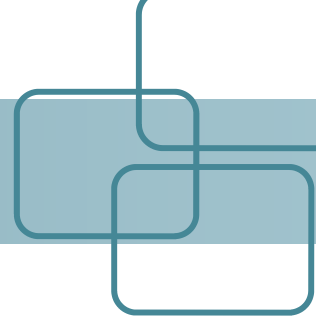




OHS ALERT

“...NEW CONSTRUCTION SAFETY LEGISLATION HAS BEEN INTRODUCED . . .”

“No safety *paper work* can result in expulsion from the work site . . . improvement notices from inspectors . . . costing your business money!”



CONSTRUCTION SAFETY LEGISLATION MADE SIMPLE

From the beginning of this year, new construction safety legislation has been introduced. This legislation has been confusing to most and slow in its incorporation.

No safety paper work can easily result in expulsion from the work site and or receiving improvement notices from inspectors, often postponing work and costing your business money!

The following information has been created to help simplify these changes.

CONSIDER THE FOLLOWING FLOW CHART TO GIVE YOU A BETTER DIRECTION

STEP 1

Identify if the work is Construction Work. If it is construction work you need to have specific documents prepared and signed off by your workers.

STEP 2

Construction Work requires a Construction Safety Plan to be made by the Principal Contractor providing safety information to workers/sub-contractors.

Relevant persons need to undertake Risk Assessment before commencing work.

Relevant persons need to submit a Work Method Statement for High Risk Activities to the Principal Contractor.

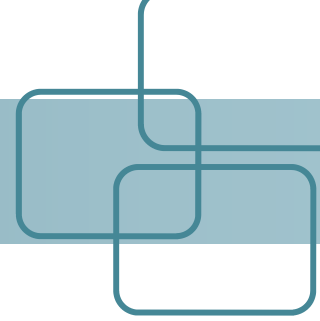
STEP 3

Workers are required to hold a "Blue Card" to do Construction Work in Queensland.

All workers are required to undergo a Site-Specific Induction by the Principal Contractor.

Workers/Sub-contractors need to discuss Work Method Statements during Tool Box Talks to ensure that safe procedures are understood and followed.

In order to better understand the Flow Chart... consider the following definitions.



STEP 1

WHAT IS CONSTRUCTION WORK?

Construction work is work to a structure or part of a structure including its:

- Erection, construction, extension or structural alteration;
- Alteration, conversion, fitting-out, renovation, repair, refurbishment, commissioning disassembling or decommissioning.

Construction work also includes:

- Any work connected with site preparation;
- Any excavation or landscaping work done in connection with construction work;
- Assembling or installing prefabricated components for use in construction work;
- Taking apart a structure or part of a structure into its prefabricated components;
- Demolition work or asbestos removal work (prescribed activities).

WHAT IS A STRUCTURE?

A structure is a building, a steel or reinforced concrete construction, wall, mast, tower, pylon, structural cable or telecommunications structure; or

A structure can also be:

An underground works (including shafts and tunnels), pipe, pipeline, sea defence works, river works, earthworks or earth retaining construction or other construction designed to preserve or alter a natural feature; or

A road or highway, footpath or driveway, railway line or siding, tramway line, airfield, dock or harbour, water storage or supply system (including a constructed lagoon), sewerage or drainage system, electricity or gas generation facility, transmission or distribution facility, gasholder, park or recreation ground (including, for example, a golf course, playing field, racecourse or swimming pool); or

Production, storage or distribution facilities for heavy industries; or

Fixed plant; or

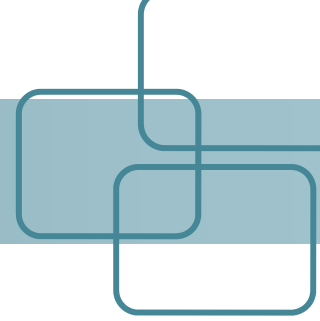
A ship or submarine; or

Formwork, falsework, scaffold or other construction designed or used to provide support, access or containment during construction work.

