

GLOBAL CARETAKERS

ABN 61 096 212 207

PO Box 3640, Erina NSW 2250
Suite 2, Fountain Plaza Business Centre
148-158 The Entrance Road, Erina

P: 1300 553 253

F: (02) 4365 5204

W: www.globalcaretakers.com.au



Safety Management Plan

For

TransGrid

Scope of Works

Building Cleaning Services and Associated Works

at

200 Old Wallgrove Road Horsley Park, NSW

Gunipat Holdings Pty Ltd trading As Global Caretakers provides this safety management plan to ensure its commitment to providing a safe working environment for its employees.

This safety management plan has been formulated in accordance with the requirements of the Occupational Health & Safety Act NSW 2000 and OH & S Regulation 2001 8,3.

Table of Contents

1. Statement of Responsibilities

2. Safety Rules

3. Safe Work Method Statement

1. Safety Management Responsibilities

Our General Manager will be responsible for:-

1. Identifying and assessing the hazards associated with the works and documenting the hazard control measures to be taken.
2. Ensuring compliance with OHS & R legislation, regulations, Australian standards, codes of practice and site safety rules.
3. Assessing and monitoring employees, and ensuring they meet OHS & R requirements.
4. The acquisition and communication of OHS information to supervisors and people working on the site.

Our Site Supervisor will be responsible for:-

1. Ensuring that all personnel attend site specific induction and that the site safety rules are available and provided to people who may work on the site or visit the site.
2. Our safety rules are complied with on the site.
3. Managing accident and emergency procedures and ensuring that everyone is made aware of them.
4. Keeping site OHS & R records.
5. Managing communication between OHS workplace committees.
6. Maintaining first aid stocks and ensuring that first aid facilities are clearly identified.
7. Being available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents.
8. Ensuring that incident management procedures and contact details of personnel responsible for incident management are clearly communicated and clearly displayed on site.
9. Ensuring that all personal protective equipment is worn by all personnel.
10. Ensuring that measures are in place to make sure that only authorized persons, vehicles and equipment have access to and movement on the site.
11. Ensuring that electrical equipment is inspected to ensure that it complies with the electrical code of practice and is tested and tagged before being used on site.
12. Ensuring that the presence of any existing electricity is located and highlighted then made safe by isolation or other means.

Occupational Health and Safety Training

Our OHS & R Coordinator will be responsible for: -

1. Identify the OHS & R training needs of management, supervisors and personnel on site.
2. Making sure that appropriate training is carried out.
3. Making sure that all personnel attend a general construction OHS & R induction training course before starting work.
4. Making sure that all personnel attend site-specific induction, work activity and refresher safety training.
5. Conducting, task training and refresher safety training for everyone working on the site.
6. Keeping appropriate records of OHS & R training.

2.

Safety Rules

- * All employees are required to wear, hard hats, hand and foot protection, hearing protection, eye protection, respiratory protection and visibility equipment for all tasks that require the use of this equipment.
- * Report all accidents or incidents to the Supervisor.
- * Employees shall not enter an unprotected excavation.
- * Fall protection equipment must be used for work at heights and over water.
- * All employees are required to attend site-specific induction and safe work method statement procedure training.
- * All damaged equipment is to be reported and then to be repaired or replaced to a safe condition prior to use.
- * All chemicals and substances are to be used in accordance with the appropriate safety data information sheet.
- * Personnel of our company are prohibited for being under the influence of any drug or alcohol at any time at work.

3. **Safe Work Method Statement**

Client: TransGrid

Scope of works to be undertaken: Building Cleaning Services and Associated Works

Areas of site and where work is to be undertaken: TransGrid at 200 Old Wallgrove Road, Horsley Park, NSW

Duration of work: As per agreement.

Works undertaken by Gunipat Holdings Pty Ltd Trading as Global Caretakers: - Building Cleaning Services and Associated Works

Works undertaken by Subcontractor NIL

Sub contractors to provide Safe work method Statements prior to work on the site.

Gunipat Holdings Pty Ltd trading As Global Caretakers provides this safe work method statement to ensure its commitment to providing a safe working environment for its employees. This safe work method statement has been formulated in accordance with the requirements of the Occupational Health & Safety Act NSW 2000 and OH & S Regulation 2001 8,3 Industry codes of practice, regulations and Australian standards that are applicable to the project.

RISK RANKING METHOD

Risk is the combination of the likelihood of a specific unwanted event and the potential consequences if it should occur.

