



# Small Contractor/Sole Trader

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## Work Health and Safety Management Pack

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Date of Issue: 24 March, 2014

## *PREAMBLE*

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The *Berrigan Shire Council's Small Contractor / Sole Trader Work Health and Safety Management Pack (WHS Pack)* is a tool to help small contractors / sole traders manage work health and safety. It is designed to assist a company that has no documented safety management systems by providing some general guidance and some pro-forma documents that can be adapted to meet the company's needs.

Sole traders / small contractors should use this package as the basis for establishing a WHS Management Plan for their business activities and follow the steps in setting up various site specific plans.

This *WHS Pack* was developed by adapting the Construction Industry's "OHSE Subby Pack", which was designed for small companies in the construction industry, Australia wide.

In addition to this *WHS Pack*, sole traders / small contractors should refer to their responsibilities as set out under the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2011*, the *Workers Compensation Act 1987*, the *Workplace Injury Management and Workers Compensation Act 1998* and *Workers Compensation Regulation 2010*.

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## INTRODUCTION

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Under the *Work Health and Safety Act 2011*, “a person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- (a) workers engaged, or caused to be engaged by the person, and
- (b) workers whose activities in carrying out work are influenced or directed by the person,

while the workers are at work in the business or undertaking.”

The term “worker” under the *WHS Act* refers to employees, contractors, volunteers, work experience students, and hired workers.

Therefore, Council has a responsibility not only to its employees but also to the contractors it engages, and the contractors have a responsibility not only to Council and themselves, but also to the workers they employ. **Health and safety is everybody’s responsibility.**

**When Council engages a Contractor to carry out work on Council’s behalf, the Council must be satisfied that the Contractor will carry out the work in a safe manner.** To demonstrate that measures are being taken to manage the health and safety of all workers at a worksite, Council requires all Contractors to provide a range of information about their work activities (including the persons, equipment and vehicles used in carrying out the work activities).

This package contains advice and some forms that may be used by Contractors to provide the necessary information to Council. Because of the wide range of specialised tasks that Councils engage Contractors to undertake, it is unlikely that all forms will apply to all Contractors. **It is only necessary to complete the forms that relate to the activities to be carried out by the Contractor.**

This *WHS Pack* has been divided into two parts:

**PART A** is required to be completed by **all contractors** undertaking work for Council, whereas;

**PART B** may not apply to all contractors. Contractors should read Part B and only complete those sections that apply to their type of work.

# PART A

**TO BE COMPLETED BY ALL  
CONTRACTORS**

## 1.0 COMPANY DETAILS

---

This document sets out the safety management systems adopted by  
 (insert company . sole trader name) \_\_\_\_\_  
 for works consisting of (insert Trade) \_\_\_\_\_

The document is not designed to replace the Schedule of Health Safety & Environmental requirements as stated in any purchase orders, letters or engagement or conditions of contract, but will be used to provide verification of the actions of

(insert company / sole trader name) \_\_\_\_\_ in relation to these requirements.

1. **Name of Company:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
 \_\_\_\_\_

**Manager / Owner / Partner:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

2. \_\_\_\_\_ will be the person on site responsible for supervision of the Scope of Works and its safety.

3. Our anticipated peak number of employees will be : \_\_\_\_\_

**Trade or Type of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Name** **Signature** **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2.0 WORK HEALTH AND SAFETY POLICY

---

At \_\_\_\_\_ (insert company / sole trader name) our Work Health, Safety Policy recognises our responsibilities under current health and safety legislation and are committed to providing and maintaining a healthy and safe work environment for our workers and others at our worksites..

Our policy objectives are to:

- Provide and maintain a work environment without risks to health and safety;
- Provide and maintain safe plant and structures;
- Provide and maintain safe systems of work;
- Ensure the safe use, handling, and storage of plant, structures and substances;
- Provide adequate facilities for the welfare at work of workers in carrying out work including ensuring access to those facilities;
- Provide information, training, instruction and supervision that is necessary to protect all persons from risks to their health and safety arising from work;
- Ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

## 3.0 RESPONSIBILITY

---

\_\_\_\_\_ (insert person's name) will ensure that all activities are carried out in accordance with the requirements of the *Work Health and Safety Act 2011*, *Work Health and Safety Regulations 2011*, appropriate *Codes of Practice*, and the organisation's WHS Policy. Examples of these activities are shown below:

- Identifying hazards and performing risk assessments on all tasks to be undertaken;
- Ensuring workers have the appropriate qualifications to perform the work;
- Consulting with workers on work health and safety issues;
- Eliminating risks, or applying risk control measures in accordance with the hierarchy of controls where risks cannot be eliminated;
- Regularly inspecting the worksite and work activities and addressing health and safety concerns;
- Injury management / rehabilitation / return to work programs
- Regular review of workplace procedures.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

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Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*.