WHAT IS NOT CONSTRUCTION WORK?

Constructing or erecting structures which are to be transported to another place is not construction work, for example constructing a manufactured home or prefabricated building.

(Source: Qld Workplace Health and Safety Website)



STEP 2

WHAT IS A PRINCIPAL CONTRACTOR?

A principal contractor is appointed by the owner of the workplace for construction work.

If a principal contractor is not appointed, the owner of the workplace becomes the principal contractor.

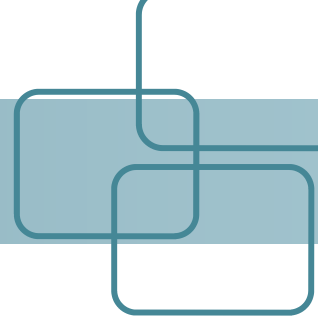
However, a principal contractor must be appointed when:

1. The construction project is over \$80,000; and/or
2. A prescribed activity (that is demolition and/or asbestos removal) is necessary on this project;
3. The client needs to complete a *Notice of Appointment* form and notify the Queensland Workplace Health and Safety Department 10 days before construction work starts.

WHAT ARE THE OBLIGATIONS OF A PRINCIPAL CONTRACTOR?

OBLIGATION	SECTION	FINE
Obligation to prepare a construction safety plan including: Way to control hazards; Monitor and review of hazards; Site rules; Emergency procedures; Common plant provided.	Qld WHS Regs S160	30 Penalty units or \$2250
Obligation to distribute the contents of the safety plan before civil or domestic construction work starts.	Qld WHS Regs S161/2	30 Penalty units or \$2250
Obligation to ensure that the safety plan is available for inspection on the site.	S163	30 Penalty units or \$2250
Obligations to receive Work Method Statements for high risk activities before work commences.	Qld WHS Regs S165	30 Penalty units or \$2250
Obligation to keep Work Method Statements and or Amendments to Work Method Statements with the Principal Contractor's Safety Plan.	Qld WHS Regs S166	30 Penalty units or \$2250
Obligation to not allow the performance of a prescribed activity unless in compliance with work method statement. Prescribed activity can be : A. Demolition requiring licence; B. Asbestos removal requiring licence.	Qld WHS Regs S167	30 Penalty units or \$2250

OBLIGATION	SECTION	FINE
Obligation to monitor use of Work Method Statements.	Qld WHS Regs S 168	30 Penalty units or \$2250
Obligation to sight general induction evidence.	Qld WHS Regs S 169	30 Penalty units or \$2250
Obligation to give site-specific induction before a worker starts working.	Qld WHS Regs S170	30 Penalty units or \$2250
Site-Specific induction includes specified information about the site, emergency procedures, and safety procedures as directed by the Regulations.	Qld WHS Regs S170	30 Penalty units or \$2250
Record the site-specific inductions given.	Qld WHS Regs S170	30 Penalty units or \$2250
Keep this record until completion of the project.	Qld WHS Regs S170	30 Penalty units or \$2250
Obligation to ensure that authority is obtained to perform prescribed occupation or prescribed activity.	Qld WHS Regs S171	30 Penalty units or \$2250
Obligation to erect relevant signage on site.	Qld WHS Regs S172	
Obligation to ensure and supervise safe housekeeping practices.	Qld WHS Regs S173	
Obligation to ensure plant that is provided is safe and well maintained.	Qld WHS Regs S175	
Obligation to keep a Hazardous Substances Register with accommodating MSDS's.	Qld WHS Regs S176	30 Penalty units or \$2250
Obligation to enter new hazardous substances on the register as made aware of them.	Qld WHS Regs S176	30 Penalty units or \$2250
Obligation to make register and MSDS's available.	Qld WHS Regs S176	30 Penalty units or \$2250
Obligation to locate, record and provide information to relevant persons of underground services.	Qld WHS Regs S177	30 Penalty units or \$2250
Obligation to ensure safety of falling objects as directed by the Regulations.	Qld WHS Regs Subdivision 11	
Obligations to provide and maintain adequate amenities.	Qld WHS Regs S189	20 Penalty units or \$1500
Obligations to make amendments to the Construction Safety Plan as any changes arise.	Qld WHS Regs 164	30 Penalty units or \$2250
Obligation to communicate and provide a copy of the amended Construction Safety Plan to relevant persons.	Qld WHS Regs 164	30 Penalty units or \$2250

