



Niche Construction Management Pty Limited

2008

Corporate  
Occupational Health, Safety &  
Rehabilitation (OHSR) System

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The purpose of our Corporate OHSR Management System is to outline how Niche Construction Management Pty Limited (“Niche”) will approach issues relating to OHS and R with respect to all of its operation.

The corporate System provides a framework system. Each project and site will be guided by a specific Project/Site Safety Plan based on our policies and procedures.

Niche carries out work as Project and/or Construction Manager either acting as agents for the client or acting on its own behalf. Niche may engage contractors directly or as agents for the client and it is expected that all contractors engaged by Niche either directly or as agent shall meet or exceed the expectations of the Niche Project Safety Plan.



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## Scope

This document provides definitions for some of the key terms used in this manual.

## Objectives

To ensure clear understanding and commonality in the use and interpretation of key terms

## Definitions



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Niche Auditor	Niche Construction Management Pty Limited A person who has the qualifications, training and authorisation to perform a safety audit.
State Manager	Person appointed by NICHE to manage all activities within a State
Construction Manager	Person appointed to a project to manage the complete construction process of that project.
Contractor – Principal	A main contractor appointed by NICHE to undertake the whole of the construction works.
Contractor	A company contracted to NICHE, or appointed as agent of the client, to supply both works and service for a significant portion of the contract works.
Contractor - Sub	A company or individual contracted to a contractor to supply works and/or services to the contractor's portion of the construction works.
Contract Review	The review of a commission of engagement from a client to ensure both NICHE and the client agree the requirements of the contract and confirm the ability of all parties to meet their obligations under the contract.
Design	The process of creativity commencing from receipt of the commission, through the development of concepts, specifications, drawings and the technical overview of construction to commissioning of the completed works.
Document	All materials of a written, drawn, photographic, sound or video recording or computer data nature.
Inspection	Activities such as measuring, examining, testing, gauging one or more characteristics of a product or service and comparing these with specified requirements to determine conformity.
Post Project Review	Review of the project held by NICHE Branch and Project staff immediately after the completion of a project.
Project	A project is usually a commission( of any size) carried out for a client, for which a purpose, a beginning and an end can be defined.
Project Director	A person suitably qualified appointed by NICHE to carry out oversight of the execution of a project or projects.
Project Manager	A person appointed by NICHE to manage all aspects of a Project.
Site Manager	A person appointed by NICHE to manage the day to day activities of the construction site.
Project Review	Monthly review of a project held by the Project Director with the Project team.
Supplier	An organization that provides a product or construction service to NICHE or a client. In this context the activities of a supplier will generally be a "contractor" or "material supplier" but not a "consultant".
Task	A package of work with a project that requires specific resource and expertise to carry out over and above that of general project and construction management



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## Scope

Defines the company's Occupational Health, Safety and Rehabilitation (OHS&R) policy and objectives as well as our allocation of resources and responsibilities to OHS and R.

## Objectives

- Make clear Niche's Policy and Objectives on OHS&R
- Define key management responsibilities in occupational health, safety and rehabilitation issues

### 1.1 Niche Construction Management Pty Limited Occupational Health, Safety and Rehabilitation Policy

It is a fundamental requirement of Niche Construction Management Pty Limited to promote and maintain a healthy and safe place to work and to protect its employees and contractors from injury and property from accidental damage.

Niche Construction Management Pty Limited is committed to ensuring that all personnel performing works on its projects or sites and others affected by this work are protected from injury or illness. We recognise that Occupational Health and Safety must be planned for and regarded as integral to all construction and construction related activities.

We are committed to achieving the highest standards of safety and require others working with or for us to aim for this objective also. Our intention is to provide leadership by requiring a systematic approach to safety management initiated through our corporate management system that focuses on Occupational Health, Safety and Rehabilitation and is reflected in our project approach through a Project Safety Plan.

We will achieve this by adopting the following principles:

- That health and safety in the work place is an active management function
- That NICHE will provide and maintain a healthy and safe environment in the workplace in compliance with Occupational Health and Safety legislation.
- That every manager accepts responsibility for the implementation, leadership and maintenance of the Health, Safety and Rehabilitation programme implemented by NICHE and is accountable for establishing procedures by which all foreseeable hazards are eliminated.
- That all NICHE staff are properly and adequately trained to carry out their functions and responsibilities on each project.
- That, once trained, each employee accepts that it is their prime responsibility to ensure that their duties are carried out safely and without injury to themselves, other members of the company, employees of contractors and the community. It is a requirement that all employees



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observe safety laws, regulations and rules to ensure that a safe working environment is maintained.

- That all managers and employees recognise that the construction industry requires processes and procedures to seek out hazards and control risks.
- That every person, whether Integrated Niche Construction Management Pty Limited staff, contractor, employee of a contractor, or visitor shall observe and comply with all requirements of Occupational Health and Safety legislation. It is everyone's responsibility to observe safe work practices, rules and instructions relating to their work and scope of business and to work in a co-operative manner to assist others achieve this goal.
- That Health, Safety and Rehabilitation programmes are continuously reviewed to further improve Health and Safety in the work place wherever possible.
- That all our projects will encourage a spirit of openness and consultation. Formally, each project that is likely to have more than twenty construction personnel on site for a reasonable period of time will establish a consultative committee for occupational health and safety. This OHS Committee will consist of management and site workforce representatives who will meet on a regular basis to work in consultation on ways to improve project OH and S.

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- That all NICHE staff are properly and adequately trained to carry out their functions and responsibilities on each project.
- That, once trained, each employee accepts that it is their prime responsibility to ensure that their duties are carried out safely and without injury to themselves, other members of the company, employees of contractors and the community. It is a requirement that all employees observe safety laws, regulations and rules to ensure that a safe working environment is maintained.
- That all managers and employees recognise that the construction industry requires processes and procedures to seek out hazards and control risks.
- That every person, whether NICHE staff, contractor, employee of a contractor, or visitor shall observe and comply with all requirements of Occupational Health and Safety legislation. It is everyone's responsibility to observe safe work practices, rules and instructions relating to their work and scope of business and to work in a co-operative manner to assist others achieve this goal.
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OHS Committee will consist of management and site workforce representatives who will meet on a regular basis to work in consultation on ways to improve project OH and S.

## 1.2 Management Responsibilities

### 1.2.1 Project Director

The Project Director carries out oversight of the execution of a project or projects and is responsible for ensuring consistency between our various projects in their approach to and implementation of OHS & R matters.

From the Company's perspective, he is responsible for developing a profile of suppliers and subcontractors and their record of compliance through NICHE's various projects so that NICHE can assess past performance before re-engagement

He is responsible for the dissemination of OHSR information to all Project Managers. This information may consist of Regulations, Codes of practice, Standards, or Company details.

He is also responsible for ensuring NICHE's Injury Management Programs and Rehabilitation is functioning effectively.

### 1.2.2 Project Manager

The Project Manager is responsible for managing all aspects of a specific Project. He is therefore the person with ultimate responsibility for Project occupational health and safety as well as for rehabilitation. The Project Manager reviews:

- Monthly Site Inspection reports from the Construction Manager
- Accident & Dangerous Occurrences Investigation Reports from the Construction Manager
- Site Audit Checklist Reports
- Government OHS Authority (e.g. in NSW, WorkCover) Accident Notification Forms

and ensures that corrective action has been allocated and is followed.

Where there are significant changes to a project that impact on OHS&R, the Project Manager shall if the changes require it, amend the Site Safety Plan and re-issue the plan to the Construction Manager for distribution.



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- The Project Manager is also responsible for providing overall statistics to the Branch Manager.
- The Project Manager can issue a Non Conformance Report to anyone on site, and can also order purchases or hire plant and equipment.

