

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

NOTE: Print the last 3 pages of this document and then delete them; they are instructions for tailoring and about this plan

XYZ

Construction Safety & Environmental Management plan

Controlled COPY No.	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
Issue No.	1.0	Date:	17/01/2012

To update the table of contents, right click anywhere in the table, then click update field and update entire table; update the table of contents just before you print. The table will be automatically updated; then delete this prompt box

Table of contents	Page No
WHS and Environmental Policy	5
1 Introduction	6
2 Definitions	6
3 Business outline.....	7
4 Planning and Responsibilities.....	7
4.1 Environmental legislation, approvals, licenses and permits.....	10
5 Hazard Identification, risk assessment and control	10
5.1 Hazard Reporting	10
6 Safe Work Method Statements.....	10
7 Environmental protection measures.....	11
8 Information, training and competency	11
8.1 Induction training.....	12
9 Consultation and participation	13
10 Communications Management.....	14
10.1 On-Site Communication	14
10.2 External Communication	14
10.3 Communication with Subcontractors.....	14
10.4 Community liaison.....	14
10.5 Complaints	15
11 Incident Management	15
11.1 Emergency preparedness and response procedures.....	15
11.2 Environmental incident response and reporting procedures	16
11.3 Injury management and Incident investigation	16
12 Site Safety and Environmental Protection Rules.....	18
13 Plant and Equipment	18

14 Hazardous Substances and Dangerous Goods 18

15 Electrical Equipment..... 18

16 Subcontractor Management 18

16.1 Selecting and engaging subcontractors 18

16.2 Managing subcontractors on site..... 19

17 Safety and Environmental Site Inspections..... 19

18 Corrective and preventive action 19

19 Review of HSE performance 20

20 Project Forms..... 20

21 Project Specific Information..... 20

Appendix A Project forms

Appendix B Project Specific Information

1 Introduction

This Construction Safety and Environmental Management Plan (CSEMP) is the prime document for the management of safety and environmental issues in all works undertaken by XYZ. The Plan provides information and guidance on how XYZ will meet all Work Health & Safety and Environmental requirements.

By implementing this management plan, XYZ aims to:

- ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness
- ensure that appropriate environmental protection measures are implemented on works undertaken within the work areas.

The plan has been developed to comply with the requirements of:

- Work Health and Safety Regulation 2011 and associated Codes of Practice; and
- applicable Federal and State Environmental Legislation.

2 Definitions

Some of the new terms introduced in the new Work Health and Safety Act 2011 are outlined below:

Person conducting a business or undertaking (PCBU)	A new term 'person conducting a business or undertaking' (PCBU) that includes organisations and individuals conducting a business or undertaking. A PCBU has a primary duty of care to ensure workers and others are not exposed to risks to their health and safety while at work in the business or undertaking.
WHS legislation WHS regulation	Work health and safety Act 2011 Work health and safety regulation 2011
Reasonably practicable	Reasonably practicable requires a PCBU to do what is effective and possible to ensure the health and safety of workers and others
Officer	Officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking. Officers must exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations.
Workers	There is a new definition of 'workers' to reflect the diverse employment arrangements in many workplaces. A worker is any person who performs work in any capacity for a business or undertaking including labour hire staff, volunteers, work experience students, contractors, sub contractors, apprentices, trainees and outworkers.
Health and Safety Representatives (HSRs)	Health and safety representatives (HSRs) will play an important role in representing the health and safety interests of workers in a work group. They have certain powers and functions relating to work health and safety (WHS) such as: <ul style="list-style-type: none"> • representing workers in a work group • monitoring actions taken by the PCBU

- Ensure that their plant and equipment are properly inspected and maintained
- Notify the XYZ site supervisor of any safety or environmental incident such as oil spills, near misses, injuries
- When required, participate in incident investigations
- Ensure that their personnel hold all relevant tickets, licences and permits
- Ensure that appropriate SWMS are available on site

4.1 Environmental legislation, approvals, licenses and permits

All activities carried out on the site and in relation to the Project will comply with the relevant provisions of all legislation relating to the construction of the Project.

XYZ will ensure that any approvals, licenses and permits as required by the REF (Review of Environmental Factors) / Environmental Impact Assessment (EIA) or similar document and legislation are obtained before works commence.

A detailed Schedule of Environmental Legislative Requirements with obligations relevant to the Project is detailed in *Attachment F of PSI*.

5 Hazard Identification, risk assessment and control

XYZ requires that a thorough hazard control process, comprising hazard identification, risk assessment and analysis, be conducted before work commences in order to have appropriate safety and environmental controls measures in place from the start of the project.

