

Occupational Health

&

Safety Policy

Guidelines

Implemented by

Jontil Pty Ltd

trading as

RVE PLUMBING SERVICE

2001

Revised 8th October 2017

Jontil Pty Ltd TABLE OF CONTENTS		Page
Section 1	Introduction	4
Section 2	RVE Safety Policy	5
	RVE Environmental Policy	6
Section 3	Roles & Responsibilities	7
	3.1 Roles & Responsibilities Defined	
Section 4	Document Control	8
Section 5	Hazard Identification & Risk Assessment	9
	5.1 Risk Assessment Procedure	9A
	Risk Assessment Example	9B
	5.2 Risk Assessment Checklist	9C
	Risk Assessment Pre-Start Check	9D
	5.3 Hazard Checklists, Risk Analysis & Site Safety Analysis	9E
	Safety Inspection	9F
	Manual Handling Safety Checklist	9G
	5.4 Safe Work Method Statements	YELLOW MANUAL
	A Repairing Toilets	
	B Repairing Taps	
	C Fix gutters and down pipes via ladder	
	D Removal and re-installing of roofing – tiles slate metal	
	E Sewer/storm water ejector pits	
	F Sewer mains poly vinyl chloride (PVC)	
	G Electric eel drain cleaning	
	H Domestic plumbing	
	I Replacing Tap washers & valves	
	J Clear blocked storm water with high pressure water jet	
	K Hand plunging Drains	
	L Pumps	
	M Arch Welder	
	N Oxy acetylene equipment	
	O Cleaning Roof gutters & down pipes	
	P Hydrant and hose reel repairs	
	Q Pipe Freezing	
	R CCTV video camera	
	S Hot water repairs and valve replacement	
	T Hot water replacement – Electric & Gas	
	U Working at heights, Building rooftops	
Section 6	Job Safety Analysis	
	6.1 JSA Step by Step	10
	6.2 JSA – PCA002/a	11
	6.3 JSA – PCA002/b	12
Section 7	Skills & Competencies	
	7.1 Skills/Competency Assessment Register – PCA003	13
	7.2 Training Attendance Register – PCA004	14
Section 8	OHS Induction	15
	8.1 Induction Register – PCA005	16
Section 9	Workers Compensation & Rehabilitation	17
	9.1 Workers Compensation – Certificate of Currency	18
	9.2 Public Liability Insurance – Certificate of Currency	19
	9.3 Workers Comp & Rehab – PCA006	20
Section 10	Hazard Reporting	21
	10.1 Procedure & Responsibility – PCA007	22
	10.2 Hazard Report – PCA008	23

	10.3	Hazard Profiles - Work Cover	
		a wcbi bricklaying	
		b wcco concrete placemen	
		c wcde demolition	
		d wcel electrical risks onsite	
		e wcfm formwork	
		f wcms metal roofing	
		g wcsc scaffolds (mobile)	
		h wcst steel reinforcement fixing	
	10.4	Hazard Profiles – Plumbing & Service Industry	
		A hazard profiles	
		B bfp01 backflow valves	
		C dc01 drain cleaning	
		D dp01 drainage systems – sewerage	
		E ds01 drainage and storm water	
		F fp01 fit out and finish off	
		G fs01 fire service	
		H gp01 install and maintain gas service	
		I hw01 install and replace hot water supply	
		J mf01 install and maintain water supply	
		K mn01 install and maintain mechanical se	
		L pt01 pre-treatment waste services	
		M rp01 roof plumbing	
		N sf01 install and maintain domestic /residential external fire protection	
		O sp01 sanitary plumbing	
		P tmv01 thermostat mixing valves	
Section 11	Electrical		24
	11.1	Electrical Equipment Register – PCA009	25
Section 12	Hazardous Substances		26
	12.1	Hazardous Substances Register – PCA010	27
Section 13	Lifting Gear		29
	13.1	Lifting Gear Register – PCA011	30
Section 14	Plant		31
	14.1	Plant ID Register – PCA012	32
	14.2	Hired In Plant Inspection Report – PCA013	33
	14.3	Hired in Plant Inspection Report – PCA014	34
	14.4	Plant Certification Report – PCA 015	35
Section 15	Personal Protective Equipment (PPE)		40
	15.1	PPE Issue Record – PCA 016	42
Section 16	Fire Protection		43
	16.1	Fire Protection – PCA017	44
Section 17	Tool Box Talks		45
	17.1	Record of Tool box talks – PCA018	46
Section 18	First Aid & Accident Investigation		47
	18.1	Register of Injury – PCA019	48
	18.2	Accident Investigation Report	49
	18.3	Work Cover – Original Form	50
Section 19	Tender Documents		51
Section 20	Subcontractor's Statements		
	20.1	Register of Subcontractors Insurance Details	

1.0 Introduction

This document sets out the safety management strategy to be adopted by

Jontil Pty Ltd trading as RVE Plumbing Service

during the course of the *Plumbing, Drainage & Gas Fitting Works* contract on the

(site address).....

