



(INSERT NAME OF PROJECT)

OHS Development Plan



(INSERT PHOTO OF PROJECT)

(PLEASE DELETE ALL TEXT IN ITALICS BEFORE COMPLETING DOCUMENT)

Document controls

Business Unit	<i>(INSERT CUSTODIAN OF DOCUMENT)</i>	
Document Description	Project OHS Plan <i>(INSERT NAME OF PROJECT)</i>	
Project No.	<i>(INSERT PROJECT DETAILS)</i>	
File No.	<i>(INSERT FILE NUMBER)</i>	
Document Manager	<i>(INSERT NAME OF PROJECT MANAGER)</i> <i>(INSERT TITLE/SECTION OF PERSON ABOVE)</i>	
Document Prepared by:	<i>(INSERT NAME OF DOCUMENT PREPARER)</i> <i>(INSERT TITLE/SECTION OF PERSON ABOVE)</i>	
OHS Advisor: (where applicable)	<i>(INSERT NAME OF OHS ADVISOR INVOLVED)</i> <i>(INSERT TITLE/SECTION OF PERSON ABOVE)</i>	

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PROJECT BACKGROUND

The RNI Rep/Project Manager appointed to initiate the project must open the OHS Development Plan by collecting together relevant background and context information, which may impact on and help determine how health and safety will be managed during the project, and during subsequent maintenance of the facility.

NAME OF CLIENT: *(eg. RTA Transitways, Sydney Client Services
Steve Warrell
Manager)*

LOCATION OF THE PROJECT: *(eg. Northwest Transitway Network
Links: From Parramatta Station to Rouse Hill
and from Blacktown to Parklea, as detailed in the
PDS Strategic Concept Design Drawings 8005
040 CD 0001 (Blacktown to Parklea) and
unregistered strategic concept design drawings
for the Parramatta to Rouse Hill Transitway
(prepared by SKM))*

NATURE OF CONSTRUCTION WORK TO BE CARRIED OUT:
*(eg. Project development including field
investigations and development of the detail
concept design. Construction of the Transitway
links including earthworks, pavement, structures,
stations, communications and TMS/SCATS)*

TIMESCALE FOR COMPLETION OF THE PROJECT:
*(eg. Detail Concept August 2003.
DCM contract February 2007)*

EXISTING ENVIRONMENT

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN –
APPENDIX A

Information may include:

GEOLOGY,
TOPOGRAPHY,
CLIMATE.

(The general features of the location where the project is to be carried out will affect decisions about the nature and design of the project and how it is to be constructed and maintained. These features need to be noted to assist with the identification of hazards associated with the project and to assist development of risk control strategies)

SURROUNDING LAND
USES AND
RELATED RESTRICTIONS

(For example: premises (such as schools, shops, factories) adjacent to the proposed construction site, planning restrictions which might affect health and safety, land usage which could involve storage of hazardous substances and/or dangerous goods.)

EXISTING
SERVICES

For example: underground and overhead lines, utilities.

EXISTING TRAFFIC SYSTEMS AND RESTRICTIONS

(For example: access for fire appliances, times of delivery, ease of delivery and parking, traffic flow patterns, volume of traffic.)

EXISTING STRUCTURES

(For example: special health problems from materials in existing structures which are being demolished or refurbished, any fragile materials which require special safety precautions or have instability problems. This could include issues such as asbestos exposure and lead contamination.)

GROUND CONDITION

(For example: contamination, acid sulphate soils, gross instability, possible subsidence, old mine workings or underground obstructions.)

EXISTING DRAWINGS

(Available drawings of item(s) to be demolished or incorporated in the proposed project(s). This may include an Project OHS Plan from an earlier project. Existing drawings may need to be obtained to cover a range of initial options for the project.)

OHS REQUIREMENTS

ALL ADDITIONAL INFORMATION RELATING TO THIS SECTION – APPENDIX B

MINIMUM SITE SAFETY RULES

(Section 2.3 of the RTA OHS G21/G22 contract specifications require contractors to comply with any RTA OHS policy and procedures that are in any way applicable to the contract. This section comprises of the RTA's minimum set of safety rules to be evaluated and adapted for use at each project, worksite or depot, and incorporated, where appropriate into Project OHS Management Plans. Tick those areas that are appropriate for the project – remember to consider maintenance issues)

HEALTH AND SAFETY GOALS AND OBJECTIVES

(Health and safety objectives and performance goals must be set for the project so that performance can be assessed over the life of the project to determine whether performance expectations are being met.