### 1.2.3 Construction Manager

The Construction Manager is appointed by NICHE to a project to manage the complete construction process. In matters of Project occupational health, safety and rehabilitation he is responsible to the Project Manager for the overall OHS&R performance on a Project. This is monitored by reviewing:

- Safe Work Method Statements
- Weekly Site Inspection Sheets
- Accident & Dangerous Occurrences Investigation Reports and directing that corrective action be taken
- The Hazardous Substances and MSDS Register
- The Site Induction Checklist and Training Register
- Site Audit Checklists and Reports

The Construction Manager is also directly responsible for:

- Arranging for an OHSR audit on a quarterly basis
- Carrying out a monthly site inspection and reporting results to the Project Manager
- Ensuring that regular OHS&R committee meetings are held and minutes taken for action
- Submitting reports to the Government's OHS Authority (e.g. *in NSW*, Notification of Accident Report Form to WorkCover NSW)
- Ordering purchases or hiring plant and equipment
- Ensuring that at least the following records are kept on site:
  - Copy of NICHE's OHS&R Management System (controlled copy)
  - Copy of the Project/Site Safety Plan
  - All Inspection, Test and Audit Reports provided for under the Site Safety Plan
  - Details of qualifications of certificated operators
  - Training records
  - Accident/Dangerous Occurrences Reports (both NICHE and Govt OHS Authority)
  - Reports on corrective action
  - Site Injuries Register Book as per Australian Standards
  - Registers of Hazardous Substances and MSDS.
  - Records of Personal Protective Equipment issued

He is also responsible for:



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- Ensuring all records are filed
- ensuring records are completed and managed
- reviewing all records in the project files on a periodic basis

The Construction Manager can issue a Non Conformance Report to anyone on site including the Site Manager and can direct the Site Manager to rectify non-conformances arising from Site Audit.

## 1.2.4 Site Manager

The Site Manager is the person appointed by NICHE to manage the day to day activities of the construction site. In matters of Project occupational health, safety and rehabilitation he is responsible to the Construction Manager for :

- Preparing Safe Work Method Statements for NICHE work based on Job Safety Analysis and Risk Management
- Ensuring that all contractors prepare, and comply with. Work Method Statements for all their work on the project
- Conducting Site OHS Inductions and ensuring compliance with Site Safety Rules
- Completing a Weekly Site Inspection Sheet ( - with the OHS Committee where one is established)
- Completing the Register on Non Electrical Plant and Equipment Condition
- Checking the Register of Electrical Plant and Equipment Condition
- Maintaining the Personal Protective Equipment Register
- Completing the Accident & Dangerous Occurrences Investigation Report and following from Construction Manager's advice, directing that corrective action be taken
- Ensuring compliance with all training requirements
- Ensuring all training is logged using the appropriate Register.
- Maintaining the Site Induction checklist and Training Register
- Convening and leading Tool Box Meetings and maintaining the relevant records
- Maintaining the Hazardous Substances/MSDS Register
- Issuing Non Conformance Reports

## 1.2.5 Rehabilitation Co-ordinator

The Company's Rehabilitation Co-ordinator's role relates to NICHE's Rehabilitation policy and Procedures and he is responsible to administer our Return To Work Plan.



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## Scope

This section covers the assessment of contractor OHSR credentials as part of the selection requirements and the requirements on contractors and suppliers to comply with the project safety plan.

## Objectives

- To provide criteria for the assessment of all contractors & suppliers to NICHE

## Definitions

In the context of the Occupational Health, Safety and Rehabilitation system contractor/ing refers to a principal contractor, contractors and subcontractors as engaged on NICHE projects.

### 2.1 Criteria for Selection

The criteria for selecting contractors will include an assessment of their OHS&R credentials using a pre-tender OHS&R Questionnaire as well as Audit Reports from previous Projects assessing their OHS&R performance.

- Monitoring of work carried out by contractors will be ongoing on all NICHE projects.
- Monitoring will commence using the Safe Work Method Statements submitted by the contractor as part his tender
- Compliance with Safe Working Methods Statements, Site Safety Rules or any Non conformance Report will be tested by regular inspections.
- Contractors are required to comply with all OHS&R requirements in tender and subsequent contract documents
- A contractor assessment profile will be part of all Post Project Reviews (refer to Section – Internal OHS&R Reviews)

### 2.2 Purchasing/Hiring (in relation to projects)

Other than in exceptional circumstances and the provision of site establishment and other related equipment, the purchase of materials is carried out by contractors in relation to their activities within the construction works.

With site establishment and other related equipment, the ordering and receiving of purchases is the responsibility of the Project Manager and/or the Construction Manager. In all such cases:

- The person conducting the purchase will ensure that ordering documentation is issued and is complied with at delivery stage

A *Note to Supplier* (SM 2 Attachment 1) will be included as a part of every contract or purchase order issued.



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## Scope

This element covers the identification and management and/or elimination of hazards for activities on NICHE projects.

## Objectives

- To demonstrate a systematic way of identification hazards
- To demonstrate how risks should be assessed and managed using Safe Working Method Statements
- To outline the required process for the development of Project/Site-specific Safety Plans
- To outline essential Site Safety Rules that will form the core of Project/Site-specific Safety Rules

### 3.1 Identification of Hazards

It is imperative that all hazards associated with NICHE's projects be identified at the planning stage and continuously throughout the performance of work.

Post Project Review Meetings will also provide an opportunity to identify hazards that perhaps have become evident later in a project's life. This should enrich risk management in subsequent projects.

There are numerous methods which NICHE have established to help identify hazards. Some of these mechanisms include:

- Job Safety Analysis
- Control of Purchasing/Hiring
- Information from suppliers including Material Safety Data Sheets
- Contractor/Subcontractor requirements
- Observation
- Inspection and Testing
- Monthly Reviews and Audits
- Accident/Dangerous Occurrences Investigations
- Consultation through OHS Workplace Committee, and through Tool box Meetings

### 3.2 Job Safety Analysis/Safe Work Method Statements

NICHE will ensure that there are two types of Safe Work Method Statements on any Project. One will attend to particular hazards relating to the nature of the Project which NICHE must become aware of and which NICHE must convey to all contractors affected. The other which will be required of contractors as part of the tender process, will reflect on how contractors themselves intend to carry out work.



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NICHE's own Safe Work Method Statements incorporating a Job Safety Analysis, must be completed before any NICHE personnel commence work on site and the information must be integrated in Site-specific Safety Plans.

Contractors will be required to develop their own Safe Work Method Statements and will not be permitted to commence any work on site until the Safe Work Method Statements have been submitted to NICHE. The format used by NICHE and recommended for use by contractors is in SM 3 Attachment 1.

Each Project will develop its own Site Safety Rules based on issues specific to the Project. These issues will include a consideration of its location, layout and its hazards, traffic movement, parking of private vehicles etc.

The *NICHE Safety Handbook* provides a *guideline* to the core issues that should be considered along with additional rules dictated by specific site considerations.

### 3.3 Project/Site Safety Plans

All Project/Site Safety Plans are expected to follow a particular NICHE format that will reflect the policies of NICHE through procedures. These procedures are outlined in detail in NICHE's *Project Safety Plan* document

### 3.4 Site Safety Rules

Each Project will develop its own Site Safety Rules based on issues specific to the Project. These issues will include a consideration of its location, layout and its hazards, traffic movement, parking of private vehicles etc.

The *NICHE Safety Handbook* provides a *guideline* to the core issues that should be considered along with additional rules dictated by specific site considerations.

### 3.5 Training and Certification

NICHE is committed to ensuring that all work is carried out in a competent manner with respect to safety.

It is recognised that certain classes of work or the use of certain plant/equipment must by law be carried out by certificated operators. NICHE project/site management will ensure that no such work is commenced without the necessary qualifications being verified.

