

# **RTA QA SPECIFICATION G21M**

## **OCCUPATIONAL HEALTH AND SAFETY**

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# RTA QA SPECIFICATION G21M

## OCCUPATIONAL HEALTH AND SAFETY

### REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 0		New specification to replace RTA G22M and comply with NSW Government Guidelines. Modelled on G21 Ed 3 / Rev 3 May 2007.	John Statton (GM, IM)	13/08/08
Ed 1/Rev 1	4.8	Inserted 4.8.2 Traffic control inspections & audits, and renumbered 4.8.2 & 4.8.3,	John Statton (GM, IM)	25/09/08
	Annexure G21M/L	Fixed the heading "Status of injured personnel".		
	Annexure G21M/M	RTA Tools; deleted the word Assessment from Assessment Tools, to reflect the new internet page name.		

# RTA QA SPECIFICATION G21M

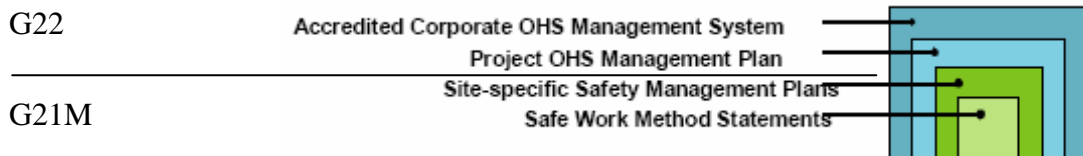
## OCCUPATIONAL HEALTH AND SAFETY

### NOTES

#### USING RTA G21M

Specification RTA G21M contains the RTA's requirements for the contractor's Site-specific Safety Management Plan and Safe Work Method Statements ("SWMS") for maintenance work and for work which is considered routine. When a Corporate OHS&R Management System is required, Specification RTA G22 should be used in lieu of RTA G21M. Therefore:

- For contracted work less than \$500,000 or routine in nature G21M applies.
- For work over \$500,000 or work considered *higher risk*, use G22 e.g. pavement rehabilitation may use G21, whereas pavement resurfacing may use G22.



Source – Adapted from NSW Government Construction Agency Coordination Committee (CACC)

Higher value or higher risk projects using G22 will require all four elements of CACC documentation, shown in the diagram above. G21M work requires only the Site-specific Safety Management Plan and SWMSs.

#### EDITION 1

This is the first issue version of the Specification. Further improvement and upgrading based on field experience is expected. Comments and suggestions should be forwarded to the Manager, Contracts Quality, Infrastructure Contracts Branch, Road Network Infrastructure.

#### MODEL DOCUMENTS:

This version of G21M relies on the use of and/or incorporation of Model Documents. These are available to contractors from the RTA Internet Site. Depending on the work, you either use model documents as part of this specification or refer to them as guidance for the contractor.

## REFERENCED DOCUMENTS:

Annexure M lists additional documents which form part of this specification.

Those documents which are “Supplied for guidance” should be highlighted in Sect 1.2 “Structure of the Specification”. For example, Truck and Plant Requirements must be written into ALL G21M Specifications as a referenced RTA Model Document forming part of this specification.

## TAILORING THIS MODEL SPECIFICATION:

When tailoring this model specification for a contract:

1. Ensure the exact, full names of the relevant Model Documents are inserted the of the body specification and
2. Insert into Annexure M both the hyperlinks to them and, in case the hyperlinks become obsolete or broken, a description of how to find them e.g.: **Go to *MyRTA* then type ”*Contractor Health and Safety*” in Search box.**



QA SPECIFICATION G21M

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# OCCUPATIONAL HEALTH AND SAFETY

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RNIC-QA-G21M

VERSION FOR:	
DATE:	



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## FOREWORD

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### USE OF THIS DOCUMENT

#### When this document forms part of a contract

This document must be read with all the documents forming the Contract.

#### When this document does not form part of a contract

This copy is not a controlled document. Observe the Notice which appears on the first page of the copy controlled by RTA. A full copy of the latest version of the document is available on the RTA Internet website: [www.rta.nsw.gov.au/doingbusinesswithus/specifications](http://www.rta.nsw.gov.au/doingbusinesswithus/specifications)

### REVISIONS TO EDITION 1

RTA Specification G21M Ed 1/Rev 0 is based on RTA G21 Edition 3 Revision 3 — May 2007.

