



SITE RULES

(V e r s i o n 1)

Address: PO Box 4 Bassendean WA 6934
Mobile: 0420 777 542

HOLTRO GROUP PTY LTD SITE RULES

Alcohol and Drugs

- Do not work under the influence of alcohol or drugs and do not bring alcohol or drugs onto site.
- If you are taking any medication that may affect your ability to work safely you must inform the Site Supervisor.

Holtro Group Pty Ltd does not currently employ a formal alcohol and drugs testing regime, however they reserve the right to introduce such a program at the discretion of Holtro Group Pty Ltd management. Holtro Group Pty Ltd will consult with its employees before introducing an alcohol and drugs testing program. All personnel and contractors will be required adhere to Holtro Group Pty Ltd testing policies and procedures.

Alterations

No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes but not limited to scaffolds, handrails, barricades, signage, guards, penetration covers etc.

Amenities

- Amenities such as toilets and water will be provided on site. Please report damage or malfunctioning facilities to the Site Supervisor.
- The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of contractors' vehicles.
- All food scraps, wrappers and containers are to be put into bins on site after each meal.

Contractor Equipment

Contractors are responsible for security arrangements in relation to their plant, tools, equipment and materials required on site during the works.

Electrical Hazards

- Maintain the following safe clearances from live overhead powerlines;
 - 1 metre from powerlines up to 1000 volts,
 - 3 metres from powerlines up to 33,000 volts, and
 - 6 metres from powerlines over 33,000 volts.
- Locate any underground powerlines prior to any excavation work.
- All power lines are to be considered live unless otherwise advised.
- No piggy-back plugs, joined leads or double adaptors are to be used on site.

Electrical testing and tagging

- All portable electrical tools and equipment are to be inspected, tested and tagged in accordance with WA OSH Regulations every 3 months.
- Workers are not to use untagged equipment.

First Aid

- All workers are required to have access to a suitable first aid kit at all times.
- Any injuries requiring medical treatment MUST be reported to the Site Supervisor as soon as possible, but within no more than 24 hours.
- Holtro Group Pty Ltd recommends that all construction subcontractors have at least one person within their team that has completed an accredited First Aid training course.

Hand Tools, Electrical Tools and Extension Leads

- All hand and electrical tools must be in serviceable condition and suitable for the task.
- Extension leads shall not be longer than 30 metres or joined together to extend further than 30 metres in total length.
- Extension leads are to be raised off the ground in the following circumstances:
 - Extension leads are exposed to pooled or flowing water,
 - Extension leads are exposed to vehicle traffic, pedestrian traffic, or potential damage,
 - Extension leads are out of site of the user.
- Tool guards shall not be removed or modified under any circumstances,
- Appropriate personal protective equipment is to be used at all times,
- Domestic extension leads, power boards or double adaptors are not permitted on Holtro Group Pty Ltd sites.

Hazards

- All hazards are to be controlled in accordance with the:
 - WA Occupational Safety and Health Regulations;
 - Australian Standards;
 - Codes of Practice;
 - Accepted industry standards and recognised guidance materials.
- Any hazards that you are unable to control **MUST** be reported to the Site Supervisor,
- Where a hazard presents an imminent risk then the situation **MUST** be made safe immediately and the Site Supervisor advised. This may include, but not be limited to the following:
 - Barricade the hazard or hazardous area off;
 - Warn other personnel on site;
 - Cease use of effected plant or tools and tag "Out of Service".
- Follow the guidelines of Material Safety Data Sheets (MSDS) where a hazardous substance is involved.

Hazardous Substances

- Make sure an Australian issued Material Safety Data Sheet (MSDS) that has been revised within the past 5 years is provided to the Holtro Group Pty Ltd Site Supervisor before bringing any hazardous substances on to site, e.g. Solvents, adhesives, sealants.
- The requirements of the MSDS are to be complied with at all times when using hazardous substances.
- Do not store more of a hazardous substance on site than what you need for the job.
- Do not store hazardous substances, including fuels, in or near site facilities such as toilets, lunchrooms or site offices.
- Hazardous substances must be stored in secure facilities.

