**Work Health and Safety Assessment**

Transport for NSW | February 2024

**Work Health and Safety Assessment**

**Matrix of Applicable Elements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  **Assessment Tool****Registration Type** | Assessed under Prequalification requirements | WHS Management Plan | (H1) Manual Handling | (H2) Use, Installation, Inspection and Repair of Plant | (H3) Working At Height | (H4) Confined Spaces | (H5) Pedestrian and Vehicular Interaction | (H6) Hazardous Substances and Dangerous Goods | (H7) Electrical Safety | (H8) Traffic Control | (H9) Underground Services | (H10) Overhead Utilities | (H11) Excavation |
| **Prequalification** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| General | 🗸 |  |  |  |  |  |  |  |  |  |  |  |  |
| Category A1 – Asphalt Paving |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |
| Category R1 – Roadworks |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| Category B1 – Bridgeworks |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| Category TS – Traffic Signal |  | 🗸 |  |  | 🗸 |  | 🗸 |  | 🗸 | 🗸 | 🗸 |  |  |
| Council (RMCC work) |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| **Registration** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Category D – Drainage |  | 🗸 | 🗸 | 🗸 |  | 🗸 | 🗸 | 🗸 |  | 🗸 | 🗸 | 🗸 | 🗸 |
| Category E – Earthworks |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| Category F – Formwork |  | 🗸 | 🗸 |  | 🗸 |  | 🗸 |  | 🗸 | 🗸 |  | 🗸 |  |
| Category G – Traffic Control  |  | 🗸 |  |  |  |  | 🗸 |  |  | 🗸 |  |  |  |
| Category X – Demolition |  | 🗸 | 🗸 | 🗸 | 🗸 |  | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |  |

**WHS MANAGEMENT PLAN ASSESSMENT – SUMMARY**

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| Assessor Details |
| Company Name |  |
| Contact Name |  |
| Email Address |  | Contact No. |  |

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| Assessor Details |
| Assessor Name |  | Contact No. |  |
| Signature |  | Date |  |

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| **WHS Management Plan Details** (if WHS Management Plan submitted is site specific) |
| Contract Name |  |
| Contract No. |  | Head Contractor |  |
| Project Details |  |

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| **Assessor’s Recommendation** |
| Applicant’s WHS management plan suitable for accreditation | Yes / No |
| Further details required | Yes / No |

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| **Summary of Findings** |
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| **Follow-up Actions** |
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| **WHS Management Plan – Assessment Criteria** |
| **Element** | **Descriptor** | **Level of Standard/s to be Obtained** |
|  |  | *The Organisation shall ensure that:* |
|  | Statement of Responsibilities | Responsibilities, accountabilities and commitment to Work Health and Safety (WHS) and resources to implement and verify the system are established and documented. |
|  | Risk Management | Processes are established to ensure that WHS hazards are identified, assessed and controlled using mechanisms such as Risk Control Plans, Safe Work Method Statements and Hazardous Task and Hazardous Substances (Risk Management) procedures. |
|  | Safe Work Method Statements | Safe Work Method Statements are developed for the range of hazardous tasks associated with the project. |
|  | Consultation, Communication and Training | Procedures are established for sharing relevant WHS information with workers and service providers and for receiving feedback from such communications. Processes are also in place to ensure that resources are allocated to identify and provide for the training needs of personnel. |
|  | Emergency and Incident Management | Procedures are established for inter-site and external emergency communications, emergency organisation and contingencies, key personnel accountabilities, the reporting of accidents and incidents including the implementation of corrective action and the effective management of injuries and rehabilitation. |
|  | Site Safety Rules | Effective Site Safety Rules are developed and communicated to all workers, service providers and visitors to the work site(s). |
|  | Site Specific Hazard Management Tools | Hazards specific to the project in question are managed to minimum standards. |

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| **WHS Management Plan (Site Specific) – Identified Hazards** |

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|  | **Hazard** | **Reference Section** | **Proposed Control/s** |
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| **WHS Management Plan – Desktop Assessment – Seven Elements**  |
| *The WHS Management Plan shall contain the minimum provisions of allocation of responsibilities, effective risk assessment, consultation and emergency contingency planning, as articulated within the NSW WHS Regulation 2017.* |

