



WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

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BUSINESS DETAILS

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WORKPLACE HEALTH AND SAFETY POLICY

K-Spec Building Consultants Workplace Health and Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered in all aspects of the business.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

K-Spec Building Consultants, through its senior management will endeavor to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

The objectives of this Workplace Health and Safety Policy are to ensure that the business, at all levels, so far as is reasonably practicable:

- Continually strives to achieve a safer workplace.
- Considers health and safety in project planning and work activities.
- Involves all workers in the decision-making processes through regular communication, consultation and training.
- Encourages workers to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Takes action to eliminate or control potential accidents/incidents.
- Provides effective injury management and rehabilitation for all injured employees.
- Promote and reward positive WHS activity.

The success of our health and safety management depends on:

- Appropriate planning of work activities with due consideration given to implementing control measures that are suitable to each given situation.
- All persons involved in the business or affected by the carrying out of our business understanding the total work process and associated WHS risks.
- Continual encouragement of all workers to be committed to achieving our objectives.
- Open and honest communication between all parties involved in our business, or that will be affected by the carrying out of our business.

.....

Director

.....

Director Signature

...../...../.....

Date

ABBREVIATIONS

“HSR” – Health and Safety Representative

“PCBU”- Person Conducting a Business or Undertaking

“the business” – K-Spec Building Consultants

“WHS” – Workplace health and safety

DEFINITIONS

“**Person conducting a business or undertaking (PCBU)**” – a person conducting a business or undertaking alone or with others, whether not for profit or gain. A PCBU can be a sole trader, a partnership, company, unincorporated association or government department of public authority.

“**Worker**” – employees, contractors subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business.

“**Officer**” – an officer within the meaning of section 9 of the Corporations Act 2001 (Cth) other than a partner in a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation’s activities.

“**Reasonably practicable**” – means what could reasonably be done at a particular time to ensure health and safety measures were in place. In determining what is reasonably practicable there is a requirement to weigh up all relevant matters including:

- The likelihood of a hazard or risk occurring.
- The degree of harm that would result if the hazard or risk occurred.
- What the person concerned knows, or ought to reasonably know about the hazard or risk and ways of eliminating or minimizing it.
- The availability of suitable ways to eliminate or minimise the hazard or risk.
- The cost of eliminating or minimizing the hazards.

INTRODUCTION

This WHS management system has been developed to help K-Spec Building Consultants, its workers and other persons involved in, or working for the business or affected by works carried out by the business, understand and manage health and safety in the workplace.

This system sets out the safety management strategies to be adopted by the business and all persons involved in or working for the business.

COMPLIANCE WITH THIS MANAGEMENT SYSTEM

All persons involved in, or working for, K-Spec Building Consultants are required to abide by the content of this management system. A failure to adhere to the requirements contained herein or any other reasonable instruction that relates to the health and safety of a person or those around them may result in disciplinary action.

SYSTEM REVIEW AND MAINTENANCE

K-Spec Building Consultants will conduct a review of the WHS management system on a yearly basis or as the need arises due to changes in legislation, the business practices or workplace conditions.

SAFETY SYSTEM INDUCTION

All K-Spec Building Consultants staff (who are engaged by business as employees) will be provided with a safety system induction on commencement of their employment that provides a complete overview of this system. A record of this induction will be kept on the "Induction Register".

DUTIES AND RESPONSIBILITIES

THE BUSINESS AS A PCBU

The obligations of the business as a PCBU will ensure so far as reasonably practicable:

- The health and safety of all workers at the workplace, which includes volunteers, contractors and workers of contractors whilst at the workplace.
- The health and safety to all persons who may be at risk from work carried out by the business.
- The health and safety of directors and officers of the business whilst at the workplace.
- provide safe and maintained access and egress to the workplace.
- That any plant, structure or system of work is safe and without risk to health, and is maintained.
- The safe use, handling, storage and transport of plant, structures and substances.
- Provide workers with adequate facilities (i.e. toilets, drinking water etc.) at the workplace.
- Provide workers with information, instruction, training or supervision needed for them to work safely and without risks to their health.
- That the health of workers and the condition of the workplace are monitored to prevent injury and illness.
- That any accommodation owned or under the management of the business and which workers are occupying is maintained to ensure the health and safety of those workers.
- That a process of regular and timely consultation is in place which involves all parties at the workplace or affected by the work carried out by the business.

COMPANY DIRECTORS AND OFFICERS

All officers and company directors of K-Spec Building Consultants will take all reasonable steps to exercise due diligence to ensure that the business complies with its health and safety duties.

This means that the officers and company directors will personally take all reasonable steps to:

- Acquire and keep current information on work health and safety matters.
- Understand the nature and operations of the work being carried out by the business and the associated hazards and risks.
- Ensure the business has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety.
- Ensure the business has appropriate processes to receive and consider information about incidents, hazards and risks, and respond in a timely manner.
- Ensure the business has, and implements, processes for complying with their duties and obligations.

OTHER PCBU'S

K-Spec Building Consultants requires that all PCBUs engaged by the business will ensure so far as reasonably practicable:

- The health and safety of all their workers at the workplace, which include volunteers, contractors and workers of their contractors whilst at the workplace.
- The health and safety to all persons who may be at risk from work carried out by their business or undertaking.
- Their own health and safety at the workplace.
- That the work environment provided is safe and without risk to health, including entering and exiting of the workplace and that this is maintained.
- That any plant, structure or system of work used by them is safe and without risk to health, and is maintained.
- The safe use, handling, storage and transport of plant, structures and substances used by them.
- That their workers are provided with adequate facilities (i.e. toilets, drinking water etc.) at the workplace when it is under their management and control.
- That their workers are provided with information, instruction, training or supervision needed for them to work safely and without risks to their health.
- That the health of their workers and the condition of the workplace are monitored to prevent injury and illness.
- That any accommodation owned or under the management of the subcontractor and which workers are occupying is maintained to ensure the health and safety of those workers.
- That a process of regular and timely consultation is in place which involves all parties at the workplace or affected by the work carried out by their business or undertaking.

SUPERVISORS AND FOREMAN

K-Spec Building Consultants requires that all supervisors at the workplace are to ensure so far as is reasonably practicable that:

- The workplace health and safety policy of the business is implemented.
- This system and all relevant laws are complied with.
- All works are conducted in a safe manner and without risk to health by following the risk management process as outlined in this system.
- Appropriate advice and assistance on workplace health and safety issues is given to all persons affected by the carrying out of the business or undertaking.
- They lead by example and promote health and safety at every opportunity.

WORKERS

K-Spec Building Consultants requires that all workers are to take all reasonable care of their own health and safety and that of others that may be affected by their actions or omissions at the workplace.

