

Health, Safety, **Environmental** & Quality *site management plan*



CONSTRUCTION



DOCS

by SafetyCulture

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3.1 Functional Site Organisation Structure and Responsibilities

Successfully managing HSEQ impacts relies on commitment, consultation and co-operation. Everyone needs to understand the need for mitigation controls, what their role is in reducing HSEQ impacts, and how they can fulfil their responsibilities and duties.

Xyz Company Proprietary Limited Organisation/CEO name/s:	
Address:	Email:
Workplace Phone:	Mobile Phone Number:
<ul style="list-style-type: none"> • Provision and maintenance of a work environment that is safe and without risks as far as is reasonable • Oversee and approve the HSEQ SMP • Accountable for breaches of OHS and environmental legislation. • Approval of SMP's and OHS and environmental protection policies; • Communication of SMP and policies; • Review OHS and environmental impacts for the job; • Leadership; • Allocating sufficient resources; • Reviewing performance; • Providing direction for increasing performance; • Establishing and promoting a health, safety and environmentally aware culture. 	



Site Project Manager/Senior Management Name/s:	
Workplace Phone:	Email:
Location of Site Contact:	Mobile Phone Number:
<ul style="list-style-type: none"> • Oversee SMP compliance • Provision and maintenance of a work environment that is safe and without risks as far as is reasonable • Consult with workers and contractors • Review and approve project controlling documents, including work plans, standard operating procedures (SOPs and SWMS), and contract documents • Communicate project scope requirements to project team members • Integrating SMP into all aspects of Xyz Company Proprietary Limited operations; • Compliance with all relevant legislative requirements and co-operation with Regulatory bodies; • Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels; • Consultation with workers and other parties to improve decision-making on HSEQ matters; • Identification of OHS and environmental issues, assessment of risks and implementation of best practice controls to limit negative impacts to safety and the environment; • Development, implementation and review of written work procedures; • Distribution and communication of information and work procedures; • Training and supervision to workers, contractors, clients and visitors to ensure SMP and written procedures to minimise environmental impacts are followed; • Review and assessment of the SMP, including persons who are responsible for the management, update and review of SMP; • Communicate with the client for feedback on service satisfaction; • Ensure that project deliverables and activities are per project controlling documents; • Respond to corrective action requests and assure that deficiencies are corrected promptly; • Communicate with the Project Quality Manager on quality issues. 	



Supervisor Name/s:	
Workplace Phone:	Email:
Location of Site Contact:	Mobile Phone Number:
<ul style="list-style-type: none"> • Oversee and implement SMP; • Integrate HSEQ into all operations; • Meet HSEQ objectives and targets; • Ensure that all project tasks are per project controlling documents; 	

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?					
CRITERIA		DESCRIPTION			
ALMOST CERTAIN	Expected in most circumstances.	The effect is a typical result.			
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.			
POSSIBLE	Might occur at some time.	The effect could occur, or, I've heard of it happening.			
UNLIKELY	Could occur at some time.	The effect is not likely to occur or, I have not heard of it happening before.			
RARE	May occur only in exceptional circumstances.	The effect is practically impossible.			

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?	
LEVEL OF EFFECT:	EXAMPLE OF EACH LEVEL:
INSIGNIFICANT/ACCEPTABLE	No effect – or so minor that effect is acceptable.
MINOR	First Aid treatment only.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/Death; significant business interruption, significant loss of credibility, environmental harm, prosecution.
CATASTROPHIC	Multiple Permanent Total Disability injuries and deaths. Business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 LOW	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
UNLIKELY	1 LOW	1 LOW	2 MOD.	3 HIGH	4 ACUTE
RARE	1 LOW	1 LOW	2 MOD.	3 HIGH	3 HIGH

STEP 4: RECORD RISK SCORE ON THE WORKSHEET: (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED.</u> Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3H: HIGH	<u>Review before commencing work.</u> Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2M: MOD.	<u>Maintain control measures.</u> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1L: LOW	<u>Record and monitor.</u> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Figure 1. Risk Assessment Matrix

- Existing health and safety consultative arrangements (including any existing workgroups, elected HSR's and Deputy HSR's);
- Contact numbers for management representatives.

