



BGC Steel Site Safety Manual

Release Sheet

Issue/Revision Number: Revision 2

Issue/Revision Date: October 2018

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BGC Steel

Site Safety Manual

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Revision Register

The revision register records the incorporation of updated pages issued by BGC for this manual.

Revision	Revision Date	Reason for Change
0	July 2006	Initial Issue
1	June 2010	Update the BGC Steel Site Safety Manual with changes to multiple sections.
2	October 2018	Re-issue of the BGC Steel Site Safety Manual.

List of Effective Pages

This list identifies the update status of each page in the manual. You can use this list to confirm that each page is updated to the correct revision. On each page in this manual, text affected by the most recent revision is indicated by a thick vertical line in the margin of the page.

	Page	Revision		Page	Revision
Revision Register			Section 5		
	ii	2	Consultative Mechanisms		
				5-1	2
List of Effective Pages				5-2	2
	iii	2		5-3	2
	iv	2	Section 6		
Contents			Site Deliveries		
	v	2		6-1	2
	vi	2		6-2	2
				6-3	2
Section 1			Section 7		
Introduction			Site Visits		
	1-1	2		7-1	2
	1-2	2		7-2	2
Section 2			Section 8		
Overview of Occupational Safety and Health Act 1984, and Regulations 1996			Site Safety Inspections		
	2-1	2		8-1	2
	2-2	2		8-2	2
	2-3	2	Section 9		
	2-4	2	Emergency Procedures		
Section 3				9-1	2
BGC Policies				9-2	2
	3-1	2		9-3	2
	3-2	2	Section 10		
	3-3	2	Job Safety Analyses		
	3-4	2		10-1	2
	3-5	2		10-2	2
	3-6	2	Section 11		
	3-7	2	Hazardous Materials		
	3-8	2		11-1	2
	3-9	2		11-2	2
	3-10	2	Section 12		
	3-10	2	Accident Notification and Investigation		
Section 4				12-1	2
Structure and Responsibilities				12-2	2
	4-1	2		12-3	2
	4-2	2		12-4	2
	4-3	2		12-4	2
	4-4	2		12-4	2
	4-5	2		12-4	2
	4-6	2		12-4	2
	4-7	2			

Section 13**Induction and Competency Training**

13-1	2
13-2	2

Section 14**Forms**

14-1	2
14-2	2
14-2	2
14-2	2
14-2	2
14-2	2

Section 15**Additional Safety Information**

15-1	2
15-2	2
15-3	2
15-4	2
15-5	2
15-6	2
15-7	2
15-8	2
15-9	2
15-10	2

Contents

Section 1	Introduction	
	1.1 Introduction	1-2
Section 2	Overview of Occupational Safety and Health Act 1984, and Regulations 1996	
	2.1 Overview of the Act	2-2
	2.2 Overview of General Duty or Care	2-2
	2.3 Overview of General Duties Towards Subcontractors	2-2
	2.4 Overview of General Duties Towards Labour Hire Personnel	2-3
	2.5 Overview of Construction Induction Training Requirements	2-3
	2.6 WorkSafe Inspectors.....	2-4
Section 3	BGC Policies	
	3.1 Safety and Health Policy	3-2
	3.2 Equal Employment Opportunity and Harassment Policy	3-3
	3.2.1 What is unlawful discrimination?	3-3
	3.2.2 What is sexual harassment?	3-4
	3.2.3 What is racial harassment?	3-4
	3.2.4 What is disability harassment?	3-4
	3.2.5 What is workplace bullying?	3-4
	3.2.6 What is workplace grievance?	3-5
	3.2.7 Procedure - What can you do if you have a workplace grievance?	3-5
	3.3 Fitness for Work Policy.....	3-6
	3.4 Industrial Relations Policy	3-7
	3.5 Chain of Responsibility Policy.....	3-8
	3.6 Working Alone Policy	3-9
Section 4	Structure and Responsibilities	
	4.1 Structure	4-2
	4.2 Responsibilities	4-2
	4.2.1 The Site Principal	4-2
	4.2.2 BGC Steel.....	4-3
	4.2.3 Individual Responsibilities	4-4
Section 5	Consultative Mechanisms	
	5.1 Consultative Mechanisms	5-2
	5.1.1 General	5-2
	5.1.2 Matters of Dispute on Site	5-2
	5.1.3 The Unsafe Site	5-2
Section 6	Site Deliveries	
	6.1 Site Deliveries.....	6-2
	6.1.1 Arrival at Site.....	6-2
	6.1.2 Offloading Process	6-3
	6.1.3 Completion of Task	6-3

Section 7	Site Visits	
	7.1 Site Visits	7-2
Section 8	Site Safety Inspections	
	8.1 Site Safety Inspections.....	8-2
Section 9	Emergency Procedures	
	9.1 Emergency Procedures.....	9-2
	9.1.1 Working Alone	9-2
	9.1.2 Medical	9-2
	9.1.3 Fire	9-2
	9.1.4 Chemical Spill	9-2
	9.1.5 Threat	9-3
	9.1.6 Useful Telephone Numbers	9-3
Section 10	Job Safety Analyses	
	10.1 Job Safety Analysis (JSA)	10-2
	10.1.1 Hazard Management	10-2
	10.1.2 Generic JSA.....	10-2
	10.1.3 JSA Variation	10-2
Section 11	Hazardous Materials	
	11.1 Hazardous Substances	11-2
Section 12	Accident Notification and Investigation	
	12.1 Accident Notification and Investigation	12-2
	12.1.1 Requirement Under the Act.....	12-2
	12.1.2 Accident Reporting Procedure	12-2
	12.1.3 Forms.....	12-4
	12.1.4 Workers Compensation	12-4
Section 13	Induction and Competency Training	
	13.1 Inductions	13-2
	13.2 Competency Training	13-2
	13.3 Labour Hire Personnel	13-2
Section 14	Forms	
	14.1 Forms	14-2
Section 15	Additional Safety Information	
	15.1 Working at Heights	15-2
	15.2 Working Alone	15-3
	15.3 Electricity	15-5
	15.3.1 Electrical Equipment Register	15-6
	15.4 Chain of Responsibility	15-7
	15.4.1 Commercial Drivers Fatigue Management Plan	15-7

Section 1	Introduction
1.1 Introduction 1-2	

1.1 Introduction

This Site Safety Manual is designed for use by BGC employees, subcontractors and contract labour visiting or working on a commercial or residential building site in the business of BGC Steel.

All following general references to BGC in this Manual apply to BGC Steel.

This Site Safety Manual is designed to be used in conjunction with BGC's Safety & Health Management System. The purpose of the Site Safety Manual is to clearly define the strategies, systems and responsibilities for effectively managing safety and health for our employees, subcontractors and contract labour on a commercial or residential building site.

This Manual is intended as a reference for all BGC personnel and subcontractors who are required to visit or operate on a commercial or residential building site, and is to be used as a management tool for achieving the safety targets and objectives.

The primary sources leading to the development of this Manual include the Occupational Safety and Health Act 1984 (and amendments), Occupational Safety and Health Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

The Western Australian WH&S Act and WH&S regulations which will supersede the Western Australian OH&S Act 1984 and OH&S Regulations 1996 may require that certain material within the Site Safety Manuals to be updated periodically to ensure legislative compliance. BGC Steel will ensure Site Safety Manuals are updated with any relevant legislation changes.

The development of this Manual has also drawn on the knowledge of experienced trades personnel to ensure practical application of occupational safety and health requirements on commercial or residential building sites.

BGC's primary objective is to create an environment which shall ensure the safety, health and welfare of all personnel associated with BGC activities.

This shall be achieved through the provision of resources, training and demonstrated commitment to approved policies.

BGC shall:

1. Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards.
2. Provide information, instruction, training and supervision to personnel so that they can perform their work safely.
3. Achieve best practice through consultation and co-operation.
4. Ensure the correct use of protective clothing and equipment where required.
5. Ensure safe use, cleaning, maintenance, transportation and disposal of substances and plant used in the workplace.



Our aim is to have no accidents and injuries.

Section 2

Overview of Occupational Safety and Health Act 1984, and Regulations 1996

2.1 Overview of the Act.....	2-2
2.2 Overview of General Duty or Care.....	2-2
2.3 Overview of General Duties Towards Subcontractors.....	2-2
2.4 Overview of General Duties Towards Labour Hire Personnel ..	2-3
2.5 Overview of Construction Induction Training Requirements...	2-3
2.6 WorkSafe Inspectors	2-4

2.1 Overview of the Act

The Occupational Safety and Health Act 1984 sets objectives to promote and improve occupational safety and health standards. General duties are laid down in the Act, and are supported by other requirements in the Act and Regulations.

The Act describes the behaviour required of persons who can affect safety and health at work. It imposes a General Duty Of Care to protect persons from hazards and maintain safe and healthy workplaces.

The W.A. OH&S Act 1984 & W.A. OH&S regulations 1996 will be superseded in 2019 by the WHS Act & Regulations. This site safety manual will be updated accordingly with any regulatory information that is relevant to BGC Steel to ensure compliance across all duty holders under the new legislation.

2.2 Overview of General Duty or Care

- Employers must provide a workplace where employees are not exposed to hazards
- Employers must provide a safe system of work
- Employees must take reasonable care for their own safety and health and that of others affected by their work
- Employers and Self Employed persons must as far as practicable, look after their own safety and health and ensure that their work does not affect the safety and health of others
- Designers, manufacturers, importers and suppliers must provide plant that is safe to install, maintain and use in workplaces
- All plant must be installed so it can be used safely
- Safety and health information must be supplied with all plant and substances used at work
- Employees and safety and health representatives must consult and co-operate in matters relating to safety and health at work
- Employees must be provided with information, instruction and supervision to allow them to work in a safe manner

2.3 Overview of General Duties Towards Subcontractors

When in the course of business, BGC engages a subcontractor to carry out work, BGC has the responsibility of an employer towards the subcontractor and any employees of the subcontractor (or other persons engaged by the subcontractor). This applies as if the subcontractor and his or her employees were employees of BGC. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

Subcontractors having their own employees retain the duties of employers towards those employees. The duties of the Act overlap in these circumstances. Both the subcontractor and BGC have duties to the subcontractor's employees.

2.4 Overview of General Duties Towards Labour Hire Personnel

When a Labour Hire worker is engaged in a BGC business, whether directly or through a contractor, BGC has the responsibility of an employer towards the worker. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

2.5 Overview of Construction Induction Training Requirements

The following extract is taken from Part 3 Workplace Safety Requirements, Division 11 Construction Industry Induction Training (formally Safety Awareness Training), of the Occupational Safety and Health Regulations 1996:

3.136 Construction induction training requirements

- (1) An employee or self-employed person must not do construction work at a workplace unless he or she holds a construction induction training certificate.

Penalty: the regulation 1.15 penalty

- (2) A person who is an employer, the main contractor or a person having control of the workplace must not permit an employee or self-employed person to do construction work at the workplace unless that other employee or self-employed person holds a construction induction training certificate.

Penalty: the regulation 1.16

- (3) For the purpose of this regulation, a person who, immediately before this regulation came into operation, held a current safety awareness training certificate (as defined in regulation 3.135 as in force at that time) is to be taken to hold a construction induction training certificate.

3.135 Terms Used

Construction induction training certificate means a certificate, card or other document that -

- a) was issued by the provider of a construction industry training course that is, or was at the time the document was issued, a recognised construction induction training course; and
- b) contains information to the effect that the person named in the document satisfactorily completed the course on the date specified in the document.

Construction induction training course means a course or training program that includes instruction in -

- a) the rights and responsibilities under the Act and these regulations of persons who do construction work or employ people do such work; and
- b) the hazards to which a person is likely to be exposed while doing construction work at a workplace; and
- c) how to apply risk management principles when doing construction work at the workplace;

2.6 WorkSafe Inspectors

In Western Australia, WorkSafe inspectors have the power to:

- enter and inspect any workplace
- take samples, photographs and copies of any document
- interview any employee in private and require them to answer questions

An inspector may visit a workplace:

- when the employer, the occupational safety and health representative or an employee (if there is no safety and health representative) has notified the inspector after unsuccessfully attempting to resolve a safety and health issue according to the Act, and where there is risk of imminent and serious injury or harm to health
- to investigate incidents involving death, injuries or dangerous situations involving possible breach of the Act and Regulations or non-compliance with an improvement notice, prohibition notice, prosecution action or verbal direction
- as part of other prevention and workplace assessment programs

Section

3

BGC Policies

3.1 Safety and Health Policy	3-2
3.2 Equal Employment Opportunity and Harassment Policy.....	3-3
3.2.1 What is unlawful discrimination?.....	3-3
3.2.2 What is sexual harassment?	3-4
3.2.3 What is racial harassment?	3-4
3.2.4 What is disability harassment?.....	3-4
3.2.5 What is workplace bullying?.....	3-4
3.2.6 What is workplace grievance?	3-5
3.2.7 Procedure - What can you do if you have a workplace grievance?.....	3-5
3.3 Fitness for Work Policy	3-6
3.4 Industrial Relations Policy.....	3-7
3.5 Chain of Responsibility Policy	3-8
3.6 Working Alone Policy.....	3-9

3.1 Safety and Health Policy

Safety and Health Policy

BGC recognises it has a moral and legal responsibility to ensure that all work activities undertaken will achieve and maintain a high standard of occupational safety and health for all employees, subcontractors and visitors. All employees have a reciprocal responsibility to ensure that they assist management in achieving an injury free workplace.

Senior Management have authorised the development of an Occupational Safety and Health Management System to be integrated into management across the Group of Companies. The goal of the Occupational Safety and Health Management System is to eliminate work related injuries and illnesses by achieving measurable objectives and targets.

We are committed to achieving these objectives and targets through:

- Proactively seeking to eliminate unacceptable risks through a systematic risk identification and assessment process that is an integrated part of day to day operations.
- Providing a level of leadership and training to ensure that work is managed to achieve a safe, efficient and productive outcome.
- Gaining the total involvement and commitment of all BGC employees to achieving an accident free and healthy workplace.
- The provision of adequate funding and resources to ensure that the requirements of the Safety Management System are implemented.
- Comply with all applicable legislation, acts, regulations, codes of practice and standards.
- Internally and externally auditing safety performance in all areas.
- To provide effective injury management and rehabilitation for all employees.
- Ensuring the Safety and Health Policy is available to all BGC employees, contractors, visitors and interested parties, and that they are informed of and understand their obligations in respect to the policy.

Through implementation of this policy and the total commitment of BGC management and employees our Safety and Health objectives and targets will be achieved.

Eric Thomson
General Manager
September 2018

3.2 Equal Employment Opportunity and Harassment Policy

Equal Employment Opportunity and Harassment Policy

BGC is committed to maintaining a professional standard of conduct in all of our business practices and to complying with equal opportunity legislation. BGC does not tolerate any form of unlawful discrimination, unlawful harassment or workplace bullying.

All employees and contractors are expected to behave in an appropriate manner and to treat other employees, contractors and customers with dignity and respect. In particular, this includes the following.

- Respecting cultural and social differences amongst each other and our customers.
- Treating people fairly and recognising and respecting the skills and talents of others.
- Not engaging in unlawful harassment, discriminatory or bullying behaviour towards others in the workplace.

We will take all practicable steps to ensure our workplaces are free from all forms of unlawful harassment, unlawful discrimination and workplace bullying as those terms are defined in applicable legislation. A short description of these terms is included in this policy.

We will provide equal opportunity training to employees through our induction process and as required on site.

We will manage grievances regarding discrimination, harassment and bullying in a fair, impartial, efficient and respectful manner according to the procedure referred to in this policy.

Persons will not be treated unfavourably because they have raised a grievance pursuant to this policy.

Eric Thomson
General Manager
September 2018

3.2.1 What is unlawful discrimination?

Unlawful discrimination can arise when a person is treated less favourably because of an attribute or personal characteristic protected by a discrimination law including age, disability or impairment, sex, race, ethnic or social origin, marital status, pregnancy, family responsibility status, sexual orientation, transgender status, religious or political beliefs, gender identity or history, employment activity, industrial activity, breastfeeding, medical history or criminal record.

Unlawful discrimination can be direct or indirect.

Direct discrimination is when a person treats, or proposes to treat, someone unfavourably because of a personal attribute protected by a discrimination law.

Indirect discrimination occurs when an unreasonable condition is imposed that disadvantages a person because they have a personal attribute protected by a discrimination law.

Unlawful discrimination is considered an unreasonable and unacceptable workplace practice.

3.2.2 What is sexual harassment?

Sexual harassment is defined as unwelcome conduct, of a sexual nature, towards a person where a reasonable person having regard to all circumstances, would have anticipated offence, humiliation or intimidation.

Sexual harassment may include conduct which occurs in the day to day workplace or in connection with work outside normal hours (for example at a work function or on Facebook).

Sexual harassment can include, but is not limited to, unwelcome touching or staring, sexually suggestive comments, sexual jokes and innuendo, sexually explicit pictures sent via email or text message, unwelcome requests for sexual favours, repeated questions about a person's private life and behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment does not include lawful conduct between two consenting people.

Sexual harassment is considered an unreasonable and unacceptable workplace practice.

3.2.3 What is racial harassment?

Racial harassment includes threatening, abusing, insulting or taunting a person in the workplace because of their race or a characteristic that pertains or is generally imputed to their race or because they have a relative or associate who is of a different race.

An example of racial harassment is where a person or group of persons uses disparaging terms or slang to describe a person's race or ethnic origin.

