



## Occupational Health and Safety Site Management Plan

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(Location)

Effective as from: \_\_\_ / \_\_\_ / \_\_\_



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SAMPLE

***Disclaimer:** This document contains material to assist in addressing the Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.*



### Document Control

The SMP is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version numbers will be recorded in the distribution record.

All versions of the SMP will have a unique document number and version number.

All versions of the SMP will be kept as a record and noted in the document register. In the event of a notifiable incident, the SMP and supporting documentation (initial and reviewed versions) will be held for five years after the incident. During this period, it will be accessible to all relevant persons working on the project, and any government-appointed officers as required.

#### Amendment Record

| Date | Description | Prepared by | Reviewed by | Approved by |
|------|-------------|-------------|-------------|-------------|
|      |             |             |             |             |
|      |             |             |             |             |
|      |             |             |             |             |
|      |             |             |             |             |
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#### Distribution Record

| Copy | Issued to | Controlled Copy |   | Organisation Signature | Recipient Signature | Issue Date |
|------|-----------|-----------------|---|------------------------|---------------------|------------|
|      |           | Y               | N |                        |                     |            |
| 1    |           |                 |   |                        |                     |            |
| 2    |           |                 |   |                        |                     |            |
| 3    |           |                 |   |                        |                     |            |
| 4    |           |                 |   |                        |                     |            |
| 5    |           |                 |   |                        |                     |            |
| 6    |           |                 |   |                        |                     |            |
| 7    |           |                 |   |                        |                     |            |



## Definitions

Act: A law (legislation) passed and enacted by a state or territory parliament.

AS/NZS 4801: The joint Australian and New Zealand Standard for Occupational Health and Safety Management Systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

Code of Practice is a practical guide to achieving the standards of OHS required under legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the relevant OHS Act, concerning the subject matter of the code.

Contractor: A contractor is any person (other than an Xyz Company Proprietary Limited worker) or a company performing work for, or on behalf of Xyz Company Proprietary Limited.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Worker: A person employed under a contract of employment or contract of training.

Employer: An Employer is an individual, a company, body corporate, partnership, unincorporated association, franchising operation or not-for-profit organisation, in the private or public sector who has one or more workers. Occupational Health and Safety Act 2004: Information for Employers.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Incident: An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

ISO 45001: International audit tool system intended to audit OHS Management Systems and provide international OHS benchmarks.

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve OHS objectives. E.g. Employer, Chief Executive Officer (CEO), Person Conducting a Business or Undertaking (PCBU), etc.

Person who Conducts a Business or Undertaking: The definition of a PCBU is similar to an Employer, however, it is termed PCBU to ensure other relevant relationships (such as someone who commissions work, or a landlord) are recognised under the WHS legislation.

Plant includes:

- a. Any machinery, equipment, appliance, implement and tool; and
- b. Any component of any of those things; and
- c. Anything fitted, connected or related to any of those things.



## 4 Project Details

|   |        |         |  |  |                        |          |        |
|---|--------|---------|--|--|------------------------|----------|--------|
| Name of Project:                                      |        |         |  |  |                        |          |        |
| Description of Project:                               |        |         |  |  |                        |          |        |
| Project Commencement Date:                            |        |         |  | Anticipated Completion Date:                 |                        |          |        |
| Description of Location:                              |        |         |  |  |                        |          |        |
| The lot and Plan Numbers                              |        |         |  | Street Address                               |                        |          |        |
|   |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
| Total worksite area:                                  |        |         |  |  |                        |          |        |
| Area of disturbance (including access/egress):        |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
|   |        |         |  |  |                        |          |        |
| <b>Operating hours at the site (indicate am, pm):</b> |        |         |  |  |                        |          |        |
|   | Monday | Tuesday | Wednesday  | Thursday                                     | Friday                 | Saturday | Sunday |
| Start   |        |         |  |  |                        |          |        |
| Finish  |        |         |  |  |                        |          |        |
| <b>Restricted Work Hours on Site for Plant/Truck:</b> |        |         |  | <b>Communications - UHF Radio channel 16</b> |                        |          |        |
| Monday – Friday 8-9am and 2.30-3.30pm                 |        |         | Saturday All-day                                 |  | Sunday No Work allowed |          |        |
| No Traffic past school                                |        |         | No Breaking                                      |  |                        |          |        |
| Speed Limit on Site: 5 km/h                           |        |         | Speed limit site approach and departure: 40 km/h |  |                        |          |        |



