



**BENLIN**  
H O M E S

# Occupational Health & Safety Induction & Guidelines For Contractors

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## 1. Occupational Health and Safety Policy Statement

**Benlin Homes** is committed to Occupational Health and Safety and its Duty of Care responsibilities to employees and contractors.

**Benlin Homes** aims to ensure the health, safety and general wellbeing of its employees and contractors.

The commitment and active participation of the **Benlin Homes** Management team, employees and all contractors is vital to the achievement of those aims.

**Benlin Homes** accepts the responsibility for providing its employees with and encouraging its Contractors to provide their employees with all the necessary training required to establish safety awareness programs directed at accident prevention in order to reduce the incidence of work-related injury and illness.

Employees and contractors play a key role in achieving **Benlin Homes** safety goals, through acknowledgement and acceptance of responsibility for all necessary steps to ensure not only their own safety and health but also the safety and health of others. The achievement of this goal is assisted by the adoption of safe work practices, using protective clothing and equipment and compliance with all relevant rules, regulations and Codes of Practice.

The **Benlin Homes** Management team actively promotes and strives for the best possible standard of workplace health and safety in line with the Management system that incorporates the requirements of AS/NZS 4804.

It is **Benlin Homes** belief that through joint participation and cooperation between Management, employees and contractors, the safety objectives can be achieved to the satisfaction and benefit of all concerned.

Signed:



Date: 1 July 2024

Frank Trager  
Director  
Benlin Homes

## 2. Introduction

**Benlin Homes** has produced these guidelines for use by its contractors, their employees and subcontractors on building sites.

These guidelines are designed to minimise the potential for accidents at those sites.

**Benlin Homes** requires all contractors, their employees, subcontractors and agents to minimise risk through adherence to these guidelines. The failure to do so may result in **Benlin Homes** summarily terminating work or refusing entry to a **Benlin Homes** building site.

If you are not prepared to or are not able to comply with these guidelines, then you should immediately advise **Benlin Homes** and cease all work at the site. Furthermore, you should not sign the "acknowledgement and agreement" section (section 43) of this booklet.

Interpretation – for the purpose of this document the term:

**"This Company" or "the Company" or "Benlin Homes"** means FJ & JM Trager Pty Ltd trading as Benlin Homes and its associated entities. **"Contractor"** indicates a contractor, supplier and their agents and employees. **"Worker"** indicates a subcontractor, employee or person engaged on site by the contractor or supplier.

The company requires all contractors to minimise risk through adherence to these guidelines which must be read in conjunction with the Site Specific Safety Management Plan (SSSMP) and the Site Specific Take 5 and or the Site Inspection and Hazard Report form.

Failure to do so may result in the company instantly terminating work or refusing entry to a company building site.

If you are unable to comply with these guidelines, then you should immediately advise the company and cease all work at the site.

### **All safety requirements are mandatory.**

This induction Handbook was developed in reference to the company Safety Management System, The Western Australian Work Health and Safety Act 2020, Occupational Safety and Health Regulations 1996, codes of practice and industry standards.

## 3. Company Safety Induction Training

Safety Information provided by the company will also include the requirement for all relevant company employees, contractors and their workers to attend an accredited

Safety and Health induction – training course (White Card) prior to working on company sites.

All company site managers will receive relevant management training in Occupational Safety and Health upon commencement with the company.

(The contents of this handbook along with other safety information will form an integral part of the Site Manager safety training).

#### **4. General Obligations**

The contractor shall comply with:

- The requirements of the *Work Health and Safety Act 2020* and all applicable regulations;
- All relevant Australian Standards, Building Codes of Practice and all applicable regulations;
- These guidelines, as amended from time to time; and
- Any reasonable direction or requirement imposed by **Benlin Homes**.

#### **5. Contractors' Undertakings and Representations**

The contractor undertakes to:

- Perform all work in accordance with general obligations;
- Ensure that all subcontractors, employees or agents of the contractor perform all work at a **Benlin Homes** building site in accordance with general obligations; and
- Ensure that prior to performance of work on a **Benlin Homes** building site all subcontractors, employees or agents of the contractor agree in writing to comply with these guidelines.

The contractor expressly represents to **Benlin Homes** that:

- It has the expertise, skills, training, certification and experience necessary for the performance of all work;
- Where applicable, it has obtained all necessary licences, accreditations and approvals for the performance of all work;
- All personnel engaged by it, whether as employees or as subcontractors, have received appropriate instruction, training and certification in the tasks which they are to perform and have been provided with and have access to this booklet; and
- All personnel engaged by it, whether as employees or as subcontractors, receive induction training and have read and understood the Site-Specific Safety Management Plan prior to the commencement of work on any Benlin Homes work site.
- All direct employees of the contractor have understood and signed a Job Safety Analysis (JSA) for the work to be performed by that person.
- Where required, all direct employees of the contractor have understood and signed a Safe Work Method Statement (SWMS) for any high-risk construction work to be performed.

The contractor will comply with all reasonable requests made of it by **Benlin Homes** to demonstrate:

- Compliance by the contractor, its employees, contractors and agents with these guidelines.
- That all direct employees have signed a JSA and where required a SWMS.

## 6. Compliance with Established Safety Standards

All company Site Managers will monitor adherence to the safety standards as outlined in this handbook. (part of their regular site management duties is to ensure quality workmanship, high levels of productivity and occupational safety) during their regular site visits.

Non-compliance of company safety requirements will be addressed through a system of providing persons in breach of the company safety standards with verbal or written advice/instruction in the form of a site notification

Non compliance of any safety matter that could, in the opinion of the Site Manager, cause injury or death to the worker or personnel, will result in the Site manager taking action to cease the work that is considered dangerous.

## 7. Public Health Orders and Compliance

The contractor and their employees and or subcontractors must follow all directions of the Chief Health office as legally required.

Entry onto any Benlin Homes site is done on the basis that you are either exempt or fully vaccinated as per the Mandatory Health requirements in place at the time. These may change and it is the contractor's responsibility to ensure they are compliant with the requirements at the time of working.

If requested, evidence or vaccination or exemption must be produced in a form that is approved by the Chief Health officer.

## 8. Reporting Hazards and Accidents

The contractor must:

- Before commencing any work at a **Benlin Homes** building site, inspect the contents of the Site-Specific Safety Management Plan pack including the Site-Specific Management Plan, Design Hazard Identification, Site Inspection & Hazard Report and the building site itself and satisfy itself that the site is safe and free from hazards;
- Report any hazards immediately to the **Benlin Homes** supervisor by phone call and by also completing the prescribed form contained in the Site-Specific Safety Management Plan pack;
- Immediately cease work at the site and cordon off the site or part of the site, if that hazard poses an imminent risk to safety;
- Report any accident at a **Benlin Homes** building site to the **Benlin Homes** supervisor; and
- Co-operate with any incident or accident investigation undertaken by **Benlin Homes**.

### 9. OHS Responsibilities and Duty for Risk Management

The Company and all Contractors have an obligation to ensure that appropriate measures are taken to identify, assess and control all risks to the occupational health and safety of all works and others within the workplace

The company is committed to identifying and managing risks where they have the potential to cause accidents, injury or illness to people or unacceptably impact the environment or community. The risk assessment process will identify the levels of risk and provide guidance for determining actions that are required to eliminate or contract the hazard and / or risk.

The Risk Matrix can be used to provide structure and direction to the risk assessment process.

