

ID		Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart																																		
								Aug '20				10 Aug '20				17 Aug '20				24 Aug '20				31 Aug '20				7 Sep '20				14 Sep '20				21 Sep '20						
								T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1			ILU97 Chelsea	36 days	Thu 6/08/20	Thu 24/09/20																																				
2			Measure Kitchen	0.25 days	Thu 6/08/20	Thu 6/08/20	Hervey Bay Cabin	Hervey Bay Cabinet Craft Bin King Reliable Hire CA Plumbing & Drainage Elite Electrical Aura Residential CA Plumbing & Drainage Elite Electrical HB&M Pest Control C Plex Wet-Seal Hervey Bay Beaumont Tiles Hervey Bay Cabinet Craft Len Andersen CA Plumbing & Drainage CA Plumbing & Drainage Classic Coatings The Good Guys Hervey Bay Glass CA Plumbing & Drainage Elite Electrical Aura Residential Rob Nisse Mark's PBS B																																		
3			Bin Delivery	0.25 days	Fri 14/08/20	Fri 14/08/20	Bin King																																			
4			Temporary Toilet	0.25 days	Fri 14/08/20	Fri 14/08/20	Reliable Hire																																			
5			Plumbing Demo	0.25 days	Fri 14/08/20	Fri 14/08/20	CA Plumbing & Dr																																			
6			Electrical Demo	0.25 days	Fri 14/08/20	Fri 14/08/20	Elite Electrical																																			
7			Demolition	2 days	Wed 19/08/20	Thu 20/08/20	Aura Residential																																			
8			Plumbing Rough In & Cut in Drain	0.5 days	Fri 21/08/20	Fri 21/08/20	CA Plumbing & Drainage																																			
9			Electrical Rough In	1 day	Fri 21/08/20	Fri 21/08/20	Elite Electrical																																			
10			Termite	0.25 days	Mon 24/08/20	Mon 24/08/20	HB&M Pest Contr																																			
11			Sheeting	0.5 days	Tue 25/08/20	Tue 25/08/20	C Plex																																			
12			Waterproofing	0.5 days	Thu 27/08/20	Thu 27/08/20	Wet-Seal Hervey B																																			
13			Kitchen Installatio	1 day	Thu 10/09/20	Thu 10/09/20	Hervey Bay Cabin																																			
14			Tile Delivery	0.25 days	Mon 31/08/20	Mon 31/08/20	Beaumont Tiles																																			
15			Tile Installation	3 days	Thu 10/09/20	Mon 14/09/20	Len Andersen																																			
16			Laundry Tub Installation	0.5 days	Fri 11/09/20	Fri 11/09/20	CA Plumbing & Drainage																																			
17			Vanity Installation	0.5 days	Fri 18/09/20	Fri 18/09/20	CA Plumbing & Dr																																			
18			Painting & Epoxy	2 days	Wed 16/09/20	Thu 17/09/20	Classic Coatings																																			
19			Appliance Delivery	0.25 days	Thu 17/09/20	Thu 17/09/20	The Good Guys																																			
20			Showerscreen Installation	1 day	Fri 18/09/20	Fri 18/09/20	Hervey Bay Glass																																			
21			Plumbing Fit Off	0.5 days	Fri 18/09/20	Fri 18/09/20	CA Plumbing & Dr																																			
22			Electrical Fit Off	1 day	Fri 18/09/20	Fri 18/09/20	Elite Electrical																																			
23			Carpenter Fit Off	1 day	Fri 18/09/20	Fri 18/09/20	Aura Residential																																			
24			Carpet & Vinyl Installation	1 day	Mon 21/09/20	Mon 21/09/20	Rob Nissens Flooring																																			
25			Cleaner	1 day	Tue 22/09/20	Tue 22/09/20	Mark's Window C																																			
26			Client Defects	1 day	Wed 23/09/20	Wed 23/09/20	PBS Building																																			
27			Handover to Client	1 day	Thu 24/09/20	Thu 24/09/20	Bolton Clarke																																			
28			ILU133 Baycrest	35 days	Thu 6/08/20	Wed 23/09/20																																				
29			Measure Kitchen	0.25 days	Thu 6/08/20	Thu 6/08/20	Hervey Bay Cabin	Hervey Bay Cabinet Craft Bin King Reliable Hire CA Plumbing & Drainage Elite Electrical Aura Residential CA Plumbing & Drainage Elite Electrical																																		
30			Bin Delivery	0.25 days	Thu 13/08/20	Thu 13/08/20	Bin King																																			
31			Temporary Toilet	0.25 days	Mon 10/08/20	Mon 10/08/20	Reliable Hire																																			
32			Plumbing Demo	0.25 days	Fri 14/08/20	Fri 14/08/20	CA Plumbing & Dr																																			
33			Electrical Demo	0.25 days	Fri 14/08/20	Fri 14/08/20	Elite Electrical																																			
34			Demolition	2 days	Mon 17/08/20	Tue 18/08/20	Aura Residential																																			
35			Plumbing Rough In & Cut in Drain	0.5 days	Thu 20/08/20	Thu 20/08/20	CA Plumbing & Drainage																																			
36			Electrical Rough In	1 day	Thu 20/08/20	Thu 20/08/20	Elite Electrical																																			

