

1. Purpose & Scope

This Health and Safety (H&S) Management Plan [HSMP] has been prepared by Rawson Group (RG) to fulfil the requirements of the H&S legislation and Code of Practice (Construction Work) as a Principal Contractor (PC). It sets out the arrangements for managing health and safety risks associated with the construction work and ensure safe system of work are in place.

The HSMP 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.
- b) Arrangements in place for consultation, co-operation and co-ordination.
- c) Arrangements in place for managing WHS incidents that occur.
- d) Arrangements to collect and assess, monitor and review safe work method statement (SWMS).
- e) Site safety rules and how people will be informed of the rules.
- f) Site safety management arrangements, and
- g) Managing construction hazards.

RG must ensure so far as reasonably practicable that:

- Each individual who is required to carry out construction work is made aware of the content of the HSMP, have the opportunity to read, understand, clarify and ask questions.
- The HSMP is:
- Given to the contractor prior to commencing work on site or accessible via RG website.
- Reviewed, kept up-to-date and made readily accessible to any individual who is to carry out construction work to which the plan is relevant.
- Kept until the project is completed. If a notifiable incident occurs, the plan must be kept for two (2) years after the incident occurs.

2. Responsibilities

The personnel appointed to oversee and co-ordinate actions required by this document are:

Name	Position	Brief description of health and safety responsibilities
John Garland (Construction, Sydney) Martin Anderson (Construction, Hunter) Bradley McCleery (Construction, NSW)	Construction/ Regional Manager	<ul style="list-style-type: none"> Overall responsibility for H&S compliance and implementation requirements. Lead, manage and monitor site staff in line with business expectations and standards. Assist in coordinating, organizing and attending regular meetings with Area and Site Managers. Report to the GM on the H&S performance. Point of contact for health and safety matters when the RG area manager is unavailable.
Various (as per RG Organisation Chart) Tim Ackland (Construction, ACT)	Area Manager	<ul style="list-style-type: none"> Inspect or review projects to monitor compliance with H&S regulations. Point of contact for health and safety matters when the Site Manager is unavailable.
Various (as per RG Organisation Chart)	Site Manager	<ul style="list-style-type: none"> PC representative and first point of contact for all H&S matters. Implement and monitor this HSMP. Contractors have provided SWMS for high risk construction work. Monitor work carried out by contractors is in accordance with the SWMS. Provide site induction to contractors. Issue site instruction if unsafe work practices are identified.
Various (as per RG Organisation Chart)	Health and Safety Advisor	<ul style="list-style-type: none"> Make available the HSMP (<i>including any update</i>) to the contractors and provide training on implementation. Collect and assess SWMS from the contractors for high risk construction work. Undertake periodic on-site verification against HSMP. Validate completed corrective actions against NC.

		<ul style="list-style-type: none"> • Stop work if any unsafe work practices are identified (<i>to consult with the Site Manager</i>). • Investigate incidents and share learnings. • Provide advice and support to construction/communities & projects team on H&S matters.
Various	Contractors	<ul style="list-style-type: none"> • Aware of the HSMP and have access to the plan. • Prepare SWMS for high risk construction work. Provide a copy of SWMS to the PC prior to commencing work on site, workers are trained in the SWMS and work is performed in accordance with the SWMS. • SWMS are modified if controls are not adequate (<i>in addition to standard controls</i>). • Site safety briefings/toolbox talks are provided to workers before starting work. • Completed general construction induction training [<i>'white card'</i>] and Site Induction prior to commencing work on site. • Young and inexperienced workers such as those new to the construction industry or individuals with less than two years of experience in the construction industry must be closely always supervised to ensure their safety and proper adherence to site procedures. • Plant and equipment are serviced and maintained. • Maintain good housekeeping. • Responsible for the H&S of themselves, their own workers and those who may be affected by their work.