#### 4.0 DOCUMENT CONTROL

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We understand that by law our organisation is responsible to keep up-to-date records of all documents (including insurances) associated with our Work Health & Safety requirements, and that these documents reflect how we conduct our activities.

\_\_\_\_\_ (insert company / sole trader name) keeps this information and makes it available to all workers, and Council, if requested.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Signature Date

#### 5.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT

---

\_\_\_\_\_ (insert company / sole trader name) will follow the following risk assessment process:

1. Work activity is defined with each sequential step listed;
2. All potential hazards associated with each step identified including hazards that can cause injury to a person or harm the environment;
3. For each hazard, potential risks will be identified and assessed in terms of likelihood (how likely is it that somebody or something could be harmed) and consequence (what could happen). All identified risks are assessed for severity of harm ranging from low to very high using the Risk Matrix table as shown in the attached **Form 007**.
4. Risks will be controlled according to the “hierarchy of control”. All reasonably practicable attempts will be made to **eliminate** the risk. If this is not possible risks will be controlled in the following sequence:
  - a) Substitution – substitute with a safer alternative
  - b) Isolation – separate the hazard from the worker to reduce the risk
  - c) Engineering – develop an alternative that reduces the risks
  - d) Administration – provide training, safe work procedures
  - e) Personal Protective Equipment – equipment provided to reduce the risk.

**A Code of Practice on “How to Manage Work Health and Safety Risks” is available from Safe Work Australia and can be accessed from their website ([www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)). This provides an easy to understand explanation of identifying, assessing and controlling risk in the workplace.**

## 6.0 CONSULTATION

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Consultation with workers on WHS matters is an important element of any WHS management system. It provides a mechanism whereby workers can openly discuss and express their views on WHS matters. There are a variety of consultation methods that can be used such as:

- Health and Safety Representatives (HSRs)
- WHS Committees
- Toolbox Meetings

Whatever arrangement is used, it must meet the needs of the workers and must be an agreed mechanism between the organisation and the workers. However, where workers request the election of HSRs or the establishment of WHS Committees, the organisation must facilitate this.

\_\_\_\_\_ (insert company / sole trader name) will establish consultative arrangements with our workers on WHS matters.

## 7.0 SAFE WORK METHOD STATEMENT

---

A **Safe Work Method Statement** (SWMS) is the documentation identifying how high risk construction work activities are to be carried out safely. Information on what is classified as a high risk construction work activity is listed in the *Work Health and Safety Regulations 2011*. A template for a SWMS and an example of a completed SWMS is included with this Pack as **Forms 005 and 006** in the Attachments.

\_\_\_\_\_ (insert company / sole trader name) will submit a sample (not specific to any site) SWMS with our tender / quote as a way for Council to see that we understand the risk management process and will be able to conduct further assessments for the activities we carry out for Council.

Prior to commencement of work on a specific site, we agree to review, and if necessary, amend the sample Safe Work Method Statement submitted with the tender quote after considering the job steps or site conditions applying at the specific site.

## 8.0 QUALIFICATIONS

---

### 8.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) will ensure all persons engaged by us to undertake work are adequately trained to a level of competency sufficient to ensure their health and safety when at work. These skills are identified on the Skills / Competencies / Accreditations Register (**Form 001**) (which is attached), which will be kept up-to-date throughout the duration of the works.

### 8.2 Certification of Workers

Certain tasks undertaken by contractors, employees and subcontractors will require an appropriate licence or certification. All persons engaged in work activities must hold the appropriate licences and / or certification to undertake



## 10.0 WORKERS COMPENSATION OR PERSONAL ACCIDENT INSURANCE

---

### 10.1 Procedure

\_\_\_\_\_ (*insert company / sole trader name*) will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the **Workers Compensation Act 1987** and Workplace Injury Management & Works Compensation Act 1998.

