CORAL HOMES

CONSTRUCTION HSE MANAGEMENT PLAN

CORAL HOMES

CORAL HOMES DETAILS			
Head Office:	Level 3, 194 Varsity parade Varsity Lakes QLD 4227		
Telephone:	07 5585 2555		
Website:	www.coralhomes.com.au		
Licence numbers:	QBCC 50792 / 1014053 and NSW OFT 62084C		
Plan approved by:	HSEQ Manager		
SPECIFIC PROJECT DETAILS			
Site Address:	As identified on individual site signage		
Area Building Manager:	Varies – Call Head Office to be directed	**Phone:**	(07) 5585 2555 (8:30am – 5:00pm)
Supervisor:	Varies – Call Head Office to be directed	**Phone:**	(07) 5585 2555 (8:30am – 5:00pm)
After Office Hours: Refer to afterhours number on Site Builders Sign.			
HSE ADVISORS			
Location:	**Contact Number:**		
QLD	0487 632 656		
NSW	0407 569 684		

LIFESAVING RULES

WORKPLACE RULES THAT WILL SAVE YOUR LIFE

CORAL HOMES

ALL WORKERS HAVE AN OBLIGATION TO STOP AND REPORT UNSAFE WORK

1. **NEVER** walk directly behind or in the path of a reversing vehicle

2. **NEVER** work at height without fall protection

3. **NEVER** work within 3 metres of overhead powerlines. All people and plant must stay outside of the exclusion zone

4. **NEVER** be under a suspended load

5. **NEVER** enter a designated exclusion zone without authorisation

6. **NEVER** be exposed to respiratory dust by not using an on-tool extraction device, or water suppression and wearing a suitable mask

7. **NEVER** alter or dismantle scaffold or remove any components

8. **NEVER** enter an excavation deeper than 1.5 metres without shoring, batters or benching in place

9. **NEVER** operate plant mobile equipment unless licensed/ competent (unless under direct training supervision)

10. **NEVER** enter a ceiling cavity without isolating electricity and locking electrical cabinet

11. **NEVER** consume or be under the influence of alcohol, illegal drugs including synthetic cannabis

12. **NEVER** leave the site unsecured. Gates must be locked and fence panels securely in place

BREACHES OF THESE RULES WILL PUT YOUR LIFE OR OTHERS IN IMMINENT DANGER. THEY WILL BE INVESTIGATED AND MAY RESULT IN DISCIPLINARY ACTION OR CONTRACT TERMINATION

Table of Contents

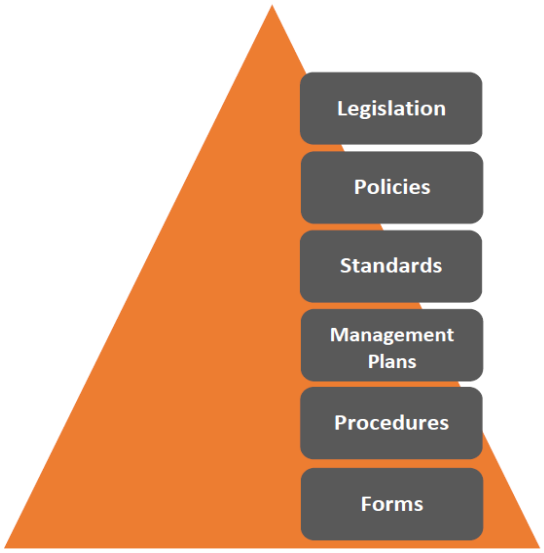
1. Purpose

Coral Homes acknowledges it has a responsibility, both moral and legal, to ensure the Health and Safety of all personnel and the protection of the Environment. This Construction Health, Safety and Environmental (HSE) Plan details how Coral Homes will manage HSE.

This plan meets the requirements of:

- Coral Homes Policies, Standards and Procedures
- Workplace Health and Safety Legislation and Codes of Practice
- ISO 45001 Occupational Health & Safety Management Systems

This Construction HSE Plan and supporting documents are available to all employees and persons involved in any Coral Homes project. Coral Homes uses the following framework to disseminate its HSE requirements across the organisation and the projects that it undertakes.



This Construction HSE Plan has been prepared to ensure that Coral Homes meets its obligations under relevant Health, Safety and Environmental legislation, and is based on the continuous improvement model contained in ISO 45001 Occupational Health & Safety Management Systems.

We are committed to fulfilling our Health and Safety obligations to employees, contractors, visitors, and the general public by making every reasonable effort in the areas of incident/injury prevention and hazard removal and/or control including looking after the environment.

2. Policies

Our Health, Safety and Environmental Policy states our commitment to workplace health and safety and reflects our ongoing commitment to continuous improvement with respect to Coral Homes HSE objectives and performance, compliance with HSE legislative requirements, eliminating work related injury and illness and eliminating or minimising health and safety risks through our operations.

Several supporting policies as detailed below are available for review:

- Health and Safety Policy
- Environmental Policy
- Rehabilitation and Return to Work Policy
- Fitness for Work Policy

3. General Requirements

Completion of Construction Induction training is mandatory for all persons working on the site. All Subcontractors and workers must carry evidence of this construction industry induction training with them at all times when on site.

All Subcontractors must submit for approval prior to commencing onsite, a copy of their:

- Work, Health & Safety Plan (if applicable)
- Safe Work Method Statement/s, respective risk assessments.
- environmental control measures (if applicable).

All Subcontractors, workers and others must comply with the requirements of this Construction HSE plan.

Coral Homes (HSE Advisors, Site Supervisors, and management) will monitor contractor compliance with this Construction HSE Plan through:

- HSE inspections.
- HSE audits.
- HSE task observations.

Non-conformances will be logged in the relevant Coral Homes management system and forwarded to contractors for action.

3.1. Contractors Engaging Sub-Contractors to Carry Out Work

If additional sub-contractors are engaged to undertake work on your behalf, the following steps must be undertaken.

Collect and record the following information.

- Relevant Insurances.
- Industry induction cards.
- Licenses where applicable.
- Ensure that an agreed SWMS is prepared and implemented.

3.2. General Worker Induction

As required within the National Code of Practice for Induction for Construction Work, all workers attending site must have completed a Coral Homes General Worker Induction, comprising of the Coral Homes Site Induction video, and completion and submission of the General Worker Induction Form, acknowledging the worker(s) have:

- read and understood the information contained within the Coral Homes Site Induction video and this Construction HSE Management Plan.
- Completion of pre-start safety inspections for the identification and control of site-specific hazards.
- Holding a current General Construction Induction Card, and;
- Signing onto and making available a site-specific Safe Work Method Statement (SWMS).

No work is authorised to commence on a Coral Homes construction site until the above requirements are met. Worker compliance will be monitored by Coral Homes (HSE Advisors, Administrators and Management) and forwarded to contractors for action.

