

Australian Capital Territory

Work Safety (National Standard for Construction Work) Code of Practice 2010

Disallowable instrument DI 2010 – 235

made under the

Work Safety Act 2008, s 18 (Codes of Practice)

1 Name of instrument

This instrument is the *Work Safety (National Standard for Construction Work) Code of Practice 2010*

2 Commencement

This instrument commences on 1 October 2010.

3 Approval of a code of practice

Under section 18 of the *Work Safety Act 2008*, having consulted with the ACT Work Safety Council, I approve the National Standard for Construction Work [NOHSC:1016 (2005)] as a code of practice.

Katy Gallagher
Minister for Industrial Relations
3 September 2010



Australian Government

**National Occupational
Health and Safety Commission**

**NATIONAL STANDARD FOR CONSTRUCTION
WORK**

[NOHSC:1016 (2005)]

**CANBERRA
APRIL 2005**

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION

**NATIONAL STANDARD FOR CONSTRUCTION
WORK**

[NOHSC:1016 (2005)]

**CANBERRA
APRIL 2005**

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Foreword

The National Occupational Health and Safety Commission (NOHSC) leads and coordinates national efforts to prevent workplace deaths, injury and disease in Australia. Through the quality and relevance of the information it provides, the NOHSC seeks to influence the awareness and activities of every person and organisation with a role in improving Australia's occupational health and safety (OHS) performance.

More specifically, the NOHSC aims to:

- support and enhance the efforts of the Commonwealth, state and territory governments to improve the prevention of workplace deaths, injury and disease;
- work in alliances with others to facilitate the development and implementation of better preventative approaches; and
- ensure the needs of small business are integrated into these approaches.

The NOHSC's *National OHS Strategy 2002-2012*, which was released by the Workplace Relations Ministers' Council on 24 May 2002, records a commitment by all Australian, state and territory governments, the Australian Chamber of Commerce and Industry and the Australian Council of Trade Unions to share the responsibility of ensuring that Australia's performance in work-related health and safety is continuously improved.

The *National OHS Strategy* sets out five national priorities to achieve short-term and long-term improvements.

The priorities are to:

- reduce high incidence and high severity risks;
- improve the capacity of business operators and workers to manage OHS effectively;
- prevent occupational disease more effectively;
- eliminate hazards at the design stage; and
- strengthen the capacity of government to influence OHS outcomes.

National standards are declared by the NOHSC under s.38(1) of the *National Occupational Health and Safety Commission Act 1985* (Commonwealth), and prescribe preventive action to avert occupational deaths, injuries and diseases. Most national standards deal with the elimination, reduction or management of specific workplace hazards.

The expectation of the Australian Government and the NOHSC is that national standards will be suitable for adoption by the Australian, state and territory governments. Such action will increase uniformity in the regulation of occupational health and safety throughout Australia and contribute to the enhanced efficiency of the Australian economy.

NOHSC documents are instruments of an advisory character, except where a law, other than the *National Occupational Health and Safety Commission Act 1985*, or an instrument made under such a law, makes them mandatory. The application of any NOHSC document in any particular state or territory is the prerogative of that state or territory.

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Preface

Construction is one of Australia's highest risk industries.

In 2002-03, the construction industry employed approximately 5% of the Australian workforce but accounted for 9% of the accepted workers' compensation claims involving one or more weeks off work that were lodged in that year. On average, 49 building and construction workers have been killed at work each year in Australia since 1997-98. People working in the construction industry are more than twice as likely to be killed at work as the average worker in all Australian industries. In 2002-03, for example, workers compensation records show there were 9.2 fatalities per 100,000 employees in the construction industry, compared with the national average of 3.1 fatalities per 100,000 employees.

This *National Standard for Construction Work* [NOHSC:1016 (2005)] aims to protect persons from the hazards associated with construction work. It assigns responsibilities to individuals to identify these hazards and either eliminate them or, where this is not reasonably practicable, minimise the risks they pose.

The genesis for this standard was the NOHSC's recognition in October 2002 that the construction industry warranted a high priority in Australia's efforts to reduce workplace death and injury. This was followed in March 2003 by the *Final Report of the Royal Commission into the Building and Construction Industry*, which recommended that uniform national occupational health and safety (OHS) construction standards be developed under the *National OHS Strategy*. In November 2003, the Workplace Relations Ministers' Council agreed that the NOHSC should undertake the recommended work to develop national material for the construction industry.

