

# WOOLWORTHS LIMITED

## **Work, Health and Safety Minimum Requirements**

### **Appointment of Principal Contractor**



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# 1.0 All Project Works

## 1.0 Purpose

To document and communicate to the Contractor, Woolworths Limited (Woolworths) minimum Work Health and Safety (WHS) requirements. Should law or best practice require a higher requirement then the Contractor will be required to communicate and comply.

In addition, this document will preserve control the Contractor has over the work, while maintaining minimum requirements that will assist contractors to share Woolworths commitment to deliver on ZERO harm to its own people, the environment and people who come to work on the premises that we control or we authorise a contractor to control.

## 1.1 Appointment of Principal Contractor

'Principal Contractor' means;

- a) where the Site is in New South Wales, the Australian Capital Territory, the Northern Territory, Queensland, Tasmania or South Australia 'Principal Contractor' within the meaning of the Work Health and Safety Regulations 2011;
- b) where the Site is in Western Australia, 'Main Contractor' within the meaning of the Occupational Safety and Health Regulations 1996 (WA) as varied or replaced from time to time;
- c) where the Site is in Victoria, 'Principal Contractor' within the meaning of the Occupational Health and Safety Regulations 2007 (Vic) as varied or replaced from time to time.

*NB: Updates to this document are fluid based on changes to Work Health & Safety Legislation*

The Contractor shall be the Principal Contractor and acknowledges that as part of the scope of the project the Contractor;

- a) is responsible for the Works at all times until completion,
- b) has such authority as is necessary to discharge its obligations under the WH&S legislation.
- c) must ensure that the Works are carried out in accordance with the requirements of the WH&S legislation applicable to both the Contractor and Principal in the state or territory where the Site is located.

## 1.2 Pre-Qualification requirement

The successful tenderer is to be registered and pre-qualified with Woolworths nominated third party agency (currently Pegasus Safety) prior to award of contract.

## 1.3 Engagement of Subcontractors, Separate Contractors , Specialist Contractors

Sub-contractors, separate or specialist contractors arrangements are required to comply with the Work Health & Safety Legislative requirements as well as Woolworth's requirements.

The Principal Contractor is to:

- Provide, without cost, all normal access, facilities and amenities for the performance of these contractor works.
- Notify to the Woolworths Project Manager of any safety concerns in relation to the Specialist Contractors work.
- Review the Sub Contractors Safety Management System, if not Pegasus Safety approved.

#### **1.4 Consultation, Cooperation and Co-ordination of activities with other Duty Holders.**

The Principal Contractor is to consult with, cooperate and coordinate activities in a manner that will eliminate or minimise health & safety risk. The Woolworths Project Manager is to be advised of instances where this cannot be achieved.

#### **1.5 Woolworths Policies**

The Principal Contractor is to make available i.e display on site and effectively communicate the Woolworths Safety and Health Policy, SHE Vision and Principles .

**Reference Document:** *Woolworths Limited Safety & Health Policy.*  
*Woolworths Limited SH&E Vision & Principles*

#### **1.6 Construction Workplace/Work Area Management:**

Woolworth's minimum requirements, Legislation, Codes and Industry best practice standards provide guidance on how to eliminate or minimise risk in a construction workplace. Management of, but not limited to, the following activities and/or arrangements, as required, is to be documented and implemented as part of Work Health & Safety Management Plan and/or any Safe Work Method Statements.

- General Construction Induction
- Workplace Specific Training (including Site Induction)
- Excavation Work
- Scaffolding
- Lifting Equipment -Set up & use
- Slips and trip hazards
- Entry & Exit
- Lighting
- Gases and fumes,
- Manual Handling
- Concrete Cutting works,
- Emergency Planning
- Dangerous Substances
- Managing heat & cold Environments (including outdoor works)
- Workplace Ventilation
- Facilities (toilets/designated eating areas etc)
- Working in isolation
- Control of falls and falling objects
- Confined Space Entry
- Demolition Work
- Hazardous atmospheres
- Preventing and Managing Fatigue
- Floors & Surface
- Essential Services
- Hot Work

#### **1.7 Site Safety Supervision and Safety during Project Works**

The Principal Contractor is to ensure that there is a role responsible for site safety supervision (Safety Supervisor) until all works have been completed.

Where the scope of work during the project lifecycle is assessed as complex or high risk, in conjunction with the Principal Contractor, Woolworths may require additional dedicated safety resources (e.g. a safety officer/coordinator) to be on site.

#### **1.8 Pre-Works Planning/Site Establishment**

Planning arrangements are to be consulted with the Woolworths Project Manager and other stakeholders, as applicable, who may be affected by the works being undertaken. This may involve a number of onsite meetings to establish site set up, work and communication arrangements for upcoming works.

Site establishment meetings will be minuted and agreed actions followed up in subsequent meetings.

### **1.9 Personal Protective Equipment (PPE)**

Mandatory minimum PPE requirements for Construction Zones are to be established and enforced for workers and visitors to the work site.

The Principal Contractor will ensure that workers and visitors to the construction site will adhere to the appropriate PPE in accordance with legal and best practice requirements applicable to the site, task or person performing the work.

*Refer Appendix 1 - Mandatory Minimum PPE for Construction Zones*

### **1.10 Traffic Management Planning – On and off Site**

A site specific Traffic Management plan is to be prepared via risk assessment and consultation with external stakeholders.

### **1.11 Contractors Vehicles**

Parking of contractors vehicles is to be considered in the traffic management risk assessment and consulted/communicated as part of the site establishment meeting. Parking of contractors vehicles will not be allowed in the vicinity of any customer's entrances or within loading docks after handover to the relevant Woolworths Business Division.

### **1.12 Hazardous Chemicals**

Hazardous chemicals used onsite are to be included in a chemical register and/or manifest that is readily available. The register is to include controls that are based on risk assessment. Hazardous chemicals must **not** be left where they are accessible to unauthorized users.

### **1.13 Plant and Equipment**

The Contractor shall supply all tools, plant and equipment together with competent operators as appropriate for the execution of the works.

Equipment, when in use must not be left unattended and must be safeguarded against unauthorised use.

### **1.14 Incident Management**

Notifiable Incidents are to be reported, via the Principal Contractor, to the relevant Regulator and Woolworths Project Manager as soon as practicable and within 2 hours. Further information can be found on the relevant regulator websites regarding notifiable incidents.

In addition:

- Incidents/hazards that are, or have the potential to, be classified as a Category 1 or Category 2 (see definitions below) are required to be notified by the Principal Contractor to Woolworths Project Manager as soon as practicable and as a preference verbally. These incidents are also to be reported on the form at appendix 4.
- All Incidents/hazards are recorded and a summary of events issued to Woolworths Project Manager at regular site meetings
- Details in relation to any notification to a regulator are to be forwarded to the Woolworth's Project Manager as soon as practicable and as a preference verbally.
- Arrangements are to be established for each site clearly indicating the reporting and escalation process of an incident to the Principal Contractor by sub-contractors.

For the purpose of investigation, incidents are to be categorised in accordance with Woolworths' risk matrix (included on the Incident Report Form). Investigation progress and findings are to be communicated to the Woolworth's Project Manager along with any recommendations or corrective action in place to prevent reoccurrence.

#### ***Appendix 4 - Incident Injury Flow Chart and Pulse Incident Report/Injury Form***

##### **Woolworths definitions for incident categorisation**

Category 1: The actual or potential consequence of the incident is severe. This means the incident has resulted in, or may have the high potential to result in, a fatality or permanent disability to a person, or the person receiving extensive injuries that involves more than a week off normal duties or hospitalisation.

Category 2: The actual or potential consequence of the incident is not as severe as a category 1. However the incident has resulted in, or may have the potential to result in, the person receiving extensive injuries that result in less than a week off normal duties or receives first aid.

##### **1.15 Regulator activity**

The Woolworth's Project Manager is to be notified of any regulator activity at the construction workplace. This may include, but not be limited to, site inspection, complaint or incident follow up. If a Regulator issues any notices, for example, prohibition, improvement notices, the Woolworth's Project Manager is to be notified as soon as they are received and progress updates provided until any such notices are complied with and closed out.

