

## Contract Health and Safety Plans

Contract:

Contractor's Name:  
Address:  
Phone:  
Contact Person: Phone:  
On-site Supervisor: Phone:

Principal: **Southern Rural Water**  
Contract Manager:  
Contact Person: Phone:

### 1. Contract Details

1.1 Brief description of works:

1.2 Major activities involved:

1.3 Specialists tasks or procedures involved (refer to procedures and instructions – section 4)

#### 1.4 Hazards identified

- |   |   |
|---|---|
| <input type="checkbox"/> Public exposure  | <input type="checkbox"/> Traffic management   |
| <input type="checkbox"/> pedestrians  | <input type="checkbox"/> pedestrians          |
| <input type="checkbox"/> motorists  | <input type="checkbox"/> motorists            |
| <br><input type="checkbox"/> Traffic management plan attached/to be completed prior to work roads or in road reserves |   |
| <br><input type="checkbox"/> Plant & Machinery  | <input type="checkbox"/> Heat/UV radiation    |
| <input type="checkbox"/> Fall from height > 2 meters  | <input type="checkbox"/> Electrical equipment |
| <input type="checkbox"/> Manual Handling  | <input type="checkbox"/> Asbestos             |
| <input type="checkbox"/> Trenches > 1.5 meters  | <input type="checkbox"/> Chemicals            |
| <input type="checkbox"/> Confines spaces  | <input type="checkbox"/> Noise                |
| <input type="checkbox"/> Work at height   | <input type="checkbox"/> Dust                 |
| <input type="checkbox"/> Work near over & underground services  | <input type="checkbox"/> Biological           |
| <input type="checkbox"/> Work near or on water  | <input type="checkbox"/> Other.....           |
| <input type="checkbox"/> Other.....   | <input type="checkbox"/> Other.....           |

**2. Contract OHS structure and System**

2.1 Person(s) with OHS responsibilities

<u>Name</u>	<u>Title</u>	<u>Responsibilities</u>
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2.2 Sub-contractors to be used in conjunction with this contract

<u>Name</u>	<u>Works to be undertaken</u>
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2.3 Name of person who will liaise with the Contract Manager regarding OHS issues

..... Phone:

2.4 Details of proposed safety meetings

Frequency:

Who will attend:

How will minutes/action items be recorded:

**3. Contract Induction and Training**

3.1 Details of induction training/content.

3.2 Register of personnel who have been inducted in relation to this contract:

<u>Name</u>	<u>Employee/Sub-contractor</u>	<u>Date</u>
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3.3 Register of skills and competencies of persons employed in relation to this contract:

<u>Name</u>	<u>Skills/Competencies/licences</u>	<u>Work to be Undertaken</u>
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3.4 Register of additional training provided to persons employed in relation to this contract:

<u>Name</u>	<u>Training</u>
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#### **4. Safe Work Practices and Procedures**

4.1 Provide a list and copies of existing company safe work procedures or work instructions to be used in this document:

<u>SWP/WI</u>	<u>Task</u>
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4.2 Provide list and copies of safe work procedures or work instructions developed for this contract (to be completed/provided as they arise)

<u>SWP/WI</u>	<u>Task</u>
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4.3 Detail site operations that will be subject to a permit:

<u>Task</u>	<u>Type</u>
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4.4 List of employees and subcontractors issues will copies of safe work procedures and/or work instructions:

<u>Employee</u>	<u>SWP/WI</u>
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## 5. Plant & Substances

5.1 **Plant.** The following plant (including lifting and electrical equipment and mobile powered plant) will be used in connection with the contract:

<u>Type record</u>	<u>Reg/Id No</u>	<u>Inspection date and frequency</u>	<u>Form of inspection</u>
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All lifting and electrical equipment used in connection with this contract will have evidence of current in-service inspection and testing. Any items found to be outside of the test date will be removed from the work site and replaced with a serviceable item.

Similarly – risk assessment will have to be completed for all plant.

All items of plant will be inspected daily before use and maintained in serviceable condition. Any plant found not to be in a safe condition will be removed from site and replaced at the contractor's expense.

5.2 **Substances.** The following chemicals will be used in connection with this contract:

<u>Chemical name</u>	<u>used for</u>	<u>MSDS on site</u>
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The site chemical register and material safety data sheets will be located at:

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All employees and contractors will be appropriately trained and informed of the hazards associated with these chemicals and the safe use requirements – listed on the training register

Chemical containers will be appropriately labelled at all times.

## 6. Risk Assessments

6.1 Copies of completed risk assessment forms are attached at the end of this safety plan. Any additional risk assessments completed during the course of the contract works will be provided to the contract manager.

## 7. Workplace Health and Safety Inspections

7.1 The following inspection will be conducted during the course of the contract works:

<u>Inspection Type</u>	<u>Frequency</u>	<u>Method of recording</u>	<u>By Who</u>
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Plant & equipment

General work site

## 8. Health and Safety Consultation

8.1 Employee Health and Safety Representative(s)

<u>Name</u>	<u>Designated work group</u>
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8.2 Employer representative for issue resolution requirements is:

.....  
8.3 Methods(s) of communicating safety issues with employees and subcontractors:

<u>Issue</u>	<u>Method of Communication</u>	<u>To who</u>
Issue resolution procedure		
Hazard reporting procedure		
Workers' compensation arrangements		

## 9. Emergency Arrangements

9.1 The first aid arrangements are:

9.2 The fire fighting arrangement are:

9.4 Coordination of emergency arrangements with the following has been/will be undertaken:

## 10. Incident reporting and investigation

10.1 I am aware of the requirements under section 38 of the Occupational Health and Safety Act 2004 and will undertake to report incident to the Victorian WorkCover Authority as required. I also understand to preserve the site until and inspector arrives, or if an inspector directs otherwise; to protect the health and safety of a person, aid an injured person involved in an incident, or make the site safe or prevent a further occurrence.

10.2 All incidents involving injury (above first aid), dangerous occurrences (as defined by section 37 of the OHS Act 2004), or property damage will be reported to the contract manager as soon as possible using an agree form

10.3 Incidents will be investigated and investigation reports provided to the Contract manager within 48 hours.

## 11. Workers Compensation

11.1 A copy of my current workers compensation confirmation is attached.

**NOTES:**

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Signed (by/for contractor): ..... Date:  
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Signed (by/for Principal): ..... Date:  
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