



MIROWSKI
DESIGN AND CONSTRUCTION

CONSTRUCTION SAFETY CO-ORDINATION PLAN



SAFETY POLICY

Bob Mirowski Design & Construction Safety Co-ordination Plan is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

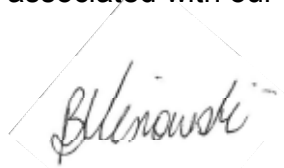
The objectives of our Safety Plan are to ensure reasonable measures are taken, so far as is reasonably practicable, to:

- Strive to achieve a safe workplace.
- Consider health and safety in project planning and work activities.
- Involve our employees in the decision-making processes through regular communication, consultation and training.
- Encourage employees to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Take action to eliminate or control potential accidents/incidents.
- Provide effective injury management and rehabilitation for all employees.

The success of our health and safety management depends on:

- Planning of work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Encouraging the work team to be committed to achieving our objectives.
- Encouraging open and honest communication between our employees and all sub-contractors.

This Safety policy forms part of and shall be read in conjunction with the Occupation Health and Safety Management Systems as this document allocates responsibilities and contains details for managing risks associated with our work.



Bob Mirowski
Director

Signature

27/07/2013
Date

DRUG AND ALCOHOL POLICY

Bob Mirowski Design & Construction is committed to providing a safe working environment and has adopted a drug and alcohol policy. The policy is designed to minimize risks and hazards that can arise from irresponsible use of drugs and alcohol in the workplace.

Whilst Bob Mirowski Design & Construction employees, contractors or sub-contractors that have been engaged on behalf of Bob Mirowski Design & Construction have a responsibility to comply with the law, they also have a duty of care for their own safety & that of fellow workmates. Bob Mirowski Design & Construction recognizes that employees, contractors or sub-contractors engaged on behalf of Bob Mirowski Design & Construction will fail in this duty of care if they attend work under the influence of drugs or alcohol.

No employee or sub-contractor is permitted to attend or remain at work under the influence of illicit drugs or alcohol.

If an employee, contractor or sub-contractor attends work under the influence of alcohol or illicit drugs then a representative of Bob Mirowski Design & Construction will provide or arrange for transportation home for the employee, contractor or sub-contractor.

The consumption of illicit drugs or alcohol on a site is strictly prohibited.

Any employee, contractor or sub-contractor who fails to adhere to this policy will be subject to disciplinary action, dismissal or cancellation of contract.

Bob Mirowski
Director



Signature

27/07/2013
Date

UV PROTECTION POLICY

The health and well-being of employees and sub-contractors is a priority issue for Bob Mirowski Design & Construction

Bob Mirowski Design & Construction acknowledges and recognises that skin cancer is a preventable disease and will actively promote, encourage and support skin protection in all work activities with which they are associated.

Where possible Bob Mirowski Design & Construction will

Encourage all employees or sub-contractors to wear UV protective clothing.

THIS INCLUDES:

- Shirts or tops which have longer sleeves and a collar
- Longer legged shorts where appropriate
- Wide brimmed or legionnaire hats whenever practical
- Eye protection tinted safety glasses

Everyone on site is encouraged to routinely apply broad spectrum water resistant 30+ sunscreen and stress the importance of regular re-application

Advise all employees about the Sun Smart Policy and encourage them to comply with it.

NOTE:

This Sun Smart Policy is reviewed annually to ensure that the document remains current.

Bob Mirowski
Director



Signature

27/07/2013
Date



BUSINESS DETAILS

Business Name **Bob Mirowski Design & Construction**

Business Address **157 Campbell Street HOBART**

Business Phone **6231 3888**

Business Fax **6231 3828**

Business Email **mirowski@bigpond.net.au**

ABN Number **25 009 570 843**

CONTACT NUMBERS

Principal Contractor **Bob Mirowski** **6231 3888**

Administration Manager **Helen Mirowski** **6231 3888**

Safety Advisor **HIA Safety Services** **6230 4600**



Look for this Information on site. It will be site specific.