##### **1.16 Health & Safety Representatives (HSR) activity**

The Woolworth's Project Manager is to be notified of any HSR activity at the site. If the HSR issues a Provisional Improvement Notice (PIN), the Woolworth's Project Manager is to be notified as soon as it is received and progress updates provided until any such notices are closed out.

##### **1.17 Union activity**

The Woolworth's Project Manager is to be notified of any Union activity at the site. Action/s resulting from Union activities is to be notified to the Woolworth's Project Manager and progress updates provided until any such action or issue is resolved or closed out.

##### **1.18 Monitoring**

Woolworths will monitor safety performance from time to time throughout project works. Monitoring will include;

- Incidents/Hazards, including near miss/near hit
- Audits, safety observations, and corrective actions
- Management of investigation outcomes and corrective actions

During regular site meetings with Woolworths Project Manager the following Safety Performance Information is to be reported, as a minimum:

- All incidents/hazards including any near hit / near miss incidents.
- Follow up of serious incidents, lost time injury (LTI) and medical treatment injuries (MTI) including return to work progress for injured workers.
- Results of investigation, corrective action and progress status.

- Regulatory activity and progress status.
- Site safety audits, results, corrective action and progress status.
- Any other issues and concerns through regular safety inspections and site observations.

### **1.19 Auditing**

Auditing comprises of two activities:

- Formal independent audits, and
- ad-hoc audits

The Principal Contractor is to arrange for a formal audit to be conducted by a certified auditor. The auditor will hold qualifications as a Lead Auditor of OH&S/WHS Management Systems and have experience in the construction industry.

Scheduling of audits will be dependent on expected duration of project and will be in accordance with the Minimum Audit Requirements contained in Appendix 3. In all cases the first audit will be conducted within the first 2 weeks of commencement of site works.

The audit is to verify;

- the implementation, effectiveness and adequacy of the site specific Work Health & Safety Management Plan (including Woolworth's requirements)
- consistency with the Principal Contractor's Safety Management System.
- consistency with the Principal Contractor's Risk Management process

The Principal Contractor is to provide a copy of the Site Safety Management Plan to the Auditor at least one week prior to the audit.

Where the auditor deems, work has the potential for immediate and serious risk to persons, the auditor shall instruct the Principal Contractor to immediately rectify. Woolworths may arrange for further verification by a directly appointed Woolworths representative.

#### ***Audit Methodology:***

The audit methodology will concentrate on OHS/WHS legislative requirements and procedural requirements and suitability of the site specific Work Health & Safety Management Plan. This is done by addressing two dimensions, namely the **adequacy** of the system and the **effectiveness of implementation** in the workplace. The intention is to identify weaknesses in the systems and/or process of implementation and hence opportunities for improvement.

#### ***Audit Process:***

The audit process will involve gathering objective evidence of the existence of systems and compliance to documented practices and applicable regulations. Evidence will be gathered by various methods including:

- examination of documented procedures and applicable regulations
- interviewing workers
- examination of records
- direct observation of work practices



Audit reports are to reflect the outcome of the audit by way of scoring according to one of these four categories.

<b>Audit Report Scorecard</b>			
<b>Meeting Industry Expectations/Industry Standards</b>	<b>Meeting Legislative Requirements</b>	<b>Improvement Required</b>	<b>Improvement required and Site should be re-inspected</b>
<b>5</b>	<b>3 - 4</b>	<b>2</b>	<b>1</b>
Translates to 95% or greater	Translates to 85% - 94%	Translates to 80% - 84%	Translates to less than 80%

The Principal Contractor is to issue all audit reports available to the Project Manager within 5 business days from when the audit has been conducted.

**1.20 Site Safety Observation**

Woolworths representatives will visit sites from time to time, including the regular site meetings. The Woolworths representative may raise safety concerns or observations with the Principal Contractor. The Principal Contractor will be required to co-operate with Woolworths in achieving a positive outcome.

**1.21 Defects Management**

Contractors returning to a Woolworths Site during the defects liability period will be required to meet Woolworth’s access control and complete work authority requirements. Contractors will receive appropriate advice and direction from Woolworth’s representative for such arrangements prior to commencement of works on site. The contractors will be required to be registered and pre-qualified with the Woolworths nominated third party agency (currently Pegasus Safety)

## 2.0 Additional Requirement - Operational Sites

### 2.0 Consultation, Cooperation and Co-ordination of activities with other Duty Holders.

In addition to requirement in clause 1.4, all pre-planning activities must be consulted with Duty/Site Management, Centre Management, other speciality shops and possibly other contractors working alongside or in vicinity of works undertaken by the Principal Contractor.

### 2.1 Site Supervision and Safety during Project Works

In addition to requirement in clause 1.7, the Site Supervisor is to ensure the site is secured while work is being undertaken and to liaise with Duty/Site Manager as required in relation to health & safety matters. No night work is to commence in a trading area while the store/site is still trading.

### 2.2 Access Control – All Sites

- Safe access and egress to site is to be determined and clearly indicated
- Signing in/out process, including visitor and after hours arrangements, is to be determined at site establishment meeting and communicated to Duty/Site Management and to contractors upon arriving at site (e.g. appropriate sign at point of entry).

*NB: Dual sign-in may be required for operating or trading sites, i.e. sign in will be required in both the Woolworths and Principal Contractors sign in registers*

- Access for contractors is not permitted to unauthorised areas.
- Restricting Unauthorised Access via Hoarding & Barricade Systems
  - Woolworths “Hoarding and Barricade Specification”, appendix 2, sets a minimum standard, for the Principal Contractor and the Principal Contractor is responsible for ensuring that it also meets any additional legal or best practice requirements in relation to hoarding and barricades.
  - Restricting unauthorised access to include:
    - Making sure that only authorised persons continue to enter the designated workplace
    - Provision of all necessary internal and external hoardings or fences including areas that may be required by local authorities and for site security purposes for the duration of the project.

### *Appendix 2: -Hoarding-Barricade Systems*

### 2.3 Daily Pre-planning for works (Refurbishment & Extension Only)

With the exception of high risk work which requires one days notice; general works are consulted on a daily basis and communicated to stakeholders.

### 2.4 Emergency Evacuation Planning

A site specific emergency plan is to be established. The plan is to be updated and available at all times. This is to include display of evacuation diagrams indicating emergency exits from the work area, the building, the site/location.

Temporary illuminated emergency and exit lighting will need to be established where the existing system is not functional or not active due to the progress of works.

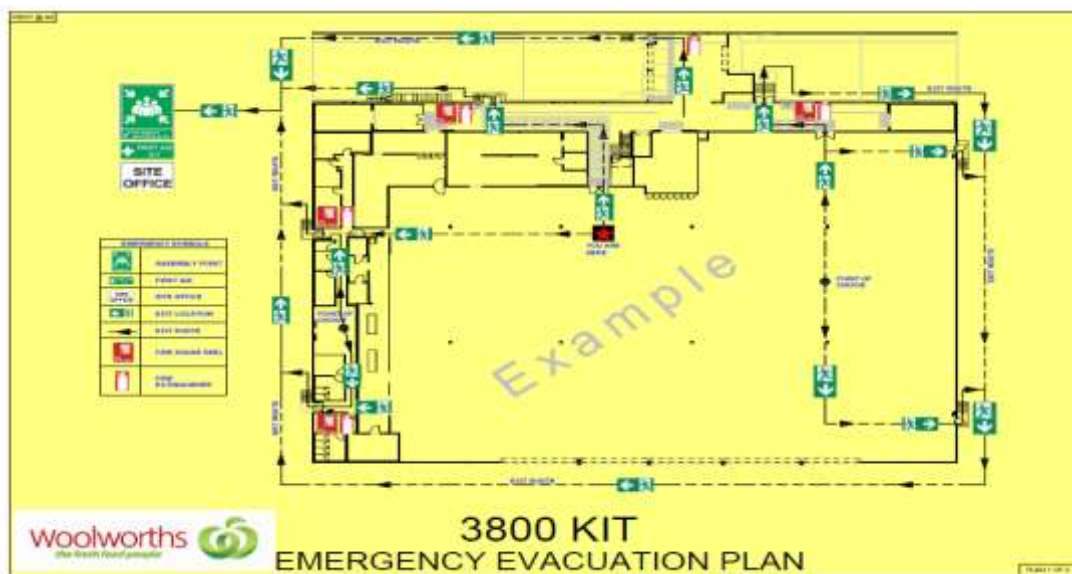
An Example of a typical Emergency Evacuation Plan for a Woolworths Operational Site is provided below. The plan should;

- be A3 in size,
- be laminated
- have a yellow background and
- have details as indicated on this example.

