



**MCS Civil (NSW) Pty Ltd**

# **MCS Civil (NSW) Pty Ltd Site Induction Handbook**

Form MCS7.4

This Safety Booklet has been produced for all employees of  
MCS Civil (NSW) Pty Ltd.  
Sub-contractors and their charges engaged by MCS Civil  
(NSW) to carry out work on our behalf must adhere to all  
Safety Legislation & Obligations

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## LEGISLATION & OBLIGATIONS

### **EMPLOYERS must ensure:**

- A safe work environment, systems and equipment
  - Safe supervision and work instructions
  - Consultation with employees over OH&S issues
  - Personal Protective Equipment (PPE) provided are used
  - Prepare JSA's for all tasks before work starts
- ### **EMPLOYEES must ensure:**
- They co-operate with their employers, performing work in a safe manner
  - Be alert in identifying and reporting hazards
  - Use equipment/PPE in a safe and proper manner
  - Know the safety plan and work method statements

## INDUSTRIAL RELATIONS

### **Freedom of Association**

An employee can freely choose, without interference, whether to be a member of an industrial association; and will not be discriminated against or victimised on the ground of membership or non-membership

### **Right of Entry**

Our clients will apply the right of entry provisions strictly in accordance with the Fair Work Act 2009 and the State Occupational Health and Safety legislation

### **Management of Unlawful Industrial Action**

In the case unlawful industrial action, MCS Civil in consultation with our clients will utilise the relief available under the Fair Work Act 2009 to prohibit such action.

## HIERARCHY OF CONTROL

When planning short- or long-term strategies the law requires that risks are **ELIMINATED** otherwise the **HIERARCHY** of control must be considered.

HIERARCHY	CONTROL METHOD
1.	Substitution of the Hazard
2.	Isolating the Hazard from the Person
3.	Engineering Control - redesign, enclose, isolate
4.	Administrative Control - Rules, Procedures, etc.
5.	Issue Personal Protective Equipment (PPE)

## HAZARD IDENTIFICATION

**Plant related or physical hazards may be present in the form of:**

Mechanical action - pressing, cutting and rolling

Impact from moving parts or powered mobile plant

Electrical exposure from electrically powered plant and equipment

Noise and vibration from the engines from earth moving plant and machinery, fixed plant, etc.

## SAFE WORK METHOD STATEMENTS

**All construction work activities will be recorded on a Safe Work Method Statement (SWMS). Preparation of a SWMS involves:**

Identifying potential hazards

Assessing their risk

Recording how to eliminate, or minimize, the risk to worker safety

## JOB SAFETY ANALYSIS

**Job Safety Analysis (JSA's) are site specific and identify:**

All work steps in the process

The resources, man power and skills required

All potential hazards

Risks associated with each hazard

Safety controls

Persons responsible for actioning the controls

The supervisor shall ensure that the JSA is communicated to and followed by the workers.

### **JSA's must be completed for jobs that:**

- Are new or existing jobs that have changed
- Have a medium or high-risk category
- Have a known incident or accident frequency
- Have a high potential for injury/damage

No work can commence on any site falling within these categories until a JSA is completed.

## **MAJOR HAZARDS AND RULES**

### **Manual Handling**

The capacity to perform manual handling tasks varies considerably, not only between different individuals, but may also vary with any given individual over time action - pressing, cutting and rolling

To assist in preventing manual handling injuries:

- Use mechanical lifting aids wherever possible
- Avoid working for long periods in a bent over position
- Apply technique or team lifting to reduce any risk
- Reduce pushing, pulling, carrying and holding
- Lighten loads
- Avoid repetitive actions over long periods



