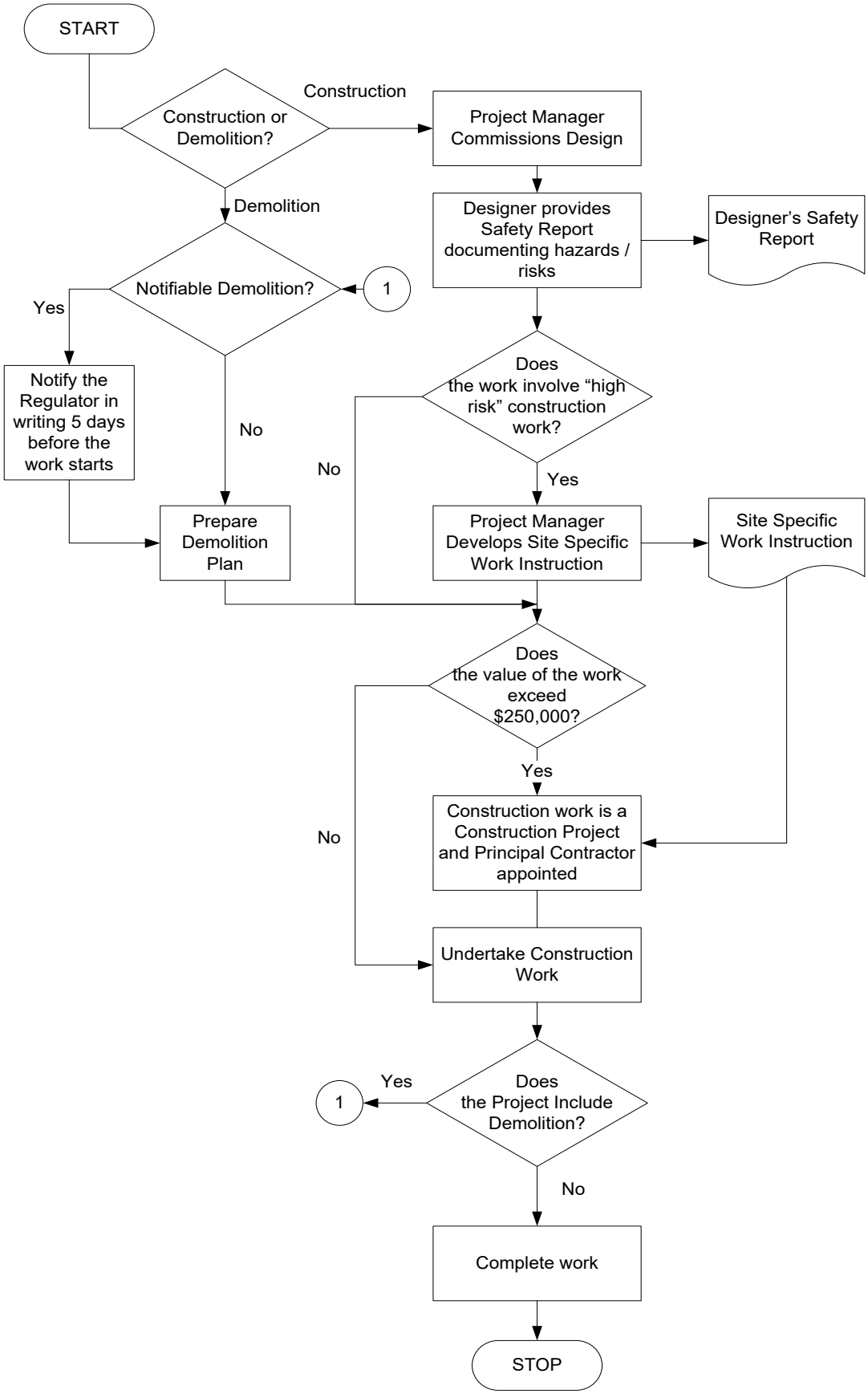
CONSTRUCTION AND DEMOLITION

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITY

Organisational Level	Health and Safety Responsibilities
Level 1 *(CEO ,Directors)*	Provide adequate financial, physical and human resources to ensure that the requirements of this procedure are implemented and health and safety issues associated with construction are effectively managed.
Level 2 *(Section Manager, Unit Manager / Unit Co-ordinator, Project Manager)*	Ensure the requirements of this procedure are effectively implemented.
	Ensure, as far as reasonably practicable, that risks to health and safety arising from construction or demolition work are managed in accordance with risk management procedures.
	Ensure, so far as is reasonably practicable, to consult, cooperate and coordinate activities with all Other Persons including Workers and their Representatives who have a work, health and safety duty in relation to construction or demolition work.
	Ensure a site specific risk assessment / safe work method statement is developed prior to commencing high risk construction work.
Level 3 *(Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator)*	Ensure the requirements of this procedure are effectively implemented.
	Ensure, as far as reasonably practicable, that risks to health and safety arising from construction or demolition work are managed in accordance with risk management procedures.
	Ensure, so far as is reasonably practicable, to consult, cooperate and coordinate activities with all Other Persons including Workers and Representatives who have a work, health and safety duty in relation to construction or demolition work.
	Ensure a specific risk assessment / safe work method developed prior to commencing high risk construction work.
Level 4 *(Team Member, Operator Attendant, Trainee, Apprentice)*	Comply with the requirements of this procedure.
	Participate in consultation regarding health and safety risks arising from construction and demolition work.
Level 5 *(Volunteer, Contractor, Other)*	Comply with the requirements of this procedure.
	Participate in consultation regarding health and safety risks arising from construction and demolition work.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