EMERGENCY CONTACT NUMBERS

AMBULANCE	POLICE	FIRE SERVICE
000 or 112(mobile)		
(BOTH NUMBERS ARE ACCESSIBLE WHILST MOBILE KEY PADS ARE LOCKED)		

MEDICAL CENTRE

Name: }
Address: } **WILL VARY FROM SITE TO SITE**
Phone Number: }
Operating Hours: }

HOSPITAL

Name: }
Address: } **WILL VARY FROM SITE TO SITE**
Phone Number: }
Operating Hours: }

LOCAL INFORMATION

Poisons Information Centre	131 126
Department of Environment & Land Management	6233 8011
Telstra	132 203
Optus	131 344
Electrical Emergency	132 004
Gas Emergency	6208 6400
Southern Water Emergency	136 992
Work Safe (Work Place standards)	1300 366 322
HIA Safety Services	6230 4600 / 1300 650 620

EMERGENCY PROCEDURE

INCIDENT / ACCIDENT

1. Provide assistance as required to injured persons
2. Do not move the person unless life threatening
3. Contact Ambulance or Doctor
4. Contact Bob Mirowski Design & Construction on 6231 3888
5. Do not interfere with the scene of the incident
6. Wait further instructions (from Emergency Services)
7. Depending on the nature and the severity of the injury Bob Mirowski Design & Construction should notify the regulator.

FIRE

If you are unable to extinguish fire

1. Ring Metropolitan Fire Brigade (MFB or CFA) immediately on 000 or 112
2. Contact Bob Mirowski Design & Construction on 6231 3888
3. Assemble at the assembly point and await further instruction (from Emergency Services)
4. **DO NOT GO BACK ON THE SITE**

CONTROL OF THE SITE

Bob Mirowski Design & Construction will remain in control of the construction site until the site is handed back to the client. Only persons conducting work activities who have discussed the Construction Safety Co-Ordination Plan or have been given a copy of this Construction Safety Co-Ordination Plan are to enter the site.

It is the responsibility of the contractors to ensure that their employees or other contractors engaged by them are aware of this Construction Safety Co-Ordination Plan and that they are adequately supervised.

All contractors are responsible for health and safety in their respective work areas and they have a responsibility to ensure that their work is carried out by persons who are competent and have been trained appropriately and have the skills to perform the tasks.

Bob Mirowski
Director



Signature

27/07/2013
Date

HIGH RISK ACTIVITIES

Contractors carrying out work activities that are considered high risk construction activities should supply Bob Mirowski Design & Construction with written Safe Work Method Statements (SWMS) explaining how they are going to control the risks, prior to the work activity commencing.

High Risk Construction Activities may include but are not limited to:

- Construction work where there is a risk of falling more than 2 meters
- Construction work involving a trench or shaft deeper than 1.5 metres
- Construction work involving a confined space
- Construction work involving demolition
- Construction work involving the removal or likely disturbance of asbestos
- Construction work involving tilt-up or precast concrete
- Construction work involving structural alterations where some sort of temporary support will be used to prevent the structure from collapsing
- Construction work at a work place where there is any movement of powered mobile plant (e.g. bobcat, excavator, forklift, EWP, concrete booms, mobile cranes)
- Construction work on or near :-
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - chemical, fuel or refrigerant lines
- Construction work in, over or near water or other liquids if there is a risk that someone may drown (e.g. pool)
- Construction work on, or adjacent to, a road or railway in use
- Construction work on telecommunications towers
- Construction work involving a tunnel
- Construction work in or near an area where there are artificial extremes of temperature
- Construction work in or near an area that may have a contaminated or flammable atmosphere
- Construction work involving the use of explosives
- Construction work involving diving

PUBLIC SAFETY

Members of the public are not permitted on site unless authorised by Bob Mirowski Design & Construction.