To assist it in this work, the NOHSC established a Construction Reference Group, with representatives from each state and territory, the Commonwealth, the Housing Industry Association, the Master Builders' Association, the Construction, Forestry, Mining and Energy Union and the NOHSC Office. The Construction Reference Group provided technical expertise and guidance for the development of this national standard. A draft of the standard was released for public comment from June to September 2004. During this period the NOHSC Office conducted focus groups around the country to inform affected parties and elicit comment.

Along with associated national codes of practice, including codes for the prevention of falls in construction work, tilt-up and precast concrete construction work, and occupational health and safety induction training for construction work, the NOHSC *National Standard for Construction Work* draws together best practice from Australian state and territory OHS authorities into a framework that will promote, for the first time, a nationally uniform approach to the management of OHS in the building and construction industry.

This *National Standard for Construction Work* was declared by the NOHSC, in accordance with section 38 of the *National Occupational Health and Safety Commission Act 1985* (Cth), on 27 April 2005.

Compliance with the provisions of this standard will not necessarily mean that a person has fulfilled their obligations under all relevant occupational health and safety acts and regulations. Persons should contact their state, territory or Australian Government health and safety authority for information on those obligations.

1. Title

- 1.1 This document may be cited as the *National Standard for Construction Work [NOHSC:1016 (2005)]*. It is referred to as the 'national standard' within this document.

Note:

Text that appears within the page margins is advisory information only. It does not form part of this national standard.

2. Scope and Application

2.1 This national standard applies to:

- (a) clients and designers of construction projects;
- (b) persons with control of a construction project;
- (c) persons with control of construction work;
- (d) persons engaged to undertake construction work;
and
- (e) construction sites;

but does not apply to owners and / or occupiers of dwellings personally performing construction work on those dwellings.

2.2 An obligation to comply with a provision of this national standard is an obligation to comply as far as is reasonably practicable.

Note: This national standard sets out requirements for issues that are relevant to construction work.

Hazards that are present in construction work and covered by other NOHSC standards include:

- manual handling
- plant
- occupational noise
- hazardous substances
- dangerous goods.

This national standard does not set out all the requirements that may need to be satisfied when undertaking construction work. It concentrates instead on the management of those hazards and risks that have a significant construction-specific component.

Check with the OHS authority in the jurisdiction in which you are undertaking construction work for guidance on what is 'reasonably practicable'.

3. Objective and Principles

- 3.1 The objective of this national standard is to protect persons from the hazards associated with construction work by:
- (a) requiring specified classes of persons to ensure these hazards are identified, the risks they pose assessed, and either the risks eliminated or, where this is not reasonably practicable, the risks are minimised; and
 - (b) requiring the provision of information, consultation, planning, documentation, training and other measures to ensure occupational health and safety.
- 3.2 This national standard does not supersede obligations under relevant legislation of the states and territories and the Australian Government.

4. Meaning of construction work

4.1 **‘Construction work’** means any work on or in the vicinity of a construction site carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of any structure, and includes:

- (a) the demolition or dismantling of a structure, or part of a structure, and the removal from the construction site of any product or waste resulting from the demolition or dismantling;
- (b) the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements, which, immediately before such disassembly, formed a structure;
- (c) any work in connection with any excavation, landscaping, preparatory work, or site preparation carried out for the purpose of any work referred to in this definition; and
- (d) any work referred to in this definition carried out under water, including work on buoys, obstructions to navigation, rafts, ships, and wrecks;

but does not include the exploration for or extraction of mineral resources or preparatory work relating to the extraction carried out at a place where such exploration or extraction is carried out.

Note:

The manufacture or construction on the construction site of prefabricated elements of a structure (for example pre-cast concrete panels and similar prefabricated elements), not including ordinary stock for sale, is construction work under clause 4. The manufacture or construction of prefabricated elements of a structure ‘off-site’, (for example, pre-cast concrete panels manufactured in a casting yard) is not construction work under clause 4.

5. Meanings of other terms

5.1 In this national standard, unless the contrary intention appears:

'Client' means any person who commissions design work for a structure.

'Construction project' means a project involving construction work, and includes design, preparation, and planning.

'Construction site' means a place at which construction work is undertaken, and any other area in the vicinity where plant or other material used or to be used in connection with the construction work is located or kept during the construction work. It does not include a place where elements are manufactured 'off site' or where construction material is stored as stock for sale or for hire.

'Construction work' has the meaning given by clause 4.

'Demolition' means the complete or partial dismantling of a structure by planned and controlled methods or procedures.

'Design' in relation to any structure means any drawing, design detail, scope of works document or specification relating to the structure.

