

ORGANISATION DETAILS

Organisation Name:	Gedoun Constructions Pty Ltd	Contact Name:	Joe Gedoun
ACN/ABN:	52 284 873 581	Contact Position:	Director
Address:	PO Box 1138, Townsville QLD 4810	Contact Phone Number:	0412 968 974

PROJECT DETAILS

Project:	Gedoun Construction Sites	Project Address:	Gedoun Construction Sites
Project No:		This WMS has been developed in consultation with:	Joe Gedoun
Activity:	Installation of Cabinetry/Joinery		Reviewed by:
		Position:	Contract Administrator
Training/Instructions to be provided:	<input checked="" type="checkbox"/> Site Induction Training <input checked="" type="checkbox"/> OHS Induction Card Training <input checked="" type="checkbox"/> Manual Handling Training	<input checked="" type="checkbox"/> Task Specific Training, Manual Handling Training <input checked="" type="checkbox"/> Training Specified in any MSDS <input checked="" type="checkbox"/> Other (Specify): Transport Licensing, Trade Qualifications	
Resources/Trades Involved:	Cabinet Makers and Joinery Installers	Engineering Details/Certificates/EPA/QLD Work Place Health & Safety Approvals:	Nil
Plant/Equipment Used:	As per Moduline Electrical Appliance & Equipment (Plant) Register	Warning Signs and Controls Measures:	As per Displayed Signage
		Details of Emergency Procedures:	As per Site Safety Plan
Personal Protective Equipment (PPE) to be used:	High Visibility Clothing and Safety Footwear (Steel Capped Boots) are to be worn by ALL worksites. Fire retardant material long sleeve shirt, trousers, safety helmet, safety glasses, rescue kit, low voltage insulating gloves.	Safety Data Sheets Required:	As per Appendix 1

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<p>Occupational Health Safety or Environmental Legislation:</p>	<ul style="list-style-type: none"> • Queensland Acts & Regulations • Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011 • Electrical Safety Act 2015, Electrical Safety Regulations 2013 • Building and Construction Industry Improvement Acts 2005 	<p>Codes and/or Standards Applicable to the Works:</p>	<p>Building Code of Australia 2010 Queensland & National Codes of Practice:</p> <ul style="list-style-type: none"> • Building and Construction 2000 Updated 2011 • Noise 2004 • Scaffold 2009 • Electrical 2013 • Manual Tasks 2010 • Plant 2013 • First Aid 2015 • Hazardous Substances 2011 • Prevention of Falls in Housing Construction 2012 • Construction Work 2013 • Building Code of Australia 2015 • Hazardous Substance Code of Practice 2003 <p>National Standards:</p> <ul style="list-style-type: none"> • Risk Management AS/NZS15031000:2009 • National Standard for Construction Work NOSHC:1016 (2005) • National Standard for Manual Tasks 2007

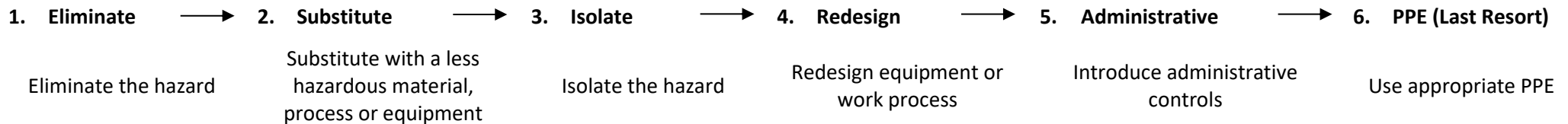
HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Driving	Hazard	2	5	10	<ul style="list-style-type: none"> - All delivery drivers are to have the correct license requirements - A site induction and inspection prior to commencing on site to determine requirements and access - Site inspection prior to delivery to determine best possible location for unloading joinery - Awareness on Action-On –Incident procedures 	2	4	8	Installation Manager
	- Unsafe driving	4	4	16		2	2	4	
	- Unfamiliar driving conditions								
	Risk								
	- Vehicle accident resulting in causing casualties or fatalities								
Unsafe Loading and Unloading	Hazard	4	5	20	<ul style="list-style-type: none"> - All loads are not to exceed perimeters of pallets used for transport and are to be tied using ratchet straps - Use correct manual handling techniques as described in induction - All drivers and unloaders have access to approved Moduline Manual Handling training - Use of plant operators with appropriate licenses - All loads to be lifted by mechanical methods are to be moved on pallets supplied with shrink-wrap plastic in place - Individual joinery items to be manufactured to a size and weight which can be easily maneuvered - Site inspection prior to unloading commencing to ensure a clear and safe passage - Site inspection prior to unloading to determine a clear and easily accessible landing area, where the joinery can be stored and will not be in the way of other trades 	1	5	5	Senior Delivery Supervisor
	- Load moving during transport	4	4	16		2	2	4	
	- Excessively heavy loads	4	4	16		2	2	4	
	- Incorrect lifting methods both manual and mechanical (e.g. Manitou)	4	4	16		4	2	8	
	- Unsuitable access (trenches, cluttered walkways)	4	2	8		4	2	8	
	- Insufficient landing areas								
	Risk								
	- Muscle injuries								
	- Soft tissue injuries								
	- Lower back injuries								
	- Damage to property								
Working Near Other Trades	Hazard	4	5	20	<ul style="list-style-type: none"> - Complete site induction by primary contractor - All employees must have a general safety induction card 	2	4	8	Installer
	- Hazards which may arise due to the presence of other trades								

