Suncoast Scaffold Pty Ltd

ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT PLAN

ABN 95 263 296 114

The Suncoast Scaffold Trust t/as Suncoast Scaffold Pty Ltd PO Box 74 Landsborough QLD 4550 Phone: (07) 5494 1184 Email: admin@suncoastscaffold.com.au	**ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT PLAN**	**Suncoast Scaffold Pty Ltd** **Senior Management Sign Off** **Director :** **Date:** 22nd July 2025 **This Plan is to be reviewed 12 monthly.**

This plan forms Suncoast Scaffold Pty Ltd specific Environmental Health and Safety Plan. It contains specific information with respect to activities and general information that describes how the company manages environmental health and safety and particularly the various work activities it undertakes. For Specific Activities refer to Safe Work Method Statements that define the activity, hazards and risks associated, and how these controls are to be implemented and monitored by the company during its on-site works.

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SPECIFIC INFORMATION

PS: 01 Risk Identification

Following is a **Risk Identification Checklist** that is to be filled out prior to the project or site work activity. This list highlights what types of activities are to be undertaken and whether specific hazards may be encountered by Suncoast Scaffold Pty Ltd and subcontracted personnel.

Where standard work procedures/work method statements are adopted, on each project Note: The 'Risk' and 'Resultant Risk' within the Checklist is to be assessed through the use of the **Risk Matrix** shown after this checklist. Resultant Risk is the risk following the implementation of standard procedures and/or site controls.

Where standard work procedures/work method statements do not adequately address the specific work to be undertaken, a **Job Safety Analysis (JSA)** is to be undertaken for the specific activity(s). Details of JSAs developed specifically to address this project's risks are included.

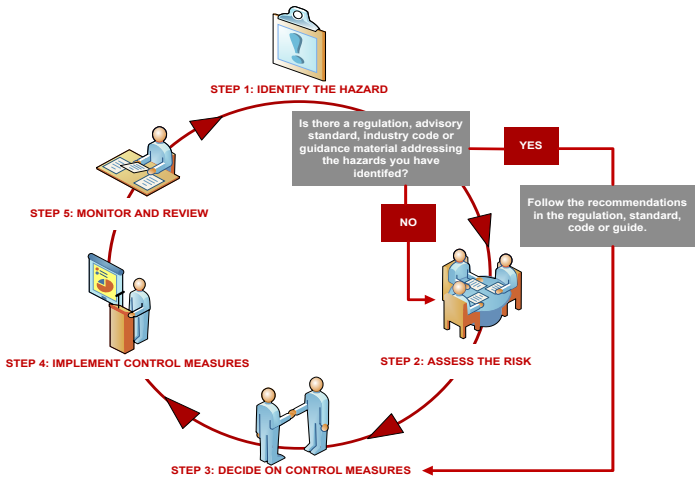
Suncoast Scaffold Pty Ltd and subcontracted personnel undertaking work on this project have been inducted into:

- The project specific information relating to this site
- Specific JSAs developed for the work activities to be performed, and
- The company's standard work procedures/work method statements.

A Pre-Start Meeting / Toolbox Talk is to be conducted for Suncoast Scaffold Pty Ltd personnel and recorded on the *Pre-Start Toolbox Talk Record.*

Details of those Suncoast Scaffold Pty Ltd and subcontracted personnel who have undertaken specific training or have a certificate(s) of competency/licence(s) are listed in the Training and Competency Register,
Details of hazardous chemicals to be used on site by Suncoast Scaffold Pty Ltd and subcontracted personnel and the relevant Safety Data Sheets (SDS) are listed in the Hazardous Chemical Register,

Details of plant and equipment to be used in the scope of Suncoast Scaffold Pty Ltd activities are listed in the Plant and Equipment Register.



Risk Identification Checklist

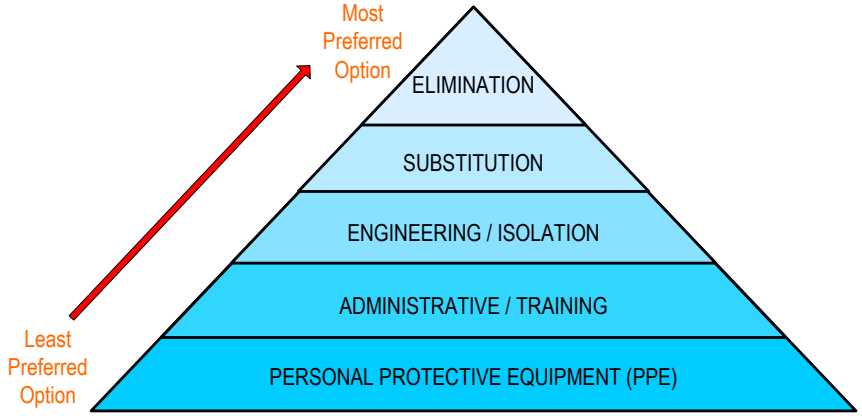
Activity	Hazards	Risk *(Before Controls)*	Applicable		Controls		Risk *(After Controls)*
			Yes	N/A	Adopt Standard Procedure	Additional Site Controls Required	
					Yes ☐ or **No**☐ (SWMS-01)		
					Yes ☐ or **No**☐		
					Yes ☐ or **No**☐		

Specific Activities & JSAs

Activity	Hazards	Risk	Applicable	Controls	
			Yes	Specific JSA Required	Resultant Risk
	•			**Yes**☐ See JSA No.___	
	•			**Yes**☐ See JSA No.___	

	•			**Yes**☐ See JSA No.___	
	•			**Yes**☐ See JSA No.___	
	•			**Yes**☐ See JSA No.___	

Hierarchy of Controls



Risk Matrix

A. Identify potential hazards associated with the activity through the use of the Risk Identification Checklist (Above)
B. Perform a risk assessment for each hazard identified by:
   (i) Determining the consequences (refer Table 1);
   (ii) Determining the probability of the event occurring (refer Table 2);
   (iii) Apply the values obtained from Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level.

Almost certain	**Almost inevitable outcome, expected to occur in most circumstances.**
Likely	**Not a certainty but there is a good chance of occurrence.**
Possible	**Could occur.**
Unlikely	**Could occur but not expected. Would require multiple failures of systems/controls.**
Rare	**Little chance of occurrence. Would require a combination of factors to result.**

Hazard event occurs	**Exposure factor**
Continuously	Many times daily
Frequently	Approximately once daily
Occasionally	Once a week to once a month
Infrequent	Once a month to once a year

CONSEQUENCE **'The outcome of an event expressed qualitatively, being a loss, injury, disadvantage or gain.'**

	Health & Safety	*Environment*
Catastrophic	***Fatality or permanent disability (Class 1 incident)***	***High severity which has or may have permanent and/or irreversible effects***
Major	***Life threatening incident, Lost Time Injury or ongoing illness/health effects (Class 2 incident)***	***Medium severity which has or may have persistent but reversible effects***
Moderate	***Incident that requires medical treatment by a qualified medical practitioner (Class 2 incident)***	***Low severity which has short term and reversible effects***
Minor	***Incident that may require first aid treatment only (Class 3 incident)***	***Impact confined to area impacted by work operations***
Insignificant	***No injuries***	***Very low environmental impact, not noticeable***

	CONSEQUENCE				
PROBABILITY	**5) Insignificant**	**4) Minor**	**3) Moderate**	**2) Major**	**1) Critical**
A) Almost Certain	**M (11)**	**H (16)**	**H (20)**	**VH (23)**	**VH (25)**
B) Likely	**M (7)**	**M (12)**	**H (17)**	**H (21)**	**VH (24)**
C) Possible	**L (4)**	**M (8)**	**M (13)**	**H (18)**	**H (22)**
D) Unlikely	**L (2)**	**L (5)**	**M (9)**	**M (14)**	**H (19)**
E) Rare	**L (1)**	**L (3)**	**L (6)**	**M (10)**	**H (15)**

PS: 02 Scope of Work

Suncoast Scaffold (Since 1992)

Suncoast Scaffold began in 1992 as G & L Scaffold by the original owner Gary Warren. Gary decided to retire in October 2023 and the new owner came on board Kamlesh Kotak.

Suncoast Scaffold was set up in order to provide a very personal service within the industry. Many of the staff have 15 plus years experience with Suncoast Scaffold.

We own our own scaffold, run our own trucks and employ our own scaffolders. No Subbies! Our longevity and continued referrals from past customers speaks for itself.

Our mission statement “Local Reliable Quality Service” says it all!!! We pride ourselves on exceeding customer’s expectations.

So give us a ring!

Scopes of Work performed by Suncoast Scaffold Pty Ltd include but not limited to:

- Installation of scaffolding to structure

PS: 03 Emergency Provisions

Suncoast Scaffold Pty Ltd and subcontracted personnel are to follow the emergency procedures. Details of these procedures are prepared and documented before work commences and have been provided in the specific induction training.

The emergency procedures need to address;

- The type of Emergency
- Appointed personnel
- Notifying emergency personnel
- Communication
- Notifying workers of an emergency
- Assembly point
- Meeting emergency personnel.

All appointed personnel need to be aware as to their responsibilities in an emergency. Mock evacuations should be conducted and records kept. The following procedure details are provided to assist Suncoast Scaffold Pty Ltd and client personnel for this project.

Emergency Procedures:

Requiring an Ambulance;

- Call 000 Injured person to be given first aid treatment at scene of event and not be moved unless a life threatening situation is present in which assist the injured person if safe to do so.
- Every effort is to be made to get help to the injured person.
- Following an accident a member of Suncoast Scaffold Pty Ltd is to contact the Site Manager Immediately.

Fire / Emergency Evacuation Procedure;

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM,** alert other occupants immediately
- If safe, close any windows and doors to confine the fire.
- Follow the **EXIT** signs to locate and leave through the nearest emergency exit and proceed to the assembly point**.**
- **TELEPHONE 000** and notify the Fire Service.

Calmly follow instructions given by staff or the attending Fire Officers**.**

The manager/fire warden will account for all occupants and report persons missing to Fire Officers.

Do not re-enter the building until you are told it is safe to do so by the manager!

Emergency Contacts

FIRST AID		
First Aider(s):	Name: Kamlesh Kotak	Contact: (07) 5494 1184
First Aid Kit(s) Location:	Work Truck	
EMERGENCY RESPONSE		
Emergency : **Fire, Police and Ambulance**	Phone: 000	
Closest Medical Centre		
Suncoast Scaffold Pty Ltd Director	Name: Kamlesh Kotak Contact: (07) 5494 1184	
Suncoast Scaffold Pty Ltd Supervisor	Name: Kamlesh Kotak Contact: (07) 5494 1184	
Once all emergency calls have been made, the incident is to be reported to Suncoast Scaffold Pty Ltd Director as soon as possible (i.e. if this has not already been done). **The following authorities may also need to be contacted:**		
OTHER AUTHORITIES		
Work Safe Queensland	Phone: 1300 369 915	
Work Cover Qld	Phone: 1300 362 128	

PS: 04 Record Keeping

Following is a list of Registers, Forms and Checklists that Suncoast Scaffold Pty Ltd is to maintain as part of activities undertaken for their various projects.

These include:

- Job Safety Analysis Form (Refer Appendix A)
- Training and Competency Register (Refer Appendix B)
- Hazardous Chemical Register (Refer Appendix C)
- Plant and Equipment Register (Refer Appendix D)
- Incident/Accident Report Form (Refer Appendix E)
- Scaffold Inspection Checklist (Refer Appendix F)
- Pre-Start / Toolbox Talk Record (Refer Appendix G)
- Task Observation Form (Refer to Appendix (H)
- Safe Work Method Statement Register (Refer to Appendix (I)
- Hazard Register (Refer to Appendix (J)
- Fire Protection Register (Refer to Appendix (K)
- Operator Pre-Start Checklist all Mobile Plant (Refer to Appendix (L)
- Personal Protective Register (Refer to Appendix (M)
- Induction Form (Refer to Appendix N)

Suncoast Scaffold Pty Ltd will ensure an effective record management system is implemented and recorded.

PS: 05 Objectives & Targets

Suncoast Scaffold Pty Ltd is committed to the success of the Environment Health & Safety Management System. The following objectives and targets have been set for completion during July 2025 – July 2026.

1. To develop management and employee training and integrate EHS responsibilities into management and employee job roles.
2. To develop an effective consultative arrangement.
3. To continue develop management procedures and work method statements.
4. To provide effective injury management for all persons performing work and people affected by our work.
5. To ensure that operations have minimal or no impact on the environment where works are conducted.
6. To develop management and supervisor training and integrate WHS responsibilities into management and supervisor job roles.

Appendix A - Job Safety Analysis Form

Preliminary JSA Information			
PROJECT:		**DATE:**	
JOB TITLE/ACTIVITY			
JSA COMPLETED BY:		**JSA REVIEWED/APPROVED BY:**	

Preliminary JSA Information (If completed by Subcontractor and Submitted as SWMS)			
SUBCONTRACTOR NAME		**ABN No:**	
LIST 'HIGH-RISK WORK' CLASSES (if applicable)			
JSA COMPLETED BY:		**JSA REVIEWED/APPROVED BY:**	

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK LEVEL	RECOMMENDED ACTION OR PROCEDURE	TO BE MONITORED BY…

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK LEVEL	RECOMMENDED ACTION OR PROCEDURE	TO BE MONITORED BY…

JSA Sign-off and Acceptance of Proposed Work Methods & Associated Responsibilities							
SURNAME	FIRST NAME	SIGNATURE	DATE	SURNAME	FIRST NAME	SIGNATURE	DATE

NOTE: Attach all SWMS's, Drawings or other application reference material to the JSA

Appendix B - Training and Competency Register

Employee/ Subcontractor Name	**Suncoast Scaffold Pty Ltd Site Plan & JSA Induction** (Date)	Trade Qualification	Blue / White Card	**Senior First Aid Qualified** (Date)	**H&S Rep** ✓ **or** ✖	**Other Licenses, Permits, Certificates of Competency, Training Courses, etc.** (Include Trainee's details where relevant)

In the columns above, specify dates, licence numbers and other applicable details where possible.

Appendix C - Hazardous Chemical Register

All Safety Data Sheets to be updated minimum of every 5 years;

Name of Product	Manufacturer / Supplier	Approximate Value (Quantity on Site)	User on Site Name of Employer or Subcontractor	SDS Provided Yes/No	Product Hazardous Yes/No	Product Dangerous Yes/No	Training Provided?

Appendix D - Plant & Equipment Register

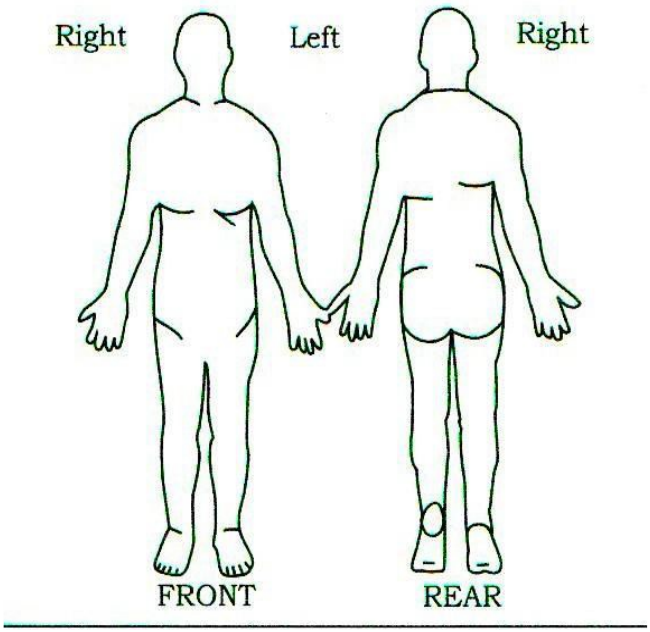
Plant Description (Name of Plant)	**Plant I.D.**	**Registration or Approval Number**	**Operator Name(s)** (Where applicable)	**Operator's Licence Number** (Where Applicable)	**Log Book Location** (Where Applicable)	**Last Service Date**	**Next Service Due**

Appendix E – Incident/Accident Report

This report is to be filled in and handed to Suncoast Scaffold Pty Ltd Site Manager within 24 hours of an Incident. This report is to record additional information not contained on the statutory incident reporting form that is to also be filled out for Notifiable Incidents

Name		Date of Birth	
Address			
		Phone	
Employer		Phone	
Principal Contractor		Phone	
Site Address			
Date of incident	_____/_____/_____	Time	_____:_____am/pm

Injury and Treatment Details

Indicate injuries on diagram below using key letters			Vital Signs
	A	Abrasion	Conscious ☐ Yes ☐ No
	B	Bleeding	
	BR	Bruising	Breathing ☐ Yes ☐ No
	BU	Burn	☐ Shallow ☐ Normal ☐ Noisy
	D	Deformity	Bleeding
	F	Fracture	☐ Nil ☐ Small ☐ Profuse
	L	Laceration	Skin Colour
	N	Numbness	☐ Pale ☐ Normal ☐ Flushed
	P	Pain	Sweating
	S	Swelling	☐ Nil ☐ Small ☐ Profuse
	T	Tenderness	Vomiting
	W	Weakness	☐ Nausea ☐ Small ☐ Large

Treatment Given	
Did the injured person	Receive an Ambulance ☐ Yes ☐ No

Incident Details

Activity and area in which the person was engaged at the time _____ _____ _____
Cause of injury _____ _____ _____

Investigation Form

Injured Person (If Applicable) Report File Number _____

Name _____

Employer _____

Contact Number _____

Principal Contractor _____

Details of Injury _____

_____

_____

Did the injured person

Receive First Aid ☐ Yes ☐ No

Receive an Ambulance ☐ Yes ☐ No

☐ Return to Work

☐ Go Home

☐ Go to the Doctor

☐ Go to the hospital

☐ Other

Incident Details

Date of Incident _____/_____/_____ Time of Incident: _____:_____am/pm

Details of Incident _____

_____

_____

_____

_____

_____

Name of Witness _____ Statement Taken

Contact Number _____ Yes / No

Were photographs taken Yes / No Was WHSQ contacted Yes / No

Recommendations

Recommendations Date to be completed

1. _____ _____/_____/____
2. _____ _____/_____/____

Received by Management

We are committed to the Workplace Health and Safety of all the workers on our work sites and will implement and review these new procedures to ensure the risk of these incidents is reduced.