Project managed by

This document is not designed to replace 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 *Jontil Pty Ltd trading as RVE Plumbing Service* in relation to these requirements.

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

Jontil Pty Ltd trading as RVE Plumbing Service will provide *Ron van Es* as the person on site responsible for supervision of the Scope of Works and its safety.

Our peak number of employees on the site will be: 5

Jontil Pty Ltd trading as RVE Plumbing Service does not intend to subcontract all or part of the works.

Customer/Client:

.....

Attention:**Contract Job Number:**.....

Phone:.....**Fax:**.....**Mobile:**.....

Scope of Works:

WORK HEALTH & SAFETY POLICY

It is the policy of Jontil Pty Ltd trading as RVE Plumbing Services to carry out all operations in a manner that protects the Health & Safety of employee, subcontractors and customers and to maintain a safe working environment.

Jontil Pty Ltd trading as RVE Plumbing Services recognises our responsibility to comply with all relevant Acts & Regulations to ensure that the workplace is safe and without risk to health.

Managers, Supervisors & employee's shall:

- Consider OHS in the workplace design and standard work methods.
- Comply with all relevant WHS legislations, standards & codes of practice.
- Take responsibility of protecting themselves and their fellow workers and visitors.
- Provide adequate resources to meet WHS goals & targets.
- Undertake WHS training and support approved by work cover.
- Use safe work methods and practice; identify, assess, monitor and control hazards.
- Report & recording of incidents, accidents, injuries & illness.
- Implement and regularly review and update this WHS policy as required.

Contractors and subcontractors engaged to perform work on behalf of Jontil Pty Ltd trading as RVE Plumbing Service are to comply with WHS policies, procedures and programs and observe directions on health and safety from designated staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

At RVE we believe in **“No Injuries to Anyone at Anytime”**

No process is so important that we cannot find a safe and healthy way of conducting our work.

Ron van Es
Managing Director

RVE PLUMBING SERVICE

DATED: 11/03/2001

Revised: 20/03/2010

Revised: 10/04/2013

Revised: 2/12/2016

Revised: 8/10/2017

ENVIRONMENTAL HEALTH AND SAFETY POLICY

Jontil Pty Ltd trading as RVE Plumbing Services is committed to the protection of human health, protection of our ecosystem and prevention of pollution. Our Environment, Health and Safety Programs are designed to provide a safe workplace, prevent incidents, minimize environmental impacts and pollution and assure compliance with applicable regulations. We strive to identify and eliminate negative EHS impacts associated with our activities, services and through the products we supply. This is accomplished through customer service, utilizing innovative solutions and best practices, continuous improvement and commitment.

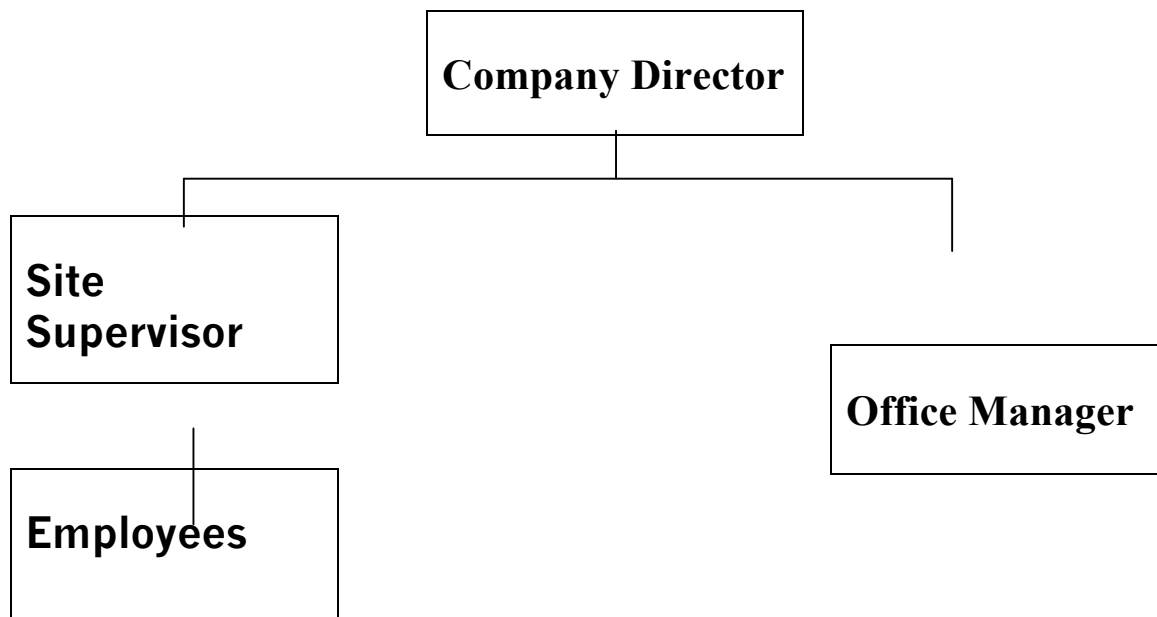
To fulfil this commitment Jontil Pty Ltd shall maintain a continuing effort to;

- Provide workplace policies, standards, procedures and training to ensure that employees can perform their jobs in a safe, healthy and environmentally responsible manner;
- Conducting EH&S assessments of activities on the site and taking the necessary actions to control identified risks and hazards;
- Provide customers, contractors and general public with information to ensure that our services and materials provided are recycled or disposed of in a safe and environmentally sound manner;
- Promote pollution prevention, including the conservation of energy, water and raw materials resources, and ensure that all waste is handled and disposed of responsibly through work standards and/or installation of innovative solutions eg: water saving devices;
- Advise customers and regulating bodies of reported spillage, seepage or disposal of pollutant substances;
- Provide management leadership and require employees to share accountability for continuous improvement in health, safety and environmental performance;
- Review our policies, objectives and targets and addressing all issues promptly;
- Comply with all relevant laws, regulations and company procedures related to safety, employee health, environmental quality and public health as a minimum standard of acceptable practice.

Ron van Es
Managing Director
RVE PLUMBING SERVICE

DATED: 1st March 2004
Revised 20th March 2010
Revised 10th April 2013
Revised 2nd December 2016
Revised: 8th October 2017

3.0 Roles and Responsibilities



Roles and Responsibilities Defined

Jontil Pty Ltd shall provide the following key personnel on site. Their roles, and responsibilities regarding safety on site are outlined below.

SITE SUPERVISOR

Ron van Es is responsible for safety on the project and duties include:

- Implementing the company Work Health Safety and Rehabilitation procedures;
- 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;
- Ensuring safe equipment and plant is provided and maintained;
- Reviewing safety reports and inspections and initiating rectification where necessary;
- Monitoring compliance with safe work methods (controls);
- Observing all WH&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;
- Provide advise and assistance on WH&S to all employees;
- Ensuring current WH&S and other relevant legislative requirements are met in the workplace;
- Identifying WH&S training programs in advance and allow for employees 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;

- Stimulating a high level of safety awareness at all times;

EMPLOYEES

Are responsible for safety on the project and duties include:

- Implementing the company Work Health Safety and Rehabilitation procedures;
- Identification of further risk reduction controls measures.
- Ensuring safe equipment and plant is provided and maintained;
- Monitoring compliance with safe work methods (controls);
- Observing all WH&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;
- Participating in safety meetings and safety programs (tool box talks);
- Facilitating the preparation of Work Method Statements and Job Safety Analysis for the trade
- Completion of Risk Assessment Check list prior to commencement of work.

OFFICE MANAGER

Responsible for maintaining records of safety on the project and duties include:

- Maintaining the company Work Health Safety and Rehabilitation documents;
- Reviewing safety reports and inspections documentation and initiating rectification where necessary;
- Monitoring compliance with safe work methods (controls);
- Observing all WH&S requirements and Statutory rules and regulations;

4.0 Document Control

Issue, Revision and Review

Jontil Pty Ltd trading as RVE Plumbing Service is responsible for:

- **Maintaining an up to date version of this Policy.** 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 Policy is issued** using the Distribution List table below.
- **Issuing** a completed Policy to all those registered.
- **Ensuring revisions are distributed** to all registered people.
- **Reviewing the Policy 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/	09/02/04	5.0	Work Method Statements	Original

Revision 0			Risk Assessment	
Issue A/ Revision 1	22/02/07	5.0	Work Method Statements	Working from Heights
		8.0	OH & S Induction Register	Employee changes
		7.0	Skills & Competencies	Assessment & Training Register
Issue A/ Revision 2	20/04/2009	5.4	Safe Work Method Statements	Waterproofing
Issue A / Revision 3	20/03/2010	3.0 10.0 14.0	Roles & Responsibilities Hazard Reporting Plant	Employees & Office Manager Insert Hazard Report form Plant Check List
Issue A / Revision 4	10/04/2013		Work Health Safety Legislation	
Issue A/ Revision 5	18/12/2014	Table of content 17.0 14.0	First page heading Update FORM MCA29 Update Form MCA09 & 10	Additional SWMS Tool Box Talks form update Plant Check List & Certification
Issue A/ Revision 6	08/10/2017	Reference to WHS Training Register		

Distribution List

Controlled copies of this companies Policy have been issued to the holders nominated hereunder.

No.	User	Position	Issue Date
01			
02			

5.0 Hazard Identification & Risk Assessment

Procedure:

Work 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 shall 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 *Jontil Pty Ltd trading as RVE Plumbing Service* shall identify potential hazards.

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

- Work Cover and trade based Codes of Practice and other publications, eg. 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 Risk:

For each potential workplace hazard identified a Risk Class shall be determined by referring to the categories below. The attached Risk Management chart (PCA001) shall be used to determine the requirements 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 shall be recorded on a detailed Job Safety Analysis (JSA) record. Class 3 risks shall be minimised as far as possible but will not be recorded on a JSA.
- A Risk Class shall 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.