3. Consultation, Cooperation and Coordination

Arrangements in place for consultation, cooperation, and coordination	Responsibility
<ul style="list-style-type: none"> • Perform a site establishment checklist. 	Site Manager
<ul style="list-style-type: none"> • Site safety signage is posted, up-to-date and visible 	Site Manager
<ul style="list-style-type: none"> • Site amenities are adequate and maintained 	Site Manager
<ul style="list-style-type: none"> • Undertake a site-specific risk assessment and report any hazards to Site Manager prior commencing work on 	Site Manager / Contractor Supervisor

site	
• Consult and keep contractors informed on any H&S issues/arrangement that may affect them.	Site Manager
• Coordinate SWMS amendments as appropriate (<i>in addition to standard controls</i>).	Site Manager
• Confirm contractors provide site safety briefings/toolbox talks to their workers.	Site Manager
• If an issue arises on site, refer to the Issue Resolution Process in RG Health and Safety Manual	Site Manager / Contractor Supervisor
• Undertake regular site inspections and toolbox talks.	Site Manager /H&S Senior Advisor/Advisor
• Make sure contractors/trades are capable of performing their tasks by providing them with information, training, instruction and supervision.	Site Manager
• Contractors to abide RG Code of Conduct and behave responsibly on site.	Site Manager / Contractor Supervisor

4. Incident Management

Arrangements for managing work health and safety incidents	Responsibility
<u>General emergencies</u> <ul style="list-style-type: none"> Implement the site emergency response plan. Confirm first aid requirements are provided. 	Site Manager
<ul style="list-style-type: none"> Notify the Site Manager. Notify emergency services (dial 000) if necessary. 	Contractors
<u>Incident management</u> <ul style="list-style-type: none"> Provide access to a first aid kit and trained first aider. Arrange first aid / transport / ambulance to Medical Centre / Hospital. Report any incidents which occur at this site to the Site Manager as soon as possible. Depending on nature of incident, stop work at the incident area and make it secure. If the incident is notifiable, make sure that the incident area is not disturbed. 	Contractors
<ul style="list-style-type: none"> Report incidents on site to Construction Manager/Area Manager/H&S Advisor (within 24 hours) Attend the site for all notifiable incidents. 	Site Manager

<ul style="list-style-type: none"> Report all incidents using applicable report form (via electronic System) 	
<ul style="list-style-type: none"> Notifiable incident has been reported SafeWork NSW (13 10 50) or WorkSafe ACT (13 22 81). Undertake investigation, consult with Site Managers, contractors and provide recommendations. Keep a copy of the plan for at least 2 years following a notifiable incident. 	H&S Senior Advisor/Advisor

5. Safe Work Method Statements

Safe Work method Statements (SWMS)	Responsibility
<ul style="list-style-type: none"> Provide copy of SWMS to the H&S Advisor prior to commencing high-risk construction work. 	Contractors
<ul style="list-style-type: none"> Request copy of SWMS from Contractors that will be carrying out high-risk construction work. 	H&S Senior Advisor/Advisor
<ul style="list-style-type: none"> Supervise workers to make sure that the work is performed in accordance with the SWMS. 	Contractors
<ul style="list-style-type: none"> Monitor contractors' compliance that work is performed in accordance with the SWMS. 	Site Manager
<ul style="list-style-type: none"> Modify the SWMS whenever the controls are revised. 	Contractors
<ul style="list-style-type: none"> Coordinate SWMS amendments as appropriate (<i>in addition to standard controls</i>). 	Site Manager

6. Site Safety Rules and Signage Requirements

Site Signage Requirements
Below are the minimum provisions to be included in the site signage.
Legislative Requirements
<ul style="list-style-type: none"> Show principal contractor name (Rawson Group details including ABN) Space for the Name & Telephone number of supervisor -detail that this is a 24-hour contact. In the ACT the Building Act 2004 mandates that a 'Notice About Building Work' sign be displayed. Telephone number for Rawson Group head office locations Provision for site office location to be written QR Code location for: <ul style="list-style-type: none"> Linking to the HSMP – a small statement outlining that scanning the QR will lead to the site specific WHS Management plan

- The emergency procedure – use Serious Accident procedure from banner

Rawson Group Requirements

- QR Code location for:
 - WHS management platform (Electronic application).
- A site address with – Lot, Number, Street and suburb sections.
- Builder license printed – See compliance for details.
- A section for the CC and Job number.
- A “Site-specific hazards” box left blank for supervisors to input items (6x4 inch approx.).

