SECTION 4 - WORKPLACE HEALTH & SAFETY

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Version	Date	Authors	Summary of Changes
1	15/07/14	W.Hughes	Complete revision
2	19/8/14		Issue to web

4.0 WORKPLACE HEALTH & SAFETY

Explanation – it is necessary to split the contractors into two groups – a Principal Contractor who has a specific set of duties under the legislation for construction project and a lead contractor who is working on a project which is not classified as a construction project. (Delete this information in the final copy and adjust page layout).

James Cook University also has different duties associated with each of these entities therefore this section has identified the different requirements for each of the entities under each heading.

4.1 Overview

This document outline what information and documentation the Principal and Lead Contractors are to provide to JCU and what the JCU personnel are to provide to the Principal and Lead Contractor.

The document states what the JCU personnel are required to do with the documents and information and their duties in regard to the construction work.

This document shall be read in conjunction with the "JCU Contractors Preliminaries" document that is provided to the Contractors when they are submitting tenders to JCU.

4.2 Definitions:

Principal Contractor – As defined in the Work Health and Safety Legislation – a person nominated by James Cook University to have the management and control of a *Construction Project* for James Cook University.

Lead Contractor – a person whose tender has been accepted for a project of value less than $250000 or a person who is not an employee of James Cook University and is contracted to undertake work at a James Cook University workplace.

Construction Project – a project which involves *Construction Work* of the value of $250000 or more at a James Cook University workplace.

Construction Work - includes 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. Refer to Section 289 of the Work Health & Safety Regulation for the full definition.

Project – Construction Work or maintenance work to a value of less than $250000 a James Cook University workplace.

Member(s) of the Public – for section 4.0 Workplace Health and Safety these include visitors to James Cook University, staff of James Cook University and students enrolled at James Cook University.

Notifiable Incidents – an incident which is required to be notified to Workplace Health and safety Queensland is a Notifiable Incident. The following incidents are notifiable under the legislation:

A serious Illness or Injury
an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital
- immediate treatment for:
  - the amputation of any part of his or her body
  - a serious head or eye injury
  - a serious burn
  - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations; or
- medical treatment within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- with micro-organisms; or
- that involves providing treatment or care to a person;
- that involves contact with human blood or body substances; or
- that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

- the following occupational zoonosis contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - Q fever, Anthrax, Leptospirosis, Brucellosis, Hendra virus, Avian influenza or Psittacosis.

What is a dangerous incident?

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Meaning of serious electrical incident

A *serious electrical incident* is an incident involving electrical equipment if, in the incident—

(a) a person is killed by electricity; or

(b) a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or

(c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

Meaning of dangerous electrical event

A *dangerous electrical event* is any of the following—

(a) the coming into existence of circumstances in which a person is not electrically safe, if—

(i) the circumstances involve high voltage electrical equipment; and

(ii) despite the coming into existence of the circumstances, the person does not receive a shock or injury;

(b) the coming into existence of both of the following circumstances—

(i) if a person had been at a particular place at a particular time, the person would not have been electrically safe;

(ii) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment;

(c) an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;

(d) the performance of electrical work by a person not authorised under an electrical work licence to perform the work;

(e) the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;

Examples for paragraph (e) — the connection of electrical equipment to a source of supply involving incorrect polarity or other incorrect connection

the performance of electrical work as a result of which an exposed wire is left in circumstances in which it can be energised by the operation of a switch or circuit breaker or the insertion of a fuse

(f) the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

4.3 Design of Building Works

4.3.1 Overview

The Work Health and Safety Act has a duty for designers of plant, substances or structures. The Safety in Design review must be conducted on the expected life cycle of the plant, substance or structure including the maintenance of the plant and structure during its use.

This requires a designer to do what is known in the industry as a "Safety in Design Review" (SDR) and complete a report on the review which will include the JCU forms provided to the person responsible for the SDR.

The SDRs are usually completed by the engineers, architects and others involved in the design of the building and the reports are provided with the completed set of drawings. The process is usually completed prior to a tender being offered or outside the tender process therefore does not involve the Principal Contractor or Lead Contractor in most tenders.

However when a design and construct tender is offered the Safety in Design Review will be a part of that tender.

The terms of Principal Contractor or Lead Contractor have no relevance in this process because by law they both would be considered designer not a Principal Contractor or Lead Contractor.

The person responsible for completing the Safety In Design review shall highlight and bring to the attention of JCU the safety issues involved with the maintenance of the plant or structure during its life cycle.

4.3.2 Safety in Design Reviews

Design.

Safety in Design Reviews will be conducted on all Plant, Substance or Structures which are built for James Cook University. The SDR and reports for designs provided to James Cook University will be completed by person responsible for providing the design drawings.

Design and Construct.

The Safety and Design Reviews and reports for a design and construct tender are the responsibility of the successful tender. The SDRs shall be conducted on all design of all plant, substances and structures included in the tender.

4.4 Contractors – Principal and Lead

4.4.1 Principal Contractor

A principal contractor shall provide a copy of their Workplace Health and Safety Management Plan (Plan) to James Cook University 14 days before a project commences. Refer to section 4.9.for further details.

The Plan shall include a hazard/risk register of the site which identifies the hazards and control measures to be implemented to protect members of the public and adjourning James Cook University infrastructure from the site activities.

James Cook University reserves the right to comment of the Principal Contractor's control measures concerning members of the public and the adjourning James Cook University infrastructure. The Principal Contractor has the full management and control of workplace health and safety issues within the projects boundaries.

The Principal Contractor shall provide safe access, if required by the contract, through or onto the project by members of the public.

4.4.2 Lead Contractor

The Lead Contractor shall, if required by the contract, provide at least 14 days prior to commencing work a copy of their Workplace Health and Safety Management Plan for the work that is to be undertaken. This

Plan may be a master copy of the document which will be assessed by James Cook University for its compliance with the legislation and James Cook University internal requirements. Refer to section 4.9 for further details. A completed copy, containing the site specific information, must be on site from the start of the project.

The Lead Contractor shall not commence work until the documentation has been accepted by James Cook University.

The Lead Contractor shall have a completed site specific plan and related documents at the project at all times.

The Lead Contractor is responsible to ensure all contractors hired by them have the correct and sufficient safety documentation for the work they are undertaking on the project.

James Cook University or their representative reserves the right to enter the project site at a time acceptable to both parties and review the site documentation and safety standard.

When an agreement on the time cannot be reached, James Cook University will inform the Lead Contractor of its intention to enter the site and conduct a review of the site documents and safety standard.

4.5 Liability

To be provided by the legal department of James Cook University.

4.6 Workplace Health & Safety Plan

4.6.1 Overview

A Workplace Health and Safety Plan (plan) must be provided on all Construction Projects and Safe Work Method Statements must be provided for all construction work in accordance with the Work Health and Safety Legislation.

4.6.2 Principal Contractor

The Principal Contractor will develop a plan is required by the legislation and must contain the information stated in section 4.1.

James Cook University will review the sections of the plan which may impact on the members of the public or existing infrastructure,

4.6.3 Lead Contractor

A Lead Contractor is not required by the legislation to provide a plan however James Cook University may require a plan to be provided. This requirement will be assessed by the James Cook University depending on several issues not limited to but including size, complexity, duration or location of a project and will be stated in the tender documents.

Refer to Section 4.7 for reference to Safe Work Method Statements.

A copy of the plan will be provided 14 days before the start of the project for review James Cook University. This copy may be blank however a completed copy of the plan must be on site at the start of and for the duration of the project.

The plan shall include a hazard/risk register for the site which identifies the hazards and control measures to be implemented to protect members of the public and adjourning James Cook University infrastructure from the site activities.

The plan will be assessed by a James Cook University representative and the plan will be modified to meet the assessment requirements.

The Lead Contractor shall ensure that Safe Work Method Statements are provided for all High Risk Construction Work being undertaken by themselves and their subcontractors. The Lead Contractor and/or

James Cook University may request that additional Safe Work Method Statements are provided for other work.

The Lead Contractor shall ensure these documents comply with the legislative requirements. James Cook University will review the documents during their site inspections/visits.

4.7 James Cook University Specific Policies

The following a specific JCU Policies that will be implemented on all sites.

1. Harassment and bullying.
2. Parking.
3. Etc.

The applicable policies will have to be discussed and included. They should have relevance to safety e.g. the 2 listed above.

The workers on the site shall be informed of these policies through the communication channels adopted by the project management.

A person who has been found in serious breach of any or all of these policies may be refused access to property owned by JCU.

4.8 Safe Work Method Statements, Risk Assessments or Job Safety Analysis

4.8.1 Overview

The WHS legislation requires Safe Work Method Statements to be developed for all High Risk Construction Work. The work nominated is currently.

The work that is likely to be undertaken at a JCU project has been highlighted however this does not exclude the other work from being undertaken and included in the requirements below.

- **involves a risk of a person falling more than 2m; or**
- is carried out on a telecommunication tower; or
- **involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or**
- **involves, or is likely to involve, the disturbance of asbestos; or**
- **involves structural alterations or repairs that require temporary support to prevent collapse; or**
- **is carried out in or near a confined space; or**
- **is carried out in or near—**
- **shaft or trench with an excavated depth greater than 1.5m; or a tunnel; or**
- involves the use of explosives; or
- is carried out on or near pressurised gas distribution mains or piping; or
- is carried out on or near chemical, fuel or refrigerant lines; or
- **is carried out on or near energised electrical installations or services; or**
- is carried out in an area that may have a contaminated or flammable atmosphere; or
- **involves tilt-up or precast concrete; or**
- **is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or**
- **is carried out in an area at a workplace in which there is any movement of powered mobile plant; or**
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- involves diving work.

The Work Health and Safety Regulation Part 6.2 Div. 2 state the minimum information that is required in a SWMS.

Risk Assessments and Job Safety Analysis may be used in conjunction with Safe Work Method Statements or as a stand-alone hazard control process.

4.8.2 Safe Work Method Statements (SWMS)

Principal Contractor

The Principal Contractor is responsible under the legislation to ensure Safe Work Method Statements are provided for High Risk Construction Work. JCU will not be involved in this process on a Construction Project.

Lead Contractor

The Lead Contractor shall develop for their own and ensure their sub-contractor develop Safe Work Method Statements for all High Risk Construction Work for a project. An example of the format for an acceptable form is attached to this document.

The Lead Contractor shall review and accept all SWMS from their sub-contractors before the work is commenced.

The Lead Contractor workers and the sub-contractors' workers shall sign and date the respective SWMS. The date of the signatures shall be on or after the start of the project i.e. the SWMS shall be read and reviewed and signed by the workers on the particular project.

The Lead Contractor must ensure copies of all SWMSs are on a project and JCU may request a copy of a SWMS and its review anytime during the project.

4.8.3 Risk Assessments/Job Safety Analysis

Principal Contractor

The Principal Contractor is responsible under the legislation to control hazards on their construction project. JCU will not be involved in this process on a Construction Project.

Lead Contractor

Work activities that do not require a SWMS shall be risk assessed before they are commenced. This assessment may be undertaken by using a SWMS, a Risk Assessment form or by completing a Job Safety Analysis. The choice of the process used is the responsibility of the Lead Contractor however this does not allow for the process not to be undertaken.

The format of the process is the responsibility of the Lead Contractor or sub-contractor however the format shall be to an industry acceptable standard. A format for each has been included and these may be used by the lead or sub-contractor. JCU will use these formats when undertaking one of these processes.

The Lead Contractor must ensure copies of all Risk Assessments and Job Safety Analysis are on a project and JCU may request a copy anytime during the project.

4.9 Electrical Safety

4.9.1 Definitions;

Temporary Electrical Supply – is the supply of mains power (low or high voltage) to a project. The supply is taken from a main or sub board to feed temporary power boards within the project. It does not include an extension lead plugged into an existing low voltage power outlet.

4.9.2 General Requirements

The contractor shall be aware of and understand the compliance requirements of:

- The Electrical Safety Legislation.
- AS 3000 – Electrical Installations (Wiring Rules)
- AS 3012 – Electrical installations – construction and demolition sites
- AS 3760 – In service safety inspection and testing of electrical equipment

Electrical Safety section is divided into the following subsections:

a. High Voltage Supply Work (above 1000 Volts)
b. Low Voltage Supply Work (1000 Volts or less)
c. Portable power tools used on the project.
d. Interruption to existing supplies.

A temporary electrical supply from James Cook University to be used by the project shall be connected according to the relevant standards which will depend of the voltage of the supply.

All temporary electrical supply shall be approved by High Voltage Key Holder from the James Cook University and inspected and signed off before the supply is used.

Access to and work on a James Cook University High Voltage Supply or infrastructure will require James Cook University to issue a High Voltage Permit (PER009 Rev 1.0) to the Principal or Lead Contractor. Refer to Section 4.11 for further information.

All planned interruptions to the power supplies to existing James Cook University infrastructure was be submitted to James Cook University and approved before the interruptions is commenced.

All unplanned interruptions to the power supply of existing James Cook University infrastructure must be immediately notified to High Voltage Key Holder from the James Cook University.

An incident occurring because of the unplanned interruption shall be managed as per sections 4.5 to 4.7 below.

4.9.3 Principal Contractor

The Principal Contractor is responsible for all power supplies within the project. This includes locating all in ground services before excavation, location and when required protecting overhead power supplies.

The Principal Contractor shall notify the respective authorities when an electrical incident occurs on site and if the incident is in the categories stated in section 4.6 below notify James Cook University at the same time.

4.9.4 Lead Contractor

The lead contractor shall ensure that all changes and additions existing James Cook University electrical circuits comply with the relevant standards.

The lead contractor shall have an isolation and tag out procedure to be used for work on all existing James Cook University electrical circuits. Their workers shall understand and use the procedure.

The procedure should include the use of safety locks to isolate the circuit and shall include a process for testing to ensure the circuit is dead before work commences.

The lead contractor shall ensure that all portable power tools comply with the testing and tagging requirements of the Electrical Safety Legislation.

The Lead Contractor shall ensure the requirements of AS 3012 are complied with on the project. This includes but not limited to the length and location of extension leads, the number, construction and location of temporary power boards.

Working on live circuits shall be accordance with the Electrical Safety Legislation and only undertaken after discussion and approval by High Voltage Key Holder from the James Cook University and the submission and acceptance of a High Voltage Permit (PER009 Rev 1.0).

4.10 Workplace Health & Safety Advisor (WHSA)

4.10.1 Principal Contractor

The Principal Contractor may at the own discretion appoint a Workplace Health and Safety Advisor (WHSA) for a construction project.

James Cook University request that when a WHSA is appointed their contact details are provided to James Cook University as part of the project contact details.

4.10.2 Lead Contractor

The Lead Contractor may be required to appoint a WHSA to the project. The appointment of a WHSA will be decided by James Cook University depending on several issues not limited to but including size, complexity, duration or location of a project.

The contact details of a WHSA shall be provided to James Cook University with the site contact details.

4.11 Incident Records

The minimum requirements for recording incident on all projects shall be as required by the Work Health and Safety Legislation. James Cook University accepts that the Principal Contractor or Lead Contractor may have additional internal recording requirements for an incident.

James Cook University retains the right to request and receive a copy of these incident records at any time.

4.12 Notifiable Incidents

4.12.1 Overview

A Notifiable Incident is defined in Part 3 of the Work Health and Safety Act 2011 – this definition may change and the Principal Contractor and Lead Contractor shall ensure they are aware of these changes. The current definitions are included in the 4.2 Definitions on this document.

4.12.2 Principal Contractor

The Principal Contractor has the legal duty to record all incidents and notify the relevant authorities of all notifiable incidents on their construction project.

The Principal Contractor is to inform James Cook University of the notifiable incident which occur on their project during project meetings.

James Cook University shall be immediately notified of an incident (not only notifiable incidents) which involves a member of the public or existing James Cook University infrastructure.

The notification shall be to JCU WHS Representative; JCU's Project Manager and the Project Superintendent and be in the form of phone call, followed by email, followed by a report

4.12.3 Lead Contractor

The lead contractor shall record all incidents which occur on their project and notify the relevant authorities of all notifiable incidents as prescribed by the legislation.

The Lead Contractor shall notify James Cook University:

a. Within 24 hours of all minor incident on site.
b. Immediately they notify the relevant authorities of a notifiable incident.
c. Immediately of any incident which involves a member of the public or existing James Cook University infrastructure.
d. The notification shall be to JCU WHS Representative, JCU's Project Manager and the Project Superintendent and be in the form of phone call, followed by email, followed by a report

4.13 Notifiable Incident Investigation

4.13.1 Principal Contractor

The Principal Contractor shall comply with the requirements of the Work Health and Safety legislation in regard to the investigation of incidents on their construction project.

The Principal Contractor shall involve James Cook University in the investigation of all incidents that involve members of the public or existing James Cook University infrastructure. James Cook University will require a copy of the completed Investigation report for these incidents.

4.13.2 Lead Contractor

The Lead Contractor shall in conjunction with James Cook University if James Cook University requests, conduct an investigation into all incidents which are notifiable and those which involve members of the public or existing James Cook University infrastructure.

The incident report will be completed within 10 working days of the incident being reported and James Cook University will be provided with a copy of the investigation report within 5 working days of its completion.

James Cook University shall conduct their incident investigation and complete the report as required by the incident investigation, recording and reporting procedure in this manual. James Cook University report will be attached to the Principal Contractor or Lead Contractor report as an addendum.

4.14 Site Inspections

4.14.1 Principal Contractor

JCU shall not undertake general workplace Health and Safety inspections on a site controlled by a Principal Contractor. However where the activity affects the health and safety of the general public JCU has a legal duty to ensure the control measures are adequate.

Therefore JCU and the Principal Contractor shall discuss and agree to the control measures which may affect the general public outside the projects boundaries. This may involve reviewing site Safe Work Method Statements or conducting an independent risk assessment.

4.14.2 Lead Contractor

The JCU representative may undertake a site inspection using the JCU Site Inspection Report Mandatory when they enter the site to discuss health and safety issues.

The representative is to verify the site activities and add the sections to the mandatory report which are applicable to the site activities e.g. confined spaces etc.

The additional sections are located with the Site Inspection Report Mandatory.

The Subcontractor Site Inspection Report is to be used when there is a requirement to conduct specific inspections on the activities of the sub-contractors. This may occur on a site controlled by a lead contractor and JCU or on a site solely controlled by JCU.

The Sub-Contractor Inspection Report is not attached to this procedure and it is stored with the other site inspection reports.

4.15 James Cook University Permits

The permits listed below have been developed for use at JCU workplaces:

1. Asbestos Permit to Work (PER 002 Rev 1.0).
2. Isolate Fire Systems Permit (PER003 Rev 1.0).
3. Hot Work Permit (PER004 Rev 1.0).
4. Confined Space Permit (PER005 Rev 1.0).
5. Overhead or Roof Work Permit (PER006 Rev 1.0).
6. Working at Heights Permit (PER007 Rev 1.0).
7. Excavation Work Permit (PER008 Rev 1.0).
8. High Voltage Permit (PER009 Rev 1.0).

Principal Contractor

The Principal Contractor is responsible for the control of work within the project however JCU permits will be required if the work affects members of the public or existing JCU infrastructure.

The permits that may apply to a Principal Contractor are:

- Asbestos Permit to Work if work is to be conducted on an existing infrastructure containing asbestos,
- Isolation of Fire System Permit if the isolation affects the system in existing infrastructure.
- High Voltage Permit involving existing infrastructure e.g. electrical installations.

The Principal Contractor shall consult with the JCU representative for the permits to be issued and closed out. A copy of the permits and a list of the JCU personnel authorise to open and close the permits will be made available for the Principal Contractor at the commencement of the project.

Lead Contractor

A copy of all the permits and a list of the JCU personnel authorise to open and close the permits will be provided to the Lead Contractor at the commencement of a project. The Lead Contractor must use a permit for all applicable work - see list at the beginning of this section.

The Lead Contractor may have their own process and permits for controlling these work activities and may wish to use their existing process and permits. The process must be provided to and approved by JCU prior to it being used on site.

Hot Work, CS permits must be closed out at the end of the day and reissued at the start of work the following day or when next required.

4.16 Safe Access

4.16.1 Overview

JCU has a legal and moral duty to all persons whether they are workers, students or visitors (a member of the public) to provide a safe environment. JCU must ensure that any buildings, access ways or work areas open to the members of the public are safe and without risk. This will include emergency evacuation paths and assembly areas.

This section must be read in conjunction with the JCU CONTRACTOR PRELIMINARIES document in particular Section 9 of that document.

4.16.2 Principal Contractor and Lead Contractor

Section 4.5 – Workplace Health and Safety Plans require both the PRINCIPAL CONTRACTOR and the LEAD CONTRACTOR to provide a hazard register which includes the hazards, risks and control for the members of the public generated by the site. JCU will review these controls taking into consideration the emergency evacuation requirements of the existing infrastructure affected by the project.

The requirements for safe access for members of the public shall be in all contract documents.

JCU will discuss and resolve any issues affecting members of the public before work commences. These issues may have to be addressed several times during a project due to changes to the layout of the project.

A lead contractor shall comply with an instruction from JCU to modify the site boundaries or activities to ensure that the safe access for members of the public is maintained.

4.17 Plant Registration

4.17.1 Overview

Plant requiring registration is listed in Schedule 5 of the Work Health and Safety Regulation 2011 and is divided into 2 categories Plant Design Registration and Plant Registration.

This list may change and it will be necessary for the person implementing this section to refer to the Regulation to ensure that their information is current.

Plant which requires Plant Design Registration and may affect JCU is:

- Lifts, Escalators and Moving Walkways.
- Building Maintenance Units.
- Gas Cylinder (storage cylinders possibly)
- Hoists designed to lift a person with movement of more than 2.4 meters.

Plant which requires Plant Design Registration that may affects a project:

- Tower Cranes and Self Erecting Cranes
- Mobile Crane with a capacity >10 tonnes.
- Boom Type Concrete Placing Pumps.
- Boom Type Elevating Work Platforms.

Plant which requires individual registration and may affect JCU is:

- Lifts, Escalators and Moving Walkways.
- Building Maintenance Units.

Plant which requires individual registration that may affects a project:

- Tower Cranes and Self Erecting Cranes
- Mobile Crane with a capacity> 10 tonnes.
- Boom Type Concrete Placing Pumps.

4.17.2 JCU Actions

JCU shall ensure that all buildings designed by or for JCU which contain plant requiring design registration or individual registration with Workplace Health and Safety Queensland have the necessary registration completed.

The responsibility of design registration is that of the designer and the individual registration is that of the installer. However JCU will become the owner of the plant therefore must ensure both of these steps are completed by the persons responsible.

These requirements shall be included in the contract documents.

4.17.3 Principal Contractor

The principal contractor has a duty to ensure all plant used on a construction project is safe when used correctly. A part of this duty is to ensure all plant design and individual registrations are correct. JCU will not be involved in this process except where it is likely to affect members of the public.

The Principal Contractor shall ensure all installed plant in the building complies with these requirements and JCU is provided with the correct documentations to substantiate the registrations.

4.17.4 Lead Contractor

The Lead Contractor undertaking a Design and Construct project shall ensure all installed plant (lifts etc.) complies with the design and individual registration requirements. JCU is to be provided with the correct documentation to substantiate the registrations. These requirements will be included in the contract documents.

<u>Plant used on site.</u>

The Lead Contractor shall ensure that plant used on the project is safe when used correctly therefore they shall require of the owners of plant to provide proof that these requirements are fulfilled.

JCU may require confirmation of these requirements during a site inspection or assessment.

4.18 Forms

The following forms are available for a Lead Contractor to use if they do not have suitable forms for the purpose:

- Workplace Health and Safety Plan Assessment
- Safe Work Method Statement Assessment.
- Site Inspection Checklist (not attached – separate form).
- Safe Work Method Statement.
- Risk Assessment.
- Job Safety Analysis
- Incident Notification Form
- Asbestos Permit to Work (not attached – separate form).
- Isolate Fire Systems Permit (not attached – separate form).
- Hot Work Permit (not attached – separate form).
- Confined Space Permit (not attached – separate form).
- High Voltage Permit (not attached – separate form).

Assessment Report

Work Health and Safety (WHS) Management Plan

Client:

Contractor:

Report Date:

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Work Health and Safety Management Plan Assessment

1. General and administrative requirements

Criteria	Comments
The plan includes the details of the construction project, including: • the names of the client, the Lead contractor, and any major subcontractors • project location/s • anticipated start and duration, and • the scope of works	
The plan sets out how health and safety will be managed on the construction project	
The plan includes their name, position, and specific health and safety responsibilities	

2. Consultation, cooperation, and coordination

Criteria	Comments
The plan outlines how the contractor will consult, cooperate and coordinate with other duty holders on site	
The plan describes how consultation will be carried out with workers	
The plan outlines when consultative processes will be carried out	
The plan includes procedures for the election of Health and Safety Representatives	
The plan includes procedures for the formation of work groups	

3. Managing work health and safety incidents

Criteria	Comments
The plan includes arrangements for managing work health and safety incidents, including managing investigations and notifying the relevant regulator.	

4. Provision training, and instruction

Criteria	Comments
The plan includes any site-specific health and safety rules for the construction project	
The plan describes a procedure for ensuring all persons at the workplace are informed of any site-specific health and safety rules	
The plan includes procedures for informing all construction workers of the content of the plan and any updates to the plan	
The plan describes how workers will be provided with suitable and adequate information, training, and instruction on: • The work to be carried out • The risks associated with the work, and • The control measures to be implemented.	
The plan includes provisions for ensuring workers are competent to perform their respective roles and tasks	

5. Safe work method statements

Criteria	Comments
A safe work method statement has been or will be prepared for each activity defined as high risk construction work	
The plan includes a procedure for ensuring that safe work method statements are or will be prepared prior to any high risk construction work commencing	
The plan includes a procedure for ensuring high risk construction work is carried out in accordance with the relevant safe work method statement	
The plan includes a process for ensuring workers are aware of, trained in, and understand the contents of safe work method statements	
The plan includes a process for consulting, cooperating, and coordinating with other contractors (e.g. subcontractors) to ensure safe work method statements are in prepared, communicated, implemented, and monitored	

6. The work environment

Criteria	Comments
The first aid provisions planned for the construction workplace are appropriate to the: • nature of the work and the workplace hazards • the size and location of the workplace, and • the number and occupations of the workers and other people that will be present at the workplace.	
Points of entry and exit to the site have been planned to eliminate or minimise the risks to workers and others	
A safe system for the collection, storage, and disposal of excess or waste materials is planned for the site	
An appropriate emergency plan exists for the workplace	

7. Falls

Criteria	Comments
All fall hazards reasonably likely to cause injury have been identified and provisions have been made to manage the associated risks	
The control measures planned to manage the risks associated with fall hazards comply with the hierarchy described in the regulations: • elimination, by working from the ground or a solid construction • a fall prevention device • a work positioning system • a fall arrest system	
Where a fall arrest system is planned as a control measure, emergency and rescue procedures have been prepared and documented	

8. Falling objects

Criteria	Comments
The control measures planned to manage the risks associated with falling object hazards comply with the hierarchy described in the regulations: • eliminating the risks of falling objects • preventing objects from falling freely • arresting the fall of a falling object	

9. Hazardous substances

Criteria	Comments
A hazardous chemicals register has been developed for the project and includes all hazardous chemicals that are planned to be used, handled, or stored at the workplace	
Provisions have been made to ensure the hazardous chemicals register is available to the relevant workers and anyone else likely to be affected by the hazardous chemicals	

10. Asbestos

Criteria	Comments
The plan includes provisions for ensuring a competent person identifies all asbestos or asbestos containing materials at the workplace	
If required under a regulation, an asbestos register has been prepared	
The plan includes provisions for the review of the asbestos register in accordance with the regulations	
The plan includes provisions for ensuring workers, health and safety representatives, and subcontractors carrying out work at the workplace have ready access to the asbestos register	
Where asbestos is known to be or will be at the workplace, a written asbestos management plan has been prepared for the workplace	

11. Demolition

Criteria	Comments
Safe work method statements have been prepared, or provisions have been made to ensure they will be prepared, for any work involving the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or	

12. Safe use and storage of plant

Criteria	Comments
All hazards associated with plant, including mobile plant, that will be used or stored at the workplace have been identified and provisions have been made to manage the associated risks	
Provision have been made to ensure that the maintenance, inspection, and testing of plant, including mobile plant, is carried	

Criteria	Comments
out by a competent person	
Provisions have been made for the recording of all tests, inspections, maintenance, commissioning, decommissioning, dismantling, and alteration of plant, including mobile plant, to be stored or used at the workplace	

13. Scaffolding

Criteria	Comments
The plan includes provisions to ensure that scaffolding is installed and constructed having regard to the information provided by the designer, manufacturer, importer or supplier of the plant, or a competent person	
The plan includes provisions for ensuring that any person who installs, assembles, constructs, commissions or decommissions, or dismantles scaffolding is a competent person	
Provisions have been made to ensure that, so far as reasonably practicable, unauthorised alterations or interference with scaffolding that will be used or stored at the workplace will be prohibited	
Provisions have been made for the recording of all tests, inspections, maintenance, commissioning, decommissioning, dismantling, and alteration of scaffolding to be stored or used at the workplace	

14. Excavations and underground essential services information

Criteria	Comments
For any area where excavation work will be carried out, including adjacent areas, either: • the plan includes current underground essential services information, or • provisions have been made to obtain current underground essential services information prior to excavation work commencing	
The plan describes how underground essential services information will be communicated to any person engaged to carry out the excavation work	

15. Public access and workplace security

Criteria	Comments
The plan includes provisions for ensuring, so far as is reasonably practicable, that the workplace is secured from unauthorised access	

16. Licenses

Criteria	Comments
The plan includes provisions for ensuring that workers carrying out high risk work hold the appropriately high risk work licence or are otherwise permitted under a regulation to carry out the high risk work	

17. Traffic management

Criteria	Comments
A traffic management plan has been prepared for any work that will be carried out on, in, or adjacent to a road or other traffic corridor	

18. Electricity

Criteria	Comments
Provisions have been made to ensure that all electrical supply comply with AS 3012 and 3000.	

19. Additional observations and comments

Criteria	Comments

_____ Date:

Signed

Contractor's Safety Information and SWMS Checklist

PROJECT NAME: _____ SUBCONTRACTOR: _____

REVIEW DATE: _____ TITLE/NUMBER SWMS REVIEWED: _____

No.	Item	Yes	No	Action/Comments
1.	A Safe Work Method Statement for all work has been provided?			
2.	Each SWMS has: • The contract name and phone number for the subcontractor			
	• The company name, address and ABN			
	• The project identified			
3.	Each Safe Work Method Statement includes			
	a. The title/description of the activity			
	b. Applicable WH&S legislation and Codes of Practice identified?			
	c. The steps that make up the activity.			
	d. A listing of the hazardous for each activity step.			
	e. An analysis for each hazard which includes: • Pre–control risk assessment; • Control allocation using the hierarchy of control			
	f. Responsible parties/roles to implement controls are identified?			
	g. How the effectiveness of the control measures will be monitored ands reviewed?			
	h. The training/ licences required to do the work (e.g. confined space entry training, advanced scaffolders ticket etc).			
	i. The equipment to be used as part of the work activities including any maintenance or pre-start checks required.			
	j. The controls selected by the subcontractor satisfy the PC's Project Risk Assessment.			
4.	Where hazardous chemicals will be used;			
	• SWMS identifies the Hazardous Chemicals to be used.			
	• The relevant SDS & risk assessment are attached.			
	• A Hazardous Chemicals Register is or will be supplied			
5.	Are prescribed activity (Asbestos Removal/Demolition Work) identified?			
	• The licence/certificate number for the activity is provided.			
	• Appropriate training of workers performing the activity is provided			
	• Supervision of the activity by a competent is provided.			
6.	Each Safe Work Method Statement has section where each worker signs and date with a statement that workers were involved in the development & review of the Safe Work Method Statement.			
7.	The subcontractor SWMS has been accepted and:			
	• Signed and dated by a representative of the Principal Contractor.			
	• Kept with Principal Contractor's Construction Safety Plan.			
Additional Comments				

Reviewed by: Signature:	Date:

Construction Site Inspection

INSPECTION DATE ____ / _____ / ____ NAME _____ Signature _____

Scoring in the report – **2** Item SATISFACTORY – **1** Item UNSATISFACTORY – **0** Item UNSATISFACTORY AND NEEDS IMMEDIATE ATTENTION Or the item will be marked - **N/I** Item Not Inspected or **N/A** Item Not Applicable.

	Contractors on site at the time of the Inspection							
CONTRACTOR'S NAMES →								
ITEMS TO BE CHECKED								
1 Site Documentation Completed.								
Site Inductions.								
Sub-contractors SWMS checked.								
Incidents recorded								
Hazardous Chemicals Register.								
2 Housekeeping								
Offcuts & Waste								
Material location								
Material storage								
Tools & equipment								
Power leads								
Reinforcing capped or bent								
3. Electrical Equipment								
Tested & tagged								
Damage noticed								
Using PPE								
Earth leakage protection								
Guarding								
4. Personal Protective Equipment								
Available when needed								
In good condition								
Being worn								
5. Scaffold (fixed)								
Planks								
Handrails								
Toeboards								
Access/ladders								
Load too heavy								
Clear walkways								
6. Scaffold (mobile)								
Planks								
Handrails								
Toeboards								
Access/ladders								
Load too heavy								
Clear walkways								
7. Working at Heights								
Edge protection								
Safety mesh								
Safety harnesses								
8. Working on Roofs								
Edge protection								
Safety mesh								
Safety harnesses								

CONTRACTOR'S NAMES →	Contractors on site at the time of the Inspection							
ITEMS TO BE CHECKED								
9. Excavations:								
Benched / Battered / Shored								
Engineer's certificate								
Water present								
Machinery activity								
Access (ladder every 9 m)								
Barricades								
10. Formwork								
Plans submitted								
Erected as per plans								
Timber								
Forming								
11. Steel Erection								
Plans submitted								
Bracing as per plan								
Working at heights								
12. Rubbish removal								
Effective								
Safe								
13. Mobile Plant								
Guarding								
Log books								
Oil leaks								
General condition								
Certified operators								
14. Signs								
Correct description								
Condition								
Visibility								

Comments:		
Item No.	**Comments**	**Close out**

Insert company logo etc	**Safe Work Method Statement**	SWMS No.

Project Details												
Project:					**Company contact name and number:**							
Activity Description:												
Referenced SWMS:	Nil											
Hazardous Substances Involved:												
Plant and Equipment Involved:												
PPE Required: *(Tick as relevant)*	Hard Hat		Safety glasses / goggles		Hearing Protection		Fall Arrest Harness		Other:			
	Safety Boots		Face Shield		Gloves <*Type*>		Respirator < *Type*>		Hi Vis shirt/vest			
Maintenance / Prestart Checks Required:												
Certificates of Competency Required:												
Training / Competencies Required:	All workers will have a General Construction Induction and a site induction.											
Occupational Health, Safety or Environmental Legislation:	*Qld WH&S Act 2011.* *Qld WH&S Regulation 2011,*				**Codes or Standards Applicable to the Work:**							
Approved By Representative:					**Date:**							
Reviewed by Principal Contractor's Representative:					**Date:**							

Risk Matrix

Perform a risk assessment for each hazard identified by:

(i) Determining the consequences (refer **Table 1**);
(ii) Determining the probability of the event occurring (refer **Table 2**);
(iii) Apply the values obtained from Tables 1 & 2 to the Qualitative Risk Matrix (**Table 3**) to obtain the resultant Risk Score and Level.

