MELBOURNE STEEL ERECTORS P/L

OHS&E MANAGEMENT PLAN

VERSION 5.1

OHSE Management Plan

PROJECT NAME	
ORGANISATION NAME (Subcontractor)	**Melbourne Steel Erectors Pty Ltd**
ADDRESS	
PHONE	**03 9723 9574**
FAX	**03 9723 9930**
EMAIL	**admin@melbournesteelerectors.com.au**
ACN/ABN	**75 140 972 998**

Contents

OHSE 001 – Document control

MELBOURNE STEEL ERECTORS PTY LTD

- Maintains an up to date version of this OHSE Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of OHSE management practices.
- Provides a copy of the current version of the Plan to
- Reviews the Plan on a **3 month** basis
- Ensures all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form No.	Version No.	Description of Amendments	Prepared by	Approved by

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation

OHSE 002 – Project Details & Introduction

Organisation Details	
Business/Trading name	**MELBOURNE STEEL ERECTORS PTY LTD**
ACN/ABN	75 140 972 998
Contract Job Number	
Director/Manager	Max Delacroix and Gabor Csaszar
Address	
Phone	03 9723 9574
Fax	03 9723 9930
Mobile	0405 653 175 / 0421 109 167
Email	admin@melbournesteelerectors.com.au

The following table sets out a brief description of the work to be carried out by **Melbourne Steel Erectors Pty Ltd** during the course of the **Steel Erection** contract/agreed works on the project managed by

Date	**Description of Works**	**No of Employees** (inc subcontractors)

The table below identifies the designated person on site responsible for the management of occupational health safety and environment.

Name	**Contact Details**

Melbourne Steel Erectors Pty Ltd *DOES* intend to subcontract all or part of the works.
If engaged, the sub-subcontractors intended to be used on this site are:

Business	**Contact Details**

Melbourne Steel Erectors Pty Ltd will ensure that the above mentioned subcontractors provide a SWMS for their specialised work, and that **Melbourne Steel Erectors Pty Ltd** shall review the SWMS, and append the SWMS to this Plan. If they are an employer, **Melbourne Steel Erectors Pty Ltd** will also ensure that evidence relating to a current workers compensation policy is provided.

Director / Manager_____ **Date**____/____/____

OHSE 003 – Occupational Health Safety & Environment Policy

At **Melbourne Steel Erectors Pty Ltd,** a commitment to occupational health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager_____ **Date**____/____/____

OHSE 004 – Hazard Identification, Risk Assessment & Control

Melbourne Steel Erectors Pty Ltd will not commence construction work at a place of work unless:

- the principal contractor has provided **Melbourne Steel Erectors Pty Ltd** with a copy of the relevant parts of its workplace OHSE Management Plan. (Australand Site Rules are displayed on site & are contained in the Site Safety Management Plan)

- **Melbourne Steel Erectors Pty Ltd** has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and

- **Melbourne Steel Erectors Pty Ltd** has provided induction training to all employees.

Melbourne Steel Erectors Pty Ltd maintains and updates the SWMS, and provides the updated SWMS to the principal contractor.

Melbourne Steel Erectors Pty Ltd identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

IDENTIFY HAZARDS:

breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, **Melbourne Steel Erectors Pty Ltd** has identified potential hazards and their risks.

To assist in identifying hazards and risks, **Melbourne Steel Erectors Pty Ltd** has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

ASSESS RISKS:

Melbourne Steel Erectors Pty Ltd has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