'Designer' means a person whose profession, trade or business involves them in:

- (a) preparing designs for structures, including variations to a plan or changes to a structure; or
- (b) arranging for people under their control to prepare designs for structures.

'Excavation' includes any earthwork, trench, well, shaft, tunnel or underground work.

'Existing services' means any gas, water, sewerage, communication, electrical service or other services, such as chemical, fuel and refrigerant lines, supplied to or adjacent to a site.

'Hazard' means any thing (including an intrinsic property of a thing), or situation with the potential to cause harm to people.

'Designers' include:

- **architects, civil and structural engineers, building surveyors, landscape architects and all other design practices contributing to, or having overall responsibility for, any part of the design (for example, drainage engineers designing the drain for a new development);**
- **anyone who specifies or alters a design, or who specifies the use of a particular method of work or material (for example, a quantity surveyor who insists on specific material, or a client who stipulates a particular layout);**
- **building service designers, engineering practices or others designing fixed plant (including ventilation and electrical systems and permanent fire extinguisher installations);**
- **contractors carrying out design work as part of their contribution to a project (for example, an engineering contractor providing design, procurement and construction management services);**
- **temporary works engineers, including those designing formwork, falsework, scaffolding and sheet piling;**
- **interior designers, including shop-fitters who also help with the design; and**
- **anyone specifying or designing how demolition, dismantling work, structural alteration or the formation of openings is to be carried out**

'High-risk construction work' means any of the following:

- (a) construction work where there is a risk of a person falling two metres or more;
- (b) construction work on telecommunications towers;
- (c) construction work involving demolition;
- (d) construction work involving the disturbance or removal of asbestos;
- (e) construction work involving structural alterations that require temporary support to prevent collapse;
- (f) construction work involving a confined space;
- (g) construction work involving excavation to a depth greater than 1.5 metres;
- (h) the construction of tunnels;
- (i) construction work involving the use of explosives;
- (j) construction work on or near pressurised gas distribution mains and consumer piping;
- (k) construction work on or near chemical, fuel or refrigerant lines;
- (l) construction work on or near energised electrical installations and services;
- (m) construction work in an area that may have a contaminated or flammable atmosphere;
- (n) tilt-up and precast concrete construction work;
- (o) construction work on or adjacent to roadways or railways used by road or rail traffic;
- (p) work on construction sites where there is any movement of powered mobile plant;
- (q) construction work in an area where there are artificial extremes of temperature;
- (r) construction work in, over or adjacent to water or other liquids where there is a risk of drowning; and
- (s) construction work involving diving.

Notes on high-risk construction work:-

Refer to the National Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)].

Only certified persons are permitted to enter a confined space. Contact your jurisdictional OHS authority for local requirements.

This national standard has provisions relating to construction work on or near existing services (see clauses 8.1-8.2).

Abrasive blasting is one example of construction work in which air contaminant levels of dust must be controlled.

Examples of work near water include pump inspections, excavations, and work on dams, bridges, caissons and cofferdams.

AS 2299.1 – 1999 Occupational Diving Operations – Standard Operating Practices describes some safety measures required for occupational diving work.

'Plant' includes any machinery, equipment (including scaffolding), appliance, implement or tool, including any component, fitting or accessory to any machinery, equipment (including scaffolding), appliance, implement or tool.

'Risk' means the likelihood of a hazard causing harm to a person.

'Safe work method statement' means a statement that:

- (a) identifies a work activity assessed as having a safety risk or risks;
- (b) states the safety risk or risks;
- (c) describes the control measures that will be applied to the work activity;
- (d) describes how safety measures will be implemented to do the work safely; and
- (e) includes a description of the equipment used in the work, the qualifications of the personnel doing the work and the training required to do the work safely.

'Structure' means:

- (a) any building, steel or reinforced concrete construction, railway line or siding, tramway line, dock, ship, submarine, harbour, inland navigation channel, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline (whatever it contains or is intended to contain), structural cable, aqueduct, sewer, sewerage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, constructed lagoon, dam, wall, mast, tower, pylon, underground tank, earth retaining construction, fixed plant, construction designed to preserve or alter any natural feature, and any other similar construction, and
- (b) any formwork, falsework, scaffold or other construction designed or used to provide support or access during construction work.

In some states and territories different terms may be used to describe a 'safe work method statement' (for example, 'job safety analysis' or 'work method statement').