Name _____ Signature _____

Position _____ Date _____/_____/____

Appendix F – Scaffold Inspection Checklist

1. Scaffold vicinity	
☐	Has public protection been provided?
☐	Have sufficient safeguards against overhead electric lines been provided?
☐	Is there sufficient control over vehicle movement?
☐	Is there sufficient control over crane operation?
☐	Are there sufficient controls for the storage, handling and use of hazardous substances?
☐	Are scaffolds erected a safe distance away from trenches or excavations?
2. Supporting Structure	
☐	Is the supporting structure in good condition?
☐	Does the supporting structure have adequate strength?
☐	Are there sufficient controls to prevent deterioration of the supporting structure?
☐	Are all measures to strengthen the supporting structure adequate?
☐	Is the risk of the supporting structure being overloaded from other sources adequately controlled?
☐	
3. Soleboards and Baseplates	
☐	Are there sufficient soleboards?
☐	Are the soleboards of suitable material and in a serviceable condition?
☐	Are the soleboards secure?
☐	Are there sufficient baseplates?
☐	Are the baseplates of the appropriate type?
☐	Are the baseplates serviceable and of suitable dimensions?
☐	Are the baseplates secure?
4. Scaffold Structure	
☐	Are the standards bearing firmly?
☐	Are the standards plumb (or as designed)?
☐	Are the longitudinal standard spacings correct?
☐	Are the transverse standard spacings correct?
☐	Are the joints in standards correctly positioned?
☐	Are the joints in standards correctly secured (special duty or hung scaffold)?
☐	Are the ledgers level (or as designed)?
☐	Are the ledgers continuous (or as designed)?
☐	Are the lift heights correct?
☐	Are the horizontal ledger spacings correct?
☐	Are the ledgers correctly secured?
☐	Are ledger joints correctly positioned (tube and coupler scaffold)?
☐	Are the joints in ledgers correctly secured (tube and coupler scaffold)?
☐	Are there sufficient transoms/putlogs?
☐	Are the transoms/putlogs correctly positioned and secured?
☐	Is the bracing adequate?
☐	Is the scaffold sufficiently stable?
☐	Are the ties correctly positioned and correctly fixed?

5. Platforms	
☐	Does the scaffold have the required number of working platforms?
☐	Are the working platforms at the required locations?
☐	Are catch platforms correctly positioned?
☐	Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
☐	Are the platform dimensions suitable for the intended work?
☐	Is there adequate edge protection?
☐	Are the platforms correctly constructed?
	Are planks secured against wind?
6. Access and egress	
☐	Is there safe access and egress to every scaffold platform?
☐	Are temporary stairways correctly installed?
☐	Are portable ladders of an industrial grade, serviceable and correctly installed?
☐	Are access ways and access platforms correctly installed?
7. Containment sheeting	
☐	Has the scaffold been designed for wind loading on any containment sheeting?
☐	Are the fixing ties secure?
☐	Are there any rips or tears?
☐	Are the overlap joints satisfactory?
8. General fitness for purpose	
☐	Is there adequate provision for material handling?
☐	Are the clearances between the scaffold and adjacent structures correct?
☐	Is there adequate protection from falling debris?
☐	Has the scaffold been adequately designed to support all attachments?
☐	Are all approaches and platforms effectively lit?
9. Mobile scaffolds	
☐	Is the supporting surface hard and flat?
☐	Is the area of operation free of floor penetrations, powerlines and other hazards?
☐	Are the castor wheel locks in working order? They should be locked at all times, except during movement of the scaffold.
☐	Are catch platforms correctly positioned?
☐	Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
☐	Are the platform dimensions suitable for the intended work?
☐	Is there adequate edge protection?
☐	Are the platforms correctly constructed?
	Are planks secured against wind?

ACTION & RECOMMENDATIONS / FOLLOW UP

	Action / Recommendation	Date Closed

Appendix G – Pre-Start Toolbox Talk Record

Day:	
Date:	
Chaired by:	

Issues from Previous Day:
Relevant Issues for Today:

Proposed Action/Key Points:	**To be Actioned by**	**Date Action Required**	**Signed**

Attendance List

Name	**Signed**	**Name**	**Signed**

Appendix H – Task Observation Form

Project Name: _____ **Date:** ____/____/____

Observer: _____

Employee's name: _____

Task being observed: _____

Name of relevant JSA / SWMS: _____

WORKERS OBSERVED UNDERTAKING THE TASK:

Name	Position / Role

TASK JSA / SWMS COMPLIANCE

Item	Information	Compliance (Y / N)
1	**Is the JSA / SWMS task specific?** ***Comments*:**	
2	**Have the workers been inducted into and signed onto the JSA / SWMS?** ***Comments*:**	
3	**Does the JSA / SWMS adequately describe the sequence of basic job steps?** ***Comments*:**	
4	**Are the controls (as specified by the JSA / SWMS) being followed?** **Comments:**	
5	**Were any additional hazards identified?** ***Comments*:**	
6	**Are the controls on the Safe Work Method Statement adequate?** ***Comments*:**	
7	**Other** ***Comments*:**	

ACTION & RECOMMENDATIONS / FOLLOW UP

Item No.	Action / Recommendation	Date Closed

COMMENTS

Appendix I – Safe Work Method Statement Register

SWMS Name	SWMS Number	Version Number	Version Date
SWMS 001 Installation of Scaffolding	01	01	July 2025
SWMS 02 Operation of Hi Ab Crane Truck	02	01	July 2025

Appendix J - Hazard Register

Project Name: _____

Hazard type	Rectify	Close Out	Problem	Report Number	Corrective Action

Appendix K – Fire Protection Register

The fire extinguishers listed have been maintained in accordance with Australian Standard AS-1851 and will be brought on site.

Extinguisher Type	Serial No.	Condition & Charge Level	Date Of Last Inspection	Inspected By	Date Of Next Inspection Required	Comments

Appendix L – Operator Prestart Checklist All Mobile Plant

Date:	Unit No:			Type:					Shift:	D	A	N
		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A
1.	Check Radiator Fins & Water Level				Check Tyres				Test Steering Operation			
2.	Check Engine Oil Level				Check Visual Oil/ Fuel Leaks				Test Hydraulics Operation			
3.	Check Engine for Oil Leaks				Test all Warning / Horn Systems (Incl Reverse Alarm)				Test Brake Effectiveness (Service & Park)			
4.	Check Fuel Level				Check Operation all Gauges				Drain Air Tank			
5.	Check Air Cleaner Indicators				Test all Lights (incl flashing light)				Undercarriage Condition OK?			
6.	Check Hydraulic Oil Level				Check Fire Extinguisher / Suppression System				Track Tension / Condition OK?			
7.	Check Transmission Oil				Clean Cab / Windscreen				Attachments OK?			
8.	Start Engine Hours				Finish Engine Hours				Check Seat Belt Operation & Condition			
9.												
10.												

Defects must be reported to the Supervisor Immediately!

Defects (if any): .....

Defects assessed / rectified by: .....

Operator Name: ..... Signed: .....

Date: ..... Time: .....am/pm

Appendix M – Personal Protective Register

Suncoast Scaffold Pty Ltd maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the Safe Work Method Statement. *Suncoast Scaffold Pty Ltd* ensures all items of PPE are manufactured, used and maintained in accordance with the relevant standard.

Each employee has been instructed and trained in the correct use of the PPE issued.

Employee Name	Date of issue/ replacement	Item supplied	Signature or recipient I have received the listed PPE with appropriate instruction/training in its correct use

Appendix N – Induction Record Form

1. PERSONAL DETAILS (TO BE COMPLETED BEFORE SECTION 5 IS SIGNED)			
Surname:		**Given Name:**	
Address:		**Date of Birth:**	
Employer:		**Telephone:**	
Skills; Competencies and experience (eg tickets/qualifications)			

Years of experience:

NOTE: clear copies of all certificates of competency, industry general induction certificates, first aid qualifications, traffic controllers certificates, elevated work platform training records, Crane Operator Licence, Dogman / Rigger Tickets or any other training records to be attached to this form.

Industry Induction Card No:		**Induction Date:**			
First Aid Certificate:	☐ Yes ☐ No	**Level**		**Expiry Date:**	
Medical Afflictions: (impaired hearing, epilepsy, allergies, etc)					

2. PROOF OF IDENTITY (TO BE PRESENTED AT THE INDUCTION COURSE)			
Form of Proof: Eg Drivers Licence, Passport		**ID Number:**	
Expiry Date:			

4. EMERGENCY DETAILS			
Name of contact:		**Relationship:**	
Address:			
Work Phone No:		**Home Phone No:**	

5. EMPLOYER DETAILS:			
Employer Name:		**Employer Contact:**	
Employer Address:		**Employer Phone No:**	

6. ACKNOWLEDGEMENT (TO BE SIGNED BY INDUCTEE AFTER SITE INDUCTION)

1. I herby acknowledge that I have been consulted and attended the Workplace Specific Induction Course and undertake to follow the specific guidelines given and all site safety rules to the best of my skills and ability.
2. I certify that the information provided is true and correct.
3. The Project and Corporate Safety and Health Policies have been communicated to me.
4. I have been informed of the members of the Site Safety and Health Committee.
5. I agree to work to the requirements of the project Environmental Controls.

Inductee Name:		**Inductee Signature:**		**Date:**	
Indication Card No:		**Induction By:**			

CSI - 01 Work Health & Safety Policy

Suncoast Scaffold Pty Ltd Work Health, Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.
People are our most important asset and their health and safety is our greatest responsibility.
The public shall be given equal priority to that of our employees.

The Objectives Of Our Safety Policy Are:

- To achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To consult with workers and clients to ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees and participants conducts are in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The Success Of Our Health & Safety Management Is Dependent On:

- Pro-active planning of all activities with due consideration given to implementing safety controls that are suitable to each given situation.
- Understanding the total process and associated safety risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees / clients.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI – 02 Rehabilitation Policy

Suncoast Scaffold Pty Ltd recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them in the workplace. We recognise that the *Workers' Compensation and Rehabilitation Act* 2003 and the *Workers' Compensation and Rehabilitation Regulation 2014* provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- Maintain injured or ill workers at work ***or***
- Ensure the worker's earliest possible return to work ***or***
- Maximise the worker's independent functioning

This policy has been developed as a joint worker-management agreement. Suncoast Scaffold Pty Ltd is committed to:-

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

Workplace rehabilitation procedures have been developed to support this policy. The procedures define key terms, describe key roles and outline steps in the return to work process. A copy of the procedures is attached to this policy. Our rehabilitation and return to work coordinator is Kamlesh Kotak**.**

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI – 03 Environmental Policy

Suncoast Scaffold Pty Ltd is committed to undertaking its activities in an environmentally responsible manner and effectively managing any risks that may have an impact on the environment. Suncoast Scaffold Pty Ltd recognises and is committed to environmental management being an essential element of all aspects of its operations.

In implementing this policy we will:

- Aim to achieve zero incidents through identifying potential risks to the environment before commencing a job / task and by establishing a program of reporting environmental hazards.
- Comply with all applicable environmental laws and regulations.
- Ensure that environmental considerations form part of our business planning and decision making process.
- Promote a culture of responsible environmental management promoted to all parties including employees, contractors, suppliers and customers.
- Provide clear communication through the implementation of information and training and encourage effective participation in reducing carbon emissions and wasteful practices.
- Continually improve our environmental performance.

Management are accountable for the development and implementation of this policy as well as responsible for providing leadership, resources and support to ensure that activities are undertaken in a manner that at all times considers environmental risk.
All employees, contractors and clients have a responsibility to actively adhere to environmental policies and procedures developed by Suncoast Scaffold Pty Ltd as well as report any environmental impacts, hazards or potentially damaging issues to management.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI – 04 Vehicle Policy

Suncoast Scaffold Pty Ltd is committed to safety in their fleet vehicles.
Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees.

They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Company vehicles may not be used for business activities of other companies.

Driver Licensing

- Company drivers and anyone authorized to drive the company vehicles must have a valid driver's.
- License issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of company, employees, spouse or significant other.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
    - Been convicted of a felony.
    - Been convicted of sale, handling or use of drugs.
    - Has automobile insurance cancelled, declined or not renewed by a company.
    - Been convicted of an alcohol- or drug-related offense while driving
    - Had driver's license suspended or revoked
    - Been involved in three or more chargeable accidents.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI -05 Workplace Bullying & Harassment Policy

Suncoast Scaffold Pty Ltd believes that all employees are entitled to work in an environment that is free from harassment, bullying and victimisation. Suncoast Scaffold Pty Ltd considers these acts to be unacceptable and will not tolerate them under any circumstance. They may cause emotional damage, reduce morale and subsequently the loss of trained and valued employees.

Bullying and harassment can occur between any levels of an organisation, examples of these acts are as follows:

- Personal insults or spreading rumours, gossip or innuendo of a malicious nature
- Threats (verbal, physical, threatening e-mails, text messages, etc)
- Yelling, screaming or swearing
- Inappropriate comments about genders, sexual orientation, religion, family members, etc.
- Assault, pushing or unwanted physical contact
- Offensive jokes
- Ostracising people from social networks
- Humiliation by co-workers through jokes or comments
- Tampering with personal effects or work equipment
- Intentionally overworking or under working an employee
- Setting unreasonable work objectives
- Racism
- Inappropriately threatening the loss of employment or reduction in work hours.

Individuals that are exposed to these types of bullying or harassment can result in reduced morale, productivity, loss of profits. It can also increase employee absence, stress levels, anxiety and depression.

Suncoast Scaffold Pty Ltd encourages all employees that are victim to such situations or that are witness to workplace bullying and harassment to report it to management immediately. All reports are strictly confidential and will be treated impartially. Action will be taken equally, regardless of the organisation level.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI - 06 Drugs & Alcohol Policy

Suncoast Scaffold Pty Ltd is committed to providing a safe, healthy and productive workplace for all employees, subcontractors and clients. While Suncoast Scaffold Pty Ltd does not wish to intrude into the private lives of employees, if alcohol has a direct impact on an individual's work performance or on company safety standards or values. It is Suncoast Scaffold Pty Ltd responsibility to employees, subcontractors and associated people to intervene.

Objectives are:

- To minimise alcohol related harm to the individual
- Work to eliminate drug and alcohol use at work
- To ensure that persons who are consuming drugs and or alcohol take responsibility for their actions
- Provide access to information, support and rehabilitation
- Preserve the reputation of Suncoast Scaffold Pty Ltd within the community

The consumption of alcohol, illegal drugs or having a blood alcohol content of beyond zero while performing an operation on a construction workplace is prohibited by law. Consequently, Suncoast Scaffold Pty Ltd requires the performance of its workers to be unimpaired by drugs and or alcohol whilst on any of our premises and workplaces. Therefore the unauthorised possession, consumption and being under the influence of alcohol or illicit drugs whilst on Suncoast Scaffold Pty Ltd workplaces is strictly prohibited.

Suncoast Scaffold Pty Ltd recognises that drug and alcohol abuse as a treatable condition and we endeavour to not alienate the individual by harsh discipline, but to facilitate, assist and support their rehabilitation and return to normal duties.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI - 07 Outdoor Working Policy

Suncoast Scaffold Pty Ltd will reduce employees' exposure to solar UVR by requiring the use of sun protection control measures by outdoor workers when the UV Index is 3 and above, and at all times when working in regions or near highly reflective surfaces.

