

Company Structure

Crane and Rigging Pty Ltd operates solely in the building and construction industry on tower cranes only

The company supplies tower crane operators and dogman/riggers, as well as do basic tower crane maintenance for medium to large size builders, we are a source of labour only and do not supply cranes

This Safety Management System has been designed to meet the requirements of AS4801 Occupational Health & Safety. With an external audit the company can apply for AS4801 accreditation and tender for projects that require contractors have AS4801 accreditation. The Safety Management System will be used on each site and left inside the principal contractors' office; employees of Crane & Rigging will have access to this document.

Introduction

Crane & Rigging recognises the importance of protecting the Safety and Health of our employees and acknowledges the right of all employees to be provided with a safe and healthy work environment

We believe that an effective Site Specific OH&S Management Plan will enhance productivity, quality, good morale, and profit, as well as a safe work environment for all employees involved on the Project.

As an employer we are responsible for providing you a safe place to work in accordance with federal, state and local regulations.

You are urged to do your part in making the workplace a safe area for yourself and others. The overall safety programme can be improved by every employee properly using the safety equipment provided; avoiding unsafe practices and acts, co operating with their supervisor and following these safety guidelines.

Please read and study all of the safety rules provided by Crane & Rigging. If you have any questions regarding these rules, do not hesitate to ask me.

Matthew Elliott
General Manager
Crane & Rigging Pty Ltd

29th July 2009

This document sets out the safety management strategy to be adopted by Crane & Rigging during the course of the _____ contract on the _____ project managed by _____

The document is not designed to replace the Schedule of Health Safety & Environmental requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of Crane & Rigging in relation to these requirements.

This document and subsequent additions will be made available to the principal contractor for the purpose of auditing

Health Safety & Environment Management System 2012
By Matthew Elliott
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Roles and Responsibilities

Site Supervisor

Matthew Elliott is responsible for safety for his employees on the project. Duties include

- Implementing the company Occupational Health Safety and Rehabilitation procedures;
- Observing all OHS requirements and statutory rules and regulations;
- Ensuring that works are conducted in a manner that is safe and without risk to employees health and safety;
- Planning to do all work safely;
- Providing advice and assistance on OHS to all employees;
- Participating in the planning and design stages of trade activities;
- Ensuring current OHS and other relevant legislative requirements are met in the workplace;
- Identifying OHS training programs in advance and allowing for employee/s identified as requiring training to attend the training;
- Actioning safety reports and carrying out workplace inspections;
- Preparing and participating in safety meetings and safety programs;
- Facilitating the preparation of Safe Work Method Statements
- Insisting and ensuring on safe work practises at all times
- Investigating hazard reports and ensuring that corrective actions are undertaken;
- Conducting project inductions and toolbox talks;
- Participating in accident/incident investigations;
- Leading by example and promoting OHS at every opportunity;
- Supervising and ensuring compliance with safe work procedures;
- Communicating with the OHS Site Manager on matters relating to health and safety
- Providing suitable employment to assist rehabilitation initiatives; and
- Stimulating a high level of safety awareness at all times

Employees

Must work with the principal contractor in relation to the job schedule and only undertake work they are qualified for and inside their scope of works.

Fighting, harassment, sabotage, stealing, discrimination, negligently endangering other personnel on site and tampering with safety equipment may result in being removed from the site as well as summary dismissal from Crane & Rigging.

You must work to the requirements of the OH&S Act NSW 2000 as well as any other laws.

(Part 2 sections 20 OH&S Act 2000)

- 1) An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work.
- 2) An employee must, while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interests of health, safety and welfare on the employer or any other person

Drugs & Alcohol policy

Under no circumstances will any employee affected by drugs and / or alcohol be permitted to work and / or operate any equipment. Drugs and alcohol will not be tolerated on site. If an employee is found to be affected by alcohol or illicit substances on site they will be summarily dismissed by the company.

If an employee thinks they have a drug or alcohol problem we suggest they contact the Building Trades Group Drug and Alcohol committee on 02 9555 7851 for help, they provide free medical assistance, rehabilitation program, counselling and other services.

