



Project Integrated Management Plan

Client:			
Contact Person:		Contact details:	
Project Name:			
Project Description:			
Principal Contractor:			
Commencement Date:			

Prepared By:			Date:	
Position:		Signature:		

Authorized By:			Date:	
Position:		Signature:		

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Document Type:	Title:	Project Integrated Management Plan
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Contents

Item	Page
Solar Link Australia Information	4
Company Personnel Responsible for Project	4
Scope of Plan	4
Description of Works	4
List of Subcontractors	4
List of Major Plant to be used on Project	4
Company Policy Documents	5
Project Health, Safety, Quality and Environment Structure and System	5
Company HSQ&E Commitment	5
Project HSQ&E Performance Monitoring and Review	5
Client/Contract Processes	6
Safe Workplace Inspection and Monitoring	6
Plant Safety	6
Safe Work Practices and Procedures	6
Chemicals	7
Electrical Safety	7
Training & Induction	7
Consultative Arrangements	7
Emergency Preparedness	8
Accident/Incident Reporting	8
Subcontractor Management	8
Environmental Management	9
Delivery of Services and Undertaking Works	9
Industrial Relations	10
Reference Documents	10
Organisational Structure	11
Environmental Policy	18
Health and Safety Policy	19
Quality Policy	20
Solar Link PV Checklist	21
PV STC Assignment Form	24
PV Connection Form	25
Corrective Action Report	26

Document Type:	Title:	Project Integrated Management Plan
Form		

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Accident-Incident Report	27
Injury Report	31
Chemical/MSDS Register	32
Site Inspection Checklist	35
Toolbox Meeting Record	37
Training and License Matrix	38
Safe Work Method Statement - Installation of PV Solar System	39
Emergency Contact Information	48
Solar Link Worksite Safety Rules	49
Incident Management Decision Making Process	50

Solar Link Australia Information

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Document Type:	Title:	Project Integrated Management Plan
Form		

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Company Personnel Responsible for Project

Position	Name	Contact Details
Company Director		
Project Manager		
Site Manager/Supervisor		

Company Organization Chart and HSE&Q Responsibilities

Integrated Management System Organisation Chart	Details the Company Structure at Solar Link	See attached document
Integrated Management responsibilities of personnel	Details the health, safety, quality and environment responsibilities at Solar Link	See attached document

Scope of Plan

This Project Integrated Management Plan applies to the performance of the Xxx Contract, all Works undertaken under the Contract and the provision of supplies under the Contract. It applies to the management of all health and safety, quality and environment requirements under this Contract.

Description of Works

This Contract involves the installation of _____

List of Subcontractors

Name of Company	Contact person and details	Service Supplied

List of Major Plant to be used on Project

Type of Plant	Size/Capacity	Safety Inspections to be Completed Prior to Use
Roof Edge Protection Frame	--	Yes
Extension and A Frame Ladders	Various	Yes
		Yes/No

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Document Type:	Title:	Project Integrated Management Plan
Form		

Company Policy Documents

Solar Link maintains current policies in relation to the operation of the Company in the following areas:

- Environmental Policy
- Health and Safety Policy
- Quality Policy
- Industrial Relations

See Attached Policy documents

Project Health, Safety, Quality and Environment Structure and System

Activity	Timeline	Responsible Person(s)	Reference Documents or Comments
Company HSQ&E Commitment			
• Integrated Management System policies review	Progressive	Directors	The Integrated Management System policies are reviewed to ensure continual relevance to Company operations and are attached
• Management System review and revision	Progressive	Directors	The Management System is reviewed and revised as necessary according to the procedures set out in the Management System
Project HSQ&E Performance Monitoring and Review			
• Nominate staff member for overall Project HSQ&E Management	Prior to commencement	Project Manager Site Manager	Project Manager and Site Manager will be responsible for the overall management of the Project HSQ&E
• Review of HSE&Q Plan effectiveness	Ongoing	Project Manager Site Manager	Project Manager and Site Manager will review the effectiveness of this HSE&Q Plan to ensure it continues to meet the requirements of the project. These reviews will be recorded on the Document Review on the front cover of this document along with any version changes.
• Collating of HSE&Q statistics	Ongoing	Project Manager Site Manager	Statistics on the HSE&Q performance during works will be collected. This will include: <ul style="list-style-type: none"> • Incidents • Corrective actions • Injuries • Non conformances • Other measures as identified
• Communicating HSE&Q performance statistics	Ongoing	Project Manager Site Manager	HSE&Q performance statistics will be reviewed and communicated to the work group at Toolbox Meetings and to client as required
• Nominate primary source of HSQ&E expert advice	Prior to commencement	Directors	Eastman Lynch Pty Ltd provides professional advice on all environmental, health and safety and quality issues.

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Client/Contract Processes			
• Identification of contract issues	Progressive	Project Manager Site Manager	Regular inspections will be completed of works. Any issues will be raised as corrective actions in the Management System.
• Reporting and resolving issues relating to contracted works	Progressive	Project Manager	All issues impacting on the successful completion of the contract will be communicated to the client and other involved parties and resolved promptly including written records
• Client feedback	Progressive	Project Manager Site Manager	Feedback will be sought specifically in relation to any issues raised. Actions will be recorded on Corrective Action Reports.
Safe Workplace Inspection and Monitoring			
• Preventative action for health and safety risks assessed at start up	Set up	Project Manager Site Manager	Risk Assessment is completed prior to commencement and recorded on the Safe Work Method Statements with risk controls
• Safety Inspections and Monitoring	Progressive	Site Manager	The Site Manager will monitor and identify safety issues. Any issues will be raised as corrective actions. For extended contracts, Site inspections will be undertaken on a weekly basis and recorded on the Site Inspection Checklist. The completion of Corrective Actions will be recorded.
• Routine Site Hazard Reporting	Progressive	Site Manager Workers	Workers are encouraged to report hazards and any issues will be raised as Corrective Actions in the Management System
Plant Safety			
• Confirm availability of Plant Records	Progressive	Site Manager	Plant (see attached Plant list) records are maintained and are available for inspection
• Operator licensing and competency	Prior to commencement	Site Manager	Plant will be operated by licensed and competent operators. License and competency records are held at the Company office and in the Training and Licenses Matrix (see attached).
Safe Work Practices and Procedures			
• Maintain Safe Work Instructions	Progressive	Site Manager	Solar Link Management System includes safe work instructions for all work tasks which are available for audit. These Safe Working Procedures include: <ul style="list-style-type: none"> • Power Tools • Ladder Safety • Driving Guidelines

Document Type:	Title:	Project Integrated Management Plan
Form		

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

			<ul style="list-style-type: none"> • Fire Extinguisher Use • General Workplace Safety • Manual Handling • Scissor Lift • Working at Heights • Working in Adverse Weather • Electrical Safety
<ul style="list-style-type: none"> • Safe Work Method Statements (SWMS) 	Ongoing	Site Manager Workers	<p>Develop Safe Work Method Statements for tasks undertaken in consultation with workers. Work will be carried out in accordance with the SWMS. The following SWMSs will be in place:</p> <ul style="list-style-type: none"> • Installing Photo Voltaic Panels

Chemicals

<ul style="list-style-type: none"> • MSDS for all Chemicals 	Progressive	Site Manager	Copies of MSDSs will be held on site as part of the Chemical Register. All chemical use will be in accordance with the MSDS and manufacturer's instructions
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Electrical Safety

<ul style="list-style-type: none"> • Test and Tagging of electrical items 	Ongoing	Site manager	All electrical items and leads will be tested and tagged in accordance with AS3760:2003 - In-service safety inspection and testing of electrical equipment. Testing records are maintained in the Test and Tag book at Head Office and are available for audit
<ul style="list-style-type: none"> • Electrical equipment on site 	Commencement and ongoing	Site Manager	All electrical equipment taken onsite will be 'in date' with current tags attached
<ul style="list-style-type: none"> • Faulty or 'out of date' equipment 	Ongoing	Site Manager Workers	Any faulty or 'out of date' electrical equipment will be tagged out and not used until tested or repaired

Training & Induction

<ul style="list-style-type: none"> • Training and License Matrix 	Progressive	Human Resources Manager	Training and License Matrix and Induction records are maintained at head office and are available for audit. Staff will only use plant and carry out tasks for which they are trained and competent
<ul style="list-style-type: none"> • Site Inductions 	Progressive	Site Manager	All workers will be inducted on to the worksite and recorded on the SWMS

Consultative Arrangements

<ul style="list-style-type: none"> • Consultation with workers and other site users 	Progressive	Site Manager	Toolbox Meetings will be held as required and recorded on the Toolbox Meeting Record.
<ul style="list-style-type: none"> • Health and safety representative 	At commencement	Site Manager	Due to the small workgroup, the Solar Link Site Manager will act as the Health and Safety Representative on

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

			site
<ul style="list-style-type: none"> Resolution of health and safety issues 	Progressive	Site Manager	Health and safety issues that are not able to be satisfactorily resolved on site will be managed as detailed in the Solar Link Issue Resolution procedure held at Head Office

Emergency Preparedness

<ul style="list-style-type: none"> Site Emergency Response 	Prior to commencement and progressive	Site Manager Workers	Solar Link will follow all Site Emergency Response processes and instructions in accordance with xxx emergency response procedures
<ul style="list-style-type: none"> Emergency equipment 	Prior to commencement and progressive	Site Manager Workers	Emergency equipment is kept close at hand on site. Regular checks of equipment will take place through inspections. The Site Manager will audit the status of such equipment during the weekly site inspections

Accident/Incident Reporting

<ul style="list-style-type: none"> Accident/Incident Reporting Procedures 	As required	Directors	Solar Link maintains formal procedures in the Management System for health, safety and environmental incidents. This includes Workcover Authority notification. These are available for audit. Incident notification to Worksafe will follow the Incident Management Decision Making Process (see attached)
<ul style="list-style-type: none"> Notification to Client of accidents/incidents 	As required	Site Manager	Xxx will be notified any notifiable incidents and other incidents through the Solar Link Site Manager
<ul style="list-style-type: none"> Accident/Incident Records 	As required	Site Manager	Accidents/Incidents will be investigated. Records will be maintained on Accident/Incident Reports and are available for audit.
<ul style="list-style-type: none"> Injury Records 	As required	Site Manager	Injury reporting is done on the Injury Report and records are maintained and available for audit.