NICHE also recognises that notwithstanding the need for formal qualifications to undertake certain classes of work, many of the activities on our projects/sites require competency through informal or uncertificated training.



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NICHE has established a *Training Register* that must be used to establish both training needs and to record training that has been completed. (The section on *Training* provides greater detail on this subject.)



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## Scope

This element is about verifying general compliance with OHS&R standards.

## Objective

- To maximise compliance with OHS&R standards
- To provide for the maintenance of compliance records

### 4.1 On-Site Conditions

NICHE will ensure that there is a system in place to verify compliance with OHS&R standards on every project or site. This compliance will be tested with respect to:

- General site conditions
- Work practices
- Overall ingress and egress
- Specific workplace ingress and egress
- Protective measures applying including personal protective equipment (PPE)

Inspections will be carried out on a daily, weekly and monthly basis and in the case of weekly/monthly inspections findings will be recorded on specified forms.

### 4.2 Plant, Equipment and Incoming Materials

NICHE has a system of inspections in place to verify compliance with OHS&R standards in relation to:

- Incoming plant and equipment
- Storage and use of hazardous materials
- Electrical items of plant and equipment

Inspections will be carried out on a regular basis and recorded on specified forms.

### 4.3 Non-Conformances

Where an inspection identifies a system failure, a Non conformance Report will be issued to the relevant party for action.

### 4.4 Inspection records

The various forms to be used in Inspection and Testing detailed in SM4 are as follows:

SM4	Attachment	1	Weekly Site Inspection Sheet
SM4	Attachment	2	Monthly Site Inspection Sheet
SM4	Attachment	3	Register of Non-electrical plant & equipment condition
SM4	Attachment	4	Register of Electrical plant & equipment condition



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SM4 Attachment 5 Personnel Protective Equipment Register



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## Scope

A non-compliance or breakdown in the safety system is a cause for enquiry, attention and more effective control. This element of NICHE's OHSR Management System outlines the approach to be taken with the management and control of non-compliances and with the management of injuries and rehabilitation.

## Objectives

- To outline policies for the notification of the required action to rectify non-compliances
- To emphasise the importance of reporting accidents and dangerous occurrences
- To lay down NICHE's Injury Management policies.

### 5.1 Notices of Non conformance

When an instance of unsafe work practices, unsafe materials or substances or unsafe use of materials or substances is detected, whether by formal inspection, complaint raised or by observation, the Project Manager, Construction Manager or Site Manager is expected to initiate corrective action by issuing a Non Conformance Report. This Report can be issued in any circumstances even from one manager to another.

Some examples or occasions in which a Non Conformance Report may be issued include:

- Government Safety Inspector's Notice to Improve
- Materials found in damaged packaging that may lead to an unsafe situation
- Advice and recommendation from a Safety Committee members
- Complaint from site workers
- Complaint from a member of the public
- Issue raised by Client
- Non-compliant maintenance records for plant
- Breaches of Site Safety Rules

A Non Conformance Report must indicate the fault or non-compliance, where it is to be found, what is required for corrective action and may include a time frame for completion of the corrective action. Once a Non Conformance Report is issued, follow-up must be carried out by the designated person the follow-up action must be signed off.

All non conformances will be reported using the form SM5 Attachment 1



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## 5.2 Accidents and Dangerous Occurrences

All accidents or dangerous occurrences must be reported on form SM5 Attachment 2 for the following reasons:

- For investigation purposes – so that measures can be taken to prevent re-occurrence
- To facilitate Workers Compensation
- To enable compliance with reporting procedures to the Government's OHS Authority.
- (e.g. *in NSW*, Notification of Accident Report Form to Workcover NSW)

The following conditions apply to reporting requirements under this OHSR Management System:-

- All accidents where a person is injured or made ill due to a work related issue must be reported to the Site Manager.
- All dangerous occurrences where a person could have been injured or made ill due to a work related issue must be reported to the Site Manager
- The Site Manager will instigate an investigation and use the designated form "Accidents & Dangerous Occurrences Investigation Report.
- The Site Manager will submit a copy of the report to the Construction Manager and through him to the Project Manager and NICHE's Branch Manager.
- The Construction Manager is responsible for submitting reports to the Government's OHS Authority (e.g. *in NSW*, Notification of Accident Report Form to Workcover NSW)

## 5.3 Injury Management and Rehabilitation

NICHE is focused on preventing injury and illness through providing a safe and healthy working environment for its employees, its sub-contractors and their employees.

NICHE is committed to ensuring all necessary employee resources for the establishment of an integrated rehabilitation program and to ensuring that any sick or injured employee enters the occupational rehabilitation process as quickly, but consistently, with medical advice.

NICHE is committed to the creation of a workplace climate that supports workplace-based rehabilitation and to ensuring that a safe return to work as soon as possible by an injured employee is a normal practice.

NICHE is committed to ensuring that any employee or sub-contractor who suffers an occupational injury or illness receives early medical diagnosis and treatment.



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When a return to work is not possible, NICHE International is committed to liaising with various agencies to assist the injured or ill employee return to a meaningful and fulfilling role within the community.



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## Scope

This policy covers the process of managing and signing off corrective actions.

## Objectives

- To ensure the required corrective action is identified and recorded
- To provide for the management of the rectification process
- To ensure that rectification is signed off by all parties concerned
- To ensure that effective communication is there to facilitate improvement

### 6.1 Need for corrective actions

The need for corrective action arises through safety problems related to work behaviour and work practices, the work environment, plant or equipment, or materials and substances.

Things that give rise to the need for corrective include failures in the system which contribute to accidents or dangerous occurrences, deficiencies highlighted by work site inspections or audits, deficiencies in documentation etc.

Our procedures require the documenting of the need for corrective action and the checking to ensure that it is successfully followed-up.

Our Site Managers are responsible for setting a time deadline for rectification and instructions for the temporary redeployment of personnel in other work areas where appropriate. Decisions will be made in consultation with the Construction Manager and have regard to the degree of risk posed or whether any Regulations/Codes of Practice have been breached.

Site Managers are also responsible for ensuring that any corrective action has been satisfactorily completed before work recommences.

It is the responsibility of the Construction Manager together with the Safety Committee where appropriate, to investigate accidents or dangerous occurrences. Depending on the severity of the accident or incident as to whether the Project Manager should also become involved in the investigation. In any case, the Project Manager is responsible for reviewing and managing all project related records.

Accident or Incident investigation reports must use our Form *Accidents/Dangerous Occurrences Investigation Report* and must be passed on to the Branch Manager via the Construction Manager. In the final end, the Board of Directors views all such reports to ensure that corrective action has been initiated and completed. In some cases additional resources may be required.

After considering preventative action recommended in *the Accident/Dangerous Occurrences Investigation Report*, the Construction Manager or Site Manager may issue a *Non Conformance Report*



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which specifies action required to eliminate the causes. The *Non Conformance Report* must be signed off when this action is complete.

## 6.2 Reporting Corrective Action and Sign Off/Communications

All corrective action taken must be checked and be signed off, and serious, unusual or recurring problems should be followed by Tool Box Meetings of site personnel.

The purpose of Tool Box Meetings is to facilitate communications on a project or site. In the case of accidents or incidents, meetings should be held to discuss how they arose and how they can be prevented in the future.

Tool box Meetings must be called by the Site Manager and be treated with a degree of formality particularly with respect to record-keeping. Tool Box Meetings are to be recorded on the form SM6 Attachment 1.



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## Scope

This section recognises that the use of various products or materials can create health and safety problems, and that handling, transport, initial inspection and testing, the storage and use of products or materials must all occur so as not to expose persons to risk.

