



SAFETY PLAN

PHOTO

PROPERTY



INTRODUCTION

The following safety plan has been developed as part of our commitment to provide a safe work place that is actively monitored and remains safe at all times. It is to be read in conjunction with the Facility Management Victoria Pty Ltd (FMV) Safety Policy, Site Safety Analysis, Emergency Evacuation Plan and Occupational Health & Safety Procedures.

Facility Management Victoria Pty Ltd is required to abide by the regulations stated within the Occupational Health and Safety Regulations 2007. It lists that duties owed by an employer to employees are also owed to independent Contractors and their employees.

The Regulations require employers to take steps to see that no person is exposed to a risk to their health and safety from the way in which the business is operated. Employees are to take reasonable care for their own health and safety and cooperate with their employer with respect to any action taken by the employer to comply with the Regulations.

Facility Management Victoria Pty Ltd is committed to ensuring that employees and contractors carry out work at a safe site, using appropriate and safe equipment and materials, employing systems of work that are safe, and in which there has been adequate instruction, training and supervision. This obligation applies to each aspect of work that shall be undertaken by employees and Facility Management Victoria Pty Ltd within this contract.

Facility Manager (or Building Manager or Building Supervisor’s) Name:- [REDACTED]

- Office: - [REDACTED]
- Mobile: - [REDACTED] - 24 hours or after midnight emergencies only.
- Fax: - [REDACTED]
- Email: - [REDACTED]

Facility Management Victoria Pty Ltd

Tony Basile	Director	Mobile: - 0408 100 847
David McGlashan	Director	Mobile: - 0407 881 998

- Office: 03 9081 0800
- Fax: 03 9081 0899
- Email: office@fmv.net.au
- Website: www.fmv.net.au

References

Occupational Health and Safety Legislative Framework
 Abridged version – VECCI Occupational Health and Safety Manual



Facility Management Victoria Pty Ltd has been awarded a contract to provide facility management services for hours per week.

Specifically, **Facility Management Victoria Pty Ltd** is responsible for the following:

Facility Management

- Essential Services Audits
- Staff & Subcontractor Management
- Resident Services
- Operational Reviews
- Cleaning
- Ground Maintenance
- Preventative Maintenance

Security

- Patrols & Surveillance

Reporting

- Works Completed
- Proposed Works
- Occupational Health & Safety Issues

Site Safety Plans

- Work Place Safety
- Systems of Work
- Emergency Procedures

Project Management

- Capital Works – *(Only if additional services contract is executed)*



Safety Policy

Displayed at Apartment's office

Contract Safety Representative

..... - Managing Director or Representative
..... - Facility Manager Apartments

Safety Training of Staff

All staff, as a minimum is to be offered training in Level 2 First Aid and Emergency Evacuation Procedures relevant to Apartments.

- Refer position descriptions

A record of staff with First Aid Level 2 Certificates is kept on each person's personnel file.

As a minimum all staff should have Level 2 qualifications or be working towards achieving accreditation.

A first aid kit is provided and stored in the Facility Managers office. Staff are to inform the Facility Manager if supplies are required.

Specialist Advise

Additional advice is sort from various means including the VECCI OH&S manual and associated attachments.

Staff Induction

All new staff are to receive an introduction to Apartments that is to include the following:

- Site inductions – detailed walk and talk.
- What to do in the case of an emergency.
- Work schedules – What works are to be completed by the end of each shift.
- A list of emergency phone numbers.
- Security
- Introduction to OH&S procedures and Operations Manual.

Copy of the signed employee induction form is to be kept on each employee's file.

- Refer Induction Form

Contractor Induction

To be completed and checked annually for all contractors on site

- Refer Induction Form

All Contractors working on site are to be qualified to undertake the requested work and have all relevant insurances paid and up to date.



Mechanical & Tool Operator Training

All employees are to receive an induction in the use of all mechanical equipment and tools prior to commencing work. No staff member is expected to operate any equipment or tools without having received relevant training. List of equipment and tools includes:

- Blower
- High pressure cleaning unit
- Assorted small tools

Staff are to ensure prior to starting any mechanical equipment that it is checked and fit for use. Under no circumstances are they expected to operate any equipment that is unsafe or in need of repair.

Staff who identify any unsafe equipment are to report the fault to the Facility Manager who will organize repairs.

Site Safety Analysis

A Site Safety Analysis is to be completed. An initial audit is to be undertaken by an appropriate person experienced in identifying work place safety issues. The Building Manager is to action the results of the audit and is to ensure workplace compliance. The annual safety audit is to review the actions.

- Refer Site Safety Analysis - Apartments

Plant Safety

The Facility Manager is to keep records of all maintenance undertaken on all mechanical equipment situated at Apartments.

Accident Reporting & Investigation System

Staff are required to report any hazard or potential hazard to the Facility Manager and fill in the Incident / Accident Report form.

Staff are also required to report any accident or near miss to enable the matter to be investigated and remedial action taken.

Staff are expected to cooperate in this area to ensure that potential hazards are identified and there is minimal risk to employees and residents.

- Refer Accident / Incident form

Each incident is to be investigated by the Facility Manager and Representative of Facility Management Victoria Pty Ltd.

Facility Management Victoria Pty Ltd will provide a copy of the investigation with the Owners Corporation Management report.

Safe Operating Procedures

Specific procedures have been developed that apply to all activities undertaken at Apartments. Each shift has specific duties that are to be completed in a safe and professional manner. Under no circumstances are staff to undertake any work that will put them in an unsafe situation.



- Refer OH&S procedures
- Refer [REDACTED] Apartment Procedures Manual

Site Specific Instructions

- Refer Site Safety Analysis

Permit to Work Systems

Site permits will be obtained as required

Consultative and Issue Resolution Arrangements

Employer Representative – Facility Management Victoria Pty Ltd – Director or Representative

Employee Representative – Facility Manager

Staff are not required to undertake any work that puts themselves or members of the public or residents in a dangerous situation. In the first instance, all staff are requested to report any OH&S or general issue to the Facility Manager. If there is no satisfaction, at this point, then the issue is reported to Facility Management Victoria Pty Ltd Managing Director or Representative.

All staff are encouraged to report and discuss with the Facility Manager any concern in relation to any OH&S issues.

Emergency Plan

The [REDACTED] Apartments Operations Manual details the procedure in the event of an emergency situation.

- Refer to the Emergency Evacuation Plan
- Refer emergency telephone numbers

Emergency Equipment

The [REDACTED] Apartments office has a fire extinguisher and fire blanket.

Register of Chemicals

A register of hazardous substances is kept on site in the Facility Managers office files.

- Refer register of hazardous substances

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are kept in the Manager's office

HazChem Signs

Relevant signs are displayed on site at [REDACTED] Apartments if required.