Hot Work, Welding and Cutting Equipment

Welding and/or cutting equipment must only be operated by suitably experienced persons. The following points shall be complied with at all times:

- suitable PPE shall be worn when using welding or cutting equipment;
- make sure fire extinguishers are located in the immediate vicinity of any work that may create a fire risk such as grinding, welding, and thermal or oxygen cutting or heating, and other related heat – producing or spark – producing operations;

- know your type of fire extinguisher, how it is to be used and what it can be used on;
- all gas cylinders must be located in a ventilated area, upright, secured and transported on purpose-built trolleys;
- flashback arrestors must be fitted to each end of the hoses when using pressurised oxygen with a fuel gas. When using atmospheric air with a fuel gas, an arrester need only be fitted to the handpiece;
- flashback arrestors should be inspected weekly, tested every year, and replaced every five years;
- ensure that any potentially flammable materials in the area will not be ignited by the welding or cutting process;
- all ancillary equipment must be in good working order;
- screens shall be used, or other controls put in place, to protect other workers/people from ultraviolet radiation produced by some process such as arc welding.

The Site Supervisor will advise you if a Hot Work Permit system is in operation on the site.

Housekeeping

- Keep work areas and access-ways clean and tidy (all unnecessary items, loose/unstable materials and waste safely removed from the area).
- Waste is to be placed in the appropriate waste bins or waste storage area.
- Where provided for, recyclable waste is to be separate and placed in bins provided.
- All workers are required to leave their work area in a safe and tidy state at the end of each shift/day.

Incident Management

All incidents and near miss (and hazards that cannot be removed or rectified immediately) shall be reported to the Holtro Group Pty Ltd Site Supervisor.

Key requirements within this process include:

- formal statutory notification(s);
- an Incident Form is also to be completed;
- incidents and accidents will be investigated for causal factors and control measures to be implemented where applicable to prevent a recurrence.

Ladders

- Only light duty tasks of short duration are to be performed from a ladder.
- Only commercial grade ladders with the compliance sticker to be intact are to be used on site (no domestic rated ladders).
- Ladders are to be set up on an angle of 1 metre out at the base to every 4 metres up, be placed on firm level ground and secured to prevent movement.
- Ladders must be maintained in a serviceable condition.
- Ladders must extend at least 900mm above the landing.
- Step ladders are to be used in accordance with the manufacturer's guidelines.
- 3 points of contact must be maintained when climbing up or down a ladder.
- Extension ladders must not be used to provide access to scaffold.
- Ladders must be suitable for the task, i.e., non-conductive ladders used for electrical work.

Manual Handling

There are no specific limitations on the weight that a single individual is permitted to lift as this can vary from one person to another. There are many factors that must be considered including but not limited to:

- The weight of the load;
- The physical dimensions of the load;
- Does the load have any sharp edges;
- Is the load likely to be caught by the wind;
- Does the load have handles/lifting points;

If you believe that you cannot safely lift the load, then you must seek advice from your supervisor.

1. Use correct lifting techniques.
2. Determine the weight of the load;
3. Ensure the path you intend to travel is clear and free of obstacles and trip hazards;
4. Ensure the area where you intend to place the load is clear and safe;
5. Face the direction you intend to travel (avoid twisting and turning when carrying heavier loads);
6. Bend your knees and keep your back straight;
7. Get a good hold/grip on the load;
8. Lift with your legs;
9. Place the load by bending your knees, DO NOT bend your back.

With heavy or awkward loads, get help or use mechanical assistance such as a forklift.

If it is too heavy, don't lift it!

Mobile Phones and Devices

There are many hazards associated with using mobile devices on a worksite. It can distract users from the hazards associated with their work tasks and their surroundings, and it can distract other workers in the area.

- The use of mobile phones or devices is not permitted while operating any mobile plant or equipment, or while performing activities that require your full attention.
- The use of mobile phones or devices is not permitted while attending safety meetings or while receiving safety-related information such as a safety talk.
- Managers should make every reasonable effort to avoid using their mobile phones or devices or making calls while directing activities on the worksite.
- If an urgent family matter requires a worker to use their mobile phones or device, the worker must leave the work area, so that the communication can be done in a safe manner.

Nail Guns and Explosive Power Tools

- Where nail guns or explosive powered tools are being used safety signage such as “Warning – Nail Gun in Use”, shall be erected at ALL access points to the area, not just on the back of the vehicle.
- All appropriate PPE, such as hearing protection, shall be used at all times.
- Tools shall not be left unattended while still active.
- Tools are to be maintained in a serviceable condition at all times.
- Explosive charges shall be secured in a locked box as required by State Legislation.