Suncoast Scaffold Pty Ltd recognises that the Sun Smart UV Alert is issued whenever the UV Index is forecast to reach 3 and above, and will inform employees when it is necessary to use sun protection control measures while working outdoors.

Management will:

- provide shaded areas or temporary shade where possible
- encourage workers to move jobs where possible to shaded areas
- provide indoor areas or shaded outdoor areas for rest/meal breaks
- provide and ensure use of appropriate sun protective PPE in line with Sun Smart guidelines
- sun protective work clothing
- sun protective hats
- sunglasses
- sunscreen
- ensure managers and supervisors act as positive role models
- adopt sun protection practices during all company social events
- promote the use of sun protection measures 'off the job'.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI - 08 Smoke Free Policy

Rationale

Smoking is the greatest cause of preventable death in the developed world, leading to the death of more than 3400 Queenslanders each year. Smoking and passive smoking can cause many diseases including lung cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma. To help combat the damaging effects of tobacco smoke and to protect our employees, Suncoast Scaffold Pty Ltd is a totally smoke free workplace. We believe that non-smokers should not have to be exposed to the hazards of tobacco smoke. Our smoke free policy protects the health of all our staff and creates a healthy and pleasant environment.

Aims

- Create a healthy environment;
- Create an environment which encourages maximum productivity; and
- Protect the overall health and wellbeing of all our staff by actively encouraging smoking prevention and smoking cessation.

Policy details

The smoke free policy applies at all times to all indoor areas including:

- offices
- lunch rooms;
- meeting rooms;
- stairwells;
- restrooms.
- the work area;
- carpark;

The smoke free policy applies to all Suncoast Scaffold Pty Ltd management, employees, contractors, clients and visitors while on our premises.
Smoking is only permitted during award meal breaks and rest pause arrangements.
Suncoast Scaffold Pty Ltd management and employees should refrain from smoking when they are acting in an official capacity off-site.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI - 09 Quality Policy

Suncoast Scaffold Pty Ltd is committed to being an ethically and morally responsible company and dedicated to producing Quality control with all its services.

The Company recognises that legal compliance is regarded as a minimum standard and actions beyond statutory regulations, which promote best practice in product and service delivery and supports our business goals, are strongly encouraged.

Suncoast Scaffold Pty Ltd is committed to establishing measurable objectives and targets and continual improvement aimed at elimination of impacts on the quality of our product.

Procedures have been developed that detail the methods for identification of critical points of delivery of its services. These critical points will be used as the basis for establishing quality objectives and targets.

Identified critical points during works will be assessed to determine their compliance with the Quality Standard through regular inspection and testing. Such testing shall be documented and corrective actions initiated where required.

All workers and subcontractors are advised of this policy during Company inductions and are encouraged to raise any issues regarding quality management. All incidents that have a potential to impact on the quality of the final product must be reported to Suncoast Scaffold Pty Ltd immediately.

To assist in the reporting process, Corrective Action Requests will be completed and passed to the Manager or nominated representative for all incidents on site, including quality issues. These forms are available from the Site Supervisor.

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI - 10 Young Workers Policy

Under the WHS Act, persons conducting a business or undertaking have a duty to ensure the workplace health and safety of all people who perform work for them. This duty extends to all workers and the definition of 'worker' includes contractors and volunteers who perform work for the business or undertaking. The duty also applies to any other person who can be affected by the work carried out as part of the business or undertaking.

Under the WHS Act, persons conducting a business or undertaking have the following duties:

- providing and maintaining a work environment without risks to health and safety
- providing and maintaining safe plant and structures
- providing and maintaining safe systems of work
- ensuring the safe use, handling and storage of plant, structures and chemicals
- providing adequate facilities for workers and ensuring access to those facilities
- providing information, training, instruction or supervision that is necessary to protect all
- persons from risks to health and safety arising from the work carried out as part of the business or undertaking
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury to workers from the conduct of the business or undertaking.

Suncoast Scaffold Pty Ltd aims to enhance access to interpreters and translated information to improve access to the full range of services for people requiring language support.

Suncoast Scaffold Pty Ltd will be delivered through:

- Engagement of qualified interpreters in circumstances where people experience difficulties communicating in English
- Provision of multilingual information
- Training of staff in how to work with interpreters

Suncoast Scaffold Pty Ltd

Kamlesh Kotak

Director

21st July 2025

CSI – 11 Personal Protective Equipment

Suncoast Scaffold Pty Ltd and subcontracted personnel are to comply with all requirements for personal protective clothing and equipment of a general nature when on site. Suncoast Scaffold Pty Ltd general guide with regard to the most common personal protective equipment is as follows:

Footwear:	Safety Boots in accordance with AS/NZS 2210 – Occupational Protective Footwear, are to be worn at all times while working on site.
Head Protection:	Safety Helmets in accordance with AS/NZS 1800 – Occupational Protective Helmets – Selection Care and Use, are to be worn at all times during the project where instructed by a Principal Contractor or when there is any risk of falling objects injuring personnel on site.
Hearing Protection:	Hearing protection is to be worn by all personnel who are using, or are in the vicinity of grinders, saws and other portable electrical equipment, or petrol driven tools and machinery whilst in operation. In addition to this, if at any stage the general background noise on site becomes excessive, hearing protection is to be worn. NOTE: As a general rule if a person has to raise their voice to be heard by a person next to them, then the background noise is excessive.
Eye Protection:	Relatively minor incidents involving eyes can lead to permanent injuries. For this reason eye protection which complies with AS/NZS 1336 - Recommended Practices for Eye Protection in the Industrial Environment, is to be worn during activities on site which could result in flying particles or materials.
Respiratory Protection:	Respiratory protective devices in accordance with AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices, are to be worn at all times during the use of hazardous substances whose Safety Data Sheets specify the wearing of a particular respiratory protective device, or where excessive particles and dusts are given off during work activities.

Note: ***Subcontractors are to provide their own PPE in accordance with specific contractual agreements.***

References:

- Work Health and Safety Regulation 2011,
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- AS/NZS 2210 – Occupational Protective Footwear
- AS/NZS 1800 – Occupational Protective Helmets – Selection Care and Use
- AS/NZS 1336 – Recommended Practices for Eye Protection in the Industrial Environment
- AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices

CSI – 12 Hazardous Chemicals

Hazardous chemicals to be used in conjunction with the project are listed in the Suncoast Scaffold Pty Ltd and subcontracted personnel are to comply with all requirements for personal protective clothing and equipment of a general nature when on site. Suncoast Scaffold Pty Ltd general guide with regard to the most common personal protective equipment is as follows:

Footwear:	Footwear must be worn when using hazardous chemicals.
Gloves:	Gloves must be worn when using hazardous chemicals.
Hearing Protection:	Hearing protection is to be worn by all personnel who are in general background noise that becomes excessive.
Eye Protection:	Relatively minor incidents involving eyes can lead to permanent injuries. For this reason eye protection which complies with AS/NZS 1336 - Recommended Practices for Eye Protection in the Industrial Environment, is to be worn during activities on site which could result in flying particles or materials.
Respiratory Protection:	Respiratory protective devices in accordance with AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices, are to be worn at all times during the use of hazardous substances whose Safety Data Sheets specify the wearing of a particular respiratory protective device, or where excessive particles and dusts are given off during work activities.

Note: ***Subcontractors are to provide their own PPE in accordance with specific contractual agreements.***

References:

- QLD Work Health and Safety Regulation 2011,
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- AS/NZS 2210 – Occupational Protective Footwear
- AS/NZS 1800 – Occupational Protective Helmets – Selection Care and Use
- AS/NZS 1336 – Recommended Practices for Eye Protection in the Industrial Environment
- AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices *Hazardous Chemical Register*, refer to *Appendix C*.

Notes:

Containers of hazardous substances are properly labelled, Copies of SDS (current within the past five (5) years) are included in this plan and are made easily accessible to personnel on site, Documented risk assessments are undertaken for hazardous substances used, and all personnel have received adequate training/instruction in the safe use of the hazardous chemical(s), and have been provided with information regarding relevant legislative requirements and emergency procedures.

CSI – 13 Safe Work Method Statements

Safe Work Method Statements (SWMS) have been developed for typical Suncoast Scaffold Pty Ltd activities. The SWMS use a risk management approach by identifying the activity, hazards associated with the activity, risk level perceived, step-by-step controls and the way Suncoast Scaffold Pty Ltd intends to implement and monitor the work activity and controls.

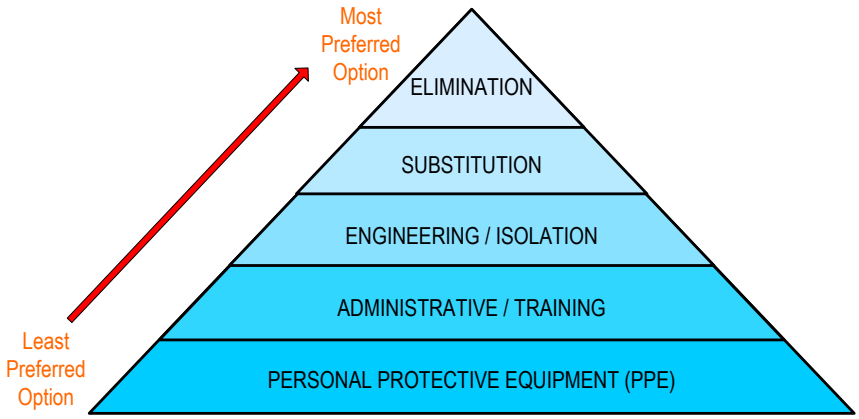
**Note: The controls within each SWMS have been selected in accordance with the "Hierarchy of Controls", (refer to diagram below) and where possible / practicable, higher order (most preferred) control measures have been selected for implementation as part of operations on site.*

Where the following SWMS are found to be inadequate for any reason including changes in work techniques or site conditions, the Suncoast Scaffold Pty Ltd Project Manager is to be contacted to ensure an alternative Job Safety Analysis (JSA) is undertaken and all relevant personnel are informed of the controls within that JSA, which is communicated via a Toolbox talk.

Where Suncoast Scaffold Pty Ltd subcontracts out specific work activities, all personnel on site are to work in accordance with the Health and Safety Work Plans/SWMS developed by those individual subcontractors (where applicable).

Where any situation occurs that is identified as not complying with SWMS requirements, work is to immediately stop and relevant controls measures are to be reviewed by the Suncoast Scaffold Pty Ltd Supervisor to ensure effective implementation on site.

Hierarchy of Controls



References:

- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulation 2011

CSI – 14 Plant & Equipment

All plant and equipment to be used by Suncoast Scaffold Pty Ltd and subcontracted personnel on this project is listed in the *Plant and Equipment Register*, refer to *Appendix D*. All plant and equipment owned by Suncoast Scaffold Pty Ltd is to be inspected regularly and all maintenance and inspection details are to be recorded in Suncoast Scaffold Pty Ltd logbooks. All plant and equipment hired is to also be checked to ensure that all relevant logbooks containing inspection and maintenance details are available and current prior to use on site. Common plant supplied by the Principal Contractor will be used in accordance with the manufactures instructions, Work Health and Safety Regulations and Australian Standards. No common plant will be misused or interfered with. The Principal Contractor will be consulted if changes are required to common plant.

Where the operation of any plant, equipment or machinery creates a substantial risk and/or where identified by management/personnel as required, a specific Job Safety Analysis is to be developed for the use of that item and included in this plan.

The items listed in the Plant and Equipment Register is to be inspected, maintained and stored as per Australian standards, Work Health Safety Legislation and manufacturers requirements. Manufacturer's instructions Maintenance must be undertaken as per Manufacturers guidelines and records kept. All plant must be registered 12 monthly as per legislative requirements.

Note: Personnel are to report any damage, malfunction and/or any other problems with plant and equipment to the relevant Supervisor immediately. Plant and equipment that is damaged or malfunctioning is not to be used / operated, and to be tagged out until it been rectified and inspected and deemed safe for use by a competent person.

References:

- QLD Work Health and Safety Regulation 2011,
- QLD Code of Practice: Plant
- Appendix D – Plant & Equipment Register

CSI – 15 Training & Competency

Suncoast Scaffold Pty Ltd has a commitment to providing information, instruction, training and supervision to enable personnel under Suncoast Scaffold Pty Ltd control to perform their work in a manner that is safe and without risk to their health and safety.

Training for Suncoast Scaffold Pty Ltd personnel is primarily given via Registered Training Organisations, further on-the-job training is provided as requested, or when identified as being required by Management i.e. first aid & rescue training, Instructor training, activity competency / familiarisation training, staff induction, activity briefs & renewal of prescribed licensing requirements. Where however, a particular level of training, certificate/licence is required to perform a particular activity, no Suncoast Scaffold Pty Ltd or subcontracted personnel are to undertake work without the adequate level qualification having been attained including the experience to carry out the task safely. A register and copies of qualifications are kept at our office.

Staff Induction:

All staff working for Suncoast Scaffold Pty Ltd will receive a staff induction before commencing any works for Suncoast Scaffold Pty Ltd This is an opportunity for new staff to be introduced to the EHS management system and their responsibilities whilst employed by Suncoast Scaffold Pty Ltd
The staff induction will include:

- Management's commitment to EHS
- Responsibilities
- Consultation
- Risk management
- Emergency procedures and reportable incidents
- Evaluation of competency including copies of qualification
- Filling out company induction form

Training Records:

Training records must be kept and updated as required for a minimum of 7 years

Induction	Location of record	Time record kept
Staff Induction	Staff file	Duration of employment

References:

- QLD Work Health and Safety Act 2011,
- QLD Work Health and Safety Regulation 2011,

CSI – 16 Risk Management / Hazards

Suncoast Scaffold Pty Ltd will not commence work unless:

- Suncoast Scaffold Pty Ltd has undertaken an assessment of the risks associated with the work to be carried out,
- Suncoast Scaffold Pty Ltd has provided pre start induction training in the content of the Safe Work Method Statements (SWMS), safety policies and procedures for all of workers

Suncoast Scaffold Pty Ltd will maintain and keep up to date the SWMS, and must provide clients with any changes made to the SWMS.

Suncoast Scaffold Pty Ltd will identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. The risk management process is to be carried out in consultation with the workers.

Identify Hazards:

All potential hazards on the job will be broken down into activities, which follow the sequence of construction. These activities are provided in SWMS, which is a list of job procedures, and other work related practices. The SWMS details how the Sequence of Work will be carried out.

For each of the work activities and associated job steps identified in the SWMS provided Suncoast Scaffold Pty Ltd will identify potential hazards.
To assist these process resources such as the following will be used: Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and relevant Codes of Practice. Consultation (e.g. Toolbox Talks) with workers experienced in the task is also to be undertaken.

Assess Risks:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Class management tool will be used to determine the requirement for management of the risks identified.

References:

- QLD Work Health and Safety Regulation 2011

CSI – 17 First Aid & Accident Investigation

PROCEDURE:

- Suncoast Scaffold Pty Ltd will provide First-Aid services, the following minimum requirements will be undertaken and personnel provided

First Aid Personnel and Location of First-aid:

- The First-Aid box is located in the work vehicle.

Reporting:

- All injuries will be reported to the Supervisor, Injuries will be recorded in the First aid report/ located in the office.
- Suncoast Scaffold Pty Ltd will keep Records in accordance with Statutory requirements.
- Near miss occurences or notifiable inclidents wil be reported to Worksafe Qld.
- In the event of notifiable incident the scence is to be presvered untill notified otherwise by Director or Worksafe Qld Inspector.

Investigation:

- Suncoast Scaffold Pty Ltd will investigate all accidents within 24 hours.
- Investigation will be recorded on the Incident/Accident Form.
- Suncoast Scaffold Pty Ltd will record accidents.
- Suncoast Scaffold Pty Ltd will investigate accidents.
- Suncoast Scaffold Pty Ltd will report accidents.

Incidents:

Even with preventive measures in place, incidents can still occur in the workplace.

- A work injury is an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, a work activity or high risk plant. All work injuries must be reported at the workplace. The relevant person must review the work injuries periodically and decide whether a review of safety is required.
- Some incidents that occur at the workplace are required by law to be reported to the Division of Work Safe Qld within 24hours of the principal contractor becoming aware of the incident.

Incidents that have to be reported are:

1. **Serious bodily injuries;**
2. **Work caused illnesses;**
3. **Dangerous event;**
4. **Serious electrical incident; and**
5. **Dangerous electrical event**

1. **A serious bodily injury is and injury that causes:**
   - The injured person's death; or
   - The loss of a distinct part of an organ of the injured person's body; or
   - The injured person to be absent from the person's voluntary or paid employment for more than 4 normal working days

2. **A work caused illness is:**
   - An illness contracted by a person to which work, the workplace, a workplace activity or specified high-risk plant was a significant contributing factor; or
   - The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, the workplace, a workplace activity or specified high-risk plant was a significant contributing factor.

