

**ORGANISATION DETAILS**

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

**PROJECT DETAILS**

<b>Project:</b>	Gedoun Construction Sites	<b>Project Address:</b>	Gedoun Construction Sites
<b>Project No:</b>		<b>This WMS has been developed in consultation with:</b>	Joe Gedoun
<b>Activity:</b>	Installation of various types/styles of fencing		<b>Reviewed by:</b>
		<b>Position:</b>	Contract Administrator
<b>Training/Instructions to be provided:</b>	<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): Light Rigid Licence, Medium Rigid Licence and Heavy Rigid Licence	
<b>Resources/Trades Involved:</b>	Qualified Tradesmen	<b>Engineering Details/Certificates/EPA/QLD Work Place Health &amp; Safety Approvals:</b>	Plant to comply with RTA requirements PPE to comply with relevant Australian Standards
<b>Plant/Equipment Used:</b>	Electrical tools and hand tools	<b>Warning Signs and Controls Measures:</b>	As per Displayed Signage
		<b>Details of Emergency Procedures:</b>	As per Site Safety Plan
<b>Personal Protective Equipment (PPE) to be used:</b>	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.	<b>Safety Data Sheets Required:</b>	Nil

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

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	
Planning	Personal injury: - Crushing - Laceration - Electric shock - Exposure to hazardous atmosphere - Entanglement - Falls - Manual handling - Hit by moving vehicle	1	5	5	<ul style="list-style-type: none"> <li>- Contact Dial Before You Dig and Local Authorities. Obtain utilities maps of intended work area if required</li> <li>- Ensure equipment suitable for task (know the limitations of particular diggers – gradients, type of soil/compaction, SWL)</li> <li>- Ensure communication equipment available (check for phone service in remote areas)</li> <li>- Ensure power tools are suitable for task:               <ul style="list-style-type: none"> <li>o Suited to the material/soil type</li> <li>o Not too powerful for task, e.g. don't use larger angle grinder than needed. Sufficient power for task – no excessive force</li> </ul> </li> <li>- Ensure:               <ul style="list-style-type: none"> <li>o Rings, bracelets, watches etc. are removed</li> <li>o Long hair is tied back</li> <li>o No loose clothing or loose gloves are worn</li> </ul> </li> <li>- Inspect intended work area. Check:               <ul style="list-style-type: none"> <li>o Underground services/utilities – Dial Before You Dig)</li> <li>o Type of soil (wet, dry, compact etc.)</li> <li>o Rocks, tree roots, etc.</li> <li>o Weather conditions, lighting</li> <li>o Cliffs, pits, drops-offs, newly excavated soil, trenches</li> <li>o Sufficient room so operator will not be knocked or need to over-reach</li> <li>o Area clear of debris, cur-offs etc.</li> </ul> </li> </ul>	1	3	3	Contractor

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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	
Planning (Continued)				8	<ul style="list-style-type: none"> <li>○ Work pieces are able to be secured and stable</li> <li>- Develop site/task specific SWMS</li> </ul>			3	
Preparation	Personal injury: <ul style="list-style-type: none"> <li>- Electric shock</li> <li>- Slips, trips, falls</li> <li>- Crushing</li> <li>- Hit by moving vehicle</li> </ul>	2	4	8	Assess site: <ul style="list-style-type: none"> <li>- Weather conditions (do not operate diggers in rain/wet conditions)</li> <li>- Ground condition (rocks, uneven, muddy/slippery etc.)</li> <li>- No go zones (barricade steel slopes, uneven ground, trenches, do not work within 3m of power lines)</li> <li>- Traffic management plan (include pedestrians and other mobile plant)</li> <li>- Speed restrictions</li> <li>- Emergency plans</li> <li>- Lighting (day/night operations)</li> </ul> <p><b>Note:</b> Do no work in No Go Zones of electrical power lines unless de-energised/isolated and evidence of the continuing isolation of the power supply is obtained</p> <p><b>Note:</b> Operators should not be under the influence of drugs/alcohol or suffering fatigue</p> <ul style="list-style-type: none"> <li>- Do not use electric units in inclement weather. Ensure safety switch/RCD provided</li> <li>- Ensure drinking water and first aid equipment is available at work site. Liaise with Principal Contractor – provide induction</li> <li>- Establish a clearance zone for work area. Ensure property (cars, houses etc.) are not damaged and</li> </ul>	1	3	3	Contractor

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		L	C	R		L	C	R	
Preparation (Continued)					non-essential personals are removed from area				
Pre-Operational Inspection	Personal injury: - Crushing - Laceration - Electric shock - Exposure to hazardous atmosphere - Entanglement - Falls - Manual handling	2	5	10	Inspect equipment. Examples: - Chainsaw: o Over all clean and in good condition, no leaks o Throttle trigger and safety latch working o Chain lubricated, sharp and correct tension o Muffler working and cover in place o Handles free of oil/grease o Air filter clear of debris o Anti-vibration handles (front and rear) o Chain brake working (inertia operated brakes are best to reduce impact during kickback) o Chain sprocket cover in place/undamaged o Spark arrestor screen in place o Other safety features as relevant o Chain brake should be adjusted to stop within approx. 12 seconds at full throttle. Ensure this is tested before use - Digger: o No fluid leaks, hoses/couplings not cracked/split o Operator controls labelled, safety decals in place o Flashing lights/reversing beepers functioning (if installed) o SWL displayed (where required) o ROPS installed (where required) o Tyres not cracked and correct pressure (where relevant). Tracks are undamaged and links are	1	3	3	Contractor

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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	
Pre-Operational Inspection (Continued)					<ul style="list-style-type: none"> <li>aligned</li> <li>○ Attachment are compatible/undamaged</li> <li>○ Locking pins/clips are available and undamaged</li> <li>○ Safety guards are in place and undamaged</li> <li>- Power tools:               <ul style="list-style-type: none"> <li>○ PPE supplied as needed and in good condition</li> <li>○ Tools are visually inspected for any damage</li> <li>○ Free of oil, grease, debris (vents, filters etc. clear and free of dust/debris)</li> <li>○ Outside casing not damaged</li> <li>○ Fans and cooling devices functional</li> <li>○ Attachments secured and suitable for tool</li> <li>○ Tools are not modified</li> <li>○ Locking pins in place</li> <li>○ No loose or missing screws, nuts, bolts</li> <li>○ Blades sharp, chains tight</li> <li>○ Guards prevent access to danger areas</li> <li>○ Locking devices functional</li> <li>○ Triggers do not stock or faulty</li> <li>○ Dust filters in place and clean</li> <li>○ Battery charging areas well ventilated</li> <li>○ Batteries fully charged</li> <li>○ Emergency stops and safety devices tested and functional</li> <li>○ No air/fluid leaks</li> <li>○ Locking pins, modifications, additions and attachments are approved by the manufacturer</li> <li>○ Other items are checked as specified by</li> </ul> </li> </ul>				
Pre-Operational									

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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	
Inspection (Continued)					<ul style="list-style-type: none"> <li>manufacturer</li> <li>- Ensure all electrical leads and equipment:               <ul style="list-style-type: none"> <li>○ In good condition</li> <li>○ Tested/tagged</li> <li>○ RCD supplied</li> </ul> </li> <li>- Auger/Pole Digger:               <ul style="list-style-type: none"> <li>○ Correct size, not cracked, teeth in place</li> <li>○ All controls working correctly and labelled</li> <li>○ Nuts/bolts tightened, no leaks in hoses/couplings</li> <li>○ Safety guards/shields in place and undamaged</li> <li>○ Safety decals are visible</li> <li>○ Operating manuals available</li> <li>○ Oil/fuel levels sufficient</li> <li>○ Couplings secured and shear pins in place. Use only shear pins as advised by manufacturer. Other pins may be longer, adding to entanglement risks</li> </ul> </li> <li>- Dump trucks:               <ul style="list-style-type: none"> <li>○ Tyre pressure sufficient and equal on both sides</li> <li>○ Safe work load/limit displayed on truck, pneumatics, chains, load restraints, hinges, locking devices</li> <li>○ Cab and box are aligned</li> <li>○ Horn and reverse beeper, flashing lights working</li> <li>○ Rear view mirrors present and in good condition</li> <li>○ Emergency steering and brakes are in working order</li> </ul> </li> <li>○ Dump box is clean and in good condition</li> </ul>				
Pre-Operational									

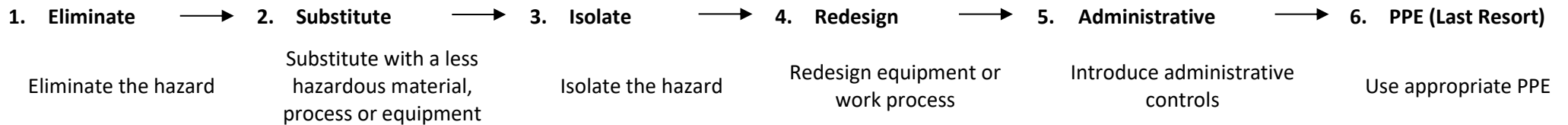
HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Inspection (Continued)				16	<ul style="list-style-type: none"> <li>○ No evidence of fluid leaks</li> <li>○ Restraint equipment in good condition</li> <li>○ Pins/bushing undamaged and lubricated</li> <li>○ Suspension system in working order</li> <li>○ Hoist cylinders are functional</li> <li>○ Load-checking and warning devices working</li> <li>○ All other items are checked as per manufacturer</li> </ul> <p><b>Note:</b> If tool damaged, do not use. Take out of service, apply Lock-out/Tag-out (LOTO) procedures, inform supervisor immediately</p>			4	
Operation	Personal injury: - Crushing - Laceration - Electric shock - Exposure to hazardous atmosphere - Entanglement - Falls - Manual handling - Hit by moving vehicle	4	4	16	<ul style="list-style-type: none"> <li>- Prepare intended work site:               <ul style="list-style-type: none"> <li>○ Clear debris, waste, tools or other potential tripping/entanglement hazards</li> <li>○ Clear surface obstructions (grass clumps, rocks, shrubs/weeds, wire, etc.)</li> <li>○ Clear people (non-operators) from area</li> </ul> </li> <li>- Mark intended work site. Provide signage if required</li> <li>- Controls risks from mobile plant/vehicles (establish traffic management plan – include barricades, signs, traffic controller as required). Follow traffic management at site</li> <li>- Park vehicles in safe condition (where pedestrians, electrical leads, hoses or other equipment will not be run over by mobile plant/vehicles)</li> <li>- Ensure dump trucks are parked well clear of overhead electric lines</li> <li>- Operate equipment per manufacturers' instructions. Follow SMWS for site specific task</li> </ul>	1	4	4	Contractor



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		L	C	R		L	C	R	
Operation (Continued)				12	<ul style="list-style-type: none"> <li>- Ensure lifting equipment is provided for heavy equipment or use team lifts as required</li> <li>- Ensure regular breaks are taken, especially in hot weather, to reduce manual handling and heat stress risks</li> </ul>			4	
Maintenance	Personal injury: <ul style="list-style-type: none"> <li>- Crushing</li> <li>- Laceration</li> <li>- Electric shock</li> <li>- Entanglement</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>- Ensure all equipment is maintained as per manufacturer's instructions</li> <li>- Ensure all power is isolated to equipment before conducting maintenance or repairs. Follow LOTO procedures</li> </ul>	2	2	4	Contractor
Emergency Procedures	Personal injury: <ul style="list-style-type: none"> <li>- Crushing</li> <li>- Laceration</li> <li>- Electric shock</li> <li>- Entanglement</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>- Develop and implement an emergency plan for the site</li> <li>Include:               <ul style="list-style-type: none"> <li>o Assembly points</li> <li>o Communication</li> <li>o Responsible persons</li> <li>o Emergency contacts (including nearest medical facility)</li> </ul> </li> <li>- Ensure first aid equipment is provided</li> </ul>	1	3	3	Contractor

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 <b>High Level Management</b> for work to proceed (Significant)
	Moderate (4 – 9)	Then	Permission from <b>Worker in Charge</b> 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		16 October 2017
MATTHEW CARROLL	SITE SUPERVISOR		16 October 2017
CRAIG PENSINI	SITE SUPERVISOR		16 October 2017
BOYD TURNER	SITE SUPERVISOR		16 October 2017

MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

NAME	SIGNATURE	DATE
STACY JACOBSEN		16 October 2017