## 4.2 Functional Site Organisation Structure and Responsibilities

|   |                      |
|---|----------------------|
| <b>Organisation/Business Owner name/s:</b>  |                      |
| Address:  | Email:               |
| Workplace Phone:  | Mobile Phone Number: |
| <ul style="list-style-type: none"><li>• Approval of the SMP and the occupational health and safety policy;</li><li>• Communication of SMP and policy;</li><li>• Leadership;</li><li>• Allocating sufficient resources;</li><li>• Reviewing performance;</li><li>• Providing direction for increasing performance;</li><li>• Establishing and promoting health and safety aware culture.</li></ul> |                      |



|  |                      |
|--|----------------------|
| <b>Site Project Manager Name/s:</b>  |                      |
| Workplace Phone:   | Email:               |
| Location of Site Contact:  | Mobile Phone Number: |
| <ul style="list-style-type: none"><li>• Integration of health and safety considerations into all decision making;</li><li>• Consult with workers and contractors;</li><li>• Planning, developing, implementing, monitoring and reviewing SMP, health and safety policies and programs;</li><li>• Control risks;</li><li>• Communication with health and safety plans, policies, programs;</li><li>• Identify training needs and enable training as required;</li><li>• Reporting and recording;</li><li>• Liaise with relevant State Authorities;</li><li>• Meet legislative requirements.</li></ul> |                      |



|  |
|--|
| <b>All workers (including sub-contractors and workers of sub-contractors)</b>  |
| <ul style="list-style-type: none"><li>• Take reasonable care of themselves and others at work;</li><li>• Comply with SMP, OHS policies, procedures and programs;</li><li>• Work in a manner that does not create unnecessary risks to OHS;</li><li>• Report and assist in rectifying hazards/non-conformances;</li><li>• Participate in consultative arrangements.</li></ul> |

*Note: Many business owners will inevitably wear multiple hats and fill different roles within the business. It is therefore not uncommon for a single person to undertake multiple roles. In the case of this SMP, it is recognised that multiple roles and responsibilities may be fulfilled by a single individual i.e. not every role as described within the SMP is required to be filled by a separate person.*



Workers may elect an HSR after agreement on workgroups has been reached. Xyz Company Proprietary Limited will provide any resources, facilities and assistance reasonably necessary to enable the elections to be conducted.

Undertake the following procedure:

1. Call for nominees by inviting all workgroups to participate;
  - o All workers are eligible to nominate and be elected as an HSR or deputy HSR for their defined Work Group;
2. Workers will inform the Principal Contractor/Business Owner of the election date;
3. Conduct election (either informally by a show of hands or a more formal process such as secret ballot):
  - o By the agreed method;
  - o Each member of the workgroup may only vote once in the election;
  - o Allow all members of the workgroup to vote;
4. Advise workgroup members of the election results;
5. Advise Principal Contractor/Business Owner of the election results.

In the HSR's absence, a deputy HSR effectively becomes the HSR with the same powers of that role. Elect Deputy HSRs in the same way as HSRs.

Xyz Company Proprietary Limited will ensure effective communication and consultation with other Duty Holders (such as the principal contractor and other contractors) as relevant for the tasks undertaken in this project. All efforts will be made to identify hazards, consult with duty holders, cooperate and coordinate with duty holders to ensure health and safety for the duration of the project.

The HSR/Deputy HSRs for Work Groups relevant to this project are as follows:

|            | Names | Name of Work Group Rep. | Location of HSR/Deputy HSR | Contact Details |
|------------|-------|-------------------------|----------------------------|-----------------|
| HSR        |       |                         |                            |                 |
| Deputy HSR |       |                         |                            |                 |
| HSR        |       |                         |                            |                 |
| Deputy HSR |       |                         |                            |                 |

The following formal consultative arrangements are in place for this project.