6. Obligation to control risks

- 6.1 For the purpose of this national standard, an obligation to control a risk to health and safety is an obligation to:
- (a) eliminate the risk; or
 - (b) if elimination of the risk is not reasonably practicable, minimise the risk through measures which must be considered in the following order:
 - (i) first, substitute the hazard giving rise to the risk with a hazard that gives rise to a lesser risk;
 - (ii) secondly, isolate the hazard from persons who might be put at risk;
 - (iii) thirdly, minimise the risk by engineering means;
 - (iv) fourthly, apply administrative measures such as the adoption of safe systems of work; and
 - (v) fifthly, use personal protective equipment.
- 6.2 A combination of the above measures must be applied when no single measure is sufficient to either eliminate the risk, or, when this is not reasonably practicable, to minimise the risk.
- 6.3 Whenever this national standard requires a person to control a risk by taking specific risk control measures, that requirement is in addition to the obligations referred to in sub clauses 6.1 and 6.2.

Note:

The measures that need to be adopted in line with this hierarchy should be adapted to the specific circumstances of the construction project. Measures that minimise risks to many and/or protect against serious injuries should be given priority over those that protect individuals and/or protect against lesser injuries. Priority should also be given to measures that require the least skill, care and attention on the part of the persons to be protected.

7. Managing safety in the workplace

Responsibilities of clients

- 7.1 A client must consult with the designer to ensure that any construction work in connection with the design can be undertaken without risk to the health and safety of any person undertaking the construction work.
- 7.2 A client must consult with the person with control of the construction project to ensure that:
- (a) persons undertaking the construction work required by the project can do so without risk to health and safety; and
 - (b) no person on or near the construction site is put at risk from the construction work.
- 7.3 If information has been provided to a client in accordance with clauses 7.6, 7.20 and 7.26, the client must ensure that this information is provided to:
- (a) any person with control of construction work; and
 - (b) any person who obtains the structure for their own use or who supplies the structure for use by others.

Responsibilities of designers

- 7.4 Designers must ensure that hazards associated with the construction work required by the design are identified before the commencement of construction work.
- 7.5 Designers must ensure, to the extent that they have control over the design, that any risks to the health and safety of any person affected by the construction work, which includes the construction, repair, cleaning, maintenance or demolition of a structure, that are a result of the design, are eliminated, or where this is not reasonably practicable, minimised.
- 7.6 Designers must report to the client, in writing, on the health and safety aspects of the design identified in accordance with clauses 7.4 and 7.5.
- 7.7 The level of detail to be provided in the report must be commensurate with the degree of risk identified by the designer.

Note: The OHS Acts in each jurisdiction place duties on a range of persons. In this national standard a person may find they have duties under several headings, e.g. a person may have control of the construction project and of carrying out certain construction work.

These duties cannot be contracted out to a third party.

Examples of persons involved in construction work with an obligation under this national standard include:

- (a) designers, including planners, structural engineers, architects, design draftspersons,*
- (b) owners, property developers, clients*
- (c) owners, occupiers, local councils, utility authorities,*
- (d) principal contractors, sub-contractors, builders, tradesmen, civil contractors,*
- (e) employers, labour hire companies,*
- (f) employees, self-employed, and*
- (g) suppliers of material.*

Note: Refer to the NOHSC Safe Design Guideline for information on applying the principles of safe design to buildings and other construction work.

The designer's report to the client should include details of any hazardous structural features, material, procedures or practices that remain in the design, and whether these hazards, or the risks arising from these hazards, could be eliminated by design modifications, or substitute materials or methods.

Responsibilities of persons with control

- 7.8 A person with control of a construction project or control of construction work is responsible for the health and safety of any person who may be affected by the construction work:
- (a) to the extent that the person has control over the construction work; and
 - (b) to the extent that the health and safety of the affected person is affected by the construction work.

Person with control to record information

- 7.9 A person with control of a construction project must ensure that information required in accordance with clauses 7.12 to 7.24, relating to the hazard identification, risk assessment, and risk control process, is:
- (a) compiled and recorded; and
 - (b) where an occupational health and safety management plan is required by this national standard, incorporated into the occupational health and safety management plan.
- 7.10 The level of detail to be recorded under sub-clause 7.9 (a) must be commensurate with the degree of risk identified.
- 7.11 A person with control of the construction project must ensure that records compiled in accordance with clause 7.9, and occupational health and safety management plans developed in accordance with clause 7.30, are kept until completion of the construction project.

Person with control to identify hazards

- 7.12 A person with control of a construction project must ensure that any hazard that may harm the health or safety of:
- (a) any person undertaking construction work; or
 - (b) any other person affected by the construction work;
- that arises or may arise from the construction project is identified.

The 'person with control of a construction project' is usually a person appointed by the client to manage the project and may be known as the:

- *Principal Contractor,*
 - *Head Contractor,*
 - *Main Contractor,*
 - *Builder,*
 - *Employer, or*
 - *person with management and control,*
- depending on the terminology used in different areas.*

Examples of 'persons with control of construction work' include principal contractors, main contractors, sub-contractors, employers and self-employed persons.

In identifying and recording hazards, the person with control should have regard to any relevant national standards that apply to that hazard.

7.13 In particular, and without limiting the generality of clause 7.12, the person with control of a construction project must ensure that the identification of hazards arising from:

- (a) the construction site;
- (b) any design relating to the construction project;
- (c) working at height;
- (d) hazardous substances, including the handling, use, storage, and on-site transport or disposal of hazardous substances;
- (e) the presence of asbestos;
- (f) systems of work;
- (g) plant, including the on-site transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant;
- (h) manual handling (including the potential for occupational overuse injuries);
- (i) the layout and condition of the construction site; and
- (j) the physical working environment,

is undertaken.

Note: Hazardous substances are chemicals and other substances that can affect health, causing illness or disease. Examples include solvents, pesticides, paints, adhesives, petroleum products, heavy metals, PCBs and any other substance that is hazardous to health and is used or produced at work. Hazardous substances can take many forms: liquids, solids, vapours, gases, fumes and dusts.

Refer to the National Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)].

Note: Hazards arising from the physical working environment include the potential for any of the following:

- electrocution;
- drowning;
- fire or explosion;
- people slipping, tripping or falling;
- objects or structures falling on people;
- people being struck by moving plant;
- exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere;
- the presence of a confined space; and
- exposure to violence from members of the public

Note: The potential for exposure to violence from members of the public must be considered when construction workers are placed in proximity to the public, for example, road traffic controllers.

7.14 In meeting their obligations under clauses 7.12 and 7.13, persons with control of a construction project must ensure that there are effective procedures to identify and record hazards representing potential risks to health and safety:

- (a) prior to the commencement of construction work;
- (b) before and during the installation, erection, commissioning or alteration of plant;
- (c) before changes to systems of work are introduced;
- (d) before hazardous substances are introduced;
- (e) while work is being carried out; and
- (f) when new or additional information from an authoritative source relevant to the health or safety of persons engaged to undertake construction work becomes available.

Note: Authoritative sources of information could include, but are not limited to, NOHSC standards, codes of practice and guidance material, industry codes of practice, a regulatory authority, a manufacturer or supplier of plant, a training institution or an industry association.

Person with control to assess risks

7.15 When hazards have been identified in accordance with clauses 7.12, 7.13 and 7.14, the person with control of a construction project must ensure that any risk to the health or safety of:

- (a) any person undertaking construction work; or
- (b) any other person affected by the construction work

that arises or may arise from the construction work is assessed.

7.16 In the risk assessment, the person with control must ensure that:

- (a) the likelihood of an injury, illness or disease occurring, and the likely severity of any injury, illness or disease that may occur is evaluated;
- (b) the available health and safety information relevant to a particular hazard is reviewed; and
- (c) any actions necessary to control the risk in accordance with clauses 6.1 and 6.2 are identified.

Person with control to control risks

7.17 When risks have been assessed in accordance with clauses 7.15 and 7.16, the person with control of a construction project must ensure that any risk to the health or safety of:

- (a) any person undertaking construction work; and
- (b) any other person affected by the construction work,

that arises, or may arise from the construction work is eliminated.

7.18 If it is not reasonably practicable to eliminate the risk, the person with control must ensure that the risk is controlled in accordance with clauses 6.1 and 6.2.

7.19 The measures taken to eliminate or otherwise control risks must take account of any information provided in accordance with clause 7.3.

7.20 If a person with control of a construction project is aware that:

- (a) there is an uncontrolled risk, or a risk that could be better controlled, and
- (b) elimination, control or better control of the risk could be achieved by changing the design,

they must ensure that information about the hazards and risks arising from the design is provided to the client to allow the design to be revised to eliminate or otherwise better control the risk.

7.21 A person with control of a construction project must ensure that all the measures adopted to eliminate or otherwise control risks to health and safety, including plant and systems of work, are properly used and maintained.

Person with control to review hazard identification, risk assessment and risk control measures

7.22 A person with control of a construction project must ensure the hazard identification, risk assessment and measures to control risks are reviewed whenever:

- (a) there is information that the hazard identification, or risk assessment, or control measures are no longer adequate;

Risk control measures must be implemented to protect all persons at risk from the construction work, including sub-contractors and their employees, self-employed persons and their employees, any other employees, suppliers, visitors and passers-by.