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 shall be completed using the step by step guide on the next page.

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

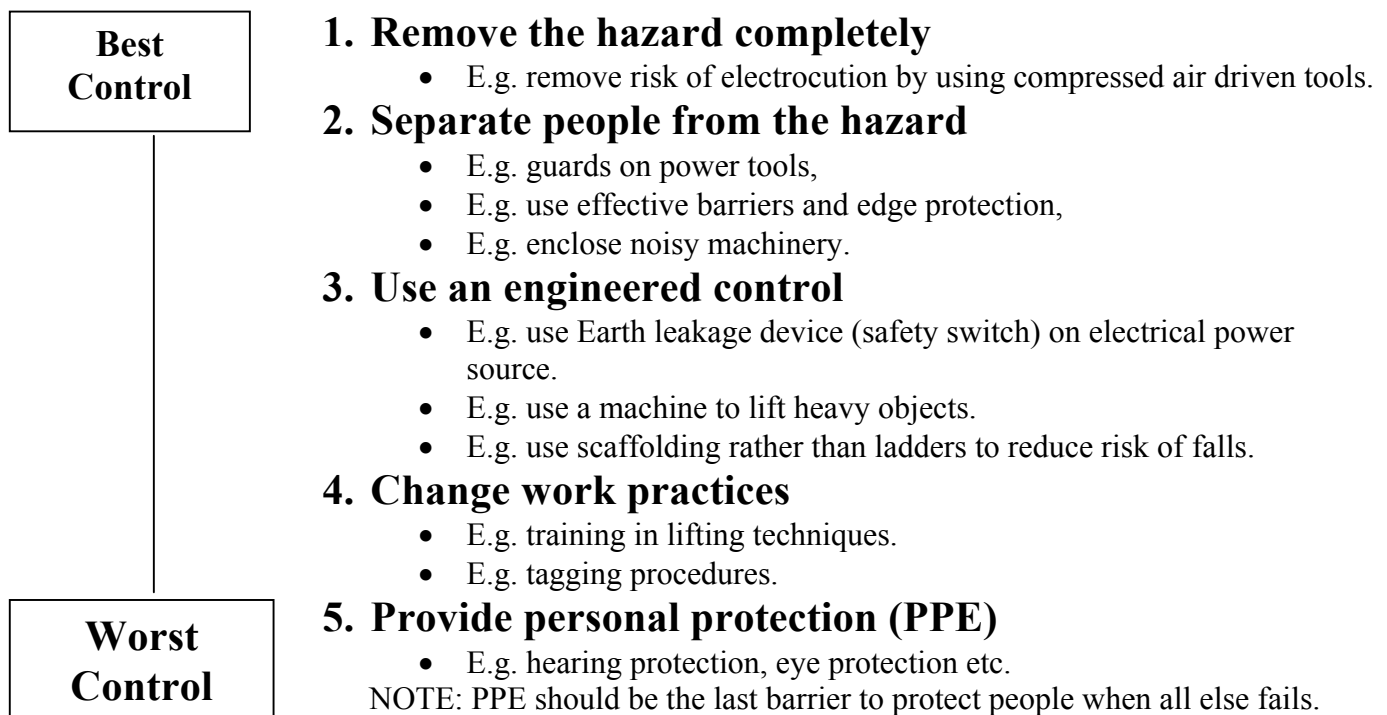
Prior to commencement of work on site the generic Job Safety Analysis submitted at tender shall be reviewed. Where job steps or site conditions will change from those planned the JSA shall be updated to reflect the way the job shall actually be done on the specific site and how safety shall be controlled – *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 shall ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the JSA:

Job Safety Analysis shall 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



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 project name/number and 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 shall 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 shall be completed and signed by an appropriately qualified person/s representing *Jontil Pty Ltd trading as RVE Plumbing Service* who is competent in the work activity to be undertaken.
- Job Safety Analysis shall be reviewed and signed by the appropriate Principal Contractor representative on the project.
- Employees shall 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 shall not proceed until the above three criteria are achieved.

7.0 Skills and Competencies

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment:

Jontil Pty Ltd trading as RVE Plumbing Service shall undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment shall be recorded on form PCA003. Where skill deficiencies are detected appropriate training shall be provided before work commences so that employees can perform their designated duties safely.

Selection and Use:

- The PCA003 register shall be provided to the appropriate Principal Contractor's representative on site for review.
- Workers shall 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 shall be provided prior to commencement of the work and recorded on form PCA004.
- **Day Labour** shall 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.