OHSE 005 – Hazard Identification

The following is a list of the hazards **Melbourne Steel Erectors Pty Ltd** has identified arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Occupational Health and Safety			
☐	Access & egress	☐	Confined/enclosed spaces
☐	Coring/chasing	☐	Dangerous Goods (Oxy/other)
☐	Demolition/dismantling	☐	Electricity (power tools/other)
☐	Explosive/pneumatic power tools	☐	Fatigue (shift work/hours of work)
☐	Formwork erection/dismantling	☐	Fire/explosion
☐	Fumes/gas	☐	Hazardous substances
☐	Flying/falling objects/debris	☐	Height & falls
☐	Hazardous material	☐	Hot/cold working environment
☐	Hot work (cutting/welding/grinding)	☐	Lasers
☐	Lighting	☐	Manual handling (lifting or twisting)
☐	Machine/equipment guarding	☐	Moving plant/traffic
☐	Materials handling (crane/forklift/other)	☐	Plant & equipment operation
☐	Noise (hearing)	☐	Structural alterations/support
☐	Public (pedestrians/other)	☐	Services (underground/overhead)
☐	Subsidence	☐	Ultra Violet Light (sunlight)
☐	Trenching/excavation	☐	Other.....
☐	Work near/over water	☐	Other.....
☐	Young workers/unskilled labour	☐	Other.....
☐	Biological/bacteria	☐	Other.....

Environment			
☐	Air quality (dust/emissions)	☐	Bulk excavation/spoil
☐	Concrete or paint wastes	☐	Contaminated soil/water
☐	Dewatering/pump out	☐	Habitats (protected flora/fauna)
☐	Heritage & Archaeology	☐	Noise or vibration
☐	Noisy work (neighbourhood)	☐	Spills & response
☐	Slurry or other discharges	☐	Traffic & parking
☐	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other	☐	Dangerous Goods/Hazardous Substances (use/storage/spills)
☐	Stormwater/sediment control	☐	Other.....
☐	Waste disposal	☐	Other.....

OHSE 006 – Risk Assessment

Melbourne Steel Erectors Pty Ltd has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below.
Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures

OHSE 007 – Objective & Targets

Melbourne Steel Erectors Pty Ltd has established the following objectives and targets to support and maintain the effectiveness of the OHSE Management Plan.

Planning
Objective: Employees are provided with regular and up-to-date information on OHSE for the duration of the contracted/agreed works. **Target:** Review the content of the OHSE Management Plan at maximum 3 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

Risk Management
Objective: Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk. **Target:** Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

