point of not being able to seek assistance.
- Do NOT under any circumstances work at height where you are exposed to a fall risk or you are required to use fall arrest equipment, such as a safety harness.

Working at Heights

The WA Code of Practice, "Prevention of Falls at Work Places" should be observed when working at height. The following guidelines shall be complied with at all times;

- Where a person could fall 2 or more metres from a; scaffold, stairs, landings, formwork, false-work, suspended slabs or mezzanine floors, edge protection MUST be provided. Edge protection includes a top rail, mid-rail and kickboard or mesh panel.
- Where persons could fall more than 3 metres from any other open edge (eg, roof), a risk assessment shall be conducted and suitable control measures put in place.
- Where a fall injury prevention systems (FIPS) or restraint systems eg: harnesses, lanyards, fall arrestors, rope grabs, restraint devices, catch platforms, is to be used then the following requirements apply:
 - All persons required to use the fall injury prevention system shall be trained in the use of the system,
 - An emergency rescue plan shall be put in place. This plan shall include what action is to be taken and how a person will be rescued in the event of a fall,
 - Workers shall not be required to work alone.
- Safe access must be provided to all elevated work areas.

NOTE TO SUBCONTRACTORS & SUPPLIERS:

The KDC BUILDERS PTY LTD Site Supervisor or a KDC BUILDERS PTY LTD OSH Representative who observes an unsafe practice has the right to direct a Sub-contractor to cease work until the safety concern is addressed to the satisfaction of the KDC BUILDERS PTY LTD Site Supervisor or a KDC BUILDERS PTY LTD OSH Representative.

KDC BUILDERS PTY LTD will take into consideration compliance with safe work practices when selecting Sub-contractors for future work.

PERSONAL INFORMATION AND ACKNOWLEDGEMENT:

Name _____
 Address _____
 Employer’s Name: _____
 Employer’s Address: _____
 Employer’s Phone No: _____
 Next of kin name: _____
 Relationship to Worker: _____
 Phone Number _____
 Health Details: _____
 (Diabetes T1 or T2, colour blindness, deafness, allergies, etc)

Example of Skill/Competency & Accreditation Required (Provide via Email to KDCB) if applicable.

Skill/Competency		Skill/Competency			
Trade		EWP’s		Telehandler	
Scaffolding		Riggers		Bobcat/Skidsteer	
Cranes		Hoists		Forklift	
Dogman		First Aid			

- Email copy of all subcontractors: **High Risk Work Licence and/or other Licence or accreditation related to your specific industry and scope of works.**
- Email copies of all subcontractors: **WA White Cards and WA Drivers Licence.**

Responsibility of Employers to their subcontractors: Do you have the legal right to work in Australia? **Yes / No.** If yes, please provide appropriate documentation to your employer, (not applicable to Australian Citizens). If in doubt, you can visit the Department of Immigration’s [Visa Entitlement Verification Online](#) (VEVO) service. **Note: The employer and/or Subcontractor working for KDC BUILDERS is responsible to check and sight documents and copy placed in your file.**

Will you be required to carry out any high-risk work activities? **Yes (If Yes provide SWMS)**

If so, have you been instructed in any Safe Work Procedures related to your work? **(Provide SWMS)**

I understand that KDC BUILDERS PTY LTD will have a Site Induction Safety Booklet and (SSSP) Site Specific Safety Plan available on KDC BUILDERS website <https://www.keedesignconstruct.com> and/or via: **HAZARDCO (APP - Scan QR Code).**

I understand it is my responsibility as the subcontractor or supplier to ensure that I am familiar with the contents of the Site Induction Safety Booklet and (SSSP) Site Specific Safety Plan for this project.

I have read the KDC BUILDERS PTY LTD documents ie; Site Induction Safety Booklet and (SSSP) Site Specific Safety Plan and understand the contents and directions and agree to accept the direction of the KDC BUILDERS PTY LTD Site Supervisors in the pursuit of a hazard free work environment.

Note: On acceptance of KDC BUILDERS Purchase Order and/or authorisation via email without a Purchase Order being issued for smaller scope of works, you understand and agree to comply with all our: Site Induction Safety Booklet and (SSSP) Site Specific Safety Plan.