GP CONSULT SA

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY Doc N

This workbook contains all statutory and operational safety registers for GP Consult SA EC&I construction sites. All registers con
2014

#	Sheet Ref	Register Name	Legal Basis	Frequency	Respo
01	REG-01	Site Induction Register	Site HR Officer		
02	REG-02	Medical Fitness Register	Site HR Officer		
03	REG-03	PPE Issue Register	Construction Supervisor		
04	REG-04	First Aid Register	First Aider		
05	REG-05	Toolbox Talk Register	Construction Supervisor		
06	REG-06	Incident & Near Miss Register	Site Manager / PM		
07	REG-07	Plant & Equipment Inspection	Site Manager		
08	REG-08	Fire Equipment Inspection	Appointed Inspector		
09	REG-09	Scaffolding Inspection Register	Competent Person		
10	REG-10	Lifting Equipment Register	Competent Person		
11	REG-11	Hazardous Chemicals Register	QC / HSE Officer		
12	REG-12	Visitor Induction & Access Register	Security / HR		
13	REG-13	Competency & Licence Register	Site HR Officer		
14	REG-14	Monthly H&S Statistics	Site Manager		
15	REG-15	Environmental Inspection Register	Site Manager		
16	REG-16	Subcontractor Compliance Register	PM / QC		

SAFETY REGISTERS — INDEX

o: GPC-HSE-REG-001 | Rev: 01 | OHS Act 85/1993 Compliant

nply with OHS Act 85/1993 and Construction Regulations

nsible	Linked to SF Section

GP CONSULT SA

SITE INDUCTION REGISTER

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-REG-001-01 | Rev: 01 | OHS Act 85/1993 Compliant

Project Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**Facilitator:**	*[Name]*

NO PERSON MAY COMMENCE WORK WITHOUT COMPLETING THIS INDUCTION AND SIGNING BELOW. FILING THIS REGISTER IS A LEGAL OBLIGATION UNDER THE OHS ACT.

#	Full Name	ID Number	Employer / Company	Trade / Role	Medical Cert Valid?	Site Rules Confirmed	PPE Issued & Checked	Emergency Briefed	PTW Briefed	Stop Work Auth Briefed	Signature	Date
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Induction Topics Covered (facilitator initials):

☐ OHS Policy	Initials: ____	☐ Site Rules	Initials: ____	☐ Emergency Procedures	Initials: ____	☐ Incident Reporting	Initials: ____
☐ PPE Requir	Initials: ____	☐ PTW System	Initials: ____	☐ LOTO Procedure	Initials: ____	☐ Working at Height	Initials: ____
☐ Housekeepi	Initials: ____	☐ HCS & SDS	Initials: ____	☐ Stop Work Authority	Initials: ____	☐ Environmental	Initials: ____

Facilitator / Supervisor	Site Manager	H&S Representative
Signature: ____________________	Signature: ____________________	Signature: ____________________
Date: ____________________	Date: ____________________	Date: ____________________

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ME

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No:

VALID MEDICAL FITNESS CERTIFICATE REQUIRED BEFORE ANY WORKER ACCESSES SITE. No certificate = Not Fit for Work. HR Officer mu

#	Full Name	ID Number	Position / Trade	OHP / Clinic	Date of Medical	Expiry Date	Fitness Status
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HR Officer (Maintains Register)	Site Manager	Submitted to Leanne Woods (Enl HR)	S
Signature: _____	Signature: _____	Signature: _____	S
Date: _____	Date: _____	Date: _____	

EDICAL FITNESS CERTIFICATE REGISTER

GPC-HSE-REG-001-02 | Rev: 01 | OHS Act 85/1993 Compliant

ust monitor expiry dates weekly.

Restrictions Noted	Certificate Ref No	Comments

Submitted to Paula / Gerhard Jnr

Signature: _____

Date: _____

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-

PPE must be issued free of charge to all workers. Workers must sign for receipt. Defective PPE must be replaced immediately and the old PPE destroyed to prevent r

#	Employee Name	ID / Emp No	Trade / Role	Hard Hat	Hi-Vis Vest	Safety Boots	Safety Glasses	Work Gloves	Hearing Protect	Dust Mask / Resp	Harness (FBH)	Elec Gloves
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Issuing Supervisor	Site Manager	H&S
Signature: _____	Signature: _____	Signature: _
Date: _____	Date: _____	Date: ___

PPE ISSUE REGISTER

REG-001-03 | Rev: 01 | OHS Act 85/1993 Compliant

e-use. Legal basis: OHS Act Section 8(2)(d).

