

Site Safety Plan

Pages Sales Pty Ltd

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INTRODUCTION

This Site Safety Plan (SSP) is to provide Pages Event Equipment with a set of safety issues that must be addressed to satisfy all current legislation and specifications that are applicable to work being conducted at the site.

The purpose of this plan is to ensure the well being of all field personnel, plant staff and the community surrounding the site, and to provide relevant health and safety information to all parties involved in the project. Briefly, the information comprises:

- details of the work;
- an evaluation of hazards at the site;
- establishment of personnel protection standards and mandatory safety practices and
- procedures;
- assignment of responsibilities; and
- provision for contingencies that may arise while activities are being conducted at the site.

All site personnel must follow the policies and procedures established in this Site Safety Plan. All personnel assigned to this project must sign the Agreement and Acknowledgement Sheet (Appendix A) to confirm that they understand and agree to abide by the provisions of this plan.

OBJECTIVES

The objective of this plan is to ensure the well being of all field personnel, plant staff and the community surrounding the site, and to provide relevant health and safety information to all parties involved in the project. Briefly, the information comprises:

- details of the work;
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- establishment of personnel protection standards and mandatory safety practices and procedures;
- assignment of responsibilities; and
- provision for contingencies that may arise while activities are being conducted at the site

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GENERAL WORK SCOPE

The work to be conducted at the site by Pages Event Equipment involves the erection of event structures at the site. The structures are pre-packed and all components are joined manually.

All components are secured to a metal plate, which are then connected to a portal frame to a vertical position. Once secured every fourth frame is cabled to the wall and the roof and PVC vinyl cladding is fixed from the ground via a sail mechanism. During the process of the erection of the event structures, no waste refuse is generated, no large machinery is used, no manufacturing is undertaken and no hazardous chemicals are used or stored on site.

WORK PRACTICES

An assessment of work methods and procedures has been made in order that the site work shall be performed in a safe manner. It covers a range of issues that are or may be associated with the work to be undertaken at Pages Event Equipment. These include general safety issues, such as delivery of the equipment to the site, unloading of equipment, use of power tools and other equipment, as well as more specific safety issues associated with manual handling and heat stress. For each issue the Job Safety Analysis (JSA) describes the likely hazards of the activities; safeguard and precautions proposed to minimise the impacts.

The following work practices and restrictions have been developed to address both the physical hazards and must be observed by all personnel working or coming on site:

- All work is to be performed in accordance with the regulations issued by the government authorities.
- All personnel must attend the Safety Induction Briefing and complete the Agreement and Acknowledgement Form (Appendix A).
- All site personnel must obey all safety instructions issued by the Site Supervisor or his representative.
- At all times work shall be carried out in accordance with the standard work practices as specified by law and the relevant authorities.
- Beware of traffic on site.
- When lifting heavy objects, use correct lifting techniques - bend the knees not the back. If the item to be lifted is too heavy or awkward for one man to lift seek assistance from someone else or use mechanical help.
- While working in the sun, increase water intake, increase the number of rest breaks and watch for signs and symptoms of fatigue and exhaustion.

- Avoid contact with all unknown substances in the works area. Do not walk through puddles, pools, mud etc. Avoid whenever possible, kneeling on the ground, leaning or sitting on equipment on the ground.
- All personnel should make use of their senses (all senses) to alert them to potentially dangerous situations in which they should not become involved (i.e. presence of strong and irritating or nauseating odours).
- Prevent to the extent possible, spillage. In the event spillage occurs, contain liquid if possible.
- Site personnel should be familiar with the physical characteristics of the site, including:
 - overhead power lines
 - wind direction relative to ground zero area
 - accessibility to equipment, vehicles
 - communications
 - hotzones
 - site access
 - nearest water sources
 - first aid equipment.
- The discovery of any condition that would suggest the existence of a situation more hazardous than anticipated, should result in the suspension of work until the Site Supervisor has been notified and appropriate instructions have been provided to the field personnel.
- In the event that any of the site personnel experiences any adverse effects or symptoms of exposure while on the site, his work shall be halted.

JOB SAFETY ANALYSIS PLAN

The Job Safety Analysis Plan (JSA) presented below summarises the overall approach to manage the safety performance of the work under the contract, so as to achieve the specific outcomes set out below.

