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Work Health, Safety & Rehabilitation

SITE SPECIFIC SAFETY MANAGEMENT PLAN

**For
Young High School**

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1. INTRODUCTION

Byrne Demolitions Pty Ltd have determined that in order to minimise the occurrence of accidents and personal injury a very high standard of safety will be maintained on each and every project site.

Byrne Demolitions Pty Ltd directly and through its service providers, intends to provide the environment, systems and personnel to promote an accident free site.

However, the main ingredient in accident prevention will be the desire and actions of each worker in willingly adopting safe work methods and conforming to all safety regulations.

That is your responsibility. It will require a co-operative effort - safety is everybody's business.

If you see an unsafe situation, fix it, or tell the person(s) involved, or report it to a Site Manager / Supervisor so that it can be fixed.

If you are uncertain of the correct and safe way of doing a job - ask - don't take chances. The right commitment and attitude to safety is required.

This WHS&R Plan contains a number of site safety rules, which apply to this site.

Where any conflict exists between legislation, regulations, etc. and these instructions, then the higher standard of safety shall apply.

1.1. POLICY STATEMENT

Byrne Demolitions Pty Ltd intends to promote and maintain the highest standards of safety management within this site.

It is important that every employee familiarise themselves with the Site Safety Rules contained in this plan and comply with these, and other safety requirements pertaining to work at all times.

The objectives we support to achieve safe working practices are as follows:

- a) to promote and secure the health and safety of persons performing work;
- b) to protect persons performing work from risks to health and to safety;
- c) to protect persons other than employees, and members of the public, from danger to health and safety in respect of any undertaking conducted, work performed or substance, manufactured, stored, kept, supplied, used or produced at or from that workplace;
- d) to assist in securing safe and hygienic work environments;
- e) to promote an occupational environment for persons performing work that is adapted to their physiological and psychological needs;
- f) to reduce, eliminate and control risks to the health and safety of persons performing work;

Byrne Demolitions Pty Ltd **TAKES YOUR SAFETY SERIOUSLY**

Signature:

Date:

STATEMENT OF RESPONSIBILITIES

To satisfy the requirements of the WH&S ACT the key roles and responsibilities for the management of occupational health and safety at the – **Young High School**

are as follows:

1. Identify and assess the hazards associated with the works, and document the hazard control measures to be taken – **John Byrne competent person**
2. Manage compliance with WHS, workplace injury management and workers compensation legislation, regulations, standards and codes, Safe Work Method Statements and the site-specific Site Safety Rules- **John Byrne competent person**
3. Assess and monitoring subcontractors capabilities and for ensuring they meet occupational health and safety requirements during the Contract – **John Byrne competent person**
4. Making sure that the Site Safety Rules are displayed and available on the site and provided to people who may work on or visit the Site – **John Byrne competent person**
5. Provide the service providers with your Site-specific Safety Management Plan & updates **John Byrne competent person**
6. Manage WHS communication and consultation provisions in accordance with the regulatory and other provisions –**John Byrne Competant person**
7. Conducting site-specific induction, specific work activity safety training and refresher training **John Byrne competent person**
8. Making sure that before starting work on site, all personnel attend a suitable WHS induction training courses **John Byrne competent person**
9. Preparing, maintaining and making available the register of hazardous substances (if applicable) **John Byrne competent person**
10. Managing workplace injury management processes to suit procedures – **John Byrne competent person**
11. Maintain first aid stocks and providing first aid.– **John Byrne competent person**
12. Managing illness/ injury and emergency processes to suit procedures – **John Byrne competent person**
13. Keeping WHS&R records- **John Byrne competent person**

OCCUPATIONAL HEALTH AND SAFETY TRAINING

The Plan must define how you will:

- 1 Identify the WHS training needs of management, supervisors and other persons for the contract. – **John Byrne competent person**
- 2 Arrange for appropriate training including refresher training for everyone working on site **John Byrne competent person.**
- 3 Maintain & keep appropriate records of WHS&R training **John Byrne Competant person**

INCIDENT MANAGEMENT

The Plan must define:

- 1 The person(s) available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from illness/injury and incidents – **John Byrne competent person**
- 2 Your procedures for contacting these person(s) , and any changes to these nominations and procedures, and displayed promptly on the sites – **John Byrne competent person**

DESCRIPTION OF THE WORK TO BE UNDERTAKEN

Dememolition of all buildings within the designated site

IDENTIFY THE HAZARDS ASSOCIATED WITH THE WORKS

Lead paint, SMF, falling, sunburn, struck by machinery

DESCRIPTION OF THE HAZARD CONTROL MEASURES

All of the hazards and appropriate handling are covered in the site specific Safe WorkMethod Statement

PART B - GENERAL PROJECT CONDITIONS & SITE SAFETY RULES

2. SITE INDUCTION AND SAFETY TRAINING

To ensure all employees are aware and committed to safety on site Byrne Demolitions Pty Ltd will ensure that all employees hold and carry a current General Induction for construction work in NSW card and that a site induction and activity risk analysis is conducted at the commencement of the project and as required upon the arrival of new project personnel along with appropriate refresher training and be involved in regular discussions of work site OHS matters. Each new project employee or subcontractor will be made aware of the site conditions and participate in endeavours to minimise any risk of injury (an activity risk analysis). The site induction will cover at a minimum the following items:

- a) A brief introduction to the project
- b) Check that all working on site have completed a general Induction training course
- c) The anticipated work programme Review of General project conditions and Site Safety Rules
- d) Location of site office, phones and first aid facilities/personnel
- e) The projects emergency evacuation procedures and access to and from the site
- f) An Activity Risk Analysis and identification of any associated training needs
- g) Completion of the "Prohibited Employment Declaration.

Any visitor to the work site must be accompanied by a person who has received the above training.

All workers on site to attend appropriate refresher training and be involved in discussions of work site OHS matters

All employees shall be required to acknowledge their understanding of these aspects by completing an acknowledgment of induction form. In addition a number of documents shall be clearly displayed in the project office, mustering and first aid areas and will (at a minimum): include:

- ❖ site safety rules (abridged version)
- ❖ emergency evacuation details and safe access route
- ❖ key contact numbers.

All visitors when on site must be accompanied by a person who has received the above training.

3. CARE OF INJURED PERSONS/FIRST AID

Under no circumstances should an injured person be moved or machinery cleared unless there is danger of further injury before medical aid arrives. The accident location should be isolated to prevent injury to others. When all dangers are cleared and injured persons are found to be unconscious, the following emergency first aid process should be initiated:

- a) Airway: Ensure the patient has a clear airway.
- b) Breathing: Ensure patient is breathing, if not, artificial respiration will be necessary.
- c) Circulation: Check pulse; if none, external heart massage will be necessary. Control any severe external bleeding.

4. INCIDENT/ACCIDENT REPORTING

All First aid facilities, illness/injury and emergency procedures will be clearly identified and used.

All accidents and incidents that have the potential to cause a fatality or major injury (generally those that may involve more than 7 days lost time), must be reported immediately to the First Aid Officer and the Site Manager (telling a workmate does not constitute a report). The Construction Manager shall within 24 hours of the

occurrence report these incidents/accidents to Workcover Authority. **A permanent record must be kept of all OHS&R incidents, regardless of the degree of severity.**

All accidents involving damage to equipment and materials, including motor vehicle accidents, shall be reported to the Site Manager at once, so that an investigation may be immediately actioned to establish the cause of the accident and determine that a safe condition prevails.

5. GENERAL CONDITIONS & SITE SAFETY RULES

5.1 MANUAL HANDLING

Never attempt to lift beyond your capacity. If in doubt test the objects weight before handling it; if it appears too heavy or bulky, obtain a mechanical lifting aid and/or somebody to help.

If heavy lifting is anticipated direction should be given to ensure this is conducted properly and for continuous operations a work method review undertaken to minimise any change of injury.

5.2 GENERAL CONDUCT

No person shall present themselves for work under the influence of alcohol or drugs.

