



# **BOTANY CRANES & FORKLIFT SERVICES**

## **Safety Management Plan**

Register of Amendments

Rev. No	Date.	Details.	Prepared By	Checked By	Approved By
	15/02/2016	Original Issue	RH	RH	DG
1	01/03/2017	Revision	RH	RH	DG
2	01/02/2018	Revision	RH	RH	DG

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# SMP 001 - Company Details and Introduction

Organisation Details	
Trading Name	BOTANY CRANES & FORKLIFT SERVICES
ABN	83162834433
ACN	162834433
Managing Director	Damian Griffiths
Company HS Officer	Rhonda Hodges
Address	15 Hale Street Botany NSW 2019
Phone	02 9666 6366
Mobile	0404 458 555
Email	<a href="mailto:rhonda@botanycranes.com.au">rhonda@botanycranes.com.au</a>

The Business Management System supports the structure of the Botany Cranes business plan. The Business Management System consists of a Quality Management Plan, a Safety Management Plan and an Environmental Management Plan and all the associated policies, procedures and forms to drive these plans.

This Safety Management Plan has been prepared to provide the employees and clients of Botany Cranes with a plan of how the safety system will be administered for the duration of all works to be undertaken.

This document details the procedures that need to be followed to ensure that all works are in accordance with contract documents and best practice.

The table below identifies the designated person responsible for the management of the Safety System:

Name	Contact Details
Rhonda Hodges	02 9666 6366

Any changes to legislation will be notified to Botany Cranes through our subscription with SafeWork Australia and our contract with Portner Press for legislative and safety updates.

## SMP 002 - Management System



# SMP 003 - Health & Safety Policy

At Botany Cranes our commitment to health and safety is part of the business.

This is achieved through :

- Complying with statutory requirements, codes, standards and guidelines.
- Setting up a Safety management system with the aim of reducing injuries, illness and equipment damage and achieving continual improvement.
- Defining roles and responsibilities for managing safety.

Strategies will include:

- Ensuring health and safety management principles are included in all the company's planning activities.
- Providing ongoing education and training for all of our employees.
- Consulting with employees and other parties to improve decision - making on safety matters.
- Ensuring incidents are investigated and lessons are learnt within the organisation.
- Distributing health and safety information, including this policy, to all employees and interested parties.
- Providing enough resources to ensure safety management is a central part of the organisation.
- Ensuring that all non compliances with the health and safety requirements are logged and documented in accordance with the requirements set out in this plan.