JOB SAFETY ANALYSIS

ERECTION OF EVENT STRUCTURES

JOB STEPS	JOB HAZARDS	SAFEGUARD & PRECAUTIONS
Delivery of Structure to site and Departure of Vehicle From Site.	Vehicle Hazards: a. Collision with Other Vehicles b. Collision with Pedestrians c. Collision with Equipment	<ol style="list-style-type: none"> 1. Only Drivers Licensed for appropriate class of vehicle to be used. 2. Driver induction for deliveries and code of conduct to be issued advising of site rules and Hazards. 3. Site speed limit to be advised to drivers. 4. Stop/Slow Traffic controls in place when vehicle entering/leaving site via major roads or during periods of heavy traffic.
Unloading of Structure from Vehicle	Forklift Hazards: a. Collision hazards b. Improper Use Of Forklift Blades.	<ol style="list-style-type: none"> 1. Only appropriately Licensed Forklift Operators to be used. 2. Inspection and correct maintenance of Forklifts including checking of reverse beeper. 3. Site Speed limits to be imposed. 4. Site induction for forklift operators. 5. Training of Installation staff to be aware of forklifts.
Physical Injury whilst erecting/disassembling Structure	A. Back Injury from Lifting B. Sharp object injury C. Loose coils D. Slips, trips & falls	<ol style="list-style-type: none"> 1. 25Kg maximum Manual lifting weight. 2. Use mechanical lifting devices where appropriate 3. Lifting Training. 4. Use Buddy system for heavy weights or awkward objects 5. Do not twist body whilst lifting <ol style="list-style-type: none"> 1. Gloves to be worn as necessary. 2. Proper clothing to be worn. 3. Any sharp corners to be made highly visible. <ol style="list-style-type: none"> 1. Staff Training on handling of rope and wires 2. Practice good housekeeping. 3. Good general awareness. 4. Tagging wires ropes with highly visible reflective tape <ol style="list-style-type: none"> 1. No running on site. 2. Good general awareness. 3. Appropriate footwear to be worn.

JOB SAFETY ANALYSIS (Continued)

ERECTION OF EVENT STRUCTURES

JOB STEPS	JOB HAZARDS	SAFEGUARD & PRECAUTIONS
Raising Aluminium Frames	Electrocution from overhead power lines.	1. Notify Site Supervisor for direction.
Use Of Power Tools/Electrical Equipment	a. Leads on ground. (Trip injury) b. Leads/Plugs in poor condition. (Electrocution) c. Tools exposed to elements. (Electrocution)	1. Good housekeeping. 2. Correct maintenance and inspection of tools and replacement of defective parts.
Use of Cranes	Electrocution Falling Objects Crushing Collisions Strain Crushing	1. Check for overhead electrical hazards. 2. Check crane and slings for serviceability, including warning devices. 3. Check for obvious hazards in area, including overheads. 4. Loads are appropriately restrained. 5. Lifting attachments are appropriate for load. 6. Load charts are clearly visible and observed. 7. Ensure maximum lifting heights are not exceeded. 8. Warning devices are constantly operating. 9. Loads when placed are stable before withdrawal of crane/slings. 10. No load is suspended over or travels over a person. 11. Use tag lines to control load. 12. Ensure hired crane has adequately trained and licensed personnel.
Use of Elevated Platforms	Electrocution Collisions Potential Falls	Check for overhead electrical hazards. Check for obvious hazards in area, including overheads and uneven ground. Warning devices are constantly operating. Machinery only to be used by a licensed operator.
WORKING NEAR OVERHEAD POWER LINES		Work shall not be undertaken less than 4.5 metres from an overhead power line UNLESS approval has already been obtained by the local electricity authority. Where approval is granted a method of work must be established that eliminates the hazard by protecting the power lines, installing limited devices on equipment, and using a safety observer.
Working Outside whilst Erecting Structure	a. Heat stress	1. Increase water intake whilst working. 2. Provide appropriate hat with visor. 3. Increase numbers of rest breaks and/or rotate workers in shorter shifts. 4. Watch for signs and symptoms of