*(Check one or more of the following options as appropriate. Include specific consultative arrangements if they are not represented already).*

| Formal OHS meetings      |      |              |         |     | Toolbox Meetings         |      |              |         |     | OHS Committee Meetings   |      |              |         |     |
|--------------------------|------|--------------|---------|-----|--------------------------|------|--------------|---------|-----|--------------------------|------|--------------|---------|-----|
| <input type="checkbox"/> |      |              |         |     | <input type="checkbox"/> |      |              |         |     | <input type="checkbox"/> |      |              |         |     |
| Day                      | Week | Fort nightly | Monthly | Qty | Day                      | Week | Fort nightly | Monthly | Qty | Day                      | Week | Fort nightly | Monthly | Qty |
|                          |      |              |         |     |                          |      |              |         |     |                          |      |              |         |     |





For all other identified hazards, a risk assessment must be undertaken to determine how likely to the hazard is to harm people, and how severe the harm could be. The process used to conduct a risk assessment is outlined below:

| 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:<br>ACUTE   | <b><u>DO NOT PROCEED.</u></b> Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.                              |
| 3H:<br>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:<br>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:<br>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



## EMERGENCY RESPONSE PROCEDURES

### 📍 Fire Extinguisher Use

- ✚ Only attempt to extinguish a fire if it can be put out quickly.
- ✚ IF UNSURE EVACUATE
- ✚ Consider if electricity is involved (do not use water)
- ✚ Select the appropriate fire extinguisher for the material burning
- ✚ Pull the pin from the handle
- ✚ Quickly test by squeezing the handle
- ✚ Aim the nozzle at the base of the fire
- ✚ Squeeze handle and move nozzle in a sweeping motion to extinguish the fire.

### 📍 Medical Emergency Response

|                    |   |   |
|--------------------|---|---|
| <b>Danger</b>      | ✓ | Check for Danger to yourself, to the casualty and others  |
|                    | ✓ | Call for <b>help</b> from a <b>first aider</b> and call <b>000</b> for an ambulance   |
| <b>Response</b>    | ✓ | Check if the casualty is conscious or unconscious   |
|                    | ✓ | If conscious, - reassure, make comfortable  |
| <b>Airways</b>     | ✓ | If unconscious – Turn casualty on the side  |
|                    | ✓ | Turn face slightly down   |
|                    | ✓ | Clear airway  |
| <b>Breathing</b>   | ✓ | Check for breathing while still on their side   |
|                    | ✓ | <b>If breathing</b> , but still unconscious, leave on the side and monitor airways, breathing and circulation until an ambulance arrives. Check regularly for breathing   |
| <b>Circulation</b> | ✓ | <b>If not breathing</b> Roll the casualty onto their back, tilt head backwards, seal the casualties' mouth with yours and give <b>two full breaths</b><br><b>Commence CPR.</b> Give <b>30 chest compressions</b> (almost two compressions per second) followed by two breaths.<br><b>Continue CPR</b> until qualified personnel arrive or signs of life returns |

**If the casualty is stable** (breathing and pulse are present) and while waiting for the ambulance, check for and **control bleeding** and reassure the casualty.

### 📍 Fire Emergency Response

- R** **Rescue** or **Relocate** people in immediate danger if you can do so without endangering yourself. Exit via a safe fire exit. Do not use elevators
- A** Sound the **Alarm**. Advise others of the situation. Call the **Fire Brigade** by dialling **000** from a safe distance.
- C** **Confine** the fire by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are EVACUATING.
- Evacuate** the area on direction from the Site Manager or when it is unsafe to remain in the area.
- E** (**Extinguish** the fire **only if you have been trained and feel competent and safe to do so**. Only small fires are possible to extinguish, so always be prepared to evacuate).



**Rules specific to site:** *(General rules have been included – please tick all that are applicable. The table should then be completed with the rules that must be followed by all visitors, workers and contractors in connection with this project. These must be site-specific, easy to understand, and include sufficient information to ensure they can be followed. Ensure site rules are displayed where they are accessible to relevant persons).*