Arc Flash PPE	Signature	Date Issued

Representative

_____

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

ALL first aid treatments must be recorded — no matter how minor. This register is legal evidence. LTIs, MTIs and fatalities must also be recorded in t

#	Date	Time	Injured Person	ID / Emp No	Company	Nature of Injury	Body Part Affected	Cause of Injury	Treatment Given
FA-001									
FA-001									
FA-001									
FA-001									
FA-001									
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First Aider	Construction Supervisor	Site Manager
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

FIRST AID TREATMENT REGISTER

Doc No: GPC-HSE-REG-001-04 | Rev: 01 | OHS Act 85/1993 Compliant

he Incident Register (REG-06) and reported to DoEL.

Classification	Referred To Hospital?	First Aider Name	Signature

H&S Representative
Signature: _____
Date: _____

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DAILY T

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-RE(

DAILY TOOLBOX TALK IS MANDATORY BEFORE WORK COMMENCES. Individual TBT attendance sheets (GPC-TBT-001) are filed separately. This log provid

TBT Ref	Date	Time	Facilitator / Supervisor	Discipline / Gang	TBT Topic	Related Risk	No. Attended	Incidents Raised?	Actions Required?
TBT-001									
TBT-002									
TBT-003									
TBT-004									
TBT-005									
TBT-006									
TBT-007									
TBT-008									
TBT-009									
TBT-010									
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TBT-057									
TBT-058									
TBT-059									
TBT-060									

TOOLBOX TALK SUMMARY LOG

G-001-05 | Rev: 01 | OHS Act 85/1993 Compliant

es the project-level TBT summary.

Action Owner	Action Due Date	Action Closed?

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

FATALITY / LTI: STOP ALL WORK. Secure scene. Notify PM and Section 16(2) IMMEDIATELY. Report to DoEL within 7 days (L

Inc Ref	Date	Time	Location	Type	Severity	Affected Person	Description of Incident	Immediate Action Taken
INC-001								
INC-002								
INC-003								
INC-004								
INC-005								
INC-006								
INC-007								
INC-008								
INC-009								
INC-010								
INC-011								
INC-012								
INC-013								
INC-014								
INC-015								
INC-016								
INC-017								
INC-018								
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INC-025								

INC-026								
INC-027								
INC-028								
INC-029								
INC-030								
INC-031								
INC-032								
INC-033								
INC-034								
INC-035								
INC-036								
INC-037								
INC-038								
INC-039								
INC-040								

Site Manager	Section 16(2) — Dave Opperman	H&S Representative
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

INCIDENT & NEAR MISS REGISTER

Doc No: GPC-HSE-REG-001-06 | Rev: 01 | OHS Act 85/1993 Compliant

TI) or immediately (fatality/dangerous occurrence). Do NOT disturb scene.

Root Cause	Corrective Action	Responsible	Target Date	DoEL Notified?	Status

	Client H&S Manager
___	Signature: _____
__	Date: _____

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

All plant and equipment must be inspected before use. Defective equipment must be tagged 'OUT OF SERVICE' and removed immedia

#	Equipment Description	Make / Model	Serial / Fleet No	Asset Tag	Inspection Date	Inspected By	Next Inspection	Certificate Ref	Certificate Expiry	Oil / Fluids
PE-001										
PE-001										
PE-001										
PE-001										
PE-001										
PE-001										
PE-001										
PE-001										
PE-001										
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PLANT & EQUIPMENT INSPECTION REGISTER

Doc No: GPC-HSE-REG-001-07 | Rev: 01 | OHS Act 85/1993 Compliant

tely. Valid test/inspection certificates must be on file.

Brakes / Steering	Lights / Alarms	Guards & Safety Dev	Tyres / Tracks	Result	Action Required

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FIRE EQUIPMENT INS

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-REG-001-08 | Rev: C

Fire extinguishers must be inspected MONTHLY by the appointed Fire Equipment Inspector. Annual service by an accredited service provider is mandatory. Expired or u recharged/replaced immediately.