All revisions to RTA G21M Ed 1/Rev 1 (other than minor editorial and project specific changes) have been indicated by a vertical line in the margin as shown here.

### PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:

Any project specific changes have been indicated in the following manner:-

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.



## **RTA QA SPECIFICATION G21M**

### **OCCUPATIONAL HEALTH AND SAFETY**

## **1 GENERAL**

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### **1.1 SCOPE**

This specification defines the health and safety requirements to be observed by you prior to and during the execution of Work under the Contract.

### **1.2 STRUCTURE OF THE SPECIFICATION**

This Specification includes a series of Annexures and, in Annexure M; it details additional RTA Model Documents which form part of this specification and others which are supplied for guidance. These RTA Model Documents are available on the RTA Internet site “Contractor Health & Safety Information” page.

(Go to RTA Internet Home Page <http://whome.rta.nsw.gov.au/> and then ‘Home > Partners and suppliers > Tenders and contracts > Contractor Health and Safety Information > Tools’).

You must ensure:

- You refer to or, where required by this specification, include the Model Documents when preparing your Site-Specific Safety Management Plan and SWMSs, and
- You meet your legal obligations under the NSW OHS Act 2000.

#### **1.2.1 Project Specific Occupational Health and Safety Issues**

Details of Site-specific Safety Management Plan and Issues commence in Clause 3.2.

#### **1.2.2 Payment**

All costs associated with compliance with this specification including documentation are deemed to be included in the rates and prices generally for the work under the Contract.

#### **1.2.3 Schedules of HOLD POINTS and Identified Records**

The **HOLD POINTS** set down in Annexure G21M/C.1 must be observed. Refer to the RTA Q for the definition of **HOLD POINT**.

The records listed in Annexure G21M/C.2 are Identified Records for the purposes of RTA Q Annexure Q/E.

#### **1.2.4 Referenced Documents and Definitions**

Unless otherwise specified the applicable issue of a reference document, other than an RTA Specification, is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 2350). For convenience, the full titles are given in Annexure M

The definitions given in Annexure M apply to this Specification.

## **2 GENERAL OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

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### **2.1 CONTRACTOR REQUIREMENTS**

As a minimum requirement, maintain and demonstrate compliance with:

- a) all the duties of an employer and occupier set down in the NSW Occupational Health and Safety Act (2000) and its associated regulation, and,
- b) the requirements of the NSW Government OHS&R Management Systems Guidelines.
- c) all occupational health and safety policies, procedures or measures implemented or adopted by the RTA and/or the occupiers of any premises at which or within which you will perform works under this contract..

In the event of any inconsistency, you will comply with such procedures or measures which produce the higher level of health and safety.

### **2.2 RESPONSIBILITY TO EMPLOYEES, SUBCONTRACTORS AND MEMBERS OF THE PUBLIC**

You and your subcontractors must at all times identify and exercise all necessary precautions for the health and safety of all persons, including your employees and any subcontractors and agents engaged by you, the Principal's employees and members of the public who may be affected by services under this Contract.

### **2.3 COMPLIANCE**

Comply with and ensure your employees, subcontractors and agents comply with any Acts, Regulations, local laws and by-laws, Codes of Practice, Australian Standards and RTA policy and procedures which are in any way applicable to this contract or the performance of services under this Contract. Copies of relevant RTA OHS Policies, OHS information and model documents (which are listed in [Annexure M](#)) can be obtained from RTA internet site "Contractor Health and Safety".

The Occupational Health and Safety Act (2000) requires that you ensure the health, safety and welfare at work of employees and of anyone else who may be present at a work site. This responsibility arises from Sections 8, 9, and 10 of the Act. This means that all personnel must take sufficient steps to provide a working environment which is safe and without risk to health.

Further guidance can be obtained by following the provisions of NSW OHS Regulation 2001, and specifically in relation to construction work, by complying with the provisions of Chapter 8.

### 3 MANAGEMENT REQUIREMENTS

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#### 3.1 NOT USED

#### 3.2 SITE-SPECIFIC SAFETY MANAGEMENT PLANS AND SAFE WORK METHOD STATEMENTS

Your Site-specific Safety Management Plan and Safe Work Method Statements (“SWMS”) must be developed and implemented in accordance with the NSW Government OHS&R Management System Guidelines 4th Edition, June 2004. See the NSW Government Construction Agency Coordination Committee (CACC) publication, *How to prepare Site-specific Safety Management Plans and Safe Work Method Statements - June 2004*.