Project: QD120_Program
Date: Sun 6/09/20

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Page 1

ID		Task Mode	Task Name	Duration	Start	Finish	Resource Names	Aug '20	10 Aug '20	17 Aug '20	24 Aug '20	31 Aug '20	7 Sep '20	14 Sep '20	21 Sep '20
								T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
37			Termite	0.5 days	Mon 24/08/20	Mon 24/08/20	HB&M Pest Contr					HB&M Pest Control			
38			Sheeting	0.5 days	Tue 25/08/20	Tue 25/08/20	C Plex					C Plex			
39			Waterproofing	0.5 days	Thu 27/08/20	Thu 27/08/20	Wet-Seal Hervey					Wet-Seal Hervey Bay			
40			Kitchen Installation	1 day	Wed 9/09/20	Wed 9/09/20	Hervey Bay Cabinet Craft							Hervey Bay Cabinet Craft	
41			Tile Delivery	0.25 days	Mon 31/08/20	Mon 31/08/20	Beaumont Tiles					Beaumont Tiles			
42			Tile Installation	1 day	Mon 7/09/20	Mon 7/09/20	Len Andersen							Len Andersen	
43			Laundry Tub Installation	0.5 days	Tue 8/09/20	Tue 8/09/20	CA Plumbing & Drainage							CA Plumbing & Drainage	
44			Vanity Installation	0.5 days	Wed 16/09/20	Wed 16/09/20	CA Plumbing & Drainage								CA Plumbing & Drainage
45			Painting & Epoxy	2 days	Mon 14/09/20	Tue 15/09/20	Classic Coatings							Classic Coatings	
46			Appliance Delivery	0.25 days	Tue 15/09/20	Tue 15/09/20	The Good Guys							The Good Guys	
47			Showerscreen Installation	1 day	Wed 16/09/20	Wed 16/09/20	Hervey Bay Glass							Hervey Bay Glass	
48			Plumbing Fit Off	0.5 days	Wed 16/09/20	Wed 16/09/20	CA Plumbing & Drainage							CA Plumbing & Drainage	
49			Electrical Fit Off	1 day	Wed 16/09/20	Wed 16/09/20	Elite Electrical							Elite Electrical	
50			Carpenter Fit Off	1 day	Wed 16/09/20	Wed 16/09/20	Aura Residential							Aura Residential	
51			Carpet & Vinyl Installation	1 day	Fri 18/09/20	Fri 18/09/20	Rob Nissens Flooring							Rob Nissens Flooring	
52			Cleaner	1 day	Mon 21/09/20	Mon 21/09/20	Mark's Window C								Mark's Window Cleaning
53			Client Defects	1 day	Tue 22/09/20	Tue 22/09/20	PBS Building								PBS Building
54			Handover to Client	1 day	Wed 23/09/20	Wed 23/09/20	Bolton Clarke								Bolton Clarke

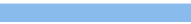
Project: QD120_Program
Date: Sun 6/09/20

Task

Split

Milestone

Summary









Project Summary

Inactive Task

Inactive Milestone

Inactive Summary









Manual Task

Duration-only

Manual Summary Rollup

Manual Summary









Start-only

Finish-only

External Tasks

External Milestone







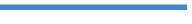


Deadline

Progress

Manual Progress









PBS Building (QLD) Pty Ltd
Suite 2.13, 371 Macarthur Avenue
Hamilton, Queensland 4007
Phone: (07) 3136-1333

Purchase Order QD026PO-061

Project: 3-30.QD026 - Latitude 25 Health Hub
174 Chapel Road
Nikenbah, Queensland 4655

Supply of Blocks

DATE CREATED:	25/05/ 2020		
BILL TO:	PBS Building (Qld) Pty Ltd Level 1 5/41 Lavarack Avenue EAGLE FARM QLD 4009	SHIP TO:	LATITUDE 25 - HEALTH HUB & FACILITIES 174 Chapel Road Nikenbah Qld 4655
	EMAIL ALL INVOICES TO: finance@pbsbuilding.com.au		PROJECT MANAGER: Peter Abood Mobile: 0437 740 330 Email: peter.abood@pbsbuilding.com.au SITE MANAGER: Bernie Sainsbury Mobile: 0413 773 945 Email: bernie.sainsbury@pbsbuilding.com.au
CONTRACT COMPANY:	Apex Masonry 17 Industrial Avenue Maryborough, Queensland 4650 Phone: (07) 4122-1433 Fax: (07) 4121-7170	CREATED BY:	Kristina Saedder (PBS Building) 174 Chapel Road Nikenbah, Queensland 4655
STATUS:	Approved	EXECUTED:	No
PAYMENT TERMS:	30 Days EOM	ASSIGNEE:	No Assignee
SHIP VIA:		DELIVERY DATE:	29/05/2020
DEFAULT RETENTION:	0.0%		

DESCRIPTION:

To supply blocks as per Quote No. 50073 dated 20/05/2020 and Order Confirmation dated 27/05/2020.

Delivery required Friday 29/05/2020

ATTACHMENTS:

[Apex Masonry_Order Confirmation 250073.pdf](#) [QD015PO-061 Dkts Apex.pdf](#)

#	COST CODE	DESCRIPTION	TYPE	QTY	UNITS	UNIT COST	TAX CODE	SUBTOTAL (EX. TAX)
1	08-190 - Complete Brick & Blockwork	200mm Series H Block (390x190x190mm)	Other	1966.0	ea	\$2.19	GST	\$ 4,305.54
2	08-190 - Complete Brick & Blockwork	200mm Series Knockout (390x190x190mm)	Other	74.0	ea	\$2.19	GST	\$ 162.06
3	08-190 - Complete Brick & Blockwork	200mm Series Standard (390x190x190mm)	Other	222.0	ea	\$2.19	GST	\$ 486.18
4	08-190 - Complete Brick & Blockwork	200mm Series Three Quarter (290x190x190mm)	Other	118.0	ea	\$2.04	GST	\$ 240.72
5	08-190 - Complete Brick & Blockwork	200mm Series Half Block (190x190x190mm)	Other	122.0	ea	\$1.50	GST	\$ 183.00
6	08-190 - Complete Brick & Blockwork	200mm Series Three Quarter Lintel (190x190x290mm)	Other	28.0	ea	\$2.03	GST	\$ 56.84
7	08-190 - Complete Brick & Blockwork	200mm Series Half Height (390x190x90mm)	Other	116.0	ea	\$1.59	GST	\$ 184.44
8	08-190 - Complete Brick & Blockwork	200mm Series 45 Degree Squint	Other	18.0	ea	\$2.23	GST	\$ 40.14



Purchase Order

QD026PO-061

9	08-190 - Complete Brick & Blockwork	200mm Series Cleanout Block (390x190x190mm)	Other	364.0	ea	\$2.36	GST	\$ 859.04
10	08-190 - Complete Brick & Blockwork	200mm Series Cleanout Tile (300x40x190mm)	Other	364.0	ea	\$1.14	GST	\$ 414.96
11	08-190 - Complete Brick & Blockwork	200mm Series Cleanout Block Spring	Other	364.0	ea	\$1.14	GST	\$ 414.96
12	08-190 - Complete Brick & Blockwork	100mm Series Standard (390x90x190mm)	Other	58.0	ea	\$1.40	GST	\$ 81.20
13	08-190 - Complete Brick & Blockwork	100mm Series Corner Return	Other	22.0	ea	\$1.90	GST	\$ 41.80
14	08-190 - Complete Brick & Blockwork	100mm Series Three Quarter Block (290x90x190mm)	Other	6.0	ea	\$1.15	GST	\$ 6.90
15	08-190 - Complete Brick & Blockwork	Environmental Levy	Other	1.0	ea	\$2.00	GST	\$ 2.00
Subtotal:								\$ 7,479.78
Tax:								\$ 747.98
Grand Total:								\$ 8,227.76

PBS Building (QLD) Pty Ltd
Suite 2.13, 371 Macarthur Avenue
Hamilton, Queensland 4007

Apex Masonry
17 Industrial Avenue
Maryborough, Queensland 4650

SIGNATURE

DATE

SIGNATURE

DATE



Project Information

Name PBS - Hervey Bay Botanic Garden
 s Bush Chapel

Job Code 3-30.QD103

Address 62 Elizabeth St, Urangan QLD 465
 5

Personal Details

What is your first name? *

What is your last name? *

What company do you work for? *

What is your home address? *

What is your trade? *

- ☐ Do you identify as an Aboriginal or Torres Strait Islander?
- ☐ Are you an apprentice?
- ☐ Have you worked in the construction industry at any time in the last 2 years?
- ☐ Is English your native language?
- ☐ Do you require an interpreter to complete this induction?

What is your contact number? *

What is your date of birth? *

Year

<Nothing selected> ▼

Month

<Nothing selected> ▼

Day

<Nothing selected> ▼

Allergies/Medical

☐ Do you have any existing allergies or medical conditions?

Emergency Contact Information

What is your primary contact's name? *

What is your primary contact's phone number? *

What is your secondary contact's name?

What is your secondary contact's phone number?

Additional information

Employers Business Name (Name on your payslip) *

Site Images

Alcohol and Other Drugs Management Policy

Previous PDF Page

Next PDF Page

Zoom Out

Zoom In

Fitness for Work

Alcohol & Other Drugs (A&OD)

Purpose

The purpose of this Policy is to deal with alcohol & other drugs and the duties or attending the Workplace. Workers must notify their Manager potential breach of this procedure.

Random Testing

- Random A&OD testing may be conducted periodically (at least once workplace in accordance with the Building Code 2016 as amended
- Workers will be selected for testing using a random selection process

Targeted Testing

- Workers may be required to participate in testing when working in confirmed positive (fail) alcohol or other drugs test

Confirmed positive (fail) alcohol or other drug test.

For Cause Testing

For cause testing may be carried out for any of these scenarios:

- An individual or group of individuals' fitness for work may have been in question at the time of occurrence; or
- There is a direct observation or indication of impairment or unusual behaviour;
- Evidence or reason to believe the individual is involved with the use of alcohol or other drugs;
- Where safety precautions or processes may have been breached by the individual.

Blanket Testing

- All Workers and visitors at the Workplace at time of testing.

Discipline

- If a Worker refuses to test or returns a non-negative (fail) result to the test, the Worker will be removed from the Workplace immediately and is not allowed to return to work until a negative result is achieved. If related to a drug test, return to work will involve provision of a negative result accompanied by a letter from an accompanying medical practitioner, with all costs to be paid by the Worker.
- Any further disciplinary actions taken is the responsibility of the Workplace.

PBS has the discretion to take action against serious breaches which will result in the Worker being removed from the project or banned from all PBS projects.

Serious breaches where the Worker:

- Attempts to tamper with samples and introduce, or alter the concentration of, alcohol or other drugs in saliva or breath;
- Displays aggressive or violent behaviour when required to undertake a test;
- Returns to the Workplace after attending a function where alcohol or other drugs were consumed;
- Has received previous confirmed positive (fail) test results for A&C;
- Commits a deliberate breach (eg in possession of alcohol or other drugs or counter medication).

Note: PBS direct employees should refer to the PBS Staff Manual for further information on rehabilitation and disciplinary procedures.

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

Bullying and Harassment Policy

[Previous PDF Page](#)[Next PDF Page](#)[Zoom Out](#)[Zoom In](#)

Bullying and Harassment

Overview

PBS Building (PBS) is committed to ensuring that every employee has a safe and respectful workplace free from discrimination, harassment, bullying or intimidation. PBS aims to ensure a workplace environment where respect, dignity, and fairness with an aim of creating an environment where all employees feel valued and safe. PBS is designed to ensure that all employees understand what will be regarded as unacceptable behaviour and how claims will be treated by PBS. PBS will promptly investigate all allegations of harassment, discrimination and bullying. Investigations will be conducted in a professional, discreet and fair manner.

Lines of Authority and Responsibilities

All Employees

All employees and supervisors have a responsibility for ensuring the workplace is safe and free from harassment, discrimination and bullying. Individuals have a responsibility to tell a co-worker who is behaving in a way that is offensive.

PBS

Managers, Supervisors and EHS Representatives have a responsibility to ensure a safe and respectful workplace free from discrimination, harassment or bullying, regardless of whether a formal investigation or disciplinary process from the Bullying and Harassment Procedure is followed.

Scope

This policy;

- Applies to employees, contractors and agents of PBS Building,
- Is not limited to the workplace or working hours, and will include any communication or contact with PBS Building,
- Relates to all types of communication including verbal, written or electronic communication,
- Ground for discrimination, harassment and bullying are broad and include but not limited to age, sex, gender, marital status, pregnancy, maternity, race or ethnicity, nationality or ethnicity, race or skin colour, physical or mental disability, sexual orientation, gender identity or expression, and any other personal characteristics.

activity, domestic responsibilities or circumstances, appearance, etc.

Note: The display, storage or transmission of material likely to cause offence is not permitted on company premises, equipment or in the workplace.

Expected Behaviours

All employees and supervisors have a responsibility for ensuring the workplace is safe.

PBS expects people to;

- Behave in a responsible and professional manner,
- Treat others in the workplace with courtesy and respect,
- Listen and respond appropriately to the views and concerns of others,
- Be fair and honest in their dealings with others,
- Report any bullying behavior(s) they see happening to others in the workplace through the complaint procedure connect to this policy,
- Keep information confidential if involved in any investigation of bullying.

Bullying

Bullying is the repeated, unreasonable behavior directed towards a worker that creates a risk to safety and is unlawful.

Harassment

Harassment is any unwelcome and unwarranted behaviour that offends a person's dignity or creates a risk to safety. This behaviour can be physical, verbal or visual in nature. It can be one incident or several incidences occurring over a period of time.

PBS / Bullying and Harassment Policy 2019

Freedom of Association Policy

Previous PDF Page

Next PDF Page

Zoom Out

Zoom In

Freedom of Association

Overview

State and federal law protects the rights of persons to choose whether to join or not join employers or contractors (Building Association) and whether or not to discriminate or victimization because of their choices. These protect

PBS Management Company Pty Ltd and its related bodies corporate (PBS) will not tolerate actions by building industry participants that compromise the protection of freedom of association.

The purpose of this policy is to set out PBS's expectations and requirements for projects in relation to freedom of association, and the potential consequences of non-compliance.

This policy applies to all employees of PBS and all contractors and subcontractors, performing building work in respect of PBS Projects (PBS Projects).

Objectives

It is unlawful for a person to take or threaten action against another because of their industrial activities. Industrial activities include;

- Becoming or not becoming a member of an industrial association
- Representing or advancing the views, claims or interests of an industrial association
- Taking part or refusing to take part in industrial action,
- Refusing to pay strike pay.

It is also unlawful for a person to take adverse action against another person because they exercise or not exercise a workplace right. Workplace rights include;

- Entitlements under an award, enterprise agreement or an industrial instrument
- Commencing or participating in court proceedings,
- Making an inquiry in relation to employment,
- Complaining to a workplace body.

Adverse action includes activities like dismissal, terminating a contract of employment, or organizing or taking industrial action.

Commitments

This policy must be displayed at PBS worksites and be communicated to all employees and contractors.

through Site Inspections.

In addition, PBS expects that Workers will report suspected or alleged as possible. Reports can be made in writing or verbally and made anon

PBS will respond to reports of suspected or alleged breaches of this po arrangements.

PBS will notify the Director of the Australian Building and Construction remedial action taken by PBS within 21 days of becoming aware of the PBS under the Code for the Tendering and Performance of Building Wo

PBS may take action against any Worker involved in any breach of this the Worker, which may include disciplinary action of an employee or sa

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

PBS / Freedom of Association Policy 2019

Industrial Relations Policy

Previous PDF Page

Next PDF Page

Zoom Out

Zoom In

Industrial Relations

Overview

PBS Building (PBS) strives to continually improve the quality of its pro

Objectives

PBS seeks to promote a positive industrial relations environment so th productive. PBS' goals are to;

- Ensure compliance with all applicable State and Federal industrial Building Code 2016 and industrial instruments,
- Maintain direct relationships with our employees, through strong
- Enable a communication model which ensures employees across project on regular occasions,
- Maintain a close working relationship with external agencies incl obligations under the Building Code 2016,
- Adopt a positive identification and resolution of issues through th
- Promote efficiency, productivity and deliver projects in a timely, p
- Promote and respect freedom of association, equal opportunity a and victimisation.

Right of Entry

PBS acknowledges the right of entry to union officials who hold valid e

- To investigate a suspected breach of the Fair Work Act 2009 (Cth) or enterprise agreement, and the suspected breach affects or rel the site and the official's union is entitled to represent the membe
- To hold discussions with the employees that the permit holder's u wish to participate in these discussions,
- Perform inspections and other functions under OHS laws of a stat

When an Entry Permit Holder (EPH) arrives on a project, PBS will;

- Require the EPH to produce their entry permit/s and photographic
- Ensure the EPH does not intentionally and unreasonably delay, hir workplace,
- Ensure the EPH does not otherwise act in an improper manner (e. notification to consult with relevant workers).

Dispute Resolution and Grievance Procedure

PBS will establish a work environment where management, employee cooperative manner, where suggestions and contributions of all group

All parties are required to make every effort to resolve grievances or d appropriate level, in accordance with the procedure outlined in the Pro

The parties are committed to continue working towards the elimination with those directly affected, and through the effective operation of the regard for the Building Code 2016 obligations.

Industrial Relations in the PPM

The full Industrial Relations Plan can be found in the Industrial Relatio details Site Induction. Freedom of Association. Secure Local Jobs (ACT

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

PBS / Industrial Relations Policy 2019

Injury Management and Return to Work Policy

Previous PDF Page

Next PDF Page

Zoom Out

Zoom In

Injury Management and Return to Work Policy

Overview

PBS is committed to the Return to Work [RTW] of injured employees.

Responsibility

Employee

- Be involved in the development of their Injury Management Plan,

- Comply with the Injury Management Plan, and
- Comply with any reasonable request from the Return to Work Coordinator or Doctor.

RTW Coordinator

- Develop and implement the RTW Program,
- Provide information on the RTW process to ensure there is full understanding of the process,
- Determining the injured worker's needs by consultation with the worker and the medical professional,
- Identify appropriate suitable duties and assisting the injured worker to perform them,
- Coordinate and monitor progress in treatment, rehabilitation services and return to work,
- Maintain confidential case records.

Commitments

PBS is committed to the RTW of injured employees.