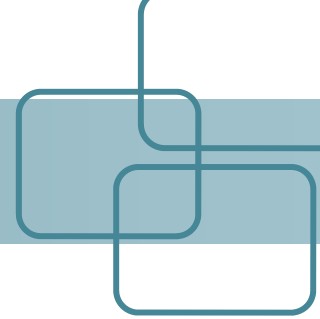


WHAT IS A CONSTRUCTION SAFETY PLAN?

A principal contractor **must prepare a Construction Safety Plan** before construction work starts.

WHAT SHOULD A CONSTRUCTION SAFETY PLAN CONSIST OF?

- ✓ Name and address of the principal contractor.
- ✓ Principal contractor's ABN.
- ✓ Workplace address.
- ✓ Project start date.
- ✓ Project duration.
- ✓ Construction type.
- ✓ Principal Contractors' Site rules.
- ✓ Available plant.
- ✓ The risks that are to be managed by the Principal Contractor.
- ✓ Control measures for the above risks.
- ✓ Implementation of the above control measures.
- ✓ Monitoring and the review of the above control measures.
- ✓ How the general public will be protected.
- ✓ What procedures to follow in the case of an emergency.
- ✓ Whether there is a workplace health and safety committee available on the project.
- ✓ Whether there is a workplace health and safety officer available on the project.



WHAT IS A RELEVANT PERSON?

A person who conducts a business or undertaking is considered a relevant person and can include employers, self-employed people, and volunteer organisations.

A relevant person has an obligation to ensure the workplace health and safety of:

Themselves;

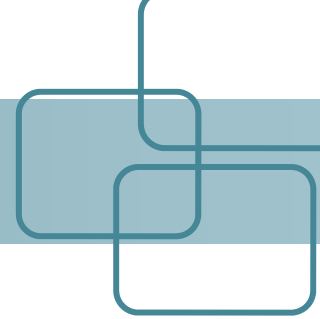
All workers carrying out work for the business or undertaking;

All other people who may be affected by the conduct of the business.

WHAT ARE THE OBLIGATIONS OF A RELEVANT PERSON?

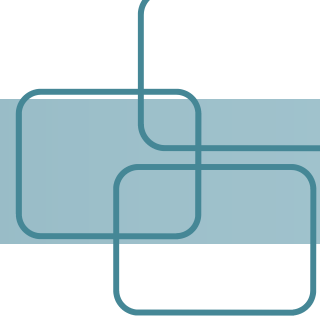
OBLIGATION	SECTION	FINE
Obligation to prepare a work method statement before starting high risk construction activity.	Qld WHS Regs S191	30 Penalty units or \$2250
Obligation that only persons trained in prescribed activities create work method statements for prescribed activities and not allow another person to perform work unless according to the work method statement and have skills necessary to perform work safety.	Qld WHS Regs S192	30 Penalty units or \$2250
Obligation that employer will only allow high risk activities to commence once workers have been briefed on the work method statement of the high risk activity and is satisfied that the worker understands the safety instructions of the work method statement.	Qld WHS Regs S193	30 Penalty units or \$2250
Obligation that an employer must perform high risk activities as described in the work method statement.	Qld WHS Regs S194	30 Penalty units or \$2250
Employer to ensure that workers must perform high risk activities as described in the work method statement.	Qld WHS Regs S194	30 Penalty units or \$2250
Obligation that an employer must ensure that work method statements must be amended if there is a change of how a high risk activity will be performed including any changes to control measures. The employer must ensure that the amendment is: Made as soon as possible; Provide a copy of the amended statement to the principal contractor, consulted to all workers undertaking the high risk activity.	Qld WHS Regs S195	30 Penalty units or \$2250
Obligation of the relevant person that current work method statements are available while the activity is being performed.	Qld WHS Regs S196	30 Penalty units or \$2250
Obligation of the relevant person to review work method statements annually.	Qld WHS Regs S196	30 Penalty units or \$2250

