



WORK HEALTH AND SAFETY MANAGEMENT PLAN FOR CONSTRUCTION WORK.



NOTICE

This HIA Safety Services document has been carefully prepared to reflect acceptable OH&S practices and applicable laws. This document can also be found in any company vehicle. It is your responsibility to ensure that you use safe work practices at all time, and follow the procedures and processes laid out in your subcontractor's 'Safe Work Method Statement'

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PRINCIPAL CONTRACTOR DETAILS

Business Name	About Homes NT Pty Ltd
ABN	11 156 650 154
Business Address	10 Fuhrmann Street Muirhead NT 0810
Business Phone	0417 806 159
Business Email	info@abouthomesnt.com.au
Business Web Address	www.abouthomesnt.com.au
SITE DETAILS	Various

WORKPLACE HEALTH AND SAFETY POLICY

ABOUT HOMES NT specializes in building single/double storey family homes.

We understand the importance of workplace safety and believe in working in the best interests of our customers, subcontractors, and the community at large by reducing risks to a practicable level within the workplace to provide a safe place of work.

In order to attain the highest level of safety in our operations, **ABOUT HOMES NT** has developed and put in place a WHS Management Plan in order to achieve our goal.

Management is committed to:

- Zero accidents
- Zero incidents
- Operating and continually improving our safety management system

The success of our WHS Management Plan 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 subcontractors 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.

This policy will be communicated to all **ABOUT HOMES NT** subcontractors to ensure awareness of our commitment to safety.

All **ABOUT HOMES NT** subcontractors are expected to comply and work towards the requirements of the WHS Management Plan. Management will regularly review the Plan to maintain its suitability and effectiveness.

Director

George Sfouggaristos

Director Signature



Date

07.10.21

PEOPLE WITH SPECIFIC WHS RESPONSIBILITIES

<i>Name</i>	<i>Position</i>	<i>Phone Number</i>	<i>Brief description of OHS responsibilities</i>
George Sfouggaristos	Principal Contractor	0417 806 159	<ul style="list-style-type: none"> Responsible for implementing policies and systems of About Homes NT. Responsible for implementing the About Homes NT WHS Policies, procedures and site rules as set out by this WHS Management Plan.
Leonidas Sfouggaristos	Site Manager	0417 806 524	<ul style="list-style-type: none"> Responsible for implementing policies and systems of About Homes NT. Responsible for implementing the About Homes NT WHS Policies, procedures and site rules as set out by this WHS Management Plan.
Katerina Sfouggaristos	WH&S Advisor	0407 611 126 katerina@abouthomesnt.com.au	<ul style="list-style-type: none"> Point of contact for WHS matters.
Various	Subcontractors	Various	<ul style="list-style-type: none"> Responsibility for the Health and Safety of themselves, own employees and those who may be affected by their work. Responsibility for following the WHS policies, procedures and site rules as outlined in this WHS Management Plan by About Homes NT.

ARRANGMENTS FOR WHS CONSULTATION AND CO-ORDINATION

Item	Responsible Person (tick)	
	Principal Contractor and Site Manager	Subcontractor
Coordinate the safe interaction between subcontractors working on the site.	✓	
Prepare, monitor, maintain and make available this WHS Management Plan.	✓	
Ensure the principal contractor signage is posted and visible.	✓	
Consult with all workers on any WHS matter that may affect them.	✓	
Coordinate SWMS amendments, as appropriate.		✓
Ensure all workers and visitors receive relevant site safety information.	✓	✓
Confirm subcontractors give site safety briefings to their workers.	✓	
Confirm subcontractors supply and maintain own first aid kit.		✓
Confirm all workers have construction induction training.	✓	✓
Confirm subcontractors give site safety briefings to their workers.	✓	
Ensure workers are aware of this plan and are provided access to it.	✓	

ARRANGMENTS IN RELATION TO SWMS

Item	Responsible Person (tick)	
	Principal Contractor and Site Manager	Subcontractor
Prepare safe work method statements (SWMS) for all high risk construction work.		✓
Provide copy of SWMS to the principal contractor prior to work commencing.		✓
Induct relevant workers into the SWMS.		✓
Ensure that high risk construction work is performed in accordance with the SWMS.	✓	✓
Ensure that SWMS is modified if controls are not adequate.		✓
Ensure site safety briefings given to workers before starting work.		✓

INTRODUCTION

This WHS management plan has been prepared by the principal contractor and includes:

- 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 subcontractors 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.

MAINTENANCE AND REVIEW

The principal contractor will ensure so far as reasonably practicable that this 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.

