



Insuraplex
RESTORING THE PAST, BUILDING THE FUTURE

Occupational Health & Safety Plan

July 2018

**157a Milleara Road
Keilor East, Victoria Australia, 3033**

www.insuraplex.com.au

OH&S Management Plan

PROJECT NAME	UNIGRAIN, 3720 Creswick-Newstead Rd, Smeaton 3364
PROJECT SCOPE	Demolish damaged boiler, support conveyor gantry, divert / reconnect existing services, demolish damaged silo & replace, repair damaged silos 1 & 3, construct new boiler housings 1 & 2, commission new boiler & associated equipment.
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Document Control

INSURAPLEX Pty Ltd:

- Will maintain an up to date version of this OH&S Management Plan which will be reviewed 2 yearly
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of OH&S management practices.
- Will provide (where requested) a copy of the OH&S Management Plan to Clients
- Will review the Plan if a Project Scope is considered outside or in addition to the normal scope of work
- Will ensure all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form No.	Version No.	Description of Amendments	Prepared by	Approved by
5/07/2018	All	1.0	New Plan	B. Smillie & D. Cameron	D. Cameron & R. Ivenskis

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation

Insuraplex – OH&S POLICY

Insuraplex are committed to providing a safe and healthy work environment for all employees, contractors and members of the public. Insuraplex recognises and accepts both its legal and moral responsibility to provide a safe and healthy working environment and will strive to ensure that all worksites and work practices do not place any persons at risk of injury or illness so far as reasonably practicable.

Insuraplex will use its best endeavours to:

- Ensure that appropriate measures are implemented for the induction of employees and contractors;
- Provide safe equipment & systems of work to prevent any risk of injury to any persons;
- Provide information, instruction and training to employees and contractors;
- Ensure that effective arrangements are in place to engage and manage Contractors;
- Provide adequate supervision to monitor work practices and maintain acceptable OH&S standards across all worksites;
- Provide support and assistance to employees and contractors;
- Ensure that all worksites are set out to minimise risk to employees, contractors, members of the public and neighbouring sites;
- Effectively consult with employees and contractors with regards to OH&S;
- Continually endeavour to reduce the number and severity of injuries sustained;
- Comply with legislative requirements, industry standards and best practice;
- Monitor OH&S performance to ensure that the objectives of this Policy are being met.

Insuraplex will ensure that all employees and contractors give OH&S the highest priority across all worksites.

Authorised By: _____ Date: _____

Insuraplex – OH&S Responsibilities

Director Responsibilities

The Directors shall ensure that OH&S is integrated from the outset of any project. In consultation with the Site Supervisors / Contractor Supervisor's, Insuraplex are committed to providing a safe and healthy work environment for all employees, contractors and members of the public. Insuraplex recognises and accepts both its legal and moral responsibility to provide a safe and healthy working environment and will strive to ensure that all worksites and work practices do not place any persons at risk of injury or illness so far as reasonably practicable.

The Directors shall ensure that OH&S Systems are in place, working effectively and being monitored. This includes such aspects as:

- Ensuring all contractors have fulfilled duties imposed by Insuraplex prior to the issuance of works;
- Ensuring that OH&S has been adequately addressed as part of the site's establishment;
- Ensuring Site Supervisors / Contractor Supervisors have been instructed on Site /Client OH&S Requirements;
- Providing adequate resources to enable Site Supervisors / Contractor Supervisors to uphold Insuraplex OH&S Standards & expectations;
- Routinely attending / inspecting all Insuraplex worksites to monitor works, OH&S performance and compliance.

Site Supervisor / Contractor Supervisor Responsibilities

Site Supervisors / Contractor Supervisors are responsible for ensuring that all construction related activities are completed in a safe and efficient manner.

Specific duties include:

- Ensuring the Site is set up in accordance with industry standards (e.g. Amenities / Power / First Aid / Site OH&S documentation including site induction / SWMS);
- Ensuring that all employees / contractors are inducted to site;
- Verifying that all employees / contractors on site have fulfilled responsibilities as imposed under Insuraplex OH&S Management Plan;
- Checking the availability / suitability of SWMS provided by Contractors;
- Checking the integrity / safety of all tools & equipment on worksites;
- Supervising compliance with safe work practices; particularly when high risk works are being undertaken;
- Maintaining acceptable housekeeping standards across worksites;
- Liaising between trades / client to ensure safe and efficient construction progress;
- Completing OH&S Site Inspections in accordance with Insuraplex OH&S Management Plan;
- Taking necessary actions to address safety issues and / or report to the Directors.

Employee & Contractor Responsibilities

All employees / contractors must:

- Ensure compliance with Insuraplex OH&S Management Plan;
- Complete Site Inductions / Site Sign In Processes (where applicable) and observe all client / customer site safety standards;
- Report all known or observed hazards to the Site Supervisor / Contractor Supervisor;
- Take all steps within their control to maintain their own health & safety and the health & safety of their work colleagues & members of the public;
- Maintain and operate plant & equipment in a safe and responsible manner;
- Wear appropriate personal protective equipment where required;
- Advise the Site Supervisor / Contractor Supervisor of any suggestions which will assist in improving the level of safety;
- Report all incidents and injuries to the Site Supervisor / Contractor Supervisor.

Insuraplex encourages discussion on OH&S matters between management, contractors and employees and believes that consultation is critical in establishing and maintaining a safe worksite.

Risk Management Policy

Objective

To prescribe the process to minimise risks within Insuraplex operations which will assist in the potential for loss through injury, property damage, reputation or environmental impact.

This Risk Management Policy encompasses all aspects of risk in which Insuraplex may be exposed including:

- Occupational Health & Safety;
- Environmental impact;
- Hygiene & Quality Control
- Public relations;
- Asset protection & Operational security;
- Insurance
- Financial losses

Application

Risk is inherent in all Insuraplex functions. All Insuraplex personnel are responsible for managing the risks that relate to their particular area of work. Risks should be managed in a way that derives the best outcomes for Insuraplex and its stakeholders.

The aim of this policy is not to eliminate risk. It is to assist Insuraplex personnel to manage the risks involved in all Insuraplex activities to maximise opportunities and minimise adverse consequences. Effective risk management requires:

1. Identifying and taking opportunities to improve performance as well as taking actions to avoid or reduce the chances of something going wrong;
2. A systematic process that can be used when making decisions to improve the effectiveness and efficiency of performance;
3. Forward thinking and proactive management;
4. Effective communication;
5. Accountability in decision making; and
6. Balance the cost of managing risk and the anticipated benefits.

Risk can be defined as the chance of something happening that may have an impact on the achievement of objectives. Risk is measured in terms of consequences and likelihood combined to arrive at a risk rating from Low to Very High. Risk management is, therefore, defined as the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.