An overall worksite HSE hazard identification and risk assessment is carried out and documented before works commence. The identified hazards and risk controls are then incorporated into the Safe Work Method Statements and Environmental Protection measures.

The hazard identification and risk assessment is documented in *Attachment B of PSI*.

5.1 Hazard Reporting

XYZ encourages all employees to report hazards immediately to the Works Supervisor. Where the hazards cannot be corrected immediately, they are reported and recorded in the *Hazard Report form F12*.

The Works Supervisor investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury. The Project Manager regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

6 Safe Work Method Statements

All work activities assessed as having HS risks require the preparation and implementation of Safe Work Method Statements.

Safe work method statements ensure that our workers are aware of the risks in their work tasks, an outline how to avoid injury or illness while doing these tasks. SWMS are a means of briefly

- Environmental Awareness of their environmental protection responsibilities and measures to minimise environmental impacts
- Environmental protection requirements of the site as set out in this Plan

Any other relevant health and safety issues, which become apparent during project start up, will be included in the site-specific induction.

Only people who have attended this induction will be permitted onto the jobsite. This will be provided by the works supervisor or another delegated Officer. Site induction training is recorded in form *F02 Site Induction Register*.

Subcontractors and visitors to the site will be inducted along the lines of the topics listed above. Induction is given before a subcontractor is allowed to commence work on site. Visitors to workplaces are site inducted and must be accompanied at all times around the workplace by an authorised person. When required they are issued with protective clothing.

9 Consultation and participation

XYZ promotes the active participation of all employees in HSE decisions. Employees are consulted and given opportunity, encouragement and training to be proactively involved in HSE matters affecting the organization and their work activities.

Consultation is required between:

- Duty holders with shared duties; and
- The project management and the workers impacted by the work activities or undertakings. This includes contractors and their workers, employees of labour hire companies, students on work experience, apprentices and trainees.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation’s policies and procedures of work routines which may affect HSE;
- incidents/accidents, near misses, non-conformances, corrective actions and improvements
- changes to HSE legislation / regulations; and
- election of HS Representatives

All workplace consultation is recorded using form *F01 Record of Toolbox meeting* and occurs weekly or as required.

WHS dispute resolution

The procedure for settling disputes about WHS issues (other than injury management issues) that cannot be resolved by work supervisors and HS Committee Members and/or HS Representatives (if any) at the local level is as follows:

12 Site Safety and Environmental Protection Rules

Site Safety and Environmental protection rules are included in *Attachment D of PSI*.

All employees, subcontractors, suppliers and visitors to the site must abide by the identified site safety rules. A copy of these rules will be given during site induction. Furthermore, the rules will be displayed on notice boards or at other suitable locations at the work site.

13 Plant and Equipment

Xyz ensures that plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented using form *F09 Plant and Equipment Register*.

Daily pre-start checks are carried out on plant (forms F13) and schedule of maintenance and fault reports are notified to the Works Supervisor and documented in logbooks and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

14 Hazardous Substances and Dangerous Goods

All hazardous substances brought on site are stored, handled and transported in a manner that meets relevant legislative requirements and minimises the risks associated with the substance.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current Safety Data Sheets (SDS). All hazardous substances and dangerous goods are stored in the original containers with the label intact at all times.

Each hazardous chemical is recorded using form *F04 Hazardous Substances Register* and relevant staff is trained on the SDS and how to use them.

15 Electrical Equipment

Xyz ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site. Electrical equipment brought on site is listed in the *Electrical Equipment Register form F10*.

16 Subcontractor Management

16.1 Selecting and engaging subcontractors

Xyz engages only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

The Project Manager ensures that project performance is evaluated on a regular basis by reviewing inspections records, complaints, enquires received, incidents and accidents.

19 Review of HSE performance

The [Project Manager](#) ensures that HSE performance is evaluated on a regular basis by reviewing inspections records, complaints/enquires received, incidents, injuries and any other safety or environmental issues.

The Construction safety and environmental management plan is reviewed on a yearly basis to ensure their continuing suitability, adequacy and effectiveness.

This includes assessing opportunities for improvement and the need for changes to the HSE plan, the policies and objectives. The review process is led by the [Director](#) of the company and involves all [Project Managers](#) and HS Representatives (if any).

Conducting internal management plan reviews and measuring HSE performance is essential to:

- determine whether the system is effective;
- verify that on-site controls are effective;
- test whether HSE objectives and performance targets have been met;
- ensure the continuous improvement of [Xyz](#)'s overall management of health, safety and environmental.

20 Project Forms

Various forms are used to help keep record of HSE performance; refer to *Appendix A* for forms to be used with the project.