- (b) advice is received from a person undertaking any construction work to which the hazard identification, risk assessment or risk control measures relate that a hazard has not been identified, or a risk has not been assessed, or has not been eliminated or adequately controlled;
- (c) injury, illness or disease results from exposure to an unidentified hazard or a hazard to which a risk assessment or risk control measures relate; or
- (d) a significant change is proposed for the construction site, or part of the construction site, including the introduction of new plant or technology, or new procedures or systems of work, to which the hazard identification, risk assessment or risk control measures relate.

Responsibilities of a person with control to provide information, instruction and training

- 7.23 A person with control of a construction project must ensure that any information, instruction and training relating to the hazards, risks and control measures identified under clauses 7.12 to 7.22 are provided to those engaged to undertake the construction work.
- 7.24 The information, instruction and training referred to in clause 7.23, and the manner and timing of their provision, must be commensurate with the risk to health and safety identified.

Responsibilities of persons engaged to undertake construction work

- 7.25 Persons who are engaged to undertake construction work must ensure that:
- (a) no other person is put at risk from the work; and
 - (b) they undertake their work in accordance with the information, direction, instruction and training with which they have been provided.

Note: Persons engaged to undertake construction work include employees.

Responsibility to provide information

7.26 In relation to a particular construction project, where a person has:

- (a) consulted with another person about the risks associated with the construction work being undertaken;
- (b) reported to another person about the health and safety aspects of the construction work being undertaken;
- (c) identified and recorded hazards associated with the construction work;
- (d) assessed the risks to health and safety associated with any such hazards;
- (e) prepared an occupational health and safety management plan for the construction project;
- (f) prepared a safe work method statement for the construction work to be undertaken;
- (g) implemented measures to control health and safety risks associated with the construction work; or
- (h) provided information, instruction or training to persons undertaking the construction work,

they must take steps to prevent risks to health and safety by notifying any other person of any matter that may affect the capacity of that person to comply with the requirements of this national standard.

7.27 A person undertaking construction work must notify a person with control of the construction work or of the construction project of any matter that they are aware may affect that person's capacity to comply with the requirements of this national standard.

Joint responsibility

7.28 If more than one person has responsibility for a matter under clauses 7.1 to 7.42 of this national standard:

- (a) each of these persons retains responsibility for the matter;
- (b) each person must fulfil their responsibility to the extent that they control the construction project or the construction work;
- (c) all of them must discharge their responsibilities in a co-ordinated manner; and
- (d) each person must cooperate with all other parties who have a responsibility concerning occupational health and safety.

Consultation

7.29 A person with control of a construction project or control of construction work must ensure there are arrangements for:

- (a) all persons engaged to undertake construction work at that site, or their representatives, to be consulted, in a timely fashion, on work-related matters that may affect their health and safety; and
- (b) consideration of the views, on health and safety matters, of persons engaged to undertake construction work, or their representatives.

Note: Legislation in each state and territory jurisdiction governs specific consultation arrangements that must be implemented at workplaces.

Occupational health and safety management plans

- 7.30 A person with control of a construction project where five or more persons are working, or are likely to be working, simultaneously on a construction site must ensure that:
- (a) a site-specific occupational health and safety management plan is prepared before the work commences; and
 - (b) the plan is monitored, maintained and kept up to date during the course of the work.
- 7.31 The person with control of the construction project must ensure that the occupational health and safety management plan includes:
- (a) a statement of responsibilities, listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for occupational health and safety;
 - (b) the detail of arrangements for ensuring compliance with the occupational health and safety induction training requirements of this national standard;
 - (c) the detail of arrangements for the co-ordination of health and safety issues of persons engaged to undertake construction work;
 - (d) the detail of arrangements for managing occupational health and safety incidents when they occur, including the identities of and contact details of all persons who will be available to prevent, prepare for, respond to and manage recovery from such incidents;
 - (e) any site safety rules, with the detail of arrangements for ensuring that all persons at the site, whether employees, contractors, suppliers or visitors, are informed of the rules;
 - (f) the hazard identification, risk assessment and risk control information for all work activities assessed as having safety risks; and
 - (g) the safe work method statements for all high-risk construction work.