**OR** if the contractor is a sole trader or partnership, Personal Accident Insurance is recommended but not required.

**A Certificate of Currency of the Workers Compensation or Personal Accident Insurance policy issued by the insurer shall be provided.**

### 10.2 Assessment

Where contractors are engaged to carry out work, their ability to be considered an “employee/s” under the Workers Compensation Act 1987 and Workplace Injury Management & Workers Compensation Act 1998 will be assessed.

\_\_\_\_\_  
Name Signature Date / \_\_\_\_ / \_\_\_\_

## 11.0 PUBLIC LIABILITY INSURANCE

---

\_\_\_\_\_ (*insert company / sole trader name*) will provide Public Liability Insurance to a minimum value of \$20,000,000. Such insurance policy shall be kept in force at all times during the course of any work undertaken for Council.

\_\_\_\_\_  
Name Signature Date / \_\_\_\_ / \_\_\_\_

**A Certificate of Currency of the Public Liability Insurance policy issued by the insurer shall be provided.**

## 12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

---

### 12.1 Procedure

Where it has been determined that PPE is to be utilised on the work site to deal with risks associated with the work \_\_\_\_\_ (*insert company / sole trader name*) will supply all such equipment.

This equipment may include but is not limited to: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun screen, safety belts and harnesses. Hi-vis clothing, steel cap boots and hard hats are the minimum requirement for entry to a construction site. All equipment will comply with Australian Standards and all employees will be trained in the correct use of the equipment.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Signature Date

## 13.0 FIRST-AID & INCIDENT REPORTING

---

### 13.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) will provide our own first aid equipment in accordance with the requirements of Work Cover and the risk assessment for the work.

### 13.2 Reporting

All injuries will be reported to the Council Supervisor as soon as possible, but no later than 12 hours after their occurrence. A follow-up investigation will be conducted and Council will be advised of the outcome after completion. The Register of Incident / Injury form with all the information provided will be submitted to Council (refer **Form 003**).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Signature Date

## 14.0 PLANT

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### 14.1 Procedure

Items of plant may be required to undertake some work tasks. As a minimum, contractors generally travel to a work site in their own vehicle and these vehicles are regarded as plant used in the performance of the work.

In regard to motor vehicles owned and / or operated by the contractor and used in day to day operations when working for Council, \_\_\_\_\_ (insert company / sole trader name) **shall provide a copy of the certificate of registration and evidence of a comprehensive motor vehicle insurance policy** to Council annually and make same available upon request.

Equipment including stationary and mobile plant can be hazardous to workplace safety.

In order to comply with Work Health & Safety Legislation \_\_\_\_\_ (insert company / sole trader name) will carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance history of each item will be documented and made available on request. An example of the information to be recorded is provided in the Plant ID Register in the Attachments (**Form 002**).

Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the

Manufacturers Recommendations. The environmental effect of plant and equipment on and around the workplace will also be considered.

#### 14.2 Hired Plant

Where plant and equipment is hired, the same requirements for Work Health and Safety as those required on site will be specified by \_\_\_\_\_ (insert company / sole trader name) to the hire company as a condition of the hire agreement.

No item of plant will be brought on site without a current service / maintenance record and / or registration (where registration is required) including daily pre-commencement checklist.

**Note:** Specific plant may require design registration, item registration or both. Where plant is hired on a “Dry Basis” without an operator the supplier of the hired plant must provide a pre-commencement induction including:

- Safe operating procedures including copies of procedures manual
- Copy of plant risk assessment form
- Copy of daily pre-commencement checklist

\_\_\_\_\_  
Name Signature Date / /

#### 15.0 CLAIMS FOR PAYMENT

---

\_\_\_\_\_ (insert company / sole trader name) will provide all appropriate and necessary documentation to support any claim for payment. In addition to my / our own tax invoice, a covering statement of claim will be provided in the form of a single page with relevant details and including declarations relating to:

- Payment of wages to person involved in undertaking the work,
- Risk assessments undertaken prior to the commencement of works,
- Information about any incidents, accidents or injuries to persons who undertook the work, if applicable

The statement of claim will be in the form as Attachment (**Form 004**).

\_\_\_\_\_  
Name Signature Date / /

# PART B

## CONTRACTORS TO ONLY COMPLETE RELEVANT SECTIONS

## 16.0 ELECTRICAL – only to be completed if applicable

---

### 16.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice *Managing Electrical Risks at the Workplace*. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules. All electrical equipment to be brought on site will be tested and tagged in accordance with Regulations and protected by an RCD.

### 16.2 Inspection & Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice *Managing Electrical Risks at the Workplace*.