Bob Mirowski Design & Construction will undertake a risk assessment of hazards to members of the public. Where the assessment identifies a high risk, Bob Mirowski Design & Construction will implement control measures to eliminate or minimise the risk to members of the public. Where necessary, site signage will be erected prior to the commencement of construction work.

When a site is left unattended, it is the trade contractor's responsibility to secure or remove any hazards associated with their work prior to leaving the site. If a perimeter site fence is in use, access points to the site are to be secured when leaving the site.

TIDINESS/HOUSEKEEPING

Rubbish bins/cages will be placed on the site and emptied as required. All persons are to keep their work areas clear of trip hazards and place waste materials in the rubbish bins/cages provided. All materials are to be kept clear of access ways. If there is an issue with rubbish (e.g. bin/cage is full or the site is untidy) and/or material storage, Bob Mirowski Design & Construction should be notified as soon as reasonably practicable.

If contractors fail to adhere to the tidiness/housekeeping requirement, they may be required to pay the cost of clean up and removal.

EXTENT OF SITE

All work is to be performed inside the boundaries of the site, not on the footpath or adjoining space. If a person requires the use of the footpath they must undertake a risk assessment and if necessary implement control measures to protect their own safety and the safety of the public.

Control measures that are implemented because of the nature of a contractor's work will be implemented at the expense of the contractor. This also applies if Bob Mirowski Design & Construction makes the direction to implement a control measure.

HAZARDOUS SUBSTANCES

All contractors using hazardous substances at the site must supply Bob Mirowski Design & Construction with a copy of the Material Safety Data Sheet (MSDS) for the substance and should supply a Work Method Statement prior to commencement of works. A register of all MSDSs that have been supplied will be kept with this Construction Safety Co-Ordination Plan along with a copy of the MSDS. It is the responsibility of the contractor to keep a copy of relevant MSDSs on site and follow the requirements of the MSDSs and the Work Method Statement.

Bob Mirowski
Director



Signature

27/07/2013
Date

MOBILE PLANT

Contractors using mobile powered plant (e.g. mobile cranes, excavators, fork lifts, EWP, etc) should supply a Work Method Statement to Bob Mirowski Design & Construction prior to the commencement of works.

All mobile powered plant should be maintained to the manufacturer's specifications and operator's log books are to be kept up-to-date. The log book should be readily available upon request by Bob Mirowski Design & Construction. Mobile plant requiring operator's licences are only to be operated by appropriately licensed persons.

It is the responsibility of contractors to use appropriately licensed contractors. Contractors should arrange for other contractors engaged by them to supply a Work Method Statement to Bob Mirowski Design & Construction prior to the commencement of works.

Instructions from licensed operators, with regard to the safe operation of their equipment, should be observed.

LIFTING GEAR

All lifting gear must have a current inspection tag (inspection date on tag to be within last 12 months). A person with a dogman's ticket must be present whilst loads, which are out of the crane operator's view, are being slung and lifted.

PROTRUSIONS

All persons should eliminate or minimise any protruding objects resulting from the work they carry out (i.e. starter bars, tie down bolts, copper pipes, stirrups, etc) and have control measures implemented (e.g. removed, capped, bent over where they will not create a trip hazard, barrier, etc), where there is a risk of an injury to a person.

WORKING AT HEIGHTS – (ABOVE 2 METRES)

Contractors performing work above 2 metres should supply a Work Method Statement to Bob Mirowski Design & Construction prior to commencing work on site. Bob Mirowski Design & Construction will provide adequate scaffolding for work where a risk assessment identifies the need to do so. Scaffold over 4 metres high is only to be erected or modified by a person with an appropriate scaffolding certificate. All scaffold or working platforms over 2 metres high are to have fall protection.

If a Contractor wants extra fall protection in excess of that supplied by Bob Mirowski Design & Construction such extra fall protection will be supplied at their own cost and the contractor is to ensure that it complies with all relevant codes and standards.

Bob Mirowski
Director



Signature

27/07/2013
Date

MANUAL HANDLING AND STORAGE

All persons are encouraged to use good manual handling techniques. Where materials are too heavy or awkward for one person to lift a mechanical lifting device should be used or use more than one person to assist with the lift.