Any changes or variation to the emergency evacuation plans are to be communicated to the Duty/Store Manager and contractors and displayed appropriately.

The Store/Duty Manager, all contractors and visitors are to be fully briefed on evacuation plan and procedures throughout the project.

For further information on Emergency Evacuations refer to AS 3745 Planning for Emergencies in Facilities



## EMERGENCY EVACUATION PLAN

PLANIGRAM FACILITY EMERGENCY RESPONSE INFORMATION		
<b>SITE ADDRESS</b>	UNIT 7, 3 STOCKLAND DISTRIBUTION CENTRE GATE 2, DENNISTOUN AVE. YENNORA	
<b>EMERGENCY SERVICES :</b>	<b>SITE CONTACTS</b>	
<b>CMS :</b>	1800 638 434	<b>PLANIGRAM FACILITY MANAGER</b>
<b>FIRE/POLICE/AMBULANCE:</b>	000	<b>NAME:</b>
<b>POISON INFORMATION:</b>	131 126	<b>MOBILE:</b>
<b>CHEMWATCH:</b>	1800 039 008	<b>CENTRE EMERGENCY CONTACT:</b> (02) 9632 9310
<b>HOSPITALS/MEDICAL CENTRE</b>		
<b>FAIRFIELD HOSPITAL</b>	HOSPITAL(PRAIRIEVALE ROAD & POLDING ST,PRAIRIEWOOD	(02) 9616 8111
<b>WESTMEAD PUBLIC HOSPITAL</b>	CNR HAWKSBERY & DARCY RD	(02) 9845 5555
<b>QUALITY OCCUPATIONAL HEALTH MEDICAL CENTRE</b>	(UNIT2/2-6 GLADSTONE ST, MERRYLANDS)	(02) 9897 7699

## **2.5 Daily Site/Store Condition Review (Refurbishment & Extension Only)**

Safety inspections are to be undertaken at the start and end of each shift by the onsite representative and consult any issues with the Store/ Site Manager.

In every instance where the works are carried out in the trading areas after hours, the area is to be completely cleaned and handed back to the Store/Site Manager no later than 30 minutes prior to the opening of the store.

Routine safety inspection will check for, as a minimum, but not limited to:

- Maintenance of safe work area and housekeeping standard
- Level of rubbish and general cleanliness of the work locations and site facilities
- Safety and integrity of barriers and hoardings
- Safety in the trading area, where affected by the works
- Trench covers and floor cover edgings not to create a tripping hazard
- Existence and operation of emergency exit signs, path of egress
- Current Emergency Evacuation plan
- Customer “shop-ability”
- Separation of customers/workers from any continuing works during night works
- Storage of plant / chemical/equipment/tools and restricted/authorised access

## **2.6 Breakages**

Any breakage onsite that could cause injury to people, contamination to food or other merchandise is to be reported to the Store/Site/Duty Manager immediately. Precautions to prevent contamination of stock are to be implemented.

## **2.7 Identification**

Contractors are required to co-operate with Woolworths to identify themselves as required.

## **2.8 Smoking, Alcohol and Drugs**

Alcohol or non-prescribed drugs of dependence are prohibited to be brought onto or consumed on Woolworths premises. No employee of the Principal Contractor or any Subcontractor or Woolworths Specialist Contractor will be permitted access to the Store/site under the influence of alcohol or other non-prescribed drugs.

Where necessary, a designated smoking area may be set up.

## **2.9 Bullying and Harassment**

Harassment, sexual harassment, bullying, unlawful discrimination and vilification will not be accepted at any Woolworths site/store.

## **2.10 Entertainment Devices**

Contractors and other workers are to refrain from using entertainment devices of any form that may cause distraction to the worker, other workers or inconvenience to the public.

## **2.11 Permit to work and Impairment of fire protection system**

Contractors are to be Work Place Clearance Group (WPCG) accredited prior to working on operational petrol sites.

### **General**

- **Responsibilities of the person authorised to issue each permit:**

- Ensure all hazards associated with the proposed job have been identified, assessed and controlled
- Be familiar with the intended task/s
- Ensure that the area and equipment are made safe before handover
- Ensure that copies of all tags and signs are prominently displayed so that personnel are aware that the equipment, etc. is isolated/not to be operated
- **Responsibilities of the person undertaking the work:**
  - Satisfy themselves that they understand the requirements of the permit.
  - Be skilled, qualified, trained and competent to perform the work, including the use of any PPE.
  - Adhere to the permit to work requirements
  - Ensure the job is performed in a safe manner
  - Be aware of the hazards that could exist and have the necessary controls in place
  - Make the equipment and/or the area safe on completion of the task
  - Make the work area safe and seek immediate advice if in doubt or if circumstances or conditions change
- **Supervisor's Responsibility**
  - Supervisors must understand the work for which the permit has been sought.
  - Ensure that a permit is granted before work commences.
  - Ensure appropriate persons are informed when a job is completed, suspended or at change of shift and that the permit is cancelled or transferred.

## **The Process**

### **Existing Woolworths Operating Site: Shared Responsibility with Site/Store/Duty Manager:**

A wall kit for an operational site be situated in the Site/Store Managers Office or at a commonly accessible location. The facility will be used by both Site/Store/Duty Manager and the Site Supervisor/Foreman for the entire duration of the Project Works. No hot work or interruption to the fire protection service is permitted until these arrangements are in place. The Site/Store/Duty Manager will be notified during authorisation, related notification, return, closure and retention of the permits. The Site/Store/Duty manager shall consult and co-ordinate with the Principal Contractor in relation to any hot works or Fire Protection Impairment permit required while the refurbishment project works in progress.

All contractor works are required to be coordinated with the Principal Contractor representative on site for the duration of Project Works on site.

#### **Principal Contractor Responsibilities- Issue/Closure/Records Management of Permits:**

- Hot work permits are to be used at all times where works which may require suppression of flames/ sparks or generate heat which in turn may cause or start a fire.
- Fire Protection Impairment Permits are to be used when there is an interruption to the fire/sprinkler service.
- The permits are to be completed by the Principal Contractor, making sure that all conditions of issuing the permit are met and that they consult with the Store Manager/Duty Manager or person who is in charge of the store when the permit is issued and the works are undertaken.
- The current fire protection impairment permits are to be displayed on the wall kit as per instruction on the kit. This provides a visual reminder for both parties who have shared responsibility for the Site/store:
- Upon completion of fire protection impairment, all forms are to be placed on record for storage by the Site/Store/Duty Manager.
- Principal Contractor to maintain a verifiable register and record of the Permits issued at the Project Location/site
- FIP panels/smoke detector should be isolated in the area of work and be reactivated upon completion of work, or at the latest at the end of each work day, to prevent false alarms being

activated. Any costs associated with call out charges from emergency services will be borne by the Principal Contractor.

- On completion of such works the fire service contractor and or Site Supervisor/ Foreman shall instruct the Site/Store/Duty Manager of any changes to the operation of the system
- Additional permits are available through the Site/Store/Duty Manager.

## **2.12 Electrical Works**

Prior to the commencement of works, electrical contractors are to undertake a review of the existing switchboard and confirm that:

- access to the board can be restricted.
- circuits can be isolated via suitable lock and tag
- circuits are RCD protected (where RCD protection is not available then temporary RCD will need to be installed).

Contractors are required to ensure that appropriate Electrical Isolation is used in accordance with legal and best practice requirements applicable to the site, task or person performing the work.