Probabilities

- A — Common or Repeating Occurrence
- B — Known to Occur, or 'It has Happened'
- C — Could Occur, or 'I've Heard of it Happening
- D — Not likely to Occur
- E — Practically Impossible

Consequences

People

- 1 — Fatality or Permanent Disability
- 2 — Serious Loss Time Injury or Illness
- 3 — Moderate Loss Time Injury or Illness
- 4 — Minor Lost Time Injury or Illness
- 5 — No Lost Time

Equipment, Assets or Environment

- 1 — More Than \$500K Damage
- 2 — \$100K to \$500K Damage
- 3 — \$50K to \$100K Damage
- 4 — \$5K to \$10K Damage
- 5 — Less Than \$5K Damage

Production

- 1 — More Than \$500K Production Delay
- 2 — \$100K to \$500K Delay
- 3 — \$50K to \$100K Delay
- 4 — \$5K to \$50K Delay
- 5 — Less Than \$5K Delay

Risk Ranking Method

For each event, the appropriate probability (letter A to E) and consequence (a number 1 to 5) is selected. If an event affects more than one area of consequence (e.g. effects people and production) the highest rank number is selected i.e. 1 is always Selected

Risk Ranking Table

The consequences (loss outcomes \$) are combined with the probability (of these outcomes in the risk ranking table (e.g. a consequence 3 with a probability B yields a risk rank of 9)

The table yields a risk rank from 1 to 25

For each set of probabilities and consequences A rank of 1 is the highest magnitude of risk is a highly likely very serious event A rank of 25 represents the lowest magnitude of risk an a most impossible very low consequence event

Events represented on the risk-ranking table by ranks between 16 and 25 inclusive are considered acceptable risks

Risk Rank Table					
Probability	A	B	C	D	E
Consequence					
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

Risk Assessment and Controls

Contractor: Gunipat Holdings trading As Global Caretakers Pty Ltd

Project: Transgrid at 200 Old Wallgrove Road Horsley Park NSW

Job: Building Cleaning Services and associated Works

Procedure	Hazards	Potential Incident /injury	Probability	Consequence	Risk Rank	Controls
1. Building Cleaning Services and associated Works	Falling objects	Multiple Body	B	1	2	* Site Induction * Provision of :- Hard hats , Boots.
	Falls	Multiple Body	c	1	4	*Approved Scaffolding, Ladders and /or Harnesses.
	Contact with existing Services	Multiple Body	B	1	2	* Survey Site for existing services Identify, Isolate or Protect services Prior to Work in the Location.
	Vehicles	Multiple Body	c	1	4	* Provision of :- Visibility Vests & Defined Vehicle Operation Zones and/or Barriers.
	Noise	Hearing Damage	B	2	5	*Provision of :- Hearing Protection Equipment.
	Dust	Respiratory Damage	c	2	8	*Provision of :- Respiratory Equipment.
	Small tools	Hand Damage	B	3	9	*Provision of :- Gloves.
	Manual Handling	Multiple Body	B	2	5	* Safe Lifting Practices, Mechanical Aids.
Heat Stress	Fatigue	B	1	2	* Rest Breaks and Cool Zones.	

Risk Assessment and Controls

Contractor: Gunipat Holdings Pty Ltd trading As Global Caretakers

Project: TransGrid at 200 Old Wallgrove Road Horsley Park NSW

Job: Building Cleaning Services and associated Works

Procedure	Hazards	Potential Incident /injury	Probability	Consequence	Risk Rank	Controls
1. Building Cleaning Services and associated Works	Power Tools Vacuum Polishing machines	Multiple Body & Electric Shock	B	1	2	* Guarded and Tested Power Tools and Earth Leakage Protected Power Boards.
	Steam Cleaner	Burns, Skin, Eye Damage and Respiratory Damage	B	2	5	*Provision of protective clothing ,gloves glasses and gumboots
	Pressure Cleaner	Skin, Eye Damage and Respiratory Damage	B	2	5	*Provision of protective clothing ,gloves glasses and gumboots
	Sealants Solvents Polishes Waxes	Multiple Body	B	2	5	* MSDS for Sealants, Solvents, Polishes, and Waxes *Provision of :- Gloves and Eye Wear & Respiratory Equipment
	Public Waste	Multiple Body Multiple Body	B	2	5	* Barriers and Signs to Work Zones.
			B	2	5	* Clean work zone, Defined Storage Zones , Barriers & Bins.

Personnel trained in this safe work method statement are: -

Employee's Name, Trade Experience & Safety Training Undertaken.	Work to be Performed at the Site is: -	OHS & R Responsibilities are: -
Miranda Shein 6 Years Experience OHS Induction	General Manager	I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
Karen Robertson 20 Years Experience OHS Induction	Operations Manager	I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
Michael Wasylinka 20 Years Experience OHS Induction	Supervisor	I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
Years Experience OHS Induction	Cleaner	I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
Years Experience OHS Induction	Cleaner	I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
		I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....
		I must observe all safety working practices and not do anything to harm others Sign.....
		I have read and understand this plan. I must observe all safety working practices and not do anything to harm others Sign.....

Equipment to be used on the site will be: -

Item	Equipment to be used	Safety function
1	Hard hats	Falling Object Protection
2	Ear muffs	Hearing Protection
3	Safety Glasses	Eye Protection
4	Face Masks	Protection from Fumes and Dust
5	Steel Capped boots	Foot Protection
6	Approved Ladders, Working Platforms And / or Harnesses	Fall Protection
7	Gloves	Hand Protection
8	Hand tools	Nil
9	Power tools	Nil
10	van	Nil
11	First Aid Box	Nil

Copies of maintenance records for major items of plant that will be used at the site will be kept at the office.

All plant listed shall be provided in a well-maintained condition.

All electrical power tools and leads will be tested and tagged.

Our Company Safety / Rehabilitation Coordinator is: Karen Robertson

Director

Gunipat Holdings Pty Ltd
Trading as Global Caretakers