3. **A dangerous event is an event caused by specified high-risk plant, or an event at a workplace caused by a workplace activity if the event involves or could have involved exposure of persons to risk to their health and safety because of:**
   - Collapse, overturning, failure or malfunction of, or damage to an item of specified plant;
   - Collapse or failure of an excavation or of any shoring supporting an excavation; or
   - Collapse or partial collapse of any part of a building or other structure; or
   - Damage to any load bearing member of, or failure of any brake, steering device of other control device of a crane, hoist, conveyor, lift or escalator; or
   - Implosion, explosion or fire; or
   - Escape, spillage or leakage of any hazardous material or dangerous goods; or
   - Fall or release from a height of any plant, substance or object; or
   - Damage to a boiler, pressure vessel or refrigeration plant; or
   - Uncontrolled explosion, fire or escape of gas or steam

4. **A serious electrical incident is an incident involving electrical equipment where:**
   - A person is killed by electricity; or
   - A person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
   - A person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor

5. **A dangerous electrical event is:**
   - When a person is not, or may not have been electrically safe because of circumstances involving high voltage electrical equipment; or
   - An event involving electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity; or
   - The performance of electrical work by a person not authorised under an electrical work licence to perform the work; or
   - The performance of electrical work resulting in a person or property not being electrically safe; or
   - The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the *Electrical Safety Act 2002*

Reportable Incidents:

If a reportable incident occurs on site, the principal contractor must notify Workplace Health and Safety Qld

- If the incident results in a fatality, as soon as possible, otherwise
- Within 24hours of the principal contractor becoming aware of the incident

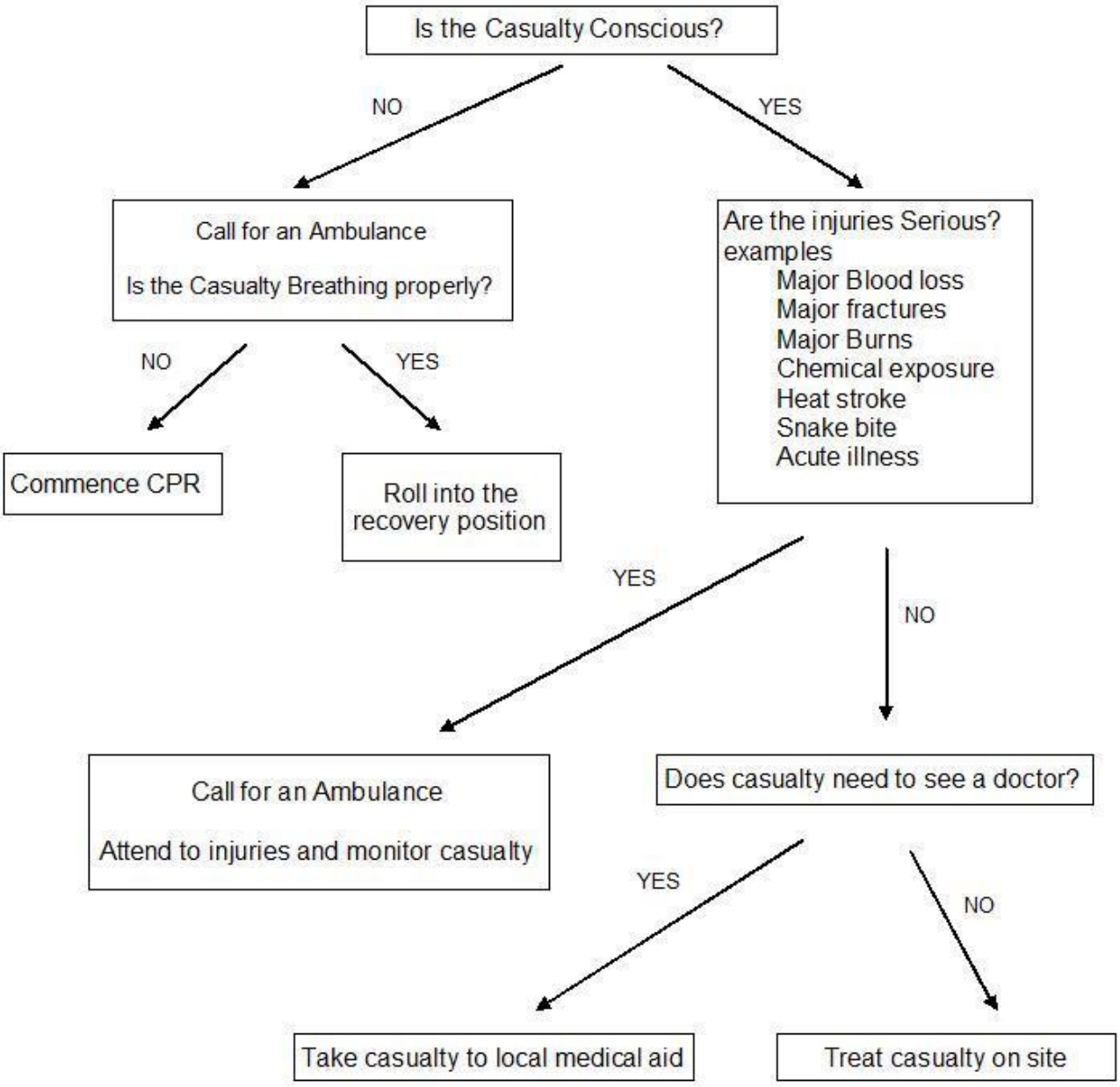
A form 3 must be completed and fax to the local Work Safe Qld office.

Location	Phone	Fax
Brisbane North	3247 9444	3247 9426
Brisbane South	3896 3363	3216 8431
Nambour	5470 8855	5470 8874
Gold Coast	1300 369 915	5583 5060
Maryborough	1300 369 915	4123 1704
Townsville	4760 7926	4760 7959
Aye	4761 2000	4761 2005
Bundaberg	4151 9724	4153 1207
Cairns	4048 1436	4048 1493
Emerald	4983 7485	4982 3756
Gladstone	4971 2346	4972 6196
Innisfail	4048 3390	4061 4371
Mt Isa	4747 2301	4743 8122
Rockhampton	4938 4149	4938 4155
Roma	4622 4590	4622 4072
Thursday Island	4069 2429	4069 2438
Toowoomba	4687 2821	4687 2877
Ipswich	3280 1878	3202 1018
Logan	1300 369 915	3287 8333
Mackay	4967 4490	4967 4477

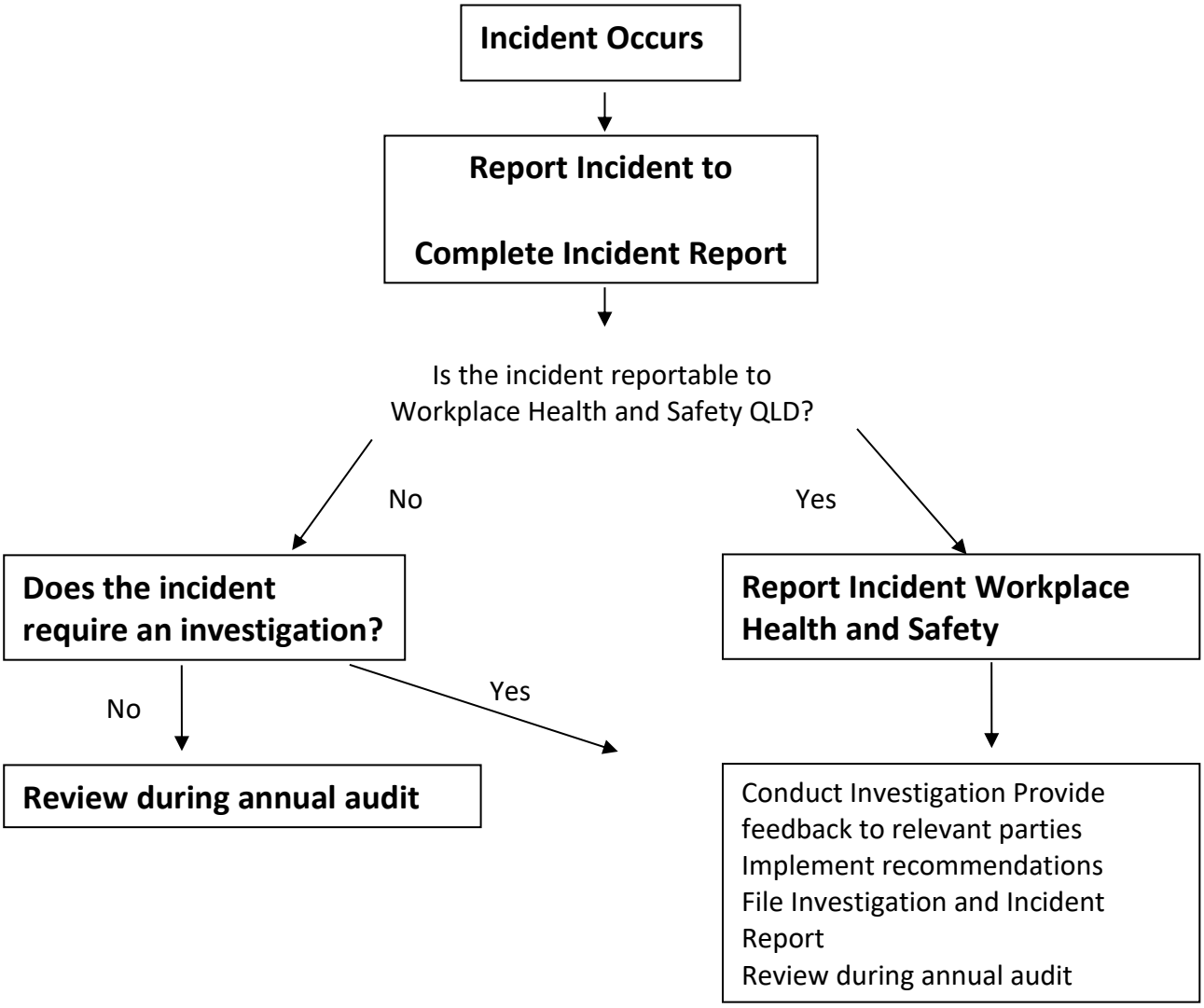
References:

- QLD Work Health and Safety Act 2011,
- Appendix E – Incident/Accident Report Form
- MP:08 – Reporting & Recording of Workplace Incidents & Events

Assessing a Casualty



Incident Reporting Process Relevant:



CSI - 18 Fire Protection

PROCEDURE:

Suncoast Scaffold Pty Ltd will ensure there is an appropriate level of fire extinguishers available for the activity where they are engaged in hot works.

Inspection:

Suncoast Scaffold Pty Ltd will check the "charge level" of all of our fire extinguishers on site at weekly intervals. All fire extinguishers will be serviced and maintained by competent persons 6 monthly and a record completed maintained in accordance with Australian Standard AS-1851.

References:

- QLD Work Health and Safety Regulation 2011,

CSI – 19 Responsibilities

Director / Supervisor Responsibilities PCBU (Person Conducting a Business or Undertaking)

The owner/director is responsible for WHS on the project. Duties include:

- Implementing the WHS procedures.
- Observing all legal WHS requirements.
- Ensuring that all works are conducted in a manner without risk to employees' WHS.
- Planning to do all work safely.
- Participating in the planning and design stages of trade activities.
- Identifying & organising WHS training required for an activity.
- Ensuring workers undertake identified WHS training.
- Communicating and consulting with employees.
- Investigating hazard reports and ensuring that corrective actions are undertaken.
- Assisting in rehabilitation and return to work initiatives.
- Providing Consultation with workers.
- Activate involved in inspections in the workplace.
- Ensuring legal WHS requirements are met in the workplace.

19. Primary Duty of Care under the Work Health & Safety Act 2011

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- **a) Workers engaged, or caused to be engaged by the person, and**
- **b) Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking**

(2) A person conducting a business or undertaking must ensure, so far as is reasonable practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

(3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:

- **a) The provision and maintenance of a work environment without risks to health and safety, and**
- **b) The provision and maintenance of safe plant and structures, and**
- **c) The provision and maintenance of safe systems of work, and**
- **d) The safe use, handling, and storage of plant, structures and substances, and**
- **e) The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and**
- **f) The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and**
- **g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.**

(4) If:

- **a) A worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and**
- **b) The occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.**

(5) A self employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work

Employees & Sub Contractors

Every individual employee is responsible for:

- Conducting their allocated tasks in a safe manner and in accordance with their training and experience.
- Giving due consideration to the safety of all others.
- Co-operating in matters of WHS.
- Leaving their work site in a safe condition.
- Complying with the SWMS and is encouraged to participate in the development of all SWMS.
- Complying with the site safety rules (including those set down by the Principal Contractor in the site induction.

Administration:

The responsibilities of Administration include, but are not limited to, the following;

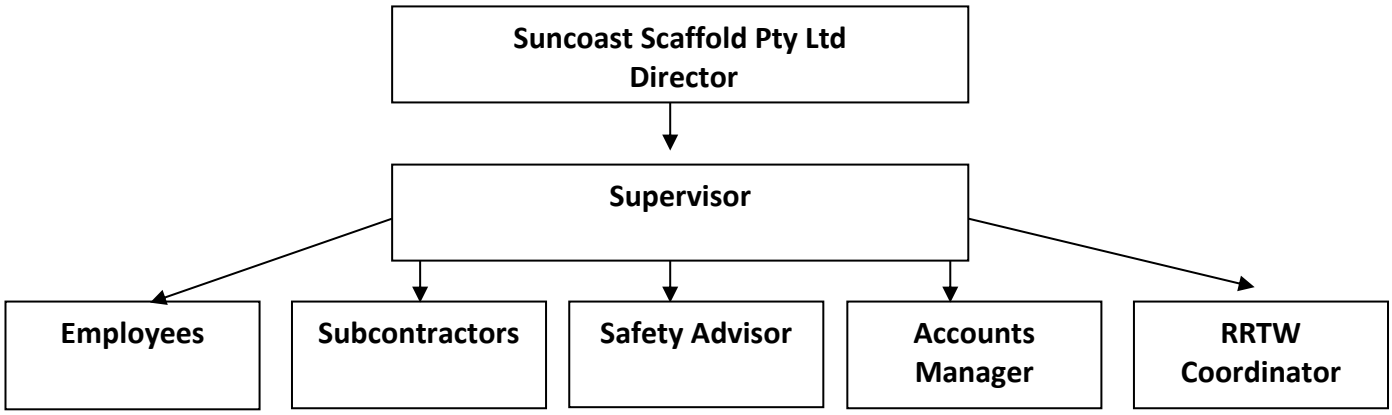
- Ensuring bookings are taken effectively.
- Ensure pre activity information is sent out in a timely manner.
- Ensure participation and indemnity forms are completed.
- Ensure financial records are current.

28. Duties of workers under the Work Health & Safety Act 2011
While at work, a worker must:

a) **Take reasonable care for his or her own health and safety, and**
b) **Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and**
c) **Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conduction the business or undertaking to allow the person to comply with this Act, and**

Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Responsibility Accountability Organisational Flowchart



CSI – 20 Consultation, Communication & Reporting

Consultation

Suncoast Scaffold Pty Ltd understands that for the WHS management system to succeed it must have total support throughout the organisation. To ensure systems are relevant and practicable, Suncoast Scaffold Pty Ltd will ensure that there is consultation at all levels of the workforce.
Consultation can include;

- Hazard identification reports
- Activity Briefs
- Third Party Consultation

S47 Duties of workers under the Work Health & Safety Act 2011 Duty to consult workers

(1) The person conducting a business or undertaking must, so far as is reasonable practical, consult, as required under in this division and any regulation, with workers who carry out work for the business or undertaking who are, or are likely to be, directly affected by matter relating to work health or safety.

Maximum penalty – 200 penalty units

(2) If the person conducting the business or undertaking and the workers have a agreed to procedures for consultation, the workers have agreed to procedures for consultation, the consultation must be in accordance with those procedures.

(3) The agreed procedures must not be inconsistent with section 48.

Communication

Suncoast Scaffold Pty Ltd will ensure effective communication with regard to safety throughout the organisation.
The following procedures will be implemented to ensure good communication;

- All inward correspondence will be directed to Administration
- Administration will directed correspondences to the relevant person/area
- A record of the correspondence is kept by the office staff

Communication with workers and other persons at the workplace will be through Staff meetings and email.