All workers are to ensure that all measures are taken, so far as reasonably practicable to:

- Comply with the instructions given by the business in relation to health and safety at the workplace.
- Use any personal protective equipment that is supplied by the business or other PCBU's.
- Not willfully or recklessly interfere with or misuse anything provided for health and safety purposes.
- Not willfully place at risk the health and safety of themselves or others at the workplace.

HEALTH AND SAFETY REPRESENTATIVES

If K-Spec Building Consultants has an elected 'Health and Safety Representative/s (HSR)', their obligations are to ensure so far as is reasonably practicable, that:

- Regular inspections of the workplace or parts of the workplace are conducted.
- They are informed of workplace incidents and dangerous events.
- They consult with the business on any proposed changes to plant, substances or structures used at the workplace.
- They consult with the business on any proposed changes to health and safety control measures used at the workplace.
- They assist and resolve health and safety issues.
- The business is informed of the presence of an inspector on site and the results and outcomes of such inspections.

HEALTH AND SAFETY COMMITTEES

If K-Spec Building Consultants has a 'Health and Safety Committee', this committee has an obligation to, so far as reasonably practicable:

- Facilitate co-operation between the workers, other PCBU's and the business in developing and carrying out measures to ensure health and safety at the workplace.
- Ensure that the business, workers, and other PCBU's is complying with health and safety standards, rules and procedures for the workplace.
- Meet at least once every three months and at any reasonable time at the request of at least half of the members of the committee.

GENERAL RISK MANAGEMENT OBLIGATIONS

K-Spec Building Consultants requires that all persons at the workplace ensure that all measures are taken so far as reasonably practicable to:

- Eliminate risks to health and safety; and
- If it is not reasonably practicable to eliminate the risk to health and safety, then to minimize the risk so far as reasonably practicable, by implementing suitable control measures.

When deciding on the appropriate control measures, K-Spec Building Consultants requires the person, follow the hierarchy of controls, so far as reasonably practicable by:

- Substituting (wholly or in part) the hazard giving rise to the risk with something that lessens the risk;
- Isolating the hazard from any person who is exposed to it;
- Implementing engineering controls.

If a risk remains, the person is required to minimize the remaining risk, so far as reasonably practicable by implementing administrative controls and the use of personal protective equipment.

MAINTENANCE OF CONTROL MEASURES

K-Spec Building Consultants requires that when a control measure is implemented, the person that implements the control measure must ensure so far as reasonably practicable that the control measure is maintained so that it remains effective, by ensuring that the control measure is and remains:

- Fit for purpose;
- Suitable for the nature and duration of the work; and
- Installed, set up or used correctly.

REVIEW OF CONTROL MEASURES

K-Spec Building Consultants requires that when a control measure is implemented, the person who implements the control measure must review and as necessary, revise the control measures, so as to maintain, so far as reasonably practicable a healthy and safe work environment.

A control measure will be reviewed or revised in the following circumstances:

- The control measure does not control the risk it was implemented to control so far as reasonably practicable; i.e. that
 - the results of monitoring show that the control measure does not control the risk.
 - a notifiable incident occurs because of the risk.
- Before a change at the workplace that is likely to give rise to a new or different risk, which may not be effectively controlled.
- A new hazard or risk is identified.
- The results of consultation processes indicate that a review is necessary.
- A health and safety representative requests the review under the relevant regulation.

THE RISK MANAGEMENT PROCESS

Hazards and Risks

Hazards are different to risks.

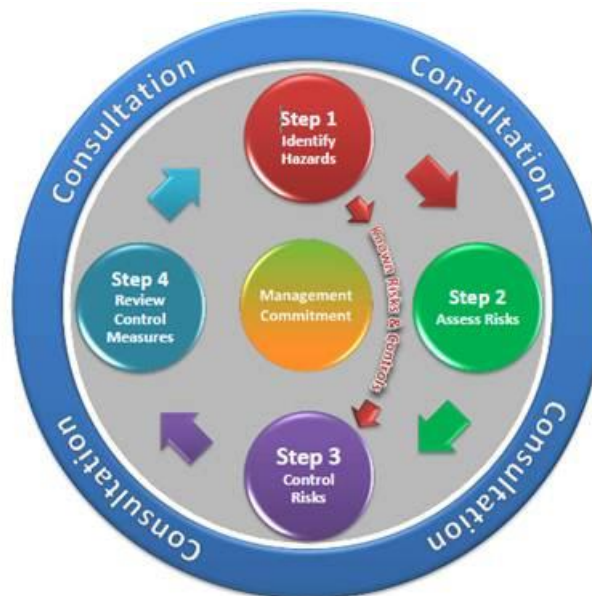
A **hazard** has the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

A **risk** is the likelihood that death, injury or illness might result because of a hazard.

Risk Management Cycle

All persons undertaking a workplace activity are required to identify any potential hazards, assess the risks associated with those hazards and (if necessary) implement control measures to eliminate or minimise the risks.

All persons are required to have an understanding of the five-step risk assessment process and incorporate these five steps into all activities. If any person is concerned with the control measures that are used in a workplace activity, that person should bring this to the attention of the business, via the site supervisor, foreman or manager.



Step 1 – Identify Hazards

Hazards should be assessed by any person undertaking a work activity. When assessing what is a hazard, the work environment needs to be considered - such as height or confined spaces, substances such as chemicals, plant and equipment, energy such as electricity, gas or induced heat, manual handling, noise etc. All hazards will be visually assessed on their own merits.

Step 2 - Assessing the Risk

Once a hazard has been identified the level of risk then needs to be assessed.

HOW TO USE THIS RISK TABLE

Step 1:	Step 2	Step 3:	Step 4:	Step 5:
Identify potential hazards.	Decide what the possible Consequence could be	Decide How Likely? it is to happen	Line up your choices in the table to get a number	Use the Priority table (below) to guide your next steps