No unauthorised person shall be allowed to bring alcoholic beverage or non-prescribed drug onto site.

Fighting on job will not be tolerated.

Urinating in places other than ablution blocks will not be tolerated.

Horseplay, practical jokes and rowdiness will not be tolerated.

Infringement of any of the above rules will result in the immediate removal of those persons from the site.

No visitors, children or pets shall be permitted on site without prior permission from the Construction Manager.

5.3 PERSONAL PROTECTION

It is a requirement for all site employees and visitors to be equipped with the appropriate Personal Protective Equipment (PPE) to safely carry out their assigned job function. Wear clothing, which is suitable for the job at hand, and keep it as clean as possible. Avoid wearing loose or torn clothing, particularly around moving machinery.

All personnel on site must wear safety footwear conforming to the relevant Australian Standard. All personnel must wear hard hats at all times

Eye protection is compulsory in designated eye protection areas, or when using power or machinery tools, or when in the vicinity of electric arc welding. Eye protection must be worn at any time where there is a risk of foreign bodies entering the eye.

Hearing protection shall be worn wherever high noise levels have been identified; e.g. jack-hammer, grinding, explosive power tools, pile driving, impact tools earthmoving machinery.

Wear gloves when handling any materials or substance which might cause harm to your hands, e.g. epoxies, concrete, bricks, wire cables, steelwork. Avoid wearing gloves near moving machinery.

Use properly designated filter masks or respirators as appropriate in dusty or fume-filled conditions.

Your employer is obligated to provide any personal protective equipment necessary to ensure your safety; you are under a similar obligation to use the protection provided

5.4 HYGIENE

Keep all crib huts and other facilities clean. Place all rubbish, particularly food scraps, in the bins provided.

Always use the sanitary facilities provided and keep them clean and tidy.

5.5 HOUSEKEEPING

Good housekeeping on the job is mandatory, and every employee must do his part daily in this activity to keep the job clean for safety and efficiency.

All tools and equipment must be locked away at the end of the day.

Keep materials stacked in designated areas.

Where ever possible remove all nails from timber. Do not leave timber with protruding nails on the floor.

Keep stairways, landings and access ways clear and unrestricted at all times. Keep work areas clear of tripping hazards.

Wipe up oil or grease as soon as it is spilled. Cover area with a suitable material to absorb any residue.

Place a suitable warning on any projecting items/plant that constitutes a hazard.

5.6 ELECTRICITY

Note:

All overhead power supply to be visually checked confirmed as removed and noted on the Safe Work Method Statement and all underground electricity to be investigated and located by local electricity authority.

EARTH LEAKAGE PROTECTION

All single-phase electric tools, lighting, plant or equipment used on sites shall be protected by an approved earth leakage protection device.

Where any single-phase power source (permanent, temporary, generator, etc.) is without earth leakage protection, portable core balance earth leakage circuit breakers shall be used.

OVER CURRENT PROTECTION

All power sources (permanent, temporary, generator, etc.) shall be protected with adequate over current protection devices, e.g. circuit breakers, fuses, etc.

All electrical work, plant & equipment must comply with OHS and electrical safety legislation, regulations, standards and codes (Code of Practice "Low voltage Electrical Work") and procedures, including inspection and tagging of leads and power tools

The presence and location of all electrical cables will be identified before commencing adjacent work.

Before trenching begins ascertain the location of any services via the principal or his agents Service plans

Power Leads - Keep all power leads off the ground floor; place them so that they cannot be damaged. Electric leads must be properly earthed and must not exceed 30m in length. Double adaptors must not be used.

5.7 MOVEMENT ON SITE

All entry to, movement on, passage to, and exit from the work site of persons, vehicles and equipment will be controlled in accordance with the required procedures

Use recognised walkways wherever possible when travelling to and from your job site.

When sent to another part of the site to work travel by the most direct route with due regard for safety.

Beware of mobile equipment and motor vehicles while moving around the site.

Observe any "local" safety requirements stipulated by way of signs.