#	Equipment Type	Location on Site	Serial / ID No	Capacity (kg/L)	Type (Dry/CO2/ Foam)	Last Service	Next Service	Jan	Feb	Mar	Apr	May
FE-001	Dry Chemical Powder Extinguis		9kg	DCP								
FE-002	Dry Chemical Powder Extinguis		9kg	DCP								
FE-003	CO_2 Extinguisher		5kg	CO_2								
FE-004	CO_2 Extinguisher		5kg	CO_2								
FE-005	Dry Chemical Powder Extinguis		9kg	DCP								
FE-006	Foam Extinguisher		9L	AFFF Foam								
FE-007	Dry Chemical Powder Extinguis		9kg	DCP								
FE-008	Fire Hose Reel		25m	Hose Reel								
FE-009	Smoke Detectors		N/A	Electronic								
FE-010	Fire Blanket		1.8m x 1.8	Fibreglass								
FE-011												
FE-012												
FE-013												
FE-014												
FE-015												
FE-016												
FE-017												
FE-018												
FE-019												
FE-020												

Fire Equipment Inspector	Site Manager	
Signature: _____	Signature: _____	
Date: _____	Date: _____	

PECTION REGISTER

01 | OHS Act 85/1993 Compliant

sed extinguishers must be

Jun	Notes

Date of Inspection
Signature: _____
Date: _____

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GP

LEGAL REQUIREMENT — CR 2014 Reg 14: Scaffolding must be inspected by a competent person at least every 7 days AND after any modification, after adverse wea
YELLOW = Restricted. RED = Do Not Use.

Scaf Ref	Location / Area	Type of Scaffold	Date Erected	Erector Name	Inspection Date	Competent Person	Base & Footings	Standards & Ledgers	Bracing & Ties	Planking & Decking	Guard Rails	Toe Boards
SC-001												
SC-002												
SC-003												
SC-004												
SC-005												
SC-006												
SC-007												
SC-008												
SC-009												
SC-010												
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SC-026												
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SC-028												
SC-029												
SC-030												

Competent Person (Scaffold Inspector)	Construction Supervisor	
Signature: _____	Signature: _____	
Date: _____	Date: _____	

SCAFFOLDING INSPECTION REGISTER

C-HSE-REG-001-09 | Rev: 01 | OHS Act 85/1993 Compliant

ther, or after any incident. Tagged GREEN = Safe.

Access & Egress	Result & Tag Colour	Remarks

Site Manager
Signature: _____
Date: _____

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PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

All lifting equipment must have a valid load test certificate. Safe Working Load (SWL) must be permanently marked on equipment. Equi

#	Equipment Description	Make / Serial No	SWL (Tons)	Test Cert No	Load Test Date	Load Test Expiry	Testing Authority	Pre-Use Inspection	Inspection Date
LE-001	Chain Block / Chain Hoist								
LE-002	Lever Block								
LE-003	Come-Along / Ratchet Puller								
LE-004	Wire Rope Sling (per size)								
LE-005	Polyester Web Sling (per size								
LE-006	Round Sling								
LE-007	Shackle (per size)								
LE-008	Eye Bolt (per size)								
LE-009	D-Ring / Plate Clamp								
LE-010	Spreader Beam								
LE-011	Crane / Lift (mobile)								
LE-012	Telehandler / Forklift								
LE-013									
LE-014									
LE-015									
LE-016									
LE-017									
LE-018									
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LE-028									
LE-029									
LE-030									

LIFTING EQUIPMENT & TACKLE REGISTER

Doc No: GPC-HSE-REG-001-10 | Rev: 01 | OHS Act 85/1993 Compliant

ɔment beyond SWL must never be used. Inspect before EVERY lift.

Inspected By	Defects Found	Defect Action	Status	Remarks

GP CONSULT SA

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

LEGAL REQUIREMENT — HCS Regulations 1995: Safety Data Sheets (SDS) must be available on site for ALL chemicals. Workers must be trained on HCS in t

#	Chemical / Product Name	Manufacturer / Supplier	Used For	Qty on Site	Storage Location	SDS Available?	SDS Date	GHS Hazard Class
HCS-001	Cable Pulling Lubricant	Cable installation						
HCS-002	Contact Cleaner / Degreaser	Electrical contact c						
HCS-003	Penetrating Oil (e.g. WD-40)	Lubrication / corros						
HCS-004	Flux (Soldering)	Electrical soldering						
HCS-005	Epoxy Resin (Cable Jointing)	MV cable joints						
HCS-006	Silicone Sealant	Weatherproofing						
HCS-007	Bitumen / Mastic Tape	Cable protection						
HCS-008	Battery Acid (Lead Acid)	UPS / Emergency l						
HCS-009	Diesel Fuel	Generator / plant						
HCS-010	Hydraulic Oil	Hydraulic plant						
HCS-011								
HCS-012								
HCS-013								
HCS-014								
HCS-015								
HCS-016								
HCS-017								
HCS-018								
HCS-019								
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HCS-025								

HCS-026								
HCS-027								
HCS-028								
HCS-029								
HCS-030								

HAZARDOUS CHEMICAL SUBSTANCES (HCS) REGISTER

Doc No: GPC-HSE-REG-001-11 | Rev: 01 | OHS Act 85/1993 Compliant

heir language of choice. No chemical may be used without a valid SDS on file.

