

Site Specific OHS Management Plan



BENLIN
H O M E S

**This SSSMP must be read in conjunction with the
Safety Management System Induction Handbook**

Site Address 389 Old Coach Rd Enderbury
Job # 25024
Site Manager

Review Dates:

Initial and Date by Site Manager at each review

Principal Contractor

Benlin Homes
29 Market St Guildford WA 6055
Ph 9379 9220
BC 5942

Process	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Process considered or required for the construction site. Reference the Safety Induction Booklet	Step in Process – Describe the task	Hazard – Briefly describe the identified hazards or risks	Risk Rating – Use risk matrix and insert category	Proposed Controls – Describe what controls exist, are to be used to control and manage the risk – Generate, update or reference any action plans if follow up action is required	Residual Risk- After implementing step 4 controls	Tick / Note if process is applicable to this site	Note any changes required by contractors, site workers and visitors. Note Action plan reference if follow up action is required.
Site Specific Safety Management Plan (SSSMP)							
Site Access / Egress	Ability to enter and leave the site unobstructed / emergency evacuation	Slip, trip, struck by, inability to evacuate safely	Cat 3	All staff and contractors are aware of the importance of inductions / identify and control hazards / Site Specific Safety Plan and inspections and access to site not obstructed.	Cat 1	.	
Overhead Powerlines	Handling materials near live overhead powerlines	Electrocution, infrastructure damage	Cat 4	Crane risk assessment prior to use. In all cases, assessment is required to ensure risk is engineered through use of tiger tails if necessary. All staff and contractors to be aware of overhead power line risk through this SSSMP. Installation of tiger tails and warning signage if required.	Cat 2	.	
Site Signage	Builders sign to be in place and visible. Trade specific signage in place whilst undertaking tasks that may affect the health and safety of others	Erect and display builders and trade signs as required. Struck-by, noise impact, penetration injury from flying object	Cat 3	Ensure builders sign with required information including builders license number and nominated supervisor are clearly displayed at all times and erected at initial stage by site Manager. Barriers used where appropriate. Trade signed erected warning of specific trade functions that may impact on the safety and health of any person in the vicinity. Trade functions requiring signage and / or barriers are detailed in trade specific SWMS/JSA's.	Cat 1		

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Public Safety – Pedestrians, Vehicular Traffic, School Zone	Walking past construction site / parking near site for access / crossing roads as a pedestrian / accessing tools and equipment from vehicle / driving and parking. Pedestrians entering construction site and or walking past or near construction site. Children passing construction site on footpath or road	Slip, trip, struck-by, cuts over items on footpath or while accessing tools and equipment from vehicle, vehicle crash while parking or leaving site, pedestrian struck-by vehicle while crossing road	Cat 3	Footpath is kept free of building materials / vehicles not to park across footpath / Do not enter warning signs / Contractor awareness through SSSMP.	Cat 2		
Parking / Traffic Management	Parking near site for access / accessing tools and equipment from vehicle / driving and parking, use of road, interrupting flow of traffic	Obstructed traffic movement or access to nearby properties / breaching signed parking restrictions / obstructing pedestrian flow	Cat 3	Footpath and crossover to be kept free of building materials and vehicles / no breaches of signed parking restrictions / traffic plan in accordance with MRWA requirements if use of road for building activities interrupts traffic flow / verges to be kept clear and no trailers left unattached on the roads or verges / consult Site Manager if unsure of where to park.	Cat 2		
Traffic Conditions	Entry and exit from site / material deliveries / service vehicles / driving to and from site	Vehicle incidents	Cat 3	Use of traffic management, signage as required, scheduling activities outside of peak times drive to conditions, obey traffic rules, do not use mobile devices whilst driving, do not drive if fatigued or unfit to drive, maintain vehicles, observe load limits and ensure loads are secured appropriately.	Cat 2		