Licensed Plumbers, Drainers & Gasfitters						
Skills/Competency Assessment Register – Dated 08/10/2017						
Jontil Pty Ltd t/a RVE Plumbing Services						
Employee Name	Position, Skills, Competencies & Experience	Work to be under taken	Any deficiencies in skills/ competencies	What additional training is required before work can commence	Training Type	Certificate Number
Ron van Es	Managing Director	Administration	NO			
	Licensed Plumber, Drainer & Gasfitter 32 Years Experience	Plumbing Drainage & Gasfitting	NO			License no 26079C
	TAFE NSW Certificate Backflow Prevention &	Backflow Prevention & Thermomixing Valves,	NO			

	Thermomixing Valves 7 years experience	Testing, reporting and installation				
	St Johns Ambulance Advanced Certificate First Aid Nationally accredited Rescue Operator 31 years experience	First Aid where required	NO			
	TAFE NSW Certificate Safety Checking Electrical Appliances 8 years experience	Electrical equipment testing & Tagging	NO			
	Training Certificate Safemaster height Safety Solutions 10 years experience	Safemaster's Safety Link Anchor Point System Working from heights	NO			
	Green Card Work Cover New South Wales	OH & S	NO		1,2 & 3	C133365
	National Certificate of Competency – Licence Front End Loader of the Skid Steer Type Excavator	Operate plant & machinery - Bobcat, - Excavator - folk lift	NO			Card no 390861
	NSW Drivers License – CLASS	Drive Truck	NO			
08/04/2010	Statement of Attainment MSAPMOHS217A – Gas test atmospheres MSAPMPER200B – Work in accordance with an issued permit MSAPMPER205B –Enter confined space	Confined Space	NO			Document number 00742
13/10/2011	Elevated Platform Association of Australia – EWP	Elevated work platform EWP	NO			Certificate no 441105
31/07/2012	Height Safety Engineers Ltd - Height Safety Training	Height Safety	NO			
30/09/2012	FIRST AID CERTIFICATE – update	First Aid	NO			
30/12/2012	REECE PTY LTD – B Press Hydraulic crimping tool -Gas pex hydraulic crimping of gas pipes	Gas pipe hydraulic crimping.	NO			
09/03/2017	WORKPLACE TRAINING – Confined Space Refresher	Confined Space Refresher	NO			RTO 91390
Paul Cassar	Licensed Plumber, Drainer & Gasfitter 9 Years Experience	Plumbing Drainage & Gasfitting	NO			License no 214219C
	Green Card Work Cover New South Wales	OH & S	NO		1,2 & 3	C133364

	NSW Drivers License – CLASS	Drive motor vehicle	NO			
31/07/2012	Height Safety Engineers Ltd - Height Safety Training	Height Safety	NO			
30/12/2012	REECE PTY LTD – B Press Hydraulic crimping tool -Gas pex hydraulic crimping of gas pipes	Gas pipe hydraulic crimping.	NO			
2016	Asset Future – Confined Space	Confined Space	NO			
2016	Mirvac Induction (Rapid Induct)	Induction	NO			
2017	Brookfield Induction (SASSI)	Induction	NO			
	Valmont Induction	Induction	NO			
Todd van Es	Licensed Plumber, Drainer & Gasfitter	Plumber, drainage & Gasfitting	NO			LIC No 242099C
	Green Card / White Card	OH&S	NO			C230379
	TAFE NSW – Certificate Safety Checking electrical Appliances	Testing & Tagging Electrical	NO			
	NSW Drivers License Class C	Drive motor vehicle	NO			Lic 14837721
	TAFE NSW – Certificate Backflow Prevention & Thermomixing valves	Test, install & report on devices	NO			T00313638
31/07/2012	Height Safety Engineers Ltd - Height Safety Training	Height Safety	NO			
30/12/2012	REECE PTY LTD – B Press Hydraulic crimping tool -Gas pex hydraulic crimping of gas pipes	Gas pipe hydraulic crimping.	NO			
2016	ASSET FUTURE Confined Space	Confined Space	NO			
2017	Brookfield Induction (SASSI)	Induction	NO			
	Mirvac Induction (Rapid Induct)	Induction	NO			
	GPT Induction (CM3)	Induction	NO			
Maxwell Leeson	TAFE NSW 4 th Year Apprentice – Plumber, Drainer & Gasfitter	Plumber, Drainer & Gasfitter	Journeyman	TAFE & Training		
2017	Brookfield Induction (SASSI)	Induction	No			
	Mirvac Induction (Rapid Induct)	Induction	No			
	GPT Induction (CM3)	Induction	NO			
	White Card (WHS)	WHS	NO			

PCA003

8.0 OHS Induction

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure that persons carrying out the nominated work have relevant training including Work Health and Safety (WHS) Induction Training. Workers shall not carry out construction work until they have received the minimum requirements for OHS induction training:

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

Selection and Use:

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

Dated 22nd February 2007**Record of WH&S Induction Training****Jontil Pty Ltd Trading as RVE Plumbing Services**

Course Name: Occupational Health & Safety Induction Course

Course Location: Work Cover New South Wales

Name of Participants	Position	Training Type	Hours Attended	Signature	Certificate Number
Ron van Es	Managing Director	1,2 &3	4		C133365
Paul Cassar	Journeyman Plumber	1,2 & 3	4		C133364
Todd van Es	Journeyman Plumber	1,2 &3	4		C230379
Course Location: Master Plumbers Association					
Max Leeson	3 rd Year Apprentice Plumber	1,2 &3	8		C3578911