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| **1.** | **Statement of Responsibilities** |
|  | **Does the WHS Management Plan define the person/s who will be responsible for:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Identifying hazards and assessing risks, and documenting the risk control measures to be taken? |  |  |
| **🞎** | Managing compliance with WHS and injury management regulations, standards, codes, SWMSs and site safety rules? |  |  |
| **🞎** | Assessing and monitoring the capability of goods and service providers in the supply chain, and verifying they consistently meet WHS requirements? |  |  |
| **🞎** | Providing service providers with the Site-specific Safety Management Plan? |  |  |
| **🞎** | Displaying Site Safety Rules and ensuring they are available to all persons on the site? |  |  |
| **🞎** | Managing WHS communication and consultation on the work site? |  |  |
| **🞎** | Conducting site-specific induction(s)? |  |  |
| **🞎** | Ensuring all personnel has attended general and site specific work activity WHS training before starting work on site? |  |  |
| **🞎** | Preparing, maintaining and making available the hazardous chemicals / dangerous goods register? |  |  |
| **🞎** | Managing injuries on the site? |  |  |
| **🞎** | Maintaining first aid stocks and providing first aid? |  |  |
| **🞎** | Keeping WHS records? |  |  |

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| **2.** | **Risk Management** |
|  | **Does the WHS Management Plan contain clearly defined procedures and provisions for:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Identification of hazards on site including consideration of manual and material handling, hazardous tasks, confined spaces, excavations, heights, underground and overhead utilities and working with fixed and mobile plant and vehicles, hazardous substances and dangerous goods, where applicable? |  |  |
| **🞎** | Assessment of the risks for each hazard and/or hazardous activity? |  |  |
| **🞎** | Selection of the most effective risk control measures aligned to the hierarchy of controls? |  |  |
| **🞎** | Inspection of the worksite, utilised plant and equipment using standard hazard checklists before commencing work at the site? |  |  |
| **🞎** | Monitoring the effectiveness of risk controls through direct observation or inspection of the task or work area? |  |  |
| **🞎** | Work of a hazardous nature and High Risk Construction work to be undertaken with reference to SWMS? |  |  |
| **🞎** | Safe handling, storage and use of plant and substances? |  |  |
| **🞎** | Assessment of other Service Provider SWMSs when engaged on site? |  |  |

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| **3.** | **Safe Work Method Statements (SWMS)** |
|  | **Do the SWMSs:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Include a description of the work to be undertaken? |  |  |
| **🞎** | Identify the work that is high risk construction work according to Clause 299 WHS Regulation 2017? |  |  |
| **🞎** | Specify the hazards associated with the activity, job or tasks? |  |  |
| **🞎** | Describe the measures to be implemented to control the risks? |  |  |
| **🞎** | Describe how measures are to be implemented, monitored and reviewed? |  |  |
| **🞎** | Include the step-by-step sequence of activities and tasks involved in doing the work? |  |  |
| **🞎** | Identify the relevant legislation, regulations, codes, standards and procedures applicable to the work? |  |  |
| **🞎** | List the names and qualifications of those who will supervise the work and also those who will inspect and approve work area conditions, work methods, protective measures, plant, equipment and power tools that are to be used? |  |  |
| **🞎** | Include a description of what training is given to people involved with the work? |  |  |
| **🞎** | Include details of any SafeWork permits, certificates and/or licences required to complete the work? |  |  |
| **🞎** | Include details of the inspection and maintenance checks that will be, or have been carried out on the plant and equipment listed for use? |  |  |

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| **4.** | **Communication, Consultation and Training** |
|  | **Does the WHS Management Plan contain clearly defined procedures and provisions for the:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Effective consultation with all workers and duty holders prior to decisions affecting health and safety? |  |  |
| **🞎** | Identification of WHS training needs of management, supervisors and other personnel? |  |  |
| **🞎** | Induction and safety training for all personnel on the work site, including general and site specific induction training and task based training before starting work and refresher training where appropriate? |  |  |
| **🞎** | Delivery of any statutory prescribed consultation training including any required training for WHS Representative(s)? |  |  |
| **🞎** | Keeping of training records? |  |  |
| **🞎** | Appropriate supervision of personnel? |  |  |
| **🞎** | Supply of the Site Safety Management Plan to Service Providers when engaged on site? |  |  |

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| **5.** | **Emergency and Incident Management** |
|  | **Does the WHS Management Plan contain clearly defined procedures and provisions for the:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Consideration of possible emergency scenarios? |  |  |
| **🞎** | An effective means of communication of incidents/accidents to emergency services and relevant authorities? |  |  |
| **🞎** | Participation in emergency drills? |  |  |
| **🞎** | A list of key personnel including emergency services, business and after hours contact numbers? |  |  |
| **🞎** | The documenting and reporting of injuries and near miss incidents? |  |  |
| **🞎** | The presence of a first aid kit onsite? |  |  |
| **🞎** | The presence of a trained first aid officer onsite? |  |  |

