



**BAYPHIL**  
CONSTRUCTION

# Health and Safety Policy Statement & Team Plan

## BayPhil Construction Ltd

BayPhil Construction Ltd	Health & Safety	Rev#03	January 2017
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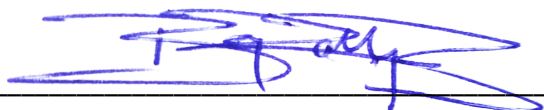
## Policy Statement

BayPhil Construction Ltd is committed to Health & Safety and will take all practicable steps to provide a safe workplace for our Employees and their representatives. We will provide continuous improvement of Health & Safety by:

- Complying with the H&S in Employment Act and H&S in Employment Regulations, standards and relevant codes of practice
- Supporting the safe and early return to work of injured Employees
- Accurately reporting and recording all workplace accidents and injuries
- Providing adequate control of the H&S risks arising from our work activities
- Consulting with our Employees and their representatives on matters affecting their H&S and encouraging their participation
- Providing and maintaining safe plant and equipment and safe systems of work
- Supplying information, instruction and supervision for Employees
- Ensuring safe handling, safe use, safe storage and safe transportation of hazardous substances
- Making sure all Employees are competent to perform their tasks and to give them adequate training in this regard
- Developing and using methods to prevent accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- Providing the safe means of access and egress to and from places of work
- Reviewing, revising and evaluating our H&S Management systems and processes at regular intervals to ensure continuous improvement.

Management acknowledges and accepts its responsibilities for H&S standards in the workplace. However, we seek cooperation from all Employees in achieving our H&S objectives and expect that Employees will:

- Accept responsibility for Health & Safety to the extent of their control
- Take all practicable steps to ensure their own and others safety
- Identify, assess and control hazards under their control
- Use the Personal Protective Equipment provided
- Report all hazards, accidents and incidents to their Team Leader in a timely manner



Baydon Phillips  
Managing Director

01-01-2020

Date

# Health & Safety Plan

## 1. Introduction

We are committed to taking all practicable steps to manage the Health & Safety of our Employees on our worksites as required under the Health & Safety Act.

This Team Safety Plan sets out the Health & Safety procedures that we will use on our worksites.

These procedures are to be implemented by all Employees and Subcontractors who work on our worksites.

Implemented correctly our Health & Safety Plan ensures we address our key obligations to “take all practicable steps to make the workplace safe for our employees and for people in and around the workplace” and provides us with the ability to specifically

- Manage Hazards and Risks
- Report, record and investigate accidents and incidents
- Provide information, training and supervision for personnel
- Develop emergency procedures for a worksite
- Involve all personnel in Health & Safety
- Ensure visitors and Subcontractors are safe, in and around our worksites
- Monitor and review worksite safety performance

Our Health & Safety Plan provides us with a set of tools to manage safety on our worksites ensuring active on-site Health & Safety practices are in place and brings hazard awareness to our front of mind.

## 2. Site Health & Safety Pack

We will ensure the Health & Safety Information BayPhil SSSP and the resources required are available to all Employees and Subcontractors to help them keep safe on site. Health & Safety packs are provided on each job and are kept on the worksite for the duration of the job.

Health & Safety Packs contain resources/information which we use on our worksite to manage safety.

- Site Specific Safety Plan and/or Team Safety Plan
- Task Analysis – Risk Assessment
- Site Hazard Board
- Site Induction and Training Cards
- Accident/Incident and Investigation Reporting forms
- Emergency Procedures
- Notifiable works
- MSDS

### **3. Hazard ID**

#### **Common Significant Hazards**

- Visitors and Subcontractors
- Trips and slips
- Electricity
- Ladders
- Power tools in use
- Illness/disease
- Scaffolding
- Excavations
- Falls from height
- Overhead work
- Moving vehicles
- Noise
- Manual Handling

These and any other Hazards will be listed in the SSSP, Task Analysis/ Risk Assessment and Hazard Register held in each Health & Safety Pack. A hazard board will be set up for each site and updated daily.

Hazard ID is a major component of our Health & Safety Programme. We use one or more of the following methods to ID significant hazards prior to the commencement of any work.

#### **Site Analysis**

There is a Site Specific Safety Plan (SSSP) for the worksite, the Team Leader will read through the plan and ensure they are aware of all the safety

information relevant to the work site and the work they are about to do. This information will then be relayed to other Employees under the Team Leader's control.