Document control

Crane & Rigging is responsible for

- Completing the Health Safety & Environment Management System and providing a copy to the Principal Contractor before work commences on site.
- Maintaining an up to date version of the Health Safety & Environment Management System. A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed
- Providing an updated copy to the Principal Contractor whenever changes occur
- Maintaining a register of people to whom the Health Safety & Environment Management System is issued
- Issuing a completed Health Safety & Environment Management System to all those registered
- Ensuring revisions are distributed to all registered people
- Reviewing the Health Safety & Environment Management System annually to ensure it is up to date
- Ongoing auditing of the system to ensure it conforms to best OHS practices in the industry

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Record of Revision

Edition	Date	Section	Page	Revision Details

Consultative committee

The company may establish where appropriate a consultative committee as a form of effective communication between employer and employees. The committee will be made up of an equal number of management and employee representatives.

The principal purpose of the committee will be to

- monitor the implementation of OH&S
- ensure employees are properly consulted in respect of issues impacting on their working conditions
- monitor, discuss, develop and / or recommend measures or actions in respect of but not limited to productivity, job security, skills audit and training, management of quality assurance, occupational health and safety, existing and future work, removal of restrictive work practices, productive use of inclement weather and other downtime, rehabilitation of injured workers and environmental protection

Job Safety Analysis / OHS induction

JSA's will be conducted prior to commencing work onto a new site, they will form part of the work activity OHS induction and Site specific OHS induction.

You will also be required to complete the principal contractors Site specific OHS induction.

At the induction the principal contractor will take a copy of your certificates of competency card and construction generic induction card or as a minimum record those card numbers for their induction register

It is company policy that all certificates of competency used on site and construction generic induction card be carried on your person at all times

**IF YOU DO NOT HAVE YOUR LICENCES OR INDUCTION CARD ON YOU
WHEN ARRIVING TO SITE YOU WILL NOT BE ABLE TO START WORK**



JOB SAFETY ANNALYSIS This form must be used in accordance with the risk matrix

Date: _____

Activity / Task Description: _____

Site: _____ Section: _____

JSA _____ Sign _____

Conducted by _____

HAZARD DESCRIPTION	LEVEL OF RISK	CONTROL MEASURE(S)	NEW LEVEL OF RISK	DATE COMPLETED

Site induction check list sheet**Project:****Name of inductee:****Date:**

Before commencing work on site, each employee is to be made aware of the specific site requirements relevant to the above project

As an employee, you are required to acknowledge that you have formally been trained in the site rules and requirements as they apply to this site, safety procedures and emergency procedures.

Please acknowledge you have been trained in/are aware of the following

SITE SHED, TOILET & AMENITIES LOCATIONS	YES	NO
FIRST AID KIT LOCATION & NOMINATED FIRST-AIDERS		
GENERAL PPE REQUIREMENTS		
STEEL CAPPED BOOT REQUIREMENTS		
HARD HAT REQUIREMENTS		
EXPLOSIVE TOOL REQUIREMENTS		
FALL HAZARD & SCAFFOLD REQUIREMENTS		
ELECTRICAL TOOL & LEAD SAFETY REQUIREMENTS		
DRUG & ALCOHOL REQUIREMENTS		
VEHICLE PARKING REQUIREMENTS		
SECURITY OF SITE REQUIREMENTS [INC. SHED & SITE ACCESS]		
ACCESS REQUIREMENTS [INC. SCAFFOLDING/LADDERS]		
PUBLIC SAFETY AROUND THE WORK SITE AREA		
PROJECT WORK METHOD STATEMENT		
PROJECT HAZARD IDENTIFICATION METHODS		
M.S.D.S. REQUIREMENTS		
EMERGENCY PROCEDURES & PHONE NUMBERS		
EQUIPMENT/PLANT SAFETY PROCEDURES		
PLANT REGULATIONS & CERTIFIED OPERATION		
HOUSE KEEPING REQUIREMENTS		
HAZARDS AROUND THE SITE [I.E. POWERLINES ETC].		
OTHER:		

I acknowledge that I have been trained in/are aware of all of the above site specific requirements and rules.

Signed:**date:**

Site induction sheet & employee register**Project:** _____**Employee name:** _____ **Date:** _____**Trade classification:** _____**Date of birth:** ___/___/_____ **Age:** _____ **Phone:** _____**Address:** _____**Person to identify in case of emergency:** _____**Phone:** _____**Skills / tickets / trade qualification / class:** __________
_____**Pre-existing medical conditions:** _____

Construction Generic Induction (white card): CGI _____**Workers compensation fund:** _____ **fund no:** _____**Union membership:** _____ **fund no:** _____**Building Industry long service fund no:** _____**Superannuation scheme:** _____ **fund no:** _____**Redundancy fund:** _____ **fund no:** _____**Inducted by:** _____**Signed:** _____ **Date:** ___/___/___

Skills and Competencies

Crane & Rigging will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

All employees must have a current NSW WorkCover Generic construction induction white card, when working interstate employees will be required to have that states equivalent of the white card.