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| **6.** | **Site Safety Rules** |
|  | **Does the Site Safety Rules contain provisions for the:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Safe access and egress to the work site and safe movement of vehicles and people on the work site with a plan for the separation of people on foot and plant? |  |  |
| **🞎** | Escorting of visitors by inducted persons while on the work site? |  |  |
| **🞎** | Wearing by personnel and visitors of appropriate personal protective equipment (PPE) when on the work site? |  |  |
| **🞎** | Use of First Aid facilities and illness/injury and emergency procedures, including the reporting and recording of illness/injury and incidents? |  |  |
| **🞎** | Effective protection for workers and the public, including barricades, fencing and overhead protection where applicable? |  |  |
| **🞎** | Identification of the location of the hazardous chemicals / dangerous goods register? |  |  |
| **🞎** | Prohibition of the consumption of alcohol and illegal drugs on the worksite? |  |  |
| **🞎** | Maintenance of effective housekeeping within the worksite? |  |  |

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| **7.1** | **Site Specific Hazard Management Tool (H1) – Manual Handling** |
| *“Manual Handling” is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object. Where manual handling is undertaken on site there should be a documented procedure that satisfies the minimum provisions articulated within the NSW WHS Regulation 2017.* |
|  | **Concerning the Manual Handling Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Assessments of potential for injury arising from manual handling tasks, including potential injury from new work methods and equipment shall be undertaken? |  |  |
| **🞎** | The effectiveness of manual handling risk controls shall be monitored? |  |  |
|  | Assessments undertaken shall involve: |
| **🞎** | * Analysis of workplace injury records?
 |  |  |
| **🞎** | * Consultation with workers and all other duty holders?
 |  |  |
| **🞎** | * Direct observation or inspection of the task or work area?
 |  |  |
| **🞎** | Known risk factors, including those listed in the *Hazardous Manual Tasks Code of Practice* (2012) and Chapter 4, WHS Regulation 2017 shall be considered in the assessment of manual handling tasks? (These risk factors include: actions and movements, workplace and workstation layout, working posture, duration and frequency, location of loads and distances moved, weights and forces etc.)? |  |  |
| **🞎** | Manual handling tasks shall be redesigned to eliminate or control the risk factors? |  |  |
| **🞎** | Personnel shall be trained in safe manual handling techniques, and retrained when new work methods or equipment are introduced into the workplace? |  |  |
|  | Where risk factors are identified and redesign is not practical, the following shall be provided and workers trained in use: |
| **🞎** | * Mechanical aids and/or
 |  |  |
| **🞎** | * Personal protective equipment and/or
 |  |  |
| **🞎** | * Arrangements for team lifting?
 |  |  |
| **7.2** | **Site Specific Hazard Management Tool (H2) – Use, Installation, Inspection and/or Repair of Plant** |
| *“Plant” is defined as any machinery, equipment or appliance. Where plant is utilised on site there should be a documented procedure that satisfies the minimum provisions articulated within the NSW WHS Regulation 2017.* |
|  | **Concerning the Procedure on Plant, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| The identification of foreseeable hazards from the operation of plant/equipment shall incorporate the following considerations: |
| **🞎** | * Contact or entanglement with the machinery or materials?
 |  |  |
| **🞎** | * Being trapped between the machine and any material or fixed structures?
 |  |  |
| **🞎** | * Being struck by ejected material from the machinery?
 |  |  |
| **🞎** | * Noise and vibration from the machinery?
 |  |  |
| **🞎** | * Release of potential energy?
 |  |  |
| **🞎** | Separation of mobile plant and people on foot? |  |  |
| **🞎** | The design limitations of the plant shall be assessed, with regard to the intended use of the plant? |  |  |
| **🞎** | Work with lasers shall be undertaken in compliance with Clause 223 WHS Regulation 2017? |  |  |
| **🞎** | Cranes to have a risk assessment that identifies the operations to be performed including a movement plan, compliance of lifting equipment, attachments and slings and load capacity? |  |  |
| **🞎** | The history of unsafe incidents or adverse health effects involving the plant/equipment shall be investigated and control responses applied? |  |  |
| **🞎** | The consequences of reasonably foreseeable misuse or malfunction shall be assessed? |  |  |
| **🞎** | A schedule of inspection, maintenance, repair and cleaning for all plant / equipment shall be implemented? |  |  |
| **🞎** | Records shall be kept of inspection, maintenance, repair and cleaning of plant / equipment? |  |  |
| **🞎** | Risk assessments shall be carried out on any modification to plant/equipment and the results of the risk assessment taken into account in the final modification? |  |  |
| **🞎** | All operators of plant/equipment shall receive appropriate training, hold certificates of operation where required, and have demonstrated their competence to operate the plant/equipment to the satisfaction of the contractor? |  |  |
| **🞎** | Records shall be kept to show that all operators have received appropriate training and instruction? |  |  |