## Objectives

- To manage risk in the handling, storage and use of materials on site

### 7.1 Materials Handling and Manual Handling

NICHE recognises that the construction industry requires processes and procedures to seek out hazards and control risks. Manual handling is identified as a function requiring careful control of hazards to eliminate risk to personnel and property.

NICHE also recognises that as with other hazards, manual handling tasks must be assessed in order to manage the risks of injury.

Work layout and work design as well as general housekeeping are as important as weights or dimensions of materials that require handling.

To minimise the risk of manual handling injuries, where possible, NICHE will promote the use of mechanical lifting gear to transport materials or equipment. Attention to end-use locations and the efficient planning of delivery points can reduce the need for “double handling”.

Lifting gear such as cranes and hoists and electric pallet jacks, forklift trucks etc should have safe work loads marked and be maintained in accordance with manufacturer’s service specifications.

Whilst mechanical lifting gear can minimise manual handling risks, where personnel are required to manually handle products or materials, NICHE holds that they should be trained to be aware of manual handling hazards and risk assessment. Trained personnel should be required to use safe manual handling techniques demonstrated to them in training, and be encouraged to “team lift”.

### 7.2 Information on Hazardous Substances

On each project or site, the Site Manager will ensure that all contractor supervisors provide information enabling him to complete NICHE’s *Hazardous Substances/MSDS Register* to list all hazardous substances on site.

All materials that may present risk are required to be delivered properly labelled and must be preceded or accompanied by a Material Safety Data Sheet (MSDS). This is a demand NICHE makes and will continue to make of all our contractors and our direct suppliers. Safe Work Method Statements should draw on information provided by MSDS to assist in controlling the risks from hazardous substances.



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Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

Personnel transporting, or using such materials should be made aware of safe handling at Tool Box Meetings and at Induction Training so that when deliveries are received correctly labelled, personnel can identify the materials from MSDS as conveyed to them at meetings or in their training.

Should deliveries be made and labels damaged subsequent to delivery, then the supervisors may need to confer with the Site Manager as to the nature of the material or product. A list of Hazardous Substances is to be kept in a dedicated register. MSDS must also be filed in a separate register. Storage advice is to be gained from information provided and must be observed as a minimum.

The Site Manager must assess whether a Dangerous Goods Licence may be required for the site or project by liaison with manufacturers, suppliers and the State OH and S Government Authority in his State.

Personal Protective Equipment recommended in MSDS and required for safe use of hazardous substances will be provided to all personnel and distribution will be registered in the PPE Register by the Site Manager.

NICHE will ensure that all Contractors on a Project, First Aiders, Emergency Services and other relevant public authorities, have access to relevant information on the hazardous substances used on sites.

The Hazardous Substances/MSDS Register to be used is the form SM7 Attachment 1.



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## Scope

This policy stresses the need for identifying and addressing training at all levels of a Project or Site's work team.

## Objectives

- Identification of safety training needs for NICHE staff
- Provision of the necessary safety training to NICHE staff
- Provision of a comprehensive Site Induction for all personnel working on an NICHE construction site.

### 8.1 Training needs

It is NICHE's policy that a record of current safety qualifications will be kept for all NICHE staff at the branch from which they operate. Qualifications will be audited and updated no less than twice each year.

Any shortfall in qualification and training identified by audit and review or any other method will be addressed within such time as is reasonable in the circumstances pertaining to each identified shortfall.

It is NICHE's policy that Branch Managers, Project Directors, Project Managers, Construction Managers, Site managers, Contract Administrators and foremen maintain currency as Safety Supervisors and that one staff member at each site is trained and maintains currency as a trainer able to carry out all site specific inductions.

Technical training needs may be identified or become apparent from Accident/Dangerous Occurrence Investigations, Inspections, new or different equipment or products, technological change, changes to Regulations or Codes of Practice, or changes in requirements for the use of materials or plant.

Contractors will be required by the terms of their contract to maintain a level of training commensurate with the requirements of both legislation and the nature of their work.

### 8.2 Training Register/Records

Each Project will maintain a Register to record all training and relevant qualifications held by site personnel. This is shown as SM8 Attachment 1.

Review of the register and any subsequent actions, form part of the duties of the project team identified in the specific Site Safety Plan required from each project. Training needs for both NICHE and contractor's staff may be identified and actioned as a result of these reviews.



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Contractors are to be advised that as new processes or equipment is adopted, Tool Box Meetings are to be used as a forum to assess training needs and to determine who should be trained in new processes or equipment. Project-wide Tool Box Meetings are to be recorded in the Register.

## 8.3 Induction Training

Completion of the following training and acknowledgement and recording of training details in the appropriate Site Induction and Training Register will be mandatory for all personnel working on sites controlled by NICHE:

- Site Specific Induction provided by the Head Contractor.
- Industry OHS General Induction
- Task or Work Activities and Safe Work Method Statement-related OHS Induction
- 

Site Specific Induction training will be provided by NICHE and will follow a suitable format set out by the project team during the planning phase of the project. Site Specific Induction will cover all relevant issues as indicated by Site Induction Checklist and Training Register (SM8 Attachment 1). A copy of the Site Specific induction format will be held in the project files.

All staff shall be given and sign for, a copy of the NICHE Site Safety Handbook on completion of the Site Specific Induction.

## 8.4 Other OHS&R-Related Training

- No person may operate tools or equipment unless authorised and officially qualified by training to do so.
- All personnel must be trained in Task or Work Activities and Safe Work Method Statement – related OHS Induction
- All personnel acting in supervisory roles must be competent and OHS-trained to carry out their roles.
- All personnel with managerial responsibilities must be competent and OHS-trained to carry out their responsibilities
- Occupational Health and Safety Committee Training will be provided for any personnel serving on Committees.



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## Scope

This policy outlines the management and the maintenance of safety documentation.

## Objectives

- To outline what documentation must be held and how it should be maintained and controlled.
- To ensure that a statistical analysis is undertaken to assist management to improve its effectiveness

### 9.1 On-Site Files

Records are to be kept on all NICHE sites to provide evidence that everyone is complying with safety and to provide pointers to deficiencies, recommendations for corrective action, and the status of rectification once it is completed. These records will include but not necessarily be limited to:

- Copy of this OHS&R Management System (controlled copy)
- Copy of the Project/Site Safety Plan
- All Inspection, Test and Audit Reports provided for under the Safety Plan
- Details of qualifications of certificated operators
- Training records
- Accident/Dangerous Occurrences reports (both NICHE and Govt OHS Authority e.g. *in NSW*, Workcover)
- Reports on corrective action
- Site Injuries Register Book as per Australian Standards
- Registers of Hazardous Substances and MSDS.
- Records of Personal Protective Equipment issued

### 9.2 Office Files

All OHS&R related documents pertaining to each project including Registers/Records complementing the Site Safety Plan are to be filed in project related files at the Company's Project Office and subsequently archived in the Company's Branch Office.



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## Scope

NICHE accepts a responsibility to influence design criteria to consider safety as a project design element.

## Objectives

- To minimise risk and maximise construction safety.
- To work jointly with others to help deliver a project that is user-friendly in terms of OH&S in its usage.

## 10.1 Design

Where NICHE can influence or can make comment on design features relating to a Project that can be improved for reasons of safety in construction and/or safety for the end user, we will make appropriate submissions in this regard.

The opportunities for consultation over the OHSR implications of design may arise at any time during the development or execution of a project. NICHE will issue a request for Further Information (RFI) to both clients and consultants as necessary to ensure OHS & R implications are covered at all design stages of a project

Design implications will be discussed by the Project Team on a monthly basis at Project Review Meetings.

Feedback on design implications will be reviewed at the Post Project Review meeting held at the conclusion of each project.



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Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

## Scope

This policy is designed to outline a systematic review, audit and change program for NICHE's safety system.