Reporting

Suncoast Scaffold Pty Ltd will report WHS using the following;

- Inspections
- Incident report
- Investigation
- Staff meetings and staff emails

References:

- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulations 2011
- WHS Consultation Cooperation Coordination COP 2011

CSI – 21 Monitoring and Review

EHSMS audit

Suncoast Scaffold Pty Ltd will conduct an internal audit at least annually. The audit can be conducted by the Managing Director, an Activity Leader or an independent auditor. The findings and recommendations of the audit are presented to management.

Management review

Suncoast Scaffold Pty Ltd will annually review the total EHSMS. The review will take into consideration
The findings and recommendations of any inspections, audits and investigations

- WHS performance reports
- Changes to legislation
- Changes in current work practices
- Third party recommendations

The management review will take place as part of the annual audit.

Inspections

Suncoast Scaffold Pty Ltd will implement a system to monitor and review health and safety on all their activities. This process will also help keep management informed regarding health and safety issues. There will be two types of inspections conducted at the workplace:

- Informal – all activity leaders are required to undertake informal inspections of their workplace and report any issues to management.
- Audits – these are detailed inspections and follow through the WHS management system to ensure compliance with system and identify areas of improvement. An audit should be conducted at least annually and the findings are tabled at the safety committee and management meeting.

Incident report

All incidents must be reported and documented. After the person has being dealt with and the incident form has being completed, management must determine which category the incident is to be classified:

- Reportable to division of workplace health and safety; or
- Reviewable by Suncoast Scaffold Pty Ltd (e.g. loss of time by worker); or
- Minor, no further action to be taken

The management will determine whether an incident is reviewable internally. If an incident is determined to be reviewable then the report/recommendations must be tabled at the next safety committee/management meeting for comment.

Investigation

Suncoast Scaffold Pty Ltd will conduct an internal investigation on all reviewable incidents. The investigation will be conducted by a nominated person using the investigation form.
Any recommendations from the investigation will be implemented by inducting relevant personnel.
Suncoast Scaffold Pty Ltd will review all incidents as part of their annual review.

References:

- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulations 2011

CSI – 22 Working at Heights

1.0 PURPOSE

The purpose of this procedure is to:

- Establish safe working practices for overhead work and when working at heights/depths by the establishment of rules and guidelines including the use and wearing of suitable safety equipment; and
- Limit access to areas where overhead work and work at heights around wells and pits is in progress and to establish the criteria for entry into the restricted area.

2.0 SCOPE

This procedure sets out the particular requirements and procedures for the safety of persons required to carry out work in elevated positions and for the protection of persons, equipment and facilities from falling objects.

The elevated position includes any work on a structure, from scaffolding or from an elevated platform or lift box.

3.0 DEFINITIONS

Anchorage / Anchor Points – anchorage / anchor points means any fixed, travelling or self-locking anchorage (defined in AS 1891.4) for attachment of a safety harness.

Drop Zone – drop zone means an area underneath a location where overhead work is being performed into which objects from the overhead work location may fall.

Edge Protection System – edge protection system complying with AS 1657 means guard railing of between 900mm and 1100mm high and a toe-board of not less than 100mm high fitted at sides, edges and openings except at points of access from a stairway or ladder. There shall be no opening of more than 450mm between guard railing (top rail and mid rail) and toe board and 10mm between toe-board and platform deck.

Elevating Work Platform (EWP) – A telescoping device, scissor device or articulated device, or any combination thereof used to position personnel, equipment and materials at work locations above or below the base support surface.

Fall Restraint System – fall restraint system means a work positioning harness connected to a restraint line and attached to a fall-prevention static line or an anchorage point which prevents a person getting into a situation where they could fall.

Fall Arrest Harness – fall-arrest harness means an assembly of interconnected shoulder and leg straps, with or without a body belt designed to spread the load over the body and to prevent the wearer from falling out of the assembly.

Note – The use of Body Belts for fall arrest is prohibited

Fall-arrest System – Fall-arrest system means a system designed to arrest the fall of a person. It consists of a:

- Fall arrest harness connected to a lanyard assembly, as short as possible and slack working length not longer than 2 metres, and attached to a fall-arrest static line or an anchorage point where there is a risk of free fall; or
- Full body harness connected to a lanyard of not more than 300mm in length attached to a ladder fall-arrest device, which restricts a free fall to not more than 600mm.

Fall-arrest Static Line – fall-arrest static line means a horizontal or near horizontal line, or vertical for a ladder, fall arrest system. The line is connected to a fixed anchorage point at each end, to which a lanyard can be attached. The line can be made of metal tube, metal rod, steel wire rope, and synthetic webbing or synthetic rope.

Type I Fall-arrest Device – type I fall-arrest device means a device that travels along a fall-arrest static line parallel to a ladder and locks to the line when loaded. The device can only be loaded in the direction of the line.

Lanyard – lanyard means a line used, usually as part of a lanyard assembly, to connect a fall-arrest harness to an anchorage point or static line.

Lanyard Assembly – lanyard assembly consists of a lanyard and a personal energy absorber. The lanyard assembly should be as short as practicable and the slack working length not more than 2 metres.

Overhead Work – overhead work means working at a height above ground or floor level where personnel, equipment or tools could fall and where employees work or have access to the area below where the work is performed. Risk assessment methodology shall be applied to determine the most appropriate countermeasures to be used in all instances but fall protection is mandatory once the measured height exceeds 1.8 metres.

Personal Energy Absorber – personal energy absorber is used in conjunction with a fall-arrest harness and lanyard to reduce deceleration force imposed by suddenly arrested fall and correspondingly reduces loading on the anchorage. The energy absorber may be a separate item or manufactured into the lanyard.

Post-fall Recovery Plan (PFRP) – post-fall recovery plan means a plan for the prompt recovery of personnel in the event of a fall being arrested by the employed safety equipment - the rescue support that should be available to avoid long periods of fall arrest suspension.

Job Analysis (JA) – Job Analysis means an analysis of the work to be done, as to whom it will involve, where and when it will happen, and what safety precautions are in place or have to be instigated. The plan will document any necessary planning that needs to be carried out to enable safe working practice at all stages of the job.

Shall – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory, advisory or recommended.

Work at Heights – work at heights means where there is the potential for a person to fall. The distance is measured from the platform level to the lower level. Risk assessment methodology shall be applied to determine the most appropriate countermeasures to be used in all instances but fall protection is mandatory once the measured height exceeds 1.8 metres.

Roofs with a pitch of more than 26°

Before work is carried out on roofs with a pitch of more than 26°, suitable control measure shall be implemented to prevent the person from falling.

4.0 PROCEDURE

4.1 ROLES & RESPONSIBILITIES

4.1.1 OPERATOR

The operator has the obligation to provide adequate resources to allow development, implementation and review the procedure in a timely and effective manner.

The operator has a statutory obligation "to provide adequate resources to ensure the effectiveness and implementation of the safety and health management system."

PERSONS INVOLVED WITH OR WORKING AT HEIGHTS

Person(s) working at height or involved with or in control of work at height shall ensure:

- ❑ They are adequately trained and assessed for competency.
- ❑ Where the use of personal fall arrest equipment is required, a person shall not work alone and there shall be other personnel in the nearby vicinity who can raise the alarm immediately should a person fall.
- ❑ Persons working at height have their safety helmets secured by using a helmet chinstrap.
- ❑ That there is a system or process in place to prevent tools and other objects falling from a height.

4.1.2 WORKERS AND VISITORS

All workers and visitors are to comply with this procedure for minimizing their exposure to injury.

Visitors shall be made aware of the general principles, particularly in relation to drop zones.

No person is to enter a marked drop zone without requesting, and being given, permission by the person in charge of the job.

4.2 MEASURES TO ENSURE SAFETY WHILST WORKING AT HEIGHTS

The hierarchy of control detailed below should be followed in selecting the best control measure to manage the risk of falling or being struck by a falling object. The various control measures are listed in order of decreasing effectiveness, so that measures closest to the top should be adopted first wherever possible.

- Elimination - removing the need to work from heights eg. bringing the work to ground level.
- Isolation - use of physical barriers to contain or enclose an area eg. erect handrails.
- Engineering controls - the use of temporary platforms to gain access to the job eg. elevating work platforms, scaffolding.
- Administrative controls - to ensure that the other elements of the hierarchy of control are effective e.g. training, warning signs, restricting access.
- P.P.E. Personal Protective Equipment.

CSI - 23 Safety General Procedures

WHS Regulations 2011 Chapter 6, 291 Meaning of high risk construction work In this chapter, high risk construction work means construction work that:

a) involves a risk of a person falling more than 2m; or
b) is carried out on a telecommunication tower; or
c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
d) involves, or is likely to involve, the disturbance of asbestos; or
e) involves structural alterations or repairs that require temporary support to prevent collapse; or
f) is carried out in or near a confined space; or
g) is carried out in or near— [s 292] Work Health and Safety Regulation 2011 Chapter 6 Construction work Current as at 30 June 2019 Page 233 Authorised by the Parliamentary Counsel (i) a shaft or trench with an excavated depth greater than 1.5m; or (ii) a tunnel; or
h) involves the use of explosives; or
i) is carried out on or near pressurised gas distribution mains or piping; or
j) is carried out on or near chemical, fuel or refrigerant lines; or
k) is carried out on or near energised electrical installations or services; or
l) is carried out in an area that may have a contaminated or flammable atmosphere; or
m) involves tilt-up or precast concrete; or
n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
p) is carried out in an area in which there are artificial extremes of temperature; or
q) is carried out in or near water or other liquid that involves a risk of drowning; or
r) involves diving work.

Alcohol and Drugs:

During work hours workers are to have a zero blood level. Any deviation from this is against the law and may result in disciplinary action. Drugs, except “over the counter” or “prescribed medications”, will not be tolerated on site. If medication, “prescribed” or over the counter”, is required to be taken and carries a warning of a side effect e.g. drowsiness, then the supervisor and or first aid officer must be notified.

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Ladders:

Ladders used in construction are to be marked "Industrial / Commercial" with a load rating no less than 120kg and be Australian Standard 1892 approved. Utmost care is to be exercised when transporting these ladders, as damage will make them unsuitable to be used. Ladders when in use for assess are to be secured. The ladder will be extended at least one (1) metre past the landing platform. When working on a ladder the user will remain centred between the stiles. The user will not stand higher than the tread or rung indicated on the ladder as the highest standing level.

The user should not stand on:

- The top cap or the top tread of a self supporting ladders;
- Above the second top rung of a non-self-supporting ladder or;
- The rear horizontal braces of a single sided self supporting ladder.

When working from a ladder higher than 2 metres the worker must maintain 3 points of contact on the ladder i.e. both legs and one arm. If a worker is unable to have 3 points of contact then additional control measures must be used.
When using a ladder the ladder should be positioned so that the user should not over reach, if this is necessary the worker must descend and reposition the ladder. When working off a ladder the user should never push or pull unless the ladder is properly secured. When a self supporting ladder is relocated, tools should be removed from the top cap before moving the ladder. Users will not walk the ladder to reposition it but instead will descend and relocate the ladder. A ladder should only be used for the purposes that it was manufactured not for supporting planks, braces struts beams etc.

Sediment Control:

Disturbance area will be minimised and clearly demarcated. Works will only be conducted within the works zone. Vehicle movements will be restricted to the defined roads/tracks.
Where possible, works area will be designed to ensure stormwater runoff drains into the site.
Where runoff from the site is required, it will be via the longest flow path possible to ensure maximise sediment retention. Flows to undisturbed areas will be prioritised. Where required, sediment controls will be put in place. These will include, but not be limited to, rock check dams, sediment basins, sediment fences and silt socks.
Sediment controls will be reviewed during site inspections and/or after significant rainfall (more than 10mm in 24hrs resulting in site runoff).

Manual Tasks:

Back injuries, sprains and strains are the major cause of lost time injuries. There are some simple steps that are to be followed to eliminate the risk of a manual task injury.

Step 1: Always plan your lift. Select your pathway and check it for trip hazards. Inspect the destination and determine where the load is to be placed.

Step 2: Examine the object. Determine its weight. Look for any sharp edges or spikes. Will the load be balanced when lifted? Will the load block my vision?

Step 3: Position your feet around the load to get as close as possible. Keep your back straight and bend your legs not your back. Get a good grip, using palms and fingers hold and grasp.

Step 4: Using your legs lift the object up. Lift smoothly and keep your back straight. Do not twist or jerk while lifting.

Step 5: Carry the load to its destination. Bending your legs and keeping your back straight place the load at its destination. Make sure the load is not places in a walkway and represents a trip hazard.

Step 6: When carrying objects only carry weights that are comfortable to lift, use team lifts for heavy objects. Where reasonably practical use mechanical aids instead of manual handling e.g. trolley, wheel barrow, etc.

Manual Handling – Help!

1. Clear the work area
2. Check the load
3. Size up the load
4. Proper foot position
5. Bend the knees
6. Obtain a proper hold
7. Keep the back straight and arms close to the body
8. Lift the load smoothly using your leg muscles

THINK SAFE MANUAL HANDLING BY ASKING THE FOLLOWING QUESTIONS:-

1. Must the load be moved;
2. Must the load be lifted;
3. Can it be moved using a mechanical aid;
4. Can the load size be reduced;
5. Can assistance be gained; and
6. Is the load too heavy to lift safely - if so don't lift it.

RULES FOR THE SAFE CARRYING OF LOADS

1. Don't twist your body when carrying a load
2. Don't restrict your vision with the load
3. Don't change your grip on a load unless you have the load supported
4. Always face the direction in which you are travelling
5. Watch your footing
6. Keep a firm grip on the load
7. Keep your arms tucked in; and
8. Keep the load close to your body.

FACTORS TO CONSIDER WHEN PLACING OR PUTTING A LOAD DOWN

1. Plan exactly where you are going to put the load
2. Be careful of your fingers
3. Don't lean forward to position the load
4. Don't lift heavy loads above the shoulders when unloading;
5. Remember that lifting and placing loads is done more easily at waist height

STEPS FOR SAFE MANUAL HANDLING

1. Identify Manual Handling Hazards 2. Assess Manual Handling Risks 3. Implement Appropriate Controls

Table of Density of Commonly used Materials on Construction Sites

Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure
Cement Products			Timber Products			Plasterboard & FC Sheets		
Ready-mix Concrete	2400	m^3	Softwood	640	m^3	Plasterboard	770	m^3
Cement	2000	m^3	150 x 100 (nominal)	9.6	lm	10mm plasterboard	7.7	m^2
Bagged Cement (small)	20	Bag	100 x 75	4.8	lm	13mm plasterboard	10.1	m^2
Bagged Cement (large)	40	Bag	75 x 50	2.4	lm	16mm plasterboard	12.4	m^2
Grouts	5 - 40	Bag	100 x 50	3.2	lm	15mm FC sheet	28	m^2
Ready-mix concrete	40	Bag	100 x 100	6.4	lm	6.0mm Villaboard	9.8	m^2
Ready-mix Sand/Cement	40	Bag	Hardwood (other)	1100	m^3	4.5mm FC sheet	7.7	m^2
Lime (Hydrated)	22	Bag	Hardwood (Ironbark)	1400	m^3	Bagged plaster as stated	1 - 72	Bag
Raw Materials			Plywood Products			Pipes and steel sections		
River Sand (dry)	1300	m^3	Formply	720	m^3	Refer manufacturers specification	kg	lm
Beach Sand (dry)	2000	m^3	17mm Formply	12.3	m^2	Metals		
River Sand (wet)	1500	m^3	17mm Formply (2400 x 1200)	35.3	Sheet	Steel (cast)	7900	m^3
Beach Sand (wet)	2200	m^3	17mm Formply (1800 x 1200)	26.6	Sheet	Copper	9000	m^3
Shale (dry)	2600	m^3	Plywood	600	m^3	Zinc	7000	m^3
Lime Stone (dry)	2600	m^3	6mm ply	3.5	m^2	Tin	7300	m^3
Blue Metal (20mm - dry)	2000	m^3	6mm ply (2400 x 1200)	10.1	sheet	Iron	7200	m^3
DGB 20 (roadbase)	2200	m^3	12mm ply (2400 x 12000	20.2	sheet	Liquids		
Earth (unspecified - dry)	1900	m^3	20mm ply (2400 x 1200)	34.6	sheet	Water	1000	m^3
Scaffold			Bricks			Paint	2.1	litre
Tube (480D x 4.8mm thick)	5.3	lm	Pallet (500)	2000	Pallet	Petrol	0.9	litre
Tube 3.6m long	19.1	length	Brick (extruded – dry-pressed)	3 - 4	brick	Oils	1	litre

Working at Heights:

Where there is a risk of fall more than 2 metres or a worker is working where a significant hazard is present if they were to fall i.e. “starter bars protrusion etc” fall control measures must be introduced.
The following are various types of control measures will be implemented in preferred to least preferred order.