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| **7.3** | **Site Specific Hazard Management Tool (H3) – Preventing Falls** |
| *The WHS Regulation 2017, Part 4.4 requires that persons are protected from the risk of falls.* |
|  | **Concerning the Procedure on the Prevention of Falls, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Site security in the form of perimeter fencing and signage shall be used according to the requirements of Clause 298, WHS Regulation 2017? |  |  |
| **🞎** | A risk assessment shall be undertaken to control risks to people below the immediate work area as required in Clause 55 WHS Reg (*Does it for example describe how provision shall be made to catch falling objects and barricade work areas to prevent public access, etc.*)? |  |  |
| **🞎** | A risk assessment is undertaken to determine any work with the risk of falling 2 meters and that the work has a SWMS (as described in Part 6.3, Div 2 WHS Regulation, for high risk construction work)? |  |  |
| **🞎** | If there are no practical alternatives to preventing falls, fall protection devices shall be provided? |  |  |
| **🞎** | Contractors shall possess the appropriate training, competence and experience prior to the commencement of work with a risk of fall of 2 or more meters? |  |  |
| **🞎** | A firm level surface below the work area including the perimeter shall be prepared to facilitate the use of scissor hoists or rolling scaffold where these items of plant shall be used? |  |  |
| **🞎** | The work area shall be inspected prior to the commencement of work to ensure that all platforms and surfaces are stable and structurally sound? |  |  |
| **🞎** | Portable ladders are only used for access and egress, where no other options are practicable and then only as short term solution? |  |  |
| **🞎** | Personal protective equipment shall be used to combat the risk of falling objects, glare, thermal stress, noise and other physical hazards where encountered while working at height? |  |  |
| **🞎** | Equipment used for accessing elevated works are regularly checked and maintained to a safe condition and where applicable have the required certificates e.g. scaffolds? |  |  |
| **🞎** | Specific risk areas shall be clearly signposted? |  |  |
| **🞎** | Relevant legislative requirements, regulations, Codes of Practice and Australian Standards shall be taken into consideration when selecting and using the appropriate fall arrest devices, safety mesh, scaffolding safety nets and guardrails, etc.? |  |  |

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| **7.4** | **Site Specific Hazard Management Tool (H4) – Confined Spaces** |
| *Where tasks are undertaken in or near confined spaces on site there should be a documented procedure that satisfies the minimum provisions articulated within Part 4.3, NSW WHS Regulation 2017.* |
|  | **Concerning the Confined Spaces Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | To comply with Part 4.3, WHS Regulation and demonstrate how to ensure safe and effective planning and supervision of work involving confined space entry? |  |  |
| **🞎** | A risk assessment and a SWMS will be conducted, in consultation with workers, for all hazards associated with entering the confined space, performing the planned work and for an emergency response? |  |  |
| **🞎** | A physical barrier is erected around the space to prevent unauthorised entry where practicable? |  |  |
| **🞎** | All hazardous activities including and not limited to hot works, hazardous chemicals and operating plant in or near the confined space have been identified, assessed and controlled? |  |  |
| **🞎** | A confined space entry permit is required to enter as articulated in Cl 67 WHS Reg? |  |  |
| **🞎** | The identification and nature of the substances last contained in the confined space shall be determined? |  |  |
| **🞎** | Air monitoring has been conducted and recorded (as required) for safe levels of oxygen and for flammable gases and vapour? |  |  |
| **🞎** | Rescue equipment for all persons likely to enter the confined space has been assessed? |  |  |
| **🞎** | Cleaning will be managed in the confined space? |  |  |
| **🞎** | Arrangements for rescue, first aid and resuscitation shall be implemented? |  |  |
| **🞎** | Those entering confined space and stand by person have completed nationally recognised confined space training? |  |  |
| **🞎** | The soundness and security of the overall structure and the need for illumination and visibility shall be assessed? |  |  |
| **🞎** | When conditions change the risk assessment, controls and SWMS are reviewed and the changes communicated? |  |  |
| **🞎** | The relevant Legislation, Regulations, Codes of Practice and Australian Standards been be taken into consideration when undertaking confined space work? |  |  |
| **🞎** | Personnel shall be assessed for aptitude and fitness for task and confined space entry? |  |  |
| **🞎** | Personnel shall be trained in and received specific site induction for:Emergency exit and entrance procedures, use of applicable respiratory protection devices, first aid including cardio-pulmonary resuscitation (CPR), lockout procedures, safety equipment use, rescue drills, fire protection, communications. |  |  |
| The selection, training and competencies of the persons required as stand by person outside the space are to: |
| **🞎** | Maintain equipment essential for the confined space task? |  |  |
| **🞎** | Ensure adequate communication with and observation of the persons within the confined space? |  |  |
| **🞎** | Properly initiate rescue procedures? |  |  |