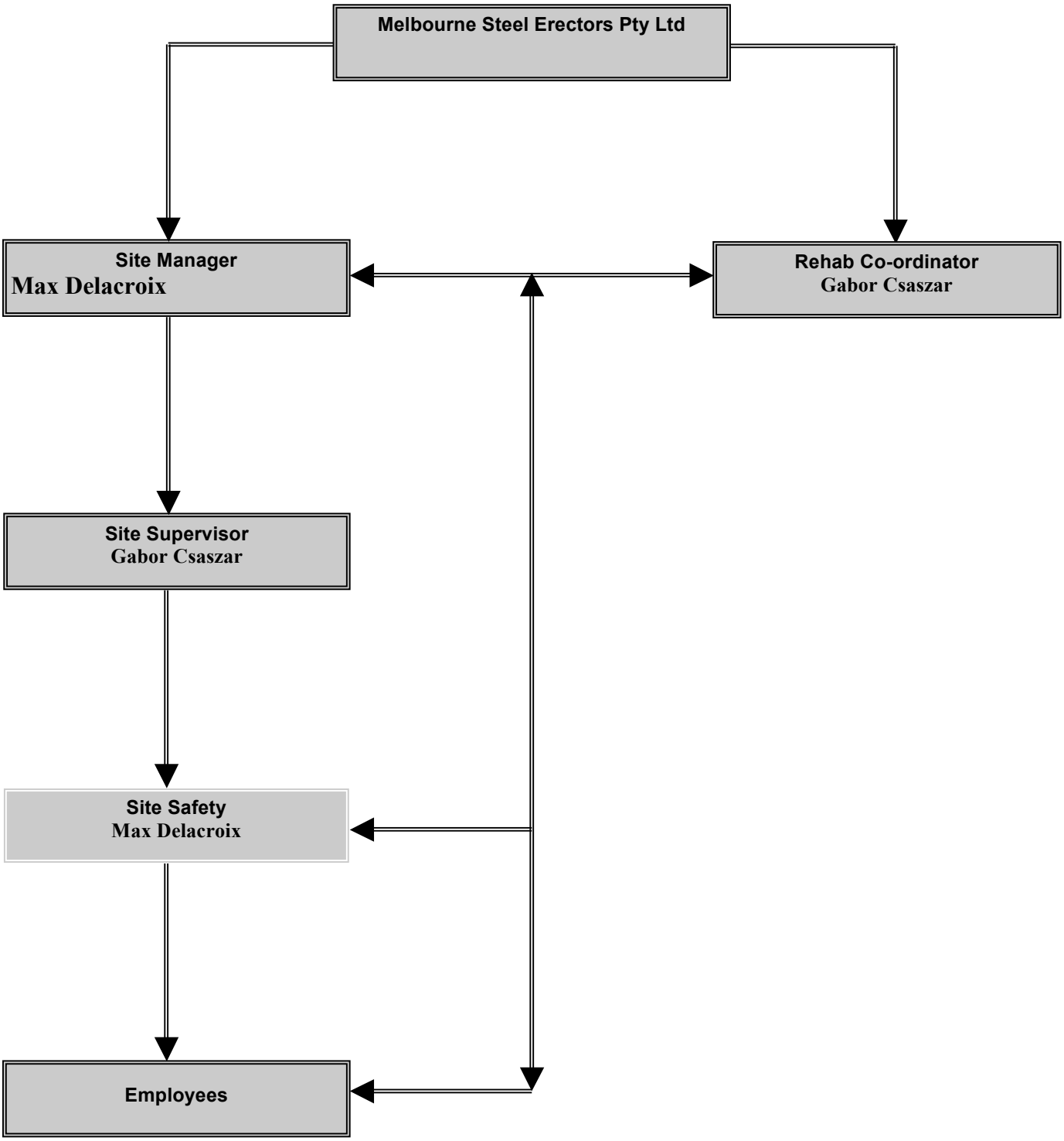
Consultation
Objective: Employees are regularly consulted on matters that affect OHSE. **Target:** Toolbox/Pre-start or other agreed methods of consultation are undertaken on a fortnightly minimum basis.

Training
Objective: Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment. **Target:** All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.

Other
Objective: **Target:**

OHSE 008 – Roles & Responsibilities

Melbourne Steel Erectors Pty Ltd provides the following key trained and competent personnel on site.



ROLES AND RESPONSIBILITIES DEFINED

The roles and responsibilities of employees within **Melbourne Steel Erectors Pty Ltd** regarding OHSE are below.

SITE MANAGER

Max Delacroix is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OHSE risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- leading by example and promoting sound OHSE practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing OHSE reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating OHSE meetings and programs;
- monitoring compliance with the OHSE Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Signed by: _____ **Date:** ___ / ___ / ___

SITE SUPERVISOR

Gabor Csaszar is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- observing all OHSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OHSE matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- actioning OHSE reports and carrying out workplace inspections;
- setting up OHSE meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OHSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OHSE control measures are implemented and effective; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ / ___ / ___

SITE SAFETY

Max Delacroix is responsible for OHSE at the workplace and duties include:

- communicating OHSE performance to the Works Manager;
- assisting the Works Supervisor to develop and implement the OHSE Plan;
- providing advice on OHSE to all employees;
- being a part of planning and design in work activities;
- determining OHSE legal requirements for the work activity or trade;
- making sure OHSE work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing OHSE reports and inspections;
- setting up and being a part of OHSE meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound OHSE practices at all times;
- setting up and conducting OHSE inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on OHSE matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ / ___ / ___

REHAB COORDINATOR

Gabor Csaszar is responsible for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Signed by: _____ **Date:** ___ / ___ / ___

EMPLOYEES

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the OHSE Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any OHSE hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve OHSE issues;
- seeking assistance if unsure of OHSE rules;
- reporting any faulty tools or plant to the Works Supervisor;
- complying with site rules;
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

OHSE 009 – Consultation

Melbourne Steel Erectors Pty Ltd promotes the active participation of all employees in OHS&E decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHSE matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures or work routines which may affect OHSE;
- make up of and representation on relevant committees; and
- election of OHSE and employee representatives.