## **HEIGHT SAFETY**

**Fall arrest equipment must be worn wherever there is a risk of falling. This includes working:**

- At a height of 1.8m from the ground or higher
- On steep slopes or embankments
- Where scaffolding platforms or hand rails are not provided
- When working in confined spaces or while on ladders
- When being lifted and while working in a man cage
- Always inspect fall arrest equipment prior to use and do not use any damaged



equipment. Report it to your supervisor. **Scaffolding and Ladders**

- Scaffolding must be erected by a ticketed scaffolder
- Hand rails and kickboards to be put in place and access and egress maintained
- Ladders to be checked for defect and to be tied off at the top
- Place ladders at the correct angle and do not overreach

Extend the ladder 1m above the platform you want to reach

Any modifications to scaffold must be completed by ticketed scaffolder

Scaff-tag attached to scaffold by qualified scaffolder and re-checked Monthly

## ELECTRICAL SAFETY

### **Electricity can cause electric shock, fire, or electrical explosion.**

Caution is required to protect and avoid damage to electrical cables

Defective tools or cords must be tagged "Out of Service" and reported

Double adaptors and piggyback plugs are forbidden

Only licensed electricians are to perform electrical repairs and installations

Before any work is performed on any electrical equipment, the electricity must be isolated and tagged at the primary source

Power tools must be hoisted and lowered in a container, never by the lead

A qualified and competent person must test all electrical equipment and fit an inspection tag to the device prior to use and then monthly re-inspect the equipment.

Do not weld, cut or drill near electrical installations or cable unless you have permission

Do not kink or pinch power cords

Never allow power cords to contact water, oil, steam or moisture

Do not disconnect a power tool without first switching off the electricity

Power tools must have the power disconnected prior to changing blades or bits

All power leads and powered hand tools must be tagged and tested and in date/this includes generators.



### **When using portable electrical equipment, you must:**

Place leads on stands and loop them across to the work site

Make sure an RCD is connected to the power outlet

Fully unwind extension cords from storage reels before energizing them

Ensure tool guards are in place and are operational **Residual Current Device**

If a fault causes electricity to flow to earth, the RCD will disconnect the electricity supply, avoiding the risk of a fatal shock

All RCDs must be tested monthly

Portable RCDs must be tested prior to use

If you are unsure if the power outlet you are going to use has built in earth leakage protection, use a portable RCD

All States Except NSW		
Red	Red	December - February
Green	Green	March - May
Blue	Blue	June - August
Yellow	Yellow	September - November
Orange	Orange	January - June
White	White	July - December
Black	Black	Yearly

New South Wales		
Red	Red	January - September
Blue	Blue	February - July
Orange	Orange	March - November
Green	Green	April - August
White	White	May - December
Yellow	Yellow	June - October
Black	Black	Yearly

## MOBILE PLANT

Prior to using any vehicle or operating any equipment complete a pre-start check using an appropriate checklist

Only approved operators with a recognised certificate of competency to operate.

Equipment for repair must be tagged out and reported to the Client's supervisor who will initiate repair procedures

The operation of faulty equipment may put you or others at risk, resulting in further damage and extend downtime

Make positive contact with operators prior to crossing their path - ensure it is acknowledged

## LIFTING EQUIPMENT

Lifting equipment must be checked prior to use, be sure to check that the tested tag colour is the current colour

The colour-coding system is a physical identification to prevent the use of equipment that has not been formally inspected.

A competent person has to formally inspect all lifting equipment's tools, machines, before initial use on site and Mandatory six-monthly inspections must also take place for the replacement and use of them.

Colour coding is done only on lifting equipment which have the valid third-party certificates.

It is the responsibility of the individual user to check the condition of the lifting equipment prior to use even though it has got valid third-party certification and colour code.