Site Safety Rules

Responsibility

- Work hours Mon-Fri 7am-5pm | Sat 8am-1pm (*dependent on council requirements*) | No work on Sundays and Public Holidays.
- Contractors’ workers must be aware of the contents of this Health and Safety Management Plan*(HSMP) and understand these site safety rules.
- Comply with reasonable directions from the Rawson Group**.
- Do not enter/walk through any barricaded or cordoned off area unless authorized to do so.
- Children and pets/animals*** are NOT allowed on site. If children must be onsite, they must always be accompanied and supervised by parents.
- Bullying, harassment or aggressive behavior will not be tolerated.
- No smoking/vaping, alcohol or illegal drugs/substances permitted on site.
- Never allow unauthorized visitor/s on site without a Rawson Group representative present.
- All gates and fences must be locked and reinstated at the end of each day or when the site is unattended.
- Keep work areas clean and tidy.
- Maintain site amenities in good working order, clean, safe and accessible.
- Do not dispose of any material in any drains, gutters, neighboring land or waterway.
- Do not alter or remove sediment or erosion control barrier.
- Do not alter installations including scaffolds, ties, planks, signage, handrails etc.
- Place rubbish in appropriate bins provided before leaving the site each day.
- All workers must be inducted prior to commencement of works, contact the Site Manager to arrange an induction.

Contractors

- | | |
|---|--|
| <ul style="list-style-type: none">• Report any incidents, injuries/illness to the Site Manager as soon as possible. | |
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Health and Safety Management Plan is available via the QR code or contact the Site Manager.

*** Rawson Group including its subsidiaries (Rawson Homes and Thrive Homes).*

**** exclude supporting pets, guide dog*

7. Principal Contractor Information

Business Information		
Particular	Details	
Business Name	Rawson Group	
Business Address	Level 7, 5 Rider Boulevard, Rhodes NSW 2138	
Business Phone	1300 223 345	
ABN	64 000 382 329	
Project Description Scope of Works		
Position / Role	Name	Contact Number
Principal Contractor (PC)	Rawson Group (Sydney, Hunter, CNSW, ACT)	1300 223 345
Construction Manager	John Garland (Construction, Sydney)	
Regional Manager	Martin Anderson (Construction, Hunter) Bradley McCleery (Construction, CNSW)	
Site Manager		
Project Address		
Individual/Various Sites		
Scope of Works	Individual Build/Medium Density Construction	
Note: <i>This HSMP must be reviewed if there are any significant changes to <u>the work</u>. It must be available for inspection by anyone doing construction work on the project, new employees, health and safety representatives and members of the health and safety committee.</i>		

8. Safety Management Arrangements

8.1. Amenities

- Toilets and water will be provided on site
- Where applicable, office shed/meal room will be catered
- Workers practice good hygiene, keep clean and tidy

8.2. Access and egress

- Coordinate deliveries and trade work activities. Ensure safe placement of loads
- Where applicable, use spotter to guide vehicle/plant onto or off the site

8.3. Emergencies

- In an emergency, remain calm
- If calling the Emergency Services (000) be prepared to provide information when requested. Stay at the scene until given permission by the Emergency Services to leave

8.4. Personal protective equipment (PPE)

Contractors and their workers are responsible for the provision of PPE and must be:

- Suitable for the nature of the work and any hazard associated with the work
- Suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it

8.5. Power

- Temporary distribution board/power box (RCD protected) is installed to provide electrical supply
- If required, contractors will supply their own generators

8.6. Security

- Temporary fencing is erected around the work site perimeter to prevent unauthorised access
- Site gates are locked outside normal hours of operation and/or unattended
- Seek authorisation from RG Site Manager prior to tampering with the temporary fencing

8.7. Signage

- Display PC's contact details, after-hours number
- Contain directions on what to do in an emergency
- Notice of building works to be installed in the ACT.
- Where applicable "HIGH VOLTAGE OVERHEAD" signage must be displayed

