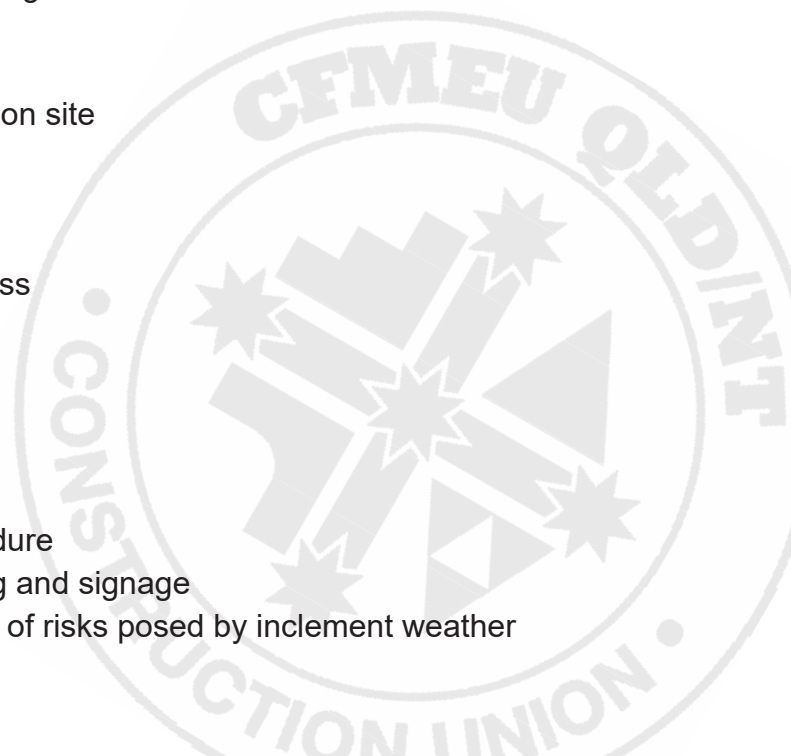


## HEALTH AND SAFETY

### Part 7 of the Work Health and Safety (WHS) Act 2011 - Section 118

#### 1. Examples of Suspected Contraventions

- Inappropriate storage of chemicals
- Unidentified fumes causing risk to workers
- Exposure to hazardous chemicals
- Inappropriate ventilation
- Working unprotected from height
- Risk of falling objects from heights
- Failure to conduct inductions if training not completed (s316 of WHS regs)
- Risk to public from falling objects
- Insufficient air flow creating a health risk
- Inappropriate / unsafe working in a confined space
- Excessive noise
- Unsafe plant and equipment
- Unregistered plant
- Inadequate exclusion areas
- Inadequate maintenance of plant
- Unsafe plant and equipment due to work being performed by unqualified person
- No asbestos register
- Inappropriate removal of asbestos
- Working around material suspected of containing asbestos
- Dust creating a risk to workers health
- Unlicensed prescribed occupation workers
- Hazardous traffic management on a construction site
- Non compliance with scaffolding regulation
- Workplace harassment
- Tripping hazards due to poor housekeeping
- Tripping hazards due to poor access and egress
- Slippery surfaces
- Unsafe manual handling
- Lifting and carrying heavy loads
- Inadequate amenities
- Insufficient dining room facilities
- Inadequate emergency and evacuation procedure
- Failure to ensure adequate emergency lighting and signage
- Inappropriate and or inadequate management of risks posed by inclement weather