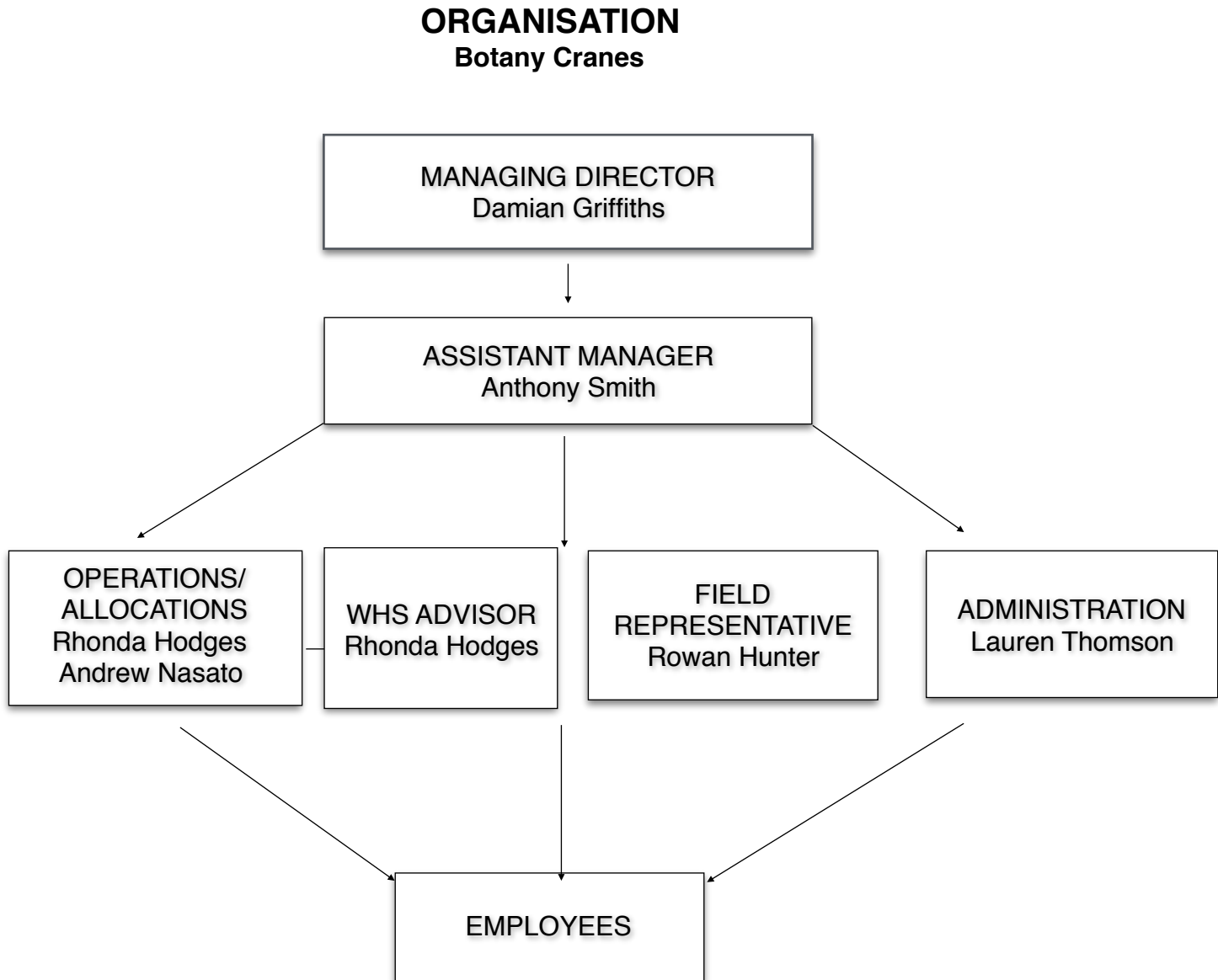
Damian Griffiths  
Managing Director

Signature: 

Date: 15/02/2016

# SMP 004 - Roles and Responsibilities

Botany Cranes Management structure is as shown below:



## **ROLES AND RESPONSIBILITIES**

### **MANAGING DIRECTOR**

The Director has overall and final responsibility for the HS Policy and objectives for the company. The director has responsibility for health and safety at the workplace and their duties include:

- Ensuring the implementation of the Safety Management Plan
- Communicating with all clients to reduce safety risks.
- Periodic audit of the safety processes and procedures.
- Reviewing the Safety Management System to ensure the system is relevant and developing.
- Ensuring a Business Development Plan is in place and that it addresses all health and safety requirements.
- Ensuring all staff receive adequate training in skills required to complete their allotted tasks.
- Providing a safe and healthy workplace.

This responsibility is distributed throughout senior management for execution and communication with the workforce.

### **ASSISTANT MANAGER**

The Assistant Manager is responsible for health and safety at the workplace and the duties include:

- Implementing the Safety Management Plan
- Organisation of on-site personnel with regard to their responsibilities within the safety system;
- Identify key safety hazards and risks and apply appropriate controls;
- Communication with the principal contractor to reduce safety risks;
- Being a part of the planning stages of service requirements;
- Ensure that all staff under their control have adequate training for the work to be carried out;
- Ensure that toolbox meetings are held as necessary to communicate information to all employees;
- Conducting annual health and safety reviews for all employees.
- Ensure that all staff under their control have adequate equipment to carry out the works;
- Periodic audits of the safety processes and procedures;
- Manage non-conformances and initiate corrective actions as required;
- Leading by example and promoting sound safety practices at every opportunity;
- Reviewing Event Reports and inspections, and following up on recommendations;
- Regular attendance at on-site meetings to ensure safety related issues are raised for review.