Subcontractor Management

<ul style="list-style-type: none"> Register of Subcontractors 	Prior to commencement	Directors	Subcontractors will be assessed to ensure compliance to Company and contract requirements. Records are maintained at the Company office.
<ul style="list-style-type: none"> Subcontractor Work Methods 	Progressive	Site Manager	Subcontractors will be required to submit Safe Work Method Statements for works undertaken. Subcontractors may work under the requirements of relevant Solar Link SWMSs. All subcontracted works will be overseen by the Site Manager

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

• Reporting	Progressive	Site Manager Subcontractor	Subcontractors will report all issues in relation to the contracted works to the Site Manager. These issues will be reported by the Site Manager to Xxx as required.
• Non-conformance of Subcontractor works	Progressive	Site Manager Subcontractor	Any non-conformance identified in subcontractor works will be reported and raised as issues and resolved through the Corrective Action Report

Environmental Management

• Preventative action for environmental risks assessed at start up	Set up	Site Manager	Any risk to the environment from work practices will be identified and controlled on the SWMS for that activity.
• Works are carried out to defined Company environmental standards and to contract specifications	Progressive	Site Manager	Works are planned to ensure environmental standards are maintained during works, environmental impacts are monitored and controlled as required
• Environmental Monitoring	Progressive	Site Manager	Works will be monitored through site inspections and any issues will be raised as corrective actions in the Management System. Inspections will be recorded on the Site Inspection Checklist

Delivery of Services and Undertaking Works

• Allocation of personnel and resources	Prior to commencement	Directors Project Manager Site Manager	Personnel and resources will be allocated prior to the commencement of works
• Engagement of sub-contractors	Prior to commencement Progressive	Project Manager Site Manager	Sub-contractors will be engaged who are able to meet HSQ&E standards and timelines required for completion of the work
• Carrying out of works	Progressive	Site Manager Site Supervisor	Solar Link carries out works to established processes to ensure the high quality of construction and client satisfaction
• Inspection of works	Progressive	Site Manager	Quality of works and materials will be monitored by the Site Manager through site inspections. Any issues will be raised as corrective actions. Inspections will be recorded on the PV Checklist, PV STC Assignment and PV Connection Form
• Control of non-conforming product	Progressive	Site Manager	Product will be inspected on delivery and non-conforming product will be marked and quarantined.

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:		
Form	Title:	Project Integrated Management Plan

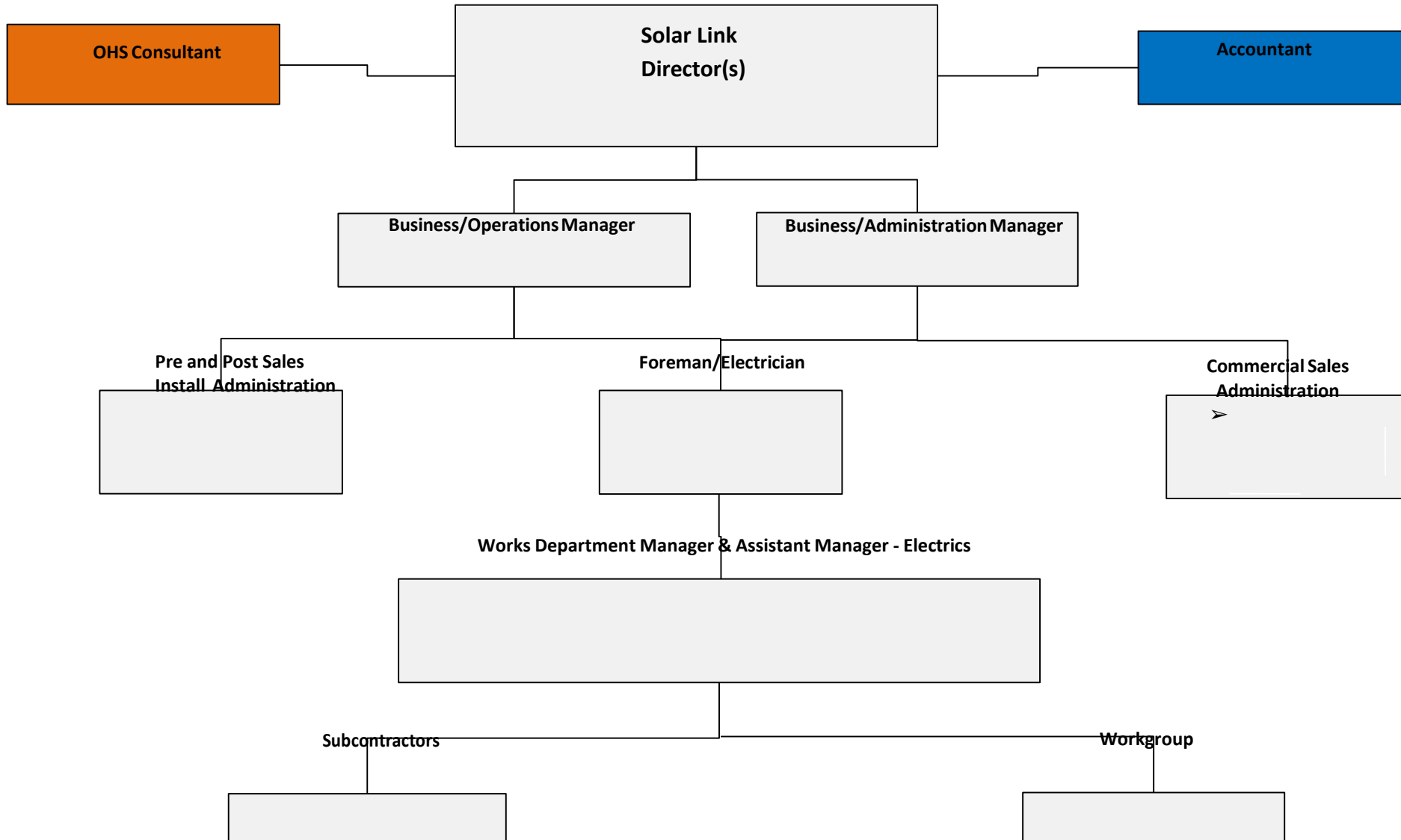
Industrial Relations			
<ul style="list-style-type: none"> Complying with Workplace Agreements 	Ongoing	Company Director	All workers are employed under the Electrical, Electronic and Communications Contracting Award 2010 (MA000025). Admin staff are paid under Clerks Private Sector Award 2010 [MA000002]
<ul style="list-style-type: none"> Evidence of compliance with Award 	Ongoing	Company Director	Evidence of Solar Link compliance with all requirements of the above Award are held at the Solar Link Head Office and are able to be viewed by authorised person(s) by prior arrangement with Solar Link Management

Reference Documents
OHS Act - 2004 OHS Regulations - 2007 First Aid Compliance Code - 2008 Hazardous Substances Code of Practice - 2000 Incident Notification - 2008 Manual Handling Code of Practice - 2000 Plant Code of Practice - 1995 Prevention of Falls Compliance Code - 2008 National Code of Practice - OHS Induction for Construction Work AS3760:2003 - In-service safety inspection and testing of electrical equipment

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Organizational Structure



Document Type:	Title:	Project Integrated Management Plan
Form		

Responsibilities under WHS Legislation

The following Chart of IMS responsibilities incorporate the responsibilities for Person Conducting a Business or Undertaking (PCBU), officers and workers as outlined in work health and safety legislation. These work health and safety responsibilities are summarised below.

Person Conducting a Business or Undertaking (PCBU) - may be an individual or an organisation and includes: corporations, companies, associations, partnerships, sole trader, labour hire business, not for profit with paid workers, franchisees, schools

Responsibilities

The responsibilities of a PCBU to workers will include an employee, a contractor or sub-contractor and their employees, an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer.

A PCBU must ensure, so far as is reasonably practicable, the health and safety of:

- (a) workers engaged, or caused to be engaged by the person; and
- (b) workers whose activities in carrying out work are influenced or directed by the person,
- (c) other people

A PCBU must ensure, so far as is reasonably practicable:

- (a) the provision and maintenance of a work environment without risks to health or safety; and
- (b) the provision and maintenance of safe plant and structures
- (c) the provision and maintenance of safe systems of work
- (d) the safe use, handling, storage and transport of plant, structures and substances
- (e) the provision of adequate facilities for workers
- (f) the provision of any information, training, instruction or supervision
- (g) that the health of workers and the conditions at the workplace are monitored

Officers defined as “A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking.”

Responsibilities

The overarching responsibility of Officers in an organisation is to ensure the PCBU complies with their obligations. In addition they have the following due diligence requirements:

- To acquire and keep up to date knowledge of health safety matters
- To understand the operation of the business and hazards associated with it
- To ensure resources and processes are provided to manage hazards and risk associated with the operation of the business
- To have processes for managing risks and incidents in a timely manner
- To have processes for complying with all obligations under the Act eg. notifying incidents, consulting with workers
- To verify resources are provided and processes are in place to meet obligations and manage risk

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

Workers defined as “... a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work. This can include an employee, a contractor or sub-contractor and their employees, an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer.