### **Daily Visual Surveys of the Worksite and Safety Reviews (Pre-start meetings, (daily/weekly if required) and Monthly Toolbox Meetings)**

The Team Leader, Employee or Subcontractor present, will conduct a daily Pre-Start meeting before beginning work on each day that there is new staff or new work methodology required. Referring to information on specific hazards contained in the Site Induction and SSSP they will review the worksite for any new hazards. They will take note of any new work to take place talking through method and possible new hazards and risks this brings with the Employees on site. They will update the Hazard Board and Hazard Register or complete a Risk Assessment if high risk. The Hazard Board, Hazard Register & Risk Assessment are live documents to be continually updated.

Once a month a Toolbox meeting at BayPhil's office is attended by Management A safety topic will be chosen and general overview of safety on the worksite. All staff are to attend and these meetings to be recorded on Monthly ToolBox Meeting forms.

### **Task Analysis/ Risk Assessment**

When conducting high-risk jobs such as working at height, BayPhil Construction Ltd or Subcontractor involved in the job will carry out a documented Risk Assessment to identify and document the hazards that relate to the specific job or task they are conducting. The Risk Assessment will be discussed with all those involved on the job and signed off by all as understood prior to commencement of the work. The Site Hazard Board will be updated.

## **4. Hazard Management**

Once hazards have been identified they must be assessed and controlled.

- |                    |  |
|--------------------|--|
| <b>Elimination</b> | Where practicable, the hazard will be removed completely or:   |
| <b>Isolate:</b>    | The hazard will be separated from those working around it or:  |
| <b>Control:</b>    | Where we cannot eliminate or isolate, we will identify how else we can reduce the chance of the hazard harming anyone. |

If the hazard has the potential to cause injury or serious harm or has delayed or cumulative effects then it will be classified as a significant hazard.

Significant hazards and their controls are listed in the following resources:

**Site Specific Safety Plan** - Copy kept on site in health & Safety Pack.

**Task Analysis/Risk Assessment** - Copy kept on site in Health & Safety Pack.

**Hazard Board** - Common significant hazards that relate to visitors to the worksite and the actions to control them are written on the Hazard Board displayed at each entrance to the worksite. The Team Leader or person in control of the worksite and any Subcontractors on site will be responsible for keeping the Hazard Board updated daily, including Electrical & Asbestos.

The Team Leader or person in control of the worksite will also inform other Employees, Subcontractors and visitors to the site of any existing hazards and the requirement to identify and report any hazards or potential hazards they find or bring to this site. Where applicable these hazards will also be recorded on the Hazard board.

Hazards are to be reviewed daily with constant overview by all staff for any new hazard arising.

## **5. Training**

BayPhil Construction will ensure all Employees are either sufficiently experienced to perform their work safely or are supervised by an experienced person; also ensuring Employees and Subcontractors have been trained in the safe use of equipment, including the use and maintenance of Personal Protection Equipment (PPE).

Where applicable, BayPhil Construction will ensure Employees and Subcontractors have received specific training examples such as working at heights and using hand and power tools before they start the job.

Monthly Tool Box meetings will include a training on a Health & Safety topic relevant to the worksite reminding all Employees and Subcontractors of the hazards present and the expected action they must take to control these hazards. These training sessions will be recorded. All staff are expected to participate in these sessions. Worksite Toolbox talks will be given before each new hazardous task is undertaken and signed by all those present.

## **6. Site Induction**

Induction information is found in the Health & Safety Pack to enable the Team Leader to induct Employees and Subcontractors who are new to the worksite. Employees and Subcontractors are required to enforce the rules outlined in the Induction forms to ensure visitor safety. Hazard Training Cards may also be used. Hazard Register and Risk Register is to be explained, read and understood before any entering the worksite. The Team Leader or person in control of the worksite is responsible for informing all Employees, Contractors and visitors of the hazards on site and for identifying what hazards, if any, they have also brought to the worksite.

Visitors to the site will be met at the site's Hazards Board or at the front of the worksite to be inducted i.e. taken through the listed hazards. They must be accompanied onto site with PPE in place.

All site inductions to be recorded.

## **7. Monitoring and Review – Site Audits**

BayPhil Construction Ltd will ensure all Employees and Subcontractors meet the required standards of Health & Safety by conducting regular Site Audits. They may use the Training Cards as a guide, along with SSSP, Task Analysis, Risk Assessment and Hazard Board information; walk around the site to ensure that any hazards and risks are controlled. Site audits will be recorded and any actions required are to be completed in a timely manner.

Site Audit findings will be discussed at Toolbox meetings and will be recorded.

## **8. Site and Team Safety Plans**

BayPhil Construction will provide A Site Specific Safety Plan (SSSP) on all of our worksites.