The concept of managing risk is an integral part of the accountability requirements at all levels within Insuraplex. An effective risk management system will safeguard the company's interests and ensure the best use of its resources. Recognition of risk management as a central element of good corporate governance, and as a tool

to assist in strategic and operational planning, has many potential benefits in the context of the operating environments operated by Insuraplex.

All Insuraplex personnel have a responsibility to ensure that the risks relating to their particular area of work – whether it is on Insuraplex premises or at Clients premises – are managed to ensure the best outcome is achieved.

Risk management is an iterative process of continuous improvement that is best embedded into existing practices or business processes. The main elements of the Insuraplex risk management process are:

- ✓ Communicate and consult: Liaise with internal and external stakeholders as appropriate at each stage of the risk management process and concerning the process as a whole.
- ✓ Establish the context: Define the basic parameters within which risks must be managed and set the scope for the rest of the risk management process.
- ✓ Identify hazards / risks: This step seeks to identify the hazards / risks to be managed.
- ✓ Analyse risks: Identify and evaluate existing controls. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.
- ✓ Evaluate risks: Compare estimated levels of risk against pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.
- ✓ Control risks: Develop and implement specific cost-effective strategies and action plans for increasing potential benefits and reducing potential losses / costs. Allocate responsibilities to those best placed to address the risk and agree on target date for action.
- ✓ Document, monitor and review: Each stage of the risk management process must be documented. It is necessary to monitor the effectiveness of the risk management process. This is important for continuous improvement. Risks and the effectiveness of treatment measures need to be monitored to ensure changing circumstances are taken into consideration.

The Directors / Site Supervisor & Contractor Supervisor are responsible for the implementation and maintenance of sound risk management. In carrying out this responsibility, it is imperative that the adequacy of internal controls is reviewed to ensure that they are operating effectively and are appropriate for achieving company goals and objectives. The Directors / Site Supervisor & Contractor Supervisor should put in place mechanisms that promote the culture of risk management practices and encourage and empower personnel in the management of risk.

The Directors / Site Supervisor & Contractor Supervisor must create an environment where managing risk forms the basis of all activities. All Insuraplex personnel should adopt sound risk management practices within their particular areas of responsibility.

Insuraplex have developed a Risk Management Framework that provides all Employees and Contractors with a useful / practical model to undertake hazard identification, risk assessment and risk control. This process will enable all Insuraplex worksites to undertake effective risk management across all sites in a consistent manner. All risk management activities are to be undertaken in a consultative manner.

The Risk Management Framework includes but is not limited to:

- Pre-Start Site Inspections
- SWMS
- Consultation with Clients
- Site Safety Checks
- Tool Box Talks
- Worksite Inspections
- Hazard & Incident Reporting processes.

Rehabilitation Policy

Insuraplex is committed to providing a healthy, safe workplace for its employees and contractors. In the event of an employee sustaining a work related injury we will apply the early 'rehabilitation' return to work objectives of the Victorian - Accident Compensation Act 1985, its guidelines, rules and regulations. Insuraplex aim is to ensure:

To achieve this, the following key objectives have been set by Insuraplex:

- Prevention of occupational injury and illness by providing a safe and healthy working environment for all employees and contractors;
- To ensure early reporting and early intervention at the worksite to enable employees to stay at work, if appropriate;
- All employees are encouraged to report all work related illnesses and injuries immediately;
- Return to work should be a normal expectation of all employees following a work related injury;
- The intention is to return the injured employee to work as soon as possible;
- Occupational Rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties;
- Each employee's Occupational Rehabilitation Program will be developed individually, and on a confidential basis, with the employee concerned;
- To ensure that remaining at or returning to work as soon as possible after an injury is a normal expectation and practice;
- To assist employees to return to suitable duties / employment where possible;
- To consult with employees and representatives to ensure that the occupational rehabilitation is effective;
- To ensure that occupational rehabilitation is provided for injured employees as soon as possible, especially for those injured employees that are expected to be off work for more than a short period of time.

Employee Obligations

- Taking reasonable care in the performance of designated duties and other workplace activities so as to prevent work related injuries to themselves and others;
- Reporting without delay any injury / illness or incident which may be work related or which affects their ability to perform their work;
- Co-operating with Insuraplex to enable it to meet its rehabilitation obligations;
- Co-operating in reasonable workplace changes designed to assist the rehabilitation of a fellow employee;
- Submitting promptly all relevant accident / incident reports, claim forms, medical certificates and reports, together with leave applications for work absences;
- Liaising with the nominated Return to Work Co-ordinator in relation to a Rehabilitation Program.

Contractors providing services to Insuraplex will be required to submit evidence of a current WorkCover Insurance Policy in accordance with Insuraplex Contractor Management Procedure.

Environmental Policy

Insuraplex accepts it has a responsibility for the protection of the environment and will conduct its operations so as to meet its obligations. Insuraplex's objective in this regard is to comply with all applicable environmental laws and regulations in a commercially effective way and monitor and review its performance to effect continuous improvement.

All reasonably practicable steps will be taken to incorporate environmental responsibilities and accountabilities into every aspect of our operations.

Insuraplex will achieve the objectives of this Policy by commitment to:

- Striving to meet compliance with legal requirements imposed to protect our environment;
- Promoting and encouraging a workplace culture that fosters efficient environmental practices within the organisation, such that all employees work in an environmentally responsible manner;
- Identifying opportunities to prevent pollution, minimise waste, save energy and conserve natural resources;
- Developing operating practices which minimise impacts upon the environment in a commercially effective way through work and management practises, training and use of the best technology where possible;
- Strategies that minimise the generation of waste;
- Ensuring that effective waste handling and disposal methods are followed including the removal of waste from the workplace and where appropriate recycling of waste product;
- Containment of spills and leaks to avoid entry into the natural water courses and storm water systems;
- Maintaining monitoring and reporting systems to audit and report on our environmental performance by promoting continual improvement to achieve our environmental objectives and targets;
- Purchasing sustainable goods & services that minimise impact upon the environment;
- Where practicable avoiding the use of hazardous materials and products to protect human health and the imprint upon the environment;
- Environmental impact response which includes contingency planning and proper response to minimise health, safety and environmental risks;
- Communication with all relevant persons where there are matters of common concern relating to the environment;

Responsibilities

Insuraplex management has overall responsibility for ensuring that all reasonable measures including resources, education and training are made available to assist in fulfilling the objectives of this Policy. Insuraplex will encourage concern and respect for the environment and will emphasise every employees and contractors responsibility for environmental performance and compliance with this Policy.

Workplace Bullying, Harassment & Discrimination Policy

For further information refer to the Industrial Relations / Harassment & Discrimination Policy

Insuraplex is committed to providing and maintaining a safe and harmonious working environment free of bullying, harassment and discrimination.