Material or equipment delivered on site for Bob Mirowski Design & Construction should be stored appropriately. It is the responsibility of the contractors arranging the delivery of materials or equipment, to ensure that that material or equipment is stored appropriately. All materials must be stored inside the boundaries of the site, not on the footpath and be kept clear of access ways.

LICENCES

Bob Mirowski Design & Construction requires all persons operating plant or performing an activity which requires an operator's licence (e.g. scaffolding, excavator, etc), to hold the appropriate licence. All persons must have their licences available for inspection at all times whilst on site.

It is the responsibility of contractors to ensure that their employees or other contractors engaged by them are appropriately licensed.

SITE SPECIFIC AND GENERAL INDUCTION EVIDENCE

Persons performing construction work at Bob Mirowski Design & Construction's sites may be required to complete a site specific induction prior to commencing work on site and must have successfully completed the Occupational Health & Safety General Induction Course (White Card). Contractors are to ensure their workers have a White card before commencing work on the site and have their card available for inspection at all times whilst on site.

FIRST AID

All vehicles supplied by Bob Mirowski Design & Construction will carry first aid kits. First aid kits will also be available on site. Contractors must have adequate first aid kits available on site for the treatment of any injury which may be incurred from the work they are carrying out. Bob Mirowski Design & Construction must be notified as soon as reasonably practicable of any incident that has occurred on site. Where emergency services are called to treat the injury or illness, Bob Mirowski Design & Construction must be notified immediately.

AMENITIES

Amenities such as toilets and drinking water will be provided on site. The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of contractor's vehicles. All persons on site are to have good hygiene standards and clean up after themselves.

Bob Mirowski
Director



Signature

27/07/2013
Date

HOT WORKS

Any person carrying out hot works (i.e. welding, cutting, brazing) at the site is required to ensure the work area is clear of any combustible materials. A fire extinguisher is to be present in the area where hot works are being carried out. The person undertaking the work must also ensure the work area is inspected after the hot works are carried out.

Any person carrying out hot works in a confined space should not commence work until the work has been approved by their employer (hot work permit).

When working within a centre, Contractor will need to apply to Centre Management for a hot works permit as per their procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & POWER TOOL USE

All persons carrying out work on the site are required to wear appropriate protective footwear and clothing. When selecting footwear, attention is to be given to its suitability for the activity being undertaken.

All persons performing work where there is a risk of a foreign object striking the eye, should wear eye protection; if an item of plant or equipment creates excessive noise, persons must wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then hard hats are to be used.

All persons using plant, equipment or power tools must also follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions.

U.V. PROTECTION

Bob Mirowski Design & Construction will encourage all persons on site to wear adequate clothing (e.g. hats) and other protection methods (e.g. sunscreen, tinted safety glasses) to protect themselves from the effects of working while exposed to UV rays.