## Objectives

- To outline an audit, review and change process for NICHE's OHS and R Management Systems

### 11.1 Reviews

NICHE's OHS and R Management System will be reviewed under the following conditions:

- Changes in Government requirements
- Developments towards "Best Practice"
- Changes regarded as desirable following Audits of the OHS&R Management system
- Changes regarded as desirable following Audits, Reviews (Monthly or Post Project Reviews) of NICHE's Projects or Sites that indicate a need for improving our OHS and R Management.

Projects or Sites will themselves be subject to:

- Quarterly audits through a trained Auditor and using the audit instrument SM11 Attachment 1
- Monthly Project review conducted by the Project Manager with his Project Director
- Post Project Review



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2008

Niche Occupational Health Safety &  
Rehabilitation (OHSR) System

Appendix of Attachments

# Internal OHS&R Reviews Safety Audit Checklist & Report

**SM11**  
ATTACHMENT 1  
Issue 1 – 2008

## SITE SAFETY AUDIT

AUDIT DATE	AUDIT TIME

PROJECT NAME:	
PROJECT LOCATION:	
JOB NUMBER:	

AUDITORS NAME/S	AUDITORS TITLE	INVOLVEMENT / FREQUENCY
		¼ly or Monthly – Major Sites
		¼ly or Monthly – Major Sites

Total Number of People on NICHE Site:	
Number of NICHE Employees on Site:	
Total Number of Sub-contractors on Site:	

### GENERAL

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
a) <b>Safety Signs:</b> Posted around Site ie Hard Hat, Safety Boots, Eye & Hearing Protection, Laser & Hazchem Signs, etc.			
b) <b>Fire Precautions:</b> provided on site ie Hose Reel, Extinguisher, Signs.			
c) <b>Overhead Electrical Conductors</b> protected			
d) <b>Safe Access to and Egress from Site</b>			
e) <b>Site suitably protected against Public Access</b> ie fences, hoarding, gantry barricades & lighting etc			
f) <b>Building materials safely stacked and secured</b> ie Pipes, Form Ply, Roof sheeting etc			
g) <b>Lighting</b> is adequate to perform all work safely			
h) <b>Evacuation Procedure: A Site Plan showing nominated assembly area/s&amp; emergency contact details</b> is displayed in prominent locations around the site including Site Office.			



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# Internal OHS&R Reviews Safety Audit Checklist & Report

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## AMENITIES

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
<b>General requirements for all enclosed Amenities:</b> <ul style="list-style-type: none"> <li>• Sound / Weatherproof Construction</li> <li>• Adequate Ventilation, Heating, Cooling &amp; Lighting</li> <li>• Protected against insects.</li> <li>• Adequate Cleaning Equipment- soap, hand drying, toilet paper, cleaning agents, mop &amp; broom</li> <li>• Clear access to and egress from all amenities</li> <li>• No Building Materials or Equipment Stored in Amenities</li> <li>• Power supplied to amenities should comply with NSW Code of practice- Electrical Practices for Construction Work.</li> <li>• Change and Meal Rooms must be separate or separated by an internal wall</li> <li>•</li> </ul>			
<b>Toilets:</b> Is there at least- one toilet per 20 men with urinal <ul style="list-style-type: none"> <li>- one toilet per 15 men without urinal</li> <li>- one toilet per 10 women (if applicable)</li> </ul> <ul style="list-style-type: none"> <li>• Are they installed &amp; maintained to prevent odours from reaching dining facilities?</li> <li>• In Multilevel buildings, toilets must be provided so that no person has to walk up or down more than 2 floors.</li> </ul>			
<b>Washing Facilities</b> within or adjacent to toilet, with clean water (not where practicable) and Soap, Mirror/s, and Garbage Bin/s			
Adequate Clean Fresh Drinking Water!			
Showers are provided when dirty work requires it:- 1 per 25 persons with Hot & Cold Water, Curtain / Door, Soap & Soap Holder, Non-slip flooring, bench seating, clothing hook.			
<b>Facilities in Amenity Sheds for Safekeeping of personal belongings &amp; tool kits.</b>			
<b>Change Rooms (0.5m<sup>2</sup>/person)</b> where work requires clothes to be changed, with bench seating & clothes hooks.			
<b>Meal Room (1m<sup>2</sup>) for each person, with :-</b> <ul style="list-style-type: none"> <li>• Adequate Tables &amp; Seating</li> <li>• Ventilation / Cooling / Heating.</li> <li>• Refrigerator, Food Warmer, Sink with clean water supply.</li> <li>• Boiling Water</li> <li>• Garbage Bin/s with liners.</li> <li>• Shelves for storage of Utensils and food</li> </ul>			



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# Internal OHS&R Reviews Safety Audit Checklist & Report

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## *FIRST-AID*

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
• <b>Kit B for 24 or less people on site.</b>			
• <b>Kit A for 25-99 people on site &amp; person with current First Aid Certificate is appointed in charge of Kit &amp; is available.</b>			
• <b>First Aid Room &amp; Type A First Aid Kit for site with 100 or more people. A person with an Occupational First-Aid Certificate is required to control a First Aid Room.</b>			
• <b>All Construction Site First Aid Kits must have a handle.</b>			
• <b>Notice near First Aid Kit displaying:- Names, Telephone No's, Work Locations of person/s in charge of First Aid kit or appointed to give first aid.</b>			
• <b>Each first Aid Kit must contain a list of the required contents &amp; a CPR Flowchart.</b>			
• <b>First Aid Kit/s are easily accessible to all working on site</b>			
• <b>Injury Register maintained with record of all injuries.</b>			
• <b>Kit has been checked 6 monthly &amp; evidence of check is recorded on the Safety Equipment Distribution List.</b>			

## *EMERGENCY CONTROL*

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
• <b>Site Plan</b> located in Site Office (and around site on large projects) with the following marked on it: - Site Entry, Site Parking - Evacuation assembly area.			
• <b>Emergency Control Procedure</b> displayed near Site Plan listing: - Contact Numbers & Info. Required - Procedure when Site Office is unattended & First Aider can't be located. - Procedure when emergency services are required.			



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## EDUCATION, TRAINING & CERTIFICATION

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
<ul style="list-style-type: none"> <li>All Site Staff have undergone a Site Specific Health and Safety Induction, (and in NSW) Industry Induction and Work Activity Induction, &amp; details are recorded on the Site Training Record by the Site Manager.</li> </ul>			
<ul style="list-style-type: none"> <li>Only persons with the necessary Certificate of Competency are engaged where such certificates are required. NB: Persons learning these skills must maintain a logbook and be directly supervised by a person holding a current ticket (CoC)</li> </ul>			
<ul style="list-style-type: none"> <li>A Register of Certificate Holders containing the names of all employees performing work that requires a CoC is maintained. NB: CoC's required for Scaffolding, Rigging, Dogging, Cranes, 11m or more Boom Type Elevating Work Platform, Personnel &amp; Material Hoists, Concrete Booms, Forklift Trucks, Front End Loader / Backhoe, Bobcat, Excavator, Explosive Powered Tools..</li> </ul>			

## ELECTRICAL

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
<ul style="list-style-type: none"> <li><b>Switchboard:</b> Is it Waterproof?, Lockable?, Located on Site?, Securely Fixed to a Structure?, &amp; does it have an isolating switch &amp; No sharp edges that damage cords ? -ELD not to be used as isolating switch ! -Is switchboard unlocked during working hours &amp; is someone assigned to lock it at night.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Sub Mains:</b> Protected with circuit breakers or HRC Fuses. <b>Circuit breakers on sub mains can be locked in open position and tagged.</b></li> </ul>			
<ul style="list-style-type: none"> <li><b>Final Sub Circuits:</b> protected with an over current circuit breaker, labelled by an electrician to ID equipment they supply. -All final sub circuits are isolated each day except for those supplying amenities &amp; equipment which operate outside normal working hours. -"Construction Wiring" is distinguished from permanent wiring by cable colour ( usually yellow ) or Yellow Tape at intervals less than 5 metres.</li> </ul>			
<ul style="list-style-type: none"> <li>Do all electrical fittings comply with AS3000 wiring rules and the Local Supply Authority Service and Installation Rules – ie Supply Authority Notified after installation or alteration of any construction wiring</li> </ul>			