“Site” has a special meaning in this specification and in the Site-specific Safety Management Plan. This meaning differs from its meaning elsewhere. See Annexure M.

The Site-specific Safety Management Plan must be developed by you and approved by the RTA Representative prior to commencement of works. For the initial hold point to be released it must include the following:

- (a) Risk Management - A documented risk assessment and risk control plan for the proposed project developed in accordance with Clause 4.6 of this specification.
- (b) Statement of occupational health and safety responsibilities for the work,
- (c) Occupational health and safety training, including induction training and toolbox meetings,
- (d) Incident management,
- (e) Site Safety Rules,
- (f) SWMSs for:
  - all activities assessed as having a health and safety risk and
  - the high-risk construction activities listed in Clause 4.6.2 of this specification and in Chapters 7 and 8 of OHS Regulation 2001,

and

- (g) Any forms which are used in your Site-specific Safety Management Plan.

Regardless of how the Site-specific Safety Management Plan is submitted it must be made available to all employees. Relevant parts must be provided to subcontractors working at the site during construction/maintenance activities.

As a guide Appendix M provides a link to a model Site-specific Safety Management Plan.

Before authorising the commencement of the Works under the Contract the Principal must use the Site Safety Plan Assessment Tool to assess your Site Safety Management Plan, SWMSs and relevant documents for completeness and compliance with the Principal’s requirements. Annexure M provides access to the tool.

The Principal may require corrective action to be implemented prior to authorising commencement of work or may allow commencement conditional on corrective actions being satisfactorily implemented. An activity subject to corrective action must not commence before that corrective action is undertaken.

The decision to authorise commencement of works or to require additional measures to be taken is solely at the discretion of the Principal and/or its authorised representatives. The decision will be based on an

assessment of whether your plans satisfy the requirements set out in the RTA Contractor Audit Checklist and the requirements of this Specification.

### **HOLD POINT**

Process Held:	Commencement of any work under the contract
Submission Details:	Unless the work is unchanged and a Site-specific Safety Management Plan and/or SWMSs was/were previously submitted and approved, ten working days prior to the proposed commencement of any work on site, you must submit your Site-specific Safety Management Plan and/or SWMSs addressing the issues listed in Clauses 3.2. Where SWMSs for work are submitted progressively further Hold Points must be raised for that work and released before it commences.
Release of Hold Point:	The Principal will assess your Site-specific Safety Management Plan and/or SWMSs and risk assessment and risk control system prior to authorising the release of the Hold Point for the work nominated in the submission.

The Site-specific Safety Management Plan must be a controlled document.

Review and revise as necessary the Site-specific Safety Management Plan in any of the following circumstances:

- (i) there is evidence the risk assessment is no longer valid;
- (ii) subsequent injury indicates the assessment of the risk may not have been adequate; or
- (iii) significant changes are proposed in the Services which are being carried out.

## **4 OHS&R MANAGEMENT**

In addition to the requirements of the NSW Government Guidelines referred to in Clause 1.1 of this specification, compliance with the following is required.

### **4.1 RESOURCES**

The Site-specific Safety Management Plan must indicate the qualifications, experience and name of your Safety Representative who has primary responsibility for ensuring the Safety Management Plan is fully implemented for the Services under the contract.

Where your Safety Representative is not your designated Site-specific Safety Management Plan Representative, the relationship between them must be detailed in the Safety Management Plan.

### **4.2 NOT USED**

### **4.3 CONTRACTORS AND SERVICE PROVIDERS**

Where you subcontract work, you must provide the subcontractor parts of your Site-specific Safety Management Plan and Safe Work Method Statements that are relevant to the work to be performed by the subcontractor.

Unless the subcontractor works under your Site-specific Safety Management Plan and Safe Work Method Statements, the subcontractor must complete and return their Site-specific Safety Management Plan

and/or Safe Work Method Statements to you, prior to them commencing work. The documents must be reviewed by you for completeness, prior to commencement of the activity.

You must undertake appropriate monitoring of every subcontractor's work to ensure that the specified safety system requirements are effectively implemented and work is carried out without risk.

