

Contractor Risk Management Planning Quick Reference Tool – Construction / Maintenance



WHS-PRO-CHK-025b

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<p>1. Is it a construction project (over \$250,000)?</p>	<input type="checkbox"/> WHS Management Plan is required <input type="checkbox"/> Does WHS Accreditation Scheme apply? (over \$4 million funded by the Australian Government)	<p>Send to JCU WHS Unit to review the plan. Riskware audit record.</p>
<p>2. Does the job involve construction work (\$ does not matter)?</p>	<input type="checkbox"/> White Cards (General Construction Induction) <input type="checkbox"/> SWMS for all high risk activities	
<p>3. Does the work involve high-risk work activities?</p> <p>Please note: JCU requires a SWMS to be developed for high-risk activities for both construction and maintenance work.</p>	<input type="checkbox"/> Risk of fall > 2m <input type="checkbox"/> Demolition of an element of a structure that is load bearing <input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Disturbance of Asbestos <input type="checkbox"/> Involves structural alterations or repairs that require a temporary support to prevent collapse <input type="checkbox"/> Confined space <input type="checkbox"/> In or near a shaft, tunnel or trench with a depth > 1.5m <input type="checkbox"/> Involves the use of explosives <input type="checkbox"/> On or near pressurised gas mains or piping <input type="checkbox"/> On or near chemical, fuel or refrigerant lines <input type="checkbox"/> On or near any energised electrical installation or service <input type="checkbox"/> An area that has a contaminated or flammable atmosphere <input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> On, in or adjacent to a road or other traffic corridor that is in use, other than pedestrians <input type="checkbox"/> Movement by powered mobile plant <input type="checkbox"/> An area that has artificial extremes of temperature <input type="checkbox"/> In or near water or other liquid where there is a risk of drowning <input type="checkbox"/> Diving work	<p>JCU Rep to review:</p> <ul style="list-style-type: none"> • Check all high risk work is identified • Is it site specific • Describes step by step work method (hazards & risks) • Includes specific control measures • Details who is responsible for monitoring SWMS • Is developed in consultation with appropriate personnel • All workers have signed SWMS • Process for communicating changes to SWMS <p>If you require assistance / advice please contact the WHS Unit.</p>
<p>4. Does the work require licences? Refer to page 3 for a complete list of licences</p>	<input type="checkbox"/> Asbestos licence (class A – friable) (class B-non-friable) <input type="checkbox"/> High risk work licences (WHSQ) <input type="checkbox"/> Trade contractor (QBCC) <input type="checkbox"/> Builder (QBCC) <input type="checkbox"/> Electrical licences (WHSQ) <input type="checkbox"/> Demolition licence (WHSQ) <input type="checkbox"/> Fire Protection licences (QBCC)	<p>JCU Rep is required to confirm the licence matches the scope of works. WHS Unit available to provide assistance on request.</p>
<p>5. Will the work require permits to work to be completed?</p>	<input type="checkbox"/> Excavation <input type="checkbox"/> LV Isolation <input type="checkbox"/> HV Exclusion Zone <input type="checkbox"/> Transport Corridor <input type="checkbox"/> Hot Works <input type="checkbox"/> Energy Isolation <input type="checkbox"/> Working at heights <input type="checkbox"/> Fire Protection System Isolation	<p>Permits to Work are Issued by the Estate Directorate</p>

	<input type="checkbox"/> Asbestos	
6. Are there any specific legislative obligations to be met (e.g. CoP, AS)	<input type="checkbox"/> Include in specification / purchase order	WHS Unit available to provide assistance on request.
7. Clearly determine responsibilities of contractor / JCU	<input type="checkbox"/> Shared duties are clearly defined in specification / purchase / work order	WHS Unit available to provide assistance on request.
8. Induction	<input type="checkbox"/> Contractors have access to induction prior to arrival at site <input type="checkbox"/> ID card required	Online induction
9. Communication / consultation requirements	<input type="checkbox"/> Site / area specific induction <input type="checkbox"/> Pre-start meeting <input type="checkbox"/> Are scheduled meetings required to monitor progress? <input type="checkbox"/> Are there any critical control points (e.g. risk unable to be assessed initially – Stop work points) <input type="checkbox"/> Communication between the JCU rep and Onsite Contractor available at all times (e.g. mobile phone numbers) <input type="checkbox"/> Is the contractor aware that they must consult the JCU Representative prior to changing SWMS / scope of works	JCU Representative to coordinate
10. Works completion	<input type="checkbox"/> Inspection of area to confirm it is free of hazards <input type="checkbox"/> Permits signed off <input type="checkbox"/> Documentation / training of new installations have been organized / completed.	JCU Representative to conduct

JCU may choose to coordinate a series of contractors in a project. In this case, a safety plan must be developed to coordinate the works.

<p style="text-align: center;">JCU risk and hazards</p> <p><i>What JCU hazards and risks may impact on the contractor? These need to be communicated to the Contractor:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Access <input type="checkbox"/> Electrical <input type="checkbox"/> Chemicals/ Asbestos <input type="checkbox"/> Pressurised equipment <input type="checkbox"/> Radiation <input type="checkbox"/> Restricted area (PC 2/3 and anatomy laboratories) <input type="checkbox"/> JCU supplied plant / equipment – highlight risks and provide SOP / SWP's risk assessments, rules, manufacturer's instructions <input type="checkbox"/> Risk of fall (JCU specific controls / hazards) – details of anchor points, roof access rules, etc. <input type="checkbox"/> Student / staff activity affecting work <input type="checkbox"/> Water risks <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Traffic / working on JCU roads / carparks <input type="checkbox"/> Hot work options <input type="checkbox"/> Waste management <input type="checkbox"/> Emergency management <input type="checkbox"/> Working in isolation <input type="checkbox"/> Impacts on ventilation <input type="checkbox"/> Notification requirements (to occupants affected by works) 	<p>Safety documentation that may be required depending on the work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction WHS management plans <input type="checkbox"/> SDS chemicals, equipment manuals <input type="checkbox"/> Safe work method statements for high risk construction work – specific to work <input type="checkbox"/> Job specific risk assessments <input type="checkbox"/> A Construction/demolition plan <input type="checkbox"/> Permits to work <input type="checkbox"/> Copies of licences/certifications <input type="checkbox"/> Insurance documents <input type="checkbox"/> Specialist design or technical data <input type="checkbox"/> Safety in design reviews <input type="checkbox"/> Monitoring certificates (e.g. asbestos / mould)
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High-risk work licences (WHSQ):

BB-Basic boiler operation
BI – Intermediate boiler operation
BS – Boiler standard
C0 – Slewing mobile crane over 100t
C1 – Slewing mobile crane up to 100t
C2 – Slewing mobile crane up to 20t
C6 – Slewing mobile crane up to 60t
CB – Bridge and gantry crane
CD – Derrick crane
CN – Non-slew mobile crane
CP – Portal boom crane
CS – Self-erecting tower crane
CT – Tower crane
CV – Vehicle loading crane
DG – Dogging
ES – Reciprocating steam engine
HM – Material hoist
HP – Personnel and material hoist
LF – Forklift truck
LO – Order-picking forklift truck
PB – Concrete placing boom vehicle
RA – Advanced rigging
RB – Basic rigger
RI – Intermediate rigging
RS – Reach stacker
SA – Advanced scaffolding
SB – Basic scaffolding
SI – Intermediate scaffolding
TO – Turbine operation
WP – Boom elevated work platform

Electrical work training permit

Electrical Licences

Electrical mechanic licence
Electrical linesperson licence
Electrical fitter licence
Electrical joiner licence
Restricted electrical work licence