ADG WHS Management Plan

Document Subtitle

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# Amendment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Amendment No** | **Date** | **Page No** | **Description** |
| 0 | 30/03/2023 | 11 & 23 | Take 5 & SWMS information updated |
|  |  |  |  |

# Contractor Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Construction Project Details**: | | | |
| **Principal Contractor** | **Airport Development Group** | | |
| Address |  | | |
| Contact person |  | | |
| Position |  | | |
| Phone |  | | |
| Email |  | | |
| **Subcontractor 2** |  | **Subcontractor 3** |  |
| Address: |  | Address |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person |  |
| Position: |  | Position |  |
| Phone: |  | Phone |  |
| Email: |  | Email |  |
| **Subcontractor 4** |  | **Subcontractor 5** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcontractor 6** |  | **Subcontractor 7** |  |
| Address |  | Address |  |
| ABN |  | ABN |  |
| Contact person |  | Contact person |  |
| Position |  | Position |  |
| Phone |  | Phone |  |
| Email |  | Email |  |
| **Subcontractor 8** |  | **Subcontractor 9** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| **Subcontractor 10** |  | **Subcontractor 11** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| **Subcontractor 12** |  | **Subcontractor 13** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| **Subcontractor 14** |  | **Subcontractor 15** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| **Subcontractor 16** |  | **Subcontractor 17** |  |
| Address: |  | Address: |  |
| ABN |  | ABN |  |
| Contact person: |  | Contact person: |  |
| Position: |  | Position: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| **Subcontractor 18** |  |  |  |
| Address: |  |  |  |
| ABN |  |  |  |
| Contact person: |  |  |  |
| Position: |  |  |  |
| Phone: |  |  |  |
| Email: |  |  |  |

# Project Description

Works site is located at xxxxxxxxxx. This project consists of xxxxxxxxx (Attachment 1 refers).

|  |
| --- |
| Photo or plan here |

The project requires

Site will be secured with xxxxx.

Site will be secured by xxxxxxx

Summary of the scope is:

*To be completed to suit the job and may include the following:*

## Internal Works

## External Works

# WHS Responsibilities

The Airport Development Group are the Principal Contractor for this works and the following table outlines the key personnel and their roles, responsibilities and authorities:

| **Key Personnel** | **Role & Contact** | **Responsibilities & Authority** |
| --- | --- | --- |
| Steve Caldwell | Health & Safety Manager | Health & Safety Manager for ADG. Responsible for setting WHS policy, procedures & compliance. Subject matter expert available for advice & guidance where required.  Lead investigator for major breaches or non-compliance with WHSMP.  Authorized to endorse and amend WHSMP. |
|  | Project Manager | Project Manager for the Porte Cochere, Reception and F&B buildings at the Darwin Airport Hotel project.  Responsible for development, updating and compliance with the WHSMP & endorsement of same by Health & Safety Manager.  Notification of non-compliance to the Health & Safety Manager.  Authorized to amend WHSP in consultation with the Health & Safety Manager. |
|  | Site Manager | Responsible for compliance with WHSMP & notification of non-compliance to Project Manager and Health & Safety Manager.  Nil authority to change or amend WHSMP. May provide suggestions or request amendments to the Plan for review & endorsement by Project Manager / Health & Safety Manager. |
|  | Site Assistant | Can assist site manager with admin tasks to review and confirm WHSMP compliance.  Nil authority to change or amend WHSMP. May provide suggestions or request amendments to the plan for review & endorsement by Project Manager / Health & Safety Manager. |
| Subcontractors | (Refer construction project details above) | Responsible for compliance with WHSMP for work activities.  Responsible for preparation and / or compliance with:   * Site specific Safe Work Method Statements (SWMS) * Site inductions & business registration * Complying with site sign in and out register * Toolbox talks * Obtaining all necessary permits where required and prior to works commencing   Responsible for compliance with WHSMP & notification of non-compliance to Site Manager / Project Manager.  Nil authority to change or amend WHSMP. May provide suggestions, request amendments to the Plan for review and endorsement by Project Manager / Health & Safety Manager. |

# Consultation

The following table outlines the different forms of consultation to be used on this site. All contractors must adhere to these processes before starting work on this site. ADG as the Principal Contractor, will conduct routine audits of these processes and failure to comply may result in a Stop Work being issued until compliance is achieved.

| **Item** | **Contents & Coordination** | **Record** |
| --- | --- | --- |
| Airport Induction & Business Registration. | All contractors performing works on-site will be required to complete site specific induction as a minimum.  Site induction will comprise of overview of site specific WHSMP including site risk register | Induction & Business Registration register captured in site WHSMP Folder and stored in site office.  Business registration forms and associated insurance certificates held on DIA WoL system, notifications issued for expired insurance certificates. |
| DIA Site Induction | All workers performing substantial works on-site (1 x week +) will be required to complete DIA online induction.  All persons working on site to be familiarised with this WHSMP prior to starting work on site.  Site visitors to be always escorted by Inducted person(s) and not permitted to be on-site or performing works alone. | Induction register captured in site WHSMP Folder and stored in site office. |
| Prestart meeting | Prestart meeting with all contractor representatives prior to onsite works commencing for the day. | Prestart notes/documentation to be held in site WHSMP Folder and stored in site office.  Workers unavailable to attend prestart are to document having read and understood prestart notes as part of sign in register. |
| Toolbox meetings | Toolbox meetings with all on-site personnel to occur regularly and at least fortnightly. | Toolbox notes/documentation to be displayed on a white board in site office.  Workers unavailable to attend toolbox are to document having read and understood toolbox notes as part of sign in register. |
| Site Sign In register  (Attachment 5 refers) | All staff, contractors and visitors to sign in and out of site. | Sign in / off register held and captured in site WHSMP Folder and stored in site office. |
| Programme | Works to be conducted in accordance with a Gant Chart program supplied to all contactors and updates as required. Gant Chart provides schedule of current and upcoming works. | Copy of works programme held in WHSMP Folder and stored in site office (Attachment 2 refers). |
| Contractor Monthly Report (CMR)  (Attachment 4 refers) | All subcontractors to provide a CMR to the Principal Contractor | All CMR’s t be provided to the Health & Safety Manager every month for recording & evaluation |
| English as a second language (ESL) | All subcontractors to ensure ESL is considered for their team. | Staff with ESL issues to be identified and catered for using safety instructions in language or supervisory interpreters or both.  Principal Contractor may ask to demonstrate how this will be achieved. |

# Identify Hazards, Assess and Control Risks

All contractors on site must have completed a risk assessment of the works they are undertaking this is usually in the form of a safe work method statements (SWMS) or a Safe Operating Procedure (SOP) which will be stored on site in Attachment 3 of this document.

All SWMS must be cognisant of the Construction Risk Register (Attachment 2 refers) and address the identified hazards listed therein.

## Key Project Hazards

The construction risk register (Attachment 2 refers) identifies the key hazards associated with this project and they are listed below:

*To be completed to suit the job and may include the following:*

* Protection of Public
* Deliveries and traffic management
* Working at heights
* Ladder safety
* Electrical safety
* Gas safety
* Excavation works
* Interaction with machinery, plant & equipment
* Hazardous materials
* Interface with other projects
* Site management (i.e. nominated Principal Contractor transition)
* Working in the heat

This list is not exhaustive, and contractors must identify all the risks associated with their work activities on this project.

## Safety in Design

*To be completed to suit the job and may include the following:*

Safety in design elements considered should include:

* Maintenance facilities
* Safe Roof Access
* Operational and disabled access & egress
* Staff facilities as required under the NT WorkSafe Code of Practice for Facilities

## General Controls

ADG will employ competent contractors to undertake specialist work activities and they will need to implement the following controls as a minimum:

* Comply with DIA Policies and Safety Culture
* Comply with this WHS Management Plan
* Use Permits for high-risk work
* Complete & sign SWMS for all high-risk work
* Complete a Take 5 when working in a new location

| **Item** | **Contents & Coordination** | **Record** |
| --- | --- | --- |
| SWMS Register | All contractors are required to prepare and document all site related SWMS. | Register of SWMS inc. sign on to be held in in site WHSMP Folder and stored in site office |
| Permits | All contractors are required to have signed permits prior to relevant works (requiring a permit) commencing | Permit templates held on DIA Corporate website:  [Airport Building Activity | Darwin International Airport (darwinairport.com.au)](https://www.darwinairport.com.au/corporate/building-approvals#permits)  Copy of completed permits to be held in WHSMP Folder and stored in site office. |
| Take 5 | All contractors are required to undertake Take 5 assessments prior to relevant works.  This must be done for each new set-up of any high risk construction works or where the hazards change or conditions of original SWMS has changed. | Contractors can use their own Take 5 assessment or can use the ADG Take 5 snapform. Refer QR code: |

The following table summarises the identify hazard, assess & control the risk process for the key hazards identified & is the Risk Register for this project:

*To be completed to suit the job and may include the following:*

| **Hazard / Risk** | **Assessment** | **Minimum Controls** |
| --- | --- | --- |
| Protection of Public | High | Construction fencing, locked gates, monitored by the Principal Contractor to ensure compliance. |
| Deliveries & traffic management | High | Traffic management by subcontractors as required, monitored by the Principal Contractor |
| Working at heights | High | All working at heights must be risk assessed, documented & utilise fall restraint methods ratified by ADG |
| Ladder safety | Medium | All contractors must comply with ADG ladder safety policy, monitored by the Principal Contractor |
| Electrical safety | High | Working on or near electrical services must be accompanied by a Permit signed off by an electrically competent person |
| Gas safety | Medium | Working on or near gas services must be signed off by a competent person |
| Excavation works | High | All excavation work must be undertaken in accordance with the NT WorkSafe Code of Practice  [NTWS - Excavation - COP](https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice/excavation-work2) |
| Interaction with machinery, plant & equipment | High | Each contractor must manage the interaction between their plant & machinery and other workers and members of the public. This must be covered on their SWMS. |
| Hazardous materials | Low | It is envisaged there will not be extensive use of hazardous materials on site however each contractor must ensure SDS’s are available for all chemicals used on site. |
| Interface with other works / projects | High | Principal Contractor to ensure all subcontractors coordinate work activities & ensure awareness is raised through pre-start and toolbox meetings to inform. |
| Site management (i.e. nominated Principal Contractor transition) | Medium | The transition of the changeover of Principal Contractor must be well managed through extensive meetings during this period, where applicable. |
| Heat stress | High | All contractors must have a heat stress management procedure that aligns with or exceeds the NT WorkSafe requirements [NTWS - Working in the Heat](https://worksafe.nt.gov.au/forms-and-resources/bulletins/working-in-heat) |

# High Risk Construction works

The following high-risk activities are likely to be undertaken on this project and each contractor must identify all their high-risk work activities and include in their SWMS (Attachment 3 refers) & procedural documentation:

|  |  |  |
| --- | --- | --- |
| **High Risk Construction Work** | | **Project & SWMS reference** |
| 1. Asbestos |  |  |
| 1. Chemical, fuel or refrigerant lines |  |  |
| 1. Concrete - Tilt-up and precast |  |  |
| 1. Confined space |  |  |
| 1. Demolition |  |  |
| 1. Diving |  |  |
| 1. Electrical installations and services |  |  |
| 1. Excavation greater than 1.5 m |  |  |
| 1. Explosives |  |  |
| 1. Falling two metres or more |  |  |
| 1. Flammable or contaminated atmosphere |  |  |
| 1. Gas distribution mains & consumer piping |  |  |
| 1. Mobile plant - powered |  |  |
| 1. Road or rail traffic – working near |  |  |
| 1. Structural alterations requiring support |  |  |
| 1. Telecommunications towers |  |  |
| 1. Temperature - artificial extremes of |  |  |
| 1. Tunnels |  |  |
| 1. Water or other liquids - risk of drowning |  |  |

# Managing Subcontractors

The Principal Contractor will ensure all subcontractors working on this project will be managed and coordinated by a combination of:

* Ensuring compliance with the WHSMP & Risk Register for this project
* Inductions
* Pre-start meetings
* Toolbox meetings
* SWMS’s
* Permits
* Take 5’s
* Sign in Register

Spot checks and audits to be conducted regularly by Site Assistant, Site Manager, Project Manager and Health & Safety Manager

The Principal Contractor will provide a Contractor Monthly Report (Attachment 4 refers) to the ADG Health & Safety Manager.

# Managing Incidents

The Principal Contractor will ensure all incidents and emergency situations are managed on the site by implementing the following:

| **Item** | **Procedure** |
| --- | --- |
| Incident management | * Contact emergency services and stabilise and evacuate any injured person(s) * Incident scene to be isolated and preserved unless there is an immediate safety threat * All incidents must be reported to the Site Construction Manager. Site Manager is required to then report all incidents to the Health and Safety Manager and Project Manager * Notification of the relevant regulator & emergency services * Health and Safety Manager will conduct and lead all incident investigations with the assistance from the Project Manager and Site Manager as necessary * Workplace is to be made safe after the incident investigation at the direction of the regulator and/or the Health and Safety Manager * Review processes and procedures after the event to minimise / prevent reoccurrence and update WHSMP as necessary |
| Emergency situations | * Emergency Evacuation plan for the construction project to be included in the Site Induction. |
| First aid arrangements | * The facilities and first aid equipment that will be provided by the Principal Contractor and located within the Site Office. Refer Attachment 1. * All first aid incidents must be reported to the Site Construction Manager. |

# Monitor & Review Plan

To ensure compliance with this WHSMP the following items should be reviewed by the allocated personnel at the recommended intervals:

| **Item** | **Event / Review** | **Frequency** |
| --- | --- | --- |
| WHSMP | On-going monitoring of works. | Plan to be updated as when required and as the project develops. |
| Review for compliance and updates as necessary | Formal review monthly for compliance and updates. Undertaken by Project Manager and Health and Safety Manager. |
| Prestart meeting | Pre-start meetings to occur and be documented daily in WHSMP Register | Daily (exception in rare events that don’t allow i.e. sickness of key personnel) |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| Toolbox meetings | Toolbox meetings to occur and be documented fortnightly in WHSMP Register | Weekly, undertaken and recorded by Site Manager |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| SWMS | On-going, SWMS to be documented and reviewed prior to works commencement | On-going, recorded and reviewed by Site Manager. Project Manager and Work Health Safety Office to support as and when required. |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| SWMS Register | On-going, Site Manager to ensure personnel are completing SWMS register | On-going review, undertaken by Site Manager and Site Assistant |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| DIA Permits | On-going, Site Manager to ensure personnel are completing relevant DIA Permits | On-going review, undertaken by Site Manager and Site Assistant during works |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| Take 5 | On-going, Site Manager to ensure personnel are completing Take 5 assessments | On-going review, undertaken by Site Manager and Site Assistant during works |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| Site Sign In register  (Attachment 5 refers) | On-going, Site Manager to ensure personnel are signing in and out | On-going review, undertaken by Site Manager and Site Assistant during works |
| Compliance check | Weekly, undertaken by Project Manager (and others if requested) |
| Safety, Environmental & Security Observation  (SESO) | Site inspection of works | Weekly, undertaken by Project Manager (and others if requested) |
| Compliance check | Monthly, review included as part of WHSMP compliance |

# Attachment 1 – Site Location Plan

# Attachment 2 – Project Program

# Attachment 3 – Project SWMS

This section of the plan should contain all of the signed and approved Safe Work Method Statement (SWMS) for each of the contractors working on this project.

It is important that SWMS that are provided for ADG projects are able to be understood by the end – users (ie they need to be simple & compliant – to ensure they will be used, complied with & monitored).

SWMS that do not comply with this clause may not be accepted & may need to be resubmitted to ensure they comply with the *NT WHS (National Uniform) Regulations* & in particular *Reg 299 (3) (b)* – SWMS to be set out & expressed in a way that is readily accessible & understandable to persons who use it.

It is the responsibility of the Principal Contractor to periodically review the SWMS of each of the contractors to ensure they are complying with the requirements of their document.

Failure to comply with an approved SWMS may result in work being stopped until compliance is achieved.

# Attachment 4 – Contractor Monthly Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contractor Company Name | | |  | | | | |
| Month/Year | | |  | | | | |
| Number of hours worked at Airport Development Group (ADG) this month? | | |  | | | | |
| **Work Health and Safety (WHS) KEY PERFORMANCE INDICATORS**  Please provide information against each of the key indicators listed below. Statistics for ADG works only. | | | | | | | |
| **Key WHS Performance Indicators** | **Indicator** | | | | | **Monthly Statistics** | |
| Number of lost time injuries? | | | | | \* | |
| Number of medical treatment injuries? | | | | | \* | |
| Number of first aid injuries? | | | | | \* | |
| Number of hazards identified? | | | | | \* | |
| Number of near misses identified? | | | | | \* | |
| Number of property damage events? | | | | | \* | |
| Number of safe work method statements (SWMS) or Take 5’s used over the month? | | | | | \* | |
| Number of meetings conducted where WHS discussed? | | | | | \* | |
| **WHS EVENT INFORMATION**  Please provide information on any WHS events that occurred in ADG-controlled areas. Minimum information should include:   * The date, time and location of the incident. * The name/s of those involved (including witnesses). * The outcome of the incident (i.e. MTI, no injury, property damage, etc). * The identified immediate and root causes of the incident and corrective actions. * The name and contact details of the person conducting the investigation. | | | | | | | |
| **WHS Corrective Actions** | **Date** | **Details** | | | **Actions completed?** (attach report) | | |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
| **Name** | \* | | | | | | |
| **Position** | \* | | | **Contact Telephone** | | |  |
| **Signature** | \* | | | **Date** | | |  |

# Attachment 5 – Contractor Pre-Start & Sign-In Register

|  |  |  |  |
| --- | --- | --- | --- |
| **SITE PRE-START** | | | |
| **Project:** |  | **Date:** |  |
| **Project Manager:** |  | **Site Manager:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRE-START MEETING NOTES** | | | |
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| **SITE SIGN-IN REGISTER** | | | |
| **Project:** |  | **Date:** |  |
| **Project Manager:** |  | **Site Manager:** |  |

By signing into the site, contractors and visitors acknowledge the following:

* I will comply with the site WHS Management Plan (WHSMP) and risk register for the site;
* I am inducted or will be escorted at all times by an inducted person;
* I have attended and/or read and understood the pre-start minutes for the day;
* I have attended and/or read and understood the toolbox minutes for the week;
* I have read & agree to the SWMS in this Register,
* I will use Permits where required; and
* I will complete Take 5 risk assessments as required.

If any of the above requirements are unclear or require further clarification, please refer to site WHSMP Plan. Alternatively, contact the Site Manager or Project Manager prior to commencing works.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Company** | **Signature** | **Phone** | **Sign-In** | **Sign-Out** |
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|  |  |  |  |  |  |
| **Name** | **Company** | **Signature** | **Phone** | **Sign-In** | **Sign-Out** |
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| --- | --- | --- | --- | --- | --- |
| **Name** | **Company** | **Signature** | **Phone** | **Sign-In** | **Sign-Out** |
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