Table 1 – Consequence

Level	Descriptor	Example detail description
1	Insignificant	No Injuries
2	Minor	First aid treatment, on-site release immediately contained
3	Moderate	Medical treatment required, on-site release contained with outside assistance
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects
5	Catastrophic	Death, toxic release off-site with detrimental effect

Table 2 - Likelihood

Level	Descriptor	Description
A	Almost Certain	The event is expected to occur in most circumstances
B	Likely	The event will probably occur in most circumstances
C	Possible	The event might occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances

Table 3 – Risk Level / Priority

LIKELIHOOD	**CONSEQUENCES**				
	Insignificant 1	**Minor 2**	**Moderate 3**	**Major 4**	**Catastrophic 5**
A (almost certain)	**H**	**H**	**E**	**E**	**E**
B (likely)	**M**	**H**	**H**	**E**	**E**
C (possible)	**L**	**M**	**H**	**E**	**E**
D (unlikely)	**L**	**L**	**M**	**H**	**E**
E (rare)	**L**	**L**	**M**	**H**	**H**

Legend
E: extreme risk; *immediate reaction required*
H: high risk; *senior management attention needed*
M: moderate risk; *management responsibility must be specified*
L: low risk; *manage by routine procedures*

Hierarchy of Controls: The controls/Work Methods in the following table will follow the hierarchy of controls shown below
1. Eliminate 2. Substitute 3. Isolate 4. Engineering 5. Admin 6. PPE
The controls start at 1 as the most preferred with 6 the least preferred.

Safe Work Methods									
Job Steps	**Potential Hazards**	**C**	**L**	**R**	**Controls / Work Methods**	**Responsible person/s**	**Residual Risk**		
							C	**L**	**R**

Methods for monitoring and reviewing effectiveness of chosen control measures

Monitoring & Review of SWMS Use and Effectiveness Log						
Observation	**01**	**02**	**03**	**04**	**05**	**06**
Initial:						
Date:						

I acknowledge that I have been consulted and had the opportunity to input into the SWMS.
I have discussed the controls listed above and they are clearly understood, my qualifications are current to undertake the activity, I will comply with the controls stated in this SWMS.

Name	Signature:	Date	Name	Signature:	Date

Risk Assessment Form

RISK ASSESSMENT FOR:

DATE OF ASSESSMENT: ASSESSMENT CONDUCTED BY:

Sequence of tasks required to complete the work activity	Identified Hazard	Risk rating for hazard using the Matrix attached.			Control measures to be adopted to reduce the exposure, frequency or consequence of the hazards to reduce the risk rating.
		L*	C*	RL*	
* for the Risk Matrix - L = Measurement of Likelihood: C = Measurement of Consequences : R L = Risk Level:					

RISK ASSESSMENT

Use the following risk assessment chart to group tasks into High, Medium, Low and Very Low Risk Levels.

Risk Analysis			
Likelihood		**Consequence**	
Almost Certain	Will occur in most circumstances	**Insignificant**	Not Applicable
Likely	Probably occur in the near future	**Minor**	Near Miss
Moderate	May occur at some stage in the future	**Moderate**	First Aid or Medical Treatment Injury
Unlikely	May occur in exceptional circumstances	**Major**	Serious Injury, Hospitalization, Lost Time Injury, Notifiable event
Rare	Requires the occurrence of a series of unlikely events to occur	**Catastrophic**	Death

Risk Level Matrix (R)

		Likelihood				
		Rare	**Unlikely**	**Moderate**	**Likely**	**Almost Certain**
Consequence	**Catastrophic**	M	H	H	E	E
	Major	M	M	H	H	E
	Moderate	L	M	M	H	H
	Minor	V L	L	M	M	M
	Insignificant	V L	V L	L	M	M

E = Extreme	H = High	M = Moderate	L = Low	V L = Very Low

HIERARCHY OF HAZARD CONTROL

Most Effective Method	**Elimination**	Achieved by removing the hazardous plant, equipment, substances, etc., or by discontinuing the work process.
↕	**Substitution**	Achieved by replacing hazardous plant, equipment, substances, etc., with a safer alternative.
↕	**Engineering Controls**	Achieved by isolating, guarding, fitting alarms, lights, exhaust ventilation and similar.
↕	**Administration Controls**	Achieved by introducing or changing the work method to reduce the risk exposure. It may also include routine maintenance, additional supervision, training and enforcing correct practices.
Least Effective Method	**Personal Protection**	This is a short term or last resort control measure. It is used when other means of controlling the hazard are not adequate or feasible.

The Risk Assessment process should where possible encourage the participation of all associated employees and should be used to develop or revise any subsequent safe work procedures.

Job Safety Analysis

Tasks/work being assessed: _____ Date: / /

Section 1

Job Location And Details:					
Team Members		**This information may be added after the JSA is completed**			
Name	**Classification**	**Personal Protection Equipment**	**Plant**	**Specialised Equipment & Tools**	**Client's Requirements**

Section 2

STEP NO	JOB STEP List the steps required to perform the task in the sequence they are carried out.	JOB STEP HAZARD Against each step list the potential hazards that could cause injury, damage to equipment or the environment when the task is performed.	RISK RATING For each hazard-identified list the identified Risk Rating			JOB STEP HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury, damage to equipment or the environment.
			L	**C**	**RL**	

Section 3

Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**
Name	**Signature**	**Date**

RISK ASSESSMENT

Use the following risk assessment chart to group tasks into High, Medium, Low and Very Low Risk Levels.

Risk Analysis			
Likelihood		**Consequence**	
Almost Certain	Will occur in most circumstances	**Insignificant**	Not Applicable
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Moderate	May occur at some stage in the future	**Moderate**	First Aid or Medical Treatment Injury
Unlikely	May occur in exceptional circumstances	**Major**	Serious Injury, Hospitalization, Lost Time Injury, Notifiable event
Rare	Requires the occurrence of a series of unlikely events to occur	**Catastrophic**	Death

Risk Level Matrix (R)

		Likelihood				
		Rare	**Unlikely**	**Moderate**	**Likely**	**Almost Certain**
Consequence	**Catastrophic**	M	H	H	E	E
	Major	M	M	H	H	E
	Moderate	L	M	M	H	H
	Minor	V L	L	M	M	M
	Insignificant	V L	V L	L	M	M

E = Extreme	H = High	M = Moderate	L = Low	V L = Very Low

HIERARCHY OF HAZARD CONTROL

Most Effective Method	**Elimination**	Achieved by removing the hazardous plant, equipment, substances, etc., or by discontinuing the work process.
	Substitution	Achieved by replacing hazardous plant, equipment, substances, etc., with a safer alternative.
	Engineering Controls	Achieved by isolating, guarding, fitting alarms, lights, exhaust ventilation and similar.
	Administration Controls	Achieved by introducing or changing the work method to reduce the risk exposure. It may also include routine maintenance, additional supervision, training and enforcing correct practices.
Least Effective Method	**Personal Protection**	This is a short term or last resort control measure. It is used when other means of controlling the hazard are not adequate or feasible.