The principal contractor will ensure that a copy of this 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.

CONTROL OF THE SITE

The principal contractor will remain in control of the construction site until the site is handed back to the client. Only persons conducting work activities who have discussed the content or received a copy of this WHS Management Plan are to enter the site.

It is the responsibility of any other subcontractor to ensure that any workers engaged by them are aware of this WHS Management Plan and that they are adequately supervised.

All subcontractors are responsible for WHS in their respective work areas and they have a responsibility to ensure that their work is carried out by workers who are competent and have been trained appropriately and have the skills to perform the task.

SAFE WORK METHOD STATEMENTS

The principal contractor will ensure that before any high risk construction work is carried out on this project that a SWMS is prepared by the subcontractor who is responsible for carrying out that work. And provide a copy of the SWMS to the principal contractor before they commence carrying out of the high risk work to which it relates.

A photograph must be emailed or messaged to the principal contractor before they commence carrying out of the high risk work to which it relates, as proof of working in a manner which complies with the SWMS.

The principal contractor and the subcontractor carrying out the work 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, the principal contractor will stop the work and only allow work to resume in a manner which complies with the SWMS.

The business will ensure that all SMWS's relevant to this construction project are made available for inspection and readily accessible to any worker carrying out work on that construction project.

GENERAL SAFETY INDUCTION

The principal contractor requires that all workers carrying out construction work must have a current general safety induction card.

All 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.

EXTENT OF THE SITE

All work is to be performed inside the boundaries of the site.

If it is necessary to undertake work on the footpath, or other areas outside the boundaries of the site, a risk assessment must be done and if there is a risk to the health and safety of any persons (including members of the public), appropriate control measures must be implemented.

If control measures are implemented due to the nature of a subcontractor's work the cost of the implementing the controls will be borne by the subcontractor. This applies if the Principal Contractor makes the direction to implement a control measure.

SECURITY OF THE SITE

The principal contractor will remain in control and contractual possession of the construction project until possession is handed back to the client.

The principal contractor will ensure so far as reasonably practicable that the workplace is secured with temporary fences from unauthorized access, until lock up stage, having regards to the risks arising from unauthorized access, the likelihood of unauthorized access occurring and the extent to which it cannot be prevented and the hazards need to be isolated.

As the principal contractor may not always be on the construction site at all times when work is being carried out, it is the responsibility of all workers to ensure that the site is secured each time they leave the site, and at the end of the day when work ceases.

Any evidence of unauthorized access to the site must be reported to the principal contractor as soon as possible.

SITE CLEANLINESS/ HOUSE CLEANING

Rubbish bins will be placed on the site for disposal of building waste and will be emptied when necessary.

All workers must not leave waste in any undesignated areas on the site and must place all waste materials in the rubbish bins provided.

If there is an issue with the bins and/or material storage, (e.g. bin is full or the site is untidy) the Principal Contractor should be notified as soon as is reasonably practicable.

If any subcontractors fail to manage their waste appropriately, and leave the site in an untidy or unclean manner, they may be required to pay the cost of clean-up and removal.

EXCAVATION WORK

Excavation work means the excavation, fill, or part fill of a trench, tunnel or shaft.

A subcontractor carrying out excavation work must manage risks associated with that work. In particular where an excavation includes such risks as:

- a person falling into an excavation;
- a person being trapped by the collapse of an excavation;
- a person working in an excavation being struck by a falling thing;
- a person working in an excavation being exposed to an airborne contaminant.

For all excavations greater than 1.5 meters deep, the subcontractor responsible for the work must prepare a SWMS prior to commencing the work.

Excavations greater than 1.5m deep should be either benched, battered, shored or have a geographical report undertaken prior to working in or around the trench.

A trench at least 1.5m deep must, so far as is reasonably practicable, be secured from unauthorized access (including inadvertent entry).

In order to restrict access to an excavation the subcontractor responsible for the excavation is required to erect a barricade or hoarding at least 900mm high around the excavation, unless it is not practicable to do so or there is not likely to be people in the vicinity of the excavation.

A barricade means a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers.

If a trench is more than 1.5m deep at the workplace access to and from the trench should be by ladder/s. The subcontractor undertaking the excavation work should ensure that at least 1 ladder giving access to and from the trench is installed in every 9m of the length of the trench in that part of the trench where a person will be.

UNDERGROUND SERVICES

The Principal Contractor will take all reasonable steps to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence.

"Underground essential services" means essential services that use pipes, cables or other associated plant located underground.

The information that is required to be collected in relation to the underground essential services includes information about:

- the essential services that may be affected by the excavation;
- the location, including the depth, of any pipes, cables or other plant associated with the affected essential services;
- any conditions on the proposed excavation work.