### **Minimum Standard:**

- Contractors required to isolate energy are required to have lock out devices available for all lock outs required.
- Required lockouts are to be identified in the Contractors Safe Work Method Statement
- Physical locks are to be used to lock out a circuit breaker with a completed tag.
- Cables on isolated circuits are to be completely cut away and removed by the Authorised Person, where demolition/dismantling works are to be done.
- Where appropriate, isolate cable-ends by suitable method e.g. junction box. Signs will be displayed on part of non-removable cables to indicate their status of isolation. Dead/isolated cables are to be removed by the Authorised Person immediately when they are accessible for removal.
- Dead/Isolated/Work-in-progress electrical cables will not be at reachable height by people or plant/equipment in the work areas.
- Locked and tagged circuits are to be checked as part of daily /regular site inspection.

### **Responsibilities to Implement and maintain site record:**

- Authorised Person/ Qualified and Licensed Electrical Contractor / Other Qualified Contractor
- Site Foreman/Supervisor

An electrical power isolation register is to be available onsite at all times. The register is to include at a minimum;

- Date
- Stage number or work area
- Identification of circuit breaker
- Name of Authorised Person
- Method of Isolation
- Name of person who verifies or conforms the isolation
- Re-energisation/sign off and any comments

The record of isolation must be displayed at an accessible, visible and suitably known location for the work.

### **Responsibilities to Communicate and record:**

- Principal Contractor Representative
- Site/Duty Manager

### **Minimum LOCK-OUT & TAG Requirement:**

- Attach a lock-out device to the circuit breaker. A wide range of devices are available for locking off electrical equipment. See Figure for examples of locking off methods incorporating danger tags.
- Place a pad lock in the lockout device, lock and remove the key
- Attach a Tag with name and other related information why the circuit breaker is locked off
- Check that **NO ONE CAN TURN IT ON.**

**For Multiple Contractors:**

- Consider other trades and attach a multiple lock-out device to the circuit breaker
- Multiple contractors must
- provide and apply their own lock and tag for each point and **MUST NOT** rely on single point lock-outs fitted by other contractors
- consult with each other to make sure power is isolated and cannot be inadvertently energised



**2.13 Gas Works**

Contractors are required to meet legal and best practice requirements applicable to the site, task or person when performing gas works.

Gas cylinders that are used onsite are to be secured and protected from tampering and possible damage from impact or fall.

**2.14 Hazardous Materials – Hazmat (Refurbishment & Extension Only)**

Depending on scope of works and age of the building (e.g. building constructed prior to 1 Jan 2004) the Woolworths representative may provide a 3<sup>rd</sup> party agency Hazmat Survey Report. Recommendations from such report are to be considered in the planning and cost of the possible works. Where hazardous materials are to be disturbed or removed, the use of suitably qualified and specialist contractors are to be engaged for such works.

The Woolworths Asbestos Management Procedure is to be read in conjunction with this document. In addition it details the approval process that is required from the Woolworths Project Manager.

**Reference Document:** - [SHE-Proc-SYS-008.14 - Asbestos Management](#)

In addition, and as an extra precaution the Site/Store Asbestos Register (built prior to 1 Jan 2004) or Asbestos Statement (built after 1 Jan 2004) is to be reviewed. If no asbestos register or statement is available the Contractor shall seek advice on current building material status from the Project Manager prior to commencing work.

The Principal Contractor must ensure that materials containing asbestos are not disturbed if this is not within the scope of planned works.

No materials containing Asbestos are to be used on the project.

### 2.15 Plant & Equipment

In addition, and as a minimum:

- Electrical equipment must have up to date testing & tagging which will remain current throughout the project;
- Exhaust fume or dust generating equipment used, is to be assessed for adequate ventilation measures and secondary ventilation is to be considered.;
- Woolworths plant & equipment, including shopping trolleys & roll cages, are not to be used without the permission of the Project Manager & Site/Store Manager.

NB: All requirements listed above also apply to plant & equipment that is hired.

### 2.16 Noise

Works that require prolonged activities with increased noise levels are preferably to be conducted outside of trading hours in an Operating Site/Store so that there is a minimal effect on customers and staff. Hearing protection is to be available, if required.

### 2.17 Isolation of Alarms

Any activity that requires the isolation of alarms is to be coordinated with Site/Store Operations, Centre Management and any other duty holder as required.

Any charges resulting from Emergency Services attending to false alarm caused by the works will be at the expense of the relevant Contractor.

### Reference Documents:

- Woolworths Limited Safety and Health Policy
- Woolworths Limited SHE Vision and Principles
- SHE-Proc-SYS-008.14 - Asbestos Management
- Work Health & Safety - Code of Practice for Construction Work

Document Control:

Current Version Issued:

Issue Date:

### Revision History

Revision/Update Date	Reason	Content Reference and Brief Description
13/12/13	Amendment	Revised Appendix 4 and addition of Pulse Incident reporting Form
7/01/14	Correct errors	Section 1.7 corrected according to SHEC agreement. Other Incorrect references corrected and other errors of a



		typographical nature corrected.
13/08/2014	Amendment relating to auditing.	Section 1.19 Auditing to provide improved scope. Appendix 3 revised with updated list of preferred auditors
15/12/14	Amendment	Appendix 3 revised with updated list of preferred auditors.

## 3.0 Appendices

### Appendix 1 Mandatory Minimum Personal Protective Equipment (PPE) For Construction Zones

#### Woolworths Mandatory Minimum PPE

Protection for Head	Safety Eyewear	High Vis Clothing	Safety Footwear
			
Hard Hat	Safety Glasses and/or Over Glasses	Includes High Viz Vest or shirt	Steel capped or equivalent shoes or boots

Prior to entering the site, staff members, contractors and visitors must check with Site Controller as to the minimum site requirements for PPE. Where the site requirement exceeds the Mandatory Minimum PPE for Construction Zones then the higher standard must be applied and adhered to.

When workers are in a site construction office, in site amenities, or in site vehicles/operating plant with enclosed cabins, the requirement to wear the prescribed minimum PPE is not mandatory.

**A Construction Zone** is where construction work takes place. **Construction Work** means any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

#### Risk Assessment

Construction work is to take place within a construction zone which is to be clearly identified and isolated by the Principal Contractor.

The Principal Contractor is to undertake a Risk Assessment in accordance with the principles of Risk Management of the Health and Safety Act, Regulations and relevant Codes of Practice.

Task Specific PPE requirement for worker/s may deviate and vary from this minimum mandatory requirement. Nothing within this document removes or alters any requirement to conduct such risk assessment.

All PPE shall be maintained by relevant Worker/Visitor as being safe to use (not expired, damaged or tampered with).

# Appendix 2: Hoarding and Barricade System

The Principal Contractor is responsible for enforcement of this requirement.

The type of hoarding or barricading will vary depending upon the type of work, the potential risk and the work location. Consideration shall be given, that during trading hours the trading area is open to the public. It also recognises that dust containment from construction works in an enclosed environment is necessary.

## 1. Definitions

**Zipwall** is a proprietary temporary containment barrier distributed in Australia by ProtectaGroup ( old name-Aimsafe P/L): Protecta Group Pty Ltd | ABN: 81 258 257 084, Ph: +61 2 9334 2999 | Fax: +61 2 9334 2900 , 24 Adderley St E (cnr Alban St) | LIDCOMBE | NSW | 2141

**Hoarding** - Hoardfast PVC demountable hoarding system distributed in Australia by Protecta Group - provides a physical barrier around the work site

**Barricade** is a barrier system which provides a form of isolation that requires interpretation of warning signs

## 2. Minimum Requirements

The following Hoardings and Barriers are approved for use by the Contractor on the works:

### 2.1 Hoarding Type 'A'

- The hoarding shall be designed to restrict access by young children
- The hoarding shall include a continuous non climbable zone anywhere on the outside vertical face of the barrier. In this zone the distance between any hand and foot hold shall be not less than 900mm. Refer AS1926.1 2007
- The position of the hoarding shall consider safety buffer zones where demolition occurs at height above floor level.
- Height of hoarding is to be no less than 2250mm
- Panels are to be constructed as per Hoarding Details (SK01) for materials, colour and finish
- Panels are to be securely connected to a post at each end and sit upon the floor
- All horizontal joints are to be trimmed with a PVC channel
- Vertical joints of PVC panels are to be connected with a PVC joining section
- Posts must be securely attached to base plates which may be fixed to the floor in designated projects or counterbalanced with base weights
- Hoarding panels to be restrained / secured by an appropriate system with consideration to structural restraint, impact loading, space restrictions, safety of workers, Woolworths Staff and the members of public
- Bracing of the hoarding will take place to the working side/non customer side only
- All hoardings will have hinged access doors fitted for ease of access and egress
- Access doors are to be lockable. Latching system to be childproof. The door latch must be 'Exit Free' from the Construction Zone Side to satisfy Building Code of Australia requirements. The Store Manager shall be provided with a key for emergency access only.
- Special consideration is required for access through hoardings / work areas in the path of a required exit or for access to emergency equipment. Alternate routes around hoardings must be appropriately sign posted on the face of the hoarding

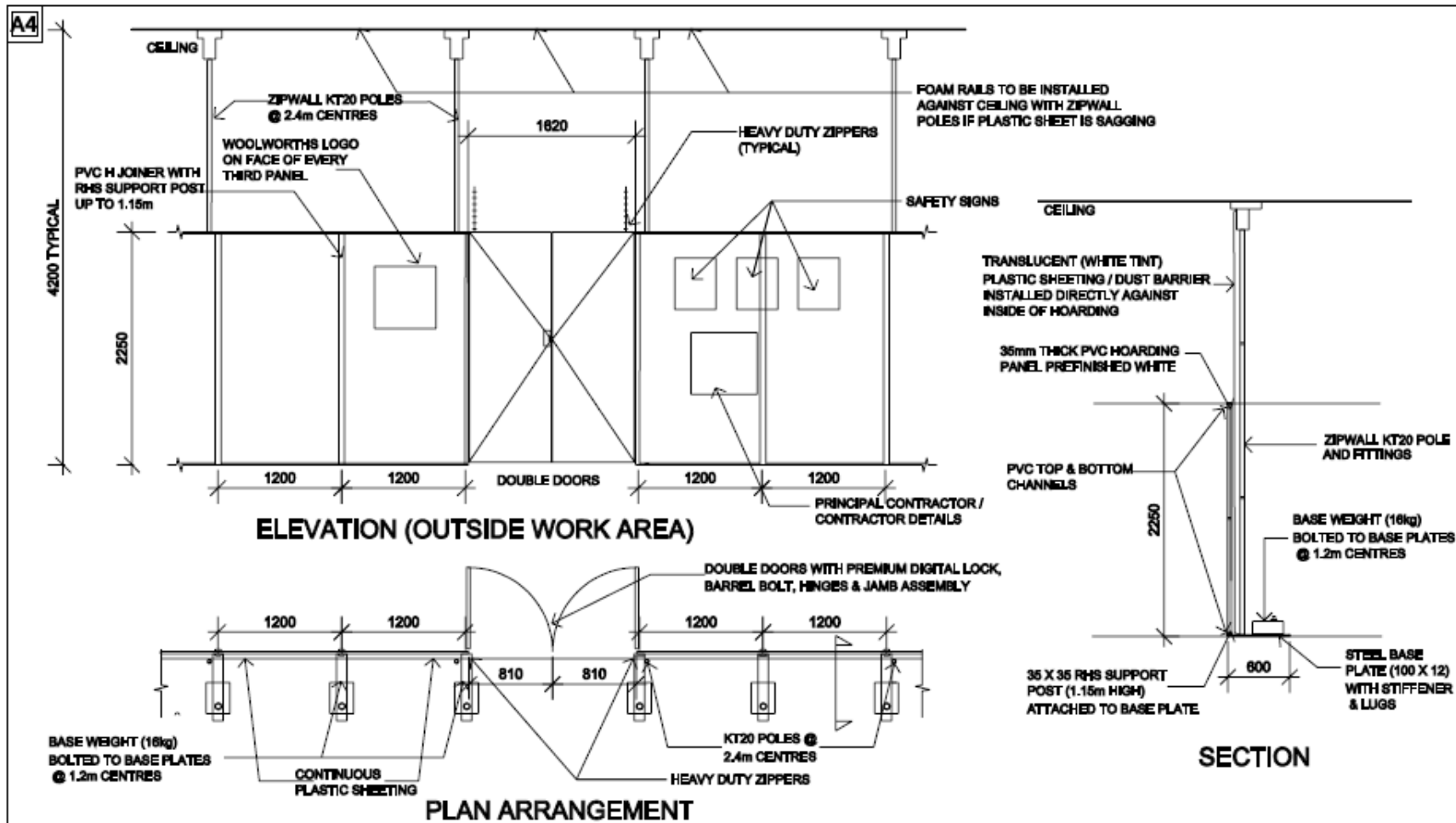
### Extended Hoarding/Dust-Spray Control:

A Zip-wall dust containment barrier shall be installed between floor and ceiling / underside roof. The Zipwall shall be installed within the work area and directly against the inside of hoarding from floor to ceiling with one continuous plastic sheet.

Plastic sheet shall be translucent with a white tint. In the event that any joints in the plastic sheeting are required they must be securely taped. Foam rails shall be used to create a tight seal against ceilings where a dust proof seal has not otherwise been achieved.

Plastic sheet may be re-used if it is in an undamaged and clean condition where a circumstance arises whereby an isolated trench or ground level works are required, and provided these works do not generate dust or noise, the use of plastic sheeting is not required.

- Approved Woolworths logo/sticker shall be attached to the outside of every third panel. Logo/sticker shall be correctly attached to the panel at a height of 1.6m (to centre of sticker) from the floor and in the middle of the panel (width).
- Safety Warning, conditions of entry (e.g. PPE) / Caution Signs appropriate for the work activity shall be fixed to the Hoarding Panels adjacent each access door at readily visible positions.
- The Principal/Head Contractor Company Address & Site Phone Number (Contactable numbers for both shifts) are to be posted on the outside of all hoardings.
- The Principal Contractor's Supervisors contact details for Day & Night Shifts shall be displayed on the inside and outside of the hoarding for store use & by personnel working within the hoarded area
- Inside the hoarded construction area emergency exit signage is required to be provided above the doorway. Emergency Contact & 1<sup>st</sup> Aid details are to be posted on the inside of all hoarded areas.
- Emergency Evacuation Plan is to be placed on both outside and inside of hoarding at point of access/exit. Directional Temporary sign for Emergency/Fire exit are to be displaced and a displaced Emergency provisions: First Aid/Fire Extinguishers are to be relocated. The Emergency Plans are to time and site specific, updated and communicated to all stakeholders.
- The customer side of this hoarding type may be used by the Store for temporary promotional display purposes.
- Hoardings shall be maintained throughout the duration of the works in a neat, stable, continuous and clean condition at all time
- Equipment Storage in the Trading Area shall be behind solid hoarding 2250mm high, there is no exception to this rule. This includes Front End & Produce Lounge Equipment stored on the Trading floor for use that night.



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 PO BOX 8000 BAULKHAM HILLS NSW 2153  
 TELEPHONE (02) 8885 0000  
 FACSIMILE (02) 8885 0308

**Title**  
**HOARDING DETAILS:**  
**ALL REFURBISHMENT PROJECTS**

**Project no.**

**Supplied By**

**Date** 14/02/2012

PRINCIPAL CONTRACTOR / BUILDER

**Drawn by** ML

**SK01**

## **2.2 Hoarding Type 'B'**

The Contractor shall erect a type 'B' hoarding to limit or prevent access to non Trading Areas at all times to prevent access to work areas and / or storage areas by Woolworths staff, delivery personnel, customers and/or other Trades. In addition, the hoarding shall be used in Loading Dock areas and for the Builders Compound. Such hoarding shall be retained for the duration of the particular works being carried out.

This hoarding type shall consist of the 'link mesh fencing panel' type with plastic support bases. Additional shade cloth lining is required to the Builders Compound where material and equipment are visible from adjacent Car park areas.

When constructing the fence, it must be:

- of a suitable height to deter entry, for example 1.8 metres high
- constructed from dedicated materials
- difficult to climb
- difficult to gain access underneath
- stable and able to withstand anticipated loads, environmental factors, and
- secured by installing gates and joints so there is no weak point for entry

Unauthorised persons, including children, are more likely to comply with a physical barrier, such as a fence, than a warning sign.