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| **7.5** | **Site Specific Hazard Management Tool (H5) – Pedestrian and Vehicular Interaction** |
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|  | **Concerning the Pedestrian and Vehicular Interaction Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | A worker on foot plan is in place. Includes exclusion zones and safe pedestrian access routes? |  |  |
| Volume and type of traffic shall be considered, to determine the amount of road and/or footpath space which must remain open and, where applicable, the times of day when greater amounts of space are required, including the following types of traffic: |
| **🞎** | * Pedestrians – including disabled persons?
 |  |  |
| **🞎** | * Bicycles?
 |  |  |
| **🞎** | * School children?
 |  |  |
| **🞎** | * Emergency vehicles?
 |  |  |
| **🞎** | * Buses and light rail, including stops and terminals?
 |  |  |
| **🞎** | * Over-dimensional vehicles?
 |  |  |
| **🞎** | Type of traffic routing required shall be assessed? |  |  |
| **🞎** | Type of traffic control required shall be determined as per the requirements of the TfNSW Traffic Control at Work Sites Manual? |  |  |
| **🞎** | Traffic control requirements shall be determined for intermediary arteries? |  |  |
| **🞎** | Requirement to use police or TfNSW personnel to institute diversions shall be determined? |  |  |
| **🞎** | Impact on any main arterial roads shall be assessed? |  |  |
| **🞎** | Traffic impact shall be assessed for work undertaken in proximity to traffic lights? |  |  |
| **🞎** | Requirements for special lighting shall be determined? |  |  |
| **🞎** | Positioning of cones and early warning signs shall be considered? |  |  |
| Training shall be provided to personnel working on roads, including: |
| **🞎** | * Wearing the appropriate personal protective and safety equipment?
 |  |  |
| **🞎** | * Being properly located?
 |  |  |
| **🞎** | * Communicating effectively?
 |  |  |
| **🞎** | * Assessing changes in traffic patterns?
 |  |  |
| **🞎** | * Knowing what to do in an emergency?
 |  |  |
| Requirements for records shall be maintained concerning the: |
| **🞎** | Installation, alteration and removal of all regulatory signs and devices, including speed restriction signs? |  |  |
| **🞎** | Hours of operation and the surface conditions? |  |  |

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| **7.6** | **Site Specific Hazard Management Tool (H6) – Hazardous Substances and Dangerous Goods** |
| *The procedures must incorporate the documentation and classification of hazardous chemicals and dangerous goods in terms of general safe storage and handling requirements, safety data sheets (SDS) and purchasing requirements in accordance with the NSW WHS Regulation 2017.* |
|  | **Concerning the Hazardous Substances (HC) and Dangerous Goods (DG) Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | All HC and DG on site shall be identified and included in a register that is accessible? |  |  |
| **🞎** | Safety Data Sheets (SDS) that are current shall be obtained for all HC and DG in use? |  |  |
| **🞎** | The risks associated with the use of HC and DG shall be assessed and the results documented? |  |  |
| **🞎** | Recommended risk control measures for HC and DG shall be developed and safe systems of work implemented and documented? |  |  |
| **🞎** | Those who may use or be exposed to HC and DG are trained in the nature of the hazards and means of controlling the hazard? |  |  |
| **🞎** | HC and DG are correctly labelled with the name and with appropriate health and safety information? |  |  |
| **🞎** | All HC and DG are correctly stored and according to Chapter 7 and Schedule 11, NSW WHS Regulation 2017 and to Managing Risks of Hazardous Chemicals Code of Practice? (e.g. bunded / well ventilated are/ incompatible substances separated / not exposed to the weather) |  |  |
| **🞎** | Manifest quantities will be managed and notified to WorkCover according to requirements of Chapter 7, NSW WHS Regulation 2017? |  |  |
| **🞎** | New substances are to be safely introduced to the workplace? |  |  |
| **🞎** | Spill kits will be provided and clean-up procedures implemented? |  |  |
| **🞎** | Health surveillance is provided where required and records maintained. A competent person is appointed to do health surveillance checks under the supervision of authorised medical staff? |  |  |
| **🞎** | Emergency procedures are established and documented to prevent fire or explosion and control risks due to escape or spillage of HC and DG? |  |  |
| **🞎** | Regular emergency drills shall be scheduled and undertaken? |  |  |
| **🞎** | HC and DG shall be disposed of appropriately, in compliance with environmental laws? |  |  |
| **🞎** | An inspection/auditing process shall be in place which monitors the control of HC and/or DG, and which reviews whether SDSs are up to date? |  |  |