Access to the Coral Homes General Worker Induction is available within:

- Annexure A: Subcontractor Declaration
- Coral Homes Site Safety Sign
- Purchase Order Standard Terms

3.3. Consultation, Communication and Participation

Coral Homes understands that good communication, consultation, and participation is important for their WHS efforts to be effective. Coral Homes promotes active participation from all workers through:

- Sharing of information.
- Encouraging the exchanging of views and providing opportunities for participation.
- Allowing effective contributions to any decision-making process.

Communication and consultation with workers will occur, so far as reasonably practicable when:

- Identifying hazards and assessing risks arising from work.
- Proposing changes that may affect their health and safety.
- Carrying out activities prescribed by the WHS regulations, and making decisions about:
- Ways to eliminate or minimise risks.
- The adequacy of facilities for workers welfare.
- Resolving health and safety issues.
- Monitoring the health and safety of workers or workplace conditions.

- How to provide health and safety information and training to workers.

Methods of communication, consultation and participation include:

- Informal discussions
- Toolbox Talks
- HSE Audits
- HSE Inspections
- SWMS Development
- Pre-Commencement Meetings
- HSE Meetings
- Task Observations
- Safety Alerts
- Hazard Reporting
- Training

4. Risk Management

Identifying and managing risks before any project starts is a requirement at Coral Homes. A Safe Work Method Statement (SWMS) must be developed to control risks associated with all High-Risk Work. The SWMS is also to be used to control all general construction risks.

The SWMS must specify the hazards related to the work and the HSE risks that are associated with those hazards. The controls must be implemented to manage the risks and the SWMS must describe how these controls will be implemented, monitored, and reviewed.

All contractors must provide Coral Homes with their SWMS for review and approval prior to commencing work on site, always have a copy of the site-specific SWMS with them, and ensure all workers are informed of the risk controls.

In determining the most appropriate control measures, relevant WHS legislation detailing the hierarchy of control shall be considered. Where elimination of the hazard is not reasonably practicable, Coral Homes and their contractors will control all risks identified by applying a Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering
- Administrative
- Personal Protective Equipment (PPE).

All safe work method statements must be prepared in consultation with experienced workers involved in undertaking the work.

Coral Homes (HSE Advisors, Site Supervisors and management) will monitor contractor performance in line with their SWMS through:

- HSE inspections.

- HSE audits.
- HSE task observations.

Non-conformances will be logged in the relevant Coral Homes management system and forwarded to contractors for action.

5. Incident Management

Site Supervisors, with assistance from HSE Advisors where required, will investigate all reported hazards and incidents in line with the Coral Homes Incident Management process. This process details the systematic approach to ensure that all incidents are investigated and reported adequately.

It ensures that investigations:

- Are carried out by a competent person(s).
- Utilise an appropriate root cause analysis process, identify factors that led to the hazard, injury, illness, incident, or other system failure.
- Recommend appropriate corrective actions to be taken.
- Involve Direct Managers / Supervisors and Senior Management (as appropriate); and
- Prompts a review of processes and procedures / JSAs / SWMS where required.

Specific guidance on the reporting of notifiable incidents in accordance with WHS legislation and other relevant authorities is also detailed within the Incident Management process and related documentation.

All workers and visitors attending site must report any incidents or hazards to the Site Supervisor immediately.

6. Emergency Management

In the event of an incident, illness, injury, or emergency, the person or people responding should immediately assess the situation for hazards and related risk prior to initiating the appropriate response i.e., first aid, evacuation, etc.

6.1. Responsibility in Case of Emergency

Coral Homes Representatives will be in charge of the situation. They will adhere to the following steps:

1. **Stay Calm**
2. **Assess the situation:** Communicate with personnel near the incident to determine what the emergency is.

3. **Take Command:** Assign tasks for controlling the emergency such as: sound the fire alarm, Evacuate, Request the assistance of Emergency Services, Ambulance, Police or Fire.

4. **Provide Protection:** Restrict the area, eliminate further losses, protect from further hazards, and preserve the accident scene.

5. **Aid and Manage:** provide first aid, collect the head count and control panic.

6. **Maintain Contact:** Keep contact with emergency personnel and management. Keep control until hazards are controlled and causes are identified.

7. **Guide the Emergency Services:** Explain the situation and the hazards.

6.2. First Aid

Coral Homes advise that all Subcontractors should have a First Aid trained person and maintain an appropriate First Aid Kit for the workforce numbers and works they carry out. It is also advised that each Subcontractor should carry a mini first aid kit close to their working area.

All injuries, work-related illnesses and occurrences are to be reported immediately to the Coral homes Representative who will record the relevant information on an Incident Record/Report.

Where required, a clearance certificate must be supplied for the worker to recommence work.

7. Environmental Management

Coral Homes is committed to ensuring a high standard of responsible environmental management across all sites. All contractors are to ensure that they have considered the environmental impacts of works being completed and implement controls to eliminate/minimise environmental impacts including:

- Having an ongoing process of hazard identification, risk assessment, control implementation, monitoring and review.
- Minimising the potential for disturbance and disruption to surrounding stakeholders, including residents, businesses, and the public (considering noise, dust, vibration, etc).
- Ongoing environmental impact monitoring and correction for all works being performed.
- Sustainable procurement,
- Complying with all relevant regulatory, local laws and planning requirements.
- Ensuring adequate environment protection measures including sediment control are in place and regular cleaning and good housekeeping practices for sediment management.
- Minimising waste wherever possible.

8. Roles and Responsibilities

8.1. Principal Contractor

The principal contractor of this project is responsible for:

- preparing, updating, and implementing this Construction HSE Plan, including all associated procedures.
- identifying and observing all legal HSE requirements.
- ensuring that all works are conducted in a manner without risk to workers.
- planning to do all work safely.
- participating in the planning and design stages of trade activities.
- identifying HSE training required for an activity.
- ensuring workers undertake identified HSE training.
- communicating and consulting with workers.
- investigating hazard reports and ensuring that corrective actions are undertaken.
- assisting in rehabilitation and return to work initiatives.
- dispute resolution.

8.2. Sub-Contractors

Sub-Contractors who are engaged for this project are responsible for:

- fulfilling the duties of PCBU for their own operations
- identifying all high-risk construction work associated with their activities and ensuring safe work method statements are developed and implemented.
- complying with the duties as listed under 'Workers'.
- following all safety policies, procedures and site rules
- complying with this HSE Construction Plan
- complying with any direction given to them by the principal contactor
- ensuring they have the correct tools and equipment, and these are in a serviceable condition for the task and are tested and tagged as required.

8.3. Workers

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety.
- taking reasonable care that their conduct does not adversely affect others.
- complying with instruction, so far as they are reasonably able.
- cooperating with reasonable notified policies or procedures.

9. Site HSE Management

9.1. Public Protection

Coral Homes will require systems to protect the safety of public and/or other person/s. This will be achieved through implementing systems that will detail specific methods identified through a risk analysis system carried out progressively throughout the project. The following risk areas will be considered and implemented after a risk assessment has been carried out identifying the specific needs for the project.

- Perimeter Fencing.
- Barricades / Screens.
- Exclusion Zones / Signage.
- Traffic Control systems (where required).

It is the contractor/supplier's responsibility to ensure that the above controls are suitable for the work being undertaken by the contractor/supplier. Where it is deemed that the controls are not suitable, the contractor/supplier must immediately contact the Coral Homes Site Supervisor.

No part of the perimeter fencing is to be removed without permission from the Coral Homes Site Supervisor and any alterations are to be reinstated prior to workers leaving the site.

9.2. Security of the Construction SITE

Coral Homes will ensure, so far as reasonably practicable, that the construction site is secure from unauthorised access.

Coral Homes will establish a full site temporary perimeter fence with access gate and lock once site cut / preparation has been completed, or if local laws determine the installation is required as part of site establishment.

The full site temporary perimeter fence with access gate and lock will remain in position until handover stage.

Where there is a need to temporarily alter or remove part of the perimeter fencing to achieve access or complete required work, *all sub-contractors/workers must ensure that the fencing is returned to its fully secured state prior to leaving site.*

9.2.1. Site-Specific Risk Assessment

If the temporary fencing around the construction site needs to be removed before the handover stage, a SITE-SPECIFIC RISK ASSESSMENT must be completed to assess the risks associated with any such removal in order to identify all appropriate controls that must be put in place.

9.2.2. Temporary Barricades

Coral Homes utilises hazard flagging, danger tape, hazard mesh and solid barriers and signage as a means of temporarily barricading off an area to indicate that danger exists beyond this physical/visible barrier. This barrier will be replaced with permanent barricades or structures if the situation is long term or removed once the hazard has been rectified.

9.3. Access

At all times throughout the project, safe and protected means of access and egress must be provided for personnel. Coral Homes will be responsible for common access and egress; Subcontractors will be responsible for ensuring their work procedures allow a safe means of access and egress for their workers and/or others.

Access and egress to the site will only be via the nominated gates. Under no circumstances is anyone to access any of the adjoining properties for any reason without first contacting a Coral Homes Representative.

9.3.1. Restricted Access

Access to the Project will be restricted to authorised personnel. All site visitors must be directed to the Coral Homes Representative. Visitors will not be allowed to enter the site without being accompanied by the Coral Homes Representative, and must stay with the representative, at all times while on-site.

9.3.2. Client / Visitors Access

All Clients/Visitors must coordinate with a Coral Homes Representative prior to any visit and/or before entering the site.

9.4. Traffic Management

9.4.1. Site traffic/transport safety control measures

All contractors and suppliers are responsible for ensuring all deliveries and access to site are in accordance with the QLD Traffic Management for Construction or Maintenance Work Code of Practice.

This includes but is not limited to the following:

- Pedestrian and vehicle segregation control measures must be in place on all access routes that produce a risk to both parties.
- Suitable signs are to be erected to warn road users and pedestrians about site access roads when required.

- For delivery vehicles, loads shall be within the safe weight limit for the vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrian, or adjacent structures.
- All powered mobile plant shall be fitted with an Audible Reversing Alarm and Flashing Light. Plant shall not be allowed to reverse on sites unless under the guidance of a Spotter or Traffic Controller. All reversing near to any public access shall always also be under the guidance of a Spotter or Traffic Controller.

9.5. Facilities

9.5.1. First aid

All Subcontractors must have suitable first aid supplies with them while onsite. All Incidents minor or major must be notified to a Coral Homes Representative immediately.

9.5.2. Hygiene

Each Subcontractor will be responsible to assist with the cleanliness of site and all its facilities. Food scraps are to be deposited into receptacles and disposed of daily.

9.5.3. Drinking Water

Drinking water will be provided and will be positioned in areas accessible to the main work zones.

9.5.4. Toilets and Washing Points

Satellite toilet facilities will be positioned in areas accessible to the main work zones if required. The ablutions will be cleaned/stocked, this being the responsibility of Coral Homes primarily and maintained to a high standard by all personnel onsite.

9.6. Housekeeping

The cleaning of specific work areas will be the responsibility of the Subcontractor whose works created the waste/ debris.

These work areas are to be cleaned frequently and/or at the end of each day with the rubbish being deposited into the rubbish receptacle provided for removal.

A Coral Homes Representative will assess the standard of housekeeping of all parts of the project and on their request, Subcontractors will be required to affect a clean-up of a specific area immediately.

Should this not be attended to in the time instructed, at the discretion of the Coral Homes Representative a non-conformance maybe be issued, and the rectification/clean-up outsourced at the expense of the Subcontractor.

9.7. Rubbish Removal

As a large number of incidents recorded in the construction industry result from slips, trips, and falls, it is critical that housekeeping and rubbish removal be addressed and strictly enforced throughout the project. Subcontractors will be responsible for the clean-up and removal of all their rubbish.

Bins or cages will be provided on site by Coral Homes and will be removed from site via a waste collection contractor as bins or cages become full.

All full lengths of excess material must be stacked neatly beside the rubbish enclosure for recycling.

Failure to adhere to this rule will result in Coral Homes organising the cleaning and removing of the rubbish and charges will be forwarded to the Subcontractor/s for all costs associated with the administration and removal.

9.8. Ladders

9.8.1. Ladders for Access and General Use

Where it is not practicable to provide stairs to gain access and egress to a working area, ladders can be used.

The use of platform ladders is mandatory unless work task specifically requires the use of a different ladder. In the case a platform ladder is not practical, the subcontractor must include it in their SWMS.

Ladders are to be of industrial type, manufactured to current Australian Standards and used in accordance with all safety guides and policies.

Coral Homes will undertake ladder audits on the project on a random basis. Any ladders found to be unsafe will be removed from service immediately.

Tasks requiring lifting/moving of heavy objects are NOT to be undertaken from any type of ladder.

9.9. Electrical

9.9.1. Electrical Safeguards/ Equipment

Electrical installations on this project will conform to the requirements of the relevant and current Australian Standards and Wiring Codes.

Electrical and power tools that are operated on a project must be maintained as per the manufacturer's instructions. Failure can cause fatal and disabling accidents.

All electrical equipment is to be maintained in good condition, being inspected, and tagged by a competent person in accordance with the relevant/current statutory requirements every three (3) months. Registers and proof of inspection must be submitted to the Coral Homes representative.

If adjustment to equipment is required, tools should be disconnected from mains supply.

Electrical equipment, which is damaged or with guards missing, must not be used on the project. Electrical leads must be hung above head height using lead stands or hooks and must never run through water puddles or positioned in an area to create a trip or fall hazard.

Sub-contractors must report any suspected electrical hazards immediately to the Site Supervisor or Area Building Manager

9.9.2. Power Supply

All distribution boards installed on this project will be positioned so they are always freely accessible. Care must be taken to ensure no equipment or materials are placed in such a manner as to obscure access to them.

Double adaptors and piggyback plugs are not to be used on the project. Only double insulated electrical power tools must be used on the project.

9.10. Lighting

Task lighting including access lighting to stairs and common access ways, shall be provided by the relevant Subcontractor, and shall remain in place until the task is complete. Lighting will be of a standard that is deemed adequate by a reasonable person to ensure work tasks and personnel can safely operate and move around. This will be checked regularly however if an issue arises, please inform a Coral Homes Representative immediately.

9.11. Respirable Dust and Respirable Crystalline Silica (RCS)

Crystalline silica is found in sand, stone, concrete and mortar. It is used to make a variety of products, including benchtops, bricks, tiles, and some plastics. When workers cut, crush, drill, polish, saw, or grind products containing silica, very fine dust particles known as Respirable Crystalline Silica (RCS) are produced. When RCS is inhaled on a regular basis, it can cause serious illness or disease including silicosis. All PCBU's must ensure that they have sufficient controls in their SWMS for all tasks being undertaken by their workers that generates silica dust.

The following are prescriptive controls for common tasks that are mandatory requirements on all Coral Homes construction sites.

QLD RCS control requirements

QLD RCS Controls Table **RPE requirements**

Equipment/task	Control Methods	≤ 4hrs/shift	> 4hrs/shift
Brick cutting using stationary masonry saw	Wet cutting: Only use a saw with an integrated water delivery system that continuously feeds water to the blade	N/A	N/A
Tile cutting using stationary masonry saw	Wet cutting: Only use a saw with an integrated water delivery system that continuously feeds water to the blade	N/A	N/A
Tile cutting using handheld grinder	For tasks performed outdoors only: use grinder with an integrated water delivery system that continuously feeds water to the grinding surface.	N/A	N/A
Tile cutting using handheld grinder Hebel cutting	Use grinder with a commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions. The dust collector must: - Provide an air flow of ≥ 25 cubic feet per minute (cfm) per inch/ ~700 litres per 25mm of wheel diameter, - Be rated to either M or H-Class in accordance with AS/NZS 60335.2.69, and - Have a cyclonic pre-separator or filter-cleaning mechanism.	Outdoor: Tile and Hebel cutting with dust collection is allowed without additional RPE requirements. Indoor: **Inside tile/Hebel cutting with a dust collection device is allowed without additional RPE requirements only if undertaken at the front of the open garage.**	Outdoor: Tile cutting with dust collection is allowed without additional RPE requirements. Indoor: **Tile/Hebel cutting for >4hrs/shift is not permitted even with a dust collection device on Coral Homes construction sites.**
Handheld power saws (any blade diameter), includes quick cut saws, concrete chasing)	Wet cutting: Only use a saw with an integrated water delivery system that continuously feeds water to the blade	Outdoor: Wet cutting is allowed without additional RPE requirements Indoor: **Wet cutting is not permitted indoors on Coral Homes construction sites**	Outdoor: **Wet cutting for >4hrs/shift is not permitted on Coral Homes construction sites** Indoor: **Wet cutting is not permitted indoors on Coral Homes construction sites**
Cutting of fibro products Option 1	Use a saw equipped with a commercially available dust collection system.	N/A	N/A

Cutting of fibro products Option 2	Use electric or manual fibro shears or score and snap.	N/A	N/A
Wet Sweeping/ vacuuming	1. Wet sweeping 2. Low-pressure water (e.g., hosing down/ wiping/ mopping of surfaces) 3. Vacuuming up dust and debris containing silica using an M or H-class vacuum cleaner.	N/A	N/A
Concrete drilling	Use drill equipped with commercially available shroud or cowling with dust collection system.	N/A	N/A
Minor Works	Manage risks and follow manufacturer guidelines	N/A	N/A
The following are strictly prohibited on all Coral Homes construction sites: No Dry drilling, cutting, sanding, and grinding of engineered stone allowed. No Dry sweeping allowed.			

NSW RCS control requirements

NSW RCS Controls Table		**RPE requirements**	
Equipment/task	**Control Methods**	**Indoor**	**Outdoor**
Brick cutting using stationary masonry saw	Wet cutting: Only use a saw with an integrated water delivery system that continuously feeds water to the blade	N/A	N/A
Concrete cutting/chasing	Wet cutting: Only use a saw with an integrated water delivery system that continuously feeds water to the blade	P2 half mask required	N/A
Cutting of fibro products Option 1	Use a saw equipped with a commercially available dust collection system.	Garage Only, not inside house (P2 half mask required)	N/A
Cutting of fibro products Option 2	Use electric or manual fibro shears or score and snap.	N/A	N/A
Sanding of plasterboard	Only use a power sander equipped with a commercially available shroud and dust collection system.	P2 half mask required	P2 half mask required
Tile cutting option 1	Use a grinder equipped with an integrated water delivery system that continuously feeds water to the grinding surface.	P2 half mask required	N/A
Tile cutting option 2	Use a grinder equipped with a commercially available shroud and dust collection system.	P2 half mask required	P2 half mask required

Wet Sweeping/ vacuuming	1. wet sweeping 2. low-pressure water (e.g., hosing down/ wiping/ mopping of surfaces) 3. vacuuming up dust and debris containing silica using an M or H-class vacuum cleaner.	N/A	N/A
Dry Sweeping	Dry sweeping can only be carried out when a P2 half mask respirator is being worn by ALL workers inside the house. The person undertaking sweeping must ensure everyone on site is wearing a mask. If other workers are not wearing a mask, dry sweeping is not permitted.	P2 half mask required	P2 half mask required
Concrete drilling and clean out of drilled holes	Operate and maintain drilling tools in accordance with manufacturer's instructions to minimise dust emissions.	P2 half mask required	P2 half mask required
Minor works	Manage risks and follow manufacturer guidelines	P2 half mask required	N/A
Dry drilling, cutting, sanding, and grinding of engineered stone is strictly prohibited on all Coral Homes construction sites.			

9.12. Scaffolding

Scaffolding, being a temporary structure, which depends on the permanent structure for its stability, needs careful consideration of its design, construction, and maintenance. It is considered one of the high-risk items of common plant and is a Coral Homes priority issue on this project for assessment and maintenance.

Coral Homes will regularly assess the erection, alteration, and maintenance of on-site scaffold to meet the requirements set out within safety legislation, Scaffold Code of Practice, and/or Australian Standards.

NO alteration, adjustments, or removal of components of the scaffold are to occur by a Subcontractor. If you require any adjustments, you must advise a Coral Homes Representative, who will arrange with the appointed Scaffold Contractor.

A Coral Homes Representative will have the authority to restrict personnel from using a scaffold that is, in their opinion, in a condition that could cause harm to workers or others.

Unauthorised persons found removing or tampering with any part of a scaffold, other than a competent scaffolder will be given an initial warning, and then removed from the site on any subsequent failure to comply with this requirement.

Although regular checks will be performed on all scaffold structures, before any person(s) works on a scaffold, ensure:

- It has a compliant Scaff Tag at the access point.
- On a stable foundation with proper base plates and level.
- Complete, properly braced and tied to the supporting structure or stabilized via buttress or raking shores.
- Not overloaded
  - 225kg max per platform, per bay for light duty
  - 450kg max per platform, per bay for medium duty and
  - 675kg max per platform, per bay for heavy duty.
- Fully planked and fitted with guardrails, mid-rails, and kick boards on the working deck wherever a person or material could fall more than 2m.
- Fitted with a safe, secure temporary stairway or ladder to access the working deck.
- Be positioned no closer than 5 vertical metres and 4.6 horizontal metres from power lines unless permission has been obtained from the power authority and procedures developed.
- Has not been altered or dismantled by unauthorised personnel.
- You feel safe and have no doubt using the scaffold to perform the work task.

If there are any concerns the Subcontractor must immediately speak with a Coral Homes Representative.

9.12.1. Mobile Scaffold

Any erection, adjustment and dismantling of mobile scaffold must be by a competent person(s).

All mobile scaffolds must be built to manufacturers specifications and maintained in this condition during its use on the project.

Mobile scaffolds should be used on a hard level surface, wheels locked from movement and not be moved with workers still on it.

9.13. Mechanical Safeguards

9.13.1. Machine and/or Tool Guards

All plant and equipment used on this Coral Homes Project shall be provided and fitted with guarding to moving parts in line with manufacturers specifications and plant code of practice. Such guarding must always be maintained and in place whenever the

equipment is being used. This includes for example saw/grinder blade guards, ROPS canopies and engine guarding on excavators, cranes etc.

Whenever repairs or maintenance is being undertaken on such plant and equipment, the equipment must be disconnected, locked out and/or tagged out with any keys removed to prevent accidental or inadvertent use in line with manufacturer's specifications and local authority requirements.

NOTE THE USE OF 9" GRINDERS IS NOT PERMITTED ON ANY CORAL HOMES SITE

9.13.2. Floor Penetrations

All floor penetrations will be protected by either being fully covered and or guardrails erected around the floor penetration.

9.13.3. External Edge Protection

Where a perimeter scaffold system is not in place, perimeter guard railing may be used to provide fall protection at:

- The perimeters of the building or other structure.
- The perimeter of skylights or other fragile roof materials.
- Openings in floor or roof structures.
- Edges of pits, shafts, or other excavations.

The guard rail system should:

- Be 900mm-1100mm above the working surface.
- Incorporate a mid-rail or mesh panels.
- Consider incorporating a toe-board.
- Be designed to resist the live loads which it may be exposed to.

9.13.4. Protruding Reinforcing Steel

All vertical and horizontal protruding reinforcing steel rods must be adequately guarded and capped. Where necessary danger tape should also be used to highlight the hazard to others working in or around your working area.

9.14. Personal Protective Equipment (PPE)

Personal protective equipment is to be supplied to every employee by their employer after an assessment has been carried out identifying and eliminating any risks when preforming work tasks. Mandatory PPE will be set by Coral Homes and must be worn by all that enter site however it is the responsibility of all Subcontractors to ensure mandatory and task specific PPE is used by all of their personnel.

At the time of issuing PPE to any person, they must be instructed in the correct use, care, and maintenance procedures for the equipment and, more importantly, to know the limitations of the PPE provided and when it is no longer serviceable and must be replaced. A record of the training/instruction and the type of PPE issued must be recorded and maintained within the Subcontractor SWMS.

There are many types of PPE included but not limited to:

- Safety helmets – where a risk assessment nominates their use (i.e., working with cranes)
- Eye protection
- Respiratory protective equipment (also see section Respirable Dust & RCS)
- Hearing protection
- Safety/enclosed footwear
- Hand protection
- High visibility clothing
- Sun cream and or barrier creams

The Subcontractor should frequently reassess PPE use to ensure no other PPE or protections can be implemented to ensure the safety of its Personnel and ensure that, before a worker commences work on the Project, he/she must have safety/enclosed footwear and any other PPE that is stated within their safety plan and/or SWMS, through legislation, or by request from Coral Homes.

A Coral Homes Representatives may instruct any person working on the project to stop work if that person is not wearing or using the correct PPE. Failure by the person to adhere to the directives and project PPE requirements may result in that person being removed from the site.

9.15. Mobile Plant and Equipment

A Mobile Plant Induction must be completed every time a subcontractor brings mobile plant/equipment on site. The Mobile Plant Induction can be accessed from the QR Code on the Site Safety Sign.

It is the sole responsibility of the contractor/supplier to ensure that all deliveries and access to site can be completed in a safe manner. If there are any site conditions or restrictions that do not enable safe delivery, the contractor/supplier must immediately notify the Coral Homes Site Supervisor.

The Subcontractor is liable for all Plant and Equipment brought to the site and must:

- Ensure that all mobile plant and equipment is operated in accordance with the relevant Code of Practice:
    - WorkSafe QLD – Managing the risks of plant in the workplace
    - SafeWork NSW – Managing the risks of plant in the workplace

This includes, but is not limited to, the following:

- Determine whether the Plant and Equipment is fit for purpose.
- All personnel using the Plant and Equipment are trained in the appropriate courses and obtain the appropriate competencies.
- A risk assessment and logbooks are completed daily prior to operation in accordance with safe work procedures.
- All maintenance is to be carried out by an appropriate vendor with correct licenses and qualifications at the expense of the Subcontractor and as frequently as required,
- The Subcontractor must be able to produce a copy of the Operating Manual and all safety and servicing documentation for all Plant and Equipment on site.
- The Subcontractor must be able to produce Certificate of Currencies as evidence of mobile plant / equipment insurance, including Public Liability with a minimum coverage of $20million.

9.16. Hazardous Chemicals

Every day a new product may enter our workplace, which requires special handling and sometimes special equipment when using the product.

SDS information must be made available to all users in the workplace, and they must be trained in the safe use of any chemicals or substances they use, as well as what to do in the event of exposure.

The Subcontractor will maintain file of SDS of all hazardous chemicals they are using and make it available to all personnel working around its work area if requested.

Products that require an SDS to be made available on request, include but not limited to:

- Paints, varnishes, and solvents.
- Glues, adhesives, and jointing compound including silicone products, concrete sealant and other sealants and encapsulate.
- Cleaning agents - industrial insulation material including fibrous blankets/bats, boards, wool, dry powders for wet spraying.
- Particleboard.
- Cement and refractory products.
- Pesticides and herbicides.
- Pipe gaskets, seals, insulation ropes.
- Welding fluxes/rods.
- Gases - inert and toxic.
- Chemical anchors.
- Motor fuels, engine oils and lubricants.

9.16.1. Hazardous Waste

Waste that is contaminated with oil, chemicals or other poisonous, noxious, or polluting substances will be placed in appropriate bins/skips and will be disposed of by a specialised licensed contractor.

Empty chemical/paint containers will be immediately removed from the site after use or be stacked neatly near a provided skip bin around site.

9.17. High-Risk Work Licences (HRWL)

Only persons with the necessary license or under a training program/logbook will be engaged in that operation, such as, but not limited to:

- operation of cranes and hoists
- dogging and rigging work
- driving a forklift truck
- Asbestos
- erecting or dismantling scaffolding

- operation of boilers or other pressure equipment
- operation of concrete placing booms
- operation of an elevated work platform
- operation of a reach stacker.

The Subcontractor must supply to Coral Homes evidence of the High-Risk Work License/s held during the tender process as well as have it with them at all times while operating the machinery.

Subcontractors requiring persons to perform Licensed High-Risk Work must also ensure currency in that license class (i.e., they may not have operated the item of plant for 10 years, therefore that person may require refresher training or at least familiarisation of the plant before full operation.)

A Coral Homes Representative will consult with Subcontractors regarding HRWL work on the project to ensure only persons deemed competent are allowed to perform the works. In ALL cases, Verification of Competency (VOC) by the subcontractor may be required.

Any persons found operating high risk plant without evidence of the licence and competency will be instructed to cease works until evidence is supplied.

9.18. Fire Protection

9.18.1. Precautionary Measures

Effective means of Fire Prevention - e.g. Extinguisher, Fire Hose Reel or Water Hose.

A dry chemical fire extinguisher should be in the following locations:

- Where flammable liquid is stored, handled, or used.
- Where oxy-acetylene equipment is being used.
- Where welding tasks are being performed.
- Any location where Coral Homes assesses an extinguisher is needed.
- A suitable cradle shall be used when moving oxy-acetylene cylinders.
- Combustible materials will not be allowed to build up in any area.
- Training in the use of fire extinguishers should be given wherever extinguishers are provided for use by the individual subcontractors and their employees.

9.19. Fall from Height Risk Management

Planning and preparation is essential for the prevention of falls. When working at height you must ensure a safe system of work is documented and followed.

You must conduct a risk assessment to identify the hazards and control the risks associated with the specific work process you will be following to complete the task.

Where possible, use the highest level of controls identified in the risk assessment and consider that multiple control measures can be used to ensure a safe system of work.

Never walk on top plate or trusses without fall protection measures in place.

Ensure access to work areas at heights is considered and a safe mode of access and egress is provided.

9.19.1. Risk Assessment

If you are responsible for a number of different work areas or workplaces and the fall hazards are the same, you may complete a generic risk assessment and SWMS.

However, generic risk assessments must be reviewed for each work site to determine if there is any likelihood a person may be exposed to greater, additional, or different risks at the specific work area or workplace.

Adequate protection against the risk is provided if you provide and maintain a safe system of work, including:

- Providing a fall prevention device, for example a temporary work platform.
- Providing a work positioning system, for example a restraint technique.
- Providing a fall arrest system, for example an industrial safety net or catch platform.

The highest form of protection should be used whenever practical to do so.

9.19.2. Safe Work Method Statements for Working at Height

Safe Work Method Statements must include appropriate fall protection control measures for each task where there is a risk of falls. As a minimum, SWMS should include (as appropriate for task):

- **Training of workers**
  You must ensure that relevant workers are provided with the information, instruction, training, or supervision that is necessary to ensure that they are protected from risks of falls.

- **Access and Egress**

  Safe access and exit must be provided whenever workers need to be working at height.

  Depending on the edge protection system being used, you should ensure that:

  – people are able to access the roof through the roof edge protection without having to climb over the top rail or mid-rail.

- access ladders are secured against movement.
- where a platform is located more than 500 mm below the roof edge, additional means of access to the roof is provided.
- where a crane, hoist or similar is used it is installed so that materials can be received at the roof level.

9.19.3. Fixing Ceiling Joists and Upper-Level Floor Joists

- The setting out and nailing of level ceiling joists or upper-level floor joists should be done by working off scaffolding set up on the floor below. Fall prevention devices such as trestle scaffolds may be used as shown in Figure 1.
- Only if appropriate fall protection measures are in place and those measures provide a safe system of work, a person may stand on or work from the external top plate.
- Where it is not reasonably practicable to use scaffolds or other higher order controls, the work may be done using ladders from the floor below.

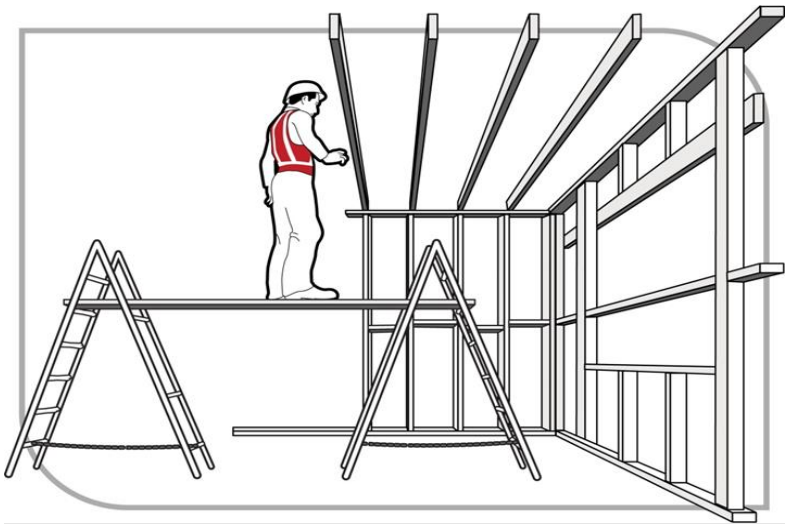


FIGURE 1 INSTALLING CEILING OR UPPER-LEVEL FLOOR JOISTS.

9.19.4. Floor Laying

NOTE: Working from open floor joists is an unacceptable work practice for any task.

When laying floor sheets, workers should begin adjacent to an internal or external access point which provides initial fall protection (see Figure 2). Laying of sheets should then proceed using a safe work procedure that minimises the risk of workers falling over the leading edge.

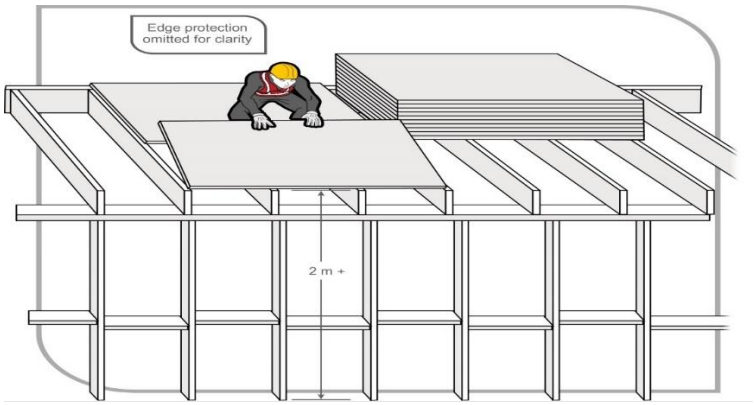


FIGURE 2 LAYING SHEET FLOORING AT UPPER LEVEL

Fall prevention devices must be used, such as the external scaffolding or guard railing.

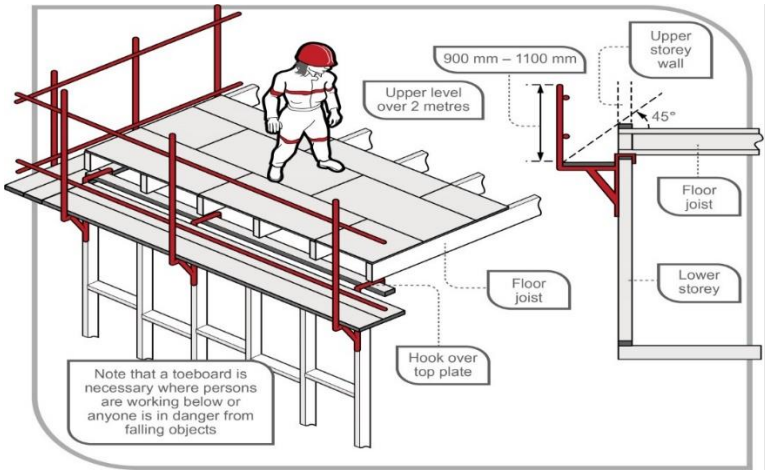


FIGURE 3 **EXAMPLES OF UPPER FLOOR EDGE PROTECTION (EXTERNAL SCAFFOLDING)**

NOTE: All stairwells, atriums, and voids through which a person could fall must be sturdily guarded, regardless of the fall distance.

9.19.5. Wall Framing

Once the floor has been laid and the risk of falls from stairwells, atriums and voids has been minimised so far as is reasonably practicable, work on wall framing may commence.

Edge protection, as a form of fall prevention is to be used to minimise the risk of falls. Window or door openings in external wall frames should be fitted with fall prevention devices such as guardrails prior to raising the frame where possible.

All braces and fixings should be prepared prior to raising the frames. Access to the floor should be restricted to those workers erecting the wall frames.

9.19.6. Installing Prefabricated Roof Trusses

Where practicable, roof trusses should be placed by crane on the wall top plates at the time of delivery.

When working near window penetrations and balconies, ensure the risk of falls through open gaps and penetrations is minimised by providing adequate protection. Fall prevention devices include:

- first floor edge protection system.
- timber railings installed at point of manufacture.
- temporary stud installed by person erecting roof trusses.
- Guard railing system.
- full perimeter scaffold.
- stair void platforms, and
- Fall protection safety/catch netting installed to the manufacturer's specifications.

9.19.7. Safe Erection Methods for Roof Trusses

NOTE: When working at roof level (regardless of height) to fix and brace trusses or complete ancillary work such as installing bracing it is the contractor's responsibility to ensure that adequate fall protection controls are in place.

At no time is any person to stand on or work from an external wall top plate without a suitable fall prevention device in place.

The erection of trusses may be undertaken from internal wall top plates or from scaffold planks supported on internal wall top plates provided:

- no person works closer than 1.5 metres to an external wall, including gable end walls.
- all persons are adequately protected against the risk of a fall, for example into a stairwell or other void, and
- planks are adequately supported across their spans.

The person erecting trusses should ensure that all wall frames are adequately braced to withstand the truss erection loads.

If the truss needs to be repositioned, the person erecting the trusses should do this from below to avoid working at heights.

- **When trusses are erected at up to 600 mm centres:**

When trusses are erected at up to 600 mm centres, persons working between the trusses to fix or brace them can use the erected trusses as a form of fall prevention device under controlled conditions as described below.

- trusses are adequately braced to stabilise the structure. Bracing should be at a maximum of 3000 mm apart if the bottom chord is used to support the person erecting trusses.
- only a competent person works at heights.
- suitable footwear that provides good foothold is worn.
- a nominated competent person from the truss erection team oversees the work.
- a competent person or the truss manufacturer/supplier has provided the necessary detail and instructions, including advice regarding installers standing on the bottom chord.

- **When trusses are erected at greater than 600 mm centres:**

  Where truss spacing exceeds 600 mm centres, other fall prevention devices must be provided when working at heights to fix and brace the trusses. Such fall protection may include:

  - mobile scaffolding system.
  - Fall protection safety mesh or netting installed to the manufacturer's specifications.
  - fencing and handrails within adjacent trusses installed to the manufacturer's specifications.
  - working platforms or elevating platforms, including motorised single person lift platforms.
  - planks placed across top plates and across the bottom chords of the truss.

- **Erection of ancillary items**

  Items such as bracing, girder boots and hangers should be installed having regard to the information provided by the designer, manufacturer, importer or supplier prior to working in the truss space.

  - Complete work from compliant fall protection system such as trestles, planks, battens; catch platforms, etc (fixed to prevent movement).
  - Elevating platforms, including motorised single person lift platforms complying with AS/NZS 1418:10:2011 Cranes, hoists and winches - Mobile elevating work platforms.

- Scaffolding system as per Australian Standard AS/NZS:1576 Guidelines for Scaffolding.
- Fall protection safety mesh/netting rated to Australian Standard and installed to manufacturers specifications.
- Travel restraint systems and/or training to avoid exposure to live edge.

- **If the apex or other high bracing points cannot be reached:**
  - Fix waling plates for standing or supporting temporary work platforms at the appropriate height to reach the apex or high points.
  - Fix the waling plate to the face of the truss according to the manufacturer's recommendations to ensure the load is transferred to the bottom chord.
  - The waling plate should be timber of 70 mm x 35 mm F5, or equivalent, to a maximum of 1500 mm long, fixed at each end by a minimum of two 65 mm x 3.15 mm nails (see Figure 4).