3.1.1 The purpose of this procedure is to document the requirements implemented within Council to ensure that any health and safety risks arising from the construction of structures, including alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure are identified, assessed and, as far as reasonably practicable, controlled.

3.2 SCOPE

3.2.1 This procedure applies to all Shoalhaven City Council (SCC) employees and contractors working on Council construction sites and commissioned construction projects and projects involving the demolition of structures.

3.2.2 This procedure applies to Council controlled construction sites and the acquisition of construction services, including those persons responsible for specifying design requirements, commissioning of construction and demolition work, the appointment of Principal Contractors and Contractors, and the management and control of construction and demolition work.

4.0 PROCEDURE

4.1 DUTIES OF A DESIGNER

4.1.1 Where a design is commissioned, the Project Manager in consultation with the client and the Designer, so far as is reasonably practicable, to ensure that risks to health and safety arising from the design are eliminated or minimised.

4.1.2 The Project Manager will give the Designer any information in relation to the hazards and risks at the workplace where the construction work is carried out.

4.1.3 The Designer will give the PCBU who commissioned the design a written report. The report will specify, as far as the designer is aware, the hazards relating to the design that give rise to health and safety risks to personnel who will carry out the construction work.

4.1.4 The Project Manager will take all reasonable steps to obtain a copy of a Designer's Safety Report if another person commissioned the design, and if the construction work is a construction project, give the Principal Contractor any information in relation to hazards and risks at or in the vicinity of the workplace where the construction work is to be carried out, including a copy of any safety report provided by or obtained from a Designer.

4.1.5 The Designer will ensure, so far as is reasonably practicable, that a structure is designed to be without risks to the health and safety of persons who:

4.1.5.1 use the structure for a purpose for which it was designed

4.1.5.2 construct the structure at a workplace

4.1.5.3 carry out any reasonably foreseeable activity at a workplace in relation to the manufacture, assembly, use maintenance and proper demolition and disposal of the structure, or

4.1.5.4 are at a workplace or in the vicinity of a workplace and are exposed to the structure or whose health and safety may be affected by an activity related to the structure.

Note: This means thinking about potential hazards and design solutions as the building or structure is constructed, commissioned, used, maintained, repaired, refurbished or modified, decommissioned, demolished or dismantled and disposed of or recycled.

4.1.6 Designers will supply adequate information to each person who is provided with the design for the purpose of giving effect to it, concerning:

4.1.6.1 the purpose for which the structure was designed including the lifecycle phases

4.1.6.2 the results of any calculations, testing, analysis or examination including information relating to the hazards identified, and

4.1.6.3 any conditions necessary to ensure that the structure is without risks when used for a purpose for which it was designed or when carrying out any activity related to the structure such as construction, maintenance and demolition.

4.2 MANAGING RISKS IN CONSTRUCTION WORK

4.2.1 SCC's Project Managers with the authority to manage and control the construction site will ensure, so far as is reasonably practicable, that workers and other persons are not exposed to risks to their health and safety arising from the construction work.

4.2.2 SCC's Project Managers with the authority to manage and control a construction site will ensure that the WHS Management System requirements are fulfilled.

4.2.2.1 The WHS Management Systems requirements to be met include the following:

a) P12 Managing Plant including the requirements around pre-start checks, maintenance and operator requirements

b) P20 Inspections, Testing and Monitoring including workplace inspections

c) P09 Safety Training - Construction inductions

d) P11 Hazardous Chemicals

e) P10 Risk Management including requirements for access controls, risk assessments

f) P13 Working at Height

g) P14 Noise Management
h) P15 Hazardous Manual Tasks
i) P16 Confined Spaces
j) P18 Electrical Safety
k) P19 Asbestos Management
l) P23 Emergency Preparedness and First Aid

4.2.3 Project Managers responsible for managing High Risk Construction work will;

4.2.3.1 Develop a Site Specific Risk Assessment / Safe Work Method Statement for the proposed work before the work commences.