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| **7.7** | **Site Specific Hazard Management Tool (H7) – Electrical Safety** |
| *The procedure must incorporate the application of the WHS Regulation 2017 and relevant electrical Codes of Practice and AS/NZS 3012:2010 Electrical Installations on Construction and Demolition Sites.* |
|  | **Concerning the Electrical Safety Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | A program is in place for regular inspection and testing of electrical installations and equipment including cords and carried out by suitably qualified persons in accordance with AS3760 and Part 4.7 NSW WHS Regulation 2017? |  |  |
| **🞎** | An Electrical Register identifying all electrical equipment, evaluating compliance and the results of testing is maintained? |  |  |
| **🞎** | A SWMS is used for all tasks involving interaction with electricity? |  |  |
| **🞎** | Effective control measures have been implemented to eliminate or minimise exposure to electrical energy? |  |  |
| **🞎** | Workers who work with or in the vicinity of electrical hazards receive training on the nature of the hazards and methods of control? |  |  |
| **🞎** | An “Electric Shock Response” protocol has been developed, documented and communicated to those exposed to the risk? |  |  |
| **🞎** | Any live electrical work is authorised and in the presence of a safety observer who is qualified and competent for the task, electrical rescue and cardiopulmonary resuscitation? |  |  |
| **🞎** | The isolation point of the relevant electrical supply has been clearly identified, and easily accessed and operated quickly? |  |  |
| **🞎** | All switches on electrical equipment are correctly identified? |  |  |
| **🞎** | Adequate signage will be used to warn of electrical hazards and/ or restrict access to the area? |  |  |
| **🞎** | All circuits and electrical equipment are protected by an RCD device which is tested monthly? |  |  |
| **🞎** | All electrical leads are kept off walkways and raised off the ground away from water/corrosives/heat/friction and other forms of physical damage? |  |  |
| **🞎** | Inspections will identify obvious signs of damage to electrical equipment, signs of water exposure, damage or incorrectly replaced covers and damage or alterations to buildings that may expose an electrical risk? |  |  |
| **🞎** | All defective electrical equipment, tools or cords are tagged “Out of Service”? |  |  |

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| **7.8** | **Site Specific Hazard Management Tool (H8) – Traffic Control** |
|  | **Concerning the Traffic Control Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | A traffic control plan shall be developed which is compatible with requirements set out in sections 4 and 5 of the TfNSW manual ‘Traffic Control at Work Sites’? |  |  |
| **🞎** | The traffic control plan shall be relevant for the work? |  |  |
| **🞎** | Traffic control is designed, modified and controlled by persons trained to the TfNSW requirements? |  |  |
| The following issues shall be considered: |
| **🞎** | * Appropriate sign sizes?
 |  |  |
| **🞎** | * The need for pairs of signs?
 |  |  |
| **🞎** | * The need to use portable traffic signs?
 |  |  |
| **🞎** | * The need to use flashing arrow signs?
 |  |  |
| **🞎** | * The need to use Traffic Controllers?
 |  |  |
| **🞎** | Work site speed limits shall be in place? |  |  |
| **🞎** | A Vehicle movement plan shall be developed and implemented? |  |  |
| **🞎** | Signs and devices shall be installed in accordance with the traffic control plan? |  |  |
| **🞎** | Any contradictory, distracting or superfluous signs or markings shall be identified? |  |  |
| Signs shall be suitably placed with regard to: |
| **🞎** | * Sight distance?
 |  |  |
| **🞎** | * Motorists approaching at high speed?
 |  |  |
| **🞎** | * Queue lengths?
 |  |  |
| **🞎** | * Visibility, shade, light glare?
 |  |  |
| **🞎** | Signs displayed shall be appropriate for the current conditions? |  |  |
| **🞎** | Only undamaged or non-defective signs shall be used? |  |  |
| **🞎** | The needs of pedestrians shall be considered? |  |  |
| **🞎** | The needs of cyclists shall be considered? |  |  |
| **🞎** | The requirements for safety barriers shall be considered? |  |  |
| **🞎** | Safety barriers shall be installed correctly? |  |  |
| **🞎** | Access to adjoining properties shall be provided? |  |  |