### 16.3 Selection and Use

A range of issues will be considered before selecting and using electrical equipment. These are identified in the Code of Practice, and include, but are not limited to:

- The design, construction, installation, protection, maintenance and testing of electrical equipment or electrical installations;
- Design change or modification;
- Inadequate or inactive electrical protection;
- Where and how electrical equipment is used – electrical equipment may be subject to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span. For example equipment may be at greater risk of damage if used outdoors or in a factory or workshop environment;
- Electrical equipment being used in an area in which the atmosphere presents a risk to health and safety from fire or explosion, for example confined spaces;
- Type of electrical equipment – for example plug-in electrical equipment that may be moved around from site to site including extension leads, are particularly liable to damage;
- The age of the electrical equipment and electrical installations;
- Work carried out on or near electrical equipment or electrical installations including electric overhead lines or underground electric services, for example work carried out in a confined space connected to plant or services.
- **Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, \_\_\_\_\_ (insert company / sole trader name) will ensure that the same requirements for Work Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date



## 17.0 HAZARDOUS SUBSTANCES – only to be completed if applicable

---

### 17.1 Procedure

Prior to hazardous substances being used on a project \_\_\_\_\_ (insert company / sole trader name) will obtain a Safety Data Sheet (SDS) and submit to Council on request. No hazardous substance will be used on site without Council approval.

### 17.2 Selection

\_\_\_\_\_ (insert company / sole trader name) will, as a minimum, consider the following when selecting hazardous substances:

- Flammability and explosivity;
- Carcinogenic classification if relevant;
- Corrosive properties;
- Environmental hazards;
- Toxicity (short and long term);
- Chemical action and instability;
- Extent of PPE required;
- Storage requirements

Wherever possible the material with the lowest possible hazard potential that meets the technical requirements for the job will be used.

### 17.3 Storage

\_\_\_\_\_ (insert company / sole trader name) will store and use hazardous substances in accordance with the SDS and relevant Regulations. Hazardous substances of any quantity will not be stored on the worksite without the prior written consent of Council.. Any hazardous substances will be stored in their original containers with the label intact at all times.

### 17.4 Use

\_\_\_\_\_ (insert company / sole trader name) will refer to WorkCover and ASCCA Publications for advice. Advice on a particular substance may be obtained from the supplier or manufacturer.

Prior to using any hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task.

Confirmation of this training will be recorded on the Skills / Competencies / Accreditations Register (**Form 001**).

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 18.0 LIFTING GEAR - only to be completed if applicable

---

### 18.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks, etc.) to be brought on site have a current certificate of inspection.

### 18.2 Assessment

All lifting slings and accessories will be marked with the manufacturers identification, and maximum rated capacity.

\_\_\_\_\_ (insert company / sole trader name) will provide each item with a marked identification number and a current test certificate for each will be held on site and made available on request.

### 18.3 Selection & Use

Prior to use all lifting gear will be inspected by a competent person to check for defects. Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.

\_\_\_\_\_  
Name Signature Date / /

## 19.0 FIRE PROTECTION – only to be completed if applicable

---

### 19.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

\_\_\_\_\_ (insert company / sole trader name) will ensure all personnel carrying out hot work have an appropriate fire extinguisher close-by, and are competent to use it.

All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas to create a fire risk.

All plant vehicles and equipment shall be free of mechanical faults and defects likely to cause fire and be equipped with an efficient spark arrestor.

\_\_\_\_\_  
Name Signature Date / /

## 20.0 FALL PREVENTION – only to be completed if applicable

---

### 20.1 Procedure

\_\_\_\_\_ (insert company / sole trader name) shall ensure that the risk of fall is eliminated, or measures are in place to minimise the risk of fall, and shall comply with the Code of Practice *Managing the Risks of Falls at Workplaces*.

\_\_\_\_\_ (insert company / sole trader name) shall ensure any equipment used is inspected and monitored on a regular basis. This may include:

- Fall prevention devices such as guard rails;
- Work positioning systems such as industrial rope access systems;
- Fall arrest systems.

\_\_\_\_\_ (insert company / sole trader name) shall ensure any workers involved in working at heights, or involved in the use of fall prevention equipment shall be provided information, training and instruction including on procedures for emergency and rescue. This information will be recorded on the Skills / Competencies / Accreditations Register (**Form 001**).