4.2.3.2 Site Specific Risk Assessment / Safe Work Method Statement will:

a) identify the work that is high risk construction work, and
b) specify hazards relating to the high risk construction work and risks associated with those hazards, and
c) describe the measures to be implemented to control the risks, and
d) describe how the control measures are to be implemented, monitored and reviewed, and
e) take into account circumstances at the workplace that may affect the way in which the high risk construction work is carried out, and
f) take into account the WHS Management Plan if the high risk work is carried out in connection with a construction project, and
g) be set out and expressed in a way that is readily accessible and understandable to persons who use it

4.2.3.3 Put in place arrangements to ensure that work is carried out in accordance with the Site Specific Risk Assessment / Safe Work Method Statement

4.2.3.4 Stop the work immediately (or as soon as it is safe to do so) if work is not carried out in accordance with the Site Specific Risk Assessment / Safe Work Method Statement and only resume work once compliance with the is achieved

4.2.3.5 Ensure the Site Specific Risk Assessment / Safe Work Method Statement is reviewed and as necessary revised if relevant control measures are revised

4.2.3.6 Ensure the Site Specific Risk Assessment / Safe Work Method Statement is kept and is readily available for inspection as specified in the WHS Regulation, and

4.2.3.7 Ensure a copy of the Site Specific Risk Assessment / Safe Work Method Statement is made available to any Worker

engaged by the person to carry out the high risk construction work

4.2.3.8 Be retained for a period of two (2) years if a notifiable incident occurs.

4.3 DUTIES OF PRINCIPAL CONTRACTORS

4.3.1 Where the value of construction work exceeds $250 000, the construction work is considered a construction project and a Principal Contractor will be identified.

4.3.2 There can only be one Principal Contractor for a construction project and this will be either the person commissioning the construction work or a person in control of a business or undertaking that is appointed as the Principal Contractor by the person commissioning the construction work.

4.3.3 Where Council appoints another Business or Person to be the Principal Contractor, the Manager acting on behalf of SCC will supply the Principal Contractor with any information in relation to hazards and risks at, or in the vicinity of, the workplace where the construction work is to be carried out, including a copy of any safety report provided by or obtained from a Designer.

4.3.4 Where SCC elects to be the Principal Contractor, the appointed officer will also fulfil the duties as specified in section 4.2.

4.3.5 Before commencing work the Principal Contractor will;

4.3.5.1 prepare a written WHS Management Plan for the workplace before work on the project commences, which includes;

a) the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project.

b) the arrangements put in place for consultation, cooperation and coordination of activities in relation to their duties under the WHS Act and Regulation

c) the arrangements in place for managing any work health and safety incidents that occur

d) any project site specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and

e) the arrangements to collect and assess, monitor and review safe work method statements

4.3.5.2 ensure, so far as reasonably practicable, that each person who is to carry out construction on the project is made aware of the WHS Management Plan and their right to inspect it before commencing work,

4.3.5.3 review and revise the WHS Management Plan to ensure it remains up-to-date,

4.3.5.4 ensure so far as is reasonably practicable, each person carrying out construction work in connection with the project is made aware of any revision to the WHS Management Plan, and

4.3.5.5 ensure a copy of the WHS Management Plan for the project is kept until completion and is made available as specified in the WHS Regulation.

4.3.6 The Principal Contractor will:

4.3.6.1 put in place adequate workplace arrangements for the general working environment, provision of facilities and personal protective equipment,

4.3.6.2 provide adequate first aid and emergency response plans

4.3.6.3 ensure that signs are installed where the construction project is being undertaken that:

a) show the Principal Contractor's name and telephone contact numbers

b) show the location of the project office (if any), and

c) which are clearly visible from outside the workplace, or the work area of the workplace,

4.3.6.4 manage risks to health and safety associated with:

a) storage, movement and disposal of construction materials and waste at the workplace

b) storage at the workplace of plant that is not in use

c) traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction project, and

d) essential services at the workplace.

4.4 DEMOLITION WORK

4.4.1 Demolition may occur as an independent process or be undertaken as a component of construction.

4.4.2 Demolition work will be carefully planned before work starts to ensure it can be carried out safely. Planning involves identifying hazards, assessing risks and determining appropriate control measures in consultation with all relevant persons involved in the work, including the Principal Contractor, demolition contractor, structural engineers and mobile plant operators.

4.4.3 A demolition plan should be prepared for all demolitions where there are a number of Other Persons conducting a business or undertaking (for example, subcontractors) involved. If the demolition contractor is also the Principal Contactor, the demolition plan should be incorporated as part of the WHS Management Plan.

4.4.4 Notifiable demolition work; The Manager authorising demolition work which meets the following definition will give written notice to the Regulator at least 5 days before the work commences;

4.4.4.1 demolition of a structure, or a part of a structure that is load bearing or otherwise related to the physical integrity of the structure, that is at least 6 metres in height

4.4.4.2 demolition work involving load shifting machinery on a suspended floor, or

4.4.4.3 demolition work involving explosives.

Note: The height of a structure is measured from the lowest level of the ground immediately adjacent to the base of the structure at the point at which the height is to be measured to its highest point.

4.4.5 Where the value of construction work exceeds $250 000, the demolition work is considered a construction project and a Principal Contractor must be identified.

4.4.6 There can only be one Principal Contractor for a construction project and this will be either the person commissioning the construction work or a person in control of a business or undertaking that is appointed as the Principal Contractor by the person commissioning the construction work.