The system adopts four colours to denote a six-monthly tagging



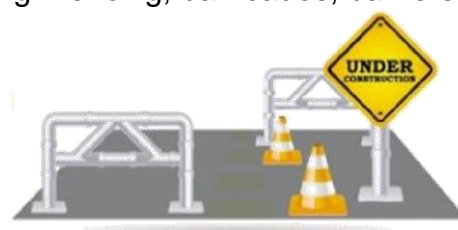
## PRE-CAST CONCRETE

### Lifting and positioning

- Certified lifting equipment must be used
- Do not work or pass under suspended loads
- Beams are to be lifted by attachments only
- Fall protection required if edge protection is not required when accessing at heights

## EXISTING SERVICES

- No work is to commence until clearance for existing overhead and underground services is given by a Tool Box talk
- Overhead lines are to have "tiger tails" in place
- Minimum distances for overhead lines - if you are not sure keep a distance of at least 8 meters
- No mechanical excavation within 500mm of underground services
- If service utilities are cut, broken or located treat the service as live
- Secure the area where moving plant is being used e.g. Fencing, barricades, barriers, temporary warning or control signs or a combination
- Implement safe working distances



## WORKING AROUND TRAFFIC

- The maximum speed is 10kph. Do not exceed the designated speed limits
- Wear reflective PPE

Where fitted, seatbelts must be worn **Traffic Management**

Approved Road Occupancy License (ROL) required

Traffic Control Plan (TCP) to be prepared

PPE - High visibility overalls/vest to be worn

Red Ticket - License required to implement or modify the TCP

Blue Ticket - License required for controlling traffic (stop/go)



## TRENCHING AND EXCAVATION

Over 1.5m deep must be benched, battered, shored/shielded

No excavation work should commence until all services have been located and approval given by the Client's supervisor



All materials and tools at least 1.5m distance from the edge

Access ladders no more than 9m apart

Barricade the unprotected perimeter

Flashing lights to be used if left overnight

Traffic barricades to be used to keep vehicles away

Doubtful air quality or gases must be reported to the Client's supervisor

Heavier than air exhaust and other gases can enter a trench from a distance

## GAS WELDING AND CUTTING

Only authorized personnel to use gas cutting and welding equipment

Work to be conducted in specified area - otherwise hot work permit required

Always inspect area for flammable materials

Fire extinguishers must be available - within 5 metres

Flint guns only to be used – not fluid lighters

Welding screens must be used

When working at heights the area below must be barricaded





## FORMWORK AND REINFORCEMENT

Reinforcement bars must be guarded – capped

Housekeeping is monitored, timbers de-nailed and stacked neatly

Do not lift rebar by bundling wire wrap chains around a load No storage or lifting operations to be conducted within:

- 3m of low voltage overhead power lines
- 6m of high voltage overhead power lines

## COMPRESSED AIR

Equipment to be inspected prior to pressurizing

Safety clips or whip checks must be fitted to all couplings

Eye protection, and where necessary, ear protection to be used

Do not use compressed air to clean clothes or persons - the pressure can cause a high-pressure injection injury

Before breaking a joint the air supply must be off, and all lines exhausted to zero pressure

## GENERAL SAFETY

Only trained personnel to use explosive power tools - EPT

Only trained, physically capable and experienced personnel to use grinders, no 9-inch grinders allowed

Explosive cartridges are to be stored in a locked box in a secure area

Piling and blasting are subject to site specific procedures

Know the location and use of all fire equipment in your area

Keep clear access to firefighting equipment

Safety Data Sheets (SDS) are available for all hazardous substances on site

Hazardous substances must be stored in a locked, well-ventilated area

## CONSULTATION

**Daily Pre-start** briefings are conducted by the supervisor to discuss:

- The scope of work
- Hazards and control measures
- Two-way feedback on safety performance

You will be required to sign a record of attendance at these briefings.

**Regular Toolbox meetings** will be held by the supervisor to discuss:

- Safety alerts and site safety performance
- Crew feedback

Minutes from these meetings will be recorded and posted in the crib rooms.

**Monthly Safety Committee meetings** will be attended by elected safety representatives and appointed staff to review safety performance and procedures.