Entry to, movement on and exit from the Site will only be by authorised personnel. Should visitors enter the site politely instruct them to visit the site office for any enquires.

5.8 UNSAFE CONDITIONS

If, in your opinion, an unsafe condition exists and requires urgent attention; correct it yourself if possible. If you can not do so, make it as safe as you can and report the condition to the Site Manager immediately.

5.9 WARNING SIGNS

Appropriate warning signs are to be erected where access needs to be restricted and/or site personnel need to be alerted to the presents of hazardous plant/activities (eg welding, explosive tools in operation). Warning signs are placed for your protection. Read them and heed their warning.

The removal, shifting or destruction of any warning sign is forbidden without authorisation.

Should any sign be removed or destroyed accidentally, notify the Site Manager immediately and ensure the hazard covered by the sign is not left unprotected in the meantime.

Effective barricades, fencing and overhead protection will be provided for the protection of all workers and the public on or near the Site. Please ensure all barricades, fencing is kept in good working order.

6. ACCESS

All work at heights will be done in accordance with the relevant legislation, standards and code and procedures, (working on roofs, Code of practice "Safe Work on Roofs part 1 Commercial & Industrial" and "part 2 Residential Buildings" Code of practice "Safety Line Systems"

6.1 PLATFORM LADDERS

Only approved platform ladders shall be used. They shall comply with relevant Australian Standards and legislation. No electrically conductive platform ladders shall be used around power cables.

Before using any platform ladder, check for faulty rungs or side rails. Do not use if damaged. Report any damage to your supervisor. Where possible, place the platform ladder clear of walkways and traffic ways.

Keep platform ladders in good condition, position them in a safe manner and extend them a minimum of one metre beyond the landing place. All platform ladders must be tied or otherwise secured in position. The platform ladder must be held at the base by an assistant while the ladder is being secured.

Platform Ladders fitted with a reinforcing wire are not to be used

No step ladders shall be used.

Platform Ladders are not to be used as a work platform for any prolonged period and all tools and materials should be carried in suitable packs with shoulder straps or be hoisted by rope.

6.2 SCAFFOLDS

All scaffolding shall be erected, altered or dismantled strictly in compliance with the relevant scaffolding regulations using authorised persons only.

Defective scaffolding components will not be used or kept where they may be used.

Ladder access shall be provided to, and made secure at, every platform working level.

Materials should be moved between levels by means of a hand line, hoist, or by other mechanical means

7. SPECIAL HAZARDS

All demolition, excavation, formwork and work with other structural frames will be done in accordance with the relevant legislation, standards and codes and procedures.

7.1 EXCAVATIONS AND TRENCHES

Trenches over 1.5m deep in all materials shall be shored or sloped (45%) in an approved manner.

There shall be ladders at thirty metres maximum intervals in each trench one metre deep or more where employees are working, to provide safe exits from the trench.

Excavations and trenches shall be inspected daily by a competent person. If there is evidence of slides or cave-ins, all work in the exposed area shall cease until necessary precautions have been taken for the protection of employees.

Excavated material or other material shall not be stored nearer than one metre from the edge of any excavation.

All excavations shall be barricaded, and where necessary appropriate warning signs prominently displayed.

All excavations and trenches shall comply with the requirements of local Government and Statutory Authorities.

7.2 HAZARDOUS MATERIALS & DANGEROUS GOODS

A register of hazardous substances and dangerous goods will be kept and maintained for all hazardous substances brought onto the site.

All hazardous substances and dangerous goods will be used, handled and stored in accordance with code requirements and legislation.

7.3 HAND TOOLS

Always use the correct tool for the job, do not improvise. Use eye protection when the job requires it.

Hand tools shall be used for their intended purpose only. The design capacity of hand tools shall not be exceeded by unauthorised attachments.

All tools on issue to employees and all tools used by them in their normal work should be inspected tested & tagged s per the code requirement to ensure that they are in safe working condition. Any tools that do not meet this standard are to be repaired or replaced.

Do not use saws or other power tools unless fitted with correctly adjusted guards, cut-outs or other appropriate safety devices.

