

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

**Note: Construction Safety Management Plan format may vary.  
Information must be clearly identifiable and easily found.**

**It is the implementation of this plan that is important and audits of construction sites by  
authorised University staff will check compliance to submitted plans by Principal Contractor and  
subcontractors.**

## COVER PAGE [ Sample]

**Company name:** *Fred Bloggs Construction Company*

**Contact details:** *Address , phone contacts etc*

**Contact personnel:** *Usually the site and/or construction manager*

### Index

Section	Title	Page

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## 1.0 Project information *Brief outline of scope of project or building work*

Project address	
Principal contractor details	
Principal contractor ABN	
Planned commencement date and project schedule	
Principal contractor - authorisation	<i>Should be signed by authorised person</i>
Date:	<i>Should be dated</i>

## 2.0 Project Work and Risks

### **Scope of work:** *Describe work*

*Eg: Renovate existing ABC building by:*

- *Lay new foundation for new annexe*
- *Tilt up wall construction – new section*
- *Drainage of car park area, levelling and bitumen*
- *etc*

### **Project Safety & Environment Risks and Methods of Control**

<b>Eg: Project Hazard / Risk - To prevent</b>	<b>Methods of Control that may be used - Examples only:</b>
1. Unauthorised access from public .....	Boundary fencing 1800 mm high Signage – general access – visitors to report etc Control of Subcontractors access & traffic & vehicles for delivery See S 4 for Public access protection
2. General construction site hazards	PPE Signage Supervision and enforcement
3. Health issues – site amenities –	Drinking water Toilets Washing facilities Lunch areas
4. Electrocution from general supply of electricity onto site	Fit RCD RCD testings on connection Regular RCD tests ie: monthly weekly etc to check
5. Overhead electrical lines contact with onsite cranes or mobile cranes or other trucks	Line protection – arrange with electrical authority

## TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

Eg: Project Hazard / Risk - <i>To prevent</i>	Methods of Control that may be used - <i>Examples only:</i>
6. Worker exposure to general housekeeping hazards & access to site	<p>Entrance site kept clear at all times</p> <p>Equipment and materials not left on footpath</p> <p>Signs at site entrance – PC name, clear access to be maintained, mandatory PPE</p> <p>Provision of rubbish skip for all general construction waste / rubbish</p> <p>All rubbish to be put into this skip before leaving site each day</p> <p>Special waste skips and disposal e.g.: glass or SMF</p> <p>Storage of excess material or equipment not on scaffolding or in accessways to building</p> <p>Material and plant to be safely stored within boundary fence , next to entry gate.</p> <p>Site supervisor to monitor housekeeping practices</p> <p>Housekeeping information provided to subcontractors at prework meetings and tool box talks.</p>
7. Exposure to underground services during excavation e.g.: gas, water or electrical ,other	<p>Identify location and type of underground services before work starts</p> <p>Information to be recorded and given to relevant subcontractors during pre work meetings</p>
8. Exposure to hazardous substances on site	<p>Who will maintain register of hazardous substances used on site.</p> <p>A copy kept on site for access by all workers.</p> <p>MSDS for all substances to be used will be recorded in the register – including all subcontractor used haz subs and their MSDS.</p> <p>Methods of waste disposal of left over materials – paint, solvents etc</p>
9. Falls from heights	<p>Provide scaffolding around building before subcontractors or workers attempt work at heights of 2.4 metres or more.</p> <p>Scaffolding to be fully decked and have handrails and toe or kick boards, and ladder access.</p> <p>Provide guard railing around exposed roof edges and other high work areas e.g.: stairwells or balconies where fall could occur</p> <p>“Scafftag” or other system to be implemented</p> <p>Use of boom elevated work platforms by licenced operators only</p>
10. Falling objects onto workers	<p>Scaffolding to have toe or kick boards</p> <p>Subcontractors to advise site supervisor where and when is to be done above other workers. This must be discussed in pre work meetings with subcontractors</p> <p>Site supervisor to schedule work so that height work is not done above others .</p> <p>Barricading of exclusions zones</p>
11. Risks of excavation	<p>Battering of trench, shoring up trench</p>
12. Traffic – busy roads	<p>Traffic control officer to guide delivery vehicles onto site</p> <p>Close part of road – arrange with suitable authority</p>

## TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

<b>Eg: Project Hazard / Risk - To prevent</b>	<b>Methods of Control that may be used - Examples only:</b>
13. Disruption to normal services eg: <ul style="list-style-type: none"> <li>– Accidental Fire Alarm or activation ,Loss of power or services</li> <li>– Fire</li> </ul>	Contact GU personnel and arrange appropriate isolation of services and supply <b>before</b> attempting any work  Use of Hot work permit system as per GU policy/procedures Availability of fire fighting equipment ,
14. Other risks associated with this type of work or project	Confined spaces entry Demolition -
<b>Eg: Environmental Project Hazard / Risk - To prevent</b>	<b>Methods of Control that may be used - Examples only:</b>
15. Excessive noise	Schedule excessively noisy jobs – after business hours Consultation with neighbours to enable other arrangements
16. Construction Site Water management <ul style="list-style-type: none"> <li>- Grey water waste</li> <li>- Storm water run off</li> </ul>	Refer to Local Government requirements Refer Soil erosion and sediment control – Engineering Guidelines for Qld Construction Sites - Institute of Engineers Aust [Qld]
17. Soil and erosion protection	Refer Soil erosion and sediment control – Engineering Guidelines for Qld Construction Sites - Institute of Engineers Aust [Qld]
18. Weed management – exposed cut areas only	Local arrangements with OFM – minimise intrusion into natural areas, mulching, artificial covers, tree retention / protection
19. Waste minimisation -containment	Recycling, Re-use of material, reduction of packaging , removal of rubbish , prevention of birds and other fauna access to rubbish
20. Fire Ant containment / contamination	Check with local government /councils & OFM re: movement of soils, mulches etc Certification of materials imported/moved to the University sites

### 3.0 Consultative arrangements

Suitable for size of job/project

#### **WH & S committee**

*Do you intend to have a safety committee on this job or some other form of consultation on your construction /project sites, how often will they meet etc*

#### **WH & S Officer –**

*What are their duties and name the individual responsible as the WHSO; who we should contact as the contractors representative or who will have authority to act if needed to fix or resolve a safety or environmental issue.*

#### **Pre work meetings or other consultative arrangements**

*How will you [ PC] ensure that all subcontractors or employees under your supervision are told of Griffith Uni's safety and environmental standards – rules etc – prior to actually beginning work on site [ not site induction] eg: project plan, order of work, who to report to etc*

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## 4.0 Maintaining Project & Public Health and Safety

### Subcontractor management

*How do you plan to manage subcontractors eg: All contractors will -*

- *PC will maintain Sub contractor register of all contractors working or expected to work on this site – See appendix 1 example.*
- *Subcontractors will provide a safe work method statement [ plan] based on the risks inherent in the task/job quoted prior to work commencing and ensure it has been signed off the PC's WHSO –*
- *Subcontractors will attend any pre- work meetings with the project engineer or other person*
- *Subcontractors will attend a site specific induction training or other training as requested by PC*
- *Comply with site specific safety rules at all times and perform work to standards set in each contractors SWM plan*

### Site Inspections

*How often will you conduct weekly, monthly site hazard inspections or other methods of checking eg: see inspection checklist – Appendix 3*

### Public Protection Controls

*How will you monitor and ensure there is no unauthorised access to the site by general public:*

## 5.0 Common Plant and Equipment for Use by all persons on site

*Examples: These are some of the standard types of equipment or facility that the PC usually provides for everyone's use . How are you going to ensure that this equipment remains safe for everyone.*

- Fixed scaffolding
- Mobile scaffolding
- Electrical switchboard
- 1800 mm chain wire perimeter fence
- Signage
- Rubbish skip and removal
- Temporary toilets etc

## 6.0 Site Rules

*A copy of the standard site rules applicable to all subcontractors and employees eg:*

- *All visitors report to office*
- *PPE etc*
- *.....*

## 7.0 Emergency Plans

*An emergency contact list and the evacuation plan should be clearly displayed clearly for all personnel to use and follow in case of an emergency.*

*How will you [the PC] manage the evacuation [ minimum] from this particular site. On a complex site, a copy of the site plan is usually helpful and exit routes marked – this can be a one page document that should also be available/ displayed/explained for all PC employees and subcontractors working on site.*

*If there are special emergency hazards or risks with this project or job eg: explosive work, radiation, potential gas leaks etc, explain what the emergency procedures will be, if something goes wrong and how you will manage / deal with this situation .*