- Edge protection
- Fall protection cover
- Travel restraint system
- Fall arrest platform
- Fall arrest harness systems (Harness systems should be chosen carefully to ensure safe stopping distances

Note workers must take care at all heights even below 2 metres.

Falling Objects – Controls to Prevent:

Work activities, such as working at height and lifting loads over work areas are likely to produce falling objects. Work should not commence until controls are put in place to prevent the risk of injury to workers and other persons from falling objects i.e. kickboards on scaffold.
Possible control measures that should be used to prevent fall objects are:

- Restricted entry / exclusion zones
- Barricading
- Hoarding
- Signage
- Gantry
- Personal Protective Equipment

General Housekeeping:

Waste materials / rubbish will be cleaned up at the end of each day or when workers have finished in a specific area. Waste materials are to be placed in skips provided or in approved areas. Workers noted littering will be expected to clean up before leaving work areas.

Harassment / Bullying:

No workplace harassment or bullying will be tolerated in any workplace.
Harassment is behaviour that is unwelcomed or unsolicited, and is repeated or occurs as part of a pattern of behaviour. Workplace harassment offends, humiliates or intimidates an individual or group targeted by this behaviour. It can make it difficult for effective work to be done.
Examples of unacceptable behaviour include;

- Practical jokes against workers.
- Initiation practices for new workers.
- Tolerance or complacency of harassing type behaviours.

In the event a worker is involved in harassment / bullying behaviour then disciplinary action will occur by management.

Emergency Procedures:

Workers will make themselves aware of the site emergency plan, including knowing the assembly points upon evacuation. On construction sites the layout of the site can change daily, workers should make themselves aware regularly of the nearest exit to the assembly area in the case of emergency. Management is to be notified immediately of any emergency situation.

Electrical Equipment:

All electrical equipment shall be inspected daily before each use by the operator to ensure that all guards and installed and working and equipment has no visual damage. In the example of a grinder etc a electrical item may not be used without guards installed and working and 9.5 grinders will not be used. An approved safety switch / residential current device should be in place and in working order at all times. As required by the Electrical safety regulations (AS/NZS 3012) electrical equipment will be kept in safe working order, tested and tagged 3 monthly (AS 3760) by a qualified person and records kept.

- All electrical equipment is to have a current 3 month test and tag
- All electrical equipment is to be in good condition with no damage taped up
- All Electrical leads are to be placed as to not sustain damage and to be kept out of water e.g. lead stands
- On a fixed RCD the switch must be tested at least monthly by push the test button and at least 6 monthly by a competent person.
- On a portable RCD the push button test must be tested daily and on connection and must be tested by a competent person at least every 3 months.
- No piggy back plugs to be used
- Leads must not exceed maximum length of 25m (AS/NZS 3012)
- One extension lead of 25m only can be run from any power point, extension leads cannot be piggy backed damaged or faulty equipment will be tagged out of service

Workplace Disputes and Grievances:

Where a workplace dispute or grievance occurs in the workplace they must be reported in writing to the director. Upon receipt firstly all parties will meet to discuss the issue with the Office Admin Manager and Director following all procedures as per set out in the Workers disputes and grievances act. In the event a suitable amicable agreement is not met by both parties a impartial third party will be implement to assist in the outcome.

Disciplinary Action:

A verbal instruction will firstly be issued, failure to immediately comply with the verbal direction is to result in an instruction to **stop work until compliance can be achieved**; and (where relevant) –written notification via the way that Pinnacle Scaffolding handles non-compliance with WH&S issues will directly relate to the nature of the non-compliance and specifically the related health and safety risk. Consequently, some breaches of health and safety requirements may result in far more serious consequences than others. However, the general steps to be followed for non-compliance are as follows and in accordance with contractual requirements.

1. A verbal direction identifying the issue of non-compliance and method of how to comply is to be given and recorded.
2. Failure to comply with the direction will also result in a Health and Safety Breach being issued, and a meeting established to discuss why access approval to the site should not be revoked. Pinnacle Scaffolding management and the non-complying person(s)/parties must both attend these meetings.
3. The subsequent meeting may result in:

    - Agreement between the involved parties of a change to work practice or modified method to complete the task,
    - Prevention of the non-complying person(s)/parties from continuing to carry out works for Pinnacle Scaffolding as per contractual agreements.

Facilities Company Property:

All tools, materials and equipment remain the ownership of Pinnacle Scaffolding All care and attention must be paid to look after and maintain company property including keeping facilities in a clean and tidy manner for other staff.
In the event an employee is leaving Pinnacle Scaffolding all tools and equipment must be returned in full.

Dust / Silica:

Dust minimisation for earthworks is via wetting down of area daily and where possible.
For drilling silica products a minimum of P2 Particulate Filter Respirator must be used along with a M/H Class Vacuum or wet method use as per **Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements Code of Practice** is all waste collected and disposed of in site bin.
Workers/Contractors must consult their Supervisor prior to starting any works involving silica. Workers/Contractors must consider the use of wet methods or using a M class vacuum (or Higher) H class Vacuum with attachment including cleaning up.

Fire Extinguisher Use:

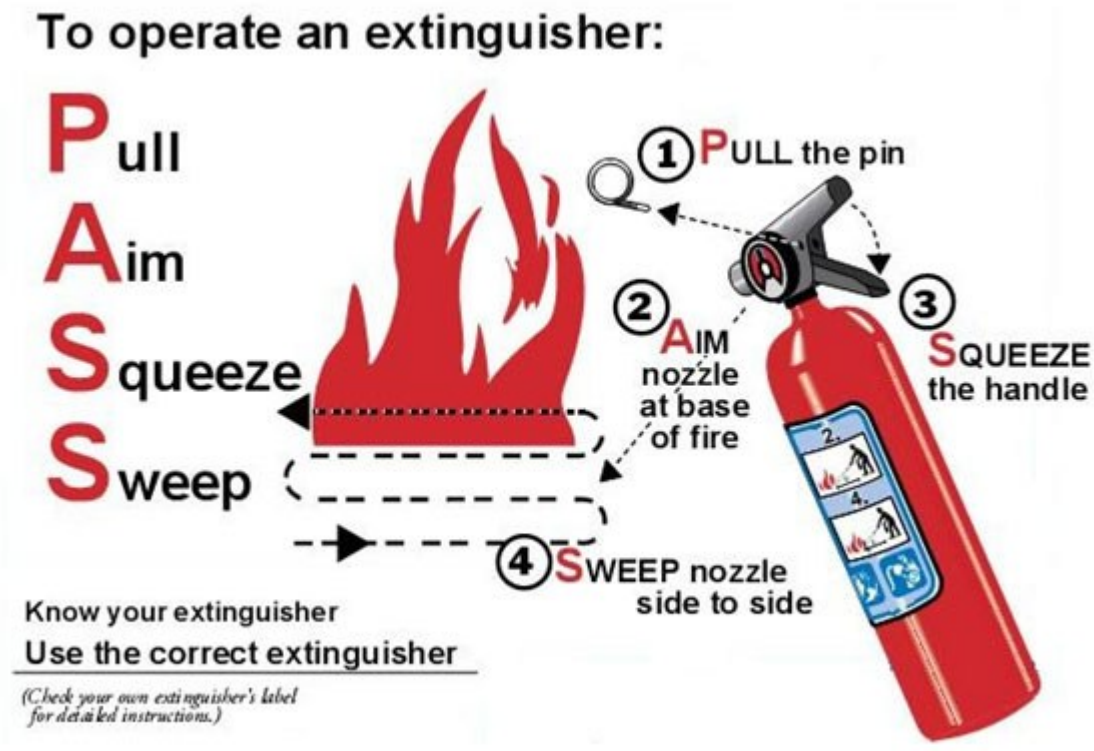
P A S S

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!



Scaffolding:

Mobile Scaffolding;

All workers who use mobile scaffolds on a home shall before work starts, ensure;

- Mobile scaffolding maintains a 3 to1 height to base ratio.
- Use safe work practices when lifting scaffold equipment and when moving scaffold.
- No ladders, steps, boxes etc are used on top of the scaffold to increase height.
- Mobile scaffolds are not moved while people and material are on the scaffold.
- Internal access ladders are used, no climbing outside the scaffold.
- Manufacturer's instructions are followed at all times.
- Only Component trained persons to assemble mobile scaffold to a maximum of 4 metres.
- Mobile scaffolds must be provided with information regarding safe use and erection. If scaffolding is to be altered, contact the manufacturer or supplier for additional guidance. All modular mobile scaffolds are to be erected in accordance with manufacturer's specifications.
- The following control measures should be implemented for mobile scaffolds.
- The height of a mobile scaffold, from the bottom of the scaffold to the working surface, should be no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer4.
- Where adjustable castors are used, the slope of the surface should not exceed 5 degrees.
- Use a secure internal ladder with a protected opening (for example, a hinged trap door) for access and egress to and from the scaffold.
- • Select the appropriate size and capacity castors to support the total mass of the dead and live loads of the scaffold.
- Use castors that have the working load limit clearly marked.
- Castors fitted to standards should be locked before erection continues.
- Castors with adjustable legs should be used and adjusted to keep the platform level when the supporting structure is at different heights.
- Incorporate plan bracing at the base of mobile scaffolds to provide greater stability.
- Before moving mobile scaffolds check that:
  a) there are no power lines or other overhead obstructions
  b) the ground is firm and level
  c) no person is on the scaffold
  d) no equipment and material can be dislodged from the platform
  e) the supporting surface is free of obstructions (a small obstruction may cause a mobile scaffold to overturn); and
  f) electrical equipment and leads can not be tangled.
- Brakes on castors are to be locked at all times unless moving the scaffold.
- Never move the scaffold in windy conditions.
- Push or pull the mobile scaffold from the base – never use powered vehicles to move the scaffold.

Scaffolding:

Scaffold shall ensure;

- All scaffolding other than mobile must be constructed by qualified licensed Scaffolders.
- A handover certificate and scaffold diagram must be displayed at entrance to scaffold.
- No contractors are allowed to alter and change any component of Scaffold this must be organised by Site Management. Any person found altering scaffold without permission will be removed from site.
- All scaffolding must be erected as per requirements of Scaffolding Code of Practice, Australian Standards AS 4576 Guideline for Scaffolding and manufacturers specifications.
- Internal ladders must be used at all times no persons may assess by climbing the scaffold.
- Scaffold will be inspected regularly by site management and recertified by the installer on a 4 weekly basis.
- Scaffold must only be used as per load specifications and bays are not to be overloaded.
- Materials are not allowed to be stored on scaffold overnight.
- Scaffold must have barriers in place to stop falling objects or use of exclusion zones.
- All persons must conduct works in a safe manner and take care to work within the scaffold permitter at all times.
- All excess materials and rubbish must cleaned up daily by workers.
- Worker must inspect the scaffold prior to use to ensure that it is safe to work on.

Asbestos:

Queensland laws prohibit the use of certain tools and work methods when working with asbestos-containing materials (ACM) as they can generate dangerous airborne asbestos fibres. There are activities you must never do when working with or removing asbestos-containing materials:

1. Never use power tools, such as angle grinders, circular saws and electric sanders drills (unless enclosed or used with a device or process that prevents dust)
2. Never use high pressure water cleaners
3. Never use compressed air or abrasive blasting
4. Never use household vacuum cleaners even if they have a HEPA filter. (Only specially designed cleaners for work with asbestos can be used)

All of these activities are very dangerous because they can release large numbers of asbestos fibres in to the air.

Pinnacle Scaffolding company policy is for all asbestos to be only removed by qualified professionals as per code of practice and Australian Standards. In the event a wall or pit is suspected of asbestos work to stop immediately, then Supervisor to be informed and an external contractor qualified to removed asbestos will be engaged.

Fatigue Management:

Fatigue is a state of mental or physical performance impairment, caused by not getting enough quality sleep, being awake for long periods, working at times of day when we would normally be sleeping, working extended hours or performing demanding work. Excessive fatigue can have a significant impact on performance, health and wellbeing. The performance impairment associated with fatigue has potential to result in serious incidents and accidents.

The primary objective of the Pinnacle Scaffolding procedure is to ensure that fatigue is appropriately managed throughout the company and employees, supervisors and managers are informed of the elements contributing to fatigue so as to prevent incidents and illness in the workplace. Managing fatigue is just one of the components of overall approach to fitness for work and employee well being.

What is Fatigue?

Fatigue is an acute, ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries. It is more than feeling tired and drowsy, it is a physical condition that can occur when a person's physical or mental limits are reached.

Fatigue can occur as a result of various factors that may be work-related, lifestyle-related or a combination of both. Work-related factors may include:

- working time
- scheduling and planning (for example, roster patterns, length and timing of shifts)
- inadequate rest breaks
- lengthy periods of time being awake
- insufficient recovery time between shifts
- payment incentives that may lead to working longer shifts
- environmental conditions (for example, climate, light, noise, workstation design)
- type of work being undertaken (for example, physically or mentally demanding work)
- work demands placed on the person (for example, timeframes, deadlines, intensity)
- the organisation's culture, and
- the person's role within the organisation.

Lifestyle-factors can include:

- inadequate or poor quality of sleep due to sleep disorders (for example, sleep apnoea)
- social life
- family responsibilities
- other employment
- travel time (may be considered work time in some cases), and
- health and wellbeing (for example, nutrition and diet, exercise, pain, illness).

How to tell if someone is fatigued

A person can display the following signs which could mean they are fatigued:

- continual headaches and/or dizziness
- wandering or disconnected thoughts, daydreaming, lack of concentration
- constant yawning, a drowsy relaxed feeling or falling asleep at work
- moodiness, such as irritability
- short term memory problems
- low motivation
- hallucinations and/or blurred vision or difficulty keeping eyes open
- impaired decision-making, judgment increased errors
- slowed reflexes and responses
- reduced immune system function
- extended sleep during days off work
- falling asleep for less than a second to a few seconds, and being unaware they have done so (otherwise known as micro-sleeps), and
- drifting in and out of traffic lanes or missing gear changes and turn offs when driving.

Policy

Pinnacle Scaffolding is committed to identifying the causes of Stress and Fatigue by putting into place systems that help minimise the amount of stress and fatigue imposed on our personnel. By far the most effective way to minimise and deal with Stress and Fatigue is through awareness. We are dedicated to ensuring that clear channels of communication are open between all management and workers and will review our systems to ensure that sufficient breaks, effective productivity systems and task variety is provided to aid in the reduction of Occupational Stress and Fatigue.

It is also Pinnacle Scaffolding policy that if you notice either yourself, or a fellow worker who is showing signs of fatigue, to report it to your manager immediately so that necessary steps can be taken to ensure that all personnel remain fresh and alert as possible. Safety in the workplace is everyone's responsibility and by keeping an eye out for your fellow workers you will be working towards ensuring that everyone has the privilege of a safe working environment.

Car Breakdown Safety:

If you are in an accident or your car breaks down, safety should be your first concern. Getting out of the car at a busy intersection or on a highway to change a tire or check damage from a fender bender is probably one of the worst things you can do. Never get out of the vehicle to make a repair or examine the damage on a busy highway. Get the vehicle to a safe place before getting out. If you've been involved in an accident, motion the other driver to pull up to a safe spot ahead.

If you can't drive the vehicle, it may be safer to stay in the vehicle and wait for help or use a cell phone to summon help. Under most circumstances standing outside the vehicle in the flow of traffic is a bad idea.

Marking your vehicle's location to give other drivers advance warning can be critical remember to put on your hazard lights! In the case of a blowout or a flat tire, move the vehicle to a safer place before attempting a repair—even if it means destroying the wheel getting there. The cost of a tire, rim or wheel is minor compared to endangering your safety.

Working near Power Lines feed to structure;

Identify Power lines to structure via consultation with one of the following;
Method 1; Licensed Electrical Contractor
Method 2; Qualified Energex Spotter
Method 3; Energex

- If encroaching within 3 metres of low voltage power line connected to structure, no consultation with Energex is required use either method one or two.
- Instead de-energise low voltage lines via Electrician removing fuse from power pole supply. This line can be re-energised once works finishes within the 3 metre exclusion zone area.
- It is also advisable that you should receive a statement (handwritten is fine) of
- de-energisation from the electrician.

Working near Power Lines on the Street;

- Energex consultation must be adhered to when encroaching for overhead power lines on the street of the Exclusion zone 3 metres for low voltage 6 metres for high voltage must be adhered to.
- Once consultation with Energex is complete follow written information received from Energex. Allow 3 days to book in consultation prior.

The best method when working near overhead powerlines on the street is to eliminate the risk by ensuring the correct plant is used which cannot encroach on exclusion zone distances.

Working within close vincity of Underground Power:

- Know where services are before you dig obtain up to date as Construction drawings or (including existing services) marked up drawings in consultation with client.
- Dial before you dig 1100
- Ensure all Supervisors that have services sign off on the relevant cross section, drawings, or as construction confirming location and depths of services.