Workplace bullying, harassment and discrimination (also referred to as 'unreasonable behaviour') involves the repeated mistreatment of any person by another individual or group of individuals. It includes not only physical violence but also involves verbal abuse, sexual, racial and cultural vilification. Examples of unreasonable behaviour that will not be tolerated on any Insuraplex worksites includes:

Bullying / harassing a person by way of:

- Sexual comments, innuendo, advances or propositions;
- Comments regarding a person's sexuality, marital status or age;
- Racist, religious or cultural comments or jokes;
- Physical intimidation / such as pushing, shoving pinching, hitting, hugging, touching;
- Using electronic mediums such as email, twitter, Instagram; facebook to bully / harass an individual;
- Spreading of rumours and innuendo;
- Belittling someone's work or contribution;
- Constant and unjust criticism;
- Excluding or isolating employees;
- Threatening & intimidating behaviour (physical / verbal / electronic) including abuse and offensive language;
- Unjustified threats of dismissal or other punishments;
- Unfairly giving a person the most unpleasant / menial tasks in comparison to co-employees;
- Using sarcasm, insults & criticism in front of other persons which could humiliate;
- Unjustified denial of training and advancement opportunities;
- Unjustified nit-picking and checking a person's work unnecessarily;
- Unfairly overloading a person & not allowing them sufficient time to complete the task(s).

Discrimination based upon:

- Sex or gender identification & Sexuality or sexual orientation;
- Marital status, Race or Age;
- Impairment or disability;
- Pregnancy or breastfeeding;
- Family responsibilities;
- Religious belief / activity;
- Political belief / activity;
- Trade union / industrial activity;
- Physical features;
- Associating with a person who has one of the above characteristics

All personnel are required to respect and acknowledge the rights of fellow employees/ contractors and are expected to treat each other in a respectful manner at all times.

Insuraplex will act promptly on any report of workplace bullying, harassment or discrimination. Such an allegation is seen as serious. We acknowledge that such a scenario can be very sensitive and as such will take all steps to support the alleged victim and the necessary assistance and support to the alleged perpetrator. Confidentiality will be of paramount importance and all persons involved in any alleged bullying investigation will be advised of this. The person involved in completing any investigation to alleged bullying or harassment will be neutral (that being having had no involvement in the alleged incident).

Reporting of Unreasonable Behaviour

Where an employee / contractor believe they have been exposed to unreasonable behaviour it is critical that the grievance process is followed in order to report and work through the concern.

Any employee / contractor who believes they have been exposed to unreasonable behaviour have the following options available to them:

- The employee / contractor can speak to the person causing the problem and inform them that their behaviour, decision or action was unfair, offensive or discriminatory, and why they believe this to be so.
- The employee / contractor can speak to the Site Supervisor / Contractor Supervisor about the grievance who will then address the issue on behalf of Insuraplex. With the employee's / contractor's approval, the Site Supervisor / Contractor Supervisor may approach the person or persons involved in the identified issue and talk to them informally about the particular grievance.
- The employee / contractor can make a formal complaint in writing to one of the Directors.
- Whilst the employee / contractor is legally permitted to make a complaint to an external authority such as WorkSafe or Fair Work Australia; we strongly encourage any employee to initially try and resolve the matter internally.

Where an employee chooses to make a formal complaint in writing to the Directors the following information must be provided:

- the nature of the grievance;
- the time and date of the incident(s) giving rise to it;
- the names of any witnesses;
- their signature; and
- the date of the lodgement of the grievance.

Investigation

Once a formal complaint is made, the matter will be investigated / co-ordinated by the relevant person and if deemed appropriate an independent third party.

Insuraplex will take all necessary actions to address such problems, referred to as grievances, in-house in a timely and confidential manner. Each complaint will be dealt with in as short a time as is possible, dependent upon the individual circumstances of the case.

Employees have the right to expect that their grievance will be treated as confidentially as possible. However, employees must realise that for an adequate and fair investigation to take place, the details of their complaint will require discussions with those accused and their representatives, as well as with management.

Outcomes

If the employee's grievance is substantiated following the investigation, the management representative will advise the employee of the remedial or corrective action to be taken. This may include:

- counselling,
- attendance at behavioural improvement training courses,
- recognition of the behaviour and an apology to the victim,
- verbal and / or written warnings and/or
- termination of employment.

All outcomes shall be recorded for evidence and verification. In disciplinary action and or termination shall be in accordance with relevant awards / conditions and dismissal legislation.

If the employee's grievance is not substantiated, the employee will be given an explanation as to the specific details of why that finding was made.

If the employee is not satisfied with the way in which their grievance was handled, or is unhappy with the outcome, they may refer the matter to one of the Directors for mediation and if necessary private arbitration.

Without prejudice to either party, work should continue as normal whilst the matter in dispute is being dealt with in accordance with this Policy.

No employee involved in the grievance process will unreasonably disclose the details of the grievance, the investigation or the outcome.

Employees will not be victimised as a result of raising a genuine grievance. However, Insuraplex reserves the right to take action against an employee who is proven to have engaged in making false, vexatious or misleading accusations.

Alcohol, Drugs and Smoking Policy

As part of its ongoing commitment to maintaining safe work practices and a safe working environment for all employees, contractors and members of the public; Insuraplex maintains a **“Zero Tolerance / Zero Use”** policy in relation to drug & alcohol use across all worksites.

Any person who is perceived to be affected by drugs or alcohol will be asked to cease the activity being undertaken and depart the site.

Where Insuraplex or its representatives form the opinion that a contractor is affected by alcohol or drugs they will be asked to leave the site and not return until a medical clearance has been provided.

Insuraplex seeks to promote safe, healthy and “Smoke free” worksites. Smoking is prohibited within all enclosed buildings / structures and is also prohibited whilst operating any form of machinery.

Smoking is only permitted on designated breaks, in external designated areas, clear of flammable and combustible materials and other ignition sources. Cigarette butts must be extinguished and disposed of in bins.

Further, Insuraplex requires all employees and contractors to respect the rights of all other persons by way of refraining from smoking in the vicinity of others.

Contractor Management

As part of Insuraplex OH&S obligations all contractors will be required to strictly observe safety standards as detailed by Insuraplex. All Contractors will be provided with a copy of the Insuraplex Contractor Safety Induction which clearly sets out all contractors duties in relation to OH&S obligations whilst engaged by Insuraplex.

Contractors must complete a copy of the Insuraplex 'Pre-Engagement" form.

The objective of this process is to assist Insuraplex with OH&S Compliance by way of ensuring that all contractors are suitably qualified, competent and insured prior to carrying out any works for or on behalf of Insuraplex.