- 7.32 The person with control of the construction project must ensure that a copy of the occupational health and safety management plan is available for inspection throughout the course of the construction work by:
- (a) any person engaged to undertake construction work at the site;
 - (b) any person about to commence work at the site; and
 - (c) an employee member of an occupational health and safety committee, an occupational health and safety representative, or a person elected by persons employed at the site to represent them on health and safety matters.
- 7.33 The person with control of the construction project must ensure that any person engaged to carry out construction work at a construction site is provided with a copy of all relevant parts of the occupational health and safety management plan for that site before they commence work.
- 7.34 If an occupational health and safety management plan is changed during the course of construction work, the person with control of the construction project must ensure that all persons engaged to carry out construction work at the site concerned are promptly provided with a copy of the changed parts of the plan of relevance to their work.

Note: access to OHS management plans by employee representatives may be a mandatory requirement in some jurisdictions.

Safe work method statements

- 7.35 Clauses 7.36 to 7.38 apply to any construction site at which high-risk construction work is undertaken.
- 7.36 A person with control of a construction project must ensure that:
- (a) each person with control over high-risk construction work, including sub-contractors and self-employed persons, gives the person with control of the construction project a written safe work method statement for the high-risk construction work to be carried out, before commencing that work; and
 - (b) all such safe work method statements are kept up to date and reviewed whenever there is a change to the high-risk construction work.
- 7.37 A person with control of the construction project must ensure that there are arrangements for:
- (a) ensuring that all persons undertaking construction work to which a safe work method statement applies comply with the safe work method statement; and
 - (b) when a person is not complying with a safe work method statement, they are directed to stop work immediately and not to resume work until the safe work method statement is complied with, unless an immediate cessation of work is likely to increase the risk to health and safety, in which event they must be directed to stop work as soon as it is safe to do so.
- 7.38 If no other person is responsible for the preparation of a written safe work method statement for high-risk construction work, the person with control of the construction project must:
- (a) prepare the written safe work method statement;
 - (b) keep the statement up to date and review it whenever there is a change to the high-risk construction work;
 - (c) ensure that the work is carried out in accordance with the statement; and
 - (d) ensure that when there is non-compliance with the statement, work is stopped immediately, or when it is safe to do so, and not resumed until the statement is complied with.

Note: Clauses 7.36 to 7.38 set out the requirements of this standard for documentation of safe methods of undertaking high-risk work.

Similar requirements may be laid down in state and territory laws, although safe work method statements are sometimes described as 'Job Safety Analyses' or 'Work Method Statements'.

Occupational health and safety training

- 7.39 Clauses 7.40 to 7.42 apply to all persons with control of construction projects, all persons with control of construction work and all persons undertaking construction work, with the exception of:
- (a) visitors to a construction site who are accompanied by a person who has received occupational health and safety induction training; and
 - (b) persons temporarily at a construction site to deliver plant, supplies, materials or services where a risk assessment indicates that any risks to such persons can be controlled through other measures.
- 7.40 A person with control of a construction project or control of construction work must not direct or allow another person, including a self-employed person, to carry out construction work on the construction project unless the person with control is satisfied that the other person has undertaken occupational health and safety induction training.
- 7.41 Persons engaged to undertake construction work must not do so until they have completed occupational health and safety induction training, training provided pursuant to clause 7.23, and training identified in the risk assessment for the work to be undertaken.
- 7.42 A person with control of a construction project or control of construction work must retain records for a reasonable period after the completion of the construction project of the occupational health and safety induction training and any other training given to persons directly engaged or trained by them to undertake construction work on the project.

Note: measures to control risks to temporary visitors to the construction site could include implementing a visitor management plan, permitting access only to low-risk areas, keeping a visitor sign-in/out log.

Notes on OHS induction training:

The occupational health and safety induction training provided must meet the requirements of the jurisdiction in which the construction work is undertaken.

Required training may include:

- **general OHS training;**
- **work activity based training (appropriate for the work the person is required to undertake); and**
- **site-specific training (for the site at which the construction work is being undertaken).**

Note:
Persons engaged to undertake construction work include employees.

8. General health and safety provisions

Existing services

- 8.1 Before the commencement of construction work, a person with control of a construction project must ensure existing services at the construction site are identified and the condition of and risks posed by these services are assessed. This assessment must identify:
- (a) the type of existing services;
 - (b) the location of the services and whether they are underground, overhead or contained within a structure;
 - (c) the extent of the services, and
 - (d) the risks the services present, including the risks of electric shock, fire, explosion and an inrush of water.
- 8.2 If contact with an existing service poses a risk to the health and safety of any person, all persons with control of the construction project or control of construction work must ensure the existing service is removed or disconnected, or otherwise isolated from the work to be carried out, so that contact with the service will be prevented.