Racial harassment is considered an unreasonable and unacceptable workplace practice.

3.2.4 What is disability harassment?

Disability harassment included threatening, abusing, insulting or taunting a person in the workplace because they have a disability.

An example of disability harassment is where a person or group of persons makes offensive or insulting comments about a person's disability or impairment.

Disability harassment is considered an unreasonable and unacceptable workplace practice.

3.2.5 What is workplace bullying?

Workplace bullying is repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

Unreasonable behaviour is behaviour that a reasonable person would expect to victimise, humiliate or threaten another person, having regard to all of the circumstances.

Workplace bullying can include, but is not limited to, verbal abuse, behaviour that humiliates, belittles or degrades, physical threats and violence, deliberate isolation or setting timeframes that are impossible to achieve or constantly changing deadlines, targets or work guidelines.

Workplace violence and bullying can also constitute offences under occupational health and safety laws.

Workplace bullying is not reasonable management action carried out in a reasonable way, for example, rostering and allocating working hours where the requirements are reasonable or informing an employee of their unsatisfactory work performance.

3.2.6 What is workplace grievance?

A grievance is a problem, conflict or issue that arises in relation to another person or situation at the workplace. Grievances can include anything which causes distress to any individual at a workplace in the course of their work.

A BGC employee raising a grievance is expected to be acting in good faith in accordance with their employment duties. This grievance procedure is not in any way incorporated as part of any industrial agreement entered into by BGC, nor does it form any part of any employee's contract of employment. It provides guidance for BGC and its employees.

Grievance Officers or Fair Treatment Officers recognise the confidential nature of information about grievances and, where possible, will treat any grievance accordingly. Grievance Officers or Fair Treatment Officers will, where appropriate, assist you in handling your complaint directly with the person involved or address other relevant steps to take to resolve your complaint. They will not act as a mediator or investigator at this stage and will not make disciplinary decisions regarding your complaint. For details of the available Grievance Officers or Fair Treatment Officers in your particular workplace please speak to BGC Human Resources or your General Manager.

BGC employees should be aware that when investigating a complaint, the Grievance Officer or Fair Treatment officer may be required to disclose certain details of the complaint or report the complaint to a more senior person in BGC.

3.2.7 Procedure - What can you do if you have a workplace grievance?

3.2.7.1 Informal procedure

When an employee feels aggrieved about something that has happened to them in the workplace, they should do any of the following.

- If they feel comfortable confronting the person who they think caused the problem, then directly approach the person in a timely, private and polite manner and attempt to resolve the problem by discussing it with them.
- Approach the person's supervisor or the General Manager of the division in a timely, private and polite manner to discuss their grievance.
- If the person is not comfortable with discussing their grievance with any of the above listed people, then they should raise it and discuss it informally with a Grievance Officer or fair Treatment Officer.

If an informal approach is taken but the desired result is not achieved, then a formal approach can be adopted.

3.2.7.2 Formal procedure

To make formal complaint an employee should approach BGC Human Resources who will, where appropriate, initiate an investigation regarding the grievance.

Depending on the circumstances of the grievances, an investigation can involve gathering information about the circumstances that gave rise to the grievance.

3.2.7.3 Possible outcomes

The possible outcomes will depend on the nature of the grievance and will be determined by the General Manager of the particular workplace or by a more senior person within the organisation.

3.3 Fitness for Work Policy

Fitness for Work Policy

BGC is committed to the safety of its employees and subcontractors in their performance of work activities, and has a duty of care to provide a safe working environment. Employees and subcontractors have a reciprocal duty of care for their own safety and the safety of their fellow workers and the public. BGC recognises that the misuse of drugs and alcohol is a significant community problem that can have an impact upon the safety, health and decision making capabilities of its employees and thereby upon the safety of the company's operations.

In line with BGC's commitment to providing a safe place of work and to protecting the safety and health of employees and subcontractors, the management has put in place stringent controls to manage the misuse of drugs and alcohol in all areas of the company's operations.

Random screening in the workplace of personnel and subcontractors for substance abuse is company policy and, at its discretion, BGC may make a favourable result to pre-employment substance abuse screening a necessary condition for engagement as an employee or subcontractor. An initiative to provide information regarding education and rehabilitation programs, outside of working hours, to access counselling services will be made available to all employees and subcontractors.

BGC is committed to fostering a fitness for work behaviour amongst our employees and subcontractors whereby it is unacceptable to present for work under the influence of drugs or alcohol.

Eric Thomson
General Manager
September 2018

3.4 Industrial Relations Policy

Industrial Relations Policy

BGC is committed to maintaining sound employee and industrial relations throughout all operations. Managerial decisions will be made with the ethical approach of being fair, honest and consistent with all parties.

Underlying this policy are the following objectives:

- compliance with all relevant Employee and Industrial legislation
- employing suitably qualified and competent personnel
- the implementation of Safety and Health policies and supporting procedures to provide a safe work environment for all
- the provision of leadership and innovation in the management of industrial relations
- the support of Freedom of Association

Eric Thomson
General Manager
September 2018

3.5 Chain of Responsibility Policy

Chain of Responsibility Policy

BGC is committed to ensuring compliance with its chain of responsibility obligations including all provisions under The Road Traffic (Vehicles) Act 2012, The Road Traffic (Administration) Act 2008

It is important that BGC employees and contractors do not, by their actions, inactions or decisions, cause or contribute to a breach of the road transport laws.

Legal Obligations

- Take all reasonable steps to prevent breaches of the road transport laws by other parties along the transport logistics chain.
- Do not place unreasonable or unrealistic demands on operators or drivers.
- Take all reasonable steps ensure timeframes for drivers are realistic and will not contribute to or cause a driver to drive:
 - fatigued
 - in breach of their work and rest hours
 - in breach of a mass, dimension or loading requirement (**MDLR**)
- Ensure drivers' schedules are flexible to make allowance for traffic conditions and unexpected delays.
- Do not engage in conduct that results, or is likely to result, in threatening, intimidating, coercing, inducing or offering an incentive to another person to commit a breach of a MDLR. If you engage in such conduct you may be fined under the relevant laws.
- Immediately report any misconduct to management.

BGC's compliance and enforcement record shall be a matter of pride for all personnel at all workplaces.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Eric Thomson
General Manager
September 2018

3.6 Working Alone Policy

Working Alone Policy

Objective

BGC is committed to providing a safe working environment for all employees, including those employees who are Working Alone. Work that requires a WorkSafe WA High Risk License must not be performed by a person who is working alone.

Authority

This program satisfies the requirements of the Occupational Safety and Health Act (1984) and BGC Safety policy.

Definitions

Working Alone:

When a person cannot be seen or heard by another person and when they cannot expect to be seen or heard by another worker or member of the public for some time. A person who travels on well constructed and frequently used roads and is working where there are occupied dwellings nearby or other construction activity nearby, is not working alone. An office or factory worker who is working outside of their normal working hours and is alone in the building is considered to be working alone.

High Risk Work:

Any task that has a High risk rating on the Job Safety Analysis including working at height, working on plant or equipment with the guarding removed or entry into "Confined Spaces".

Procedure

The person allocating the work is responsible for determining if the worker will be working alone and the risk rating of the tasks to be undertaken. Where the worker travels on well constructed and frequently used roads and will be working where there is a high likelihood that the public or other workers are nearby and the work is not considered to be high risk are not considered to be working alone for the purposes of this procedure. Where the worker is working alone for more than four hours and undertaking high risk tasks, contact is required every four hours.

During Normal Hours

The person allocating the work is to consider the questions in the Working Alone Contact Record book. If the answer to all of the CONTACT REQUIRED QUESTIONS is YES no additional controls are required and there is no requirement for the Working Alone Contact Record to be completed. However if the answer to any of the questions is No, a copy of the Working Alone Contact Record is to be given to and discussed with the worker.

For those sites where the Working Alone Contact Record is required, the following information is required:

- the name of person allocating the work
- the name of the worker
- the name of the builder/owner and that person's contact details
- the address of the site
- the names the person or people that the worker is to contact
- the time of the day that the worker is make contact.

(Policy continues on next page)

Working Alone Policy (continued)

If the worker does not make contact within one hour of the required nominated contact time, the person who allocated the work is to attempt to contact the worker and record the outcome in the Working Alone Contact Record. If this attempt to contact the worker is not successful the person who allocated the work is to discuss the situation with their manager or the OHS Manager to decide on a course of action.

If a worker arrives at a building site that the person allocating the work had not anticipated would meet the criteria for working alone, it is the responsibility of the worker to make every attempt to contact the person who allocated the work and advise them of the situation.

Outside Normal Hours

The employee's supervisor will:

- Ensure that the employee has a list of contact phone numbers
- Ensure that the employee has access to a mobile phone
- Determine the length of time that the employee will be working alone
- Ensure that contact is made with the employee within one hour of the time that the person is expected to finish Working Alone
- If this attempt to contact the worker is not successful the person who allocated the work is to discuss the situation with their manager or the OH&S Manager to decide on a course of action.

Eric Thomson
General Manager
September 2018

John Payne
OH&S Manager
September 2018

Section

4

Structure and Responsibilities

4.1 Structure.....	4-2
4.2 Responsibilities	4-2
4.2.1 The Site Principal	4-2
4.2.2 BGC Steel	4-3
4.2.3 Individual Responsibilities	4-4

4.1 Structure

A commercial or residential building site is a workplace and as such requires an organisational structure for the safety and health of all persons employed on the site. The structure of BGC Steel for site operations is as follows:

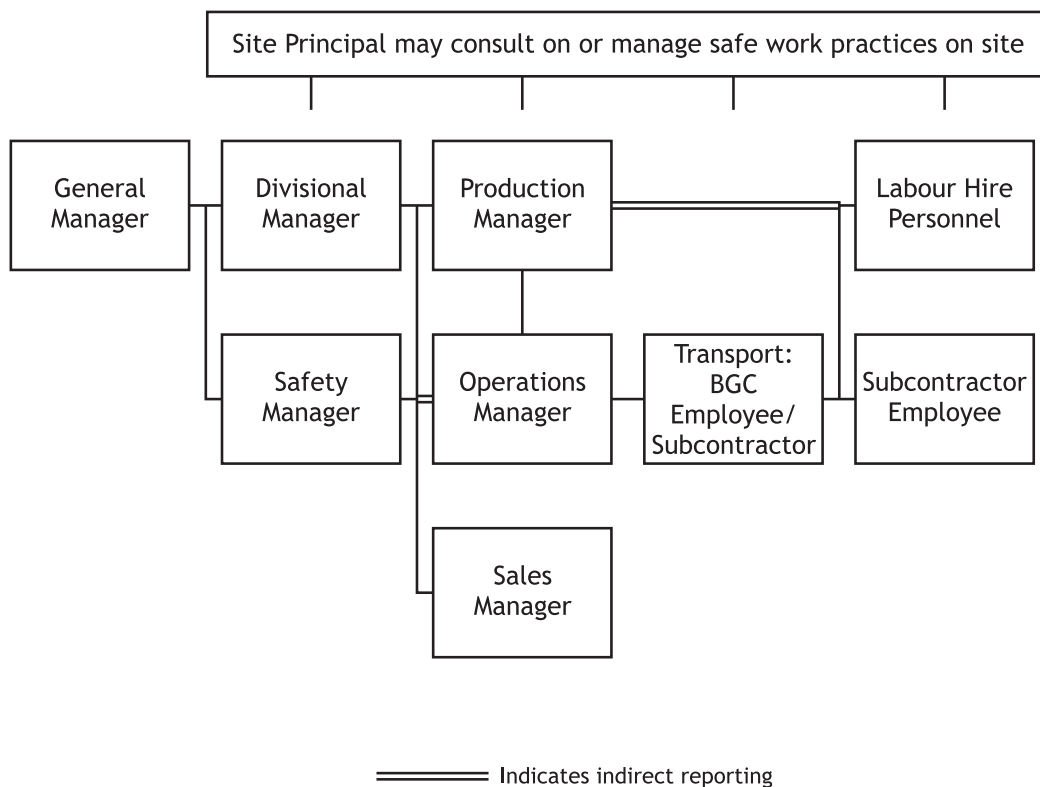


Figure 4.1 BGC Steel Site Organisation Structure

4.2 Responsibilities

4.2.1 The Site Principal

The Site Principal may be the owner of the site, or the principal building contractor who has overall control of the site. The Site Principal may appoint a site manager or supervisor as his representative.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of the Site Principal as primary employer are:

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and other site visitors are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and other site visitors
- To communicate the requirements of the safety and health management system to employees, subcontractors and other site visitors
- To provide adequate resources for the implementation of the safety and health management system
- To ensure through supervision that all employees, subcontractors and other site visitors comply with the safety and health management plan for the system

- To ensure competency training of all employees and subcontractors
- To ensure safe working procedures are determined through Job Safety Analyses and implemented through supervision
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation
- To provide feedback on matters of safety and health to employees, subcontractors and other site visitors
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate

4.2.2 BGC Steel

BGC manufactures, delivers and installs steel roll-formed and pressed building materials to a wide range of customers. In the course of this, managers and supervisors, sales and estimating personnel, delivery personnel, installation and service personnel may have to enter a building site to ensure that the business of BGC is completed to the highest standard of the industry.

BGC directly employs and subcontracts for the supply and installation of building materials. BGC recognises that by legislation it is considered to be the employer of any subcontractor or labour hire personnel it has engaged.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of BGC are:

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and labour hire personnel attending a construction or building site are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and labour hire personnel attending a construction or building site. This requires a consultative procedure between BGC and the Site Principal to ensure an agreed cohesive safety and health management system operates for all BGC employed personnel.
- To communicate the requirements of the safety and health management system to employees, subcontractors and labour hire personnel
- To provide adequate resources for the implementation of the safety and health management system including personal protective equipment
- To ensure through supervision that all employees, subcontractors and labour hire personnel comply with the safety and health management system for the site
- To ensure competency training of all employees, subcontractors and labour hire personnel
- To ensure safe working procedures are developed through Job Safety Analyses and implemented
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation

- To provide feedback on matters of safety and health to employees, subcontractors and labour hire personnel
- To mediate in any dispute concerning safety and health on a construction or building site involving employees, subcontractors or labour hire personnel
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate

4.2.3 Individual Responsibilities

4.2.3.1 General Manager

- Prescribed responsibility as an employer under the OSH Act for the provision and practice of safety and health for all employees, including subcontractors, wherever located
- Determines policies and procedures relating to the BGC safety and health management system
- Monitors and reviews all safety and health management policy and procedures

4.2.3.2 Divisional Manager

- Reports to General Manager
- Co-ordinates with Site Principal in the development of a cohesive safety and health management system for all BGC employees, subcontractors and labour hire personnel who will attend a site on behalf of BGC
- Monitors and reviews the safety and health management system for the site
- Approves contract agreements with subcontractors

4.2.3.3 Safety Manager

- Reports to General Manager
- Identifies and applies legislation appropriate to the construction industry and advises managers of legislative changes
- Implements the BGC safety and health management system including incident management, audit and record keeping

4.2.3.4 Production Manager

- Reports to Divisional Manager
- Manages production according to customer schedule
- Engages labour hire personnel as required

4.2.3.5 Operations Manager

- Reports to Production Manager
- Manages delivery of Steel products to site
- Supervises transport employees and transport subcontractors in the implementation and working of the safety and health management system for site deliveries
- Schedules subcontractor work

- Manages subcontractors in accordance with contract agreements
- Consults with Site Principal in matters of dispute

4.2.3.6 Transport Employee / Subcontractor

- Reports to Operations Manager
- Delivers Steel products to site
- Co-ordinates a safe laydown area with Site Principal (or representative), subcontractor or Transport Manager

4.2.3.7 Sales Manager

- Reports to Divisional Manager
- Manages sales and estimator employee visits to site where required
- Supervises sales and estimator employees in the implementation and working of the safety and health management system for site visits

4.2.3.8 Subcontractor (General)

- Reports to Operations Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site
- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site

4.2.3.9 Subcontractor (Sole Operator)

- Reports to Operations Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for the site
- Takes reasonable care to ensure his own safety and health at work and avoid adversely affecting the safety and health of any other person in the workplace
- Complies as far as he is reasonably able, with instructions given by his employer for his own safety and health or for the safety and health of others in the workplace. This requires working in accordance with the safety and health management system, including any Job Safety Analyses, agreed between the Site Principal and BGC
- Uses personal protective equipment as provided in a manner he has been instructed to use it
- Reports any situation on site that he believes is a hazard to safety or health and that he cannot correct himself. This report may be to the site manager or supervisor, or, if none present, to the BGC Operations Manager
- Reports to the BGC Operations Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work
- Ensures that all site-required competencies are current

- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Supervises any labour hire employees in matters of safety and health on site

4.2.3.10 Subcontractor (Employer)

- Reports to Operations Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site
- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site
- Provides and maintains workplaces, plant, and systems of work such that, so far as is practicable, employees and labour hire personnel attending a construction or building site are not exposed to hazards
- Implements and maintains a management system for the safety and health of employees and labour hire personnel attending a construction or building site. This requires a consultative procedure between subcontractor and BGC to ensure an agreed cohesive safety and health management system operates for subcontractor employees and labour hire personnel
- Communicates the requirements of the safety and health management system to employees and labour hire personnel
- Provides adequate resources for the implementation of the safety and health management system including personal protective equipment
- Ensures through supervision that all employees comply with the safety and health management system for the site
- Ensures competency training of all employees and labour hire personnel
- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Ensures safe working procedures are determined through Job Safety Analyses and implemented through supervision
- Facilitates consultation on matters of safety and health on site as required
- Reports to WorkSafe and BGC Operations Manager and investigates any accident or incident occurring in the course of his work as prescribed by legislation
- Provides feedback on matters of safety and health to employee and labour hire personnel

4.2.3.11 Subcontractor (Supervisor)

Where a subcontractor has labour hire personnel allotted to him by BGC, the subcontractor as a supervisor:

- Reports to Operations Manager
- Ensures that workplaces, plant, and systems of work are such that, so far as is practicable, labour hire employees attending a construction or building site are not exposed to hazards

- Inducts labour hire employees to the construction or building site safety requirements
- Ensures training is provided to enable labour hire employees to complete their task in a manner that does not expose them to hazards
- Confirms the currency of any competency required by labour hire personnel
- Ensures that all plant, tools and equipment required by labour hire personnel are maintained and operated according to legislative requirements
- Reports to the BGC Operations Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work
- Is available for consultation on matters of safety and health on site

4.2.3.12 Subcontractor Employee

- Reports to Subcontractor
- Works as an employee under the provisions of the Occupational Safety and Health Act

4.2.3.13 Labour Hire Personnel

- Reports to Subcontractor
- Works as an employee under the provisions of the Occupational Safety and Health Act

Section 5

Consultative Mechanisms

5.1 Consultative Mechanisms.....	5-2
5.1.1 General.....	5-2
5.1.2 Matters of Dispute on Site.....	5-2
5.1.3 The Unsafe Site	5-2

5.1 Consultative Mechanisms

5.1.1 General

Within its manufacturing divisions BGC has a structure for consultation on matters of occupational safety and health as follows:

- Safety and Health Management Committee

A monthly meeting of management and employees which consults on all matters relating to safety and health. The agenda for this meeting now includes a section on subcontractor issues. Subcontractors are encouraged to list matters for consideration.