4.4.7 The Principal Contractor has a range of duties in relation to a demolition project, including:

4.4.7.1 preparing and reviewing a WHS Management Plan

4.4.7.2 obtaining Site Specific Risk Assessment / Safe Work Method Statement before any high risk construction work commences

4.4.7.3 putting in place arrangements to manage the work environment, including falls, facilities, and services

4.4.7.4 first aid, an emergency plan and traffic management

4.4.7.5 installing signs showing the Principal Contactor's name, contact details and location of any site office, and

4.4.7.6 securing the construction workplace.

Note: A Demolition Sub-Contractor working for a Principal Contractor has a duty to comply with the Site Specific Risk Assessment / Safe Work Method Statement. The Principal Contractor (or the Demolition Contractor if there is no Principal Contractor) must take all reasonable steps to obtain the Designers safety report (if available).

4.4.8 If as-built design documentation is not available, or there is a concern that the structure has been damaged or weakened (for example, by fire or deterioration), or plant is to be used on suspended floors, then the Manager will arrange for a competent person such as a qualified structural engineer, to conduct an engineering investigation and deliver an 'engineering investigation report.

4.4.9 Managers will comply with requirements as specified in any engineering investigation report and take into account the following demolition risks;

4.4.9.1 the stability and structural integrity of the structure at all stages of demolition, including assembled portions, single components and completed sequentially erected braced bays

4.4.9.2 the maximum permissible wind speed for partially demolished structures

4.4.9.3 the effect of the proposed demolition sequence on stability

4.4.9.4 the stability requirements for all components of the structure as it is sequentially demolished according to the structural engineer's requirements

4.4.9.5 a competent persons assessment of loadings at all stages of demolition

4.4.9.6 the provision of clear instructions for temporary bracing

4.4.9.7 the plant to be used for the work, including the size, type, position and coverage of proposed demolition crane(s) should be indicated on a site plan;

4.4.9.8 locations such as unloading points and storage areas (if any) should be shown

4.4.9.9 the need to ensure that the ground is compacted to any design specifications to enable plant to be moved and used safely at the workplace

4.4.9.10 the proposed methods for handling heavy, bulky or awkward components

4.4.9.11 the need for specific lifting arrangements to be detailed on structural member drawings to facilitate safe lifting

4.4.9.12 the handling, lifting, storing, stacking and transportation of components, depending on their size, shape and weight, and

4.4.9.13 the provision of safe access and safe working areas

4.4.9.14 the procedure for disposing of the demolished materials

4.4.9.15 the facilities, at which, the demolished materials will be disposed.

4.5 CONSTRUCTION INDUCTION – WHITE CARD

4.5.1 Managers and Controlling Officers will not allow a Worker to carry out construction work unless the Worker has successfully completed construction induction.

4.5.2 Where the Worker completed the training more than 2 years before the commencement of the WHS Regulation 2017, the Worker will have carried out construction work in the preceding 2 years or retraining is required.

Note 1: Pending SafeWork approval, the Worker will hold a general Construction Induction Training Card or the Worker holds a general Construction Induction Training Certificate issued within the preceding 60 days, having applied for but not yet been issued with a general Construction Induction Training Card.

Note 2: Transitional rules apply – An OHS Construction Induction Training Card issued under the OHS Regulation 2001 that is in force immediately before the repeal of the regulation is deemed to have been

issued as a general Construction Induction Training Card under the WHS Regulation, 2017.

4.6 INSTALLATION OF ELECTRICITY FOR A CONSTRUCTION SITE

4.6.1 Project Managers who engage a contractor to install electrical services and wiring for use on SCC construction sites will verify that the contractor is aware of their obligation to conform to the WHS Regulation 2011 and the Construction Work – Code of Practice.

4.6.2 SCC will conform to the WHS Regulation 2017 and the Construction Work – Code of Practice and in particular they will:

4.6.2.1 Ensure that construction supply switchboards are of robust weatherproof construction and have a locking device; ensure that the protective doors or lids are attached in a way that will not damage flexible extension cords connected to the board and ensure that holes provided for cord access are bushed to prevent damage to the cords.

4.6.2.2 Attach switchboards securely to a permanent wall or a temporary structure which has been specifically designed for the purpose and meets the requirements of electricity supplier.

4.6.2.3 Attach pole or post mounted switchboards securely with coach screws or bolts or fix with suitable clamps.

4.6.2.4 Not locate switchboards outside the construction work site.

4.6.2.5 Ensure that all switchboards, other than the main switchboard, have an isolating switch that removes power from all outgoing circuits when it is in the “open” position. (Contract electricity installers will not use the core balance earth leakage device as the isolating switch.)

4.6.2.6 Protect all sub-mains with circuit breakers, or HRC (high rupturing capacity) fuses.

4.6.2.7 Ensure that circuit-breakers on sub-mains are able to be locked in the “open” position and tagged. (This is to ensure that it cannot be accidentally closed if isolated by an inspector or a licensed electrician.)

