



Contract Health, Safety & Environment Plan

Contract:

Contractor's Name:

Address:

Phone:

Contact person:

Phone:

On-site supervisor:

Phone:

Principal:

Superintendent:

Contact person:

Phone:

1. Contract Details

1.1 Brief description of works:

1.2 Major activities involved:

1.3 Specialist tasks or procedures involved (refer procedures and instructions, section 4):

1.4 Public safety hazards identified

- | | |
|--|--|
| <input type="checkbox"/> public exposure | <input type="checkbox"/> traffic management requirements |
| <input type="checkbox"/> pedestrians | <input type="checkbox"/> pedestrians |
| <input type="checkbox"/> motorists | <input type="checkbox"/> motorists |
- traffic management plan attached / to be completed* prior to work on road or in road reserves (* delete that which is not applicable)

1.5 High Risk OH&S hazards identified:

- | | |
|---|---|
| <input type="checkbox"/> working on or near roadways or railway lines (used by road or rail traffic) | <input type="checkbox"/> working at height with potential to fall distances greater than 2 m |
| <input type="checkbox"/> working near overhead power supplies | <input type="checkbox"/> exposure to hazardous chemicals |
| <input type="checkbox"/> working near underground power supplies or other services | <input type="checkbox"/> exposure to Coastal Acid Sulfate Soils |
| <input type="checkbox"/> Power <input type="checkbox"/> Gas
<input type="checkbox"/> Telstra <input type="checkbox"/> Optical fibre
<input type="checkbox"/> Other..... | <input type="checkbox"/> work involving structural alterations that require temporary support to prevent collapse |
| <input type="checkbox"/> work where there is any movement of powered mobile plant | <input type="checkbox"/> working on or near energized electrical installations |
| <input type="checkbox"/> trenching greater than 1.5m or shafts greater than 2 m | <input type="checkbox"/> significant proximity and hazards to the public |
| <input type="checkbox"/> work involving the removal or likely disturbance of asbestos | <input type="checkbox"/> work involving tilt-up or precast concrete construction) |
| <input type="checkbox"/> working in confined spaces | <input type="checkbox"/> demolition work |
| <input type="checkbox"/> working in other contaminated, flammable or dangerous atmospheres | <input type="checkbox"/> the use of subcontractors (depending on the complexity of the contract) |
| <input type="checkbox"/> hazardous manual handling (application of high force, sustained awkward postures, repetitive movements, handling live animals or unstable loads) | <input type="checkbox"/> construction work on or near water, incl diving |
| <input type="checkbox"/> exposure to UV Radiation | <input type="checkbox"/> Other (specify)
.....
..... |

1.6 Environmental hazards identified

- | | |
|--|---|
| <input type="checkbox"/> potential to disturb acid sulfate soils | <input type="checkbox"/> biodiversity impacts |
| <input type="checkbox"/> cultural heritage applies | <input type="checkbox"/> other significant environmental aspects:
(specify)
..... |
| <input type="checkbox"/> removal of native vegetation | |

All OHS and environmental hazards are to be controlled and recorded on an appropriate hazard identification and control form safe work method statement (see Part 6).

2. Contract HSE Structure and System

2.1 Person(s) with HSE responsibilities

<u>Name</u>	<u>Title</u>	<u>Responsibilities</u>
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2.2 Subcontractors to be used in connection with this contract

<u>Name</u>	<u>Works to be Undertaken</u>
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2.3 Name of person who will have the primary responsibility for supervision and management of HSE issues

2.4 Name of person who will deputise for the person at 2.3 in his/her absence.

2.4 Details of proposed safety & environment meetings (for major contracts):

Frequency:

Who will attend:

How minutes/action items will be recorded:

4. Work Practices and Procedures

- 4.1 Provide list and copies of existing company safe work procedures or work instructions to be used in this contract.

SWP / WI No Task

- 4.2 Provide list and copies of safe work procedures or work instructions developed for this contract (to be completed/provided as they arise).

SWP / WI No Task

- 4.3 Provide list and copies of existing company environmental procedures or work instructions to be used in this contract.

Proc / WI No Task

- 4.4 Detail site operations that will be subject to work permit.

Task

Permit Type

5. Plant and Substances

5.1 **Plant.** The following plant (including lifting and electrical equipment and mobile powered plant) will be used in connection with the contract:

Type	Reg/Id No	Inspection Date and Frequency	Inspected by (competent person)	Form of Inspection Record
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- All lifting and electrical equipment used in connection with this contract will have evidence of current in-service inspection and testing. Any items found to be outside of test date will be removed from the work site and replaced with a serviceable item.
- All items of plant will be inspected daily before first use (refer Section 7.1) and maintained in good condition and fit for purpose. Any plant found to be not in a safe condition will be removed from site and replaced.
- All replacement items will be at the contractor's expense.

5.2 **Substances.** The following chemicals will be used in connection with this contract:

Chemical Name	Used for	MSDS on site	Risk assessment completed	Employees informed
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The site chemical register and material safety data sheets will be located at:

A risk assessment has determined that these chemicals are required and cannot be substituted for less hazardous chemicals. The risk assessments are located at:

All employees and subcontractors have been/will be informed of the hazards associated with these chemicals and safe use requirements (refer record of training – Section 3.3)

Chemical containers will be appropriately labelled at all times. New chemicals to be brought on site will first be subject to a risk assessment. Material safety data sheets will be located in the chemical register and all employees informed of safety requirements before first use.

Appropriate spill control / facilities will be in place for all chemicals and staff trained in response procedures should a spill occur.

6. Safety & Environment Risk Assessments / Safe Work Method Statements

Copies of completed safety and environment risk assessments / safe work method statements (SWMS) are attached at the end of this HSE plan. Any additional risk assessments / SWMS completed during the course of the contract works will be provided to the Superintendent.

Where identified, an Environment / ASS Management Plan is to be provided.

7. Workplace Health, Safety & Environment Inspections

7.1 The following inspections will be conducted during the course of contract works:

<u>Inspection Type</u>	<u>By (competent person)</u>	<u>Frequency</u>	<u>Method of Recording</u>
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Plant and equipment

Storage of hazardous chemicals, spill & emergency response

Management of runoff from site

Management of dust, odour, noise

Waste management

General workplace

10. Incident Reporting and Investigation (tick to signify understanding)

- I am aware of the requirements of Section 38 of the Occupational Health and Safety Act 2004 and will undertake to report to WorkSafe Victoria as required. I also understand my duty to preserve an incident site until an inspector arrives, or if an inspector directs otherwise; or to protect the health and safety of a person, aid an injured person involved in an incident, or to make the site safe or prevent a further occurrence.
- All incidents involving injury (above first aid), dangerous occurrences (as defined by Section 37 of the OHS Act 2004), or property or environmental damage will be reported to the Superintendent as soon as possible using an agreed form. This also applies to any unplanned disruption to EGW services.
- Any incident involving a member of the public is to be reported to the Superintendent without delay.
- Incidents will be investigated and investigation reports provided to the Superintendent within 3 working days.

11. Workers' Compensation

11.1 A copy of my current workers' compensation confirmation is attached.

Notes:

Signed (by/for contractor): Date:

Signed (by/for principal): Date: