

Construction Health Safety Management Plan

SITE NAME:
Project

Rev No	Date	Revision Details	Author	Verifier	Approver
0	27/03/2019	Made site specific for Project	SR	CK	DC

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Purpose: This document details the scope and specifications for the works which shall include but not be limited to all necessary works required to complete the

Scope of Work:

To carry out project, [REDACTED] the main works on site involve carpentry, joinery.

Site Description:

The site is located on the [REDACTED]

Site Contacts:

<i>Company</i>	<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
CKON	Patrick Lee	Site Manager	0412722996	plee@ckon.com.au
CKON	Kevin Chen	Project Coordinator	0421123221	kchen@ckon.com.au
CKON	Sean Smith	HSE Manager	0427220467	ssmith@ckon.com.au
CKON	Cameron Critall	Operations Manager	0447300789	ccritall@ckon.com.au
Colliers	Simon Brandy	Facilities Manager	0477222656	Simon.brandy@colliers.com

1. INTRODUCTION

CKON Constructions core business is the project management, construction management and head contracting of non-processing infrastructure projects in the mining sector, these include roadwork, laydowns and accommodation.

At CKON the health, safety and environment is first priority with everything we do. This goes for all of our staff, subcontractors, the client and the community. Everyone at CKON is empowered to stop the task, that you or someone else are doing if you feel it is unsafe or may harm the environment.

CKON is able to provide a full level of service from concept design through to final completion of the project handling every stage with a professional management approach.

CKON's Management complete projects with integrity, creating a clean and safe working environment, to encourage tradesman to produce their best work in a safe harmonious work place.

The CKON integrated Design and Construction process ensures clients achieve desired outcomes on time and on budget through:

- Efficient design and construction interface.
- Integrated risk management process (with open-book risk workshops with the client).
- Early lead-time procurement management to improve efficiency.
- Early program and planning rationalisation to enable efficient workforce management.

Working from a strong partnership base, time and labour savings can be considerable and CKON is better equipped to help clients manage their own timelines.

The CKON culture has been built on vision, expertise and commitment to safety and success. We place great importance on building relationships with our clients and partners, together sharing strategic objectives and goals in the pursuit of excellence.

- The CKON approach is innovative and value driven and tailored to meet the specific needs of our clients.
- Provide products and services with competence, fairness, value, honesty and integrity.
- Ensure that all products and services provided are delivered in accordance with the Clients requests.
- Ensure that standards of workmanship provided are as promised to the client, in accordance with the appropriate industry practice for the class of work concerned, and in a manner which shall enhance the reputation of CKON.

Company Details	
Business/Trading Name:	CKON Constructions (Qld) Pty Ltd (CKON)
ACN:	██████████
ABN:	██████████
Director:	██████████
Director	██████████
Director:	██████████
QBCC Licence:	██████████
QLD Office Address:	██
QLD Postal Address:	██
Mobile:	██████████
Email:	██

2. SAFETY MANAGEMENT STRATEGIES

The overall strategies adopted by CKON for this project are to:

- Implement and maintain a safe worksite
- Ensure that a clear allocation of scope is established and understood through its contracting structure
- Develop and maintain a safety management system consisting of a series of management plans and procedures to meet the Contract requirements
- Provide the CKON management team that is appropriately skilled and competent, together with the training and resources necessary for the team to successfully deliver the project
- Prompt a high degree of cooperation between CKON, Client and Community representatives to ensure that community matters are pro-actively addressed
- Comply with the Clients statutory HSE requirements and Safety Plan, support the role of the Client auditing and inspection team in all functions
- Eliminate harm to people, property and the environment.

- Adopt a Management System for the Project in line with the requirements of AS/NZS ISO 9001:2000, AS 4801:2001 and AS/NZS ISO 14001:2004 and other relevant standards and legislation.
- Ensure completion dates for the various Dates for Completion of the Project are met and budgets are achieved
- Ensure health, safety and security issues are promptly resolved.

Subcontractors' insurances, SWMS and capability will be assessed for compliance with the Contract and CKON's requirements and incorporated where appropriate. Below is a list subcontractors and current compliance status:

Subcontractor	Compliance Percentage
Ceilings & Partitions	
Electrical	
Mechanical	
Flooring	
Tiling	
Sprinklers	
Hydraulics	
Joinery	
Stone works	
Blinds	
Carpet Tiles	

This Construction Health Safety Management Plan (CHSMP), together with its subordinate plans forms the basis of the HSE Management System. Each subordinate plan is linked to the CHSMP. Collectively, the plans providing a complete and coherent system of requirements and processes to ensure that the project safety requirements are met the CHSMP shall be monitored closely and reviewed every 6 months or as per client requirements via the Skytrust Quality Health Safety and Environment (QHSE) System.

Beneath the plans, there are a suite of more detailed and specific documents such as safety procedures, safety instructions, technical procedures, inspection, work method statements and standard forms and checklists which are reviewed periodically.

Deviations to CHSMP

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Any person, contractor, consultant or agent performing work for CKON is required to manage change through a controlled process that meets the requirements outlined in the Management of Change Procedure RO1-SM-PE-0027. There is a 9 step process as listed in the MOC procedure:

Step 1 - Impact Identification

Step 2 – Planning for Change

Step 3 – Recording Change

Step 4 - Understanding Change

Step 5 - Approval of Change

Step 6 - Verification and Record of Change

Step 7 - Evaluation of Change

Step 8 - Emergency changes

Step 9 - MOC Training

3. POLICIES

A copy of CKON's Work Health and Safety Policy is included as Appendix 1 of this plan.

Policies are reviewed every two years.

Policy statements are displayed at site offices and are available on the CKON Website.

4. LEGISLATIVE REQUIREMENTS

The Safety Management Plan was developed to comply with:

- AS/NZS 4801:2001 - OH&S management systems
- AS/NZS 4360:2004 – Risk Management
- ISO 31000- Risk Management –Principals & Guidelines.
- The National Standard for Construction Work 2005
- Workers Compensation and Rehabilitation Act 2003 and Regulations 2003
- Queensland Work Health & Safety Act 2011 and Regulations 2011
- Codes of Practice -
 - Code of Practice - Demolition Work 2013
 - Code of Practice - Confined Spaces 2011
 - Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace 2013
 - Code of Practice - Hazardous Manual Tasks 2011
 - Code of Practice - First Aid in the Workplace 2014
 - Code of Practice - Managing the Risk of Falls at Workplaces 2011
 - Code of Practice - Scaffolding 2009
 - Code of Practice - Managing the Work Environment and Facilities 2011
 - How to Manage Work Health and Safety Risks Code of Practice 2011
 - Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 - Managing the Work Environment and Facilities Code of Practice 2011
 - Traffic Management for Construction or Maintenance Work Code of Practice 2008
 - Manual of Uniform Traffic Control Devices Part 3
- Advisory Standards
- Industry recognised safe work practices and other publications
- CKON Management System requirements
- Client Terms and conditions and Contract Requirements

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This plan in conjunction with the CKON management system procedures and forms provides documentation in a suitable framework to facilitate the successful implementation of CKON management system practices and risk management strategies to meet contract requirements, relevant legislation and company objectives. Legislative documents shall be reviewed periodically by the HSE Manager and HSE Administrator.

5. PLANNING

5.1 Legal and Other Requirements

All Health & Safety Acts, Regulations, Codes of Practice, Australian Standards, and other requirements relevant to Health & Safety on the project are identified on the CKON Risk Register.

Current safety legislation and Australian Standards are available to CKON workers on request both in hard copy and electronically on the Skytrust QHSE System.

Relevant HSE legal and legislative requirements will be identified to workers through Toolbox Talks and Pre-starts or other consultative arrangements.

The Legislation Register *R01-SM-RG-0017* will identify and keep track of legislative requirements for HSE. Updates from this register will be sent to all CKON personnel at 3 monthly intervals or when required.

CKON shall ensure changes to Health & Safety Acts, Regulations, Codes of Practice, Australian Standards, and other requirements relevant to health & safety generate a review of CKON's procedures / HSE documents.

The HSE Manager and HSE Administrator monitors changes to legislation via industry websites and publications. The HSE Manager is registered with OQPC Legislation, receiving weekly updates.

5.2 Hazard/Risk Identification, Assessment and Control

A hazard register is to include details of any action items which cannot be immediately closed out arising out of, but not limited to, the following:

- Site Hazard Risk Identification – Risk Register
- Daily/weekly site inspections
- Audits – As per the audit schedule (appendix 1)
- SWMS task observations – Min. 1 per week (all CKON personnel)
- Hazard Reporting Form
- Toolbox talks and Pre-start meetings
- Plant pre-start checks

A *Risk Register R01-SM-RG-0001* is created for each site to identify all potential risk associated with the site. CKON along with any relevant Subcontractors (both supervisors and tradesmen), consultants, technical experts, client representatives and management are to provide input into the development of the Risk Register. Once the initial Risk Register is completed it will be distributed to all relevant persons for use on site. The Risk Register is to be reviewed monthly by the site team to ensure that actions items are being completed and controls effectively implemented.

A hazard reporting forms is a means of encouraging the reporting of any hazards identified in the workplace. Each person on-site has access to a hazard reporting forms the process is explained in the site-specific induction.

Any completed hazard reporting forms are to be given to the Supervisor or HSE Advisor. The hazard identified in the form is to be placed onto the Hazard Register. If it is possible the hazard is to be rectified immediately. If the hazard is more complex a person is to allocated responsibility for rectifying the hazard, a control measure developed and an action completion date allocated to the hazard. Forms are available from the HSE Advisor or Site Supervisor.

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All project personnel are informed in the site safety induction of their requirement to notify their supervisor of any hazard observed in the course of their duties. Hazard reporting forms will be made available to all subcontractors' suppliers and supervisors to facilitate quick documentation of and action for any hazards found. Identified hazards must be actioned within a reasonable timeframe, dependent upon the potential severity of the hazard. A hazard /Incident /action register will be maintained whereby hazards are tracked by the Safety Advisor and reported upon until finalised.

In the event that any person working on the project believes that work cannot be safely undertaken or that continuance of work may result in unsafe conditions, they shall immediately cease the operation until a safe method of work has been identified.

Persons in control of the work shall, if practical, eliminate the cause, but if not, the Contractor or the subcontractor shall implement controls to minimise the effect of any unsafe condition. The Contractor (RFC) shall monitor the work activities and ensure all contractors and subcontractors manage unsafe conditions associated with their scope of work.

Any worker, subcontractor or visitor to a CKON site are authorised to stop work at any time (if it is safe to do so) if a hazard or risk exist, the supervisor shall be alerted as soon as practicable.

5.3 Safe Work Method Statement Process (SWMS)

SWMS shall be conducted for all non-routine and High Risk tasks on site. SWMS's identifying Risks and detailing proposed Control Measures are to be prepared by CKON for all works if any or all of the following criteria form part of the project/contract:-

- involves a risk of a person falling more than 1.8m; or
- is carried out on a telecommunication tower; or
- involves demolition of an element of a structure that is load- bearing or otherwise related to the physical integrity of the structure; or
- involves, or is likely to involve, the disturbance of asbestos; or
- involves structural alterations or repairs that require temporary support to prevent collapse;
- is carried out in or near a confined space; or
- is carried out in or near—a shaft or trench with an excavated depth greater than 1.5m; or
- involves the use of explosives; or
- is carried out on or near pressurised gas distribution mains or piping; or
- is carried out on or near chemical, fuel or refrigerant lines; or
- is carried out on or near energised electrical installations or services; or
- is carried out in an area that may have a contaminated or flammable atmosphere;
- involves tilt-up or precast concrete; or
- is carried out on, in or adjacent to a road, railway shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- involves diving work or
- "Other Activities" as designated by CKON or the client where the work is considered to be of a Hazardous/High Risk Nature and has the potential to cause death or injuries to personnel and/or damage to plant, equipment, structures etc.

One person is to be allocated overall responsibility of the implementation of the SWMS. This will typically be the Site Supervisor or a person nominated by the Site Supervisor. This person must ensure that the original of the current revision is on site and available for the workers at all times.

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A SWMS register shall be kept and maintained on site. A copy of the original SWMS, together with any updates and review sheets are to be filed and located in the site office. The original of the current revision is to be easily accessible to the responsible person for ready reference at all times.

Subcontractors are responsible for the development of SWMS for the work they undertake given their technical expertise in the area. Subcontractor SWMS are to be submitted to the respective Project Manager or Supervisor for all works at least 7 days prior to work commencing. Where emergency or unplanned works are to be completed the 7 day period can be waived but works cannot commence until the SWMS have been reviewed.

All subcontractor SWMS shall be reviewed by the CKON Site Supervisor and or the HSE Advisor or nominated person before any work commences by using the Checklist for Review of SWMS document. The checklist for review of SWMS documents shall be filed with the subcontractor SWMS.