Responsibilities

- (a) To take reasonable care for his or her own health and safety; and
- (b) To take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) To comply with:
 - (i) any reasonable instruction or
 - (ii) any reasonable policy or procedure

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Health, Safety, Quality and Environment Responsibilities

Key Management Roles

Role	Person
Co-ordination & Management of QA/EMS/OHS	Business Owners/Business Managers
Occupational Health and Safety Manager	Business/Administration Managers
Management of on-site QA, OHS and EMS	Site Managers/Foremen

Role	Specific QA Responsibilities	Specific OH&S Responsibilities	Specific EMS Responsibilities	Combined QA, OH&S & EMS Responsibilities
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Document Type:	Title:	Project Integrated Management Plan
Form		

Business Owner Business Managers	<ul style="list-style-type: none"> • Determine and/or approve all corrective actions relating to the quality of service delivery. • Ensure compliance with quality standards and prescribed requirements • Ensure all Quality processes and requirements are communicated to staff and complied with • Monitor and collate statistics in relation to quality performance • Ensure all works are carried out to Client/Contract specifications • Access QA information and relevant standards to ensure current QA standards are communicated to staff and met. • Analyse and apply for tenders ensuring QA standards and 	<ul style="list-style-type: none"> • Report accidents to Workcover in accordance with legislation. • Ensure compliance with health and safety legislation and prescribed requirements including Workers Compensation requirements • Manage workers compensation and rehabilitation processes • Ensure all OHS processes and requirements are communicated to staff and complied with • Monitor and collate statistics in relation to health and safety performance • Ensure all consultative processes are implemented • Conduct initial and ongoing Risk Assessments. • Ensure all OHS requirements are identified and resources allocated • Ensure appropriate records of health and safety management 	<ul style="list-style-type: none"> • Report environmental accidents to EPA in accordance with legislation. • Compliance with environmental legislation and prescribed requirements. • Ensure all Environmental processes and requirements are communicated to staff and complied with • Monitor and collate statistics in relation to environmental performance • Conduct initial and ongoing Risk Assessments. • Conduct environmental inspections and tests. • Conduct initial and ongoing Risk Assessments. • Ensure all environmental requirements are identified and resources allocated • Ensure appropriate records of 	<ul style="list-style-type: none"> • Authorise all manuals, procedures and work instructions. • Ensure internal audits and reviews are undertaken of the IMS and its use • Keep current knowledge of all HSE&Q requirements and all relevant changes • Ensure the allocation of resources to effectively implement the IMS • Ensure compliance with the IMS • Ensure effective communication and consultation occurs with staff on all IMS issues including policies • Report all risks, incidents or accidents. • Act as Company HSE&Q Officer.
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Document Type:	Title:	Project Integrated Management Plan
Form		

Role	Specific QA Responsibilities	Specific OH&S Responsibilities	Specific EMS Responsibilities	Combined QA, OH&S & EMS Responsibilities
	contract requirements are met <ul style="list-style-type: none"> • Source appropriate suppliers and subcontractors • Ensure all corrective actions are undertaken • Prepare documents for quality recording • Collect all completed quality recording documents • Maintain files of all quality records 	are maintained and records kept. <ul style="list-style-type: none"> • Ensure all OHS records are completed and records maintained • Liaise with authorities on health and safety issues. • Produce and collate accident/ injury performance statistics • Ensure all corrective actions are undertaken • Prepare documents for health and safety recording • Collect all completed health and safety recording documents • Update Personnel Training Register • Maintaining files of all health and safety records 	environmental management are maintained and records kept. <ul style="list-style-type: none"> • Liaise with authorities on environmental issues. • Ensure all corrective actions are undertaken • Prepare documents for environmental recording • Collect all completed environmental recording documents • Maintain files of all environmental records 	<ul style="list-style-type: none"> • Review the operation of the IMS by carrying out internal audits and reviews • Ensure all training requirements are identified and met including refresher training • Ensure the investigation of all accident and incidents • Report accident/injury performance statistics to Management • Prepare documents for IMS recording • Collect all completed IMS recording documents • Maintain files of all IMS records

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Operations Manager	<ul style="list-style-type: none"> • Ensure appropriate records of quality are maintained. • Audit the service delivery and products for compliance with specified requirements (including subcontractors). • Liaise with clients on service needs • Report on all quality issues that may impact on the quality outcomes of the project 	<ul style="list-style-type: none"> • Conduct initial and ongoing Risk Assessments and develop controls • Audit all sites for compliance to health and safety requirements (including subcontractors). • Develop effective emergency procedures at worksites and communicate to all personnel • Ensure appropriate records of OHS are maintained. • Liaise with personnel and 	<ul style="list-style-type: none"> • Conduct initial and ongoing Risk Assessments and develop controls • Audit all sites for compliance to environmental requirements (including subcontractors). • Ensure appropriate records of environmental management are maintained. • Liaise with personnel, clients and authorities on environmental issues • Ensure Worksite SWMSs are 	<ul style="list-style-type: none"> • Report all risks, incidents or accidents. • Maintain all QA, OHS and EMS records. • Conduct regular inspections of the workplace for safety and environmental issues and quality conformance. • Carry out investigations of accidents/incidents • Ensure any corrective actions developed as a result of
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Document Type:	Title:	Project Integrated Management Plan
Form		

Role	Specific QA Responsibilities	Specific OH&S Responsibilities	Specific EMS Responsibilities	Combined QA, OH&S & EMS Responsibilities
	<ul style="list-style-type: none"> • Liaise with personnel and clients on specific quality requirements of the works needs • Carry out and supervise corrective actions • Liaise with customers on service needs. 	<p>authorities on OHS needs.</p> <ul style="list-style-type: none"> • Ensure Worksite SWMSs are prepared for all works • Ensure emergency procedures are developed for all worksites • Carry out and supervise corrective actions 	<p>prepared for all works</p> <ul style="list-style-type: none"> • Carry out and supervise corrective actions 	<p>investigations are implemented</p> <ul style="list-style-type: none"> • Consult and communicate with staff on IMS issues as directed

Document Type:	Title:	Project Integrated Management Plan
Form		

<p>Site Managers/Foremen</p>	<ul style="list-style-type: none"> • Monitor sites, work operations, materials, service delivery and subcontractors for conformance with contract and relevant standards • Stop or isolate any works, equipment or materials that pose a threat to the quality outcomes of the project • Ensure appropriate quality records are completed • Carry out and supervise corrective actions 	<ul style="list-style-type: none"> • Monitor sites, work operations and subcontractors for compliance with health and safety legislation, regulations and codes of practice • Stop or isolate any unsafe works, equipment or materials that pose a threat to health and safety • Ensure appropriate health and safety records are completed • Carry out risk assessments and develop and implement controls • Develop SWMSs for work tasks and ensure they are complied with • Assess and sign off subcontractor SWMS and ensure they are complied with • Hold and record toolbox meetings • Carry out site inductions • Implement and communicate emergency procedures and 	<ul style="list-style-type: none"> • Monitor sites, work operations and subcontractors for compliance with environmental legislation, regulations and relevant standards • Stop or isolate any works, equipment or materials that pose a threat to the environment • Carry out risk assessments and develop and implement controls • Ensure appropriate environmental records are completed • Develop SWMSs for work tasks and ensure they are complied with • Assess and sign off subcontractor SWMS and ensure they are complied with • Carry out and supervise corrective actions 	<ul style="list-style-type: none"> • Assist in regular inspections of the workplace for health and safety, quality and environmental issues. • Report all risks, incidents or accidents. • Assist in investigations of accidents/ incidents • Be involved in Management Reviews and meetings as required • Implement any corrective actions as a result of investigations • Carry out 'on the job' training for workers as directed • Carry out site inspection to ensure compliance with IMS requirements
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Document Type:	Title:	Project Integrated Management Plan
Form		

Role	Specific QA Responsibilities	Specific OH&S Responsibilities	Specific EMS Responsibilities	Combined QA, OH&S & EMS Responsibilities
		update as required • Carry out and supervise corrective actions		
Works Department, Workgroup Members	<ul style="list-style-type: none"> • Stop work in the event of a faulty process or use of a faulty product. • Advise your supervisor in the event of a faulty process or use of a faulty product. • Keep appropriate quality records • Carry out all quality requirements 	<ul style="list-style-type: none"> • Stop work in the event of an unsafe condition, incident or accident. • Advise your supervisor in the event of an unsafe condition, incident or accident. • Keep appropriate health and safety records • Follow emergency procedures as required • Assist in the development of SWMSs • Carry out all health and safety requirements and follow safe work instructions 	<ul style="list-style-type: none"> • Stop work in the event of an environmental risk, incident or accident. • Advise your supervisor in the event of an environmental risk, incident or accident. • Keep appropriate environmental records • Assist in the development of SWMSs • Carry out all environmental requirements 	<ul style="list-style-type: none"> • Assist in regular inspections of the workplace for safety and environmental issues. • Report all risks, incidents or accidents. • Assist in IMS reviews • Assist in investigations of accidents/ incidents • Carry out those requirements indicated to you by your supervisor.
QA/OHS/EMS Consultant	<ul style="list-style-type: none"> • Audit the service delivery and produced works for compliance with specified requirements. • Provide advice on specific quality issues 	<ul style="list-style-type: none"> • Conduct initial and ongoing OHS Risk Assessments. • Assist with health & safety inspections. • Audit sites for compliance as required • Provide advice on specific health and safety issues 	<ul style="list-style-type: none"> • Conduct initial and ongoing Risk Assessments. • Assist environmental inspections and tests. • Audit all sites for compliance as required • Provide advice on specific environmental issues 	<ul style="list-style-type: none"> • Prepare and revise all manuals, project plans, procedures and work instructions. • Conduct QA/OHS/EMS training and induction. • Participate in internal audits and Management Review Meetings as required

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

Environmental Policy

Solar Link has established a commitment to the management of the aspects of its work to minimise the impacts on the environment using risk management principles.

This commitment includes:

- Establishing measurable objectives and targets to ensure continual improvement aimed at elimination of impact on the environment;
- Documenting, using and reviewing work procedures that avoid environmental damage;
- Reviewing these procedures to ensure they remain appropriate and effective;
- Complying with all relevant legislation, regulations, standards and codes of practice that are applicable to this organisation;
- Consultation with all staff members, the community and other interested parties;
- Providing training, education and resources to staff to implement the Integrated Management System;
- Identifying and quickly resolving environmental issues; and
- Regularly monitoring of environmental aspects and the performance of environmental controls.

Our commitment to our staff includes:

- Skill development of all employees to achieve performance objectives;
- Reviewing and evaluating training needs;
- Assisting employees reach their full potential.

Our commitment to our community includes:

- Control of hazards, which may pose risks to the community, environment or property.

This policy is reviewed annually to ensure it remains relevant and appropriate to the organisation.

.....

Date: ___/___/___

Health and Safety Policy

Solar Link has established a commitment to the management of health and safety in the workplace using risk management principles and the development and involvement of our most important

Document Type:	Title:	Project Integrated Management Plan
Form		

assets, our staff.