These objectives and goals may be based on those used in earlier Project OHS Plans for similar projects, but they should also try to encourage improvement in performance levels from one project to the next.

These objectives and goals can be both quantitative (such as near miss reports, inspections and audits conducted) and qualitative (such as all new staff receive OHS induction training before commencing work on the site, meetings of site health and safety committee are held monthly etc.).

Goals and objectives must include a zero figure for fatalities and lost time injuries because there can be no other acceptable level of occurrence set for these performance indicators.)

GENERIC HAZARDS ASSOCIATED WITH THE PROJECT

(Hazards known from experience to be associated with work of this type are to be addressed during concept and detail design work, and to be highlighted in contract specifications if design work is contracted out. A list of generic hazards can be found in Annexure 2 to the OHS contract specification G22. These hazards would include noise, plant, traffic control, hazardous substances, working at height.

As work on the project progresses generic hazards will take on site specific characteristics which will also have to be considered by designers, project management staff, OHS advisers and those tendering to work on the project.)

DETAILED DESIGN PHASE

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN – APPENDIX D

Information may include:

*(The Project Manager and detailed designer must ensure that potential health and safety issues identified at the route selection phase are given further attention by designers and engineer in the detailed design phases. Any new health and safety issues identified must also be considered. Decisions made during the detailed design phase which define major features of the facility to be constructed will have significant impact on the management of health and safety during construction and subsequent maintenance. Input from the **specialist OHS Adviser and relevant field staff** should assist consideration of health and safety issues at this phase. If health and safety issues cannot be effectively addressed at this phase then they must be recorded with the detailed design documents to allow further consideration at subsequent stages in the project.)*

(SEE ATTACHMENT B FOR TYPICAL EXAMPLES OF OHS ISSUES OF THIS PHASE)

<i>ISSUES IDENTIFIED</i>	<i>CONST.</i> ✓ or ✗	<i>MAINT.</i> ✓ or ✗	<i>CONTROL MEASURES IDENTIFIED</i>	<i>CONTROLLED</i> ✓ or ✗
(Must include those issues not controlled in route selection stage)				

HOLD POINT SIGNATURES REQUIRED

OHS Adviser Name (print).....
Signature.....Date

Project Manager Name (print).....
Signature.....Date

Client Manager Name (print).....
Signature.....Date

General Manager RNI Name (print).....
Signature.....Date

TENDER PHASE

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN –
APPENDIX E

Information may include:

The Project Manager must ensure that health and safety issues identified during the design phase, which could not be designed out form part of the health and safety assessment process at the tender stage.

These issues must be included in tender documentation and tenderers asked to outline how they propose to effectively manage these health and safety issues during construction of the project.

When the Tender Assessment Committee is reviewing tender documentation the OHS Adviser should be present to assist the Committee in assessing responses against the OHS criteria.

HOLD POINT **SIGNATURES REQUIRED**

Project Manager Name (print).....
Signature.....Date

OHS Adviser Name (print).....
Signature.....Date

Client ManagerName (print).....
Signature.....Date

CONSTRUCTION PHASE

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN – APPENDIX G

Information may include:

(Project management staff must regularly monitor health and safety performance on the project to ensure that contract conditions are being complied with and legal requirements are being met. This process is essential to ensure the ongoing health and safety of contractor staff and to meet the legal responsibilities of the RTA. Any deficiencies in contractor health and safety performance uncovered in the monitoring process must be brought to the attention of the contractor and corrective action taken promptly. The speed and effectiveness of corrective action must also be monitored. To ensure the success of performance monitoring project management staff must:

- *Develop an inspection and audit schedule and carry this out over the duration of the construction phase,*
- *Hold regular meetings with contractor site management to review progress on the project and health and safety performance must be a standing agenda item at these meetings,*
- *Ensure that the contractor meets its performance reporting requirements under the OHS specifications to the contract - G21 or G22. An acceptable reporting form can be found in the appendices to these specifications,*
- *Maintain copies of all contractor performance monitoring documentation (eg. inspection reports, audit reports, site notices, OOCs/CARs and site OHS meeting minutes et)c on this OHS Development Plan file for future reference. This page shall be used as a table of contents for the information collected.*

Please note:

Should further design and planning work be required during the construction phase then some of the earlier steps in this OHS Management Plan may need to be repeated to ensure that OHS issues are properly identified and controlled.