## PERSONAL PROTECTIVE EQUIPMENT

The following **PPE** items **must** be worn onsite:

- Reflective clothing or a day/night high visibility vest
- Safety footwear/steel capped lace up boots in good condition with adequate tread
- Safety helmet/Hard Hat
- Safety glasses
- Long sleeves



Items to be used, **as directed by risk assessment**, include:

- Hearing protection
- Respiratory protection
- Safety harness/fall protection
- Sunscreen SPF 30+
- Gloves
- Sun visors

## BARRICADE AND SAFETY SIGNAGE

### Barricades are placed to prevent entry into dangerous or hazardous areas

Do not pass through a barricaded area unless you have adequate PPE and have been authorized to do so

Danger tape is red and white

'Witches hats' are also used to denote 'no go' areas

Signs are located throughout the workplace to provide safety guidance and information

## DANGER AND OUT OF SERVICE TAGS

**Danger tags** provide personal protection.

A Personal Danger tag must be used to isolate equipment

Must be attached to the main isolating point

Must only be removed by the person who placed it

Personal Danger tags left on after the person has left the site may only be removed by the supervisor

An incident report is required for all instances of Danger Tags being left on isolation points



**An Out of Service tag** does not provide YOU with personal protection; it protects plant and equipment from further damage. Out of Service tags can be removed by:

The person who attached the tag

A supervisor or person appointed by the supervisor

The competent person who completed the repairs to the equipment

If work on equipment or machinery is not completed by the end of the shift, then:

Place an Out of Service tag on all the isolation points and

remove your Personal Danger tags

In the event of 2 or more persons being on the job, the person with responsibility for the job will place an Out of Service tag on all the isolation points

