



Sydney Paint Stripping

Contractors WHS Manual

MASTER
PAINTERS
AUSTRALIA

NSW ASSOCIATION INC.

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NSW ASSOCIATION INC.

Contractors Work Health and Safety Manual

Important Disclaimer

This manual is for the guidance of all contractors and other persons entering Sydney Paint Stripping premises and sites. Nothing in this document is meant to imply that Sydney Paint Stripping has an employer/employee relationship with any contractor or third party.

This manual should be read in conjunction with existing statutory obligations, regulations, standards, and codes of practice. Compliance with the requirements established in this manual does not imply that any person or organisation has complied with or met any obligation placed on them by any statute, regulation, standard or code of practice.

Work Health and Safety Policy

Sydney Paint Stripping is committed to ensuring the health, safety and welfare of its workers, contractors, sub-contractors all deemed workers in the Work health and Safety Act 2011 and any other people who may be affected by Sydney Paint Stripping operations.

In securing workplace health and safety, this organisation will pursue best practices in WHS and to fulfil its statutory duties with regard to WHS at all times.

Resources in terms of personnel, time, effort and financial outlay commensurate with the priority which the company places on occupational health and safety will be made available in order to:

- Comply with all relevant legislation, and
- Ensure the health and safety of workers, contractors, sub-contractors all workers for the organisation and others.
- Where necessary, external consultants will be engaged to ensure that workplace health and safety is appropriately managed.

Ekrem Karavus
Company Manager

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INTRODUCTION

This manual establishes the minimum standard of Work Health and Safety required of contractors and other parties working on Sydney Paint Stripping sites and premises.

The manual should be read in conjunction with the relevant standards, codes of practice and statutory requirements that apply, as well as the contractor's own Work Health and Safety procedures and policies.

SAFETY MANAGEMENT

Policy

Sydney Paint Stripping Work Health and Safety policy is detailed in the front of this manual.

Contractors are expected to have a management commitment to Work Health and Safety, and communicate this commitment to their workers and sub-contractors.

Management Responsibility

Sydney Paint Stripping will nominate an executive who will be responsible for the day to day coordination of contractor's work. This will normally be the Project Manager for the site.

The Contractor is to nominate a senior manager or staff member who is to be responsible for the implementation of the procedures established in this manual.

A contractor who is nominated as Principal Contractor for the purposes of the New South Wales Occupational Health and Safety Regulations and the WHS Act 2011 shall ensure that they meet all responsibilities established under legislation.

Regular Inspection

Contractors, who operate on site on a regular basis, should conduct a formal Work Health and Safety inspection of their operations at least weekly using a checklist. Sydney Paint Stripping checklists may be used, and will be supplied on request. The inspection should be carried out by a suitably qualified management representative or supervisor. The completed inspection checklists should be kept by the contractor for a period of at least twelve months.

The contractor should eliminate all hazards and correct any defect detected in any plant or equipment under their care and control. No plant or equipment is to be operated which has an identified hazard or defect. The Project Manager or his/her nominee should also be advised immediately of all hazards or defects identified and corrective actions taken.

SAFE WORKING PROCEDURES

Isolation Procedures

The purpose of the danger tag and lockout procedure is to ensure that workers and contractors working on potentially dangerous machinery or electrical circuitry are not injured when that plant or equipment is operated in error.

There are two types of danger tags:

- **Personal Danger Tags:** which are to be fitted to plant and equipment, when there is a possibility that an individual is at risk if equipment is activated.

And

- **Out of Service Tags:** which are to be fitted to a piece of plant or equipment which is faulty or unsafe.

