



HILDEBRANDT LOCKSMITHS Pty Ltd

Health and Safety Management Plan

for

**(CLIENT NAME)**

# HEALTH and SAFETY MANAGEMENT PLAN

CONTROLLED DOCUMENT Name:

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## FOREWARD

*This Health and Safety Management Plan (HSMP) has been prepared by Hildebrandt Locksmiths Pty Ltd that outlines workplace health and safety responsibilities to be followed during the provisions of services and work activities identified within the scope of works provided by our Client.*

Hildebrandt Locksmiths Pty Ltd are required to conduct all activities and operations that avoid the risk of injury to persons and damage to any Client property as well as conduct work activities within defined procedures and safe work practices designed to minimize hazards and ensure the health, safety and welfare of all personnel, and the community.

## Contract details

<b>Contractor company name:</b>	_____
<b>Phone number:</b>	_____
<b>Address:</b>	_____
<b>Key contact:</b>	_____
<b>Activity description:</b>	_____
<b>Contract number (if applicable):</b>	_____
<b>Location of works:</b>	_____
<b>Timing of works (approximate):</b>	<b>Start date:</b> /    / <b>End date:</b> /    /

### 1.1 Background

This Plan identifies the working behaviours and safe work practices expected of all employees, subcontractors and other contracted personnel engaged by Hildebrandt Locksmiths Pty Ltd.

The HSMP shall be adopted and implemented by all personnel engaged by Hildebrandt Locksmiths Pty Ltd. The Plan references instructions and associated forms that are tools that aid the completion of daily activities. All employees will be prompted of their responsibilities and accountabilities that contribute to the prevention of injury and the reduction of potential hazards and incidents within the workplace.

This Plan has been prepared in accordance with the following requirements:

- AS 4801: 2000 Occupational Health and Safety Management Systems
- NSW Occupational Health and Safety Act (2000)
- NSW Occupational Health and Safety Legislation (2001)

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## 1.2 Purpose and scope

This Plan describes the strategies that will be used by Hildebrandt to implement its Health and Safety Policy, and safety management systems for all works under its control.

To achieve the goals set out by this Plan, all parties associated with Hildebrandt Locksmiths must be committed to and take an active role in the provision of a safe and healthy working environment.

### Reference for Safety Policy

## 1.3 Workplace Code of Conduct

An acceptable level of behaviour is required to be maintained at the workplace at all times, and co-workers are to be treated with respect. Behavioural expectations of all personnel (direct labour, supervision, management and contractors) are:

- Arrive fit for work each day
- Take responsibility for safety in the immediate workplace
- Use the correct tools for the task
- Always wear the correct PPE
- Ensure proper housekeeping of work area – remove all unwanted items / tools and rubbish
- Report all hazards, near misses and injuries to their supervisor

## 1.4 Safety Responsibilities

Responsibilities and accountabilities for all personnel are recorded in individual Position Descriptions. Each person involved in the project has equal responsibility to strive to achieve a safe and healthy workplace as set out in the below table.

### Safety Responsibilities

Name	Position held	Safety responsibilities	Contact number (direct/mobile)

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## 2.0 HEALTH and SAFETY MANAGEMENT SYSTEM

Hildebrandt Locksmiths are dedicated to a safe workplace for all employees and the wider community.

Prior to undertaking any work, a hazard analysis will be conducted to identify contract level risks associated with safety & environmental hazards, regulatory requirements, emergency planning, etc.

Training is a primary method for communicating the requirements of the health and safety management system to the workforce. The structured training program is supported by other communication methods such as toolbox talks, management meetings, etc. that help maintain awareness of workplace procedures and issue resolution. The communication process is used to obtain feedback and suggestions from the workforce.

Hildebrandt implements a range of tools like workplace inspections and incident / injury investigations to analyse safety performance and identify both preventative and corrective actions to improve workplace health and safety.

### 2.1 RISK MANAGEMENT

#### 2.1.1 Hazard Identification, Assessment and Control

Specific health and safety risks are to be identified and managed accordingly through the development of task specific job analysis.

All foreseeable hazards identified are to be assessed and appropriate controls are to be implemented (eg. work instructions training requirements, competency assessments, etc.)

The job analysis must include the following as a minimum:

- ◆ A description of the activity;
- ◆ Identification of potential hazards (both environment and activity based)
- ◆ The control measures to mitigate these hazards;
- ◆ The way the activity is to be performed, including how the control measures are to be used;

#### 2.1.2 Job Analysis

All work activities on site shall be controlled through the completion of a job analysis (JA) prior to the commencement of any activity.