Dated: 2ND December 2016**Safety Induction Attendance Register****Jontil Pty Ltd t/a RVE Plumbing Services**

Course Name: Occupational Health & Safety Induction Course

Course Location: Master Plumbers Association

Employee Name	Position	Training Type	Hours Attended	Signature
Ron van Es	Managing Director	1,2 & 3	4	
Paul Cassar	Plumber	1,2 & 3	4	
Todd van Es	Plumber	1,2 & 3	8	
Max Leeson	Apprentice 4 th Year	1,2 &3	8	
Training Company	Names of Trainers		Length of Course (hours)	
Construction Industry Advisory Board (NSW) Master Plumbers Association	1	Elise M Lau	8 hrs	

9.0 Workers Compensation & Rehabilitation

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. The trade and occupation of each employee on site and their salaries shall be recorded. A record of the insurance shall be provided on form PCA006 together with an attached current copy of the policy details issued by the insurer. Where more than 20 persons are employed a nominated Rehabilitation Co-ordinator shall 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.

10.0 Hazard Reporting

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall encourage all employees to report hazards immediately.

Our supervisor on site shall investigate all reported hazards and document corrective actions. Corrective actions shall be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on form PCA007 on the next page. The supervisor shall complete a Hazard Report – PCA008 where hazards cannot be corrected immediately.

Jontil Pty Ltd trading as RVE Plumbing Service shall issue our Hazard Report form to all supervisory personnel and safety committee representatives. A number of forms for employee use shall be placed in the appropriate crib shed.

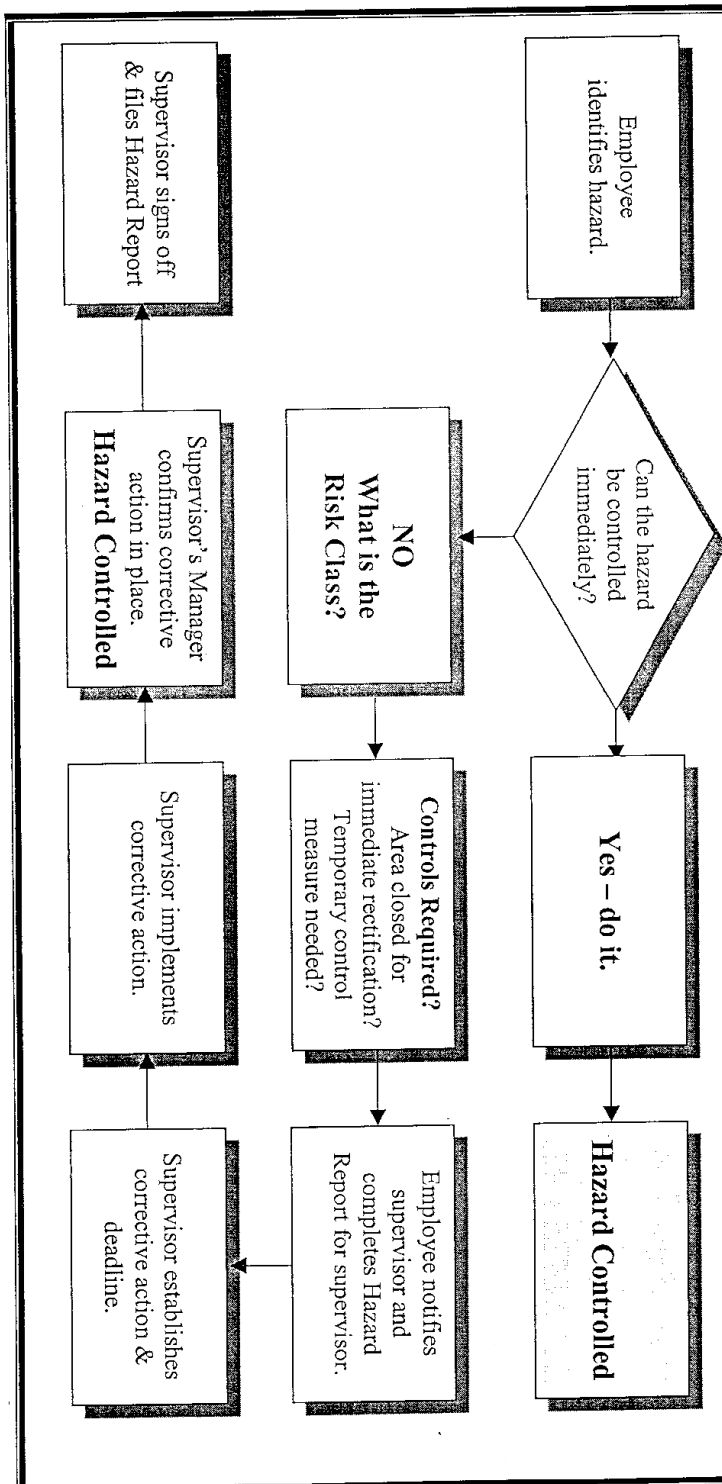
Assessment:

When a hazard is identified in the workplace a Risk Class shall be assessed immediately using the categories outlined in the hazard identification and risk assessment section of this Policy. The Risk Class shall 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 shall be signed by the inspection team leader and presented to the *companies* 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 shall be recorded in this policy.