## FIELD SUPERVISOR

The Field Supervisor is responsible for health and safety at the workplace and duties include:

- Implementing the Safety Management Plan
- Understand the requirements of the contract and ensure the works are delivered in accordance with the contract, i.e. specifications, scope of work, etc.;
- Providing advice and assistance on safety matters to employees;
- Decide when training on health and safety is required;
- Undertake inspection of the contracted or planned works to ensure that safety control measures are implemented and effective;
- Ensure that all defects and incidents are identified and the HSEQ Manager is informed;
- Lead by example and promote sound safety practices at every opportunity;
- Regular attendance at on-site meetings to ensure and safety related issues are raised for review;
- Other safety related duties as directed by the Managing Director

## HSEQ MANAGER

The Health and Safety Officer Manager is responsible for the overall safety at the workplace and duties include:

- Implementing the Safety Management Plan;
- Understand the requirements of the contract, i.e. specifications, scope of works, etc.;
- Provide advice and assistance on safety matters to employees;
- Decide when training on health and safety is required;
- Ensure that all defects and incidents are identified, actioned and closed out;
- Lead by example and promote sound safety practices at every opportunity;
- Regular attendance at on-site meetings to ensure safety related issues are raised for review;
- Lead the process on behalf of the contractor through safety audits.
- Maintenance of project specific registers, forms and checklist/ITPs;
- Co ordinate Return to Work activities as required.
- Other safety related duties as directed by the Managing Director



## ALLOCATOR

The Allocator is responsible for safety at the workplace and the duties include:

- Implementing the Safety Management Plan
- Understand the requirements of the contract and ensure the works are delivered in accordance with the contract, i.e. specifications, scope of works, etc;
- Ensure work is programmed in order to best fulfil the clients requirements;
- Ensure work is programmed to best utilise available equipment;
- Decide when training for individuals is required;
- Ensure that all defects and incidents are identified and the HSEQ Manager is informed;
- Other duties as directed by the Managing Director.

## EMPLOYEES

All employees are responsible for their own safety and the safety of others on site and to and from the site and their duties include:

- Understanding the requirements of the Safety Management Plan;
- Doing what is reasonably practical to maintain a safe working environment;
- Taking reasonable care that their acts or omissions do not affect others;
- Ceasing work if an activity presents an unforeseen risk, that cannot be rectified immediately;
- Complying with reasonable instructions from the employer to assist them in complying with the WHS Act;
- Co-operating with policies and procedures relating to workplace health and safety.

## **SMP 005 - Training and Competency**

Having regard to the roles, responsibilities and the health and safety requirements for our work activities, Botany Cranes has assured that all employees are trained and competent to perform all works in accordance with their role requirements.

The Training Register contains all qualifications held by our employees and their current verification of competency tickets. Refer W2

## **SMP 006 - Hazard / Risk Identification & Control**

Botany Cranes will not commence construction activities on a site until;

- The Work Method Statement has been communicated to, and understood by, each member of the crane crew. This is the basic for all crane lifts and generic copy of this document is constantly being improved;
- An induction has been carried out and site specific hazards and risks that have been identified by the principal contractor are communicated;
- A Job Site Risk Analysis (JSRA) has been completed by the crane crew for each job on that site and a toolbox meeting has been held to communicate the findings of the analysis;

### **Risk Matrix**

By using the table in the Work Method Statement the consequence for each potential risk I can be identified.

All controls are to be guided by the Hierarchy of Controls in order to select the most appropriate controls for a given hazard/risk. This table is contained within the Work Method Statement.

### **Risk/Hazard Register**

The following hazards/risks should be considered when preparing a Work Method Statement:

1. Condition of crane
2. Traffic
3. Road conditions
4. Site access
5. Site restrictions
6. Site procedures
7. Refuelling
8. Hydrocarbon spills
9. Pavement Conditions
10. Services

11. Site structures
12. Suspended slabs
13. Excavations
14. Blocking thoroughfares
15. Manual handling
16. People/vehicles in work zone
17. Communication failure
18. Working at heights
19. Customer interference with slinging
20. Non-standard lift
21. Unknown mass of load
22. Damage to nylon slings
23. Position of crane/load
24. Weather conditions
25. Landing of load
26. Crush injuries
27. Packing up crane
28. Dual or multiple crane lifts
29. Mobile loads
30. Structural steel erection
31. Changes to planned work
32. Sloping sites

## **SMP 007 - Objectives and Targets**

Botany Cranes has established the following objectives and targets to support and maintain on a regular basis the effectiveness of the Health and Safety Management Plan.

