



SITE INDUCTION: Blue Mountains Hospital Refurbishment



SITE LOCATION





-  Site Office and Amenities
-  Temporary Fencing

Access to and from the site area will be monitored and controlled by our site management team to ensure that Ages Build employees and inducted contractors are only accessing designated work areas via agreed entry points.

All persons entering the site will do so only after reporting to site management and signing into the daily site attendance register.

SITE ACCESS



-  Site Parking and loading areas
-  Main Entry to site

SITE PERSONNEL



Anthony Aguis



Project Manager

Support Site Manager with site WHS responsibilities

Ensure corporate WHS policies and procedures are adhered to

Provide the site project safety plan and any other necessary information.

Additional contact when site representative is not available

To be notified immediately in the event of a notifiable incident

SITE PERSONNEL



Carmelo Aguis



Site Manager

Ages Build's representative and first point of contact for all site WHS Matters

Implement, monitor and maintain this WHS Management Plan and make it available to all site workers.

Ensure all engaged workers have been inducted to site

Ensure all relevant statutory signage is posted and visible

Confirm workers have construction induction training

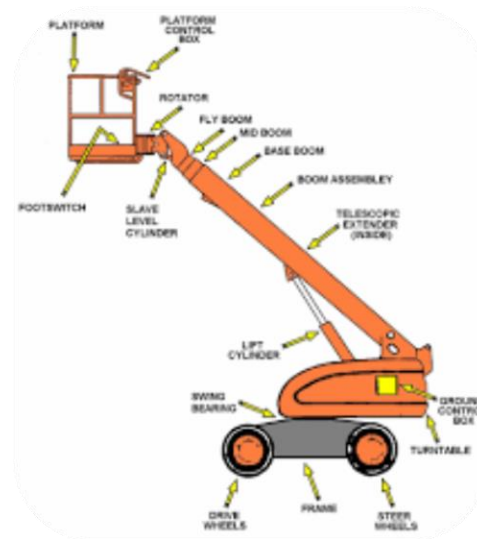
Keep all persons informed of safety issues relating to the site

When on site, inspect the site and ensure that the work is being done in accordance with the SWMS and site safety rules

EMPLOYEES DUTY OF CARE



Your primary duty of care is to take reasonable care for your own health and safety and to ensure that your actions do not affect the health and safety of others.



You must comply, so far as you are reasonably able, with any reasonable instruction that is given by your employer and co-operate with any reasonable health and safety policy or procedure

DUTY OF CARE – YOUR OBLIGATIONS



- Follow the instructions of the employer
- Use safe work procedures at all times
- If you feel that what you have been asked to do is unsafe and could hurt yourself, someone else or the Company, STOP work immediately and consult your supervisor and/or the Ages Build Site Manager (follow the chain of command)
- DO NOT wilfully put at risk the health and safety of another person
- DO NOT wilfully injure yourself
- DO NOT interfere with or misuse workplace safety equipment / items
- If there is ANY doubt in ANY situation this should be reported

GENERAL EMERGENCY PROCEDURES



Evacuation Procedure

There are three stages to follow if you have to leave the workplace due to an emergency:

- 1. Preparation for evacuation*
- 2. Evacuate from the workplace*
- 3. Meet at the Assembly Point*

Take directions from your supervisor / site manager who will tell you what to do

He / she will show you the location of the nominated assembly point for your workplace, this will be discussed in your toolbox meeting



EMERGENCY EVACUATION PLAN

IN AN EMERGENCY PHONE 000

Location: Corner of Woodlands Rd & Great Western Highway,
Katoomba NSW 2780

Telephone Number: (02) 4784 6500

First Aider: Alexander Aguis - 0434 685 489

Assembly Point: In front of the Staff Accommodation Building

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

FIRE

1. Remove people from immediate danger to a place of safety.
2. Confine fire and smoke - close windows and doors.
3. Alert nearby tenants and members of the public.
4. Evacuate to the assembly area.
DO NOT re-enter the site.

EVACUATION

- Stage 1:** Removal of people from the immediate danger area
- Stage 2:** Complete evacuation of the entire building
- Stage 3:** Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.