Induction

All employees and contractors will be inducted using the Insuraplex Contractor Safety Induction.

All Construction related employees and contractors will hold the required competencies / qualifications and trade related training (e.g. Construction Induction – White Card)

All contractors shall strictly observe the conditions imposed within the Contractor Safety Induction

Where determined by the Directors (relative to the size of the Works / Site Requirements) all employees and contractors maybe required to complete a Site Induction. Copies of all completed Site Inductions will be retained by the Site Supervisor / Contractor Supervisor.

It is the responsibility of all contractors to monitor any works conducted on site, ensure that the works are undertaken in accordance with industry safety standards and paramount that works are adequately supervised at all times.

Risk Register

A Risk Register has been developed which seeks to identify all possible workplace hazards / risks. The Risk Register importantly also provides a number of risk control strategies for the control of these hazards / risks.

The Site Supervisor / Contractor Supervisor must ensure that reference to the Risk Register is made when a safety concern / issue has been raised / reported.

Where additional hazards / risks are identified the outcomes shall be implemented and included within the Risk Register.

Site Access and Security

Insuraplex employees and contractors will be required to comply with the security and access restriction requirements applicable to each worksite. Further it is the responsibility of all Insuraplex employees and contractors to ensure that all unauthorised personnel are controlled having regard to site access. Suitable perimeter protection (temporary fencing / barricades / bunting etc.) shall be in place on all worksites to assist in restricting unauthorised access.

Hazard Reporting & OHS Issue Resolution

In order to promptly and amicably resolve OH&S issues that should arise, the following process has been established and shall be observed having regard to the reporting and resolution of worksite hazards and issues.

1. Any employee / contractor with a safety concern should in the first instance discuss their concern with the Site Supervisor / Contractor Supervisor.
2. If the matter is not resolved to the employee / contractors satisfaction, then both parties should discuss the problem with one of the Directors.
3. Where deemed necessary a Hazard Report can be completed and provided to the Directors as a means of formally reporting the concern.
4. Should the matter remain 'outstanding / unresolved' then the matter may be escalated to an external service provider to assist in establishing the appropriate course of action.

Once the issue has been resolved the outcomes and intended actions will be communicated to all persons involved.

Safe Work Method Statements

As a condition of engagement with Insuraplex and in addition to OH&S Legislative requirements Safe Work Method Statements (SWMS) must be developed for all High Risk Construction Work. All contractors carrying out High Risk Construction Work shall develop a SWMS. The SWMS shall be reviewed, signed and dated by all employees performing the task. SWMS shall be available on site and shall be presented to Insuraplex when requested.

Communication & Consultation

Site Supervisors / Contractor Supervisors are required to conduct regular discussion / communications with employees / contractors. Records of these discussions should be recorded in the Site Supervisors / Contractor

Supervisors diary. Where considered applicable (prior to a High Risk Task e.g. Crane Lift, working with mobile plant) a Tool Box Meeting shall be conducted with all personnel on site. On larger scale projects where a number of trades / activities are on site Insuraplex may conduct at its discretion daily Tool Box Talks with all personnel on site. This mechanism will assist in ensuring that OH&S is treated in a consultative manner. All employees and contractors are encouraged to actively participate in this forum.

Reporting and Recording Accidents

All incidents / accidents and near misses must be immediately reported to the Site Supervisor / Contractor Supervisor and the details recorded on the Insuraplex Incident Report Form which shall be located on all worksites. Details of every incident must be promptly reported to one of the Directors; who is responsible for ensuring that a timely investigation is conducted and outcomes initiated.

Insuraplex acknowledges OH&S Incident Reporting legislative obligations relating to serious incidents. Serious injuries or incidents are required to be notified to WorkSafe Victoria immediately as per the requirements of Health and Safety Legislation.

These serious injuries include:

- Death of a person;
- A person requiring medical treatment within 48 hours of exposure to a chemical;
- A person treated as an in-patient;
- Seeking medical treatment for such injuries as de-gloving, scalping, serious head or eye injury, electric shock, serious laceration or amputation.

Serious Incidents that expose a person in the immediate vicinity to an immediate risk through:

- Collapse, overturning, failure or malfunction of, damage to, any plant;
- Collapse or failure of an excavation or any shoring supporting an excavation;
- The collapse or partial collapse of all or part of a building or structure;
- An implosion, explosion or fire;
- The escape, spillage or leakage of any substance including Dangerous Goods;
- The fall or release from a height of any plant, substance or object.

Should such a serious injury or incident occur on site it is imperative that the incident be promptly reported to one of the Directors so that the details can be reported through to WorkSafe Victoria Incident Notification – 13 23 60.

The area surrounding the incident scene must be left undisturbed until advised by WorkSafe. All employees and contractors shall assist in the investigation of a workplace incident.

Outcomes of any workplace incident will be communicated to all employees and contractors by Site Supervisor / Contractor Supervisor

In addition Insuraplex will strictly observe relevant Incident Reporting protocols on client's worksites / workplaces.

Personal Protective Equipment

All contractors and employees are expected to wear the appropriate Personal Protective Equipment (PPE) applicable to the types of hazards exposed to. All contractors shall supply their own PPE and are responsible for ensuring that the PPE is in serviceable condition.

The following shall be observed at all times:

- Suitable eye protection must be worn when carrying out any task that has the potential to cause an eye injury through the creation of debris / dust or handling of chemicals (e.g. cleaning chemicals, paint, grinding / using nail guns, cutting or sanding timber);
- High visibility clothing must be worn when working around mobile plant;
- Hearing protection must be worn whilst using equipment such as powered tools and equipment;
- Masks may be required when carrying out any dry cutting of masonry products or timber products (particularly MDF);
- Hats, sunscreen, sunglasses and suitable clothing must be worn when working on sunny (high UV Index) days;
- Harnesses and lanyards must be worn at all times, if using fall prevention / fall restraint systems. If using elevated work platforms (EWP) such as knuckle booms, a harness and lanyard must be worn and properly connected at all times. If the EWP can be driven from the bucket / cage, it must be driven in the lowered position. Before operating the EWP check the road/ ground for stability/ hazards.
- Safety boots must be worn at all times.

Depending upon the nature of work there may be situations where additional PPE is required. Where applicable it is the Site Supervisor / Contractor Supervisors responsibility to ensure that the necessary equipment is worn by contractors carrying out these works.

First Aid

Insuraplex shall ensure that a fully stocked First Aid Kit is available on each worksite. The Site Supervisor shall ensure that the kits are regularly checked.

All Contractors are required to provide their own First Aid Kit have suitably qualified personnel and ensure that their kit is regularly checked and fully stocked.

