

**QLD CONSTRUCTION INDUSTRY
TENDER PACKAGE
SUBCONTRACTORS SAFETY
MANAGEMENT ASSISTANCE PACK**

**“Subby Pack”
GCRT
GOLD COAST RENDER TECH**

9 Swordfish Court
Palm Beach QLD 4221
A.B.N: 68717864742
QBSA 734370

‘SHOWROOM NOW OPEN’

**Agreement Between
Gold Coast Render Technologies
(GCRT)
and
EVANS HARCH**

CONTACT INFORMATION

G C R T

Proprietors: Chris Porep & Eric Vlody

A.B.N: 68 717 864 742

QBSA: 734370

W Comp: WNA 081002093

Public Liability: GIO – SB9L346393 – til 16th March 2010

Show Room

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- C SECONDARY WMS AND DETAILS - Ref Section 5.0**

Preamble

This Subby Pack is designed to help small business in the construction industry to systematically manage workplace health and safety.

It has been developed by the Principal Contractors Safety Alliance through the Memorandum of Understanding (MOU) on occupational health and safety with the QLD Government
By implementing the Subby Pack subcontractors will be better able to meet their obligations under the Occupational Health and Safety Act 1983.

This Subby Pack forms establishes a minimum standard for the management of OHS by sub contractors. The major contractors who have developed it will contractually require sub contractors to manage safety in accordance with this standard. This will not only help to improve safety performance in the industry but provide sub contractors greater certainty about what head contractors expect of them.

The contents of the Subby Pack may not apply to each and every subcontract trade. The Subby Pack is designed to assist a company which has no safety management system by providing an approach to help develop such a system. The Subby Pack is not designed to replace the existing safety management system of a company. Where such a system exceeds the requirements of the Subby Pack then the forms and other documentation provided by such a system will be accepted by Principal Construction Contractors provided they exceed Occupational Health, Safety & Rehabilitation requirements outlined in this Subby Pack.

The Subby Pack has been developed by: ABB Engineering Construction; Abigroup Contractors Pty Ltd; A.W. Edwards Pty Limited; Barclay Mowlem Construction Ltd; Boulderstone Hornibrook Pty Ltd NSW/ACT; BHP Engineering Group; Cordukes Ltd; Grocon Pty Limited; John Holland Construction and Engineering Pty Ltd; Leighton Contractors Pty Ltd; Lend Lease Property Services; Multiplex Constructions NSW Pty Ltd; Thiess Contractors Pty Ltd; Transfield Pty Ltd; Walker Corporation Pty Ltd; Walter Construction Group Ltd; Westfield Design & Construction.

The Subby Pack is welcomed by the Master Builders Association, The Housing Industry Association, the WorkCover Authority, and the Construction Policy Steering Committee of the QLD Government who view it as a valuable tool for assisting subcontractors in the improved management of occupational health and safety.

Further information can be obtained from the Safety Co-ordinator employed by these organisations.

Disclaimer

The document is controlled by GCRT and supplied to The principal Contractor - All or Part of the Contents may be utilized by any company for the purpose of promoting Workplace safety. The document is not to be used for financial gain.

1.0 Introduction

This document sets out the safety management strategy to be adopted by GCRT during the course of the commercial contract with the principal contractor which the details are described at the front of this document.

The document is not designed to replace the Principle Contractors site Specific Safety Plans nor the Schedule of Health Safety & Environmental requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of GCRT in relation to these requirements.