8.8. Visitors

- Must obtain permission from RG Site Manager before access and a visitor induction will be conducted
- Comply with reasonable instructions and site safety rules
- Suitable PPE must be worn on site

8.9. Contractor Non-Conformance

Scenario	Corrective action	Mechanism	Responsibility
Minor infringement	Rectified immediately	Verbal	Site Manager
Breach or contravention of RG H&S Policy/HSMP/Legislation	Issue site instruction	Written	Site Manager
Identified unsafe work practices, hazard or risk that can cause serious injury or fatality	Stop work action Issue site instruction	Verbal/ Written	Site Manager/H&S Senior Advisor/Advisor (to consult with Site Manager)

9. Managing Construction Hazards

9.1. Contaminated Land

Where required, a site survey shall be conducted to ascertain the constituents and a specific management plan is implemented.

9.2. Demolition work

Demolition work must be carried out in accordance with AS/NZS 2601. SafeWork NSW and WorkSafe ACT must be notified 5 calendar days before undertaking any demolition work. Demolition notification requirements will apply to:

- A structure, or a part of a structure, that is load bearing, or otherwise related to the physical integrity that is over 6 metres high.
- Load shifting machinery on a suspended floor.
- Explosives.

Notification can be lodged electronically using the [SafeWork NSW demolition notification form](#)

Notify WorkSafe ACT by completing a [Notification of demolition work](#)

9.3. Unexploded Ordnance (UXO)

Unexploded Ordnance (UXO) is ammunition which has been fired, but has not functioned as designed and can be particularly dangerous as all the normal safety features have been overcome.

Follow these actions on finding a suspicious item:

- If a suspected UXO item is found, do not touch, disturb or tamper with the item in any way. This includes making any attempt to move the item to a 'safe' location.
- Carefully note the appearance of the item and the location. Take a photograph if it is possible to do so without further approaching or disturbing the item.
- If possible, mark the location so that it can be found later. Coloured tape or paint make easily recognised marker material. Note the route to the item.
- Inform the Site Supervisor and a member of the Health & Safety Team of the find.
- Inform the Police that a possible ammunition item has been found. They will instigate a request for Defence personnel to attend and dispose of the item.

9.4. Electrical Tools, Leads and Equipment:

Electrical tools, leads and plant and equipment used on site shall conform to AS/NZS 3760: *"In-service safety inspection and testing of electrical equipment"* and regularly tested on a three (3) monthly basis, with a suitable electrical register maintained. This register is to be made available upon request and should be carried on site at all times. Extension leads are not to exceed 30m in length or joined together.

All portable power outlets used on site shall conform to AS/NZS 3105: *"Approval and testing specifications – Electrical portable outlet devices"* and are required to have a Residual Current Device (RCD) fitted and maintained. Electric portable power outlet devices (Power outlets) are to be tested on a monthly basis. All extension leads must be "heavy duty" and kept elevated on insulated stands or hooks to prevent against mechanical damage and to provide access for workers and vehicles. Double adaptors are not allowed.

9.5. Falling objects

Where practical, contractor to set up a clear fall zone will be implemented around the area where the work is taking place. If it is not possible, consider adequate protection against the risk of falling objects by:

- Lining the scaffold or guardrail with mesh/shade cloth.
- Toe boards on scaffolding decks above 2 metres, on roof and perimeter guardrail systems.

- Sequence work to make sure trades do not overlap.
- Tool lanyards.
- Signage – “workers above, do not enter”.
- Set up exclusion zone that prohibits entry with a spotter on the lower level below.
- Provide a safe means of raising and lowering objects.

9.6. Hazardous Chemicals

Shall be identified and recorded on a register and include a copy of the current Safety Data Sheets (less than 5 years old) for each product listed. They should be labelled, handled and stored in accordance with SafeWork NSW Code of Practice [Managing Risk of Hazardous Chemicals in the Workplace, Dec 2022](#) and WorkSafe ACT [Managing Risks of Hazardous Chemicals in the Workplace Code of Practice Approval 2022](#)

9.7. Hazardous Materials

9.7.1. Asbestos and SMF

- The removal and management must be undertaken in compliance with relevant legislation, codes of practice, Australian standards and will include isolation, remediation, monitoring and obtain a hygiene clearance certificate.