When an incident takes place (injury occurs) the injured person will report to the Site Supervisor / Contract Supervisor who will ensure that the appropriate first aid treatment is administered. The details of the incident must be referred to the Site Supervisor / Contractor Supervisor who shall ensure the details are recorded on the Incident Report Form.

All incidents / injuries no matter how 'minor' they may seem must be reported to one of the Directors.

Plant Safety

Only qualified, trained and authorised persons are permitted to operate plant / equipment within the worksite. As part of the Insuraplex Contractor Pre-Engagement Form contractors will be required to provide evidence that employees are suitably competent / licenced to perform High Risk Work.

All plant will be used for which it was designed, relevant PPE worn and people in the immediate vicinity of the equipment kept clear. Manufacturer's guidelines / safe work practices will be adhered to at all times.

Employees / Contractors must check with the Site Supervisor / Contractor Supervisor for clarification should there be any concerns with the safe use of the plant.

Insuraplex recognises that in order to ensure the risks are controlled relating to the use of plant / equipment that an effective maintenance program must exist. As such; contractors shall ensure all plant / equipment is inspected daily (prior to use) routinely serviced and / or in line with manufacturer's specifications.

When equipment is hired / leased; Insuraplex will ensure that appropriate safety documentation including risks assessments, pre start safety logs etc.; are received and incorporated into work practices.

Fire Safety – Hot Work

Insuraplex will ensure that the measures are put in place to control the risks associated with the outbreak of fire across all worksites.

All employees and contractors are responsible for maintaining the worksite in a condition that reduces the risks of fire. The points listed below are too be included as part of each worksites fire control strategy:

- All employees and contractors are to familiarise themselves with the potential hazards within the work area along with the type and location of firefighting equipment within the area;
- All firefighting equipment and emergency exits shall be kept unobstructed at all times;
- Where a client / worksite has Fire Prevention strategies in place (e.g. Hot Work Permits) Insuraplex (including employees and contractors) shall strictly abide by the conditions as required.

Any spark producing activities conducted within the worksite including cutting / grinding / welding shall be done so in a manner whereby the creation of fire is reduced. This includes:

- All firefighting equipment will be tested and tagged by a competent person every 6 months
- Where practicable; conducting the activity in a controlled location (e.g.: workshop / clear of hazardous areas)
- Keeping flammable and combustible materials clear of the area;
- Using barriers and shields to minimise sparks / flash escaping;
- Having firefighting equipment (extinguishers) readily accessible.
- Having a 'spotter' on hand to observe any potential breakout of fire

Contractors are responsible for ensuring any spark / heat producing activity (e.g. grinding / welding) is conducted safely, in accordance with the Hot Work Permit and a “Fire Watch” provided. Suitable extinguishing equipment (hose / extinguishers) shall be made available. Hot work activities shall not be conducted on days of “Fire Ban”.

Mobile Plant Safety – Pedestrian Protection

The interaction of pedestrians (particularly in relation to members of the public) must be managed in relation to the operation of mobile plant. This includes delivery trucks & associated equipment as well as other mobile plant used in construction activities. It is imperative that safe work practices are implemented when mobile plant is in operation.

The following precautions must be considered and implemented where appropriate:

- High visibility vests for all persons when mobile plant is in use;
- Physical segregation of mobile plant and pedestrians (persons should not be within 3 metres of mobile plant). Reliance must not be placed on reverse beepers and flashing lights although they must be operational;
- Traffic management controls such as warden hats, barriers and / or a spotter to segregate members of the public when working with mobile plant on footpaths / walkways;
- Where road traffic is obstructed suitably trained and competent persons / organisations shall be engaged to provide compliant traffic management.

Chemical Safety

All contractors shall be responsible for the safe storage and handling of chemicals that are used whilst on Insuraplex worksites.

Contractors shall ensure that Safety Data Sheets (SDS) are available on site for all chemicals used.

It is the responsibility of the contractor to ensure that all chemicals are handled safely and put away after use.

Noise Control

Insuraplex will take all reasonably practicable steps to ensure that noise generated on worksites does not create a risk to the health and safety of employees and contractors. Further; steps will be taken to reduce the risk to members of the public and to minimise any disruption to neighbouring sites.

Where possible Insuraplex shall commit to minimizing noisy activities during times where the noise may create a risk to others. This will often be co-ordinated in consultation with the client and having regard to council laws (i.e.: start & finish times).

Insuraplex will ensure that all employees and contractors are wearing suitable Hearing Protection when working with powered plant or equipment that is likely to exceed the noise exposure standard of 85dBA.

Locations that are designated as Hearing Protection Areas shall be appropriately sign posted and employees and contractors instructed accordingly.

Height Safety

Given the nature of the work performed by Insuraplex there will be on occasions a requirement for contractors / employees to work at height.

Where work at height is to be performed the Contractor shall provide a Safe Work Method Statement (SWMS) which must clearly set out the proposed risk control measures to prevent a fall related hazard / incident.

The general principles of Height Safety shall be applied across all Insuraplex worksites which includes:

- Complete the task from ground level if possible
- Provide suitable edge protection to physically prevent a fall
- Complete the task from a Scissor Lift / Boom / Scaffold
- Use a travel restraint harness
- Wear a harness and safety lanyard

Where a harness is used it is imperative that the person has received training in the correct use, fit and maintenance.

Where the safest method to complete the task has been identified as a ladder the following factors must be considered.

- Ladders must conform to Australian Standards;
- Must be of a suitable height, type and size for the task;
- Must be appropriately supported by a second person;
- Must be placed on a level surface
- Only used for short duration tasks (use a scaffold for longer duration)
- Must be set up in such a manner that non-essential personnel are kept clear.

Under no circumstance is work to be performed above 2.0 metres without the appropriate method of fall protection.

Insuraplex will ensure that measures are implemented across all worksites to prevent persons from falling for the duration of height related activities.

Working Near Overhead or Underground Assets

Where any work is to be performed underground the Contractor (via the Directors) shall ensure that an assessment is made to ensure that there are no underground services (assets) that may be at risk of being struck by earthmoving equipment. This may include conducting a site assessment based upon information provided by the client / engineer or contacting "Dial before You Dig" on 1100 or www.1100.com.au

Any work that involves the use of excavation equipment, loaders, tippers or EWP's shall be assessed to ensure that any overhead obstructions are well clear. Overhead obstructions may include power lines, phone / communication cables, branches / trees / buildings / eaves or structures. The appropriate strategies shall be put in place to ensure that all clearances are achieved. The "No Go Zones" that are in place having regard to working near power lines shall be strictly followed.

The appropriate safe work practices shall be included within the SWMS and discussed with all employees / contractors.