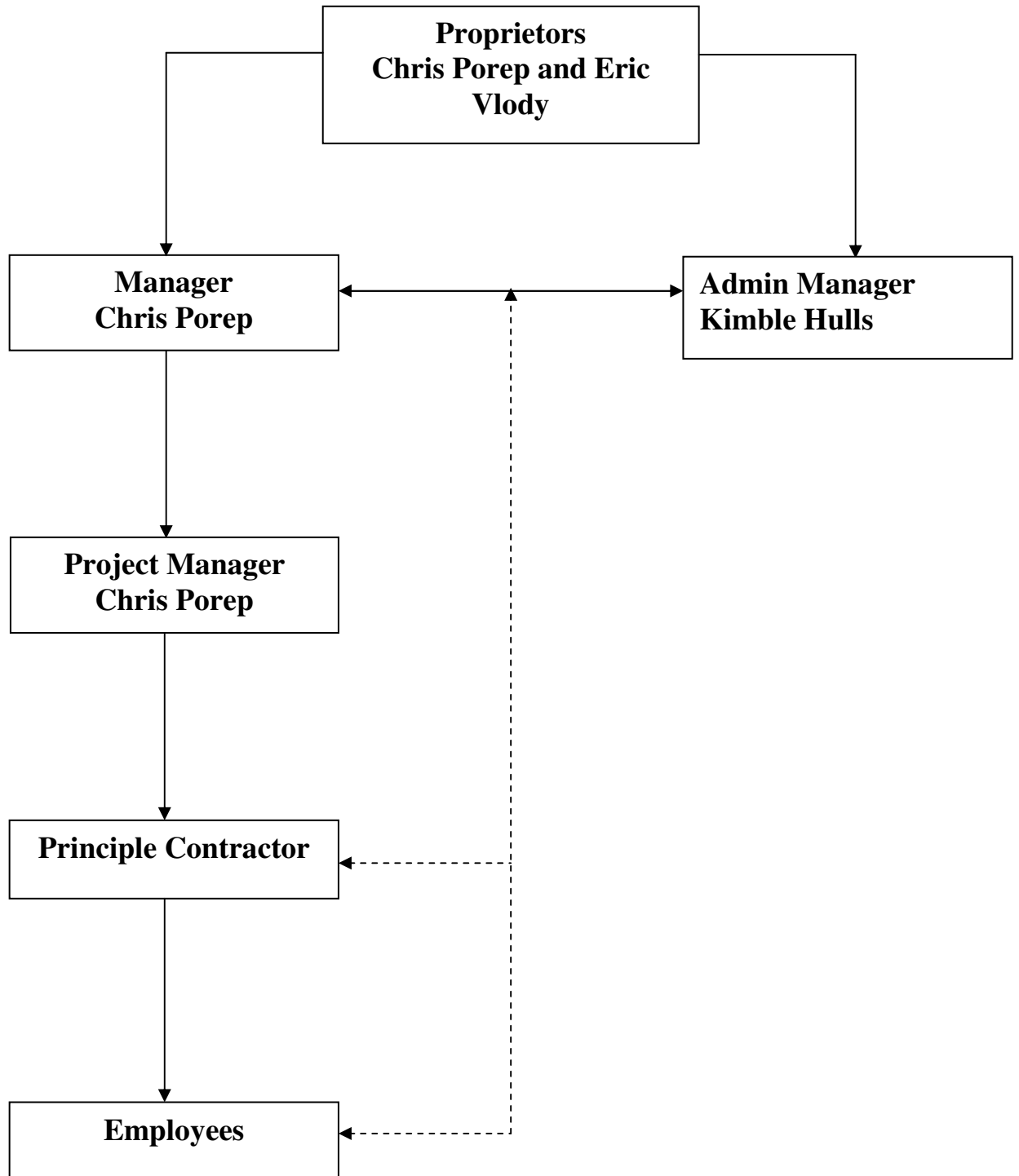
This document and subsequent additions will be made available to the Principal Contractor for the purpose of auditing.

-
- Name of Company:** G C R T
Address 6 Darnel st Elanora QLD 4221
Phone: 07 55204240 or 0412 224 433.....**Fax:**07 55204240
 - GCRT will provide Chris Porep and Eric Vlody as the persons on site responsible for supervision of the Scope of Works and its safety.
 - Our peak number of employees on the site will be: 15-25
 - GCRT does not intend to subcontract all or part of the works.
-

Trading Name: G C R T
Proprietors: Chris Porep /...Eric Vlody
Address: 9 Swordfish Crt Palm Beach QLD 4221
Phone: 07 55204240 **Fax:** 07 55204240 **Mobile:** 0412 224 433

Scope of Works: CEMENT TO EXTERNAL LIFT WELLS BREMER SCHOOL IPSWICH _____ _____ _____ _____ _____ _____
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3.0 Roles and Responsibilities



Roles and Responsibilities Defined

GCRT will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

SITE MANAGER

Chris Porep / Eric Vlody are responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- using the principles of the Hierarchy of Controls (Best to Worst guide in this Subby Pack) in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace;
- carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction controls measures.
- participating in the planning and design stages of trade activities;
- stimulating a high level of safety awareness at all times;
- identifying safety training needs;
- leading by example;
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification and preparation of safe work procedures;
- reviewing safety reports and inspections and initiating rectification where necessary;
- participating in accident/incident investigations;
- participating in safety meetings and programs;
- monitoring compliance with safe work methods (controls);

SITE SUPERVISOR

Chris Porep / Eric Vlody are responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- observing all OH&S requirements and Statutory rules and regulations;
- ensuring that all works are conducted in a manner safe and without risk to employees health and safety;
- planning to do all work safely;
- providing advise and assistance on OH&S to all employees;
- participating in the planning and design stages of trade activities;
- ensuring current OH&S and other relevant legislative requirements are met in the workplace;
- identifying OH&S training programs in advance and allow for employee/s identified as requiring training to attend the training;
- actioning safety reports and carrying out workplace inspections;
- preparing and participating in safety meetings and safety programs;
- facilitating the preparation of Work Method Statements and Job Safety Analysis for the trade;
- insisting and ensuring on safe work practices at all times;
- investigating hazard reports and ensuring that corrective actions are undertaken;
- conducting project inductions, toolbox talks and daily team briefings;

- participating in accident/incident investigations;
- leading by example and promoting OH&S at every opportunity;
- supervising and ensuring compliance with safe work procedures;
- providing suitable employment to assist rehabilitation initiatives;
- stimulating a high level of safety awareness at all times;

SITE SAFETY OFFICER

Chris Porep /Eric Vlody are responsible for safety on the project and duties include:

- assisting the Site Supervisor to develop and implement the Occupational Health Safety and Rehabilitation procedures
- communicating safety performance to the Site Manager;
- providing advice and assistance on OH&S to all employees;
- participating in the planning and design stages of trade activities;
- monitoring OH&S legislative requirements for the trade package;
- monitoring compliance with safe work procedures;
- co-ordinating rehabilitation for injured employees;
- reviewing safety reports and inspections;
- preparing and participating in safety meetings and programs;
- facilitating Tool Box Talks on a regular basis;
- insisting on correct and safe practices at all times;
- preparing and conducting project safety inductions;
- investigating and developing new OH&S initiatives for the trade;
- conducting accident/incident investigations;
- leading by example and promoting OH&S at every opportunity;
- stimulating a high level of safety awareness at all times;
- communicating with the OHS&R Site Manager on matters relating to health and safety;
- facilitating the maintenance of all records as required under this Subby Pack;
- participating in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in the required time frame.