4.6.2.8 Protect final sub-circuits with an over-current circuit breaker labelled by a licensed electrician to identify the outlets or equipment they supply.

4.6.2.9 Isolate all power final sub-circuits, other than those supplying portable equipment, at the completion of work each day except for sub-circuits for amenities and equipment which operate outside normal working hours.

4.6.2.10 Distinguish final sub-circuit wiring from permanent wiring by using cable of a different colour or by attaching iridescent yellow tape printed with the words “Construction Wiring”. Space the tape at intervals of not more than 5 metres.

4.6.2.11 Protect every single-phase final sub-circuit and final sub-circuits supplying hand held or portable equipment with a residual current devices with a rated tripping current not exceeding 30mA.

4.6.2.12 Ensure that residual current devices are fitted at the switchboard where the final sub-circuit originates, protect individual circuits or a group of circuits, and protect single phase final sub-circuits connected by construction wiring and supplying lighting

4.6.2.13 Ensure that every 240 volt three pin plug general outlet is rated at 10 amperes minimum and controlled by a double pole switch which operates in both the active and neutral conductors

4.6.2.14 Use power outlets within site sheds only to supply power to plant and lighting within or immediately adjacent to the shed and protect these outlets with a core balance earth leakage device (Not use them to supply power to any other part of the building, structure or construction work site.)

4.6.2.15 Ensure all plug in type electrical equipment within their control is inspected, tested and tagged in accordance with Australian Testing and Tagging Standards.

Note: Testing requirements are outlined in P20 Inspection, Testing and Monitoring and P18 Electrical Safety.

4.7 EXCAVATION WORK

4.7.1 Managers and Supervisors or the persons in control of a construction site will manage the risk to health & safety associated with excavation work.

4.7.2 In addition, Managers and Supervisors will have regard to the nature of the excavation, and the range of possible methods of carrying out excavation work and the means of entry or exit from the excavation.

4.7.3 Managers and Supervisors will give particular attention to the following hazards;

4.7.3.1 a person falling into an excavation,

4.7.3.2 a person being trapped by the collapse of an excavation,

4.7.3.3 a person working in an excavation being struck by a falling thing,

4.7.3.4 a person working in an excavation being exposed to an airborne contaminant

4.7.4 Managers and Supervisors will take all reasonable steps to obtain current underground essential services information about the areas where excavation work is being carried out and any adjacent areas before directing or allowing the excavation work to commence e.g.; Before You Dig Australia . Information obtained about essential services will be

4.7.4.1 supplied to any person engaged to carry out excavation work.

4.7.4.2 available for inspection if a notifiable incident occurs for 2 years after the incident, and

4.7.4.3 until the excavation is completed

4.7.5 Managers and Controlling Officers or the persons in control of a construction site who proposes to excavate a trench at least 1.5 metres deep, will as far as reasonable practicable ensure that the work area is secure from unauthorised access. In addition, control measures will minimise the risk to any person arising from collapse of the trench by ensuring that all sides of the trench are adequately supported by one of more of the following methods;

4.7.5.1 Shoring by shielding or other comparable means

4.7.5.2 Benching

4.7.5.3 Battering.

Note1: the above is not required if written advice is received from a geotechnical engineer that all sides are safe from collapse.

Note 2: The Principal Contractor (if appointed) duties in section 4.2 apply.

4.8 TRANSPORTABLE CONSTRUCTION BUILDINGS

4.8.1 SCC will ensure that electrical installations to transportable construction buildings comply with the following requirements:

4.8.1.1 If supply is by means of a flexible cord, do not take it from one transportable building to another transportable building.

4.8.1.2 Do not use flexible cords longer than 15 metres to supply a transportable building.

4.8.1.3 Connect each amenities building supplied by flexible cord to a final sub-circuit protected by a core balance earth leakage device with a rated tripping current not exceeding 30mA.

4.8.1.4 Protect flexible cords from mechanical damage.

4.9 LIFTS AND SERVICE SHAFTS

4.9.1 SCC will supply construction wiring for lift and service shafts from a separate final sub-circuit protected by a core balance earth leakage device. (Use this supply only for installing lift and service shaft equipment.)

4.9.2 Council will ensure that lift and service shaft lighting:

4.9.2.1 Is connected using either construction wiring or permanent wiring and only fluorescent lights are used

4.9.2.2 Is located on the floor above or below the work area

4.9.2.3 Has sufficient battery capacity to operate for a minimum of one hour if there is a loss of supply to the normal lighting in the area.

4.10 PORTABLE GENERATION SETS

4.10.1 Council will ensure that:

4.10.1.1 When using portable generating sets as the power supply the portable generating will comply with AS2790: 1989 as amended Electricity Generating Sets – Transportable (up to 25 KW), and includes protection by a residual current device with a rated tripping current not exceeding 30mA.

