

Paynters

WORK HEALTH SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN

Project Name: Townsville Housing Service Centre

Project No.: DHPW2501

Client: Department of Housing and Public Works

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APPENDICIES

- A. Work Health, Safety, Environmental and Quality Policy Statement**
- B. Responsibility Statements**
- C. Hazard Identification and Risk Management (including Project Risk Assessment)**
- D. Safety in Design Report**
- E. Project Administration Processes**
 - Emergency Phone Numbers and Contacts
 - Project Personnel and Contacts
 - Emergency Evacuation Plan
 - Site Specific Induction
 - Communications Approval Process
- F. Infection Control Processes**
 - Permit to Work – Access to Operation Areas within the Facility – BMS-FRM-007-008-04
 - Infection Control Toolbox Talk Agenda – BMS-FRM-007-008-01
 - Personal Hygiene Toolbox Talk Material – BMS-FRM-007-008-02
 - Infection Control Safe Work Method Statement (SWMS) – BMS-FRM-007-008-03
 - General Awareness Posters – COVID-19

1.0 Introduction

This Project Specific Work Health Safety and Environmental Management Plan has been developed for the Townsville Housing Service Centre.

We are committed to protecting the environment and the safe construction and commissioning of the Townsville Housing Service Centre. This Plan outlines the philosophy, approach and management systems that will be used on the project.

We will use this Plan to fulfil our obligations under the:

- Work Health and Safety Act 2011 and the;
- Work Health and Safety Regulation 2011;
- Environmental Protection Act 1994;
- Environmental Protection Regulation 2008 and
- Our obligations to the community as a good corporate citizen.

All personnel, including Contractor personnel shall actively support the implementation and ongoing application of this Plan.

The plan contains:

- Description of construction methods;
- A description of the project and location of associated facilities;
- A description of the organisation structure and responsibilities of key positions with approval authorities for the procedures and plans;
- A summary of the Health, Safety, Environment and Quality Policy Statement, Procedures and Safe Work Method Statement (SWMS) for use during construction activities;
- Reporting requirements through appropriate performance indicators by which the Plan's compliance with policies, procedures and Safe Work Method Statement (SWMS) is verified.

1.1 Responsibility for the Plan

This Plan covers the requirement for Paynters with regards to the overall delivery of the Project as well as the specific requirements for Contractors.

Paynters Management has overall responsibility for the preparation, review and improvement of this Work Health Safety and Environmental Management Plan. The Plan provides a high-level overview of project Health, Safety, Environmental and Quality Management System, as well as the supporting policies, standards, procedures and Safe Work Method Statements (SWMS) for the Project.

All Paynters employees and contractors are responsible for providing the necessary resources (including human and financial) for implementation of the requirements of this Plan including the application of policies, procedures and Safe Work Method Statements (SWMS).

1.2 Scope and Application

This Plan has been prepared to define the Work Health Safety, Environmental and Quality Management activities to be implemented for the control of all works associated with the Project. The Plan is based on:

- a) Queensland Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.
- b) Queensland Environmental Protection Act 1994, Queensland Environmental Protection Regulation 2008 and the Federal Environmental Legislation.
- c) The Paynters Health, Safety, Environmental and Quality Management System, certified (Registration No. 373) by an independent third party – (Global Certification Pty Ltd) as conforming to AS/NZS 4801:2001 – Occupational Health and Safety Management Systems.
- d) Office of the Federal Safety Commission requirements for accredited organisations (Accreditation No. 097).
- e) The Project scope of work.

The provisions of the Paynters Subcontract requirements are complementary to and not in substitution for, any technical requirements.

1.3 Reference Documents

- A. Work Health and Safety Act 2011
- B. Work Health and Safety Regulation 2011
- C. Environmental Protection Act 1994;
- D. Environmental Protection Regulation 2008
- E. Scope of Works and Technical Specifications
- F. Paynters Procedures and Forms
- G. Unless otherwise specified the applicable issue of a reference document shall be the issue current
- H. Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 2885.3)

1.4 Abbreviations and Definitions

CEMP	Construction Environmental Management Plan
DA	Development Application
GA	General Arrangement (drawing)
HAZOP	Hazard and Operability study
HSEQ	Health, Safety, Environment and Quality
IMS	Integrated Management System
KPI	Key Performance Indicators
ITP	Inspection and Test Plan
SDS	Safety Data Sheet
SEE	Statement of Environmental Effects
SOW	Scope of Works
SWMS	Safe Work Method Statement
TMP	Traffic Management Plan
Site Supervisor	Site Manager / Foreman

1.5 Issue, Revision and Distribution

This Plan is a controlled, approved document, prepared and issued by the Project Manager and approved by the HSEQ Manager.

The Project Manager maintains the Master Copy of the Work Health Safety and Environmental Management Plan.

The Paynters project document register is updated with the distribution details of the document i.e. Copy Number, Recipient, Company and Date transmitted. Copies of the Plan may be issued for 'Information Only' and will be marked accordingly as such.

The Work Health Safety and Environmental Management Plan, SWMS and all project HSE completed forms will be retained for 7 years.

The procedures and methods defined herein shall not be amended without the approval of the Project Manager and the HSEQ Manager.

Where review and revision is deemed warranted, i.e. such as site layout changes, major incident occurring, comments received from the Client or where necessary to reflect changes in contractual or Project requirements, then these revisions shall be reviewed by the Project Manager and approved by the HSEQ Manager. As a minimum a review is necessary every 3 months for the last revision date.

Each page of this document bears a document number and revision level. When revisions to the document are issued the Document Control table and each page of the document will be updated to show the most recent revision level. The revised document will be forwarded to the holders of controlled copies. Recipients are responsible for destroying or marking "superseded" on the previous revision.

1.6 Revision Levels

- Revision levels shall be alphabetical, (A, B, C, etc).

2.0 Purpose

The purpose of this Plan is to demonstrate and document the approach to health, safety, environmental and quality management.

Paynters and Contractors recognise the following environmental, health and safety obligations are carried out during construction of the Townsville Housing Service Centre.

- All construction activities associated with the Townsville Housing Service Centre Project are undertaken in a safe and healthy manner to protect both people and the environment;
- All work health safety, environment and construction requirements are documented;
- Appropriate processes, procedures and Safe Work Method Statement (SWMS) are in place to implement the requirements of this plan; and
- Design and Commissioning specifications are documented and implemented so that they conform to legislative requirements and relevant standards

3.0 Scope of Work

3.1 Description

General Project Description

The Townsville Housing Service Centre project consists of an internal ground floor office fitout including meeting rooms, quiet rooms, interview and breakout spaces for the Townsville housing service.

Works include service alterations, new partitions, joinery install, carpet install and furniture coordination.

The project is due to commence on or around 26/08/2020 and is to be completed on or around the end of October 2020.

4.0 Management Responsibility

4.1 Health, Safety, Environment and Quality Policy Statement

Paynters is committed to providing quality building concept, design, and construction and project management services to our clients in a transparent, honest, safe, diligent and professional manner.

At Paynters we aspire to excellence in Health, Safety, Environment and Quality performance, and view this as fundamental to our business success. Central to the Paynters business culture is a commitment to the Health, Safety, Environment and Quality of our employees, subcontractors, clients and to everyone who visits our work sites. Wherever we operate, we strive to achieve excellence in all aspects of Health, Safety, Environment and Quality. Our Health, Safety, Environment and Quality Policy Statement adumbrates the framework Paynters employs to achieve this undertaking. A copy of our Health, Safety, Environment and Quality Statement is available in Appendix 1 of this Plan.

4.2 Risk Management Philosophy

Paynters have recognised the need to take steps to ensure we prioritise management activities so that what is important takes precedence over what is not so important and as an organisation also understand need to be aware of:

- the sorts of events that may impact on what is important to us and our clients;
- the likelihood that these events may occur;
- the type and extent of impact such events would have;
- what can be done to prevent such events; and/or
- what can be done to deal with such events if they occur?

Adequately managing such situations or risks through identification, analysis, prioritisation, mitigation and treatment therefore becomes paramount to the achievement of Paynters organisational objectives.

To achieve this, Paynters applies sound risk management principles as defined in the Australian Standard AS/NZ ISO 31000: Risk Management. In short, Paynters understand that risk management is an interactive process consisting of well-defined steps which, taken in sequence, support better decision-making by contributing to a greater insight into adverse events and their impacts. Risk management processes can be applied to any situation where an undesired or unexpected outcome could be significant or where opportunities are identified. Our employees need to know about possible outcomes and take steps to control their impact. Communication of the procedures and processes to be employed to ensure adequate risk management is achieved are included for all Paynters employees at the time of induction and at regular intervals throughout their tenure with Paynters.

4.3 Paynters HSEQ Management System

The Paynters Integrated Management System is based on AS/NZ ISO9001, AS/NZS ISO 14001 and AS/NZS 4801. It has been established to ensure that health and safety hazards and environmental aspects have been identified, risks assessed and managed throughout each of the company's operations. This system framework will be used across the works by Paynters and our Contractors. The HSEQ Management System comprises:

- Policy and Commitment
- Planning and Environmental Issues Identification
- Implementation
- Measurement and Evaluation
- Management Review and Improvement

Paynters HSEQ performance requirements are detailed within the standards of the HSEQ Management System Framework. These Standards outline Paynters requirements for the management of:

- Safe and healthy workplaces
- Operations and construction
- Plant and equipment integrity
- Environmental protection and management
- Energy conservation
- Personal, occupational and environmental health
- Communications and external relationships
- HSEQ leadership and commitment
- Sustainable development

The above principles are implemented and managed by a series of corporate and operational documents including, corporate policies, project planning strategies, HSEQ performance indicators, management plans, procedures, Safe Work Method Statement (SWMS) and project specific documentation.

This project specific plan is in accordance with Paynters HSEQ Management System and comprises the following elements:

- A corporate policy stating Paynters commitment to conduct activities in an healthy, safe and environmentally responsible manner;
- Clearly stated objectives consistent with this commitment;
- Practical procedures and Safe Work Method Statement (SWMS) to achieve the objectives;
- Performance standards and guidelines;
- Clearly defined responsibilities and accountabilities for personnel to indicate their obligations regarding safety and environmental management;
- Appropriate induction and training of personnel;

- Comprehensive monitoring and auditing programs to assess compliance with procedures, Safe Work Method Statement (SWMS) and the achievement of objectives;
- A system of reporting, recording of data and notification of relevant personnel such as incident reporting; and
- Ongoing consultation to seek input from, and inform, all parties of relevant issues;

4.4 Objectives and Targets

Project HSEQ objectives and targets shall be measurable and reported on a regular basis as follows.

4.4.1 WHS Objectives

We will manage and prevent work-related incidents at the project site by:

- Providing safe plant, safe site access and systems of work;
- Providing documented Safe Work Method Statements (SWMS), procedures and instructions to ensure safe systems of work;
- Ensuring compliance with legislative requirements and industry standards;
- Providing appropriate information, instruction, training and supervision of staff members, contractors and customers to ensure their safety;
- Providing assistance and support to staff members;
- Providing adequate supervision and taking preventative action to remove or minimise risk through risk assessment techniques;
- Informing employees of any dangers associated with project, machinery, plant and equipment and the environment;
- Refusal to work process, where safety and the environment is an issue;
- Providing employees with training on how to carry out their work safely and how to protect the environment;
- Managing public safety and ensuring property safety;
- Manage any identified health, safety and environmental risks using the hierarchy of controls; and;
- Providing a method for reporting hazards and near misses

HSEQ Performance Indicators and Targets

WHS performance indicators and targets for the project are:

HSEQ Performance Indicators	Project Target
Incidents	0
Injuries and lost time injuries	0
Working days lost	0
Worker's compensation claims	0
Incident Rate	0
Average Lost Time Rate	0
Lost Time Injury Frequency Rate	0
Site Specific Inductions	100%
*Weekly toolbox talks conducted	one per week
*Task Observations	one per week
HSEQ audits completed	Audit Schedule
Monthly Project Manager Inspections	One per month
*Weekly HSEQ Inspections	one per week
Improvement / Prohibition Notices	0
Infringement Notices / Fines	0

*Note *: only required where there is one day or more worked, during the calendar week.*

4.5 Internal Review of the Work, Health, Safety, Environmental and Quality Management System

Systems are in place to ensure the HSEQ policies and the content of Integrated HSEQ Management System are reviewed at least annually and revised as required.

4.6 Key Responsibilities and Accountabilities

Personnel at all levels are responsible for their own health and safety and that of their colleagues and the general public and for protecting the environment they work in. They shall carry out work in a manner consistent with the requirements of this Work Health Safety and Environmental Management Plan.

The Construction Manager shall, through the Project Manager, or where necessary, by direct participation, ensure that the Project is planned and executed in a cost effective manner that ensures compliance with the Project's technical, program, quality, safety, environment and commercial requirements.

The Construction Manager has the authority and accountability for:

- Allocation of resources to Projects
- Action where necessary to rectify or prevent Project concerns
- The financial viability and execution of the project

The Project Manager is responsible to manage the Project within the Clients guidelines and under the direction of the Construction Manager utilising, as required, Paynters facilities.

As part of an overall project management role, the Project Manager is responsible for the successful completion of the Project. The Project Manager is responsible to ensure that all Contractors and personnel comply with the required standard, for the development of contract specific goals, and targets in safety, environmental and quality performance.

The Project Management Team is responsible to the Project Manager for the safety, environmental, quality, technology, engineering and implementation of the Project.

Each employee is responsible for taking reasonable care to protect their own health and safety and that of their colleagues, the general public and the environment. They shall carry out work in a manner consistent with the requirements of this Work Health Safety and Environmental Management Plan. Specifically everyone on the site is required to comply with obligations described in the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, also known as "Duties of Care Obligations", the Environmental Protection Act 1994 obligations, Chapter 7, Clause 319 and the Environmental Protection Regulation 2008.

Who	Responsibilities	When
Employer	Work Health and Safety Act 2011 Section 19 states: <i>"(1) Person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:</i> a. <i>workers engaged, or caused to be engaged by the person; and</i> b. <i>workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking.</i> <i>(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking."</i> Environmental Protection Act 1994 Chapter 7, Clause 319: <i>A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm.</i> <i>In deciding the measures required to be taken, the following must be considered</i> (a) <i>the nature of the harm or potential harm;</i> (b) <i>the sensitivity of the receiving environment;</i> (c) <i>the current state of technical knowledge for the activity;</i> (d) <i>the likelihood of successful application of the different measures that might be taken;</i> (e) <i>the financial implications of the different measures as they would relate to the type of activity.</i> With Respect to Employees, subcontractors, visitors and public, must as far as practicable: Provide and maintain plant and systems of work that are safe and without risk to health; Make arrangements for ensuring safety and absence of risks to health and the environment in connection with the use, handling, storage and transport of plant and substances; Maintain workplaces under the control and management of the employer in a condition that is safe and without risk to health; Provide adequate facilities for the welfare of employees at any workplace under the control of the employer; Provide such information, instruction, training and supervision to employees as are necessary to enable the employees to perform their work in a manner that is safe and without risk to health and the environment;	At all times

Who	Responsibilities	When
	and A subcontractor or worker must ensure that people are not exposed to risks to their health and safety or the environment arising from the conduct of the person's undertaking while they are at the place of work.	
All Personnel	Work Health and Safety Act 2011 Section 28 states: <i>"While at work, a worker must—</i> <i>(a) take reasonable care for his or her own health and safety; and</i> <i>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</i> <i>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</i> <i>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers."</i> Environmental Protection Act 1994 Chapter 7, Clause 319: <i>A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm.</i> <i>In deciding the measures required to be taken, the following must be considered</i> <i>(a) the nature of the harm or potential harm;</i> <i>(b) the sensitivity of the receiving environment;</i> <i>(c) the current state of technical knowledge for the activity;</i> <i>(d) the likelihood of successful application of the different measures that might be taken;</i> <i>(e) the financial implications of the different measures as they would relate to the type of activity.</i> Must: • Take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace • Co-operate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under legislation • Report all accidents, incidents and potential hazards Must not deliberately: • Interfere with, or misuse, anything provided in the interests of health safety or welfare in pursuance of any provision of legislation • Wilfully place at risk the health or safety of any person at the workplace	At all times

4.7 Key Positions

4.7.1 Senior Management is responsible for:

- Planning, development, implementation and review of the HSEQ Management System;
- Defining health safety, environmental and rehabilitation responsibilities, accountability and authority;
- Providing adequate human, financial and technical resources to meet the HSEQ Management System requirements;
- Demonstrating commitment to health, safety, environmental and quality through their own actions; and
- Ensuring compliance with relevant legislation.

4.7.2 Project Manager, is responsible for:

- Carrying out a Project Risk Assessment.
- Developing, implementing and maintaining a Work Health Safety and Environmental Management Plan consistent with the Company's HSEQ Management System;
- Identifying the resources necessary to fulfil HSEQ Management System requirements on their projects;
- General management and leadership of the implementation of safety including but not limited to disciplinary procedures;
- Ensuring that subcontractors develop, implement and maintain their own safety plans and strategies consistent with the Work Health Safety and Environmental Management Plan;
- Monitoring compliance with the Work Health Safety and Environmental Management Plan and Company Policies;
- Reviewing, assessing and determining subcontractor's ability to comply with the Company's HSEQ requirements;
- Demonstrating commitment to HSEQ through their own actions; and
- Ensuring compliance with relevant legislation, standards and Codes of Practice.

4.7.3 Site Supervisor, is responsible for:

- Ensuring compliance with the Work Health Safety and Environmental Management Plan;
- Co-ordinating site activities with subcontractors and the client;
- Identifying the resources necessary to fulfil HSEQ Management System requirements on their projects;
- Promoting and implementing the Work Health Safety and Environmental Management Plan;
- Monitoring and reviewing site safety activities and environmental aspects of the site;
- Demonstrating commitment to work, health, safety, environmental and quality through their own actions; and
- Ensuring compliance with relevant legislation, Standards and Codes of Practice.

4.7.4 All Employees are responsible for:

- Taking care for the health and safety of persons who are at their place of work and who may be affected by their acts or omissions;
- Cooperating with the Company in regard to any requirements imposed in the interest of health, safety and the environment; and
- Demonstrating commitment to health, safety, environment and quality through their own actions.

4.7.5 Subcontractors are responsible for:

- Developing, documenting, implementing and maintaining safe systems of work for their activities on site;
- Providing adequate resources, including supervision, to ensure that documented safe systems of work are adhered to;
- Promoting the involvement of their employees in health, safety, environment and quality activities on site;
- Complying with all relevant Legislation, Standards and Codes of Practice;
- Demonstrating commitment to health, safety, environment and quality through their own actions; and
- Subcontractors' responsibilities are further defined in the Contract and the Work Health Safety and Environmental Management Plan.

Please refer to Appendix B for Project Specific Responsibility Statements.

5.0 Communication and Consultation

5.1 Consultation

The purpose of this element is to ensure that consultation occurs between management and employees including subcontractors on any changes that may impact on the health and safety of personnel on the project including members of the public in close proximity to works under construction. Consultation also offers project personnel the opportunity to address any health, safety, environmental and quality concerns that they are experiencing during works.

5.1.1 Internal Consultation / Representation

Arrangements for health, safety, environmental and quality consultation will be in accordance with the Work Health and Safety Act and Regulations and the Environmental Act and Regulations. The following elements will be implemented as required to achieve the above objective:

- Site HSEQ Committee
- Weekly Toolbox Meetings (whole of site)
- Project Progress Meetings
- Election of WHS Representative(s)
- Training and Induction Programs

The project team will ensure that where practicable sufficient notice boards are in place and accessible for the posting, minutes of meetings, safety bulletins, safety posters and other information or promotional materials.

Paynters will address all concerns raised in regard to health, safety, environment and quality on site in the following manner:

- Concerns regarding health, safety, environment and quality should be brought to the attention of the site supervisor or a member of the site HSEQ committee.
- All issues which are raised will be addressed immediately by the site supervisor and discussed at the next site safety meeting on projects where committee meetings are in place.
- Copies of site HSEQ committee meeting minutes will be prominently displayed on site.
- Should there be a concern that the matter is not being dealt with adequately, Paynters HSEQ Manager should be notified, the HSEQ Manager will consult with all parties and mediate on the issue.
- If agreement still cannot be reached, Work Health and Safety Queensland will be consulted to determine the matter.
- Should circumstances change on site which affects the safe operation of the project, persons will be notified by way of toolbox meetings convened by Paynters site supervisor.
- Where the WHSE Management Plan have been revised and the changes affect the subcontractors, these changes will be communicated via a site toolbox talk.

5.1.2 Site Health, Safety, Environmental and Quality Committee

Due to the nature and size of the project a site HSEQ committee will only be set up if requested by 5 or more workers, a request is made by a Work Health and Safety Representative or an average of 30 or more workers are on site over the month for a consecutive 3 months period.

The election of WHS Representatives and the formation of Work Groups are contained within BMS-FRM-007-004-02 and available electronically on site.

5.1.3 Site Instructions – Resolution of Noncompliance on Safety Issues

Where contractors are found not to be complying with the health, safety, environment and quality requirements of the site, a verbal direction will be given to take action to comply with the site requirements. This verbal instruction may be confirmed in writing by the issue of a Non-conformance Report form (NCR) or entered in the HSEQ Hazard Log.

The conditions of contract require the contractor to comply with all directions given by Paynters, regardless of any dispute which may arise in relation to cost.

If issued with a “NCR.” you must comply with the direction contained therein unless the direction would give rise to an unsafe situation or increase risk of injury to persons or damage to the environment or property.

5.1.4 ZERO Tolerance

Paynters has a zero tolerance policy in regard to safety breaches.

Should a safety breach be observed the offending party will be stopped from working until such time as a person in the management of their employer attends site and carries out retraining of that person. Records of this training will be presented to the site supervisor prior to the person

recommencing work. Should repeated breaches occur, the offending parties employer will be asked to remove the person from site.

5.1.5 Resolution of Safety Issues

The following “Resolution of Issues” process will be implemented to assist project personnel in the efficient and satisfactory resolution of health, safety and environmental issues arising on the project. The “Resolution of Issues Process” include the following steps:

Step 1: Local / Site Resolution Process

1. Stop the work activity
2. Make the situation safe if there is danger to yourself, the environment or others, but only if safe to do so
3. Advise your immediate Supervisor of the issue and or approach the Employee Work Health and Safety Representative to advise them
4. Where applicable, raise a hazard or incident Report
5. Resolve issue on a local level where possible

Step 2: Project Management Resolution Process

If unable to resolve the issue locally, in consultation with the Supervisor, refer the issue to the Project Manager.

Step 3: Third Party Resolution Process

If the issue remains unresolved, the Project Manager will consult with relevant authorities and representatives to initiate a resolution.

5.1.6 Substance Abuse (Alcohol, Prescription, OTC and Illicit Drugs)

No person engaged to perform work in connection with this project will use, possess, distribute or sell alcohol or illegal drugs, or misuse prescribed drugs on the project site. We will adopt a responsible approach to employees, subcontractors and visitors found to be under the influence of drugs and alcohol and may give reasonable options to attend counselling or rehabilitation programs relevant to their situation.

The taking of drugs / drinking of alcohol is NOT permitted on the construction site or within the occupied building during working hours. This includes lunch breaks

We also reserve the right to suspend any person reasonably believed to be under the influence of alcohol or illegal or misused drugs on the project site.

5.1.7 Smoke Free Workplace

A **smoke free workplace** policy is in place to protect personnel from the harmful effects of cigarette smoking. The policy shall apply in all work places, offices, factories and construction sites.

Smoking is not permitted on site.

5.2 Legislative Standards and Sources of Information

Applicable Legislation pertaining to work activities on site is listed under each work activity under the heading Applicable Legislation in the Project Risk Assessment in Appendix C. This information will originate from the Corporate Legal Register.

5.2.1 Work Health and Safety Legislation

All activity on site shall comply with the requirements of the Work Health and Safety Act 2011 including all subsequent amendments and all Regulations made under the Act, including but not limited to:

- Work Health & Safety Regulation 2011.

5.2.2 Environmental Legislation

All activity on site shall comply with the requirements of the Environmental Protection Act 1994 including all subsequent amendments and all Regulations made under the Act, including but not limited to:

- Environmental Protection Regulation 2008.

5.2.3 Industry Codes of Practice

An approved industry code of practice is a practical guide to achieving the standard of health and safety required by the Work Health and Safety Act 2011 and Regulations for particular area of work.

An approved industry code of practice should be followed, unless there is an alternative course of action which achieves the same or a better standard of health and safety in the workplace.

Industry codes of practice published which may apply to this project include but are not limited to:

Queensland's Code of Practice

- Hazardous Manual Tasks
- Managing the Risk of Falls at Workplaces
- Labelling of Workplace Hazardous Chemicals
- Confined Spaces
- Managing Noise and Preventing Hearing Loss at Work
- Managing the Work Environment and Facilities
- Demolition Work
- Work Health and Safety Consultation, co-operation and co-ordination
- How to Manage Work Health and Safety Risks
- How to Manage and Control Asbestos in the Workplace
- First Aid in the Workplace
- Managing Risks of Hazardous Chemicals
- Managing Risks of Plant in the Workplace
- Scaffolding
- Steel Construction
- Traffic Management for Construction or Maintenance Work

5.3 External Communication

Paynters proactively promote a steady flow of accurate and timely information on all projects. However, in order to best control said information, the Communications Team need to mitigate risks and avoid incorrect or misleading information where possible.

5.3.1 Media Blackouts

All Subcontractors are obligated to refrain from speaking to the media or the local community about the project. This includes the scope, progress or completion dates. No statements, information or documents are to be provided to the media or any external party or person.

Opportunity to discuss Communication matters, community and media relations will be addressed in a timely manner by the Paynters Communications team, with direction and approval from the client if required.

5.3.2 Photography

Throughout the life of the project, should a subcontractor wish to publish information about the project, permission **MUST** be granted by Paynters Project Manager. Once again, the Paynters Communication team must be made aware of the content wishing to be published & written approval must be received.

Subcontractors and suppliers are to refrain from photographing and/or filming on site. Clients will also be made aware of photography and/or video footage that will be used in an advertising capacity (i.e. Social Media, Websites).

Please refer to Appendix E for the Communications Approval Process.

6.0 Service Providers and Purchasing

6.1 Subcontractor Management

All subcontractors will be engaged in accordance with the Project requirements.

Subcontractor's HSEQ management shall be assessed prior to award.

Subcontractors will be engaged on various levels, dependent on the scope of service provided to them by Paynters. Depending on the complexity of the work package for the subcontractor, the requirements for the supply of a compatible Work Health Safety and Environmental Management Plan from the subcontractor shall be detailed within their specification for the work package.

Site Start-up process Project Team representatives to review the specific elements of Work Health Safety and Environmental Management Plan, Site Specific Procedures, SWMS and Job Safety Environmental Analysis appropriate for the scope of work. The necessary reporting requirements shall include details of safety data (incident reports, LTI's, MTI's, Near Miss, FAI's) and safety shall be the first issue discussed at the meeting.

Subcontractors shall comply with the requirements of the Work Health Safety and Environmental Management Plan while they perform work under the control and direction of Paynters.

Subcontract personnel shall adopt the same responsibilities as outlined for Paynters personnel but will, in addition report all matters relating to health, safety and the environment.

Subcontractor personnel are required to attend applicable inductions as part of the site entry requirements and shall ensure that their direct workforce understand the requirements of the scope of work and specific area requirements.

Subcontractors have been provided with a copy of the project Work Health Safety and Environmental Management Plan.

6.2 Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document which outlines a safe method of work for a specific job. It is used as an induction document that workers must read and understand before starting a job and prepared correctly, can meet legal requirements for hazard identification and control. Employees are to be consulted in regards to the development of site safety procedures and safe work method statements.

Subcontractors are required to provide SWMS for their activities on site in accordance with the Work Health Safety and Environmental Management Plan. SWMS shall be submitted to Paynters prior to work commencing and it is essential that they are clearly communicated by the subcontractor to the subcontractor's employees, contractors and others affected by the activities.

All SWMS' will be reviewed and approved by Paynters prior to starting works on site.

A random SWMS will be formally monitored by the site supervisor each week using the a Task Observation Form.

6.3 Hazardous Chemicals

All hazardous Chemicals (Hazardous Substances and Dangerous Goods) brought onto the site shall be accompanied by an appropriate Materials Safety Data Sheet (SDS) and Register.

Paynters supervisor must be informed immediately and a copy of the SDS provided to Paynters for inclusion in the Hazardous Chemicals Register.

Control measures must comply with the information on the SDS.

7.0 Hazard Identification and Risk Management

7.1 Hazard / Risk Identification, Assessment and Control

The following pages represent a hazard identification overview and a risk assessment for the project. The process of hazard identification, risk assessment and the formulation and implementation of appropriate control measures to mitigate risks is a dynamic one which involves all persons engaged in the project.

The risk assessment is to be carried out by the Project Manager prior to commencement of any works. Where possible, the Project Manager shall consult with the nominated Site Supervisor to ensure all hazards are identified. All works carried out by Paynters employees will be carried out in accordance with Paynters Hazard Identification, Risk Assessment and Control of Risks procedure and the Project Risk Assessment.

A Safety in Design Report is to be completed for the project prior to being handed to construction, during the construction the Project Manager is responsible for completing a design change risk assessment and communicating the risk assessment to site personnel for design changes as per Risk Management Procedure – BMS-PRO-006-001.

7.1.1 Hazard and Risk Assessment Methodology

Refer Appendix C.

7.1.2 Project Risk Management

Refer Appendix C.

7.1.3 Safety in Design Report

Refer Appendix D.

8.0 Project Administrative Processes

8.1 Introduction

The following pages outline the general administrative HSEQ procedures for the Townsville Housing Service Centre construction site. Personnel working/visiting the site shall report to the site office and receive a project safety induction (refer Appendix E – Site Specific Induction)

The induction procedure applies to:

- All subcontractors
- Construction employees
- Client's specialist subcontractors
- Client's employees (if access required to construction area) (modified induction)
- Consultants, etc. (modified induction) if unaccompanied by Paynters on site
- Site Visitors and delivery drivers will receive a site visitor induction and are to be accompanied at all times on site.

The induction includes the following:

- Information and introduction to site administrative procedures
- A strict set of general operational rules

All site specific inductions for this project are to cover the following information as a minimum:

1. Advise workers of Paynters Health, Safety, Environmental and Quality Policy Statement and its objectives and the content of Paynters Work Health Safety and Environmental Management Plan.
2. Identify safety and other key personnel
 - General Manager
 - Construction Manager
 - HSEQ Manager
 - HSEQ Coordinator
 - Project Manager
 - Site Supervisor
 - Site Safety Officers
 - First Aid Officers
3. Advise workers of the location of Paynters first aid facilities/provisions.
4. Give details of accident/incident and emergency reporting procedures.
5. Give details of the project fire/emergency evacuation procedure.