OBLIGATION	SECTION	FINE
Obligation of the relevant person to hold evidence of blue cards and show this evidence to the principal contractor before commencing work.	Qld WHS Regs S198	30 Penalty units or \$2250
Obligation of the relevant person to ensure workers hold evidence of blue cards before commencing work.	Qld WHS Regs S199	30 Penalty units or \$2250
Obligations of the relevant person to enforce safe housekeeping practices throughout the project and ensure that workers follow safe housekeeping practices.	Qld WHS Regs S200	
Obligations of the relevant person to use plant safely and not meddle with site plant without principal contractor's consent.	Qld WHS Regs S201	
Obligation of the relevant person to not use or allow workers to use hazardous substances without notifying the principal contractor and providing a copy of a current MSDS to the principal contractor.	Qld WHS Regs S202	30 Penalty units or \$2250
Obligation of the relevant person in regards to first aid, that it is reasonably accessible, appropriate and adequate for construction work.	Qld WHS Regs Subdivision 15 S217O	20 penalty units or \$1500
Obligation of the relevant person in regards to first aid, that it is hygienic, safe and in a serviceable condition.	Qld WHS Regs Subdivision 15 S217O	20 penalty units or \$1500
Obligation of the relevant person doing underground service to obtain information from the principal contractor on underground service work and uses this information when establishing control measures.	Qld WHS Regs S203	
Obligation of the relevant person to meet Regulation requirements before commencing with excavation work.	Qld WHS Regs S205 -208	
Obligation of the relevant person to meet Regulation requirements before commencing trench work.	Qld WHS Regs S209 -212	
Obligation of the relevant person to prevent the risk of persons falling as directed by the Regulations before working from heights.	Qld WHS Regs Subdivision 10 S213 -217D	
Obligation of the relevant person in regards to ladder use as directed by the Regulations.	Qld WHS Regs Subdivision 11 /12 S217E -217G	
Obligation of the relevant person in regards to scaffolding as directed by the Regulations.	Qld WHS Regs Subdivision 13 S217J -217L	
Obligation of the relevant person to prevent risk of falling objects as directed by the Regulations.	Qld WHS Regs Subdivision 14 S217M -217N	



WHAT ARE HIGH RISK ACTIVITIES?

HIGH RISK ACTIVITIES INCLUDE:
Tilt-up and precast construction work.
Structural alterations that require temporary support to prevent collapse.
Moving powered mobile plant.
Working on a telecommunications tower.
Working in, over or adjacent to a road or railway.
Working in, over or adjacent to water where there is a risk of drowning.
Working on, or near, a pressurised gas distribution mains and consumer piping.
Working near an exposed energised electrical installation.
Work in an area that may have a contaminated or flammable atmosphere.
Work in an area where there are artificial extremes of temperature.
Demolition work.
Prescribed activities = Demolition work or asbestos removal work.
Working on or near a chemical, fuel or refrigerant line.
WHERE A PERSON IS:
Using explosives.
Using a confined space.
Using a hazardous substance.
Entering a trench more than 1.5 metres deep.
Working on a roof with a pitch that is greater than 26 degrees.
If a person could fall at least 3 metres for housing construction work, or at least 2 metres for other construction work.



WHAT IS A WORK METHOD STATEMENT?