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| **7.9** | **Site Specific Hazard Management Tool (H9) – Gas, Liquid and Electrical Underground Utilities** |
|  | **Concerning the Underground Utilities Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Plans and other relevant information about the underground utilities shall be obtained from ’Dial Before You Dig’? |  |  |
| **🞎** | A site survey shall be undertaken to identify surface indicators of utilities? |  |  |
| **🞎** | Suitable cable and pipe locating devices shall be used to confirm the position of the utilities (remember these devices can’t detect plastic pipes)? |  |  |
| **🞎** | Persons locating underground utilities are trained in the operation of the locating devices? |  |  |
| **🞎** | Information concerning the location of utilities shall be given to the responsible supervisor or contractor at the work site? |  |  |
| **🞎** | The position of underground utilities shall be marked on the surface? |  |  |
| **🞎** | The location of utilities shall be plotted on the work area plan? |  |  |
| **🞎** | The relevant authorities shall be notified of any inconsistencies between the information they provided and the actual location of the utilities? |  |  |
| **🞎** | Onsite assistance shall be sought from the relevant authorities if utilities cannot be located according to the plans provided? |  |  |
| **🞎** | Persons involved in the work shall be trained in controlling risks associated with underground utilities in the vicinity of work sites? |  |  |
| **🞎** | Safe work method statements shall be developed for working near underground utilities and how workers shall be trained in the requirements of these work methods? |  |  |
| **🞎** | Manual tools shall be used to dig trial holes to positively identify position of the utilities? |  |  |
| **🞎** | Power tools and mechanical excavators shall be used with care and at a safe distance from the utilities? |  |  |
| **🞎** | All workers shall be kept clear of the excavator bucket while digging work is conducted in the vicinity of utilities? |  |  |
| **🞎** | During excavations work is undertaken in accordance with WorkCover Guide ‘Work Near Underground Assets’ and a watch kept for evidence of cables not previously identified? |  |  |
| **🞎** | Underground utilities near machine excavation have been positively identified through potholing with non- conductive tools and a competent safety observer is in place? |  |  |
| **🞎** | Approval from the asset owner has been obtained for excavations within 10m of Single Wire Earth Return transformer poles? |  |  |
| **🞎** | If heavy plant is required to cross an area where underground utilities are known to exist, the cross points shall be kept to a minimum and shall be clearly marked? |  |  |

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| **7.10** | **Site Specific Hazard Management Tool (H10) – Overhead Utilities** |
|  | **Concerning the Overhead Utilities Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| **🞎** | Staff involved in the work shall be trained in controlling risks associated with overhead utilities in the vicinity of work sites? |  |  |
| **🞎** | Safe work method statements shall be developed following risk assessment for working near overhead utilities and workers shall be trained in the requirements of these work methods? |  |  |
| **🞎** | Plans and other relevant information about the overhead utilities shall be obtained? |  |  |
| **🞎** | A site survey shall be carried out to identify the precise location of overhead utilities and the location of overhead utilities shall be plotted on the work area plan? |  |  |
| **🞎** | Information concerning the location of utilities shall be given to the responsible supervisor or contractor at the work site? |  |  |
| **🞎** | The relevant authorities shall be notified of any inconsistencies between the information they provided and the actual location of the utilities? |  |  |
| **🞎** | The possibility shall be considered to have the supply authority de-energise the overhead lines while work is being carried out in the vicinity? |  |  |
| **🞎** | Only qualified personnel shall be allowed to operate plant and equipment near overhead utilities? In this case personnel who have completed a ‘Crane and plant electrical safety’ course conducted by a suitably industry experienced trainer with an approved RTO? |  |  |
| **🞎** | An observer shall be present to watch the operation of the plant and equipment at all times while it is being operated in the vicinity of overhead utilities? |  |  |
| **🞎** | All plant and equipment to be used in the vicinity of overhead utilities shall be appropriately insulated? |  |  |
| **🞎** | The minimum working distances specified in NSW COP 2006 Working Near Overhead Powerlines for unauthorised persons shall be complied with: 8m for > 330kV, 6m for >132kV but < 330kV, 3m for < 132kV? |  |  |
| **🞎** | Allowance shall be given to variations in the sag of the line at different times of the day? |  |  |
| **🞎** | Allowance shall be given to the sway of the lines, particularly if wind conditions change during the work period? |  |  |
| **🞎** | The supply authority shall be told when work in the vicinity of overhead utilities has been completed and a record of the notification shall be kept? |  |  |