For Subcontracted work, you must include in your Site-specific Safety Management Plan or relevant documentation, the processes you will implement to ensure subcontractor compliance, including details of:

- a) the duties of each subcontractor in order to ensure they comply with Clause 229 of the NSW OHS Regulation 2001;
- b) the duties you will retain for the management of site safety issues;
- c) your assessment of your subcontractor's acceptability/OHS performance;
- d) the results of assessing subcontractor risk assessments and SWMS, prior to commencement of activities under the Contract.
- e) your surveillance program to monitor and document effectiveness of each subcontractor's systems of OHS management; to meet the requirements of Clause 227 of the NSW OHS Regulation, 2001.
- f) the actions you will take against subcontractors in the event they are found to not be working to requirements of the site safety plan or SWMSs; and
- g) your verification that the subcontractor and/or their employees, comply with Construction Induction Training requirements

**Note:** The Principal may raise a Hold Point prior to the start of any subcontractor, under RTA Q4M

#### **4.4 NOT USED**

#### **4.5 NOT USED**

#### **4.6 RISK MANAGEMENT**

Develop appropriate OHS documentation which as a minimum, complies with the requirements outlined in the NSW Government OHS&R Management System Guidelines.

##### **4.6.1 Hazards**

The generic hazards checklists show hazards which have been commonly associated with work performed for road and bridge contracts. If relevant, you should refer to this list when undertaking risk assessments and formulating controls for this contract. See Annexure M.

The Hazard Identification and Risk Control Table, lists typical *sample*<sup>i</sup> hazards and control measures which are commonly associated with work performed for road and bridge contracts. See Annexure M.

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<sup>i</sup> Samples are given by way of explanation of a principle. Samples should not be assumed to be comprehensive and the controls listed in them should not be considered 'safe'. It is your responsibility to identify all site specific hazards and adopt appropriate risk controls.

If relevant, you should refer to this list when undertaking risk assessment and formulating risk controls for all activities.

The risk assessment forms you use must conform to the standard provided in Annexure F and the information you enter will be reviewed monthly or in any of the following circumstances:

- (a) there is evidence the risk assessment is no longer valid;
- (b) subsequent injury indicates the assessment of the risk may not have been adequate; or
- (c) significant changes are proposed in the work which is being carried out.

Risk controls must be developed in accordance with the definitions provided in Clause 5 of the OHS Regulation 2001.

#### **4.6.2 Identified Risk Activities**

Without limiting the requirements of Clause 3.2, or the requirement to develop Site-specific Safety Management Plans and SWMSs; where any of the following activities are performed under this Contract you are to give specific and detailed consideration to them in preparing your SWMSs:

All high-risk construction work, as listed in Chapter 8, OHS Regulation 2001, Clause 209:

- involving structural alterations which require temporary support,
- at a height above 3 metres,
- involving excavation to a depth greater than 1.5 metres,
- in tunnels,
- involving the use of explosives,
- near traffic or mobile plant,
- in or around gas or electrical installations,
- over or adjacent to water where there is a risk of drowning
- including demolition work for which a licence is not required under Chapter 10, OHS Regulation 2001, to carry on the business of that work,

High risk hazards or sources of hazards requiring particular attention in OHS systems include (See Chap 7 NSW OHS Regulation also):

- Manual handling
- Use, installation, inspection and/or repair of plant and equipment
- Working at heights
- Working in confined spaces, including identifying and sign posting of confined spaces
- Vehicle movement on site
- Hazardous substances and dangerous goods
- Electrical work
- Traffic control
- Underground utilities
- Overhead utilities
- Noise
- Lead processes and lead risk work
- Asbestos
- Confined Spaces

- Cranes and Piling Rigs
- Blasting
- Abrasive blasting
- Spray painting
- Welding
- Pre stressing
- Post tensioning

Some of the above activities' specific issues to be addressed by you are listed as checklist topics at Assessment Tools – see Annexure M:

These checklists provide guidance on minimum requirements for addressing hazards associated with each of the listed activities. Notwithstanding this, you must identify and address all additional OHS&R issues found to be associated with these hazards.

## 4.7 TRAINING

Conduct a health and safety induction for all employees (and any subcontractors) in accordance with the requirements of the Chapter 8, Part 8.2 of the OHS Regulation 2001. Do not allow a person to carry out work on the site until you are satisfied the person has completed occupational health and safety induction training, which comprises general induction, work activity OHS&R induction and site specific OHS&R induction.

This training must include training related to hazards likely to be encountered on site and the control measures, which have been developed in response to these hazards. You must also identify different training needs, including new work activities, which will arise at different stages of the project and prepare and implement a program to meet these different training needs.