A relevant person doing construction work needs to prepare a work method statement for high-risk activities

WHAT SHOULD BE ON A WORK METHOD STATEMENT?

CONTENTS

- ✓ Company's ABN number.
- ✓ The high-risk construction activity.
- ✓ Name how the high-risk activity will be performed.
- ✓ List control measures to be used for the risks identified.
- ✓ Mention who will be responsible for incorporating these control measures.
- ✓ Explain how control measures will be monitored and reviewed.

FOR ANY RELEVANT PRESCRIBED OCCUPATIONS

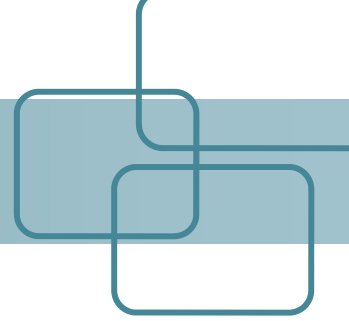
- ✓ Certificate number.
- ✓ What training and/or supervision activities are in place.

AMENDMENTS

- ✓ Copy of amendments given to the Principal Contractor, approved by signature and communicated.

ADMINISTRATIVE REQUIREMENTS

- ✓ The work method statements must be signed and dated by the Principal Contractor.
- ✓ Be available for inspection.
- ✓ Updated annually.



STEP 3

INDUCTIONS

Principal Contractors and the relevant person have an obligation under the Regulations to ensure that a person has had a site-specific induction before that person starts construction work.

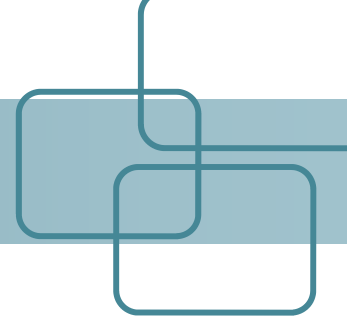
TOOL BOX TALKS

The aim of a Tool Box Talk is to enable two-way discussion on health and safety issues and to provide a platform for information exchange such as brief health and safety training and discussion.

ESSENTIAL SITE DOCUMENTATION

Essential site documentation includes:

- ✓ Tool Box Talks;
- ✓ EHS Checklists;
- ✓ Work Method Statement Pro-Forma;
- ✓ Comprehensive Review Checklists to ensure you meeting your legislative requirements.



SUMMARY OF CONSTRUCTION WORK REQUIREMENTS
Principal Contractor to provide a Construction Safety Plan.
Plan to be written so it is easy to understand, signed and dated by the Principal Contractor.
Plan must be available for the length of the project.
Work is not to commence until the contents of the Plan is discussed with relevant people and is made available on the site.
Workers to hold Blue Cards and undergo site-specific induction by Principal Contractor before commencing work.
Relevant persons to provide work method statements before commencing high risk activities.
Principal Contractor to ensure that prescribed activities are undertaken by licensed competent workers and according to a created work method statement.
Work Method Statements received by the Principal Contractor must be kept with the Safety Plan and used to monitor the implementation of control measures stated in them.
The control measures of work method statements are to be discussed with workers to ensure that work is performed safely.
If the control measures for managing risks changes, the stated control measures need to be amended accordingly.
Amendments of control measures must be communicated to the Principal Contractor and all other tradespersons that will be affected by these changes.

For more information, please contact Stack Masula on 07 3890 1000

www.stackmasula.com.au or email your query to tracy@stackmasula.com.au.

Written by Client Advisor Tracy Hempel - Tracy has a Bachelor of Commerce with a major in OHS, she is a Queensland accredited Occupational Health and Safety Officer, and an accredited Queensland Rehabilitation Coordinator. Tracy deals directly with our clients, coordinates projects from start to completion and utilises the strengths of our individual team members to ensure that client requests are fulfilled in a proficient and speedy manner. Her ability to prepare quality documents, with her depth of OHS knowledge, gives our clients an edge on their competitors.