Before proceeding to handover of the project the Project Manager and Client Manager must sign off this OHS Development Plan to indicate that the contractor's OHS performance during the construction phase has been monitored according to the established schedule and that performance has been found to be satisfactory.)

HOLD POINT

SIGNATURES REQUIRED

Project Manager Name (print).....
Signature.....Date

Client Manager Name (print).....
Signature.....Date

HANDOVER PHASE

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN – APPENDIX H

Information may include:

When the facility is being handed over, the RTA project management staff and relevant contractor staff must review overall OHS performance on the project. If the contractor is to operate the facility then the review should be conducted when construction has been completed and the facility is beginning its operational life.

This review should identify and discuss any OHS problems which arose, any success that were achieved and should review performance against the OHS goals that were set for the project at its commencement. Outcomes of this review must be recorded in this OHS Development OHS Plan. Copies of a report of the review outcomes must be sent to the Senior Project Manager/Branch Manager, Road Network Infrastructure, Regional OHS Facilitator and Corporate OHS Section.

<i>ISSUES IDENTIFIED</i>	DESIGN ✓ or ✗	CONST. ✓ or ✗	<i>DETAILS</i>	<i>FURTHER ACTIONS</i>

HOLD POINT **SIGNATURES REQUIRED**

Project Manager Name (print).....
Signature.....Date

OHS Adviser Name (print).....
Signature.....Date

Client Manager Name (print).....
Signature.....Date

Assets Manager Name (print).....
Signature.....Date

MAINTENANCE PHASE

ALL INFORMATION RELATING TO THIS SECTION TO BE MAINTAINED IN –
APPENDIX I

Information may include:

The Project OHS Plan must be consulted when maintenance work is to be carried out on the facility. The Plan contains a wide range of health and safety information relating to the facility and this information must be considered in planning maintenance tasks. The Project OHS Plan will assist in identifying health and safety issues relating to maintenance. It will indicate what features have been built into the facility to assist in maintenance activities, for example provision for securing fall arrest devices, access to confined spaces etc.

COMMITMENT TO PROCESS: SIGNATURES REQUIRED

Asset Manager	Name (print)..... Signature.....Date
Project Services Manager	Name (print)..... Signature.....Date
OHS Adviser	Name (print)..... Signature.....Date
Client Manager	Name (print)..... Signature.....Date

APPENDIX B

RTA SITE SAFETY RULES

	<u>Check</u>
<i>Induction and Ancillary</i>	
Site/Depot Inductions <ul style="list-style-type: none"> • All staff must be inducted to the site/depot on initial commencement and following any significant changes to site/depot management arrangements. • All contractors and visitors must be inducted to the site/depot on arrival and advised of site safety rules applicable to their activity while on site, hazardous work activities occurring at the site/depot and arrangements for first aid and emergencies. 	_____
<ul style="list-style-type: none"> • Only staff who have completed general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site. 	_____
Safe Work Method Statements <ul style="list-style-type: none"> • A safe work method statement (SWMS) must be prepared for work activities that have a medium or high risk rating and must be developed in consultation with staff who perform the work. 	_____
Housekeeping <ul style="list-style-type: none"> • High standards of housekeeping is the responsibility of all staff to ensure: <ul style="list-style-type: none"> ○ access and egress is maintained at all times, especially to emergency safety equipment including fire extinguishers, eyewash stations, emergency showers, first aid and emergency exits ○ the absence of combustible materials from work areas ○ the absence of trip or slip hazards and obstacles in travel paths ○ safe storage of materials and supplies. 	_____
Incident Reporting <ul style="list-style-type: none"> • Report all near misses and incidents that occur in the work zone to your immediate supervisor and to the OHS Incident Helpdesk on 1300 131 469. 	_____
Alcohol and Drugs <ul style="list-style-type: none"> • Alcohol or illicit drugs are not to be consumed on RTA premises before or during working hours. • Persons adversely affected by alcohol or drugs will be directed to leave RTA premises and work sites. • RTA staff with alcohol or drug dependencies will be assisted in seeking treatment. 	_____
Safety Awareness <ul style="list-style-type: none"> • Follow safety rules as safe work methods, safety signs and instructions. • Report hazards to your supervisor or OHS representative. • Never engage in horse play or practical jokes. 	_____
<i>Traffic, Vehicle and Plant Issues</i>	
Traffic Control <ul style="list-style-type: none"> • Traffic control is to be set up and taken down in accordance with approved traffic control 	_____