		CONSEQUENCE				
LIKELIHOOD		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	Moderate	Moderate	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	High	Extreme
	Possible	Low	Moderate	Moderate	High	High
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Moderate	Moderate	Moderate

Consequence Descriptors (Maximum Credible Impact to the person)	
Catastrophic	One or more fatalities, permanent severe disability or extensive injuries to several people
Major	Permanent or long term severe injury/disability/illness to one or more people, Lost time injuries > 10 days or lost time injuries < 10 days to several people
Moderate	Injury/illness resulting in > 5 days but < 10 days off work or medically treated injury to several people
Minor	Medical treatment for injury or illness resulting in > 5 days off work or first aid treatment to several people
Insignificant	First Aid treatment for minor injury or illness, no lost time

Likelihood Descriptors (Must consider probability and frequency/exposure to task or event)		
Almost Certain	The event is expected to occur in most circumstances	More than once a year in our business / industry
Likely	The event will probably occur in most circumstances	Has happened in our business / industry most years/ Once a year
Possible	The event will occur at some time	History of casual occurrence in our business/industry, Once every 3 years
Unlikely	The event could occur at some time	Heard of in our business / industry, Once every 5 – 10 years
Rare	The event may only occur in exceptional circumstances	Highly unlikely in our business / industry, Once every 10 + years

Risk Assessment Information		
Cat 4	Extreme Risk	<b>STOP WORK</b> – Notify Directors, General Manager, Building Manager and Site Manager. Temporary actions to manage should be taken immediately. Permanent actions to manage defined and implemented within 48 Hrs of notification. Seek confirmation from Site Manager prior to recommencing work after temporary actions are put in place.
Cat 3	High Risk	<b>STOP WORK</b> - Notify General Manager, Building Manager and Site Manager. Temporary actions to manage should be taken immediately. Permanent actions to manage defined and implemented within 48 Hrs of notification. Seek confirmation from Site Manager prior to recommencing work if temporary actions do not reduce risk to at least Cat 2, Moderate Risk
Cat 2	Moderate Risk	Notify Building Manager and Construction Manager immediately/ Temporary corrective actions to manage should be taken immediately and permanent corrective actions to manage defined and implemented within 7 days
Cat 1	Low Risk	Site management must take corrective action within a reasonable time

The contractor must ensure that they and all personnel under its control give the undertakings set out below:

- Have read and understood the below (documentation in the Site Specific Management Plan Pack):
  - Construction Safety Risk Assessment [OHSMS Form 1]
  - Design Hazard Identification Form [OHSMS Form 3]
  - Site Inspection & Hazard Report [OHSMS Form 4]
  - Site-Specific OHS Management Plan [OHSMS Form 5]
  - Emergency Response Procedure [OHSMS Form 6]
  - Occupational Health & Safety Induction & Guidelines for Contractors [OHSMS Form 8]
  - Risk Assessment Matrix & Hierarchy of Controls [OHSMS Form 9]
  - OHS Hazard Report Form [OHSMS Form 10]
  - OHS Incident Report Form [OHSMS Form 13]
  - Emergency Contact Numbers [OHSMS Form 14]
  - Safety Management Pack Location [OHSMS Form 15]
  - Site Take 5
  - Job Safety Analysis; and
  - Safe Work Method Statements (where required)

If any of this documentation is not available to me or my personnel, I will immediately notify the Area Supervisor.

- Prior to and upon arriving on site I will conduct my own inspection of the construction documents and site to identify any hazards (having regard to the Site-Specific Management Plan Pack documentation provided to me) and take appropriate steps to eliminate them;
- Before work commences on each day, I will carry out an inspection of the work area to identify any hazards or risk of injury that has arisen due to work being undertaken. Hazards identified will be minimised or eliminated if possible and reported to the Area Supervisor for review;
- All personnel hold a current OHS Construction Industry Safety Awareness Induction Card (white card);
- All personnel have immediate access to any Job Safety Analysis and Safe Work Method Statement required to perform the task at hand;
- Take responsibility for their own safety and do not endanger others in the performance of work;
- Have the required instruction, training and certification for the performance of any work;
- Follow safe work practices, particularly the requirements of any JSA or SWMS relating to the work;
- Are competent in the correct use of tools, plant and equipment;
- Are provided and comply with appropriate Australian Standard Personal Protective Equipment (PPE) and clothing and are trained in the correct use of such equipment and clothing as required in the OHS Regulations 1996; and

- Are aware of the Emergency Response Procedure.

## **10. Contractors Compliance**

All contractor engaged to perform work on the Company sites will, as part of their agreement comply with the Work Health and Safety Act 2020 and the Work Health and Safety Regulations 2022 and any specified health and safety policies and procedures of the company.

A condition of the engagement of the contractors is the requirement that the contractor provide their workers with Site – specific safety induction training and that the workers observe directions from the Company Site Managers.

All Contractors Must ensure they:

- Take responsibility for their own safety and the safety of their workers and not endanger others
- And their workers hold an accredited Safety Awareness White Card
- Are covered by relevant insurances including workers compensation, PI and PL Insurance
- And their workers are competent in the correct use of tools, plant and equipment
- Report to the site manager any situation which they have reason to believe could present a risk and update the Site Take 5 if the hazard cannot be immediately eliminated
- Review the Site-Specific Safety Management Plan located on each site
- Report to the Site Manager any accident. Injury or near miss which arises at the company's work site
- Use safety equipment appropriately and ensure it is not interfered with whilst in use
- Co-operate with the Company's Site Managers by following instructions
- Have completed and signed a JSA/SWMS for the work which is to be carried out and ensure that all safe working practices are followed in compliance with the signed JSA/SWMS
- Have a written copy of the JSA/SWMS for the work being conducted, available on site at all times
- Ensure that they and any of their workers have the necessary skills, training certification and experience necessary to perform the work
- Supervise all personnel under their control and ensure work is carried out in a safe and professional manner
- Are aware of the company's emergency procedure
- Provide and have readily stocked first aid kit relevant to the task at all times
- Is the Safety Induction Handbook in conjunction with the Site Specific Safety Management Plan SSSMP to induct new employees to company sites.

## **11. Public Safety**

The contractor shall ensure that:

- Work operations do not impact on members of the public;
- Materials and rubbish do not block public roads or footpaths;
- Workers vehicles do not block roads or footpaths or create a safety hazard to other motorists;

- Signs and barricades are used as required;
- No children or animals enter a **Benlin Homes** building site; and
- Only persons who are authorised by **Benlin Homes** and who have agreed in writing to these guidelines are allowed on site.
- where water drums are used during work activities, those water drums are completely emptied and turned upside down at the end of each workday and until next use or ensure water drums are kept locked with a proprietary locking mechanism approved by WorkSafe when not in use.

## 12. Company Code of Conduct

The company has a reputation of building high quality homes and providing service standards that exceed our customers' expectations.

Employees and contractors are committed to upholding this high standard which allows Benlin Homes to reinforce its reputation in the market

Contractors must act in a professional manner at all times and maintain a safe, friendly and professional approach to work environment and abide for the following:

- Work safely and keep your work areas clean at all times
- Refer to your JSA / SWMS for safe work practices
- When communicating with clients, neighbours or members of the public, be respectful and considerate at all times. If the clients are affecting your ability to perform work safely, they should be politely asked to move to another area.
- Be considerate of neighbour's requests. Be courteous at all times. Radios or music volumes are to be kept to a reasonable level so as not to be offensive to neighbours. Do not park vehicles on the neighbour's verge. Always avoid confrontation with neighbours.
- Do not use language that could be considered offensive near or in the worksite
- Dogs are not permitted on site
- Local government regulations require that all works is to be undertaken between the hours of 7am and 6pm Monday to Friday. For weekends and public holidays check with the local government concerned.
- Materials or equipment are not removed from site without prior written authorisation form the Site Manager
- Ensure that all windows and doors are properly locked before leaving the site
- Report suspicious persons or events to the Site Manager
- Toilets located in the house, are not to be used. Site toilets are to be kept clean at all times, advise the Site Manager if the toilet needs to be emptied or cleaned
- Do not place any tools or other items on benchtops. Tools are a major cause of damage to benchtops. Treat all bench tops with great care as it is very expensive to replace damaged tops.
- Smoking is not permitted in the company homes in accordance with the Occupational Safety and Health regulations.
- All employees and contractors' business and social conduct must be well above the minimum standard required by law. Any ambiguity about the application or interpretation in this area should be immediately referred to the Site Manager. No

verbal, physical, social or psychological abuse is to be directed at any individual or group. This includes but not limited to the areas of teasing, family, sex, sexuality, religion, race, gender, identity, culture, education, economic background or disability.

### **13. Working Alone Procedure**

Workers are considered to be alone at work when they:

- Are working on their own or cannot be seen or heard by another worker
- Cannot expect a visit from another worker or member of the public for a prolonged period of time
- Are not able to get readily available assistance
- Cannot communicate effectively with others onsite

Factors that may increase the risk for the workers working alone include:

- The length of time that the worker may be alone
- The time of day when a worker may be alone
- Means of communication the location of the work
- Any pre-existing medical conditions
- High risk activities such as working in confined space, at heights with high speed cutting equipment, with gas, electricity or hazardous substances or materials

Contractors working alone have a duty to take reasonable care of their own and that of their workers Safety and Health at work

The company is committed to the safety and well-being of all personnel associated with the construction of our homes. The following precautions should be taken by all workers to minimise the risk of injury when working alone.

Contractors must ensure that:

- There is appropriate communication. This may include providing next of kin / family members with, the addresses of worksites, approximate times at each site and an estimated expected time to arrive home. This is particularly important on the weekends where Site Managers may not be easily contactable.
- Pre-existing medical conditions (e.g. diabetes, heart issues etc) must be reported to the Site Manager. Avoid any situation that may aggravate the condition.
- Workers have a fully stocked first aid kit onsite. The first aid kit is to be suitable for hazards associated with the work carried out by the worker.
- Personal protective equipment is provided for work as required
- All work is carried out in accordance with the JSA/SWMS.
- Electrical / mechanical equipment is fit for purpose, tested and tagged and used as per the manufacturers operating guidelines.

### **14. Scaffold, Work Platforms and Ladders**

All relevant contractors and people under their control shall ensure that:

- Edge protection is provided to the edge of scaffold, fixed stairs, landings, suspended slabs, formwork or false work at a workplace where a person is at risk of falling 2

metres or more. In the event no such protection is in place, I will immediately contact the Benlin Homes Supervisor.

- Edge protection or a fall injury prevention system is used at any other edge at the workplace where a person could fall 3 metres or more. In the event no such protection is in place I will immediately contact the Benlin Homes Supervisor.
- Where scaffolding is in place, they will inspect it before use to ensure it is compliant and has appropriate edge protection;
- All scaffolding 4m or more in height needs to be erected and tagged by a certified scaffolder and then check by a certified scaffolder every 30 days and retagged
- Only certified scaffolders can modify scaffolding 4m or more in height.
- All scaffolds less than 4m in height must be erected by a competent person in accordance with Occupational Safety and Health regulations and suppliers /manufacturers recommendations.
- All scaffolding higher than 2m must have handrails and fender boards, midrails fill in mesh can be used.
- All scaffolding must be fully planked with any relevant timber boards and lashed.
- Edge protection, (Guard rails and fender boards) are to be provided to the edge of a scaffold, work platform, fixed stair or landing.
- Do not alter scaffolding or edge protection, if adjustments are required contact the Site Manager.
- Do not tie back self-closing gates.
- Do not remove edge protection to tip waste material over the scaffolding edge or to pass materials up from the ground.
- Incomplete scaffolds must be tagged with a warning sign "SCAFFOLD INCOMPLETE DO NOT USE" Under no circumstances should these scaffolds be used.
- Climbing on scaffolding frames to gain access is strictly prohibited.
- Cross braces are not to be removed from the scaffold systems as these braces ensure the overall stability of the scaffolding system and if removed it increases the chances of collapse of the scaffolding system
- Electrical cables are not to be attached to the scaffolding system as metal components can become live.
- Always ensure that handrails and barriers are in place with a hoist is not at that level.
- Scaffolds must not be overloaded, if unsure of the capacity of the scaffold check immediately with the Site Manager
- All trestles used in the workplace will be approved and used in accordance with safe work practices.
- Working platforms on trestles will not exceed 2 metres distance from the ground.
- Plastic crates (e.g. milk crates) are not to be used as work platforms on any surface.
- Waste materials, tools and equipment will not be thrown or dropped from elevated platforms.
- A proper ladder is used for access and personnel are not to climb the frame. Parapet hooks are banned unless they have been expressly approved.
- Faulty ladders are removed from site to prevent their use.
- Ladders which extend 1 metre above the work platform have a stable base.

- Personnel are to have at least three points of contact with the ladder (i.e. two feet and one hand otherwise a work platform will be provided); and
- Ladders are not to be used as a plank or a work platform.
- All personnel erecting, dismantling or altering scaffolds that are intended to exceed four meters in height, are the holder of a current certificate of currency as a scaffolder, or are under the direct supervision of a certified scaffolder.
- Site personnel do not remove or alter any part of scaffold.

## 15. Mobile Scaffolding

Mobile scaffolding 4m or more in height needs to be tagged by a certified scaffolder once complete and then checked by a certified scaffolder every 30 days and retagged. Mobile scaffold less than 4m in height must be erected by a competent person in accordance with the suppliers /manufactures instructions and in accordance with Occupational Health and Safety Regulations.

All Contractors must be aware of the requirements for safe operation of mobile scaffold and ensure that:

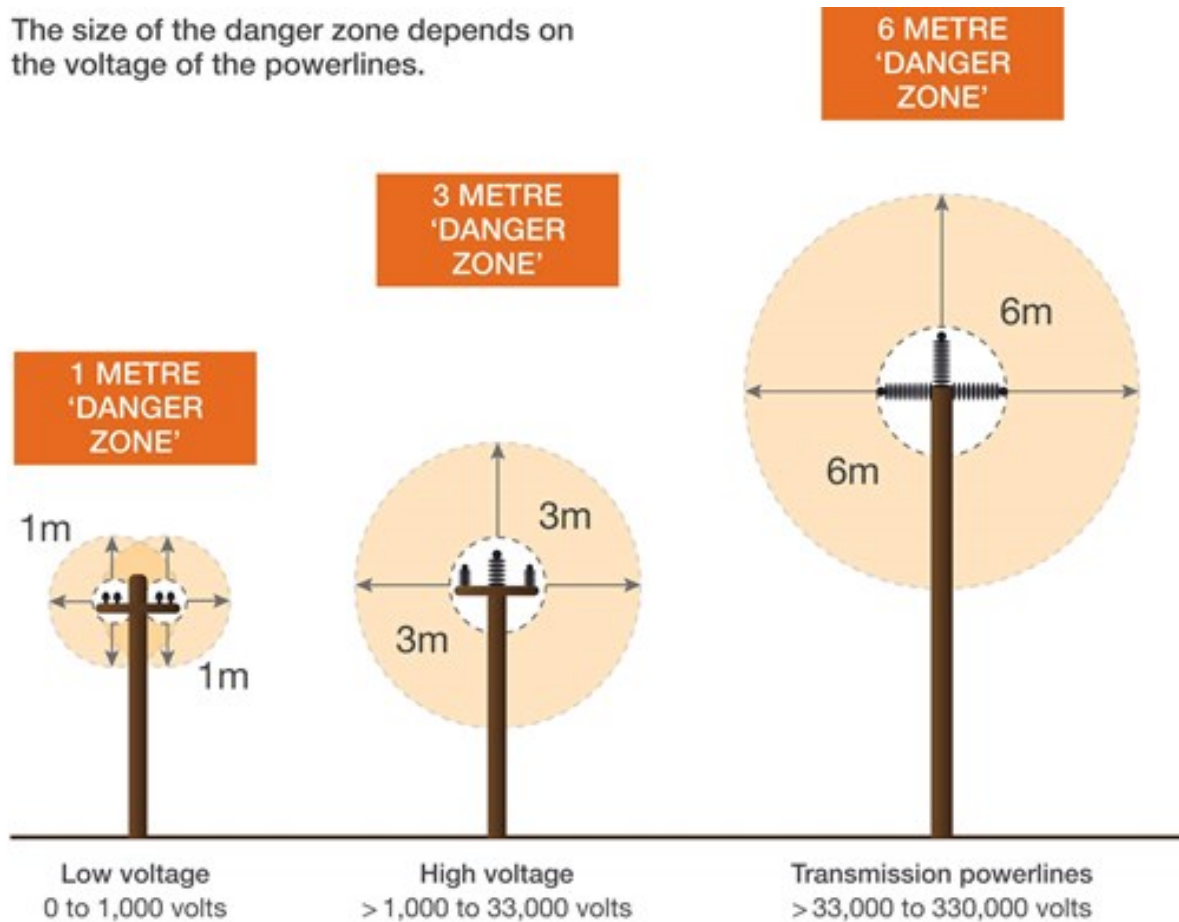
- Castors with effective locking devices are fixed at the base of each scaffold or frame.
- Only correct platform planks are to be used and closely laid.
- Scaffolding is to be properly braced to form a rigid structure.
- Workers dismount before the scaffold is moved.
- The safe working load is not to be exceeded.
- The trap door is to be closed at all times when the scaffold system is in use.

## 16. Overhead and Underground Power Safety Requirements

All Contractors must ensure that:

- The **never** excavate outside the boundaries of the lot (i.e. outside on the verge) without first consulting the relevant authorities such as **dial before you dig 1100**.
- They take consideration of previously installed services, look for disturbances in the ground or contact the Site Manager if unsure.
- Underground electrical cables are a minimum of 600mm below the natural ground level. There should be a 100mm wide plastic warning barrier approximately 250mm above electrical conduits with "*Caution and or Hand dig below this level*".
- The minimum distance from unshrouded overhead power lines, is the length of the material handled plus the "Danger Zone" for those particular overhead power lines.

The size of the danger zone depends on the voltage of the powerlines.



Low voltage overhead power lines generally run in groups of 4 lines or 1 thick insulated cable with the 4 cables have been bound together and high voltage lines generally run in groups of 3 lines.

## 17. Material Hoists

Materials hoists are provided for the movement of materials between different levels. Material hoists brought to site must be in good working order with logbooks available for inspection upon request.

When using material hoists contractors must:

- Never ride on the hoist platform
- Never exceed the weight limits stipulated on the hoist.
- Always stand under the overhead protection when operating the hoist
- Ensure edge protection and or meshed sides are not removed.
- Ensure materials are loaded securely, so as not to snag on any landing, or fall out of the hoist.
- ensure the upper level guard rails are maintained securely in place at all times and when the hoist platform is NOT at that level.
- never walk or work directly under an elevated hoist platform.
- turn off and isolate the hoist at the end of the working day.
- report any hoist malfunction or damage to the Site Manager immediately.
- ensure that the base level guarding is in place at all times. Do not remove guards.

**Hoist Erection Requirements**

- Hoists must be braced in compliance with statutory requirements.
- Clearances between the moving platform and landings must not be less than 25mm, nor more than 100mm.
- Hoists must be positioned so as not to snag or foul on landings, or other obstacles.
- Base level guarding must be in place.

**18. Floor Openings/Penetrations**

All contractors working on site are under an obligation to ensure that all floor penetrations and openings greater than 200mm x 200mm are either fenced off with guardrails and fender boards or are covered and identified by a warning sign, for example:

**DO NOT REMOVE,  
HOLE BELOW**

All contractors shall ensure that:

- Any unprotected opening is identified and is immediately reported to a Benlin Homes Supervisor.
- It and its personnel do not remove or alter any part of a floor opening/penetrations, covers, warnings or other protections without authority from a Benlin Homes Supervisor.

**19. Falling Objects**

All contractors and people under their control shall ensure that:

- Care is taken to ensure that tools and materials are not left in a position where they could be knocked from elevated areas and cause injury to personnel below.
- Equipment, tools or materials are not thrown up to or down from scaffolds and other elevated areas and all equipment necessary to complete a function are to be carried or lifted into elevated areas.
- Materials that can become airborne are adequately secured and removed from elevated platforms at the end of each day and job.
- Hard hats need to be always available and must be worn, whenever there is a chance of being hit by debris or falling objects. This applies regardless of whether it is a "hard hat" area or not.

**20. Respirable Crystalline Silica (RCS)**

Crystalline silica is common naturally occurring substance found in products such as stone, rock, bricks, concrete, mortar, tiles, engineered materials such as stone and some plastic materials.

Anything that disturbs a product or material that contains crystalline silica may create a dangerous dust, (E.g. cutting chiseling, grinding etc).

Where material containing crystalline silica cannot be eliminated or substituted, controls must be put in place to manage respirable crystalline silica dust. Controls include:

- Wetting or dampening downs surface areas
- Using water sprays during earthworks and demolition etc
- Using mobile plant with enclosed cabs
- Using Wet sweepers / vacuums (with "M" Class filters as a minimum to clean up
- Wet Cutting or water suppression systems
- Localized extraction. (Fixed or on tool) in association with "M" Class filters
- Dust hoods attached to vacuum cleaner ("M" Class)
- Collection and containment of slurry in suitable containers or bags for disposal
- Using respiratory protection equipment (RPE)

Where on tool suppression, extraction systems or water suppression cannot be practically implemented, work areas should be isolated, and access restricted to those involved in the process. (e.g. via barricades and signage etc). and controls such as built enclosures, ventilation and RPE are implemented.

### **Cutting of engineered stone on site is prohibited.**

## **21. Electrical**

All contractors and people under their control shall ensure that:

- Equipment that is damaged or has exposed wires will not be used on this site.
- Residual Current Devices (RCDs) fitted to all switchboards providing electricity to electrical equipment or light fittings will be tested daily by a push button test.
- Electrical leads and equipment shall be inspected, tested and tagged by a competent person at three monthly intervals and the correct tags are fitted to the equipment, i.e.
  - Red Tag Dec - Feb
  - Green Tag Mar - May
  - Blue Tag June – Aug
  - Yellow Tag Sept - Nov
- Domestic type plug boards, double adaptors and piggy-back units including domestic leads will not be used on site.
- All extension leads are heavy duty sheathed, do not exceed 30 metres in length and are not attached to scaffolding tubing. Do not join cords to exceed the 30m limit.
- All personnel assume that electrical wiring and equipment are live and are to be treated with caution.
- Any unsafe electrical wiring on site is immediately reported to a Benlin Homes Supervisor.
- Particular attention will be made to electrical safety requirements when working with water / hoses and high-pressure equipment.
- All electrical cords and connections are to be kept clear of any water.
- Turn off the power, lockout and tag out before getting into the roof space; and
- If a solar invertor system installed, isolate the main switch and invertor switches as per the manufacturer's instructions.

## 22. Fire Protection, Hot Work, Welding and Cutting Requirements

Contractors who are carrying out "Hot work" such as welding, oxy cutting or cutting metal with angle grinders are required to provide appropriate firefighting equipment and:

- The contractor must carry and be properly trained in the use of the firefighting equipment.
- The equipment is to be readily available on site.
- The equipment must be suitable for the particular type of fire hazard.
- The equipment must comply with the relevant Australian standards.
- The equipment must be regularly serviced, tagged and maintained.
- All gas cylinders must be located in a ventilated area, upright, secured and transported on purpose built trolleys.
- Flashback arrestors must be fitted in accordance with the Occupational Health and Safety Regulations
- All Ancillary equipment must be in good working order.

**Note: It is the responsibility of the contractor to have the required firefighting equipment on site**

### Fire Prevention

Always clean up rubbish piles, cardboard, paper materials and rags so that sparks, slag and other sources of ignition do not come in contact with the material. Remember smoking is not permitted indoors. Do not light outdoor pit fires or open fires.

**Remember: Always consider the risks associated with the location and storage of paints, solvents, thinners, fuel, chemicals, glues, resins, spray cans, compressed gas and oxy acetylene.**

**All flammable materials must be stored in accordance with State Safety requirements, dangerous good act / regulations and the manufacturers recommendations on the safety data sheets (SDS)**

All grinding, cutting with abrasive disks, sparks, flames and welding slag must be kept away from these substances.

The contractor must ensure they:

- Ensure that gas bottles are protected from sources of heat and physical damage potential.
- Transport gas bottles in the upright position and ensure they are properly secured at all times. Never lift gas bottles by crane unless in an approved lifting box
- Ensure properly charged and tested fire-extinguishers are available at the workplace and the operators are competent in their safe operation.
- Ensure operators wear appropriate personal protective equipment as required.
- Ensure the fumes from the proposed work will not cause a hazard for the operator and if required use approved ventilation controls.
- Ensure all welding work and allied processes are done in accordance with the provisions of AS1674.
- Hot work, welding and cutting is not permitted on days where there is a total fire ban.

## **23. Machinery Guards**

All contractors and people under their control shall ensure that:

- Protection guards included in the design of machinery are not removed from any machine for any reason other than maintenance.
- Any equipment used by personnel under your control has the appropriate guards.
- If the appropriate guards are not fitted the equipment is not be used.
- Guards on circular saws are not tied back.
- Springs on nail guns are not weakened or tampered with.

## **24. Power Tools / Plant & Equipment / High Pressure Cleaners**

All contractors and people under their control shall ensure that:

- Any power tool is properly maintained; and
  - if defective is removed from site to prevent its use
  - Will be used for its intended purpose.
- The personnel using the tool will be provided with the appropriate training with its use.
- The Code of Practice for Masonry Cutting and Drilling is adhered to and its requirements including (but not limited to):
  - Never used above shoulder height
  - Appropriate fume and dust extraction is used.
- All tools are only used for their intended purposes and done in accordance with the manufacturers guidelines.
- All tools used are in good working order, have not been tampered with and operate as originally intended.
- Usage of all tools is only undertaken by a competent person.
- All machinery is in good working order, regularly serviced in accordance with the manufacturers recommendation and Work Safe WA Regulations where applicable
- All electrical cords are kept clear of water.
- Warning signs are prominently displayed as required.
- They have full control of the plant / tool at all times.
- PPE and associated equipment are used at all times whilst operating tools / plant etc.

## **25. Petrol Driven Machinery**

All contractors must ensure that:

- Petrol driven machinery is only to be used in accordance with the manufacturer's recommendations and in compliance with Work Safe WA Regulations
- Petrol driven saws are only to be used with an adequate exhaust system and good ventilation.
- They and any personnel who carry out work with them on the company sites are competent in the use of this equipment through a combination of training, knowledge and practical experience and are aware of the hazards associated with operating the equipment.

- Never refuel petrol driven machinery whilst running or when hot.

## **26. Cranes**

All contractors and people under their control shall ensure that:

- Only authorised and licensed personnel operate or direct the operation of cranes.
- Dogmen are used when cranes are in use.
- A load is never left suspended without an authorised operator at the controls.
- No one ever rides on a hoist, hook or load and that personnel are instructed that such a practice is strictly prohibited.
- All outriggers are used when lifting and lowering and no attempt is made to lift indeterminate loads or use unapproved gear.
- Any suspected unsafe crane operation/practices on site are immediately reported to a Benlin Homes Supervisor.

## **27. Slings**

Before using any sling, the contractor shall ensure that the sling is inspected by a competent person for the purposes of determining its serviceability. The inspection must encompass a consideration of:

- Wear or deterioration.
- Elongation or deformation.
- Cuts, nicks, breaks or chafing.
- Legibility of markings including safe working loads.
- Chemical attack.
- Unauthorised repairs.
- Deteriorating stitching; and
- Any other defect that may render the equipment unsafe for its designed application.

The above points cover the basic requirements for lifting equipment and all personnel have responsibility to ensure that this equipment is always in a safe and serviceable condition.

## **28. Chemical/Fibre-Based Products**

All relevant contractors shall ensure that:

- Before using any hazardous substance or fibre based product, that it obtains a Material Safety Data Sheet (MSDS) for the substance or product.
- The MSDS for the substance or product is readily available to any person who might be exposed to the substance or product.
- Personnel who work with hazardous substances or fibre-based products have received information and have been trained on the safe method of using the substance or product including handling, use and storage.
- Personnel using hazardous substances or fibre-based products have been supplied with and trained in the use of the correct type of personal protective equipment, as specified on the label or MSDS.

- Personnel are aware of the correct steps to follow if exposed to a hazardous substance or if a spill occurs.

## **29. Manual Handling**

All contractors must ensure personnel under their control are aware of the need to:

- Keep objects close to their body when lifting and avoid twisting the spine or deep bending.
- Bend knees and keep back straight during lifting.
- Test loads and if they appear to be too heavy or awkward, then obtain assistance from fellow workers or use a mechanical lifting device.
- Seek assistance if in doubt.
- Check pathways are clear for the proposed movement.

## **30. Fumes and Dust**

Any contractor undertaking work which creates fumes or dust must ensure that:

- Effective measures are taken to suppress or control the presence of fumes or dust by using equipment fitted with high efficiency vacuum cleaners or using water suppression or other methods.
- Everyone at the site is provided with and wears a respiratory device that complies with AS 1716 when that work is undertaken.

## **31. Workplace Cleanliness and Housekeeping**

The company acknowledges that housekeeping is one of the basic principles of accident prevention.

All contractors and people under their control shall ensure that:

- Rubbish and waste materials are removed to the waste pile at the front of the site each day, throughout the day and when the job has been completed.
- The site is left clean and tidy every time the contractor leaves the site.
- Keep tools and equipment in safe locations, e.g. away from open edges.
- Materials that may become airborne must be secured. E.g. tin and metal offcuts, cement bags etc.

Maintaining Work Preparation Areas on site where garages and carports are used as work preparation areas.

These areas must be kept clear of waste at all times and must not be used as rubbish areas.

Keep all access ways free of rubbish and materials at all times.

## 32. Personal Protective Equipment (PPE)

Using correct personal protective equipment (PPE) is an area where workers can mitigate the impact of any potential injury.

There are 3 basic things to remember about PPE:

- 1 – Have it with you everyday**
- 2 – Use it**
- 3 – Keep it in good order**

PPE is used as noted in the JSA / SWMS documents.

The various parts of the body that may need protection include:

- Head, Face, Knees, Eyes, Ears, Respiratory, Hands, Feet, whole body.

PPE is the last line of defence in providing protection and limiting the severity of the injury to individual workers. PPE is a critical control element in an industrial environment and must be used in accordance with the JSA / SWMS.

**Head Protection:** Safety helmets must be worn if there is any potential for materials, tools, or equipment to fall on a person's head.

**Eye Protection:** is required to be worn when drilling, grinding, cutting, using chemicals, using nail guns, and explosive power tools etc. and when working in conditions where there is a lot of glare. Note – Fashion sunglasses and most prescription glasses do not offer the same protection as equipment manufactured to the requirements of the Australian Standards for safety glasses.

**Face Protection:** Full face visors must be worn when using liquid chemicals, angle grinders and quick cut saws and as required.

**Hearing Protection:** It does not take long to permanently damage hearing, workers using noisy equipment must wear hearing protection. E.g. the common powersaw emits 110dba, once your hearing is damaged it cannot be repaired. Hearing protection is often the most overlooked item of PPE.

**Respiratory Protection:** Fumes and fibres from many common building materials may cause harm to the health of the worker. In many cases the workers may only need to wear an approved disposable dust mask. – Remember – Always find out what the manufacturer's recommendations are in relation to respiratory protection. Always follow the manufacturer's advice it's for your own safety and wellbeing.

**Hand Protection:** Hand injuries are common on building sites, always use appropriate hand protection where there is exposure to sharp edges, hot surfaces, welding hazards and or chemicals.

**Knee Protection:** If you are on your knees for extended periods it is good practice to wear knee pads. E.g. floor, tiling, etc.

**Foot Protection:** Suitable safety footwear for tasks undertaken must be worn at all times by all personnel on site. Bare feet, the wearing of thongs, open sandals and slippers are not permitted by any personnel at any time onsite. There are no exceptions to this rule. If your work requires the lifting or working with heavy materials then you are required to wear suitable footwear protection that will protect you from injury.