- Toolbox Meetings

A monthly meeting of small groups of employees to discuss matters of safety and health that arise in the course of their work. Matters that cannot be resolved directly are referred to the Management Committee.

Subcontractors are encouraged to participate in a toolbox meeting whenever possible, either joining a group within the manufacturing divisions, or by agreement with other subcontractors. Minutes of any toolbox meeting will be recorded and forwarded to the Safety Manager for action.

- Safety and Health Representatives

Safety and Health Representatives are elected from the employees, are available to consult at any time and to represent the employees in matters of safety and health in the Management Committee.

Subcontractors are encouraged to consult with the manufacturing plant Safety and Health Representatives or to elect a Safety and Health Representative from among their own numbers. This is a legislated position which requires registration and specific training.

- Safety and Health Manager

BGC has appointed a Safety and Health Manager who is available at any time for consultation and as a resource in matters of safety and health.

5.1.2 Matters of Dispute on Site

Any matter of dispute with the Site Principal or his representative which arises in the course of a subcontractor's work must be referred immediately to the BGC Operations Manager for resolution.

5.1.3 The Unsafe Site

When a subcontractor considers that a site is unsafe to work on, and cannot effect the changes necessary to correct the unsafe conditions, the subcontractor must immediately consult with the BGC Operations Manager.

The subcontractor must remain at the site until the BGC Operations Manager resolves the matter, or advises the subcontractor to leave.

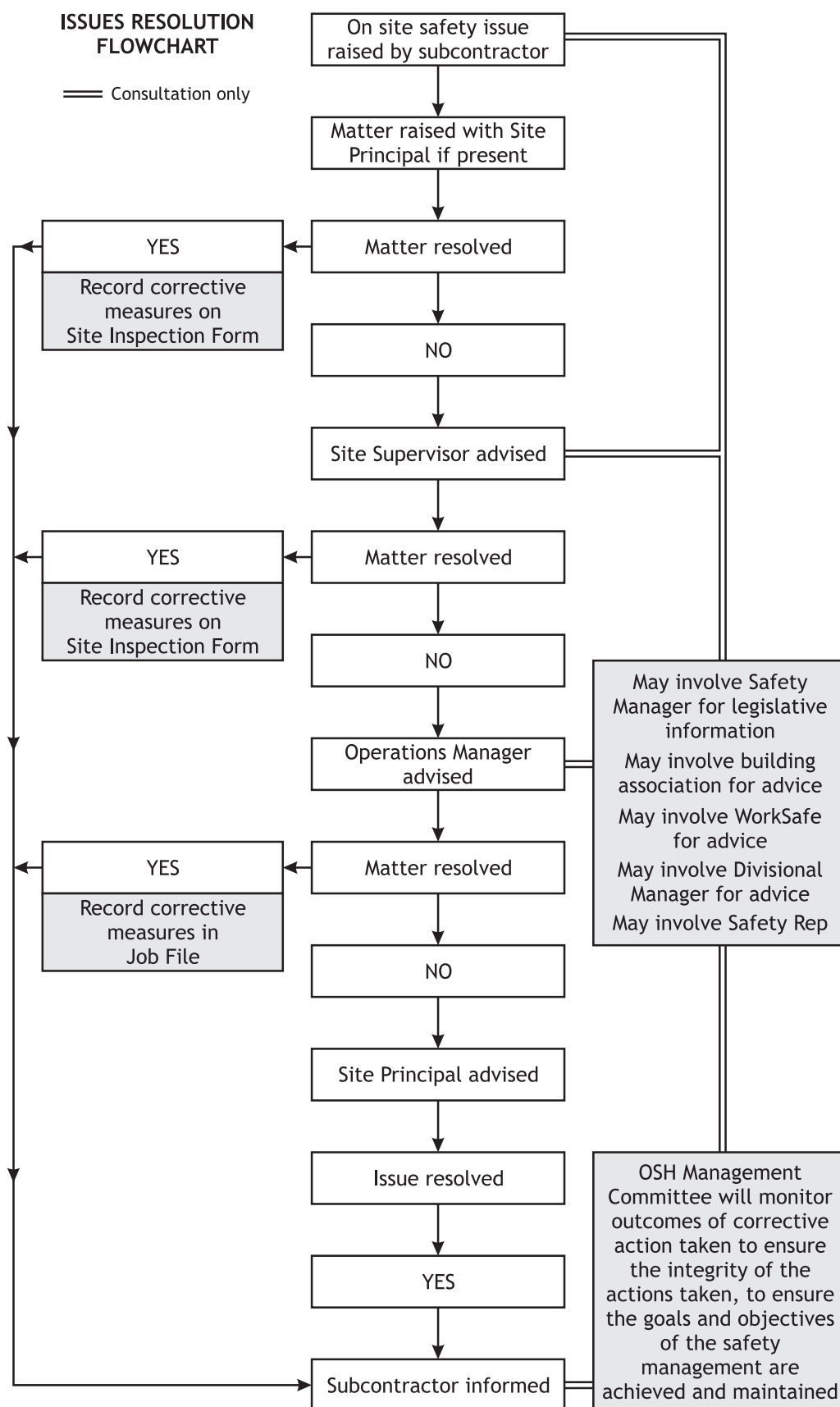


Figure 5.1 Issues Resolution Flowchart

Section 6

Site Deliveries

6.1 Site Deliveries	6-2
6.1.1 Arrival at Site	6-2
6.1.2 Offloading Process	6-2
6.1.3 Completion of Task	6-3

6.1 Site Deliveries

BGC employed drivers or subcontracted drivers delivering building products to a commercial or residential site will follow an established procedure to ensure that their own safety and health is maintained, and the safety and health of any other person who will be in the proximity of either the offloading process, or the offloaded materials.

6.1.1 Arrival at Site

- Before entering site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Where the Site Principal, his representative or associated tradesperson is present, the delivery driver will identify himself and request direction about where the delivered materials will be offloaded.
- The delivery driver will assess the designated area for access, ground surface condition and adequacy of area for operation and complete a Site Safety Report Deliveries/Pick Up form. A printed template of this form will be provided to holders of registered copies of this manual and is available for download via the BGC web site.

Where there is no Site Principal, representative or associated tradesperson, the following shall apply:

- Before entering the site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Unless the delivery driver has received prior instruction about the offloading location on site, he will contact his Operations Manager for instruction.
- Where there is no specific instruction, the delivery driver will complete a Site Safety Report Deliveries/Pick Up form and select a location for offloading that will not obstruct the safe access of other vehicles or personnel onto the site or impede other site activity.
- Where the site is unsecured and where no lock-up facility has been provided, the delivery driver will not offload any hazardous substances and will report this to his Operations Manager.

Where there is no suitable or available access to the site, the following shall apply:

- The delivery driver will confirm through his Operations Manager that he can offload onto a public area, a verge or sidewalk.
- The delivery vehicle will be kerb or verge parked according to local council requirements
- The delivery driver will clearly demarcate, by signage and / or barricade, the operational area of the offloading process warning other vehicles or pedestrians of the hazard.
- The delivery driver will not offload any hazardous substance onto a public area, verge or sidewalk unless a suitable lock-up facility has been provided by the Site Principal, his representative or associated tradesperson. The delivery driver will report this non delivery to his Operations Manager.

6.1.2 Offloading Process

- The delivery driver will ensure that the operational area for offloading is restricted to essential personnel and machinery for the duration of the operation.

6.1.3 Completion of Task

- The delivery driver will ensure that all offloaded materials are stored and / or stacked in such a manner that they do not pose a hazard to other persons, plant or equipment.
- Any offloaded material that may shift by wind movement will be firmly secured.
- Any material offloaded onto a public area will be made as safe as practicable and clearly marked to advise pedestrians and/or other vehicles of the hazard.
- On completion of task the delivery driver will advise the Site Principal, his representative, or tradesperson (if present) that he, and any associate, is leaving the site.
- The driver will finalise the Site Safety Report Deliveries/Pick Up form and return it to his Operations Manager.

Section
7

Site Visits

7.1 Site Visits	7-2
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7.1 Site Visits

BGC employees, sales representatives, estimators and other personnel ensure that customer orders are manufactured and installed to specification and satisfaction. These persons may be required to make a site visit in the course of their customer service, and the following safety procedures will apply.

Where there is a prior arrangement to meet a customer or customer representative on site:

- The site visitor will not enter the site until the representative is present.
- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- As far as it is practicable, the site visitor will be accompanied by the customer or customer representative at all times.
- As is required by legislation, the site visitor will report to the customer any situation he believes is a hazard.
- The site visitor will not leave the site without first advising the customer or customer representative.

Where there is no prior arrangement to meet a customer on an active site:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise the Site Principal, his representative, or tradesperson of his presence and purpose of visit.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards, nor will his presence and work cause a hazard to others on site.
- As is required by legislation, the site visitor will report to the Site Principal, his representative or tradesperson, any situation he believes is a hazard.
- On completion of work the site visitor will advise the Site Principal, his representative or tradesperson of his intention to leave the site.

Where the site is vacant or unattended:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise his supervisor / manager of his intention to enter the vacant or unattended site.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards.
- As is required by legislation, the site visitor will report to his supervisor / manager any situation he believes is a hazard.
- On completion of work, the site visitor will advise his supervisor / manager that he has left the site.

Section
8

Site Safety Inspections

8.1 Site Safety Inspections	8-2
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8.1 Site Safety Inspections

As an integral part of the safety management system, a hazard inspection is to be completed on every site and a Site Safety Report form which will cover the key areas of site safety is to be completed.

Even though a BGC Supervisor may have previously been to the site and the subcontractor or BGC employee may have already worked on that site on an earlier occasion, conditions may have changed. Therefore a hazard inspection is to be completed and recorded on the Site Safety Report on each occasion before commencing work.

There are specific Site Safety Report for each task performed on site. Printed templates of this form will be provided to holders of registered copies of this manual and are available for download via the BGC web site.

Where an unsafe condition is present, the subcontractor will attempt to remove the unsafe condition either through the actions of other on-site personnel, or by his own corrective measures.

If an unsafe condition persists on site and cannot be corrected, the subcontractor must immediately contact the BGC Operations Manager for further direction.

Section

9

Emergency Procedures

9.1 Emergency Procedures	9-2
9.1.1 General	9-2
9.1.2 Medical	9-2
9.1.3 Fire.....	9-2
9.1.4 Chemical Spill	9-2
9.1.5 Threat	9-3
9.1.6 Useful Telephone Numbers	9-3

9.1 Emergency Procedures

9.1.1 Working Alone

The Western Australian WorkSafe Guidance Note Working Alone defines a person is alone at work when they are on their own, when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker or member of the public for some time. The person who is working alone may be an employer, self-employed person, contractor or employee.

Employers are required to have safe systems of work for people who work alone. The guidance note can be found on the WorkSafe WA website and is available for download via the BGC web site.

9.1.2 Medical



If someone is injured:

- immediately notify a colleague with First Aid experience
- apply First Aid where possible
- notify the Site Principal (or representative if present)
- transport the injured person to an emergency health centre or hospital
- if there is any doubt about moving the injured person, call for an ambulance
- notify the BGC Operations Manager

9.1.3 Fire



If a fire breaks out:

- control the fire - but only if it is safe to do so
- identify the source of the fire - but only if it is safe to do so
- notify the Fire Brigade
- inform all site personnel
- leave the site by the safest exit route

9.1.4 Chemical Spill



If a chemical spills:

- inform all site personnel and check for injuries
- isolate and ventilate spill area if possible
- try to identify chemical
- seek advice from Fire Brigade or EPA
- put on protective clothing as advised and clean spill if possible
- if not, exit area and await arrival of Fire Brigade

9.1.5 Threat



If someone telephones a bomb or other threat:

- keep the person talking and note down as many details as possible
- if a bomb threat, ask when the bomb is set to go off
- if possible, advise police immediately on another phone
- advise the Site Principal or his representative if present
- advise all site personnel and exit the site
- advise Operations Manager and await further instruction

IF IN DOUBT - EVACUATE THE SITE
DIAL 000 TO CALL THE POLICE, FIRE OR AMBULANCE

9.1.6 Useful Telephone Numbers

Sonic Health Plus (Canning Vale)	9455 2403
Fire Brigade/DFES	133 337
Police (for advice/non-emergency)	131 444
DFES/SES (Chemical Spill Advice)	132 500



**REMEMBER - IF YOU ARE USING A MOBILE PHONE OUTSIDE YOUR
SERVICE PROVIDER'S AREA YOU MAY CALL EMERGENCY SERVICES ON**

112

Section 10

Job Safety Analyses

10.1 Job Safety Analysis (JSA)	10-2
10.1.1 Hazard Management	10-2
10.1.2 Generic JSA	10-2
10.1.3 JSA Variation	10-2

10.1 Job Safety Analysis (JSA)

A Job Safety Analysis is the process of reviewing job methods, uncovering hazards and redesigning the job to eliminate those hazards. A Job Safety Analysis may be performed as part of an initial survey, or form part of an ongoing process.

A Job Safety Analysis breaks down the job tasks into simple steps and identifies the hazards or potential injuries in each step. Control methods are determined that will remove the hazard or lessen the likelihood of an injury outcome.

The subcontractor is to train each person who works on a site in the JSA for the task. Each person who works on a site is to sign the JSA in this manual.

The key questions in deciding if a JSA is to be completed are:

1. What is the potential for an incident to occur
2. At what frequency could the incident occur
3. What is the probable outcome - what loss or damage

Job Safety Analyses are monitored and reviewed by the Safety and Divisional Managers and amended as required.

10.1.1 Hazard Management

Hazards which are identified are managed under a hierarchy of control as follows:

1. Eliminate the hazard completely
2. Substitute an alternative piece of machinery or tool or substance
3. Engineer change by modifying machinery or tool
4. Administer change through signage or alternative work practices to reduce exposure to the hazard
5. Wearing Personal Protective Equipment as appropriate






10.1.2 Generic JSA

A generic Job Safety Analysis has been prepared for each trade subcontracted by BGC. However, in certain instances, a Builder may require a JSA specific to a particular job. This JSA will be produced by the Safety or Divisional Manager in consultation with the trade Subcontractor.

The generic Job Safety Analysis is reviewed or revised based on feedback from users, incidents or changes to regulations. Current versions of the Generic JSAs will be provided to holders of registered copies of this manual and are available for download via the BGC Steel web site.

10.1.3 JSA Variation

A Job Safety Analysis Variation form is to be prepared, if there are any hazards on any site that are not listed on the Generic JSA that is in Section 10 of the Site Safety Manual. The JSA Variation Form is to be used to record the additional steps, hazards or controls that are required. The JSA Variation Form is used together with the generic JSA to reduce the risks to an acceptably low level. Completed JSA Variation forms are to be forwarded to the Divisional Manager. The template of this form will be provided to holders of registered copies of this manual and are available for download via the BGC Steel web site.