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| **7.11** | **Site Specific Hazard Management Tool (H11) – Excavation** |
| *Excavation is defined to include the excavation or filling of trenches, ditches, shafts, drifts, rises, wells, tunnels and pier holes or work involving the use of caissons and cofferdams or any similar work involving excavation depths greater than 1.5 metres.* |
|  | **Concerning the Excavation Procedure, does the procedure outline how:** |
|  | **Requirement** | **Reference Section** | **Assessor’s Findings** |
| The nature and condition of the ground or working environment and all foreseeable hazards arising from the excavation work shall be subject to a risk assessment, in particular: |
| **🞎** | The possibility of the fall or dislodgement of earth/rock or other materials? |  |  |
| **🞎** | The instability of the excavation or adjoining structure? |  |  |
| **🞎** | The in rush of water (or any other substance e.g. sewer)? |  |  |
| **🞎** | The placement of excavated material? |  |  |
| **🞎** | Instability due to person or plant working adjacent to the excavation? |  |  |
| **🞎** | Contact with overhead utilities? |  |  |
| **🞎** | Effect of mobile plant on the stability of the excavation? |  |  |
| **🞎** | Contact with persons or other machinery? |  |  |
| **🞎** | Ejection of material? |  |  |
| **🞎** | Possibility of overturning? |  |  |
| **🞎** | The possibility of the excavation becoming a confined space? |  |  |
| Procedures will demonstrate how: |
| **🞎** | A geotechnical engineer shall be consulted where appropriate and where the angle of repose is greater than 45 degrees a written certification is required? |  |  |
| **🞎** | A written SWMS shall be developed and all excavation workers shall be trained on its requirements? |  |  |
| **🞎** | An adequate system of safety (including, benching, battering, shoring, or other forms of earth retention) shall be used to control the major hazards associated with excavations? |  |  |
| **🞎** | Excavations (actual, previous or planned) in the near proximity shall be identified and their impact on the works assessed? |  |  |
| **🞎** | Underground and overhead services shall be identified, marked, and located prior to excavation commencing? |  |  |
| **🞎** | Provision shall be made to adequately secure the site at all times including when left unattended? |  |  |
| **🞎** | A competent person shall be appointed to supervise all excavation work at a depth of more than 1.5 metre, work in tunnels, on caissons and cofferdams or compressed air work in an excavation? |  |  |
| **🞎** | Safe access and egress shall be provided for in the excavation (including to and from caissons and cofferdams) throughout the duration of the works? |  |  |
| **🞎** | Persons will not work alone in or around an excavation ranked as high or medium risk? |  |  |
| **🞎** | An inspection schedule shall be developed and completed by a competent person during the excavation? |  |  |
| **🞎** | Checks are undertaken to identify any heaving or swelling of the ground at the bottom of the excavation, or any changes to soil conditions where water is seeping in, and work methods are modified where required? |  |  |
| **🞎** | Provisions for a stand by person shall be implemented? |  |  |
| **🞎** | The placement of excavated material shall be considered and planned for? |  |  |
| Excavations in, or adjacent to roads shall be adequately shored or supported to: |
| **🞎** | Ensure the stability of residual road slab after excavation is complete? |  |  |
| **🞎** | Provide support for all pavements or road surfaces whilst the excavation is open? |  |  |
| **🞎** | Control for instability due to adjacent or overhead traffic? |  |  |
| **🞎** | Trench covers and shoring shall be approved by a structural engineer? |  |  |
| **🞎** | Safety barriers or delineations used on road sites shall comply with the TfNSW Traffic Control at Worksites Manual and/or any other relevant standards or specifications? |  |  |
| The emergency procedures shall address all foreseeable major hazards, particularly the following: |
| **🞎** | * Collapse of excavation?
 |  |  |
| **🞎** | * Unplanned contact with underground or overhead services?
 |  |  |
| **🞎** | * Inrush of water or other substance into excavation?
 |  |  |
| **🞎** | * Exposure to hazardous substances?
 |  |  |
| **🞎** | Emergency procedures shall be communicated to all persons working in or near the excavation works before work commences? |  |  |