At least annually, review and update the OHS&R induction training to ensure the health and safety issues covered remain relevant to changing circumstances on the work site.

Persons you employ to deliver general health and safety induction training must be WorkCover NSW accredited. If work activity training is provided by way of a training course, those delivering work activity induction training must hold a Delivery & Facilitation (previously Workplace Trainer Category 1, or Train Small Groups) qualification, or equivalent – competencies required, TAADEL401B, 404B & 403B. Persons you employ to develop courses for OHS&R Induction training (Work Activity) must hold a Certificate IV TAA 40104 (previously Workplace Trainer Category 2) qualification or equivalent. Records of the qualifications of trainer must be maintained.

Keep a copy of the written statement given to each participant in OHS&R induction training verifying they have satisfactorily completed the training, or in the absence of a statement, provide certification the person has the necessary skills and experience to perform the work before the work commences.

In addition to the requirements of the Part 8.2 of OHS Regulation 2001 “*OHS Induction training for construction work*”, also ensure all managers, supervisors and employees have received appropriate training in their OHS&R responsibilities, as detailed in the WorkCover Code of Practice, Construction Induction Training, Work Activity Training, Sect 4.2.4, *Additional Training*.

Ensure training records are maintained in accordance with its OHS&R management system. Report to the Principal on the form provided at Annexure I, the induction training carried out at commencement of the project. For each subsequent month, provide a completed Induction Training Report (Annexure I) for those persons who have been trained, including details of the training, during the reporting period.

You must ensure that each and every subcontractor complies with the induction training requirements of the OHS Regulation and the Construction Industry Induction Training Code of Practice.

## **4.8 INSPECTION, TESTING AND MONITORING**

The Contractor shall conduct and document OHS inspections, and Traffic Control Inspections and Audits. This documentation may form part of your construction inspection and test plans.

### **4.8.1 Health and Safety Inspections**

Conduct health and safety inspections at least weekly to identify hazards associated with work performed under the contract. Inspection of works must include work performed by subcontractors and must verify they are complying with the activity's SWMS/s, as per Clause 227 of the NSW OHS Regulation 2001. Records of the inspections are to be kept on site.

Ensure a high standard of housekeeping is maintained on site, with all areas kept clean and tidy, and regular collection and removal of rubbish.

The Principal may also conduct health and safety inspections.

Access to a set of sample inspection checklists is provided as a guide at Annexure M.

These checklists are intended as a guide only and may be modified to suit specific project or site health and safety requirements.

Following the inspection, act on risks identified by the inspection and the appropriate corrective actions must be documented in accordance with Clause 4.8.3 of this specification or in accordance with the Project Quality Plan.

If surveillance or an audit indicates nonconformity of safety requirements the Principal is entitled to conduct a safety management audit at twenty-four hours notice to you.

Ensure appropriate and timely action is taken to eliminate or reduce identified hazards.

### **4.8.2 Traffic control inspections and audits**

Traffic control inspections and audits are to be completed as per RTA Traffic Control at Work Sites Manual (the Manual), Section 6.1. Samples of the forms are located in Appendix E of the Manual. A more comprehensive and combined Inspection/Audit form is available in the model documents, Annexure M, Sample Inspection Checklists.

### **4.8.3 Contractor's Obligations with respect to Plant and Equipment**

Prior to utilising any plant item on site, the contractor is to certify the plant is safe and without risk to health and safety when properly used and complies with the Truck and Plant Requirements listed in the document entitled "Truck and Plant Requirements" which is available on the RTA Internet site. An Inspection Report is to be completed for each item of plant, prior to it commencing work on site and maintained and made available for audit purposes.

Allow the Principal at any time to undertake an inspection of any truck, plant or equipment the Contractor brings on to the site, for compliance with the requirements defined in (a) to (i) below and in the document entitled "Truck and Plant Requirements" (See Annexure M for the link).