The principal contractor will provide the information obtained to any person engaged by the person to carry out the excavation work.

Any subcontractor who is given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

WORKING AT HEIGHTS

Any subcontractor performing work above 2 meters must supply a SWMS to the principal contractor before commencing work on site.

Any subcontractor will provide their own adequate physical fall protection, (for example: hanging bracket platforms, scaffolding, elevated work platforms) where a risk assessment identifies the need and where it is reasonably practicable to do so.

Any additional fall protection provided by a subcontractor must comply with all relevant legislation, codes of practice and standards, in its erection, alteration, dismantling and performance.

The principal contractor will provide scaffolding if it is required for the fascia design of the house

MANUAL HANDLING AND STORAGE

All workers are encouraged to use good manual handling techniques. Where materials are too heavy or awkward for one person to lift, more than one person or a mechanical lifting device should be used to assist with the lift.

Material or equipment delivered to site should be placed as close as possible to where it is to be used. It is the responsibility of the subcontractor arranging the delivery of materials or equipment

to ensure that material or equipment is stored appropriately, to avoid risk to health and safety, damage from adverse weather and theft or unauthorized use.

All materials must be stored inside the boundaries of the site, not on the footpath, and be kept clear of access ways.

SIGNAGE

About Homes NT will ensure that site signs installed:

- show the principal contractors name and telephone numbers and
- are clearly visible from the outside of the workplace, or the work area of the workplace the construction project is being undertaken.

HAZARDOUS SUBSTANCES

All subcontractors using hazardous substances at the site will supply the Principal Contractor with a copy of their Hazardous Substance Register, including any relevant current Material Safety Data Sheets (MSDS) a risk assessment and a SWMS prior to the commencement of work.

Subcontractors are also required to supply a risk assessment for each relevant substance and a Work Method Statement prior to commencement of works. The risk assessment may be generic for 12 months in line with the WMS.

It is the responsibility of the contractor to keep a copy of relevant MSDS on site, follow the requirements of the MSDS and the SWMS, and train all person in the correct use of the appropriate PPE. A register of all MSDS that have been supplied will be kept with this WHS Management Plan.

A post risk assessment must be carried out by the relevant person after using a Hazardous Substance.

MOBILE PLANT

Any Subcontractors using mobile powered plant (e.g. mobile cranes, excavators, fork lifts, elevated work platforms, etc.) are required to supply a Work Method Statement to the Principal Contractor prior to the commencement of works.

All mobile powered plant should be used and maintained in accordance with the manufacturer's instructions and specifications.

The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by the Principal Contractor.

Instructions from licensed operators, with regard to the safe operation of their equipment, should be observed by all persons on site whilst the mobile plant is present.

LIFTING EQUIPMENT

The use of lifting equipment is considered to be the movement of mobile plant, and the requirements outlined above in this WHS Management Plan in relation to Mobile Plant must be followed.

All lifting gear being used on site must have a current inspection tag, displaying an inspection date within the last 12 months.

If the operator of a vehicle loading crane is shifting a load from the truck to the ground or from the ground to the truck - there is no requirement for the operator to hold a dogging licence. This is because this activity is considered to be covered in the unit of competency that must be successfully completed prior to obtaining a CV licence, and if the crane is of a smaller capacity than which warrants a CV licence, then it is an activity that the subcontractor must ensure the operator is competent to perform.

If the operator of a vehicle loading crane is shifting a load anywhere other than from the truck to the ground, or from the ground to the truck i.e. shifting trusses from the truck and placing them directly onto the top of a house frame - the operator must hold a dogging licence as this constitutes dogging work.

PROTRUSIONS

Any hazardous protruding objects created as a result of a subcontractor's work; for example starter bars, tie down bolts, copper pipes, stirrups, should be removed, capped, bent over or barricaded, so that they do not pose a risk to injury of other persons on site.

LICENCES, CERTIFICATIONS AND PERMITS

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit, the principal contractor requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

It is the responsibility of the subcontractor responsible for the work activity, equipment or mobile plant to ensure that the workers carrying out the work have the appropriate license, certification or permit.

All workers must have their relevant license, certification or permit available for inspection at all times whilst on site.

AMENITIES

Amenities such as toilets will be provided on site by the principal contractor.

The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of a workers vehicle.

All persons on site are to maintain good hygiene standards and clean up after themselves.

HOT WORKS

If a worker is carrying out hot works (i.e. welding, cutting, brazing) at the site, all combustible material must be removed from the work area and a fire extinguisher must be readily available. The PCBU responsible for the work must also complete a SWMS and provide it to the principal contractor prior to commencing work.

After the completion of the hot works, the work area must be inspected to ensure no fire hazards exist.

PERSONAL PROTECTIVE EQUIPMENT

All subcontractors and their workers carrying out work on the site are required to provide and wear appropriate protective footwear and clothing.

All subcontractors should use the following items of PPE in the following situations:

- Eye protection such as goggles, shield or glasses where there is a risk of a foreign object striking the eye;
- Ear protection such as ear muffs or plugs where equipment makes excessive noise; and/or
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant.

All workers operating plant equipment or power tools, must follow the manufacturer's instructions in the use of correct PPE during its operation.

TOOLS AND EQUIPMENT

All workers must be trained in the safe use of tools and equipment they are operating on site.

Workers must follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. If a fault or defect is found, the item must not be used and must be removed from service, and reported to the principal contractor or relevant subcontractor as soon as practicable.

If a tool or item of equipment is unfit for use, an out of service tag should be fitted to the tool or equipment in a prominent position near the controls. If the equipment can be inadvertently started the worker should lock the equipment with the fitted isolation device or their own lockable device to ensure that it is not inadvertently started.

UV PROTECTION AND HEAT EXPOSURE

The principal contractor will encourage all workers on site to wear adequate clothing such as shirts and hats, sunglasses and sunscreen to protect themselves from the affects of working while exposed to UV rays from the sun.

The principal contractor also encourages workers to do the following in order to reduce the risk of exposure to heat (causing Heat stress):

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;
- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctors' advice before working in hot conditions; and
- Provide training in the identification of symptoms of health related illnesses.

ELECTRICAL

All subcontractors will supply their own leads, power tools and electrical equipment and ensure that these items are tested and tagged every 3 months.

Domestic power boards and double adapters are not permitted to be used on site.

The installation and fitting of electrical equipment is regarded as high risk activity, therefore any subcontractor carrying out this type of work must prepare a SWMS prior to commencing work to the principal contractor.

LIGHTING

Any additional lighting required to perform specific tasks is to be provided by the subcontractor responsible for that task.

LADDERS

All ladders used on site must be rated 'Industrial' with 120kg (minimum) load rating. Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken.

Single and extension ladders must be secured at either the top or the bottom.

Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).

Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders.

CYCLONES

Cyclone Watch: All PCBUs will stop work on site, must check for potential missiles and secure anything not in immediate use.

Identify essential personnel to totally secure the site if required.

Cyclone warning: All PCBU's must secure, store in a secure area or remove all material from site, lower and secure any fencing, signs or barriers.

Must perform a final check to ensure there are no loose or unsecure items on site and evacuate work site until the all-clear is given.

STRUCTURE STABILITY

All workers are to ensure that their works are secured in a way that does not adversely affect the stability of the overall structure of the project.



GENERAL SITE RULES

- All subcontractors and their workers must have current OH&S induction evidence.
- All rubbish to be placed in bins.
- If an area is barricaded, all persons must avoid walking through the barricaded area.
- Work areas are to be kept clean and tidy at all times.
- No lighting of fires.
- No smoking whilst working. Smoking is only permitted in areas where there is no risk of fire and all cigarette butts and rubbish should be disposed of sensibly.
- No alcohol or drugs are to be consumed on site.
- No animals on site.
- No Children allowed on site.
- No fighting or over aggressive behavior will be tolerated.
- Use of correct PPE, following the manufacturer's instructions
- All incidents, dangerous events, serious bodily injuries and work-caused illnesses must be reported to the Principal Contractor.
- All persons will maintain site amenities in a clean, tidy and hygienic state.
- Subcontractors must retain a copy of the SDS on site for any hazardous substances being used on site.
- All electrical equipment must have a current test and tag performed.
- The Principal Contractor requires all persons operating plant or performing an activity that requires an operator's license (e.g. scaffolding, excavator, etc.), to hold the appropriate license.
- The Principal Contractor requires all sub-contractors SWMS submitted with trade period contracts before commencement of any work.



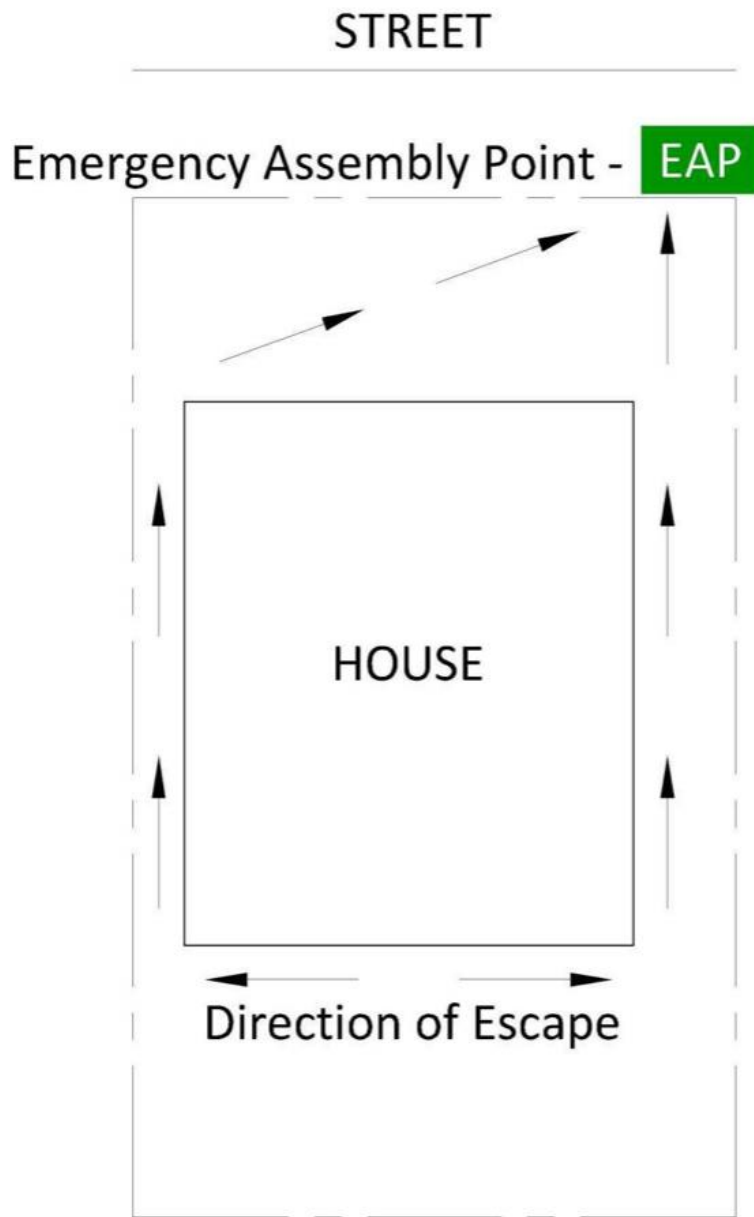
EMERGENCY MANAGEMENT AND
INCIDENT INVESTIGATION PLAN

CONSTRUCTION

EMERGENCY CONTACT NUMBERS

AMBULANCE	000 or 112 (from Mobile) <small>*Both numbers are accessible whilst mobile key pads are locked.</small>	
POLICE		
FIRE SERVICE		
POLICE ASSISTANCE LINE		131 444
FIRE ASSISTANCE LINE		08 8999 3473
ROYAL DARWIN HOSPITAL		08 8922 8888
POWERWATER		1800 245 090
GAS EMERGENCY		1800 427 532
JACANA ENERGY		1800 522 262
NT WORKSAFE		1800 019 115
COVID-19 INFORMATION		1800 490 484
ENVIRONMENTAL PROTECTION AUTHORITY (EPANT)		08 8924 4218
POISONS INFORMATION CENTRE		13 11 26
NT WORK SAFE		1800 490 484
HIA SAFETY SERVICES		1300 650 620

SITE PRINCIPAL CONTRACTOR	GEORGE SFOUGGARISTOS	0417 806 159
SITE MANAGER	LEONIDAS SFOUGGARISTOS	0417 806 524
WH&S ADVISOR	KATERINA SFOUGGARISTOS	0407 611 126 Katerina@abouthomesnt.com.au



INTRODUCTION

This Emergency Management and Incident investigation Plan has been prepared for **ABOUT HOMES NT** and covers 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.

The principal contractor will maintain the emergency 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.

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 workplace in the event of an emergency.

INCIDENTS

INCIDENT PROCEDURE

In the event of an incident the principal contractor 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 OH&S Advisor from **ABOUT HOMES NT**
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 the principal contractor 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 **HAZARD AND INCIDENT REPORT FORM**

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 unauthorized treatment or unnecessary movement of casualty; and
 - immediately call an ambulance.
 - If the person is unconscious, not-breathing or bleeding badly, you should call an ambulance immediately.

All emergency contact numbers can be found in the **“Emergency Contact Details”** found at the front of this Emergency Management and Incident Investigation Plan.

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