- We will provide and maintain a safe and healthy work environment
- We will provide employees with training, instruction and supervision
- We will consult with our workers to ensure that they are regularly involved in the development and review of the return to work process,
- We will ensure that injury management activities commence as soon as possible
- We will design a RTW Plan, which outlines duties to be performed
- We will endeavor to establish a common RTW goal through identification of suitable duties
- We will monitor the workers process and upgrade the RTW Plan as needed
- We will offer support to the injured worker to minimise the effects of the injury
- We will provide suitable duties/employment for an injured worker as soon as possible, subject to medical judgement,
- We will maintain the confidentiality of all injury and RTW records,
- We will ensure that no employee will be disadvantaged in any way for not wanting to co-operate with their Injury Management efforts,
- We will ensure that the Return to Work Coordinator refers any case to the appropriate authority.

Key Actions

PBS's key actions for the injury management process are:

- a. The RTW Coordinator will notify PBS' Workers Compensation Insurer that all relevant forms are completed within the designated Time frame
- b. The RTW Coordinator will ensure that an RTW Plan is developed to the satisfaction of the worker as soon as possible,
- c. PBS will offer support to the worker to minimise the effects of the injury as soon as possible.

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

Quality Management Policy

[Previous PDF Page](#)[Next PDF Page](#)[Zoom Out](#)[Zoom In](#)

Quality Management

Overview

PBS industry focused approach enables innovative and industry leading driven by detailed sector knowledge and experience.

Consistent with our mission to 'Inspire, Innovate and Deliver', PBS ensure met in the delivery of all of our projects and services under an effective

In implementing our Quality Management System, we ensure a consistent and services, which meets the requirements of the quality standard AS

Commitments

PBS is committed to maintaining a high level of quality project management and of a quality product.

PBS commits to manage their projects with a high degree of communication relevant external parties. We will continually monitor the performance ensure that improvements and lessons learnt are incorporated for effective

Key actions;

- Drive improved Quality in design through effective Design Reviews
- Share knowledge and lessons though our Lesson Learnt and Best
- Develop the technical competency of our staff in areas where there
- Work with our supply chain to support our business and quality obj
- Ensure our employees are skilled and empowered in the use of our
- Adopt a risk-based approach to Quality Management and focusing

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

PBS / Quality Management Policy 2019

Smoking Policy

Overview

PBS encourages the promotion of safe and healthy workplaces. Through other measures aim to improve the health and well-being of employees in our workplaces and minimize the associated health cost.

Commitments

PBS believes a supportive environment is needed to tobacco consumer guidance to services which are available to all employees wishing for t

While the number of people smoking cigarettes, cigars & pipe smoking understand that individuals have the choice to smoke and as such all p

Key Actions

PBS's key actions for the reduction of smoking prevalence in our work

- a. Providing guidance to support services for employees wishing to c
- b. Provide Designated Smoking Areas for all worksites. Where possi
 - Some form of hardstand with a covered area.
 - Firefighting equipment i.e. fire extinguisher.
 - Sand filled ashtray or the like.

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2019

PBS / Smoking Policy 2019

EHS Policy

Previous PDF Page

Next PDF Page

Zoom Out

Zoom In

EHS Policy

Overview

PBS is committed to delivering environmental, health and safety processes that ensure the safety and wellbeing of all employees, contractors and members of the community.

The Policy is reviewed annually and updated to ensure that it captures current legislation, Codes of Practice and Standards. The Policy is communicated to all PBS personnel via induction programs at all locations and is communicated to all PBS personnel via induction programs at all locations.

Responsibility

The documented EHS system is implemented & maintained by all PBS employees and maintaining their obligations to the EHS processes. PBS employees are responsible for ensuring everyone is constantly looking out for each other at all times.

Objectives

PBS's objectives for the Policy are to:

1. Maintain compliance with applicable EHS statutory requirements;
2. Commit to a continual improvement & learning process;
3. Provide a safe place of work for all PBS employees, contractors, and visitors during all controlled activities;
4. Deliver innovative ecologically sustainable environmental solutions;
5. Deliver and maintain a documented system that manages all aspects of AS/NZS 4801, AS/NZS ISO 14001 and Australian Government Occupational Safety and Health Regulations;
6. Establish measurable targets to effectively monitor outcomes; and
7. Undertake a consultative and collaborative approach to all EHS issues.

Key Action

The actions associated with achieving the above objectives include:

- a. Document and implement an Environmental Health & Safety Plan;
- b. Provide adequate resources to effectively communicate and manage EHS issues;
- c. Provide EHS training and guidance to all PBS personnel and its suppliers;
- d. Implement controls to effectively manage any negative environmental impacts;
- e. Scheduled Safety Leadership Team (SLT) reviews of EHS objectives;
- f. PBS management to engage in a consultative and collaborative approach to all EHS issues.



Signed:



Name: Ian Carter (Managing Director)