|                                      |   |  |
|--------------------------------------|---|--|
| <b>12.1.1 Induction</b>              | All workers/visitors must receive a site-specific induction.  |  |
|                                      | Do not admit workers to site without a Regulator-issued General Construction Induction Card.  |  |
|                                      | All relevant persons must read and follow this SMP.   |  |
|                                      | Other?  |  |
| <b>12.1.2 Daily Sign-in Register</b> | Everyone must be inducted before entering the site for the first time.  |  |
|                                      | The daily sign in the register must be completed.   |  |
|                                      | When signing in you are also confirming you have read and understood the general site safety rules and the daily site notes listed on the bottom of the sign-in register. |  |
|                                      | Other?  |  |
| <b>12.1.3 Supervision</b>            | All workers must have adequate supervision.   |  |
|                                      | Decide supervision levels on the risk level of task and experience of workers.  |  |
|                                      | Visitors will be accompanied by site representative at all times while on-site.   |  |
|                                      | Other?  |  |
| <b>12.1.4 Licensing / Permits</b>    | All persons must have appropriate and current licences and permits.   |  |
|                                      | Confined Space Entry Permit   |  |
|                                      | Hot Works Permit  |  |
|                                      | License to carry out High-Risk Work.  |  |
|                                      | EPA permits   |  |
|                                      | Local Council Permits   |  |
|                                      | Demolition Works  |  |
|                                      | Registration of plant/equipment   |  |
|                                      | Asbestos Removal License (Indicate Class A or B as required)  |  |
|                                      | Other?  |  |
| <b>12.1.5 PPE and Sun Protection</b> | All workers/visitors must wear designated PPE when on site.   |  |
|                                      | PPE must meet relevant AS/NZS.  |  |
|                                      | PPE must be suitable for the type of work and the hazards involved.   |  |
|                                      | Keep PPE in good working order, clean and hygienic.   |  |
|                                      | PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for the required duration.  |  |
|                                      | Maintain, repair and replace PPE as per manufacturer's instructions to ensure its effectiveness.  |  |



|                                       |   |  |
|---------------------------------------|---|--|
|                                       | <p>electricians) may work on energised electrical equipment and under strictly enforced SWMS where utilising suitable PPE and equipment.</p>  |  |
|                                       | <p>Where conducting work near overhead electric lines and/or underground electrical utilities, identify hazards and implement suitable controls according to State Authority requirements before work commences.</p> <ul style="list-style-type: none"> <li>Any work conducted with buried, live-electrical lines must complete the Electrical Safety Checklist before commencing operations</li> <li>Where possible, the relevant Authority will be contacted to ensure power to the area can be isolated, if this is not possible, conduct work in the safest manner possible. Dedicated Spotters and implement risk assessments/SWMS accordingly.</li> </ul> |  |
|                                       | <p>All underground and overhead electrical hazards must be marked and communicated to workers.</p> <ul style="list-style-type: none"> <li>Complete the <i>Excavation Safety Inspection Checklist (Recording Forms)</i> before commencing operations where there are buried, live-electrical lines</li> </ul>  |  |
| <b>12.1.9 Worker Responsibilities</b> | All persons on site must treat each other professionally.   |  |
|                                       | Discrimination, under Equal Employment Policies, will not be tolerated at this site.  |  |
|                                       | Workplace bullying and/or violence or practical jokes will not be tolerated at this site.   |  |
|                                       | Workers must take reasonable care of their health and safety and ensure that their actions (or inactions) do not put others at risk.  |  |
|                                       | Workers must comply with SWMS, policies and procedures at this site.  |  |
|                                       | Workers must participate in health and safety meetings and agreed to consultative arrangements where possible.  |  |
|                                       | Other?  |  |
| <b>12.1.10 Housekeeping</b>           | All persons on site must clear away waste in a reasonable timeframe to avoid build-up.  |  |
|                                       | Do not store construction materials or waste in walkways or other areas where it may pose a risk to others.   |  |
|                                       | Other?  |  |
| <b>12.1.11 Drugs and Alcohol</b>      | Persons must not operate any plant or equipment while under the influence of drugs or alcohol. Seek advice from medical professionals to determine whether prescription drugs interfere with the operational requirements of plant/equipment.   |  |
|                                       | Alcohol and illegal drug use will not be tolerated at this site. Persons are not to arrive on-site under the influence of alcohol or illegal drugs and must not   |  |



## 13 Recording Forms List

1. OHS Toolbox Meeting Record
2. Risk Register
3. Risk Assessment Form
4. JSA
5. Hazard Report Form
6. Daily Worksite Inspection Checklists
7. Weekly Worksite Inspection Checklists
8. Monthly Worksite Inspection Checklists
9. SWMS Template
10. SWMS Register
11. SWMS Checklist
12. Contractor Evaluation Form
13. Contractor Spot Inspection Form
14. Contractor Permit to Work Form
15. Non-Conformance Report
16. Worker Training, Competency and Induction Register
17. Site Induction Checklist
18. Daily Sign-in Register
19. Excavation Safety Inspection Checklist

SAMPLE