EMERGENCY CONTACT NUMBERS

AMBULANCE POLICE FIRE SERVICE

000 or 112 (mobile)

(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEYPADS ARE LOCKED)

EMERGENCY CENTRE

Name: [Blue Mountains Hospital Emergency Department](#)

Address: 1 Woodlands Rd, Katoomba NSW 2780

Phone: (02) 4784 6500

Operating hours: Operates 24 Hours

LOCAL INFORMATION

Police Station: 217 Katoomba St, Katoomba NSW 2780

Poisons Information Centre: Hawkesbury Rd & Hainsworth Street,
Westmead NSW 2145

Telstra: 164 Merrylands Rd, Merrylands NSW 2160

Local Council: Blue Mountains City Council

Electrical Emergency: 131 365 (Ausgrid)

Dial before you dig: 1100

Gas Emergency: 1800 676 300 (Australian Gas Networks Limited)

Water Emergency: 13 20 90 (Sydney Water)

Workplace Standards: SafeWork NSW 13 10 50

INTERNAL INFORMATION

Principal contractor: Ages Build Pty Ltd

Project Manager

Anthony Aguis

0407 435 993

Site Manager

Carmelo Aguis

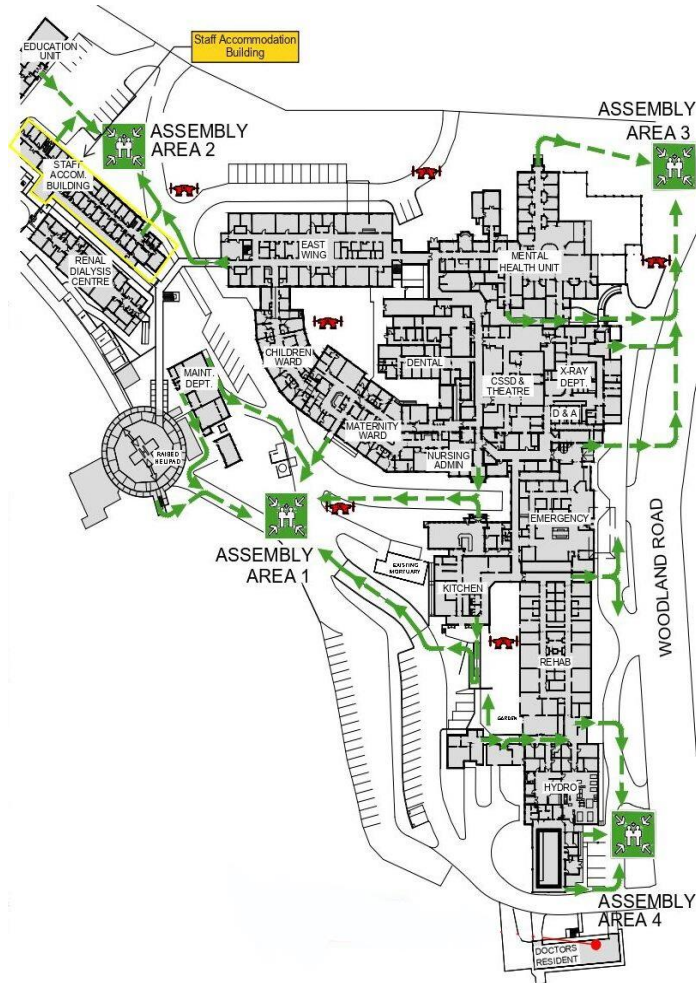
0417 477 957

Safety Officer/Safety Manager

Alexander Aguis

0434 685 489

ASSEMBLY POINT



The emergency meeting point is located in front of the Staff Accommodation Building – identified in the following diagram as **Assembly Area 2**.

Three other meeting points are identified in the diagram:

- At either end of Woodlands Drive – Assembly Areas 3 & 4
- Adjacent to the Raised Helipad – Assembly Area 1

SITE SAFETY RULES



It is a **condition of entry to this site** that the following safety rules are complied with by all employees and visitors.

Site Induction: All persons working on or visiting the site must complete the following Inductions:

- **Smartek** DOH Induction. Smartek instructions must be adhered to at all times.
- **Ages Build** Site Induction
- **The Construction Industry Induction Card** must be carried at all times.
- **Site In/Sign Out:** All persons must sign off and on the using the Smartek Card Reader located in the Maintenance Office, adjacent the back of the dialysis centre. If you have not received a card yet, please ensure you keep your Inductions certificate on your person at all times.
- **Hygiene:** Ensure you wash your hands or sanitize regularly, including equipment and tools.