Danger tags & lockouts

The following rules apply to personal danger tags:

1. If you are required to work on or near plant, equipment or circuitry, that if activated could injure you or someone else, then you must attach your lock out and your Personal Danger Tag to the plant so that it is effectively isolated and cannot be operated.
2. If a piece of plant is locked and/or tagged by another person you must not remove the tag or lock; and you must not start or operate the plant or equipment.
3. Only the person who placed the Personal Danger Tag or lock may remove it. Workers who leave Personal Danger Tags or locks on otherwise safe plant and equipment will be required to return to work and remove the tag or lock. In extraordinary situations when the person who placed the Personal Danger Tag is unavailable to return to the site and remove the tag, and there can be no doubt that the plant or equipment is safe, then the tag may be removed by the Project Manager or a suitably qualified person nominated by the Project Manager.
4. Where **more than one person is at risk**, each should place their own lock out and tag onto the plant or equipment.

Out of Service Tags

Out of Service Tags are to be used where the plant or equipment cannot be operated safely. They are to be fitted by the person identifying that the plant or equipment is unsafe. Out of service tags may only be removed by a person competent to certify that the plant or equipment is now safe to use. Out of Service Tags are not to be used instead of Personal Danger Tags.

Permit to Dig

There are a variety of underground services on Sydney Paint Stripping company sites and property. These services include water, drainage and sewerage pipes, gas lines, electrical power supplies, and telephone cables.

In order to avoid the risk of injury or damage to underground services, no digging, excavating, concrete sawing or drilling is to be conducted outside the designated excavation areas without a permit to dig issued by the Project Manager or his/her nominee.

A copy of the permit to dig can be obtained from the Project Manager or his/her nominee.

Hot Work Cutting and Welding

No hot work (cutting or welding ext.) is to be conducted without a permit issued by the Project Manager or his/her nominee. A copy of the hot work (cutting and welding) permit can be obtained from the Project Manager or his/her nominee.

Confined Spaces

All work in confined spaces must meet legislative requirements; all personnel working in confined spaces must be suitably trained. No person is to enter a confined space without first completing a confined spaces permit, signed by the Project Manager or his/her nominee

A copy of the confined spaces permit can be obtained from the Project Manager or his/her nominee

High Power Lines

There are overhead power lines passing through a number of Sydney Paint Stripping sites.

No mining activity is permitted within 25 metres of a high-power electricity line or pylon. Contractors should ensure that their workers and sub-contractors are advised to keep cranes, masts, front end loaders, EWPs, and other equipment well clear of power lines.

Hazardous Substances

Contractors should ensure that they hold (is in their possession while they are on site) a material safety data sheet (MSDS) for all hazardous substances that they bring on site. It is the responsibility of contractors to undertake the risk assessment of these hazardous substances, add the information about the substance to the hazardous substances register and ensure that they are used safely by their workers and sub-contractors.

Dangerous Goods

Dangerous goods (such as fuel and lubricants), may only be stored on site in appropriate storage facilities as designated by the Project Manager and should meet all legislative requirements as to quantities, separation distances mix of substances, and environmental protection requirements. Contractors should ensure that they hold the appropriate licences for any dangerous goods they store on site.

Risk Assessments

It is the responsibility of contractors to ensure that any risk assessments required by the Work Health and Safety legislation and regulations have been completed and adequately documented. Sydney Paint Stripping generic risk assessment forms, manual handling risk assessment and hazardous substances assessment forms are available from the Project Manager if required.

SECURITY

Security Staff

Uniformed security officers may be hired from time to time to patrol Sydney Paint Stripping premises and sites. Contractors are expected to cooperate with these security personnel in the conduct of their duties.

Trespassers on Sites

Contractors operating on Sydney Paint Stripping sites, (apart from security officers), should avoid coming into confrontation with trespassers. Contractors should ask trespassers to leave the site immediately, and if they fail to do so, should contact the Project Manager, his/her nominee, or the nominated security service.

Third parties authorised to be on site will be on a list provided by the Project Manager to contractors authorised to be on site. If in doubt as to whether someone is authorised to be on site, contact the Project Manager, his/her nominee, or the nominated security service. Contractors are requested to advise the Project Manager of any signs of trespassers, including:

- Vandalism to perimeters or signs;
- Vandalism to contractor's equipment;
- Trail bike or four-wheel vehicle tracks;
- Dumped rubbish.