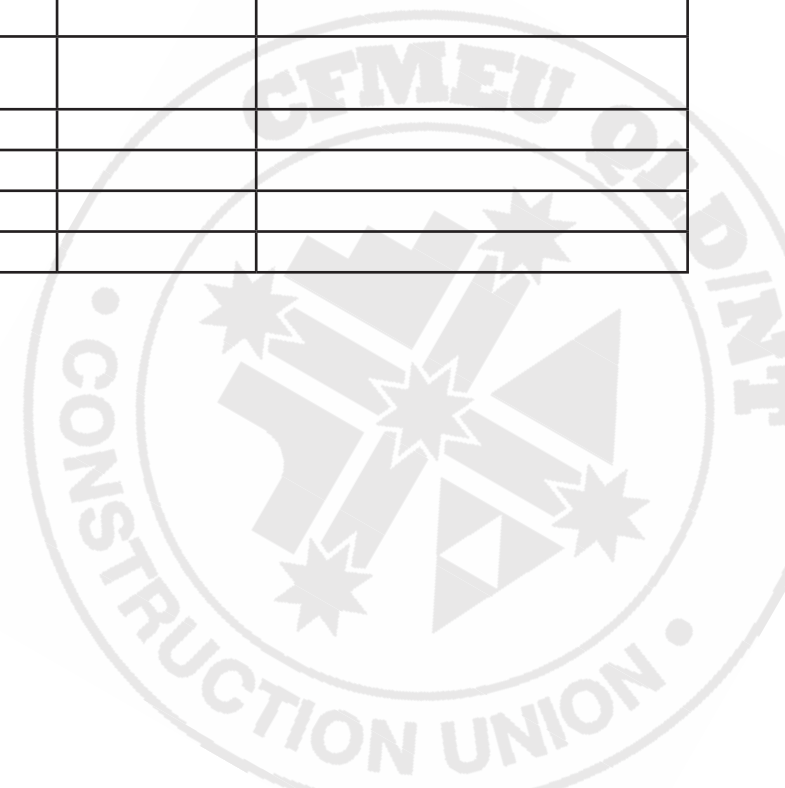


1. MANAGEMENT RESPONSIBILITIES		YES	NO	N/A	Penalty Units	Act/Reg
1.1	Is there a WHS Management plan developed for this project?					
1.2	Is the WHS Management plan available for inspection?					
1.3	Is there an emergency plan in place? a) evacuation procedures. b) the periodic testing of fire fighting equipment.					
1.4	Is there safe access and egress to site?					
1.5	Is there suitable public protection where building works are adjacent to, or over public access ways? i.e. gantries, hoardings?					
1.6	Is site management involved in SS meetings? (no longer required to be member of Health & Safety committees (see s76 of WHS Act) Alternative 1.6 Is there an Issue Resolution procedure?					
1.7	Are site personnel kept informed on incident/accident data?					
1.8	Are personnel and induction records kept on site?					
1.9	Are contractor/sub contractor safe work method statements provided before commencement of works?					
1.10	Are management involved in regular, formal site inspections?					
1.11	Are signs posted at entrance i.e. hard hats, report to site office?					
1.12	Are necessary permits developed and retained on site?					
2. AMENITIES		YES	NO	N/A	Penalty Units	Act/Reg
2.1	Is there covered access from inclement weather?					
2.2	Are crib huts seating capacities adequate for site personnel numbers?					
2.3	Are crib huts hygienic and separated from work activity that exposes or is exposed or is likely to expose a construction person to a health and safety risk. a) If there are at least 15 construction persons adequate space and seating for the maximum numbers construction persons likely to use the room or shelter area at one time.( ie inclement weather) b) Have appropriate facilities for washing and storing utensils, boiling water, and storing food in a cool place. c) Bins with bin liners?					
2.4	Adequate numbers of toilet cubicles with clean tidy washing facilities? a) One toilet for each 15 or part of 15 construction persons. b) One toilet on at least each of the following levels, ground level, the fourth level, each third level after the fourth level.					
2.5	When a toilet must be connected. a) A connected toilet must be provided within 2 weeks after the first time that there are at least 15 construction persons after the connection becomes available. b) A portable toilet must be replaced by a connected toilet within 2 weeks after the sewer connection becomes available.					

2.6	Cool clean drinking water available at appropriate locations? a) Supply located within 30m of a construction worker on a single level building. b) Supply located on the ground level and then every second level of a high rise building.					
<b>3. EMERGENCY RESPONSE/FIRST AID</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Penalty Units</b>	<b>Act/Reg</b>
3.1	Are site personnel aware of the first aid location and is it clearly identified?					
3.2	Is first aid box adequately stocked?					
3.3	Are there adequate first aid personnel and clearly identified?					
3.4	Are first aid treatment records kept on site?					
3.5	Are emergency response personnel trained in site emergency procedures? Last test date of emergency					
3.6	Emergency siren and equipment i.e. stretcher, trauma kit, oxy viva.					
3.7	Emergency contact numbers displayed in conspicuous locations?					
<b>4. TRAINING AND CONSULTING</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Penalty Units</b>	<b>Act/Reg</b>
4.1	Is there a site induction for new starters to the project?					
4.2	Are induction records maintained on site?					
4.3	Do all site personnel hold a current general induction?					
4.4	Is emergency response and evacuation training conducted?					
4.5	Are personnel trained in fire precautions and use of fire extinguishers?					
4.6	Is training in Safe Work Method Statement requirements conducted?					
4.7	Are visitors inducted as to site hazards and procedures?					
4.8	Have managers and supervisors attended health and safety courses?					
4.9	Are hazards, incidents, and accidents reported to site personnel at toolbox meetings?					
4.10	Do supervisors conduct regular toolbox meetings?					
4.11	Do supervisors close out hazard accidents and incidents actions?					
4.12	Are health and safety committees established on site?					
4.13	Are health and safety committee meetings held regularly?					
4.14	Are health and safety committee meeting minutes discussed at toolbox meetings and, displayed in the crib hut?					
<b>5. ELECTRICAL</b>						
5.1	Does a competent person tag portable electrical equipment?					
5.2	Are all electrical leads protected from mechanical or water damage?					
5.3	Are extension leads correctly connected to temporary power boards?					
5.4	Are temporary power boards weatherproof?					
5.5	Is the electrical testing register maintained on site?					