4.0 Document Control

Issue, Revision and Review

GCRT is responsible for:

- **Completing the Subby Pack** and providing a copy to the Principal Contractor before work commences on site.
- **Maintaining an up to date version of the Subby Pack.** A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- **Providing an updated copy to the Principal Contractor** whenever changes occur.
- **Maintaining a register of people to whom the Subby Pack is issued** using the Distribution List table below.
- **Issuing** a completed Subby Pack to all those registered.
- **Ensuring revisions are distributed** to all registered people.
- **Reviewing the Subby Pack at intervals of not more than one month** to ensure it is up to date.

Record of Revision

Edition/ Revision	Date	Section	Page	Revision Details
Issue A/ Revision 0				Original
Upgrade Version 3.2		All	All	All

Distribution List

Controlled copies of this Subcontractor Subby Pack have been issued to the holders nominated hereunder.

No.	User	Position	Issue Date
01	Porep. C	Proprietor	24/3/09
02	Porep C	Site Manager	24/3/09
03			

5.0 Hazard Identification & Risk Assessment

Procedure:

Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk.

Identify Hazards:

To help find all potential hazards the job will be broken down into activities which follow the sequence of construction. These activities are provided in a **Work Method Statement (WMS)**, which is a list of job procedures, and other work related practices provided to the Principal Contractor. The WMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the Work Method Statement provided Gold Coast Render Technologies will identify potential hazards.

To assist this process, resources such as the following will be used:

- Department of Industrial Relations (QLD) and trade based Codes of Practice and other publications, e.g. safety alerts;
- Hazard Profiles for specific trade groups;
- Workplace experience; and
- Consultation (e.g Tool Box Talks) with workers experienced in the task to be undertaken.

Assess Risks:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Management chart (PCA001) will be used to determine the requirement for management of the risks identified.

Class 1: (High Risk): Does the hazard have the potential to kill, or permanently disable you?

Class 2: (Medium Risk): Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?

Class 3: (Low Risk): Does the hazard have the potential to cause a minor injury which would not disable you?

Selection and Use:

- Where identified, all class 1 and 2 risks will be recorded on a detailed Job Safety Analysis (JSA) record. Class 3 risks will be minimised as far as possible but will not be recorded on a JSA.
- A Risk Class will be used to determine the level of Controls required to eliminate or minimize a potential hazard.
- The higher the Risk Class the more extensive the controls to be provided.

Risk Management

GCRT

Major Work Activity	Potential Hazards Identified for the Activity	Activity Risk Score	Job Safety Analysis is required for any activity that is a Class 1 or 2 Risk	JSA No. & Date Produced
<p>Example: Lifting.</p> <p>Using electrical equipment</p>	<p>Injuries through incorrect lifting.</p> <p>Electrocution via faulty equipment</p>	<p>Class 1 risk</p> <p>Class 1 risk</p>	<p>Yes: <input checked="" type="checkbox"/></p> <p>No: <input type="checkbox"/></p>	<p>1. Generic (not specific to any site) JSA required for the major work activity at tender for evaluation purposes.</p> <p>2. Site specific JSA provided for the major work activity before work commences.</p>
			<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>	
			<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>	

Example

6.0 Job Safety Analysis

Procedure:

Job Safety Analysis (JSA) is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks Job Safety Analysis will be completed using the step by step guide on the next page.

A *generic (not specific to any site) Job Safety Analysis* will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The JSA will demonstrate Mortar Constructions understanding of the risks (particularly Class 1 & 2 risks) involved in the work and typical controls used. This JSA will be provided for the purpose of tender evaluation.

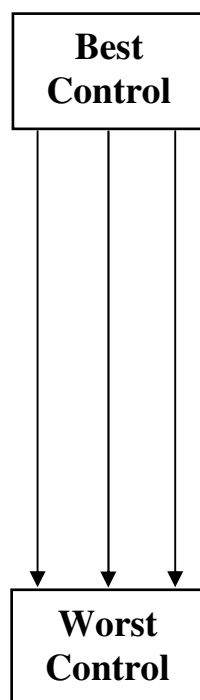
Prior to commencement of work on site the generic Job Safety Analysis submitted at tender will be reviewed. Where job steps or site conditions will change from those planned the JSA will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled – *a site specific JSA*.

The JSA form – PCA002/a and PCA002/b, provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the JSA. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the JSA:

Job Safety Analysis will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the “Best to Worst” guide shown below.