plans.	
<p>Traffic and Vehicle Movements</p> <ul style="list-style-type: none"> • Travel paths for general traffic and site vehicle movements must be clearly marked. • Separate pedestrian travel paths should be marked in high traffic areas. • Temporary changes to traffic movement, must be advised to all staff prior to the commencement of changed conditions (or similar) especially where major or arterial roads may be a cause of increased risk. 	
<p>Mobile Plant</p> <ul style="list-style-type: none"> • Work must not be carried out within 3 metres of mobile plant without a risk assessment and alternative controls such as an observer. Consideration must be given to the area around the mobile plant that may be affected by flying debris or other unintended impacts from the operation of the plant. • All self-propelled plant, trucks and, where applicable, trailers must have reversing alarms – use of observers should be considered for reversing plant on worksites and near pedestrian traffic. • Beware of reversing trucks and plant. Listen for reversing alarms. • Beware of overhead/underground power lines, other utilities and low branches when operating mobile plant. 	
<p>Plant and Equipment</p> <ul style="list-style-type: none"> • Plant and equipment must only be used for the purpose it is intended and in accordance with the manufacturers instructions. <hr/> <ul style="list-style-type: none"> • Plant operators and truck drivers are to complete the daily pre-start inspection checklist for all mobile plant and trucks. • Only licensed truck drivers are to be used to drive trucks. • Only trained plant operators or trainees under supervision are to be used to operate plant. • When entering/exiting trucks or plant use the steps and handrails provided and have three points of contact at all times. • Plant operators are to wear a seatbelt where Rollover protection (ROPS) is fitted. • Plant is to be parked on level ground and separated by a minimum of 3 metres. • Never operate plant or equipment, which is tagged as being dangerous or out of service, has its guards removed or is otherwise defective. • Any defect identified shall be reported to the site supervisor on the Fleet Items Defect Report Book. 	
<p>Loading and unloading plant</p> <ul style="list-style-type: none"> • When loading/unloading plant, the plant operator/float driver is to wear a seatbelt if ROPS is fitted. • Load/unload plant on level ground using an observer. • In wet conditions, check surface conditions to be driven on before loading. 	
<p>Personal protection issues</p> <p>Personal protective equipment (PPE) will be worn in the following circumstances.</p> <ul style="list-style-type: none"> • Where signage requires its use • Where a site risk assessment or SWMS identifies a risk that necessitates its use. <p>Other considerations for specific PPE requirements are listed below.</p>	