Asbestos

In accordance with OH&S laws Insuraplex will ensure that where required; steps will be taken to enquire into / assess for the presence of asbestos on any worksite prior to the commencement of work; this may include a request to view a copy of the Site Asbestos Assessment / Asbestos Management Plan from the client.

Where asbestos is identified it must only be handled by licensed personnel who shall ensure that handling / removal and / or disposal are in accordance with the Compliance Code: Managing Asbestos in Workplaces & Compliance Code: Removing Asbestos in Workplaces.

All contractors are to remain diligent in relation to the possible presence of asbestos containing material; particularly relevant to demolition works.

Electrical Safety

Insuraplex acknowledges that electrical safety is imperative to the safety of all persons on site.

To ensure the highest standard of safety is maintained with regards to electrical safety, the following points will be strictly adhered to:

- Power will be provided on site by way of approved boards fitted with appropriate protective mechanisms;
- Only leads, tools and portable RCD's that are tested / tagged will be used on site;
- Frayed or damaged leads will be disconnected or disposed of;
- Leads will not be placed across walkways / pathways (Lead stands maybe required)

- Leads will not be placed in positions that create a trip hazard;
- Double adaptors will never be used on site;
- Portable RCD's will be used where the use of leads is required.

All portable electrical equipment must be inspected, tested and tagged in accordance with AS 3760-In service safety inspection and testing of electrical equipment.

Further, where electrical works are required on site they will only be performed by appropriately qualified / licensed personnel.

Manual Handling

All Insuraplex employees / contractors are encouraged to consider the associated risks prior to commencing any activity involving manual handling. Manual handling can include:

- Lifting (lengths of timber, bricks, cement, plaster and equipment),
- Pushing & pulling (overloaded wheelbarrows),
- Restraining or holding a load. (Supporting a heavy piece of timber, working above shoulder height)

Manual Handling can include awkward postures, unbalanced and difficult to grasp loads and repetition.

Prior to carrying out any task that involves manual handling; assess the task with the view of identifying the safest possible way to complete the task that either eliminates or reduces the associated risk, thus reducing the chance of a soft tissue injury.

Use of mechanical aids, cranes, forklifts, loaders, skid steers must be used as a preference to manually handling items. Other safe practices that must be considered include wheelbarrows, trolleys, making objects smaller or lighter, reducing the distance of travel, team lifting and asking for help. If none of these ideas are appropriate, only lift or move the object if you feel comfortable.

Working Outdoors

The following factors will be implemented to ensure the risk of working outside is controlled:

- Sunscreen shall be regularly applied & broad brim hats shall be worn to offer protection from UV;
- Sunglasses / safety glasses shall be worn;
- Cold palatable drinking water shall be regularly consumed;
- Rest breaks will be taken regularly in times of high temperature / humidity;
- Where possible efforts shall be made to work in the shade;
- On days of extreme temperatures consideration shall be given to postponing / rescheduling activities;
- Singlets & bare chests are not permitted due to the increased risk of sunburn & skin cancer;
- Suitable protective clothing shall be worn in cold, wet or windy conditions.

Employees are expected to wear appropriate clothing for the conditions and co-operate with any actions taken by Insuraplex to eliminate / reduce the risks imposed by working outdoors.

Housekeeping & Site Safety Inspections

All Insuraplex employees and contractors are encouraged to keep the job site clean and tidy. All rubbish is to be placed in bins provided. All stock and material must be placed in the storage areas provided with the view of ensuring that a safe means of access is achieved throughout the work site.

Where construction activities exceed 1 week in duration; a Site Safety Inspection shall be completed by the Site Supervisor / Contractor Supervisor. Copies of completed inspections shall be retained on the Job File and where improvement actions have been identified; they shall be reported to the Directors.

The Directors shall ensure that in addition to reviewing outcomes of completed Inspections; random / unscheduled Site Safety Inspections are undertaken. This process will assist in maintaining acceptable standards and verification processes.

Emergency Evacuation

As part of the site establishment / set up; Insuraplex will ensure that a '*Designated Emergency Assembly Point*' is identified and communicated to all employees / contractors. In the event of an emergency situation arising on a work site occupied by Insuraplex all employees and contractors are to depart the work area and assemble in a safe area under the control of the Site Supervisor.

Where applicable all employees and contractors shall strictly observe any worksite Emergency Management protocols. The appropriate Emergency Control Authority must be notified and compliance with any instruction given must be obeyed.

In the event of an emergency which may include any of the following the Site Supervisor must be contacted immediately:

- Fire
- Gas Leak or utility failure
- Injury
- Collapse of plant / structure / ground surface

INSURAPLEX – Pre-Engagement Form

All contractors intending to carry out work for or on behalf of Insuraplex are required to complete this form. As a contract condition all contractors (and sub-contractors) shall adhere to the safe work standards as expected by Insuraplex and complete works as per the relevant legislation and industry standards.

Contractor Name (Company Name)	
Company Contact (Name)	
Company Contact Details (Address / Phone / Email)	
Date of Completion	

Criteria	Yes	No	Comment
Company Safety Management Plan / Manual in place			
Company OH&S responsibilities are defined			
OH&S procedures & SWMS are in place			
Equipment / Plant maintenance schedule and periodic inspection completed.			
Electrical tagging system in place			
Tagging of faulty equipment or lockout procedure in place			
Qualified First Aiders & First Aid equipment available			
PPE provided and employees instructed			
Employees suitably trained / licenced			
Emergency planning for the job / work on site			
WorkCover Insurance Policy – (Provide Copy)			
Public Liability Insurance Policy – (Provide Copy)			

Copy of completed form to be retained on file

INSURAPLEX – Contractor Induction Form

Employee Name (Legal Name):	
Mobile Phone / Email:	
Company Name:	
Construction Induction Card:	
Date of Induction:	
Inducted By (Name & Title):	

The below OH&S aspects must be strictly observed whilst working for Insuraplex.

Element	Acknowledged
Work shall not commence without the approval of Insuraplex	
Activities / tasks will only be performed by suitably trained / competent persons	
High Risk Work will only be performed by licenced personnel	
PPE applicable to the works (hazards) shall be worn at all times	
Drugs & alcohol are strictly prohibited whilst on site	
Persons affected by drugs / alcohol will be removed from site	
Workplace Bullying, Harassment & Discrimination will not be tolerated on site	
Smoking is prohibited on site – Refer Site Designated Smoking Area	
All Injuries / Incidents shall be promptly reported to Insuraplex	
All Hazards shall be promptly reported to the Site Supervisor	
In the event of an emergency observe all warnings & assemble promptly	
First Aid Kit located with Site Supervisor	
Tool Box Talks shall be attended as requested	
Compliance with directions provided from Insuraplex personnel	
A SWMS must be available for the works being undertaken	
Modifications to SWMS is the responsibility of the Contractor / Employees	
Pre-Start Checks will be conducted on all Mobile Plant	
All electrical equipment will be within current test & tag period	
Faulty, defective plant, tools & equipment will be removed from use immediately	
Segregation distances shall be maintained from all mobile plant	
All necessary energy source isolations will be completed and suitably identified	
Suitable UV Protection shall be worn at all times (Hats / Sunscreen)	
All work at height will be completed with appropriate fall protection measures	
Contractors shall take all steps to protect others from works being performed	
Contractors are responsible for keeping their work areas in a safe condition	
Amenities shall be respected at all times	
Site security and access control is to be observed	

By signing the below I acknowledge that I have been instructed on the critical OH&S elements relevant to Insuraplex OH&S expectations.