All workplace consultation is recorded and occurs as a minimum on a fortnightly basis.

OHSE 010 – Plant & Equipment

Melbourne Steel Erectors Pty Ltd carries out regular inspections and maintenance of all plant and equipment.

Melbourne Steel Erectors Pty Ltd ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

Melbourne Steel Erectors Pty Ltd ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

In undertaking regular checks of plant and equiplent, **Melbourne Steel Erectors Pty Ltd** includes consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts	**Excavators / Backhoes / Bob Cats**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name	• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper
Fork Lifts / Manitou's	**Cranes**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper	• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Regulatory Authority Plant Registration • Chains Tested and Tagged
Concrete Pumps	**Other…**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Line thickness Testing • Regulatory Authority Plant Registration	

OHSE 011 - Hazardous Substances

Melbourne Steel Erectors Pty Ltd provides a current (within 5 years of the date of issue) MSDS to the principal Contractor for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity,**Melbourne Steel Erectors Pty Ltd** reviews the Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance and are included in the Safe Work Method Statement.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS.

All products and substances to be brought to the workplace are be documented.

Melbourne Steel Erectors Pty Ltd considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the MSDS and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

OHSE 012–Electrical equipment

Melbourne Steel Erectors Pty Ltd ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

Melbourne Steel Erectors Pty Ltd ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register.
The register is completed prior to commencement of the works and maintained for the duration of the works on site.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

OHSE 013 – Hazard Reporting

Melbourne Steel Erectors Pty Ltd encourages all employees to report hazards **immediately** to the Site Manager.

Where the hazard cannot be corrected immediately,**Melbourne Steel Erectors Pty Ltd** records the details of the hazard in the Hazard Register

Melbourne Steel Erectors Pty Ltd investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

Melbourne Steel Erectors Pty Ltd identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

Melbourne Steel Erectors regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

Melbourne Steel Erectors Pty Ltd will issue a copy of any completed Hazard Report form to the principal contractor, as required.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

OHSE 014 – Injury & Incident Investigation

INJURIES:

All injuries are reported to the designated First Aid Officer in the workplace.

Melbourne Steel Erectors Pty Ltd records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment,**Melbourne Steel Erectors Pty Ltd** completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

INCIDENTS:

For all incidents involving near misses, property/plant damage or injury to the public or the environment, Insert Organisation investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

NOTIFIABLE INCIDENTS:

Melbourne Steel Erectors Pty Ltd reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred,**Melbourne Steel Erectors Pty Ltd** must consider whether the site needs to be preserved for investigation by the relevant Authority. The only reason for disturbing an incident scene is to preserve life & prevent further injury or damage.

RECORD KEEPING:

Melbourne Steel Erectors Pty Ltd keeps records of incidents and injuies in accordance with Statutory requirements.

OHSE 015 – Injury Management & Return to Work

OUR COMMITMENT:

Melbourne Steel Erectors Pty Ltd is committed to the return to work of injured employees.

As part of this commitment, we will:

- prevent injury and illness by providing a safe and healthy working environment;
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- support the injured employee and ensure that early return to work is a normal expectation;
- provide suitable duties for an injured employee as soon as possible;
- ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- maintain the confidentiality of injured employee's records.
- not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

To support the above, **Melbourne Steel Erectors Pty Ltd** has established the following procedures.