Crane operators operating a standard Tower Crane will require National Certificate of Competency Tower Crane (CT)

Crane operators operating a Self Erecting Tower Crane will require National Certificate of Competency Self Erecting Tower Crane (CS)

Dogman will require National Certificate of Competency Dogman (DG)

Dogman carrying out rigging work will require the appropriate National Certificate of Competency in rigging (Rigging Basic (RB), Rigging Intermediate (RI) or Rigging Advanced (RA))

Site employees will be assessed on the following;

- Ability to read and interpret crane load chart
- Ability to read and interpret crane computer
- Ability to interpret operating instructions
- Ability to identify defects in crane especially when conducting daily checks
- Ability to send and interpret correct instructions between dogman and crane operator
- Ability to maintain high levels of concentration
- Understanding of cranes limitations
- Ability to undertake hazard assessment
- Willingness to comply with site and safety requirements



Skills / Competency Assessment Register

Project:

Date:

Employee Name	Skills, Competencies and experience	Work to be undertaken on this project	Deficiencies in skills & competencies	Additional training required
	[] Years Experience			Completed: Yes / No Date Completed: / /
	[] Years Experience			Completed: Yes / No Date Completed: / /
	[] Years Experience			Completed: Yes / No Date Completed: / /
	[] Years Experience			Completed: Yes / No Date Completed: / /
	[] Years Experience			Completed: Yes / No Date Completed: / /



Training Attendance Register

Course Name:					
Course Location:					
Name of Participants		Position	Training Type	Hours Attended	Signature + Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Training Company		Names of Trainers			Length of Course (Hours)
		1			
		2			
		3			
		4			

Lifting Gear

Crane & Rigging will ensure that all lifting gear (chains, slings, shackles, hooks, wire rope) and accessories (brick cage, man box, kibble, rubbish bins, plate clamps) brought on site will have a current test certificate and are listed in the Lifting Gear Register.

All lifting gear will be marked with the maximum rated capacity.

Crane & Rigging will ensure that all lifting gear and accessories it brings to site complies with Australian Standard 2550 Cranes, hoists and winches Industry code of practice.

Daily Pre Crane Operation Checks

The crane operator and dogman will be required to inspect all lifting gear and accessories prior to starting work and record in the daily Pre Op check list. Defective equipment must be separated from the other equipment and marked defective. The Crane operator and dogman will also be required to do a visual inspection on the crane and worksite to identify defects with the crane and any additional hazards caused by job changes.

It is the requirement of the crane operator to inform the crane owner if any crane maintenance / service become overdue.

Contact your supervisor at Crane & Rigging immediately if any defects will affect the job.

Ensure you work with the Foreman / Site manager in relation to the scheduling of lifts.

Crane Daily Checklist

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Site Name / Address	Crane Model	Conducted by

Check all items indicated. Inspect and indicate as satisfactory = S, Unsatisfactory = U, or not applicable = N/A.
Any marked Unsatisfactory make comment and date on back of page, Contact Crane & Rigging supervisor if it will affect the safety or progress of the job, let Site Manage know if job will be delayed. This document is two sided.

Date:	Lifting Accessories: <small>Brick cage, man box etc.</small>	Lifting chains + slings:	Hook:	Sheaves:
Reeving + Cable:	Block:	Boom, Tower:	Slew Brake:	
Leaks:	Crane Stability:	Emergency stops:	Limits:	
Crane Indicators: <small>Weight, wind speed, height etc.</small>	Weather:	Unusual Noises:	Additional Hazards:	

Date:	Lifting Accessories: <small>Brick cage, man box etc.</small>	Lifting chains + slings:	Hook:	Sheaves:
Reeving + Cable:	Block:	Boom, Tower:	Slew Brake:	
Leaks:	Crane Stability:	Emergency stops:	Limits:	
Crane Indicators: <small>Weight, wind speed, height etc.</small>	Weather:	Unusual Noises:	Additional Hazards:	

Date:	Lifting Accessories: <small>Brick cage, man box etc.</small>	Lifting chains + slings:	Hook:	Sheaves:
Reeving + Cable:	Block:	Boom, Tower:	Slew Brake:	
Leaks:	Crane Stability:	Emergency stops:	Limits:	
Crane Indicators: <small>Weight, wind speed, height etc.</small>	Weather:	Unusual Noises:	Additional Hazards:	

