

SPIRE SAFETY



HEALTH AND SAFETY MANAGEMENT PLAN

SS-WHS-PLA-000

DOCUMENT HISTORY

REV	DATE	DESCRIPTION	APPROVED BY

COMPANY NAME

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1 Principal Contractor Details

Name:

Address:

Phone Number:

2 Project Details

Scope of Works:

Project Address:

3 Health and Safety Responsibilities

NAME	POSITION	RESPONSIBILITIES
E.g. John Smith	E.g. Supervisor	- Primary contractor (PC)s representative and first point of contact for site WHS matters. - Implement, monitor and maintain this WHS management Plan and make it available to workers. - Ensure the principal contractor signage is posted and visible. - Confirm workers have construction induction training. - Keep persons informed of safety issues relating to this site. - Ensure site is inspected and work is being done by workers in accordance with safe work method statement (SWMS) and the site safety rules
E.g. Jake Smith	E.g. Safety Manager	- Company health and safety manager with responsibility for implementing policies, systems and instructions to be used at XYZ Builders' sites. - Point of contact for WHS matters when the XYZ Builders site supervisor is unavailable.
E.g. Jarrod Smith	E.g. Contractors	- Responsible for the health and safety of themselves and their own workers and anyone else who may be affected by their actions. - Provide SWMS to XYZ Builders prior to commencing work on site. - Ensure work is done in accordance with the SWMS and site safety rules

4 Consultation, Cooperation and Coordination

PERSONS RESPONSIBLE	ARRANGEMENTS IN PLACE
E.g. Site Supervisor	Liaise with subcontractors about WHS arrangements prior to commencing work.

E.g. Site Supervisor	Provide a copy of this plan to subcontractors and make it available to workers.
E.g. Site Supervisor	Assist subcontractors to modify SWMS if necessary to adequately control risks to health and safety.

5 Incident Management

5.1 General Emergencies

PERSONS RESPONSIBLE	ARRANGEMENTS IN PLACE FOR GENERAL EMERGENCIES
E.g. Site Supervisor	Implement the emergency plan for this project.
E.g. Contractors	- Notify the XYZ Builders Site Supervisor. - Notify emergency services if necessary

5.2 Incidents

PERSONS RESPONSIBLE	ARRANGEMENTS IN PLACE FOR INCIDENT MANAGEMENT
E.g. Site Supervisor	- Log incidents in site diary and report details to XYZ Builders Safety Manager as soon as possible. - Attend the site for every notifiable incident.
E.g. Contractors	- Provide access to a first aid kit and trained first aider. - Arrange first aid / transport / ambulance to Medical Centre. - Report any incidents which occur at this site to the XYZ Builders Site Supervisor as soon as possible. - Depending on nature of incident, stop work at the incident area and make it secure. - If the incident is notifiable notify SafeWork NSW and make sure the incident area is not disturbed.
E.g. Safety Manager	- Ensure incident has been notified to SafeWork NSW where required. - Undertake investigation, consult with workers and provide recommendations.

6 Safe Work Method Statements

PERSONS RESPONSIBLE	ARRANGEMENTS IN PLACE FOR SAFE WORK METHOD STATEMENTS
E.g. Site Supervisor	Assist subcontractors to modify SWMS (where necessary) to ensure every risk to health and safety will be under adequate control.
E.g. Safety Manager	Provide copy of SWMS to the XYZ Builders Safety Manager or Site Supervisor prior to commencing the work.
E.g. Contractors	Provide copy of SWMS to the XYZ Builders Safety Manager or Site Supervisor prior to commencing the work.
E.g. Owner of SWMS	Supervise workers to make sure the work is performed in accordance with the SWMS.
E.g. Owner of SWMS	Modify the SWMS whenever the control measures are revised.

7 Site Safety Rules

PERSONS RESPONSIBLE	SITE SAFETY RULES
All personnel	• Subcontractors are to make their workers aware of the contents of this WHS management plan and make sure they understand these site safety rules. • No access to the site unless XYZ Builders Site Supervisor knows about it first. • If an area is barricaded do not enter the barricaded area unless authorised to do so. • Subcontractors are to have first aid kits available in their vehicles whenever working on site. • Work areas are to be kept clean and tidy and rubbish to be placed in bins/cages. • Nails on waste timber to be removed or bent over. • No alcohol or drugs (other than prescription drugs) to be consumed on this site. • No fighting, bullying, harassment or aggressive behaviour by anyone on this site. • Persons must leave site amenities in a clean, tidy and hygienic state after use—notify the XYZ Builders Site Supervisor if facilities are unhygienic.