Name	Signature	Date

INSURAPLEX – Hazard Report Form

Location: _____

Reported by

Name: _____ Position: _____ Date: _____

Reported to

Name: _____ Position: _____ Date: _____

Subject

() Incident () Near Miss () Workplace Hazard () Hazardous Work Practice

Description of Hazard

Recommended Actions to mitigate Hazard

Corrective Action - Action that will be implemented

Copy given to & agreed to be actioned by:

Management Representative: _____

Has the originator been advised of outcomes YES / NO Date: _____

INSURAPLEX - Incident Report Form

SECTION 1: INCIDENT DETAILS

Date / Time of Incident or Accident:	
Reported by:	
Site Location:	
Witnesses:	

Section 2: INJURED PERSONS DETAILS

Name:	
Occupation/Job Title:	
Employee:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor Company Name:	

Section 3: PARTICULARS OF INJURY / INCIDENT

Nature of Injury / damage	
Body part Injured / Property damaged:	
Description of Incident:	
Did the Injury require	First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospitalisation <input type="checkbox"/>
Location of treatment	

Section 4: REMEDIAL ACTIONS

List actions that will be taken to prevent recurrence:

Section 5 PERSON COMPLETING REPORT

Name / Signature:		Date:	
Position :			

INSURAPLEX – Site Inspection Checklist

Worksite: _____

Date: _____

Completed by: _____

Place a tick or cross in the appropriate box to indicate compliance or non-compliance

1	AMENITIES	YES	NO	COMMENT
	Are toilet facilities in a clean and sanitary condition?			
	Is rubbish cleared daily?			
	Is there an adequate supply of clean, fresh drinking water?			
	Are the amenities in good repair?			
	Is there a safe access to the amenities?			
	Are the amenities protected from flies and vermin?			
2	EMERGENCY PROCEDURES	YES	NO	COMMENT
	Fire extinguishers / hoses / access to water provided?			
	Are there clear instructions posted for calling fire services?			
	Emergency evacuation procedures posted in strategic locations?			
	Do emergency service vehicles have clear access to workplace?			
	Site Supervisors & Contractors First Aid Kits fully stocked?			
	Names of Key company personnel available on site?			
3	SLIPS, TRIPS AND FALLS	YES	NO	COMMENT
	Are personnel wearing appropriate safety footwear?			
	Are personnel working at heights wearing safety harness?			
	Are floor penetrations effectively covered?			
	Are pits and drains securely covered?			
	Handrails provided where a person could fall more than 2.0m?			
	Ground conditions are even and well maintained to avoid trips?			
4	ACCESS AND EGRESS	YES	NO	COMMENT

	Is safe access provided to the worksite?			
	Are access ways free from obstruction?			
	Fences in place to protect against unauthorised access to site?			
5	LADDERS / SCAFFOLDS	YES	NO	COMMENT
	Are ladders stable and securely fixed at the top and bottom?			
	Are all the rungs and stiles intact and in good condition?			
	Is the slope of the ladder at a safe angle?			
	Are the ladders clear of doorways?			
	Do the ladders extend at least 1m above landing places?			
	Are ladders protected from moving vehicles?			
	Scaffolds erected by competent persons – clearance provided			
	Are there solid foundations under the scaffolding?			
	Are there proper sole plates and base plates for the standards?			
	Is there adequate bracing in all directions?			
	Handrails and toe boards in place on all scaffolds over 2m high?			
	Are all work platforms fully decked out?			
	Is there safe access to the work platforms?			
	Do mobile scaffolds have lockable castor wheels?			
	Is there safe ladder access to the mobile scaffold?			
	Are mobile scaffolds adequately braced?			
	Are the scaffolds inspected regularly by a competent person?			
	Are protruding scaffold parts covered to prevent bodily injury?			
	Is all scaffolding in good repair?			
6	ELEVATING WORK PLATFORMS	YES	NO	COMMENT
	Are the boom extension type work platforms fitted with safety harness?			
	Are they fitted with emergency escape apparatus?			
	Have all operators been trained in the use of emergency gear?			
	Log Books completed for all EWP's?			
7	PLANT OPERATIONS	YES	NO	COMMENT

	Is earth moving plant fitted with reversing alarms?			
	Plant operations kept clear of pedestrian traffic?			
	Plant clear of Overhead lines?			
	Does all plant have the SWL clearly displayed?			
	Is plant being operated in a safe manner?			
	Are personnel engaged in 'prescribed' occupations certified?			
	Log Books completed?			
8	EXCAVATION WORK	YES	NO	COMMENT
	Has the area been checked for buried services?			
	Are the sides of excavations supported or otherwise made safe?			
	Is access into excavations adequate?			
	Excavations adequately fenced / ground conditions monitored?			
9	ELECTRICAL SAFETY	YES	NO	COMMENT
	Do all electrical fittings comply with AS3000 Wiring Rules?			
	Are power supply boxes in good condition?			
	Do power supply boxes have lockable covers?			
	Is electric powered equipment properly stowed when not in use?			
	Are plugs, sockets or switches in good condition?			
	Are leads in good condition? (not frayed/defective)			
	Are portable power tools in good condition?			
	Portable tools used with overload and earth leakage protection?			
	Extension leads supported above work areas and damp ground?			
	Are portable power tools and leads in date for test and tag?			
	Are electrical leads insulated from metal rails/scaffolding?			
10	PERSONAL PROTECTIVE PROTECTION	YES	NO	COMMENT
	Dust masks used when generating dust?			
	Masks used by persons using hazardous substances?			
	Sunscreen, hats and sunglasses used where exposed to the sun?			
	Has appropriate protective clothing been provided?			