**See the Sample Emergency & Evacuation Information Sheet – Appendix # 4**

## 8.0 Appendices

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## Appendix 1: Subcontractor register [ sample]

- Project name
- Scheduled start
- Scheduled completion

Subcontractor	Trade	General induction evidence sighted Yes / NO	Work method statement		
			Require d Yes / NO	Received [ if required] Yes / NO	Approved Yes/ No

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## Appendix 2

### PC SAFETY – GENERAL SITE RULES

[ Sample]

1. All incidents, work injuries and emergency situations must be reported to the site supervisor **and** your own supervisor.
  2. All safety signs are to be complied with by workers or subcontractors.
  3. All workers and subcontractors must wear the correct Personal Protective Equipment [ PPE] , as detailed in Work Method Statements [ WMS], Material Safety Data Sheets [ MSDS], Risk Assessments or Manufacturers instructions, during work activity.
  4. Place all construction waste and food rubbish in the appropriate bins or skips before leaving this site each day.
  5. Work areas to be kept clean and accessways to be free of obstructions or hazards at all times.
  6. Before using or storing any hazardous substances [ chemical products] on this site, a copy of the MSDS must be given to the site supervisor or included at the outset with the WMS.
  7. All personnel must be trained and/ or competent in the plant or equipment they are using. This includes certificates of competency or licences where required by law. Trainees or apprentices must be supervised to the extent of their competency.
  8. No person is to alter or remove any plant, equipment, tools or safety devices on this site without specific approval by the site supervisor or the owner. This includes scaffolding, handrails, barricades, safety signs, guards etc.
  9. All electrical equipment used on site [ Class 1] including leads are to be inspected and tagged by a qualified person every 6 months.
  10. Electrical equipment must be used and stored so that it does not create a trip hazard for others on site, or are effected by wet weather or water.
  11. No Piggy Back plugs or double adaptors are to be used on site.
  12. Any work done above 2.4 metres will require fall protection systems to be used.
  13. Theft of any kind will not be tolerated and reports of theft will be reported to the police.
  14. A spotter or traffic controller will guide pedestrians and drivers of vehicles moving vehicles whenever delivery vehicles or mobile equipment is entering or reversing onto or off the site.
  15. No alcohol or illegal drugs allowed on site at any time.
  16. Any person observed to be affected by alcohol or drugs will be denied access to the site and work.
- Site toilets are to be used and good hygiene practised e.g.: washing hands afterwards

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## Appendix 3: Site Inspection Checklist [Sample]

Site: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

<b>Ratings / Action</b>	✓	<b>Acceptable</b>	<b>NA</b>	<b>Not applicable</b>	<b>V</b>	<b>Verbal warning</b>
	✗	<b>Fix within 24 hrs</b>	<b>C</b>	<b>Corrected during inspection</b>	<b>W</b>	<b>Written warning</b>

ITEM	RATING	ACTION / BY WHO
1. Previous inspection items fixed properly		
2. All subcontractors on site are listed on subcontractor register		
3. All subcontractor WMS have been reviewed and approved by site supervisor.		
4. General Construction safety induction cards or other sited for all on site personnel		
5. Emergency evacuation info correct and displayed clearly		
6. Hazardous substances register complete and matching haz. subs being used on site		
7. Copies of all MSDS held in Haz Subs Register		
8. Site signage highly visible and in good order		
9. Amenities provided and maintained		
10. All Accessways clear of rubbish and other tripping hazards.		
11. Rubbish skip properly positioned and emptied regularly		
12. Boundary fencing in place and secure		
13. Access to construction site properly controlled.		
14. Parking and delivery vehicle movement safely controlled using traffic spotters or guides.		
15. Mandatory PPE being worn at all times		
16. Special PPE being worn as per subcontractor WMS requirements.		
17. Licenced operators only doing licenced work activity e.g.: earthmoving, cranes, rigging		
18. All underground service checks are done and communicated to subcontractors		