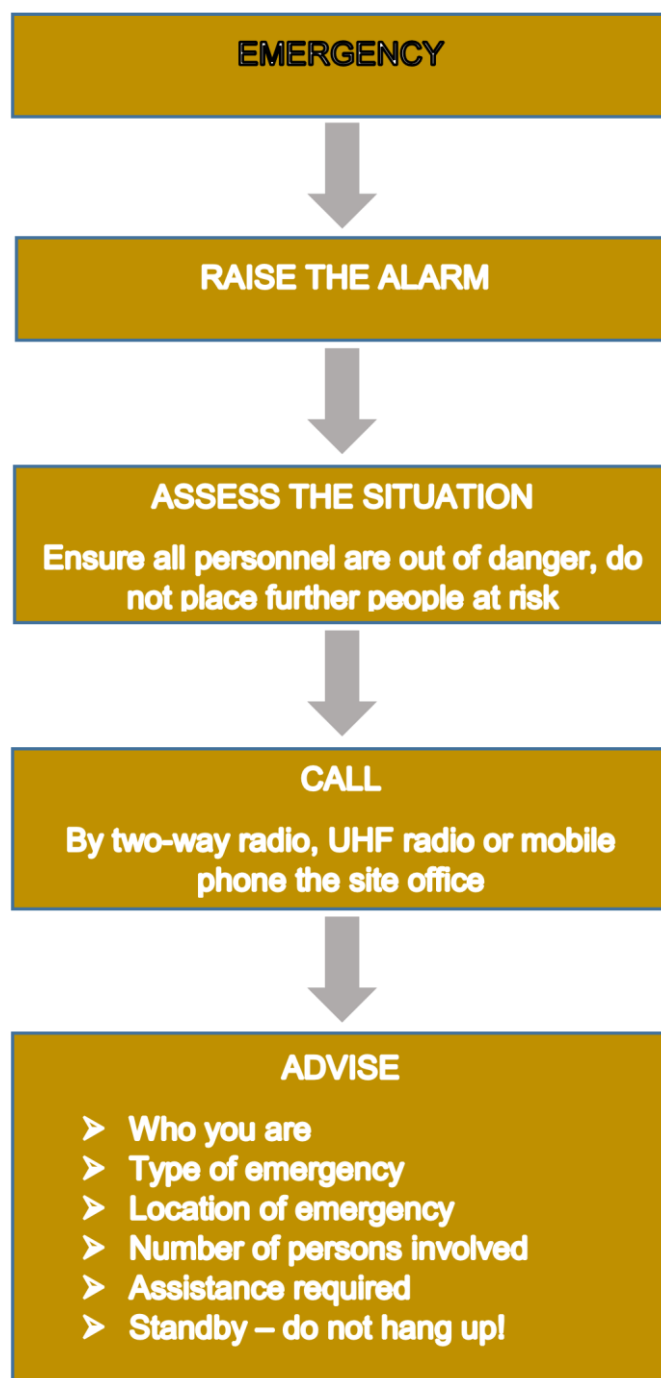


## EMERGENCY PROCEDURES

In the case of an emergency follow the directions of an authorized Client representative

First aid kits are usually located at:

- First aid rooms
- Site vehicles
- High risk areas identified by signage





## REPORTING AN INCIDENT OR INJURY

### Accident and Hazard Reporting

All incidents/injuries, however small must be reported to the supervisor and first aid facility. It must also be recorded on a Report Form when reported

Contact the site office immediately. If you are accountable to contact clients' office, ask the Client's supervisor to contact the office on your behalf . **Near Hit Reporting**

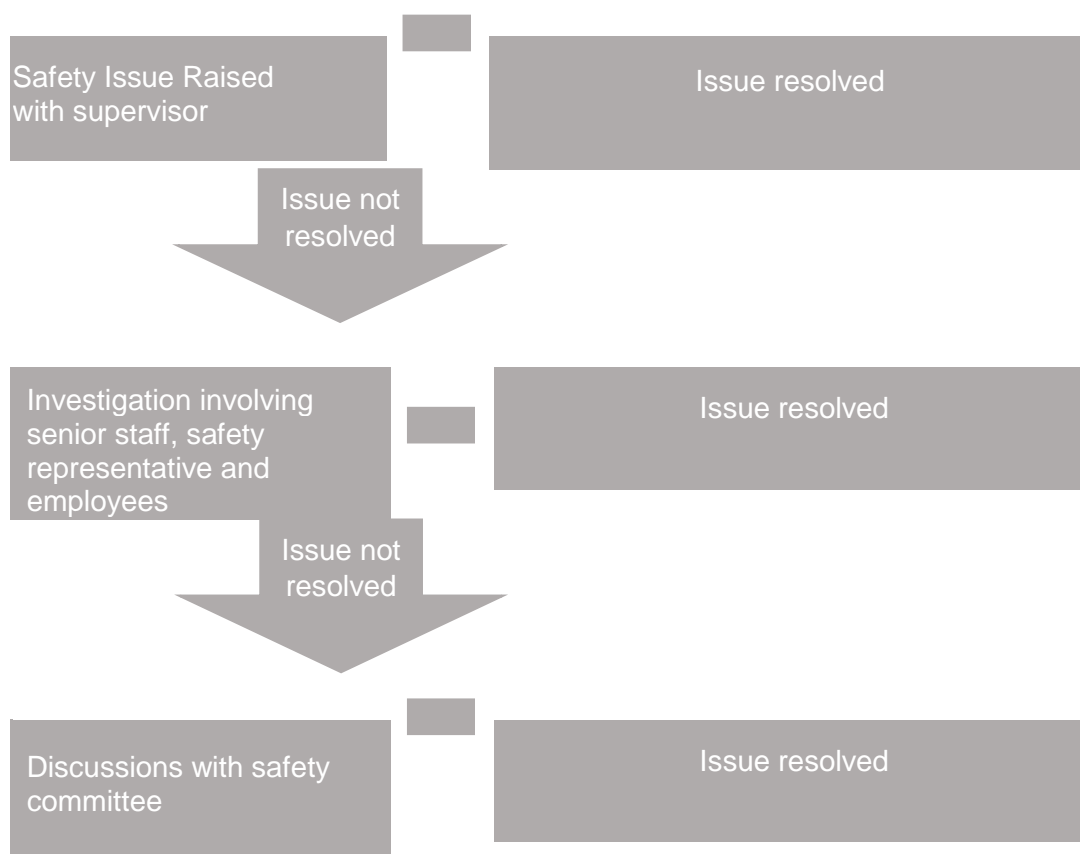
Reporting near Hits allows potential incidents to be corrected before somebody is injured