Note: In some circumstances it may be necessary to obtain permits from relevant authorities before commencing work in the vicinity of existing services.

Traffic control

- 8.3 If pedestrian, traffic or plant movements at or near a construction site are affected by construction work, the person with control of the construction project must ensure that these movements are safely managed so as to eliminate or otherwise control any associated health and safety risks.

Note: A written traffic management plan, prepared by a competent person and available on site, can be an effective way of identifying and controlling risks from traffic movements.

Lighting

- 8.4 A person with control of a construction project must ensure that the level of lighting provided in any area where a person performs construction work or may be required to pass through, including access ways and emergency exits, permits this work or passage without risk to health or safety.

Note: Lighting on construction sites is often temporary. It should nonetheless be adequate for its purpose.

Access and egress

- 8.5 A person with control of a construction project must ensure that all persons on the construction site are provided with safe access to, and egress from, all places where they may be required to work or pass. This includes the provision of emergency access and egress routes that must be kept free of obstructions.

Public access

- 8.6 A person with control of a construction project must ensure that members of the public are not exposed to health and safety risks arising from the construction work. Without limiting the generality of this requirement, they must ensure that:

- (a) subject to clauses 8.5 and 8.7, adequate perimeter fencing is installed on the construction site before construction work commences, and that it is maintained during the construction work; and
- (b) signs are placed on each construction site, clearly visible from outside the site, stating the names and contact telephone numbers of the persons with control of the construction work, including an after-hours emergency telephone number.

- 8.7 Clause 8.6 (a) applies to construction sites for single dwelling houses and duplexes, and civil engineering projects and maintenance work sites, when a risk assessment identifies the need to isolate particular site hazards and the only way of achieving this is with perimeter fencing.

Emergency procedures

- 8.8 A person with control of a construction project must ensure that:

- (a) in the event of danger it is possible for workers to evacuate all work areas quickly and safely;
- (b) where appropriate, specific emergency exits, routes and plans are displayed at appropriate locations on the construction site;
- (c) arrangements are in place for rescuing any injured persons; and
- (d) where indicated by the risk assessment, emergency evacuation procedures are practised at regular intervals and any difficulties identified and resolved.

First-aid and medical attention

- 8.9 A person with control of a construction project must ensure that there are arrangements for first aid to be accessible when construction work is being undertaken.
- 8.10 First aid, including the provision of trained personnel where appropriate, must be adequate for the initial treatment of injuries and illnesses that may arise.

Note: *The first aid provided on a construction site should take account of the number of persons working on the site at any one time that may be subject to injury in the event of an accident.*

Electricity supply

- 8.11 A person with control of a construction project must ensure that electrical installations, material, equipment and apparatus are designed, constructed, installed, protected, used, maintained and tested to eliminate the risk of electrical shock, burns, fire or explosion.

Note: *On construction sites the power supply is often through temporary supply boards and power lines, which in a constantly changing environment can easily suffer damage. The use of a residual current device can reduce the risk of electric shock in these circumstances.*

Housekeeping

- 8.12 A person with control of a construction project must ensure that the construction site is kept orderly and tidy.
- 8.13 Without limiting the generality of clause 8.12, the person with control of the construction project must ensure that:
- (a) access ways are kept clear of material and debris and maintained in a non-slippery condition;
 - (b) general safety signs are erected, as appropriate, and kept in good condition;
 - (c) there is a safe system for collecting, storing and disposing of excess or waste material at the construction site;
 - (d) plant is safely secured when not in use; and
 - (e) material at or near a construction site is moved and stored in a safe and orderly manner so that it does not pose a risk to the health or safety of any person.

AS 3012 – 2003 Electrical Installations – Construction and Demolition Sites sets out specific requirements for temporary power supplies on construction sites.

AS/NZS 61008.1 2004 and AS/NZS 61009.1 set out requirements for residual current devices (RCDs).

Exposure to the elements

- 8.14 A person with control of a construction project must ensure the safety of persons undertaking construction work where there is any risk to their health or safety arising from exposure to adverse weather conditions, including heat, cold, and ultra-violet radiation.

Providing amenities

- 8.15 A person with control of a construction project must ensure that persons undertaking construction work have access to amenities for their welfare and personal hygiene needs.

Amenities are facilities provided for the welfare or personal hygiene needs of employees. They may include toilets, rest rooms, shelter sheds, seating, dining rooms, change rooms, drinking water, lockers and washing facilities.

Note: Where work is of short duration some amenities can be provided off-site within a reasonable travelling time.