

# Health, Safety, Environmental and Quality Site Management Plan

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(Location)

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

SAMPLE



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SAMPLE

**Disclaimer:** This document contains material to assist in addressing OHS, Environmental and Quality 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.



## 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.

AS/NZS ISO 45001: International audit tool system intended to audit OHSMS and provide international OHS benchmarks.

AS/NZS ISO 14001:2016: International audit tool system intended to audit Environmental Management Systems and provide international environmental benchmarks.

AS/NZS ISO 9001:2016: The international standard that specifies requirements for a quality management system (QMS). Organisations use the standard to establish the ability to consistently provide products and services that meet customer and regulatory requirements.

Audit: Systematic, independent and documented process for obtaining evidence of conformity to a set of standards and evaluation to determine the extent of compliance.

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, in relation to the subject matter of the code.

Continual Improvement: Consistent review of the quality system to identify opportunities for enhancement.

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.

Corrective Actions: Action to eliminate and control the cause of identified non-conformance to the SMP.

Deliverable: A tangible good or service produced as a result of this project intended for client delivery.

Documented Information: All controlled documentation that is developed by Xyz Company Proprietary Limited is required to have developed a plan and implemented process for:

- Distribution, access, retrieval and use;
- Storage and preservation, including the preservation of legibility (managing documented records of the company's work);
- Change Control;
- Retention and disposal in line with regulatory requirements (also a requirement of managing documented information in the form of records).



<b>Site Contact Details:</b>	
Name of Project Manager:	
Workplace Phone:	Email:
Location of Project Manager:	Mobile Phone Number:
Business name of Principal Contractor:	
Address:	
Contact Person:	
Phone:	Mobile Phone Number:
<b>Name of <i>(Insert Name, E.g. Safety Advisor)</i>:</b>	
Workplace Phone:	Email:
Location of Project Manager:	Mobile Phone Number:
<b>Name of <i>(Insert Name, E.g. Supervisor)</i>:</b>	
Workplace Phone:	Email:
Location of Project Manager:	Mobile Phone Number:
<b>Summary of the site and surrounding area:</b>	
<i>Describe the site. Include all features. Provide a map showing location of proposed activities, plant, amenities, buildings, access/egress, fuel storage, stockpile areas and waste disposal areas.</i>	



The following hazards have been identified as applicable to this work site.

Identified Worksite Hazards	✓ Tick applicable
<input type="checkbox"/> Access and egress to site <input type="checkbox"/> Asbestos <input type="checkbox"/> Atmospheric contaminants <input type="checkbox"/> Confined spaces <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical (equipment and/or installations) <input type="checkbox"/> Excavations <input type="checkbox"/> Falling objects <input type="checkbox"/> Falls <input type="checkbox"/> Fatigue <input type="checkbox"/> Flammable and combustible substances <input type="checkbox"/> Formwork erection/dismantling <input type="checkbox"/> Hazard Manual Tasks <input type="checkbox"/> Other.....	<input type="checkbox"/> Lifting/suspending equipment <input type="checkbox"/> Lighting (Day/Night works) <input type="checkbox"/> Mobile Plant <input type="checkbox"/> Noise <input type="checkbox"/> Power tools <input type="checkbox"/> Public <input type="checkbox"/> Lasers <input type="checkbox"/> Lead <input type="checkbox"/> Temperature extremes <input type="checkbox"/> Utilities (underground/overhead services and electric lines) <input type="checkbox"/> Work near/over water <input type="checkbox"/> Work Outdoors <input type="checkbox"/> Other.....
<b>Identified Hazardous Work - A safe system of work will be implemented for hazardous work undertaken on site. This will include the following as relevant:</b>	
<input type="checkbox"/> Falls Prevention <input type="checkbox"/> Noise <input type="checkbox"/> Hazardous Manual Tasks <input type="checkbox"/> Confined Space <input type="checkbox"/> Demolition <input type="checkbox"/> Plant (including mobile plant) <input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Excavation <input type="checkbox"/> Flammable and/or combustible substances <input type="checkbox"/> Asbestos <input type="checkbox"/> Lead <input type="checkbox"/> Remote or Isolated Work <input type="checkbox"/> Other?
<b>Identified Environmental Hazards</b>	
<input type="checkbox"/> Air quality <input type="checkbox"/> Dewatering/pump out <input type="checkbox"/> Hazardous waste disposal <input type="checkbox"/> Heritage and Archaeology <input type="checkbox"/> Noisy work (neighbourhood) <input type="checkbox"/> Slurry or other discharges <input type="checkbox"/> Stormwater/sediment control <input type="checkbox"/> Construction waste disposal	<input type="checkbox"/> Bulk excavation/spoil <input type="checkbox"/> Contaminated soil/water <input type="checkbox"/> Habitats (protected flora/fauna) <input type="checkbox"/> Noise or vibration <input type="checkbox"/> Spills of hazardous/toxic chemicals <input type="checkbox"/> Traffic and parking <input type="checkbox"/> Other..... <input type="checkbox"/> Other.....