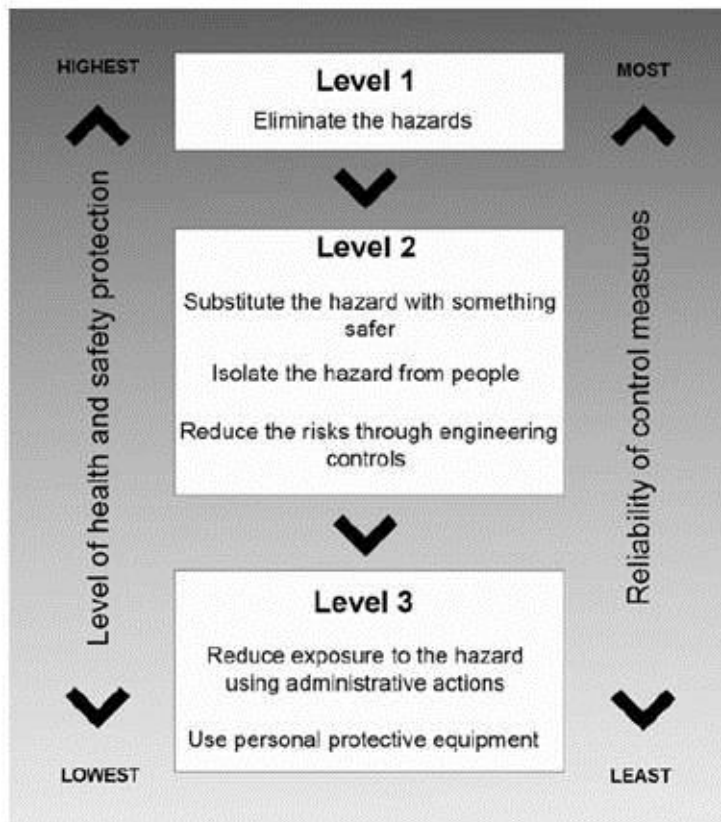
Oracle Buildcorp Risk Matrix					
Likelihood	Consequences				
	Insognificant (Minor problem easily handled by normal day to day processes)	Minor (Some disruption possible, eg. damage equal to \$100K)	Moderate (significant time/resources required, eg. damage equal to \$500K)	Major (Operations Severly damaged, eg. damage equal to \$1 million)	Catastrophic (Buisness survival is at risk damage equal or greater than \$10 million)
Almost certain (eg. >90%chance)	Moderate 5	High 10	High 15	Extreme 20	Extreme 25
Likely (eg. between 50%& 90%chance)	Low 4	Moderate 8	High 12	Extreme 16	Extreme 20
Moderate (eg. between 10%& 50%chance)	Low 3	Moderate 6	Moderate 9	High 12	High 15
Unlikely (eg. Between 3%& 10%chance)	Low 2	Low 4	Moderate 6	Moderate 8	High 10
Rare (<3%Chance)	Low 1	Low 2	Low 3	Low 4	Moderate 5

Category			Rectification required
Extreme	16 to 25	1	Immediate
High	10 to 15	2	Within 24 Hours
Moderate	5 to 9	3	Within 48 Hours
Low	1 to 4	4	Within 72 Hours

Step 3 – Control Risks

Develop and decide on a suitable control measure that will ensure that the hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level using the 'hierarchy of controls' as outlined in the diagram below. A combination of control measures can be used.

When the activity is high risk (rating 1 or 2), appropriate control measures must be implemented **prior** to the activity being undertaken, if the activity is low risk (rating 3 or 4) the control measure can be implemented as necessary.



Step 4 – Maintenance, monitor and review of control measures

Take steps to maintain, monitor and review the effectiveness of implemented control measures by:

- Consulting with employees.
- Identifying any new hazards and perform further risk assessments.
- Analysing accident and incident reports.

CONSULTATION AND COMMUNICATION

K-Spec Building Consultants understands that good communication and consultation is important for their WHS efforts to be effective. The business will promote active participation of all workers in WHS consultation and the WHS decision making process.

K-Spec Building Consultants communication and consultation strategies involves:

- Sharing of information.
- Encouraging the exchanging of views.
- Providing genuine opportunities for participation.
- Allowing effective contributions to any decision making process.
- Aiming to eliminate or control WHS risks where identified by workers.

K-Spec Building Consultants will so far as reasonably practicable communicate and consult with workers when:

- Identifying hazards and assessing risks arising from work.
- Proposing changes that may affect the health and safety of workers.
- Carrying out activities prescribed by the WHS regulation.

K-Spec Building Consultants will so far as reasonably practicable consult with and take worker's views into account when making decisions about:

- Ways to eliminate or minimise risks.
- The adequacy of facilities for workers welfare.
- Procedures for consulting workers.
- Resolving health and safety issues.
- Monitoring the health and safety of workers or workplace conditions.
- How to provide health and safety information and training to workers.

K-Spec Building Consultants will communicate and consult in a number of ways including (but not limited to):

- Informal discussions.
- Tool box talks
- Staff meetings
- WHS meetings

The methods of communication whether formal or informal will be determined depending on the matters which need to be addressed, and the most practical method will be used.

The mode of communication and consultation will be either written (including fax or email) or verbal (including in person or by phone).

AUDITING

K-Spec Building Consultants will conduct compliance audits or site inspections on a regular basis. The audits will be conducted by a supervisor, foreman, safety manager or any other person authorised by the business.

Any forms or reports completed in relation to a site inspection or audit will be retained by the business for use in future risk management.

TRAINING

K-Spec Building Consultants will ensure so far as reasonably practicable that all persons are trained and competent in the work activity they are undertaking.

The business may request that evidence be provided by the worker or other PCBU's that they have the appropriate qualifications, skills and training relevant to carry out their work. This evidence may include, certificates of completion, certificates of competency, demonstration of competency, safe work method statements, permits, licences, or training registers.

K-Spec Building Consultants will keep a Training Register to record all training undertaken, and notified to them by their workers.

If a worker is deemed not to be competent in their work activity, K-Spec Building Consultants or relevant PCBU will arrange for that worker to be trained accordingly and supervised until such time as they are deemed competent.

EMERGENCY MANAGEMENT

K-Spec Building Consultants will prepare an emergency management plan relevant for the workplace that contains the following information in relation to dealing with various types of emergencies:

- Emergency procedures including:
 - an effective response to an emergency;
 - evacuation procedures;
 - notifying emergency service organisations at the earliest opportunity; and
 - medical treatment assistance; and effective communication between the people authorised by the business to co-ordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

K-Spec Building Consultants will ensure that the emergency management plan is readily available to all workers and is updated as required.

WORKING ENVIRONMENT AND FACILITIES

K-Spec Building Consultants will ensure so far as reasonably practicable that a safe working environment is provided and that the environment does not give rise to a risk to health and safety. The business will consider all (but not limited to) the matters below:

- The layout of the workplace, for normal working conditions and during emergencies;
- The amount of space for carrying out work;
- The design , installation and maintenance of floors and other working surfaces;
- Lighting, for both normal working conditions and during emergencies;
- Ventilation and air quality;
- Extreme heat or cold conditions; and
- Work in relation to or near essential services.

K-Spec Building Consultants will so far as reasonably practicable provide adequate facilities for workers including:

- Toilets;
- Drinking water;
- Washing facilities; and
- Eating facilities.

K-Spec Building Consultants will so far as reasonably practicable, ensure that the facilities are maintained so they are in good working order, clean, safe and accessible.

In providing the environment and facilities as outlined above the business will have regard to:

- The nature of the work being carried out at the workplace;
- The nature of the hazards at the workplace;
- The size, location and nature of the workplace; and
- The number and composition of the workers at the workplace.

DRUGS AND ALCOHOL

K-Spec Building Consultants has a 'no tolerance' approach to alcohol and/ or drugs in the workplace. This means that no workers should be under the influence of any drugs or alcohol whilst at work, with the exception of prescription drugs taken by a worker for an injury or illness.

If the worker is taking prescription drugs, it is the responsibility of the worker to notify the business if those drugs will affect their performance or coherence in carrying out of their work or pose a risk to their (or others) health and safety whilst carrying out their work.

If K-Spec Building Consultants believes someone to be under the influence of drugs or alcohol, the business reserves their right to take disciplinary action.

SMOKING

Smoking is not permitted whilst carrying out work at the workplace. Smoking is only permitted in designated areas and during break times, and it is the responsibility of the smoker to ensure that all butts and associated waste is disposed of appropriately.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where required K-Spec Building Consultants will provide personal protective equipment to workers at the workplace unless that personal protective equipment has been provided by another PCBU or the individual worker.

If K-Spec Building Consultants provides personal protective equipment to a worker, the business will ensure that the personal protective equipment, so far as reasonably practicable is:

- Selected to minimise risk to health and safety by ensuring that the equipment is:
 - suitable having regards to the nature of the work and any hazards associated with the work; and
 - a suitable size, fit and comfort for the worker who is to use it or wear it.
- Maintained, repaired or replaced so that it continues to minimise the risk to the worker who uses it, including by ensuring the equipment is:
 - clean and hygienic; and
 - in good working order
- Used or worn by the worker for the required activity or during the course of their work.

Where personal protective equipment is required to be used, the business will provide the worker with information, training and instruction in the proper use and wearing of the equipment and its storage and maintenance.

K-Spec Building Consultants will ensure, so far as reasonably practical, that persons other than workers who are required to wear personal protective equipment, use and wear the equipment correctly, and that the equipment provided is capable of minimizing the risk to the person's health and safety.

OBLIGATIONS OF PERSONS USING PPE

If a worker is provided with personal protective equipment, the worker must so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the business or other PCBU.

A worker must not intentionally misuse or damage equipment, and must, as soon as becoming aware, inform K-Spec Building Consultants of any damage, defect or need to clean or decontaminate the equipment.

A person other than a worker must wear personal protective equipment at the workplace in accordance with any information training or reasonable instruction provided by the business or other PCBU.

HAZARDOUS MANUAL TASKS

K-Spec Building Consultants will manage risks associated with the carrying out of hazardous manual tasks in the workplace.

In determining what control measures to implement the business take into account the following matters in relation to the hazardous manual task:

- Postures, movements, forces and vibration. relating to the hazardous manual tasks;
- The duration and frequency;
- Workplace environmental conditions that may affect the carrying out of the task or the person performing it;
- The design of the work area;
- The layout of the workplace;
- The systems of work used; and
- The nature, size, weight or number of persons or things involved in carrying out the task.

NOISE

K-Spec Building Consultants will manage risks to health and safety associated with exposure to noise.

If a worker is frequently required by the business to undertake work that may expose them to noise greater than that of the exposure standard (being 85dcb), the worker will be required to wear personal protective equipment to control this risk.

If K-Spec Building Consultants provides personal protective equipment to control noise exposure above the exposure standards, the business will provide audiometric testing for the worker within 3 months of the worker commencing work and at least every 2 years thereafter whilst still engaged by the business.

FALLS

K-Spec Building Consultants will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

This includes the risk of falling

- In or on an elevated workplace from which a person could fall;
- In the vicinity of an opening through which a person could fall;
- In the vicinity of an edge over which a person could fall;
- On a surface through which a person could fall; or
- In any other place from which a person could fall.

Where reasonably practicable to do so, K-Spec Building Consultants will eliminate the risk of a fall occurring by carrying out on the work on the ground or solid construction.

A solid construction is an area that has:

- A surface that is structurally capable of supporting all persons and things that may be located or placed on it;
- Barriers around its perimeter and any openings to prevent a fall;
- An even and readily negotiable surface and gradient; and
- A safe means of entry and exit.

If it is not reasonably practicable to eliminate the risk of a fall K-Spec Building Consultants will minimise the risk by:

- providing adequate protection against the risk, being a safe system of work that includes providing a fall prevention device.
- If it is not reasonably practicable to provide a fall prevention device the business will provide a safe system of work which includes providing a work positioning system.
- If it is not reasonably practicable to provide a work fall prevention device or work positioning system then the business will provide a fall arrest system.

K-Spec Building Consultants may use one or a combination of the controls listed above to control the risk of a fall.

Examples of a safe system of work

- Providing temporary work platforms.
- Providing training in relation to the risks involved in working at the workplace.
- Providing safe work procedures, safe sequencing of work, safe use of ladders, permit systems and appropriate signage.

FALLING OBJECTS

K-Spec Building Consultants will minimise the risk of an object falling by providing adequate protection, being a safe system of work that includes:

- Preventing the object from falling freely; or
- If it is not reasonably practicable to prevent an object from falling freely, the business will provide a system to arrest the fall of a falling object.

Examples of a safe system of work

- Providing a secure barrier.
- Providing a safe means of raising and lowering of objects.
- Providing an exclusion zone where persons are prohibited from entering an area where objects may be likely to fall.

LICENCED HIGH RISK WORK

Where a person is required to have a license to perform a class of high risk work, K-Spec Building Consultants will not allow that person to commence that work until evidence of a current license for carrying out that work has been produced.

Only persons carrying out high risk work in the following circumstances are not required to be licensed:

- Work carried out in the course of training towards a certification in order to be licensed to carry out a class of high risk work and which is under the supervision of a person who is licensed to carry out the high risk work.
- Work carried out by a person who, having applied for a license to carry out the high risk work on the basis of certification, is awaiting a decision on that application.

A person who carries out high risk work involving plant is not required to be licensed if:

- The work is carried out for the purpose of the manufacture, testing, trialing, installation, commissioning, maintenance, servicing, repair, alteration, demolition, or disposal of plant at that workplace or moving the plant within the workplace; and
- The plant is operated or used without a load except when standard weight loads with predetermined fixing points are used for calibration of the plant.

A person who carries out high risk work with a crane is not required to be licensed if:

- The work is limited to setting up or dismantling the crane or hoist.
- The person carrying out the work holds a license in relation to rigging, which qualifies the person to carry out the work.

K-Spec Building Consultants requires that the license holder keep all license documentation available for inspection by the business or by the WHS authority.

K-Spec Building Consultants will ensure that a person supervising the work of a person carrying out high risk work provides direct supervision of that person.

K-Spec Building Consultants will not direct or allow a worker to supervise high risk work unless the business has received written evidence that the worker holds the relevant high risk work license for that high risk work.

WORKPLACE BULLYING

The business will not tolerate any form of workplace bullying or harassment.

Workplace bullying is *'the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice'*.

It includes behavior that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Whilst banter and jokes can be a form of camaraderie, they can also be offensive to some workers. Should any worker feel intimidated, bullied or unjustly treated by another worker, they should make it known to the perpetrator that their behavior is not tolerable.

Should this action be deemed inappropriate or not result in a positive outcome, the affected worker should immediately notify the director/ manager/ site supervisor.

If a worker is found guilty of constant bullying and does not refrain from continuing the bullying activities K-Spec Building Consultants will take disciplinary action.

SENSITIVE OR FINANCIAL INFORMATION SECURITY

K-Spec Building Consultants requires that items or information of a sensitive nature, for example, client listings, personal staff information and financial reports be protected from public view or access either by placing in a locked draw or file, or if in use then face-down on your desk.

EQUIPMENT SAFETY AND SECURITY

If it is necessary to remove any equipment (i.e. computers, machines, tools) from any area where that equipment is regularly located K-Spec Building Consultants requires that the relevant [Director/ manager/ supervisor] be notified.

If a worker requires use of certain equipment after hours or away from the workplace, the worker is required to gain authorisation from the [director/ manager/ supervisor], and when using the equipment it should be secured at all times and, where possible, not left unattended.

Prior to the use of any equipment the worker is required to ensure that they have received appropriate training in its use and safety features.

If an item of equipment is malfunctioning or in ill-repair, K-Spec Building Consultants requires that the use of the equipment ceases and the relevant [Director/ manager/ supervisor] be notified as soon as possible so that a replacement or repair can be arranged.

SENSITIVE INFORMATION AND INTELLECTUAL PROPERTY SECURITY

The loss of sensitive business information and intellectual property may be costly or harmful to K-Spec Building Consultants operation and or reputation.

Sensitive matters should not be discussed outside of the workplace. Sensitive business information and intellectual property should not be shared with any unauthorised parties. In some circumstances a telephone may not be a secure mode for the transmission of sensitive information, and care must be taken when discussing sensitive matters over the telephone.

Waste material containing sensitive business information must be separated from normal refuse and locked away, disposed of using a secure waste facility or shredded using a document shredding machine.

COMMENTS TO THE PUBLIC OR MEDIA

Business matters should not be discussed with or comments on such provided to any other external person, including media, unless authorized by K-Spec Building Consultants.

WORKPLACE KEYS

Allocation of keys relevant to the workplace (i.e. office or site keys) will be decided by the K-Spec Building Consultants. Keys must not be duplicated unless specifically authorised.

If a key is lost, K-Spec Building Consultants must be notified immediately.

All keys must be returned to K-Spec Building Consultants on departure from the business or as requested.

BREAK-IN AND THEFT

K-Spec Building Consultants requires that If a suspected break-in or theft has occurred the procedure below must be followed:

1. Immediately notify the [Director/ manager/ supervisor] – who will notify the police.
2. Preserve any evidence that will be used to investigate by:
 - a. not allowing items found at the scene to be touched or handled.
 - b. restricting access to the area.
 - c. writing down a clear description of any item/s stolen.
3. If the item/s are suspected to be lost, take the details of the person who has lost the item.

PERSONAL PROTECTION AND SAFETY

K-Spec Building Consultants requires that all workers take steps to ensure their personal safety during and after hours. The business requires that the rules below are followed:

- Never provide any person with personal details about yourself or any other worker unless authorised to do so. If the person requesting the information appears to be a friend, get the contact number and pass it onto the worker concerned. This also includes the disclosing of a workers travel whereabouts.
- Never leave personal belongings or information in the public view or access at the workplace.
- When working at the workplace after hours, ensure doors are locked after entering and exiting a building and advise a friend relative or colleague of your whereabouts.
- Be suspicious of persons making deliveries to the workplace late at night.
- Before answering a door confirm the identity of the person.
- Always book a taxi rather than waiting outside for a passing one.
- Wherever possible, always have two workers secure the workplace if leaving so that no workers are left alone.
- Report any suspicious activity or persons to K-Spec Building Consultants or the emergency services immediately.

SECURITY OF PERSONAL ITEMS

Personal items of value should not be left unattended at the workplace. Any losses or theft should be reported to [director/manager/ supervisor] as soon as possible and where necessary police may be notified.

K-Spec Building Consultants will not accept responsibility for the loss or theft of personal items.

GENERAL WORKPLACE SAFETY RULES

K-Spec Building Consultants requires that the following general safety rules be adhered to by all workers.

- Always turn off non-essential equipment at the end of the day.
- If using a computer log- off and switched off your computer terminal at the end of each day or when you leave the computer unattended for extended periods of time.
- Do not overload power points with double adaptors or power boards.
- Do not use extension cords in passageways or high traffic areas where a person may be caused to trip.
- Do not obstruct fire exits and egress paths or firefighting equipment.
- If you become aware of faulty or damaged power points, extension cords, electrical or firefighting equipment, report immediately to the [Director/ manager/ supervisor]. Do not use the equipment until it is repaired.
- Do not use water near any electrical equipment.
- Do not allow paper or rubbish to accumulate in waste bins or in storerooms.
- Ensure that solvents and flammable liquids are always securely stored.
- Do not stack boxes on items which obstruct smoke alarms or sensors, or in a way that may cause a falling object hazard.

CONSTRUCTION WORKPLACES

DUTIES AND OBLIGATIONS AS A PRINCIPAL CONTRACTOR

When K-Spec Building Consultants is engaged by another PCBU or a residential owner to have management and control over a construction project, the business will be considered the principal contractor for that project.

The obligations of the business as a Principal Contractor will be to ensure so far as reasonably practicable:

- That all risks associated with the carrying out of construction work are managed.
- That the construction workplace is secure from unauthorised access.
- That safe work method statements (SWMS) are prepared, complied with, maintained and reviewed and kept, for all high risk construction work.
- Manage all risks associated with excavation work being carried out at the construction workplace, including the management of underground essential services.
- Manage all risks associated with working at heights at a construction workplace.
- Display signage identifying the business as the principal contractor.
- That a work health and safety management plan (WHS management plan) is prepared, maintained, reviewed and kept for all construction projects \$250,000 and over.
- That arrangements are put in place for ensuring so far as reasonably practicable that:
 - adequate workplace facilities are provided and maintained at the construction workplace.
 - first aid equipment and assistance is provided and accessible at the construction workplace.
 - an emergency plan is prepared and implemented for the construction workplace.
 - personal protective equipment is provided to and used by workers at a construction workplace.
 - risks from airborne contaminants and hazardous atmospheres at the construction workplace are managed and air quality monitored.
 - flammable and combustible equipment is stored appropriately at the construction workplace.
 - risk from falling objects at the construction workplace is managed.
 - risks associated with the storage, movement and disposal of construction materials are managed.
 - risks associated with the storage of plant (that is not in use) at the construction workplace.
 - risks associated with traffic in the vicinity of the construction workplace.

WHS MANAGEMENT PLANS

K-Spec Building Consultants will ensure that a WHS management plan is prepared for any construction project \$250,000 or over.

The WHS management plan will include:

- The names, positions and health and safety responsibilities of all persons at the construction workplace, whose roles involve specific health and safety responsibilities in connection with that project.

- Arrangements with PCBU's for consultation, co-operation and co-ordination of activities at the construction workplace.
- Arrangements in place for managing incidents.
- Any site specific safety rules.
- Arrangements for informing people of the site specific safety rules.
- Arrangements for the collection and any assessment, monitoring and review of SWMS.

K-Spec Building Consultants will so far as reasonably practicable ensure that each person who is carrying out construction work, before commencing work, is informed of the content of the WHS management plan and their right to inspect the plan.

K-Spec Building Consultants will ensure so far as reasonably practicable that the WHS management plan is readily accessible to any person who is to carry out construction work on the project to which the plan is relevant.

K-Spec Building Consultants will ensure so far as reasonably practicable that the WHS management plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.

K-Spec Building Consultants will ensure that a copy of the WHS management plan is kept until the project to which it relates is completed, or if an incident occurs, for at least 2 years after the incident occurs.

SAFE WORK METHOD STATEMENTS (SWMS)

K-Spec Building Consultants will ensure that before carrying out high risk construction work that a SWMS is prepared by the business or has been prepared by another person.

The SWMS will:

- Identify the work that is the high risk construction work;
- State hazards relating to the high risk construction work and risks associated with those hazards;
- Describe the measures to be implemented to control the risks; and describe how the control measures are to be implemented, monitored and reviewed;
- Be expressed in a way that is readily accessible, and understandable to persons who are required to use it;
- Be prepared taking into account:
 - circumstances at the workplace that will affect how the high risk construction work will be carried out;
 - any relevant WHS management plan that has been prepared for the construction workplace.

K-Spec Building Consultants will ensure so far as reasonably practicable that the work which is the subject of the SWMS is carried out in accordance with the SWMS.

If the work is not being carried out in accordance with the SWMS, K-Spec Building Consultants will stop the work and only allow work to resume in a manner which complies with the SWMS.

K-Spec Building Consultants will ensure that the SWMS is reviewed and if necessary revised if the nature of the work or the control measures change.

K-Spec Building Consultants will keep a copy of all SWMS until the high risk construction work has been completed, or if a notifiable incident occurs, for at least 2 years after the incident.

The business will ensure that the SMWS is made available for inspection.

K-Spec Building Consultants requires that all PCBUs provide a copy of any relevant SWMS to them prior to commencing the high risk construction work.

GENERAL SAFETY INDUCTION

K-Spec Building Consultants will require that all workers carrying out construction work must have a current general safety induction card.

Workers will be required to provide evidence of this prior to commencing construction work, in the form of a card or where a card has not been issued, a statement of attainment.

The business will record the details of this evidence on the General Safety Induction Register.

COMMENCING CONSTRUCTION WORK

A PCBU engaged by K-Spec Building Consultants and their workers will not be allowed to commence construction work until they:

- Have read the relevant parts of the WHS management plan relevant to the site;
- Have provided the business with all relevant insurance information;
- Undertaken an assessment of the risks associated with the work to be carried out and have a written safe work method statement (SWMS) in place for any high risk construction work;
- Provided any SWMS to the business.

Any workers directly employed by K-Spec Building Consultants as employees will not be allowed to commence work until they have read and understood the WHS management plan and any SWMS prepared by the business.

EMERGENCY MANAGEMENT AT CONSTRUCTION WORKPLACES

K-Spec Building Consultants will prepare a emergency management plan relevant for each construction workplace.

K-Spec Building Consultants will ensure that the emergency management plan for the construction workplace is readily available to all workers at the construction site as part of the WHS management plan.

SITE SECURITY AND ACCESS

K-Spec Building Consultants will ensure so far as reasonably practicable that the workplace is secured from unauthorised access.

The business will undertake a risk assessment to determine the most appropriate measures needed to secure the site, taking into account:

- the risks to health and safety from unauthorised access;
- the likelihood of unauthorised access occurring; and
- to the extent to which access cannot be prevented, how to isolate the hazards within the workplace.

The business requires that all workers leave their work area in such a way that it does not pose a risk to health and safety, should unauthorised access occur.

EMERGENCY MANAGEMENT AND INCIDENT INVESTIGATION PLAN

GENERAL

EMERGENCY CONTACT NUMBERS

AMBULANCE

POLICE

FIRE SERVICE

000 or 112(mobile)

(BOTH NUMBERS ARE ACCESSIBLE WHILST MOBILE KEY PADS ARE LOCKED)

Medical Centre

Name: Oxenford Medical Centre
Address: 6/5 Michigan Drive OXENFORD
Phone Number: 07 5573 1122
Operating Hours: Mon Fri 8:00am – 5:30pm

Hospital

Name: Gold Coast Hospital
Address: 1 Hospital Blvd SOUTHPORT QLD 4215
Phone Number: 1300 74 4284
Operating Hours: 24 HOURS

Local Information

Police	(07) 5519 5555
Poisons Information Centre	131 126
EPA Pollution Hotline	(07) 3202 0200
Telstra	132 203
Optus	13 1344
Electrical Emergency	13 19 62
Gas Emergency	1800 808 526
Water Emergency	1300 156 426
QLD Work Health & Safety	1300 369 915
HIA Safety Services	(03) 9280 8200 / 1300 650 620

INTRODUCTION

This Emergency Management and Incident Investigation Plan have been prepared for K-Spec Building Consultants and cover the following matters in relation to emergency management:

- Emergency procedures including;
 - an effective response to an emergency.
 - evacuation procedures.
 - notifying emergency service organisations at the earliest opportunity.
 - medical treatment assistance.
 - effective communication between the person authorised by the business to co-ordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

K-Spec Building Consultants will maintain this plan for the workplace so that it remains effective.