The SSSP will outline the following

- Contact details for BayPhil Construction Ltd and/or person in control of worksite
- Hazard & Risk Identification with Controls
- Emergency Information



## **9. Accident / Incidents**

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling the emergency services on 111.

A first-aid kit and a person qualified in first-aid will be on our worksites at all times.

The Team Leader will ensure that if there is a serious harm injury, our Employees and Contractors preserve the accident site by leaving everything as it is until we have sought advice from the Labour Dept to clean up or move anything. We will also take photos of the accident site as a record of what has happened.

All accidents and near miss incidents will be recorded, investigated and a report issued using process outlined below.

## **10. Injury/Incident Recording and Reporting**

The Injury Notification and Accident Investigation forms for reporting any incident or injury, including serious harm injuries will be available on the worksite in each individual Health & Safety Pack. Employees and contractors are expected to report all injuries and near-miss incidents to the Team Leader or person in control. The Team Leader or person in control of the worksite will report all serious harm accidents to the Head Contractor and BayPhil office.

Minor injuries and near misses that are reported will be recorded by the Team Leader or person in control of the worksite using the prescribed form, and discussed at the next Pre-start or Tool box meeting. Any remedial action proposed must be appropriate and recorded as complete.

All serious harm injuries will be reported to the Dept of Labour verbally as soon as possible, as well as in writing within 7 days using the prescribed form.

## **11. Investigating Accidents and Incidents**

BayPhil Construction Ltd will investigate all accidents, incidents and near misses to determine whether they were caused by significant hazards. Where applicable they will also find out what controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.

All persons present at the time of the accident/incident are expected to assist in any investigation.

All suggested future actions to minimise future reoccurrence must be completed in a timely manner and documented as complete.

## **12. Emergency Procedures**

Each starter pack and Team Leader Pack contains an Emergency Plan template which contains the following

- What to do if someone is injured on site
- What to do if there is an emergency such as fire/earthquake
- Important emergency contacts
- The location of the assembly areas

A summary of the Emergency Plan is also listed on the Team Hazard Board.

The Team Leader or person in control of the worksite is responsible for ensuring that the Emergency Plan is up to date, on site, all Employees and Subcontractors have read it and are familiar with its content. All Employees and Subcontractors will be taken through the Emergency Plan as part of their site induction.

## **13. Notifiable Works**

The requirement to notify the DOL is defined in the Health & Safety Regulations.

Where notifiable work is to be carried out the Dept of Labour will be informed by BayPhil Construction Ltd in writing at least 24 hours prior to commencement of such work using the Notifiable Works Form also held in the Team Packs.

The Head Contractor will be provided confirmation of any notifiable works including a copy for the notification for their records.

If engaged on notifiable work, the Team Leader on site will be the holder of an appropriate safety qualification.

## **14. Safe Plant and Equipment**

The Team Leader will ensure that all plant and equipment supplied to Employees and/or Subcontractors is of the required standard and is in good working order with all safety mechanisms in tact. If any equipment is not in safe working order it will be removed from service and repaired (or replaced) by a competent person. Employees and/or Contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault. All Electrical goods are to be tested and tagged three monthly and power tools are to be inspected at the same time with any maintenance carried out if required.

The Team Leader will ensure Employees and Contractors have suitable PPE relevant to the plant being used and make certain that they have been trained in the correct use and maintenance of such equipment. The Team Leader will ensure that Contractors supply suitable PPE appropriate for the job they are undertaking and make sure it is used and maintained correctly.

## **15. Site Safety Representative**

BayPhil Construction Ltd will appoint a representative to actively promote Health & Safety in the workplace to ensure appropriate safe work practices are in place on site.

This person will be made known to all Employees and Contractors on site and may be a dedicated Health & Safety person, a supervisor, senior worker or a director who is designated to act on behalf of the team with regard to Health & Safety.

## **16. Communication**

Appropriate communication will be established with all persons working on the work site to ensure all information regarding safety is passed on. This will include the notification of hazards and risk brought on to the site or created during the course of work.

This communication will be during Site Inductions, regular Pre-Start , Toolbox Meetings and verbally as required throughout the job. The aim is to ensure that all workers and visitors to the site are aware of the hazards and risks before they arise and equally be advised when they no longer exist.

If English is a second language of any Employees or Subcontractors, we will ensure hazards and their controls are effectively communicated to them (using an Interpreter and the visual tools such as the Induction and Training Cards if required).