If the checklist identifies that the subcontractors SWMS is not adequate no work is to commence until the issues with SWMS has been rectified.

Where changes are identified as being required they are to be made immediately to the SWMS. Where CKON workers or the subcontractor's employees are not aware of the requirements of the SWMS work is to cease (as soon as can be done safely) and a toolbox meeting conducted to familiarise all workers with the SWMS and sign off on their understanding.

The site-specific induction will include information on the risk management methods used on-site, to enable all personnel to effectively participate in identifying, assessing and controlling hazards. Evidence of the induction will be maintained for auditing purposes.

The person in charge of the SWMS must ensure that all people impacted by the SWMS understand the requirements of the SWMS and have had a chance to make comments about recommend changes to the SWMS prior to work commencing. This opportunity to provide feedback is done in the form of a toolbox meeting and signed off by the Supervisor and workers at the time.

All people impacted by the activity must review & sign the SWMS to demonstrate that they have been consulted and understand the SWMS before undertaking work.

Where new people arrive on site after the commencement of the activity the person in charge of the SWMS must ensure that they have been consulted.

5.3.1 Job Hazard Analysis (JHA)

Prior to the commencement of each work task, or as requested by the CKON or the client representative, a Job Hazard Analysis (JHA), or the Subcontractor's equivalent task risk assessment shall be completed and documented by the work group, then reviewed and approved by their supervisor. The purpose of the Job Hazard Analysis is to:

- ensure that all members of the work team understand the activity
- identify all potential hazards associated with the work and the work environment
- assess the risk these hazards present
- document the controls that will be used to reduce risk to so far as reasonably practicable (SFARP) The documented JHA shall be completed by the work crew and job supervisor, and at least one team member must be competent and experienced in the Job Hazard Analysis risk assessment process. Completed JHA's must be retained and available for review by the work crew, the Contractor and where required, the Principal Contractor.

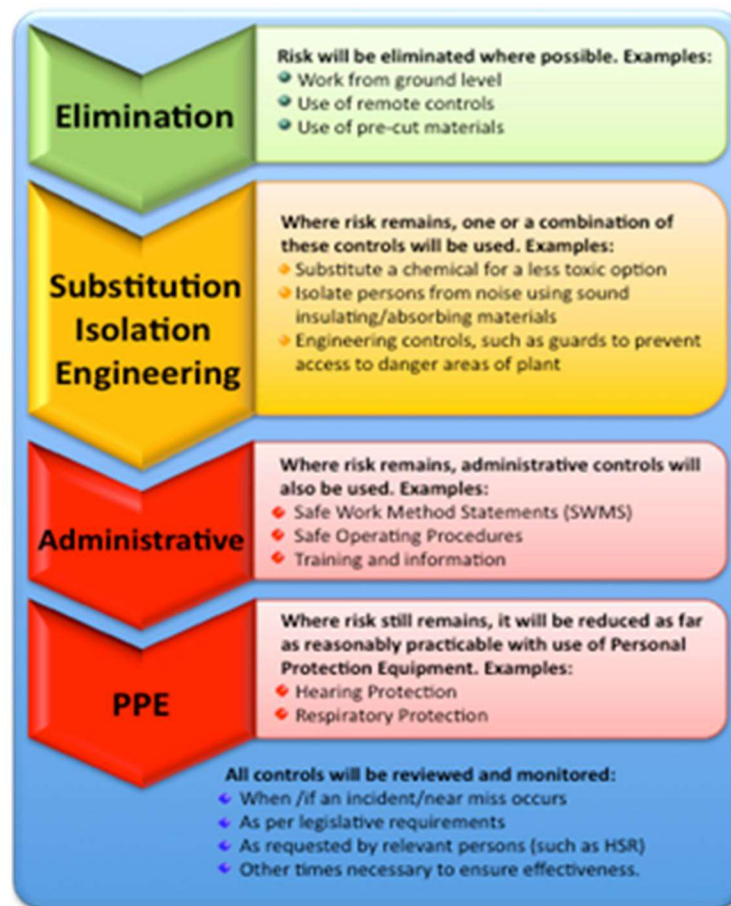
5.4 Monitor and Review

Task observations are to be undertaken on site in line with the safety inspection schedule using the Task Observation form. So that the people required to conduct Task Observations understand how to do so effectively the HSE Advisor can explain the process at Induction.

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5.5 Hierarchy of Control

Controls should be as high as practical as in the “Most Effective to Least Effective” Guide shown below:-



5.6 H&S Objectives & Targets

Objective	Target 2018/2019
No Class 1 Personal Damage Incidents (<i>i.e. fatality, paraplegia, amputation, permanent back damage</i>) No Level 1 Incidents(<i>i.e. High severity which has or may have permanent and/or irreversible effects</i>)	No Class 1 incidents and no Level 1 incidents All incidents recorded and investigated.
Compliance with legislation, Regulations, Licences and Permits	No breaches, prosecutions or fines
Gain 3 rd Party Certification to AS/NZS 4801 and AS/NZS ISO 14001	Gain certification by May 2015
Health, Safety and Environmental Plan at all sites	Formalised Plan(s) developed and implemented at each site. 100% of all sites to have plans in place prior to commencement. Verified through site audit.
Risk Assessment completed on all projects (based on Risk Register)	Risk assessment to be conducted on all sites prior to commencement. Review risk register at least quarterly and make necessary changes.
Safety Awareness on site	Achieve recognition external to the Project that the CKON workforce has an unprecedented concern for others and safety.

	To ensure that all CKON workers, contractors and visitor's not only adhere but believe in the CKON policy of Zero Harm to all people on site.
Project induction to include awareness of site hazards / risks and procedures.	100% of persons conducting work to receive a site-specific induction prior to commencing works. Verification through site audits of induction register.
Safe Workplace	CKON site personnel to conduct at least 4 HSE inspections per month. HSE inspections are conducted as per the schedule contained in the plan. CKON site personnel to conduct at least two task observations per week. Safety audits are conducted at minimum 3 monthly intervals.
Disseminate safety information	Daily pre-starts are to be conducted daily. Toolbox talks are conducted at weekly intervals or where required. HSE notice board must have all RFC policies, alerts and site contact details displayed.
Close out action items	Actions are closed out within the timeframe specified.
Internal Audit of sites	Projects audited can achieve minimum 85% compliance with planned arrangements
Management Safety commitment	Senior Management are required to attend site monthly to attend the monthly safety meeting and conduct Task Observations and Site Safety & Environmental Inspections which will be documented.
HSE Document Reviewed	As per Table below-Documents to be reviewed

5.7 Key Performance Indicators (KPI's)

Objective	Target	Current – 2018/2019
Lost Time Injuries / Frequency Rate (LTFR)	<0	0
Medical Treatment Injuries / Frequency Rate (MTIFR)	<2	0
Total Recordable Injury Frequency Rate (TRIFR)	<4	0.0
Environmental Incidents / Frequency Rate (EIFR)	<3	0
Task Observations	1 per person, per week	
Audits internal / external	3 monthly	
Site inspections	1 per week, per person	

To improve on actual 2013/4 safety performance by 50% each year for the next three years

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To track HSE targets for both the office and on site using *HSE KPI Tracking Register R01-SM-RG-0020*. Items covered include – Leadership visits, Task observations, HSE meetings, Inspections, Training & Toolbox talks.

Health and Safety	16/17	17/18	18/19
Fatalities	0	0	
Class 1 Damage Frequency Rate	0	0	
Lost Time Injury frequency Rate	0	0	
Average Lost Time Rate	0	0	
Severity Rate	0	0	
Environment	0	0	
Level 1 Damage Frequency Rate	0	0	

Document to be Reviewed	Frequency of Review	Responsibility
CHSMP – doc review purposes	Once a year	Director/Safety Manager
CHSMP – on-site review	Quarterly	HSE team
HSE Management Manual	Once a year and when tasks change.	Director/Safety Manager
HSE Legal and other Documents- Government Legislation, Australian Standards, Codes of Practice etc.	Monthly	HSE Manager
Client Directives	As issued	HSE Manager
WHS/Environmental Policy	Once a year	Director
Safety Objectives	Once a year	All management
Operational Objectives and associated KPI's	Once a year	All management
Operational Targets and associated KPI's	Once a year	All Management
Responsibilities documented in the CHSMP	Once a year	All Management
Other elements of the CHSMP identified as requiring a review	Once a year	HSE Management
Site Emergency Contacts list	Quarterly	HSE Management

5.8 Registers

CKON site must (where required) complete and maintain the following registers:

Corrective Actions Register R01-SM-RG-0004

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Site Induction Register R01-SM-RG-0006

Electrical Inspection Register R01-SM-RG-0008

Management of Change Register R01-SM-RG-0010

Tickets and Competencies Matrix R01-SM-FM-0057

Hazardous Substance Register R01-SM-FM-0054

6. IMPLEMENTATION AND OPERATION

6.1 Structure and Responsibility

The Site Managers report to the Construction Director/s.

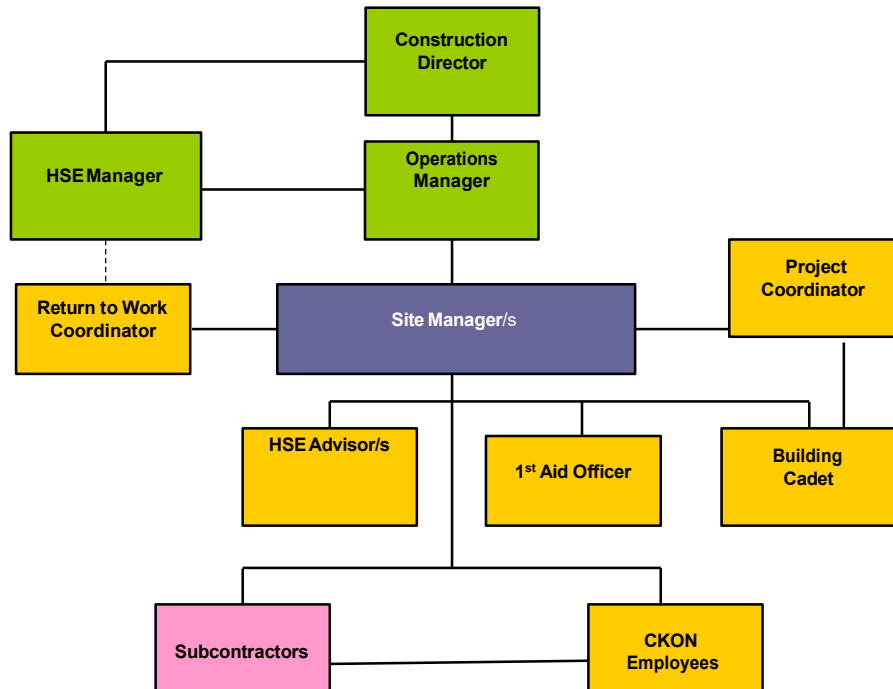
Construction Directors has overall responsibility for Quality, Environment and Safety functions (system).

At operational level, the assigned Project Safety Representative will have a line responsibility to the Site Manager and a reporting function to the Construction Director for system performance.

6.2 Resources

The Managing Directors and Site Manager identify project resources at tender and contract award.

6.3 Organisational Chart



6.4 Responsibilities and Accountabilities

The Site Manager will be responsible for the overall safety on the site.

The responsibilities and authorities of CKON personnel are defined in position specifications included in the CKON Workers on-boarding program.

Responsibilities of workers in relation to Health and Safety are detailed below:

6.5 All Site Personnel

All CKON personnel and visitors must comply with all statutory requirements, standards, codes of practice and procedures relevant to the project. Personnel must ensure that no work is conducted if it is considered that it may be unsafe to do so.

All CKON personnel have an obligation to report all workplace incidents and hazards, including those that they cannot correct themselves as a condition of employment with CKON. Where a situation is considered by a person to give rise to an immediate or impending danger, it is incumbent on that person to take immediate, practical and sensible action, without further endangering the situation. All CKON personnel must strive to achieve best practice health and safety standards and thereby assist in the control of incidents, injury or loss by:

- being responsible for their actions and taking due care;
- immediately reporting all incidents no matter how trivial they seem to be;
- complying with all necessary requirements that are put into place to prevent, incident, injury or loss;
- fully disclosing all information regarding incidents;
- participating in H&S interactions;
- using all PPE provided, in such a manner as to ensure the safety of themselves, other personnel, property and the environment;
- maintaining the workplace in a clean and tidy state;
- providing suggestions for improving work processes;
- assist and support change, as to achieve the desired targets;
- monitoring the safety of themselves and others in their immediate work area;
- ensuring plant and equipment operates within its safe working limits;
- workers are obligated to remedy and or report any hazards to their supervisor
- ensuring that the correct equipment is being used for the task being conducted;
- participating in the hazard identification and risk management process including the preparation of SWMS's;
- reading instructions and receiving training as required; and
- assisting in the resolution of H&S matters in a positive manner
- participate in workplace inspection;

Note: All personnel are to sign the register on section 6.9.2 to agree with the obligations listed in this CHSMP.

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6.6 Senior Management:

Is responsible for safety and duties include:

- Provide visible leadership on Health and Safety (H&S) for the organisation
- contribute to the development and implementation of H&S related management policies and plans;
- monitor performance on H&S issues according to agreed objectives and targets and take necessary corrective action if performance fails to meet targets;
- implementing the company H&S procedures;
- using the principles of the Hierarchy of Controls in all design and operational activities to minimise the risk to all personnel in the workplace;
- participating in the planning and design stages of all work activities;
- stimulating a high level of safety awareness at all times;
- leading by example;
- ensure the HSE framework is integrated and functioning efficiently
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification and preparation of safe work procedures;
- reviewing safety reports and inspections and initiating rectification where necessary;
- participating in accident/incident investigations;
- be involved with the Risk Assessment at all levels:
- participating in safety meetings and programs;
- monitoring compliance with safe work methods;
- review the closeout of corrective actions

6.6.1 Project Management:

- Undertake duties as directed by the CKON Director.
- Facilitate the development of a Construction Health Safety Management Plan (CHSMP) for management of health safety and environment in conjunction with the Workplace Manager and in accordance with the CKON HSE Management System.
- Facilitate risk assessment planning for the project and ongoing development of a workplace specific Risk Register.
- Facilitate compliance with all relevant health safety environment legislation, industry codes of practice, Queensland and national standards and other industry guidelines or information.
- Participate in the assessment of tenders submitted by Subcontractors (contractors and suppliers) and the ability of those Subcontractors to comply with health safety environment conditions stipulated in the contract.
- Ensure that health safety and environment conditions stipulated in the contract are formally evaluated in the award of contracts.
- Ensure a HSE Management Plan including a Safe Work Method Statements (SWMS) or equivalent is a requirement for submission by all trade packages.
- Ensure that all work activities which have the potential for significant (material harm) impact on the environment are planned and executed to minimise risk to the environment.

- Facilitate the dissemination of health safety environment information to all relevant personnel.
- Facilitate the documented investigation of incidents involving injury, near miss, damage to plant and equipment or environmental harm within 4 hours and ensure that appropriate and timely action is initiated to prevent recurrence.
- Communicate incident occurrences, in particular those involving emergency services and regulatory authority attendance at the workplace, to relevant personnel and external parties including the HSE Manager and CKON Director immediately on becoming aware of the incident.
- Provide, with the assistance of the Workplace Manager, a written corrective action plan to eliminate any deficiencies identified from any workplace audit by an internal or external third party. The time frame for rectification of issues raised in any inspection, audit or other appraisal shall be determined by the HSE Manager but shall not exceed 30 days.
- Facilitate monthly reporting against HSE objective and targets.
- Role model appropriate behaviour with regard to HSE matters.
- Participate in CKON learning and development requirements.
- Participate in and champion HSE initiatives to enhance workplace culture.
- Participate in HSE programs and workplace consultation arrangements as requested including: mandatory eye protection, young / inexperienced workers awareness, hearing protection and task observations.
- Develop appropriate and timely remedial action for reported hazards & environmental impacts.
- Report extreme incidents immediately, in particular those involving emergency services and regulatory authority attendance at the workplace, to CKON workplace management personnel immediately on becoming aware of the incident.
- Report all other incidents within 4 hours, investigate and implement corrective action to minimise the opportunity for recurrence.
- Participate in the Risk Register planning and monitor inclusion of construction issues identified to establish that the appropriate level of health safety environment management planning and documentation is achieved before commencement.
- Facilitate toolbox talks or other consultative meetings and invite input from people on matters relating to work processes and health safety environment issues.
- Assist in identifying any need for project specific training and facilitate training to ensure that employees or Subcontractors are appropriately qualified to undertake job tasks.
- Establish that CKON employees or Subcontractors have received appropriate work activity training (e.g. Toolbox Talk Record) in any documented HSE Management Plan including a SWMS or equivalent procedure relating to their works tasks by their employer.
- Undertake workplace HSE Committee membership duties where required.
- Complete workplace induction and other specific training identified.

6.7 Site Manager:

Is responsible for safety and duties include:

- display 'due diligence' in all H&S matters;
- together with the project team lead by example, modelling the behaviour expected from all employees;
- communicate to the project team and contractors that cost, schedule, and quality must not diminish the importance of H&S implementation;
- facilitate and review SWMS, SWP, JSEA periodically ;
- ensure risk assessments (SWMS's) are undertaken for on-site activities as appropriate;

- participate in H&S inspections and audits, interacting with personnel with a goal of improving work practices on the project;
- actively support contractors to maintain the H&S objectives and desired outcomes of the project;
- recognise outstanding H&S performance in order to increase commitment and participation;
- ensure that there is no adverse environmental or heritage impact brought about through construction activity on the project;
- be involved with the Risk Assessment at all levels:
- ensure appropriate investigation of all incidents and hazards is undertaken;
- challenge those who do not comply with the Safety Management System;
- monitoring that all personnel under their particular control observe all 'permit to work requirements, procedures and statutory requirements;
- conduct weekly Task Observations, Safety Inspections and facilitate daily Pre start Meetings
- monitor that the workplace is a safe environment in which employees are required to work;
- ensure that pre-start meetings are being conducted daily and all personnel under their particular control attend weekly toolbox meetings; and
- promote and assist in the implementation of project safety initiatives and monitoring tools

6.8 Site Safety Manager/Advisor

Is responsible for safety and duties include:

- communicating safety performance to the Client;
- providing advice and assistance on H&S to all workers;
- participating in the planning and design stages of work activities;
- monitoring H&S legislative requirements;
- assist with rehabilitation for injured workers;
- reviewing safety reports and inspections;
- insisting on correct and safe practices at all times;
- preparing project safety inductions;
- assist with accident/incident investigations;
- leading by example and promoting H&S at every opportunity;
- coach and enable a high level of safety awareness at all times;
- facilitating the maintenance of all records as required under this document;
- participating in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in the required time frame;
- contribute to the implementation of occupational health and safety related management policies and plans;
- ensure safety/toolbox meeting occur regularly;
- apply occupational health and safety principles in your day to day work activities in accordance with the company's safety management plan;
- Review HSE documents as required in Document Review Table.

6.9 Subcontractors:

Are responsible for the following:

- Provide evidence of competency in accordance with the VOC requirements of all works personnel;
- Provide evidence that all plant and equipment meets statutory requirements and is serviceable;
- Provide adequate information, instruction and training to all employees to allow them to perform their tasks safely and proficiently;
- Provide safe working procedures for key activities being undertaken;
- Attend workplace, toolbox meetings and training;
- Participate in job safety analysis and comply with the control measures identified;
- Issue Personal Protective Equipment (PPE) to its employees;
- Cooperate fully with the Health and Safety Advisor and Health and Safety Committee;
- Strictly adhere to the company's site requirements and workplace safety instructions associated with the site;
- Provide competent supervision to employees at all times; and meet conditions of Subcontract requirements;

6.9.1 Visitors:

Are responsible for the following:

- All visitors must complete the Visitors Register at the Site office & sign out upon leaving;
- Visitors are not permitted to carry out work and must be accompanied by an authorised person;
- PPE compliance is compulsory for visitors

Contractor Personnel Selection

CKON will select its subcontractors for projects in accordance with the *Contractor Management Procedure RO1-SM-PE-0007*. Selection will occur on the basis of competency to complete their assigned tasks. This will include having the appropriate qualifications, job skills and training as required, applicable statutory permits and certification and overall fitness for work.

Subcontractors shall maintain documentation, to the satisfaction of CKON, verifying that all personnel and the personnel of other contractors, suppliers and subcontractors working on behalf of the CKON, are competent to complete their assigned tasks and have the appropriate qualifications, job skills and training as required by applicable laws.

Each CKON site will have a *training needs matrix RO1-SM-FM-0030* to ensure all personnel complete appropriate training in accordance with their role and responsibilities and are checked for competency.

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6.9.2 SIGN OFF SHEET

I, the undersigned, confirm that I have read and understand the requirements of this Plan. I shall adhere to the safety obligations detailed in this plan and I also confirm that I am qualified to carry out the requirements identified. I clearly understand that the controls in this document must be applied as documented; otherwise work is to cease immediately.

	Name	Job Description	Date	Signature
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2				
3				
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6.10 Induction

New Workers – CKON shall induct each new worker in appropriate procedures, instructions and Company Policy prior to work assignment. An Induction Record is to be completed for each new employee and a copy maintained on file.

Site-Based Workers – The Site Manager shall ensure that all site personnel are inducted prior to commencing work and the induction is recorded on a Site Induction Record and records maintained. Personnel are to have a copy of their white card to present during the induction.

Visitors – A sign is to be erected at the site entrance which directs all personnel to report to the site office. Visitors to the site must complete the Visitors Register and sign in/out under the supervision of a designated site escort person.

A fully inducted person must accompany the visitor at all times while they are on site and ensure they sign the Visitors Register.

6.11 Young or Inexperienced Workers

CKON will ensure that any young or inexperienced worker new to the construction industry (i.e. under 25 years of age or with less than two years' experience), including trainees, undergraduates or apprentices, is afforded special supervision and monitoring attention to protect them from the risk of injury/illness arising from workplace hazards. Individual attention will be paid to the needs of any young worker (including trainees and apprentices) because they may lack experience or familiarity with workplace procedures or practices. Statistics show that young and inexperienced workers are more likely to be injured in high risk workplaces due to inexperience. Young or inexperienced workers shall be subject to a young workers induction, have identification stickers on their helmets and work with an experienced person at all times.

6.12 Consultation, Communication and Interface

Communication with the public will be the responsibility of the Director.

Communication with the Client will be as specified in the contract – meetings include progress report on Safety. Client complaints will be addressed and entered into the sites Corrective Actions Register.

Health & Safety issues specific to projects are communicated to workers as follows:

Method	Frequency	Participants	Reference	Record
Project Site				
Contract Meeting (with Client)	As per contract agreement	Customer, Project Manager		Minutes of Meeting
Subcontractor Co-ordination Meeting	Minimum fortnightly	Site Manager / Subcontractor Representatives		Minutes of Meeting
Project Safety & Environment Meeting	Minimum fortnightly	Conducted by Site Manager and attended by Subcontractor Representatives		Minutes of Meeting and Attendance record
Health & Safety Committee meeting (where established)	At least 3 monthly as required by law	Safety Representatives Site Manager	WSH Act & Regulations	Minutes of Meeting and Attendance record

Notice Board	As posted	OHS Representative	CKON Management System	Safety Meeting Minutes Safety Policy Emergency Contact Details List of First Aiders Emergency Response Plan
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6.13 Dispute Resolution Procedure

Where a worker or Subcontractor encounters a safety hazard or is allocated work to perform that is considered to constitute a hazardous situation, the person is to immediately notify the Site Manager or Safety Representative who is to discuss the matter with the employee(s) to resolve the matter without delay.

- If the matter is not resolved, the person and Site Manager notify the Safety and Health Representative.
- Safety and Health Representative and management take immediate steps to resolve the matter.
- Should the matter still remain unresolved, it may be referred to a 3rd party (Safety Consultant) for determination under the relevant state legislation.
- All parties are to maintain continuous productive work for those workers not in the immediate area of concern. Alternative work may be allocated to employees while the matter remains unresolved.
- Site Manager maintains records of any disputes and resolutions.

See Conflict Resolution Procedure

6.14 Document and Data Control

The following documents, as a minimum, shall be subject to control

- Manual, Procedures & Forms
- Project Plans
- Standards/Codes/Acts/Regulations

The Director is responsible for coordinating and implementing changes to management system documentation and for reviewing current legislative requirements and advising of key changes to management.

Where superseded versions of controlled documents are retained for any purposes, such documents are to be identified "Superseded" to prevent the unintended use of obsolete information.

All HSE documentation will be reviewed; CKON management will be alerted to this via Skytrust QHSEMS and at management review meetings.

6.15 Training

Certificates of Competency

CKON shall obtain and retain evidence of competency of project personnel such as:

- High risk work licenses / certificates of competency
- Construction Industry White Card (or equivalent)
- Vehicle and mobile plant operator licences / competencies
- Copies of training log books or equivalent

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- Work experience that can be verified

These will be used to assist in the verification of a person's competency to perform their nominated work role. Copies of all such evidence of competence shall be logged in a register which is maintained by the CKON. Maintenance of personal competencies and currency is the individual's responsibility, with CKON being responsible to ensure currency, and opportunities for requalification when required. CKON shall provide copies of such registers to the client upon request. The responsibility for supply of materials and equipment shall include responsibility for the competence of transport and delivery persons entering the Project Site to offload materials and equipment. The plant must be registered and approved for entry to site.

Task Specific Training and Inductions

CKON shall ensure that task specific inductions are applied for "high risk" construction work as defined in the *National Code of Practice for Inductions for Construction Industry Work 2007*.

CKON along with the subcontractor in control of the construction workplace shall carry out a risk assessment to determine whether task specific induction training is needed. It shall consider the nature and complexity of the tasks, the associated risks, and the level of supervision and the experience of the workforce undertaking the task.

Task specific induction training should include the following topics:

- Hazards, risks and controls involved in carrying out the work activity
- Reference to any relevant legal responsibilities, codes of practice or standards
- Safe work methods/JHA to be used.

CKON shall ensure that notification of high risk activities is communicated to the client and the rest of the workforce (e.g. critical lifts, non-destructive testing, commissioning etc.). Appropriate risk analysis is to occur prior to each high risk activity, ideally including task participants.

6.15.1 Hazard Identification, Risk Assessment and Control

The CKON Risk Register outlines minimum operational controls to be implemented for each hazard identified.

The Site Manager reviews the Risk Register on a monthly basis to assess any changes and updates as necessary. The Director verifies the Risk Register has been reviewed during the month by signifying this in the HSE Monthly Report.

The Job Hazard Analysis / Safe Work Method Statement (JHA/SWMS) process is used to document how hazards and risks associated with specific tasks will be controlled.

6.16 Subcontractors

Sub-contractors shall complete the CKON pre-qualification requirement documentation prior to the start of works as well as submit all supporting safety documentation. This process is done through the *Subcontractor Engagement Procedure R01-SM-PE-0008*. The documentation shall be reviewed by a CKON nominated person. On the occasion when this is not available the subcontractor shall sign on to CKON safety documentation and be subject to the close supervision of the CKON Site Supervisor responsible for the area in which they shall be working. All subcontractors shall be inducted prior to working on sites. Records of inductions, SWMS, safety doc's and other supporting evidence of compliance with requirements shall be readily available on site and made available for review.

6.17 Permits for Designated Work

Activities requiring a Permit to Work include, but are not limited to:

- Asbestos removal (Authority License)
- Confined Space Access
- Hot Work

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- Excavations
- Work at Height
- Electrical Isolation and/or Testing
- High voltage electrical works
- Use of explosives and explosive powered equipment
- Cold Works

Permits are to be obtained from the Client (where applicable) or CKON in advance of the planned activity.

All persons are to be competent / trained in relation to their responsibilities and the hazards associated with that particular activity. CKON Site Manager or Safety Advisor can authorise the CKON system permits.

6.18 First Aid

When determining First Aid resources and equipment levels, a First Aid Needs Assessment must be conducted to identify these requirements *R01-SM-FM-0035 First Aid Needs Assessment*.

The requirements for First Aid facilities and the contents of first aid kits shall comply to AS 2675 and be assessed at the commencement of the project / works.

A list of the contents of each first aid kit shall be kept with the kit and the kit shall be regularly checked and replenished to maintain minimum levels. The frequency of checking and replenishment will be determined by how often the contents are used. Items shall be checked for use-by dates and replaced as required.

First Aid kits shall be provided in all site vehicles, site office and the First Aid rooms (if a first aid room is a requirement). Snake bite kits are mandatory in all site vehicles.

At induction, all persons shall be made aware of who the First Aid Officer/s is and of the locations of first aid kits/facilities. The name/s of the First Aid Officer/s shall be displayed on site notice boards with First Aid Officer/s having identification stickers on helmets.

First Aiders shall be trained and receive annual refresher training appropriate to their allocated first aid response and the degree of risk.

6.19 Measurement

Any inspection, measuring and testing equipment (including newly acquired test equipment) used for monitoring purposes, whether owned by CKON or Subcontractor, shall be calibrated in accordance with the relevant Australian Standards.

A Register is maintained for CKON equipment. All testing undertaken shall be in accordance with contract and legislative requirements. Equipment used for monitoring must be of known accuracy and traceable to national standards/ manufacturer specification as applicable.

6.20 Monitoring

The following monitoring activities are carried out and recorded as follows:

Site Inspections	Frequency	Participant(s)	Record
Health, Safety and Environment Inspections	Weekly	Site Manager and Subcontractor Representative	Safety and Environmental Inspection Checklist
Electrical equipment	Quarterly	Qualified Electrician	Electrical Inspection Tag Electrical Register

Fire Extinguishers	6 monthly	Fire extinguishers	Fire Extinguisher Tag
Safety Harness	Prior to use and 3 monthly	User of harness	PEFM53 and documented evidence of satisfactory inspection
Lifting Equipment	6 monthly	User of equipment	Lifting Gear register
Plant & Equipment	Before equipment is mobilised to site Daily Pre-start inspection	Site Manager /Safety Advisor for CKON equipment Subcontractors to provide information to show plant and equipment is maintained in a safe condition	Mobile Plant Mobilisation Checklist Plant Risk Analysis Daily Inspection Checklist Log Books Plant service and maintenance records
Internal Auditing	Yearly	Safety Manager/External Safety Consultant	

Monitoring of hazards is in accordance with the Risk Register and Safe Work Method Statements.

6.21 Accident / Incident Reporting

The Site Manager must report to the Director any site incident as follows:

Type of Injury	Reporting Timeframe
Class 1 (fatality)	Immediately
Class 2 (lost time)	Immediately
Class 3 (medical treatment)	Immediately
Potential Class 1	Immediately

It is the responsibility of the Site Manager to fully investigate the incident, document the occurrence with personnel involved and initiate corrective action. For a fatality or lost time injury, CKON management will be involved in the investigation.

In the event of an incident on site, the Site Manager shall complete and send an Incident Report to the Director within 4 hours (hard copy or complete on line)

CKON will notify the Client immediately and provide written notification within 4 hours of an accident or incident in the form of a draft report. An updated report must be submitted within 72 hours containing the 'best information' available. A final investigation report shall then be submitted within 14 – 30 days depending of the severity of the incident.

Incident Management

All persons shall immediately report to their Supervisor and CKON any HSE incident (including all near misses) that have resulted in, or has the potential to result in, an injury or damage to the environment while performing work specified within their contract. CKON shall report incidents and near misses to the client as they arise.

Project incidents shall be classified based on the following criteria:

- **Lost Time Case (LTC)** - A Lost Time Case is a work-related injury/illness/disease resulting in the employee/subcontractor being unable to attend work on the next calendar day after the day of the injury. If a suitably qualified medical professional advises that the injured person is unable to attend work on the next calendar day after the injury, a lost time injury is deemed to have occurred.
- **Restricted Work Case (RWC)** - A Restricted Work Case is a work related injury/illness/disease which results in the employee being unable to perform one or more of their routine functions, or from working the full day on or after the next calendar day after injury/illness/disease. An injury is not regarded as a

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restricted work injury when the medically imposed restrictions limit activities other than their routine functions.

• **Medical Treatment Case (MTC)** - A Medical Treatment Case is a work related injury/illness/disease resulting in the management and care of a patient to combat disease or disorder, including wound closing devices such as sutures, staples; loss of consciousness etc. It does not include:

- Visits to physicians or other licensed health care professional solely for observation or counselling.
- The conduct of diagnostic procedures, such as X-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate pupils etc.).
- **First Aid Case** - A First Aid Case is recorded when first aid treatment is required as a result of a work related injury or illness/disease. First aid is one or more of the following:
 - Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered a medical treatment).
 - Administering tetanus immunisations (other immunisations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment when given in the context of an injury).
 - Cleaning, flushing or soaking wounds on the surface of the skin.
 - Treatment of superficial burns.
 - Using wound coverings such as bandages, Band-Aids, gauze pads, butterfly bandages, steri-strips etc.).
 - Using hot or cold therapy.
 - Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilise parts of the body are considered medical treatment).
 - Using temporary immobilising devices while transporting an accident victim (splints, slings, collars, back boards etc.).
 - Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister where underlying fracture has been excluded.
 - Using eye patches.
 - Removing foreign bodies from the eye using only irrigation or a cotton swab.
 - Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
 - Using finger guards.
 - Using massages (physical therapy or chiropractic treatment are considered medical treatment).
 - Drinking fluid for relief of heat stress.
- **Near miss** - A near miss is any occurrence or a situation which potentially could have caused adverse consequences to people, the environment, property, or reputation, or a combination of these but which did not.

• **Environment Incident** - An environment incident is any incident that has an impact or potential to cause impact upon the surrounding environment including community complaints.

• **Damage Incident** - A damage incident is any incident that results in property damage, component failure or similar.

For any significant incident involving a fatality, or permanent disability, the incident scene must be left untouched until witnessed by a representative of the Police or the relevant inspectorate (e.g. an inspector

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from Workplace H&S Queensland). This requirement does not preclude immediate first aid being administered, actions to mitigate escalating environmental damage and the scene being made safe. The written incident and investigation report shall include (as a minimum):

- Date, time and place of incident
- Description of incident
- Incident classification
- Medical treatment provided (if any)
- Persons involved (including witnesses)
- Name of employer
- Timeline of events
- Incident findings analysis that identifies the root cause or significant contributing factors leading to the incident including the following:
 - absent or failed risk controls
 - Risk taking behaviours
 - Risk behavioural influences
 - Failed management controls
 - Corrective action to prevent recurrence
 - Lessons learned
 - Appropriate levels of management approval.

Where required by Statutory Requirements the Contractor for each sub-project, shall be responsible for incident reporting to the appropriate Authority for notifiable incidents as defined by the QLD Work Health and Safety Act 2011 in the prescribed method and timeframes. A copy of such notifications is to be provided to the client.

6.23 Non-Conformance, Corrective and Preventative Action

CKON will act on any observed or reported non-conformance in contravention of a safe working procedure or legislative requirement e.g. employee working over 1.8 meters at height without fall protection equipment. This action will be a verbal discussion with the person(s) concerned to address the non-conformance.

The Site Manager, in consultation with the Director, will engage interested parties to resolve the matter as far as practicable.

Corrective Actions Register

CKON will maintain a Corrective Actions Register that includes HSE actions as a result of incidents, observations, hazard reports, new initiatives, corrective actions, HSE Committee meetings and other lessons learned. The Corrective Actions Register shall be made available to project personnel and the client. Action items shall be added to the Register within 24 hours.

6.24 Progress Reporting (CKON)

The Site Manager compiles a Health, Safety and Environment Monthly Report and forwards it to the Director. This report summaries the preceding month's performance. Statistics for CKON workers and Subcontractor personnel are to be included in the report.

6.25 Workers Compensation and Rehabilitation

All employees who have work-related injuries are eligible for rehabilitation. Any person who is injured at work shall be referred for medical assessment as soon as practicable.

The Site Manager ensures:

- Appropriate arrangements are made for the injured person to travel to the medical appointment

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- Documentation (e.g. accident/incident report) is undertaken and completed as soon as practicable.
- Monitoring a worker's progress during their Return to Work Plan phase

CKON has a nominated RRTW Coordinator – Sean Renwick as per the *Rehabilitation & Return to Work Procedure RO1-SM-PE-0033*. CKON will ensure that its subcontractors have suitable arrangements in place for management of their personnel following an injury, to ensure wherever possible an immediate or early return to work is achieved. They are responsible for the provision of alternate duties, rehabilitation and encouraging an early return to work of their personnel following injury, in accordance with the *Queensland Workers Compensation and Rehabilitation Act 2003*.

6.26 Employee Assistance Program

CKON recognises that personal problems can and do affect the health, well-being and work performance of most people at some time in their lives. In an effort to help employees maintain healthy levels of emotional and physical well-being, and to limit the effect of personal problems on job performance, the Company has established an Employee Assistance Program (EAP).

The EAP is designed to provide short-term counselling and referral services to employees and eligible family members who may be experiencing emotional, financial, drug or alcohol, marital, legal or family problems. Services rendered by the EAP are provided through a contract with an independent counselling service provider.

Any employee or dependant may contact an EAP counsellor on 1300 307 111 .They are available for phone consultation 24hrs a day, 7 days a week. Contact can be made for such emergencies by simply contacting the CKON Rehabilitation & return to work coordinator.

CKON has an Employee Assistance Program Procedure. This procedure shall be displayed on all site notice boards and shall be discussed with employees at induction. See CKON EAP Procedure.

6.27 Records

Control of Records

Project records are maintained to provide evidence of conformance with client requirements and the effective operation of the Skytrust Safety Quality & Environmental Management System.

Such records include, but are not limited to:

- Hazard identification and risk assessments
- Work Method Statements
- Correspondence to /from client and interested parties
- Permits, Licenses and Approvals
- Induction and Training Records
- Minutes of meetings
- Inspection, maintenance and calibration records
- Monitoring records, such as noise and dust.
- Equipment information
- Details of Incidents, Complaints and Corrective Action
- Audits

7. REVIEW & IMPROVEMENT

7.1 Meetings

Daily Prestart and weekly Safety/Tool Box Meeting are held to discuss safety issues all workers on site shall attend these meetings.

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Site meetings provide a forum for discussion of safety related topics and feedback from employees on site issues. Minutes of meetings will record discussions and any actions or opportunities for improvements to be implemented.

Prior to each shift a Pre Start meeting shall be conducted to ensure all workers are aware of the day's activities, a 5 minute safety talk will accompany the meeting and a different safety topic shall be discussed.

A Health Safety and Environmental Committee /Consultation Group shall be established and a meeting held once a month in accordance with the requirements of the Work, Health and Safety Act 2011.

7.2 Task Observations

Task observations are to be undertaken on site in line with the safety inspection schedule using the Task Observation form. So that the workers required to conduct Task Observations understand how to do so effectively the Safety Advisor explain the process at Induction. All workers on site may be required to conduct Task Observations as required, using the *Task Observation Form RO1-SM-FM-0006*. The Safety Advisor and Site Supervisor are required to conduct one Task Observation per week as a minimum. Senior management conduct one Task Observation per visit as a minimum.

Personal Task Hazard Identification and Risk Analysis Tools

Personnel, who are tasked to undertake activities that have not been the subject of a SWMS or other risk analysis, must have the opportunity to identify any hazards associated with the activity and eliminate them where possible or reduce risk in relation to the hierarchy of control.

Subcontractors will develop and implement a procedure that allows all site personnel to satisfy themselves that they can complete the activity in the safest possible manner by adopting work methods that consider the hierarchy of control methodology.

7.3 Site Inspections

Periodic site inspection shall be undertaken by any member of the CKON workforce , all corrective actions shall be rectified at time of discovery or the site supervisor shall close out actions as soon as practicable.

Inspections will be conducted at a minimum of 1 per week, using the *Safety & Environmental Inspection Checklist R01-SM-CK-0016*. Tracking of site inspections will be done via the *HSE Activity Schedule RO1-SM-FM-0033*.

7.4 Audits

Internal audits aimed at evaluating the conformance of the system, process or product, as appropriate, shall be carried out by the Director or nominated consultant who is independent of the project.

An internal audit may be completed during the project. Where an audit is completed, a report will be issued within one week. Any deficiencies identified will be recorded in the audit report. See Audit Schedule – appendix 1

The Site Manager must take timely corrective action on the deficiencies highlighted in the reports.

External audits:

Where required

7.5 Supervision

As a general rule CKON shall ensure the ratio of supervisors to workers does not exceed 1-15.

7.6 Leadership Visits

To demonstrate CKON Senior Management Commitment to health, safety and environment, senior management visits will be conducted across projects.

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Senior Management shall visit site on a monthly basis as a minimum.

7.7 Alerts

Safety alerts will be electronically distributed to all sites at (least 1 per month) by the Safety Manger. These will be posted on site notice boards and toolboxed to the workforce during weekly talks.

7.8 Management of change

CKON to develop procedure to manage field changes to approved for construction drawings

This includes instances where the change may have an HSE implication and where such change has been made after the relevant item (e.g. document, design, drawing, plan), has been issued for action (e.g. issued for: manufacture, construction, installation or similar) or approved by a regulatory authority.

Instances where changes require a formal change management process applied include:

- design/Engineering Changes
- Modifications to Operations and Maintenance Procedures
- Tie-ins and modifications to existing operating plant

8. GENERAL PROJECT SAFETY REQUIREMENTS

See Client Requirements below:

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CONTRACTORS ON SITE PROCEDURES

1. No work will be undertaken until the relevant Contractors Insurance Certificate of Currency and SWMS has been supplied and a site Induction by Colliers Facilities Manager has been carried out.
2. Before commencing any works, the Contractor must complete the Sign In Register.
3. Details of all personnel who will be on site must be advised on the Contractors Key Personnel Form
4. The Facilities Manager/Property Manager will specify the permitted hours of work and no work is to be undertaken outside these nominated hours.
5. Any required permits are to be completed prior to any works commencing eg. Hot Work, Confined Space etc.
6. Responsible duty of care must be taken when on site. This includes signs of dangerous/hazardous situations where required.
7. Noisy works will only be permitted as directed or outside of trading hours.
8. Waste and rubbish is to be kept in a safe and tidy location by the Contractor away from public access and removed at a time to be advised by the Property/Facilities Manager.
9. Electrical extension leads must be kept clear of floors, stairs, walkways and passages
10. All work areas must have total safety protection such as hoarding, drop sheets, screens etc and must be kept in a clean and tidy condition.
11. All works must comply with relevant Environment Protection Legislation and all current relevant Australian Standards, Federal and State Acts and Local Authority regulations.
12. Radios, Cassette Players, CD players etc are not to be used in the work areas.
13. All fire escapes and exits, stairs, walkways and public areas are to be kept totally free of any obstructions.
14. The Contractor will not disconnect or shut off any services or systems without prior consent of the Property/Facilities Manager.
15. The Contractor must notify the Facilities Manager of any alteration or delays to the original works and any rescheduling of works.
16. Any incidents, injury or accident must be reported to Management **immediately**.
17. Alcohol, illegal drugs and smoking are totally prohibited on the site.
18. The Property/Facilities Manager has full authorization to enforce all of the above and will stop all work proceeding or continuing on the site if a Contractor or their personnel do not comply.

8.1 Minimum Personal Protective Equipment

The relevant safety equipment will be issued to CKON workers

Minimum requirement for work on CKON construction sites.

- Safety footwear (AS 2210)
- Safety helmet (AS1800 and AS1801) in designated areas
- Long-sleeved shirt and Long trousers.
- Safety glasses (AS 1336, AS1337 and AS1338);
- Hi-Vis Vest or Shirt complying to the Australian Standards.
- Safety goggles and full-face shields may be required as determined by the hazard and risk assessment.
- Hearing protection (AS 1269.3 and 1270) must be provided for and worn by personnel working in or entering into designated excessive noise exposure areas
- Hand protection-See CKON Hand Protection Procedure.

Subcontractors must ensure their employees are provided with the necessary Personal Protective Equipment, as per this document.

8.2 Safety Signage

Apart from the legislative requirement, safety signage plays an important part in the education process.

The site is to display a warning sign "Construction Site. Do Not Enter" or one with a similar message

Appropriate signage, complying with Australian Standard 1319-1994 (Safety Signs for the Occupational Environment), shall be strategically placed where required, and shall serve to prompt continual safety awareness of hazards to others.

All personnel on site are required to adhere to the safety signs at all times.

8.3 Manual Handling

CKON will participate in any muscular-skeletal strategy that assesses task, equipment design and behavioural practices. The strategy will include assessments of the workplace to ensure compliance with good design, layout and practice and to avoid or minimise adverse health consequences due to manual handling and vibration issues. CKON will identify tasks where there is a risk of musculoskeletal injuries and implement control measure to reduce the likelihood of any injury occurring.

Manual handling means using your body to exert force to handle, support or restrains any object, including people or animals. It is not just lifting or carrying heavy objects; it includes: lifting, pushing, pulling, holding, lowering, throwing, carrying, packing, typing, assembling, cleaning, sorting and using tools.

The term is not limited to handling heavy objects – pruning plants, stacking items onto a shelf, helping a patient into a bath and even using a keyboard are all examples of manual handling. CKON has a general duty to make the workplace safe, as well as specific duties in relation to hazards such as manual handling.

For tasks that carry high risk of a manual handling injury a manual handling risk assessment shall be completed. On occasion expert advice may be required to complete this risk assessment. Risk controls shall be implemented to eliminate or reduce the risk.

If it's not reasonably practicable to eliminate the risk, the risk shall be reduced as far as reasonably practicable, by:

- changing the workplace layout, the workplace environment or the systems of work
- changing the objects used in the task; or

- Using mechanical aids.

8.4 Hazardous Chemicals / Substances

Part of the CKON HSE pre-qualification process, identifies if a subcontractor will be bringing any hazardous substances to site and if so, in what quantities and how it will be delivered. It will be up to the CKON site team to identify any hazardous substances that are brought onto site and to manage it accordingly. All hazardous chemicals will be listed on the Hazardous Chemicals/Substances Register and a Risk Assessment completed and signed by those who will come in contact with the substance.

CKON will consider the following when selecting hazardous chemicals and use substitutes if available:

- Flammability and explosively
- Carcinogenic classification if relevant
- Corrosive properties
- Environmental hazards
- Toxicity (short and long term)
- Chemical action and instability
- Extent of PPE required
- Storage requirements

No chemical which is classified as hazardous in accordance with the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004)] or where undefined, potentially hazardous shall be brought onto CKON sites without prior notice to, and acceptance by CKON. Personnel bringing hazardous substances onto CKON sites must have a Safety Data Sheet (SDS), a hazard substance risk assessment and a description of control measures put in place.

Any person who decants or transfers a hazardous chemical from its original container, must ensure that the container is correctly labelled. They must also ensure that a container labelled for a hazardous chemical is used only for the use, handling or storage of that hazardous chemical. If you find that a container of a hazardous chemical is not correctly labelled in accordance with the WHS Regulations, you should attach the product identifier to the container. You should not use a hazardous chemical that is not correctly labelled. Store it in isolation until it is appropriately labelled.

8.5 Storage

All storage and use of hazardous chemicals will be in accordance with the SDS and or the risk assessment and shall be stored in ventilated containers or equivalent.

Offices or amenities shall not be used for storage of the above.

All hazardous chemicals will be stored in their original containers with the label intact at all times, if decanted a label shall be attached to the new container.

The Contractor for each project shall develop and implement a Hazard Substance and Dangerous Goods Management Plan that covers the transportation, introduction of new substances, storage, labelling, use (including risk assessment and training) and disposal of chemicals and other hazardous materials. The Management Plan shall be developed in accordance with the *Work Health & Safety Act 2011, Regulation 2011* and associated Workplace Health and Safety Queensland Codes of Practice.

8.6 Radiation

CKON will participate in any radiation monitoring programs in which project personnel may be required to participate.

CKON will maintain an inventory of all relevant types of radiation sources that have a potential for adverse health effect. The inventory includes radiation source type, type of radiation (e.g. radioisotope, radon, EMF, laser, etc.), strength and unit / material location.

Where there is the potential for equipment to be contaminated by radiation throughout the course of the project CKON will determine a process for managing the entry and exit of equipment from the project area, this will be discussed with the client.

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CKON will utilise lasers as part of the Project and will ensure that appropriate measures are in place to prevent injury.

8.7 Fitness for Work

CKON and its subcontractors for the project shall ensure that personnel under their control are employed and managed under a fitness for duty program that addresses the possible effects of the following aspects in relation to safe conduct of work:

- General level of personal fitness and/or medical conditions
- The consumption of alcohol
- The use of other drugs (prescription, pharmaceutical or illicit)
- Fatigue
- Stress.

Personal Hygiene

CKON and our subcontractors shall ensure that personnel maintain high standards of hygiene, cleanliness and waste removal in connection with the performance of their work.

CKON will ensure all work areas are maintained in a clean and tidy state and shall ensure that waste materials are promptly and appropriately disposed of in accordance with the requirements outlined in appropriate Schedules of their respective Construction Contract.

CKON will provide adequate toilet and ablution facilities at construction work sites in accordance with relevant sections of the Queensland *Work Health & Safety Act 2011* and *Work Health and Safety Regulation 2011* and ensure that workers have ready access to such facilities.

Smoking

CKON will ensure that the Site meets requirements of legislation regarding smoking in the workplace.

CKON will not permit smoking on the Project, except within designated smoking areas selected in accordance with risk assessments, applicable laws, rules, regulations, policies, and hazards present at the Project Site. Smoking is not permitted in CKON company vehicles.

8.8 Energy Isolation

CKON will comply with their isolation procedures below.

Danger do not operate tag & lock out

Isolation, lock out and tag out procedures are designed to protect people and property in a work place from hazards related to electrical power, damaged equipment or machinery or when repairs, maintenance or inspections are carried out.

This process will be conveyed to all personnel on-site via the site induction.

Electrical work shall only be completed by a trained and authorised Electrician. Work on machinery shall only be completed by a trained and authorised person.

The Lockout, tag out system shall be used in the following instances:

- prior to removal of machine guards
- prior to working on, or making adjustments to, electrical equipment
- prior to repairing, maintaining or cleaning plant or equipment containing hydraulic or pneumatic stored energy which could be released whilst work is being carried out
- Isolate dangerous plant and equipment until such time as it is safe to use.

No person shall be permitted to carry out any work, including modifications, maintenance, testing or repairs on plant or equipment without firstly having all potential energy sources isolated. Isolation can only be carried out by Authorised Persons, who must be suitably qualified and competent in the equipment and authorised in writing.

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All potentially live equipment will be isolated by lock and tag prior to work commencing; in, on or around that equipment. All isolation points will be fitted with lockable isolation points to ensure that the equipment can be locked out by the person/s at risk. This includes all light vehicles and mobile equipment which will have a main lockable isolation point.

8.9 Out of Service Tags

When an 'Out of Service Tag' is placed upon an item in the plant, machinery or other equipment, the tag signifies that the equipment must not be used or operated.

The 'Out of Service' tag is used to warn others of the following:

- Equipment is defective
- Equipment has a fault that could cause injury to you, another person, or
- Cause damage to the equipment
- Repairs to the equipment are incomplete, or the equipment has been left unattended in an unsafe condition
- Any other reason the equipment is not to be used

Who can place an 'out of service' tag?

- Any person who finds a fault associated with a piece of equipment which creates an unsafe condition or needs repair
- Any person who has cause to leave a piece of equipment in an unsafe condition, which if operated can cause injury or damage.

How do I use an 'out of service' tag?

On the rear of the tag you will see a section to complete. This includes:

- Name of the person placing the tag
- Date the tag was placed
- Reasons for placing the tag

Securely attach the tag in a prominent place (usually where the equipment is isolated), i.e. stop/start switches, electrical plug, etc. An out of service tag need NOT to be padlocked.

8.10 Electrical

Electrical Work shall comply with ASNZS 3000 AND ASNZS3012

CKON is responsible for ensuring that any person performing electrical work is competent to do that work. CKON will ensure that all portable and transportable electrical equipment is correctly used, inspected and maintained. CKON will maintain a register of all electrical tools and equipment – *Electrical Inspection Register R01-SM-RG-0008*.

The certificate number along with the test date must be recorded on the tag. CKON will ensure that all operators of portable electrical equipment and electrical workers possess the necessary licenses and have been assessed as competent to operate.

When a crane or any other type of lifting equipment or construction plant must operate within 20 m of any overhead power lines, the power must be isolated prior to any work commencing and the appropriate permits must be issued.

All electrical equipment must comply with the requirements of the Electrical Safety Act 2002.

Temporary Electrical Power Supply

The supply of portable power will be via portable generators or temporary power boards fitted with Residual Current Devices (RCD). RCD's shall be tested 3 monthly by an electrician, with results being

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recorded on a register. Portable RCD's shall be physically tested before use by the operator. Temporary power boxes must be tested off an unprotected supply. Double adaptors are not to be used on site.

Electrical Power Tools

Power saws, drills, grinders and other power tools must have proper guards in place at all times. Leads must be placed so as not to create a tripping hazard, or be subjected to damage from equipment or materials.

The CKON Supervisor/Forman/HSE Advisor will ensure that all employees and subcontractors

- elevate all electrical leads above ground level on approved stands
- maintain all electrical appliances and leads in good and serviceable condition
- Electrical leads and appliances shall be inspected and tested by an Electrician on a three monthly basis and be appropriately tagged and recorded. Results of inspections shall be recorded in a register provided by the electrician.
- Leads shall not be joined in series and not exceed a maximum of 25 metres in length.
- Electrical equipment found on site which is not tested and tagged is to be quarantined by the Safety Advisor or Supervisor
- Ensure dead man switches are fitted to all electrical hand tools.

8.11 Plant

CKON has a process to ensure that it develops implements and maintains operating and maintenance procedures that are as per manufactures requirements and as a minimum, cover:

- normal operation within safe operating limits, including normal start-up and shutdown;
- preparation of equipment for maintenance, inspection or testing;
- maintenance, inspection or testing of equipment;
- re-instatement of equipment after maintenance, inspection or testing;
- emergency shutdown;
- start-up after an emergency shutdown and;
- other abnormal operating situations as appropriate"
- All plant shall have an operation and maintenance manual on board.

Plant risk assessment must be in place and completed for the following phases:

- before first use at Project Site;
- after major service;
- after modification; and
- before use in an unusual operating mode

Daily Inspections shall be required to check the plant before operation. Operators of the plant will be responsible to perform these inspections or to ensure the inspections are performed by a competent person.

Faulty items of plant will be decommissioned or isolated until they are repaired. Where necessary isolation tags, warning tags, Danger tags or Out of Service tags will be applied to the item of plant until it is repaired or replaced.

Guarding on plant and equipment is not to be modified or altered in any way except through a detailed risk assessment and management of change process.

A form will be used to certify that the item of plant has been inspected and serviced by a competent person in accordance with the manufacturer's specifications or to the requirements of a relevant Australian Standard. A record of all plant is documented in each type of plants register.

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CKON will develop and implement procedures covering the safe operation and maintenance of plant and equipment. The procedures shall comply with the Queensland *Work Health and Safety Act 2011* and *Regulation 2011*, Managing the Risks of *Plant Code of Practice 2013* and applicable Australian Standards for the type of plant involved, as well as controls identified within the projects *Risk Register RO1-SM-RG-0011*.

Risk Assessment of Plant and Equipment

CKON shall develop or obtain documented hazard identification, risk assessment and risk control processes for all plant (including hire equipment):

- Before first use at the site
- After major service
- After modification
- Before use in an unusual operating mode.

Risk assessments for equipment mobilising to Project Sites shall consider:

- Entanglement in moving parts
- Crushing or striking by moving or falling objects
- Cutting or stabbing by sharp objects
- High pressure fluids and air
- Electrical shock or burns
- Burns from hot or cold surfaces
- Slips, trips and falls
- Ergonomic design of access and egress (3 points of contact to be maintained)
- Seating (including operator safety restraints)
- Vibration
- Noise
- Exhaust fumes
- Height of plant and transport vehicle
- Effect on other road users.

The identification of hazards and assessment of risks shall consider:

- Normal operations
- Irregular or unusual operations
- Inspection, maintenance and servicing operations.
- Repair and casual access

CKON shall ensure that plant and equipment risk assessments are recorded and maintained on the project site, and made available to all persons and for audit purposes.

8.12 Portable Tools & Equipment, Hand Tools

Portable Tools

All hand tools and hand operated equipment must be inspected prior to use and where damage is evident the equipment shall be removed from service. All tools must be used in accordance with manufacturer's instructions. Appropriate personal protective equipment must be worn at all times when using hand tools and hand operated equipment. Protective eyewear is mandatory on all CKON construction sites. As such, suitable eye protection must be worn at all times including when using hand

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held power tools and equipment. Provision of PPE must be documented using the CKON Personal Protective Equipment Register.

Employees must be trained and competent in the safe use of tools and/or equipment. Ensure persons shall only use power and hand tools for which they are competent. All tools must be maintained in a safe working condition. Tools shall not be modified from manufacturer's specifications.

Power Actuated and Gas powered fastening Tools (high/low velocity) shall comply with AS/NZS1873.1:2003 – *Powder-activated (PA) hand-held fastening tools – selection, operation and maintenance*, and AS/NZS1873.2:2003 – *Powder-activated (PA) hand-held fastening tools – design and construction*.

Equipment Guarding

All guarding and interlock systems must be inspected and tested as required before use.

Machine guarding is not to be removed or modified unless removal or modification is required for maintenance, servicing or repair, or is approved by the manufacturer. If guards have been removed during maintenance, a new *Safety Checklist – Major Plant* must be conducted prior to plant commencing works to ensure the guards have been replaced.

8.13 Compressed Air

Air under pressure can be just as dangerous as high pressure steam, and when released suddenly can cause serious injury.

- All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified (psi) as to maximum working pressure. Air supply shutoff valves should be located (as near as possible) at the point-of-operation.
- Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.
- Hoses should not be strung across floors or aisles where they are liable to cause personnel to trip and fall. When possible, air supply hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage.
- Hose connections must be secured by locking pins or 'whip-checks' to prevent whipping if an accidental disconnection, cut or break occurs.
- Hoses are not to be left unattended when connected to a compressed air source that may be inadvertently turned on causing whipping of the hose and the potential for a serious injury.
- Pneumatic impact tools, such as riveting guns, should never be pointed at a person.
- Before a pneumatic tool is disconnected (unless it has quick disconnect plugs), the air supply must be turned off at the control valve and the tool bled.
- Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin. Compressed air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide less pressure.
- Goggles, face shields or other eye protection as well as hearing protection must be worn by personnel using compressed air for cleaning purposes.
- Static electricity can be generated through the use of pneumatic tools. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapours or explosive atmospheres are present.
- Compressed air provided in workplaces contains contaminants which makes it unsuitable for use in air-supplied respiratory protective devices such as spray-painting hoods. Compressed air used with such devices must be appropriately filtered through approved filtration equipment.
- All air compressors must be maintained as per AS 3788

8.14 Gas Cylinders

CKON has a *Gas Cylinder Management Procedure R01-SM-PE 0011* covering the management of gas cylinders, including storage, transportation, use and marking.

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8.15 Working at Heights

A SWMS shall be completed and approved if working at heights is identified as a high risk or where the work activity is not a regular work activity for the site. All SWMS's for work at height in access equipment shall include an Emergency Recovery Procedure.

Any persons conducting work above 1.8m, they must have conducted an accredited Work at Heights course. In line with the fall from height regulations the hierarchy of control identified in the falls regulations must be considered and documented.

Travel restraint systems are fall prevention measures that limit the travel of workers to ensure they do not reach an edge from which they may fall. Fall arrest systems, also known as "fall injury prevention systems", arrest the user in the event of a fall. These systems can be anchored to one point or to a horizontal lifeline. Harnesses are to be inspected by a competent person every six months with results recorded on the Lifting Equipment Register.

9.15.1 Access / Egress

Safe access and egress is to be provided to all work areas and work stations. CKON does not anticipate the use of scaffolding however if used CKON will ensure that all scaffolding is supervised, erected and dismantled by a certified and competent scaffolder and meet as a minimum, the requirements of AS / NZS 1576.1 to AS / NZS 1567.4 and AS / NZS 4576.

Where authorised for use ladders shall be inspected for defective rungs, warping, damaged feet, cracking or damage by the Safety Advisor. Ladders must be placed on firm, level ground, be lashed at the top, be placed at the correct angle (1:4) and shall extend one meter above the landing. As part of the sites daily inspection routine ladders shall be checked for compliance and fitness. Step ladders are not to be used on this site.

8.16 Confined Spaces

CKON does not anticipate working in any confined spaces during this project.

Workers must ensure that work occurring in any confined space complies with AS 2865 – 2001 and site specific requirements. Any person entering a confined space, including the standby person or spotter, must be trained in confined space entry to the national accredited standard against AS 2865 Safe working in a confined space. All confined space entry activities must be risk assessed and a rescue plan defined in the written and approved permit.

CKON has procedures addressing the risk of Confined Space entries that may occur during a project. The works will comply with the requirements of AS 2865:2009 – *Confined Spaces*, the *Confined Space Entry Procedure RO1-SM-PE-0002* and the Confined Space Code of Practice 2011.

All persons entering a confined space must hold a current nationally recognised Confined Space entry competency prior to entry.

8.17 Hot Work

Hot works permit shall be issued for any spark generating work.

Hot work permits:

- Shall be issued by the Site Manager or Safety Advisor
- Hot works permit has a life of 24 hours.
- Corrective PPE must be provided and worn.
- SWMS must be completed prior to starting the work.
- Transport of gas cylinders must have the regulators removed, valves closed, secured in an upright position and firefighting equipment on the transport vehicle.

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- When storing gas cylinders they must be stored away from any ignition source, secured up right and in a ventilated area
- NO SMOKING AND NO IGNITION SOURCE signs must be attached to the storage area
- Flash back arrestors must be fitted to both ends of the hose (AS 4603).

Hot works permit must be signed by the recipient on completion of the works and returned to the site office.

When conducting Hot Work, CKON as a minimum must cover the following hazards:

Hazard	Control
Flammable and explosive dust atmospheres	Work area swept and wetted down
Flammable and explosive gas atmospheres	Atmosphere purged and monitoring conducted
Flammable liquids, either split, residual or within the process plant	Removed (15m clearance) and work area wetted down
Combustible and flammable materials	Removed (15m clearance) and/or non-removable shielded

8.18 Order and Discipline

CKON and our subcontractors, will implement Code of Conduct Standards and procedures that comply with relevant Legislative Requirements and Codes of Practice, commensurate with their Scope of Work and working environment.