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Personal Protective Equipment (PPE)	Standard site functions that cannot be controlled easily – E.g., noise, heat and impact etc.	Noise, dust, heat, cutting, impact and other identified hazards requiring the use of functional PPE. Adequate signage for required PPE not displays. PPE is not fit for purpose or functional for the task	Cat 3	Contractor induction / SWMS / JSA's SSSMP to ensure wearing of required PPE as hazard protection for users and others on site. Adequate signage for required PPE is displayed. PPE is fit for purpose or functional for the task. Wearing safety boots and hi vis shirt or vest on site is the minimum standard. Additionally, eye protection, hard hats, hearing protection, appropriate gloves and sun protections to be readily available for use as required at all times.	Cat 2		
Housekeeping / Site Cleanliness	Site cleanliness maintained	Untidy site leads to injuries and adversely affects reputation	Cat 3	All staff and contractors to keep site clean, neat and tidy.	Cat 1		

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Scaffolding / Working at Heights	Working at heights	Working at a height where there is a chance of a fall from one level to another.	Cat 4	Scaffolding with a work height greater than 4 meters must be erected by a qualified scaffolder and tagged. Any work that required a worker to be at a height that may result in a fall from one level to another must be assessed and appropriate measures put in place. E.g., Edge protection or a harness attached to a secure and rated system. Working at heights requires those to hold the relevant working at heights qualification and utilize an appropriate safety system(s) to prevent falls. Scaffolding with a work height less than 4m can be erected by the user without scaffolding qualifications, but they must follow the manufacturer's instructions and check to ensure it is correctly established prior to any use. Those working where there is a risk of falling from a height are to use an active fall protection system, where the individual must take action to use equipment either to prevent them from entering a fall hazards area or to prevent their fall. Work stands can be used but they must be rated in good condition and no higher than 750mm above working floor level. Milk crates or non-approved hop ups are not to be used.	Cat 2		

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Plant/ Material Hoists	Products required to be at another level to be raised and lowered safely	Hoist not tagged and therefore unsafe with potential collapse – access and egress at all levels restricted and untidy leading to strain injuries. Cage door and guards not secured permitting objects to fall with possible impact injuries	Cat 4	Hoists are installed by licenses scaffolders and tagged appropriately. The scaffold selected the correct position for the hoist in accordance with their experience and qualifications. This will ensure security and clear points of access and egress at all levels. Regular inspection of the hoist is conducted by the scaffold. Instructions for use are clearly defined, and the hoist is secured at the end of the day to prevent unauthorized use.	Cat 2		
Ladders	Falls from Height – Step and extension ladder use	Using ladders as a work platform, not maintaining 3 points of contact, overreaching and unestablished ladders leading to falls or musculoskeletal injuries	Cat 4	Ladders must be rated commercial grade only. Manufacturer's labels must be attached and legible for rating and use. Ladders must be used and secured in accordance with manufacturer's instructions. Ladders are not work platforms if three points of contact cannot be maintained unless approved by risk assessment. Users of ladders are not to overreach or stand on or above the third last step/rung. On high ladder work, a work colleague is to support the ladder. The use of spacers under legs on uneven ground is not permitted under any circumstances.	Cat 2		

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Wall Chasing and Cutting	Using petrol or electric powered saws to chase brickwork, cut concrete and other silica constructed floors, walls and ceilings	Risk of exposure to carbon monoxide, dust, noise, saw kickback and serious cuts and strains	Cat 4	It is essential that local ventilation on the exhaust to petrol powered saws be used at all times when chasing indoors, even when the roof is open or off. Alternative saws such as an electric grinder with vacuum extraction and respirator for extended use, a compliant 3 phase or high frequency wet electric saw or hydraulic system are to be used if available. The PPE used with dust extraction systems includes a dust mask respirator complying with AS 1716. Standard PPE requirements must be met for all other aspects including hearing protection, safety boots, gloves, and full clothing that is not loose and able to be caught in the equipment being used. Fire extinguishing equipment is to be readily available when using petrol powered saws. Electrical saws and equipment must use an RCD for the electrical supply and leads are to be elevated to prevent tripping and eliminate leads lying in water. For vertical chasing do not use the equipment above shoulder height or able the waist high for horizontal chasing.	Cat 3		