Additional security measures to be considered based on a local environment and the nature of the works.

For further information on Emergency Evacuations refer to AS 4687 Temporary fencing and hoardings

## **2.3 Barrier Type 'C'**

The Contractor shall erect a type 'C' as a dust containment & visibility barrier (Zipwall or equivalent complete with telescopic poles with heavy duty white opaque plastic sheeting) with applicable Safety Signage, set up to extend from the floor to ceiling to protect the Trading and preparation areas from dust migration and to provide a visible screen to the works from the staff.

Typically the barrier shall be used for demolition works carried out of Store Trading hours and required to be removed for the following day's trade.

This type of barrier shall be also used by the Woolworths Refrigeration Contractor for the painting of cases, in conjunction with air extraction equipment. The Refrigeration Contractor shall supply all barriers and equipment in this case.

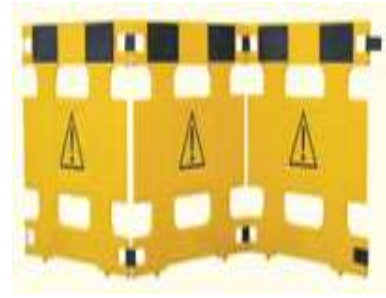
## **2.4 Barrier Type 'D'**

The Contractor shall set up a 'D' barrier to limit or prevent access to a specific project work area during the night works by the Store's staff and /or other trades.

In addition, this barrier shall be used in the vicinity of all scissor lift/mobile plant/equipment operations. Such barriers shall be removed before trading commences.

Type 'D' barriers shall consist of the "expanding barrier" type as shown on the photo.

### Trading Floor Environment:



**Work Types (Minor works):** installing skirtings or pelmets to refrigeration cases, adjusting fans & valves on refrigeration cases, minor adjustment to gondola's or installing shelving to gondolas. A maximum of 30 minutes duration is required for emergency activities.

### Outside of Trading Floor Environment:

Proprietary Barricade systems may be used for external (outside of trading floor environment).

### 3. Safety Advisory Signs for Hoardings

Safety advisory signs shall be fixed to the Hoarding Panels adjacent each access door.

- Example signs which advise PPE requirements, specifically;



- Example signs advising safety practices in place within the workplace, such as;



- Other appropriate warning and caution and Directional signs for applicable hazards, alternate for Emergency evacuation, location for Emergency equipment/provisions;



### Example Safety Advisory Signs for Barricade Systems

- Examples of safety advisory signage suitable for use with Barricade systems



#### 4. Hazardous Material Removal

Shall be generally as per minimum or extended requirements as appropriate. Continuous foam rails will be required to seal plastic to the underside of ceiling / roof. Plastic shall not be re-used.

Work area shall be fully encapsulated to the requirements of the “Contracting Company, as defined in the Asbestos Management Procedure (SHE-Proc-SYS-008.14 - Asbestos Management ).

#### 5. General

- Hoarding locations need to be approved by the Woolworths Project Manager prior to installation.
- Barricades are generally suitable for use only in non trading environments where public access is not possible. (i.e., low risk and non – construction type work)The decision to use Barricades shall be at the discretion of the Principal Contractor.
- Hoardings forming part of the external building fabric required for security and weather protection shall be constructed to site specific requirements to be separately specified by the Construction Project Manager. The Woolworths store manager is to be issued a builders key which will ensure she/ he has full access at all times to/through the hoarded area.

#### 6. References

The following documents have been referenced in the preparation of this specification

- AS 4687 -2007 Temporary Fencing and Hoardings
- SHE-Proc-SYS-008.14 - Asbestos Management
- National Model Code of Practice: Construction Work



# Appendix 3: Minimum Audit Requirement



## Minimum Audit Requirement

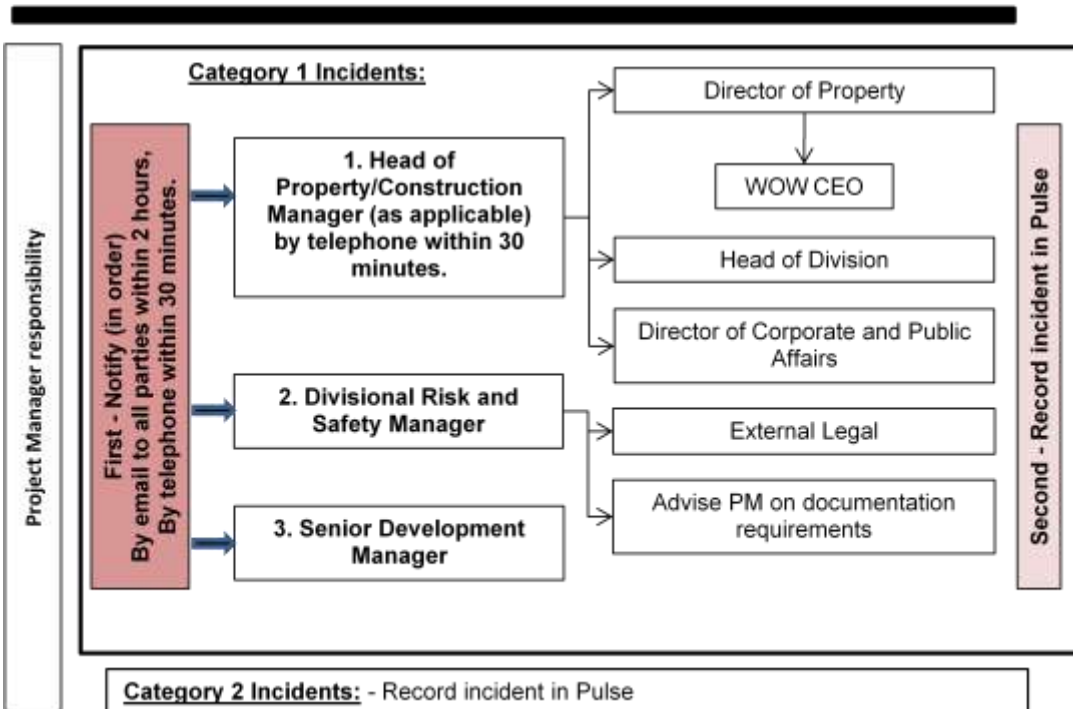
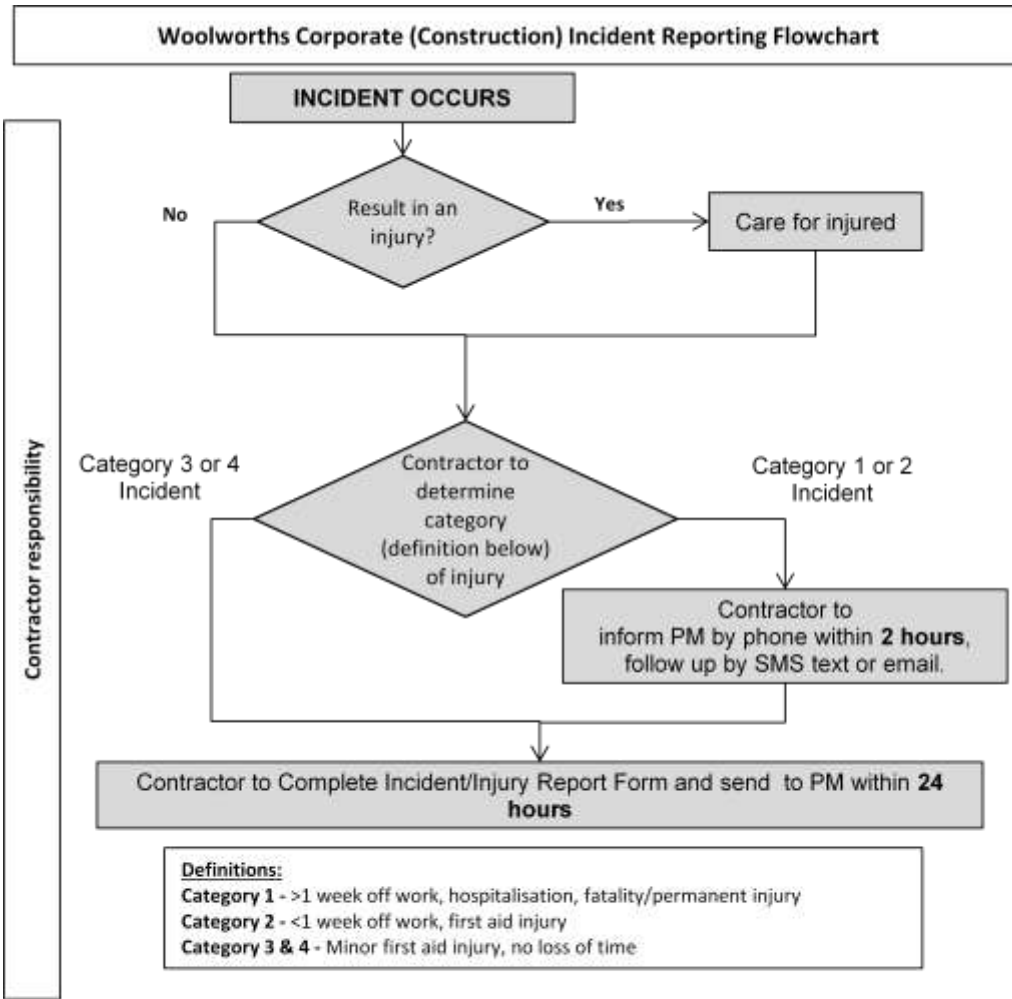
Project Works Duration	Site Controller	Audit Requirement		Auditor	Auditing Criteria	Audit Tools
		First Audit	Subsequent Audit			
26 Weeks and above	Principal Contractor Appointed	Independent within 2 weeks of commencement of site works	Principal Contractor to propose an internal projects audit schedule and Woolworths to agree. Independent audit is to be undertaken (as a guide) at a 10-12 weekly cycle as agreed with Woolworths Project Manager.	Auditor selected from recommend ed list below	Onsite Activities to the Site Specific Work Health and Safety Management Plan (that includes WOW requirements) and consistent with the PC's Safety Management System	TBC
17 -26 Weeks	Principal Contractor Appointed	Independent audit Within 2 weeks of commencement of site works	Principal Contractor to propose an internal projects audit schedule and Woolworths to agree. Independent audit is to be undertaken (as a guide) an 8-10 weekly cycle as agreed with Woolworths Project Manager.			
13-16 weeks	Principal Contractor Appointed	Independent audit Within 2 weeks of commencement of site works	As a minimum, one (1) independent audit is to be undertaken at the midpoint of the project duration.			
Less than 13 weeks	Principal Contractor Appointed	Independent audit Within 2 weeks of commencement of site works	Principal Contractor to propose an internal projects audit schedule and Woolworths to agree. No independent subsequent audit is required (as a guide).			