This commitment includes:

- Establishing measurable objectives and targets to ensure continual improvement aimed at elimination of work-related injury and illness;
- Identifying hazards and assessing and reviewing risks:
- Documenting, using and reviewing safe work procedures;
- Auditing these procedures to ensure they remain appropriate and effective;
- Complying with all relevant legislation, regulations, standards and codes of practice that are applicable to this organisation;
- Consultation with all staff members, the community and other interested parties;
- Providing training, education and resources to staff to implement the Health and Safety system.
- Identifying and quickly resolving health and safety issues;
- Regularly monitoring the health and wellbeing of staff; and
- Providing work-based rehabilitation.

Our commitment to our staff includes:

- Skill development of all employees to achieve performance objectives;
- Reviewing and evaluating training needs;
- Assisting employees reach their full potential.

Our commitment to our community includes:

- Control of hazards, which may pose risks to the community, environment or property.

This policy is reviewed annually to ensure it remains relevant and appropriate to the organisation.

.....
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Date: ___/___/____

Quality Policy

Solar Link has established a commitment to the management of the quality of the services it delivers to the community and other customers.

This commitment includes:

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

- Establishing measurable objectives and targets to ensure continual improvement aimed at elimination of defects;
- Documenting, using and reviewing work procedures that avoid nonconformities;
- Reviewing these procedures to ensure they remain appropriate and effective;
- Complying with all relevant legislation, regulations, standards and codes of practice that are applicable to this organisation;
- Consultation with all staff members, the community and other interested parties;
- Providing training, education, and resources to staff to implement the Integrated Management System.
- Identifying and quickly resolving quality issues; and
- Regularly monitoring the performance of service delivery.

Our commitment to our staff includes:

- Skill development of all employees to achieve performance objectives;
- Reviewing and evaluating training needs;
- Assisting employees reach their full potential.

Our commitment to our community includes:

- Addressing issues raised by members of the community and other clients so that complaints and concerns are quickly and adequately addressed.

This policy is reviewed annually to ensure it remains relevant and appropriate to the organisation.

.....

Date: ___/___/___

Solar Link PV Checklist					
Consultant:		Order No		Date of Installation:	
Name of Client:					
Address of Installation:					
Number Of Panels		Panels make/models		Total KW's of Installation	
Number of Inverters Wireless Monitor		Inverter make/models			
Safe Work Method Statement has been completed			The Location and Equipment of the complete		

Document Type:	Title:	Project Integrated Management Plan
Form		





Variation has been filled out and signed by customer if installation to be different from sales document	Internal ceiling has been checked to see if any special consideration needed for install I.E, Cathedral ceilings
--	--

<i>INVERTER 1</i>				<i>INVERTER 2</i>			
Inverter Brand:				Inverter Brand:			
Inverter Model:				Inverter Model:			
Serial Number:				Serial Number:			
Inverter Vdc Max/Nom Per MPPT:				Inverter Vdc Max/Nom Per MPPT			
Inverter Idc Max/Nom Per MPPT:				Inverter Idc Max/Nom Per MPPT			
Inverter fac nom:				Inverter fac nom			
Inverter lac nom:				Inverter lac nom:			
Inverter Vac nom:				Inverter Vac nom:			
Inverter Pac nom:				Inverter Pac nom:			
Inverter COS:				Inverter COS:			

<i>ARRAY 1</i>			<i>ARRAY 2</i>			<i>INVERTER 1</i>		<i>INVERTER 2</i>	
Racking system		Tilt	Racking system		Tilt	Time	Temperature	Time	Temperature
Tin	Tile		Tin	Tile		Temperature		Temperature	
PV Array angle Degrees			PV Array angle Degrees			Grid Voltage Before Energisation		Grid Voltage Before Energisation	
Expected Efficiency %			Expected Efficiency %			Grid Voltage After Energisation		Grid Voltage After Energisation	
# Panels			# Panels			String 1 DC Voltage		String 1 DC Voltage	
PV module model number			PV module model number			String 1 PV Wattage		String 1 PV Wattage	
Open circuit voltage (Voc)			Open circuit voltage (Voc)			String 1 DC Current		String 1 DC Current	
Short Circuit Current (Isc)			Short Circuit Current (Isc)			String 2 DC Voltage		String 2 DC Voltage	
% Shading			% Shading			String 2 PV Wattage		String 2 PV Wattage	
Orientation			Orientation			String 2 DC Current		String 2 DC Current	

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

WARNING DUAL SUPPLY ISOLATE BOTH NORMAL AND SOLAR SUPPLIES BEFORE WORKING ON THIS SWITCHBOARD	On switchboard inverter is directly connected and any point of attachment and distribution boards	SOLAR	Exterior surface of wiring enclosures labeled at intervals 2M or less
NORMAL SUPPLY MAIN SWITCH	Permanently fixed at the AC Main	SOLAR SUPPLY MAIN SWITCH	is permanently fixed at the solar main
INVERTER LOCATION <hr/>	Switch Where the inverter is not adjacent to the main switchboard location information		switch Is permanently fixed on array junction boxes (black on yellow)
SOLAR ARRAY ON ROOF Open Circuit Voltage _____ V Short Circuit Current _____ A 	is provided permanently fixed on the main switchboard and/or meter box (if not installed together)		Is placed adjacent to the inverter when multiple Isolation devices are used that are not ganged together
PV ARRAY D.C. ISOLATOR	PV DC isolation is clearly identified		To be placed at the main switchboard and all other switchboards that will be energized by the PV system.
SHUTDOWN PROCEDURE 1. Turn off the a.c. "Solar Supply Main Switch" located in the switchboard / (list other location) 2. Turn off the d.c. "PV Array D.C. Isolator" located next to the inverter / (list other location) WARNING: Do not open the d.c. plug and socket connectors while under load. PV array d.c. isolators do not de-energize the PV array and array cabling. PV Array Open Circuit Voltage: _____ V PV Array Short Circuit Current: _____ A	permanently fixed at inverter and/or main switchboard	Lock Dog	

Wiring not touching the roof	Minimum of 12 Photos have been recorded
Isolator(s) rated to suit the Voc of the array:	Isolator (s) penetrations sealed
All screws have been put back into Tin sheets:	All roof penetrations have been sealed
Tiles have been replaced or checked for cracks:	All MC4 connections are mated together
All panel numbers have been recorded	All earth connections have been terminated
Country code or Date has been set on	The neutral conductor is labeled SOLAR
Inverter(s)	
Labeling every 2 m DC and AC conduit	Multiple inverters labeled 1 or 2 A or B
All Rubbish has been removed from roof and gutters:	Customer has been shown the operation process
Damage or follow up work recorded inside folder	Customer has signed all required paperwork
System is operating correctly	PV array isolator mounted adjacent to the

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

inverter

Circuit protection device is mounted on output of the inverter

Inverter does not resume supplying power

Inverter ceases supplying power within two

Version: 01	Print Date: 15/09/2014	The controlled copy of this document is held on the Solar Link computer system This document is only controlled for the date shown on the bottom of the page	Page 22 of 50
-------------	------------------------	---	---------------

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

until AC supply mains have been present for more than 60 seconds		seconds of a loss of AC main supply	
Penetrations in switchboards have been filled with fire sealant		Inverter installed to manufacturers specs	
3X EWR Sections filled out, Installation, Supply Required and Metering Required.		Installation Diagram Completed	
Has a core flute sign been requested or do we need to ask client if it is possible to put up a sign?		INSTALLED CORFLUTE SIGNS	

INSTALLER INFORMATION

CEC Accredited installer's name	
CEC Accreditation number	
CEC Accredited Designer's name	
Licensed electrician's name	
Licensed Electrician #	

NOTES

ACCREDITED INSTALLER DECLARATION

I hereby declare that all aspects of this installation have been installed to all relevant standards and regulations

NAME:

SIGNED:

DATE:

PV STC Assignment Form

OWNER DETAILS							
First name:		Surname:		Email:			
Postal Address:				State:		Postcode:	
Telephone:(H)		Telephone:(W)		Fax:		Mobile:	
Installation address:				State:		Postcode:	

Document Type:	Title:	Project Integrated Management Plan
Form		

Mandatory Declaration

<input checked="" type="checkbox"/> I am the legal owner of the above small generation unit (SGU) and assign the right to create STCs To Isquith PL trading as Solar Link for the period stated above, commencing at the date of installation. <input type="checkbox"/> I have not previously assigned or created any STCs for this system within this period. <input type="checkbox"/> To claim 15 years deeming for SGU, STCs must be registered within 12 months of installation. <input type="checkbox"/> I understand I am under no obligation to assign STCs to Isquith PL trading as Solar Link. <input type="checkbox"/> I agree to repay the STC payment to Isquith PL trading as Solar Link should my assignment be invalid. <input type="checkbox"/> I understand that an agent of the Clean Energy Regulator or Isquith PL trading as Solar Link may wish to inspect the SGU within the first 5 years of certificate redemption. <input type="checkbox"/> I must retain receipts and proof of installation date for the life of the STCs. <input type="checkbox"/> I am aware that penalties can be applied for providing misleading information in this form under the Renewable energy (Electricity) Act 2000	I understand that this system is eligible for _____ STCs and in exchange for assigning my right to create STCs, I will receive from the installer/supplier: <input checked="" type="checkbox"/> A point of sale discount of \$ _____ <input type="checkbox"/> A monetary payment of \$ _____				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Owner Signature</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td>Agent/Installer Signature</td> <td>Date:</td> </tr> </table>	Owner Signature	Date:	Agent/Installer Signature	Date:
Owner Signature	Date:				
Agent/Installer Signature	Date:				

SYSTEM DETAILS:

Panel Brand:	Is system grid connected	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state total out of pocket expenses	\$
Panel Model:	Have you received or been approved for a rebate financial maintenance for any small generation unit at this address	<input type="checkbox"/> Yes <input type="checkbox"/> No	The period you will be assigning your right to create STC's is:	
Inverter Brand:	Have you previously received Solar Credits (multiplied STC's) for a small generation unit at this premises/address	<input type="checkbox"/> Yes <input type="checkbox"/> No	STC Eligibility – Number of STCs this system is entitled to:	
Inverter Model:	Are you installing a complete unit (additional capacity to an existing system is not considered complete unit)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Installation Date:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Rated Power Output (kW):	Number of Panels:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note for further information on the eligibility criteria for solar credits (STC) Multiplier please view http://cleanenergyregulator.gov.au/solar-panels	

CEC Installer Details

INSTALLER	Full name	Phone	Address:	Accreditation Number.
DESIGNER	Full name	Phone	Address:	Accreditation Number.
ELECTRICIAN	Full name	Phone	Address:	Electrical Contractor Lic.