JOB/TASK: Truck Deliveries		DATE: 4/12/2015			
LICENSES / QUALIFICATIONS: Drivers License appropriate for vehicle, Construction Safety Awareness Card, High Risk License Class DG for dogman, High Risk License Class LF for forklift driver, HIAB Competency, Traffic Controller Accreditation (if stopping traffic), JSA SITE 02.00					
LOCATION / DEPARTMENT: Factory and Sites		Analysis by : John Payne, Keith Walker, Gil Sander			
EQUIPMENT/TOOLS REQUIRED: Communication -Mobile Phone (and 2 way radio if spotter needed) Traffic Warning Cones Digital camera and spare batteries Rated lifting straps Load restraint straps Stop / Slow Traffic Sign		PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT:     			
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Planning for jobs	<ol style="list-style-type: none"> 1. Unqualified personnel 2. Unsafe Vehicle / or equipment 3. Working Alone 4. Site or delivery uncertainty 5. Commercial construction site hazards 	H	<ol style="list-style-type: none"> 1. Only personnel with the above Licenses / Qualifications are allowed to perform this task Drivers name to be on current "Internal Staff Who Visit Site" and Car Policy matrices 2. Complete pre-start Checklist for Vehicle – if any faults found, Transport Manger must be informed immediately Complete pre-start check of crane, all lifting gear including inspection tags and load restraint straps 3. Transport Manger as far as is reasonably practical to determine if driver will be Working Alone Driver to carry mobile, check battery status 4. Gather all documentation and camera for deliveries, Plan your delivery route, Communicate with supervisor if there are any issues, 5. Ensure you have all of the above PPE in case it is a delivery site requirement 	M





JOB/TASK: Truck Deliveries			DATE: 4/12/2015		
1	Planning for jobs (continued)	6. Manual unloading or difficult crane unloading at delivery site 7. Reversing into traffic	H	6. Transport Manager to arrange for an assistant to be on site 7. Spotter required if driver visibility for reversing is obstructed 7.1. If likely that the flow of traffic is interrupted on major arterial roads, Transport Manager to schedule for a spotter to be present 7.2. Driver is responsible for advising Transport Manager BEFORE unloading, when a spotter is needed for those sites where no spotter has been provided 7.3. Driver and Spotter to be trained in and have signed JSA SITE 02.00 Reversing Trucks	M
2	Egress from vehicle parking area	1. Pedestrians 2. Collision with mobile or vehicles	H	1. Driver to ensure all mirrors, seats, and controls are correctly adjusted Reversing beeper or spotter to be used when reversing Driver to sound the horn if pedestrians are not reacting to reversing beeper Ensure all personnel are at a safe distance from truck path. 2. Do not drive within 3 metres of any mobile plant or vehicle if a driver is in the cabin unless the driver signals for you to proceed	L
3	Loading of material By Forklift	1. Struck by Forklift 2. Unbalanced loading / insecure load restraint	H	1. Forklift driver to have High Risk License Class LF Forklift driver to be trained in and signed off for the current Forklift operations JSA Remain 2 metres from operating forklift 2. Load to be inspected prior to departure to check that the truck driver has secured the load	L

JOB/TASK: Truck Deliveries			DATE: 4/12/2015		
4	Driving	<ol style="list-style-type: none"> 1. Loss of load from vehicle 2. Vehicle accidents 3. Vehicle break down / struck by other vehicles 	H	<ol style="list-style-type: none"> 1. After each delivery and at regular intervals on country trips, stop vehicle in an off road bay and check the load restraint of the load. If the driver is in any doubt about the safety of the load, he/she is phone the Transport Manager before proceeding 2. Driver to comply with all road traffic rules Any accident no matter how minor to reported as per BGC Motor Vehicle Policy 3. Continually check gauges in vehicle IF vehicles breaks down while driving, on busy roads do not get out of vehicle from drivers side If safe to do so, place traffic warning cones to warn other motorists Move as far away from the road as possible while reporting the breakdown and waiting for assistance 	M
5	Arriving at site	<ol style="list-style-type: none"> 1. Lack of safe off road parking / unloading 2. Hazard to other road users 3. Vehicle rolling 4. Delivery to wrong site 	M	<ol style="list-style-type: none"> 1. If unable to drive completely off the road, ensure that the vehicle will not create a safety hazard for pedestrians, other traffic or other construction workers, Turn on Hazard Lights and Strobe Lights before exiting truck, Do not park on the road if at all possible Always look for approaching vehicles before walking behind parked truck Do not walk behind vehicle if close to a corner or vision is restricted 2. Use warning cones when parked on the road starting 30 metres behind vehicle If the driver is in any doubt, he /she is to drive to a location where they can park safely and call the Transport Manager for advice 3. Hand brake to be applied 4. Check documentation to confirm that you are at the correct address 	L

JOB/TASK: Truck Deliveries			DATE: 4/12/2015		
5	Arriving at site (continued)	5. Construction site hazards Power lines Lack of level parking / unloading area Blocking access for other site workers Site PPE breach Public using footpaths	M	5. Inspect the area for hazards and complete the Site Safety Report BEFORE commencing to unload Check site signage and comply with PPE rules Do NOT unload if any part of crane or lifting gear will be within 3 metres of power lines. Driver to read the attached Overhead Power Lines information at each site where the hazard is identified Liaise with other workers if they or their property is in the way, - do not get into arguments – contact Transport Manager for advice if a problem arises Only park on firm compacted level ground Place warning cones on footpath if vehicle or load movement will cross the footpath If any additional hazards are present and the task can be completed safely, complete a JSA Variation Form before proceeding If additional hazards are present and task can not be done safely DO NOT unload, Advise Transport Manager	L
6	Unloading of Materials by Hiab	1. Hit by traffic 2. Awkward loads or if heavy manual handling is required 3. Strains and sprains 4. Roll over	H	1. Where possible move the vehicle so that all unloading is done while working off the road. Do not work on busy roads, use traffic cones 2. Transport Manager to provide an additional person to assist 3. Do not unload if the load has to be moved manually and it is too heavy or awkward for one person Contact Transport Manager for assi 4. Engage truck out riggers	L






JOB/TASK: Truck Deliveries			DATE: 4/12/2015		
6	Unloading of Materials by Hiab (continued)	5. Pinch Points 6. Power lines 7. Load falling 8. People or property hit by load 9. Lacerations 10. Blocking access or hazard to the public	H	5. Check that the load has not moved during transport Wearing gloves remove side pins on tray Keep well clear of load while slowly releasing the load restraint straps and watch for any sign of movement Do not touch suspended load until it has completely stopped moving on the ground and the slings are not bearing the weight 6. Continually check that a 3 metre clearance from power lines is maintained 7. Check all slings at each site for damage, continually be alert while unloading Only licensed Dogman to sling loads 8. DO NOT use Hiab in a rushed manner causing the load to swing about Only raise the load high enough to clear obstacles If tag line being held by assistant, ensure that line is kept tight Person holding tag line must not walk under suspended load 9. Wear gloves, be aware of sharp edges 10. DO NOT lay materials on footpaths and keep as far away from footpath as possible, DO NOT block access or egress from the building site Take a picture of delivered goods with digital camera Check the site to ensure that no hazard has been created by the delivered goods	L
7	Secure equipment and loads	1. Damage to equipment 2. Loose loads 3. Incorrectly stored pins, crane, lifting gear 4. Hit by traffic 5. Hazard for other road users	H	1. Retract out riggers and return crane to travel position 2. Check remaining loads on vehicle, re-secure load restraint if required 3. Re-insert side pins Store and secure lifting slings, cones into storage compartment of tray 4. Look out for traffic when collecting cones from road 5. Turn off Hazard Lights and Strobe Lights before leaving site	L




JOB/TASK: Truck Deliveries			DATE: 4/12/2015		
8	Depart site	<ol style="list-style-type: none"> 1. Driver vision restricted when reversing onto road 2. Busy roads 	H	<ol style="list-style-type: none"> 1. Spotter required 2. Rules for Spotter <ol style="list-style-type: none"> 2.1 Wear high visibility clothing 2.2 If traffic is to be stopped, spotter must be a trained Traffic Controller 2.3 Only trained Traffic Controller can stand on road with Slow / Stop sign. 2.4 Do not stand on road without first discussing with Transport Manager 2.5 Do not stand on road until traffic has stopped 2.6 Remain in view of driver's mirror at all times or have 2 way radio contact 2.7 Signal driver to reverse when there is a clear gap in traffic 	M
9	Return to BGC Steel after final delivery	<ol style="list-style-type: none"> 1. Pedestrians 2. Collision with mobile or vehicles 3. Vehicle security or rolling 	H	<ol style="list-style-type: none"> 1. Driver to ensure all mirrors, seats, and controls are correctly adjusted Reversing beeper or spotter to be used when reversing Driver to sound the horn if pedestrians are not reacting to reversing beeper Ensure all personnel are at a safe distance from truck path. 2. Do NOT drive within 3 metres of any mobile plant or vehicle if a driver is in the cabin unless the driver signals for you to proceed 3. Ensure parking of vehicle is in an appropriate parking bay. Ensure park brake is applied. Ensure keys to vehicle are returned to the appropriate storage area. Give and documentation and camera to the Transport Dept. 	L

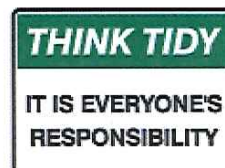
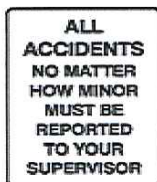
JOB/TASK: Truck Deliveries		DATE: 4/12/2015	
Checked by: Y. Wong, K. Wade- Graham, J. Dargaville			
Approved by:			
 _____ Gil Sander, Production Manager	DATE: <u>14-12-15</u>	 _____ ERM Pegum, Transport Coordinator	DATE: <u>14/12/15</u>
 _____ Keith Walker, Divisional Manager	DATE: <u>14-12-15</u>	 _____ John Payne OH&S Manager	DATE: <u>14/12/15</u>

I, _____ hereby confirm that I have read and been instructed on the Job Safety Analysis Number SITE 01.01 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____






JOB/TASK: REVERSING TRUCKS ONTO ROADS			DATE: 01/04/2013		
LICENSES / QUALIFICATIONS: Drivers License appropriate for vehicle, Construction Safety Awareness Card, Traffic Controller Accreditation (if stopping traffic)					
LOCATION / DEPARTMENT: Factory and Sites			Analysis by : John Payne, Keith Walker, Gil Sander		
EQUIPMENT/TOOLS REQUIRED: Communication - Mobile Phone (and 2 way radio if spotter needed) Traffic Warning Cones Stop / Slow Traffic Sign			PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT: <div style="display: flex; justify-content: space-around; align-items: center;">      </div>		
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Access alternatives to reversing onto road	1. Mobile plant in area 2. Other trades in area • falling objects • hit by thrown waste 3. No alternative but to reverse	H	1. Do not approach within 3 metres of operating mobile plant without signal from driver 2. Communicate with other trades when walking around 3. If no qualified spotter already provided, contact BGC supervisor and request a spotter	M
2	Driver and spotter to discuss the plan for reversing onto road	1. Breach of traffic code 2. Vehicle collision 3. Confusion about signals	H	1. If possible, spotter to stand on verge and wait until there is enough of break in traffic for the truck to reverse safely onto road without interrupting the flow 2. If spotter has to interrupt the flow of traffic or stand on the road, spotter must be accredited Traffic Controller 3. Driver and spotter to agree on signals to be used before truck is reversed	M

JOB/TASK: REVERSING TRUCKS ONTO ROADS			DATE: 01/04/2013		
3	Reverse truck onto to road	<p>1. Pedestrians</p> <p>2. Collision with mobile plant or vehicles</p> <p>3. Reversing onto public roads</p> <p>4. Spotter being run over</p>	H	<p>1. Driver to ensure all mirrors, seats, and controls are correctly adjusted Spotter to keep look out for pedestrians in area Driver to sound the horn if pedestrians are not reacting Ensure all personnel are at a safe distance from truck path.</p> <p>2. Do drive within 3 metres of any mobile plant or vehicle if a driver is in the cabin unless the driver signals for you to proceed</p> <p>3. Spotter to be in sight of driver at all times Driver and spotter MUST be trained in and signed off on the current REVERSING TRUCKS JSA</p> <p>4. Stop / slow sign to be used to control traffic Hi vis clothing to be worn Spotter to remain off road until traffic has stopped</p>	L
<p>Checked by:</p> <div style="display: flex; justify-content: space-between;"> <div>  _____ Gil Sander, Production Manager </div> <div> DATE: <u>2-04-13</u> </div> </div> <p>Approved by:</p> <div style="display: flex; justify-content: space-between;"> <div>  _____ Keith Walker, Divisional Manager </div> <div> DATE: <u>2-4-13</u> </div> <div>  _____ John Payne OH&S Manager </div> <div> DATE: <u>02/04/13</u> </div> </div>					



I, _____ hereby confirm that I have read and been instructed on the Job Safety Analysis Number SITE 02.00 and understand how the safe work / control measures are used in this task.


SIGNED _____ DATE: _____

JOB/TASK: MAINTENANCE SERVICE WORKS FOR DOOR FRAMES				DATE: 01/04/2013	
LICENSES / QUALIFICATIONS: Drivers License appropriate for vehicle, Construction Safety Awareness Card					
LOCATION / DEPARTMENT: Factory and Sites			Analysis by : John Payne, Keith Walker, Gil Sander		
EQUIPMENT/TOOLS REQUIRED: Communication -Mobile Phone Mig Welder Angle Grinder Hand Tools Site Safety Manual			PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT:     		
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrive at site	1. Being on wrong site 2. Construction site 3. Occupied residence 4. Site Hazards - Lacerations Bruising Objects falling from above Impalement Trips / Slips 5. Site emergencies 6. Working alone	H	1. Check documents and that site address is correct 2. Check site requirements for PPE 3. Liaise with resident immediately upon arrival – advise of need to do site inspection 4. Inspect site to identify hazards and complete the Site Safety Report. JSA Variation Form to be completed if hazard not controlled by this JSA 5. Mobile phone to be carried in pocket at all times when on site 6. If site not already identified as Working Alone, contact office as per working alone procedure	L

JOB/TASK: MAINTENANCE SERVICE WORKS FOR DOOR FRAMES				DATE: 01/04/2013	
2	Setting up and carrying materials / tools to work site	1. Pets – aggressive 2. Sprains/ strains 3. Cuts / lacerations 4. Falls 5. Trips / slips 6. Falling objects 7. Electric Shock 8. Injury to residents or other workers	H	1. Resident to secure pets 2. Use correct lifting techniques Do not strain, ask for assistance 3. Protective gloves to be worn 4. Maintain 3 points of contact or hold handrails if using steps 5. Be aware of trip hazards created by other people Clear a path to use 6. Do not enter area if people are working above 7. Ensure all power tools are plugged into a RCD device Inspect all equipment is in good condition and has current tag 8. Set up exclusion zone around task	M
3	Carry out repairs to <ul style="list-style-type: none"> • Door Frames • Hinges • Strikers • Toilet Tops 	1. Cuts / lacerations 2. Eye injuries / Welding flash 3. Injury to others 4. Trip/slips 5. Fumes 6. Noise 7. Hot works sparks 8. Other trades in area 9. Hazardous substances 10. Burns	M	1. Protective gloves to be worn 2. Safety Glasses / Welders mask to be worn Warn other people / exclusion zones 3. Ensure all workers have PPE on at all times 4. Ensure floor area is clear, be aware of hazards created by other people If moving around make sure leads do not cause hazard 5. Ensure ventilation is adequate if welding inside 6. Hearing protection to be when grinding 7. Fire Extinguisher to be near work area Do not direct sparks at other people or combustible material 8. Communicate with other trade workers regarding safety 9. Ensure you have read the appropriate Site Safety Manual and comply with safety instructions 10. Wear correct PPE for hot work and take care not to touch hot surfaces with any part of unprotected skin	L


JOB/TASK: MAINTENANCE SERVICE WORKS FOR DOOR FRAMES				DATE: 01/04/2013	
4	Clean up waste and carry tools and equipment to vehicle	1. Cuts / lacerations 2. Burns 3. Eye injuries 4. Sprains and strains 5. Slips and trips 6. Harm to reputation 7. Materials or tools falling from vehicle	M	1. Wear protective gloves when handling waste 2. Wear protective gloves 3. Safety Glasses to be worn 4. Use correct manual handling techniques 5. Make sure your vision is not restricted by what you are carrying 6. Ensure that you leave area clean and all waste is placed in bin or returned to factory waste bins 7. Ensure that all equipment is properly secured	L
5	Exit Site	1. Pedestrians 2. Merging with traffic on roads	H	1. If vision is restricted warn others on site that you are leaving 2. Whenever possible drive forward onto road, use spotter if available for reversing	M

Checked by:




 Gil Sander, Production Manager

DATE: 2-04-13.