21 Project Specific Information

Specific information related to the project is included in *Appendix B* provided as separated document.

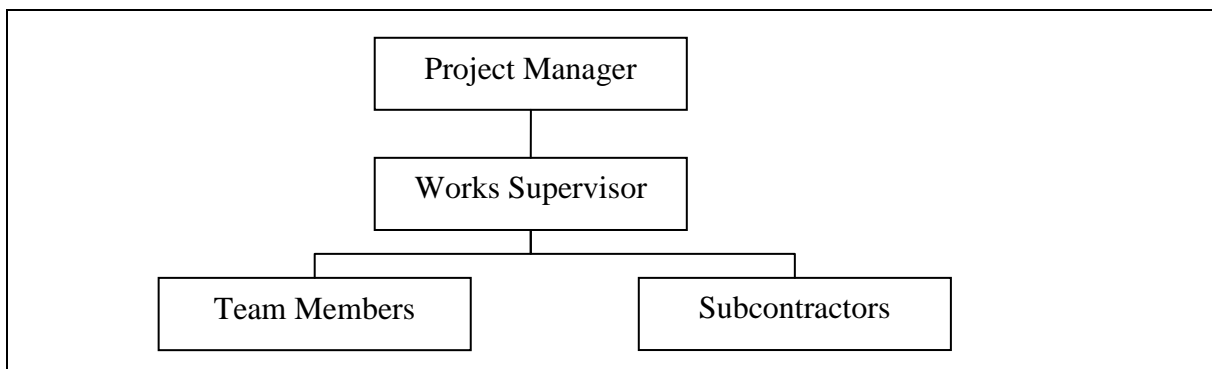
Appendix A Project forms

Number	Name
F01	Toolbox Meeting Record
F02	Site Induction Register
F03	Daily Site Risk Assessment
F04	Hazardous Chemicals Register
F05	Subcontractor Register
F06	Communications and Complaints Register
F07	Incident Investigation Report
F08	Training and Competency Register
F09	Plant and Equipment Register
F10	Electrical Equipment Register
F11	Register of Injuries
F12	Hazard Report
F13	Truck and Plant Pre-Start Inspection & Defect Report
F14-A	Safety and Environmental Inspection Checklist
F15	Risk Assessment
F16	Safe Work Method Statement
F17	Environmental incident report
F18	Non-conformance report (NCR)
F19	Corrective action request (CAR)
F20	Environmental protection measures
F21	Waste disposal register

Attachment A: Organisation details, project delivery team & Contact numbers

Complete details below and then delete this prompt box

ORGANISATION DETAILS			
Business or trading name and address:			
ACN/ABN:		Contractor licence No:	
Telephone:		Facsimile	
Email:		Mobile:	
Name of director or manager:		Telephone:	
Insurances (Attach copies of certificates of currency)	Company	Policy number	Expire date
Workers compensation			
Public liability			
Professional indemnity			
Other			



Attachment D: Site Safety and Environmental Rules

Site rules must be specific to each site and organisation. Delete what is not applicable to your project; add new site rules if required; and then delete this prompt box

Site safety rules
Project/Location:
<p>Site Inductions</p> <ul style="list-style-type: none"> • All staff must be inducted to the site on initial commencement and following any significant changes to site management arrangements. • All contractors and visitors must be inducted to the site on arrival. • Visitors must be accompanied by a guide at all times and must follow all instructions given to them • Inductees must be advised of site safety rules, hazardous work activities occurring at the site and arrangements for first aid and emergencies. • Only employees who have completed the general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site
<p>Manual Handling</p> <ul style="list-style-type: none"> • Manual handling is to be eliminated wherever possible. • Wherever possible, use mechanical devices to lift heavy or awkward items. • Team lifting should only be used where mechanical lifting is not practical. • List tasks at your site where manual handling is prohibited.
<p>Traffic & Vehicle Movements</p> <ul style="list-style-type: none"> • Travel paths for general traffic and site vehicle movements must be clearly marked and separated from pedestrian travel paths.
<p>Mobile Plant</p> <ul style="list-style-type: none"> • The sphere of influence of the mobile plant must be identified prior to operation of that plant. • Work must not be carried out within 4 metres of a mobile plant and its sphere of influence. • Beware of reversing trucks and plant. Listen for reversing alarms. • Beware of overhead power lines and low branches when operating mobile plant.
<p>High Visibility Clothing</p> <ul style="list-style-type: none"> • High visibility safety vests are to be worn during daylight hours whenever working in the vicinity of traffic or mobile plant. • White overalls with reflective striping are to be worn at night when working in the vicinity of passing traffic.
Use of Hazardous Substances

