

Unit 12-75 Lorimer Street
Southbank Victoria 3006

Ph (03) 9681 5100
Fax (03) 9686 5200

PROJECT NAME: _____

PROJECT ADDRESS: _____

SAFETY BOOKLET

ON-SITE HEALTH AND SAFETY RULES

INTRODUCTION

This booklet is issued to all employees/contractors entering JG King Projects construction site and buildings to promote safe working practices and as a guide to the creation of a safe, healthy working environment.

JG King Projects will, in so far as is reasonably practicable, provide a safe and healthy work environment. However, this in no way removes the obligation for individual contractors or their employees from observing the requirements of the Occupational Health and Safety Act and other relevant Australian Standards, Regulations and Codes of Practice. It is vital that all site personnel contribute positively to achieving and maintaining a safe and healthy working environment.

These basic safety guidelines apply equally to every person working on the project.

PROJECT MANAGEMENT TEAM **JG King Projects**

1. SITE ENTRY

All personnel upon entry to site **MUST** report to the Site Supervisor. All new employees and employees of contractors will be required, prior to commencement of work to:-

- (i) Undergo an induction into the project.
- (ii) Receive a copy of the On-site Health and Safety Rules booklet.

2. SAFE WORK METHOD STATEMENTS

Prior to attending any construction site contractors are to ensure all their employees are familiar with specific safe work method statements and have signed the authorisation sheet.

3. GENERAL PROHIBITIONS

The following offences will not be tolerated on this site:-

- Alcohol and illegal drugs of any description must not be brought onto or consumed on this site. If you are seen to be affected by them you will not be permitted on site.
- Refusal to act on safety instructions issued by the Project Manager/Site Supervisor.
- Removal of guardrails or barricades without approval or alternative protection.
- Not using the sanitary facilities.
- Smoking is only permitted in designated areas.
- Fighting or engaging in violence of any kind.
- Bullying, pranks or horseplay.
- Vandalism or stealing of any kind.
- Dependants of employees/contractors are not permitted on site without prior written permission.

- 4. SAFETY AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Use safety and other protective equipment when and wherever required and maintain in good order. Every employee owes it to himself, his family and the Company to use and properly care for the Personal Protective Equipment provided for on the job use. Any faults in the condition of any of the equipment should be reported to your Supervisor for action.
USE AND DO NOT TAMPER WITH.
- 5. EXPLOSIVE POWER TOOLS**

Only trained and qualified personnel are to use explosive powered tools.
- 6. SAFETY FOOTWEAR**

The wearing of safety footwear is **MANDATORY**. Exceptions may be given for special circumstances upon application to site management.
- 7. SAFETY HELMETS**

Safety helmets **MUST** be worn by all employees when moving around the site. Safety helmets are **MANDATORY** when working next to plant equipment.
- 8. HIGH VISIBILITY CLOTHING**

High visibility clothing **MUST** be worn at all times. High visibility clothing is **MANDATORY** if working next to plant equipment; (e.g., excavator).
- 9. ELECTRICAL LEADS**

Electrical leads **MUST** be suspended 2100mm above floor level where practical. Only use power tools and leads that have been tested and tagged within the last month by a qualified person. Earth leakage protection will be provided at distribution switchboards, or via portable units. Domestic multiplug type power boards **ARE NOT** to be used.
- 10. 'NO GO ZONE' RULES**

When operating plant near powerlines make sure you do not breach designated '**NO GO ZONE**' rules. All types of overhead powerlines are dangerous because of the ability of the line to move in the wind and the difficulties operators sometimes experience seeing the line in fading or difficult light.
- 11. WELDING AND CUTTING**

Unauthorised use of welding and cutting equipment is prohibited. Welding screens should be used wherever possible particularly if other workers may be exposed to welding activities. All equipment must be in good working order and a **FIRE EXTINGUISHER** must be provided for immediate use. Oxy/acetylene bottles are to be secured in trolley or rack. Protective clothing and equipment **MUST** be worn when welding.
- 12. HOT WORKS PERMIT**