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

# ATTACHMENTS – FORMS

**FORM 001 – SKILLS / COMPETENCIES / ACCREDITATIONS REGISTER**

Work to be undertaken	Skills and competencies required (e.g. tickets / qualifications)	Employee name
	General Construction Induction	

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date**

---

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*.

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## FORM 002 – PLANT ID REGISTER

(insert company / sole trader name)

**Project** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The plant listed below will be brought onto site and operated under our control. None of the listed mobile plant will be operated, or static plant used, until registration details, appropriate plant inspection and maintenance records have been provided to the Principal Contractor / Council. The form / s will be submitted on the first day of every month where plant is on-site for more than one month. All inspection and maintenance records will as a minimum standard comply with the manufacturer's recommendations or relevant Australian Standard where appropriate (e.g. AS2550 for cranes).

**The following static (e.g. scaffold) or mobile (e.g. Manatou) plant will be used on site:**

Type	Registration Design: Design No.: Item: Item No.:	Purpose (use on site)	Inspection Date and Frequency	Inspected by (competent person)	Check list record (what form?)
					Form sighted <input type="checkbox"/>
					Form sighted <input type="checkbox"/>
					Form sighted <input type="checkbox"/>
					Form sighted <input type="checkbox"/>

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Date**

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the Privacy and Personal Information Protection Act 1998.

**FORM 003 – REGISTER OF INCIDENT / INJURY**

***Details of Person Involved in incident:***

Name: \_\_\_\_\_

Sex:  Male  Female

Address: \_\_\_\_\_

\_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode

Contact Ph. No. \_\_\_\_\_

Employer:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode

Contact Ph. No. \_\_\_\_\_

***Incident / Injury Details:***

Description of Events:

Date of Injury: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of Injury: \_\_\_\_\_ am / pm

Task / operation undertaken at the time of the incident / injury:

\_\_\_\_\_  
\_\_\_\_\_

Physical location (area) where incident / injury occurred:

\_\_\_\_\_  
\_\_\_\_\_

Type of Injury: (e.g. bruise, cut, fracture, grit in eye)

\_\_\_\_\_  
\_\_\_\_\_

Part of Body Injured: (what happened)

\_\_\_\_\_  
\_\_\_\_\_

Treatment Given / Advice Taken:

\_\_\_\_\_  
\_\_\_\_\_

***Person Completing this form:***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Did the person cease work?:  yes  no

Has a referral for further treatment been issued?:  yes  no

**FORM 004 – BERRIGAN SHIRE COUNCIL STATEMENT OF CLAIM**

---

**CONTRACTOR'S NAME:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

---

**CONTRACT / WORK UNDERTAKEN:**

**DETAILS OF CLAIM**

**AMOUNT CLAIMED (ex GST)**     \$\_\_\_\_\_     **GST**     \$\_\_\_\_\_

**TOTAL AMOUNT CLAIMED (inc GST)**     \$\_\_\_\_\_

**SIGNATURE OF CONTRACTOR:** \_\_\_\_\_

**DATE:**     \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

**DECLARATION**

*I / We do solemnly declare that in relation to the work carried out for which this claim for payment has been lodged:*

1. *All employees and contractors engaged on the work have been or are deemed to have been paid in full for amounts due to them as wages and allowances of every kind required to be paid under an industrial award or industrial agreement and to the latest date at which such wages and allowances are due.*
2. *A risk assessment was undertaken of the required work prior to the commencement of any of the work and a copy of such risk assessment is attached to this claim for payment.*
3. (a) *No accidents or incidents occurred during the course of the work carried out and no injuries were sustained by any person employed in undertaking the work;*

**OR** *(cross out and initial that which does not apply – either a or b)*

- (b) *An accident or incident did occur during the course of the work carried out and my / our record of that accident or incident, including remedial action taken, is attached.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**CONTRACTOR'S NAME (Print):** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_

**WITNESS NAME (Print):** \_\_\_\_\_

**WITNESS SIGNATURE:** \_\_\_\_\_



**FORM 005 - SAFE WORK METHOD STATEMENT**

<b>Company Name:</b>		<p><b>SAFE WORK METHOD STATEMENT</b></p> <p><b>Title:</b> _____</p> <p><b>SWMS:</b> _____ <b>Version:</b> ____</p>		<p>I approve the use of this Safe Work Method Statement</p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> ____/____/____</p>
<b>Description of Activity:</b>		<b>Work Site:</b>		
<b>Critical Steps in this Activity:</b>	<b>Potential Hazards:</b>	<b>Safety Controls:</b>		