References:

SafeWork NSW [How to Manage and Control Asbestos in the Workplace, Dec 2022](#)

WorkSafe ACT [How to Manage and Control Asbestos in the Workplace Approval 2022](#)

9.7.2. Crystalline Silica

Where possible,

- alternatives to or products with reduced crystalline silica content should be used and
- materials should be pre-drilled and pre-cut prior to delivery to site.

Apply adequate controls to minimise generation of airborne dust and can include:

- Water suppression system.
- Use local exhaust system to capture and remove dust at the source.
- Use dust capture system on portable tools. (M or H class Vacuum)
- Use respirators. (minimum P2 mask pending training)
- Avoid using compressed air to remove or clean settled dust.
- Silica Awareness training is to be completed prior to working on site.

References:

SafeWork NSW [Managing the risks of respirable crystalline silica from engineered stone in the workplace](#)

WorkSafe ACT [Managing Silica Dust at Construction Sites](#)

9.8. Ladders

Ladders used on site are to be of Industrial Standard and have a load rating of at least 120 kg. They are to comply with and be used in accordance with the requirements of AS/NZS 1892: “*Portable ladders*”. Ladders are to be positioned on a stable footing, to extend 1000 mm above the step off point and to be

angled appropriately, 1 in 4. Whilst carrying out work from a ladder, a person must be capable of always retaining three (3) points of contact. Do not set up ladders on scaffolds or elevated work platforms to gain extra height. Allocated spotted to level below

9.9. Manual Handling

Follow correct lifting techniques:

- Use mechanical equipment where necessary.
- Plan the lift by estimating the load and knowing exactly where it is going to be placed.
- Bend your knees and NOT your back.
- Hold the load as close to your body as possible.
- Avoid bending/twisting while lifting or carrying.

9.10. Plant

Use plant for the purpose for which it was designed. Plant shall have relevant details including its registration if applicable to the item of plant, service and maintenance history, health and safety information for its safe operation and a pre-operational checklist. All plant is required to be fitted with a fire extinguisher which is to be tagged 6 monthly. Plant shall only be operated by qualified, trained and competent person.

9.11. Scaffolds

Scaffolding MUST be installed to conform to AS/NZS 1576 – Parts 1-6 Scaffolding – General requirements, AS/NZS 1577 – Scaffold Planks, AS/NZS 4576 – Scaffolding Guidelines.

All scaffolding installed to a working height of 4 meters must be installed by a licensed/certificated scaffolder, with a handover certificate advising the scaffold has been fully inspected, complete and safe for use. Scaffold must not be altered by unauthorized persons. If the scaffolding requires modifications, RG Site Manager should be advised immediately. Scaffolding should be inspected at intervals not exceeding 30 days. Do not use scaffold guardrails to gain extra height.

9.12. Swimming Pools

Should be constructed and installed in accordance with the [Swimming Pools Act 1992](#) and [Swimming Pools Regulation 2018](#)

Void Protection Platforms/Covers must be installed that has a minimum SWL of 225kg with a compliance statement issued by the installer to prevent the falling hazard created by the pool under construction as well displayed on the pool. Rawson Homes requires pool signage to be displayed. Construction fence panels are to be installed to encapsulate the pool.

9.13. Traffic Management

Worksite traffic management is achieved by planning and designing a system based on AS/NZS 1742.3: “Manual of uniform traffic control devices – Traffic control devices for works on roads”. If your work activities may affect either road or public users, contact RG Site Manager for further direction.

9.14. Trenches/Excavation work

Excavation work must be conducted in accordance with SafeWork NSW [Code of Practice-Excavation Work \(Jan 20\)](#) and WorkSafe ACT [Work Health and Safety \(Excavation Work Code of Practice\) Approval 2020](#)

Manage risks associated with:

- An excavation collapsing.
- Objects falling into an excavation.
- A person falling into an excavation.
- Exposure to airborne contamination.
- Unearthing of asbestos containing material (ACM).