You must:



- (a) have any relevant certificates, licences and permits required by the WorkCover Authority of New South Wales (WorkCover), or any other relevant Standard, and make them available to the Principal on request;
- (b) maintain the plant and equipment in accordance with manufacturer's standards or certified modification;
- (c) maintain records of inspections (those conducted daily and for other purposes), service, cleaning and/or maintenance and make these available to the Principal on request;
- (d) ensure all work performed in the inspection, servicing, cleaning and/or maintenance of plant is performed by competent persons;
- (e) provide adequate information about the plant to ensure its safe use, e.g. information from the hirer/lessor and/or your own risk assessment. See OHS Regulation Chapter 5, in particular Causes 133 - 144;
- (f) identify potential hazards associated with the use of plant and equipment, and assess and control risks associated with the use of plant and equipment, including provision for persons working in or around plant by the preparation of SWMSs in accordance with clause 3.2;
- (g) ensure all employees and subcontractors who are required to use or operate plant or equipment are appropriately licensed or certified and have received the necessary training to operate the particular item and/or perform particular tasks;
- (h) remove any piece of plant or equipment when directed by the Principal or WorkCover; and
- (i) make available any piece of plant or equipment when directed by the Principal or WorkCover for inspection.

#### **4.8.4 Non compliance & Corrective Action**

Non conformances will be managed in accordance with RTA Specification Q4M.

### **4.9 INCIDENT MANAGEMENT**

#### **4.9.1 Emergency Planning and Response**

The Site-specific Safety Management Plan must identify the process for site communication, external communication and communication with subcontractors in relation to notification of safety issues and emergencies. Maintain a current list of relevant contact names, telephone numbers and facsimile numbers for the project. Contact details must be displayed on site in accordance with the requirements of Paragraph 210(7), OHS Regulation 2001.

The Site-specific Safety Management Plan must comply with AS3745-2002 and include details of:

- (a) emergency organisation and responsibilities, and emergency evacuation systems
- (b) a list of key personnel including the emergency controller with contact details, including all-hours telephone numbers;
- (c) emergency services (e.g. ambulance, fire brigade, spill clean-up services);
- (d) communications strategy (internal and external);
- (e) where information on hazardous materials is kept, including each material's potential impact to employees upon exposure and measures to be taken in the event of accidental release.

The contractor must develop site specific emergency and rescue/recovery systems/procedures and devote their own resources to them, as it is not appropriate to rely on the emergency services, e.g. 000.

#### **4.9.2 Reporting of Incidents, Injuries and Disease**

You are required to notify the Principal in the following circumstances:

- Where you are required under Sections 86 and 87 of the OHS Act (2000) and Part 12.1 of the OHS Regulation 2001 to give a notice to WorkCover of an accident or incident occurring during the performance by you of Work Under the Contract, then at the same time give a copy of that notice to the Principal; and
- Where you have been served a notice or fine by WorkCover then immediately give a copy of that notice or fine to the Principal. Also give notice to the Principal of the proposed action(s) to rectify the WorkCover notice or fine and advise the Principal when the action has been completed and the notice rectified.

**Note:** The Principal may raise a Hold Point for these issues under RTA Q4M

Within three days of any incident referred to above provide a written report to the Principal giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future.

The Principal may participate in, or undertake an investigation into, the incident/injury or illness as and if it deems necessary. Cooperate with and provide assistance to the Principal in any investigation organised or undertaken by the Principal.

#### **4.10 HANDLING, STORAGE, PACKAGING AND DELIVERY**

Develop appropriate documentation for materials handling and manual handling of materials and must as a minimum comply with the requirements outlined in the NSW Government OHS&R Management System Guidelines for handling, storage, packaging and delivery.

Specific issues to be addressed by you for the above activities are shown as checklists listed at Annexure M.

The checklists provide guidance on minimum requirements for addressing hazards associated with each of the listed activities.

#### **4.11 NOT USED**

#### **4.12 RECORDS**

Maintain legible OHS&R and other records to demonstrate compliance with your OHS&R obligations and allow immediate inspection and copying by the Principal.

### **5 OHS&R REPORTING**

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You are required to provide information to the Principal on a monthly basis in conformity with your Contractor OHS&R Monthly Report, as contained at Annexure L.

When requested by the Principal, provide reports on any safety inspections, audits or assessments undertaken during the course of the contract.

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## **6 AUDITS OF CONTRACTOR PERFORMANCE**

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Allow the Principal to conduct an audit at any time on all aspects of the Site-specific Safety Management Plan. The audit will be performed in accordance with the NSW Government (CACC) Auditing Guidelines. The WorkCover Authority of New South Wales may also conduct audits at any time.

Surveillance and process audits by the Principal may be conducted at any time.

Make available at the site suitable facilities to accommodate an audit team. The cost of providing such facilities must be borne by you.