6. Identify the location of the following using a map where required.
 - Fire fighting equipment
 - Emergency evacuation points
 - First Aid
 - Site amenities
 - Access points and parking areas
 - Location of phones or other communication points
 - Bins, recycling collection points, etc
 - Materials storage areas
 - Delivery points
 - Car parking locations where applicable
 - Spill kits
 - Wash out areas
 - Environmental controls – silt barriers, shaker pits etc.
7. Advise workers of the mandatory personal protective equipment requirements on site and the public protection requirements to be maintained.
8. Advise workers of the specific site rules, specific site hazards, traffic control issues, common plant issues, etc.
9. Give details about the work, health, safety, environmental and quality consultative arrangements (Site HSEQ Committee and or Weekly Toolbox Talk) on site.
10. Identify key health, safety, environmental and quality obligations of all site personnel.
11. Provide details of where personnel can view a copy of Paynters site specific Work Health Safety and Environmental Management Plan.
12. Advise workers of the dispute resolution procedure
13. Advise workers of the location and use of the Safety Hazard Log
14. Sight workers General Induction Card, High Risk Work Licences and other competencies relevant to their work activities.
15. Provide details of Paynters procedures for responding to health, safety, environmental and quality non-compliance on site or major breaches of statutory requirements.

8.2 Emergency Phone Numbers and Contacts

Notice Boards are located in Site office and lunch room showing safety and other information (refer Appendix E - Emergency Phone Numbers and Contacts).

8.3 Project Personnel and Contacts

Refer Appendix E – Project Personnel and Contacts.

8.4 Arriving on Site

8.4.1 Personnel

When arriving on the site you must immediately report to the Paynters site office and sign in on the site sign in register which is located in the site office. Each day on leaving the site, you are required to indicate in the register that you have left the site.

8.4.2 Materials

All deliveries are to report to, the Paynters site office and complete a delivery and visitors induction.

The material delivery is to be co-ordinated with the site supervisor, or leading hands.

8.5 First Aid

The First Aid kit is located in The Site Office.

All accidents and injuries are to be reported to the site supervisor. All accidents including cuts, abrasions, MUST be recorded on the Incident Recording Form.

8.6 Site Inspections

8.6.1 Daily

The Paynters Site Supervisor and or Safety Officer will conduct an informal daily walk through inspection to identify general areas of non-compliance in relation to health, safety environmental and quality issues.

Any issues identified are to be recorded in the site HSEQ Hazard Log and or NCR.

8.6.2 Weekly

The Paynters Site Supervisor and or Safety Officer will conduct a formal inspection to identify general areas of non-compliance in relation to health, safety, environmental and quality issues. This inspection will be documented using the Weekly HSEQ Site Inspection Checklist – BMS-FRM-007-003-02 and form the basis by which subcontractor non-compliance issues are to be identified and actioned on site.

8.6.3 Monthly

The Paynters Project Manager will conduct a formal Inspection to identify general areas of non-compliance in relation to health, safety, environmental and quality issues. This inspection will be documented using the Project Manager's Monthly Inspection Checklist – BMS-FRM-007-003-03.

8.6.4 Reports

The Paynters Site Supervisor and or Safety Officer will also maintain a Weekly HSEQ Report – BMS-FRM-007-003-08 which will summarise the activities of personnel on site and specific health, safety, environmental and quality issues of concern during the period.

The Site Supervisor and or Safety Officer are required to complete and return a Monthly Health and Safety Report – BMS-FRM-007-003-09 to their relevant Project Manager by the first Thursday of each month.

8.6.5 Workers

All workers on site are required to monitor work activities in accordance with their site specific health safety and environmental documentation and the requirements of Paynters Work Health Safety and Environmental Management Plan. Workers are also to make themselves available to participate in site inspections when required. Where a non-compliance or specific issue is identified, action is to be taken immediately to rectify the situation and entered into the site HSEQ Hazard Log and or a Non-Compliance Report (NCR) should be raised.

8.6.6 Audits

Project HSEQ Compliance Audits or external site inspections are identified and listed in the Internal Audit Procedure – BMS-PRO-007-006. Audits and or inspections can and may also be undertaken as requested by the Managing Director, General Manager, Construction Manager, or HSEQ Manager.

8.7 Site Accommodation

Accommodation will be located on site for all site personnel including, lunch and toilet facilities.

All subcontractors must regularly clean lunch shed areas and deposit food rubbish into the Paynters waste bin outside.

New garbage liners are available upon request. Garbage bins must have lids placed on them at all times.

8.8 Project Work Hours

Monday to Friday	6:30am to 5:00pm
Saturday	7:00 am to 3:30 pm (Verify with site supervisor on a week by week basis)
Sunday	No work permitted (unless otherwise agreed with Construction Manager)

8.9 Car Parking

There is no on site Car Parking.

8.10 Rubbish Removal

Work areas are to be kept clean at all times and materials stacked in a neat and tidy manner.

Materials rubbish is to be taken to Paynters bins located at the site compound or as directed. Separate arrangements must be made by the subcontractor for the safe disposal of hazardous chemicals.

Where separate designated material bins are provided, the contractor is to separate waste material and place in the appropriate waste skip. Under no circumstances shall contractors be permitted to place hazardous chemicals in bins provided by Paynters for general waste disposal.

8.11 Environmental Protection

All contractors are required to ensure non-polluting steps are taken and maintained, e.g. siltation fences, concrete washout, paint washout, stormwater discharge and excess noise etc.

Weekly inspections of silt fencing, erosion and dust controls will be carried out and recorded in the Weekly Health Safety and Environment Inspection Report.

8.12 Power and Lighting

Power and Safety (temporary) lighting is available. Care must be taken at all times to ensure leads and equipment are tagged and leads kept off the floor with lead stands or hooks. Electric leads must never be supported on metal tubes such as scaffolds or handrails.

All 'live' construction and permanent wiring in construction and demolition zones shall be clearly identified as such by wrapping in approved tape and where exposed to mechanical damage shall be protected in an approved manner. No non-terminated ends.

Subcontractors are responsible for providing their own task lighting. Lights on portable stands are available on request for areas where permanent artificial light is not provided but construction access is required.

Do not proceed in areas where lighting is unsatisfactory. Report to the Site Supervisor for assistance.

If in doubt about the status of any electrical wiring or fittings, check with the electrical subcontractor prior to proceeding.

- All temporary construction boards and wiring to the workplace are earth leakage protected. Any equipment such as generators, etc. must have earth leakage protection and testing systems incorporated into their constructions prior to delivery to the work site.
- All temporary construction boards are to have fire extinguishers located next to board.
- All rough in wiring shall have any exposed end protected by junction boxes or the cable turned and taped with the active and neutral conductors connected together to prevent accidental livening of circuits.
- Do not use permanent wiring without earth leakage devices.
- All electrical equipment is to comply with the AS 3012 Electrical Installations- Construction and Demolition Site.

8.13 Working at Heights

All working at heights to be carried out from a securely fenced work platform such as scaffold, scissor lifts, boom lifts etc. If all of the above are impracticable then a fall restraint system may be used as a last resort provided the requirements of the procedure Working at Heights Guide – BMS-GDE-008-001-41 are met. Any person required to use a harness as fall protection must show evidence of being formally trained in work at heights.

For low height work under 2m the use of scaffolds, trestles with 2 secured planks e.g. clamped, purpose built equipment will be allowed. If a risk assessment identifies there is no other way to safely carry out the work a step platform may be used.

Due to the risk of injury working from ladders and step ladders is not allowed on Paynters sites unless a formal risk assessment shows it is not possible to use a working platform or EWP.

3 and 4 foot ladders are not permitted on any Paynters site.

8.14 Hot Work Permits

Where hot works are to be carried out the person intending to carry out the work shall obtain a Hot Work Permit before carrying out such work. Hot works being welding or the use of open flame or spark producing plant or equipment. The contractor is responsible for requesting the hot works permit and for maintaining fire watch for a minimum of ½ hour after completion of the hot works.

9.0 Training

Paynters will monitor all works in progress for compliance with the relevant legislation and regulatory requirements, industry codes and practices, service level agreements, our policies and practices and any contract specific requirements and identify any training required to maintain compliance.

9.1 Training and Competency

The General Manager and Construction Manager shall plan and develop the competency requirements for the workforce and workforce Supervisors to be utilised on the project to ensure those assigned are competent and trained for the allocated tasks. A training and competency assessment will be developed for all personnel to establish competency before commencement of their assigned role on the Project.

Training shall be provided by a combination of formal and informal process, on a continued basis, throughout the course of work. Training shall be carried out utilising any combination of Line Management, supervisory staff, independent trainers and other personnel or subcontractors. Training requirements will be discussed at the HSEQ meetings and at the management meetings to prioritise training needs.

The contents of the Work Health Safety and Environmental Management Plan shall be discussed and reviewed before and during the planned activities undertaken by Paynters and contractors, and subcontractors. Personnel shall become familiar with the plan by a series of information sessions in conjunction with the HSEQ Manager and Project Management.

9.2 Induction

9.2.1 General Induction

All subcontractors must ensure that they and their workforce hold evidence of a General Construction Induction Card before they start work on the site. The card must be presented at the site induction.

A worker must present a General Induction Card (Blue, White or interstate Card) at the time of induction. The only exception from this is a certificate issued from the relevant training organisation within the last 60 days prior to the Paynters induction. Certificates exceeding 60 days will not be accepted.

9.2.2 Certificates and Licences

All certificates and/or licences relative to the work on this site must be sighted and recorded by the Paynters Supervisor or other nominated Paynters employee prior to commencing work on site. Details will be recorded on the Project Safety Induction Form and a copy kept with the induction records.

Site Requirements

High Risk Work

- All High Risk Work licences are to be an official government licence issued under the current WHS legislation e.g. cranes and hoists, forklift truck, rigging and dogging, Scaffolding.

Earth Moving Equipment- the operators must have one of the following

- The old government licence e.g. LS skid steer loader etc;
- A certificate or card issued by a registered training organisation for the applicable piece of plant; or
- A VOC (Verification of Operator Competency) issued by an assessor from a registered training organisation.

Elevated Working Platforms (scissor lifts and boom lifts)

- All boom lifts 11m or over (even if the reach is greater but not being used) the operator must have a Government issues High Risk Work Licence for a WP working platform.
- All boom lifts under 11m the operator must have a Competency ticket (Yellow Card) for a boom lift to prove they have been trained and deemed competent.
- All scissor lifts (regardless of height) the operator must have a Competency ticket (Yellow Card) for a scissor lift to prove they have been trained and deemed competent.

10.0 Incident Investigation

All incidents and injuries are required to be reported to site management, the Site Manager shall investigate all accidents which result in lost time of more than one day.

Depending on the severity on the incident the HSEQ Department shall determine who will lead the investigation.

All reportable incidents and dangerous occurrences are required to be reported to Workplace Health and Safety Queensland, Environmental Protection agency and The Office of the Federal Safety Commission by the HSEQ Manager.

10.1 Incident Management

10.1.1 Incident Types, Notification and Recording

For any Serious Bodily Injury, Work Caused Illness or Dangerous Occurrence (including environmental), Paynters must be notified immediately. A record of all the above events must be completed within 24 hours on the Incident Record/Report, by the subcontractor or worker and a copy given to Paynters.

All incidents must be reported immediately including first aid and any near misses. The scene must not be interfered with, except to save life, relieve suffering or prevent injury to persons or wildlife. Approval from the Site Manager must be obtained before cleaning up the scene of the incident.

10.1.2 Medical Treatment and First Aid

Paynters will initially provide first Aid to any person requiring treatment on site. All other injuries will then be treated by the local medical centre. Paynters will have first Aid and contact numbers for emergency services and the local Medical Centre available on site. All subcontractors are also required carry first aid kits adequate to treat any injury they may sustain. The details of any incident that requires first aid treatment must be recorded and provided to Paynters.

10.1.3 Emergency Plan

An emergency plan for the site will be displayed in all site offices and lunch rooms. The plan will note that in an emergency the number to call from a mobile telephone is 112 or 000. When you call the emergency number, be prepared to tell the site address, the nearest intersection, and the nature of the emergency. Once this is done immediately contact Paynters and advise them of the situation. Paynters will cover emergency procedures for the site and the emergency plan at the site

induction.

Emergency evacuation drills will be carried out at a minimum on once every 3 months. The evacuation drill is to be recorded on a toolbox talk form listing names of participants and any issues identified during the drill.

11.0 Emergency Evacuation Procedure

11.1 Emergency Evacuation Procedure

An **Emergency Evacuation Plan** of the site including neighbouring roadways and building outline will be developed and contain the following information:

- an emergency evacuation assembly area,
- path of travel to evacuation assembly area,
- locations of the amenities, site office and lunchroom,
- details of emergency services contact numbers,
- details of site safety personnel contact numbers,

The **Plan** will be displayed in prominent locations within the lunchroom, site office and in work areas.

The Project Manager and Site Supervisor will determine suitable locations for the emergency evacuation plan, fire fighting equipment, spill kits, emergency sounding devices and signage.

Safe passage shall be maintained at all times to allow the safe evacuation of the project if necessary.

Ensure that at all times the existing escape passageways and doors are maintained and clear for escape and safe passage by others.

Emergency equipment, exit signs, paths of travel and any alarm systems and spill kits are to be checked as part of the safety committee inspection. Any items requiring attention will be noted on the inspection report.

The Emergency Evacuation Procedure will be referred to during all site specific inductions so that personnel on site are familiar with its content and the emergency and evacuation expectations at the site.

Upon first discovery of fire, bomb or threatening situation, notify the Site Supervisor or any Paynters site employee (names of relevant site personnel will be listed on notice boards).

In the event of an emergency situation (fire, accident, chemical spill etc) the Site Supervisor is to be notified you will hear a hooter go off in blocks of 1 blast for a first aider required and 3 blasts for an evacuation. You must immediately proceed to the assembly area on Stokes Street footpath and not go home or go away, as your name will be marked off the daily attendance sheet to ensure that everyone has escaped safely.

The Site Supervisor or a Paynters site employee is to instigate an evacuation of the project where deemed appropriate.

The Site Supervisor or a Paynters site employee will notify the client representative of the emergency.

Notify Emergency Services. (Telephone numbers are to be listed on notice boards).

Encourage people to remain calm and orderly.

Feel surfaces of closed doors before opening them to determine whether fire is present on the other side.

The Site Supervisor or Paynters site employee is to ensure a “search and remove” operation floor-by-floor, including site sheds and toilets is carried out if deemed appropriate.

The Site Supervisor is to designate emergency duties including the sounding of the emergency alarm, where fitted on site.

Shut down any plant and equipment.

Do not use lifts.

Do not to go back for valuables or tools.

If escaping through a smoke-filled area, keep close to the floor/ground (where there is most oxygen) and do not move too quickly.

If trapped, go to an outer room where a door may be able to be shut and try to attract attention from a window.

Once clear of the building go to the nominated meeting area and report to the Site Supervisory personnel as required.

The building/work area must not be re-entered until permission is given by the relevant authorities.

DO NOT GO HOME.

All personnel must be checked off for presence at the assembly area. Each subcontractor is to nominate a leader to report any missing personnel.

Note: Co-ordinate with building occupants in an emergency situation.

12.0 Infection Control Procedure

12.1 Infection Control Procedure

Due to the recent declared pandemic (COVID-19) Paynters has implemented an Infection Control Procedure (BMS-PRO-007-008-00) containing the following information:

- Permit to Work – Access to Operation Areas within the Facility – BMS-FRM-007-008-04
- Infection Control Toolbox Talk Agenda – BMS-FRM-007-008-01
- Personal Hygiene Toolbox Talk Material – BMS-FRM-007-008-02
- Infection Control Safe Work Method Statement (SWMS) – BMS-FRM-007-008-03
- General Awareness Posters – COVID-19

The Posters and Personal Hygiene Toolbox Talks will be displayed at all entrances to the Construction site in addition to site shed notice boards, toilet and hand washing facilities.

Permit to work, SWMS and Infection Control Toolbox training will be mandatory for all workers requiring access within any operational area of an Aged Care Facility.

All workers requiring access into the operational aged care facility must obtain an influenza vaccination in the previous twelve months and provide proof of vaccination to the Site Manager.

Paynters will continue to monitor the advice released by the State and Federal Government and implement changes as per legislative requirements.

Documents listed above are included in Appendix F.