Compulsory Written Statements

I _____ was the accredited CEC installer that complete the SGU installation at _____ and verify that I have installed the system and that it meets the following requirements: The CEC accreditation guidelines, the CEC accreditation Code of Practice and I am bound by their Code of Conduct, have used panels and inverters approved by the CEC, followed all of the Clean Energy Regulator's Guidelines, have \$5M in Public Liability insurance, and the system meets the following Australian Standards where applicable:

PV & Inverter Standards AS/NZS 5033:2005, installation of photovoltaic (PV) arrays AS/NZS: 1170.2:2002, structural design actions, Part 2: Wind Actions AS/NZS: 5033 Complaint PV Modules listed at www.cleanenergycouncil.org.au	Grid Connected System AS/NZS 3000:2007, Wiring Rules AS/NZS 1768:2007, Lighting protection AS 4777-2005, Grid connection of energy systems via inverters	Standalone Systems AS/NZS 4509.1:2009, stand-alone power systems, Part 1: Safety and installation AS 4086.2:1997, Secondary batteries for use with stand-alone power systems, Part 2: Installation and maintenance AS/NZS 3000:2007, Wiring Rules
--	--	---

I verify that all local, State and Territory government requirements have been met for: i) The siting of the unit; ii) The attachment of the unit to the building or structure; iii) The grid connection of the system for the SGU installation.
 I verify that the SGU is Grid Connected and an electrical working holding an unrestricted license for electrical work issued by the State or Territory authority for the place where the unit was installed undertook all wiring of the unit that invoices alternating current of 50 or more volts or direct current of 120.
 I confirm that the details in the above statement are correct.

Signature of the SGUs CEC Installer	CeC Number	Signature of the SGUs CEC Designer	CeC Number
Print Name:		Print Name:	

Document Type:	Title:	Project Integrated Management Plan
Form		

PV Connection Form

Photovoltaic (Solar) Generator Connection Form

Distribution Network <small>(Please tick applicable Distributor)</small>	SP AusNet <input type="checkbox"/>	United Energy Distribution <input type="checkbox"/>	Jemena Electricity Networks (Vic) Ltd <input type="checkbox"/>	CitiPower Pty <input type="checkbox"/>	Powercor Australia Ltd <input type="checkbox"/>
System Size Limit	Up to 4.5kW <small>(Per Site)</small>	Up to 10kW <small>(Per Phase)</small>	Up to 10kW <small>(Per Phase)</small>	Pre approval is required for all inverter sizes. This form to be used after pre approval is obtained.	
<small>Solar Inverters above the specified size limits will be permitted in certain circumstances. If your Solar Inverter is greater than the above size limits, or for further information, please contact your Distributor.</small>					

SECTION 1: INSTALLATION DETAILS (to be completed and signed by the installer)

Installer Company Name	Installer Phone Number	
Installer Company Address		
Total Installed Capacity <small>(Total rating of all solar panels)</small>	_____ kW	Solar Inverter Power Rating <small>(1 hour or continuous rating)</small> _____ kW
Solar Inverter Manufacturer	Solar Inverter Model Name	
Operating Manual Provided to Customer	<input type="checkbox"/> Yes	Instructed Customer in Operation of system <input type="checkbox"/> Yes

By signing this form, you acknowledge and represent that the information provided is true and correct.

Installer Name: _____ Installer Accreditation No*: _____

Installer Signature: _____ Date: _____

SECTION 2: INSTALLATION COMPLIANCE (to be completed and signed by the Registered Electrical Contractor)

Wired for Net Metering	<input type="checkbox"/> Yes <input type="checkbox"/> No Please Specify _____		
Inverter Number of Phases	<input type="checkbox"/> Single phase 230V	<input type="checkbox"/> Three phase 400V	Access to Meter, Switchboard and Inverter <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Two phase 230/400V	<input type="checkbox"/> Two phase 230/480V	
Load Number of Phases	<input type="checkbox"/> Single phase 230V	<input type="checkbox"/> Three phase 400V	
	<input type="checkbox"/> Two phase 230/400V	<input type="checkbox"/> Two phase 230/480V	

By signing this form, you acknowledge and represent that:

- the PV (Solar) Generator complies with the Electricity Safety Act 1988 (Vic) and associated Safety Regulations, the Electricity Distribution Code, the Victorian Service & Installation Rules, AS/NZS3000 (Wiring Rules) and AS4777 (Grid Connection of Energy Systems via Inverters), and any other relevant Acts, regulations, standards or guidelines;
- the PV (Solar) Generator is connected to a dedicated circuit complete with lockable isolating switch at the switchboard;
- the main switchboard, isolating fuses/switch/circuit breaker are labelled correctly;
- commissioning tests as specified in the Service & Installation Rules have been completed and passed. It is recommended that the solar inverter is left in the off position;
- alternative supply signage has been installed;
- a Prescribed Certificate of Electrical Safety (CES) has been obtained; and copies of the Electrical Works Request and the CES will be sent to the generator owner's Retailer; and
- the generator owner has been advised that the PV (Solar) Generator should remain switched off until any metering upgrades are complete to avoid potential metering and billing issues.

REC Name: _____ REC Licence No*: _____

REC Signature: _____ Date: _____

SECTION 3: GENERATOR OWNER DETAILS (to be completed and signed by the generator owner)

Customer Name*	Customer NMI* <small>(Refer to your electricity bill)</small>	
Supply Address*	Mailing Address*	
Phone Number*	Business Hours:	After Hours:
Email Address*		

CUSTOMER ACKNOWLEDGEMENT, INDEMNITY AND RELEASE

By signing this form, you acknowledge and represent that you have read, understand and agree to comply with the connection obligations, and that you:

- are the owner of the PV (Solar) System listed under the Supply Address in section 3 above;
- have received a Photovoltaic Embedded Generator operating manual from, and been instructed on the operation of the Photovoltaic Embedded Generator by, the Installation Company detailed in section 1;
- accept that approval will only be granted for the Photovoltaic Embedded Generator detailed in this form, and that you must obtain further prior approval from your Distributor to alter your Photovoltaic Embedded Generator in any way;
- release and indemnify and agree to keep indemnified your Distributor, its officers, employees and agents against all actions, proceedings, claims and demands whatsoever which may be brought, including any indirect or consequential loss or any other form of pure economic loss, made or prosecuted against them or any of them by any person in respect of the installation of your Photovoltaic Embedded Generator, particularly in relation to works completed by the Installation Company detailed in section 1 or the compliance certification provided by the registered electrical contractor in section 2, or in respect of connection of your Photovoltaic Embedded Generator to the Victorian electricity grid.

Customer Name: _____ Customer Signature: _____ Date: _____

PRIVACY STATEMENT: The personal information you provide in this form will be collected by your Distributor for the purpose of connecting your Photovoltaic Embedded Generator to the Victorian electricity grid. This information will be used and disclosed by your Distributor in accordance with its privacy processes. You can find more information on your Distributor's privacy processes on their website.

V2.0 27/05/2013

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Document Type:	Title:	Project Integrated Management Plan
Form		

Corrective Action Report

Type of Hazard/Area of Improvement: Health and Safety Environmental Quality

Date identified:

Location:

Description and cause:

Staff involved:

Name	Position/Qualification
•	-
•	-
•	-
•	-
•	-

Equipment/processes involved:

Initial Corrective Actions:

Further Corrective Actions as a result of Review:

Action Priority: Extreme High Medium Low (circle appropriate priority level)

To be Completed By:

Name: _____ **Date:** _____

Detail the results of risk control reviews below

Corrective Action Completed: Name: _____ **Signature:** _____ **Date:** _____

Review Required: Yes/No

If Yes, Date of Review: _____ **Review Completed: Name:** _____ **Date:** _____

Further Review Required: Yes/No

If Yes, Date of Review: _____ **Review Completed: Name:** _____ **Date:** _____

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

If the final review is unsatisfactory or uncovers further risk, complete a new Corrective Action Report

Document Type:	Title:	Project Integrated Management Plan
Form		

Accident-Incident Report

Complete this form and retain as a record of the investigations into accident and/or incidents (including near misses). Attach further sheets if required. Complete Injury Report Form if injury sustained requires medical treatment.

1). Date and time of accident/ incident:	Day -	Date -	Time- am pm
---	--------------	---------------	--------------------

2/. Exact Location of Accident/Incident:

3/. Describe the task being undertaken:

4/. Brief description of accident/incident:

5/. Describe the conditions at the time of the accident/incident eg. weather conditions, lighting:

6). List the major equipment causing or contributing to accident/incident (specify individual items):

<u>Equipment List</u>	<u>Make/Model</u>
•	•
•	•
•	•
•	•

7). Names of workers involved and position/qualifications of workers:

Name	Position/Qualification	Employee	If No - Employer
•		Yes No	
•		Yes No	
•		Yes No	
•		Yes No	

Document Type:	Title:	Project Integrated Management Plan
Form		

8). Name of Supervisor:

Version: 01	Print Date: 15/09/2014	The controlled copy of this document is held on the Solar Link computer system This document is only controlled for the date shown on the bottom of the page	Page 27 of 50
-------------	------------------------	---	---------------

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

9). Record names of victims and briefly describe injuries sustained. (Complete Injury Report Form and attach copy if injury sustained requires or has the potential to require medical treatment).

<u>Name</u>	<u>Injury</u>	<u>First Aid</u>	<u>Dr</u>	<u>Hospital</u>
• -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10/. Any problems encountered in providing assistance (eg. First aid kit inadequate):

11/. Briefly describe any damage sustained:

12/. Safety equipment/procedures in place – eg. signs, barriers/guarding in place (may also be included in following diagram):

-
-
-
-
-

13/. List any contributing factors to accident/incident eg. Incorrect use of protective equipment:

-
-
-
-

14/. Names of eyewitnesses (and contact details if visitors/contractors):

<u>Names</u>	<u>Contact Details</u>
•	•
•	•
•	•
•	•

Document Type:	Title:	Project Integrated Management Plan
Form		

Version: 01	Print Date: 15/09/2014	The controlled copy of this document is held on the Solar Link computer system This document is only controlled for the date shown on the bottom of the page	Page 28 of 50
-------------	------------------------	---	---------------

Document Type:	Title:	Project Integrated Management Plan
Form		

15). Hazards identified and Improvements required and follow up actions:

	<u>Hazards/Improvements</u>	<u>Suggested Action</u>	Person Responsible
1.		•	
2.		•	
3.		•	
4.		•	
5.		•	

16/. Other Information:

17). External parties involved: **Yes** **No**
If Yes, type (Police, Ambulance, Fire Brigade, Media, etc.):

18). Incident Notification required

	Yes/No	Date/Time of Notification	Person Notified/ Position/Ref No.
Workcover Authority	Yes No	- am pm	
Client:	Yes No	- am pm	
Other:	Yes No	- am pm	

Person(s) Completing Form	
Name:	Name:
Position:	Position:
Signature: _____	Signature: _____

Action:	
<input type="checkbox"/> Entered on Corrective Action Report	Worksafe Incident Notification form completed (attach copy)
Other: give details -	
OHS Officer - Name:	Signature: _____

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Date:

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Complete if Required: Diagram – location of people, tools, plant, materials, vehicles, etc. (show movement of people, tools, plant, materials, vehicles, etc.).

Eye Witness/Victim Account (if required):

Name of Witness/Victim:

Account:

Signature: _____

Date:

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

Injury Report

Record details of accidents and/or injuries that require or have the potential to require medical treatment (back or joint injury). Attach additional notes if required.

Name of injured person:	Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/>		
If Employee – Job Title:			DoB:
Contact Details - Address:			Ph:
Date and time accident/injury occurred:	Time:	am/pm	Date:
OR Date person became aware of injury/illness:			Date of notification of injury/illness:
Location of the accident/injury or where employee became unwell:	At work place <input type="checkbox"/>		Away from workplace <input type="checkbox"/>
Exact Location:			

What part of the body was injured as a result of the accident? (Select body part and location where applicable):

Head <input type="checkbox"/>	Nose <input type="checkbox"/>	Elbow - Left/Right <input type="checkbox"/>	Fingers/Thumb <input type="checkbox"/>	Groin/Hip - Left/Right <input type="checkbox"/>	Shin/Calf - Left/Right <input type="checkbox"/>
Face <input type="checkbox"/>	Neck <input type="checkbox"/>	Forearm - Left/Right <input type="checkbox"/>	Chest <input type="checkbox"/>	Buttock - Left/Right <input type="checkbox"/>	Ankle - Left/Right <input type="checkbox"/>
Ear - Left/Right <input type="checkbox"/>	Shoulder - Left/Right <input type="checkbox"/>	Wrist - Left/Right <input type="checkbox"/>	Back - Upper/Lower <input type="checkbox"/>	Thigh - Left/Right <input type="checkbox"/>	Foot/Toe - Left/Right <input type="checkbox"/>
Eye - Left/Right <input type="checkbox"/>	Upper Arm - Left/Right <input type="checkbox"/>	Hand - Left/Right <input type="checkbox"/>	Stomach <input type="checkbox"/>	Knee - Left/Right <input type="checkbox"/>	Internal <input type="checkbox"/>

What treatment was provided following the injury? (eg. bandage wound and sent to casualty):

What happened? (include the names of people involved and use eye witnesses if available):

Why did the accident/injury happen? (use eye witnesses if available):

What will you do to make sure accident/injury does not happen again?

Action	Person Responsible	Timeframe	Action Completed (Date/Signature)

Witnesses:	Yes No	Witness Contact details:		
Name	Address	Phone		

Form Completed:	Time:	am/pm	Date:
Form completed by:	Name:	Signature:	

Management Representative:	Name:	Injured Person:	Name:
	Position:		Position:
	Signature:		Date:
	Date:		

Integrated Management System

Document Type:		
Form	Title:	Project Integrated Management Plan

Document Type:	Title:	Project Integrated Management Plan
Form		

Chemical/MSDS Register

Chemical Register

Material Safety Data Sheets

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Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

This folder is the chemical register of hazardous substances and dangerous goods as required by Victorian chemical management legislation. It contains:

- a list of all hazardous substances and all dangerous goods
- the Material Safety Data Sheets (MSDS) for all of these chemicals

Material Safety Data Sheet (MSDS)

MSDS's are information sheets prepared by the manufacturer or supplier of the chemical. They provide information about the risk of using a chemical. MSDS's should contain the following information:

1. Identification

Product details such as the name of chemical together with any synonyms
 Physical properties including physical characteristics such as appearance and properties such as boiling point
 Other properties
 Ingredients: a list of the ingredients if the material is a mixture

2. Health Hazard Information

Health effects: such as eye irritation from contact with liquid or vapour
 First aid: such as "flush affected skin with water for 15 minutes"
 Advice to doctor: this advice is specifically included for use by a qualified medical practitioner

3. Precautions For Use

Exposure standards: where these exist, they provide guidance on the airborne levels which could result in ill effects
 Engineering controls: such as they type of ventilation required when using the material
 Personal protection: details of equipment that can be worn to achieve personal protection e.g. gloves
 Flammability: issues regarding the potential for fire

4. Safe Handling Information

Storage and transport information: such as "store at temperatures below 25oC"
 Spill cleanup and disposal procedures: e.g. use vermiculite to absorb spills
 Fire and/or explosion hazards: such as "material could explode if exposed to sunlight"
 Point of contact: details of an emergency contact from the manufacturer or supplier
 Additional non-emergency contact details

5. Date of issue of MSDS

The MSDS must have a date of issue of not more than 5 years old.

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Chemical	Product Name	Manufacturer	Date of MSDS
Cyclohexane Heptane Naptha Petroleum	Silicone Sealant	Selleys	23/04/2012
Methyl ethyl Ketone Cyclohexanone	Jointing Cement	Bostik	07/11/2007
Butane gas	Butane	Weller	03/03/2011
Hydrocarbon Propellant	Boot Grip Aerosol Spray	Red Back	16/07/2013

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

Document Type:	Title:	Project Integrated Management Plan
Form		

Site Inspection Checklist			
Project:			
Site Location:			
Inspection Carried out by:			
Name:		Signature:	Date:
Inspection Items		, x, N/A	Comment
General Site Safety			
Sun screen supplies stocked			
Safe Work Instructions being followed for works carried out			
All utilities (gas, water, sewer, power) identified and marked and exclusion zones complied with			
Toolbox meetings being held and recorded			
Site Safety Rules being adhered to			
Other:			
Accident and Emergency			
Emergency information on site			
First aid kit(s) on site and properly stocked			
Fire Extinguisher(s) on site and serviced			
Other:			
Signage			
Solar Link name prominently displayed at site			
Safe Work Method Statements			
Safe Work Method Statements on site and signed and being complied with			
All subcontractors have signed, submitted and complying with required Safe Work Method Statements			
Chemicals			
Copies of all MSDS held on site			
Chemicals being used and stored safely.			
Other:			
Personal Protective Equipment			
Mandatory PPE being worn at all times	High vis clothing		
	Safety boots		
Other PPE being worn as required	Safety helmets		
	Safety Glasses		
	Hearing protection		
	Face Masks/Respirators		
	Other:		
Training and Induction			
Licensed operators only doing licensed work activity e.g.: Electrician			
Apprentices/trainees appropriately supervised			
Other:			
Electrical			

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Document Type:	Title:	Project Integrated Management Plan
Form		

All leads tested and tagged and 'in date'		
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Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

All power leads in good condition		
Electricity isolated as required		
Other:		
Hand tools		
Proper guarding in place on tools and equipment.		
Hand tools in safe operating condition		
Other:		
Plant and Equipment		
Plant/equipment in safe operating condition		
Pre-start checks and log books completed		
Defective plant/equipment tagged out of service		
Other:		
Working at Heights		
Safe work at heights practices being done for all work on site.		
All involved staff had work at heights training or being supervised by a trained worker		
Other:		
Manual Handling		
Assistance available for team lifting		
Equipment available – scissor lift, trolleys		
Other:		
Noise		
Noise hazards isolated		
Hearing protection available and used		
Other:		
Environmental		
Vehicle servicing scheduled to minimise emissions – older vehicles traded		
Waste disposal appropriate		
Noise and Vibration - EPA Working hours followed, plant noise within limits		
Works being carried out to minimise environmental impacts		
Correct housekeeping standards being followed - litter, offcuts, debris contained to bins, skips		
Other:		
Quality		
Construction and installation according to Contract specifications		
Tasks being carried out by trained/experienced personnel		
Other:		
Site Specific Checks		

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Form		

Toolbox Meeting Record

Project:	
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Site Address:	Date:
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Meeting Conducted By:	Name	Signature
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Toolbox Topics:	
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Discussion:	
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Corrective Actions

Improvements Required	Person Responsible	Date Completed
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Attendance (add names to back of sheet if required)

Name	Signature	Company
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Form		

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Document Type:	Title:	Project Integrated Management Plan
Form		

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Form		

Safe Work Method Statement - Installation of Commercial PV Solar System

Description of Job:	Installation of Commercial		Commencement Date:	
Commercial PV Solar System			Completion Date:	
Work Site:				

SWMS Authorised By:	Name:	Signature:	Date:	Mobile:
Works Supervisor:	Name:	Signature:	Date:	Mobile:

Legislation/ Regulations/Standards/ Guidance Information applying to this SWMS:	<ul style="list-style-type: none"> OHS Act - 2004 OHS Regulations - 2007 First Aid Compliance Code - 2008 Hazardous Substances Code of Practice - 2000 Incident Notification - 2008 Manual Handling Code of Practice - 2000 Plant Code of Practice - 1995 Prevention of Falls Compliance Code - 2008 	<p>Identified 'high risk work' associated with work tasks as described in "OHS Regulations 2007 - Part 5.1 Construction - Section 5.1.3 - High Risk Construction Work"</p>	<ul style="list-style-type: none"> Working at Height Working with Energised Electrical Installations
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Personal Protective Equipment Required							
High Visibility	Eyes	Hearing	Head	Feet	Hands	Face	Other
							

Risk Identification and Control

Work Tasks/Factor	Hazard and Risks	Pre-control Risk Rating*	Risk Controls**	People Responsible	Post-control Risk Rating*
Work Preparation	Slip and trip hazard at the work site				

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Form		

jury from other
work site activities

High

- Place offcuts into bins regularly
- Roll up leads when not in use
- When possible, keep tools and equipment off the floor/ground and contained to storage areas

Workers

Low

High

- Make yourself aware of and follow worksite rules – check with client for any special instructions
- Wear all appropriate PPE for the site as required – safety boots with flexible non-slip soles, hearing protection, eye protection, gloves, hard hat
- Follow site parking directions

Workers

Low

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Form		

			<ul style="list-style-type: none"> Abide by site speed restrictions Sign into Visitors Log book and obtain site visitors Tag if required Be aware of other workers, equipment and work activities taking place at site 		
	Lighting	High	<ul style="list-style-type: none"> Have portable lighting on hand if working in poorly lit areas 	Site Manager	Low
	Exposure to weather (UV Rays, Heat and Cold etc)	Mod	<ul style="list-style-type: none"> When at risk of UV radiation, sunscreen must be applied regularly. Wear hat & sunglasses for sun protection. Recommend wearing long-sleeved shirt and trousers. Apply sunscreen regularly if wearing short pants or sleeves. Be aware of heat stress and take breaks when required. Drink water regularly in hot weather. Wear warm, waterproof clothing in cold or wet weather 	Workers	Low
	Using chemicals	Mod	<ul style="list-style-type: none"> Ensure an up to date MSDS Register is onsite Chemicals are to be used in accordance with recommendations on the MSDS and chemical labelling Ensure all chemicals are correctly labelled Wear appropriate PPE eg mask, gloves, protective clothing as recommended on the MSDS Use harsh chemicals in a well ventilated area Ensure equipment use at worksites is excluded from flammable and combustible substances or materials eg metal cutting producing sparks 	Workers	Low
	Faulty Equipment and leads	High	<ul style="list-style-type: none"> Check all electrical equipment and leads have current test tags fitted Tag out any faulty equipment Access power through RCD or portable RCD If device trips, don't reset and start again until cause is found 	Site Manager Workers	Low

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Form		

	Manual handling	High	<ul style="list-style-type: none"> • Rotate staff if work is repetitive and/or difficult for lengthy periods • Ensure sufficient workers are available to lift items as required 	Site Manager Workers	Low
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Form		

			<ul style="list-style-type: none"> Workers have ongoing manual handling training and supplied with Solar Link Employee Safety Handbook Use provided trolleys as required 		
	Emergencies	High	<ul style="list-style-type: none"> A fully serviced fire extinguisher will be onsite at all times Workers will familiarise themselves with Client emergency response procedures Have electrical rescue kit and trained personnel in electrical rescue, first aid and CPR onsite 	Site Manager Workers	Low
	Mobile phone use	High	<ul style="list-style-type: none"> Mobile phones are NOT to be answered while engaged in work activities, using equipment or plant or while in the vicinity of hazardous activities, operating equipment or operating plant If you receive a call on your mobile, let the call go through to your message bank and retrieve the call later If you are making or receiving a call, move to a safe area away from hazardous activities, operating equipment or operating plant 	Workers	Low
	Untrained staff	High	<ul style="list-style-type: none"> Staff have completed Construction Induction training and receive 6 monthly Company Health and Safety refresher training and ongoing Company specific training from the Employee Safety Handbook 	Site Manager	Low

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Form		

Accessing roof	Fall from height	High	<ul style="list-style-type: none"> • All workers have completed Working at Heights training • Do Not access roofs if weather conditions are hazardous ie. windy, wet, icy or if rain is imminent • Wear non slip footwear to access roofs • When necessary, apply boot grip to soles of boots prior to accessing roof • Install the Roof Protection Railing prior to accessing the roof • Trained operators to install the Protective Railing only • Use safety harnesses and secure anchor point if accessing roof with no edge protection 	Workers	Low
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Form		

	Falling through roofing	High	<ul style="list-style-type: none"> Inspect existing roofing if applicable Inspect condition of roof trusses, rafters, purlins, and roof battens and strengthen any areas of suspect roofing Inspect existing roofing material for fragile areas eg. cement sheeting, fibre glass sky lights, and securely cover them or fitting barricading around the affected areas 	Workers	Low
Hot work – electric or gas welding, Soldering/Cutting	Burns Welding flash Fire Falling oxy or acetylene Oxy & acetylene flashback	High	<ul style="list-style-type: none"> Transport cylinders in an open, well ventilated vehicle. If a closed van is being used, ensure gas plugs and chains are preventing leaks. Currently tagged, in date fire extinguisher must be available where hot work is to take place Do not use cylinders which are standing in an enclosed vehicle – always move outside first If there is a possibility of a leak, test with soap and water. Ensure no flammable liquids or gases are anywhere in vicinity. Bottles are to be chained when in upright position. Hoses to be fitted with flash back arrestors and regulators. After use ensure cylinder valves are tightly shut, outlet gas plugs and valve protection caps are installed 	Workers	Low

Document Type:	Title:	Project Integrated Management Plan
Form		

Using ladders	Falls from extension ladder	High	<ul style="list-style-type: none"> • Make sure you select the correct and suitable ladder for the work task • If you can't maintain 3 points of contact at all times then the ladder is inappropriate for the work • Use an industrial rated extension ladder pitched at about 75° (4:1), extending 900mm above stepping off point and secured at the top and bottom if required. Clear a fall zone of 2 metres around ladder • Set up an exclusion zone around the ladder when necessary 	Workers	Low
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Document Type:	Title:	Project Integrated Management Plan
Form		

			<ul style="list-style-type: none"> Inspect all ladders for cracks, breaks or weak points. Replace if found defective Always locate base of ladder on firm, level and solid ground. Secure as necessary to provide stability (at top and bottom if required) When climbing, use rungs for handholds rather than side rails/stiles Always face the ladder as you go up or down Never go higher on the ladder than 900mm from the top Do not carry equipment when accessing the ladder; always ask another worker to hand it up to you or use a rope to lift or lower items of equipment Wear a tool pouch to carry tools Keep body centred between both side rails/stiles – never over-reach during the work Only one person should be on a ladder at any time Keep steps dry and clean Wear slip resistant footwear 		
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Document Type:	Title:	Project Integrated Management Plan
Form		

	Falls from A frame ladder	High	<ul style="list-style-type: none"> • Make sure you select the correct and suitable ladder for the work task • If you can't maintain 3 points of contact at all times then the ladder is inappropriate for the work • Check that the ladder is in good condition with no defects • Always use an A frame ladder in fully opened and locked position • Make sure the 4 feet are level and stable and on solid ground so the ladder doesn't rock or move • Set up an exclusion zone around the ladder when necessary • Always face the ladder as you go up or down 	Workers	Low
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Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

			<ul style="list-style-type: none"> Never stand on the top 2 rungs of the ladder Position the ladder to ensure the work can be carried out without leaning outside the confines of the ladder – over-reaching can cause the ladder to tip Do not carry equipment when accessing the ladder; always ask another worker to hand it up to you Wear a tool pouch to carry tools Keep steps dry and clean Wear slip resistant footwear 		
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Document Type:	Title:	Project Integrated Management Plan
Form		

	Falls from Platform ladder	<ul style="list-style-type: none"> • Make sure you select the correct and suitable ladder for the work task • Check that the ladder is in good condition with no defects • Always use the Platform ladder in fully opened and locked position • Make sure the 4 feet are level and stable and on solid ground so the ladder doesn't rock or move • Set up an exclusion zone around the ladder when necessary • Always face the ladder as you go up or down • Always carry out your work from the platform. Use the safety railing to assist with your balance and stability while you work • Position the ladder to prevent any over-reaching – if necessary get down and move the ladder • Do not carry equipment when accessing the ladder; always ask another worker to hand it up to you or place it on the platform first • Wear a tool pouch to carry tools • Keep steps and platform dry and clean • Wear slip resistant footwear 	Workers	Low
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Document Type:	Title:	Project Integrated Management Plan
Form		

Delivery of materials and equipment	Manual lifting from truck	High	<ul style="list-style-type: none"> All workers to be trained in Solar Link Employee Safety Handbook including manual handling training Workers to use a team lift for heavy items Job rotation will be used for manual lifting for extended periods 	Site Manager Workers	Low
Installation & Commissioning of PV System	Manual handling	High	<ul style="list-style-type: none"> Rotate staff if work is repetitive and/or difficult for lengthy periods Ensure sufficient workers are available to lift items as required Implement use of lifting devices/equipment if required Workers have ongoing manual handling training and supplied with Solar Link Employee Safety Handbook 	Site Manager Workers	Low
	Using power tools	High	<ul style="list-style-type: none"> Equipment is checked for faults/defects prior to use. Faulty, defective equipment is tagged out of service until repaired All power tools have guards fitted and safety cut outs operational if fitted Hearing protection to be worn Safety glasses to be worn to protect eyes All electrical equipment and leads are tested and tagged and 'in date' Power leads are not to be laid over sharp edges Power to be accessed through RCD or portable RCD 	Workers	Low
	Electrical installations	High	<ul style="list-style-type: none"> Work personnel to be licensed A Class electricians or apprentices under full supervision Isolate electricity to unit and tag - Circuit dead locked off tagged and tested and proved dead All tools and meters are to be insulated and working correctly Always test for power prior to commencement of work 	Site Manager Workers	Low