## Recommended Independent Auditors List

Auditing Company	Contact Details	State/National	Auditing Company	Contact Details	State/National
TTRMS Pty Ltd	Ann Taylor PO Box 3127 North Parramatta NSW 2151 Mobile: 0409 711 401 Office: 02 9630 3455 Fax: 02 9630 3679 Email: ttrms@bigpond.net.au	<b>National</b> Nominated Construction Auditor: <b>Ann Taylor &amp; John Baxter</b>	Safetybuild	Phone: +61 2 4920 7614 Fax: +61 2 4920 7654 Mobile: 0403 532 344 (PO Box 2185) Gateshead, NSW, 2290 Email: <a href="mailto:suzana@safetybuild.com">suzana@safetybuild.com</a> Web: <a href="http://www.safetybuild.com">www.safetybuild.com</a>	<b>NSW</b> Nominated Construction Auditor: <b>Mark Greentree, Suzana Georgeff</b>
Performance in Action Pty Ltd	Deborah Taylor <a href="mailto:piaaustralia@gmail.com.au/whs4801@live.com.au">piaaustralia@gmail.com.au/whs4801@live.com.au</a> PO Box 401, Alexandria, NSW 1435 0424 004 770 02 9550 6456	<b>NSW/ACT</b> Nominated Construction Auditor: <b>Deborah Taylor</b>	Combined Training & Consulting Pty Ltd	<b>Rob Edgren</b> Ph: (02) 9979 7888 Mob: 0407 074 507 E: RobE@ctcsafety.com.au Web: <a href="http://www.ctcsafety.com.au">www.ctcsafety.com.au</a> ABN: 70060055067	<b>NSW</b> Nominated Construction Auditor: <b>Carl Albrecht or Jammuna Bond</b>
Grant Training & Safety Services Pty Ltd(GTSS)	Phone (+61) 2 4648 1217 Fax (+61) 2 4648 1218 Mobile (+61) 407 204 944 E-mail <a href="mailto:clive@gtss.org">clive@gtss.org</a> Web <a href="http://www.gtss.org">www.gtss.org</a>	<b>NSW/ACT</b> Nominated Construction Auditor: <b>Clive Grant</b>	AusSAFE Consulting	<b>P: 1300 287 647</b> <b>QLD</b> - Suite 1, 19 Mayneview St, Milton, Qld 4064 Phone: 07 3369 3155 <a href="http://www.aussafe.com.au">www.aussafe.com.au</a> <b>NSW</b> - Suite 102 / 3 Gladstone St, NEWTOWN NSW 2042 Phone: +61 2 9557 6080	<b>QLD, NSW (&amp; National)</b> Nominated Construction Auditor: <b>Numerous and are within each State</b>
RiskMan Group	<b>Brisbane Office:</b> 799 Esplanade, LOTA QLD 4179 Tel: (07) 3348 2115 Mob Tel. 0417 417 892 <b>ACT Office:</b> Suite 38, 59-61 Wollongong Street, FYSHWICK ACT 2609 Phone: (02) 62805036 E-mail: riskmangroup@optusnet.com.au	<b>QLD/ACT/NSW</b> Nominated Construction Auditor: <b>Geoff Gallagher</b>	Qsolutions group	Q-Solutions Group 194 Ross River Road Aitkenvale Qld 4814 Phone: +61 7 4775 1001 Fax: +61 7 3112 4268 <a href="mailto:info@qsolutionsgroup.com.au">info@qsolutionsgroup.com.au</a> <a href="http://www.qsolutionsgroup.com.au">www.qsolutionsgroup.com.au</a>	<b>QLD</b> Nominated Construction Auditor:

Auditing Company	Contact Details	State/National	Auditing Company	Contact Details	State/National
Combined Team Services	92 King Road, East Bunbury, WA 6230 Telephone: +61 8 9791 6611 Mobile: 0427 986954 Facsimile: +61 8 9791 6411 Email: training@ctsconsult.com.au Web: http://www.ctsconsult.com.au/	<b>WA</b> Nominated Construction Auditor: <b>John Williams &amp; Orlando Fazzolari</b>	USSA Global	Unit 9/375 Charles St North Perth, WA, 6006 PO Box 394 North Perth WA 6906 P: 1800 256 488 P: 08 6311 7043 F: 08 6311 7046 Email: cservice@ussaglobal.com Website: www.ussaglobal.com	<b>WA (&amp; National)</b> Nominated Construction Auditor: <b>Anton Fouche</b>
Quality Consulting Group Pty. Ltd.	Po Box 2121 Gladstone Park, Victoria, 3043 Australia 9 Chisholm Ave, Attwood VIC 3049 P: 03 8376 7237 M: 0411 058 197 Email: <a href="mailto:enquiries@qcg-quality.com.au">enquiries@qcg-quality.com.au</a> Website: <a href="http://www.qcg-quality.com.au">www.qcg-quality.com.au</a>	<b>Victoria</b> Nominated Construction Auditor: <b>Robert Capozzi</b>	bsafe International Pty Ltd	PO Box 350, Ormond VIC 3204 P: 0422 009 966 E: <a href="mailto:admin@bsafe.net.au">admin@bsafe.net.au</a>	<b>Victoria</b> <b>Scott Keady</b>
Advantage Safety & Risk Management Services	PO Box 378 Beenleigh QLD 4207 M: +61 0433 776 298 F +61 7 5546 3159 E: dbromley@advantagesafety.com.au W:www.advantagesafety.com.au	<b>QLD</b> Nominated Construction Auditor: <b>Dan Bromley</b>	Lawrence Hamlet	107 Gardenia Drive, Bonogin Queensland 4213. Email: landsafetyservices@bigpond.com Mob: 0416 215 549	<b>National</b> Nominated Construction Auditor: <b>Lawrence Hamlet Dave Briffa</b>
TQCSI	Quality House, 117A Tapleys Hill Road, Hendon, 5014, SA, Australia P: +61 8 8347 0603 F: +61 8 8445 9423 M: 0428 868 172 E: gm@tqcsi.com www.tqcsi.com	<b>National</b> Nominated Construction Auditor: <b>Rob Thompson</b>			

# Appendix 4: Incident Reporting



Store/Site Name

## PULSE Incident/Injury Report Form

Safety Incidents must be recorded on this report form as soon as practically possible, but no later than the end of the shift in which the incident occurred. Details of completed report forms must be forwarded to Woolworths Project Manager within 24hrs of the incident occurring.