EMERGENCY EVACUATIONS

In the event of an emergency evacuation, all workers are to cease carrying out their work and vacate the workplace immediately, following the process outlined in the emergency plan for that workplace.

If there are any other persons present within the workplace who may not be familiar with evacuation procedures, workers are to assist these persons in evacuating.

All persons are required to assemble in the nominated assembly points at the workplace until they receive further instructions from the business or emergency services personnel.

In the event of a fire all persons should follow the "Fire Emergency Procedure" outlined in this section of the system.

SWITCHBOARD/ RECEPTION OPERATOR

When notified of an emergency the switchboard operator at the workplace will:

- Telephone the appropriate emergency service giving full details of the emergency.

LIFE THREATENING EMERGENCY

FIRE

POLICE

AMBULANCE

000 (24 hour service) or 112 on Mobile Phones

- Notify Chief Warden/ Manager.
- Remain at the switch as long as it is safe to do so and evacuate when instructed by the Chief Warden/ Manager.

A list of the following must be kept at the switchboard at all times:

- Emergency service phone numbers
- Emergency names and phone numbers
- Copy of this Safety and Security Manual

CHIEF AND DEPUTY WARDENS

Each workplace will have a designated Chief Warden and where necessary a Deputy Warden. In workplaces with more than one building level, a chief and/or Deputy Warden may be nominated for each working level. The names, contact details and roles of the Chief and Deputy Wardens are located in the “Emergency Contact Details” in the front of this section of the system.

Roles and Responsibilities of Chief Wardens

When notified of an emergency, the Chief Warden will:

- If a smoke alarm has operated, check location and verify an emergency for the affected area.
- Communicate with Deputy Warden and/or [Director/ manager/ supervisor], in affected area and ascertain the nature and extent of the emergency.
- Ensure emergency services have been notified and co-ordinate evacuation.
- Evacuate any persons from the immediate danger area to a safe location.
- Operate the evacuation alarm or give a loud verbal direction for workers to evacuate.
- Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service.

Roles and Responsibilities of Deputy Wardens

When notified of an emergency, the Deputy Warden will:

- Determine the nature of the emergency and ensure the alarm has been raised by notifying the emergency service/s and Chief Warden.
- Evacuate any persons from the immediate danger area to a safe location.
- Communicate with Chief Warden, to ascertain the nature and extend of the emergency.
- If evacuation is required, remain on the ground floor; check all areas, including office, storerooms, toilets and change rooms, closing all doors after check.
- Direct evacuating persons to the assembly area, unless instructed otherwise by Chief Warden.
- Report to the Chief Warden at the main evacuation control point (as outlined on the evacuation procedures floor plan) when the evacuation is complete, and then proceed to the assembly area.

AFTER HOURS EMERGENCIES

If any workers are working at the workplace outside ordinary work hours, it is their responsibility to notify the emergency services and evacuate the building in the event of an emergency.

EVACUATING INJURED PEOPLE WITH DISABILITIES

Workers should give immediate assistance to injured/ disabled people and assist them out of the workplace after all other workers have commenced their evacuation.

FIRE EMERGENCIES

FIRE EMERGENCY PROCEDURE

K-Spec Building Consultants requires that in the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

1. Warn or rescue anyone in immediate danger.
2. Inform emergency services by calling 000 (24hour service).
3. In the event that the telephone network is dysfunctional, contact with the authorities is to be made either by mobile phone on 112 or from a neighbouring building or at the nearest available public phone.
4. Prepare for evacuation.
5. Attack the fire, **if safe to do so**, using the appropriate fire fighting equipment.
6. Once outside the building, assemble at a pre-designated location.

It is also important to remember:

- To avoid panic and leave the building in an orderly fashion.
- If your or another person's clothes catch fire you should (or get the person to):
 - **STOP** where you are, do not run
 - **DROP** to the floor
 - **ROLL** to smother the flames
- Before opening any door, feel to see if it is hot. If the door is hot, do not open it but remain in the room and calmly await rescue.
- Do not open fire escape doors until you are ready to use them. On entering the fire escape, ensure that the doors close fully behind you.
- Once out of the burning building, stay out until you are advised either by the Chief Warden or the emergency service personnel that it is safe to re-enter.
- If confronted by heavy volumes of smoke, crawl to safety (the clear air is near the floor).
- Follow the instructions of the Chief or Deputy Wardens or emergency service personnel.

TYPES OF FIRE FIGHTING EQUIPMENT

K-Spec Building Consultants requires that only the correct fire fighting equipment be used for the appropriate type of fire, as outlined in the diagram and table below:



Fire Extinguisher Use

There are different types of fire extinguishers for the different types of fire hazards.

		Class of Fire					NOTES
		A Wood, paper and plastics	B Flammable and combustible liquids	C Flammable gases	E Energised electrical equipment	F Cooking oils and fats	
Colour scheme - AS2444 Pre 1999 Post 1999		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> YES </div> <div style="text-align: center;"> NO </div> </div>					
Type of Fire Extinguisher	Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
	Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on electrical fires.
	Foam	✓	✓	✗	✗	LIMITED	Dangerous if used on electrical fires.
	Powder AB(E)	✓	✓	✓	✓	✗	Special powders are available specifically for various type of metal fires (seek expert advice).
	Powder B(E)	✗	✓	✓	✓	✓	Special powders are available specifically for various type of metal fires (seek expert advice).
	Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Generally not suitable for outdoor use. Suitable only for small fires.
Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishant.	

FIRE HOSE REEL

'A' TYPE FIRES ONLY
Paper, wood and plastics

NOTE: Ensure you maintain a path of egress between you and the nearest exit.

FIRE BLANKET

'F' TYPE FIRES ONLY
Cooking Oils and Fats

NOTE: Use as a blanket to wrap around a human torch (ensure you replace after every use).

Extract - AS2444-2001

USING FIRE EXTRINGUISHERS

Only people who have been trained should use a fire extinguisher, unless there is no alternative. When using a fire extinguisher the following points should be remembered:

- Do not panic, keep calm and think.
- Warn everyone in the area of impending danger.
- Stay between the doorway and the fire.
- Use the right type of extinguisher (refer to label on extinguisher).
- Have others back you up with other extinguishers.
- Be certain you know how to use the extinguisher.
- If in doubt – read the instructions.
- Ensure that the business is notified that the extinguisher has been used.

INCIDENTS

INCIDENT PROCEDURE

In the event of an incident K-Spec Building Consultants requires that the following procedure be followed:

1. Provide assistance as required to any injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Call the emergency services (ambulance) or a doctor.
4. Contact the Director of K-Spec Building Consultants.
5. Do not interfere with the scene of an incident.
6. Await further instructions from emergency services.
7. If required the principal contractor will notify the WHS Authority.

If a worker is involved in a motor vehicle accident in the course of their work the same procedure above must be followed. If there are any other parties involved in the accident the worker should obtain the other party's names, address, phone number, registration number and insurance company details.

INCIDENT AND FIRST AID RECORDING

All workers should immediately notify K-Spec Building Consultants of all injuries or incidents where a person is or could have been seriously injured.

All injuries or incidents of any kind should be recorded on the First Aid/ Incident Register.

NOTIFIABLE INCIDENTS

Certain 'notifiable incidents' must be reported to the WHS Authority immediately on the approved form.

A copy of this form can be found in the Registers and Forms section of this system or the approved form is also available from the WHS authority website at https://www.deir.qld.gov.au/pls/apex_ep/f?p=120:100

A copy of all completed forms must be forwarded to the [Director/ manager/ supervisor], and will be kept by the business.

If the incident involves a death, immediate notification is required by calling the WHS authority on **1300 369 915**.

Notifiable incidents include:

Serious bodily injury, including a fatality

- the injured person's death; or
- the loss of a distinct part or an organ of the injured person's body; or
- the injured person to be absent from the person's voluntary or paid employment for more than four normal working days.

Work caused illness

- an illness contracted by a person to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor; or
- the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration

Dangerous event

- an event caused by specified high risk plant; or
- if the event involves or could have involved exposure of persons to risk to their health and safety because of:
 - collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant;
 - collapse, or failure of an excavation or of any shoring supporting an excavation;
 - collapse, or partial collapse of any part of a building or other structure;
 - damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or
 - implosion, explosion or fire;
 - escape, spillage or leakage of any hazardous material or dangerous goods;
 - fall or release from a height of any plant, substance or object;
 - damage to a boiler, pressure vessel or refrigeration plant; or
 - uncontrolled explosion, fire or escape of gas or steam.

MANAGING MEDICAL EMERGENCIES

If a person is injured or becomes ill whilst at the workplace, the following procedures should be carried out by the relevant person:

1. Person who discovers casualty:
 - prevents unauthorised treatment or unnecessary movement of casualty; and
 - immediately contact the trained first aid personnel.
 - If the person is unconscious, not-breathing or bleeding badly, you should call an ambulance immediately.
2. Trained first aid personnel:
 - treats casualty as required;
 - records details of injured person and treatment administered; and
 - will telephone for an ambulance if required and provide assistance.

The names and direct telephone numbers of trained first aid personnel can be found in the “Emergency Contact Details” found at the front of this Emergency Management and Incident Investigation Plan.

In all instances the principal contractor must be notified and an incident report may be required to be completed.

FIRST AID

K-Spec Building Consultants will ensure so far as reasonably practicable that:

- First aid equipment is provided for the workplace;
- Each worker at the workplace has access to the equipment; and
- Access to facilities to administer first aid.

K-Spec Building Consultants will ensure that an adequate number of workers are trained to administer first aid at the workplace or the workers have access to an adequate person who has been trained to administer first aid.

All PCBU's engaged by the business will be required to provide their own first aid equipment and make arrangements for access to adequately trained staff to administer first aid.

INFECTIOUS OUTBREAKS

In the event of an infectious outbreak, K-Spec Building Consultants requires that the following procedure should be followed:

- All infected persons or persons who have been in contact with an infected person may be sent home and will be required to remain at home until they can provide a medical certificate saying they are no longer infectious.
- Any person who may have had contact with an infected person is to seek medical advice as soon as possible, and if infected, remain at home until a medical clearance has been given.

CONFRONTATION AND/OR TRESPASS

CONFRONTATION PROCEDURES

If you are confronted by a threatening person or a person trespasses into the building you should follow the steps below:

1. Remain calm.
2. Call for assistance.
3. Keep out of reach of the aggressor.
4. Do not antagonize the aggressor.
5. Observe the aggressors behaviors and take notes of appearance.
6. Report the incident to the principal contractor.

TRESPASS PROCEDURES

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personal only, K-Spec Building Consultants requires that the following procedure be followed:

1. Obtain assistance from other workers or notify the director, Chief Warden or site supervisor of the situation.
2. Never challenge someone if you are unsure or alone.

3. In incidents of trespass, if safe to do so, casually approach the person and ask if you can assist.
4. If unsafe to approach the person, remove yourself from the situation.

BOMB THREAT PROCEDURES

If a bomb threat is received either in person or by phone or email, K-Spec Building Consultants requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report as soon as possible (refer to attached list).
- If a bomb threat is received in the mail, retain the correspondence including any envelopes or packaging, and do not over handle it.
- If a bomb threat is received in person, follow the steps outlined above for “Confrontations” and write down a description of the person as soon as possible.
- Notify the director, Chief Warden or site supervisor or Regional director immediately of any bomb threat.
- Do not create panic by telling any other workers immediately.
- The director, Chief Warden, or site supervisor will notify the Police (000) and follow their directions.
- If evacuation is required, follow the general evacuation procedures in section 1, however, DO NOT take any personal items with you as these will need to be inspected as part of the search process.
- Searchers will check workplace systematically, so those who are familiar with the area may be asked for assistance in identifying whether items are out of place or unusual.

SUSPICIOUS OBJECTS

If suspicious objects are found in the workplace, the business requires that the following procedure be followed:

- Do not touch, tilt or tamper with the item and notify the director, Chief Warden or site supervisor.
- The Director, Chief Warden or Site Supervisor will notify emergency services and evacuate the area if required.
- If the decision to evacuate is made, workers and visitors should not remove their personal belongings. This will facilitate the identification of suspect objects.

SUSPICIOUS MAIL

If suspicious mail is received:

- Do not touch, tilt or tamper with the mail item and notify the Director or Chief Warden
- The Chief Warden will notify emergency services and evacuate the area if required.
- If the decision to evacuate is made, workers and visitors should not remove their personal belongings. This will facilitate the identification of suspect objects.

SUSPICIOUS WRITTEN MAIL

If a written threat is received either through the mail or personally delivered, avoid handling it excessively so that police can examine the note for evidence.

Advise the Chief Warden or [Director/ manager/ supervisor], who will notify emergency services.

TESTING OF EMERGENCY PROCEDURES

K-Spec Building Consultants requires that the emergency procedures outlined in this emergency management plan will be tested at least two times per year or unless it is identified that testing is required due to a change in the procedure, equipment or personnel.