The best person to identify Near Hits is you **Unsafe Behaviour and Situations**

You must immediately report unsafe behaviour and situations to the supervisor

You must report any bullying, threatening or physical behaviour to the supervisor or contact our office

## RESOLUTION OF SAFETY ISSUES



Issue not  
resolved

Notification of external party i.e. Work  
Cover

## SITE RULES

Whilst working on MCS Civil sites, and or their client's sites, it is a condition of working that workers observe the following Site Rules:

1. Mandatory PPE such as Hard hat, Safety Boots, protective glasses, gloves, Long Sleeve High Visibility vests/shirts and long pants to be worn at all times.
2. Additional PPE such as hearing protection, safety goggles, face mask to be worn for task specific activities as identified in the SWMS or JSA.
3. A worker has a responsibility to take reasonable care of their own health and safety, and that of others.
4. All Workers shall co-operate with management to ensure compliance with requirements of the Work Health & Safety Legislation.
5. Only trained and competent persons, APPROVED BY SITE, are to operate machinery.
6. Alcohol or drugs are not permitted on site at any time. Anyone suspected of being under the influence of alcohol or illegal drugs is prohibited from site.
7. Appropriate Personal Protective Equipment (PPE) must be worn as indicated in SWMS, Safety Data Sheets (SDS) or site signage.
8. Glass containers are not permitted on site except in lunch rooms.
9. All Accidents, incidents and near misses must be reported immediately to the site supervisor.
10. All injuries or persons requiring first aid treatment are to report to the person in charge of First Aid facilities. All details of the incident and treatment are to be recorded in the Injury Register.
11. Work areas must be kept clean and tidy of rubbish and other potential hazards, including those that may pose a fire risk, must be cleaned up promptly. All protruding nails shall be removed from timber. Each worker is to clean their work area on a progressive basis; all generated waste must be removed before they leave site or move to a new work location.
12. Adequate Lighting must be provided and must not produce unsafe glare.
13. Dropping or throwing materials or gear from a height is prohibited except where suitable means have been installed to catch, control and hold such items.
14. Ensure that effective barriers, fencing and/or overhead protection are used to prevent injury to other workers or general public.

15. Handrails, midrail and Toe boards or approved fencing shall be installed in a place where a person could fall, including openings in floors, stairs, lift shafts, excavations, trenches, etc.
  16. Barricading and signage for all Excavations must be provided. Excavations greater than 1.5m in depth must also be benched, battered, shored or shielded.
  17. Handrails and fencing or approved fencing shall not be removed unless approved by management and must be replaced immediately on completion of work in the area.
- All mobile plant and vehicles on site shall be operated at a safe speed and in a safe manner, in accordance with documented safe work procedures. Every owner (or hirer) of plant must ensure that the plant is registered with WorkCover NSW when required, maintenance records provided and that operators are appropriately qualified/competent
18. Misuse of site safety equipment, e.g. fire extinguishers, first aid supplies, or emergency evacuation horn will lead to instant dismissal.
  19. Fire prevention techniques must be used by all persons on site. An appropriate fire extinguisher must be within five metres of all hot works including welding and oxygen acetylene work.
  20. All demolition work, excavation, formwork and scaffolding are to be done in accordance with WHS Regulations, Codes of Practice and AS/NZS Standards.
  21. Any work at heights is to be done in accordance with NSW WHS Regulation and documented safe work procedures.
  22. All Electrical Tools are to be tested and tagged as specified in AS/NZS 3012 and maintained in a safe condition. An Electrical Register must be provided to Site Management as noted in our company procedures.
  23. Any Electrical Work, also including the identification of existing electrical services, is to be done in accordance with WHS Legislation, Australian Standards, and documented safe work procedures.
  24. All work near or adjacent to Overhead Power Lines must be done in accordance with the WorkCover Code of Practice for Working Near Overhead Power Lines
  25. Prior to any excavation, drilling or other underground work being carried out, services must be located using 'Dial Before You Dig', a services locator, potholing or other relevant methods taking the precautions stated in the WorkCover Guide for Working Near Underground Assets.
  26. Always refer to the relevant Safety Data Sheet (SDS) when storing, using, or handling hazardous chemicals. A SDS for all hazardous chemicals must be given to Site Management, and the hazardous chemical(s) are to be recorded in the Hazardous Chemical Register, prior to the use of a hazardous chemical(s) on this site.
  27. Children and Pets are strictly forbidden to enter the construction site under any circumstances.
  28. No person is to block any access way without prior consultation with Site Management
  29. All persons must have attended the Construction Induction Course and display evidence of completing the training before commencing construction work on site.