**Reported to**

[Insert Name of WOW/  
Nominated Project Manager]

**Incident Date**  **Time**

**Division (AU)** SMKT  Big W  Petrol  DM  BWS  Masters  Fabcot  ALH  Corp FM

**Project Type** Greenfield  Brownfield  Minor  Refurbishment or Fit-out

**Specific Location of Incident:**

**WOW Project Manager:**

**Involved or Injured person type** Employee  Customer  Contractor  Visitor

<b>Incident Type</b> <i>(tick 1 or more)</i>			
Injury/Illness	<input type="checkbox"/>	Environmental	<input type="checkbox"/>
Property/ Materials/Equipment	<input type="checkbox"/>	Fire/ Smoke/ Chemical/Substance	<input type="checkbox"/>
Near Hit	<input type="checkbox"/>	Motor Vehicle Incident	<input type="checkbox"/>
<b>How did the Incident occur?</b> <i>(please provide brief description)</i>			
<b>Corrective Action Taken</b> <i>(Immediate Action)</i>			
External Authorities Notified			

<b>Customer/Contractor/Visitor Details</b> <i>(that was involved in the incident)</i> complete all fields if details available	
Surname	
Given Name	
Job Title/Occupation	

Description of illness/injury	
-------------------------------	--

<b>Witness Details</b> complete all fields if details available			
Surname		Mobile phone:	
Given Name		Home phone:	

How did the Injury occur?			
Chemical	<input type="checkbox"/>	Hitting Stationery Objects	<input type="checkbox"/>
Environmental Release	<input type="checkbox"/>	Handling Objects (Manual Handling)	<input type="checkbox"/>
Fall from Height	<input type="checkbox"/>	Personal Illness	<input type="checkbox"/>
Slip and Trip	<input type="checkbox"/>	Struck by moving object	<input type="checkbox"/>
Vehicle Incident	<input type="checkbox"/>	Electrical	<input type="checkbox"/>
Fire and Explosion	<input type="checkbox"/>	Other_____	<input type="checkbox"/>

What Equipment or substance was involved?			
Other machinery and fixed equipment	<input type="checkbox"/>	Mobile plant and transport	<input type="checkbox"/>
Other powered equipment, non-fixed equipment, tools and appliances	<input type="checkbox"/>	Other non-powered equipment	<input type="checkbox"/>
Animal, human and biological agencies	<input type="checkbox"/>	Chemical and chemical products	<input type="checkbox"/>
Other materials and objects	<input type="checkbox"/>	Environmental	<input type="checkbox"/>
Other and unspecified agency_____			

Classification
No Treatment: <input type="checkbox"/> FAI – First Aid Injury: <input type="checkbox"/> MTI – Medical Treatment Injury: <input type="checkbox"/> LTI – Lost Time Injury: <input type="checkbox"/>

Use the "Potential Severity & Risk Matrix" to determine the severity		Potential Severity & Risk Matrix																																																												
Cat 1 <input type="checkbox"/> Cat 2 <input type="checkbox"/> Cat 3 <input type="checkbox"/> Cat 4 <input type="checkbox"/>		Determine as realistically as possible the consequence of the incident occurring using the table below																																																												
		CONSEQUENCE		INJURY / ILLNESS																																																										
		SEVERE		Fatality / Permanent Disability																																																										
		SERIOUS		Extensive Injuries - Hospitalisation																																																										
		SIGNIFICANT		Injury resulting in > 1 week off normal duties																																																										
		MODERATE		Injury resulting in < 1 week off normal duties																																																										
		MINOR		First Aid Injury																																																										
		Determine as realistically as possible the consequence of the incident occurring using the table below. Consider the frequency of the activity in determining the likelihood.																																																												
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		Almost certainly will occur		Is expected to occur in most circumstances																																																										
		Good chance it will occur		Would probably occur in most circumstances																																																										
		Likely to occur		Might occur at some time																																																										
		Unlikely to occur		Could occur at some time																																																										
		Extremely unlikely to occur		Practically impossible to occur																																																										
		<table border="1"> <thead> <tr> <th colspan="6">POTENTIAL SEVERITY MATRIX</th> </tr> <tr> <th colspan="6">Determine Category on the Potential, not actual incident.</th> </tr> <tr> <th rowspan="2">Most Likely Consequence</th> <th>MINOR</th> <th>MODERATE</th> <th>SIGNIFICANT</th> <th>SERIOUS</th> <th>SEVERE</th> </tr> <tr> <th>First aid injury</th> <th>S: &lt;1 week off normal duties</th> <th>S: &gt;1 Week off normal duties</th> <th>S: Extensive injuries- hospitalisation</th> <th>S: Fatality /permanent Disability</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Almost certainly could occur</td> <td>Score: 110 CAT 3</td> <td>Score: 160 CAT 2</td> <td>Score: 200 CAT 1</td> <td>Score: 230 CAT 1</td> <td>Score: 250 CAT 1</td> </tr> <tr> <td>Score: 70 CAT 4</td> <td>Score: 120 CAT 3</td> <td>Score: 170 CAT 2</td> <td>Score: 210 CAT 2</td> <td>Score: 240 CAT 1</td> </tr> <tr> <td rowspan="2">Good chance it could occur</td> <td>Score: 40 CAT 4</td> <td>Score: 80 CAT 3</td> <td>Score: 130 CAT 3</td> <td>Score: 180 CAT 2</td> <td>Score: 220 CAT 1</td> </tr> <tr> <td>Score: 20 CAT 4</td> <td>Score: 50 CAT 4</td> <td>Score: 90 CAT 3</td> <td>Score: 140 CAT 2</td> <td>Score: 190 CAT 2</td> </tr> <tr> <td rowspan="2">Likely to occur</td> <td>Score: 10 CAT 4</td> <td>Score: 30 CAT 4</td> <td>Score: 60 CAT 4</td> <td>Score: 100 CAT 3</td> <td>Score: 150 CAT 2</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					POTENTIAL SEVERITY MATRIX						Determine Category on the Potential, not actual incident.						Most Likely Consequence	MINOR	MODERATE	SIGNIFICANT	SERIOUS	SEVERE	First aid injury	S: <1 week off normal duties	S: >1 Week off normal duties	S: Extensive injuries- hospitalisation	S: Fatality /permanent Disability	Almost certainly could occur	Score: 110 CAT 3	Score: 160 CAT 2	Score: 200 CAT 1	Score: 230 CAT 1	Score: 250 CAT 1	Score: 70 CAT 4	Score: 120 CAT 3	Score: 170 CAT 2	Score: 210 CAT 2	Score: 240 CAT 1	Good chance it could occur	Score: 40 CAT 4	Score: 80 CAT 3	Score: 130 CAT 3	Score: 180 CAT 2	Score: 220 CAT 1	Score: 20 CAT 4	Score: 50 CAT 4	Score: 90 CAT 3	Score: 140 CAT 2	Score: 190 CAT 2	Likely to occur	Score: 10 CAT 4	Score: 30 CAT 4	Score: 60 CAT 4	Score: 100 CAT 3	Score: 150 CAT 2					
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