NOTIFICATION OF INJURIES:

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

RECOVERY:

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

RETURN TO WORK:

- A suitable person will be arranged to explain the return to work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

SUITABLE DUTIES:

- An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.
- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.
- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

DISPUTE RESOLUTION:

- If disagreements about the return to work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.
- If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

CONTACTS:

Melbourne Steel Erectors Pty Ltd's workplace contact for the return-to-work is:

Name	Organisation	Contact Details
Max Delacroix	M.S.E.	03 9723 9574

Melbourne Steel Erectors Pty Ltd's preferred WorkCover-accredited rehabilitation providers are:

Name	Organisation	Contact Details
Pawan Mehta	Resolve Rehabilitation	03 9853 9829
	Services Pty Ltd	resolverehab@optusnet.com.au

Melbourne Steel Erectors Pty Ltd's Workers' Compensation Scheme Agent is:

Organisation	Telephone No	Address
CGU		GPO Box 2090 Melbourne
Policy Number	**Valid to**	**Contact**
13273853	30/06/2012	Caterina Todarello

OHSE 016 – Young Workers Policy

Melbourne Steel Erectors Pty Ltd will ensure that young workers are protected from the risk of injury or illness arising from workplace hazardous. Special attention will be paid to the needs of young workers because they lack experience and may not be familiar with workplace procedures.

Melbourne Steel Erectors Pty Ltd shall ensure young workers receive adequate information and training about work hazardous and safe work practices, which will give consideration to their age and experience.

As with all young workers, we must maintain safe equipment and a safe work environment.

All young workers will attended general industry induction, site-specific induction and work activity induction along with training in the following:

- Hazard identification & risk assessment
- Manual handling
- Work environment
- Powered and non-powered equipment
- Heat – Burns and scalds
- Electrical hazards
- Harassment
- Hazardous substances
- Noise
- Confined space

We shall achieve this by ensuring adequate information and training is supplied to young workers along with on going monitoring for each and every young worker employed by **Melbourne Steel Erectors Pty Ltd.**

Supervisors shall ensure that all young persons are adequately trained and work under adequate supervision.

Supervision shall include:

- The supervisor will be required to observe and evaluate the competency of the young workers before they are allowed to use any power tools, explosive power tools, and pneumatic power tools they will be required to display competency in the safe use of the equipment.
- Work from elevated platforms for example scaffolds and boom lifts.
- Young persons shall not be left alone to complete a task they should be supervised at all times.

Young workers will receive manual handling training to ensure they understand the correct manual handling techniques, including pushing, pulling, carrying, lifting etc. (**Young workers under the age of 18 years should not be required to lift, lower or carry more than 16 kg without mechanical or other assistance and/or particular training for the task**.)

OHSE 017-Hot & Cold Environment

GENERAL

Site Management & Subcontractors, whether as an employer or self-employed person carrying out the work, have a duty under the OH&S Legislation to eliminate or control risk associated with working in hot or cold environments.

POSSIBLE EFFECTS FROM EXPOSURE TO HOT OR COLD

High Air Temperature:
Discomfort, sweating, flushed skin, fatigue, dizziness, muscle cramps, nausea, vomiting, dehydration, and excessive or erratic pulse.
Severe exposure: heat stroke, hypothermia, loss of consciousness, death.

Low Air Temperature:
Discomfort, shivering, loss of motor co-ordination, slurred speech conditions.
Severe exposure: Irrational behavior, frostbite, hypothermia, loss of consciousness, death.

Humidity:
Discomfort, flushed skin, sweating, fatigue, headaches, dizziness, nausea, vomiting, excessive or erratic pulse.
Severe exposure: collapse, heat stroke, hypothermia.

Air movement (high):
In cold conditions: discomfort, shivering, cold-related illnesses.
Severe exposure: hypothermia, loss of consciousness.

Air movement (low):
In hot conditions: discomfort, flushed skin, sweating, fatigue, headaches, dizziness and excessive or erratic pulse.
Severe exposure: nausea, vomiting, collapse, heat stroke.

Radiant heat
Discomfort, sweating, fatigue, dizziness, nausea and vomiting, radiation burns to exposed skin.
Severe exposure: severe burns, heat stroke, collapse, loss of consciousness.