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<ul style="list-style-type: none"> <li>• Are all electrical fittings fitted with a <b>Current Operated Core Balanced Earth Leakage Device (ELCB)</b> that complies with AS3190. ie Rated tripping current not exceeding 30mA. <ul style="list-style-type: none"> <li>-Protect every Single Phase Final Sub Circuit and Final Sub Circuits supplying hand held or portable equipment with ELCB. Ie Switchboard, Circuits, &amp; Construction Wiring Supplying Lighting.</li> <li>-<b>Permanent wiring power outlets must also be fitted with ELCB</b> when used for construction work.</li> <li>-Is <b>ELCB Trip Tested Monthly</b> by a licensed electrician or competent person authorised by constructor, &amp; <b>results recorded.</b></li> <li>-Is <b>ELCB Calibration Tested</b> by licensed electrician <b>every 3 months &amp; results recorded.</b></li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Is there a <b>Portable Generator &amp; does it comply with AS2790</b> and does it have an ELCB.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Power Outlets:</b> Are they controlled by a double pole switch. Do portable outlets have a flexible cord rated at 10 amperes minimum, overload &amp; earth leakage (ELCB) protection. <b>No double adaptors</b> or piggy back plugs being used.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Extension Cords:</b> -supported above work areas, wet areas &amp; passages, - protected from moisture and mechanical damage. -Are all 240V flexible extension cords <b>Heavy Duty Sheathed Type</b> that comply with AS3199 -All 3 Pin Plugs and Extension Cord Sockets are <b>non-rewirable (moulded) or transparent type.</b> -Are extension cords in multi-story construction <b>confined to same floor as power source</b>, with the exception of, falsework, &amp; lift or service shafts (separate final sub circuit required). NB: Staiwellls from floor above or below. -Ensure extension cords are <b>not joined together.</b> -Do they have up to date <b>inspection tags (monthly by licensed electrician)</b> &amp; are the Inspection details recorded in a log book by the owner of the Cord.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Power Machines, Portable Tools &amp; Appliances</b> - Do they have: <ul style="list-style-type: none"> <li>-Guards, blades, outer casings, power cords, and on/off switch all in good condition and good working order.</li> <li>-<b>Inspection tags (monthly by licensed electrician)</b> up to date &amp; the details of the inspection recorded in a log book by the owner of the machine or portable tool.</li> <li>-Electrical <b>appliances in amenities sheds/ site offices are inspected &amp; tagged upon arrival and then at 3 monthly intervals.</b></li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Personnel &amp; Materials Hoists:</b> Wiring is from a separate final sub-circuit originating from main switchboard &amp; it is identified as being for the operation of the Hoist/s.</li> </ul>			



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# Internal OHS&R Reviews Safety Audit Checklist & Report

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## FALLING OBJECTS

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
• Do all workers wear <b>hard hats</b> when required			
• Are <b>barricades and kickboards</b> erected so that tools & building materials wont fall on people below.			
• <b>Overhead Protection</b> is provided when work is being carried out on the edge of a building, to protect person below. Nb Where practicable, otherwise Barricades & Signage.			
• If there is a <b>risk of objects falling</b> on People (Workers or General Public) then the area where the object could fall is barricaded and signs are displayed stating " <b>Beware: Work Above</b> "			
• Do people <b>working at height</b> secure their tools with lanyards.			

## WORKING AT HEIGHT / FALL PREVENTION

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
• Persons working over 1.8metres from the ground (who are not connected to an approved fall arrest system) are supplied with, and operate from a completed scaffold.			
• Has Work at Height been planned, so that as much of possible of the work is conducted at ground level.			
• Are floor penetrations securely covered			
• Are there 1m high handrails wherever there is a drop of more than 1.8m			
• <b>Roofwork</b> : Guard Rails are installed and / or Fall Arrest System (Harness, Lanyard, Static Line) is used. • Has the Roofwork been assessed and planned in accordance with <b>Codes of Practices</b> (in NSW, the Code of Practice Safe: Work on Roofs – Part 1 Commercial & Industrial Buildings". )			
• Do people working at height (>1.8m), outside guardrails, wear a <b>parachute type Safety Harness</b> (complying with AS1891.1) & <b>Lanyard</b> , connected to an anchorage point that will withstand the force of the falling person. -Is the Harness selected, used & maintained by the owner according to AS2626.			
• <b>Safety Line &amp; Fall Arrest Systems installed by a competent person</b> eg Rigger, Scaffolder or Specialist Installer. (according to AS1891.3, AS2317, AS2319 and manufacturers Instructions)			
• <b>Safe Access to and from anchorage points</b> is provided.			
• <b>Approval from Workcover</b> is required for use of a Forklift Cage!			



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## SCAFFOLDING / WORKING PLATFORMS

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
Scaffolds from whose work platforms someone can fall > 4 metres are erected / altered / dismantled by a Scaffolder holding the appropriate Certificate of Competency for the type of scaffolding ie Basic, Intermediate, or Advanced Scaffolding.			
<ul style="list-style-type: none"> <li>Scaffolding as above that remains erected, is inspected once a month, by a licensed Scaffolder. Inspection details recorded on Site Scaffold Register.</li> </ul>			
<ul style="list-style-type: none"> <li>Are there solid foundations under the scaffolding?</li> </ul>			
<ul style="list-style-type: none"> <li>Are there base plates &amp; sole plates for the standards?</li> </ul>			
<ul style="list-style-type: none"> <li>Is there adequate bracing in all directions.</li> </ul>			
<ul style="list-style-type: none"> <li>Are there handrails and kickboards for all working platforms more than 2m high.</li> </ul>			
<ul style="list-style-type: none"> <li>Are all working platforms fully planked</li> </ul>			
<ul style="list-style-type: none"> <li>Is there safe access to and from Scaffold / Platform.</li> </ul>			
<ul style="list-style-type: none"> <li>Is scaffold tied to the building at least every 3.6m in height and length.</li> </ul>			
<ul style="list-style-type: none"> <li>Scaffolds not within 4.6m of Live Electrical Conductors.</li> </ul>			
<ul style="list-style-type: none"> <li>Wheels on Mobile Scaffolds lockable &amp; locked when in use.</li> </ul>			
<ul style="list-style-type: none"> <li>Are Outriggers used on Mobile Scaffolds when the height is greater than three times the width of the base.</li> </ul>			

## LADDERS

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
<ul style="list-style-type: none"> <li>On Firm &amp; Level Ground when in use.</li> </ul>			
<ul style="list-style-type: none"> <li>Intact and good condition, free from cracks, corrosion &amp; twisting</li> </ul>			
<ul style="list-style-type: none"> <li>Away from door ways / access ways</li> </ul>			
<ul style="list-style-type: none"> <li>4.6m from live electrical conductors</li> </ul>			
<ul style="list-style-type: none"> <li>Are Ladders made of non conducting material used near electrical equipment.</li> </ul>			



Approved:

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<ul style="list-style-type: none"> <li>• <b>Extension Ladders:</b> <ul style="list-style-type: none"> <li>- Stable and securely fixed at top and bottom</li> <li>- Slope at least one in four.</li> <li>- Extend at least one metre above top platform</li> <li>- Locking Mechanism works</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Step Ladders:</b> <ul style="list-style-type: none"> <li>- Non slip footings</li> <li>- Spreader bars locked in position</li> </ul> </li> </ul>			

