The following is a brief outline example of the content of a Health and Safety Plan. Bidders are to compile their own using the below as a guideline.

**HEALTH AND SAFETY PLAN**

**1) Purpose**

The purpose of this document is to establish a plan for implementing the Company's safety program during construction at:

**CONSTRUCTION OF …………………………………………………………………..**

The plan is intended to minimize loss, meet regulatory compliance requirements and implement site safety regulations established by:

**………………………………………………………………………. CONSTRUCTION**

**2) Project Description**

**CONSTRUCTION OF ………………………………………………………………..**

**3) Project Duration**

Project duration: ………….. (….) months, with practical completion scheduled for: ……………..2016

**4) References and Guidelines**

* Occupational Health and Safety Act 1993 - Construction Regulations 2003 and Client Health and Safety specifications.
* Construction Regulations of 2014

**5) Health and Safety Policy**

**……………………………………………..** is committed to providing a safe and healthy environment for all personnel, and visitors to the site. We will strive to continually improve the effectiveness of the health and safety system through the setting and measurement of health and safety objectives and by conforming to current, applicable occupational health and safety legislation.

**6) Mission Statement**

**7) Project Objectives**

To achieve the above statement the following objectives have been identified for the project.

**8) Objective**

Protect the health and wellbeing of personnel during worksite activities and ensure that safety is the prime consideration during the project execution.

**9) Targets**

Achieve zero fatalities, zero lost time injuries, zero restricted work and medical treatment, injury cases, and zero total reportable injury frequency.

**10) Restrictions**

Employees will only be allowed to work within the boundaries of the site area.

**11) Responsibilities**

An organization chart detailing the management structure for the project shall be compiled and displayed in the site office. The organisation chart may be updated as the project progress. Site appointments detailing specific responsibilities as required meeting regulatory compliance shall be completed and maintained, within the Health and Safety Management System.

**12) The Site Manager**

* Has the overall responsibility for all occupational health and safety activities on the site.
* Has the authority to stop any subordinate from working on site in an unsafe manner.

**13) Communication**

The entire workforce will be encouraged to communicate directly to any supervisor regarding any hazard they have seen, or to make suggestions that will enhance safety. Any such contribution will be raised during the safety co-ordination meetings or earlier if appropriate. The result of these meetings will be communicated back to the work force through their safety representatives.

**14) Progress meetings**

Progress meetings will be held with the Client. During these meetings health and safety issues relating to the site operations will be discussed and when required, suitable actions identified and taken.

**15) Toolbox talks**

Toolbox talks will be held by supervisory staff on a weekly basis with employees and will address the application of health and safety rules and procedures to the hazards of current work.

**16) Publicity**

Posters and /or notices shall be posted at key locations around the site to maintain safety awareness.

**17) Site Rules**

**The following rules will apply on site:**

* All personnel shall attend induction conducted by the Site Manager or a designated deputy.
* The site is designated a "Hard Hat" area and personnel will wear hard hats on and around the site.
* All personnel shall wear or use the applicable items of personal protective equipment required by the site rules and as identified within risk assessments.
* No smoking in areas identified by symbolic 'No Smoking' signs.

**18) Site Access**

Access to the site shall be via working hours:

**Mon – Fri:** **07h00 – 16h00**

**Sat:           Nil**

**Sun:           Nil**

Working on site outside these hours is prohibited unless arrangements have been made with the Site Manager for competent supervision and the correct equipment will be on site.

**19) Training**

* All employees, management personnel and visitors shall undergo induction training carried out by the Site Manager or a designated deputy before going onto site for the first time.
* All inductions shall be recorded and maintained on site for the duration of the project.

**20) Personal Protective Equipment**

The site has been designated as "Hard Hat" site for as long as there is a risk of head injury. The Site Manager or Site Agent is responsible for assessing this risk. Other personal protective equipment, as identified in the applicable risk assessments and method statements, shall be worn.

Other personal protective equipment will include the following:

**21) Housekeeping**

An area dedicated for rubbish dumping will be established. Storage areas will be established and identified on the site layout plan. Storage of all materials will be confined to these areas. Rubbish bins will be provided at the site office and will be emptied on an ongoing basis.

**22) First Aid**

A first aid box will be provided and allocated to a trained, certified first aider. Every injury occurring on site will be treated and reported. Should an injury require professional medical treatment, the supervisor in charge will complete an appropriate accident report.

**23) Fire Prevention**

All operations conducted on site shall be conducted in a manner to prevent the risk of fire. Flammable materials shall be stored in a suitable location and adequate firefighting equipment installed in suitable locations around the store. Smoking and open flames are not permitted in any areas, which contain flammable materials, or any 'No Smoking' area indicated by no smoking signs.

**24) Monitoring Safety**

The Site Manager and supervisory staff will monitor safety in the locations visited throughout the course of the day, and should any area be identified as needing attention, ensure that the necessary actions are taken.

**25) Incident and Accident Reporting**

**Reporting to Government Authorities:**

**……………………………………………** shall keep records of all injuries at work and will ensure prompt notification of any reportable injury to the appropriate authority as per section 24 and 25 of the OHS Act.

**26) Incident Investigation and Reporting**

**……………………………………………** shall ensure that all accidents and incidents are reported to the client and investigated in accordance with the requirements of General Administrative Regulation 9.

**27) Registers**

All required registers will be maintained and kept up to date as required by legislation.

**28) Health and Safety File**

The Health & Safety File shall be maintained on site by **……………………………………**. At the end of the contract, the Site Manager shall review the consolidated Health and Safety File to ensure the completeness and hand the file to the client