1. Remove the hazard completely

- e.g. remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard

- e.g. guards on power tools,
- e.g. use effective barriers and edge protection,
- e.g. enclose noisy machinery.

3. Use an engineered control

- e.g. use Earth leakage device (safety switch) on electrical power source.
- e.g. use a machine to lift heavy objects.
- e.g. use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices

- e.g. training in lifting techniques.
- e.g. tagging procedures.

5. Provide personal protection (PPE)

- e.g. hearing protection, eye protection etc.

NOTE: PPE should be the last barrier to protect people when all else fails.

Job Safety Analysis Step by Step:

Does the JSA provide:

1. The name of the company?
2. A description of the work activity or task to be undertaken?
3. The date the JSA was developed.
4. The name and signature of the person who developed the JSA?
5. The name of the Principal Contractor.
6. The job steps involved in doing the work?
7. Potential hazards associated with the work and its job steps which are Class 1 and Class 2 risks?
8. The controls that will be put in place to eliminate or minimise the potential hazards identified?
9. Controls as high as practicable on the “best” to “worst” control guide.
10. The name of the person/s responsible for ensuring that the control/s is in place?

Selection and Use:

- Job Safety Analysis will be completed and signed by an appropriately qualified person/s representing GCRT who is competent in the work activity to be under taken.
- Job Safety Analysis will be reviewed and signed by the appropriate Principal Contractor representative on the project.
- Employees will review the JSA and sign (Tool Box Talk PCA018) that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

Job Safety Analysis

Company Name: GCRT		BREMER STATE SCHOL		
Work Activity/Task: Cement Render		Principal Contractor EVANS HARCH		
Date: 24/3/09		Note: Sign off to be provided at Tool Box talk		
Prepared by: Chris Porep				
Signature:				
Item	Job Step	Potential Hazard	Controls	Person Who Will Ensure this Happens.
	Break the job down into steps.	What can harm you?	What you are going to do to make the job as safe as possible.	
	Set Mixer and leads, and lights if needed. Set up board and stand. Wheel burrow to mud board and unload. Render Walls. Screed wall to flat surfaces. Remove all waste materials. 1 -Ratch Rytek. 2 - Coatings. General Planning.	Potential electrocution Slipping hazard if floor not clean and dry. Possible lifting hazards. Inadequate training, planning and improvisation.	Check all leads daily for abrasions, tag monthly, by M.I.T. Insure all have been trained in lifting procedures. Ensure all have been trained in lifting procedures. Awareness. As above and specification sheets on products. Ensure staff are competent to complete specified tasks	Chris Porep

Reviewed by: _____ / ____ / ____
 Principal Contractor Representative Position Signature Date

Job Safety Analysis

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Controls What you are going to do to make the job as safe as possible.	Person Who Will Ensure this Happens.
	<p>Planning by principal Contractor (as per contract conditions)</p> <ul style="list-style-type: none"> - Insufficient lighting - Lack of adequate ventilation - Working at height or near edge - Penetrations. <p>Planning by sub contractor.</p> <p>Erecting working platforms.</p> <p>Moving Bricks and Blocks to work face.</p> <p style="padding-left: 20px;">Passing or throwing materials</p> <p style="padding-left: 20px;">Unstable ground</p> <p style="padding-left: 20px;">Incorrectly structured</p> <p style="padding-left: 20px;">Penetrations in slab</p> <p>Mixing Mortar and providing to the work face.</p> <ul style="list-style-type: none"> - Electric mixer motor & leads. - Moving parts of machinery - Manual handling - Standing on wheel barrow sides or on unstable stacks. 	<p>Poor access to work areas, slips, trips, falls, walking into objects or projections.</p> <p>Slips, trips, falls</p> <p>Illness, breathing difficulties, overcome by fumes.</p> <p>Fall</p> <p>Fall through penetration.</p> <p>Exposure to ultra violet light, glare, leading to skin cancer, sun burn, eye damage.</p> <p>Manual handling, strains, sprains or possible back damage.</p> <p>As above.</p> <p>Brick falls onto person below.</p> <p>Fall from scaffold collapse.</p> <p>Fall through penetration</p>	<p>Housekeeping, Keep areas clear and materials stored appropriately.</p> <p>Lights to be in working in order and not blocked.</p> <p>Ensure all areas are ventilated, staff to be made aware of fumes and hazards involved.</p> <p>Handrails, warning signs, training.</p> <p>Hazardous areas covered / secured.</p> <p>Personal protective clothing, sunscreen - 15+.</p> <p>Training on lifting and handling materials.</p> <p>As above.</p> <p>Ensure good co-ordination when passing bricks etc.</p> <p>Ensure all staff have hard hats.</p> <p>Ground must be properly prepared prior to scaffold erection. Ensure scaffold is erected according to specifications.</p> <p>Secure unsafe areas.</p>	