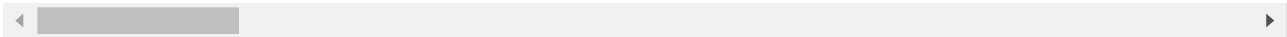
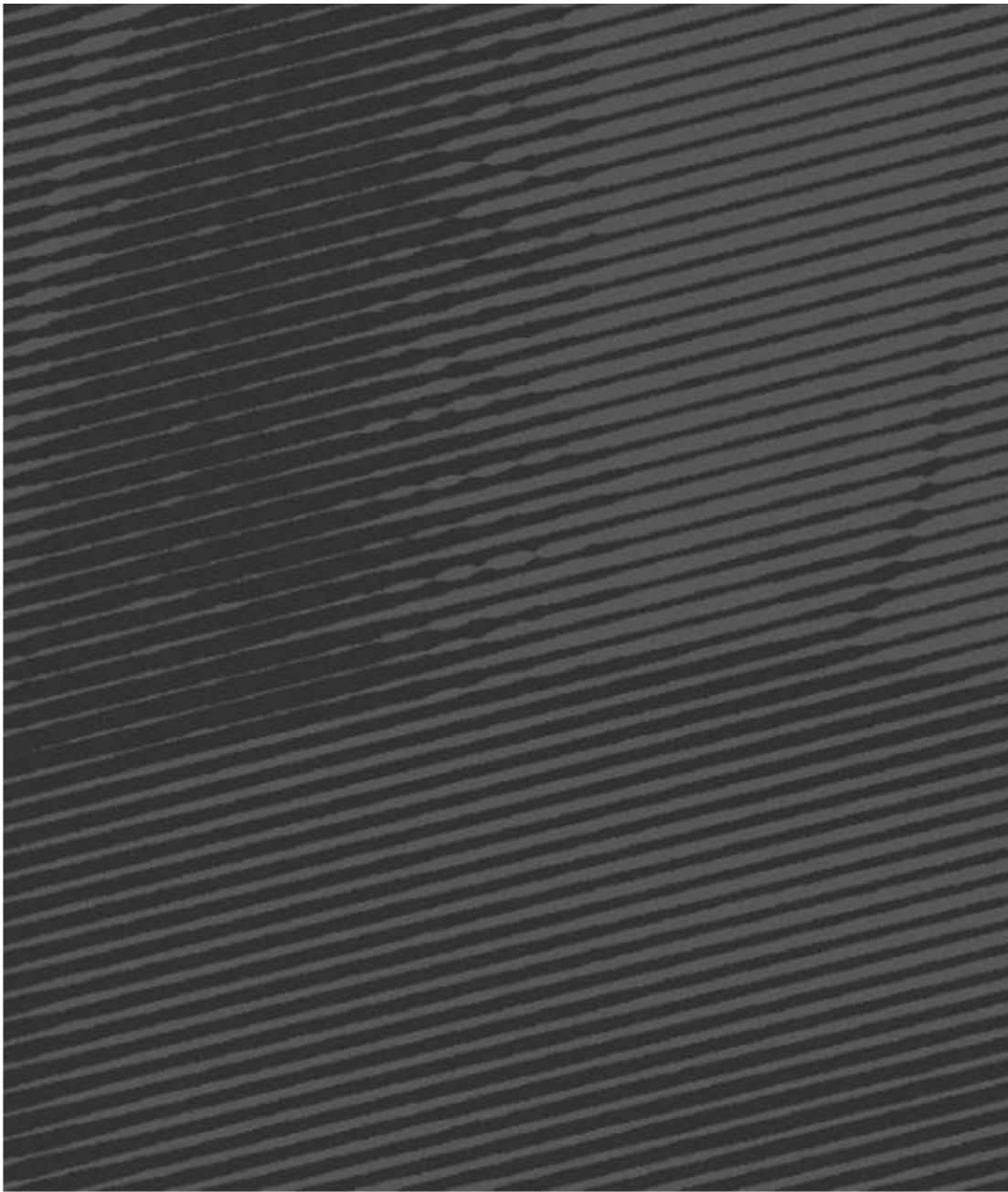
Date: 01/11/2019

PBS / EHS Policy 2019

Site Induction Presentation

[Previous PDF Page](#)[Next PDF Page](#)[Zoom Out](#)[Zoom In](#)





Declare that you agree/acknowledge the following

Project Details

PBS has been engaged by Fraser Coast Regional Council to construct the Wedding Chapel within the Hervey Bay Botanical Gardens.

Build consists of minor excavation, bored piers, timber posts, steel columns, timber bearers and joist, manufactured decking with two timber pergolas and timber feature.

- DA Hours for this project are: Monday - Friday 07:30 - 17:30, Saturday 07:30 - 15:30 with no works allowed on Sundays.
- Site hours for the Project are Mon-Fri 6:30am to 5:30pm. No Saturday work without prior approval.

☐ I Understand

Site Rules

Comply with Rules, Legislation & SWMS

- At all times comply with PBS EHS instructions, rules, and/or legislative requirements.
- Work to always be undertaken in accordance with High-Risk Safe Work Method Statements.

Training & Supervision

- All personnel must be inducted prior to working on site.
- All supervisors must provide adequate supervision of their workers to ensure their Health and Safety. All, supervisors must ensure workers are compliant with any HR SWMS and EHS processes.
- No Lone Working onsite and any young &/or inexperienced (less than 2 years in the construction industry) workers must always work under direct supervision.
- Only trained, qualified and competent persons to operate machinery.
- All Risks on the project that's rated as Moderate or Above by PBS are captured by trade in the PBS Project Risk Register which is available for all workers to review and understand the PBS minimum and site specific controls.

All persons must carry as a minimum with them at all times their White card or General construction Induction card.

- Work to always be undertaken in accordance with High-Risk Safe Work Method Statements (HRSWMS) and legislative requirements.

Access & Perimeter Safety

- If perimeter fence panels & gates are left open, they MUST be directly monitored at all times until closed to prevent unauthorised access.
- Ensure all control measures (e.g. perimeter fencing, barricades, sediment controls where disturbed) are fully reinstated prior to leaving site.
- Site speed limit is 10 km/h.
- All vehicles and plant must activate an orange flashing light or activate vehicle hazard lights.
- Seat belts (where supplied) are to be fastened at all times when operating plant or vehicles.
- No trucks are to reverse without a 'spotter' actively directing their movement. All trucks leaving site must be spotted while crossing the footpath.

PPE

- Hard hats to be worn at all times whilst on site.
- High visibility vests or shirts to be worn at all times as an outer garment whilst on site.
- Singlet tops or bare torsos are not allowed on site; minimum is short sleeved shirt.
- Everyone onsite to wear safety boots or safety shoes.
- Gloves and glasses are to be worn for task specific works.

Smoking, Alcohol or Other Drugs

- No smoking on site unless in a designated smoking area.
- No alcohol allowed in construction work areas.
- No illicit drugs or other intoxicators are allowed on site any time.

Electrical Safety

Electrical Safety

- All leads & electrical equipment are to be test & tagged 3 monthly as a minimum, RCD's to be tested Monthly. Evidence is to be supplied to PBS.
- All leads to be elevated onsite.

Scaffolding & Loading Bays

- No scaffolding to be adjusted, handrails / mid-rails removed, or mechanical ties released unless you are the authorised scaffolder for the project
- Maximum loads on platforms and loading bays to be identified on 'Scaff Tags' and @ loading bays. These must be adhered to.
- No ladders to be used on balconies where no fall protection (ie scaffold or screens) in place.

Privacy

- No site photos to be uploaded to any social media platform unless authorised by the PBS Construction Manager on the Project.
- Any media enquiries are to be immediately referred to the Site Manager without giving comment.
- All personal information held by PBS will be kept private and confidential.