TOOLS AND EQUIPMENT

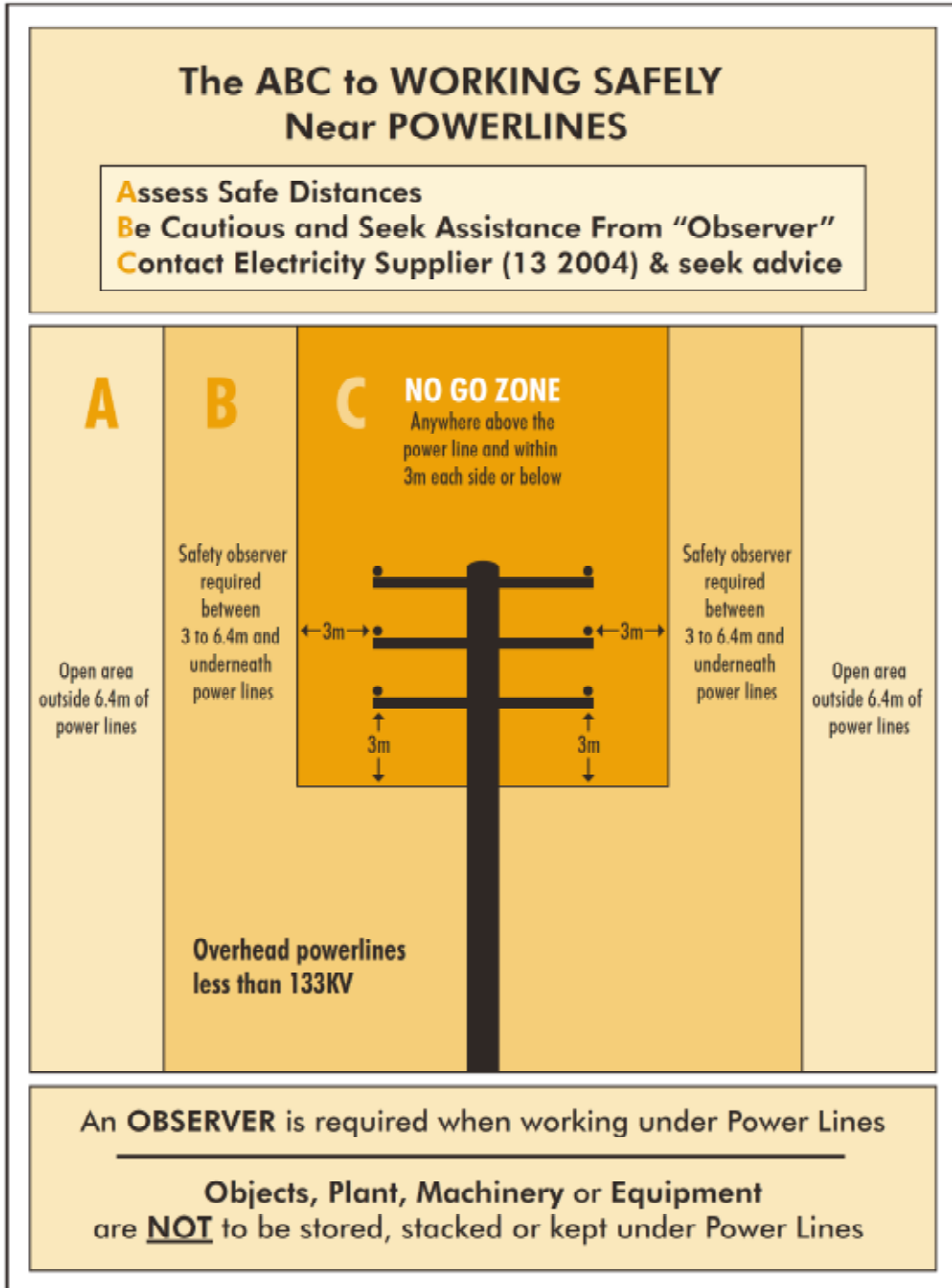
Guards on tools and equipment are to be maintained and working effectively before being used on site.

ELECTRICAL

Bob Mirowski Design & Construction will supply a switchboard on site, fitted with an RCD, to protect all sub circuits. All contractors will supply their own leads and power tools and this equipment must be tested and tagged every 3 months. Domestic power boards and double adapters are not permitted to be used on site.

WORK NEAR OVERHEAD POWERLINES

Work is not permitted within “No Go Zones” (4.6m from overhead powerlines for scaffolding and work at heights and 3 metres for plant and equipment). If the lines are insulated and the insulation has been inspected by an electrician, written permission is to be sought from the electrical supply authority to work within the “No Go Zone”.



LIGHTING

Bob Mirowski Design & Construction will undertake a visual risk assessment and, if necessary, will supply general lighting to access ways and common areas if required. All contractors are to supply task lighting adequate to perform their specific tasks.