7.4 POWER TOOLS

Electrically powered tools and equipment shall be earthed at all times when in use, except double insulated tools.

7.5 CRANE OR HOIST WORK

Obey any instructions given by a dogman or rigger who is directing crane operations on -site in your work area.

When operating mobile cranes attention shall be given to side and overhead clearance, particularly in the vicinity of power lines.

Only certified or approved operators (refer plant/operators register) are permitted to carry out slinging operations and direct crane movements.

The Site Manager or someone officially designated by him shall review the specific operation of a crane when the crane must operate in the vicinity of an overhead power line where any part of the crane can come within 5 metres of the overhead line. This must be done prior to the crane moving into the exposed area. Overhead lines within the work area shall be marked with warning signs, two metres above the ground.

Outriggers shall be used at all times except when travelling. If the crane is travelling with a load, every reasonable effort shall be made to keep the outriggers extended as far as is practical.

Riding on the outside of the crane, hooks or loads is strictly forbidden.

7.6 WELDING AND CUTTING

Gas cylinders must be upright when in use, secured to prevent falling, protected from extreme heat and from being struck by moving equipment and falling objects. If transported by crane or hoist gas cylinders must be handled in a suitable cradle, never by wire or fibre rope, web or chain sling, or by dragging, regulators shall be removed.

Designated storage areas that are secure and well ventilated must be provide on site for cylinders. Oxygen cylinders must never be stored near highly combustible material, especially oil and grease, or near fuel gas cylinders.

Caps should be replaced on cylinders that are empty and such cylinders shall be marked **"EMPTY"**.

7.7 ELECTRIC WELDING

Screens shall be used when welding to protect the eyes of others working in the area.

It is the responsibility of the person using welding gear to check its condition before use and make repairs where necessary, particularly to damaged leads.

Persons assisting with electric welding are required to use eye protection and avoid looking directly at analectic arc.

Where sparks, slag, and other welding debris may effect persons working at a lower level, either fire blankets or a suitable barricade with signs restricting access must be used.

All care should be taken to prevent sparks and slag contacting any flammable materials or equipment.

Switch off welding power sources and turn off all valves when the job is completed or whenever you leave the area. At the same time bleed any oxy-acetylene hoses.

7.8 NOISE

Any employee who is exposed to high noise levels as a routine part of his or her work assignment must wear hearing protection. If normal conversation cannot be heard above the surrounding noise, the noise level is high enough to require protection.

When ear plugs are used, they must fit tightly into the ear canal to be of benefit.

In extremely noisy areas or where the employee will work in a noisy area for a long time, earmuffs should be worn over a pair of earplugs.

8. VEHICLES AND EQUIPMENT

No person shall drive or operate any vehicle, mobile or other equipment, unless they have been properly trained and authorised to do so (refer plant/operators register, attached). Appropriate certificate or licence must be sighted and recorded.

Refuelling of mobile and portable equipment shall on be carried out in an approved manner (i.e. by bulk tanks or suitably equipped vehicle).

Vehicles and equipment should always be parked on level ground with the handbrake applied. When equipment not in use ignition keys should be removed and be retained by the operator or designated person.

Obey project speed limit signs.

9. FIRE PREVENTION AND CONTROLS

Flammable liquids like petrol are not to be used as cleaning agents. Use only approved cleaning solvents. Flammable liquids are to be stored in properly labelled/approved containers.

Store all flammable or combustible liquids and gases in a well ventilated designated storage area.

Do not remove or tamper with fire extinguishers installed on equipment, vehicles, or in other locations. Extinguishers are required when using open flame tools when cutting or welding. Extinguishers are inspected monthly, serviced yearly, and must be serviced or recharged immediately after every use.

Access to fire fighting equipment must be kept free from obstacles that could delay emergency use. Familiarise yourself with the location and use of the project's fire fighting equipment. Know the exit routes from buildings and work areas.

Storage of flammable substances on equipment or vehicles is prohibited unless designed for such use.

SITE SAFETY RULES

Construction WHS Induction. All persons must display evidence of completing OHS General Induction training prior to being inducted to commence work on site.