## **17. Hazardous Substances**

As required by the Hazardous Substances and New Organisms Act the Team Leader will ensure that when using hazardous substances, no action or inaction of Employees or Contractors causes an adverse effect to the environment or any harm to any person coming in contact with that substance.

The Team Leader will ensure the correct and safe use, handling, storage and transportation of hazardous substances and where required, our Employees and Subcontractors will have the correct handling or storage licences.

When hazardous substances are used on worksites, the Team Leader will ensure that Material Safety Data Sheets (MSDS) are held on site and are readily available in the event of an emergency.

## **18. Subcontractor Management**

When engaged as the Principal to a Contract we will take all practicable steps to manage the safety of our Employees and Subcontractors whilst working under that contract.

As part of this we will ensure new Subcontractors are pre-qualified to ensure they meet our minimum standard of Health & Safety compliance.

The minimum required standard for any Subcontractor working for BayPhil Construction Ltd is outlined below. They must provide evidence of an active onsite Health & Safety system that contains the following elements

- A Site induction process for visitors and Contractors
- Hazard ID and Management process
- Training records for staff and supervision of inexperienced staff
- Accident / Incident and Investigation reporting process
- Monitoring and review process
- Emergency procedure
- Insurance as required

BayPhil Construction Ltd will, upon reviewing a small business Subcontractor, may use discretion with the Subcontractor agreeing, in writing, to follow BayPhil Construction Ltd's own Health & Safety Policy, Plan and Systems. BayPhil Construction will then induct the Subcontractor with this Health & Safety Policy, Plan and system. The Subcontractor must have their own training certificates, competencies and licenses in place for work to be undertaken as well as required Insurance certificates.

## **19. Health Monitoring**

As required by the Health & Safety Employment Act we will monitor Employees exposure to any significant hazard that may cause harm and that cannot be eliminated or isolated but only controlled. We will take all practicable steps to monitor the health in relation to significant hazards and will be proactive in informing and encouraging Employees about health monitoring where appropriate.

As required by the above mentioned Act, we will inform Employees of the results of any Health & Safety monitoring undertaken to meet the hazard management requirements of the Act.

## **20. Obligations**

Every Employer and Principal must comply with Health & Safety legislation. We are legally required to protect Employees (including Subcontractors and any other person who enters our place of work.

As an Employer or Principal we are required to take all practicable steps to make the workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking all practicable steps to eliminate, isolate or minimise/control those hazards. We must first look to eliminate any hazard that exists – if we cannot we must isolate the hazard. If you cannot isolate, you must decide how the risk of injury can be minimised/controlled.

Employers and Principals are also required to take all practicable steps to provide staff training and supervision. Staff must be made aware of potential

hazards and there must be a system for dealing with any emergencies that occur at work.

Employers and Principals must notify the DOL of incidents involving serious harm. Contractors/Subcontractors are legally required to inform their Employer or Principal of any hazards that arise from their work.

Contractors/Subcontractors should ensure they have received all necessary health and safety information from the Employer or Principal. Principals cannot contract out of health and safety obligations.

## **21. Definitions**

All practicable steps means what is reasonable and practical given the circumstances. Where a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazards and how difficult or expensive it is to put protections in place.

Accident/Incident means an event that causes any person to be harmed; or in different circumstances might have caused any person to be harmed.

Workplace/Worksite means a place (whether or not within or forming part of a building, structure or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

Significant hazard means a hazard that is an actual or potential cause or source of serious harm.

Harm means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

Serious harm means death, or harm of a kind or description set out in the first schedule to the Act, or declared by regulation to be 'serious' for the purposes of the Act.

Hazard control means managing a significant hazard through Elimination, Isolation or Minimisation and Monitoring.

Principal to a Contract means a person who engages any person (other than as a employee ) to carry out any work for gain or rewards.

Employer means a person who employs any other person to undertake any work for gain or rewards.

Contractor means a person engaged by any person (otherwise than as an employee) to perform any work for gain or rewards.

Employee means any person of any age employed by an Employer to undertake any work for hire or reward under a contract of service.

Visitors include groups such as customers, hospital patients, contractors or other visitors to the workplace, an employee's family, passers-by and any other person who may be affected by the work activity.

Persons in Control of the Worksite includes a person who owns, leases, subleases or occupies a place of work or who owns, leases or subleases plant or equipment used in a place of work.



**BAYPHIL**  
CONSTRUCTION

## **Documents**

**Available upon request**

- Template - BayPhil Construction SSSP
- Drug & Alcohol Policy
- Staff Safety Obligations

Signed:

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**Baydon Phillips**

BayPhil Construction Ltd  
Managing Director

01-01-2020

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Date