4.11 HOISTS

4.11.1 SCC will, unless written permission to do otherwise is obtained from the SafeWork Authority of New South Wales, supply construction wiring for hoists from a separate final sub-circuit originating from the main switch board and suitably identify this supply as being for the operation of the hoist or hoists.

4.11.1.1 Verification of the supply of electricity on a SCC construction site

4.11.1.2 Managers and Supervisors will ensure the supply of electricity is in accordance with the relevant legislative requirements.

4.12 FACILITIES FOR CONSTRUCTION SITES

4.12.1 Managers and Supervisors will consult, co-operate and co-ordinate activities for all persons at a site where construction work is being carried out.

4.12.2 All Persons Conducting a Business or Undertaking are required to ensure their Workers are provided with accessible, adequate welfare facilities. Where a site is shared with other PCBU's, Managers and Supervisors will ensure that the required facilities are provided in an efficient and co-ordinated way.

4.12.3 If there is a Principal Contractor for a 'construction project', they will have responsibility to ensure compliance at the workplace with certain work health and safety duties, including the duty to provide and maintain adequate facilities under the WHS Regulation.

4.12.4 In carrying out consultation, the Manager or Principal Contractor would need to consider all relevant factors including the number and gender of Workers likely to be present at the site at the relevant time(s).

4.12.5 Decisions about the provision and maintenance of construction facilities will only be made after the required consultation is concluded.

4.13 INSTALLATION, COMMISSIONING OR MODIFICATION OF A STRUCTURE

4.13.1 Commissioning a structure for occupancy, the Manager will conduct a workplace inspection to verify the WHS controls are adequate for the safe use of Workers. Issues requiring action will be resolved through P08 Consultation and Communication.

4.13.2 Consideration will be given to the design aspect which caters for the safety of end users and will include verification of control measures such as;

4.13.2.1 Adequate entry and exit provisions for Workers and Other Persons including pedestrian traffic control,

4.13.2.2 Vehicular traffic control

4.13.2.3 Amenities

4.13.2.4 Work environment and impact from the atmosphere, lighting, noise, fall prevention, storage

4.13.2.5 Emergency response & first aid

4.13.2.6 Communication systems in case of emergency

4.13.2.7 Interior acoustics

4.13.2.8 Designing spaces to accommodate or incorporate mechanical devices to reduce manual handling risk

4.13.2.9 Ergonomic risk such as poorly designed seating

4.13.2.10 Inadequate or poorly placed lighting.

4.13.2.11 Exposure to hazardous substances

4.13.2.12 Controlled access points such as Confined space.

4.13.3 Any modification of a structure or installation of a structure requires application of the processes for design as specified in section 4.1- 'Duties of a Designer'.

4.13.4 Managers and Controlling Officers will consult with subject matter experts in order to assess the impact of any proposed modifications or changes in design. Any new hazards introduced through modification of a structure will be actioned following the P10 Risk Management procedure and have the Hierarchy of Control applied to minimise as far as reasonably practicable the risk of injury.

4.14 RECORDS

4.14.1 Records made as a result of the operation of this procedure will be managed in accordance with P04 Document Control and Safety Records.

4.15 REVIEW AND EVALUATION

4.15.1 This procedure will be reviewed and updated every (three) 3 years or more often as necessary to ensure relevance and compliance to WHS system requirements.

4.15.2 Review may be carried out at any stage following integration with the core business activities, and can take many forms such as:

4.15.2.1 A review following hazard inspections;

4.15.2.2 During audit of a particular service group or branch (e.g. compliance audit);

4.15.2.3 As a feedback mechanism from workers following training;

4.15.2.4 Following an investigation into an illness, injury, incident or accident;

4.15.2.5 Change in legislative requirements; and

4.15.2.6 Task or process has changed due to enhancements.

4.15.3 Following completion of any review, the document will be updated in order to correct any deficiencies and non-conformances. Any changes to this procedure will be conducted in consultation with workers as appropriate and with the WHS Consultation Framework (WHS Committee, Safety Leadership Team and Executive Leadership Team).