APPENDIX A

WORK HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY POLICY STATEMENT

HEALTH, SAFETY, ENVIRONMENT & QUALITY

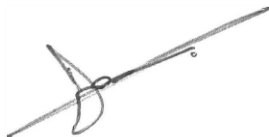
PAYNTERS PTY LTD IS COMMITTED TO HEALTH AND SAFETY, THE ENVIRONMENT AND DELIVERING QUALITY PRACTICES TO ALL OUR CLIENTS, EMPLOYEES, SUBCONTRACTORS AND THE MEMBERS OF THE GENERAL PUBLIC.

It is the policy of Paynters to conduct business operations in such a way that Health, Safety, Environmental and Quality (HSEQ) practices are paramount and remain in accordance with current legislation, guidance and industry standards.

To support this practice, we have implemented a Business Management System (BMS) certified to meet the requirements of AS/NZS 4801:2001, ISO 45001:2018, ISO 14001:2015, ISO 9001:2015, and - Health, Safety Environmental and Quality Standards. Primary objectives of the BMS implemented by Paynters are to:

- Demonstrate and promote leadership commitment and personal involvement the health and safety of Paynters and community, the protection of the environment and the delivery of quality products and services;
- Set HSEQ performance objectives, measure results, assess and continually improve processes, services and product quality, through the use of an effective integrated BMS;
- Maintain awareness and readiness to prevent and, when necessary, respond to and effectively manage HSEQ risks, threats, incidents and/or emergencies;
- Meet specified customer requirements and applicable legislation, codes and standards, thus ensuring continuous customer satisfaction; and
- Contribute to sustainable development through environmental protection, social responsibility and economic progress, thus benefiting the communities where we work

Through the adoption of the BMS, Paynters will ensure consistent and high-quality performance across projects, an emphasis on safe work practices and an ongoing commitment to environmental initiatives. Our commitment is to provide a standard of service that will create long term, ongoing relationships with our clients and Paynters community.



NIGEL GARDINER, MANAGING DIRECTOR

NOVEMBER 2019

APPENDIX B

RESPONSIBILITY STATEMENTS

Project Manager: Matthew Shea

The responsibilities of the Project Manager within Paynters include, but are not limited to, the following:

- a) Recommend and allocate sufficient resources within their various projects to successfully implement and maintain the Health, Safety, Environmental and Quality Management System and any site specific Work Health Safety and Environmental Management Plan that may be developed.
- b) Be aware of the current Legislation and duties of Paynters in the area of health, safety, environmental and quality.
- c) Ensure Paynters site specific Work Health Safety and Environmental Management Plan is implemented by all levels within their various projects.
- d) Provide supervision and assistance on their projects to ensure the adoption of Paynters health, safety, environmental and quality requirements.
- e) Review health, safety, environmental and quality performance on their specific projects and reprimand any member of the Project team who fails to discharge their duties as set by the responsibility statements.
- f) Program work to be carried out on site so as not to compromise the safety on any persons on or near the site.
- g) Direct any person not willing to comply with Paynters health, safety, environmental and quality requirements and any State Legislative requirements to cease work immediately.
- h) Direct employees and subcontractors not complying with their work method statements to comply with the requirements or cease work immediately.
- i) Formally review the health, safety, environmental and quality performance of each subcontractor at the completion of the project.
- j) Report to the General Manager, Construction Manager and HSEQ Manager on the level of compliance and standard of health, safety, environmental and quality within their various projects.

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Matthew Shea

(Name)

Project Manager

(Title)

(Signature)

(Date)

Contracts Administrator: Andrew Law

The responsibilities of the Contracts Administrator within Paynters include, but are not limited to, the following:

- a) Assist their Project Management Team to implement and organise work to ensure compliance with Paynters Work Health Safety and Environmental Management Plan.
- b) Develop a knowledge and understanding of the Work Health Safety and Environmental Legislation and Paynters Health, Safety, Environmental and Quality Management System.
- c) Report to the project team any hazardous areas that require rectification and which cannot be rectified in the normal course of duties.
- d) Work with the project team in ensuring a commitment to working safely and providing information, instructions and supervision to workers on the project.
- e) Ensure contract documents reflect the requirements of Paynters Health, Safety, Environmental and Quality Management System.
- f) Assist the project team where required in obtaining Work Method Statements from subcontractors.
- g) Assist the project team where required in maintaining appropriate records for relevant health, safety, environmental and quality information.
- h) Suggest ways of eliminating and improving health, safety, environment and quality on site.
- i) Direct any person not willing to comply with Paynters health, safety, environmental and quality requirements and any State Legislative requirements to cease work immediately.

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Andrew Law

(Name)

Contracts Administrator

(Title)

(Signature)

(Date)

Site Manager / Foreman: Richard Allenby

The responsibilities of the Site Manager / Foreman within Paynters include, but are not limited to, the following:

- a) Implement and organise work to ensure compliance with Paynters Work Health Safety and Environmental Management Plan.
- b) Plan, organise and instigate recording procedures for any incidents, injuries, environmental monitoring, inductions and training and the issuing of personal protective equipment as necessary on site.
- c) Report to the Project Manager and Site Safety Officer (where appointed for the project) any hazardous areas that require rectification and which cannot be rectified in the normal course of duties.
- d) Ensure inspections are conducted, records maintained, reports completed and areas that require attention are supervised including corrective action taken in those areas.
- e) Work closely with the Project Team in ensuring a commitment to working safely and provide information, instructions and supervision to workers on the project.
- f) Develop and participate in Health, Safety, Environmental and Quality Committees for their relevant projects. Ensure accurate minutes of each meeting and instigate checking of procedures to ensure that areas of non-compliance notified are rectified as soon as possible.
- g) Direct any person not willing to comply with Paynters health, safety, environmental and quality requirements and any State Legislative requirements to cease work immediately.
- h) Formally review all work method statements and monitor employees and subcontractors compliance with their work method statements and direct any person not complying with the requirements to comply or cease work immediately.
- i) Formally review the safety and environmental performance of each subcontractor at the completion of the project.
- j) To investigate and review all serious or dangerous occurrences and to ensure incident reports are suitably documented with appropriate corrective action taken where required. This includes but not limited to health and safety incidents, environmental incidents and quality incidents and notify the Project Manager, HSEQ Manager and WHS Officer (where appointed for the project).

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Richard Allenby

(Name)

Site Manager/Foreman

(Title)

(Signature)

(Date)

Foreman: Michael Carter

The responsibilities of the Foreman within Paynters include, but are not limited to, the following:

- a) Assist in the implementation of site specific Work Health Safety and Environmental Management Plans for projects.
- b) Develop a firm knowledge and understanding of the Work Health and Safety Legislation and Paynters Health, Safety, Environmental and Quality Management Systems.
- c) Assist the Site Manager and/or WHS Officer to ensure subcontractors are assessed on their health, safety, environmental and quality performance prior to, during and after completion of the project.
- d) Provide guidance, motivation and resources which are required to achieve the safety goals and initiatives outlined.
- e) Assist to resolve any disputes that may arise over work health and safety issues on site and subcontractor complaints.
- f) Assist in monitoring, maintaining and reviewing procedures and systems so that an optimum level of health, safety, environmental and quality is maintained and adhered to at all times.
- g) Direct any person not willing to comply with Paynters health, safety, environmental and quality requirements and any State Legislative requirements to cease work immediately.
- h) Monitor employees and subcontractors compliance with their work method statements and direct any person not complying with the requirements to comply or cease work immediately.
- i) Report to the project team in relation to subcontractor issues and any pertinent health, safety, environmental and quality issues on site.

I agree to adhere to the health, safety and environmental procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety and environmental instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Michael Carter

(Name)

Foreman

(Title)

(Signature)

(Date)

Employee:

The responsibilities of employees within Paynters include, but are not limited to, the following:

- a) To know and work in accordance with Paynters Health, Safety, Environmental and Quality Management System.
- b) To cooperate and comply with all safety instructions given by the site's management team.
- c) To immediately notify the Site Manager / Foreman and Site Safety Officer (where appointed for the project) of any unsafe situation and not to work in any way that could endanger themselves or their fellow workers.
- d) To use appropriate personal protective equipment where required and to report any breakages or failures that need replacement or rectification.
- e) To ensure any item, sign, barrier, guard, equipment etc provided to ensure health and safety of personnel on site is not tampered with, modified or removed.
- f) To suggest ways of eliminating hazards and improving health, safety, environmental and quality on site.
- g) Direct any person not willing to comply with Paynters health, safety, environmental and quality requirements and any State Legislative requirements to cease work immediately.

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

(Name)

(Title)

(Signature)

(Date)

Site Safety Officer: Michael Carter

The responsibilities of Site Safety Officer within Paynters include, but are not limited to, the following:

- a) To advise the Site Manager / Foreman, Project Manager and HSEQ Manager about the overall state of health, safety, environment and quality at the site. The process includes weekly feedback in accordance with Paynters Weekly Report Form.
- b) To conduct inspections at the workplace to identify hazards and unsafe or unsatisfactory health, safety, environmental and quality conditions and practices.
- c) To report to the Foreman / Site Manager any hazard or unsafe or unsatisfactory health safety and environmental practice identified during inspections which requires a site safety instruction to be issued to the subcontractor concerned.
- d) To establish appropriate educational programs in health, safety, environmental and quality including the site induction process.
- e) To investigate, or assist in the investigation of, all injuries, illnesses and notifiable events at the workplace.
- f) To assist Inspectors from Government Departments in the performance of the Inspector's duties while on site.
- g) If any injury, illness, notifiable event or immediate risk to health, safety and environmental at the workplace occurs – to report the issue to the Site Manager / Foreman and or Project Manager immediately.
- h) To help in the co-ordination and implementation of Paynters Health, Safety, Environmental and Quality Management System on site.
- i) To maintain proper recording mechanisms so that relevant health, safety, environmental and quality information is properly compiled and easily accessible.
- j) To constantly monitor and review whether the correct health, safety, environmental and quality procedures are being followed and to advise all levels of management of any deficiencies that may arise from time to time.
- k) Direct any person not willing to comply with Paynters WHSE requirements and any State legislative requirements to cease work immediately.
- l) Monitor employees and subcontractors compliance with their work method statements and direct any person not complying with the requirements to comply or cease work immediately.
- m) To provide technical advice on health, safety, environmental and quality matters.
- n) Formally review the health safety and environmental performance of each subcontractor at the completion of the project.

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Michael Carter

(Name)

Site Safety Officer

(Title)

(Signature)

(Date)

First Aid Officer: Michael Carter

The responsibilities of the First Aid Officer within Paynters include, but are not limited to, the following:

- a) Ensure current First Aid Officer's Certification.
- b) Develop a knowledge and understanding of the Work Health Safety and Environmental Legislation and Paynters Health, Safety, Environmental and Quality Management System.
- c) Report to the Site Manager / Foreman any hazardous areas that require rectification and which cannot be rectified in normal course of duties.
- d) Work with the project team in ensuring a commitment to working safely and provide information, instructions and supervision to workers on the project.
- e) Assist the project team in maintaining appropriate records for relevant health, safety, environmental and quality information.
- f) Assist in the investigation of all injuries, illnesses and notifiable events at the workplace.
- g) If any injury, illness, notifiable event or immediate risk to health, safety and environmental at the workplace occurs – to report the issue to the Site Manager / Foreman immediately.
- h) Provide guidance, motivation and resources which are required to achieve the safety objectives and initiatives outlined.
- i) Report to the Site Manager / Foreman in relation to subcontractor issues and any pertinent health, safety, environmental and quality issues on site.

I agree to adhere to the health, safety, environmental and quality procedures as outlined in the Paynters Health, Safety, Environmental and Quality Management System and will comply with any reasonable health, safety, environmental and quality instruction. I acknowledge receipt and understand my responsibilities as set out in my responsibility statement. I also agree to contribute to ensuring a healthy and safe workplace is achieved and maintained.

Michael Carter

(Name)

First Aid Officer

(Title)

(Signature)

(Date)

APPENDIX C

HAZARD IDENTIFICATION AND PROJECT RISK MANAGEMENT

Project Risk Assessment

PROJECT RISK ASSESSMENT

Project Risk Assessment Review Team Members			
	Name	Signature	Position
	Daniel Dunne		HSEQ Manager
	Michael Carter		Foreman
	Matthew Shea		Project Manager
	Andrew Law		Contracts Administrator

Authorised By				
	Name	Signature	Position	Date
	Matthew Shea		Project Manager	

Review History				
Version	Reason for Review	Summary of Review / Amendments	Date Reauthorised	Method of Communication Across the Project
1	Initial Development			Available in site office

Safety in Design Considerations			
Date of Most Recent Assessment / Review	Document Title / Reference	Summary of Key Risks / Residual Issues to be Managed	Addressed <i>(Initial to confirm content within Risk Register)</i>
	Safety in Design Review Report – Townsville Housing Service Centre		

Client and Public Considerations:		
Client Related Prompts:	<i>Identify in the table below the potential client interactions that are anticipated for the project work scope. Where identified, include content within the Project Risk Register.</i>	
☐ N/A to all	☐ Refurbishment within existing workplace	☐ Fire risk / liability of existing client may be significantly increased due to works
	☐ Existing building access to be used / shared	☐ Existing client amenities to be used / shared
	☒ Existing client driveway / access to be used / shared	☐ Existing client medical response capabilities to be relied upon
	☒ Existing client services (electrical, gas, water, similar) to be used / tied into	☐ Existing client emergency warning / evacuation systems to be altered due to works
	☐ Existing client signage / parking similar provisions to be altered due to works	☐ Specific access / emergency egress provisions to be provided for existing client
	☐ Falling objects could potentially affect the safety of existing client personnel	☐ A planned client event / function may be affected by the construction works
	☐ Excessive noise could impact on the operations of the existing client	☐ Other:
	☐ HS/DG storage may affect emergency response compliance / preparedness of the client	☐ Other:
Public Interaction Prompts:	<i>Identify in the table below the potential public interactions that are anticipated for the project work scope. Where identified, include content within the Project Risk Register.</i>	
☒ N/A to all	☐ Work on or adjacent to road is required	☐ Public amenities / car parking / similar will be altered due to works
	☐ Footpath alterations required / normal pedestrian flow will be affected	☐ Other:
	☐ Objects could fall into public access areas	☐ Other:
	☐ Existing building standard access means has been altered / redirected	☐ Other:

Environmental Considerations:

Environmental Hazard Prompts:	<i>Identify in the table below any whole of project risks that may warrant investigation / quantification via monitoring. Where identified, include proposed actions in the Project Risk Register.</i>		
☐ N/A to all	☐ Stormwater and Erosion control (SWEC)	☐ Environmentally Sensitive Areas	☐ Site Access and Traffic Control Plan (SATCP)
	☒ Waste Management Plan (WMP)	☐ Pollution, Noise and Dust Control	☐ Cultural Heritage
	☐ Unexpected Ordnance	☐ Identification and Protection of Utility Services	☐ Site Accommodation
	☐ Water Usage	☐ Land Contamination	☐ Vibration
	☐ Lighting	☐ Other:	☐ Other:

Monitoring and Health Surveillance Considerations:				
Workplace Monitoring Prompts:	<i>Identify in the table below any whole of project risks that may warrant investigation / quantification via monitoring. Where identified, include proposed actions in the Project Risk Register.</i>			
☒ N/A to all	☐ Excessive / continuous high noise	☐ Inadequate lighting levels	☐ Excessive dust	
	☐ Excessive / continuous vibration	☐ Explosive atmospheres	☐ Excessive biological agents (algal, bacterial, viral, parasitic)	
	☐ Excessive radiation levels	☐ Excessive electro-magnetic fields	☐ Excessive chemical / contaminant levels (gas, fume, vapour, liquid)	
	☐ Contaminated soil	☐ Other:	☐ Other:	
Health Surveillance Prompts:	<i>Identify in the table below any work activities that may require health surveillance. Where identified, include proposed actions in the Project Risk Register.</i>			
☒ N/A to all	☐ 4,4 Methylenebis (2-chloroaniline) (MOCA)	☐ Cadmium	☐ Inorganic chromium	☐ Pentachlorophenol (PCP)
	☐ Acrylonitrile	☐ Creosote	☐ Inorganic mercury	☐ Polycyclic aromatic hydrocarbons (PAH)
	☐ Asbestos	☐ Crystalline silica	☐ Isocyanates	☐ Thallium
	☐ Benzene	☐ Inorganic arsenic	☐ Organophosphate pesticides	☐ Vinyl chloride

First Aid Assessment:						
Possible Hazards	Identified on Site (Yes/No)	Possible additional First Aid Provisions	No. of Workers on Site			
			0 – 100(a)	101 – 200(b)	Above 200(c)	
Manual Handling	Yes	N/A	Distance to nearest hospital / medical centre			
Slips, Trips and Falls	Yes	N/A	Less than 15km(d)	More than 30km(e)		
Chemical Exposure Fumes/Splash	No	N/A	No. of workers/location	Requirements		
Animal related injuries eg: Bites & Scratches	No	N/A		First Aider	First Aid Kit	First Aid Room
Cuts, lacerations & fractures	Yes	N/A	(a)(d)	1	1	0
Cold & Heat Burns	Yes	Cool running water/non-stick burn dressing	(a)(e)	2	1	0
Exposure to temperature extremes	No	N/A	(b)(d)	2	1	0
Poisons	No	N/A	(b)(e)	2	2	0
Eye Injuries	Yes	N/A	(c)(d)	2	2	1
Other:			(c)(e)	2	2	1

Other Project Specific Information:	
Notes:	

Risk or impact is to be assessed using the following categories:

1. Identify potential hazards/aspects associated with the activity. Note: review data on hazards, incidents, illness and disease that are available on Paradigm.
2. Perform a risk assessment for the hazards/aspects identified by:
 - (i) Determining the consequences;
 - (ii) Determining the likelihood of the event occurring;
 - (iii) Applying the values to obtain the resultant Risk Score and Level below.