### **PLANNING**

**Objective:** Employees are to participate in annual health medical checks on or around their employment anniversary. These are to check fitness to perform high risk work and to check hearing levels.

**Target:** To ensure each employee has a Category 3 medical assessment annually to ensure they are fit to carry out high risk work.

### **RISK MANAGEMENT**

**Objective:** Employees are familiar with the hazards and risks that are associated with their work that are assessed as medium to high risk.

**Target:** Safe Work Method Statements list all medium to high risks for the works to be undertaken.

### **CONSULTATION**

**Objective:** Employees are regularly consulted on matters that affect Health and Safety.

**Target:** Health and Safety Committee meetings are held quarterly and the minutes are available for all employees. Toolbox meetings are held for each job before commencing.

### **TRAINING**

**Objective:** Training of staff is valuable and improves skills that will increase the quality and safety of all jobs.

**Target:** All crane operators are to be trained in the operation of all cranes and the senior operators are to mentor new employees as a dolmen and riggers. All employees are to be inducted as a minimum into the three levels of induction training, i.e. general industry induction, site specific induction and work activity induction.

## **SAFETY STATISTICS**

**Objective:** To reduce all work related illness and injuries.

**Target:** The monthly targets for our statistics will be:

Fatalities - Nil

MTI - 20% reduction on previous month

LTI - Nil

FAI - 20% reduction on previous month

## **ENVIRONMENT PERFORMANCE**

**Objective:** To ensure all sumps are free of silt and silt filters are cleaned regularly.

**Target:** Check all sumps on a monthly basis to ensure all silts deposits are being managed and cannot enter any waterways. This is to be documented on FRM.36-1 Depot Safety Inspection.

**Objective:** To ensure oil separator is functioning correctly and that wash down bay is maintained in a clean condition.

**Target:** Both the oil separator and the wash down bay are to be cleaned as required. They are to be checked weekly and this is to be documented on FRM.36-1 Depot Safety Inspection.

**Objective:** To ensure any fuel spills are contained in the refuelling area.

**Target:** Refuelling is to take place only at the bowser in the yard. No refuelling is to take place on site unless arrangements have been made for a contained fuelling area.

**Objective:** To contain any hydraulic oil spills from damaged hoses or pipes on cranes,

**Target:** Ensure crane has fully equipped spill kit on board. If it has to be used it is to be restocked immediately.

**Objective:** Reduction in Total Environmental Incident Frequency Rate (TEIFR)

**Target:** To reduce this frequency rate by 5% per year.

**Objective:** Eliminating all environmental incidents of major consequence.

**Target:** To achieve zero major incidents each month.

Safety and Environmental targets will be reviewed monthly to evaluate the level of meeting the proposed targets. The proposed target performance for each quarter will be discussed and targets will be reviewed at the HS Committee Meetings.

## **SMP 008 - Audits and Inspections**

This procedure applies to Botany Cranes Management (Managing Director, Field Supervisors, and WHS Manager). The audits and inspections also include behavioural observations and are intended to improve the safety and quality of all our processes as a means of continuous improvement.

Training for these audits and behavioural observations is an in-house process that is ongoing, based on the quality of the audits being carried out. This is not expected to take too much of the auditors time as the audit process is a simple procedure checking that all aspects of the SWMS, Job Risk Safety Analysis and job site requirements are being adhered to. These audits are not intended to adhere to AS/NZS ISO 9001:2008.

The audits are to be carried out at a rate of 3 per person per week. The audit process is a software package within SimPro that has a number of sections through which audits can be carried out. The auditor is to introduce himself to the client and obtain permission to carry out the audit. Using either a printed format or an i-pad the auditor will work through the steps of the checklist and complete the audit. Once the audit has been completed the auditor is to give feed back to the crane crew ensuring that any unsafe situations are rectified immediately. All conforming behaviours are also to be included in feed back. Any system nonconformance that are found, are to be rectified by the WHS Manager.

The WHS Manager is to produce a monthly trend analysis report. This report will be used to generate an action plan in order to improve the work process or to improve the quality of the audits.