Hazard Reporting Procedure & Responsibility



Hazard Report

Company: JONTIL PTY LTD Project: Date:/.../.....

Submitted by: Signature: Submitted to:

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

Risk Level: Class 1 (High) | 1 Class 2 (Medium) | 1 Class 3 (Low) | 1

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:

PCAO008

11.0 Electrical

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure that the use of electrical wiring, portable tools and extension leads shall 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 shall be to the provisions of Australian Standard AS-3000, Wiring Rules. All electrical equipment to be brought on site shall be listed in the Electrical Equipment Register PCA009. The register shall be completed prior to commencement of the works and maintained for the duration for the works on site.

Inspection & Tagging:

All electrical leads, portable power tools, junction boxes and earth leakage devices shall 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 shall 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 shall be recorded on form MCA15

Selection and use:

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person shall 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 shall be provided or the item removed from site immediately.
- When used on construction site all electrical equipment shall be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads shall be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads shall not be joined together.
- All plugs and sockets shall be non-wirable (moulded) or transparent.
- Electrical equipment shall 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, *Jontil Pty Ltd trading as RVE Plumbing Service* shall ensure specified to the hire Company as a condition of the Hire Agreement.

ELECTRICAL EQUIPMENT LOG

Equipment Type	Equip Number	Serial Number	Model Number	Tag Serial No	Test Date	Cert. Of Competency Licence. No.	name	Signature
BOSH BATTERY CHARGER	BTBC	AL3640CV			06/02/2013	6033RA	RON VAN ES	
SMALL RIDGED ELECTRIC EEL	BTSE	K50-1107						
HITACH GRINDER LARGE	BTLG							
ORANGE POWER BOARD	BTP13	PBRSP						
EXTENSION LEAK 9RED 30MTR)	BTLL							
LEAD LIGHT FLURO	BTFL							
AZITO HAMMER DRILL	BTHD	S053						
METABO GRINDER	BTSG	51598121						
HPM POWER BOX	PB1	R105EPC4						
RIDGD K50	SE01	RK507321						
RIDGID K1500B	LEO18U	45604						
EXTENSION LEAD 9RED 30MTRS)	SUL							
RIDGID K1500	LEO1BT	45517						
EXTENSION LEAD (YELLOW 15MTR)	BTLS							
GRINDER 9"		6706T237						
LIGHT CHARGER		71320						
EXTENSION LEAD								
KANGO 900 JACK HAMMER		855393						
COMMENTS								

12.0 Hazardous Substances

Procedure:

Prior to hazardous substances being used on a project *Jontil Pty Ltd trading as RVE Plumbing Service* shall 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 shall be listed in form PCA010.

Selection:

Jontil Pty Ltd trading as RVE Plumbing Service shall consider the following when selecting hazardous substances;

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

Storage:

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

Use;

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

13.0 Lifting Gear

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current certificate of test and are listed in the register PCA001. The register shall be maintained during the course of the contract.

Assessment:

All lifting slings and accessories shall be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. *Jontil Pty Ltd trading as RVE Plumbing Service* shall provide each item with a marked identification number and a current test certificate for each shall be held on site and made available on request.

Selection & Use:

- Prior to use all lifting gear shall be inspected by a competent person to check for defects.
- Lifting gear that does not have a current test certificate shall not be brought on site under any circumstances.

14.0 Plant

Procedure:

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety Legislation *Jontil Pty Ltd trading as RVE Plumbing Service* shall carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance history of each item shall be documented on the appropriate form PCA012 to PCA015 (or their equivalent) and provided prior to commencement on site. Where a relevant Australian Standard is appropriate, e.g AS-2550 for cranes, the inspection use and maintenance of the plant shall comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant shall comply as a minimum with the Manufacturers Recommendations. The affect of plant and equipment on the workplace shall also be considered.

Assessment:

Jontil Pty Ltd trading as RVE Plumbing Service shall carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment shall include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process shall include, both the plant and/or equipment itself and its impact on the surrounding workplace.

When identifying potential hazards consideration shall be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and Use:

- **Where plant and equipment is hired** the same requirements for Occupational health and Safety as those required on site shall be specified by *Jontil Pty Ltd trading as RVE Plumbing Service* to the Hire Company as a condition of the Hire Agreement.
- No item of plant and equipment shall be brought on site without a current service /maintenance record or registration where required.