RISK MATRIX			Likelihood				
			Rare	Unlikely	Moderate	Likely	Almost Certain
			May occur in exceptional circumstances	Could occur at some time	Might occur at some time	Will probably occur in most circumstances	Is expected to occur in most circumstances
		Rating	1	2	3	4	5
Consequence	Insignificant	1	1 (L)	2 (L)	4 (L)	7 (M)	11 (S)
	Minor	2	3 (L)	5 (L)	8 (M)	12 (S)	16 (S)
	Moderate	3	6 (M)	9 (M)	13 (S)	17 (S)	20 (H)
	Major	4	10 (S)	14 (S)	18 (H)	21 (H)	23 (H)
	Catastrophic	5	15 (S)	19 (H)	22 (H)	24 (H)	25 (H)

Level of Risk	
	H High Risk – Do not undertake Operation – re-evaluate proposed work methods
	S Significant Risk – Level 1 or 2 control measures to be implemented before works commence
	M Moderate Risk – Control measures other than Level 3 needed
	L Low Risk – Managed by routine Procedures and Work Practices

Hierarchy of risk control		
Highest	Level 1 – Eliminate the Hazard	Most
Level of Protection	Level 2 – Substitute the hazard with something safer; Isolate the hazard from people; Reduce the risk through engineering controls	Reliability of Controls
Lowest	Level 3 – Reduce exposure to the hazard using administrative actions; Using personal protective equipment	Least

All environmental aspects with a preliminary risk rating of high (19-25) are deemed to be a significant environmental impact

Red Text: Control Priorities

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Health and Safety	Typically a first aid and no medical treatment	Typically a medical treatment	Typically a lost time injury	Permanent disability / impairment	Fatality
Environmental	Very minor local effect. Easily cleaned up	Limited localised temporary effect	Localised damage / recovery in 12months	Localised long term damage	Major permanent damage
Reputation	Damage to reputation isolated to project level	Damage to reputation at; - Local community level - Medium size client level	Damage to reputation at; - Large client level - Industry peer level	Damage to reputation at; - State media exposure level - State client level - Industry exposure level	Damage to reputation at; - National media exposure level - National client level
Compliance	Non-conformance with internal operational procedure with low potential for impact.	Non-compliance with external standard, contract or internal procedure with low potential for impact.	Non-compliance external standard, contract or internal procedure with moderate potential for impact.	- Breach of licences, legislation, regulation or repeated noncompliance with high potential for prosecution. - Breach of contract with penalty clauses imposed.	- Suspended or severely reduced operations imposed by regulators. - Breach of contract resulting in cancelation of contract
Financial	<2% - Project Value - Trade Package Value - Preliminary Costs	2% - 5% - Project Value - Trade Package Value - Preliminary Costs	5% - 10% - Project Value - Trade Package Value - Preliminary Costs	10% - 30% - Project Value - Trade Package Value - Preliminary Costs	>30% - Project Value - Trade Package Value - Preliminary Costs

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Construction site mobilisation <i>Note: services establishment and mobile plant and vehicle movement, are addressed in subsequent sections of this risk assessment.</i>	Lack of appropriate amenities, (i.e. toilets, clean drinking water, hand washing facilities, and dining facilities)	Unhygienic amenities and facilities / exposure to biological agents	OHS ENV	F	E	2	3	9	♦ Portable toilet to be provided during site mobilisation and prior to fully plumbed site sheds with amenities being provided at the project. ♦ Clean drinking water to be provided via supplied water bottles / fountain, and via plumbed taps and basins following establishment of plumbed site sheds at the project. ♦ A clear, level pad is to be provided for site shed placement. ♦ Gravel / fill is to be provided at the site entrance / exit and compound areas to provide suitable access provisions and to prevent slips during wet weather. ♦ Site sheds to be provided for dining, storage, meal preparation and as shade at the project. ♦ Receptacles for rubbish, inclusive of food wastes, are to be provided in / adjacent to the site sheds. ♦ Storage container to be provided to ensure safe, out of weather location for the storage of tools and equipment. ♦ Paynters construction site, directional signage and PPE required signage to be clearly displayed. ♦ A designated construction site entry and exit is to be established, especially to ensure one-way travel of earthmoving plant wherever practicable. ♦ A Vehicle Movement Plan (clearly showing plant movement areas, light vehicle areas, site compound, similar) is to be established, displayed on site and communicated during inductions. ♦ A delineated site compound (site sheds, amenities, storage containers, light vehicle parking) is to be maintained as an excluded area to that of general on site construction works. ♦ An 1800mm high fully fenced site will be maintained at the project with adequate fence bracing and support to withstand expected wind loadings. Access gates / easily movable panels shall also be provided. ♦ Site access gates / openings to be fully closed and secured during non-work hours. ♦ Site access ways, delineated compound area, site fencing and signage to be the subject of specific inspection during informal daily walk throughs and formal weekly inspections.	♦ Each person using amenities and site sheds is expected to: ♦ dispose of rubbish in receptacles provided; ♦ clean up after themselves; ♦ keep site amenities in a clean, tidy and hygienic state. ♦ All personnel are to: ♦ use designated entrance / exits; ♦ comply with project signage and delineated areas (with respect to the PPE, plant movement and light vehicle parking); ♦ comply with Vehicle Movement Plan specifications, inclusive of any amendments or changes.	1	2	3
Lack of appropriate site sheds, storage facilities, access provisions, delineated areas, and signage	Slips, trips and falls	OHS			2	3	9	1			2	3	
	Falling objects	OHS			2	2	5	1			1	1	
	Lack of hazard recognition	OHS			3	3	13	1			1	1	
Unauthorised access	Public exposure to general construction hazards	OHS	F								2	2	5
Applicable Legislation									Other Reference Documents				
Work Health and Safety Act 2011, Part 2 Work Health and Safety Regulation 2011, Chapter 6, & Schedule 5A									BMS-FRM-007-003-02 Weekly Site Inspection Checklist BMS-GDE-008-001-03 Amenities Guide BMS-GDE-008-001-02 Signs Guide				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
General works on site <i>Note: site mobilisation issues are addressed in the previous section.</i>	General access and work on site around plant, tools and other contracted personnel Working outdoors for extended periods without shade / protection Lack of storage facilities / designated access and work areas Inadequate provision of lighting following wall and roof erection Lack of rubbish removal provisions Inadequate public warning, exclusion, protection	Exposure to general construction site hazards, such as: moving plant and falling objects Exposure to UV radiation and heat Exposure to biting and stinging insects and venomous snakes and spiders Exposure to unsafe weather conditions Poor housekeeping practices Incorrect waste disposal Slips, trips and falls Public exposure to construction site hazards	OHS OHS OHS ENV OHS ENV OHS ENV OHS	 F F F F	 E E 	3 3 2 3 3 2 3 3	3 4 3 3 3 3 3 4	13 18 9 18 13 9 9 18	- Gravel / fill is to be provided at the site entrance / exit and compound areas to provide suitable access provisions and to prevent slips during wet weather. - Skips for rubbish, inclusive of construction off-cuts / waste, are to be provided at the project. - Storage container to be provided to ensure safe, out of weather location for the storage of tools and equipment. - Mandatory PPE required signage to be clearly displayed. - Mandatory PPE (hard hats, safety boots and reflective vest / high visibility shirt) to be worn at all times whilst on site. - Sunscreen to be provided for personnel. - A designated construction site entry and exit is to be established, especially to ensure one-way travel of earthmoving plant wherever practicable. - A Vehicle Movement Plan (clearly showing plant movement areas, light vehicle areas, site compound, similar) is to be established, displayed on site and communicated during inductions. - An Information Handout is to be provided to truck drivers, clients, consultants and visitors to ensure they are aware of general on site hazards and rules. - Unless fully inducted, personnel shall be accompanied at all times whilst accessing the site (apart from amenities areas). - A delineated site compound (site sheds, amenities, storage containers, light vehicle parking) is to be maintained as an excluded area to that of general on site construction works. - An 1800mm high fully fenced site will be maintained at the project with adequate fence bracing and support to withstand expected wind loadings. Site access gates / openings to be fully closed and secured during non-work hours. - Site access ways, delineated compound area, site fencing and signage to be the subject of specific inspection during informal daily walk throughs and formal weekly inspections. - Work, (e.g. such as work at heights) shall be postponed in high winds, rain and other adverse weather conditions. - Silt fences shall be erected wherever practicable to minimise the potential for snakes / venomous spiders to enter from the adjacent site. - First aid kit to be provided (refer also to subsequent section). - Site access ways, delineated compound area, site fencing, signage, PPE compliance and general housekeeping practices to be the subject of specific inspection during informal daily walk throughs and formal weekly inspections.	- All personnel are to: - clean up after themselves inclusive of rubbish disposal in skips provided; - store tools and equipment within designated locations / vehicles / trailers; - wear mandatory PPE (hard hats, safety boots and reflective vest / high visibility shirt) at all times whilst on site; - wear sunscreen and/or take measures to wear long sleeve protective clothing; - use designated entrance / exits; - comply with project signage and delineated areas (with respect to the PPE, plant movement and light vehicle parking); - comply with Vehicle Movement Plan specifications, inclusive of any amendments or changes.	2 2 2 2 2 2	2 2 2 2 3 2	5 5 5 5 9 5 5
Applicable Legislation									Other Reference Documents				
Work Health and Safety Act 2011, Part 2 Work Health and Safety Regulation 2011, Chapter 6									BMS-GDE-008-001-01 Housekeeping Guide BMS-GDE-008-001-06 Construction Lighting Guide BMS-GDE-008-001-05 PPE Guide				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating				
				F	E	L	C	R			L	C	R		
Demolition	Poor preparation of work procedures	Collapse of structures/buildings	OHS		E	3	4	17	♦ Liaise and consult with the subcontracted demolisher to discuss sequence and method of demolition, time frames including details on the stability, loads (including wind loads), sequence, safe access, clear instructions on bracing, movement and handling of components, lifting arrangement. ♦ Obtain and review the following documentation from the demolition contractor: ♦ Work Method Statement (review using the SWMS Review Checklist) ♦ Detailed demolition methods and bracing requirements; ♦ Specific plant use and work at height methods of work. ♦ Coordinates safe sitting and use of mobile cranes and EWP’s. ♦ Plan with subcontractors the work activities taking place and ensure adequate exclusion zones are established around lifting and demolition tasks to restrict non-essential access. ♦ Confirmation is to be undertaken to ensure persons with the appropriate class of competency for the type of work being performed are engaged (e.g. engaging licensed riggers to perform rigging activities). ♦ Plan in consultation with the subcontractors the methods for sitting of plant and identifying overhead and other services including underground and passing this information on to relevant persons on site. ♦ Monitor work activities on site and conduct relevant task/activity observations including demolition activities. ♦ Conduct checks of the structure and liaise with the subcontractor.	♦ Subcontractors to provide: ♦ Work Method Statement/s; ♦ Specific mobile crane details as per the Mobile crane and lifting risk assessment section; ♦ Specific EWP and working at height methods of work as per subsequent risk assessment sections within this register; ♦ Methods to be used during demolition of the structure; ♦ Details of plant to be used, with consideration given to the size, type and positioning of crane and EWP’s; ♦ Stability requirements for all structural components; ♦ Proposed methods for handling components; ♦ Movement/location of heavy members; ♦ Suitable methods to protect workers from fall height hazards (e.g. scaffolding, EWPs with compliant edge protection and personal fall systems as a last resort and falling object hazards; ♦ Emergency rescue procedures in the case of rescuing fallen workers using fall arrest harness systems; ♦ Method of determining the mass of members; ♦ Exclusion zones and how these will be delineated on site. ♦ The erection of any component is to only commence when the necessary equipment to ensure stability of the structure (e.g. temporary guys or bracing) is available and stability of the structure can be maintained at all times. ♦ Methods that reduce the need for personnel to work at height during demolition are to be adopted wherever practicable and then consideration of the use of stable work platforms with compliant fixed edge protection to safely work at heights (e.g. EWP’s, scaffolds) ♦ Only used licenced persons with the appropriate class of license such as crane operators, riggers, EWP Operators. ♦ Secure all tools via lanyards and work from platforms with compliant edge protection including protection for falling objects (enclosed buckets, toe boards). ♦ Erect exclusion zones beneath work above the ground to protect persons from entering the work zone. ♦ Check that all lifting equipment (including chains and slings and attachments) are not damaged and suitable (and capable) of performing the lifting tasks safely. ♦ Electrical supply to be isolated prior to demolition works commencing. ♦ Only electrical contractor is to remove electrical services. Demolition contractors not to touch or remove any electrical services.	2	2	5		
	Operation or use of poorly maintained or unsafe tools and equipment	Falling Objects	OHS			3	5	22			2	2	5		
	Untrained operators for tools and equipment	Flying particles	OHS			2	4	14							
		Falls	OHS	F	E	3	4	13							
		Contact with services	OHS	F	E	2	5	19							
Applicable Legislation									Other Reference Documents						
Work Health and Safety Regulation 2011, Chapter 6 Qld Plant Code of Practice 2005 QLD Demolition Work Code of Practice 2013 QLD How to Safety Remove Asbestos Code of Practice 2011									BMS-GDE-008-001-25 Demolition Guide BMS-GDE-008-00-39 Guarding of Machinery Guide BMS-GDE-008-001-14 Plant Management Guide BMS-FRM-006-001-23 Plant Register						