You must:

- (a) make available all relevant records, including those of subcontractors and suppliers for the purposes of audit and surveillance;
- (b) provide all reasonable assistance to the Principal's nominated audit team during the audit process; and
- (c) follow internal review procedures provided for in your occupational health and safety management plan

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## **7 NOT USED**

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**ANNEXURE G21M/A TO B – NOT USED****ANNEXURE G21M/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS****C1 SCHEDULE OF HOLD POINTS**

<b>Clause</b>	<b>Description</b>
3.2	Submission of the Site Safety Management Plan.
4.3	Prior to subcontractors commencing work
4.9.2	Escalated incidents; WorkCover fines or notices.

**C2 SCHEDULE OF IDENTIFIED RECORDS**

The records listed below are Identified Records for the purposes of RTA Q Annexure Q/E.

<b>Clause</b>	<b>Description of the Identified Records</b>
3.2	<p>Site-specific Safety Management Plan, including:</p> <p>Risk Management - A documented Risk Assessment Form, showing control measures, developed in accordance with Clause 4.6 of this specification,</p> <p>Statement of OHS&amp;R responsibilities for the work.</p> <p>Occupational health and safety training, including induction training, toolbox meetings (see Sect 4.7),</p> <p>Incident management records,</p> <p>Site Safety Rules,</p> <p>SWMSs,</p> <p>Any OHS forms used in your Site-specific Safety Management Plan,</p>

**ANNEXURE G21M/D TO E – NOT USED**

## ANNEXURE G21M/F – RISK ASSESSMENT FORM

<b>Contractor:</b>		<b>Contract Manager:</b>	
<b>Contract:</b>		<b>Contract No:</b>	
<b>Contractor's Representative:</b>		<b>Telephone:</b>	<b>Fax:</b>
<b>Telephone:</b>	<b>Fax:</b>		
<b>Signature:</b>	<b>Date:</b>	<b>Signature:</b>	<b>Date:</b>

As per AS4360

Specific Task/Activity	Potential Hazards/Consequences	Risk Rating	Control Measures	Residual Risk rating

## ANNEXURE G21M/G TO H – NOT USED

**G21M**

Occupational Health and Safety (Maintenance Contracts)

**ANNEXURE G21M/I – CONTRACTOR OH&S INDUCTION TRAINING REPORT FORM**

<b>Contract Name:</b> .....		<b>Month:</b> .....		
<b>Contract Number:</b> .....		<b>Prepared by:</b> .....		
<b>Contractor:</b> .....		<b>Date:</b> .....		
Person Trained	Date of Training	Type of OHS Induction Training (Indicate whether training delivered or statement of attainment sighted - record card Numbers)		
		General Cert No	Work Activity	Site Specific
<p>I attest that the employees named above have attended induction training which complies with the requirements of the <i>Chapter 8, Part 8.2 of the NSW OHS Regulation 2001 and the relevant Code of Practice. I have also verified that the trainer was appropriately qualified.</i></p> <p>Contractor's signature: ..... Date: .....</p>				

**ANNEXURE G21M/J TO K – NOT USED**

**ANNEXURE G21M/L – CONTRACTOR OHS&R MONTHLY REPORT****CONTRACTOR OHS&R MONTHLY REPORT**

Contract Name:.....			Month:.....		
Contract Number:.....			Prepared by:.....		
Contractor:.....			Date:.....		
<b>OHS PERFORMANCE INDICATORS</b>			<b>WORKFORCE</b>		
Indicator	Current Mth		Details	Current Mth	
Number of lost time injuries			Number of employees		
Working days lost due to injury			Person hours exposure		
Number of first aid treatments					
Number of hazard inspections conducted					
<b>RISK CONTROL PLAN AND RISK ASSESSMENTS HAS BEEN REVIEWED MONTHLY: Y/N</b>					
<b>STATUS OF LOST TIME INJURIES FOR THIS MONTH</b>					
Name	Injury	C	Date of Incident	Days Lost	Return to Work
					Forecast Actual
.....	.....	...	.../.../...	.....	.../.../... .....
.....	.....	...	.../.../...	.....	.../.../... .....
.....	.....	...	.../.../...	.....	.../.../... .....
<b>STATUS OF PLANT/PROPERTY DAMAGE</b>					
Item	C	Damage Type	C	Date of Incident	Days Down Time
.....	...	.....	...	.../.../...	.....
.....	...	.....	...	.../.../...	.....
.....	...	.....	...	.../.../...	.....
<b>OHS CORRECTIVE ACTIONS</b>					
Type OHS Corrective Action	C	Risk Class	Status		Type Action Taken
			Open	Closed	C
.....	...	.....	.....	.....	.....
.....	...	.....	.....	.....	.....
.....	...	.....	.....	.....	.....
<b>OHS AUDITS AND INSPECTIONS</b>			<b>WORKCOVER NOTICES &amp; NOTIFICATIONS</b>		
Outcomes	C	Activity	C		
.....	...	.....	...		
.....	...	.....	...		
<b>COMMENTS ON OHS PERFORMANCE</b>					
RTA Representative:.....Comments:.....					
.....					
.....					
Contractor Representative:.....Comments:.....					
.....					
.....					