## FORM 006 - EXAMPLE ONLY OF SAFE WORK METHOD STATEMENT

<b>Company Name:</b> A & B LIGHTING ELECTRICAL CONTRACTOR		<b>SAFE WORK METHOD STATEMENT</b>  <b>Title:</b> Changing light bulb in the roof of the shopping centre  <b>SWMS: 1</b> <b>Version: 1</b>		I approve the use of this Safe Work Method Statement  <b>Name:</b> Barry Lighting <b>Position:</b> Proprietor <b>Signature:</b> _____ <b>Date:</b> 01/02/2012	
<b>Description of Activity:</b> Changing light bulbs in the foyer of Jim's Shopping Centre Lismore			<b>Work Site:</b> Jim's Shopping Centre, 21 Smith St, Lismore		
<b>Critical Steps in this Activity:</b>		<b>Potential Hazards:</b>		<b>Safety Controls:</b>	
<b>PREPARATION</b>  Site Inspection Equipment Selection  Loading and Unloading equipment		<b>Electrocution</b>  Electrical services Uneven / Slippery Floor  Unauthorised Visitors Manual Handling  Suitable Equipment		Locate power board. Isolate and Tag Out appropriate circuit. Check ladder has non slip rubber cushions on each leg. Make sure ladder is level, use appropriate material to level ladder. Erect barrier to protect work area. Place appropriate signage Use mechanical assistance if required Specific activity training Lift to own strength / Use 2 person lift if required PPE Gloves Use fibreglass ladders or step ladders only. Use tools with rubber insulation designed for electrical use only	
<b>COMPLETING THE ACTIVITY</b>  Changing the light bulb		Climbing the ladder Wrong circuit isolated Carrying tools and light bulb		Maintain three point contact with the ladder at all times Check the correct circuit has been isolated using circuit tester. Carry tools and bulb in secure container that allows easy access to retrieve tools etc. while working.	
<b>CLEARING &amp; CLEANING THE WORK AREA</b>		Leaving debris or tools that could cause a person to trip & fall		Make sure all equipment and debris is cleared away, all barriers and signs taken down and stored correctly. Make sure poser is restored and new bulb working. Remove tag from electrical box.	

## FORM 007 – RISK MATRIX

\_\_\_\_\_ (insert company / sole trader name) has identified a risk class / ranking for potential workplace hazards by referring to the categories in the matrix below.

**STEP 1:** The organisation identifies the consequence for each potential risk by using the table below.  
 Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
1	Minor injury not requiring medical treatment/No injury.
2	Minor injury requiring medical treatment or first aid.
3	Objective but reversible disability requiring hospitalisation.
4	Moderate irreversible disability or impairment (<30%) to one or more persons
5	Single fatality and/or severe irreversible disability (>30%) to one or more persons.

**STEP 2:** Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Likelihood			
Level	Descriptor	Description	Indicative Frequency
A	Almost Certain	The event will occur on an annual basis	Expected to occur
B	Likely	The event has occurred several times or more in your career	Will probably occur
C	Possible	The event might occur once in your career	Might occur at sometime
D	Unlikely	Heard of something like this occurring	Not likely to occur
E	Rare	Have never heard of this happening	Conceivable, but highly unlikely.

**STEP 3:** Using the risk matrix below, the organisation identifies the risk class / ranking.

LIKELIHOOD	CONSEQUENCE				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Response Requirements		
Ranking	Response	Action
Very High	<ul style="list-style-type: none"> <li>Senior management attention required;</li> <li>Action plan required</li> </ul>	<ul style="list-style-type: none"> <li>Immediate response</li> <li>Specify management responsibility</li> </ul>
High	<ul style="list-style-type: none"> <li>Senior management attention required;</li> <li>Action plan required.</li> </ul>	<ul style="list-style-type: none"> <li>Response required within 7 working days.</li> <li>Specify management responsibility</li> </ul>
Medium	<ul style="list-style-type: none"> <li>Implement specific monitoring or response procedures</li> </ul>	<ul style="list-style-type: none"> <li>Heightened action</li> <li>Specify management responsibility</li> </ul>
Low	<ul style="list-style-type: none"> <li>Manage by routine procedures;</li> <li>Unlikely to require a specific application of resources</li> </ul>	<ul style="list-style-type: none"> <li>Business as usual</li> <li>Response may not be necessary.</li> </ul>