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Providing first aid	Inadequately resourced first aid / emergency response provisions Inadequately trained / skilled personnel to respond to emergency situations Inadequate emergency management planning	Lack of first aid equipment, such as first aid kits	OHS	F		2	3	9	- First aid procedures to be included within the project’s Work Health and Safety Management Plan, and referred to during site inductions. This includes the identification of key emergency contact names and phone numbers, and a sketch map of the location of the nearest medical centre to the project. - A minimum of one (1) Provide First Aid Certificate Holder is to be readily available on site at all times. - The identity of the Provide First Aid Certificate Holder to be displayed in a prominent location on site, and his / her identity included within the project’s Work Health and Safety Management Plan, and referred to during site inductions. - The Provide First Aid Certificate Holder to have his / her certificate sighted and details of their qualification recorded. - The Provide First Aid Certificate Holder to sign and undertake the tasks on site as identified within the First Aid Officer Responsibility Statement. - A first aid kit, suitable for standard construction works and the maximum number of personnel anticipated, shall be readily available at the project. - First aid kit to be maintained by an external supplier, procured to monitor the first aid kit’s contents, and restock, where necessary. - First aid signs to be displayed on the outside wall / door of the site shed containing the first aid kit. - All incidents on site to be recorded on an Incident Report Form.	Subcontractors to adhere to first aid procedures identified within the Work Health and Safety Management Plan, and referred to during site inductions, (i.e. reporting of all first aid incidents to the Site Manager, and details of all first aid incidents recorded on the incident register provided in the site office).	2	2	5
		Inability to treat first aid injury	OHS	F		2	3	9			2	2	5
Applicable Legislation									Other Reference Documents				
Work Health and Safety Regulation 2011, Chapter 6 QLD First Aid Code of Practice 2014									BMS-GDE-008-001-35 First Aid Guide BMS-FRM-009-001-49 First Aid Officer Responsibility Statement BMS-FRM-005-001-13 Incident Report BMS-FRM-006-001-10 HSEQ Hazard Log Work Health, Safety and Environmental Management Plan Site Induction Booklet				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Providing fire protection and emergency response capability	Inadequately resourced fire and emergency response equipment	Lack of fire fighting equipment, such as fire extinguishers and fire hoses	OHS ENV		E	2	4	14	- An <i>Emergency Plan</i> to be developed for the project, included within the project’s Work Health and Safety Management Plan, referred to and discussed within site inductions, and displayed on site noticeboards. - Local emergency services, (i.e. ambulance and fire brigade) to be advised of the project, its emergency procedures, and its access points. - Fire fighting equipment, such as fire extinguishers, which are commensurate with the project size and activities undertaken, to be provided, made easily accessible, and clearly signed. - An external organisation to be procured to inspect fire fighting equipment on the project at six (6) monthly intervals. - Paynters personnel to be instructed in the safe use of fire extinguishers. - Site emergency evacuation drills to be carried out at least three (3) monthly, and recorded on the relevant <i>Site Safety Toolbox Talk</i> form. - Warning signage to be displayed wherever a person could encounter materials that would burn with extraordinary speed or could cause an explosion. - Appropriate storage facilities to be set up on site to enable flammable materials to be stored on site, and handled in a manner that minimises the risk of fire.	- All subcontractors to provide a fire extinguisher of the appropriate type in the immediate vicinity where hot works is being undertaken on site – also refer to the Hot Works risk assessment. - All subcontractors not permitted to burn materials, or accumulate combustible materials on site so as to constitute a fire hazard. - Upon first discovery of a fire or other emergency situation, subcontractors to notify the Site Supervisor.	2	3	9
	Inadequately trained / skilled personnel to respond to emergency situations Inadequate emergency management planning Lack of fire / emergency warning system Obstructed access to emergency fire fighting equipment and exists	Inability to suppress fire or evacuate	OHS		E	2	4	14			2	3	9
Applicable Legislation									Other Reference Documents				
Work Health and Safety Act 2011, Part 2 AS 1851: Maintenance of Fire Protection Systems and Equipment.									BMS-PRO-005-001 Emergency Management Procedure BMS-GDE-008-001-38 Fire Protection Guide BMS-FRM-005-001-02 Site Emergency Plan BMS-FRM-005-001-08 Site Emergency Information BMS-FRM-006-001-07 Site HSEQ Toolbox Talk				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Providing temporary electrical supply <i>Note: electrical work is addressed in a subsequent section of this risk assessment.</i>	Inadequate isolation of energy feeding the temporary supply Inadequate protection / warning of the temporary electrical supply Unsafe set-up / testing of the temporary electrical supply Unsafe / unsecured / temporary distribution boards Inadequately protected electrical circuits	Contact with live electrical parts Inadvertent contact / striking of temporary electrical supply Overloading of electrical temporary distribution boards Damaged electrical leads / connections Damaged electrical equipment / fire	OHS OHS OHS OHS OHS	F F 	 E	2 2 2 2	5 5 4 4	22 19 14 14 14	- Obtain details to verify licence / training of electrical workers. - Ensure temporary electrical supply is established as soon as practicable as part of site mobilisation. - Ensure relevant liaison occurs with <i>service provide</i> to enable safe supply from adjacent overhead lines. - Ensure that progressive temporary distribution boards are established at the project such that leads are not run over excessive distances (i.e. >30m). - Obtain a handover certificate from the electrical contractor, which states that each electrical installation has been tested and complies with <i>AS/NZS 3000</i> and <i>AS/NZS 3012</i>. - Obtain and review detail methods of work relating to the provision of temporary electrical supply.	- Electrical subcontractor to ensure that: - no live electrical work is undertaken (apart from testing tasks that are integral to ensuring safe electrical works); - safe methods of work are documented and implemented in relation to: isolation, lock-out and tag-out, testing to prove de-energised; - construction wiring, including temporary distribution boards, comply with <i>AS/NZS 3000</i> and <i>AS/NZS 3012</i>; - construction wiring is not tied, bundled, or grouped with permanent wiring, and is clearly distinguishable (via yellow construction wiring tape / signage); - temporary distribution boards are: clearly signed, contain identification description; secured to the ground, lockable, weatherproof, contain RCD’s that protect all outlets, contain a provision for leads to exit the board with the door closed, tie-bar to enable securing of leads; and - electrical subcontractor to provide a handover certificate stating compliance with <i>AS/NZS 3000</i> and <i>AS/NZS 3012</i> (for each newly installed temporary installation). - Electrical subcontractor is required to twist the active and neutral conductors together of all electrical cables during rough in. In the event of a cable being left unterminated this practice will induce a fault thus preventing the circuit from being energised until the electrical contractor finds the unterminated cable.	1 1 1 1 1	5 5 4 4 4	15 15 10 10 10
Applicable Legislation									Other Reference Documents				
QLD Electrical Safety Act 2002 QLD Electrical Safety Regulation 2013 QLD Code of Practice for Work Near Exposed Live Parts AS/NZS 3000: Electrical Installations AS/NZS 3012: Electrical Installations – Construction and Demolition Sites									BMS-GDE-008-001-26 Electrical Powered Tools Guide				

Activity	Hazard Event (Detail the events that cause exposure to the hazard)	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Subcontractor - Minimum Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Risk Rating		
				F	E	L	C	R			L	C	R
Using mobile cranes on site <i>Note: refer also to general mobile plant requirements addressed in a previous section of this risk assessment</i>	Operation or use of poorly maintained or unsafe mobile cranes	Unexpected plant operation / failure	OHS			3	5	22	- Obtain and review the following documentation from subcontractors: - detailed <i>Plant Risk Assessment</i> for relevant mobile crane model; <i>Work Method Statement</i>; - details to verify appropriate licence / training of each mobile crane operator, dogger and/or rigger; - details of plant registration; - lifting equipment register; - a detailed lift study / plan for the following scenarios: - for lifting of tilt-up panels; - multiple crane lifts; - lifts requiring >75% of the crane’s rated capacity to be exceeded. - Coordinate the assessment of ground conditions and ensure relevant levelling and ground compaction to enable safe sitting and use of mobile cranes. - Site Supervisor to verify completion of the <i>Plant Pre-Acceptance Checklist</i> with Plant Operator/s and formally authorise use, prior to mobile plant item being operated. <i>Plant and Equipment Register</i> to be maintained on site. - Exclusion zones to be established to prevent unnecessary mobile crane / personnel interactions. - No loads are to be lifted above other personnel on site, - Barricading to be installed / erected adjacent to scaffolding, formwork, tilt-up panel bracing, or similar load bearing structures, to prevent mobile crane access in the area, and potential contact. - Subcontractors are to be provided with information about the following as relevant to the lifting activity / site location (as part of subcontractor pre-start meetings / a dedicated toolbox talk): - location and details of overhead powerlines; - location and details of excavations; - locations of embankments and soft surfaces; - potential overhead structures; - necessary load / radius / working limits; - foreseeable operating conditions.	- Subcontractors to provide: - detailed <i>Plant Risk Assessment</i> for relevant mobile plant model; <i>Work Method Statement</i>; - details to verify appropriate licence / training of each mobile plant operator, dogger and/or rigger; - details of plant registration; - lifting equipment register; - lift study / plan for specific scenarios as specified at left. - Subcontractors to ensure the following documentation is provided in the mobile crane’s cabin: - OEM Manual for crane model; - Up-to-date logbook and service records; - OEM derived / manufacturer supplied Pre-Start Checklist / Daily Log. - Plant Operator to complete <i>Plant Pre-Acceptance Checklist</i> with Site Supervisor prior to mobile crane being operated on site. - Subcontractors to undertake pre-start inspections / maintain logbooks for all mobile cranes. - Subcontractors to record damage / faults identified on pre-start inspection checklists – where damage / fault is considered to be a safety hazard – mobile crane / load lifting equipment is to be tagged with an Out of Service Tag. - All lifting gear must be inspected and tagged at least 12 monthly and 3 monthly for synthetic slings and detailed on the lifting gear register. - No loads are to be lifted above other personnel on site. - Loads are to be controlled via tag-lines during mobile crane pick and carry tasks. - As required by specific mobile crane manufacturers – outriggers are to be fully extended unless specified by the manufactures operating instructions, supported by suitable timber backing and barricaded off to prevent inadvertent contact from other plant items. - Subcontractors to observe minimum distances from powerlines, as specified within Contracted Cranes Activities Guide BMS-GDE-008-001-22. - Operators are to use and inspect mobile cranes in accordance with manufacturer requirements, plant risk assessment and work method statements established at the project. - Seatbelts to be worn at all times. - Spotters / safety observers (controlling traffic movement on site) to wear high visibility clothing. - Comply with Vehicle Movement Plan specifications, inclusive of any amendments or changes. - Subcontractors to provide adequate supervision to ensure mobile cranes are used in accordance with OEM Manual / manufacturer’s requirements and that required servicing and maintenance is planned for and undertaken. - For use of Workbox/First Aid Box - The crane is to have a minimum SWL of 1000kg at the maximum radius for the task to be performed - The crane is to be a minimum SWL of at least twice the total load of the workbox and its contents, at the maximum radius for the task	1	5	15
	Exceeding safe operating parameters, (i.e. slope, SWL, speed)	Mobile crane collision with persons, traffic or objects	OHS			3	5	22			1	5	15
	Unlicensed &/or untrained operator	Plant roll over	OHS			3	5	22			1	5	15
	Inadequate service identification	Falling objects, and loss of load	OHS			2	5	19			1	5	15
		Contact with overhead powerlines	OHS			Not applicable at this project site					-	-	-

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
										to be performed • The crane is to be fitted with an upper hoist limit (anti-two block) that stops operation of the hoist, luff and telescope functions of the crane, or be designed so that two-blocking cannot damage any part of the crane or lifting gear • The crane’s levers and foot pedals are to be fitted with a constant pressure system that stops the crane’s motions when the operator removes pressure from the controls • If the crane is fitted with a free fall facility, the free fall function is to be locked out with a keyed lock-out • Be equipped with a secondary back-up system that will prevent the load from falling if the primary lifting device fails			
Applicable Legislation									Other Referenced Documents				
Work Health and Safety Regulation 2011, Chapter 6 QLD Mobile Crane Code of Practice 2006 AS 1418.1: Cranes, Hoists and Winches – General Requirements AS 2550.1: Cranes, Hoists and Winches – Safe Use – General Requirements AS 2550.5: Cranes, Hoists and Winches – Safe Use – Mobile Cranes									BMS-GDE-008-001-22 Contracted Crane Activities Guide BMS-FRM-006-001-23 Plant Register BMS-FRM-006-001-17 Plant Pre-Acceptance Checklist BMS-FRM-006-001-16 Plant Risk Assessment				

Activity	Hazard Event (Detail the events that cause exposure to the hazard)	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Subcontractor - Minimum Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Risk Rating		
				F	E	L	C	R			L	C	R
Structural steel placement and erection <i>Note: mobile crane and lifting requirements, general mobile plant use, EWP use, and specific work at height methods are addressed in other sections of this risk assessment.</i>	Inadequate design, inadequate bracing, poor maintenance of column stability or beam stability during erection, or inadequate anchorages	Structural Collapse	OHS			3	5	22	♦ Liaise and consult with the designer and subcontracted steel erector to discuss sequence and method of erection, time frames for steel construction and ensure that a detailed drawing has been provided by the design engineer including details on the stability, loads (including wind loads), erection sequence, safe access, clear instructions on bracing, movement and handling of components, lifting arrangements, and grades of steel as a minimum. ♦ Obtain and review the following documentation from the structural steel subcontractor: ♦ <i>Work Method Statement</i> (review using the <i>SWMS Review Checklist</i>) ♦ detailed erection methods and bracing requirements; ♦ specific plant use and work at height methods of work. ♦ Wherever practicable, Paynters shall coordinate erection methods to enable pre-assembly of members at ground level, prior to lifting and installation. ♦ Coordinate the assessment of ground conditions and ensure relevant levelling and ground compaction to enable safe sitting and use of mobile cranes and EWP’s. ♦ Plan with subcontractors the work activities taking place and ensure adequate exclusion zones are established around structural steel lifting and installation tasks to restrict non-essential access. ♦ Confirmation is to be undertaken to ensure persons with the appropriate class of competency for the type of work being performed are engaged (e.g. engaging licensed riggers to perform rigging activities). ♦ Plan in consultation with the subcontractors the methods for steel erection including sitting of plant and identifying overhead and other services including underground and passing this information on to relevant persons on site. ♦ Monitor work activities on site and conduct relevant task/activity observations including activities of steel placement and erection. ♦ Conduct checks of the structure and liaise with the sub-contractor on the items listed in the <i>Safety Checklist – Steel Erection</i> in the <i>Steel Construction Code of Practice</i>.	♦ Subcontractors to provide: ♦ <i>Work Method Statement/s</i>; ♦ specific mobile crane details as per the <i>Mobile crane and lifting</i> risk assessment section; ♦ specific EWP and working at height methods of work as per subsequent risk assessment sections within this register; ♦ methods to be used when erecting the structure; ♦ bracing bays and temporary bracing details; ♦ details of plant to be used, with consideration given to the size, type, and positioning of crane and EWPs; ♦ stability requirements for all structural components; ♦ proposed methods for handling components; ♦ detailing pre-assembly (on the ground) of members prior to installation wherever practicable; ♦ movement / location of heavy members; ♦ suitable methods to protect workers from fall from height hazards (i.e. scaffolding, EWPs with compliant edge protection and personal fall systems as a last resort) and falling object hazards; ♦ emergency rescue procedures in the case of rescuing fallen workers using fall arrest harness systems; ♦ method of determining the mass of members; ♦ exclusion zones and how these will be delineated on site. ♦ The erection of any component is to only commence when the necessary equipment to ensure stability of the structure (i.e. temporary guys or bracing) is available and stability of the structure can be maintained at all times. ♦ Methods that reduce the need for personnel to work at height during steel placement and erection are to be adopted wherever practicable and then consideration of the use of stable work platforms with compliant fixed edge protection to safely work at heights (e.g. EWPs, scaffolds etc). ♦ Erect the structure in accordance with the detailed design. ♦ Only use licensed persons with the appropriate class of license such as a crane operators, riggers, EWP operators etc. ♦ Secure all tools via tool lanyards and work from platforms with compliant edge protection including protection for falling objects (enclosed buckets, toe-boards etc). ♦ Erect exclusion zones beneath work above the ground to protect persons from entering the work zone. ♦ Check that all lifting equipment (including chains and slings and attachments etc) are not damaged and suitable (and capable) of performing the lifting tasks safely. ♦ All lifting gear must be inspected prior to each use by the and inspected and tagged; synthetic slings every 3 months and 12 months for all other lifting gear.	1	5	15
	Inadequate work platforms, working from an unprotected edge/work area, failure of EWP, not wearing personal fall protection	Falls from Heights	OHS			3	5	22			1	5	15
	Lack of tool restraints/lanyards, lack of exclusion zones, use of damaged, unsafe or inadequate lifting equipment	Falling Objects	OHS			2	4	14			1	4	10
	Exceeding safe operating parameters, (i.e. slope, SWL, speed) Unlicensed &/or untrained operator Inadequate service identification	Mobile plant collision with persons, traffic or objects	OHS			2	5	19			1	5	15
Applicable Legislation									Other Reference Documents				
Work Health and Safety Regulation 2011, Chapter 6 QLD Steel Construction Code of Practice 2004									BMS-GDE-008-001-22 Contracted Crane Activities Guide BMS-GDE-008-001-27 Elevating Work Platforms Guide BMS-PRO-006-002 Plant and Equipment				