**Harness;** In some cases full body harnesses may need to be used to protect the person from falling. In these cases training in the use of the equipment is required and special arrangements are to be made in relation to anchor points.

### **33. Heat Stress and Heat Stroke**

#### **Heat Stress**

The effects of heat stress ranges from simple discomfort to life threatening heat stroke. Heat stress causes increased sweating which leads to loss of body fluid and then reduced heat tolerance. This results in reduced capacity for work, inefficiency, and increased risk of hazardous incidents.

#### **Heat Stroke**

Heat stroke is a rarer condition and occurs when sweating stops and the body heat rises. This is a life-threatening condition and requires immediate medical attention. Heat stroke hazards can occur through high temperatures and humidity, lack of air movement, unsuitable clothing, a persons lack of acclimatization hot protective clothing or equipment, physical activity radiate temperature or surroundings. Warning signs of heat stroke include tiredness, headache, nausea and loss of concentration, muscle cramps, dizziness.

When working outdoors workers are advised to:

- Wear cool cotton clothing to allow air circulation and evaporation of sweat.
- Wear broad spectrum sunburn cream with a minimum of SPF 30+
- Wear brad brimmed hats that shade the head, neck, face and ears.
- Wear close fitting sunglasses with side shields, labelled to meet Australian Standards AS 1067
- Use a wetted scarf.
- Use shaded rest areas.
- Drink small amounts of water at frequent intervals to avoid dehydration.
- Reschedule very heavy work for cooler times of the days or for cooler days.
- Where possible rotate work that those workers spend less time on heavy tasks.

### **34. Avoiding Skin Cancer in the Building Industry**

Outdoor building workers often cannot avoid exposure to the sun. It is therefore very important that workers adhere to safety instructions in relation to sun safety.

Exposure to ultraviolet radiation from the sun is the cause of many skin cancers in Australia. Over 1000 Australians die every year from skin cancer that could have easily been prevented, remember it's better to prevent skin cancers than to treat it. The longer the skin is exposed to the sun the greater the risk is of skin cancers.

#### **Prevention**

- Wear cool, protective clothing i.e. a shady hat with a neck flap and a shirt with collar and sleeves.
- Do not work without a shirt.

- Use sunscreen with high sun protection (SPF 30+) Apply before you go into the sun and reapply every 2 hours if sweating profusely.
- Ensure you are not allergic to the sunscreen being used.
- Noses, Lips, Ears, Bald heads, Necks, and backs of hands require extra protection.
- Make use of shade areas wherever possible in the high exposure hours of the day.
- To safeguard against eye damage and cataracts, sunglasses that conform to Australian Standard AS 1067 are recommended.
- Treat early signs of skin cancers which may include skin conditions that are hard to heal, sores, ulcers, scaly skin, patches and moles.
- If you find any of these signs see your doctor immediately. Also remember to get regular checks on the parts of your body that you cannot easily see, e.g. your back of your neck, behind your ears etc.

**Remember:** Over exposure to the sun 's rays increases skin cancer potential, now and in the future.

Be alert for the changes in your skins colour, - darkening or lightening, texture, thickness, scaliness, lumpiness and swelling. Skin cancer often appears on areas of the body that are exposed to the sun. But it can appear on unexposed areas as well. (Especially melanomas) It is recommended to undertake regular skin check-ups.

### **35. Access to and from Work Locations**

All contractors and people under their control shall ensure that:

- All personnel have safe access to and from the work location.
- Personnel do not take short cuts but use appropriate ladders, ramps, stairways, paths and gangways.
- Under no circumstances do personnel climb scaffold frames or rise hoists or other such equipment; and
- Inadequate access facilities are reported to the **Benlin Homes** Supervisor.

### **36. Alcohol, Smoking and Drugs**

Consumption of alcohol, smoking (both tobacco and E-cigarettes), or the use of illicit drugs of any description on any Benlin Homes building site is strictly prohibited.

Personnel on prescribed drugs/medications or over the counter medications that may impair their ability to carry out their work in a safe manner, shall not carry out any work.

### **37. Fitness for Work**

Fitness for work means that you are in a fit condition to work without affecting your safety and health, or that of others. To do this you must not be impaired by medical conditions, your physical fitness, fatigue, stress or under the effects of alcohol or other drugs. (Illegal or prescribed.)

### **38. First Aid Kits**

Contractors are to ensure that:

- They provide and maintain appropriately stocked First Aid Kits in readily accessible locations for use by their personnel and any other contractor.
- Their personnel are trained in the correct use of First Aid equipment.
- Any injuries or near-misses are reported as soon as possible to Benlin Homes.
- If an accident occurs, assess the risk and ensure that any injured personnel are:
  - Moved if possible (do not cause further injury), to an area that will minimise further exposure to the hazard and are made comfortable; or
  - Made comfortable and the hazard minimised if they cannot be moved.
  - Not left unattended.
  - Administer the appropriate first aid and:
  - If necessary, call an ambulance (Phone **000**) or take the injured person to the nearest doctor or hospital.
  - Call the site supervisor or the local Benlin Homes office.

First Aid Kits will be subject to inspection by Benlin Homes on demand to ensure cleanliness and serviceability.

### **39. MSDS Material Safety Data Sheets**

All contractors must ensure that they:

- Have read and they understood the MSDS for the materials they are using including the First Aid information.
- Have the MSDS readily available to all personnel on site and the emergency service personnel/medical service personnel if required.
- Never mix chemicals.
- Have with them and wear at all times the relevant PPE as recommended by the MSDS.

### **40. Fire Risks**

All contractors performing works that could give rise to a fire (e.g. by use of an angle grinder) must:

- Provide and at all times have available an appropriate fire extinguisher; and
- Ensure that its personnel are trained in the safe and correct use of the fire extinguisher.
- All contractors must keep themselves aware as to when total fire bans have been issued by the Department of Fire and Emergency Services (DFES) and must comply with any direction of DFES and not to use power tools and equipment (such as angle grinders) that could give rise to a fire on a total fire ban day.

### **41. Signage**

All contractors must ensure that:

- All hazards are identified, and the appropriate signage displayed for high risk tasks.

- Signs restricting access to areas because of specific or hazardous conditions are observed; and
- Personnel do not enter areas marked "No Access" or "Restricted Area" unless previously authorised by the Benlin Homes supervisor.

Signs must be displayed for warning of such things as below and alike (but not limited to):

- Nail gun use.
- Explosive power tool use.
- Excavations and other similar hazards.
- Incomplete scaffolding.

## **42. Pools**

- Pools under construction must meet the standards outlined in the excavation and trenches section of this document.
- Pools must be fenced to an approved standard once filled with 300mm of water or more.
- Temporary barriers can be used to prevent people from falling in during construction whilst the pool is empty.

## **43. Chasing Brickwork**

All contractors and people under their control shall ensure that:

- The Code of Practice for Masonry Cutting and Drilling is adhered to and its requirements including (but not limited to):
  - Never used above shoulder height
  - Appropriate fume and dust extraction is used.

**Use of quick cut saws and grinders for wall chasing is prohibited on all Benlin Homes sites.**

All contractors must ensure that the correct equipment is used and the processes are followed at all times. Failure to do so may result in the company instantly terminating work.

If using vacuums to extract dust they must be rated M or H clad and be used / maintained in accordance with the manufacturers specification.

All dust / slurry must be disposed of appropriately.

Depending on the cutting method employed, the known hazards of wall chasing include:

- Exposure to carbon monoxide and sulphur dioxide when petrol saws are used.
- Crystalline silica dust (RCS) if dry cutting or if cutting slurry is left to dry.
- Saw kick back can cause serious or fatal injuries.
- Saw slurry creates slip hazards and when dry, creates the risk of silica dust exposure.
- High levels of noise and flying fragments create hazards for hearing and eyes.
- Saws are heavy and can create manual handling problems in many situations.
- Long term exposure to vibration can lead to serious hand, arm and other body injuries/conditions.