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Work Area Access – Fencing / Barriers / Waste Material Storage / Material Deliveries	Prevent unauthorized access and barricade hazards, disposing of waste material in a safe and environmental manner, products delivered to site for use by staff and contractors.	Struck-by, fall from height or drowning. Unclean site with slip, trip, cuts and impact hazards	Cat 3	All staff and contractors aware of the importance Inductions / identify and control hazards / Site specific Safety Management Plan and inspections. This includes ensuring fences are maintained and barricades are used where necessary to isolate areas and prevent unauthorized access. Special consideration is required for any swimming pools or ponds that may need covering. All contractors to use the site waste bin for their waste products, if a bin is not on site the use of identified waste storage area is to be used ensuring waste is neatly stacked and prevented from escaping. Contractor induction requires the site to be left neat, clean and tidy with contractors taking responsibility for their own waste. Goods are provided by the preferred suppliers who either have their own safety program and/or will comply with the SSSMP. Care is to be taken to ensure staff, contractors, visitors, pedestrians and vehicular traffic are not adversely impacted by the delivered products.	Cat 2		

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Excavations	Digging or working in trenches, holes or excavations deeper than 1.5m or overhead height	Collapse of the trench, hole or excavation causing asphyxiation, serious injury or possible fatality	Cat 4	Excavations are barricaded or signposted if unattended. A safe means of entry and exit is maintained at all times. No one enters an excavation deeper than 1.5m unless it is shored, battered or benched. If a worker is low in an excavation > 1.5m deep and there is potential that the sides may collapse, they are to stop work immediately and shore or batter the edges to prevent any possible collapse. No one enters the excavation while mechanical digging is taking place. Materials must not be stored close to the sides of the excavation. Pedestrian and vehicle traffic kept an appropriate distance away. Ensure footings, scaffolding or the foundations of nearby structures are not affected.	Cat 2		
Hot Work	Using tools / equipment that generate heat	Cause a fire or burns. Create dangerous fumes from burning material coatings	Cat 4	Staff and contractors will ensure that all precautions are taken to prevent injury and property damage from any hot work activity. It is a requirement that prior to conducting a hot work activity, safety equipment is placed in the immediate vicinity in preparation for any accident. This would include fire blankets, fire extinguishers, water, barricade material, gloves, aprons, shielding equipment, wet towels etc.	Cat 2		

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Electrical	Use of electrical equipment, leads, and RCD devices	Electrocution, trips hazards	Cat 4	All electrical equipment and leads on site must have a current electrical test tag. Electrical equipment is to be of the double insulated type as a minimum. The site meter box is fitted with an RCD that is regularly tested in accordance with the manufacturer's instructions. Contractors are encouraged to use portable RCD's, no leads are to be used in or around water situations and are to be placed to prevent trip hazards. No electrical work is to be done on an aluminum ladder. Electrical leads must not be longer than 30m.	Cat 2		
First Aid	First Aid Kit availability and fit for purpose	Unable to administer first aid treatment when required, - infection and life support	Cat 4	All contractors are required to carry and maintain a first aid kit that is appropriate for the type of injury that they or their workers may be subjected to having regard to the work activities being performed.	Cat 2		
Amenities / Toilets	Cleanliness	Biological infections	Cat 3	Toilets are to be cleaned regularly and maintained in accordance with the providers' instructions.	Cat 1		
Safety Inductions	Safety Inductions and system requirement for staff / contractors / subcontractors and workers	Site personnel unaware of safety requirements and therefore working in an unsafe manner that can adversely impact upon themselves and other site personnel	Cat 4	Benlin Homes staff are inducted into the safety system. Contractors perform a safety induction using the Safety Induction Booklet which includes Benlin Homes policies and procedures. Contractors must ensure that all their workers are inducted. All workers must obtain a white card.	Cat 1		