30. Access to site is restricted to authorised persons only. All site personnel must sign in on the Daily Site Register each day before commencing work. Site personnel must also sign out of the Daily Site Register at the end of each working day.
31. All visitors must report to the site office immediately upon arrival and be inducted and/or escorted by an inducted person before permitted entry to the site. All visitors must also complete the Daily Site Register.
32. All construction workers must have undertaken a Task Specific Induction with the applicable Safe Work Method Statement before commencing construction work at this site. All personnel on the work site must attend appropriate refresher training and be involved in regular discussion of work site WHS matters.
33. High Risk Construction work must not commence unless a Safe Work Method Statement (SWMS) has been developed and reviewed.
34. Supervision - All subcontractors (where they exist) shall provide adequate supervision for their employees/workers.
35. Toolbox Talks, WHS Representative meetings or WHS Committee Meetings will be conducted as per the site Consultation Statement.
36. The use of Radios/iPod and other music players is not permitted on the site at any time.
37. Know your Emergency and Evacuation Procedures, refer to the evacuation plan and emergency procedures displayed on site.
38. Unsafe practices, acts or conditions are required to be reported to Site Management immediately, without any delay.
39. The use of mobile phones is restricted to emergency use only while onsite.

***Persons who breach these rules may be fined and dismissed from site***

## **SAFETY MANAGEMENT GOALS**

### **Accident and Hazard Reporting**

- Use the correct levels of effort & manual handling techniques when you're reaching/lifting.
- Keep your eyes on your hands while working to avoid crushing, cutting and burning.
- Ensure you are continually assessing the area for hazards.
- Ensure you are positioned so you can avoid being struck, overcome by fumes, or run over.
- Always look for a clear space before moving vehicles – use a spotter if needed.
- Observe and assess the surface and clearances so as to avoid slipping, tripping or colliding.
- Always ensure you are using the correct tools and equipment so as to avoid any hazards.



## **What is your responsibility?**

Take more personal ownership

Assess risks before starting a task

Look after others

Learn how to avoid injuries

Report unsafe behaviour and situations immediately

MCS Civil (NSW) Pty Ltd maintains an accredited Integrated Management System providing the following Management Plans:

- OHSAS 18001:2007 & AS/NZS4801:2001 Occupational Health and Safety Management System
- ISO 14001:2015 Environmental Management System (EMS).
- IOS 9001:2015

A copy of the MCS Civil Work Health & Safety Plan (WHS Plan) is available in Hard Copy at our Head Office at 2/75 Parraweena Road, Caringbah, NSW 2229 or via email on request.

ANY INJURIES OR NEAR MISSES MUST BE REPORTED TO MCS CIVIL IMMEDIATELY. CONTACT THE OFFICE ON (02) 9525