As a minimum, the standards shall cover:

- Expectations and standards for behaviour
- Authorisation to enter and carry out activities at a project work site
- Use of threatening or abusive language
- Bullying, molesting, intimidating or harassment of others
- Sexual harassment
- Physical violence or riotous behaviour
- Interference with or damage to Cultural Heritage artefacts, flora and fauna or any declared area
- Interference with or damage to any project equipment, structure notice or signage
- Bringing pets, animals, firearms, other weapons or prohibited items on to Project Sites
- Remaining on or around the worksite whilst under the influence of alcohol or illicit drugs.

8.19 Scaffolding and Ladders

CKON will develop and implement procedures covering the use of scaffolding and ladders which complies with the *Working at Heights Procedure RO1-SM-PE-0040*, *Work Health & Safety Act 2011* and *Regulation 2011* and applicable Codes of Practice and Australian Standards for scaffolds and ladders.

8.20 Signs and Barricading / Bunting

CKON will develop and implement signage and barricade standards and procedures and ensure all employees on the Site are aware of and obey such signage. Whether barricading is hard (solid) or soft (tape) shall be determined in line with the level of the risk being isolated.

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Safety signage used shall meet all Legislative Requirements and be suitably sized, use appropriate symbolic shape, legend, colour coding, and layout in accordance with *AS1319: 1994 – Safety signs for the occupational environment*. Where no symbol is available for a required purpose, a worded-message sign, in accordance with *AS1319:1994* is acceptable. At all times signage is to be in accordance with relevant Legislation, Codes of Practice and Standards.

8.21 Housekeeping

Housekeeping is an extension of every activity at the workplace. Good housekeeping practices contribute to the prevention of injuries and have a positive impact on overall workplace health safety environment outcomes. Personnel undertaking works shall be responsible for ensuring that work areas within their control are maintained in a tidy and safe manner and that materials and equipment not in use are neatly stored and clear of access ways. The same personnel shall also ensure that suitable types and numbers of waste bins or arrangement for waste removal are provided and maintained (emptied as required) in all work areas. Waste removal shall be coordinated with CKON personnel.

8.22 Fire and Explosion Prevention and Protection

All CKON workplace amenities, offices, workshops, selected vehicles, plant and storage facilities shall have a suitable type and number of fire extinguishers available for use in the event of a fire. Such equipment shall preferably be of CO2 or dry chemical foam type.

An assessment of the suitability of firefighting equipment should be made for each project. “AS2444 Portable Fire Extinguishers & Fire Blankets Selection and Use” provides details on the various extinguishers available, their use and effectiveness for various types of fire. Fire Protection Procedures and the Monthly Fire Protection Checklist provide guidance to the workplace team on establishing and maintaining fire protection at the workplace. Where more than 10 fire extinguishers are installed, a CKON Fire Extinguisher Register must be maintained, detailing the type and location of each unit. Bulk storage of fuels, oils or other products may have specific requirements for the provision of firefighting equipment and storage should be in accordance with the relevant Australian standard. Signage shall be located at extinguishers to indicate the extinguisher type and suitability.

The lighting of fires is not permitted at the workplace. All hot work in areas other than designated workshops and process areas where appropriate fuel reduction and firefighting equipment is permanently established or where hot work is required to be performed in a confined space must be approved by a CKON representative and the completion of the CKON Hot Work Permit. Undertaking hot work in outdoor environments during total fire ban days shall only be permitted for urgent and essential building and construction or demolition work by the issue of a CKON Hot Work Permit. Firefighting equipment shall be tagged before being put into service in compliance with AS1851.1 and inspected and tagged on a 6 monthly basis by a suitably qualified person. A record of inspection shall be obtained and the compliance tag for each extinguisher/hose reel crimped to indicate the month and year of the test.

Fire hazards must be identified in all CKON buildings and construction sites. A risk assessment shall be carried out and the appropriate controls required will be considered. The management of fire risks should use a hierarchical approach of elimination, prevention, protection, mitigation and emergency response.

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APPENDIX – DEFINITIONS

Audit: Systematic and documented process of reviewing documented systems and procedures against their implementation in the workplace (What is stated – vs. – what is done).

Building & construction work:

- (a) the construction, alteration, extension, restoration, maintenance, repair, demolition or dismantling of buildings, structures or works that form, or are to form, part of land, whether or not the buildings, structures or works are permanent;
- (b) the construction, alteration, extension, restoration, repair, demolition or dismantling of railways (not including rolling stock) or docks;
- (c) the installation in any building, structure or works of fittings forming, or to form, part of land, including heating, lighting, air-conditioning, ventilation, power supply, drainage, sanitation, water supply, fire protection, security and communications systems;
- (d) any operation that is part of, or is preparatory to, or is for rendering complete, work covered by paragraph (a), (b) or (c), for example:
 - (i) site clearance, earth-moving, excavation, tunnelling and boring;
 - (ii) the laying of foundations;
 - (iii) the erection, maintenance or dismantling of scaffolding;
 - (iv) the prefabrication of made-to-order components to form part of any building, structure or works, whether carried out on-site or off-site;
 - (v) site restoration, landscaping and the provision of roadways and other access works.

Certificate of Competency: Certification that establishes whether a person is trained to a level which satisfies the safety requirements of the job. The National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC: 1006 (2001)] requires that workers hold a relevant certificate of competency prior to operating certain equipment and machinery, or undertaking certain tasks.

Client: A customer, a buyer or receiver of goods or services.

Competent person: A person who has acquired through training, qualification or experience, or a combination of them, the knowledge and skills to carry out that task.

Consultation: The processes by which CKON communicates with and receives input from employees with regards to HSE matters affecting them at work. As a minimum, consultation arrangements require:

- the sharing of relevant information about occupational health, safety and welfare and the environment;
- that all personnel are given the opportunity to express their views and to contribute in a timely manner to the resolution of HSE and welfare issues at their place of work;

that the views expressed during consultative forums are valued and taken into account when determining the best course of action to resolve any HSE and welfare issues at a workplace.

Contract: An exchange of promises between two entities for goods or services. Examples of common CKON contracts include Major Works Contracts, Minor Works Contracts, Supply Agreements and Purchase Orders.

Control Measure: Course of action taken to eliminate or minimise risk, e.g. design change, guarding, alternative method of work or personal protective equipment. All controls must be developed in accordance with the Hierarchy of Controls, favouring elimination over reduction.

Corrective Action: Actions necessary to implement a control measure to eliminate or reduce an identified risk to health, safety or the environment.

Critical Controls: Those control measures, removal of which, a risk ranked medium or above would be left untreated.

Document: A document is any record of information, and includes:

- anything on which there is writing;
- anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them;
- anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- a map, plan, drawing or photograph.

Duty of Care: Legal obligation to take reasonable care to provide a safe workplace and safe systems of work by managing those risks that can be foreseen.

Emergency: Any event involving the need for or presence of trained emergency services such as ambulance, police or fire brigade.

- a. bomb threat;
- b. failure of temporary containment structures (e.g. erosion and sediment control structures);
- c. externally triggered events (such as terrorist activity);
- d. fall arrest/suspension in a safety harness – emergency retrieval plan;
- e. fire or explosion;
- f. flooding;
- g. gas leak or toxic emission (from workplace or an adjoining property);
- h. medical emergencies;
- i. major equipment failure;
- j. natural disasters (e.g. cyclone, flooding, tsunami, earthquake);
- k. pollution or incidents involving the potential for pollution;
- l. leaks or spill;
- m. storage of dangerous goods and hazardous substances;
- n. stretcher access/egress;
- o. structural collapse;
- p. vehicular/plant collision (public or project); and
- q. any other risk situation that is applicable to the workplace with the potential to require emergency response.

Emergency Management Plan: The E.M.P. provides clear response procedures to follow in the event of a work-related emergency:

- a map of evacuation routes and emergency assembly/marshalling/muster point(s);
- the location and type of fire equipment, first aid equipment, trained first aiders and spill response equipment at the workplace;
- identification of the types of potential emergencies at the workplace in consideration of the business activities undertaken and the related hazards present (e.g. flammable liquids, compressed gases, work at height, work over or near water, confined spaces or other);
- procedures to be followed when responding to emergency situations;
- emergency response team members, their responsibilities and communication processes;

- the current identity and contact details for internal and external parties who are part of the emergency response team, or are to be notified or requested to respond (e.g. fire wardens, fire department, spill clean-up services, regulatory authority or other); - the method of activation of an emergency; - the method of termination of an emergency; - the requirements if any for notification to external authorities and the method; - the training requirements for all personnel involved in emergency response; and the frequency of periodic drills for emergency response procedures.
Environmental Aspects: CKON activities, products or services that can interact with the environment – Something that has the potential to cause a change to the environment.
Environmental Incident: Potential or actual pollution causing or threatening significant 'material harm' to the environment, e.g. discharge to water, air, soil. Includes notices or other enforcement activity issued by a Regulatory Authority or equivalent; incidents involving spills, dust, noise, damage to flora, injury to fauna or other, which require completion of an Incident Investigation Report.
First Aid Injury: (FAI) - Basic medical care given to an injury/illness victim, usually where the injury/illness is slight and does not require medical treatment.
Form: Mandatory method of arrangement or manner of coordinating information for management purposes.
Guideline: Guidance only relative to setting a minimum standard or determining a course of action.
Hazard: Something that has the potential to cause harm to people. Examples include sharp objects, electricity, working at heights, confined spaces, mobile equipment, heat/cold, noise and chemicals.
Hazardous Substance: Substances that are classified as hazardous to human health by the manufacturer or importer in accordance with the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008], e.g. cleaning chemicals. They can be gases, liquids or solids, and can be either pure substances or mixtures. Hazardous substances are classified according to their long term health effects, while dangerous goods are classified by their immediate physical and / or chemical effects. Certain substances can be classified as both e.g. fuel, whilst others can be classified as one but not the other depending on how they are being used and stored.
HSE Management Plan: Document which identifies the occupational health and safety and environment risks associated with a specific scope of works to be undertaken by a Subcontractor or CKON personnel. The plan shall include as a minimum: - A description of the scope of work; - A company policy signed and dated by senior management outlining strategic directions and objectives for health, safety and environment in the workplace; - Details of responsibility and accountabilities for key personnel charged with health, safety and environment management and supervisory duties; - An organisational flow chart showing the management reporting structure for HSE; - The qualifications and training of key personnel charged with health, safety and environment management and supervisory duties; - The nominated person trained as a Workplace Health and Safety Officer or HSE Representative where 30 or more employees or contractors are to be engaged by the Subcontractor at the specific workplace; - A Job Safety & Environment Analysis (see definition) or equivalent document detailing the hazards, risks and control measures to be implemented so that job tasks to be undertaken can be done so in a manner that is safe and minimises risk to the environment; - The person that shall monitor the effectiveness of control measures detailed in the HSE Management Plan and JSEA or equivalent are being implemented;

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- Details on how inspection and audit of the implementation of the HSE Management Plan and JSEA or equivalent shall be undertaken, by who and at what time intervals;
- A register of plant and equipment (including any electrical and lifting gear) to be used in the workplace and records or maintenance, inspection and where relevant registration by the Regulatory Authority;
- A register of supply of personal protective equipment to employees or contractors engaged by the Subcontractor;
- A register of training undertaken by employees or contractors to be engaged by the Subcontractor including OHS general industry induction/safety awareness training; training in the contents of the JSEA and in the company HSE Management Plan or their equivalent, risk management training for supervisors; and training in the use of any hazardous substances or dangerous goods to be used as part of the scope of works;
- Details of workplace consultation arrangements for employees or contractors engaged by the Subcontractor to undertake the work;
- A register of Certificates of Competency held by persons that shall be required to undertake tasks which require a certificate;
- A register and risk assessment for any hazardous substances or dangerous goods to be used as part of the scope of works and a Material Safety Data Sheet (with an issue date not greater than 5 years) for each and every product or substance to be used;
- A procedure for reporting incidents relating to injury; near miss, environment, plant or other;
- Details and certificates of currency for Workers Compensation and Public Liability Insurance; and
- Details of the provider for injury management and return to work services.

HSE Committee/Representative: Those personnel elected or appointed in accordance with the law and to represent the interests of employees and employers during the consultation process.

HSR – Health and Safety Representative - in relation to a worker, means the health and safety representative elected under Part 5 of the Work Health & Safety Act for the work group of which the worker is a member.