## **SMP 009 - Consultation**

Botany Cranes promotes the active participation of all employees in health and safety decisions. The HS Policy is communicated during the employees' inductions and is displayed in the front office and on the noticeboard. Employees are consulted and given opportunity, encouragement and training to be proactively involved in health and safety matters.

Consultation occurs in reference to, but not limited to, the following matters:

- hazard identification and risk assessment;
- control measures for the management of hazards and risks
- changes to policies, procedures and work methods affecting health and safety;
- Two HS Committee representatives are selected to represent the employees and 2 management representatives are chosen.

## **SMP 010 - Equipment Inspections**

Botany Cranes carries out regular inspections and maintenance of all equipment that requires regular inspections. Refer PRC.5-1

All cranes are inspected by CraneSafe annually and issued with a registration certificate containing a registration number.

Any lifting equipment found to be damaged is to be removed from service until the equipment has been rectified and recalibrate. Calibration certificates are issued at the time of purchase of the lifting equipment. Botany Cranes ensures lifting equipment is inspected at a 3monthly interval in accordance with the relevant standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented.

Equipment identified will be logged in a register showing the equipment's serial number,date inspected and the date of next inspection. External certificates meeting national and industry standards are held at the Botany Cranes Office.

A log book is completed as a record of the restart inspection for each shift the cranes undertake. This is used to identify any maintenance issues associated with each crane.All maintenance issues identified are repaired prior to the crane being used. Each sheet in the log book has an identification number and these are filed on a daily basic in each cranes' file.

Where equipment is hired or is used by subcontractors, the same requirements apply.

## **SMP 011- Hazardous Substances/Dangerous Goods**

Botany Cranes holds a current Safety Data Sheet ( SDS) for all products and substances to be used during the work activity.

- Before a product or substance is used during the work activity,a review of the SDS is carried out to determine if the product or substance is classified as hazardous.
- All employees involved in the use of products classified as hazardous,are provided with information and training to allow safe completion of the required task.
- As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and are included in the Work Method Statement.
- No products or substances, included chemicals or fibrous materials, are brought to the workplace without a current SDS.
- All products and substances to be brought to the workplace are documented.
- All storage and use of hazardous substances and dangerous goods is in accordance with the SDS and legislative requirements.
- All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Due to the work carried out by Botany Cranes & Forklift Services Hazardous Substances/ Dangerous Goods are not usually a hazard directly related to our work. However spill kits are carried on all cranes.

## **SMP 012 - Procedure of Non-Conforming Events**

### Non-Conformances

Non-conforming actions can present as any of the following events;

- Near Miss
- Injury
- Equipment Damage/ Loss
- Service Non-conformance
- System Non-conformance
- Customer Complaint
- Process Improvement

Any of the above events issued by the client or internally by Botany Cranes will be closed out using Event Report Form FRM.10-1. Proposed corrective actions will be issued to all shareholders for approval prior to commencing rectification Non-conformance will be rectified in a timely fashion and as stipulated in the Event Report.

The following steps form the Event Report:

- Identify the type of event as described above, the event can be a multiples of these.
- Description of the works in progress at the time of the event.
- Description of the event that prompted the report.
- Identify the potential losses arising from the event. These can be fatalities, serious injury, equipment damage, environmental damage, financial losses, companies perception in the market etc.
- Safety or environmental systems in place at the time of the event. These can be SWMS, JSRA, induction, special site requirements or other instructions.
- Actions taken to prevent a reoccurrence of the event. This can be readily identifiable in some cases or there may be an investigation required to determine preventative actions. If an investigation is required it is to be completed on Incident Investigation Report FRM.11-1.
- Determine if a change to the SWMS is required based on the preventative actions that have been determined.
- Review the JSRA to ensure it was adequate to undertake the work
- The completed Event Report is to be reviewed by senior management and signed off as approved.
- At this point it is to be determined if a safety alert is to be issued to communicate the outcome of the report.

The report can be closed out once the above actions have been completed and the report has been forwarded to the HS Manager.

## **SMP 013 - Injury Management and Return to Work Procedure**

### OUR COMMITMENT

Botany Cranes is committed to the return to work of injured employees.