5.0 REFERENCES & ASSOCIATED DOCUMENTS

5.1 Work Health and Safety Act 2011

5.2 Work Health and Safety Regulation 2017

5.3 How to manage work health and safety risks: Code of practice 2019

5.4 Construction work: Code of practice 2019

5.5 Demolition work: Code of practice 2019

5.6 Safe design of structures: Code of practice 2019

5.7 Managing the work environment and facilities: Code of practice 2019

5.8 AS/NZS 3000:2018 Electrical installations, (known as the Australian New Zealand Wiring Rules)

5.9 AS/NZS 3760:2022 In-service safety inspection and testing of electrical equipment.

5.10 AS/NZS 3012:201\9 Electrical Installations – Construction and demolition sites

5.11 AS 2790:1989 Electricity generating sets – Transportable (up to 25kW)

5.12 AS/NZS 1170:2021(Part 1) Structural design actions – Permanent, imposed and other actions

5.13 AS/NZS 1170:2021 (Part 2) Structural design actions – Wind actions

5.14 AS/NZS 1576.1:2019 Scaffolding – General requirements

5.15 AS 1657:2018 Fixed platforms, walkways, stairways and ladders – Design, construction and installation

5.16 AS/NZS 1680.1:2006 Interior and workplace lighting – General principles and recommendations

5.17 AS 1668.2:2016 The use of ventilation and air conditioning in buildings Mechanical ventilation in buildings

5.18 AS 1735.1:2016 Lifts, escalators and moving walks – General requirements

5.19 AS 2601:2001 The demolition of structures

5.20 AS 1319: 1994 Safety Signs for the Occupational Environment

5.21 National Self-Insurer OHS Audit Tool 2014

5.22 P04 Document Control and Safety Records

5.23 P09 Safety Training

5.24 P10 Risk Management

5.25 P12 Plant and Equipment

5.26 P18 Electrical Safety

5.27 P20 Inspection, Testing, Monitoring and Health Surveillance

5.28 P35 Excavation Procedure

APPENDIX 1 DEFINITIONS

Authorised Person	A person authorised by SCC to access electrical installations
Class I Equipment (basic insulated, protectively earthed equipment)	Equipment in which protection against electric shock does not rely on basic insulation only. But which includes an additional safety precaution, in that accessible parts are connected to the protective earthing conductor in the fixed wiring of the installation in such a way that those accessible parts cannot become live in the event of a failure of the basic insulation.
Class II Equipment (double insulated equipment)	Equipment in which protection against electric shock does not rely on basic insulation only. But, in which additional safety precautions such as double insulation or reinforced insulation are provided, there being no provision for protective earthing or reliance upon installation conditions.
Competent Person	A licensed electrician or a person who has successfully completed the SafeWork approved course offered by TAFE called “Safety Checking of Electrical Appliances”.
Confined Space	An enclosed or partially enclosed space that: • is not intended or designed primarily to be occupied by a person; and • is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and • is or is likely to be a risk to health and safety from: – an atmosphere that does not have a safe oxygen level, or – contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or – harmful concentrations of any airborne contaminants, or – engulfment
Construction	As per WHS Regulation, 2017 Chapter 6, 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. • any installation and testing carried out in connection with an activity referred to in the above definition • the removal from the workplace of any product or waste resulting from demolition • the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work • the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements

	forming part of a structure • the installation, testing or maintenance of an essential service in relation to any structure any work connected with an excavation • any work connected with any preparatory work or site preparation (including landscaping as part of site preparation), and • an activity referred to above definition that is carried out on, under or near water, including work on buoys and obstructions to navigation.
Construction Wiring	A system of wiring which is installed to provide electrical supply for construction work and is not intended to form part of the permanent wiring.
Cord Extension Set (extension lead)	An assembly of a plug intended for connection to a mains socket outlet, a sheathed flexible cord and a cord extension socket.
Demolition Work	Means work to demolish or dismantle a structure, or part of a structure that is load bearing or otherwise related to the physical integrity of the structure, but does not include: • the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or • the removal of power, light or telecommunication poles.
Designer	A designer is a person conducting a business or undertaking that designs a structure that is to be used or could reasonably be expected to be used, as or at, a workplace, including during construction, maintenance, renovation or demolition of the structure.
Due Diligence	Taking reasonable steps to; • to acquire and keep up-to-date knowledge of work health and safety matters, and • to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations, and • to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking, and • to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information, and • to ensure that the person conducting the business or

	undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act, and • to verify the provision and use of the resources and processes referred to in paragraphs l–l.
Electric Portable Outlet Device (EPOD) (power board)	A device, other than a cord extension set, having a single plug intended for connection to a mains outlet socket, a sheathed flexible cord and an assembly of one or more outlet sockets. It may incorporate a reeling or coiling arrangement.
Electrical Article	Means any wire, cable, appliance, fitting, meter, insulator, apparatus, equipment or material intended or designed for use in, or for the purposes of, or for connection to, any electrical installation.
Electrical Installation	Means any appliances, wires, fittings or other apparatus placed in, on, under or over any premises and used for or for purposes incidental to the conveyance, control and use of electricity supplied or intended to be supplied by an electricity supply authority, but does not include: • Any electricity supply main or service line of an electricity supply authority, or • Any appliances, wires, fittings, luminaries or other apparatus connected to and extending or situated beyond any electrical outlet socket: (i) that is installed for the purpose of connecting portable electrical appliances, fittings or other apparatus, and (ii) at which fixed wiring terminates, or • Any appliances, wires, fittings or other apparatus that are: (i) placed in, on or over any premises owned or occupied by an electricity supply authority, and (ii) used for the generation, transmission or distribution of electricity, or • Any electrical installation operating at not more than 32 volts alternating current or 115 volts direct current. • Any electricity supply main or service line of an electricity supply authority, or • Any appliances, wires, fittings, luminaries or other apparatus connected to and extending or situated beyond any electrical outlet socket: (i) that is installed for the purpose of connecting portable electrical appliances, fittings or other apparatus, and (ii) at which fixed wiring terminates, or • Any appliances, wires, fittings or other apparatus that are: (i) placed in, on or over any premises owned or occupied by an electricity supply authority, and (ii) used for the generation, transmission or distribution of electricity, or • Any electrical installation operating at not more than 32 volts alternating current or 115 volts direct current.