- All approved wall chasing systems address each of these hazards relative to the method employed.

### **Use of Saw**

- Follow safe work procedures at all times.
- Do not use damaged or unsafe equipment.
- All procedures must be carried out in accordance with Work Safe WA requirements.
- The equipment to be used must be used in accordance with the manufacturer's recommendations.
- Only use recommended blades/discs in the equipment. Ensure that the disc size is compatible with the machine and correct for the material being cut.
- Ensure correct fitting of discs/blades.
- Do not use damaged blades or discs.
- Ensure the machine guards are fitted and correctly adjusted.
- Ensure there are no flammable materials or other workers near the place where the equipment is being used.
- Ensure the extraction system for dust and fumes is fitted and is operable and positioned away from the work area.
- Ensure good handling techniques when using the equipment. (i.e. Grip, stance, lifting, carrying, moving and operating the equipment)
- Ensure the equipment is turned off when the operator is not in attendance.
- Do not use the equipment above shoulder height.
- Do not use the equipment above waist height if cutting horizontally.
- Ensure the height of the platform corresponds with the level at which the equipment is to be safely used.
- Use suitable stable platform (No milk crates, step ladders, up turned buckets to gain access to work areas)
- The minimum width of a working platform is 450mm.
- Use fully planked scaffolding platforms that are suitable for the intended work.
- Ensure there are handrails on any platforms above 2m.
- Ensure safe and clear access to all work areas.

## **44. Working on Roofs**

All relevant contractors and people under their control must ensure that:

- A risk assessment is conducted to identify where a person may fall from height, assess the risk of injury or harm and consider how that risk may be reduced.
- Safe work practices are followed for the loading of materials onto the roof, positioning and fixing of materials.
- Procedures are in place to discontinue work if inclement weather conditions render exposed roof work unsafe.
- A safe means of access and egress to the roof is provided that reduces the risk of slipping, tripping or falling.
- The following work is to be carried out from below – cleaning excess mortar from tops of brick walls, laying plates, joists, hangers and soldiers by using scaffolding/trestles with double planks.

- Once the ceiling frame has been securely fixed and inspected by a competent person, where practicable the ceiling frame can be used as a base to install a working platform. Where a working platform is installed, planks or structural plywood should be used. This platform can be used to then pitch the roof.
- Where practicable avoid walking on / working off / or point loading ceiling joists or frames.
- Where additional height is required above the working platform scaffold must be erected.
- Battens are to be installed sequentially from the perimeter of the roof using a perimeter trestle at the edge; and
- Personal protective equipment is used.

## **45. High Pressure Water Cleaners**

All relevant contractors must ensure that:

- Particular attention is made to electrical safety requirements when working with water/hoses and high-pressure equipment.
- All electrical cords and connections are kept clear of any water.

## **46. Nail Guns**

All relevant contractors must ensure that:

- The operator is trained in the safe use of nail guns and wears safety glasses with side shields.
- Safety signs bearing the words "WARNING – NAIL GUN IN USE – KEEP CLEAR" are displayed in prominent places around the site.
- The nail gun is not defective/modified and is regularly maintained.

## **47. Ladders**

Ladders are essential for access purposes only.

- Only use industrial rated ladders which comply with Australian Standards – Never use home made or domestic ladders. Ladders must have a legible label as to its rating and use.
- Check for damage to rungs, sties, feet and spreaders. Do not use the ladder if its damaged.
- Be aware of the ladders limitations.
- Ensure the ladder is correctly extended.
- Pitch ladders on a minimum of 1 : 4 and maximum of 1 : 6 slope ratios of width to height from access point (Ie 1m out at base for 4m high pitching)
- Ensure maximum high between landings serviced by portable ladders does not exceed 6m.
- Ensure the ladder is extended a minimum of 1m above any working platform.
- Ensure that ladders are secured at the top to prevent sideways movement.
- Never paint or use a painted ladder as it may make the rungs slippery.
- Ensure ladders are grounded correctly, never put bricks or other material below the stiles of the ladder.

- Never use a metal ladder when carrying out electrical work.
- Ladders are not to be used as a plank; Load is not to be applied horizontally to a ladder.
- When ascending / descending a ladder, the user must be facing the ladder and is to maintain 3 points of contact at all times.
- Always remove unsecured ladders from site at the conclusion of work
- Never stand on the top cap of on the tread immediately below the top cap.

## **48. Step Ups**

Only purpose made stop ups are to be used on site. Non purpose made step ups e.g. milk crates are not to be used.

Step ups are to comply with Work Safe WA requirements for work platforms which include:

- Be rated for use as a work platform.
- Not being able to over turn whilst being used.
- Have a non-slip surface.
- Be stable when in use.
- Only be used on a flat firm surface.
- Not be stacked on top of each other or other items to gain extra height.
- Not be used on top of a scaffolding or near handrails where there is a potential to fall over the handrail. A distance of between 0.9m and 1.1m is to be maintained between your feet and the top of the handrail system.

## **49. Working at Heights**

Before commencing work, all contractors must ensure that work areas have been assessed to identify hazardous areas including:

- Where a person could fall 2m or more from scaffolding, stairs, landings, formwork, suspended slabs and mezzanine floors, edge protection must be provided in these circumstances.
- Where persons could fall 3m from any other open edge (Eg roof) edge protection, scaffolding or fall injury prevention system must be provided. This also applies to potential risk areas where control measures are required.
- Any deviation from the above 2 points must be risk assessed, a SWMS developed and authorised by the Site Manager prior to the commencement of the task.

Once assessed and where relevant, the contractor must implement adequate fall protection systems including:

- Fall injury prevention systems or restraint systems. Eg Harnesses, lanyards, fall arrestors, rope grabs, restraint devices and or catch platforms.
- Edge protection including top rail, mid rail and kick rail or mesh panels
- Safe access to elevated areas
- Material stacks and sharp objects must not be positioned below any high work areas.
- All objects are prevented from falling from heights.

## **50. Roof Carpenters Procedure**

All relevant contractors and people under their control must ensure that:

- A risk assessment is conducted to identify where a person may fall from height, assess the risk of injury or harm and consider how that risk may be reduced.
- Safe work practices are followed for the loading of materials onto the roof, positioning and fixing of materials.
- Procedures are in place to discontinue work if inclement weather conditions render exposed roof work unsafe.
- A safe means of access and egress to the roof is provided that reduces the risk of slipping, tripping or falling.
- The following work is to be carried out from below – cleaning excess mortar from tops of brick walls, laying plates, joists, hangers and soldiers by using scaffolding/trestles with double planks.
- Once the ceiling frame has been securely fixed and inspected by a competent person, where practicable the ceiling frame can be used as a base to install a working platform. Where a working platform is installed, planks or structural plywood should be used. This platform can be used to then pitch the roof.
- Where practicable avoid walking on / working off / or point loading ceiling joists or frames.
- Where additional height is required above the working platform scaffold must be erected.
- Battens are to be installed sequentially from the perimeter of the roof using a perimeter trestle at the edge; and
- Personal protective equipment is used.

It is the roof carpenter's responsibility to call up the scaffold kit when it is required by either contacting the scaffold company direct or asking the Benlin Homes Supervisor to call up the scaffold to be delivered.

Roof carpenters are not to continue work until scaffold is delivered and properly installed.

## **51. Notes on Roof Edge Protection**

Roof Edge Protection is required in the following instances:

- Where the roof cover company requests it.
- At the edge of the workplace where a person could fall three metres or more (e.g. Fascia is higher than three metres).
- The combined height of retaining wall and fascia height create a fall hazard of over three metres in height where a person falling from the roof could fall over a retaining wall. For example, the house is very close to the retaining wall or built on the retaining wall.
- Objects in the fall zone create a fall hazard where the height of the fall is less than three metres. The contractor must conduct a risk assessment for each site to determine if there is a risk of a person falling on to a hazard, e.g. debris, materials, brick wall, kerbing or protruding pipe if they were to fall from the roof.