PREVENTION AND CONTROL OF RISKS ARISING FROM HOT AND COLD ENVIRONMENTS

Hot Environments

- Provide shade where possible.
- Monitor temperature, humidity and workers physical conditions.
- Provide frequent rest brakes and / or rotate duties to allow people to cool down.
- Provide fluids and encourage workers to make up body fluids lost through sweating.
- Provide accessible drinking water to areas of work.
- Provide a fresh water supply for washing and external cooling. E.g. showers in the amenities etc.
- Supply and encourage the use of sunscreen, sunglasses and rims to the safety hats.

- In addition each employee should assess his or her own capabilities. If any person feels lightheaded or dizzy they are to report to the First Aider immediately or take a break in a cool comfortable place.

Cold Environments

- Provide protection from wind and rain wherever possible monitor temperature and environmental conditions.
- Monitor workers physical condition especially if exposed for prolonged periods.
- Consider work-rest regimes and ceasing work if conditions become unsafe.
- Provide warm clothing including number of layers and waterproof outer layer.
- Hats and ear protection should be considered to prevent loss of heat.
- Monitor use of vibration tools casing body vibration as these can increase risk in

  cold weather.

OHSE 018 – Safe Work Method Statement (SWMS)

Organisation & Project Details			
Organisation Name:		Contact Name::	
ACN/ABN		Contact Position:	
Address:		Contract Phone No:	
Project:			
Activity:		This SWMS has been reviewed by: Position: Date:	
Resources / Trades Involved:			
PPE Required:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
Occupational Health & Safety or Environmental Legislation:		Codes of Practice or Australian Standards applicable to the works:	

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L *Likely*	**M** *Moderate*	**U** Unlikely
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

Item	Job Step	Hazard	Risk Class	Control	Person Responsible

Qualifications & Experience Required	Training Required to Complete Work	Engineering Detail/Certificates of Competency
	Industry Induction	
	Site Specific Induction	
	SWMS Induction	

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works			
Print Name	Signature	Position	Date

Review No	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**
Initial:									
Date:									

OHSE 019 – Personal Protective Equipment (PPE)

Melbourne Steel Erectors pty Ltd maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the SWMS.
Melbourne Steel Erectors Pty Ltd ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard.
Proof of Standards compliance will be provided, e.g. labelling.

Each employee has been instructed and trained in the correct use of the PPE issued.

Employee name	**Date of Issue/ replacement**	**Items supplied**	**Signature of recipient** *I have received the listed PPE with appropriate instruction/training in its correct use.*

OHSE 020 – Training & Competency Register

Having regard to the hazards and risks associated with the work activity, **Melbourne Steel Erectors Pty Ltd** has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains induction details of the organisation's employees.
Personal details, certificates of competency etc are recorded on Induction Form OHS/201

Employee Name	Work on this project	Site Induction No.	Date of Induction	Name of Person conducting site induction

OHSE 021 - Toolbox/Pre-start Talks

All Toolbox / Pre-start Talks undertaken on behalf of **Melbourne Steel Erectors Pty Ltd** are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox / Pre-start Talks			
Workplace:			
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:
Points Raised / Comments:			

Corrective Action	**Action by**	**Action Complete**	
		Sign off	**Date**

OHSE 022 – Workplace Inspection Checklist

Melbourne Steel Erectors Pty Ltd inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist **each week** to the principal contractor for the duration of the works.

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress Access paths clear Access paths defined (signage tape, other) Prohibited areas display warning signs and barricaded	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Dust/Air Quality Dust suppressed/watered down Stock piles protected from wind Plant & equipment maintained to minimise emissions	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Electrical Electrical equipment tested & tagged Register of tagging current Portable generator fitted RCD Portable Residual Current Device (RCD) tested/ tagged	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

First Aid/Emergency/Injury First aid kit provided Kit stocks refreshed First Aid Officer available Evacuation procedure in place Emergency contacts displayed Fire extinguisher/equipment available	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Manual Handling Trolleys/aids in use SWMS followed Training/job rotation undertaken	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Hazardous Substances/Dangerous Goods Register current MSDS available SWMS lists precautions for use Storage area bunded Refuelling SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Height work Perimeter protection Handrails in place Penetrations covered Fall restraint/arrest system in use SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