TRENCHING AND EXCAVATION

Bob Mirowski Design & Construction requires all workers carrying out excavation and trenching work to be competent in the activity they are performing. A risk assessment should be undertaken for trench works deeper than 1.5 metres and the contractor should provide Bob Mirowski Design & Construction with a Work Method Statement prior to commencement of works. Trenches greater than 1.5 metres deep should be either benched, battered, shored or have a geotechnical report undertaken prior to working in or around the trench. If the trench is longer than 9 metres the trench should also have ladders placed every 9 metres for access purposes. All trenches 1 metre deep or greater will have a 900mm high barricade erected where there is a risk of persons falling into the trench.

UNDERGROUND SERVICES

Person's carrying out excavation work must make enquiries regarding any underground services that may be affected by their works, prior to commencement. It is the person's responsibility to implement control measures to avoid direct or inadvertent contact with underground services. All persons are required to pot hole dig (by hand) to expose existing services prior to any mechanical excavation near the services.

LADDERS

All ladders used on site must be rated Industrial with 120kg load rating (minimum). You should always consider whether an elevating work platform or scaffolding would be safer and more efficient. Ladders should be used in accordance with the Managing Falls in Workplaces and Preventing Falls in Housing Construction Codes of Practice. Only light duty work is to be undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand.

COMMON PLANT

Bob Mirowski Design & Construction will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site. All persons working on the site must not alter or interfere with any items of common plant. If a person notices any defects with any of the common plant they must immediately notify Bob Mirowski Design & Construction before using the common plant.

FALLING OBJECTS

Where there is a risk of falling objects during construction, a clear fall zone will be implemented. In the event that a clear fall zone is not possible, the perimeter scaffold will have kick boards to control falling objects and protect members of the public and persons on site.

STABILITY

While works are being undertaken, all persons on site are to make sure that their works are secured in a way that does not adversely affect the stability of the structure. All persons should make sure the structure remains stable and secure from collapse at all times.

WORK ON OR ADJACENT TO ROADS

Any contractors required working on or adjacent to any road should take all reasonable safety precautions to eliminate or minimise associated risks. The contractor should have regard to the type of work being carried out and the local council or state requirements for traffic management on the particular road.

MONITORING AND REVIEWING

Monitoring and reviewing is a continual process. During site visits by Bob Mirowski Design & Construction, inspections will be carried out. If required, the Construction Safety Co-Ordination Plan will be amended to reflect any changes on site. Bob Mirowski Design & Construction may also, where necessary, require contractors to amend their Work Method Statements to reflect any changes on site.

Bob Mirowski
Director



Signature

27/07/2013
Date

SITE RULES

- General site operating hours are between 7.30am and 6.00pm
- No persons are to enter this site unless prior arrangements have been made with Bob Mirowski Design & Construction
- All trade contractors and their employees must have current OH&S induction evidence
- A SWMS must be completed before any work is to be undertaken, if the task has been deemed as a high risk activity
- No I-Pods or personal music devices that use ear pods to be used on site
- Volume on all radios must be kept to a minimum
- All rubbish to be placed in bins / cages
- If an area is barricaded, all persons must avoid walking through the barricaded area
- Work areas are to be kept clean and tidy at all times
- No lighting of fires
- Smoking is not permitted on any of Bob Mirowski Design & Construction sites
- No fighting, inappropriate language or over aggressive behaviour will be tolerated
- Personal protective equipment will be used in accordance with manufacturer's instructions and where directed by Bob Mirowski Design & Construction and in accordance with site signage
- All contractors and visitors to ensure they are highly visible.
- No one is to be under the influence of alcohol or drugs or consume alcohol or drugs on site.
- Animals must not be brought to site
- All incidents, dangerous events, serious bodily injuries, work-caused illnesses must be reported to Bob Mirowski Design & Construction
- All persons will maintain site amenities in a clean, tidy and hygienic state
- Contractors must retain a copy of MSDSs on site for all hazardous substances being used on site
- All persons to notify Bob Mirowski Design & Construction immediately should they find plant (i.e. scaffold, etc.) that has been altered or is un-safe