The contractor must determine the safe fall zone around a building and if there are hazards in the fall zone and they cannot be removed; then edge protection is required on the edge of the roof.

## 52. Excavations and Trenches

All contractors must ensure that they:

- Check and locate overhead services before commencing work. Contact the Site Manager if unsure.
- Never work alone in excavations or trenches
- Under undermine any existing structures or retaining walls when excavating
- Conduct regular inspections in and around the excavations especially after rain.
- Erect barriers to 900mm high if persons are in danger of falling into the excavations or if excavations are to be left open for an extended period of time. If the excavations are to be left open for an extended period of time notify the Site Manager
- Wear appropriate PPE, (Ie safety helmets are to be work if there is a likely hood of falling objects)
- Maintain site access/egress at all times.
- Safety signs and warnings to advise others of any dangers are clearly displayed.
- Know the location of any underground services, sewage or gas lines.
- Erect night lights, barriers and public safety signs if the work interferes with members of the public or public roads and parks.
- Shore, bench, batter or have a competent person assess self-supporting, any excavation over 1.5m or where a collapse could compromise a person's breathing zone.

Vigilance must be maintained when working in or around excavations or trenches. Before commencing work always consider the following

- Running water or rain can cause soil to collapse or erode.
- Long periods of dry weather can loosen sand which may cause it to collapse.
- Heavy loads including "spoil" and equipment may cause it to collapse.
- Sloping the sides of the excavation or trenches to prevent collapse or the use shoring
- The stability of any structure or road in the vicinity of the excavation or trench.

## 53. Entering Roof Spaces

All contractors must ensure that:

- Personnel who do not undertake electrical work shall not enter a roof space, unless the buildings electrical installation is de-energised and isolated.
- Advise other workers on site of your location and expected time to exit the roof space.
- Ensure you have adequate lighting in the roof space being entered.
- Ensure you have adequate ventilation in the roof space being entered.
- Take care when accessing and working around existing electrical and plumbing provisions.
- Plan works to avoid the main heat of the day.
- Plan the works to reduce the time required to be spent in the roof space.
- Perform all works and planning in accordance with the Work Safe Working in Roof Spaces guidance note.

## 54. Emergency Response Procedure

***STAY CALM***

***DO NOT PANIC***

***DO NOT PUT YOURSELF AT RISK***

1. If an accident occurs, assess the risk and ensure that any injured personnel are:
  - Moved if possible (do not cause further injury) to an area that will minimise further exposure to the hazard and are made comfortable; or
  - Made comfortable and the hazard minimised if they cannot be moved; and
  - Not left unattended.
2. Administer the appropriate first aid and:
  - If necessary, call an ambulance (Phone **000**) or take the injured person to the nearest doctor or hospital; and
  - Call the site supervisor or local **Benlin Homes** office.
3. For all safety incidents whether an injury has occurred or not;
  - Ensure all personnel are safe and accounted for.
  - Assess the risk and eliminate or minimise the offending hazard, e.g. fire, chemical spill, structural collapse, exposed live electrical wiring, without subjecting personnel to unnecessary danger.
  - If necessary call for emergency assistance (Phone **000**).
  - Where necessary signpost or barricade the offending area to ensure safety of all personnel and the public until hazard has been eliminated; and
  - Call the site supervisor or call the local **Benlin Homes** office.
4. If someone has received an electric shock:
  - Approach with extreme caution.
  - Make sure the electricity is de-energised and isolated; and
  - Use heavy duty insulated gloves, dry wood, dry cloth or rubber to free the casualty.

## 55. Emergency Contact Numbers

### **Armadale Health Service**

3056 Albany Highway, Mt Nasura 6112  
Ph 9391 2000

### **Joondalup Health Campus**

Cnr Shenton Av and Grand Blvd  
Joondalup 6027  
Ph 9400 9400

### **Perth Children's Hospital**

15 Hospital Av Nedlands 6009  
Ph 9456 2222

### **Royal Perth Hospital**

197 Wellington St Perth 6000  
Ph 9224 2244

### **St John of God Midland Hospital**

1 Clayton St Midland 6056  
Ph 9462 4000

### **Bunbury Region Hospital Bunbury**

Robertson Dr Bunbury 6230  
Highway  
Ph 9722 1000

### **Busselton Hospital**

Mill Rd Busselton 6280  
Ph 9754 0333

### **Collie District Hospital**

Deakin St Collie 6225  
Ph 735 1333

### **Poisons Information**

Emergency 13 11 26

### **Health Direct**

Emergency 1800 022 222

### **Telstra**

Emergency 13 22 03

### **Fiona Stanley Hospital**

11 Robin Warren Dr Murdoch 6150  
Ph 6152 2222

### **Peel Health Campus**

110 Lakes Rd Mandurah 6210  
Ph 9581 8000

### **Rockingham District Hospital**

Elanora Dr Coo loongup 6168  
Ph 9599 4000

### **Sir Charles Gardiner Hospital**

Hospital Avenue Nedlands 6009  
Ph 6457 333

### **Harvey Hospital**

45 Hayward St Harvey 6220  
Ph 9782 2222

### **St John of God Hospital**

Cnr Robertson Dr and Bussell  
  
Bunbury 6230  
Ph 9722 1600

### **Margaret River Hospital**

Farrelly St Margaret River 6285  
Ph 9757 0400

### **Lancelin Medical Centre**

61 Gingin Rd Lancelin  
Ph 9655 2202

### **Alinta Gas**

Emergency 13 13 52

### **Water Corporation**

Emergency 13 13 75

### **Western Power**

Emergency 13 13 51

56. DRSABCD

# DRSABCD



IN AN EMERGENCY CALL **TRIPLE ZERO (000)** FOR AN AMBULANCE

**D**

**Dangers?**  
Check for danger to yourself, bystanders and the patient.



**R**

**Responsive?**  
Check for a response: ask name, squeeze shoulders.  
**No response?** Send for help.  
**Response?** Make comfortable, monitor breathing and response.



**S**

**Send for help**  
Call triple zero (000) for an ambulance or ask a bystander to make the call.  
Stay on the line.



**A**

**Open Airway**  
Open the mouth and check the airway for foreign material.  
**Foreign material?** Place in the recovery position and clear the airway.  
**No foreign material?** Leave in position.  
Open the airway by tilting the head back with a chin lift.



**B**

**Normal Breathing?**  
Check for breathing: look, listen, feel for 10 seconds.  
**Not normal breathing?** Ensure an ambulance has been called and start CPR.  
**Normal breathing?** Place in the recovery position and monitor breathing.



**C**

**Start CPR**  
30 chest compressions : 2 breaths.  
Continue CPR until help arrives or the patient starts breathing.



**D**

**Attach defibrillator**  
and follow the voice prompts.



**Learn first aid | 1300 ST JOHN | [www.stjohn.org.au](http://www.stjohn.org.au)**

THIS INFORMATION IS NOT A SUBSTITUTE FOR FIRST AID TRAINING. FORMAL INSTRUCTION IS ESSENTIAL. © St John Ambulance Australia Inc. 2017

### 57. Acknowledgement & Agreement

Please complete this form and give it to your **Benlin Homes** Supervisor.

I, [Name]

.....

of [address]

.....

On behalf of ..... (the contractor), have read, understood and agree to adhere to these Guidelines. I will obtain the same undertaking from personnel engaged by me before allowing those personnel onto a **Benlin Homes** building site. I acknowledge that my services or those of the contractor may be summarily terminated for any failure to comply with these guidelines.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

FJ & JM Trager Pty Ltd t/as

### **Benlin Homes**

ABN 58 008 709 135  
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PO Box 64 Guildford WA 6935  
Telephone: (08) 9379 9220  
info@benlinhomes.com.au  
www.benlinhomes.com.au

This document is approved by;

Authorized By:  
Date: **1 July 2024**

A handwritten signature in blue ink that reads "F Trager".

**Frank Trager**  
**Director**  
**Benlin Homes**

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