Activity	Hazard Event (Detail the events that cause exposure to the hazard)	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Subcontractor - Minimum Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Risk Rating		
				F	E	L	C	R			L	C	R
General access and working at heights <i>Note: EWP use, scaffolding and personal fall protection equipment use are addressed in subsequent sections of this risk assessment</i>	Lack of appropriate controls to prevent falls from height (i.e. scaffolding, EWP, edge protection etc)	Falls from heights	OHS			3	5	22	- Obtain and review the following documentation from subcontractors: <i>Work Method Statement</i> (review using the <i>SWMS Review Checklist</i>); - details to verify appropriate training and competency of each worker required to use personal fall protection equipment (where relevant); - detailed work at height methods, - Ensure suitable means of access is provided / used on site to gain access to locations at height (in the following preferred order): - scaffolding; - fixed platforms / walkways / stairways / ladders; - EWPs; - platform ladders; - portable ladders (i.e. only where no other practicable means of access is available). - Plan and liaise with subcontractors to substitute or redesign working at height methods to ensure all work is prevented from occurring on ladders (i.e. step ladders, single ladders or extension ladders). - Specifically communicate the above requirement as part of pre-start meetings and Site Safety Tool box Talks. - Review all ladder use on an ongoing basis to ensure no work is being undertaken from ladders (i.e. ladders being used for access purposes only). - Review penetration covers on an ongoing basis to ensure penetrations are suitably protected (i.e. secured in place covers, capable of withstanding the likely loads of personnel and equipment that may be placed on the covers). - Monitor work at heights activities to ensure that suitable fall <u>prevention</u> control measures are being implemented (e.g. scaffolding, EWPs etc) and that personal fall protection equipment is only being used where a more suitable alternative is not practicable.	- Subcontractors to provide: <i>Work Method Statement/s</i>; - details to verify appropriate training and competency of workers required to use personal fall protection equipment (where relevant). - Subcontractors to ensure that ladders are: - only used for <u>access</u> purposes (i.e. not to undertake work tasks); - marked with a minimum load rating of at least 120kg and manufactured for industrial use; - no longer than: - single ladder – 6.1m - extension ladder – 7.5m - placed at an angle of 1:4 from the horizontal e.g. 1m out at the bottom for ever 4m in height; - placed on a firm, level surface (without a reliance on off-cuts / blocks, similar); - adequately secured against displacement whilst in use (i.e. tie off at top &/or bottom or someone is “footing” the ladder); - extended at least 1m above the platform level; <u>not</u> used: - by more than one person at a time; - in access areas or within the arc of swinging doors; - on working platforms to gain height above a protected edge; - to support a working platform; - if damaged or defected. - Do not reach out from the ladder. - Maintain three points of ladder contact at all times, (two hands, one foot or two feet, one hand), unless holding a section of the structure that is stable. - Step ladders are <u>not</u> to be used for access purposes on site. 3 and 4 foot step ladders are not permitted to be used on site. - Subcontractors to ensure that appropriate falling object controls are implemented (e.g. tool restraints / lanyards, exclusion zone(s)). - Subcontractors to ensure that penetration covers are: - able to withstand the impact and safely support: - a fall onto it by any person; - machinery which has not been restricted from access over the cover; - materials which could fall onto the cover. - securely fixed in place to prevent it being moved or removed accidentally; - clearly marked / signed to indicate that a fall hazard / penetration exists below it. - Subcontractors to ensure workers do not access any area(s) where edge protection has not been erected or where any other fall hazard may exist. - Subcontractors to ensure that PFPE is only used where no other more suitable means of fall protection is practicable.	1	5	15
		Falling objects	OHS			2	4	14			1	4	10
		Lack of appropriate falling object controls, (i.e. tool restraints / lanyards, exclusion zone(s) etc) Inappropriate set-up of access ladders Inappropriate use of access ladders Lack of appropriate controls to protect penetrations											
Applicable Legislation									Other Reference Documents				
Work Health and Safety Regulation 2011, Chapter 6 AS 1892.1- Portable ladders - Metal AS 1892.2- Portable ladders – Timber AS 1892.5 - Portable ladders – Selection, safe use and care AS 1657 - Fixed platforms, walkways, stairways and ladders – Design, construction and installation									BMS-GDE-008-001-27 Elevating Work Platforms Guide BMS-GDE-008-001-09 Penetrations Guide BMS-GDE-008-001-10 Preventing Falls Guide BMS-GDE-008-001-12 Ladders Guide BMS-GDE-008-001-13 Scaffolding Guide BMS-GDE-008-004-41 Working at Heights Guide				

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				F	E	L	C	R			L	C	R
Elevating work platform (EWP) set-up and use	Operation or use of poorly maintained or unsafe EWPs	Unexpected plant operation / failure	OHS			3	5	22	- Obtain and review the following documentation from subcontractors: - detailed <i>Plant Risk Assessment</i> for relevant EWP model; <i>Work Method Statement</i> (review using the <i>SWMS Review Checklist</i>); - details to verify appropriate licence / training of each plant operator. - Site Supervisor to verify completion of the <i>Plant Pre-Acceptance Checklist</i> with Plant Operator/s and formally authorise use, prior to EWP item being operated. <i>Plant and Equipment Register</i> to be maintained on site. - Subcontractors are to be provided with information about the following as relevant to the EWP work location: - location and details of overhead powerlines; - location and details of underground services; - location and details of excavations; - locations of embankments and soft surfaces; - potential overhead structures; - details of other potential work activities occurring adjacent to the EWP work location.	- Subcontractors to provide: - detailed <i>Plant Risk Assessment</i> for relevant EWP model; <i>Work Method Statement/s</i>; - details to verify appropriate licence / training of each plant operator. E.g. High Risk Work Licence for Boom lift 11m and over, certificate of competency for boom lifts under 11m and scissor lifts. - Subcontractors to ensure the following documentation is provided with the EWP: - OEM Manual for EWP; - Up-to-date logbook and service records; - OEM derived / manufacturer supplied Pre-Start Checklist / Daily Log. - Plant Operator to complete <i>Plant Pre-Acceptance Checklist</i> with Site Supervisor prior to EWP being operated on site. - Subcontractors to undertake pre-start inspections / maintain logbooks for all EWPs. - Subcontractors to record damage / faults identified on pre-start inspection checklists – where damage / fault is considered to be a safety hazard – EWP is stood down until repaired. - Subcontractors to ensure that: - plant operators wear a harness connected to the designated anchor point when operating boom-type EWPs; - tools and equipment are adequately restrained while working from EWPs; - no person exits from the bucket while at height (unless a detailed work method statement is authorised by Paynters); - the EWP is not used as a crane; - the EWP is only operated on ground that does not exceed maximum slope requirements and where there are no drop-offs or penetrations that could cause the EWP to roll / collapse; - barricades are erected wherever practicable to separate and protect pedestrians and vehicles. - Subcontractors to observe minimum distances from powerlines, although no such hazards have been identified at the project. - Subcontractors to provide adequate supervision to ensure EWPs are used in accordance with OEM Manual / manufacturer’s requirements.	1	5	15
	Exceeding safe operating parameters, (i.e. slope, SWL)	EWP collision with persons, traffic or objects	OHS			3	5	22			1	5	15
	Unlicensed &/or untrained operator	EWP roll over	OHS			2	5	19			1	5	15
		Contact with overhead powerlines / obstructions	OHS			2	5	19			1	5	15
	Inadequate service / obstruction identification	Falls from heights	OHS			3	5	22			1	5	15
	Lack of appropriate falling objects controls, (i.e. tool and equipment restraint)	Falling objects	OHS			2	5	19			1	5	15
Applicable Legislation									Other Reference Documents				
Work Health and Safety Act 2011, Part 2 Work Health and Safety Regulation 2011, Chapter 6, schedule 3 AS 1418.10: Cranes, Hoists and Winches – Elevating Work Platforms AS 2550.10: Cranes – Safe Use – Elevating Work Platforms									BMS-GDE-008-001-27 Elevating Work Platforms Guide BMS-FRM-006-001-23 Plant Register BMS-FRM-006-001-17 Plant Pre-Acceptance Checklist BMS-FRM-006-001-16 Plant Risk Assessment				

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				F	E	L	C	R			L	C	R
Electrical work Note: providing temporary electrical supply is addressed in a previous section of this risk assessment	Inadequate isolation of electrical energy	Contact with live electrical parts	OHS			4	5	24	- Obtain and review the following documentation from the electrical subcontractor: - Work Method Statement (review using the SWMS Review Checklist); - details to verify that personnel are licensed electrical workers, and/or apprentices under specific supervision by a licensed electrical worker. - Isolation methods include the use of lock-out and tag-out means. - Circumstances requiring emergency response for electrical works are to be identified by the subcontractor e.g. LV rescue - No live electrical work is permitted at the project (apart from testing tasks that are integral to ensuring safe electrical works). - Subcontractor is to complete an Isolation Certificate for all isolations requiring the disconnection of power to facilitate other works. - Wherever practicable, all electrical rough-in, installation, permanent wiring placement, and connection to electrical items, is to be undertaken prior to connection / energisation of partial sections of switchboards. This is to minimise the requirement to have partial / incomplete switchboard connections (due to staged works), reliance on isolated circuits and/or requirement to work within exclusion zones during later stages of switchboard connection and testing. - Paynters is to ensure that on-site inspection, testing, tagging (inclusive of RCD testing, inspection and time testing) occurs for all electrical equipment items, temporary switchboards, RCDs and portable RCDs; - Push button test of RCDs monthly by site staff - Test and Tagging of all electrical including site sheds and switchboards is carried out 3 monthly.	- Electrical subcontractor to provide: - Work Method Statement/s; - electrical license details (as a contractor entity and for each individual licensed electrical worker); - An Isolation Certificate for all isolations requiring the disconnection of power to facilitate other works. - detailed methods of work in relation to: - prevention of ‘live work’ (apart from testing tasks that are integral to ensure safe electrical works); - isolation, inclusive of the use of lock-out and tag-out means; - testing to prove de-energised protocols.; - details of testing device inspection and calibration; - details of specific electrical equipment PPE and live low voltage rescue kit inspection and adequacy. - A test before you touch protocol is to be adopted for all electrical works throughout the project. - All electrical work is to be undertaken in accordance with AS/NZS 3000 and the requirements of the Electrical Safety Act 2002 and Electrical Safety Regulations 2013. - Records of all inspection and testing of electrical equipment items, temporary switchboards and RCDs undertaken by the electrical subcontractor are to be provided to Paynters within a register / written record. - A handover certificate (for each newly installed temporary installation, and following installation of permanent electrical installations) is to be provided to Paynters. This is to take the form of a Certificate of Testing and Compliance, in accordance with Section 159 of the Electrical Safety Regulation 2013.	1	5	15
	Inadequate insulation, earthing or RCD protection	Inadvertent livening of an adjacent conductor	OHS			3	5	22			1	5	15
	Unsafe set-up / testing of the electrical works	Damaged electrical equipment / fire	OHS			2	5	19			1	5	15
	Inadequate use of PPE / testing devices												
Applicable Legislation									Other Reference Documents				
QLD Electrical Safety Act 2002 QLD Electrical Safety Regulation 2013 QLD Code of Practice for Work Near Exposed Live Parts AS/NZS 3000: Electrical Installations AS/NZS 3012: Electrical Installations – Construction and Demolition Sites AS/NZS 3760: In Service Safety Inspection and Testing of Electrical Equipment									BMS-GDE-008-001-26 Electrical Powered Tools Guide				