Site Induction. All persons working on the work site must attend a Site Induction prior to entering it. Visitors may enter a work site if, either, first attending a Site Induction, or if accompanied by a person who has attended a site induction. All persons each day should sign in and out on the Site Register.

Safe Work Method Statements. Safe Work Method Statements must be prepared and used for all work activities assessed as having a safety risk.

Toolbox Talks. Weekly or more regular discussions must be held with workers to consult on site safety matters and attend appropriate refresher training.

Safety Helmets, Safety Footwear and Safety Vests or high visibility clothing. Safety helmets and safety footwear must be worn by all supervisors, employees, and visitors in the construction area at all times. The footwear must comply with AS 2210. High visibility clothing must be worn when moving plant is present or work is undertaken near traffic.

Personal Protective Equipment (PPE). PPE, such as safety eye protection, hearing protection, safety gloves and masks and the like, must be worn when welding, drilling and with all other tasks with similar risks.

Accidents and Incidents. Accidents, incidents and injuries must be reported immediately to the Contractor's and applicable subcontractor's site representative in charge.

Alcohol and Drugs. The consumption of, or being under the influence of, alcohol and illegal drugs on site is prohibited.

Amenities. Access to clean toilets and meal facilities, cool, clean drinking water, and the other requirements of the WorkCover *Code of Practice for Amenities*, must be provided for all persons.

Electrical. All electrical work and electrical plant must comply with the WorkCover *Code of Practice for Electrical Practices for Construction Work 2007*.

Excavations. Barricading and signage for all excavations must be provided, with excavations 1.5 metres or more deep also to be benched, battered or shored.

Emergency evacuation. Arrangements must be included in site induction and clearly identified.

First Aid. All persons requiring first aid treatment must contact the first aid officer who will administer the treatment and record the injury in the WorkCover Register of Injuries, including the person's name and the nature of the injury.

Illness/ Injury and Emergency Procedures. All first aid facilities and illness/injury and emergency procedures will be clearly identified and used, including reporting illness and incidents.

Fire Prevention. Fire prevention must be used by all persons on the work site. An appropriate fire extinguisher must be on hand for all welding sets and oxy acetylene work.

Hazardous Substances. Chemicals and hazardous substances must be used and stored in compliance with up to date Material Safety Data Sheets (MSDS) and details recorded on the Register of Hazardous Substances.

Housekeeping. Work areas must be kept clean and tidy, with rubbish and other safety hazards cleaned up promptly. All protruding nails shall be removed immediately from timber.

Leads and Power Tools. All leads, power tools and electrical equipment must be inspected and tagged by a qualified person prior to their use and then at monthly intervals.

Mobile Plant. Every owner of plant must ensure plant is registered with WorkCover when required and operators are appropriately qualified. Plant must be fitted with working hazard lights/reversing lights and beepers.

Overhead Power Lines. The requirements of the WorkCover *Code of Practice for Work Near Overhead Power Lines* must be complied with.

Site Security and Public Access. Security measures, including perimeter fencing, must be used to prevent unauthorised access to construction areas, and ensure safe access and passage for all those on and adjacent to the work site. Security must comply with Clause 235 of the OHS Regulation 2001 and WorkCover's *Position Paper on Fencing*.

Underground Services. Prior to any underground work being carried out, services must be located using Dial Before You Dig, a services locator, potholing and the other precautions stated in the WorkCover *Guide to Work Near Underground Assets*.