Plant Inspection Check List

Project: _____

PLANT ITEM: _____

Plant item Registration No: (if applicable)

Plant Design Registration No: (if applicable)

Minimum requirements	
Canopy	Yes / No
All safety guards fitted?	Yes / No
Seatbelt fitted and in good condition?	Yes / No
Fire extinguisher fitted and charged?	Yes / No
Reverse alarm operation?	Yes / No
All vehicle system operational?	Yes / No
Carry out the following checks and list other defects on the reverse side. Tick if correct	
<u>ENGINE</u>	<u>DRIVE TRAIN</u>
Water leaks	Transmission oil leaks
Radiator hose and clamps	Wheel hub oil leaks
Radiator core condition	Wheel nuts and locks
Veebelt condition and adjustment	Front and rear drive line condition
Fan hub bearings	<u>VEHICLE SYSTEM</u>
Oil leaks	Steering linkages
Air intake hoses and clamps	Articulation Bearings and retainers
Air cleaner indicator level	Main frame cracks
Mountings	Air leaks
Battery condition	Drain air tanks
<u>CAB</u>	Hydraulic operation
Steps / Grab Rail	Hydraulic Oil leaks
General cab condition	Service / Park Brake Operation
Lights (head, tail; and dash)	
Warning lights and gauges	
Control linkages	
Air conditioner operation	
Name of Responsible Person: _____ signature: _____ Qualifications: _____ Date: _____	

15.0 Personal Protective Equipment (PPE)

Procedure:

Where other means of protection are not practicable *Jontil Pty Ltd trading as RVE Plumbing Service* shall 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, ey 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 policy shall be used to help minimise reliance on PPE.

Selection and Use:

- *Jontil Pty Ltd trading as RVE Plumbing Service* shall ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of Australian Standard compliance will be provided, e.g labelling.
- All issues of PPE to each individual shall 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.

16.0 Fire Protection

Procedure:

The Project Manager, or his/her representative, shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences. A list and current service history of all fire fighting equipment to be brought on site shall be provided on form PCA017.

Jontil Pty Ltd trading as RVE Plumbing Service shall ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Inspection:

Jontil Pty Ltd trading as RVE Plumbing Service shall check the “charge level” of all of our fire extinguishers on site at monthly intervals. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials shall not be allowed to accumulate in work areas to prevent a fire risk.

Selection and Use:

- All personnel carrying out hot work shall be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of this policy. PC004.
- All personnel shall be made aware of the site specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

17.0 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

Jontil Pty Ltd trading as RVE Plumbing Service employees shall attend a Tool Box Talk conducted by *Ron van Es* or our *Site Supervisor* at *monthly* 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:

Jontil Pty Ltd trading as RVE Plumbing Service recognise the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks shall 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 shall be raised, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks shall 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.

TOOL BOX TALKS

Toolbox talks provide the opportunity for supervisors to ensure safety awareness is maintained throughout the project. Specific safety issues can be addressed, accidents/near misses can be reviewed, Safe Work Method Statements can be presented or safety alerts discussed (to be conducted weekly or as required)

ATTENDANCE RECORD

COMPANY NAME: DATE:

SUPERVISOR/PRESENTER: TIMES:

PROJECT NAME:

SUBJECT;

NAME IN FULL	SIGNATURE	NAME IN FULL	SIGNATURE

COMMENTS & POINTS RAISED:

CORRECTIVE ACTION

--

Signed off:

Date:

18.0 First Aid & Accident Investigation

Procedure:

Jontil Pty Ltd trading as RVE Plumbing Service shall not rely on the provision of First-aid services by the Principal Contractor.

Where *Jontil Pty Ltd as RVE Plumbing Service* shall provide First-Aid services the following minimum requirements shall be undertaken and personnel provided.

Minimum Requirements shall be undertaken and personnel provided.							
Place of work and no. of persons on the job	First-Aid room	Type of Kit Required			Type of Certificate Required		
		Kit A	Kit B	Kit C	First-aid Certificate	Occupational First-aid Certificate	None
<u>For Construction</u>							
100 or more	■					■	
25-99		■			■		
24 or less			■				■

Reference: WorkCover NSW Providing first-aid at work May 1998

First Aid Personnel and Location of First – aid:

The Advanced Qualified First-aid person on site is *Ron van Es*

All members of staff have basic first-aid training.

The nearest First-aid box to the work in progress is in the *RVE Plumbing work vehicle*.

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 *Jontil Pty Ltd trading as RVE Plumbing Service* 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, shall be reported to the Work Cover Authority using the appropriate form.

Investigation:

Jontil Pty Ltd trading as RVE Plumbing Service shall investigate all accidents within 1 hour. Investigation shall be recorded on Accident Investigation form PCA020 or its equivalent.

Accidents shall be recorded by Elaine van Es – Secretary/Director.

Accidents shall be investigated by Ron van Es – Managing Director

Accidents shall be reported to Work Cover by Ron van Es – Managing Director

Employee Acknowledgement of receiving copy of WHS Policy and reading:

Name:

Signature:

Date: