

# **CONSTRUCTION HSE MANAGEMENT PLAN**

CORAL HOMES DETAILS			
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<b>Licence numbers:</b>	QBCC 50792 / 1014053 and NSW OFT 62084C		
<b>Plan approved by:</b>	HSE Management Team		
SPECIFIC PROJECT DETAILS			
<b>Site Address:</b>	As identified on individual site signage		
<b>Area Building Manager:</b>	Varies – Call Head Office to be directed	<b>Phone:</b>	(07) 5585 2555 (8:30am – 5:00pm)
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After Office Hours: Refer to afterhours number on Site Builders Sign.			
HSE ADVISORS			
<b>Location:</b>	<b>Contact Number:</b>		
<b>Hervey Bay to Brisbane East</b>	0487 632 656		
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# 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



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



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



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



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



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



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



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



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



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



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



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**

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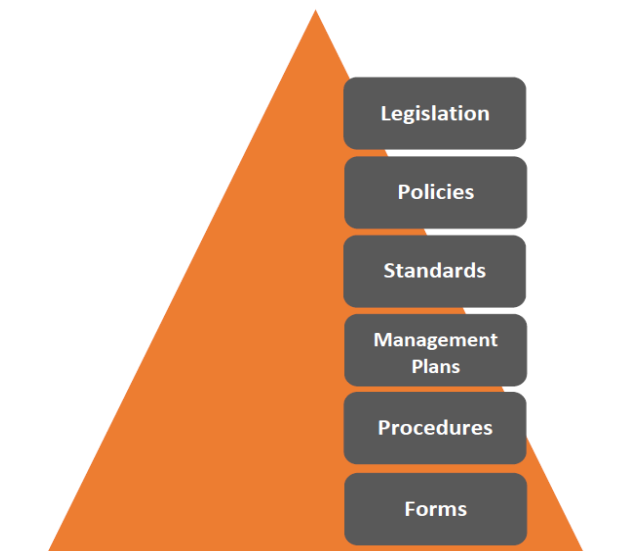
## 1. Purpose

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
- Return to Work and Rehabilitation Policy

### 3. General Requirements

Completion of Coral Homes General Worker Induction training is mandatory for all persons working on the site.

All Subcontractors and workers must carry their General Construction Induction Card with them at all times when on site.

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

- Safe Work Method Statement

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

Coral Homes (HSE Advisors, Building Supervisors, and management) will monitor contractor compliance with this Construction HSE Management 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.

### 4. 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.

## 5. General Worker Induction

Coral Homes requires all workers attending must complete the 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 via a QR code on:

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

## 6. 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.

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.
- 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
- HSE Meetings
- Task Observations
- Safety Alerts
- Hazard Reporting
- Training

## 7. 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 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, Building 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.

## 8. Incident Management

HSE Advisors with assistance from Building Supervisors, where required, will investigate all reported hazards and incidents in line with the Coral Homes Incident Reporting and Investigation Procedure. This procedure 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 Reporting and Investigation Procedure and related documentation.

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

## 9. 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.

### 9.1 Responsibility in Case of Emergency

If a Coral Homes Representative is onsite, they will be in charge of the situation. If a Coral Homes representative is not onsite, all workers must follow the emergency procedures outlined in their SWMS. 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:

- ensuring all workers on site are immediately made aware of the emergency ('sound the alarm'),
  - direct workers to evacuate and assemble at a safe location
  - contact Emergency Services, Ambulance, Police or Fire by dialling 000
4. **Provide Protection:** Restrict access to the incident area, eliminate further losses, protect from further hazards, and preserve the accident scene.
  5. **Aid and Manage:** Provide first aid 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.

## 9.2 First Aid

Coral Homes recommends that all Subcontractors should have a First Aid trained person and must maintain an appropriate First Aid Kit for the workforce numbers and works they carry out.

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 Report. It is also the responsibility of the Subcontractor to complete an incident and investigation report and provide a copy to Coral Homes. Where required by law, the Subcontractor must report notifiable incidents to the regulator and notify Coral Homes to confirm this has been complied with.

Following a notifiable incident, no further works are to proceed until confirmation is provided from a Coral Homes representative.

## 10. 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.

- Complying with all relevant regulatory, local laws and planning requirements.
- Ensure the existing sediment control measures are not interfered with. If for any reason sediment control measure need to be modified or removed the contractor must notify the Coral Homes building supervisor immediately.
- Maintain good housekeeping practices.
- Minimising waste wherever possible.

## 11. Roles and Responsibilities

### 11.1 Principal Contractor

The Principal Contractor of this project is responsible so far as reasonably practicable for:

- preparing, updating, and implementing this Construction HSE Management Plan, including all associated procedures.
- identifying and observing all legal HSE requirements.
- ensuring that all works are conducted in a manner to mitigate 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.
- dispute resolution.

### 11.2 Sub-Contractors

Sub-Contractors who are engaged for this project are responsible so far as reasonably practicable 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 (SWMS) are developed and implemented.
- Ensure that a site specific SWMS is available on all sites and all workers are signed on to the site specific SWMS.
- complying with the duties as listed under 'Workers'.
- following all safety policies, procedures and site rules
- complying with this Construction HSE Management Plan
- complying with any direction given to them by the principal contractor

- 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.
- Identify training requirements of workers and ensure workers are only conducting activities that they are appropriately trained and qualified for.
- Ensure adequate supervision of all workers at all times.

### 11.3 Workers

All workers on this project (including those employed by contractors) so far as reasonably practicable 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 this Construction HSE Management Plan
- complying with instruction, so far as they are reasonably able.
- cooperating with reasonable notified policies or procedures.
- comply with your Safe Work Method Statement (SWMS).
- only carry out works that you are appropriately trained and qualified to do.

## 12. Site HSE Management

### 12.1 Working in ceiling spaces

When working in ceiling spaces, there is the risk of exposure to extremely high temperatures, electrical hazards and other risks.

Where roof space entry must be performed the following controls are to be followed:

- Prior to entry conduct a risk assessment to ensure that no additional hazards are present that are not addressed in the SWMS.
- Wherever possible roof space entry is to be performed early morning or late afternoon. Avoid roof entry between 10.00am to 3.00pm.
- Ensure that power is isolated at the power board using a LOCKOUT or similar. Instruct workers onsite of the power being isolated.
- Only battery powered tools are to be used in roof spaces.
- A second worker must be available onsite at all times and within earshot of the ceiling space.

- Appropriate PPE relevant to the task and environment, e.g. Dust mask, respirator, goggles, gloves, long sleeves as required.

## 12.2 Manual Handling

All workers must follow appropriate manual handling procedures as outlined in their SWMS.

## 12.3 Public Protection

Coral Homes will require systems to protect the safety of public and/or other person/s. This will be achieved through assessment of each site to identify site specific requirements which will enable correct site establishment and restrict unauthorised access to the building site. 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 Building Supervisor.

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

## 12.4 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 practical completion 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.*

## 12.5 Temporary Barricades

Coral Homes utilises hazard flagging, danger tape, hazard mesh , solid barriers and signage as a means of temporarily barricading off an area to indicate that danger exists beyond this physical/visible barrier.

## 12.6 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 providing safe access and egress; Subcontractors are responsible for maintaining safe 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.

## 12.7 Restricted Access

Access to the site will be restricted to authorised personnel. All site visitors must be directed to the Coral Homes Building Supervisor. Visitors and clients will not be allowed to enter the site without being accompanied by the Coral Homes Building Supervisor and must stay with them at all times while on-site. All visitors must wear the mandatory PPE as directed by the building supervisor.

## 13. Traffic Management

### 13.1 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.

## **14. Facilities**

### **14.1 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.

### **14.2 Fire Extinguishers**

It is the Subcontractor's responsibility to ensure they have a suitable fire extinguisher available on-site.

### **14.3 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.

### **14.4 Drinking Water**

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

### **14.5 Toilets and Washing Points**

A toilet will be positioned on-site. The toilet will be cleaned/stocked, this being the responsibility of Coral Homes primarily and maintained to a high standard by all personnel onsite.

### **14.6 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.

## 14.7 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.

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.

It is the Subcontractors responsibility to ensure no chemicals are disposed of in the waste bins or cages. All chemicals including paint must be removed from site by the Subcontractor. The Subcontractor is also responsible for the clean-up of any chemical spills in accordance with the manufacturer's requirements.

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

***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.***

## 14.8 Ladders

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

The use of platform ladders is recommended 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.

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

## 14.9 Electrical

### 14.9.1 Electrical Safeguards/ Equipment

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

Electrical and power tools that are operated on a project must be maintained as per the manufacturer's instructions.

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.

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. Where there is a risk of leads being damaged e.g. sharp surfaces or exposed to moisture, electrical leads must not be run across services or grounds where they could be exposed to pooling water and sharp objects.

Sub-contractors must report any suspected electrical hazards immediately to the Coral Homes representative.

## **14.9.2 Power Supply**

The meter box onsite must always be freely accessible and free of any obstruction. Care must be taken to ensure no equipment or materials are placed in such a manner as to obscure access to them.

All distribution boards brought onto a Coral Homes site must be fitted with an internal RCD device.

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.

## **14.9.3 Removal of electrical fittings**

Only a licensed electrician is permitted to remove any electrical fixtures. This includes the loosening of power points to complete tiling, splash backs, etc. If any contractors require electrical fixtures to be removed to complete works, they must notify the Coral Homes building supervisor immediately.

## **14.9.4 Overhead powerlines**

Where there is overhead powerlines adjacent to the building site, the electrical contractor must install overhead flagging to the front of the lot at commencement of construction.

Any crane or boom operator must refer to the asset owner's exclusion zone requirements prior to commencing any works onsite.

All suppliers and contractors must complete the mobile plant induction prior to operating any mobile plant equipment on a Coral Homes construction site.

All suppliers and contractors must conduct a prestart safety inspection prior to operating any mobile plant equipment on a Coral Homes construction site.

## 14.9.5 Unprotected mains power supply

All contractors must be aware that the mains cable from the green buoy/ power pole through to the underside of the meter box is live, unprotected power supply.

Coral Homes electrical contractors must install a stainless-steel conduit from the base of the slab to the underside of the meter box as a form of mechanical protection to this section of mains.

All workers must check the inside of the meter box to check the location of underground mains prior to conducting any excavation or penetration of the ground.

## 14.10 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. This will be checked regularly however if an issue arises, please inform a Coral Homes Representative immediately.

## 14.11 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 Subcontractors 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.

### 14.11.1 QLD RCS control requirements

**In addition to the RCS controls shown below, it is the Subcontractors responsibility to ensure that all workers have all required PPE for the task being performed.**

**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 $\geq 25$ cubic feet per minute (cfm) per inch/ $\sim 700$ 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: <b>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.</b>	Outdoor: Tile cutting with dust collection is allowed without additional RPE requirements.  Indoor: <b>Tile/Hebel cutting for &gt;4hrs/shift is not permitted even with a dust collection device on Coral Homes construction sites.</b>
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: <b>Wet cutting is not permitted indoors on Coral Homes construction sites</b>	Outdoor: <b>Wet cutting for &gt;4hrs/shift is not permitted on Coral Homes construction sites</b> Indoor: <b>Wet cutting is not permitted indoors on Coral Homes construction sites</b>
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
<p><b>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.</b></p>			

## 14.11.2 NSW RCS control requirements

In addition to the RCS controls shown below, it is the Subcontractors responsibility to ensure that all workers have all required PPE for the task being performed.

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	A fit tested P2 half mask is 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.	A fit tested 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.	A fit tested P2 half mask required	N/A
Tile cutting option 2	Use a grinder equipped with a commercially available shroud and dust collection system.	A fit tested 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.	A fit tested 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.	A fit tested P2 half mask required	P2 half mask required
Minor works	Manage risks and follow manufacturer guidelines	A fit tested P2 half mask required	N/A
<b>Dry drilling, cutting, sanding, and grinding of engineered stone is strictly prohibited on all Coral Homes construction sites.</b>			

## 15. 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.
- For double storey construction, scaffold screening is provided to all scaffold where brickwork is less than 3m from brickwork to boundary.
- 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.

## **15.1 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.

## **16. Mechanical Safeguards**

### **16.1 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, roll over protection system (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**

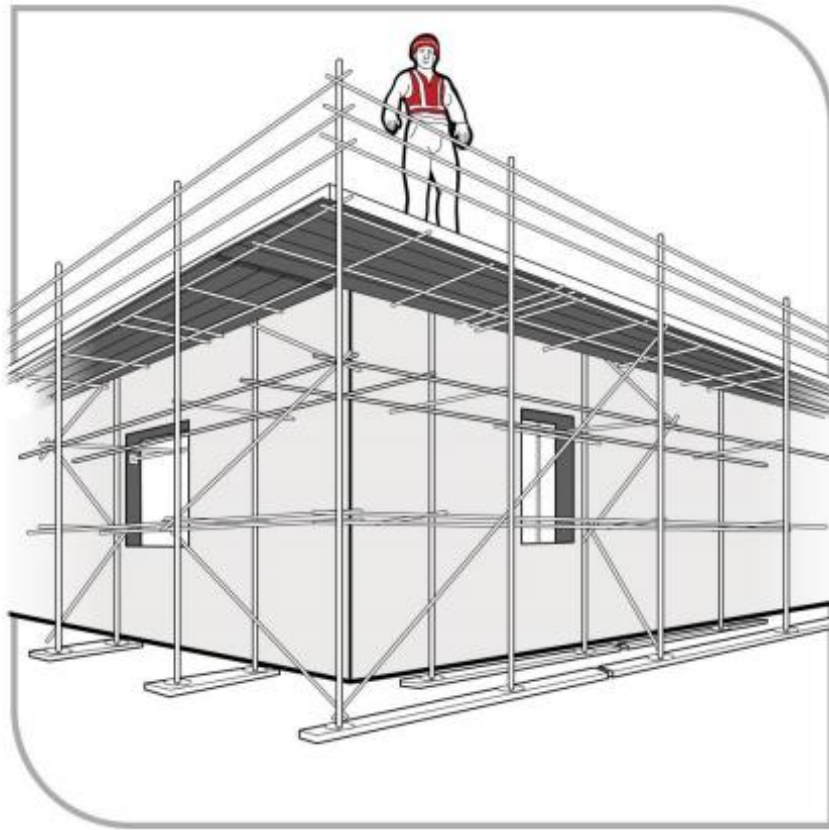
## 17. Voids and Floor Penetrations

A fall prevention device (for example a work platform or cover) must be used to provide and maintain a safe system of work where persons are working near and around holes, penetrations and openings through which a person could fall, if it is reasonably practicable to do so. Holes, penetrations and openings must be made safe immediately after being formed, for example with covers and barricading.

## 18. 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.
- Openings in floor or roof structures.
- (See figure 1) The guard rail system should:
  - Be 900mm-1100mm above the working surface.
  - Incorporate a mid-rail or mesh panels.
  - Where required, installation of a toe-board.
  - Be designed to resist the live loads which it may be exposed to.



**FIGURE 1: PERIMETER SCAFFOLD WITH FULLY DECKED WORKING PLATFORM, GUARDRAILS, MID-RAILS AND TOE-BOARDS**

### **19. 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.

### **20. Personal Protective Equipment (PPE)**

It is the Subcontractors responsibility to ensure they supply all workers with the appropriate Personal Protective Equipment (PPE).

At the time of issuing PPE to a worker, it is the Subcontractors responsibility to provide training and direction 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:

- Hard Hats – where a risk assessment nominates their use (i.e., working with cranes or working beneath scaffold)
- Eye protection
- Respiratory protective equipment (also see section Respirable Dust & RCS)
- Hearing protection
- Safety/enclosed footwear
- Hand protection
- High visibility clothing where there is mobile plant on site.
- 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 site, they 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 PPE requirements may result in that person being removed from the site.

## **21. Steel framing, metal roofing and other sharp materials**

There is a risk of laceration when working with steel framing, metal roofing and other sharp materials. It is the contractor's responsibility to ensure all workers have available the correct PPE for the task being conducted and follow PPE requirements as specified in SWMS documentation. This may include long sleeve clothing, gloves, eye protection, etc.

## **22. Mobile Plant and Equipment**

A Mobile Plant Induction must be completed every time a Subcontractor/ supplier 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 responsibility of the subcontractor/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 cease work and notify the Coral Homes Building Supervisor.

The Subcontractor/ supplier 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/ supplier 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/ supplier must be able to produce Certificate of Currencies as evidence of mobile plant / equipment insurance, including Public Liability.

## 23. Excavation

### 23.1 Separation of services

It is the responsibility of plumbing, electrical and telecommunications contractors to ensure that all underground services have adequate separation as per the requirements of all applicable regulations and Australian standards.

### 23.2 Dial before you dig

Before any excavation work begins, all contractors and suppliers must obtain current DBYD documentation and ensure it is available on site for all workers. Workers must not begin digging unless current DBYD plans are physically present on the site and have been reviewed.

Contractors are responsible for ensuring these plans are actively used for hazard identification, including marking service locations and identifying all underground utilities that may pose a risk.

If the exact location of any underground service cannot be confirmed from the DBYD plans, it is the contractor's responsibility to carry out potholing by hand or other non-destructive digging to accurately locate the service before any mechanical excavation begins.

In relation to services within the property boundary, it is the contractor/supplier's responsibility to also refer to the construction plans, and meter box for location of underground services. Where applicable (i.e. knock down rebuild sites), service location reports must also be referred to. These are accessible via a tiny URL link on applicable job orders.

### **23.3 Excavations deeper than 1.5 metres**

It is the contractor/supplier's responsibility to ensure that any excavations deeper than 1.5 metres are secured from unauthorised entry and appropriate shoring is in place prior to any workers entering the excavation.

### **23.4 Backfilling of excavations**

It is the contractor/supplier's responsibility to ensure that all excavations are fully backfilled at completion of work at the end of every day. No open excavations are to be left unattended at any time.

## **24. 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 must supply their own spill kit to clean up any or all spill created by them or their workers.

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.
- Insulation material including fibrous blankets/batts
- 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.

## 24.1 Hazardous Waste

It is the contractor's responsibility to ensure that any hazardous Waste is appropriately contained and taken off site for disposal to a suitable hazardous waste transfer station.

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

## 25. 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 removal
- erecting or dismantling scaffolding
- operation of concrete placing booms
- operation of an elevated work platform

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

## 26. Fire Protection

### 26.1 Precautionary Measures

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

A dry chemical fire extinguisher should be considered 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.
- Using power tools that could be a source of ignition

## 27. Fall from Height Risk Management

As a subcontractor, you are responsible for ensuring the health and safety of your workers while conducting high-risk construction work, including any activity where a person is exposed to a risk of falling from one level to another.

Planning and preparation is essential for the prevention of falls.

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.

All contractors and workers who are accessing roof framing and on roof works must complete a pre-start risk assessment prior to commencing works on roof or roof framing to ensure the roof framing is 100% complete and structurally adequate for the works to be performed. If framing is not 100% complete or there are any concerns regarding the structural adequacy of the roof or roof framing, you must contact Coral Homes Building Supervisor prior to commencing any works.

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

Never walk on top plates. Use of harnesses on Coral Homes construction sites is strictly prohibited.

### 27.1 Risk Assessment

Risk assessments must be completed for each work site to identify any site-specific risks and implement controls.

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.

### 27.2 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. 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.

## 27.3 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:

- workers can 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.

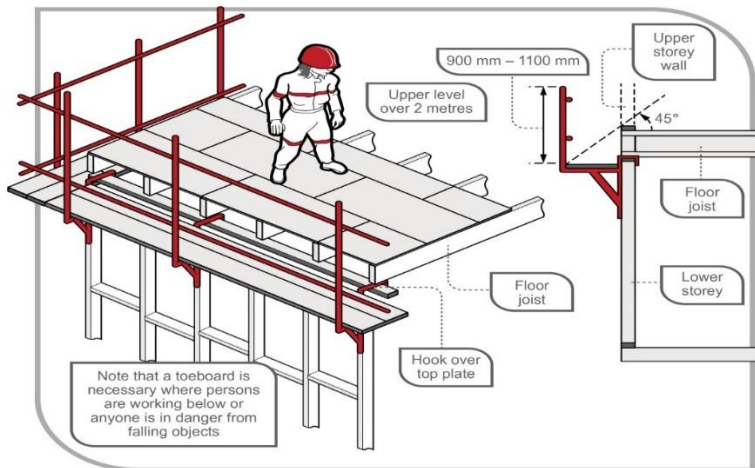
## 27.4 Fixing Ceiling Joists and Upper-Level Floor Joists

- 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.
- 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.

## 27.5 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. Laying of sheets should only commence once the first floor edge protection system, and void platform is in place. Fall prevention devices must be used, such as the external scaffolding or guard railing ([see figure 3](#)).



**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.

## 27.6 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 (where the sill framing is less than 900mm above floor level) should be fitted with fall prevention devices such as guardrails prior to raising the frame where possible.

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

## 27.7 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

## 27.8 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.

For installation of all beams to portico or outdoor roof areas, beams must be supported by the finished structural post, acro prop or an engineered solution from the frame and truss engineer. No other form of temporary support is permitted.

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.

- **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:

- Complete work from compliant fall protection system such as trestles, planks, battens, 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.
  - 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.

- **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](#)).

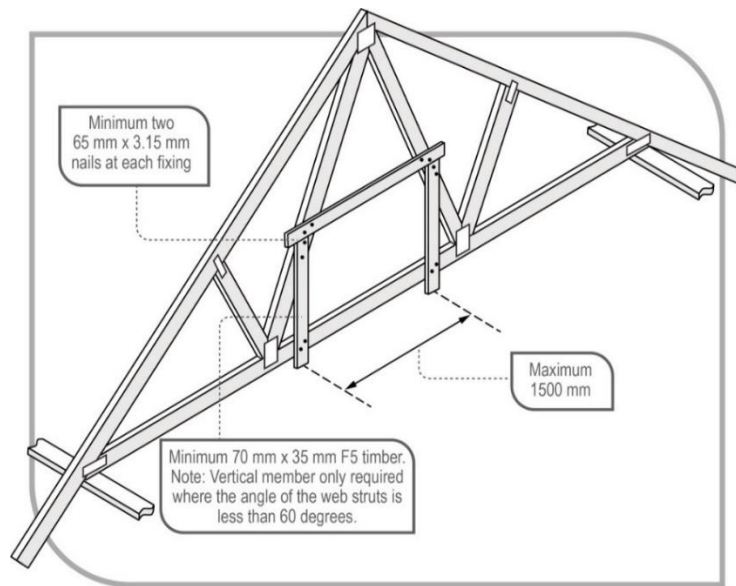


FIGURE 4 **SUGGESTED METHOD OF FIXING TEMPORARY WALING PLATE.**

- 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](#)).

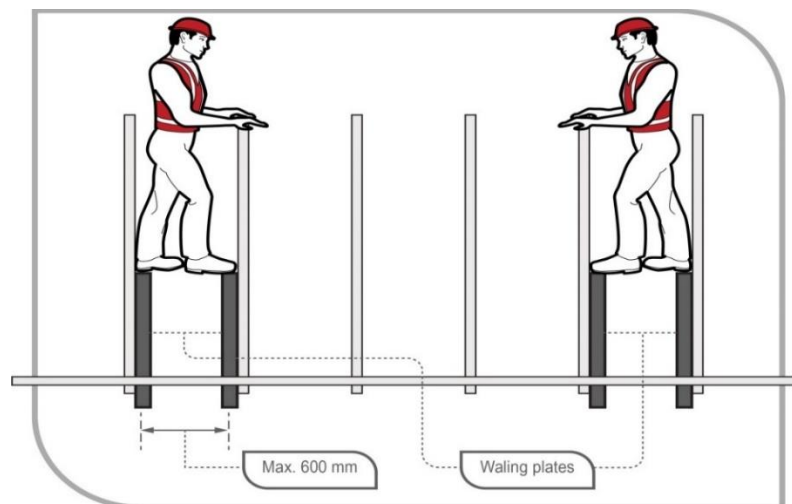


FIGURE 5 **SHOWING THE POSITIONS FOR PAIRS OF WALING PLATES.**

### 27.9 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.

- 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 600 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 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.