4.1 Work near powerlines

In Queensland, information and guidance for working near exposed live electrical parts are provided in the following publications.
• Electrical Safety Act 2002(ES Act)
• Electrical Safety Regulation 2002(ES Regulation)
• Electrical Safety Code of Practice 2020 - Working near exposed live parts
• Electrical Safety Code of Practice 2020 - Electrical Work
The ES Act outlines general electrical safety duties. The ES Regulation states the allowable distance for working near an electrical part. The Codes of Practice give practical advice on safe systems of work and exclusion zones. Care must be taken when doing scaffolding workin close proximity to bare and insulated electrical lines and hidden electrical cables (for example, cables concealed behind a surface where an anchor is to be fitted). When work is to be performed around electrical parts the following
steps should be taken.
• Contact the electricity entity in control of the electrical part to confirm voltage, insulation and appropriate systems of work.
• Determine the exclusion zone 1 by referring to Schedule 2 in the ES Regulation.

4.2 Mobile plant and traffic

Mobile plant and vehicular traffic are hazards which can potentially affect worker safety and the safe use and structural integrity of scaffolding.
Outlined below are control measures that can be used to prevent or minimise exposure to the risk of death or injury from moving plant and traffic.
• Re-route motor vehicles and mobile plant away from the location of the scaffold, for example, by using traffic controllers to redirect traffic.
• Use barricades, signs, posts, buffer rails, guards, or concrete
or timber kerbs to prevent mobile plant and traffic from coming into contact with scaffolding.
• Ensure scaffolding does not have any unnecessary protrusions, such as over-length transoms, putlogs, tie tubes or over-height standards.

4.3 Mixing and matching scaffold components

Components from different manufacturers or suppliers, while looking compatible, are often of different dimensions and tolerances. Mixing an
d matching incompatible scaffold components can lead to difficulties in disassembly which in turn may increase the risk of musculoskeletal injury, increase wear on the components, and affect the load capacity of the scaffold.
The following controls can be used to prevent or minimise the risk of injury and scaffold collapse due to the incorrect mixing and matching of components:
1An exclusion zone is a safety envelope around an electrical part (exposed part or an
overhead insulated electric line). No part of a worker, operating plant or vehicle may cross into the exclusion zone while an electrical part is live.
• Do not mix scaffolding from different manufacturers, unless an engineer approves that:
(a) the components are of compatible size and strength
(b) the components have compatible deflection characteristics
(c) the fixing devices are compatible; and
(d) the mixing does not lessen the strength, stability, rigidity or suitability of the scaffold.
• See also AS/NZS 4576 – Guidelines for Scaffolding which sets out the assurances that are needed before the components of different prefabricated scaffolding systems can be mixed in a scaffold.
• Do not mix scaffolding couplers and tubing of different outer diameters and strengths unless designed specifically for the task by an engineer or the coupler manufacturer has designed the couplers for this purpose. For
example, do not mix aluminium and steel components as steel clamps may cause aluminium tubing to be crushed reducing the strength of the tube.
• 'Beam clamps' or 'flange clamps' should be provided with information about safe use, including tightening torque required and when to use diffe
rent types of couplers. If no information is provided contact the supplier,
manufacturer or designer of the scaffold.
• Stairs should be secured to the scaffold bay. If not secured, the supplier should provide documentation illustrating the maximum amount of clearance allowed between the transom and the top and bottom of the stair module.
• Ensure the gap between the end of a stair module and a transom is as small as practicable. Large gaps can lead to stairs dislodging and falling when a load is placed onto it.

4.4 Falls from height
Refer to section 6 Erecting and dismantling scaffold

4.5 Falling objects
The following are examples of control measures that may be used to event or minimise exposure to the risk of being hit by falling objects.
• Establish exclusion zones around scaffolding and adjoining areas to prevent unauthorised persons from accessing the area.
• Use perimeter containment screening (see also perimeter containment screening section, scaffold fans, hoardings or gantries to contain falling objects.
• Erect and dismantle scaffold in built-up areas during quiet times.
• Never drop materials from a scaffold – use mechanical hoists to move materials.
• Attach danger tags and warning signs such as 'Keep Out – Falling Objects' and 'Danger – Incomplete Scaffolding' in obvious locations to warn persons of hazards.

4.6 Scaffold collapse

See section 7 Types of scaffolding for control measures which may be used to prevent or minimise exposure to the risk of death or injury from scaffold collapse.

4.7 Hazardous manual tasks
Guidance on hazardous manual tasks is available in the Hazardous Manual Tasks Code of Practice

4.7.1 Examples of design controls
Job design and redesign
• Use scaffold systems which are made of lighter weight materials and use modern technologies (for example, modular systems which have shorter standard lengths or systems that are made of aluminium rather than steel or timber).
• Use components that are shorter in length thereby reducing the weight of the standards and making them easier to handle.
• Store scaffolding components as close as practical to the work area
in order to minimise the distance over which loads are manually
moved. Clear access ways should also be ensured so that materials and equipment can be easily accessed.
• Avoid using different types of scaffolding together as increased force may be required to assemble and dismantle components that are not made to fit together.
• Use the appropriate tools for the work performed and avoid over tightening scaffold couplers which results in the need for greater force when loosening them during the dismantling stage.

Mechanical aids
• Use mechanical aids such as cranes, hoists, pallet jacks or trolleys to move equipment and materials wherever possible (for example, when lifting bundles of components, moving components/materials around the site, or unloading vehicles). Team lifting is not a preferred method for load handling and should only be used as a last resort when mechanical aids cannot be used or the work cannot be redesigned. Workers must be trained in team lifting techniques and adequate numbers of workers must be provided.
• Use electric winches (preferred) or gin wheels to lift components up the scaffold.

4.7.2 Examples of administrative controls Work organisation

• Incorporate rest breaks or task variety into the job where the risk cannot be prevented or minimised.

• Ensure there are adequate numbers of workers to meet deadlines.

Task specific training

• Workers should be provided with education and training in relation to the performance of manual tasks. This includes training in the correct use of mechanical devices, tools and equipment, as well as safe performance of the specific manual tasks and handling methods (for example, team lifting).

Preventative maintenance program

• Clean and maintain tools, equipment and scaffolding components regularly. Tools and equipment which are not properly maintained, as well as components that have been damaged and therefore no longer fit easily together, may require increased force when using them.

Personal protective equipment (PPE)

• PPE and clothing can increase the potential for injury if it is lacking or unsuitable for the work performed (for example, incorrectly sized gloves interfere with a worker's gripping ability and manual dexterity and this contributes to increased muscular effort and fatigue).

If gloves are worn it is important that the appropriate type of glove is chosen based upon the work requirements and different sizes are provided so that the right size for the worker can be selected.

5. General design

The following section provides general advice regarding the safe construction of basic types of scaffolds.

5.1 Design Principals

The design of the scaffold should take into account:

• the strength, stability and rigidity of the supporting structure
• the intended use and application of the scaffold
• the safety of persons engaged in the erection, alteration and dismantling of the scaffold
• the safety of persons using the scaffold; and
• the safety of persons in the vicinity of the scaffold.

5.2 Basis of design

The design of the structural members and components of a scaffold should comply with AS 1576 Scaffolding (Parts 2 and 4) and AS/NZS 1576 Scaffolding (Parts 1, 3 and 5)

5.3 Foundations

Scaffolding foundations must be able to carry and distribute all the weight of the scaffold, including any extra loads, for example, perimeter containment screens, placed on the scaffold. Consideration should be given to the following when designing the foundation of the scaffolding.

5.3.1 Ground conditions

Water and nearby excavations may lead to soil subsidence and the collapse of scaffold. Any likely watercourse, such as a recently filled trench, which has the potential to create a wash out under the scaffold base, should be
diverted away from the scaffold. The principal contractor or PCBU should ensure ground conditions are stable and inform scaffold erectors of any factors which may affect ground stability, before the scaffold is erected.

5.3.2 Loadings

Scaffolding needs to be designed for the most adverse combination of dead, live and environmental loads that can reasonably be expected during the period thatthe scaffold is in use. The dead, live and environmental loads will need to be calculated during the design stage to ensure the supporting structure and the lower standards are capable of supporting the loads. The design of such scaffolds and ties must be approved by a competent person or an engineer. Follow the specifications of the manufacturer, designer or supplier for the maximum loads of
the scaffold.

5.3.2.1 Environmental loads

Consider environmental loads, particularly the effects of wind and rain on the scaffold. For example, environmental loads imposed by wind and rain may be heightened if perimeter containment screens, shade cloth or signs are attached to the scaffold. Staggering the joints in standards may help control the risk of scaffold collapse from environmental loads. Refer to AS/NZS 1576.1 Scaffolding – General Requirements for additional information.

5.3.2.2 Dead loads

Dead loads refer to the self-weight of the scaffold structure and components including any working, catch or access platforms, stairways,
ladders, screens, sheeting, platform brackets, suspension ropes, secondary ropes, traversing ropes, tie assemblies, scaffolding hoists or electrical cables. Dead loads should be calculated in accordance with
AS/NZS 1576.1 Scaffolding – General Requirements

5.3.2.3 Live loads

The live load includes:
- the weight of persons
- the weight of materials and debris
- the weight of tools and equipment; and impact forces.

Scaffolds should not be used to support form work and plant, such as hoist towers and concrete pumping equipment, unless the scaffold is specifically designed for this purpose.

5.4 Supporting structure

Consider the capability of the supporting structure to bear the most adverse combination of loads possible during the use of the scaffold. Obtain advice from an engineer before erecting scaffolds on verandas, suspended flooring systems, compacted soil, parapets and awnings. Propping may be required where the supporting structure is not capable of bearing the most
adverse combination of loads.

5.4.1 Sole boards and baseplates

Sole boards and baseplates can be used to evenly distribute the load from the scaffold to the supporting surface (see Figure 3). Both sole boards
and baseplates may be required for use on less stable surfaces, such as soil, gravel, fill or other product which creates a system of beams
and flat slabs.

The size of the sole board will vary depending on the supporting surface. If in doubt you may need to consult an engineer to determine the bearing capacity of the ground or other supporting structure. Sole boards should be level and some digging may be required to obtain a level surface. Adjustable bases can be used on uneven surfaces for modular scaffold systems. No part of the baseplate or adjustable base should protrude over the side of the sole board to ensure the loads are imposed evenly on the sole board. Needles and spurs should be considered where ground conditions are very unstable.

5.5 Stability

Scaffold stability may be achieved by:

- tying the scaffold to a supporting structure
- guying to a supporting structure increasing the dead load by securely attaching counterweights near the base; and
- adding bays to increase the base dimension.

5.6 Tying

Tie methods and spacing need to be in accordance with the instructions
of the manufacturer, designer or supplier. Outlined below are safe work practices and control measures for tying scaffold.

- Consult with the scaffold designer, manufacturer, supplier or an engineer if it is not practical to position the ties in accordance with the instructions.
- More ties may be required if:

(a) the scaffold is sheeted or netted due to increased wind loadings
(b) it is used as a loading platform for materials or equipment; and
(c) attaching lifting appliances or rubbish chutes.

- The principal contractor or a PCBU should have a competent person regularly inspect the existence and effectiveness of scaffold ties to
ensure they are not modified or altered by unauthorised persons (for example, finishing trades who may loosen, relocate or remove ties to obtain access to walls and openings).
- Consult with the scaffold designer or supplier before attaching
additional loads on the scaffold, for example, signs and perimeter containment screens.
- Cast-in anchors or ‘through bolts’ (i.e. pass through a wall)
are preferred to drill-in expansion or chemical anchors for securing scaffold ties because of possible failure due to faulty tensioning or epoxies.
- Drill-in expansion anchors should be limited to the load (torque) controlled type. The working load limit should be limited to 65% of
the ‘first slip load’ stated in the information provided by the supplier.

• Deformation-controlled anchors, including self-drilling anchors and drop-in (setting) impact anchors, should not be used.
• Where chemical anchors are used, all anchors should be tested and proof loaded to the working load multiplied by a factor of 1.25.
• All drill-in expansion anchors must be installed using a torque wrench set to the appropriate torque, unless the anchor has an in-built torque indicator. Documented verification is to be kept on site, stating the anchor setting torque, date of installation, location of installation and name of competent person installing the anchors.
• Drill-in expansion or chemical anchors should have a safety factor of 3 to 1 on their failure load. If any anchors fail, the remaining anchors on the same level should be tested.
• Ties should not obstruct access along the working and access platforms.
• Ties should interconnect with both the inner and outer scaffold standards (unless otherwise specified by an engineer) to increase the rigidity of the scaffold.

5.7 Working platforms
Working platforms, except suspended scaffolds should have duty classifications and dimensions complying with section

i. Loadings
ii.

Each scaffold should be designed to carry the required number of working platforms and to support its live loads. The following are safe work practices or control measures for working platforms.
Scaffold planks should:
(a) have a slip-resistant surface
(b) not be cracked or split
(c) be of uniform thickness
(d) be captive (i.e. can not be kicked off) and fixed to prevent uplift or displacement during normal use; and
(e) be positioned so that no single gap between planks exceeds 25 mm and the total gap between all planks does not exceed 50 mm.
• Planks should not be lapped on straight runs of modular and tube and coupler scaffolding but may be lapped on hanging bracket scaffolds.

If using plywood sheets to cover gaps between scaffold bays the plywood sheets should be:

(a) a minimum of 17 mm thick
(b) only used to cover gaps less than 500 mm wide (unless approved by an engineer); and
(c) secured.

Metal planks lapped on other metal planks should be secured using fixings such as a double tie wire or strapping. Tie wire or any other system that
is not structurally rated should not be used to secure planks on hop-up brackets.
• Planks should be secured.
• All hop-up brackets should be provided with tie bars to stop brackets from spreading apart, causing planks to dislodge, unless otherwise specified by the scaffold designer.
• The overhang of planks which are supported by putlogs should be greater than 150 mm but less than 250 mm – otherwise uplift might occur.
• Avoid nailing or screwing laminated planks into position, unless otherwise specified by the manufacturer. Moisture penetrating the
planks can cause damage and may not be easily detected.
• In cyclone prone areas all planks should be secured against uplift during cyclone season. In Queensland, cyclone prone areas include areas north of Bundaberg. Refer to AS 1170 Structural Design Actions (Part 2)

a. Fall arresting platforms

A fall arresting platform can be used as a control measure to arrest a person's fall during work at height.
If the slope of the surface where work is being done is:

(a) not over 26º – then install the platform no more
than 1 metre lower than the surface; or

(b) over 26º – then install the platform no more than 300 mm
lower than the surface.

The fall arresting platform must:
(a) be unobstructed and at least 675 mm wide for the length of the platform;
(b) be able to withstand the impact of a fall onto it; and
(c) have edge protection erected:
    i. along the outer edge of the length of the platform; and
    ii. along the edges of each end of the fall arresting platform.

If the internal gap (the gap between the inner edge of the length of the platform and the face of the building or structure immediately
beside the platform) exceeds 225 mm, then implement a control measure to control the risk of a fall.

b. Edge protection

Edge protection may be used as a control measure to prevent the risk of death or injury from a fall during work at height. Obtain written approval from an engineer before installing edge protection on a scaffold system which was not originally designed, supplied or manufactured with edge protection. Approval should include specifications on how to install an
d maintain edge protection.

c. Access and egress

Workers must be provided with safe access to and egress from scaffold during the erection, use and dismantling of scaffolding. Common means of access and egress include:

• temporary stairs or portable ladder access systems installed at the start of erection, progressed with the scaffold, and used by the scaffolder whenever possible
• permanently installed platforms or ramp;
• personnel hoists (non-mechanical forms of egress, such as a ladder or stair tower should be provided in case of emergency); and
• using the existing floor level of a building, provided such access is safe.

Scaffolders should not climb standards externally.

i. Ladders

The following are additional safe work practices which should be followed when working on ladders:

• Ladders may be used where access to the working platform is needed by only a few persons, and where tools and equipment can be delivered separately to the working platform (for example, by materials hoist, crane or a rope and gin wheel).
• Ladders should be within a separate ladder access bay of the scaffold, wherever space permits.
• If the access bay is part of the working platform, a trap door is to be provided. Strict controls are to be implemented to ensure the trap door remains closed while working from the platform.
• Ladders should be set up on a firm, level surface and not used on scaffold bays to gain extra height.

d. Perimeter containment screening

Perimeter containment screening is used to protect persons from falling objects. Perimeter containment screens must be made of mesh, timber, plywood, metal sheeting or other material suitable for the purpose.

Perimeter containment screens must be located inside the standards on working platforms.

The prescribed lining must be attached to the inside of the mesh. The prescribed lining can be attached using non-structural locating product which keeps the lining in place while minimising damage to the lining.