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Hazard Inspection	Inspect site for any new hazards and ensure known hazards are effectively controlled	Slip, trip, struck-by, electrocution, fall from height, chemical exposure, vehicular impact, and cuts	Cat 3	All staff and contractors are aware of the importance of inductions / identify and control hazards / Site Specific Safety Management Plan (SSSMP). Site Take 5 is an additional process used to identify hazards. Employees and contractors must do a hazard inspection prior to the commencement of work.	Cat 2		
Mobile / Powered Plant	Use and working nearby operating mobile / powered plant	Struck by, Crush injuries	Cat 3	All workers nearby to ensure they provide sufficient clearance around operating machines, when working within close proximity ensure they are in view of the operator and they have confirmed the operator has seen them, do not work in areas out of sight of the operator Ensure plant is used in accordance with manufacturers guidance and acceptable industry practice	Cat 1		
Dust	Site clearance and/or demolition, strong winds, cutting concrete, bricks, stone and timber	Inhalation of dust particles by anyone working in the vicinity	Cat 3	Use of dampening or water flow to minimize dust, vacuum dust extraction, and appropriate PPE.	Cat 1		
Water Drums / Tanks	Stored water for contractor use	Drowning, contamination	Cat 4	Use hose in place of water drums. Where drums are used, a locked lid must be installed every time the drum is left unattended, or it must be emptied prior to leaving it unattended.	Cat 1		

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Loose and Unsecured Items	High wind causing site objects to become airborne	Struck-by, cuts, amputation	Cat 3	Ensure all loose objects are secured at the end of the day with special attention to ensure all site materials are secured on windy days. All contractors to take responsibility for their own materials and waste.	Cat 1		
Fit for Work	Ability to carry out required tasks in a safe and competent manner	Worker(s) not fit for work impacting on the health and safety of themselves or others	Cat 4	Employees and contractors ensure they and their co-workers are in a fit condition to work without affecting their own or other people's health and safety. Must not be impaired by medical conditions, physical illness, fatigue, stress or the effects of alcohol or drugs (legal or illegal).	Cat 1		
Chemicals	Securing and using chemicals	Chemical poisoning through ingestion, absorption, or inhalation	Cat 4	All contractors bringing chemicals onsite are to ensure the chemicals are used in accordance with the manufacturer's instructions on the label and that they are secured and not left unattended when not in use. If a hazardous chemical is being used, the contractor must have an up-to-date MSDS with the chemical and adhere to the MSES information. Advise all those in the vicinity of its intended use and contamination symptoms, have the required first aid treatment readily available, and carry spill kits for the chemical. Correct PPE is to be worn at all times.	Cat 2		

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Laser Levels and setout Lasers	Laser levels used to obtain accurate levels in site works and construction	Unsafe use causing eye injuries	Cat 3	Only class 1 or 2 lasers are permitted to be used and those using the product must be proficient in its use and follow the manufacturers' safety instructions. Laser level policy and procedure available.	Cat 1		
Confined Spaces	Working in an area that is a confined space	Asphyxiation, poisoning, heat stress, explosion and general wellbeing	Cat 4	Under no circumstances workers are to enter a confined space unless they have been trained and qualified to perform that activity and the correct safety precautions are taken. In the event there is a need to enter a confined space, the workers will seek professional assistance and guidance before any work activity is conducted, in such cases; a risk assessment and safe work method statement will be developed in consultation with management, qualified personnel and the worker involved in the task; prior to any access being granted.	Cat 2		

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Conduct	Unprofessional or illegal standards of conduct	Bullying, harassment, discrimination or unethical behavior	Cat 3	All actions refer to the Benin Homes code of conduct. All employees and contractors' business and social conduct should be well above the minimum standard as required by law. Any ambiguity about the application or interpretation of these areas should be immediately referred to the Site Manager. No verbal, physical, 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.	Cat 1		
Other Items							
Other Items							
Other Items							

LIKELIHOOD	CONSEQUENCE					
		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 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	STOP WORK – 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	STOP WORK - 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 to 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 manage must take corrective action within a reasonable time

1. 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

Robertson Dr Bunbury 6230
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 Cooloongup 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 Bunbury

Cnr Robertson Dr and Bussell Highway
Bunbury 6230
Ph 9722 1600

Margaret River Hospital

Farrelly St Margaret River 6285
Ph 9757 0400

Alinta Gas

Emergency 13 13 52

Water Corporation

Emergency 13 13 75

Western Power

Emergency 13 13 51

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

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