Job Safety Analysis

<p>Cutting.</p> <p>Laying.</p>	<p>Cement and chemicals added to mortar can cause skin irritation, allergies, or illness. Mortar can splash into eyes.</p> <p>Electric shock or electrocution.</p> <p>Fingers or hands caught in mixer drive gear.</p> <p>Strains, sprains, possible back damage.</p> <p>Fall from wheel barrow or unstable stacks of bricks.</p> <p>Noise. Ear damage</p> <p>Manual handling - strains, sprains, possible back injuries.</p>	<p>PPE for required task. First aid kits easily accessible. Warning signs where dangerous chemicals are in use.</p> <p>Check for faulty, damaged equipment. Ensure there is not extensive water used in area. Earth leakage switch installed. Equipment checked and tagged. Ensure leads are secured above work area where possible.</p> <p>Ensure guards are used where possible. Ensure staff are trained when using machinery.</p> <p>Ensure staff are trained in manual handling and using machinery.</p> <p>Ensure staff are aware of the dangers in standing on unstable objects.</p> <p>Provide ear plugs for loud machinery. Ensure staff are aware of PPE for required task.</p> <p>Avoid repetitious lifting. Ensure job rotation is in place.</p>	
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Reviewed by: _____ / ____ / ____

Principal Contractor Representative Position Signature Date

7.0 Skills and Competencies

Procedure:

GCRT will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment:

GCRT will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment will be recorded on form PCA003. Where skill deficiencies are detected appropriate training will be provided *before* work commences so that employees can perform their designated duties safely.

Selection and Use:

- The PCA003 register will be provided to the appropriate Principal Contractor's representative on site for review.
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on form PCA004.
- **Day Labour** will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills/Competency Assessment Register PCA003 provided.

Skills/Competency Assessment Register

GCRT Company Skill & Competency Register as of 28th March 2009

Employee name	Skills, Competencies and experience (e.g. tickets/qualifications)	Work to be undertaken on this project	Any deficiencies in skills & competencies.	What additional training is required before work can commence?
Armstrong Crawford	Cement Renderer, Solid Plasterer. [22]Years Experience	Cement Renderer		N/A ----- CompletedYes/No Date Completed/.../
Dominic Michellin	Solid Plasterer, approved applicator (dulux), basic scaffolding. [14]Years Experience	Cement renderer Exterior coatings		N/A ----- CompletedYes/No Date Completed/.../
Chris Porep	Cement renderer, Exterior coatings - (Dulux), Applicator, Granosite, AV syltex, Taubmans, Basic scaffolding, Hoist driller , First Aid , EWP [22]Years Experience	Cement renderer, exterior coatings, applicator		N/A ----- CompletedYes/No Date Completed/.../
Peter Disalvo	Cement Renderer, Solid Plaster 45 years experience	Cement rendering, Rytek Patching, skim coating etc.		N/A ----- Date Completed/.../

	Painter external coatings, application Dulux, Rockote, granosite, AV syrtec	Render		N/A ----- Completed Date completed ..././
Ben Black	Apprentice Solid Plasterer	Cement render exterior coatings, Dulux		N/A ----- Completed Date completed ..././
Mark Freeland	Solid plasterer	Cement renderer		N/A ----- Completed Date completed ..././
Glen Rhodes	Solid plasterer	Render		N/A ----- Completed Date completed ..././
Jamie Symons	Trades assistant	Render		N/A ----- Completed Date completed ..././

Training Attendance Register

GCRT

Course Name:

Course Location:

Date:

	Name of Participants	Position	Training Type	Hours Attended	Signature
1					
2					
3	No specific training for this project required.				
4					
5					
6					
7					
8					
9					
10					

Training Company	Names of Trainers		Length of Course (Hours)
	1		
	2		
	3		

8.0 OHS Induction

Procedure:

GCRT will ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Workers will not carry out construction work until they have received the minimum requirements for OHS induction training:

1. Industry (general) induction;
2. Work Activity OHS induction; and
3. Site Specific OHS Induction.

Selection and Use:

- All workers will receive the above three minimum OHS induction training requirements before work on site commences and a record of the training provided on PCA005.

Induction Register

GCRT Company Industry Induction and Licensing Register as of 28th March 2009

Name	Course Description 1,2 or 3	Card No./ Reg No.	Date of Course	Duration	Conducted by
Chris Porep	1	C 111573			
Peter DiSalvo	1	C 211288			
Armstrong Crawford	1	C 289959			
Glen Rhodes	1	C 20970			
Dominic Michellin	1	C 062283			
Reg Brest	1	C 90796			
Mark Freeland	1	C 111587			
Daniel Roy	1	C 351639			
Aaron Roy	1	C 111553			

Key:

- 1** - Industry (general) Induction
- 2** - Work Activity Induction
- 3** - Site Specific Induction

9.0 Workers Compensation & Rehabilitation

Procedure:

GCRT will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the relative Act. The trade and occupation of each employee on site and their salaries will be recorded. A record of the insurance will be provided on page 2 of this document together with an attached *current* copy of the policy details issued by the insurer. Where more than 30 persons are employed a nominated Rehabilitation Co-ordinator will be appointed and listed on form PCA006.

Assessment:

Where contractors are engaged to carry out work their ability to be considered an “employee/s” under the Workers Compensation Act 1987 will be assessed.

Workers Compensation

Company:

GCRT

Person Responsible for Processing Claims:

Kimble Hulls

Phone No.: 07 55204240 Mobile No.: 0403935888

Name of Insurer:

Work Cover QLD

Phone No.: 1300 362128

Policy No.: WNA081002093

Expiry Date: 30/06/09 (or July of ea year)

NOTE: A copy of *current* Workers Compensation policy must be attached.