Children on Site

Under no circumstances will contractors be permitted to bring unauthorised third parties or children onto Sydney Paint Stripping premises. Truck drivers attending the site with children in the cabin of their vehicle are to be refused admittance. Contractors are to ensure that their workers and sub-contractors abide by this important safety requirement.

Perimeter Security

Contractors are requested to advise the Project Manager or his/her nominee of any repairs required to fences, the bund walls, gates and warning signs.

Gates and Keys

Contractors are to ensure that gates are locked when they are not in use, or are not in the line of sight of the contractor. Keys may only be issued by the Project Manager or his/her nominee. A record will be maintained of the key custodian. Under no circumstances are keys to be given by a custodian to any other party. Contractors issued with keys are to advise the Project Manager if a key is lost. Keys and locks will be replaced at cost to the Contractor. Loss of a master key will mean that all the locks and keys on that system will have to be replaced, at cost to the contractor to whom the key was issued.

TRAINING

Induction Training

No person is permitted to work on a Sydney Paint Stripping site until they have been properly inducted by the Project Manager or his/her nominee. All staff working on construction sites must have completed the level 1 (general induction) and level 2 (activities induction), or have meet the requirements for exemption, prior to them coming onto the site. They will then be required to complete the site-specific induction which will be conducted by the Project Manager on site prior to them commencing work.

Operator Training

Contractors are to ensure that their workers and sub-contractors are provided with sufficient training to adequately undertake their duties safely while on site.

License Requirements

Contractors are to ensure that their workers and sub-contractors hold all licences necessary for them to undertake their duties while on site.

EMERGENCY PROCEDURES

Fire

Contractors will be provided with a copy of the site fire and evacuation procedure. Contractors should ensure that their workers and sub-contractors are given appropriate training in the fire and evacuation plan, and are trained in the use of the available fire protection equipment.

All fires should be reported immediately to the Fire Brigade. The Project Manager or shift supervisor should be advised immediately of any fire.

First Aid

Contractors should ensure that adequate arrangements are in place to provide first aid for their workers and sub-contractors while they are on site. Sydney Paint Stripping makes adequate provision for first aid for its own workers, including nominated first aid attendants and first aid rooms.

Contractors wishing to make use of these facilities should discuss the arrangements with the Project Manager or his nominee.

Communications

Contractors should ensure that they provide adequate communication facilities for their workers and sub-contractors. This may include a two-way radio base system and/or the use of mobile telephones. Workers and sub-contractors relying on mobile telephones, and two-way radio base stations should be provided with the following telephone numbers:

- Emergency services
- Project Manager
- Nominated responsible contractor management
- Sydney Paint Stripping switchboard
- Security staff

INJURY REPORTS

First Aid Register

It is the responsibility of the Contractor to ensure that they and their subcontractors comply with the statutory requirements for recording first aid treatments. The Project Manager or his/her nominee is to be provided with access to these registers, on request.

Statutory Reports

It is the responsibility of the Contractor to ensure that they and their subcontractors comply with the statutory requirements for reporting notifiable injuries or incidents. The Project Manager is to be provided with a copy of any statutory notification related to a Sydney Paint Stripping site.

Lost Time Injuries

Contractors are to ensure that the Project Manager or his/her nominee is advised immediately of any lost time injuries or fatalities that occur on a Sydney Paint Stripping site.

Accident Investigations

Contractors are to investigate all lost time injuries, and document their investigations. The investigation should include the controls implemented to prevent a recurrence. A copy of the incident investigation is to be provided to the Project Manager on request.

SITE SPECIFIC PROCEDURES

This document should be read in conjunction with the following site specific procedures:

- Fire and evacuation plan [copy of fire and evacuation plan required]
- Danger tag and lockout procedure [copy of danger tag and lock out procedures required]



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