Personal Protective Equipment (PPE) and Clothing

- Ensure all PPE complies with Australian Standards and are not counterfeit, faulty or damaged. Please be wary of purchasing cheap PPE off the internet.
- Safety footwear that complies with Australian Standards is required to be worn on all Holtro Group Pty Ltd sites. Please follow all other PPE requirements as directed by site signage.
- The minimum general clothing requirements are shorts and short sleeve tops/shirts. More substantial clothing may be required in some circumstances such as when working with hazardous chemicals.
- The PPE requirements of the MSDS shall be complied with when working with, or in proximity to, any hazardous substances or chemicals.
- Other common types of PPE that may be required include:

- Hearing protection

If noise levels above 85 dB(A) cannot be eliminated or reduced by other means, then approved hearing protection shall be used such as ear plugs or earmuffs. As a rule of thumb, if you have to raise your voice to be heard by a person standing 1 metre away from you then noise levels are above the accepted safe standard.

- Safety glasses

All persons on site are required to wear approved safety glasses/goggles/face shields where safety signage indicates such a requirement. In all other cases persons exposed to airborne particles, chemicals or ultraviolet radiation from welding processes must wear suitable approved eye protection.

- Gloves

Gloves are essential PPE when performing certain work activities such as welding, handling loads with sharp edges, hot loads and where a Material Safety Data Sheet (MSDS) recommends hand protection when using a hazardous substance.

- Safety helmets

Safety helmets must be worn at all times where indicated at site entry points. As per Western Australian legislation a safety helmet must be worn where there is any risk of:

- being struck on the head by a falling object; or
- hitting the head against an object.

- High visibility clothing

If not identified as a minimum site requirement, all involved in the operation of cranes and other lifting equipment on site are required to wear a high visibility vest.

- Respiratory devices

Where required by the Material Safety Data Sheet (MSDS) suitable respiratory protection such as dust and/or vapour masks must be worn when using or working in the vicinity of hazardous substances.

- Sunscreen should be used to reduce the risk of sunburn and potentially skin cancer.

Plant

The term plant includes, but is not limited to, cranes, hoists, elevating work platforms, building maintenance units such as swing stages or suspended stages, pressure equipment and explosive powered tools such as nail guns.

In addition to relevant State Legislative requirements and/or Codes of Practice, the use of any plant on site shall meet the following requirements:

- Contractors using mobile plant (e.g. mobile cranes, excavators, forklifts, elevated work platforms, etc) are required to provide Holtro Group Pty Ltd with a JSA/SWMS prior to the commencement of works.
- Plant registration details, where required, shall be readily available and plant registration numbers clearly displayed.
- All mobile plant shall be maintained to the manufacturer's specifications and operators' log books are to be kept up-to-date. The logbook should be readily available upon request by Holtro Group Pty Ltd.
- Mobile plant requiring operator's licenses are only to be operated by appropriately licensed persons. It is the responsibility of the contractors to use appropriately licensed persons.
- Where no formal license is required to operate a specific piece of plant operators must be able to demonstrate competence in operating that plant.

Public Safety

Holtro Group Pty Ltd will ensure that clearly displayed signs are erected on the boundary describing the site as being a construction site.

A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians and other vehicles.

When a site is left unattended-

1. If a perimeter site fence is in use, the last worker to leave the site must ensure that access points to the site are to be secured,
2. If no perimeter site fence is in use, then it is the employees or contractors' responsibility to secure or remove any hazards associated with their work prior to leaving the site. For example,
 - Do not leave large drums containing water unless they have a secure lid.
 - Erect barriers or fencing along potential fall hazards and/or retaining walls.
 - Restrict access to scaffolds (remove ladder).
 - Extra care is required in established residential areas and/or near schools or playgrounds.

Residual Current Devices (RCD's or Safety Switches)

- Contractors using portable electrical equipment on Holtro Group Pty Ltd worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance Western Australian legislation.
- Domestic RCD's are not permitted on Holtro Group Pty Ltd sites.

Refusal to work

- If an employee considers that there are reasonable grounds to believe that to continue to work would result in exposure to a risk of imminent and serious injury or imminent and serious harm to health, the employee or contractor is entitled to refuse to work. Should an employee or contractor take such action then he/she must notify the employer and, if one exists, the safety and health representative.

Scaffolds

- All scaffolding is to be erected using safe manual handling and construction practices in accordance with the manufacturers or supplier's guidelines,
- All erected scaffolding is to be compliant with the manufacturer's guidelines, Australian Standards or the Western Australian Code of Practice AS/NZS4576:1995 – Guidelines for scaffolding,
- All scaffolds where a person could fall more than 2 metres MUST be provided with edge protection,
- Scaffolds where a person can fall more than 4 metres -
 - The scaffold MUST be erected, altered and dismantled by a licensed scaffolder,
 - The scaffold MUST be inspected and tagged prior to use and at least every 30 days,
- Incomplete or unsafe scaffolds MUST be tagged, sign posted or barricaded to prevent unauthorised access.