Date:	Lifting Accessories: <small>Brick cage, man box etc.</small>	Lifting chains + slings:	Hook:	Sheaves:
Reeving + Cable:	Block:	Boom, Tower:	Slew Brake:	
Leaks:	Crane Stability:	Emergency stops:	Limits:	
Crane Indicators: <small>Weight, wind speed, height etc.</small>	Weather:	Unusual Noises:	Additional Hazards:	

Date:	Lifting Accessories: <small>Brick cage, man box etc.</small>	Lifting chains + slings:	Hook:	Sheaves:
Reeving + Cable:	Block:	Boom, Tower:	Slew Brake:	
Leaks:	Crane Stability:	Emergency stops:	Limits:	
Crane Indicators: <small>Weight, wind speed, height etc.</small>	Weather:	Unusual Noises:	Additional Hazards:	

Health Safety & Environmental Management
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Est. 2012

**Crane Daily Checklist****Date:****Additional comments:****Signature:****Date:****Additional comments:****Signature:****Date:****Additional comments:****Signature:****Date:****Additional comments:****Signature:****Date:****Additional comments:****Signature:**

Injury reporting

All injuries will be reported to the appropriate First-aid / Safety Officer on site. Injuries will be recorded in the Site Injury Register and by Crane & Rigging on our Injury Register

Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more the injury and its circumstances will be reported to the WorkCover Authority using the Accident Investigation Report

On returning to work after a work related injury, a medical clearance certificate must be produced before re-commencing

Register of Injury

Details of Injured Person

Name

Surname _____ First _____ Sex(M/F) _____

Address

No _____ Street _____ Suburb _____ Post Code _____
 State _____ Contact Phone no's. _____

Employer Crane & Rigging
Address 10 Ocean St, Bondi 2026
 NSW Ph 9344 4848

Accident / Incident Details

Description of Events:

Date of injury ___/___/___ Time of Injury _____ am / pm

Task / operation undertaken at the time of the injury

Physical location (area) where injury occurred

Type of injury (e.g. bruise, cut, fracture)

Part of Body Injured (e.g. arm, torso, head)

Cause of Injury

Treatment Given / Action Taken

Person Completing this form

Surname _____ Given _____ Signature _____

Date ___/___/___ Time _____ am / pm

Did the person cease work? YES / NO

Has a referral for further treatment been issued? YES / NO

Accident Investigation Report

A separate form should be completed for each person injured

Circle the appropriate **Injury** **Damage** **near Miss**

Project _____ **Address** _____

Name of injured person

Surname _____ **First** _____ **Sex (M/F)** _____

Date of Birth ___/___/___

Job Title _____ **how long at this occupation** _____

Main tasks performed _____

Training provided _____

Time & Date of Incident ___/___/___

Accident Results

Fatal **Hospital inpatient** **Doctor only** **First aid only** **Property damage** **Nil**

Circle the appropriate

Nature of injury, disease or damage

Body location of injury, disease or damage

Outcome (To be answered as information becomes available)

Rehabilitation **Short term alternate duties** **Long term alternate duties**

Circle the appropriate

Total number of day's lost _____

Government report completed and sent YES / NO

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Investigation undertaken

YES / NO

Description of incident, what was the worker doing at the time? _____

Names of witnesses	Signature	Date

How was the injury, disease or damage sustained? _____

What happened? (Undesired event) _____

Reconstruct the sequence of events that led to the undesired event

1.	4.
2.	5.
3.	6.

List contributing factors _____

Investigating Person _____ Position _____

Signature:	Date of investigation:
------------	------------------------

Corrective Action Undertaken _____



Estimated cost of incident: \$ _____

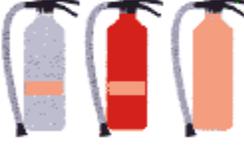
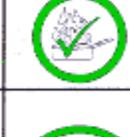
Estimated cost of correction: \$ _____

Employers Comments

Signature	Date
------------------	-------------

Safety Co-ordinator's Comments

Signature	Date
------------------	-------------

INDICATOR	CLASS OF FIRE →		A	B	C	(E)	F	SPECIAL NOTES
 POST 1995	TYPE OF FIRE →		Ordinary combustibles (wood, paper, plastics, etc.)	Flammable and combustible liquids	Flammable gases	Fire involving energized electrical equipment	Fire involving cooking oils and fats	
	 YES	 NO						
PRE 1995	IDENTIFYING COLOURS	TYPE OF EXTINGUISHER	EXTINGUISHER SUITABILITY					
		WATER						Dangerous if used on electrical fires
		WET CHEMICAL						Dangerous if used on electrical fires
		FOAM						
		AB(E) DRY CHEMICAL POWDER						
		B(E) DRY CHEMICAL POWDER						* May be used on small surface fires.
		CARBON DIOXIDE (CO ₂)						* May be used on small surface fires.
		VAPOURIZING LIQUID Fumes may be dangerous in confined spaces		 5kg only				* Vapourizing Liquid extinguishers are not suitable for smouldering deep seated A class fires