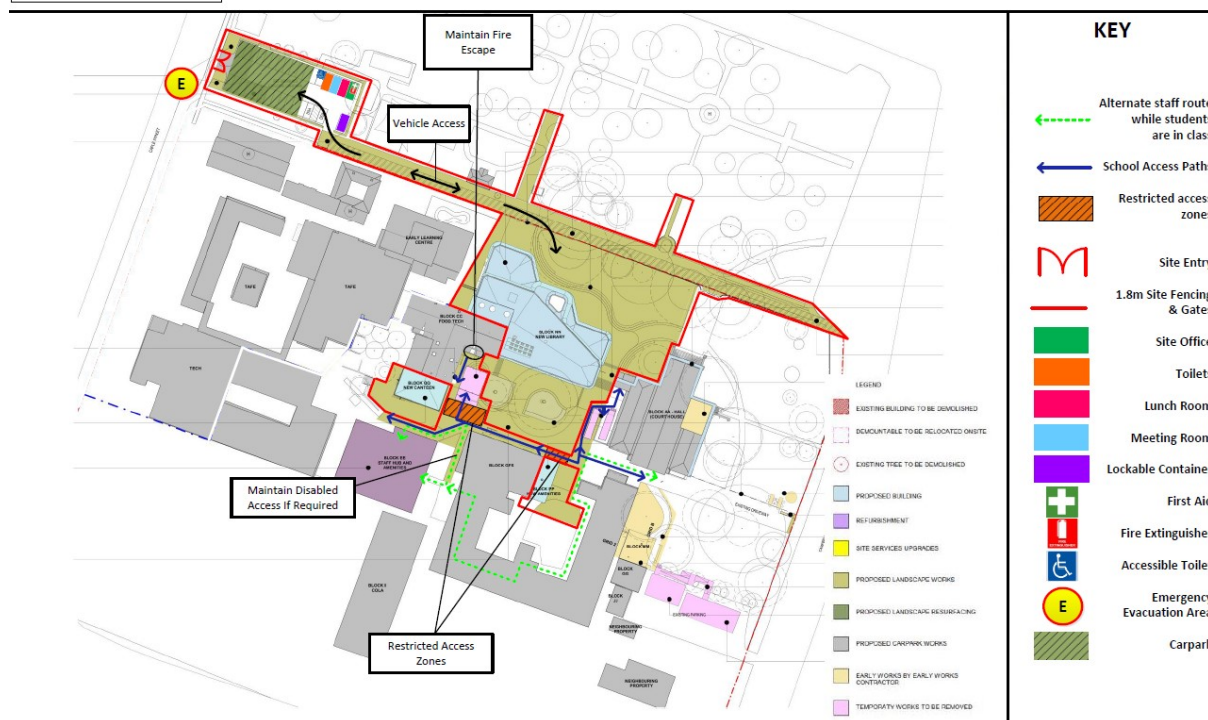
Working at Height. Working at heights must be in accordance with WorkCover requirements, including certification of formwork and scaffolding.

PROJECT: Young High School

EMERGENCY EVACUATION DETAILS

The site compound shown represents an indicative location and size and is to be confirmed on site

Young High School and Community Library Milestone 2.1 Staging Plan



KEY CONTACT NUMBERS

EMERGENCIES Includes Ambulance, Police & Fire Brigade.	000 (All Hours)
Police	02 6382 8199 30 Cloete Street Young NSW 2594
Ambulance	02 6382 5437 36 Cloete Street Young NSW 2594
Fire	02 6382 7036 34 Lynch Street Young NSW 2594
Hospital	68 Allanan Street Young NSW 2594 02 6382 8888
Poisons	000
Workcover Authority	02 6933 6500
Site Manager, Alex Wright (JOSS)	* Tel 0419 226 125
Site Supervisor John Byrne	* Mobile 0428 692 371



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Simon Duffy
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Sir,

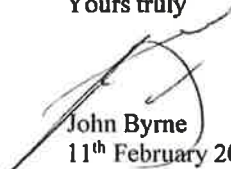
Proposed demolition works at Young High School

This letter will confirm that all demolition on the above site will be carried according to AS2601-2001 The Demolition of Structures, as well as per the Byrne Demolition Site Specific Safety Management Plan, Version 1 Dated 11/02/2021.

I, John Byrne shall be the suitably qualified person in charge of works, holding demolition licence number AD206836.

Byrne Demolition Pty Ltd hold workers compensation insurance, policy number 122370101, Public Liability Insurance, policy number 08120176, and are accredited under AS4801-2001.

Yours truly



John Byrne
11th February 2021