The JSA process should where possible encourage the participation of all associated employees and should be used to develop or revise any subsequent safe work procedures, operating instructions or work method statement.

Incident Notification Form

Incident Details.

Incident type please refer to the incident notification list at the end of the document for definitions;				
This is to notify of a: Circle applicable	☐ Death	☐ Serious injury	☐ Serious illness	☐ Medical Treatment Injury
	☐ Dangerous incident	☐ Serious electrical incident		☐ Dangerous electrical incident

Provide an explanation of the type of incident using the categories in the notification list at the end of this document:

Incident date, time and location:

Date of incident:	Incident address:
Time of incident:	Post code:

Describe the specific location of the incident *for example: aisle 3 plant operation room, tower crane the Elizabeth St side of the site.*

Description of the incident *Please provide as much detail as possible, for instance: the events that lead to the incident; the work being undertaken when the incident happened; the overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or dangerous incident; the object, substance or circumstance which was directly involved in inflicting the injury, illness, death or dangerous incident; the name and type of any machinery, equipment, or substance involved. Was anyone else exposed? Was electricity or electrical equipment involved?*

Did the incident involve work health and safety related licensed work?

☐ No ☐ Yes - Please provide details of the type of licensed work.

Is the workplace a registered major hazard facility Yes No

Person's injury/illness and treatment details (if required)

Mr/Mrs/Miss/Ms

First Name/s Last Name

Date of Birth / / Contact phone number:

Residential Address:

Post Code:

Occupation (Main Duties):

Relationship with the entity notifying

Worker Self employed Member of the public Labour hire worker Contractor Group training apprentice/trainee Other (please specify)

Description of injury/illness (fracture, laceration, amputation, strain, electrical shock, burn, Q fever etc)

Body Location:

Did the person receive treatment following the injury/illness?

☐ No ☐ Yes - Please describe the treatment received

Where was the injured person taken for treatment (if applicable):

Details of business or undertaking notifying of the incident.

Legal name of business:
Trading name of business: ABN: ACN
Business Address: Postcode
Contact phone number: working hours ( ) Mobile:
Business email address:
Main Business activity: (e.g. furniture manufacture, domestic construction, steel warehousing, electrical installation etc.)

Main Industry sector:

☐	Accommodation and food service	☐	Rental, hiring and real estate services	☐	Mining
☐	Agriculture, forestry and fishing	☐	Transport, postal and warehousing	☐	Public administration and safety
☐	Construction	☐	Administrative and support services	☐	Retail Trade
☐	Electricity, gas, water and waste services	☐	Art and recreational services	☐	Wholesale trade
☐	Health care and social assistance	☐	Education and training	☐	Other services (please specify)
☐	Manufacturing	☐	Financial and insurance services		
☐	Professional, scientific and technical services	☐	Information media and telecommunications		

Describe any actions taken immediately following the incident to prevent recurrence:
Describe any longer term action proposed to prevent a recurrence:

Notifier's details (if required to Notify WHSQ).

Mr/Mrs/Miss/Ms: First name/s Last name	
Position at workplace:	**Contact phone number:**
Is this the person WHSQ should contact for further information:	
☐ Yes ☐ No please provide the information below of who is the appropriate person for WHSQ to contact	
Mr/Mrs/Miss/Ms: First name/s Last name	
Position at workplace:	**Contact phone number:**

How to lodge the form

Notification must be by fastest possible means.
The options for lodgement are by email to whsq.aaa@justice.qld.gov.au or by fax to (07) 3247 0297.
NOTE: Notification to Workplace Health and Safety Queensland is not a notification to WorkCover Queensland.
Please call 1300 369 915 if you have any questions about filling out the form. Please keep a copy of this form for your own records before submission.

Definitions:

A serious Illness or Injury

- an injury or illness requiring the person to have:
  - immediate treatment as an in-patient in a hospital
  - immediate treatment for:
    - the amputation of any part of his or her body
    - a serious head or eye injury
    - a serious burn
    - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
    - a spinal injury
    - the loss of a bodily function
    - serious lacerations; or
  - medical treatment within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - with micro-organisms; or
  - that involves providing treatment or care to a person;

- that involves contact with human blood or body substances; or
- that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - Q fever, Anthrax, Leptospirosis, Brucellosis, Hendra virus, Avian influenza or Psittacosis.

What is a dangerous incident?

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Meaning of serious electrical incident

A ***serious electrical incident*** is an incident involving electrical equipment if, in the incident—

(a) a person is killed by electricity; or

(b) a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or

(c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

Meaning of dangerous electrical event

A ***dangerous electrical event*** is any of the following—

(a) the coming into existence of circumstances in which a person is not electrically safe, if—

(i) the circumstances involve high voltage electrical equipment; and

(ii) despite the coming into existence of the circumstances, the person does not receive a shock or injury;

(b) the coming into existence of both of the following circumstances—

(i) if a person had been at a particular place at a particular time, the person would not have been electrically safe;

(ii) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment;

(c) an event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;

(d) the performance of electrical work by a person not authorised under an electrical work licence to perform the work;

(e) the performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;

Examples for paragraph (e)—

- the connection of electrical equipment to a source of supply involving incorrect polarity or other incorrect connection
- the performance of electrical work as a result of which an exposed wire is left in circumstances in which it can be energised by the operation of a switch or circuit breaker or the insertion of a fuse

(f) the discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.