Scaffold – Trestle

- Trestle scaffolds should be constructed only on a hard level surface, with each trestle in the fully-opened position.
- The working platform should be not more than 2 m above the supporting surface, regardless of the size of components.
- For working platforms on trestle scaffolds, light duty platforms should have a width of not less than 450 mm and heavy duty and medium duty platforms should have a width of not less than 900 mm.
- For all types of work, the full width of the trestles should be planked when using frame trestle and putlog trestle scaffolds.
- Planks should overhang their end supports by not less than 150 mm nor more than 250 mm and where necessary be secured against uplift.
- Planks may be lapped to form multiple bays of scaffolding, provided there is no obstruction along the full length of the working platform.
- The working platform should be horizontal.

Site Safety Signs

- Site safety signs are to be complied with at all times.
- Site safety signs are NOT to be obstructed by vehicles or by any other means.

Site Security

A site-specific risk assessment in relation to site security should be conducted to identify any hazards and appropriate control measures are in place. Site Supervisors are responsible for ensuring that if required, the site is securely fenced. Appropriate signage is erected with contact telephone numbers and the site is locked at the end of each day. Employees and Contractors prior to leaving the site should ensure that:

- Electrical power is off
- Access to elevated floors, scaffolding and ladders is blocked;

- Plant, equipment, tools, chemicals and dangerous goods are securely stored;
- Water drums are emptied;
- Excavation areas such as pits, trenches and pier holes are covered;
- Plant or machinery is secure and cannot be operated illegally;
- Objects that could become dangerous in strong winds are secured, including incomplete or inadequately braced walls that might collapse;
- other hazard that may cause injury have been controlled.

Traffic Management

- General Western Australian road rules are applicable on all Holtro Group Pty Ltd sites, unless otherwise advised by the Site Supervisor.
- Contact the Site Supervisor to determine unloading and storage requirements.
- When unloading a vehicle on a public road, traffic cones and/or warning signs shall be positioned to warn the public. Where such activity occurs repeatedly and/or over an extended period of time, a specific Road/Traffic Management Plan and appropriate permits may be required.
- Make sure properly trained spotters control reversing vehicles before unloading.
- Vehicles must be properly maintained, and drivers properly trained.
- Depending on the situation, the Site Supervisor may arrange to have a Traffic Management Company to control the road traffic.

UV Protection

- Holtro Group Pty Ltd encourage all persons on site to wear adequate clothing (e.g. hats) and other protective methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- Very hot and extreme heat conditions can lead to heat related health problems. Types of heat related illnesses include, but is not limited to, heat cramps, heat exhaustion, heat stroke and heat fainting.

Visitors

- Site personnel shall NOT bring any person onto site unless the Site Supervisor has been notified and approval given.

Working Alone

Working by your self is a unique hazard that must be controlled. The following guidelines will help to reduce the risks associated with working alone -

- Always ensure that someone knows where you will be working. This can be achieved by having a copy of your work schedule at home or with your partner/family.
- If you are not scheduled to be on site and there are no other workers on site then you must advise the Site Supervisor.
- Do NOT perform any work activities which could incapacitate you to the point of not being able to seek assistance.
- Do NOT under any circumstances work at height where you are exposed to a fall risk or you are required to use fall arrest equipment, such as a safety harness.

Working at Heights

The WA Code of Practice, "Prevention of Falls at Work Places" should be observed when working at height. The following guidelines shall be complied with at all times;

- Where a person could fall 2 or more metres from a; scaffold, stairs, landings, formwork, false-work, suspended slabs or mezzanine floors, edge protection MUST be provided. Edge protection includes a top rail, mid-rail and kickboard or mesh panel.
- Where persons could fall more than 3 metres from any other open edge (eg, roof), a risk assessment shall be conducted and suitable control measures put in place.
- Where a fall injury prevention systems (FIPS) or restraint systems eg: harnesses, lanyards, fall arrestors, rope grabs, restraint devices, catch platforms, is to be used then the following requirements apply:
 - All persons required to use the fall injury prevention system shall be trained in the use of the system,
 - An emergency rescue plan shall be put in place. This plan shall include what action is to be taken and how a person will be rescued in the event of a fall,
 - Workers shall not be required to work alone.
- Safe access must be provided to all elevated work areas.

NOTE TO CONTRACTORS

The Holtro Group Pty Ltd Site Supervisor or a Holtro Group Pty Ltd OSH Representative who observes an unsafe practice has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of the Holtro Group Pty Ltd Site Supervisor or a Holtro Group Pty Ltd OSH Representative. Holtro Group Pty Ltd will take into consideration compliance with safe work practices when selecting Contractors for future work.