NOTE

→ **CLASS 'D' fires** (involving metals e.g. magnesium) - use special purpose extinguishers only.

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Signage

A RED CIRCLE with a line through it means this is something you MUST NOT DO

A YELLOW TRIANGLE warns you of a danger or risk to your health

A BLUE CIRCLE tells you that you must wear some special safety equipment

All personnel on site should familiarise themselves with the signs on site

Example signage below



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Emergency control plan

Upon discovering some potentially dangerous or emergency situation, it is to be reported immediately to the site manager

In the event of an emergency evacuation work will cease immediately all employees are to leave the site and go to the emergency muster point via the suggested routes on the emergency evacuation plan

Once assembled in the designated area remain calm. A head count should be done by each foreman to ensure that no persons are left on the site.

The site manager will advise as to when the site is safe to resume or to suspend works for the balance of the day. Do not re-enter the worksite until it is given the all clear by the site manager.

The site plans show the assembly area

Copies of the evacuation plan should be placed in each lunch shed, change room and first aid room where available.

If you are the dogman communicate with the crane operator to let them know of the nature of the emergency, which areas may be unsafe to pass, the muster point you will be at and if it may be safer for the crane operator to stay in the crane until the emergency passes.

Contact with the powerlines

If your crane / load have come into contact with powerlines try to move the crane away from the conductors using the crane cabin controls or the remote controls (controls will probably not work in crane as computer will have shorted out)

Warn all other people nearby not to touch any part of the crane

Have someone contact emergency services 000 and the energy provided if known

Remain in the crane cabin until the power is disconnected

If it becomes essential to leave the crane cabin or the immediate vicinity of the crane, jump clear as far away from the crane as possible and avoid touching the crane and the ground at the same time, when moving away from the crane shuffle or hop

Keep minimum distances from powerlines, In NSW Current as of 23rd April 2012

Voltage	Minimum Distance	Line Type
Up to 132 000	3 metres	Low Voltage
Above 132 000 and up to 330 000	6 metres	Distribution
Above 330 000	8 metres	Transmission

Emergency Contact Information

To be filled out individually for each jobsite

EMERGENCY CONTACT NUMBERS

AMBULANCE/POLICE/FIRE: PHONE 000

POWER SUPPLY COMPANY: PHONE

GAS SUPPLY COMPANY: PHONE

WATER SUPPLY COMPANY PHONE

MEDICAL

NEAREST HOSPITAL IS:

PHONE

LOCATED AT:

NEAREST DOCTOR/MEDICAL CENTRE IS:

PHONE

LOCATED AT:

NEXT NEAREST DOCTOR/MEDICAL CENTRE IS:

PHONE

LOCATED AT:

FIRST AID

THE FIRST AID KIT IS LOCATED:

THE NOMINATED FIRST-AIDERS ARE:

1)

2)

3)

SITE CONTACT NUMBERS

..... [SITE MANAGER]: MOBILE:

..... [SHOP STEWARD]: MOBILE:

..... [DIRECTOR]: MOBILE:

..... [CONSTRUCTION MANAGER]: MOBILE:

..... [OFFICE]: BH FAX.....



Sample Emergency Site plan



Likelihood	Minor	Moderate	Major
Likely			
Possible			
Unlikely			

Risk Treatment Key

<p>Intolerable Risk Level. Immediate action required</p>
<p>Tolerable Risk Level. Risks must be reduced so far as is practicable.</p>
<p>Broadly Acceptable Risk Level. Monitor and further reduce where practicable.</p>

Hierarchy of controls

1	Eliminate the hazard — remove it completely from your workplace.
2	Substitute the hazard — with a safer alternative.
3	Isolate the hazard — as much as possible away from workers.
4	Use engineering controls — adapt tools or equipment to reduce the risk.
5	Use administrative controls — change work practices and organisation.
6	Use personal protective equipment (PPE) — this should be the last option after you have considered all the other options for your workplace.