## EXCAVATION & PENETRATIONS

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
<ul style="list-style-type: none"> <li>• Have <b>underground Electrical Conductors and Gas Pipes</b> in excavation vicinity been <b>identified &amp; isolated prior to excavation commencing.</b></li> </ul>			
<ul style="list-style-type: none"> <li>• All Excavations are <b>barricaded &amp; made visual to pedestrians and vehicles at all times</b> ie Handrail, Barrier, Cover, Signs, Reflective tape or lights</li> </ul>			
<ul style="list-style-type: none"> <li>• Excavations &gt;1.5 metres deep are <b>shored or battered</b> according to Codes of Practice or Regulations.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Safe means of access &amp; egress</b> from excavation provided at all times</li> </ul>			
<ul style="list-style-type: none"> <li>• Person Operating Excavator / Front end Loader / Backhoe / Bobcat has the <b>appropriate Certificate of Competency (License) to Operate that Plant.</b></li> </ul>			

## RESPIRATORY HAZARDS

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
<ul style="list-style-type: none"> <li>• <b>Adequate Respiratory Protection (ie Dust Masks)</b> is worn in Dusty Environments, particularly when dealing with: <ul style="list-style-type: none"> <li>- Silica Dust ( Sandstone, Shale , Quartz, Granite, Concrete )</li> <li>- MDF &amp; Plaster Board Cutting</li> <li>- Cement Sheeting</li> <li>- Insulation Wool</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Dust suppression/removal devices</b> are fitted to or used in conjunction with equipment used to Cut, Drill, Pick, Scabble or Rip Silica-containing materials eg Sandstone, Shale, Quartz, Granite &amp; Manufactured Products like Concrete.</li> </ul>			
<ul style="list-style-type: none"> <li>• If possible, <b>Dusty Work processes and areas are isolated .</b></li> </ul>			
<ul style="list-style-type: none"> <li>• If possible, <b>Dusty Work processes and areas are Wetted Down.</b></li> </ul>			



Approved:

A handwritten signature in black ink, appearing to read 'Adam D'Angelo', is written over a light blue horizontal line.

Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

# Internal OHS&R Reviews Safety Audit Checklist & Report

SM11

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<ul style="list-style-type: none"> <li>• <b>Good Housekeeping Procedures</b> (eg Vacuuming with HEPA Filter, or Wet Sweeping &amp; Wet Cleaning) are carried out.</li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Asbestos:</b> If present on site in any form, has been reported to the Site Manager, and arrangements have been made for it's removal by an approved sub-contractor</li> </ul>			

## NOISE

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
<ul style="list-style-type: none"> <li>• <b>Noisy areas and tasks have been identified and signs have been erected indicating "Hearing Protection Must Be Worn"</b></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Noise reduction measures have been implemented, including:</b> -Eliminate Noise Source if possible. -Substitute Noisy machine for a quieter one -Isolate Noise Source behind sound absorbent walls or curtains -Move Noisy Machinery as far as possible away from workers.</li> </ul>			
<ul style="list-style-type: none"> <li>• People using noisy machinery &amp; others working near it, wear AS1270 approved <b>Earmuffs or Earplugs.</b></li> </ul>			
<ul style="list-style-type: none"> <li>• <b>Signs indicating "Hearing Protection Must Be Worn"</b> are erected in work areas where Noise Levels exceed an 8 hour noise equivalent of 85dB(A) or that peak at more than 140dB(A)</li> </ul>			

**HAZARDOUS SUBSTANCES / DANGEROUS GOODS** eg Petrol, Diesel, Thinners, Lacquers, Paints, Solvents, Acids, Concrete Curing Products, Adhesives, Formwork Oil, Asbestos, MDF Dust, etc.

ITEM	SATISFACTORY		ACTION (Prioritise according to RISK ie 1-6)
	YES	NO	
Material Safety Data Sheets (MSDS's) on all Hazardous Substances are kept on Site in the <b>Hazardous Materials Register</b> , which is accessible to all site personnel.			
Hazardous Substances are <b>used, handled &amp; stored according to the methods prescribed in the MSDS.</b> ie appropriate PPE			
<b>Adequate Training</b> , Instruction and Information is provided for workers to Use Hazardous Substances Safely!			
<b>All Containers of Substances are labelled clearly &amp; correctly.</b>			
<b>The Type and amount of a Hazardous Substance stored or used on Site is recorded in the Hazardous Materials Register.</b>			
Where <b>natural ventilation is inadequate</b> to prevent a build up of fumes or vapours of a Substance (to unsafe levels), <b>Forced Ventilation</b> is provided.			



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Dangerous Goods Storage is identified by an appropriate sign indicating the type/s of substance present in the store.			
Minor Storage of Flammable & Combustible liquids, which don't require Dangerous Goods Licence : Does the total quantity of Flammable & Combustible liquids' stored on site, comply with the maximum amounts prescribed for Minor Storage in Table 2.1 of AS 1940. If not a DG Licence may need to be arranged and/or Storage Methods improved.			
Where 100L or more of Flammable liquids are Stored , a Fire Extinguisher and Warning Sign worded "Danger- Flammable Liquid - No Smoking - Keep Fire Away" are present.			
Gas Cylinders (Indoors). Not more than the following empty or full cylinders: - 7 x Acetylene - 5 x LPG Forklift - 3 x 45 kg LPG - 10 x Non-Flammable Gas ( green diamond label )			
Gas Cylinders: Stored upright, chained or in brackets or frames along a wall or in a corner, where there is good ventilation and they are protected from vehicles, and fire extinguisher near by. Class 2 (Gases) Diamond Sign for more than 5 Cylinders Gas Cylinders should be 3m away from: - heat or ignition sources - other classes of gas or dangerous good - emergency exit or stairway			
Dangerous Goods of different classes (refer Hazchem Label) are not stored in the same area & can't mix if spill.			
Are there any PG1 substances (carbon disulphide, ether) on Site. If yes contact Site Manager.			
Is there more than 2000L or Kg of PG11 ( petrol, alcohol, acetone , thinners) or PG111 ( Kerosine, turps etc ) . . If yes Contact Site Manager.			
Lead Paint : reported to Site Manager & arrangements made for removal by an approved contractor			

**PERSONAL PROTECTIVE EQUIPMENT (PPE) :** Including, but not exclusively, Head, Eye, Hand, Foot, Skin, Respiratory and Hearing protection; Barrier Creams, Sun Screen, Traffic Vests & Protective Clothing

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
• Sub-Contractors have (on site) the necessary PPE to complete their work safely.			
• All personnel wear PPE when either; specified by on site signage, through a directive from the Site Manager or when the Work Method requires it.			



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# Internal OHS&R Reviews Safety Audit Checklist & Report

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• Safety Footwear complies with AS2210 ie Steel cap and with adequate tread to prevent slipping.			
• Safety Helmets (AS1801) are available on site for visitors & employees.			
• Safety Glasses or Face Shields (AS1337) are worn when there is a danger of splashes from chemicals or corrosives, or grit in the eye from dust or flying objects, or welding flash (AS1338.1).			
• Traffic Vests are worn on and around site when there is a traffic hazard			
• Sunscreen is available for employees working outdoors			

## PLANT AND EQUIPMENT

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
Only authorised / licensed people operate plant or equipment			
Operators conduct pre-shift check of all plant / equipment.			
Equipment checks are maintained			
Lifting gear checked monthly by rigger/dogman			
Concrete Pumps & lines inspected & tested according to any Code of Practice.			

## FIRE PREVENTION

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
• Flammable Goods stored in flammable goods store			
• No smoking rules enforced around Hazardous Substances			
• Fire Extinguishers: - Kept in fire hazard locations			
• Combustible rubbish is well away from all ignition sources			

## HOT WORK ie Oxy/Acetylene Flame, Electric Welding, Cutting, Grinding, Heating

ITEM	SATISFACTORY		ACTION ( Prioritise according to RISK ie 1-6 )
	YES	NO	
• Fire extinguisher in immediate proximity of work			
• Protection screens used			
• PPE including face shield goggles & gloves are worn			
• Operators do not carry Butane lighters			
• Oxy/Acetylene Bottles are secure.			



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MANAGING DIRECTOR  
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**Internal OHS&R Reviews  
Safety Audit Checklist & Report**

**SM11**

ATTACHMENT 1

Issue 1 – 2008


Copy to PM to CM to SM and copy to project file



Approved:

A handwritten signature in black ink, appearing to read 'Adam D'Angelo'.

Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

# Contractors & Purchasing Note to Suppliers

**SM2**

ATTACHMENT 1

Issue 1 – 2008

*Note to Supplier*

### OHS Requirements

*Niche Construction Management Pty Limited cannot accept any deliveries of your products or equipment unless they are delivered and arrive in safe packaging or in an undamaged state and condition.*

*Equipment must be accompanied by up-to-date service record/advice and with instructions including advice on end-use training that may be available.*

*In the case of materials and chemicals they must also be clearly labelled and come accompanied by a Material Safety Data Sheet with advice on risk controls.*

*(Signed)*

*(Title)*

*(Dated)*

*(Contact Tel./Fax nos.)*

*Niche Construction Management Pty Limited*

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Approved:

A handwritten signature in black ink, appearing to read 'Adam D'Angelo'.

Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

# Process Control Hazard Identification/Safe Working Method

**SM3**

ATTACHMENT 1  
Issue 1 – 2008

PROJECT & LOCATION:  
TRADE & PROCESS:  
JOB SAFETY ANALYSIS:

PRINCIPAL CONTRACTOR:  
COMMENCEMENT OF JOB:

CREW:

COMPANY NAME:  
SUPERVISION:

ACTIVITY or TASK SEQUENCE	HAZARDS What can harm you or others	RISKS Who can be affected and in what way	CLASS OF RISK *	RISK CONTROLS What are you going to do to make the job as safe as possible	PERSON TO ACTION CONTROLS

\*Class 1 refers to chance of fatality or permanent disablement  
Class 2 refers to chance of 7 days or more of work

PARTICULAR REGULATIONS OR CODES OF PRACTICE REQUIRING COMPLIANCE:

TRAINING REQUIREMENTS:

MAINTENANCE REQUIREMENTS:

CHEMICAL STORAGE:

PPE:

PREPARED BY:

ENDORSEMENT OF PERSONNEL:

Name

Signature

Date

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Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

# Inspection & Testing Weekly Safety Inspection

**SM4**  
ATTACHMENT 1  
Issue 1 – 2008

## NICHE WEEKLY SAFETY INSPECTION

<b>INSPECTION DATE:</b>	<b>INSPECTION TIME</b>
<b>PROJECT NAME:</b>	
<b>PROJECT LOCATION:</b>	
<b>JOB NUMBER:</b>	
<b>SITE MANAGER</b>	

Items for Attention	Satisfactory		Comments / Action (NCR No. if applicable)
	Yes	No	
• Safety Signage is displayed			
• Fire Prevention ie Extinguisher/s, Housekeeping etc			
• Safe Access & Egress ( to & from Site & Work Areas)			
• Lighting is adequate to conduct work safely			
• Storage of building materials			
• Storage of Hazardous Substances / Dangerous Goods			
• Evacuation Plan and Procedure – displayed			
• Amenities are Adequate			
• First Aid Kit/s on site & fully stocked			
• Site Induction for all people on site & recorded			
• Only licensed / ticketed operators, scaffolders, riggers, dogman			
• Electrical: -All tools & equipment tagged -Cords supported above work areas, wet areas, and passageways -Earth leakage devices on all electrical fittings			
• PPE is worn as required by signage or work method.			
• Falling object prevention: eg Hardhats, barricades, kickboards, O/H Protection, lanyards for tools.			
• Working at Height >1.8m: -Scaffold or Fall Arrest System -Not within 4.6m of Live Wires -1m high Guardrails for drop >1.8m			
• Scaffolding: ->4m by licenced scaffolder -Inspected once a month			
• Ladders in good condition & used correctly			
• Excavations & Penetrations are : -securely covered or barricaded -<1.5m deep shored or battered			
• Dust Suppression / Removal devices, isolation of work area, & good housekeeping are in place when Hazardous Dust (Silica, MDF) is generated.			
• Noise areas identified & hearing protection worn			
• MSDS's for all Chemical / Hazardous Substances on site			
• Gas Cylinders restrained in storage & use.			
• Any other items			

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Approved:

Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited

# Inspection & Testing

## Monthly Safety Inspection

**SM4**  
ATTACHMENT 2  
Issue 1 – 2008

### NICHE MONTHLY SAFETY INSPECTION

INSPECTION DATE:		INSPECTION TIME	
PROJECT NAME:			
PROJECT LOCATION:			
JOB NUMBER:			
SITE MANAGER			

Items for Attention	Satisfactor y		Comments / Action (NCR No. if applicable)
	Yes	No	
• Safety Signage is displayed			
• Fire Prevention ie Extinguisher/s, Housekeeping etc			
• Safe Access & Egress ( to & from Site & Work Areas)			
• Lighting is adequate to conduct work safely			
• Storage of building materials			
• Storage of Hazardous Substances / Dangerous Goods			
• Evacuation Plan and Procedure – displayed			
• Amenities are Adequate			
• First Aid Kit/s on site & fully stocked			
• Site Induction for all people on site & recorded			
• Only licensed / ticketed operators, scaffolders, riggers, dogman			
• Electrical: -All tools & equipment tagged -Cords supported above work areas, wet areas, and passageways -Earth leakage devices on all electrical fittings			
• PPE is worn as required by signage or work method.			
• Falling object prevention: eg Hardhats, barricades, kickboards, O/H Protection, lanyards for tools.			
• Working at Height >1.8m: -Scaffold or Fall Arrest System -Not within 4.6m of Live Wires -1m high Guardrails for drop >1.8m			
• Scaffolding: ->4m by licenced scaffolder -Inspected once a month			
• Ladders in good condition & used correctly			
• Excavations & Penetrations are : -securely covered or barricaded -<1.5m deep shored or battered			
• Dust Suppression / Removal devices, isolation of work area, & good housekeeping are in place when Hazardous Dust (Silica, MDF) is generated.			
• Noise areas identified & hearing protection worn			
• MSDS's for all Chemical / Hazardous Subs on site			
• Gas Cylinders restrained in storage & use.			
• Any other items			

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MANAGING DIRECTOR  
Niche Construction Management Pty Limited







# Control of OHS&R Issues Non Conformance Report

**SM5**

ATTACHMENT 1

Issue 1 – 2008

## NON CONFORMANCE REPORT

### *Section 1 – By CM / SM*

<b>Job No:</b>		<b>Issued To:</b>
<b>Project Name:</b>		<b>Name:</b>
<b>Date:</b>		<b>Company:</b>
Details of Non Conformance:		
Completion Required Date: _____ Signed: _____ Date: _____		

### *Section 2 – By Person / Company Issued with NCR*

<b>Action Taken by Supplier/Subcontractor/Employee:</b>
Signed: _____ Date: _____

### *Section 3 – By Supervisor / Manager*

<b>Completion Check:</b> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <b>Signed:</b> _____ <b>Date:</b> _____ <small>(If No, complete another NCR)</small>
--

To whomever directed and to Project file



Approved:

Adam D'Angelo  
MANAGING DIRECTOR  
Niche Construction Management Pty Limited