

SAFETY MEMO

Title:	Coral Homes General Worker Induction & Mobile Plant Induction														
Date:	Wednesday, 21 February 2024	Memo Ref	SM210224												
Issued to:	All subcontractors														
Background:	<p>As part of ongoing efforts to improve and monitor workplace health and safety, Coral Homes is pleased to announce the launch of the ‘General Worker Induction’ and ‘Mobile Plant Induction’ hosted on the newly developed Coral Homes site safety website. The aim of this is to ensure all subcontractors are aware of and acknowledge the specific procedures, rules, and requirements for maintaining a safe and healthy environment when working on a Coral Homes construction site. The site safety website will provide access to the following:</p> <ol style="list-style-type: none">1. Construction HSE management plan2. Coral Homes site induction video3. General worker induction form4. Mobile plant induction form5. Safety notices highlighting recent communication from the HSE team														
Direction to all Subcontractors:	<p><u>General Worker Induction</u></p> <p>All new and existing subcontractors engaged with Coral Homes must complete a ‘General Worker Induction’ by completing the following:</p> <ol style="list-style-type: none">1. Access the site safety website. This will be accessible during the following phases: <table><tr><th>Phase</th><th>Source Document</th><th>Link Type</th></tr><tr><td>Onboarding / Renewals</td><td>Appendix A – Subcontractor Declaration</td><td>QR Code</td></tr><tr><td>Pre-Site</td><td>Standard Purchase Order Terms</td><td>TinyURL</td></tr><tr><td>On-Site</td><td>Site Safety Sign</td><td>QR Code</td></tr></table> <ol style="list-style-type: none">2. Read and understand the Construction HSE Management Plan3. Watch the Coral Homes Site Induction Video4. Complete the General Worker Induction form.			Phase	Source Document	Link Type	Onboarding / Renewals	Appendix A – Subcontractor Declaration	QR Code	Pre-Site	Standard Purchase Order Terms	TinyURL	On-Site	Site Safety Sign	QR Code
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Mobile Plant Induction

All authorised subcontractors must complete a 'Mobile Plant Induction' form **each time** mobile plant is brought onto site. Access the site safety website to complete the form via the QR code on the site safety sign available at the front of every Coral Homes construction site.

<p>CORAL HOMES</p> <p>Site Contact Ph #: _____</p> <p>Job Reference: _____</p> <p>Site Address: _____</p> <p>_____</p> <p>SITE SPECIFIC HAZARDS</p>	<p>DANGER</p>	<p>KEY SITE SAFETY RULES</p>
<p>CONSTRUCTION SITE UNAUTHORISED PERSONS KEEP OUT</p>	<p>CONSTRUCTION HSE MANAGEMENT PLAN GENERAL WORKER INDUCTION MOBILE PLANT INDUCTION Scan the QR Code to access these documents.</p>	
<p>IN CASE OF EMERGENCY DIAL 000</p>	<p>RESPONSIBILITIES</p> <p><i>All Workers</i> attending site must have completed a General Worker Induction.</p> <p><i>A Mobile Plant Induction</i> must be completed every time you bring mobile plant / equipment on site.</p> <p><i>All Workers</i> are invited and expected to review Coral Homes' safety management information and provide feedback.</p> <p><i>All Workers and Visitors</i> attending site must report any incidents or hazards to the Site Contact immediately.</p> <p><i>All Persons</i> attending site must familiarise themselves and follow all site safety rules and requirements.</p> <p><i>All Workers</i> must keep work areas clean & clear of obstructions and place all rubbish & waste in the provided waste enclosures. Excess materials must be stacked neatly next to waste enclosures.</p> <p><i>All Workers</i> must complete a site specific SWMS, hold a copy of SWMS on site and follow all processes and PPE requirements of SWMS.</p> <p><i>All Workers</i> must carry a signed and dated copy of their General Construction Induction card on them.</p> <p><i>All Contractors</i> must ensure First Aid equipment is readily available to their workers.</p>	
<p>NEAREST MEDICAL CENTRE</p> <p>1. Scan QR code for nearest medical centre. 2. Select service e.g. Hospital, GP, Emergency department. 3. Click on 'Use my location'. 4. Locate nearest centre.</p>	<p>1. WORK AT HEIGHT NEVER work at height over 2m without Fall Protection in place. • A risk assessment must be documented to identify appropriate control measures for the tasks being completed. • Refer to the Construction HSE Management Plan for minimum standards for fall protection.</p> <p>2. SCAFFOLDING NEVER alter or dismantle scaffold or remove any components.</p> <p>3. ELECTRICAL HAZARDS NEVER encroach within 3 metres of overhead power lines, including plant, tools, or other material. NEVER dig without confirming essential services locations.</p> <p>4. RESPIRABLE DUST NEVER create undue respirable dust. • No dry cutting or drilling of engineered stone on site. • Always control respirable dust with water suppression, on-tool dust extraction and suitable PPE as required.</p> <p>5. EXCAVATION NEVER commence excavation until underground essential services information is reviewed and service locations identified. NEVER enter an excavation deeper than 1.5 metres without shoring, battering or benching in place.</p> <p>6. MOBILE PLANT NEVER walk directly behind or in the path of a reversing vehicle. NEVER operate mobile plant unless licenced/competent.</p> <p>7. SITE SECURITY NEVER leave homes unlocked or site unsecured. • Gates must be locked and fence panels securely in place NEVER remove fence panels (for access to site) without reinstating fencing after delivery. (Back charges will apply)</p> <p>8. DRUGS AND ALCOHOL NEVER consume or be under the effects of drugs or alcohol on site.</p> <p style="background-color: #f00; color: white; text-align: center;">BREACHES OF THESE RULES MAY RESULT IN REMOVAL FROM SITE</p>	

Image: Site Safety Sign

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