		1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Housekeeping Materials stacked Work area lit Bins available & in use Signage in place Leads suspended Walkway/stairs/work area clear	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Noise Plant & equipment maintained Site hours observed Noisy works identified Hearing protection used (SWMS)	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Personal Protective Equipment Used when required (SWMS) Correctly used by employees	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

Plant & Equipment Plant register current Maintenance records provided Daily log book completed Operator ticketed/competency verified SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Public Protection Work area secure from public Overhead protection provided	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Stormwater/run off Silt control fences in place Stormwater inlets protected Discharges contained, e.g. pump out, slurry/other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Training All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Vegetation Fencing around drip line of retained trees No material/equipment stored within drip line	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

Waste Management Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

OHSE 023 – Plant, Lifting & Fire Equipment Register

The following register contains details of all plant and equipment to be used by **Melbourne Steel Erectors Pty Ltd** during the course of the work activities.
Examples include lifting gear, fire fighting equipment, mobile plant, fall restraint equipment and other.

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date On Site	Log Book Available

OHSE 024 – Plant & Equipment Pre-start Checklist

Melbourne Steel Erectors Pty Ltd completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes ☐	No ☐
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes ☐	No ☐
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes ☐	No ☐
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes ☐	No ☐
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes ☐	No ☐

Plant Provider					
Name		Signature		Date	

Plant Inspected	
Plant Type/Make	
Serial No.	
Company	

Inspection Verified By					
Name		Signature		Date	

OHSE 025 – Plant & Equipment Regular Checklist

The following checklist is completed by **Melbourne Steel Erectors Pty Ltd** as a general and regular check on plant operation at the workplace.
If daily logbook checks are being conducted then this form does not require completion.

Plant and Equipment Checklist					
Service Provider name					
Plant type / make					
Plant No.		Serial No:			
Description			**Check**		
Risk assessment		Yes ☐	No ☐	n/a ☐	
Operator's manual		Yes ☐	No ☐	n/a ☐	
Maintenance reports		Yes ☐	No ☐	n/a ☐	
Log Book		Yes ☐	No ☐	n/a ☐	
Competency ticket/licence of operator		Yes ☐	No ☐	n/a ☐	
Fire extinguisher		Yes ☐	No ☐	n/a ☐	
Crack test reports		Yes ☐	No ☐	n/a ☐	
Chains tested and tagged		Yes ☐	No ☐	n/a ☐	
Regulatory Authority plant registration		Yes ☐	No ☐	n/a ☐	
Flashing light		Yes ☐	No ☐	n/a ☐	
Forward/reverse beeper		Yes ☐	No ☐	n/a ☐	
Tested and tagged electrically		Yes ☐	No ☐	n/a ☐	
Seat belt		Yes ☐	No ☐	n/a ☐	
Roll over Protection (ROPS)		Yes ☐	No ☐	n/a ☐	
Plant Provider					
Name		Signature		Date	
Inspection Verified By					
Name		Signature		Date	

OHSE 026 – Hazardous Substances Register

The following substances exist in the work place.
A copy of the MSDS has been forwarded to the person responsible for First Aid.
This register needs to be completed for all substances bought on to site.

Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous in the MSDS		
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	**If YES:** The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	

OHSE 027–Electrical Equipment Register

Melbourne Steel Erectors Pty Ltd records all electrical equipment brought on site in the Electrical Equipment Register.
Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection/ Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's / qualified person's Signature	License/ Registration No.

Electrical item			Frequency of inspection / test (in accordance with relevant requirements)	
Tools & leads or electrical equipment			3 monthly in Victoria, SA & WA	
Sub-board earth leakage device			monthly in Victoria, SA & WA	
Tag Colours Vic, SA & WA	**Dec, Jan, Feb, - Red**	**March, April, May & – Green**	**June, July, August, - Blue**	**Sept, Oct, November, Yellow**

OHSE 028 – Hazard Report

Where a hazard cannot be immediately corrected, **Melbourne Steel Erectors Pty Ltd** records the hazard in the Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) ☐ Medium (2) ☐ Low (3) ☐

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate ☐ Within 24 hrs ☐ Within 7 Days ☐

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

OHSE 029 – Register of Injuries

Melbourne Steel Erectors Pty Ltd records all injuries in the site First Aid Register.
The following register may be used where access to the site First Aid Register is not possible.