<p>Eye Protection</p> <ul style="list-style-type: none"> • Eye protection must be worn whenever: <ul style="list-style-type: none"> ○ operating plant or equipment where there is a risk of flying objects or debris ○ when working in dusty conditions, or ○ near trees or vegetation with a risk of protrusions contacting the eye. • UV protection should be provided for outdoor work. 	<hr/>
<p>Hand Protection</p> <ul style="list-style-type: none"> • Safety gloves suitable to the task must be worn when handling any materials where there is a risk of cuts, abrasions, splinters or chemical exposure. 	<hr/>
<p>Head Protection</p> <ul style="list-style-type: none"> • Safety helmets must be worn where: <ul style="list-style-type: none"> ○ there is a possibility that a person may be struck on the head by a falling object ○ a person may strike their head against a fixed or protruding object ○ accidental head contact may be made with electrical hazards, or ○ working within 1.5 times the length of a moving (traversing) boom. 	<hr/>
<p>Hearing Protection</p> <ul style="list-style-type: none"> • Hearing protection must be worn in the vicinity of plant or equipment that, when operating, makes it necessary to raise your voice to talk to a person 1 metre away from you. • Areas where this plant operates must be signposted (including on the plant itself) to advise hearing protection is required. 	<hr/>
<p>High Visibility Clothing</p> <ul style="list-style-type: none"> • Approved fluorescent yellow safety clothing are to be worn by RTA staff during daylight hours whenever working in the vicinity of traffic or mobile plant. • Yellow/white overalls with reflective striping or day/night vests are to be worn at night. 	<hr/>
<p>Safety Footwear</p> <ul style="list-style-type: none"> • Approved safety footwear is required whenever: <ul style="list-style-type: none"> ○ working on a road construction or maintenance site ○ operating construction plant or working in the vicinity of such plant ○ wherever there is a risk of heavy objects falling. • Lace-up safety boots are recommended for better ankle support. • Elastic-sided boots or safety shoes must not be worn while working with hot products including bitumen products. 	<hr/>
<p>Sun Protection</p> <ul style="list-style-type: none"> • Sun protection is required when working outdoors. • Broad-brimmed hats, long sleeved shirts and UV protection cream must be worn. • Brims for safety helmets must be worn where a safety helmet is required. • Safety glasses with UV protection must be worn. • A supply of drinking water must be available on site. Staff must take frequent drink breaks on hot days. 	<hr/>
<p>Hazard Management</p>	<hr/>

<p>Electrical Equipment</p> <ul style="list-style-type: none"> • All electrical equipment must be regularly inspected and tagged. • Work on live electrical installations is prohibited except for the purpose of testing or in emergency situations following a risk assessment and approval by a manager. 	<hr/>
<p>Manual Handling</p> <ul style="list-style-type: none"> • Manual handling is to be eliminated wherever possible. • Wherever possible, use mechanical devices to lift heavy or awkward items. • Team lifting should only be used where mechanical lifting is absolutely not practical. • List tasks at your site/depot where manual handling is prohibited. 	<hr/>
<p>Mobile Phones</p> <ul style="list-style-type: none"> • Mobile phones must not be used by persons while <ul style="list-style-type: none"> ○ on foot in the vicinity of mobile plant, or ○ on a site using explosives. • Only hands-free mobile phone devices may be used by persons driving RTA vehicles and only for short duration calls. 	<hr/>
<p>Working at Heights</p> <ul style="list-style-type: none"> • Where there is the potential for a person or object to fall from a height greater than 2 metres, no work is to be carried out without fall protection or fall arrest systems in place. Fall arrest systems must be used where secure, fenced work areas cannot be provided. • Ladders must be inspected for faults prior to use. They are to be used primarily as a means of access. • Only short-term tasks may be carried out from a ladder using the third top rung and ensuring that three points of contact are maintained at all times. 	<hr/>
<p>Use of Hazardous Substances</p> <ul style="list-style-type: none"> • Hazardous substances must not be used without reference to the material safety data sheet (MSDS) to ensure that use is in accordance with the manufacturers instructions taking particular account of recommendations for: <ul style="list-style-type: none"> ○ Precautions for use, especially requirements for ventilation and personal protection equipment, ○ Health effects including short and long term effects and risks associated with inhalation, ingestion and skin or eye contact ○ First aid and emergency requirements. • MSDS must be readily accessible to users. • All containers of hazardous substances including decanted containers must be labelled and carry the minimum set of risk phrases. 	<hr/>
<p>Working in the vicinity of public utilities</p> <ul style="list-style-type: none"> • All underground, above ground and overhead utilities must be identified and every effort made to have services disconnected prior to work commencing where there is a risk of contact. • All services must be clearly marked using a colour-coded system on plans used on site. • All underground services must be located using detection equipment and hand digging techniques if necessary. • When working under power lines, minimum clearance distances are to be observed. Where this is not possible, a qualified safety observer is to be appointed. 	<hr/>

- | | |
|--|--|
| <ul style="list-style-type: none">• Only plant operators and truck drivers with current <i>Plant and Crane Electrical Safety</i> qualifications are to work within minimum clearances. | |
|--|--|