Housekeeping

- Monitor public footpaths & roadways & ensure they are clean & clear before leaving site.
- No removal of any EHS equipment or device without prior approval of PBS Management (ie locking devices, barricades, equipment guards, sediment controls, tree protection).
- Keep the site clean and store all materials & waste in designated area/s provided. No materials to be stored outside of fence.

☐ I Understand
Induction Topics Covered by PBS

Please tick the boxes if PBS have covered them in the induction.

☐ I Understand
First Aid and Emergency Procedures

1. First Aid Officer for this project is Bernie Sainsbury. First Aid Kit is located on site.
2. If you get injured on this project you must notify PBS straight away. PBS will issue workers that seek any external medical treatment with a "Grab and Go Pack" to assist medical professionals in assessing suitable duties.
3. All contractors are to produce an incident report to PBS after any incident type.
4. Emergency Control Organisation Leader for this project is Bernie Sainsbury.

☐ I Understand
Deliveries and Traffic Management

1. Deliveries must be booked in with PBS 24 hours in advance. Driver to call 0413 773 945 prior to arriving on site.
2. All materials must be pre slung or fall protection to be installed on the truck. Deliveries will be turned away if they cannot be unloaded safely.
3. All trucks and vehicles must follow the approved traffic management plan.
4. No on street parking is available for this project. PBS encourages the use of public transport.

☐ I Understand

Environmental Controls

1. Tree Protection Zones in place and are not to be removed unless approval has been given by PBS.
2. Dust Suppression - All works that cause the rise of dust are to have suitable controls in place (i.e Hosing Down with water, Vacuum Attachments to Power Tools)
3. All workers to use designated wash out areas only. If you are unsure where this is, ask your

☐ I Understand

Consultation

The agreed consultative arrangements for this project is through daily pre starts briefings via Sign on Site. If any worker has an EHS issue on this project they can raise it with their supervisor and/or Health and Safety Representative as well as PBS Site Manager/Project Manager. If the issue still cannot be resolved, the issue may be escalated as per the "EHS Resolution Arrangement" flowchart

☐ I Understand

Positive and Negative Observations / Formal Correction Notices (FCN)

PBS incorporate a 3 strike procedure with Negative Observations issued to offending workers. Major non- compliance's will result in instant dismissal from this project. Workers may be required to be re-inducted into the PBS site specific induction and their companies processes at the discretion of PBS.

PBS like to encourage, and share knowledge of, positive behaviour with all stakeholders. To do this, we issue formal positive observations among our stakeholders to let them know when things are being

☐ I Understand

PBS Permits

For certain HRCW and work that PBs has deemed High Risk a permit to work system has been implemented on this project. You will need a permit for the following works on this project;

- o Concrete Coring Work Permit
- o 225mm Grinder Work Permit
- o Excavation Works Permit
- o Harness Work Permit
- o Hot Work Permit
- o Isolation Energisation Work Permit

These must be approved and signed by PBS management before commencing works.

☐ I Understand

Employee Assistance Provider

If you are needing someone to talk to or need some information to pass on to a mate, you can contact Oz help on 1300 694 357.

Oz Help is PBS's Employee Assistance Provider (EAP) and are there to help. They provide confidential support in a wide range of issues and concerns, whether work related or personal. They are available 24 hours a days, 7 days a week for concerns including:

1. Anxiety, stress and depression

2. Suicidal thoughts
3. Relationship challenges
4. Bereavement, grief and loss
5. Family matters

☐ I Understand

Working at Heights

Only Competent workers with a Working At Heights Ticket can complete these tasks and evidence of this ticket is to be supplied via this Sign On Site induction and in the PCBU's training register that is supplied to PBS. A HR SWMS is to be developed and signed into by the worker prior to working at height.

☐ I Understand

PBS Safety Guide

PBS safety guide is made available to all workers along with the Project EHS PMP and Sub Plans for workers guidance to ensure compliance with correct working techniques applied to the project.

☐ I Understand

Waste Participation

All trades are to adhere to the recycling requirements onsite and separate materials and place in the designated bins.

☐ I Understand

Code of Behaviour

PBS will give verbal a warning(s) to an individual(s) or company that aren't complying with the Site Rules and PBS Procedures for the project in the first instance. If the individual(s) or company is repeatedly offending then a Re-induction may occur with the offending person(s) line

☐ I Understand

Unexpected finds protocol

Report any Unexpected Finds to PBS management straight away. PBS and all workers are to follow the Unexpected Finds Protocol in the EHS PMP.

☐ I Understand

Credentials And Competencies

Whitecard

ID Number *

Front Photo *

Choose file

No file chosen

Back Photo *

Choose file

No file chosen

Issue Date

Year

<Nothing selected>

▼

Month

<Nothing selected>

▼

Day

<Nothing selected>

▼

Issued By

<Nothing selected>

▼

Credential Category : Evidence of Identity

Type

<Nothing selected>

▼

☐ Do you have a "Plant Verification of Competency" credential?

☐ Do you have a "Concrete Placing Booms (PB)" credential?

☐ Do you have a "Traffic Control" credential?

☐ Do you have a "Trade License " credential?

Additional Credentials

Select additional credentials from your passport.

Select credentials from passport...

▼

Add additional credentials that aren't in your passport.

Add

Quiz

Unexpected Finds: What do you do when you find something unexpectedly?

- ☐ Ignore it and continue with your daily tasks
- ☐ Do Not Disturb, Inform PBS Immediately, cover and install exclusions zone if safe to do so and PBS to alert relevant authorities or engage professional to remove.
- ☐ Do Not Disturb, Inform PBS at end of the day, cover and install exclusions zone if safe to do so and PBS to alert relevant authorities or engage professional to remove.
- ☐ Its PBS Building's responsibility to find themselves and alert relevant authorities or engage professional to remove.

PBS, your employer and YOU as a worker have legal rights and obligations to:

- ☐ Look out for your Health and Safety; and The Health and Safety of others.
- ☐ Protection of the Environment;
- ☐ Not to bully, harass or discriminate against anyone in the workplace.
- ☐ All of the Above

If you get injured on site, what is expected of you?