General				
Workplace Location				
Injured Persons Name				
Home Address				
Date of Birth			Male ☐ Female ☐	
Occupation				
Employers Name				
Employers Address				
Details of Injury				
Date of Injury		Time of Injury	am ☐ pm ☐	
Activity in which the person was engaged at the time of injury				
Exact location where injury occurred				
Nature of injury e.g. fracture, burn, sprain, foreign body in eye.				
Body location of injury e.g. ear, eye, face, neck				
Details of Treatment				
Treatment provided by First Aid Officer	Yes☐ No☐	Remarks:		
Follow up treatment required	Yes☐ No☐	*If yes, an Incident Investigation Report must be completed with 24 hours*		
Doctor/ Medical Centre attended				
Date attended		Medical Certificate Received	Yes ☐ No ☐	
Treatment i.e. x-ray, prescription				
Further consultation required	Yes☐ No☐	Injury Management required	Yes ☐ No ☐	*If yes, notify the Return-to-Work Coordinator*
Name of Witness				
Address of Witness:				

Name of Person Providing First Aid			
Signature		Date	

OHSE 030 – Incident Investigation Report

Melbourne Steel Erectors Pty Ltd completes an Incident Investigation Report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

Class of Incident		**Reported**
☐ Injury	☐ Property/Plant Damage	Yes ☐ No ☐ Details:
☐ Near Miss	☐ Environmental	**Further Action Required**
☐ Other.....		☐ Report to Authorities ☐ Other:

Details of Incident			
Date of Incident		Time of Incident	am ☐ pm ☐
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of damage to equipment/property?			

Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Recommended Preventive Action	
Details	

Completed By			
Name		Position	

Signature		Date	

OHSE 031 – OHS&E Management Plan Checklist

Melbourne Steel Erectors Pty Ltd reviews all OHSE policies and procedures on an **annual basis** to determine the effectiveness of the OHSE Management Plan in addressing OHSE in the workplace.

General	
Project Name	
Location	
Auditor	
Other Attendees	

Activities Reviewed	**Conforms**	
Changes and distribution of the OHSE Mgt Plan are recorded	Yes ☐	No ☐
Project details / Description of works / Organisation details are current	Yes ☐	No ☐
OHSE Policy signed and dated by Director/Manager	Yes ☐	No ☐
Hazards are identified and risks are assessed	Yes ☐	No ☐
Controls for high risk activities are documented (Safe Work Method Statement(s))	Yes ☐	No ☐
Training and Competency Register is current	Yes ☐	No ☐
Site Specific Induction Training records are current	Yes ☐	No ☐
SWMS Training is current	Yes ☐	No ☐
Roles and responsibilities are allocated and signed	Yes ☐	No ☐
Consultation arrangements (nature, topics, intervals) are documented	Yes ☐	No ☐
Plant / Equipment Register is current	Yes ☐	No ☐
Hazardous Substances / Dangerous Goods Register is current	Yes ☐	No ☐
Personal Protective Equipment Register is current	Yes ☐	No ☐
Periodic Workplace Inspection Checklists are completed	Yes ☐	No ☐
Register of Injuries is current	Yes ☐	No ☐
Incident Investigation Reports are completed	Yes ☐	No ☐
Hazard Reports are completed	Yes ☐	No ☐
Electrical Equipment Register is current	Yes ☐	No ☐
Injury Management and Return-to-Work Program is displayed	Yes ☐	No ☐
Workers Compensation Information is current	Yes ☐	No ☐
Other:	Yes ☐	No ☐

Items Identified for Correction

Outstanding Issues and Recommendations

Follow up actions required	Yes ☐ No ☐	When	

Completed By			
Name		Position	
Signature		Date	