SITE SAFETY RULES



- **Safe Work Method Statements (SWMS):** must be developed for all activities that a risk assessment has indicated possible risk to the health and safety of site personnel & the public
- **Safety Helmets** (*if applicable*) must be worn by all supervisors, employees, and visitors in the construction area so designated.
- **Safety Footwear must** be worn at all times by all supervisors, employees, and visitors in the construction area. The footwear must comply with AS2210.
- **Glass Containers** are not allowed on the site, other than in lunchrooms.
- **Alcohol and Drugs:** The consumption of alcohol and illegal drugs on this site during work hours is prohibited. Persons under the influence of alcohol and drugs will not be permitted access to the site.
- **Personal Protective Equipment (PPE)** The following PPE is mandatory hardhats, safety eye protection, safety gloves and approved masks and must be worn by all supervisors, employees, and visitors.

SITE SAFETY RULES



- **Accidents and Injuries** must be reported immediately to the Project Manager or Site Supervisors.
- **Work Areas** must be kept clean and tidy, with rubbish and other safety hazards, cleaned up promptly. All protruding nails must be removed immediately from timber. No building materials, plant or tools are to be stored outside the worksite where public has access.
- **Electrical Work:** All temporary electrical work and electrical plant must comply with the AS/NZS 3012:2010. Electrical tag/lockout systems must be used where a power supply has been de-energised. Any person who removes a tag/lock and was not the person who attached the tag WILL BE REMOVED FROM SITE. Only the person who fitted tag/lock is to remove the tag.
- No grinders greater than 125mm to be used on site, without written permission from Ages Build Management.

SITE SAFETY RULES



- **Electrical Tools:** All owner of plant shall ensure leads and power tools are inspected and tagged by a licensed electrician prior to their use and thereafter at three monthly intervals in accordance with AS/NZS 3760:2010. All details of their inspection are to be recorded in a site logbook. Details on the tags and in the logbook shall include:
 - The license number of the electrician Date of the inspection
 - The owners plant number of the item inspected.
 - The maximum length of any power lead shall not exceed 30 metres.
- **Chemicals and Hazardous Substances** must be used and stored in compliance with Material Safety Data Sheets (MSDS) if applicable.
- **Height Work must** be in accordance with Safe Work requirements.
- **Security and Site Access:** Fencing and security measures must be used to prevent unauthorised access by the public to the construction area. All breaches must be repaired immediately. All entry to, movement on, passage adjacent to, and exit from the work site of persons, vehicles and equipment will be controlled in accordance with required procedures. Please refer to the site management plan.

SITE SAFETY RULES



- Reasonable requests: made by the site Supervisor with regards to WH&S must be compiled with. Failure to do so may result in removal from site.
- The Site Office and the Amenities are located within the Nursing Accommodation Building.
- All workers are to have good hygiene standards and clean up after themselves.
- All contractor and personal items to be stored in the nominated storage facility only.

SITE SAFETY RULES

Helipad

A helipad is adjacent to the work site, and it can cause uplift of tools and person in particular when on scaffold or EWPs.

In order to work around this the helipad has strobe lighting that commences flashing approximately 30 minutes prior to a helicopter entering the area.

The procedure in the event of a helicopter landing is as follows:

1. The procedure is enacted when:
 - a. A helicopter has been sighted;
 - b. A helicopter is heard;
 - c. Notification by management;
 - d. Notification by anyone else on site.
2. All employees working externally will be required to safely come down from scaffolds and EWPs.
3. They will go to nearest floor and enter the building bringing all tools with them.
4. It is everyone's duty of care to ensure that they notify all of those around them and go to the site office to be accounted for.
5. No one is to return to work. until Ages Build Management has confirmed numbers and advised to return to works.



SITE SAFETY RULES

Covid 19 Centre



The building to the right in front of the building and its associated carpark (identified in orange in the following photo) is currently the COVID 19 Centre for the Blue Mountain's Region.

Unless in an evacuation,

This building is OFF LIMITS

Should any works be required in this region Ages Build require 72 Hour notice, in order to obtain the necessary permissions and generate a safe working environment.