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
	Risk - Injuries or casualties - Delay to project timeline			16	- Be aware of other trades - Use of PPE relevant to equipment being used - Be considerate of protection client workplace - Inspect site before commencing work			8	
Using Hazardous Substances	Hazard - Strong fumes	4	4	16	- Correct use of PPE (respirator, eye protection, gloves, protection clothing) - Refer to MSDS and hazardous substance risk assessment - Work in well ventilated areas - Correct clean up - Correct storage - Appropriate knowledge about used substances - Ensure access to First Aid Kit - Awareness of accident or injury procedures	2	4	8	Installation Manager
	- Acidic substances	2	4	8		1	2	2	
	- Damage to site	2	1	2		2	1	2	
	- Damage to other trades of member of the public								
	Risk - Burns to skin - Eye damage - Respiratory damage								
Installing	Hazard - Faulty equipment	4	4	16	- All electrical equipment should be tested and tagged every 3 months - Read manufacturers notes on recommended use and do not use equipment for unsuitable tasks - Leads from power boards are not in the path of other trades - Cabinets are to be fixed to walls by screwing through into studs or blockwork with the additional of glue of liquid nails as required - Ensure the correct screws and screwing aids, such as masonry wall plugs are used - Use manual handling techniques as described in induction - Ensure that all equipment is fitted with dust bags	2	4	8	Installation Manager, Kitchen Installer, Installation Manager
	- Improper use of equipment	2	4	8		1	4	4	
	- Cabinets not fixed to walls properly	4	4	16		2	4	8	
	- Incorrect lifting	2	2	4		2	2	4	
	- Cutting MDF or other materials	4	4	16		2	2	4	
	Risk - Muscle injuries - Soft tissue injuries - Lower back injuries - Damage to property - Respiratory problems - Fatalities								

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
	<ul style="list-style-type: none"> - Electrocutation - Burns - Loss of fingers or eyesight 				where possible or used in well ventilated areas <ul style="list-style-type: none"> - The use of PPE in the form of safety glasses and dust mask are used - Ensure that the job site it kept clean and that all debris at the end of each day is placed into the waste bin provided by the principal contractor 				
Hoisting and Handling at Height (lifting by Manitou)	Hazard	2	5	10	<ul style="list-style-type: none"> - Correct licensing of any machinery in use - Use of sling, harnesses and/or rigging as required. Do not use equipment for unsuitable tasks - Ensure correct stabilizing equipment, jacks etc. are used - Clearance from danger zones around any lifting and/or machinery by isolating the work area from pedestrian movement - Correct site inspection and a planned and briefed Lift Plan - Adherence to RTA T008 Cranes, Hoists and Winches dated August 2008 - Where possible split the load into smaller loads - Use of PPE mandatory 	2	4	8	Installation Manager
	- Equipment failure								
	- Overloading, over balancing	2	5	10		2	4	8	
	- Contact/entanglement with building, foliage, wires	4	4	16		2	4	8	
	Risk								
	<ul style="list-style-type: none"> - Casualties or fatalities - Damage to cabinetry - Damage to side 								

RISK MATRIX					
LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
RARE (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (4)
UNLIKELY (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
POSSIBLE (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
LIKELY (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
ALMOST CERTAIN (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)

If the residual risk is	Catastrophic (16+)	Then	Work is unable to proceed. Seek other methods (Significant)
	High (10 – 15)	Then	Permission from High Level Management for work to proceed (Significant)
	Moderate (4 – 9)	Then	Permission from Worker in Charge for work to proceed (Insignificant)
	Low (1 – 3)	Then	Work able to proceed (Insignificant)







C = Consequence

- 5 = **Catastrophic** = Fatality, permanent disability, long term widespread impacts, huge financial loss
- 4 = **Major** = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss
- 3 = **Moderate** = Lost time injury, reversible medium term local impact, high financial loss
- 2 = **Minor** = Medical treatment, reversible short – medium term impact to local area, medium financial loss
- 1 = **Insignificant** = First aid, limited impact to minimal area, low financial loss


L = Likelihood

- 5 = **Almost Certain** = It is almost certain that the risk will occur in most circumstances
- 4 = **Likely** = The risk is likely to occur in most circumstances
- 3 = **Possible** = There is uncertainty that the risk could occur
- 2 = **Unlikely** = The risk could occur at some time but there is confidence that it will not
- 1 = **Rare** = The impact/risk may occur only in exceptional circumstances

**I HAVE BEEN CONSULTED AND I ASSISTED IN DEVELOPPING THE WORK METHOS STATEMENTS THAT APPLY TO MY WORK ACTIVITIES.
I WILL COMPLY WITH ITS SAFE WORK PRACTICE.**

PRINT NAMES	POSITION/TRADE	SIGNATURE	DATE
JOE GEDOUN	DIRECTOR/SITE MANAGER		31-Aug-16
CRAIG PENSINI	SITE SUPERVISOR		31-Aug-16
MATTHEW CARROLL	SITE SUPERVISOR		31-Aug-16
BOYD TURNER	SITE SUPERVISOR		31-Aug-16

MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

NAME	SIGNATURE	DATE
STACY JACOBSEN		31-Aug-16