# **TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN**

ITEM	RATING	ACTION / BY WHO	
19. Safe trenching and excavation practices being done to avoid collapse / burial of workers.			
20. Sign off received from scaffolders after erection.			
21. Scaffolding remains in safe condition with proper edge protection.			
22. Scaffolding and work platforms fitted with proper brick or toe guards and ladder access.			
23. Electrical switchboard in good condition and leads properly connected.			
24. RCD checked and operational – trips at test			
25. Portable power tools being used safely			
26. Proper guarding in place on tools and equipment.			
27. Hazardous substances being safely used, stored and cleaned up.			
28. Safe work at heights practices being done for all work on site.			
29. All Persons protected from objects falling from heights			
30. All subcontractors working safely as per their Work Method Statements.			
31.			
32.			
33.			
<b>FOLLOW UP ON PREVIOUS INSPECTION</b>			
<b>Date</b>	<b>Item no &amp; details</b>	<b>Changes made</b>	<b>Further action</b>

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## Appendix 4 - Emergency & Evacuation Information, Plan and Evacuation Diagram [ Sample]

### EMERGENCY CONTACTS LIST

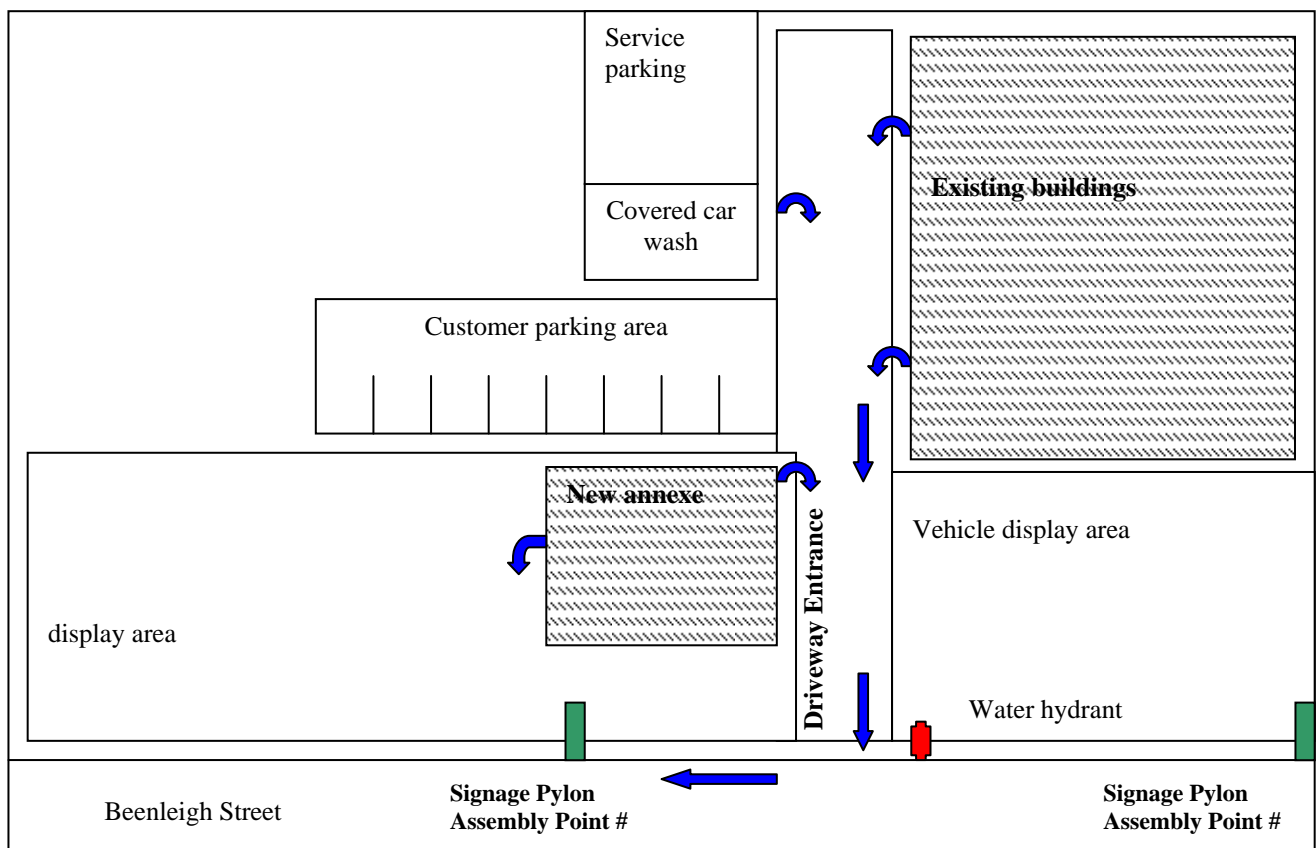
FRED BLOGGS CONSTRUCTION COMPANY		
CONTACTS		
Site supervisor	Bo Smith Phone : 0419 777 213	
Workplace Health & Safety Officer & First Aid	Name Ian Fixit Phone: 0417567234	
<b>WORK INJURY OR MEDICAL TREATMENT</b>		
Local medical centre – name	Phone contact	
Address	UBD Reference	
Local hospital – name	Phone contact	
Address	UBD Reference	
<b>EMERGENCY SERVICES</b>		
All emergency services – Fire, ambulance or police	Phone: <b>000</b>	
<p><b>Clearly state to the emergency service the following information:</b></p> <ul style="list-style-type: none"> <li>– The exact address of the site &amp; the location of the injured person.</li> <li>– Your name and the company site name.</li> <li>– A description of the incident that occurred <i>e.g.: a person fell from a height.</i></li> <li>– A brief description of the suspected injuries <i>[ if you know]</i> and the number of injured persons.</li> <li>– <b>DO NOT hang up</b> until operator advises they have all necessary information.</li> </ul> <p><b>After any emergency service is called, phone the site supervisor as soon as possible.</b></p>		
<p><b>Other authorities need to be notified if there has been:</b></p> <ul style="list-style-type: none"> <li>– A death or serious injury on site causing the person to be hospitalised</li> <li>– A fire, explosion or structural or other collapse, gas or other spill or leak or similar</li> </ul>		
<b>QLD Division of Workplace Health and Safety Inspectors</b>	<p><b><u>After hours – All of Qld – 07 33092037</u></b></p> <p><b><u>Office Hours</u></b></p> <p><b>Brisbane North – 07 3872 0529</b></p> <p>Fax 32479426</p> <p><b>Brisbane South - 38963363</b></p> <p>Fax 32168431</p>	<p><b>Cairns:</b> 07 40481436</p> <p>Fax 4048 1493</p> <p><b>Logan :</b> 07 32878304</p> <p>Fax 32878333</p> <p><b>Southport</b> 07 55835035</p> <p>Fax 07 55835060</p>

# TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT MANAGEMENT PLAN

## EMERGENCY EVACUATION PROCEDURE [ Sample]

1. As soon as fire, bomb or other threat noticed, immediately evacuate the local area and notify others on site to do the same.
2. Do not attempt to fight fire unless properly trained and appropriate fire-extinguishing equipment available.
3. Notify Emergency Services on **000**. Additional contact numbers on **Emergency Contacts List**
4. Encourage all persons on site to remain calm and orderly.
5. Shut down any plant or equipment still operating.
6. Do not go back for tools, equipment or personal belongings. Do not attempt to move vehicles unless advised by emergency services.
7. If escaping through a smoke filled area, keep low to the floor [ more oxygen] and move cautiously towards safe areas.
8. If trapped on a roof or higher level of the building, go to an outer window or space where a door can be shut and exit via scaffolding or attract attention from the window.
9. Once clear of the area and building – assemble at the front of the property under at assembly point # 1 – under the company sign closest to driveway entrance if safe, or alternatively – assembly point # 2 if this is safer.

### This SITE: Evacuation routes for “John’s Auto Service Centre”



**TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT  
MANAGEMENT PLAN**

**Appendix 5: PC Hazardous Substances Register [ Sample]**

**Project site:** \_\_\_\_\_

<b>Product name</b>	<b>Approx amount on site</b>	<b>User on site [which subcontractor ]</b>	<b>Copy MSDS Provided Yes / No</b>
<i>SubC Paint thinners</i>	<i>40 litres</i>	<i>Joe Splat – painter</i>	<i>Yes</i>

**TEMPLATE -PRINCIPAL CONTRACTOR CONSTRUCTION SAFETY & ENVIRONMENT  
MANAGEMENT PLAN**

**Appendix 6 – Training Register [ Sample]**

**PC TRAINING ATTENDANCE REGISTER**

Course Name :.....*SITE SPECIFIC INDUCTION TRAINING* .....

Date of Course.....

Trainers name.....

*Attach copy of course outline.*

Date	Time	Participants Name	Participants Signature	Comments