The framework supporting a screen must be able to bear the load of the screen.

Each of the following gaps must be not over 25 mm:

(a) the gap, measured horizontally, between screens immediately beside each other

(b) the gap, measured vertically, between a screen and another screen immediately above it; and

(c) the gap, measured vertically and horizontally, between a screen and the framework supporting it.

Containment sheeting should be installed no higher than the upper most ie, unless certified otherwise by an engineer. Where work is carried out close to pedestrian or vehicular access, scaffolds that are sheeted down to hoarding level can minimise both the risk to the public and the area lost to public access.

6. Erecting or dismantling scaffold

A person who intends to erect or dismantle scaffolding must adopt control measures which eliminate, or at least minimise, the risk of a fall from heights.

a. **Risk of a fall at any height**

b. Before a person starts work to erect or dismantle scaffolding, they must:

(a) identify any hazards that may result in a fall, or cause death or injury from a fall

(b) assess the risk of death or injury; and

(c) implement control measures to prevent or minimise the level of exposure to the risk.

Hazards which may increase the risk of death or injury from a fall while erecting, altering or dismantling scaffolding include:

• poor environmental conditions, for example:
(a) strong winds that may cause workers to lose balance
(b) rain causing a slippery work surface; and
(c) glare emitted from work surfaces and/or poor lighting affecting visibility
• materials, equipment or protruding objects below, or in adjoining work area, for example:
(a) pallets of construction materials
(b) vertical reinforcing steel
(c) a rubbish skip
(d) exposed starter bars; and
(e) picket fences
• void areas not identified or protected, for example, ladder access voids
• incomplete scaffolds or loose scaffold components where work is being done, or is likely to be done; and inadequate training, instruction and supervision of scaffold workers.

6.2 Additional safe work practices

The following additional safe work practices should be followed when erecting scaffold.

• Scaffold 'fittings' and other connections should be securely tightened. Where 'safety fittings' are used, they should be fitted in accordance with the scaffold plan.
• All scaffold components should be installed as the scaffold is erected. For example, the installation of:
(a) all bracing and ties; and
(b) guy ropes or buttresses.
• Consider using specifically designed loading platforms and/or back propping to prevent overloading the building floor or the scaffold.
• Obtain certification from an engineer before erecting scaffold on awnings.
• Limit the number of workers on a scaffold at any one time.
• Develop a methodical work sequence if more than one worker will be on the scaffold at the one time, for example, allocate specific tasks to each scaffolder.
• Work from a full deck of planks whenever possible.
• Do not climb on guardrails to gain extra height.
• Where the internal gap on scaffolding (includes hanging bracket scaffolding) is greater than 225 mm, put in place measures to control the risk of a fall. For example, install:

(a) edge protection on the inside edge of the platform; and

(b) additional scaffold planks to minimise the size of the internal gap.

6.2.1 Safe dismantling of scaffolding

The following summarises a safe method for dismantling scaffold.
• Edge protection and any means of access can be removed as the scaffolding is dismantled, provided it is removed at the last possible stage.
• A platform of at least 450 mm wide, at the level the dismantling has reached, is in place, where practicable.
• Ensure that when dismantling scaffold, the platform immediately below the level the worker is standing on, has a full set of planks across its width.
• A section of the scaffold may be left open (for example no platform in place) to allow the lowering of planks or other scaffolding components between levels.

6.2.2 Scaffold alteration

Control measures to minimise the risk of death or injury during scaffold alteration include ensuring:
• the scaffold designer is consulted before making any alterations
• only a competent person makes scaffold alterations
• scaffold alterations are in accordance with the scaffold plan
• alterations do not compromise the structural integrity of the scaffold; and
• systems are in place (for example, regular inspections) to identify unauthorised interference with the scaffold.

6.2.3 Fall-arrest systems

Fall-arrest systems can be used as a control measure to arrest a person's fall when working on scaffolding. However, fall-arrest systems are not
usually appropriate for erecting scaffolding because:
workers are likely to hit a component of the scaffold before the fall is arrested
• obtaining suitable anchorage points that can support a load of 15kN may be difficult
• continuously hooking on and off the scaffold may be inconvenient; and
• fall arrest lines may become trip hazards. Fall-arrest systems should only be used during the following scaffold activities.
• erecting or dismantling 'drop' or 'hung' scaffold where the scaffold is constructed from top to bottom, this allows for a clear fall zone, in the event of a fall
• the fixing and removal of trolley tracks on suspension rigs
• erecting or dismantling cantilevered needles and decking between the
needles. Fall arrest systems could also be used during the erection of the first lift of scaffolding where workers are standing on the deck between the needles
• the erection and dismantling of cantilevered scaffolds prior to or
when removing the initial platform; and
• the attachment and removal of spurs projecting from the supporting structure.

6.2.3.1 Rescue procedures

Ensure that there are written procedures about:
(a) safely retrieving a person who has fallen and
(b) ensuring the safety of the person involved in the retrieval.
In the event of an accident, the suspended person must be retrieved immediately – otherwise there is the risk of permanent injury to the person. Rescue procedures must also ensure the safety of the persons involved in the retrieval. Emergency plans may need to identify the location and means of access for the rescuer. A fall-arrest system should not be used unless there is at least one other person (or two persons if the fallen person is heavy or unconscious) on site who will be able to rescue the user.

If an elevating work platform (EWP) is to be used for a rescue, it should be readily available and at all times be able to reach the position of the person using the fall-arrest system. Workers must be provided with training in the safe and correct use of the fall-arrest system.

7. Types of scaffold

Consider the design, shape and location of the building or other structure when selecting the type of scaffold to be used. Choose a scaffold system that is most adaptable to the contour of the building or other structure, particularly if a modular scaffold is being considered. Also consider the purpose for which the scaffold is to be used, for example, bricklaying, plastering or demolition.

The following section identifies different types of scaffolds and control measures to prevent or minimise exposure to the risk of death or injury.
Scaffolds should be erected in accordance with the designer's instructions and the scaffold plan. A person doing scaffolding work more than 4 metres in height must hold a certificate for basic, intermediate or advanced scaffolding.

a. Independent scaffold

An independent scaffold consists of two or more rows of standards connected longitudinally and transversely.

i. Birdcage scaffold

A birdcage scaffold is an independent scaffold that consists of more than two rows of standards in both directions and is connected by ledgers and transoms. It is mainly used for work that is to be carried out on a single level, such as ceilings. Refer to the designer's specifications when erecting and dismantling birdcage scaffolds made from modular scaffolding. The following control measures should be implemented for birdcage scaffolds made from tube and coupler scaffolding:
• Provide untied birdcage scaffolds with length wise bracing at each outer longitudinal row of standards.
• Only use birdcage scaffold to support formwork that has been specifically designed for this purpose.
• Provide longitudinal bracing or a tied face at every third longitudinal row of standards.
• Brace the outside row of standards on each face and each third row internally with longitudinal bracing.
• Provide transverse bracing at every fourth bay on the ends of the scaffold.
• Use scissor lifts to erect or dismantle birdcage scaffolds. A fall arrest system is generally not an appropriate control measure for the erection or
dismantling of perimeter and birdcage scaffolds (see section 7.2.3 Fall arrest systems for further information). Use another control measure
to prevent or minimise exposure to the risk of death or injury from a fall.

ii. Tower scaffold

A tower scaffold is an independent scaffold consisting of four vertical members connected longitudinally and transversely. The following control measures should be implemented for tower scaffolds.
• Construct the tower with modular, frame, or tube and coupler scaffolding.
• Ensure the tower is resting on firm level ground with the wheels or feet properly supported. Do not use bricks or building blocks to take the weight of any part of the tower.
• Ensure the height of a tower scaffold, from the bottom of the scaffold to the working surface, is no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer.
• Use alternative height to base ratios or extra support if the scaffold is:
(a) sheeted or likely to be exposed to strong winds
(b) loaded with heavy equipment or materials
(c)used to hoist heavy materials or support rubbish chutes
(d) used for operations involving heavy or awkward equipment (for example, grit blasting or water-jetting); and
(e) supporting a ladder.

iii. Mobile scaffold

A mobile scaffold is an independent scaffold that is freestanding and mounted on castors. Mobile scaffolds must be provided with information regarding safe use and erection. If scaffolding is to be altered, contact the manufacturer or supplier for additional guidance. All modular mobile scaffolds are to be erected in accordance with manufacturer's specifications. The following control measures should be implemented for mobile scaffolds.

• The height of a mobile scaffold, from the bottom of the scaffold to the working surface, should be no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer

•Where adjustable castors are used, the slope of the surface should not exceed 5 degrees.

• Use a secure internal ladder with a protected opening (for example, a hinged trap door) for access and egress to and from the scaffold.

• Select the appropriate size and capacity castors to support the total mass of the dead and live loads of the scaffold.

• Use castors that have the working load limit clearly marked.

• Castors fitted to standards should be locked before erection continues.

• Castors with adjustable legs should be used and adjusted to keep the platform level when the supporting structure is at different heights.

• Incorporate plan bracing at the base of mobile scaffolds to provide greater stability.

• Before moving mobile scaffolds check that:

(a) there are no power lines or other overhead obstructions
(b) the ground is firm and level
(c) no person is on the scaffold
(d) no equipment and material can be dislodged from the platform
(e) the supporting surface is free of obstructions (a small obstruction may cause a mobile scaffold to overturn); and
(f) electrical equipment and leads cannot be tangled.

Brakes on castors are to be locked at all times unless moving the scaffold.

• Never move the scaffold in windy conditions.

• Push or pull the mobile scaffold from the base – never use powered vehicles to move the scaffold.

• If lifting a mobile scaffold by crane, sling the scaffold at its lowest point to prevent dislodgment of scaffold components. However, a crane should not be used to lift aluminium mobile scaffolds because the scaffold components may fail.

iv. Hung scaffold

A hung scaffold is an independent scaffold that hangs from another structure but is not capable of being raised or lowered when in use.
The following control measures should be implemented for a hung scaffold:
• The hung scaffold should be designed by a competent person and verification obtained that the structure that is to support the hung scaffold is capable of bearing the load.
• The scaffold plan should include information about the position of the safety couplers.
• If a cantilevered suspension rig is to be used, information should be included on how the rig is to be constructed and secured.
• Standards on a hung scaffold should be tension spliced
• All vertical hanging tubes are to be provided with safety couplers at the suspension points and underneath the platform.

b. Single pole scaffold

A single pole scaffold consists of a single row of standards connected by ledgers. Putlogs are fixed to the ledgers and built into the wall of the building or structure. A single pole scaffold is dependent upon the structure against which it is placed for support. It is important that no components of this type of scaffold are removed until the scaffold is being dismantled.

WORK ON PUBLIC THOROUGHFARES EG ROADS, FOOTPATHS ETC.

When working next to roads, shop fronts, traffic control devices complying with Australian standards will be used OR when a traffic controller is required the traffic controller MUST hold traffic control ticket issued by Main Roads or approved provider.
All personnel shall wear reflective vests.
People separation between people and vehicles shall conform to relevant Australian Standards.
Stand by person shall be present observing the traffic where workers are positioned not to see oncoming traffic.
Caution signs shall be placed on edge of road to warn drivers of work on/near roads where applicable.
Obtain local authority documentation of approval and submit relevant fee.

CSI - 24 Legislative References:

Legislation / Standards		Codes of Practice
• Qld Work Health and Safety Act 2011 • Qld Work Health and Safety Regulations 2011 • Electrical Safety Act 2013 • Electrical Safety Regulation 2013 • Environmental Protection and Biodiversity • Conservation Act 1999 • Coastal Protection Management Act 1995 • Aboriginal and Torres Strait Islander Heritage • Protection Act 1994 • Water Act 2000 • Land Act 1994 · • Qld Heritage Act 1992 • Environmental Protection Act 1994 and Regulations · Acquisition of Land Act 1967 • Native Title Act 1993 · Aboriginal Cultural Heritage Act 2003 • Plant Protection Act 1989 • AS/NZS 1336 Recommended practices for occupational eye protection, • AS/NZS 1337 Personnel Eye Protection, • AS/NZS 1716 2012 Respiratory Protective Devices, • AS/NZS 4576-1995 Guidelines for Scaffolding • AS 3012 Use of Extension Lead and Lengths,	• AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment. • AS/NZS **1892** – Portable Ladders • AS 1788 Grinding and Guarding, • AS/ NZS 1269 Occupational Noise Management, • AS/NZS1270: Hearing Protection; • AS/NZS4602:1999: High Visibility Safety Garments, • *AS 2550 – 2002 Parts 1 to 5 (Safe Use of Cranes)* • *AS 1418 – 2002 (Crane, Hoist & Winches General Requirements)* • *AS 3775.2 – 2004 (Chain Slings, Care & Use)* • *AS 4497.2 – 1997 (Round slings-Synthetic Fibre, Care & Use)* • First Aid Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021 • Prevention of Workplace Harassment Code of Practice 2021 • Managing Risks of Plant Code of Practice 2021 • Electrical Safety Code of Practice 2020– Risk Management • Electrical Safety Code of Practice 2020 - Works • Electrical Safety Code of Practice 2020 – Electrical Work • Electrical Safety Code of Practice 2020– Working near exposed live parts • Traffic Management for Construction or Maintenance Work Code of Practice 2021	• How to Manage Work Health and Safety Risks Code of Practice 2021 • Managing the Risk of Falls at Workplaces Code of Practice 2021 • Managing the Work Environment and Facilities Code of Practice 2011 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 • WHS Consultation Cooperation Coordination COP 2021 • Work Environment Facilities COP 2021 • Hazardous Manual Tasks Code of Practice 2021 • How to Manage Work Health and Safety Risks Code of Practice 2021 • How to Manage and Control Asbestos in the Workplace Code of Practice 2021 • Labelling of Workplace Hazardous Chemicals Code of Practice 2021 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2021 • Children and Young Workers Code of Practice 2006 • Prevention of Workplace Harassment Code of Practice 2004 • Crane Code of Practice 2024 • Scaffolding COP 2021 • Managing Respiratory Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements COP 2022

CSI 25 - Site Rules

NOTE: PRINCIPAL CONTRACTOR'S SITE RULES TAKE PRECEDENCE AT ALL TIMES.

All personnel and sub-contractors on site must ensure,

- All accidents / incidents, near miss or injury must be reported to Suncoast Scaffold Pty Ltd immediately.
- The correct PPE for the work activity being performed must be worn at all times.
- Rubbish is to be placed in the appropriate bins provided on site.
- Work areas are to be kept clean with access ways free from hazards at all times.
- No alcohol or illegal drugs are permitted on site.
- No person under the influence of drugs or alcohol is permitted to enter the worksite.
- No worker / Person are to alter or remove any plant, equipment or safety device on site.
  This includes scaffolds, handrails, barricades, signage, guards, etc.
- Electrical equipment and leads are to be inspected and tagged every three months.
- No piggy back leads or double adaptors are to be used on site.
- Ladders must only be used as per manufactures requirements, labelled by manufacturer Industrial use, and 120 kg or above.
- Any work to be done above 2m must be done only once an appropriate means of fall protection is in place.
- All Safety signs are to be complied with in full.
- All danger tags and signs on electrical equipment and scaffolding must be obeyed.
- Keep all corridors and stairs clear at all times.
- Do not carry out any works for which you are not licensed.
- Maintain protection over all protruding elements, fixings or bolts.
- Ensure all temporary bracing or propping is securely fixed and not liable to fall if knocked.
- Do not use faulty tools, ladders, electrical equipment, ensure safe work practices are adhered too, and refer to Safe work method statements.
- Comply with instructions given by Suncoast Scaffold Pty Ltd Management and Director.
- No person is to undertake a prescribed activity or occupation unless they have the relevant qualifications.
- All persons using Hazardous substances on site must follow manufactures use and task specific Personal Protective Equipment must be worn as per Safety Data Sheets.
- No smoking inside is permitted as soon as the plasterboard sheeting has been installed.

CSI – 26 Employee Subcontractor Sign Off

We the undersigned, confirm that the EHS Plan nominated above has been explained and its contents are clearly understood consulted and accepted. We also confirm that we have been consulted on development of this WHS Plan and are trained and are qualified to undertake this activity are current. We also clearly understand the controls in this EHS Plan must be applied as documented; otherwise work is to cease immediately.

Name	Induction Card Number	Signature	Date

Employee Subcontractor Sign Off

We the undersigned, confirm that the EHS Plan nominated above has been explained and its contents are clearly understood consulted and accepted. We also confirm that we have been consulted on development of this WHS Plan and are trained and are qualified to undertake this activity are current. We also clearly understand the controls in this EHS Plan must be applied as documented; otherwise work is to cease immediately.

Name	Induction Card Number	Signature	Date

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Name	Induction Card Number	Signature	Date