❖ **During the project**

Contractors, subcontractors and their workers must:

- Follow site safety rules;
- Follow traffic management plans for site;
- Follow site-specific SWMS;
- Ensure all activities performed are in line with current OHS legislation;
- Conduct their work in a manner that does not put others at risk from their actions or inactions;
- Participate in consultative arrangements and inform others of potential health and safety risks that may arise from their activities;
- Report any near-miss, injury or illness that occurred as part of this project;
- Not bring any items onto the site that are not maintained adequately or unsafe in any way;
- Complete all documentation as required;
- Treat all shared amenities with respect.

Xyz Company Proprietary Limited representative (*Insert responsible person name*) will ensure compliance with site safety rules. The *Contractor Spot Inspection Form F04* and *Non-conformance Form (F16)* may be used to periodically conduct audits throughout the project.

4.10 Correction and NON-conformance

❖ **Identification of Non-conformances**

It is the responsibility of all workers to bring suspected non-conformances to the attention of (enter nominated representative here). Non-conformances may be identified through the following methods:

- Audit findings (internal or external);
- Complaints (internal or external);
- Observation;
- Incidents/Near-misses.

❖ **Control of Non-conformances**

When non-conformity occurs with one of our products or services, including where a customer is not satisfied with what they have received, we will do all possible to:

- React to the nonconformity by way of acknowledging that we have not met the customer's requirements. A form for recording the nonconformity can be found at *Non-conformance Form (F16)* and we will, as applicable;
- Take the appropriate actions to control the process and correct the issue;
- Do all possible to fix the relationship with the customer and provide assurance that the nonconformity does not occur again;
- Investigate and evaluate where the nonconformity occurred and develop actions to eliminate and/or mitigate the causes of the nonconformity. We will do this by:
 1. Reviewing and analysing the nonconformity for the causes of the failure;
 2. Determining if similar nonconformities exist in our processes or if they could potentially occur;
 3. Attach the *Non-conformance Form (F16)* to detail the nature and scale of the non-conformance. This should include proposals for corrective and preventive actions, as appropriate;
 4. Implement the actions needed to ensure that the nonconformity does not occur against within our processes;
 5. Review, monitor and measure the effectiveness of the new corrective actions;
 6. Use the analysis in the planning cycle and update our known risks and opportunities;
 7. Update the SMP as required.

The corrective action taken will be of an appropriate magnitude to the effects of the nonconformities encountered. The corrective actions are risk assessed to ensure that the benefits of the change are forthcoming. *Corrective/Preventative Actions Form (F05)*.

Any nonconformity will be kept as a record to provide evidence of:

- what the nonconformity was;
- what the subsequent actions that were taken to fix the nonconformity; and
- the results of monitoring and measurement on the corrective actions.

Recording Forms List

- F01 Annual Audit Schedule
- F02 Communications Program Schedule
- F03 Competency Guide
- F04 Contractor Spot Inspection Form
- F05 Corrective/Preventative Actions Form
- F06 Daily Sign-in Register
- F07 Electrical Equipment Register
- F08 Electrical Safety Checklist (construction)
- F09 Environmental Risk Assessment Form
- F10 Environmental Site Assessment Checklist
- F11 Hazard Report Form
- F12 Hazardous Substance/Dangerous Goods Register
- F13 Induction Checklist
- F14 Inspection Test Plan
- F15 JSEA
- F16 Non-Conformance Form
- F17 Plant and Equipment Register
- F18 Plant Hazard Checklist (non-mobile plant)
- F19 Plant Hazard Checklist (powered mobile plant)
- F20 Product Approval Checklist
- F21 Risk Assessment Form
- F22 Risk Register
- F23 Safety Meeting/Toolbox Talk Record
- F24 Site Inspection Checklist (daily)
- F25 Site Inspection Checklist (monthly)
- F26 Site Inspection Checklist (weekly)
- F27 SWMS Checklist
- F28 SWMS Register
- F29 SWMS Template
- F30 Worker Training, Competency and Induction Register