Rehabilitation

Name of Rehabilitation Co-ordinator:

Work cover QLD

Phone No.: 1300 654 145

Name of Rehabilitation Provider:

Company: Q Comp

Phone No.: 1300 361 235

10.0 Hazard Reporting

Procedure:

GCRT will encourage all employees to report hazards immediately.

Our supervisor on site will investigate all reported hazards and document corrective actions.

Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on form PCA007 on the next page. The supervisor will complete a Hazard Report – PCA008 where hazards cannot be corrected immediately.

GCRT will issue our Hazard Report form to all supervisory personnel and safety committee representatives. A number of forms for employee use will be placed in the appropriate crib shed.

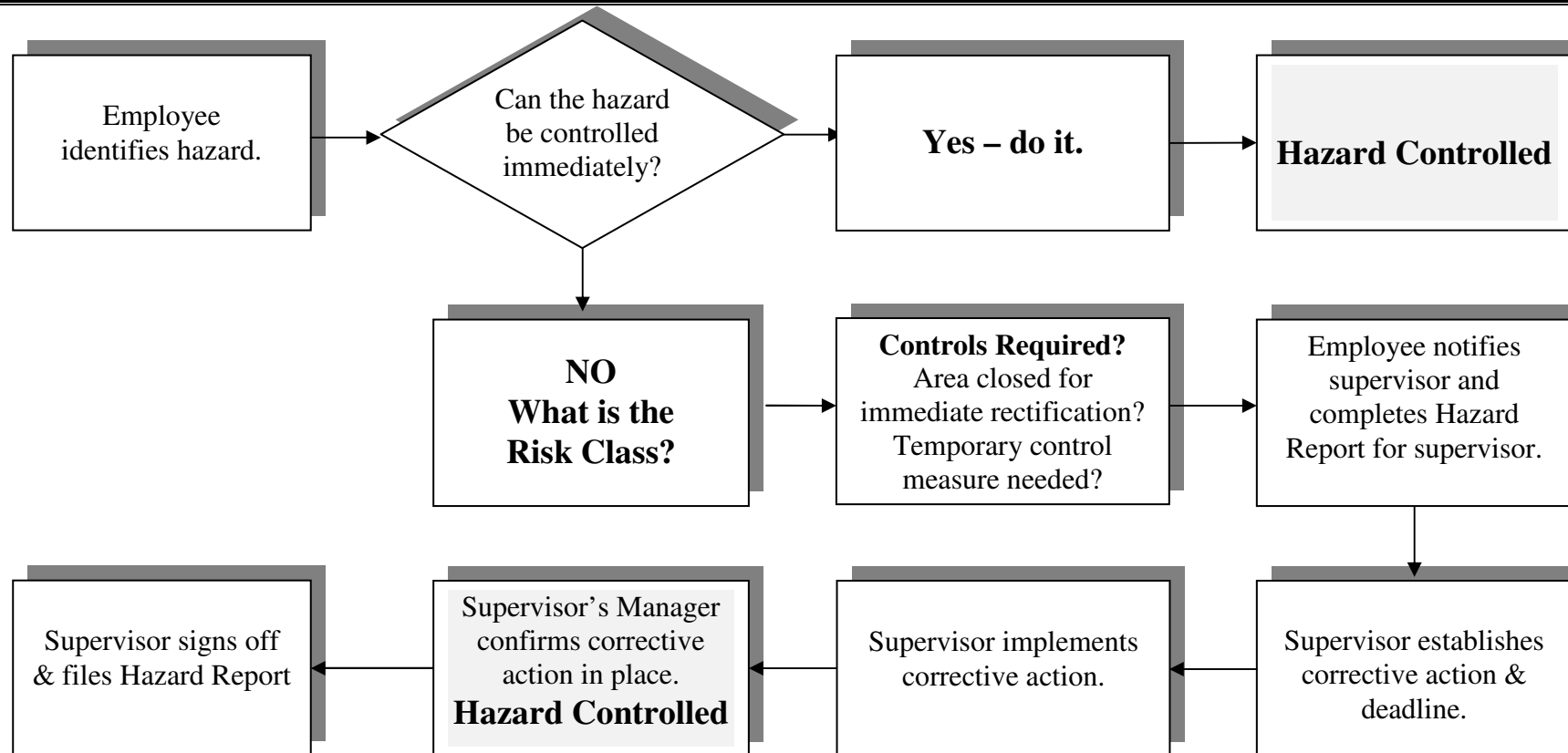
Assessment:

When a hazard is identified in the workplace a Risk Class will be assessed immediately using the categories outlined in the hazard identification and risk assessment section of this Subby Pack. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

Corrective Actions:

- The Hazard Report will be signed by the inspection team leader and presented to the GCRT's supervisor if he/she is not part of the team.
- The above mentioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded in this Subby Pack.

Hazard Reporting Procedure & Responsibility



Hazard Report

Company: GCRT Project:Date/...../.....