When required to enter a trench more than 1.5 metres deep, safe access shall be provided into and out of the trench. All trenches must have compliant shoring/battering/benching prior to access. No machinery excavation within 1.5m of “live power”.

9.15. Underground Services

Excavation work must not take place unless:

- Reasonable steps are taken to obtain current underground essential services information (Before You Dig Australia) before directing or allowing the excavation work to start. This information is considered and provided to any person engaged to carry out the excavation work and is available for inspection.
- Disconnect services where appropriate.
- Where services remain in place, potholing by hand digging with non-conductive tools must be completed within 1 metre of those identified services OR use underground locators.

9.16. Void Protection

Void platforms are installed to comply with AS/NZS 1576.1: “*Scaffolding - General requirements*” to cover openings such as stair voids and verandah porticoes. The installation of the platform consists of an access opening to allow safe access via an industrial grade ladder, the opening access hatch must be kept always closed. The protection platforms must at all times be kept in a safe workable condition. If for construction reasons the platform requires modification, contact RG Site Manager for advice.

9.17. Working at heights

Risks associated with falls from heights must be managed by controls prioritised in the following order:

- Performing work is undertaken on the ground.
- Performing on a solid construction (such as an elevated work platform).
- Installing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers.
- Using a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported.
- Using a fall arrest system such as a safety harness system. (WHS team approval only)

9.18. Working Near Overhead Power Lines

Prevent people, plant, equipment and materials from coming close enough to energized overhead electric lines for direct contact or ‘flashover’ to occur. Consider:

- • de-energizing the electric line, or
- • isolating and earthing the line for the duration of the work, or
- • re-routing the electric line away from the work area.

- Tiger tails/ Visual flagging is to be installed upon identify powerlines within the no go zones.

Approach distances are one way of separating people from hazards. The approach distance for each work zone will vary depending on the voltage of the overhead electric line and the level of authorization of each person doing the work. If you can't avoid working near overhead power lines you need to properly assess and control the risks. More information is in the [General guide for working in the vicinity of overhead and underground electric lines](#).

10. References

Internal Documents and External References	
•	Work Health and Safety Act 2011 (NSW and ACT)
•	Work Health and Safety Regulation 2017 (NSW)
•	Work Health and Safety Regulation 2011 (ACT)
•	SafeWork NSW Code of Practice Construction Work, August 2019
•	WorkSafe ACT Construction Site Management
•	WorkSafe ACT WHS Management Plan

11. Revision History

Version No.	Effective Date	Document Status	Approver	Position	Comment
1.0	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Release to Finance/H&S/ Construction/ Communities/ Projects for feedback
1.1	Aug 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.2	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to ELT for feedback
1.3	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
1.4	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Release to H&S Committee for feedback
1.5	Sep 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received

1.6	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Release to business-wide for feedback
1.7	Oct 23	Draft	Sarah Stockwell	GM People & Culture	Feedback/comment received
2.0	Oct 23	Final	Sarah Stockwell	GM People & Culture	Release for implementation
2.1	Jan 24	Final	Sarah Stockwell	GM People & Culture	<p>Release to H&S Committee for review and endorsement</p> <p>Business structure changes in Jan24.</p> <p>Paraphrase “Do not alter installations including scaffolds, ties, planks, signage, handrails etc” in p8 of site safety rules.</p> <p>Remove “relevant PPE, authorization on site” in p9 of signage.</p> <p>Amend the “Void Protection” section to remove reference to swimming pool covers.</p> <p>Add “Void Protection Platforms/Covers must be installed that has a minimum SWL of 225kg with a compliance statement issued by the installer to prevent the falling hazard created by the pool under construction”.</p>
2.2	Aug 24	Final	Sarah Stockwell	GM People & Culture	Added information about Unexploded ordinance (UXO)
2.3	July 25	Final	Liz Da Palma	Head of People & Culture	Yearly update