The use of hot works permits for any activities entailing cutting, grinding or welding will be required. Any person undertaking cutting, grinding or welding must have in place a fire extinguisher, welding blanket or shield. Where appropriate, a Spotter will be utilised to check areas immediately surrounding the works if simple protection cannot be readily applied. A hot works permit **MUST** be obtained for all hot works.
- 13. WORKING AT HEIGHTS**

Fall protection **MUST** be provided for anyone who could fall 2.0 metres or more and **MUST** be included in any relevant safe work method statement.
- 14. WORKING AT HEIGHTS PERMIT**

All work over 2.0 metres is to be done using the Working at Heights Permit Checklist system.
This permit is to be obtained from the Site Supervisor.
- 15. SCAFFOLD**

All scaffold **MUST** be erected to conform to the Australian Standards AS/NZS1576, AS/NZS4576 and manufacturers / suppliers specifications. Scaffold over 4.0 metres **MUST** be installed by a ticketed Scaffolder. Scaffold under 4.0 metres to be installed by a competent person. **NEVER** remove guardrails, planks, handrails or ladders for any reason. If scaffolding needs to be altered speak to the Site Supervisor. Before using mobile scaffolds, ensure that all wheels are locked.
- 16. SAFE USE OF LADDERS**

All ladders **MUST** conform to the Australian Standard AS/NZS1892 and be of industrial grade quality. When in use ladders are to be secured and protrude 900mm above the stepping off point. Equipment

is not to be carried by hand when ascending or descending. No major tasks are to be undertaken while working off a ladder.

17. UNSAFE PRACTICES AND WORK PROCEDURES

Report immediately any unsafe equipment, material or work practices to the Site Supervisor. When there is a safety risk with the work to be undertaken a safe work method statement is to be submitted before the work is commenced. If in doubt ask the Site Supervisor.

18. SITE CLEANLINESS

An unclean site is a dangerous site. You **MUST** ensure that refuse generated by your work is cleaned up progressively, (minimum requirement is daily). **ALWAYS** leave your place of work in a safe, tidy and orderly manner. Make sure your work does not affect other trades. **ALWAYS** keep lunchrooms clean and tidy and dispose of food scraps and litter correctly after each meal break. **ALWAYS** use sanitary facilities and keep them clean. Rubbish bins are provided for your use. **USE THEM.**

19. PLANT AND EQUIPMENT REQUIREMENTS

All plant and equipment prescribed under the OH&S Regulations **MUST** conform to the following:-

- (i) Have the health and safety information and/or risk assessment for safe operation of that piece of plant or equipment.
- (ii) Have the relevant servicing details available.
- (iii) Be registered with the Site Supervisor in the Plant and Equipment Register.
- (iv) Be operated by a certified person who has the appropriate certificates or proof of competency for operating that plant or equipment.
- (v) Complete the daily check of the plant and sign off as per the daily logbook requirements.

20. SIGNAGE

Safety signage is for the information of all on site. Take notice of what they say, they are there for a specific purpose. **DO NOT** cover or impair the view of signage.

21. DANGEROUS GOODS

No dangerous or toxic substances are to be brought on site unless:-

- (i) It is first reported to the Site Supervisor.
- (ii) Accompanied by the relevant Material Safety Data Sheet (MSDS).

22. MANUAL HANDLING/LIFTING

You can avoid painful and long lasting injuries which can be caused by incorrect lifting by following simple procedures:-

Correct Lifting Techniques

USE mechanical lifting equipment where possible or necessary. **PLAN** the lift by estimating the load and knowing exactly where it is to be placed. **ENSURE** that access to the area is clear. **AVOID** lifting excessively heavy loads - get help. **AVOID** bending your back to pick up a load - bend your knees and keep your back straight. **HOLD** the load as close as possible to your body. **AVOID** twisting while lifting or carrying. **TAKE CARE** to reduce the likelihood of slips and falls which can jar the spine. Overall physical fitness, warm up activities and a gradual build up to higher work levels help to avoid strain injuries.

23. EMERGENCY EVACUATION PROCEDURES

In the event of an emergency/evacuation site personnel if required are to assemble at the emergency evacuation point. Head counts of personnel will be conducted and emergency procedures will be implemented according to JG King Projects emergency evacuation plan.