Extra Low Voltage	Voltage not exceeding 32 volts AC, or 115 Volt DC, (refer AS 3000).
Festoon Lighting	A system of lighting in which lamp-holders are supported by the supply cable.
Hand Held Portable Electrical Equipment	Portable equipment which is grasped in the hand during normal use, including cords and plugs connecting to the equipment. E.g. Hand held tools, portable lights.
High Risk Construction Work	Construction work that: • involves a risk of a person falling more than 2 metres • is carried out on a telecommunication tower • involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure • involves, or is likely to involve, the disturbance of asbestos • involves structural alterations or repairs that require temporary support to prevent collapse • is carried out in or near a confined space • is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or a tunnel • involves the use of explosives • is carried out on or near pressurised gas distribution mains or piping • is carried out on or near chemical, fuel or refrigerant lines • is carried out on or near energised electrical installations or services • is carried out in an area that may have a contaminated or flammable atmosphere • involves tilt-up or precast concrete • 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 • is carried out at a workplace in which there is any movement of powered mobile plant • is carried out in an area in which there are artificial extremes of temperature • is carried out in or near water or other liquid that involves a risk of drowning, or involves diving work.
Inspector	An inspector appointed under the WHS Act 2011.
Isolation of Plant	Lock out, quarantine or other means by which plant and equipment is removed from its source of energy, and thereby prevented from being inadvertently operated.
Licensed Electrician	A person who is the holder of a Qualified Supervisor Certificate / Electrician as defined under the Home Building Act 1989.

Mains Powered Portable Electrical Equipment	Readily movable electrical appliances usually having a flexible supply cable and connected to a source of supply by means of a plug and socket outlet. This includes the equipment itself with all accessories, its flexible cable and the plug that connects it to the supply, e.g. extension cords, welders, portable pumps, portable generators, power boards, and portable computers.
Manager	"Manager" task or responsibility designated in this procedure, a Manager is any position holder that manages Council's workers and reports directly to a Director (may include positions titled "Coordinator" but excludes Directors' Personal Assistants.
Must, Will and Should	The word "must" and "will" is to be understood as mandatory and the word "should" as recommended but non-mandatory.
Permanent Wiring	A system of wiring in which the installation of cables is a permanent part of a completed building and meets the requirements for fixed wiring as defined in the Australian Standard 3000:2007 Electrical Installations (Australian / New Zealand Wiring Rules).
Person Conducting a Business or Undertaking (PCBU)	• A person conducts a business or undertaking: – whether the person conducts the business or undertaking alone or with others, and – whether or not the business or undertaking is conducted for profit or gain • A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association. • If a business or undertaking is conducted by a partnership (other than an incorporated partnership), is a reference in the Work Health and Safety Act (WHS) to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership. • A person does not conduct a business or undertaking to the extent that the person is engaged solely as a Worker in, or as an officer of, that business or undertaking. • An elected member of a local authority does not in that capacity conduct a business or undertaking. • The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of the WHS Act or any provision of WHS Act. • A volunteer association does not conduct a business or undertaking for the purposes of this WHS Act. • Volunteer association means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

Portable Electrical Equipment	Refers to both portable electrical equipment (either mains powered or self-powered) and transportable electrical equipment, unless otherwise stated.
Reasonably Practicable	Having regard to; • The likelihood of the hazard or risk concerned occurring; • The degree of harm that might result from the hazard or the risk, and • What the person concerned knows, or ought reasonably to know: – about the hazard or the risk and – ways of eliminating or minimising the risk, and • The availability and suitability of ways to eliminate or minimise the risk, and • After assessing the extent of risk and the available ways if eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Residual Current Devices (RCD's)	Also known as earth leakage circuit breakers (ELCB's) are relay switches that measure current going through the active wire into a device, such as a power tool, and leaving it through the neutral wire. When the current becomes diverted by being earthed (through a worker holding the tool, for instance) the RCD reacts to the electrical imbalance and cuts off the electricity within .03 of a second. RCD's, also known as earth leakage circuit breakers, are recommended for use with all portable or hand-held power tools and extension leads. They are now mandatory as permanent meter box fixtures for all new domestic installations and on all construction sites under NSW regulations.
Structure	Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes: • buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and – any component of a structure, and – part of a structure.
Tagging	Secure attachment of a tag or notice to the item of plant and equipment, which displays a prominent warning, and includes the name of the person who is authorised to attach/remove the tag and the date the tag was attached.
Worker	A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: • an employee, or • a contractor or sub-contractor

	• an employee of a contractor or subcontractor, or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or • an outworker, or • an apprentice or trainee, or • a student gaining work experience, or • a volunteer, or • a person of a prescribed class.