All Hildebrandt employees have sighted the required job location prior to the start of the activity. The work crew will then develop the JA to achieve an acceptable level of risk, ensuring that all foreseeable hazards and risks have been mitigated, if not eliminated.

The JA document may be completed prior to task commencement, however, when work commences, all personnel carrying out the tasks are required to review the JA to form an agreement. All employee's sign the sheet as evidence that they have been involved in the risk assessment process.

**Please refer to appendix one for Job analysis**

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## 2.1.3 Personal Protective Equipment

All personnel on site shall comply with the following PPE requirements and procedures and shall be issued with the mandatory PPE before commencing work on the site. The minimum clothing and PPE requirements are as per list below.



- **Long-Long High Visible Protective Clothing (Natural Fibre - AS 190634 & 4602:1999).** - Shall be worn at all times. Shirts will be long sleeved High Visibility and vests with High Visible Reflective taping will be provided for any night work. Pants will be long cotton drill pants.
- **Eye Protection (AS 1336 & 1337).** - Shall be worn at all times or where the JA identifies eye protection as a risk. Personnel working in areas or performing tasks that present a likelihood of eye injury (identified by JA ) shall wear specialised eye protection (welding, grinding, abrasive blasting). Double eye protection to be worn for specific tasks where the JA dictates– eg grinding
- **Safety Footwear (AS 2210).** - Shall be worn at all times.

PPE is to be considered as the last method of hazard control and only to be used after all other risk control measures have been investigated.

## 2.1.4 Hazardous Substances

The characteristics/condition of materials, items or equipment under Hildebrandt's control shall be preserved through identification, storage and handling processes to ensure suitability for use.

The health & safety of employees including potential environmental impacts with respect to storage and handling activities shall be assessed and control measures implemented to ensure identified hazards/risks are eliminated or mitigated.

Risk assessments will be carried out on chemicals that are intended for use on Hildebrandt job sites. Alternative chemicals are to be considered if the risk of use is unacceptable. A chemical register with the attached M.S.D.S. will be included in the work pack or made available at site. Handling and PPE requirements will be adhered to as per M.S.D.S.

**Please refer to appendix two for chemical register**

## 2.1.5 Workplace Inspection

Daily inspections of the workshop are carried out by a nominated person. The nominated person will rectify immediately if possible to do so, then report any safety hazards to the Company Manager for notification and / or correction. The hazard and action taken will be included in toolbox meeting discussions.

All employees have an obligation to correct and report any safety hazards to their supervisor.

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## 2.1.6 Job Observations

Hildebrandt conduct regular job observation of all employees to ensure service quality and adherence to safe work practices.

## 2.1.7 Plant, Tool and Equipment

Hildebrandt own a number of plant tools and equipment, and utilises these items across the business – from small powered hand tools to medium fixed pieces of equipment Plant like pedestal drills within the workshop and computers within the office environment.

When utilising these pieces of plant, tools and equipment, the JA will consider the following as a minimum during the risk management process:

- What the plant / tool / piece of equipment designed to do
- The location where the plant / tool / piece of equipment is to be used
- General operation instructions
- The competency of the operator (experience / licence)
- Maintenance and testing activities
- Associated cleaning tasks

**Please refer to appendix three for plant, tool and equipment register, that indicates if risk assessment has been completed (YES / NO) and if maintenance / service logs are available (YES / NO)**

## 2.1.8 Land, Air, Water and Noise

**Environmental hazard** means a 'state of danger to human beings or the environment whether imminent or otherwise resulting from the location, storage or handling of any substance having toxic, corrosive, flammable, explosive, infectious or otherwise dangerous characteristics' (Vic EPA 1970).

Waste generated from any work activity conducted by Hildebrandt should be managed in accordance with the following order of preference (hierarchy of control) —

- (a) avoidance;
- (b) re-use;
- (c) re-cycling;
- (d) recovery of energy;
- (e) treatment;
- (f) containment;
- (g) disposal.

These processes are to be captured with the job analysis as key controls to consider and implemented.

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## 2.2 TRAINING

### 2.2.1 Competence, Awareness & Training

Hildebrandt recognises specific site authorisations (eg safe work within a confined space) or other identified competency-training standards. A register of competencies are kept in the site office, located in Elizabeth Street Sydney – copies of certifications and licences will be kept within personnel training files.

All employees are to be provided with such information, instruction, training and supervision to enable them to perform their work in a manner that is safe and without risks to individual health and safety and that of their co-workers and members of the community. No employee or sub contract employee will be permitted to perform work unless that person holds the required qualifications/licences or competencies.

EMPLOYEE TRAINING	TECHNICIAN	SUPERVISOR	POSTION??	POSTION??
<b>COMPETENCIES / LICENCES HELD:</b>				
Locksmith certificate				
<b>SAFETY TRAINING</b>				
OHS Induction				
Hazard Identifications				
Hazard Communication				
Risk assessment and control				
Incident / Injury Reporting				
First Aid / CPR				
Personal Protective Equipment				
Lifting and Manual Handling				
Hand & Power Tool Safety				
Chemical awareness / MSDS				

### 2.2.2 Induction

Relevant Induction is a key component to ensure employees and contractors are provided with the knowledge of the project, their particular worksite/s and HSE systems.

Topics covered within the induction are outlined in above table

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## 2.2.3 Emergency Preparedness

Compliance with site specific emergency plans will ensure a state of readiness is maintained by all employees to effectively respond to any emergencies. Any emergency equipment that is required (fire extinguisher, first aid kit etc) will be properly located upon arrival and form part of the JA development.

### 2.2.3.1 First Aid

All employees of Hildebrandt Locksmiths hold a current Senior First Aid Certificate and nominated individuals within a work crew are to ensure that there is adequate access to first aid supplies whilst onsite

## 2.2.4 Transport Management

Persons shall only drive vehicles for which they are confirmed competent. Drivers are deemed competent to operate allocated vehicles by holding a valid licence. Licences shall only apply to the vehicle/s or categories specified on the licence.

Hildebrandt values safe and courteous driving. The Vehicle Allocation Register is used to record who the custodians are for all company vehicles on site. In addition, it records the registration number and expiry, a description of the vehicle, fuel card number and expiry date.

At the beginning of each new month the Administration Office shall issue a Vehicle Checklist to each nominated vehicle driver. These shall be completed on a calendar month basis, by their respective drivers, and returned to the Administration upon completion

## 2.3 COMMUNICATION

### 2.3.1 Communication

Hildebrandt maintain a consultation team within the workforce to facilitate communication and feedback from within the Company. This is typically conducted through site toolbox meetings.

Hildebrandt ensures that all employees participate or are involved in the development, implementation and review of site-specific procedures to identify hazards, assess & control risks and achieve continual improvement.

A noticeboard is established in the Sydney workshop were any meeting minutes, notices, and other relevant information is displayed.

### 2.3.2 Incident / Accident Reporting

All employees are required to report all near misses, incidents and injuries, with Hildebrandt management recording, investigating and implementing all resulting preventative actions.

### 2.3.3 Injury Management / Rehabilitation

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Hildebrandt shall endeavour to ensure employees suffering workplace related injury or illness are assisted in the return to their pre-injury physical, psychological, social, vocational and economic capacity via the return to work process.

## **2.4 SUBCONTRACTOR MANAGEMENT**

Hildebrandt Locksmiths acknowledges their responsibility to ensure that all subcontractors understand and comply, as a minimum, with the requirements of the safety management Process. Hildebrandt will ensure that all subcontractor employees are aware of the requirements of the safety management systems through the induction process

Through random inspections and observations, Hildebrandt will ensure, that all site-specific safety management requirements are met.

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## APPENDIX ONE

### Hildebrandt Locksmiths Pty Ltd Chemical Register

Product name	Hazard	Control	Location Stored	Quantity

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## APPENDIX TWO

### Hildebrandt Locksmiths Pty Ltd Plant, Tool and Equipment Register

Item of Plant, Tool or Equipment	Registration or Identification number	Plant / Tool / equipment owner	Risk assessment available (Yes/No)	Maintenance records available (Yes/No)

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## Job Analysis

<b>Activity:</b> _____		<b>Client / Location:</b> _____		
<b>Person completing this statement:</b> _____		<b>Tel:</b> (    ) _____		
<b>Date:</b> _____		<b>Job number:</b> _____		
Key steps	Equipment or plant required	Possible hazards	Safety controls including personal protective equipment (PPE)	Licences, qualifications or work permits
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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## Hildebrandt Locksmiths Pty Ltd Subcontractor Register

Activity/Work to be subcontracted	Name and contact number of subcontracting company	Method and frequency of monitoring the subcontractor	Contractor representative responsible for monitoring the subcontractor (contact details)

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