Exposure Limit (OEL)	PPE Required	Disposal Method	Spill Procedure

GP CONSULT SA

VISITOR INDUCT

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-REG-001-1

visitors must be inducted before entering the active construction area. Visitors must be accompanied by a GP Consult SA employee at ALL times. PPE mus

#	Date	Visitor Name	Company / Organisation	Purpose of Visit	Host Employee	PPE Issued?	Inducted by Host?	Time In	Time Out
1									
1									
1									
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TION & ACCESS REGISTER

2 | Rev: 01 | OHS Act 85/1993 Compliant

st be provided to visitors free of cha

Visitor Signature	Remarks

GP CONSULT SA

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

All workers must hold valid competency certificates relevant to their trade. Wireman's licence required for all electrical installation work (EIR 2009). Competency ce

#	Employee Name	ID / Emp No	Trade / Role	Qualification / Certificate	Cert / Licence No	Issuing Body	Issue Date	Expiry Date	Valid?
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COMPETENCY & LICENCE REGISTER

Doc No: GPC-HSE-REG-001-13 | Rev: 01 | OHS Act 85/1993 Compliant

rtificates must be verified before assignment to specific tasks.

Copies On File?	Competency Level	Authorised For	Remarks

GP CONSULT SA

MONT

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-REG-

Project Name:	*[Project Name]*
Reporting Month:	*[Month / Year]*
Compiled By:	*[Name]*

Metric	This Month	Metric	Calcu
Man-hours Worked This Month		**Man-hours (cumulative)**	
Fatalities	0	**LTI Rate (LTIFR)**	
Lost Time Injuries (LTI)	0	**TRIR (Total Recordable)**	
Medical Treatment Cases	0	**First Aid Rate**	
First Aid Cases	0	**NCR Rate**	
Near Misses Reported	0	**Toolbox Talks Held**	
Property Damage Incidents	0	**Workers Inducted This Month**	
Workers on Site (Peak)	0	**Medical Certs Expired Action**	
Medical Certs Due for Renewal	0	**Environmental Incidents**	

SECTION B — KEY OBSERVATIONS, NEAR MISSES & CORRECTIVE ACTIONS

Site Manager / HSE Officer	Dave Opperman — Manager Projects	
Signature: _____	Signature: _____	Signat
Date: _____	Date: _____	Date

HLY H&S STATISTICS REPORT

-001-14 | Rev: 01 | OHS Act 85/1993 Compliant

ulated / Cumulative
0.00
0.00
0.00

Client H&S Manager
ure: _____
e: _____

GP CONSULT SA

WEEKLY ENVIRONMEN

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

Doc No: GPC-HSE-REG-00

#	Inspection Date	Inspection Area	Waste Segregated ?	Spill Detected?	Spill Contained?	Oil/Fuel Storage OK?	No Open Burning?	Stormwater Protected?	Noise Control OK?	Dust Control?	Result
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NTAL INSPECTION REGISTER

1-15 | Rev: 01 | OHS Act 85/1993 Compliant

Action Required	Inspected By

GP CONSULT SA

PROJECTS DEPARTMENT · SITE HEALTH & SAFETY

All subcontractors must submit a valid H&S plan and all required documents BEFORE mobilisation. GP Consult SA (Principal Contractor) must formally apprc

#	Subcontractor Company	Scope of Work	COIDA Valid?	Liability Insurance?	CR7 Appt Letter?	H&S Plan Approved?	Risk Assess Submitted?	Med Certs All Workers?	Worker List Received?	PPE Verified?
1										
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PM / Site Manager (Approved)	Dave Opperman — Section 16(2)	
Signature: _____	Signature: _____	
Date: _____	Date: _____	

SUBCONTRACTOR H&S COMPLIANCE REGISTER

Doc No: GPC-HSE-REG-001-16 | Rev: 01 | OHS Act 85/1993 Compliant

ove the plan before any subcontractor worker accesses the site. CR 2014 Reg 7.

H&S Plan Approval Date	Performance Rating	Warnings Issued	Status	Remarks

Client H&S Manager

Signature: _____

Date: _____