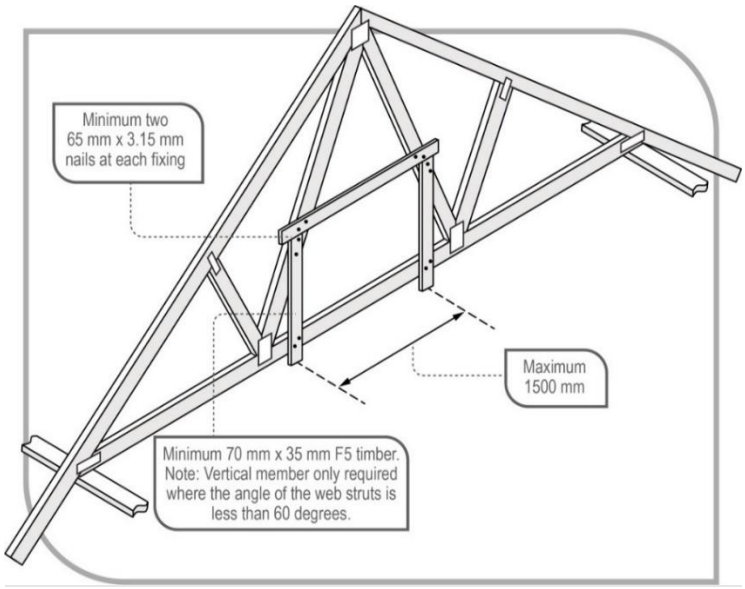


FIGURE 4 SUGGESTED METHOD OF FIXING TEMPORARY WALING PLATE.

- The web strut to support the waling plate should be a minimum 70 mm x 35 mm F5, or equivalent, fixed at each end by a minimum of two 65 mm x 3.15 mm nails.
- Waling plates should be erected in pairs every fourth truss, or as required, to enable adequate access to fixing points for bracing (see Figure 5).

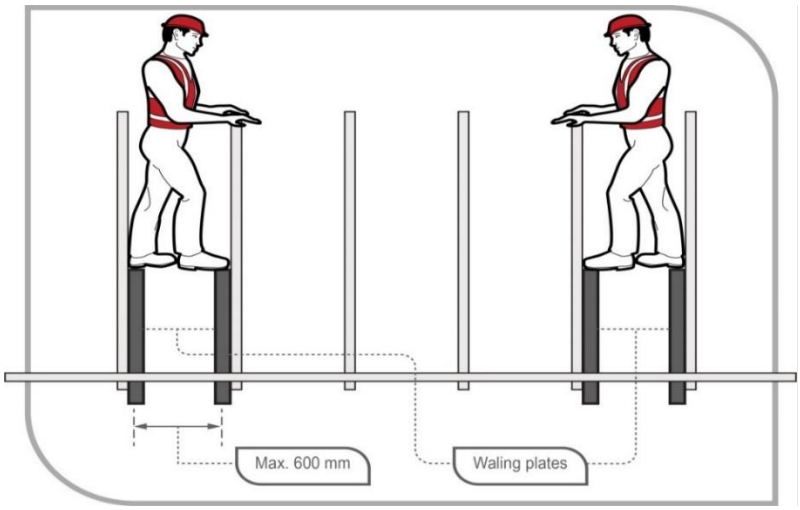


FIGURE 5 SHOWING THE POSITIONS FOR PAIRS OF WALING PLATES.

9.19.8. Fixing roof battens to trusses

The process for installation of roof battens will depend on the type of roofing material that is to be installed. For all roof work, protection against the risk of falls should be provided at the perimeter of the roof.

- **Batten and truss spacing**

  In all cases, roof battens should be capable of supporting the expected loadings from installers.

  In addition to the external fall prevention, batten and truss spacing should be reduced to minimise the risk of internal falls.

  – Roof trusses should be installed and secured at spacings not exceeding 600 mm centres, with batten spacings not exceeding 900 mm centres.

  – Where roof trusses are installed and secured at spacings greater than 600 mm but not exceeding 900 mm centres, batten spacing should not exceed 450 mm centres.

  – Where roof truss spacing exceeds 900 mm centres (for example 1200 mm) and manufacturers'/suppliers' instructions permit, intermediate battens should not exceed 450 mm centres. They should also be installed sequentially and in a manner that controls the risk to installers (that is install the battens at the eaves first and then work up the roof plane to provide a barrier against falling between the truss rafters), otherwise other fall protection should be used.

- **Marking/setting out for batten positioning**

If the trusses are installed at 600 mm centres or less, a person may position their body so that their feet are on adjacent trusses at all times and walk to the apex of the roof in order to mark out measurements.

NOTE: If trusses are at greater than 600 mm centres, a person should not walk on the top chord of un-battened trusses unless internal fall protection is in place.

Marking/setting out should be done sequentially throughout the batten installation process, or by working from a ladder or work platform. If this is not a viable solution, internal fall prevention options such as internal catch platforms, or the use of planks across waling plates, internal top plates and bottom chords should be used.

As an alternative, place and fix batten material across the tops of the lower chords of trusses (at spacings no greater than the plank manufacturer's recommended plank span), then slide planks in across outer top wall plates and into the space between two trusses.

- **Installation of battens**

  Working off a ladder or a working platform, place the battens to be used on top of the trusses or pass/pull them up from the ground. Then secure the lower battens working from a ladder or internal or external work platform prior to roof access being required.

  Secure remaining battens sequentially up to the apex of the roof by positioning the body over the truss (see Figure 6.), making sure that there is at least one secured batten at waist level or above to minimise the risk of a fall.

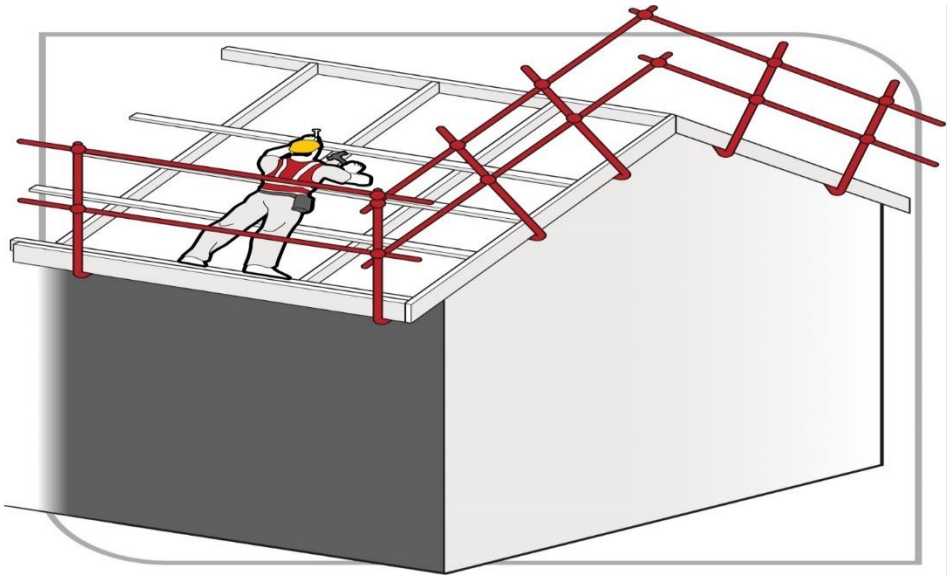


FIGURE 6 FIXING ROOF BATTENS TO TRUSSES.