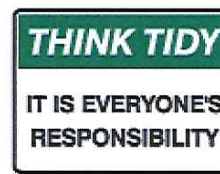
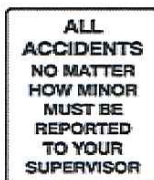
Approved by:


 Keith Walker, Divisional Manager







 John Payne OH&S Manager

DATE: 02/04/13



I, _____ hereby confirm that I have read and been instructed on the Job Safety Analysis Number
SITE 03.00 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____

JOB/TASK: SITE VISITOR			DATE: 22/04/2013		
THIS JSA COVERS: SALES REPS, MANAGERS, SUPERVISORS, SAFETY AUDITORS WHO ARE NOT PERFORMING PHYSICAL TASK ON SITE			Analysis by : John Payne, Brian Docker		
EQUIPMENT/QUALIFICATIONS REQUIRED: Communication (Mobile Phone) First Aid Kit Drivers Licence Tape Measure Blue / White Card Building Plans (for some tasks)			PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT: <div style="display: flex; justify-content: space-around; align-items: center;">     </div>		
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Drive to site	Vehicle damage Breaking traffic code Breach of policy Working alone	M	Follow all road rules Valid licence required Drivers of BGC vehicle to have signed Motor Vehicle Policy BGC Employees must be on Internal Staff Who Visit Site Matrix Worker to have signed BGC Working Alone Policy	L
2	Access site	Being on wrong site Task confusion Mobile plant Trip hazards	M	Check plans, site signage Check with manager when visit is unplanned Do not create traffic hazard when parking Check for mobile plant activity, stay at least 2 metres away Take care walking around until familiar with site Seek builders supervisor if on site2	L

JOB/TASK: SITE VISITOR			DATE: 22/04/2013		
3	Inspect site	Trips Mobile plant Electrical Falling objects Other people working on site Extreme weather Sun	M	Complete Site Safety Report – record any hazards in comments Liaise with other people on site, do not proceed or move to safe off-site location until hazard is removed Advise relevant people of task to be done Plan a route to shelter Comply with Sun Protection Policy	L
4	Conduct visit business (meeting, audit, ground level inspection)	As for step 3	M	As for step 3 Conduct audit interview away from other workers	L
5	Leave site	Mobile plant Trip hazards	M	Do not create traffic hazard when parking Check for mobile plant activity	L

Reviewed by:



 Gil Sander, Production Manager

DATE 8-05-13

Approved by:



 Keith Walker, Division Manager

DATE: 8/5/13


 John Payne OH&S Manager

DATE: 7/5/13

I, _____ hereby confirm that I have read and been instructed on Job Safety Analysis Number SITE 04.00 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____



JOB SAFETY ANALYSIS VARIATION

INSTRUCTIONS:

A Job Safety Analysis Variation form must be prepared, attached to the Site Safety Report and sent to BGC if there are any hazards on any site that are not listed on the Generic JSA that is in Section 10 of the Site Safety Manual. Follow the guide lines below on how to fill in this form

Each sections listed below must be completed and none are allowed to left empty

SITE DETAILS	Write in all the details to identify the job site and the number of the generic JSA in the manual that this variation refers to
STEP No.	Write the number of the step in that generic JSA that this line refers to
JOB/TASK STEP	Describe how this is different to the generic JSA
POTENTIAL HAZARDS	List the additional hazards not identified on the generic JSA
INITIAL RISK	Choose what the risk of an accident is if you don't use additional control from High, Medium, Low or Negligible
SAFE WORK / CONTROL MEASURES	List the additional measures that you are will use to reduce the risk of an accident
FINAL RISK	Choose the the risk of an accident if you DO use additional control from Medium, Low or Negligible – CAN NOT STILL BE HIGH
JSA PREPARED BY JSA TEAM	Write in the name of the person who is responsible for workers performing the task, also sign and date the form Each person working under this variation is to read and sign both the generic JSA and this variation and then sign if they understand and agree to follow each step. Note any person who does not sign MUST NOT perform the task



JOB SAFETY ANALYSIS VARIATION

SITE DETAILS

BGC DIVISION ADDRESS.....SUBCONTRACTOR

DATE GENERIC JSA NO.

STEP No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK	SAFE WORK / CONTROL MEASURES	FINAL RISK
				•	
				•	
				•	

PREPARED BY I HAVE PREPARED THIS VARIATION IN CONSULTATION WITH THE PEOPLE PERFORMING THE TASK
..... Signature..... Date

I have read the above JSA and this variation, understand both of them and agree to follow the this variation (all team to sign)

.....
.....

Section
11

Hazardous Materials

11.1 Hazardous Substances	11-2
---------------------------------	------

11.1 Hazardous Substances

The Occupational Safety and Health Regulations 1996 requires employees, main Contractors and self-employed persons to obtain and provide information about hazardous substances used in the workplace.

5.11 Employers, main contractors and self-employed persons to obtain and provide information

- (1) If a hazardous substance is to be used at a workplace then a person who, at the workplace, is an employer, the main contractor or a self-employed person must -
 - (a) before, or upon, the first occasion on which the hazardous substance is supplied to the workplace -
 - (i) obtain from the supplier of the hazardous substance a Material Safety Data Sheet (MSDS) which may be named a Safety Data Sheet (SDS) for the hazardous substance; and
 - (ii) consult with all persons who might be exposed to the hazardous substance at the workplace and the safety method of using the hazardous substance;
 - (b) ensure that the MSDS for the hazardous substance is readily available to any person who might be exposed to the hazardous substance in the workplace; and
 - (c) ensure that no alteration is made to an MSDS except where -
 - (i) the person who is the employer, the main contractor or the self-employed person, as the case requires, is also the person who imported the hazardous substance; and
 - (ii) an overseas document described as an MSDS requires alteration in order to conform with the definition of MSDS in these regulations [r.5.11(1)]

BGC requires that all chemical substances to be used on a building site must have the supporting Material Safety Data Sheet.

A Risk Assessment for each Hazardous Substance used on a construction site is be attached to the relevant MSDS. Copies of the MSDS and Risk Assessment of any chemical substance to be used on a site may be required by the Site Principal.

Current SDS is available for download via the BGC Steel web site.

A full catalogue of MSDS for the chemical substances required by subcontractors is retained by the Safety Manager.

Section 12

Accident Notification and Investigation

12.1 Accident Notification and Investigation	12-2
12.1.1 Requirement Under the Act	12-2
12.1.2 Accident Reporting Procedure.....	12-2
12.1.3 Forms.....	12-4
12.1.4 Workers Compensation	12-4

12.1 Accident Notification and Investigation

12.1.1 Requirement Under the Act

The Occupational Safety and Health Act of 1984 states that:

- If, at a workplace, an employee incurs an injury, or is affected by a disease that -
- (a) results in the death of an employee; or
 - (b) is of a kind prescribed in the regulations for the purposes of this subsection, the employer of that employee shall forthwith notify the Commissioner in the prescribed form giving such particulars as may be prescribed. [s.19(3)]

The Occupational Safety and Health Regulations state that:

For the purposes of section 19(s) of the Act, the kinds of injury incurred by an employee to be notified to the Commissioner are -

- (a) a fracture of the skull, spine or pelvis;
- (b) a fracture in any bone -
 - (i) in the arm, other than in the wrists or hand;
 - (ii) in the leg, other than a bone in the ankle of foot;
- (c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- (d) the loss of sight of an eye;
- (e) any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred. [s.2.4(1)]

If you are a subcontractor who employs your own workforce, you are required to notify the Commissioner as an employer. BGC will also notify the Commissioner as an employer under contracting provisions.

You may notify the Worksafe Commissioner by telephone - 1300 307 877 or by email on safety@dmirs.wa.gov.au.

12.1.2 Accident Reporting Procedure

All accidents must be reported to BGC for investigation, and the reporting procedure follows:

PROCEDURE FOR REPORTING AN INCIDENT or INJURY or HAZARD

What you must do if: An accident occurs causing an injury

An accident or near miss occurs but there is no injury

You spot a hazard that could cause you or someone else an injury



Immediately report the injury or the incident or the hazard to the Site Manager or to the Site Manager's representative



If there is no Site Manager or representative available, report to your BGC Operations Manager or to the Safety Manager



If you are injured, you must see a First Aider and / or a Doctor on the same day if practicable.

Your BGC Operations Manager or Safety Manager will arrange for you to see a doctor through Prime Occupational Health. All medical certificates must be passed as soon as practicable to the Safety Manager



You will be asked to complete an EMPLOYEE/SUBCONTRACTOR STATEMENT. This should be sent to the Safety Manager as soon as practicable. The Safety Manager will initiate an INVESTIGATION to assess the cause(s) of the hazardous incident or of your accident, to assess what safety procedures may have failed and to assess what corrective actions will be needed to help avoid similar accidents



If a Workers Compensation claim is to be made, the Safety Manager will arrange for the appropriate documentation to be issued. When you complete this, the Safety Manager will forward it to BGC Insurance



If your accident prevents you from returning immediately to your normal job, you will be contacted by the BGC Group Injury Manager to discuss alternative duties in a return to work program. This will be done in full consultation with your medical practitioner

IMPORTANT

All accident and claim forms must be fully completed and submitted as soon as practicable. Failure to do so may slow down the claim process, or render it invalid.

Note that all medical bills including radiology and physiotherapy, incurred by an individual and that are refused as a valid Workers Compensation claim will be returned to the claimant for personal payment.

Table 12.1 Procedure for Reporting an Incident or Injury or Hazards

Contact Details for the BGC Safety Manager

Telephone: 9334 4600

12.1.3 Forms

Printed templates of the forms required to report accidents, incidents or near misses will be provided to holders of registered copies of this manual and are available for download via the BGC Steel web site.

12.1.4 Workers Compensation

12.1.4.1 Direct BGC Employees

Any BGC direct employee who receives an injury at work is covered for medical treatment and loss of earnings by Workers Compensation. However, this does require:

- that the injury was reported at the time of the accident;
- that a Workers Compensation medical certificate is issued by a Doctor; and,
- that the Workers Compensation Claim Form 2B has been completed and submitted through the BGC Safety Manager.

An employee who receives a relatively minor injury may opt for all medical expenses to be paid apart from a Workers Compensation claim. However, if this option is accepted, the injured employee retains the right to make a Workers Compensation claim within 12 months of the date of the injury if medical opinion indicates a recurring effect.

This option is not available if the injury is musculoskeletal in nature or the injury resulted in the loss of earnings.

12.1.4.2 Contractors / Sub-contractors

As per Workers Compensation and Rehabilitation Act 1981.

It is a BGC requirement that all contractors / sub-contractors (including their employees) are fully insured when attending work for BGC. This includes Workers Compensation Insurance, Public Liability Insurance and any other state or federal legislated insurance applicable.

Any BGC subcontractor (including their employees) who receives an injury at work must notify BGC as soon as possible and follow the accident reporting procedure stated in Section 12.1.2.

Section
13

Induction and Competency Training

13.1 Inductions	13-2
13.2 Competency Training	13-2
13.3 Labour Hire Personnel	13-2

13.1 Inductions

All subcontractors and subcontractor employees engaged by BGC to visit or work on a construction site will have evidence successfully completing a course in Safety Awareness Training that is recognised by WorkSafe WA and to carry this evidence with them.

Subcontractors are required to provide to BGC evidence of this competency for their employees on the Subcontractor Employee Update form. A printed template of this form will be provided to holders of registered copies of this manual and is available for download via the BGC Steel web site.

A record of this competency is maintained by BGC and reviewed regularly.

13.2 Competency Training

All workers on a BGC Steel construction site are required to be trained and assessed as competent for each task that they undertake including the use of machinery or plant.

BGC will assess the competency of BGC employees and sub-contractors. Subcontractors are required to assess the competency of their employees and ensure the validity of high risk licences.

Subcontractors may be required to provide proof of competency for their employees to the site supervisor or manager. A Verification of Competency form will be used to confirm competency has been achieved. A printed template of this form will be provided to holders of registered copies of this manual and is available for download via the BGC Steel web site.

13.3 Labour Hire Personnel

Labour Hire personnel engaged by BGC may not be assigned to work on a construction site without the express written authority of the Labour Hire employer. BGC will provide on-site safety induction training for Labour Hire personnel who are authorised by their employer to work on a construction site.

Labour Hire personnel engaged by a subcontractor will undergo safety induction training on site under the supervision of the subcontractor.

Section
14

Forms

14.1 Forms	14-2
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14.1 Forms

Forms referred to in this manual and instruction notes on their use will be printed and distributed to the holders of registered manual. Forms may be updated, created or discontinued following changes to the law, regulations, standards, codes, guidance notes or to implement current best safety practices.

If there is any change to the current versions of any form required by this manual, it will be reprinted and distributed to the holders of registered copies of the manual.

Current versions of all forms and instruction notes for their use are available for download on the BGC Steel web site.



SITE SAFETY REPORT – DELIVERIES / PICK UPS

THE FOLLOWING CHECKLIST MUST BE COMPLETED BEFORE UNLOADING / LOADING

DIVISION _____ BUILDER/OWNER: _____

SITE ADDRESS: _____

DATE: _____ TIME: _____ AM/PM REFERENCE #: _____

PLEASE CIRCLE ONE

- | | | |
|---|-----|----|
| 1. Safe access to and from site | YES | NO |
| 2. Site safety and PPE requirements understood | YES | NO |
| 3. Parking and lay down / pick up area clear of hazards | YES | NO |
| 4. Checked for overhead power clearance | YES | NO |

IF YOU ANSWERED YES TO ALL OF 1 TO 4 GO TO 8

IF YOU ANSWERED NO TO ANY OF 1 TO 4 ANSWER 5 TO 7

- | | | |
|--|-----|---------------------------|
| 5. BGC Transport Manager informed of issue | YES | NO |
| 6. Is a JSA Variation Form required | YES | NO (If YES – send to BGC) |
| 7. Is a Non Generic JSA required | YES | NO (If YES – send to BGC) |

8. Generic JSA No. Date:

Comments.....

NAME OF DRIVER: _____ VEHICLE REG: _____ Signature.....

BGC OFFICE USE ONLY

BGC Manager: Action required – see below No Action required (Manager to sign off only)

Action:

Builder Notified by: Letter ☐ FORWARDED TO (Full name):
 Email ☐ Mr _____
 FAX ☐ Ms _____
 other ☐

Manager : _____ Signature: Date:

Additional report attached PTO: YES ☐ NO ☐



SITE SAFETY REPORT – SITE VISITORS

(For Representatives, BGC Supervisors / Managers, OH&S Auditors visiting a site for meetings, ground level inspections, auditing not involving the use of tools - ***THE FOLLOWING CHECKLIST MUST BE COMPLETED UPON ARRIVAL***)

DIVISION: _____ BUILDER/OWNER: _____

ADDRESS: _____

DATE: _____ TIME: _____ AM/PM REFERENCE #: _____

1. What is purpose of visit?

PLEASE CIRCLE ONE

- | | | |
|--|-----|----|
| 2. Site safety and PPE requirements understood | YES | NO |
| 3. Safe access to and from site? | YES | NO |
| 4. Safe pedestrian route around site? | YES | NO |
| 5. Checked for hazards caused by other workers | YES | NO |
| 6. All steps and hazards controlled by Generic JSA | YES | NO |

IF YOU ANSWERED YES TO ALL NUMBERS 2 TO 6 GO TO NUMBER 9

IF YOU ANSWERED NO TO ANY NUMBERS 2 TO 6 GO TO NUMBERS 7 & 8

7. Is a JSA Variation Form required YES NO (If YES – send to BGC)

8. Is a Non Generic JSA required YES NO (If YES – send to BGC)

9. Generic JSA No. Date

Comments:.....

BGC EMPLOYEE/CONTRACTOR: _____ Signature:.....

Date:.....

BGC Manager: Action required – see below

No Action required (Manager to sign off only)

Action:

.....

Builder Notified by: Letter ☐
Email ☐
FAX ☐
other ☐

FORWARDED TO (Full name):

Mr _____
Ms _____

Manager : _____ Signature: Date:

Additional report attached PTO: YES ☐ NO ☐



Metal Roofing

Commercial
Windows

Steel



Insulation



Site Hazard Spot Card

Site Address.....

Builder.....

Date Time

BGC Employee Name

Employee Signature

Action Taken

Manager Comments

Manager Signature..... Date Signed Off



Metal Roofing

Commercial
Windows

Steel



Insulation



Hazards Observed

☐ Unsafe access to site

☐ Unsafe behaviour by workers

☐ Unauthorised personnel on site

☐ Unprotected services

☐ Unsafe delivery area

☐ Electrical

☐ Incorrect PPE worn by workers

☐ Excavations

☐ Fall protection missing

☐ Hazards to public

Other Hazard (Describe).....

Action Taken By Observer.....

Who Informed How Informed When Informed.....



EMPLOYEE/ SUB CONTRACTOR/ WITNESS STATEMENT

THIS FORM MUST BE COMPLETED AND FAXED WITHIN 24 HOURS OF ANY INJURY/ INCIDENT OCCURING

SEND/ EMAIL TO : _____

WHAT ARE YOU REPORTING?:		
You Are Injured?	<input type="checkbox"/>	An Incident (Near Miss)? <input type="checkbox"/>
		Witness To Injury/ Incident? <input type="checkbox"/>

DETAILS OF PERSON MAKING THIS STATEMENT :	
FULL NAME:	EMPLOYER (If not BGC):
OCCUPATION:	PHONE:
ADDRESS OF EMPLOYER:	PHONE NUMBER OF EMPLOYER:

INCIDENT DETAILS :		
INCIDENT DATE:	INCIDENT TIME:	AM/PM
SITE:	LOCATION ON SITE:	
INJURY TO BGC EMPLOYEE? Yes <input type="checkbox"/> No <input type="checkbox"/>	INJURY TO SUBCONTRACTOR? Yes <input type="checkbox"/> No <input type="checkbox"/>	INJURY TO THIRD PARTY? Yes <input type="checkbox"/> No <input type="checkbox"/>

WHAT ACTUALLY HAPPENED/ WHAT YOU SAW -	
Where were you at the time? (give specific location eg. Store Room)	
If applicable, list any tools or equipment involved	
What body part, if any, was injured during the incident (eg. Left thumb)	
In sequence, outline your observations of what occurred before and immediately after the incident. Note: Do not speculate – this is an account of the facts as you observed them.	
1.	
2.	
3.	
4.	
5.	

I have given this form to:	Date:
SIGNED:	Date:

This report is to accompany the First Notification Of Injury/ Incident Form which is to be forward to the Group Injury Manager within 24 hours of the incident. The occurrence should be discussed at the next Safety/ Tool Box Meeting.