	b. Excess sun exposure.	<p>heat exhaustion and fatigue.</p> <ol style="list-style-type: none"> 5. Plan work for early morning or evening during hot months. 6. In the event of heat stroke, bring the victim to a cool environment and initiate first aid procedures. <ol style="list-style-type: none"> 1. Provide suitable clothing for working outdoors. 2. Supply SPF 1 5+ Sunscreen.
Working At Elevated Heights during Assembly	<ol style="list-style-type: none"> a. Potential Falls. b. Potential Ladder accidents. 	<ol style="list-style-type: none"> 1. Correct working at elevated heights training. 2. Use of scaffolding where appropriate. 3. Make sure ladder rungs are sturdy and that ladders have secure safety feet. 4. Pitch Ladders at a 4:1 ratio. 5. Secure Ladders at the top where possible. 6. Use non-conductive ladders and scaffolding near electrical wires.

RESPONSIBILITY

To ensure that all work is performed in a safe manner the Site Supervisor will maintain continuous supervision of the operation and has the authority to enforce the requirements of the Site Safety Plan.

A condition for personnel to work at the site is that they attend a site induction meeting prior to the commencement of any work. The purpose of the meeting is to brief workers about all matters dealing with the Site Safety Plan and ensures it is clearly understood. All on site personnel will be required to comply with all provisions in this Site Safety Plan. A description of their health and safety duties is as follows:

- Assure a copy of the health and safety plan is maintained on site during field activities.
- Assure the appropriate designated personnel protective equipment is available and properly utilised.
- Be aware of the provisions of the plan, be instructed in the work practices necessary to ensure safety, and in the planned procedures for dealing with emergencies.
- Be aware of the potential hazards associated with site operations.
- Correct any work practices or conditions that may result in injury or exposure to hazardous substances.
- Prepare any Preliminary Incident Reports (PIR) (Appendix B).

EMERGENCY INFORMATION

Emergency Procedures

The following presents contingency plans for potential emergency situations.

Evacuation

1. Immediately notify all on-site personnel of an emergency requiring evacuation.
2. Leave the dangerous area and report to a designated rally point.
3. Notify Emergency Services, as appropriate.
4. Account for all personnel
5. Contact the Pages Event Equipment Manager and/or client site manager / representative as soon as possible.
6. Maintain site security and control measures for community safety until emergency responders arrive.

Medical Emergency

Survey the Situation:

Do not enter an area that may jeopardise your safety.

- Establish the patient's level of consciousness.
- Call for help.
- Contact Emergency Medical Services and inform them of patient's condition.

Primary Assessment (patient unconscious)

- Arousal
- Airway
- Breathing
- Circulation

Only trained personnel should perform CPR or First Aid.

Secondary Assessment (patient conscious)

- Check for bleeding: Control with direct pressure.
- Do not move patient (unless location is not secure).
- Monitor vital signs
- Provide First Aid to the level of your training.
- Contact the Pages Event Equipment Manager and the Client Site Manager
- Document the incident on the Preliminary Incident Report form.

Fire Emergency

- Evacuate the area.
- Notify Emergency Services.
- Extinguish small fires with an all-purpose fire extinguisher.
- Contact the Pages Event Equipment Manager and the Client Site Manager.
- Document the incident using the Preliminary Incident Report form.

Contact List

Should any situation or unplanned occurrence require outside or support services, the appropriate contact list is included below.

Ambulance: 000
Fire Brigade: 000
Police: 000
Poison Information Centre: 131 126

Hospital: Hawkesbury Hospital, 2 Day Street, Windsor, **NSW 2756**
02 4560 5555

The main contact for Pages Event Equipment will be: Geoffrey Yallop

Tel: 02 9533 9400
Fax: 02 9533 9611
Mobile: 0413 444 358

APPENDIX A

Agreement and Acknowledgement Statement

Project personnel, subcontractor personnel and visitors are required to sign the Agreement and Acknowledgement Sheet prior to conducting field activities at this site.

PAGES EVENT EQUIPMENT AGREEMENT & ACKNOWLEDGEMENT SHEET	
1. I have read and fully understand the SSP, OH&S Policy & Workplace Notice and my responsibilities. 2. I agree to abide by the provisions of the SSP.	
Name	Signature
Company	Date
Name	Signature
Company	Date
Name	Signature
Company	Date
Name	Signature
Company	Date
Name	Signature
Company	Date
Name	Signature
Company	Date
Name	Signature
Company	Date