- ☐ Leave for the day or week and only report when it's really bothering you
- ☐ Report all injuries, incidents and near misses Immediately to PBS
- ☐ Report once you have been to doctor and know the significant of the injury.
- ☐ Only Report if you want workers compensation

Its everyone's responsibility to:

- ☐ Keep all areas clean
- ☐ Use designated storage areas
- ☐ keep access areas clear, including scaffold access ways
- ☐ All of the above

Which of the below are statements are true?

- ☐ PBS has a zero tolerance to working under the influence of drugs and alcohol
 - ☐ Drug Testing are conducted on all our sites
 - ☐ Smoking prohibited on all PBS Building sites?
 - ☐ All of the Above
-

Declaration

By signing below, I , hereby certify that all of the above is complete and true to the best of my knowledge.

Electronic Signature

No signature drawn.

Draw Signature

Done

Water Truck M.E.A.T Checklist



PLANT DETAILS

Plant Owner:

Plant Serial No.:

Plant Model:

Plant Make:

Roads Reg No.:

Reg Expiry:

Plant Asset No.:

Plant Reg No.:

MINIMUM REQUIREMENTS (If the minimum requirements are not met, a MEAT Sticker **will not be issued**, and the item of plant is not to commence work)

ROPS Canopy (except road trucks, drills)	Yes	No	Plant Risk Assessment Sighted & current (within 2 yrs.)	Yes	No
Seat belt fitted and in good working order	Yes	No	Plant Risk Assessment Inspection Date		
All Safety Guards Fitted	Yes	No	Operator and Maintenance Manual available	Yes	No
Fire extinguisher/s fitted and charged	Yes	No	Logbook / Service Records (checked ok):	Yes	No
Horn and reverse alarm operable	Yes	No	All vehicle systems (refer following page) in good working order	Yes	No
Warning devices and other lights (flashing, head, tail, indicators)	Yes	No	Emergency stops where fitted operable (e.g. Deadman switches)	Yes	No
First Aid Kit available	Yes	No	UHF Radio Fitted (If not fitted, has a hand-held radio been supplied)	Yes	No

Comments:

Name of Representative:

Signature:

Date:

Water Truck M.E.A.T Checklist

Instructions: Verify Box to be ticked by Owner / Supplier / Operator prior to arrival onsite. Check Box to be ticked after visual inspection by the project.

Verify	Check	WARNING SIGNS
		SEAT BELT MUST BE WORN

Verify	Check	
		Signage

Verify	Check	WARNING SIGNS
		KEEP CLEAR

Verify	Check	
		Exhaust

Verify	Check	Air /Water
		Spray Valves
		Hoses
		Connections
		Dribble bar mounting
		Cannon
		Cabin controls

Verify	Check	ENVIRONMENTAL
		Clean, free of weeds prior to arrival



Verify	Check	
		Tyres
		Wheels

Verify	Check	Steering Tyre
		No cuts or splits
		Good tread condition
		Not recaps

Verify	Check	
		Steps
		Handrails

Verify	Check	Water tank
		Mounts
		Hoses/Piping
		Pump
		Access points
		Baffles fitted

Verify	Check	Engine
		Water Leaks
		Radiator Hose & Clamps
		Radiator Core Condition
		Vee Belt Condition
		Fan Hub Bearings
		Oil Leaks
		Air Intake Hoses & Clamps
		Air Cleaner
		Mountings
		Battery Condition
		Vehicle System
		Steering Linkages
		Brakes
		Park Brake

Verify	Check	Cab
		Cleanliness
		Seat – Adjustments Secure
		Operator Restraint Provided
		Instruments Operational & Labelled
		Levers / Controls Operational
		Pedals in Good Condition
		Windows / Wipers / Washers
		Rear View Mirrors
		Air Conditioning operational

Comments:

Inspection Completed By:

I certify that the described plant has met the inspection criteria stipulated within this checklist.

Name of Representative:

Signature:

Date:

EHS POLICY

Overview

PBS is committed to delivering environmental, health and safety processes that proactively manage the environment and protect the safety and wellbeing of all employees, contractors and members of the community across all PBS controlled workplaces.

The Policy is reviewed annually and updated to ensure that it captures any lessons learned during daily operational activities and complies with current legislation, Codes of Practice and Standards. The Policy is displayed at all PBS workplaces in a prominent location and is communicated to all PBS personnel via induction programs.

Responsibility

The documented EHS system is implemented & maintained by all PBS employees who support the PBS Sub-contractors in fulfilling and maintaining their obligations to the EHS processes. PBS employees together with its contractors promoting a culture of *We Are One*, ensuring everyone is constantly looking out for each other at all times.

Objectives

PBS's objectives for the Policy are to:

1. Maintain compliance with applicable EHS statutory requirements as a minimum standard;
2. Commit to a continual improvement & learning process;
3. Provide a safe place of work for all PBS employees, contractors, and members of the public during the course of all Company controlled activities;
4. Deliver innovative ecologically sustainable environmental solutions and prevent pollution;
5. Deliver and maintain a documented system that manages all aspects of PBS's operations in accordance with the requirements of AS/NZS 4801, AS/NZS ISO 14001 and Australian Government Occupational Health & Safety accreditation Scheme;
6. Establish measurable targets to effectively monitor outcomes; and
7. Undertake a consultative and collaborative approach to all EHS issues.

Key Action

The actions associated with achieving the above objectives include:

- a) Document and implement an Environmental Health & Safety Plan for each PBS controlled workplace;
- b) Provide adequate resources to effectively communicate and manage contractor adherence to documented EHS requirements;
- c) Provide EHS training and guidance to all PBS personnel and its sub-contractors;
- d) Implement controls to effectively manage any negative environmental aspects or impacts associated with PBS projects;
- e) Scheduled Senior Leadership Team (SLT) reviews of EHS objectives and targets at Project and Business Division levels; and
- f) PBS management to engage in a consultative and collaborative approach towards EHS

Signed:



Name: Ian Carter (Managing Director)

Date: 01/11/2018