Incident Notification & Investigation Form

(Mark X) <input type="checkbox"/> Workplace Injury <input type="checkbox"/> Incident <input type="checkbox"/> Near-miss <i>***Please Note All fields on this form are still required to be completed for a Near-miss Incident.</i>				Office Use Only: Incident No:	
<input type="checkbox"/> LTI		<input type="checkbox"/> MTI		<input type="checkbox"/> Property Damage	
<input type="checkbox"/> No medical attention needed					
Injured Workers Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Injured Workers Age:		Employers Name:
Name of injured person (print):			Person completing this form (print):		
Injury / Incident date:		Date reported:		Today's date:	Reported to:
Time Of Injury/ Incident:					
Project site location/address where incident occurred:					
Location of Incident (i.e. workshop, site, admin office etc.):					
Name & contact phone number of any witness(s) to the incident: <i>(Attach witness report as applicable)</i>				Proportion of Shift Worked: <input type="checkbox"/> 25% or less <input type="checkbox"/> 76% - 100% <input type="checkbox"/> 26% - 50% <input type="checkbox"/> Overtime <input type="checkbox"/> 51%- 75%	
Breakdown agency of Incident: <i>(The main event that initiated the incident)</i> <input type="checkbox"/> 1. Machinery and fixed plant <input type="checkbox"/> 2. Mobile plant and transport <input type="checkbox"/> 3. Powered equipment, tools and appliances <input type="checkbox"/> 4. Non-powered hand tools, appliances and equip <input type="checkbox"/> 5. Chemical and chemical products <input type="checkbox"/> 6. Materials and substances <input type="checkbox"/> 7. Environmental agencies <input type="checkbox"/> 8. Animal, human and biological agencies <input type="checkbox"/> 9. Other and unspecified agencies			High Risk Construction category (if applicable): <i>(The most significant risk category, if any, that relates to the incident)</i> <input type="checkbox"/> 1. Where there is a risk of a person falling two metres or more <input type="checkbox"/> 2. Use of mobile plant <input type="checkbox"/> 3. Use of crane <input type="checkbox"/> 4. Use of scaffolding <input type="checkbox"/> 5. Tilt up construction work <input type="checkbox"/> 6. Involving the use of explosives <input type="checkbox"/> 7.. On or near pressurised gas distribution mains and consumer piping <input type="checkbox"/> 8. On or near chemical, fuel or refrigerant lines <input type="checkbox"/> 9. On or near energised electrical installations and services <input type="checkbox"/> 10. In an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> 11. In or adjacent to roadways or railways used by road or rail traffic		
Worker's occupation: <i>(select one only)</i> <input type="checkbox"/> 1. Labourers <input type="checkbox"/> 2. Tradesmen <input type="checkbox"/> 3. Professional <input type="checkbox"/> 4. Transport workers <input type="checkbox"/> 5. Managers and admin <input type="checkbox"/> 6. Clerical <input type="checkbox"/> 7. Other		Location of injury: <i>(select one only)</i> <input type="checkbox"/> 1. Head <input type="checkbox"/> 2. Neck <input type="checkbox"/> 3. Trunk <input type="checkbox"/> 4. Upper limbs <input type="checkbox"/> 5. Lower limbs <input type="checkbox"/> 6. Multiple locations <input type="checkbox"/> 7. Systemic location <input type="checkbox"/> 8. Non-physical location <input type="checkbox"/> 9. Unspecified locations		Nature of Injury: <i>(select one only)</i> <input type="checkbox"/> A. Intracranial injuries <input type="checkbox"/> B. Fractures <input type="checkbox"/> C. Wounds, lacerations, amputations & internal organ damage <input type="checkbox"/> D. Burns <input type="checkbox"/> E. Injury to nerves and spinal cord <input type="checkbox"/> F. Traumatic joint/ligament & muscle/tendon injury <input type="checkbox"/> G. Other injuries <input type="checkbox"/> H. Diseases and conditions	
Mechanism of injury: <i>(select one based on main cause)</i> <input type="checkbox"/> 1. Falls, trips and slips of a person <input type="checkbox"/> 2. Hitting objects with part of the body <input type="checkbox"/> 3. Being hit by moving objects <input type="checkbox"/> 4. Sound and pressure <input type="checkbox"/> 5. Body stressing <input type="checkbox"/> 6. Heat, electricity and other environmental factors <input type="checkbox"/> 7. Chemical and other substances <input type="checkbox"/> 8. Biological factors <input type="checkbox"/> 9. Mental stress <input type="checkbox"/> 10. Vehicle incidents and other					
Working days/shifts expected/actually lost: <i>(Select the appropriate duration)</i> <input type="checkbox"/> A. 1 day to less than 3 days <input type="checkbox"/> B. 3 days to less than 1 week <input type="checkbox"/> C. 1 week to less than 2 weeks <input type="checkbox"/> D. 2 weeks to less than 1 month <input type="checkbox"/> E. 1 month to less than 3 months <input type="checkbox"/> F. 3 months or more			Working days/shifts where a significant change to normal duties is made/expected: <i>(Select the appropriate duration)</i> <input type="checkbox"/> A. 1 day to less than 3 days <input type="checkbox"/> B. 3 days to less than 1 week <input type="checkbox"/> C. 1 week to less than 2 weeks <input type="checkbox"/> D. 2 weeks to less than 1 month <input type="checkbox"/> E. 1 month to less than 3 months <input type="checkbox"/> F. 3 months or more		
Rehabilitation/return to work required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes complete return to work program					
Does this incident/injury need to be notified to any authorities? (WorkSafe, Western Power, Energy Safety, FSC) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach copy of report, including details of to whom submission was made and when.</i>					

Incident Notification & Investigation Form

What training has been provided to the worker? (Sight Copies) <input type="checkbox"/> Blue/White Card <input type="checkbox"/> Company Induction training <input type="checkbox"/> Site Specific Induction Training <input type="checkbox"/> Work Activity Training (SWMS/JSA/SOP) <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above	Was the worker wearing the correct PPE at the time of the Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, why not? If YES, list PPE worn. <hr/> <hr/> <hr/>												
What was the worker doing at the time of the incident? (e.g. Lifting bags of cement, Driving the forklift) <hr/> <hr/>													
Incident Description (What happened? Include the name of any chemical, product, process or equipment/tools involved such as brakes failed on forklift, slipped on wet floor, grinding disk exploded) <hr/> <hr/> <hr/> <hr/>													
Did any person contribute to the incident by an unsafe action or failure to comply with procedures? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Operating without authority Yes / No</td> <td style="width: 50%;">Failure to isolate Yes / No</td> </tr> <tr> <td>Failure to properly secure Yes / No</td> <td>Took unsafe position / posture Yes / No</td> </tr> <tr> <td>Failure to warn / signal Yes / No</td> <td>Horseplay Yes / No</td> </tr> <tr> <td>Failure to wear PPE Yes / No</td> <td>Failure to complete pre-start Yes / No</td> </tr> <tr> <td>Failure to follow procedures Yes / No</td> <td>Used equipment unsafely Yes / No</td> </tr> <tr> <td>Effectuated by drugs / alcohol Yes / No</td> <td>Effectuated by illness or injury Yes / No</td> </tr> </table>		Operating without authority Yes / No	Failure to isolate Yes / No	Failure to properly secure Yes / No	Took unsafe position / posture Yes / No	Failure to warn / signal Yes / No	Horseplay Yes / No	Failure to wear PPE Yes / No	Failure to complete pre-start Yes / No	Failure to follow procedures Yes / No	Used equipment unsafely Yes / No	Effectuated by drugs / alcohol Yes / No	Effectuated by illness or injury Yes / No
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Failure to follow procedures Yes / No	Used equipment unsafely Yes / No												
Effectuated by drugs / alcohol Yes / No	Effectuated by illness or injury Yes / No												
Corrective Actions:													
By whom? Due by date: Completed: Yes / No													
What are the reasons for the person's actions? ONLY ANSWER IF THERE IS A "YES" ANSWER ABOVE <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Unaware of job hazards Yes / No</td> <td style="width: 50%;">Influence of emotions Yes / No</td> </tr> <tr> <td>Inattention Yes / No</td> <td>Fatigue Yes / No</td> </tr> <tr> <td>Unaware of procedure Yes / No</td> <td>Assessed as competent Yes / No</td> </tr> <tr> <td>Physical incapability Yes / No</td> <td>Exsting injury or illness Yes / No</td> </tr> <tr> <td>Impaired by drugs/alcohol Yes / No</td> <td>Perceived workload Yes / No</td> </tr> <tr> <td>Accepted standard Yes / No</td> <td>Lack of supervision Yes / No</td> </tr> </table>		Unaware of job hazards Yes / No	Influence of emotions Yes / No	Inattention Yes / No	Fatigue Yes / No	Unaware of procedure Yes / No	Assessed as competent Yes / No	Physical incapability Yes / No	Exsting injury or illness Yes / No	Impaired by drugs/alcohol Yes / No	Perceived workload Yes / No	Accepted standard Yes / No	Lack of supervision Yes / No
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Accepted standard Yes / No	Lack of supervision Yes / No												
Corrective Actions:													
By whom? Due by date: Completed: Yes / No													

Incident Notification & Investigation Form

Did work conditions or procedures contribute to the incident?

Inadequate guarding	Yes / No	Safety device failure	Yes / No
Inadequate storage	Yes / No	Congested work area	Yes / No
Tool / equipment failure	Yes / No	Controls inadequate	Yes / No
Lighting	Yes / No	Housekeeping	Yes / No
Inadequate equipment	Yes / No	Fire / Explosion / Atmosphere	Yes / No
The weather	Yes / No	Lack of fall protection	Yes / No

Corrective Actions:.....

.....

.....

By whom?..... **Due by date:** **Completed: Yes / No**

What caused the unsafe conditions? ONLY ANSWER IF THERE IS A "YES" ANSWER ABOVE

Maintenance Failure	Yes / No	Design Failure	Yes / No
Inattention	Yes / No	Deliberate abuse	Yes / No
Lack of supervision	Yes / No	Failure to review pre-starts	Yes / No
Hazard not identified	Yes / No	Previous history ignored	Yes / No

Corrective Actions:.....

.....

By whom?..... **Due by date:** **Completed: Yes / No**

ASSESS THE RISK of a recurrence with the corrective actions

☐ Low ☐ Moderate ☐ High ☐ Extreme (Use Preferred Order of Control Measures to Eliminate or Reduce Risks)

RISK MATRIX

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

If the risk falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to stop work and fix it straight away. If it is lower down in the table – medium or low – then plan when you will fix it.

Reviewed by Responsible
Manager:

Name

Signature

Date

Incident Notification & Investigation Form

RISK MATRIX DEFINITIONS

CONSEQUENCE 'The outcome of an event expressed qualitatively, being a loss, injury, disadvantage or gain.'

	Health & Safety	Environment	Community	Legal Compliance	Cost
Severe	<i>Fatality or permanent disability</i>	<i>High severity which has or may have permanent and/or irreversible effects</i>	<i>High level of community concern, national media interest</i>	<i>Serious breach of legislation resulting in prosecution / fine/first offence</i>	<i>Up to \$500,000</i>
Major	<i>Life threatening incident, Lost Time Injury or ongoing illness/health effects</i>	<i>Medium severity which has or may have persistent but reversible effects</i>	<i>Increased and repeated complaints from same area. Increased local media interest</i>	<i>Major breach of legislation resulting in prosecution and penalty / fine</i>	<i>Up to \$400,000</i>
Moderate	<i>Incident that requires medical treatment by a qualified medical practitioner</i>	<i>Low severity which has short term and reversible effects</i>	<i>Repeated complaints from same area. Local media interest</i>	<i>Breach of regulation resulting in prosecution and penalty / fine</i>	<i>Up to \$50,000</i>
Minor	<i>Incident that may require first aid treatment only</i>	<i>Impact confined to area impacted by work operations</i>	<i>Small number of complaints.</i>	<i>Technical/legal compliance issue resulting in notice / fine</i>	<i>Up to \$1,000</i>

Category	Descriptor	
Almost certain/very likely	Is expected to occur in most circumstances	> 90%
Likely	Will probably occur in most circumstances	66 - 90%
Possible	Might occur at some time	46 - 65%
Unlikely	Could occur at some time	16 - 45%
Rare/very unlikely	May occur only in exceptional circumstance	0 - 15%



EMPLOYEE UPDATE FORM

BGC DIVISION: _____

Subcontractor Business name: _____

This form is to be used by the Subcontractor to advise BGC of all changes of employees

Section A – For new employees, all details to be supplied and all questions answered

Section B – For employee terminations / resignations

SECTION A

NEW EMPLOYEE	
NAME	DATE OF BIRTH
ADDRESS	Post Code: Phone No. In Case of Emergency – call
POSITION	DATE STARTED
CONSTRUCTION SAFETY CARD – MUST be attached to this form Tick One <input type="checkbox"/> Legible copy of card showing name and number OR <input type="checkbox"/> Legible copy of WorkSafe Database showing name and number (WorkSafe Database webpage http://www.commerce.wa.gov.au/worksafe/construction-induction-card-database)	
CARD NUMBER	
DRIVERS LICENSE – does employee have a valid license to drive in W.A.?	Yes or No
FIRST AID CERTIFICATE - does employee have a current 1 st Aid Certificate?	Yes or No
TRAINING & COMPETENCY is employee trained and competent to work safely? Comments if not yet competent to work safely.....	Yes or No
HEALTH - does the employee have any temporary or permanent health conditions that require specific care at work Comments if specific care is required.....	Yes or No
PHYSICAL CAPABILITY - is the employee physically capable of performing the role	Yes or No
DRUG & ALCOHOL - has employee undertaken screening before commencing employment	Yes or No

CONFIRMATION& RESPONSIBILITY

We confirm that all of the above information is correct and acknowledge that the Subcontractor is responsible for the employees compliance to the current Western Australian occupational health and safety acts and regulations and the BGC Site Safety Manual.

Employee's Name: _____ Signature: _____ Date: _____

Subcontractor's name: _____ Signature: _____ Date: _____

SECTION B

TERMINATED EMPLOYEE	
NAME	
LAST DAY OF WORK;	

Print name :(Subcontractor) _____

Signature: _____ Date: _____



Weekly Log Book

Week Ending: _____

Driver's Name: _____

Monday				Tuesday				Wednesday				Thursday				Friday			
R	B	W		R	B	W		R	B	W		R	B	W		R	B	W	
2400				2400				2400				2400				2400			
0100				0100				0100				0100				0100			
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2200				2200				2200				2200				2200			
2300				2300				2300				2300				2300			

Worktime - Driving, Loading, Breaks less than 30 mins. Maintenance, Documentation	Breaks From Driving - <30 minutes . Napping	Non Work Time - Rest, 30 mins. Sleeping. Time away from vehicle
---	--	--

Supervisors signature: _____

Date: _____

Verification of Workers Competency

PART A: WORKERS DETAILS

A1. *Name: _____ A2. *Trade: _____

A3. *Employer (Company): _____

A4. *White/Blue Card No. _____ A5. High Risk Work Licence No: _____

A6. High Risk Work Licence codes: _____

PART B: WORK PERFORMED ON SITE

B1. *Describe work to be performed on site
(including trade services): _____

B2. Plant to be operated: _____

B3. Power tools used: _____

B4. High Risk Work Licence duties: _____

B5. List other duties to be performed (including work at heights): _____

B6. *Qualifications or training received relevant to B1 - B5 (incl trade cert): _____

B7. *Experience performing work (in time): _____

PART C: VERIFICATION OF COMPETENCY (employer/third party to complete)

C1. *Person verifying competency (name): _____

C2. *Person verifying details: (employer/ experience/expertise to perform assessment) _____

C3. *Have you viewed the worker perform tasks listed B1 to B5: _____

C4. *Over what time period have you viewed this: _____

C5. *Do you believe that the worker is competent to perform the tasks required: _____

*Sign: _____ *Date: _____



ELECTRICAL EQUIPMENT REGISTER

SUBCONTRACTOR /
BGC EMPLOYEE NAME:

BGC DIVISION:

SITE SAFETY
MANUAL No:

* Any equipment failing test is to be tagged as unserviceable *

Equipment Description	Manufacturer	Serial N°	Equipment Owner	Date of Inspection & Test	Next Inspection Date	Person Conducting Inspection & Test	Signature

Section

15

Additional Safety Information

15.1 Working at Heights.....	15-2
15.2 Working Alone	15-3
15.3 Electricity	15-5
15.3.1 Electrical Equipment Register.....	15-6
15.4 Chain of Responsibility	15-7
15.4.1 Commercial Drivers Fatigue Management Plan	15-7

15.1 Working at Heights

BGC requires that all work at heights is done in accordance with the OSH Regulations 1996, Division 5 and the Code of Practice – Prevention of Falls at the Workplace. (Current version available thorough Worksafe WA web site).

Key things to check at the workplace include:

- **surfaces:**
 - the stability;
 - the fragility or brittleness;
 - the slipperiness (e.g. where surfaces are wet, polished, glazed or oily in the case of new steelwork);
 - the safe movement of employees where surfaces change;
 - the strength or capability to support loads; and
 - the slope of work surfaces;
- **levels** (where levels change and employees may be exposed to a fall from one level to another);
- **structures** (the stability of temporary or permanent structures);
- **the ground** (the evenness and stability of ground for safe support of scaffolding or working platform);
- **working area** (whether it is crowded or cluttered);
- **scaffolding** (the correct erection and dismantling);
- **edges** (edge protection for open edges of floors, working platforms, walkways, walls or roofs);
- **hand grip** (places where hand grip may be lost);
- **openings or holes** which will require identification or protection or unguarded shafts or excavations;
- **proximity of employees to unsafe areas:**
 - where loads are placed on elevated working areas;
 - when objects are below a work area, such as reo bars and star pickets;
 - where work is to be carried out above workers (e.g. potential hazards from falling objects); and
- **power lines** near working areas;
- **movement of plant or equipment** (ensuring there is no sudden acceleration or deceleration);
- **access to, egress from** and movement around the working area (checking for obstructions);
- **manual handling** (checking safe work practices for carrying awkward materials, such as plaster boards and roof sheeting, which may be caught by the wind);
- **lighting;**
- **weather conditions** (when heavy rain, dew or wind are present);
- **footwear and clothing** (suitability for conditions);
- **ladders** (where and how they are being used); and
- **young, new or inexperienced employees** (i.e. employees unfamiliar with a task).