As part of this commitment, we will:

- prevent injury and illness by providing a safe and healthy working environment
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- support the injured employee and ensure that early return to work is normal expectations;
- provide suitable duties for an injured employee as soon as possible;
- ensure that our injured employees ( and anyone representing them) are aware of their rights and responsibilities - including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- maintain the confidentiality of injured employee's records.
- not dismiss an employee as a result of work related injury within six months of becoming unfit for employment.

To support the above, Botany Cranes has established the following procedures.

#### NOTIFICATION OF INJURIES:

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

#### RECOVERY:

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

#### RETURN TO WORK:

- A suitable person will be arranged to explain the return to work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.



## SUITABLE DUTIES:

- An individual return to work plan (FRM.3-1) will be developed when the injured employee, according to medical advice, is capable of returning to work.
- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.
- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

## DISPUTE RESOLUTION:

- If disagreements about the return to work program or suitable duties arise, the company will work with the injured employee and any union representing them to try to resolve the issue.
- If all parties are unable to resolve the dispute, the organisation will seek to involve an accredited rehabilitation provider, the treating doctor or an injury management consultant.

# SMP 014 - Appendix

## DOCUMENT REGISTER

### POLICIES

POL.1-1 Quality Policy

POL.2-1 Health & Safety Policy

POL.3-1 Environmental Policy

### PROCEDURES

PRC.1-1 COD Procedure

PRC.2-1 Evacuation Procedure

PRC.3-1 Event Reporting Procedure

PRC.4-1 First Aid Procedure

PRC.5-1 Lifting Gear Inspection Procedure

PRC.6-1 Powered Mobile Plant Procedure

PRC.7-1 Protection From Falling Objects Procedure

PRC.8-1 Return to Work Procedure

PRC.9-1 Risk Assessment Procedure

PRC.10-1 Manual Handling Procedure

PRC.11-1 Subcontractor Management Procedure

PRC.12-1 Suspended Surfaces Procedure

PRC.13-1 Overhead Powerlines Procedure

PRC.14-1 New Employee Procedure

PRC.15-1 Behavioural Observation Procedure

PRC.16-1 Working at Heights Procedure

PRC.17-1 Work Box Procedure  
PRC.18-1 Fitness for Work - Fatigue Management  
PRC.19-1 Risk Management Plan -Handling Refrigerant

## **FORMS**

FRM.1-1 Document Revision Register  
FRM.2-1 Personnel Details Record  
FRM.3-1 Return to Work Plan  
FRM.4-1 Employee Warning Notice  
FRM.5-1 Client Review Report  
FRM.6-1 Lift Gear Inspection  
FRM.7-1 Training Record  
FRM.8-1 Yard Safety Inspection  
FRM.9-1 Event Report Register  
FRM.10-1 Event Report  
FRM.11-1 Incident Investigation Report  
FRM.12-1 Risk Assessment  
FRM.13-1 Hazardous Substances Register  
FRM.14-1 Hazardous Substances Risk Assessment  
FRM.15-1 Service Provider Checklist  
FRM.16-1 Record of Interview  
FRM.17-1 Crane Inspection Report  
FRM.18-1 Leave Application  
FRM.19-1 Leave Work Early Request  
FRM.20-1 Manbox/Workbox Checklist  
FRM.21-1 Finalisation of Account for Damage to Property  
FRM.22-1 Fuel Register  
FRM.23-1 Single Crane Lift Study  
FRM.24-1 Duel Crane Lift Study  
FRM.25-1 Crane Wire Rope Register  
FRM.26-1 Behavioural Observations  
FRM.27-1 Register Template  
FRM.28-1 HS Committee Meeting Agenda  
FRM.29-1 Key Register  
FRM.30-1 Account Application  
FRM.31-1 Safe Work Method Statement  
FRM.32-1 Personnel Experience  
FRM.33-1 Register of Faulty Equipment  
FRM.34-1 Training Booking Form  
FRM.35-1 Safety Alert Template  
FRM.36-1 Depot Safety Inspection  
FRM.37-1 Oil/Water Separator Maintenance Requirements  
FRM.38-1 Air Conditioner Gas Check

## **SWMS**

Created 15/02/2016  
Revised 01/02/2018