Submitted by:Signature:Submitted to:

The following hazard has been identified in relation to your work:

NIL HAZARDS IDENTIFIED

Risk Level: Class 1 (High) []

Class 2 (Medium) []

Class 3 (Low) []

Location:

To be Completed by Supervisor

Action Required: _____

By Whom:By When: Immediate Within 24 hrs Within 7 days

Corrective Action Completed by: Time:..... Date:/.../..... Signature:

Confirmed by: Signature:

11.0 Electrical

Procedure:

GCRT will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules. All electrical equipment to be brought on site will be listed in the Electrical Equipment Register PCA009. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

Inspection & Tagging:

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work. A record of the currency of all electrical equipment will be recorded on form PCA009.

Selection and Use:

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads will not be joined together.
- All plugs and sockets will be non-wireable (moulded) or transparent.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.
- **Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, GCRT will ensure that the same requirements for Occupational Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

Electrical Equipment Register

GCRT

Project:Date:/...../.....

Equipment Description	Manufacturer	Serial No.	Date of Inspection & test	Date for next inspection & test	Signature	Certificate No.
Log book provided Upon request						

12.0 Hazardous Substances

Procedure:

Prior to hazardous substances being used on a project GCRT will submit a Material Safety Data Sheet (MSDS) to the Principal Contractor for approval. No substances will be brought on site without approval of the current MSDS by the Principal Contractor. All substances to be brought on site will be listed in form PCA010.

Selection:

GCRT will consider the following when selecting hazardous substances:

Flammability and explosivity;

- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Corrosive properties;
- Environmental hazards;
- Chemical action and instability;
- Extent of PPE required;
- Storage requirements.

Storage:

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices.

Use:

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Refer to WorkCover and WorkSafe Publications for advice.
- Advice on a substance may be obtained from a chemical database, e.g Chemwatch.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a “sign off” on the appropriate Tool Box Talk form PCA018 or the training recorded on form PCA004 .

GCRT

Hazardous Substances Register

The following substances are company standards and will be brought on-site and all personnel have been trained for use:

Product Name		Max quantity	Location/s on site	Type of application	Current MSDS available	(Principal Contractor Use) Not Approved for use - signed by
Concrete		15 Bags	At Mixer	Render	Yes	
Q Render - Dulux		15 Bags	At Mixer	Render	Yes	
Q Render - Rockcoate		15 Bags	At Mixer	Render	Yes	
Thinners		2 Ltr	In tool Box	Cleaning	Yes	
Paint – TBA (As Req'd)						

13.0 Personal Protective Equipment (PPE)

Procedure:

Where other means of protection are not practicable GCRT will supply clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Steel cap boots and hard hats are the minimum requirement for entry to a construction site.

Assessment:

During the development of control measures for Job Safety Analysis the “Best” to “Worst” guide to controls outlined in the Job Safety Analysis section of this Subby Pack will be used to help minimise reliance on PPE.

Selection and Use:

- GCRT will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.
- All issues of PPE to each individual will be recorded on form PCA016 (one for each individual).
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

Personal Protective Equipment Issue Record

Employee Name: as listed

Occupation: Renderer/ Labourer

PPE item	Date of Issue.	Name of recipient	Signature of recipient
			I have received the listed PPE with appropriate instruction/training in its correct use.
Hardhat		As listed	
Gloves		“	
Eye protection		“	
Other as requested or needed			

14.0 Tool Box Talks

Procedure:

Occupational Health and Safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls GCRT employees will attend a Tool Box Talk conducted by 1.Chris Porep at weekly intervals. All Tool Box Talks will be recorded on form PCA018 and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Participation:

GCRT recognise the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help Supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks will be used to induct workers into and “sign off” their understanding of the controls provided in Job Safety Analysis for the specific work in which they will be involved.

Toolbox meeting minutes available upon request

Record of Tool Box Talk

Workplace: GCRT Date:

Supervisor/presenter: Chris Porep/

Subject Duration:

Persons Present

Print Name	Signature	Print Name	Signature

Comments & points raised:

Corrective Action	Action by	Action Complete	
		Sign off	Date

15.0 First Aid & Accident Investigation

Procedure:

GCRT will rely on the provision of First-aid services by the Principal Contractor on commercial construction sites. The Principal Contractor shall provide the following recommended First-Aid services as a minimum requirement.

		Type of Kit Required			Type of Certificate Required		
Place of work and no. of persons on the job	First-aid room	Kit A	Kit B	Kit C	First-aid Certificate	Occupational First-aid Certificate	None
<i>For Construction</i>							
100 or more	•					•	
25-99		•			•		
24 or less			•				•

First Aid Personnel:

The qualified and nominated First-aid person within GCRT is Chris Porep

Reporting:

All injuries will be reported to the appropriate First Aid Officer on site. Injuries will be recorded in the Site Injury Register and by Chris Porep on form PCA019 or its equivalent.

Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form.

Investigation:

On site Investigations will be conducted by the Principle Contractor & GCRT will investigate all accidents within eight (8) hours.

Investigation will be recorded on Accident Investigation form PCA020 or its equivalent. Fater four (4) days lost time a department of Industrial relations (QLD) shall be completed

Accidents will be recorded by GCRT and The Principle Contractor.