15.2 Working Alone

The following extract is from the **Guidance Note Working Alone**:-

'Isolation' by definition is 'to set apart, detach or separate so as to be alone'. In Western Australia, the word 'isolated' is often used to refer to remote places a long way from main centres. In this guidance note, the meaning of 'isolated' is used to refer to a person who is alone in any place as part of their work. The word 'alone' is used throughout the guidance note, rather than 'isolated', because it is less likely to be confused with 'remote'.

General Duties in the Act

- Employers must establish a safe working environment for employees who work alone.
- Employers and self-employed people have to take reasonable care for their own safety when they work alone.
- Employees must take reasonable care to ensure their own safety and health when working alone.

Specific Duties for Employers

Employees and self-employed persons must be able to:

- carry out all work activities safely without direct supervision;
- manage events that are likely to occur when working alone;
- follow procedures to obtain emergency assistance if required; and
- follow procedures to establish regular contact with a nominated person.

Communication with Isolated Workers

If an employee is isolated from other people because of the time, location or nature of the work then the employer must ensure that:

- a) There is a means of communication available which will enable the employee to call for help in the event of an emergency; and
- b) There is a procedure for regular contact to be made with the employee and the employee is trained in the procedure.

Refer to the OSH Act 1984; OSH Regulations 1996 (penalties); Guidance Note Working Alone (available through Worksafe).

INJURY/INCIDENT PROCEDURE FOR WORKING ALONE

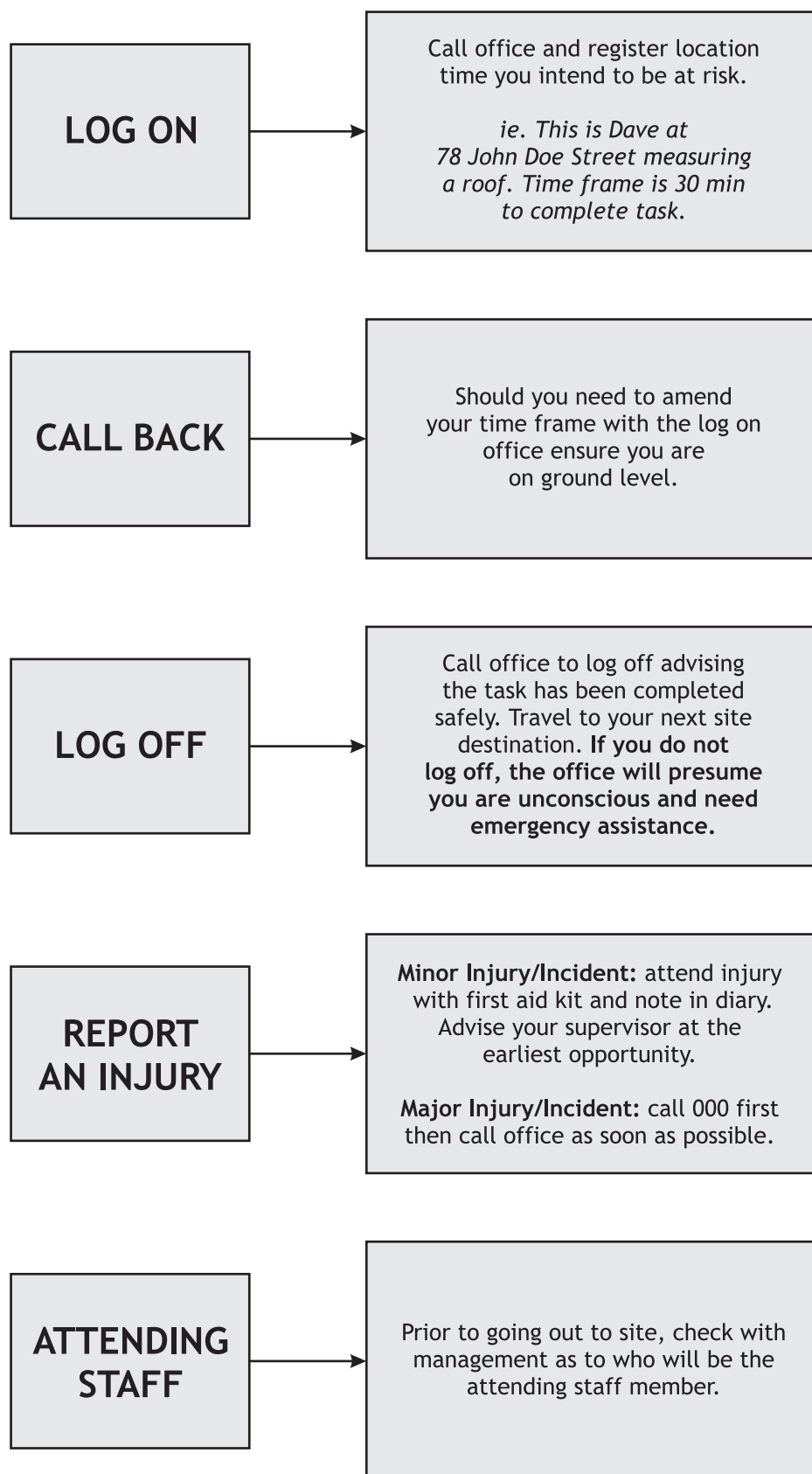


Figure 15.1 Injury/Incident Procedure For Working Alone

15.3 Electricity

Electricity is dangerous and can Kill.

- Only licensed electricians are allowed to repair electrical equipment
- Do not use any electrical equipment unless it has a current inspection tag
- Inspect all electrical equipment before use, attach an out of service tag and report any that are damaged, faulty or do not have a current inspection tag
- Only use industrial standard extension power leads
- Do not exceed 30 metres of extension power lead without Residual Current Device (RCD) protection
- Keep power leads dry and off the ground on insulated hooks or stands
- Never carry tools by the power lead or wrap the power lead too tightly around a tool for storage as it may cause a broken wire and make the tool live
- Switch off tools and disconnect the plug from the power before changing drill bit / discs etc.
- If power lead has to be crossed by trolleys or vehicles, cable protectors must be used

BGC recommends the use of colour coded tags. Tags must be completed by a competent person and contain the name of the competent person, the unique competency number of the person, the date of the test and the date the next test is due.

ALL TAGGING OF ELECTRICAL EQUIPMENT MUST BE AS STATED IN AS/NZS 3012;2003

Construction Site Electrical Switchboards

Regardless of the number or type of switchboards, they must all:

- be weatherproof;
- be robust and constructed with materials able to withstand mechanical damage from environmental or other influences that may be expected at the location, such as construction equipment;
- have a means to prevent strain/damage to cables and cords, such as the use of a tie-bar;
- have no exposed live parts;
- be clearly marked with numbers or letters to identify each one from other switchboards on the site;
- have a lid/door which:
 - can be opened without removing or damaging any cables or cords;
 - is lockable; and
 - can remain open whilst an operator works on the switchboard.
- be safely and securely mounted to a permanent structure such as a wall, or secured to a temporary post or pole, be freestanding or suitably designed for the purpose;
- have each socket outlet provided on the switchboard for the connection of portable equipment individually controlled by a double pole switch or other device that provides the same level of safety as a double pole switch;
- have all components legibly marked to indicate their relationship with various sections of the installation; and
- have all final sub circuits on switchboards are to be protected by residual current devices (RCDs) with a maximum rated residual current of 30mA.

1	2	3	4	5	6	7
Environment	Relocatable construction premises, Class I (earthed conductive parts) and Class II (double insulated electrical equipment)		Residual current devices (RCDs)			
	Relocatable construction premises, fixed and transportable equipment and construction wiring including switchboards	Portable equipment	Push button test (by user)		Operating time (RCD tester)	
			Portable	Non-portable fixed	Portable	Non-portable fixed
Construction and demolition sites in accordance with clause 1.1	6 months	3 months	After connection to a socket or before connection of equipment, and at least once every day in use.	1 month	3 months	12 months

Table 15.1 AS/NZS 3012:2010 Inspection and Tagging Intervals

Recommended colour coding of tags

- **Red** - December to February
- **Green** - March to May
- **Blue** - June to August
- **Yellow** - September to November
- **Black** - Yearly
- **Burgundy** - 5 Yearly
- **Orange** - 6 Monthly - Jan - June
- **White** - 6 Monthly - July - Dec

15.3.1 Electrical Equipment Register

A register of all electrical equipment used on site will be maintained by BGC for BGC employees.

Each subcontractor is required to maintain a register of all electrical equipment that is used on a BGC Metal Roofing website.

A printed template of this form will be provided to holders of registered copies of this manual and is available for download via the BGC Metal Roofing web page on the BGC Corporate web site.

15.4 Chain of Responsibility

Chain of responsibility legislation: -

The Chain of Responsibility legislation was passed by the Government of Western Australia in May 2012. The laws have been introduced in the interests of national consistency in order to:

- improve road safety;
- reduce damage to infrastructure;
- promote a 'level playing field' for industry;
- improve deterrence and enforcement; and
- improve business efficiency and compliance

Who is covered by the chain of responsibility?

If you are involved in any of the following road transport activities, you are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

- *Consigning* - a person or company commissioning the carrying of goods
- *Packing* - placing goods in packages, containers or pallets
- *Loading* - placing or restraining the load of the vehicle
- *Driving* - the physical act of driving a vehicle
- *Operating* - operating a business which controls the use of a vehicle
- *Receiving* - paying for the goods/taking possession of the load

BGC will enforce all obligations imposed by The Road Traffic (Vehicles) Act 2012, The Road Traffic (Administration) Act 2008 and the chain of responsibility legislation provisions under these acts.

This is further detailed under the BGC Policy 3.5 *Chain of Responsibility Policy* on page 3-8 3.5 Chain of Responsibility Policy 3-8 on page 3-1 3.5 Chain of Responsibility Policy 3-8 on page 3-1 of this manual.

15.4.1 Commercial Drivers Fatigue Management Plan

15.4.1.1 RESPONSIBILITY

Person allocating the work:

- Ensure that all commercial drivers hold a current medical certificate that states that the driver has been examined by a medical practitioner and has been passed as fit to drive in accordance with the Assessing Fitness to Drive 2003 medical standards of the National Transport Commission.
- Ensure that commercial drivers are re-examined by a medical practitioner every 3 years and that a replacement certificate is provided prior to the expiry of the current certificate.
- Schedule the work so that continuous driving of a commercial vehicle by a solo driver shall not exceed 5 hours without a break of 20 minutes from driving. Every 5-hour period shall have at least one 10-minute break and may include stopping the vehicle for toilet stops, meals or for a rest.

- Ensure that each commercial driver completes and maintains a Weekly Log Book and that the sheets are kept for 3 years.
- Ensure that no commercial drivers are working in any capacity between the hours of midnight and 5:00 am

Drivers:

- Advise the person allocating the work of any loss of driver's license or other restrictions that may affect their legal status to drive a commercial vehicle,
- Advise the person allocating the work of any health or fatigue issues that affect the safe driving of a commercial vehicle,
- Comply with all the rules of the traffic code and BGC policies,
- Comply with the delivery schedule and ensure that the vehicle is stopped for at least 20 minutes every 5 hours for a rest, meal or refreshment breaks,
- Ensure a continuous meal break of not less than 30 minutes is taken between the hours of 11:00 am and 2:00 pm,
- Record Work Time, Non Work Time and Breaks from Driving on the Weekly Log Book at each break from driving or the end of each trip provided the trip does not exceed 5 hours.

15.4.1.2 DEFINITIONS

Two Up Drivers - drivers who travel together in the same vehicle and from time to time each takes a turn at driving.

Work time - all driving and other activities associated with driving a commercial vehicle including loading and unloading, pre-start checks, talking to supervisors or other drivers about the loads or schedules or the preparation of paper work. Work time also includes any time operating any mobile plant.

Breaks from driving - all breaks from driving including breaks of less than 30 minutes. For example, toilet breaks should be recorded. This is because all breaks from driving can be added together to ensure that a driver has at least 20 minutes of non-driving time for every five hours, in accordance with the operating standard.

Rest Time or Non-work time - all non-working time, which are breaks of at least 30 minutes spent on any activity that is outside the definition of "work time". This includes:

- the time spent in a two-up driving situation as a passenger (or asleep in an appropriate sleeper berth which must comply with the requirements of Australian Design Rule 42 and should be fitted to any vehicle used for two up purposes);
- time spent asleep in a parked vehicle which has an appropriate sleeper berth;
- time away from the vehicle; including meal breaks
- days off; any other activity that is not driving and not associated with driving a commercial vehicle or operating an item of mobile plant.

15.4.1.3 SCHEDULING**Solo Drivers**

Where a person is required to drive on consecutive days they shall not drive in excess of the hours prescribed below: -

- No more than 168 hours of work time in any 14-day period.

- At least 27 hours of non-work time in any 72-hour period, including at least three periods of at least seven continuous hours of non-work time.
- No more than 17 hours between non-work periods of at least seven continuous hours.
- If there is shift work on five or more consecutive days, at least 24 continuous hours of non-work time between shift changes.

NOTE: All of the items above and one of the options below must be complied with, so far as is reasonably practicable.

- Either:
 - At least two periods of 24 continuous hours' non-work time in any 14-day period, **OR**
 - At least four periods of 24 continuous hours' non-work time in any 28-day period (provided hours of work do not exceed 144 hours in any 14-day period within the 28 days).

Two Up Drivers

Where two up drivers are required to drive on consecutive days they shall not drive in excess of the hours prescribed below: -

- No more than 168 hours of work time in any 14-day period.
- At least 7 hours of non-work time in any 24-hour period, (non-work time may be spent in a moving vehicle, in a stationery vehicle or elsewhere).
- If there is shift work on five or more consecutive days, at least 24 continuous hours of non-work time between shift changes.

NOTE: All of the items above and one of the options below must be complied with, so far as is reasonably practicable.

- Either:
 - At least one period of 7 hours' continuous non-work time in any 48-hour period (this cannot be spent in a moving vehicle), **OR**
 - At least 48 hours non-work time in any 7-day period with at least 24 of the 48 hours being continuous and the balance being in minimum 7 hour periods and not spent in a moving vehicle.

15.4.1.4 WEEKLY LOG BOOK

- If a vehicle is stopped by an authorised road traffic inspector or by an authorised WorkSafe inspector at a work site, the Weekly Log Book must be given to them upon request.
- At the start of every working day, the hours of non-work time since the last working day are to be recorded.
- During working days, the sheet must be filled in at least every 5 hours and must not be left until the end of the day.
- All time during the working week must be recorded as either Rest Time, Break Time or Working Time on the Weekly Log Book.
- When recording the time, a continuous line is to be drawn to show the amount of time that it took.
- All of the hours from the start of the shift until the end of the shift except for the lunch break of at least 30 minutes are to be recorded as Work Time.

- Breaks from driving of at least 30 minutes including the lunch break and the hours between shifts are to be recorded as Non Work Time.
- Breaks from driving of less than 30 minutes are to be recorded as Break Time.

JANUARY 2015

"Chain of Responsibility" Legislation Fact Sheet 1 - Overview



WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability

Why has the chain of responsibility legislation been introduced?

The Chain of Responsibility legislation was passed by the Government of Western Australia in May 2012. The laws have been introduced in the interests of national consistency in order to:

- improve road safety;
- reduce damage to infrastructure;
- promote a 'level playing field' for industry;
- improve deterrence and enforcement; and
- improve business efficiency and compliance

When will the new laws apply?

The legislation will take effect in Western Australia on 27 April 2015 and will apply to all vehicles regardless of size.

Viewing the legislation?

The Road Traffic (Vehicles) Act 2012 and the Road Traffic (Administration) Act 2008 are accessible on the State Law Publishers website:

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_4471_homepage.html

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_12926_homepage.html

Who is covered by the chain of responsibility?

If you are involved in any of the following road transport activities, you are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

- ✦ *Consigning* – a person or company commissioning the carrying of goods
- ✦ *Packing* – placing goods in packages, containers or pallets
- ✦ *Loading* – placing or restraining the load of the vehicle
- ✦ *Driving* – the physical act of driving a vehicle
- ✦ *Operating* – operating a business which controls the use of a vehicle
- ✦ *Receiving* – paying for the goods/taking possession of the load

What do I have to do?

Whichever activity you perform in the 'chain', it is important that you take reasonable steps to manage the risk and ensure road safety is not compromised.

You have a legal obligation not to coerce, induce or encourage a breach of the road transport laws.

Further information on the responsibilities of specific parties in the transport chain can be found in the following fact sheets:

- ✦ Consignor/Receiver – Fact Sheet 2
- ✦ Loader/Packer – Fact Sheet 3
- ✦ Driver – Fact Sheet 4
- ✦ Operator/Manager – Fact Sheet 5

Further Information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



AUGUST 2013

“Chain of Responsibility” Legislation Fact Sheet 2 – Consignor / Receiver Responsibilities

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability



What are my responsibilities?