	Are appropriate gloves provided to protect hands?			
	Are all personnel on the site wearing protective helmets?			
	Are protective helmets in good condition?			
	Hearing protection worn by those performing 'noisy' tasks or within the vicinity?			
	Eye protection worn by those performing hazardous tasks?			
11	CHEMICALS	YES	NO	COMMENT
	Are hazardous substances/dangerous goods stored correctly?			
	Are containers labelled correctly?			
	Is appropriate PPE being worn correctly?			
	Are the SDS's for chemicals readily available?			
	Are operators aware of use/hazards/spill control?			
12	HOUSEKEEPING	YES	NO	COMMENT
	Are ground surfaces free from slips?			
	Trailing hoses / cables / leads clear?			
	Tools / equipment clear?			
	Waste bins provided and regularly cleared?			
13	HAND TOOLS	YES	NO	COMMENT
	Used for purpose for which they are designed?			
	All guards / covers in position and tool in good condition?			
	Regularly cleaned/maintained?			

List Actions Outcomes of Inspection

OBSERVATION	ACTION REQUIRED

INSURAPLEX – Tool Box Form

This form is to be completed by the Site Supervisor when conducting Tool Box Talks. Copies of completed Tool Box Talk Record Forms shall be retained on the Job File.

Section 1: Meeting Details

Date of Meeting:

Time of Meeting:

Meeting Chaired by:

Section 2: Attendees

Persons in Attendance:

Persons Absent:

Section 3: Information Discussed – List details of topics / matters discussed

Health & Safety:

Quality:

Operational Matters:

New Items Raised / Reported

INSURAPLEX – Hot Work Permit

Site:	
Location:	
Valid:	am/pm date
Until:	am/pm date
Description of Work:	
Worker Names:	

PREPARATION

This section must be completed and signed by the authorised person before any Hot Works proceed

- Environmental conditions including Wind / Vegetation have been assessed
- SWMS has been developed, provided and applicable to the task being performed
- SWMS has been attached to this Work Permit

Equipment to be used

- Welder
- Angle Grinder
- Saw
- Oxy Cutting

Other (Please specify).....

ISOLATION

The following services have been isolated for the duration of the works

- Smoke Detectors
- Pipes / Valves
- Tanks / Vessels
- Fire Detection System
- Sprinklers
- Electrical

CONTROL MEASURES IN PLACE

The following control measures shall be available for the duration of the works

- Spotter / Fire Watch (2 hours)
- Warning signs in position
- Coates Fire Trailer (Full /Working)
- Area free of flammable materials
- Spark / Flash Screens
- Fire Hose Reel / Extinguisher
- Applicable PPE
- All relevant personnel advised of works

SPECIAL CONDITIONS (Please include)

AUTHORITY TO ENTER

Control Measures are in place and the Hot Work Activity May proceed

Authorised Person (Contractor): Date: Time:

Works Approve By (Advanced): Date: Time:

WORK COMPLETED

- Works completed to required standard
- All isolations removed
- All Tools / Equipment have been removed
- No evidence of smoke/vapour / fumes (2 Hrs)

VERIFICATION THAT HOT WORKS HAVE BEEN SATISFACTORILY COMPLETED

Authorised Person (Contractor): Date: Time:

Works Completed (Advanced): Date: Time:

INSURAPLEX – Confined Space Permit

Employer Name:	
Worksite Name:	
Location:	
Confined Space Details:	
Valid:	am/pm date
Until:	am/pm date
Description of Work:	
Employee Names:	

General Control Measures

- | | |
|---|---|
| <input type="checkbox"/> Risk Assessment completed/reviewed | <input type="checkbox"/> Smoking banned in and around structure |
| <input type="checkbox"/> Warning signs in position | <input type="checkbox"/> Barricades/guards in position |
| <input type="checkbox"/> Fall control/arrest device | <input type="checkbox"/> Personnel competent (trained/approved) |
| <input type="checkbox"/> Special Precautions | |

Isolation

- | | |
|--|--|
| <input type="checkbox"/> Pipelines (water/steam/gas) | <input type="checkbox"/> Mechanical/hydraulic power source |
| <input type="checkbox"/> Sludge/deposits/waste | <input type="checkbox"/> Harmful materials |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Radiation services |
| <input type="checkbox"/> Locks/tags/warnings displayed at site | |

Atmospheric Testing

- | | |
|---|---|
| <input type="checkbox"/> Test equipment within calibration date | <input type="checkbox"/> Test equipment zeroed in fresh air |
| <input type="checkbox"/> Safe oxygen level: %vol | <input type="checkbox"/> Toxic gas.....ppm |
| | <input type="checkbox"/> Toxic gas.....ppm |
| <input type="checkbox"/> Flammable Gas.....%LEL | |

Purging & Ventilation

- | | |
|--|---|
| <input type="checkbox"/> Purging of space (agent.....) | <input type="checkbox"/> Ventilation of space (Type.....) |
| <input type="checkbox"/> Min 10mins ventilation prior to entry | <input type="checkbox"/> Continuous ventilation of space |

Atmospheric Monitoring

- | | |
|---|---|
| <input type="checkbox"/> Continuous/reg. monitoring for oxygen | <input type="checkbox"/> Continuous/reg. monitoring for contams |
| <input type="checkbox"/> Continuous/reg. monitoring for vapours | |

Respiratory Protection

- | | |
|---|---|
| <input type="checkbox"/> With supplied air respiratory protection | <input type="checkbox"/> With an air purifying respirator |
| <input type="checkbox"/> With escape breathing apparatus (EBA) | <input type="checkbox"/> Without a respiratory breathing device |

Chemical Usage

Hot Work

- | | |
|--|--|
| <input type="checkbox"/> Area clean and free of flammable materials including atmosphere | <input type="checkbox"/> Appropriate fire/spark prevention available |
| <input type="checkbox"/> Need for firewatcher | <input type="checkbox"/> Fire fighting arrangements |

Personal Protective Equipment

- | | |
|---|--|
| <input type="checkbox"/> Safety Harness | <input type="checkbox"/> Life lines/safety lines |
| <input type="checkbox"/> Retrieval System | <input type="checkbox"/> Hand Protection |

- Safety boots
- Protective equipment
- Hearing protection

- Safety helmet
- Eye protection
- Torch

Stand-by & Rescue

- Nominated Stand By Person
- Communication arrangements
- First Aid Kit
- Alternative Stand by arrangement
- Fall prevention
- Rescue & Emergency Procedures

Authority to Enter

Control Measures are in place and the space is safe to enter by the personnel listed in point 13

Authorised Person:

Date:

.....

Revalidation (Where applicable)

Control measures are again in place and the space is safe to enter by personnel listed in point 13

Authorised Person:

Date:

.....

Entry Persons

The following personnel understand and agree to comply with the contents of this entry permit:

Name:

Sign:

Time In: Time Out:

Name:

Sign:

Time In: Time Out:

Name:

Sign:

Time In: Time Out:

Work Completed

- All persons have exited the confined space
- The space/associated plant is fit for service
- Equipment has been withdrawn

Authorised Person:

Date:

.....