

1 INTRODUCTION

The Procedure outlines the requirements for planning and managing construction work.

Prior to work commencing on any Air Comfort Services (ACS) project, safety planning for the project must be undertaken. Included in this planning process is the requirement for ACS to develop a project specific Health And Safety Plan (Plan).

This Plan is designed to detail the specific activities within the project scope of work and means for managing health and safety hazards through a risk management approach.

The requirement to develop this Plan applies to all construction projects undertaken by ACS.

2 REFERENCES

Reference
Work Health and Safety Regulation 2011, Part 6.4 Occupational Health and Safety Regulation 207 (VIC) Construction Work Code of Practice 2014

3 DEFINITIONS

Term	Meaning
Health and safety management plan	As referenced in the Qld, NSW and SA Work Health and Safety Regulation, Part 6. This document is referred to as a Health and Safety Coordination Plan in the Occupational Health and Safety Regulation 2017 (Victoria).

4 PROCEDURE

4.1 Plan Minimum Requirements

Project health and safety plans are used to describe the specific safety resources, consultation arrangements, risk management processes, responsibilities, procedures and practices for the construction project and how they will be implemented throughout the project.

Project Managers are responsible for developing a specific Plan for the project. The content of the Plan is to include site-specific details addressing (but not limited to):

- Introduction including project description, Principal Contractor details, work scope etc.
- WHS Policy, Objectives and Targets
- WHS Management System Structure & Responsibility
- Maintenance & Review of Legislative Information
- Project Workplace Health and Safety Plan review (including frequency of reviews, access to and distribution of originals and updated copies)
- Site rules
- Hazard Identification, Risk Assessment and Control (hazard controls specific to project – e.g. work at heights, confined space entry etc.)
- Project Risk Assessment
- SWMS (including development, approval and review arrangements)
- Safety in Design
- WHS Communication
- WHS Consultation (including consultation with Health and Safety Representatives and other duty holders)
- Training & Competency (including training and instruction in site specific hazards and activities)
- Induction
- Selection and Management of Contractors
- Selection and Purchasing of Goods, Materials, Plant, Substances and Equipment
- Health Surveillance and Monitoring
- Amenities and Facilities
- Emergency Preparedness and Response
- WHS Inspections, Audits and Workplace Monitoring
- WHS Performance Measurement and Reporting
- Incident Reporting and Investigation (including notification to external authorities)
- Non-compliance with WHS Issues
- Safety Corrective Action Management
- Management Review

4.2 Consultation and Approval

In developing the Project Health and Safety Plan the Project Manager must consult with other Senior Managers of ACS and the client (where applicable) to ensure the plan:

- Is project specific and addresses relevant hazards and risks;
- Is designed to achieve the execution of a safe and health project;
- Meets relevant company policies and procedures;
- Reflects the requirements of relevant health and safety legislation; and
- Reflects contract and client expectations.

Before commencing the project the plan must be reviewed, approved and signed by the Project Manager.

A copy of the completed plan signed and dated by the Project Manager, is to be maintained on site in a location that is readily accessible to all personnel (i.e. site office).

Note: Contractors are to be provided with a copy of the approved Health and Safety Plan (as applicable to their scope of work) prior to starting work on site. Additionally, the Project Manager shall ensure that all future revisions of the plan are provided to contractors by electronic means.

Changes made to the contents of the plan that affect the health and safety of workers will be communicated to the workforce via the project communication and consultation arrangements, of which include (but not limited to):

- Prestart meetings
- Toolbox talks
- Display on safety noticeboards
- Project specific induction.

4.3 Review and Modification

Project Managers must ensure that the plan is reviewed and evaluated for effectiveness and updated as required. The frequency of reviews can be set in the plan to reflect relevant milestones however as a guide this should not exceed a quarterly review. A record of all reviews and any amendments are to be recorded within the Health and Safety Plan and approved by the Project Manager

Any modifications or additions to the plan over the duration of the project are to be communicated to all relevant contractors on site. This may include the provision of changes to specific contractors or on-site consultation as required.

4.4 Record Management

The project safety plan (and all supporting documents) are to be maintained and located in a readily accessible position on site and an electronic file copy is to be kept at the site and head office.

Copies of the Plan shall be retained:

- for the duration of the project and
- for 2 years if a notifiable incident occurs in connection with the works

5 APPROVAL AND REVIEW

This Procedure has been approved by the Human Resource Manager and reviewed by the General Manager in accordance with the Document & Record Control Procedure PRO012.



General Manager



HR Manager

6 RESPONSIBILITIES

The following table contains a summary of key responsibilities identified in the body of this document:

Position / Role	Key Responsibilities
Director of Services Operations and HR Manager	Item 4.2
Project Managers	Items 4.1 – 4.3

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COMPANY PROPRIETARY INFORMATION

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