As a consignor or receiver, you have a responsibility for ensuring goods carried on your behalf:

- Do not exceed vehicle or permitted dimension limits
- Do not cause vehicle or permitted mass limits to be exceeded
- Are appropriately secured.

What do I need to do?

Whichever activity you perform in the 'chain', it is important that you take reasonable steps to manage the risk and ensure road safety is not compromised.

There are no limits to the ways in which you can do this. What constitutes reasonable steps will vary according to each individual's circumstances.

Examples of steps you could take include:

- Regularly reviewing business processes and documenting risk management practices and training.
- Ensuring compliance assurance conditions are included in relevant commercial arrangements with other responsible persons.
- Requesting information about what systems and controls have been put in place by other parties in the chain to ensure compliance.

- Avoiding arrangements that could potentially encourage or reward non-compliance.

If you can show that you did not know and could not have been reasonably expected to know that a breach in the road law would occur, and that either:

- you have taken all reasonable steps to prevent a breach; or
- there were no reasonable steps that you could have been expected to have taken to prevent the breach; then - you won't be liable for an offence under the chain of responsibility.

You may be called upon to demonstrate that you have compliance systems and programs in place to manage the risks associated with the use of heavy vehicle transport.

Codes of practice

Various industries have formal codes of practice that document procedures aimed at maintaining consistency and quality control.

In the event of an alleged road transport offence, businesses and individuals may be able to defend their actions on the basis that they were complying with an industry code of practice.

Further information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



AUGUST 2013

“Chain of Responsibility” Legislation

Fact Sheet 3 – Loader / Packer Responsibilities

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability



What are my responsibilities?

As a loader/packer, you will have a responsibility for ensuring that the vehicle's load:

- Does not exceed vehicle or permitted dimension limits
- Does not cause vehicle or permitted mass limits to be exceeded
- Is placed/secured in a way that it does not become unstable, move or fall off the vehicle
- Is accurately recorded in any manifest and other documentation relating to the load
- When packed in a freight container, does not cause the container's gross weight or safety approval rating to be exceeded.

What do I need to do?

Whichever activity you perform in the 'chain', it is important that you take reasonable steps to manage the risk and ensure road safety is not compromised.

There are no limits to the ways in which you can do this. What constitutes reasonable steps will vary according to each individual's circumstances.

Examples of steps that could be taken include:

- Ensuring the processes and practices that manage the risk are documented, including the methods used to control the loading of product and training.
- Having a loading diagram for different types of loads.

• Loading in accordance with the NTC *Load Restraint Guide 2004*.

• Operating a weighbridge or loading equipment fitted with scales and keeping a 'running' total of the weight of the load for each trip.

• Using a pre-printed form that requires the person in control of the packing or loading of goods to verify the accuracy of any records.

If you can show that you did not know and could not have been reasonably expected to know that a breach in the road law would occur, and that either:

- You have taken all reasonable steps to prevent a breach; or
- There were no reasonable steps that you could have been expected to have taken to prevent the breach;

Then - you won't be liable for an offence under the chain of responsibility.

You may be called upon to demonstrate that there are compliance systems and programs in place to manage the risks associated with the loading and packing of heavy vehicles.

Codes of practice

Various industries have formal codes of practice that document procedures aimed at maintaining consistency and quality control.

In the event of an alleged road transport offence, businesses and individuals may be able to defend their actions on the basis that they were complying with an industry code of practice.

Further information

For more information about the Chain of Responsibility, call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



AUGUST 2013

"Chain of Responsibility" Legislation

Fact Sheet 4 - Driver Responsibilities



WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability

What are my responsibilities?

As a driver, you are responsible to ensure that:

- Your vehicle does not exceed mass limits
- Your vehicle and load do not exceed dimension limits
- Your load is appropriately restrained.

What do I need to do?

You need to take reasonable steps to demonstrate that you are managing the risk to ensure road safety is not compromised.

There are no limits to the ways in which you can do this. What constitutes reasonable steps will vary according to each individual's circumstances.

Examples of steps you could take include:

- Knowing the mass ratings and dimension limits of the vehicle and complying with a load management system, which may include a loading diagram for different types of loads.
- Having the vehicle weighed, or its weights assessed by other means, and dimensions measured before departing.
- Using on-board scales to cover situations where there are no weighing facilities.
- Checking for any movement of the load while in transit and carrying loading documentation (e.g. weighbridge dockets) in the vehicle.

- Checking that the load is restrained in accordance with the performance standards contained within *the Load Restraint Guide 2004*, along with the adequacy and condition of restraining equipment (straps, chains, ropes, twist locks, etc.)

If you can show that you did not know and could not have been reasonably expected to know that a breach in the road law would occur, and that either:

- you have taken all reasonable steps to prevent a breach; or
- there were no reasonable steps that you could have been expected to have taken to prevent the breach;

Then - you won't be liable for an offence under the chain of responsibility.

Codes of practice

Various industries have formal codes of practice that document procedures aimed at maintaining consistency and quality control.

In the event of an alleged road transport offence, businesses and individuals may be able to defend their actions on the basis that they were complying with an industry code of practice.

To which vehicle types does the new legislation apply?

To gain maximum road safety benefits, it is essential that the legislation apply to all vehicles regardless of their size.

Therefore, in Western Australia the legislation will also apply to light vehicles so that all parties in the transport chain can be held accountable for their actions.

Further information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



AUGUST 2013

“Chain of Responsibility” Legislation

Fact Sheet 5 – Operator / Manager Responsibilities

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability



What are my responsibilities?

As an operator or manager of a business involved in road transport, you need to ensure all loads are properly restrained and do not exceed mass and dimension limits.

What do I need to do?

You need to take reasonable steps to demonstrate that you are managing the risk to ensure road safety is not compromised.

Examples of steps you could take include:

- Having documented compliance systems and programs in place, including information, instruction, training and supervision for all employees involved in the transport chain under your control.
- Conducting regular reviews of procedures and processes to ensure they remain relevant to the business and address any shortcomings.
- Monitoring and reviewing work practices to ensure employees are following procedures and appropriately skilled to the tasks, and equipment is being kept in good order.
- Ensuring compliance assurance conditions are included in relevant commercial arrangements with other responsible persons.
- Requesting information about what systems and controls have been put in place by other parties in the chain to ensure compliance.
- Avoiding arrangements that could potentially encourage or reward non-compliance.

Reasonable defence for an owner or operator

Under the Chain of Responsibility legislation, an owner or operator has the benefit of a reasonable steps defence.

An owner or operator will not be held liable for a chain of responsibility offence, if the owner or operator can establish that the vehicle was being used at the time by:

- An employee who was acting outside the scope of his or her employment; or
- An agent or contractor (in any capacity) of the owner or operator who was acting outside the scope of the agency; or
- Any other person who was not entitled to use the vehicle.

Codes of practice

Various industries have formal codes of practice that document procedures aimed at maintaining consistency and quality control.

In the event of an alleged road transport offence, businesses and individuals may be able to defend their actions on the basis that they were complying with an industry code of practice.

Further information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



JANUARY 2015

“Chain of Responsibility” Legislation Fact Sheet 6 – Breach Categories

To maximise consistency of enforcement actions throughout Australia and to reflect more accurately the impact of breaches on road safety, damage to infrastructure and unfair competition, categories of risk have been developed –

- Minor
- Substantial
- Severe



Breakpoints for mass and dimension

Breach category breakpoints for each of the mass and dimension requirements are –

	Minor	Substantial	Severe
Mass	Less than 105% of maximum permitted mass	Equal to or greater than 105% and less than 120% of the maximum permitted mass	Equal to or greater than 120% of the maximum permitted mass
Length	Less than 350mm over the maximum permitted length	Equal to or greater than 350mm and less than 600mm over the maximum permitted length	Equal to or greater than 600mm over the maximum permitted length
Width	Less than 100mm over the maximum permitted width	Equal to or greater than 100mm and less than 150mm over the maximum permitted width	Equal to or greater than 150mm over the maximum permitted width
Height	Less than 150mm over the maximum permitted height	Equal to or greater than 150mm and less than 300mm over the maximum permitted height	Equal to or greater than 300mm over the maximum permitted height

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
Control = Responsibility
= Legal Liability

“Chain of Responsibility” Legislation

Fact Sheet 6 – Breach Categories

Categorisation of load restraint breaches

Under the Chain of Responsibility legislation, the risk category in which a load restraint breach falls is based on the opinion of the enforcement officer (or court) concerned.

Assessing the severity of load restraint offences is centred upon the protection of public safety, the environment, road infrastructure or public amenity.

In determining whether or not a breach of a loading requirement gives rise to an appreciable risk of harm to public safety, the environment, road infrastructure or public amenity, the following factors are to be considered –

- (a) the nature and extent of the breach; and
- (b) the consequences or potential consequences of the breach; and
- (c) any other relevant factors.

Minor	<ul style="list-style-type: none">• The load has not become displaced or unsecured;• The load becoming displaced or unsecured is not imminent; and• No serious risk of harm to public safety, the environment, road infrastructure or public amenity.
Substantial	<ul style="list-style-type: none">• The load has become displaced or unsecured <u>or</u> the load becoming displaced or unsecured is imminent; and• No serious risk of harm to public safety, the environment, road infrastructure or public amenity.
	<ul style="list-style-type: none">• The load concerned has not become displaced or unsecured <u>or</u> the load's becoming displaced or unsecured is not imminent; and• The load is likely to become displaced or unsecured; and• There would be a serious risk of harm to public safety, the environment, road infrastructure or public amenity if it did become displaced.
Severe	<ul style="list-style-type: none">• The load has become displaced or unsecured <u>or</u> the load becoming displaced or unsecured is imminent; and• There would be a serious risk of harm to public safety, the environment, road infrastructure or public amenity if it did become displaced.

In determining whether the displacement of a load is imminent, an enforcement officer will have regard to –

- (a) the nature and condition of the vehicle; and
- (b) the nature, condition, placement and securing of the load; and
- (c) the length of the journey; and
- (d) the nature and condition of the route of the journey; and
- (e) any other relevant factors.

Further information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



AUGUST 2013

“Chain of Responsibility” Legislation

Fact Sheet 7 – Container Weight Declarations

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

Put Simply This Means:
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What is a freight container?

The legislation defines a freight container as:

“a re-usable container of the kind mentioned in *Australian / New Zealand Standard AS/NZS 3711.1:2000, Freight containers – Classification, dimensions and ratings*, that is designed for repeated use for the transport of goods by one or more modes of transport.”

Container Weight Declaration

A ‘Container Weight Declaration’ for a freight container is one that states the weight of the freight container and its contents.

Subject to the regulations, a Container Weight Declaration:

- may be comprised in one or more documents or other formats, including being in electronic form; or
- without limiting the above, may be comprised wholly or partly in a placard attached or affixed to the freight container.

Complying Container Weight Declaration

There is no specific format for a Container Weight Declaration. It does not even have to be a single document, but it must contain certain core information.

A Container Weight Declaration complies with the legislation if it contains the following information:

- the weight of the freight container and its contents;
- the number and other particulars of the freight container necessary to identify the container;
- the name, home address or business address in Australia of the ‘responsible entity’;
- the date of the declaration;

The Container Weight Declaration is to be made available to an authorised officer who may seek to verify the information contained in the declaration there and then in the presence of the consigned freight container, whether by examining documents located in or on the vehicle or by obtaining the information by other means.

“Chain of Responsibility” Legislation

Fact Sheet 7 – Container Weight Declarations



Who is responsible?

The responsible entity must provide the operator or driver with a complying Container Weight Declaration before transport of the container begins. In relation to a freight container, a 'responsible entity' is:

- (a) the person who consigned the container for transport by road in the relevant jurisdiction if the person was in Australia at the time of consignment; or
 - (b) if there is no person as described in paragraph (a) above, the person who (being in Australia) on behalf of the consignor, arranged for the transport of the container by road in the relevant jurisdiction; or
 - (c) if there is no person as described in paragraphs (a) and (b) above, the person who (being in Australia) physically offered the container for transport by road in the relevant jurisdiction.
- **Consignor** – The consignor (e.g. importer, freight forwarder, shipping agent, etc.) must prepare a complying Container Weight Declaration (electronically or printed) and provide a copy for the road transport operator or driver before the container can be transported by road. For imported containers, the consignor is the person who imports the container into Australia.
 - **Drivers** – A person must not drive a vehicle loaded with a freight container in Western Australia unless the driver has been provided with a complying Container Weight Declaration. While on the road, drivers must keep a copy of the Container Weight Declaration with the container at all times and produce the declaration to an authorised officer when requested.
 - **Operators** – An operator who arranges for a freight container to be transported in Western Australia must make sure the driver of a vehicle is given a complying Container Weight Declaration before commencing the journey. If another road (or rail) carrier is to further transport the container, then the operator must provide a declaration to that carrier by the time the container is received.
 - **Consignee** – A consignee (e.g. buyer, purchaser, receiver, etc.) must not induce or reward a breach of mass, dimension or load restraint requirement. A consignee will be regarded as participating in such behaviour if they knew or ought reasonably to have known that:
 - A complying Container Weight Declaration was not provided; or
 - Information about the container's weight and contents provided in the Container Weight Declaration was false or misleading.

Further information

For more information about the Chain of Responsibility, call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au.



JANUARY 2015

“Chain of Responsibility” Legislation

Fact Sheet 8 – WA Comparison with Heavy Vehicle National Law



Where does Chain of Responsibility transport law apply?

In the Eastern States refer to the Heavy Vehicle National Law (HVNL), whilst in Western Australia refer to the Road Traffic (Vehicles) Act 2012.

WHAT IS CHAIN OF RESPONSIBILITY?

If you use road transport as part of your business, you share the responsibility of managing the risk.

This means anyone who has control in the transport chain – including the consignor, loader and receiver – can be held legally accountable if, by their actions, inactions or decisions, they cause or contribute to a breach of the road laws.

What do I have to do?

Whichever activity you perform in the 'chain', it is important that you take reasonable steps to manage the risk and ensure road safety is not compromised.

You have a legal obligation not to coerce, induce or encourage a breach of the road transport laws.

<i>What is applicable?</i>	<i>WA Law</i>	<i>HVNL</i>
Applies to vehicles exceeding 4.5 tonnes Gross Vehicle Mass (GVM)	✓	✓
Applies to vehicles under 4.5 tonnes GVM (Light Vehicles)	✓	X
Mass, dimension and load restraint offences	✓	✓
Speed offences	X	✓
Fatigue offences	X	✓
Container Weight Declarations (CWD)	✓	✓

<i>Who does it apply to?</i>	<i>WA Law</i>	<i>HVNL</i>
Consignor	✓	✓
Packer	✓	✓
Loader	✓	✓
Scheduler - **Whilst not a defined role in WA legislation, there are provisions to include duties performed by a scheduler	**	✓
Driver	✓	✓
Operator / Manager	✓	✓
Receiver	✓	✓
Corporations, partnerships, unincorporated associations or other bodies corporate	✓	✓
Employers and company directors	✓	✓

Further Information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au



JANUARY 2015

LOAD SAFETY IS ROAD SAFETY

The safe loading of vehicles is vitally important in preventing injury to people and damage to property.



Further Information

The [National Transport Commission](http://www.ntc.gov.au/heavy-vehicles/safety/load-restraint-) has produced a Load Restraint Guide that can be viewed on their website.

<http://www.ntc.gov.au/heavy-vehicles/safety/load-restraint->

"Chain of Responsibility" Fact Sheet 9 Cars, Utes, Vans (Light Vehicles)

What is Chain of Responsibility?

Chain of Responsibility extends the legal liability to others in the transport chain. If you use roads in the transport of goods, you share the responsibility of managing the risk.

Why does it apply to light/passenger vehicles?

Every year, debris falling from unsecured loads causes road closures and disruptions, incurs thousands of dollars in damages to vehicles and property, and can be a major contributor to serious crashes.

In promoting road safety for all users of the road network in Western Australia, the new legislation will apply to all vehicle types.

For example goods transported by road from a hardware store or garden centre would be covered by the legislation.

Who is covered by the chain of responsibility?

If you are involved in any of the following road transport activities, you are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

- ✦ *Consigning* – a person or company commissioning the carrying of goods
- ✦ *Packing* – placing goods in packages, containers or pallets
- ✦ *Loading* – placing or restraining the load of the vehicle
- ✦ *Driving* – the physical act of driving a vehicle
- ✦ *Operating* – operating a business which controls the use of a vehicle
- ✦ *Receiving* – paying for the goods/taking possession of the load

What do I have to do?

Whichever activity you perform in the 'chain', it is important that you take reasonable steps to manage the risk and ensure road safety is not compromised.

Always remember:

- The security of your load, your life and the life of others relies on proper load restraint.
- Use a vehicle and suitable restraint equipment appropriate for the type of load you are carrying.
- Position the load correctly.
- Use good quality restraint equipment, maintained in good condition.
- Check your load restraint immediately before leaving and during the trip.
- You are driving under different, more difficult conditions when you are carrying certain types of loads.
- Failure to restrain a load correctly on a vehicle may result in legal action being taken against any persons involved, including a fine of up to \$1000-.
- Load restraint should meet the performance standards detailed in the [Load Restraint Guide](#).

Further Information

For more information about the Chain of Responsibility call Main Roads, Heavy Vehicle Operations on 138 HVO (138 486), or visit www.mainroads.wa.gov.au