C = data code for field (available from RTA)

## **ANNEXURE G21M/M – REFERENCED DOCUMENTS AND DEFINITIONS**

### **M1 REFERENCED DOCUMENTS**

Unless otherwise specified the applicable issue of a reference document, other than an RTA Specification, is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (eg AS 2865). For convenience, the full titles are given below:

#### **NSW Government**

Occupational Health and Safety Act, 2000

OHS Regulation, 2001

Code of Practice: Occupational health and safety induction training for construction work

WorkCover Codes of Practice

NSW Government Construction Agencies Coordination Committee (CACC):

[NSW Government OHS&R Management Systems Guidelines 4th Edition](#)

[How to prepare Site-specific Safety Management Plans and Safe Work Method Statements - June 2004](#)

[NSW Government Auditing Guidelines](#)

#### **Examples of Australian Standards**

AS/NZS 1269.1	Occupational noise management - Measurement and assessment of noise emission and exposure
AS 1576	Scaffolding
AS 1800	The selection, care and use of industrial safety helmets
AS/NZS 1906	Retroreflective materials and devices for road traffic control devices
AS 2012.2	Acoustics – Measurement of the airborne noise emitted from earth-moving machinery and agricultural tractors – Stationary test condition – Operator’s position
AS 2266	Carbon steel spring wire for bedding and seating
AS 2294	Earth-moving machinery – Protective structures
AS 2664	Earth-moving machinery – Seat belts and seat belt anchorages
AS 2865	Safe working in a confined space
AS 3745-2002	Emergency control organization and procedures for buildings, structures and workplaces
AS/NZS 4804	Occupational health and safety management systems – General guidelines on principles, systems and supporting
AS 4987	Earth-moving machinery – Tip-over protection structure (TOPS) for compact excavators – Laboratory tests and performance requirements
AS 4988	Earth-moving machinery – Hydraulic excavators - Laboratory tests and performance requirements for operator protective guards
ISO 9000	AS/NZS ISO 9000, Quality management systems – Fundamentals and vocabulary



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### **International Standards**

ISO 6683      Earth-moving Machinery – Seat Belts and Seat Belt Anchorages

### **Society of Automotive Engineers**

SAE J386      Operator Restraint System for Off-Road Work Machines

## **RTA SPECIFICATIONS**

The RTA specifications applicable are those included in the Contract Documents.

## **RTA MODEL DOCUMENTS**

RTA model documents are available on the RTA internet site “[Contractors Health and Safety Information page](#)”.

(Go to RTA Internet Home Page <http://whome.rta.nsw.gov.au/> and then Home > Partners and suppliers > Tenders and contracts > Contractor Health and Safety Information > Tools).

### **These form part of this Specification:**

- Truck and Plant requirements
- Hazard identification and Risk Control Table, and
- Minimum Requirements for a Risk Assessment and Control Plan

### **These are supplied for guidance or convenience:**

- Model Site-specific Safety Management Plan .
- Current RTA OHS Policies, TIP Sheets and Safety Alerts
- Generic Hazards
- Sample Inspection Checklists
- RTA Fleet Inspectors’ Inspection Report forms for Trucks and Plant.

## **RTA TOOLS**

- [Site Safety Plan Assessment Tool](#)
- [Tools](#)

## **M2 DEFINITIONS**

The definitions given in NSW Government OHS&R Management System Guidelines apply.

The definitions used in ISO 9000 for nonconformity (non-conformance), corrective action and preventive action apply where they can be extended to apply to OHS&R management and are not inconsistent with AS 4804.

**Site:** For the purposes of this specification and the Site-specific Safety Management Plan “Site” is defined as the Network for routine and provisional services. Elsewhere in the contract documents “Site” is used in its conventional sense.

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**LAST PAGE**

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