5.6	Extension leads not longer than 30m?					
5.7	All electrical equipment in good condition?					
<b>6. SCAFFOLDING</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Penalty Units</b>	<b>Act/Reg</b>
6.1	What type of Scaffold is being used? (eg: modular, wedgelock, mills, alum mobile).					
6.2	Are standards on solid foundations with adequate sole boards?					
6.3	Is there adequate bracing in all directions?					
6.4	Are the ties correctly positioned/fixed (Every 3 bays, 2 lifts)					
6.5	Are working platforms at required locations?					
6.6	Are handrails and kickboards installed on scaffolds over 2 metres?					
6.7	Is there a control measure for falling objects?					
6.8	Is there access and egress to all working platforms?					
6.9	Are working platforms the correct distance from the working face?					
6.10	Are ladders installed correctly and an industrial grade?					
6.11	Are ladders: secured top and/or bottom; and projecting above landing 1m; and at a 4:1 pitch?					
6.12	Are scaffold boards secured to prevent uplift from wind in cyclone prone areas?					
6.13	Do ticketed scaffolders erect scaffolds over 4m high?					
6.14	When scaffold is completed, is a handover certificate supplied?					
6.15	Are signs/barriers erected for incomplete scaffolds?					
6.16	Are scaffolds regularly inspected & records kept of details?					
<b>7. HAZARDOUS MATERIALS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Penalty Unity</b>	<b>Act/Reg</b>
7.1	Does the relevant person have Safety Data Sheets available for all hazardous chemicals used at the workplace?					
7.2	Have SDS been provided to Principal Contractor?					
7.3	Is hazardous chemicals register kept on site?					
7.4	Are information placards posted at site? (only if site has hazardous chemicals over the placard quantity threshold in column 4, Schedule 11)					
7.5	All hazardous substances containers appropriately labelled?					
7.6	Are chemical storage areas provided that keeping the risk at an acceptable level?					
7.7	Are procedures in place and equipment available to contain and clean up a spill or leak of dangerous goods?					
7.8	Where required by a risk assessment, are workers wearing appropriate PPE for the hazardous substance being used?					
<b>8. CRANES &amp; RIGGING</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Penalty Units</b>	<b>Act/Reg</b>
8.1	Crane certificates of inspection provided and readily available?					
8.2	Crane driver's certificate of competency & licenses provided for site records?					

8.3	Manufacturer's instruction book and crane's log book in crane completed daily?					
8.4	Cranes set up firm level ground; engineer's specification detail where applicable?					
8.5	Riggers and dogmen certified and recorded and used for all crane operations?					
8.6	Is there a safe working zone established for crane operations?					
8.7	Is all lifting gear in good condition with inspection records kept on site?					
9. PLANT & EQUIPMENT						
9.1	Are excavators used as cranes fitted with burst protection valves and load chart available?					
9.2	Are manufacturer's instructions for lifting capacities in all directions in excavator cabins?					
9.3	Are roll over protection systems on all earthmoving equipment?					
9.4	Where applicable, are reverse and visual alarms operating and audible?					
9.5	Are isolation procedures developed for maintenance and repair work on plant?					
9.6	Are Elevated Work Platform logbooks and daily inspections completed, recorded and kept on the machine?					
9.7	Do only competent persons operate Elevated Platforms?					
9.8	Are Elevated Work Platforms used on firm level surfaces?					
9.9	Are hoists erected on stable ground and tied into structure?					
9.10	Is overhead protection provided for operator with material hoist?					
9.11	Are limit switches correctly installed?					
9.12	Are forklift operators licensed and trained for the specific type of forklift, ie. Work platforms, jibs etc?					
9.13	Is operator's manual readily accessible?					
9.14	Are seat belts installed in the FLT and used by the operators?					









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