Accidents will be investigated by GCRT Chris Porep - Proprietor

Accidents will be reported to Department of Industrial relations (QLD) by GCRT, Chris Porep - Proprietor

Register of Minor / Major Injury

Details of Injured Person:

Name:

Surname: _____ **Given Name/s:** _____ **Sex(M/F):** _____

Address:

No. _____ **Street:** _____ **Suburb:** _____ **Post Code:** _____

City: _____ **State:** _____ **Contact Phone No: ()** _____

Employer:

Business Name: _____

Address:

No. _____ **Street:** _____ **Suburb:** _____ **Post Code:** _____

City: _____ **State:** _____ **Business Phone No: ()** _____

Accident/Incident Details:

Description of Events:

Date of injury: ___/___/___ **Time of Injury:** _____ am. / pm.

Task/operation undertaken at the time of the injury: _____

Physical location (area) where injury occurred: _____

Type of injury: (e.g bruise, cut, fracture, grit in eye) _____

Part of Body Injured: (e.g arm, torso, head) _____

Cause of injury: (what happened) _____

Treatment Given/Action Taken: _____

Person completing this form:

Surname: _____ **Given Name/s:** _____ **Signature:** _____

Date: ___/___/___ **Time:** _____ am. / pm.

Did the person cease work? Yes /No. } (cross out whichever is not applicable)

Has a referral for further treatment been issued? Yes /No. }

Accident Investigation Report

NOTE: A separate form should be completed for each person injured.

This investigation is aimed at identifying causes, not attributing blame. All investigating personnel should be trained in investigation techniques.

Reference No. _____ Injury Damage Near Miss

1. Project: _____

2. Personal Details

Surname	First Name	Other Initials
Date of Birth	Gender	M/F Preferred Language
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Day Month Year		Contact No.

3. Occupation/Job Title & Details

	How long at this
Description of occupation or job title	Occupation/job
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Day Month Year

Main tasks performed

Training provided:

- Induction.
- Trade/task specific.
- Both of the above.
- Neither of the above.

4. Time & Date of Damage/Acc/Near Miss

	am/pm	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Day	Month	Year			

Time & Date Report Received

	am/pm	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Day	Month	Year			

5. Accident Results

- | | | |
|---|---|--|
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Hospital inpatient | <input type="checkbox"/> Doctor only |
| <input type="checkbox"/> First aid only | <input type="checkbox"/> Property damage | <input type="checkbox"/> Nil (injury/damage) |

Nature of injury, disease or damage:

Nature Code	<input type="text"/>	<input type="text"/>
-------------	----------------------	----------------------

Location of injury, disease or damage:

Nature Code	<input type="text"/>	<input type="text"/>
-------------	----------------------	----------------------

6. Outcome (Questions to be answered, as information becomes available)

Rehabilitation

- Not Required
- Required

Date of Resumption

Short-term alternate duties	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent alternate duties	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Normal duties	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

- Total number of days lost.**
- Government report completed and sent.**
- Investigation undertaken.**

7. Description of Incident (include any particular chemical, product, process equipment involved)

What was the worker doing at the time? _____

Name/s of witnesses	Signature of worker	Date:
Mechanism of injury Code		

How exactly was the injury, disease or damage sustained?

Breakdown agency Code		
-----------------------	--	--

What happened? (undesired event)

Reconstruct the sequence of events that led to the undesired event.

1.	4.
2.	5.
3.	6.

List contributing factors

Investigating

Person:

Name	Position	Signature
------	----------	-----------

Date investigation conducted:

Day	Month	Year
-----	-------	------

9. Corrective Action Undertaken: _____

Estimated Cost of Incident: \$	Estimated Cost of Correction: \$
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10. Manager's Comments: (manager, employer or Principal Contractor to sign and date)

Signature:

	Date:
--	--------------

11. Safety Co-ordinator's Comments: (sign and date)

Signature:

	Date:
--	--------------

16.0 Subby Pack Check List

Procedure:

GCRT will provide a copy of the Subby Pack to enable verification of the requirements of Occupational Health, Safety and Rehabilitation. For the purposes of verification a *current* copy of the completed Subby Pack will be checked using the method outlined below and made available to the Principal Contractor at quarterly intervals for the purposes of auditing.

No.	Item	Score						Average Score
		Yes/No Score	Date	Yes/No Score	Date	Yes/No Score	Date	
1	Introduction							
2	Policy							
3	Roles & Responsibilities							
4	Document Control							
5	Hazard Identification & Risk Assessment							
6	Job Safety Analysis							
7	Skills & Competencies							
8	OHS Induction							
9	Workplace Inspection/ Task Assessment							
10	Hazard Reporting							
11	Electrical							
12	Hazardous Substances							
13	Personal Protective Equipment							
14	Tool box Talks							
15	First-aid & Accident Investigation							
16	Workers Compensation & Rehabilitation							
17								
18								
19								
Average								
Score Legend (optional): 5 Best Practice 4 Continuous Improvement 3 Above Standard 2 Minimum Standard 1 Non Compliance 0 Not Acceptable						Checked by:..... Date:.....		

Annexure A - Certificates of currency - (W'Comp and Public Liability)

Annexure B – Material Safety Data Sheets

Annexure C – Secondary WMS