### 4.8.3 Emergency Response Procedures

📍 <u>General Emergency Response</u>		📍 <u>Fire Extinguisher Use</u>	
📍	CALL 000 (112 MOBILE)	📍	Only attempt to extinguish a fire if it can be put out quickly
📍	State type and scale of emergency	📍	IF UNSURE EVACUATE
📍	Your Name	📍	Consider if electricity is involved (do not use water)
📍	The name of Workplace	📍	Select the appropriate fire extinguisher for the material burning
📍	The address of Workplace	📍	Pull pin from handle
📍	Specific access location on site, e.g. street access/side entrance	📍	Quickly test by squeezing the handle
📍	Provide contact name and phone number	📍	Aim the nozzle at base of fire
📍	Answer all questions and follow instructions given by the emergency operator	📍	Squeeze handle and move nozzle in a sweeping motion to extinguish the fire.
📍	DO NOT HANG UP UNTIL INSTRUCTED		
📍 <u>Fire Emergency Response</u>			
<b>R</b>	<b>Rescue or Relocate</b> people in immediate danger if you can do so without endangering yourself. Exit via a safe fire exit. Do not use elevators		
<b>A</b>	Sound the <b>Alarm</b> . Advise others of the situation. Call the <b>Fire Brigade (000)</b> from a safe distance.		
<b>C</b>	<b>Confine</b> the fire by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are EVACUATING.		
	<b>Evacuate</b> the area on direction from the Site Manager or when it is unsafe to remain in the area.		
<b>E</b>	<b>(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).</b>		
📍 <u>Medical Emergency Response</u>			
<b>Danger</b>	✓	Check for Danger to yourself, to the casualty and to others	
	✓	Call for help 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 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> <b>Commence CPR</b> . Give <b>30 chest compressions</b> (almost two compressions per second) followed by two breaths. <b>Continue CPR</b> until qualified personnel arrive or signs of life returns
		<b>If the casualty is stable</b> (breathing and pulse are present) and while waiting for the ambulance, check for and <b>control bleeding</b> and reassure the casualty.	





**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>4.11.1 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>4.11.2 Daily sign-in Register</b>	Everyone must be inducted before entering site for the first time	
	The daily sign in 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 <i>Daily Sign-in Register</i>	
	Other?	
<b>4.11.3 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>4.11.4 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>4.11.5 PPE and Sun Protection</b>	All workers/visitors must wear designated PPE when on site	
	PPE must meet relevant Australian Standards	
	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 required duration	
	Maintain, repair and replace PPE as per manufacturer's instructions to ensure its effectiveness	



### 6.1 Project Deliverables and Milestones

The Management Team in total for Xyz Company Proprietary Limited are responsible for planning, implementing and controlling all the processes needed to meet the customer’s requirements. Actions to deliver these outputs will consider:

- What the output criteria is for the processes and what performance indicators are required for accepting the product or service;
- What resourcing is required to achieve and exceed the conformity for the output criteria for the products and services;
- What controls are required and how they are to be implemented so that the processes deliver against the output criteria.

At Xyz Company Proprietary Limited, we will develop and implement acceptance criteria to ensure our processes and operations will meet specific requirements.

The Project Manager will be responsible for the development of project deliverables which outlines all project deliverables required under the contract.

*The following are examples only. Replace as relevant to your project.*

Deliverables	Acceptance Criteria
Preliminary	<ol style="list-style-type: none"> <li>1. Progress Schedule</li> <li>2. Progress schedule developed for 2-week increments</li> <li>3. Subcontractors engaged</li> <li>4. Surveying certification including drawings</li> </ol>
Site Preparation	<ul style="list-style-type: none"> <li>• Site Establishment               <ol style="list-style-type: none"> <li>1. Power connected and signed off by electrician</li> <li>2. Site office and amenities delivered and prepared for use</li> <li>3. All safety barriers, fencing and traffic control measures in place and signed off by Site OHS officer and Project manager</li> </ol> </li> </ul>
Construction Phase	<ul style="list-style-type: none"> <li>• Foundations               <ol style="list-style-type: none"> <li>1. Surveying certification of building lines submitted</li> <li>2. Local council certificate of inspection and approval</li> <li>3. Concrete tested as per specification</li> <li>4. Completed foundations signed off by Site OHS officer as Safe condition</li> </ol> </li> <li>• Termite Treatment</li> <li>• Concrete slab</li> </ul>
Completion/Handover	<ol style="list-style-type: none"> <li>1. Evidence of conformity with the customers’ requirements and the acceptance criteria associated using the Product Approval Checklist</li> </ol>



## 9 Recording Forms

1. OHS Meeting/Toolbox Record
2. Risk Register
3. Risk Assessment Form
4. Job Safety Analysis (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. Hazardous Substances/Dangerous Goods Register
12. Electrical Equipment Register
13. Plant and Equipment Register
14. Plant and Equipment Maintenance Log
15. Worker Training, Competency and Induction Register
16. Plant Hazard Checklist
17. Incident Report Form/Investigation Checklist and Action Report Form
18. Incident/Near Miss/Hazard Report Register
19. Competency Guide
20. Workplace Induction Checklist
21. Daily Sign-in Register
22. Excavation Safety Inspection Checklist
23. Environmental Site Assessment Checklist
24. Product Approval Checklist
25. Inspection Test Plan (ITP)
26. SWMS Checklist
27. Contractor Spot Inspection Form
28. Non-Conformance Report
29. Corrective/Preventative Actions Form