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Form		

	Exposure to asbestos	High	<ul style="list-style-type: none"> If the presence of asbestos is suspected have the material inspected and tested and removed by a registered asbestos removalist if asbestos is confirmed. Do not commence work 	Site Manager Workers	Low
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Form		

			until all asbestos has been removed and air quality is tested and approved for work to recommence		
Bringing control cables into the switchboard and terminate them	Electrocution	High	<ul style="list-style-type: none"> Circuit dead locked off tagged and tested and proved dead, this work to be done by site electrician Bush holes with cable bushing Bring cable into switchboard Terminate cables as per clients drawings Check cables for damage and conduct circuit testing with a meter. Seal hole with Fire Sealant Wear full length clothing, glasses and hearing protection during this process 	Site Manager Workers	Low
Work completion	Injuries to people from trips, slips and falls	Moderate	<ul style="list-style-type: none"> Leave work area free of rubbish Remove all tools and materials on completion of work Ensure site is secure daily on departure 	Site Manager Workers	Low

***Risk Rating Calculator**

Likelihood		Consequences	
1 Rare	May occur only in exceptional circumstances.	A (Insignificant)	No First Aid required/No environmental damage
2 Unlikely	Might occur at some time	B (Minor)	First Aid treatment required/Minor repairable localised environmental damage
3 Moderate	Likely to occur at some time	C (Moderate)	Medical treatment required/Moderate repairable localised environmental damage
4 Likely	Will probably occur in most circumstances	D (Major)	Extensive injuries requiring hospitalisation/ Localised irreparable environmental damage
5 Almost Certain	The event is expected to occur	E (Catastrophic)	Deaths, Permanent Disability/Widespread irreparable environmental damage

Risk Matrix						Hierarchy of Control in Order of Priority		
		Likelihood					Use the following Hierarchy of Control to develop effective controls	
		1	2	3	4	5	Elimination	
Consequence	A	Low	Low	Low	Low	Low	Substitution	Eliminate the use of hazardous substances, processes and equipment
	B	Low	Low	Moderate	Moderate	Moderate	Isolation	Substitute substances, equipment and processes that are less harmful
	C	Low	Moderate	Moderate	High	High	Engineering Controls	Enclose or isolate a hazard from staff
								Change the processes or equipment to reduce or eliminate risks

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Document Type:	Title:	Project Integrated Management Plan
Form		

D	Moderate	Moderate	High	High	Extreme	Administrative Controls	Provide training or change work procedures to reduce exposure to hazards
E	Moderate	High	High	Extreme	Extreme	PPE and Clothing	Use devices and clothing to provide some protection from hazards

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Document Type:	Title:	Project Integrated Management Plan
Form		

Further Worksite Specific Hazards					
Work Tasks/Factor	Hazard and Risks	Pre-control Risk Rating*	Risk Controls**	People Responsible	Post-control Risk Rating*

Worker Acknowledgment/Induction

I have read, understood and will comply with the information and directions contained in the Safe Work Method Statement

Name	Signature	Date	Name	Signature	Date

Document Type:	Title:	Project Integrated Management Plan
Form		

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Document Type:	Title:	Project Integrated Management Plan
Form		

Emergency Contact Information

- **Assess the situation for further danger**
- **Secure accident/incident site to prevent further injury or damage if possible**
- **Notify Emergency Services if required (contact details below).**
- **Provide any assistance required within your capabilities**
- **Do not move casualties unless significant danger of further injuries**
- **Assemble at the designated Assembly Point of the premises or at the Solar Link vehicle**

Contacting Emergency Services

Dial - 000

What to tell Emergency Services

- Your name
- The telephone number from which the call is made.
- The exact location of the accident with directions to site.
- The nature of the emergency (eg. electrocution, fire).
- In case of medical emergency
 - The number of victims.
 - The condition of the victims (eg bleeding, amputation, trapped).
 - The type of aid that has been given to victims (eg. CPR, bandaging).
- Someone will meet the emergency service at the site.
- Any special conditions or risks that may hinder access and rescue.
- Other information as necessary and/or requested.
- Ask for an approximate time of arrival

DO NOT HANG UP UNTIL INSTRUCTED

After any emergency service is called, phone the site supervisor as soon as possible

Solar Link Contact Information:	Office: 1800155597
Emergency Services (Police, Fire, Ambulance):	Landline/Mobile: 000
Victorian Workcover Authority:	: 13 2360
Environmental Protection Authority:	: 1800 444 004
Department of Sustainability and Environment:	: 13 6186
Electricity Emergency:	: 13 2412
Gas Emergency:	: 13 2771
Water Emergency (Coliban Water):	: 1300 363 200 Other:
Telstra:	: 13 2203
State Emergency Service:	: 13 2500
Poisons Information Centre:	: 13 11 26

Integrated Management System

Document Type:	Title:	Project Integrated Management Plan
Form		

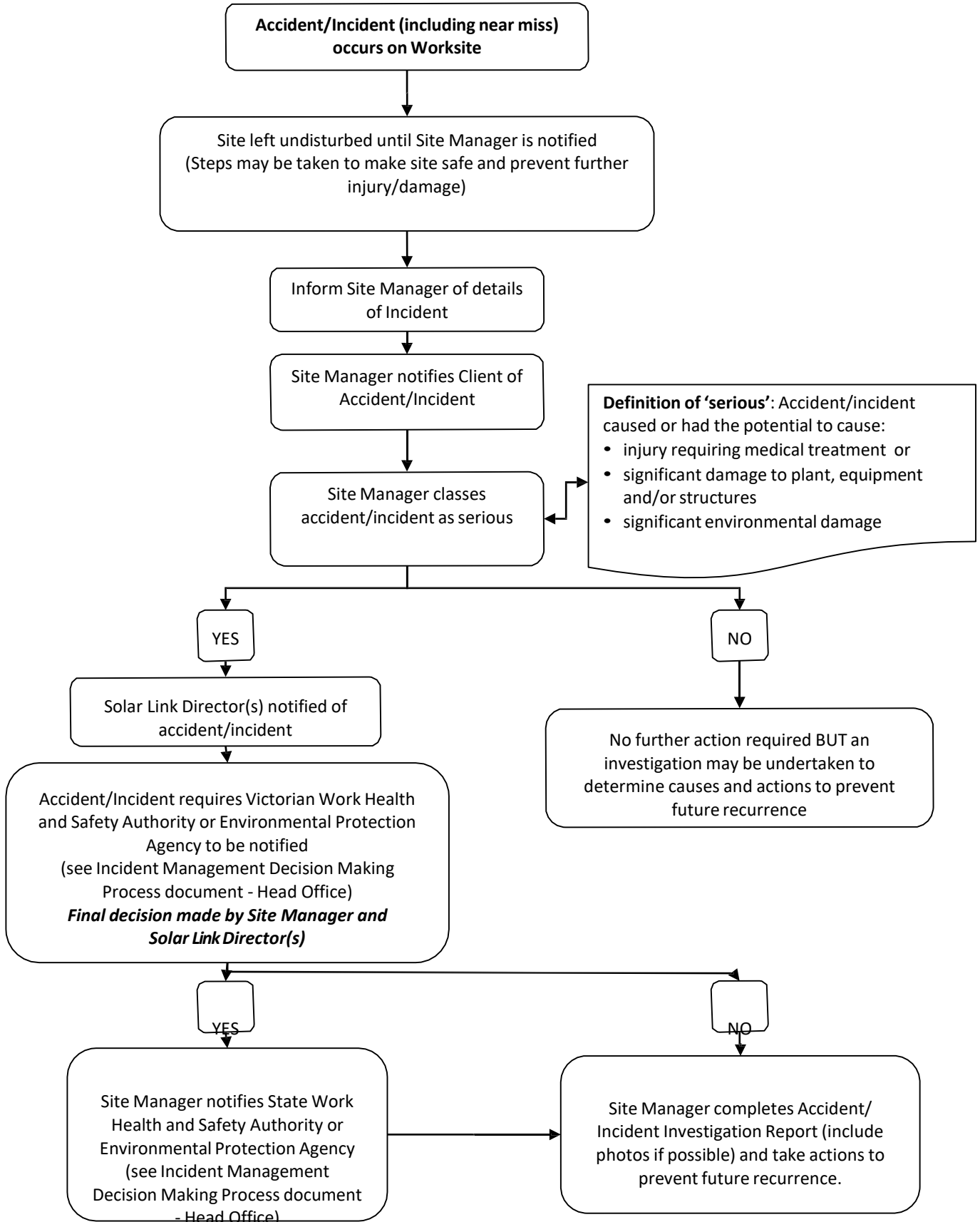
Solar Link Worksite Safety Rules	
Project:	
Site Address:	

Any breaches of the following Worksite Safety Rules may lead to Contractors and/or individual worker(s) being excluded from the site

- All safety instructions issued by Client or their representative must be acted on
- Any Solar Link visitors are to report to the Solar Link Site Manager
- All incidents, work injuries and emergency situations must be reported to the site manager
- All safety signs are to be complied with
- All appropriate Personal Protective Equipment must be worn ie. hi-vis top/vest and safety boots at ALL times. Hearing protection, safety glasses etc, as required or directed
- Place all construction waste and food rubbish in the appropriate bins or skips before leaving this site each day
- Work areas to be kept clean and tidy and access ways to be free of obstructions or hazards at all times.
- Solar Link Site Manager must be notified prior to any Dangerous Goods being brought on site. Material Safety Data Sheets must be on site for all Dangerous Goods. The recommended safety procedures must be in place when using all Dangerous Goods.
- All personnel must be trained and/or competent in the plant or equipment they are using. This includes certificates of competency or licences where required by law. Trainees or apprentices must be supervised to the extent of their competency.
- No person is to alter or remove hazard controls, safety signs or other safety devices
- All electrical equipment used on site including leads are to be inspected and tagged by a qualified person
- Any work done above 2 metres will require appropriate fall protection systems to be used.
- Theft or vandalism of any kind will not be tolerated and reports of theft or vandalism will be reported to the police.
- No alcohol or illegal drugs allowed on site at any time.
- Smoking is to only occur in the designated smoking areas
- No violence, bullying or harassment of any kind will be tolerated
- No loud radios on site
- No dogs or firearms on site
- No one is to go beyond any cordoned off areas at the site without permission of Site Manager

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Form		

Incident Management Decision Making Process



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Form		