High Risk Work: Those tasks for which the consequence of any potential risk is major to extreme as defined in the HSE Management System (HSE MS) and those tasks listed in the definition for high risk work outlined in the HSE MS. Includes any of the following work related activities to be undertaken at CKON workplaces but is not limited to work:

- involving structural alterations that require temporary support,
- where there is a risk of falling 2 metres or more,
- involving excavation at a depth of 1.5 metres or more,
- involving demolition work,
- involving bulk earth works,
- involving work in tunnels, pits, enclosed services corridors, shafts or other confined spaces;
- involving the use of explosives,
- near traffic or mobile plant,
- on or around gas or electrical installations,
- involving hazardous material removal or disposal;
- involving materials handling with cranes or other high risk plant such as forklifts;
- over or adjacent to water where there is a risk of drowning or potential for pollution;
- which generates noise level in excess of 85dB(A);
- which is classified as noisy work;
- involving concrete pumping and concrete slurry/waste; and

• involving prescribed waste and hazardous material removal; • involving work near or in environmentally sensitive areas; • involving hazardous chemical use and handling; • involving manual and repetitive handling of heavy objects; • on roofs where no parapet or edge protection is provided; • involving external activities at height, e.g. facades and window cleaning; and • involving young workers less than 25 years of age and with less than 2 years work experience in any of the activities outlined immediately above.
Incident: Any occurrence which results in actual, or has the potential to cause, injury or ill health or damage to property or the environment. The term 'accident' is not used at CKON.
Induction: The process of preparing employees and service providers for safe and productive work in an unfamiliar workplace. The induction process may involve the familiarisation with site specific risks, emergency procedures, facilities, amenities and important contacts. It may also involve additional instruction in a work area or task.
Injury: Refers to any physical or mental harm inflicted on any individual and may not be limited to a single event.
Injury Management: Injury management and return to work is the process designed to ensure an employee's earliest possible return to work or to maximize an employee's independent functioning. Injury management and return to work involves the provision of approved services provided by. Registered personnel, qualified Providers, suitable duties programs, necessary and reasonable aids or equipment to an injured employee. CKON takes all reasonable steps to assist or provide its injured employees with injury management and return to work practices for the period for which the employee is entitled to compensation.
Inspection: Systematic process of hazard spotting in the workplace.
Isolation Procedure or "Lock Out-Tag Out": An isolation procedure is a set of predetermined steps that should be followed to keep plant and its components from being set in motion or to prevent the release of stored energy, in order to protect the safety of workers during plant inspection, repair, maintenance or cleaning activities.
Job Safety & Environment Analysis: (JSEA) used to identify task specific HSE requirements and include: • The name and registered office, ABN/ACN and contact details of the company that shall undertake the work; • Be signed and dated by management of the company or its workplace representative undertaking the work; • Provide a description of how specific work tasks are to be carried out; • Identify work activities assessed as having health and safety risks and (significant) environment risks; • Identify all health safety environment risks relevant to all work activities; • Provide a description of the control measures that shall be applied to the work activities; • List the person(s) responsible for ensuring the control measures are implemented; • Include a description of any plant, equipment or product/hazardous substances to be used in the work and records provided; • Include reference to legislation, standards or codes of practice relevant to the work; • List the qualifications of the personnel that shall undertake the work; and • Identify any training or permits required for the work. NOTE: In some states or regions use of the term 'safe work method statement' (New South Wales), 'work method statement' (Queensland) or 'job safety analysis' (Victoria & Western Australia) may be referenced in legislation or other standards or guidelines with respect to work tasks and occupational health and safety.

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Lost Time Injury (LTI): As defined by AS1885.1, a lost time injury/disease (LTI) is defined an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.		
Manual Handling: any activity which requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. Also includes any activity involving repetitive or forceful movements, such as keying data at a computer or twisting a screwdriver, and any activity where a person must maintain a constrained or awkward posture.		
Mandatory: An obligation or duty which is required by law or CKON policy and conditions of employment.		
Medical Treatment Injury (MTI): Treatment, other than first aid, administered by a licenced medical practitioner or by registered professional personnel under direction from a licenced medical practitioner, as a result of a work related injury or illness		
Near Miss: Incidents which had the potential to harm people or damage property.		
Notifiable Incident: Those incidents specified under occupational health and safety legislation and environmental legislation that must be reported to the relevant Regulatory Authority. Health and Safety - exposure of a person in the immediate vicinity of plant & equipment to an immediate risk to the person's health and safety through: (a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant. (b) an implosion, explosion or fire. A person who is in charge of prescribed equipment at an equipment site must notify the Authority immediately after the person becomes aware of an incident involving the equipment which results in— (a) the death of any person; or (b) a person requiring medical treatment within 48 hours of exposure to a substance; or (c) a person requiring immediate treatment as an in-patient in a hospital; or (d) a person requiring immediate medical treatment for: the amputation of any part of his or her body; or a serious head injury; or a serious eye injury; or the separation of his or her skin from underlying tissue (such as de-gloving [see definition] or scalping); or electric shock; or a spinal injury; or the loss of a bodily function; or serious lacerations. Environmental – A pollution incident or set of circumstances during, or as a consequence of which, there is or is likely to be, a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. Each state/ territory gives a definition which includes a monetary value of the event which includes the Estimated clean-up, and restoration costs. WA – Material harm \$20,000, Serious harm \$100,000 NSW – Material harm \$10,000 VIC – Material harm \$5,000, Serious harm \$50,000 QLD – Material harm \$5,000, Serious harm \$50,000 ACT - Material harm \$5,000, Serious harm \$50,000 SA – Material harm \$5,000, Serious harm \$50,000 TAS - Material harm \$5,000, Serious harm \$50,000 (NOTE: see specific state, territory or region occupational health & safety and environmental legislation for more specific details)		
Officer - An officer is a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer. Partners of a partnership are not officers but are PCBUs. An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation. You are considered to be an officer if you are: • an officer within the meaning of section 9 of the Corporations Act 2001 • an officer of the Crown within the meaning of section 247 of the model Work Health and Safety (WHS) Act		
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• an officer of a public authority within the meaning of section 252 of the model WHS Act.		
PCBU – (Peekaboo) Person Conducting a Business or Undertaking - A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. A volunteer Organisation which employs any person to carry out work is considered a PCBU. Householders where there is an employment relationship between the householder and the worker are also considered a PCBU. You are not considered to be a PCBU if you: • are engaged solely as a worker or an officer • are an elected member of a local authority • are a volunteer association • are a strata title body corporate responsible for common areas used only for residential purposes		
Permit: Authorisation, license, or equivalent control document issued by the controlling entity or Regulatory Authority that details the minimum HSE requirements that must be met prior to undertaking an activity. Where required, completion of a permit is a precondition of starting work on a CKON site.		
Plant and Equipment: Any mobile or stationery machinery, tools, appliances and equipment that is mechanically driven. It can range from scaffolding to lifts; from tractors to hand trolleys; cranes to mobile platforms; welding equipment to electric drills.		
Pre-Employment Medical Assessment: Assessment of potential employee capacity to fulfil the inherent requirements of the job and meet CKON's drug policy, involving a medical history questionnaire for the potential employee to complete, a Doctor's examination including audiometry including visual acuity, spirometry and urine drug tests.		
Pre-Qualification: The general term given to a process of evaluating the capacity to meet the requirements of CKON HSE policies, procedures and the law.		
Pre-Start Talk: A briefing used to discuss key HSE concerns and requirements prior to commencement of a task involving the supervisor and work team.		
Primary legislation: The main legislation governing occupational health and safety, e.g. Workplace Health & Safety Act or Workplace Health and Safety Regulation; and environment, e.g. Environment Protection Act or Protection Of the Environment Operations Act.		
Principal Contractor: the person or entity authorised on behalf of the Owner or Client as the Controller of a defined area and the construction works undertaken within that area to the extent necessary to discharge those responsibilities defined under relevant occupational health and safety legislation or environment legislation. NOTE: Under legislation in all Australian states where a Principal Contractor is not appointed responsibility for control of the workplace or its activities reverts to the Owner.		
Privacy: Legal duty to protect an individual's private information, e.g. personal medical records. Covered by the Privacy Act (Commonwealth) and other State or regional based legislation.		
Procedure: Mandatory way to carry out an activity or a process and must be followed where applicable.		
Reasonably Practicable: in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) what the person concerned knows, or ought reasonably to know, about: (i) the hazard or the risk; and		
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(ii) ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.		
Record: Document stating results achieved or providing evidence of activities performed. A record can include: - digital (soft copy) information of any kind including emails, photographs, documents, plans, recordings, drawings or other digital media or films; - hard copy information of any kind including facsimiles, reports, procedures, forms, meeting minutes, plans, registers or any other documents.		
Regulatory Authority (or Regulator): A public authority or government agency responsible for exercising autonomous authority over some area of law and governance in a regulatory or supervisory capacity.		
Return to Work (RTW): A program to be implemented as part of the CKON Injury Management and Return to Work Policy and Procedure. The RTW Program aims to: - maintain injured or ill workers at work; or - ensure the worker's earliest possible return to work; or - maximise the worker's independent functioning; and - provide for durable employment.		
Return to Work Coordinator: The RTWC is a person who has satisfactorily completed a recognized workplace injury management and return to work training approved by a relevant Regulatory Authority. The RTWC is the link between the injured employee, treating doctor, management, supervisors, Regulatory Authority, Injury Management Provider(s) and any other relevant parties.		
Risk: What can happen or the potential event(s) which may occur as a result of a workplace hazard.		
Risk Register: The CKON HSE Form which is used to record and rank significant risks and significant environmental aspects identified in a particular workplace or work area.		
Risk Ranking - A value judgement based on the Likelihood & Consequence of an identified Hazard causing injury, illness or damage to the environment, using the Risk Matrix to apply a standard method of assessment to all issues.		
RTO: (Registered Training Organisation) RTOs are providers and assessors of nationally recognised training. Only RTOs can issue nationally recognised qualifications.		
Safety Management Plan CHSMP is a document which: - identifies the hazards involved in the activity to be conducted at the workplace; and - identifies the risks resulting from the hazards and the seriousness of those risks; and - addresses the risk of high consequence, low probability events; and - determines appropriate risk management measures: - eliminates, as far as reasonably practicable, avoidable risks; and - minimises, as far as reasonably practicable, unavoidable risks; and - specifies the means by which the risk management measures will be implemented; and - determines a mechanism for monitoring and reviewing the effectiveness of the risk management measures; and - specifies the training which must be provided to a worker who may be exposed to a hazard; and - specifies any requirements for health surveillance of workers; and		

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(i) specifies the records particular to the risk management plan that must be kept; and (j) specifies the qualifications or credentials of the person who prepared the risk management plan.		
Significant Injury/Illness: Any injury which has the potential to cause substantial, long term or permanent physical or mental harm.		
Spill [major]: Uncontrolled discharge of a chemical, substance, dangerous goods, product, by-product of a business activity or other contaminant greater than 1,000 mm in diameter with the potential to cause permanent material harm through contamination of soil, air or water.		
Spill [minor]: Uncontrolled discharge of a chemical, substance, dangerous goods, product, by-product of a business activity or other contaminant less than 1,000 mm in diameter which has the potential to cause minor short term environmental harm through contamination of soil, air or water.		
Supervisor: A person who has charge of a workplace, or authority over a worker or group of workers, including occupational health & safety, and environmental issues.		
Tagging: Electrical safety testing and application of a registration "tag" or label, which applies to portable electrical equipment, which may be new equipment, in-service or returned from repair, and is connected to a 240 - 415 volt power supply by a flexible cord. The tests are to be conducted according to AS/NZS 3760, by a qualified electrician, or a person deemed competent to operate a 'portable appliance tester' (PAT), at intervals specified in the Standard, or according to Regional Legislation, Codes or Guides. Portable & fixed Residual Current Devices (RCD) are tested using (i) the "TEST" push button, and (ii) using an RCD tester (operated by a Qualified or Competent person) which applies the rated tripping current and indicates the tripping time of the device, all testing is carried out at intervals specified in the Standard, or according to Regional Legislation, Codes or Guides".		
Tool Box Talk: Training and information sessions conducted at the workplace which address task specific risks to HSE. Tool Box Talks are recorded in the Tool Box Talk Record Form.		
Unacceptable HSE Performance: Where any work undertaken by employees or service providers (contractors and suppliers) is assessed as: • unsafe; or • poses an imminent risk to people; or • significant risk of material harm to the environment		
Work at Height: Work where the potential fall height exceeds 1.8 metres.		
Worker - A worker is anyone who carries out work for a PCBU, such as: • an employee • a contractor or sub-contractor • an employee of a contractor or sub-contractor • an employee of a labour hire company • an apprentice or trainee • a student gaining work experience • an outworker • a volunteer. You can also be a PCBU and a worker if you carry out work for another PCBU.		
Workplace: Any place, area or location that a person is required to access to undertake their employment duties.		
Workplace Manager: can be taken to mean Site Manager (construction site), Project Manager, General Manager.		