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				F	E	L	C	R			L	C	R
Undertaking welding and hot works	Inadequately trained / skilled personnel to undertake welding / hot work tasks Operation or use of poorly maintained or unsafe apparatus Inadequate supply of appropriate / compliant PPE	Exposure to welding fumes	OHS			3	3	13	- Obtain and review the following documentation from subcontractors: - Work Method Statement (review using the SWMS Review Checklist); - Hot Work Permit; - details to verify appropriate training of workers to operate specific welding apparatus / similar (where relevant). - Only competent workers permitted to undertaking welding / hot work activities. - Isolation of any existing fire detection systems - Isolation and purging of any potential live services requiring hot works e.g. gas lines - An Out of Service tag out system to be used when welding apparatus constitutes a safety hazard or where any defect with the apparatus or similar hot work tool is identified. - Welding / hot work activities to be isolated from other workers on site (via separation and use of welding screens). - Appropriate controls to be implemented to prevent fire / explosion hazards, inclusive of removal of all fuel sources and covering of heat sensitive items. - Workers to wear PPE as identified in Work Method Statements and Hot Work Permits. - Adequate ventilation to be provided wherever welding / hot works is being undertaken. - Fire response provisions location / placement / adequacy and servicing to be verified at time of issuing of Hot Works Permits	- Subcontractors to provide: - Work Method Statement; - details to complete Hot Work Permits valid for 12hrs only; - details to verify appropriate training of workers to operate specific welding apparatus / similar (where relevant). - Subcontractors to ensure that: - appropriate types of fire extinguishers are available and accessible to where welding / hot work tasks are being undertaken (within 10m of personnel undertaking work); - workers are supplied with appropriate / compliant PPE, and instructed in their correct use; - suitable flash back arrestors are fitted to all oxy-acetylene equipment (at both oxygen and fuel lines); - adequate ventilation and fume controls are implemented; - areas where welding / hot works is being undertaken is isolated through the use of translucent screens, or the establishment of 15m exclusion zones; - appropriate signage erected to warn other workers of hazards associated with tasks; - appropriate trolleys, or similar, are supplied to ensure gas cylinders can be restrained and secured against movement. - Subcontractors undertaking welding / hot work activities to: - wear the supplied PPE items; - inspect all welding apparatus prior to use / ensure all bottles, hoses and connections are connected properly; - use an Out of Service tag out process for any item of welding apparatus / hot work tool if deemed faulty or unsafe. - Subcontractors to provide adequate supervision to ensure welding and hot work apparatus, and supplied items of PPE, are used as per manufacturer requirements / as intended.	1	3	6
		Exposure to flammable gases	OHS			3	4	18			1	4	10
		Contact with hot surfaces	OHS			3	3	13			1	3	6
		Exposure to ultraviolet radiation	OHS			3	3	13			1	3	6
		Flashback arrestors	OHS			2	3	9			1	3	6
	Inadequately resourced fire fighting equipment Inadequate identification of fire / explosion hazards	Lack of fire fighting equipment, such as fire extinguishers	OHS			3	3	13			1	3	6
Applicable Legislation									Other Reference Documents				
Work Health and Safety Act 2011, Part 2 AS 1674.1: Safety in Welding and Allied Processes – Fire Precautions Health and Safety in Welding Technical Note No. 7 – Welding Technology Institute of Australia									BMS-GDE-008-001-23 Welding and Hot Work Guide BMS-FRM-008-002-24 Hot Works Permit				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Portable power tool use	Inadequately trained / skilled personnel to undertaken tasks involving portable power tool use	Contact with, or entanglement in moving parts of portable power tools	OHS			3	4	18	- Obtain and review the following documentation from subcontractors: - an <i>Electrical Register</i>; - Only competent persons permitted to operate portable power tools on site. - An Out of Service tag out system to be used when a portable power tool constitutes a safety hazard, (e.g. defective, non-compliant, out of test date, or similar). - Workers to wear PPE as identified in <i>Work Method Statements</i>, or as per manufacturer requirements. - All portable power tools brought onto site to have adequate and undamaged guarding as per manufacturer requirements. - All electrical equipment to be appropriately tested and tagged by a competent person, and as per the frequencies detailed in <i>AS/NZS 3760</i>. - All portable power tools to be used in accordance with manufacturer requirements. - Storage container to be provided to ensure safe, out of weather location for the storage of all portable power tools, where necessary.	- Subcontractors to provide: - an <i>Electrical Register</i>; - Subcontractors to ensure that: - only competent persons are permitted to use portable power tools; - all portable power tools brought onto site have adequate and undamaged guarding as per manufacturer requirements; - portable power tools will be inspected and tagged at 3 monthly intervals, and fitted with a durable tag identifying the date of the next inspection; - portable power tools, (which generate sparks, hot metal, or similar) are not used in the vicinity of flammable or combustible materials; - all portable power tools will be electrically isolated or disconnected prior to changing blades, discs, drills bits, or similar, or undertaking other maintenance procedures; - portable power tools that are damp, wet, or have been exposed to rain, are not used until deemed safe by an electrician; - workers are supplied with appropriate / compliant PPE, and instructed in their correct use; - all portable power tools are connected to an RCD protected power supply; - no double adaptors, piggyback units or domestic multi-outlet devices are used; - electrical leads will not be used in a coiled or reeled configuration; - electrical leads are to be suspended on lead stands or insulated hooks where possible. Where the suspending of leads is not practicable leads can be positioned where they are not likely to be damaged or present a trip hazard to site personnel; - electrical leads are not to be longer than 30m; - portable power tools are stored within designated locations / vehicles / trailers. - Subcontractors using portable power tools to: - wear the supplied items of PPE; - inspect portable power tools prior to use; - use an Out of Service tag out process for any portable power tool item if deemed faulty / unsafe. - Subcontractors to provide adequate supervision to ensure portable power tools are used as per manufacturer requirements / as intended.	1	4	10
	Operation and use of poorly maintained or unsafe portable power tools	Contact with, or impact from, flying particles and moving objects	OHS			3	3	13			1	3	6
	Inadequate supply of appropriate / compliant PPE	Exposure to excessive noise	OHS			3	4	18			1	4	10
	Use of non compliant / unsafe electrical leads, power points, RCD's, or similar	Electrocution	OHS			3	5	22			1	5	15
	Inadequate isolation of electrical energy prior to changing blades, discs or similar, or undertaking maintenance tasks	Obstructions, (i.e. portable power / electrical tool leads) in walkway / access way resulting in trips and falls	OHS			3	3	13			1	3	6
	Unsafe housekeeping practices												
	Excessive manual handling of materials associated with portable power tool use	Manual handling tasks	OHS			3	4	18			1	4	10
Applicable Legislation						Other Reference Documents							
QLD Electrical Safety Act 2002 QLD Electrical Safety Regulation 2013 AS/NZS 3760: In-Service Safety Inspection and Testing of Electrical Equipment AS 4024: Safe Guarding of Machinery						BMS-GDE-008-001-26 Electrical Powered Tools Guide BMS-GDE-008-001-39 Guarding of Machinery Guide BMS-GDE-008-001-05 PPE Guide BMS-FRM-008-002-25 Electrical Register							

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Storing, using, and handling hazardous chemicals (HC)	Inadequately trained / skilled personnel to undertake tasks involving HC Inadequate supply of appropriate / compliant PPE	Exposure to HC via inhalation, ingestion, or absorption through the skin or mucous membranes as a result of incorrect use and/or handling	OHS			2	4	14	- Obtain and review the following documentation from subcontractors: - HC Register; - SDS's [for each HC recorded within the register, and dated within the last five (5) years]; - Work Method Statement (review using the SWMS Review Checklist); - details to verify appropriate training of workers to use HC, where relevant. - HC Register to be maintained in an easily accessible location on site (and to include a current SDS). - Spill kits and waste disposal containers / bins are to be provided at the project. - Storage container / facilities to be provided to ensure safe, out of weather location for the storage of HC's. - Fire response provisions location / placement / adequacy and servicing to be the subject of regular Weekly Inspections. All structures used for storing and handling hazardous materials must be: - designed in accordance with any legislative storage requirements, best practice guidance (such as industry design standards) and specifications as set out in the SDS; - suitable for use with the materials and be designed to minimise the risk of an incident; - built as designed and be fixed to prevent; inadvertent movement. The plant and structure must be installed, tested and used in accordance with the design specifications; - designed to contain and stop the spread of an incident (such as fire); - designed to eliminate ignition sources in the area - designed with appropriate emergency provisions (such as fire protection); - designed such that incompatible materials do not share the same bunding and the risk of interaction where there is shared ventilation or drainage systems are controlled; - protected from vehicles or other equipment that may impact upon the integrity of plant or structure by bollards, crash barriers or other suitable protective barriers; - designed to have sufficient safe access to allow for delivery/movement of hazardous materials by mobile plant (such as forklifts); and - sufficiently lit to enable clear visibility of signage and information in the area. - Storage facilities for fuels and oils must have primary and secondary containment along with product handling procedures for transfer and use. Any liquids stored on site that have the potential to cause environmental harm must be stored in, or serviced by, an effective containment system that is impervious to the materials stored and managed to prevent the release of liquids to waters or land. - Hazardous chemicals must be contained appropriately and incompatible goods must be segregated. Storage must be carried out in accordance with storage instructions provided in the SDS, on labels and in legislation, and in	- Subcontractors to provide: - HC Register; - SDS's [for each HC recorded within the register, and dated within the last five (5) years]; - Work Method Statement (review using the SWMS Review Checklist); - details to verify appropriate training of workers to use HC, where relevant. - Subcontractors to ensure that: - appropriate types of fire extinguishers are available and accessible to where HC, which show a significant fire risk, are being used / stored; - health surveillance is arranged, where required; - HC are disposed of as per the substances SDS, and in supplied waste disposal containers / bins; - use storage containers / facilities provided to appropriately and safely store HC; - containers holding HC's (including those that have been decanted or diluted) are clearly and appropriately labelled; - workers are supplied with appropriate / compliant PPE, and instructed in their correct use. - Subcontractors using HC to: - wear the supplied PPE items; - clean up any spills immediately using spill kits provided; - dispose of HC in designate waste disposal containers / bins. - Subcontractors to provide adequate supervision to ensure HC, and supplied items of PPE, are used as per manufacturer requirements, SDS and as intended. - All subcontractors are to abide by the site plan and notify the site supervisor immediately of any waste spills dispose of HC in designate waste disposal containers / bins. - All subcontractors intending to store Hazardous chemicals on site must provide their own storage which is to be compliant to the chemical being stored as per the SDS.	1	4	10
	Incorrect storage of HC Inadequately resourced fire fighting equipment Inadequate identification of fire / explosion hazards	Fire, explosion, and/or burns	OHS			3	4	18			1	4	10
	Inadequate spill kit / waste disposal provisions	Environmental contamination	ENV			2	2	5			1	2	3

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
									accordance with applicable technical standards or other relevant product information. - Hazardous chemicals signage must be erected at appropriate positions corresponding to the quantity, type and location of hazardous chemicals stored and handled at the site as required by legislation. This may include at the storage area and other locations on site (such as HAZCHEM signage at the entrance to the site). - Where hazardous materials are contained in enclosed systems (such as pipework), there must be a suitable system in place to alert personnel to the presence, identity - and warning information pertaining to the material (such as inductions or site maps). - Hazardous chemicals plant and storage must be sufficiently separated from boundaries, protected places, adjacent occupancies where hazardous materials are stored, and other onsite hazardous materials storage or process areas, in accordance with legislation and best practice documentation (such as industry design standards). - Hazardous materials plant and storage areas must be restricted to authorised personnel who have appropriate knowledge and training. Unauthorised access must be prohibited. - The Contractor must develop and submit to the Environmental Advisor for approval a site plan (i.e. a diagram) showing the location of: - hazardous materials, plant and storage areas; - fuel storage areas; - refuelling areas; and - spill kits. - This site plan must be maintained up to date and on display at the work site at all times throughout construction. Site staff must be advised of the requirements of the plan including following any change to the layout plan at regular toolbox meetings. - Hazardous chemicals that arrive on site and do not comply with the containment and labelling requirements of the relevant transport regulations must not be accepted on site or measures must be taken to ensure compliance is achieved.				
Applicable Legislation									Other Reference Documents				
Work Health and Safety Regulation 2011, Chapter 7 Labelling of Hazardous Chemicals Code of Practice Hazardous Chemical Code of Practice National Exposure Standards for Atmospheric Contaminants in the Occupational Environment Environmental Protection Act 1994, Contaminated Land, Chapter 8, Part 2, Clause 434 / Water Management, Chapter 8, Part 3C, Clause 440ZG / Discharge of contaminants, Chapter 8, Part 4, Clause 442 / Storage of contaminants, Chapter 8 Part 4, Clause 443 / Environmental monitoring, Chapter 8, Part 4, Clause 444 / Due Diligence, Chapter 10, Clause 492 (2) Environmental Protection Regulation 2008 Dangerous Goods Safety Management Regulation 2001, Dangerous Goods Management, Part 4, Clauses 78-79, Licensing for FCL’s Sections 82-84									BMS-GDE-008-001-28 Hazardous Chemicals Guide BMS-GDE-008-001-05 PPE Guide BMS-FRM-008-002-16 Hazardous Chemicals Register BMS-GDE-008-001-04 Waste Management Guide BMS-GDE-008-001-42 Spills Management Guide BMS-PRO-006-002 Plant and Equipment				

Activity	Hazard Event (Detail the events that cause exposure to the hazard)	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Subcontractor - Minimum Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Risk Rating				
				F	E	L	C	R			L	C	R		
Performing manual handling tasks	Manually handling materials and equipment rather than using mechanical means	Forceful exertions, (i.e. lifting heavy loads or objects)	OHS			3	4	18	- Wherever practicable Paynters is to coordinate on-site works to enable the delivery and placement of equipment and materials as close to work areas as practicable. - Wherever practicable, all equipment and material are to be designed, constructed and purchased to enable safe manual handling practices on site. - Mechanical equipment, (i.e. mobile cranes, trolleys, wheel-barrows or similar) to be provided and used for manual handling tasks wherever practicable on site. - Ensure that all employees have been adequately instructed in safe manual handling techniques (if personnel are exposed to high-risk manual handling tasks when undertaking on-site work activities). - Obtain and review the following documentation from subcontractors: - Work Method Statement (review using the SWMS Review Checklist); - details to verify appropriate manual handling instruction and use of mechanical handling equipment. - High-risk manual tasks (those clearly involving exposure to the hazards listed at left) are to be closely monitored via Weekly Site Inspections and general informal site walkthroughs.	- All subcontractors to include high-risk manual handling tasks in developed SWMS’s, with appropriate control measures identified. - All subcontractors to ensure that all employees have been adequately instructed in manual handling techniques (if personnel are exposed to high-risk manual handling tasks when undertaking on-site work activities), and records of such instruction is readily available. - Subcontractors to undertake manual handling tasks: - in the safest and most responsible manner; - with the use of mechanical lifting aids, or similar, where provided; - without taking shortcuts or attempting to lift / handle excessive or multiple items.	1	4	10		
	Double handling of materials / equipment	Adopting poor lifting / awkward working postures	OHS			3	4	18			1	4	10		
	Storage of materials and equipment in difficult to access locations	Undertaking repetitive or prolonged movements	OHS			2	4	14			1	4	10		
	Working in difficult to access locations														
Working for extended periods with poor posture / body location or reach scenarios															
Applicable Legislation									Other Reference Documents						
Work Health and Safety Regulation 2011, Section 60 Hazardous Manual Tasks Code of Practice									BMS-GDE-008-001-07 Hazardous Manual Task Guide BMS-FRM-006-001-06 Safe Work Method Statement Review Checklist						

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Infection Control – COVID-19	Poor hygiene procedures in place increasing the chance of infections/viruses present on site. Lack of isolated work areas within existing facilities. Inadequate amenities on site for personnel to maintain good personal hygiene. Poor screening/induction process to exclude unwell workers from site.	Infection Transmission between workers/client/suppliers	OHS		E	4	5	24	- Implement requirements as outline in Infection Control Procedure BMS-PRO-007-008-00. - Ensure that all personnel on site apply appropriate personal hygiene. - Enforce Social distancing requirements on site. - Ensure adequate amenities are provided on site and appropriately stocked with soap, hand wash, paper towel and hand sanitiser. - Conduct regular cleaning of site facilities and document on Cleaning Log.	- Follow all requirements as directed by Paynters and the Commonwealth Government. - Do not attend work when unwell and/or presenting symptoms consistent with COVID-19. - Ensure personal hygiene is maintained at all times. - Comply with social distancing requirements. - Advise Paynters Site Management if amenities require attention or where additional controls are required to be implemented on site.	2	5	19
Applicable Legislation									Other Reference Documents				
<i>Public Health Act 2005 (Queensland)</i>									BMS-FRM-007-008-04 Permit to Work – Access to Operation Areas within the Facility BMS-FRM-007-008-01 - Infection Control Toolbox Talk Agenda BMS-FRM-007-008-02 - Personal Hygiene Toolbox Talk Material BMS-FRM-007-008-03 - Infection Control Safe Work Method Statement (SWMS) General Awareness Posters – COVID-19 BMS-PRO-007-008-00 – Infection Control Procedure				

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Waste Management Plan (WMP)	Lack of measures in place to ensure all waste is disposed of in accordance with environmental best practice	Incorrect waste disposal	ENV			3	5	22	- Only licenced wasted contractors to be used for waste disposal. - Excess material should not be wasted, but used or safely removed from site according to appropriate legislation. - No burning of any material is permitted on site - Control access to storage areas to minimise risk of theft or damage. - Consider using recycled materials and recycle any materials used on site rather than disposing of them (including timber, aggregates, soil, bricks, masonry, concrete and glass). - If practicable, remove materials for recycling from buildings prior to demolition or from demolition spoil.	- All subcontractors are to use waste bins provide. - Where separate bins are provided for different waste materials such as steel, gyprock, glass etc the subcontractor is required to spate their waste and place in the appropriate bin. - Hazardous chemicals are not to be placed in waste bins unless the bin specifically provided and marked for hazardous chemicals. - All subcontractors are required to recycle where possible.	1	5	15
Waste Management Areas	Lack of control measures to control waste spillage		ENV			3	5	22	- A designated waste management area is to be established at each site for waste storage prior to transport off-site. - The location of the waste management area must be shown on an up to date site plan displayed on site at all times. - The waste management areas must have a suitable containment system in place for the type of waste to be stored to ensure wastes are contained and do not cause environmental harm including surface water and groundwater contamination.	All subcontractors are to abide by the site plan and notify the site supervisor immediately of any waste spills.	1	5	15
Recycling						3	5	22	Identify the waste types that are likely to be produced and aim to reduce the amount of waste as much as possible through identifying routes to reuse or recycle materials.	All subcontractors are required to recycle where possible.	1	5	15
Training and Awareness						3	5	22	All site Paynters personnel are to be trained in waste management and the waste hierarchy, waste streams produced from the Contractors activities, how to minimise wastes, recognise which types of materials are recyclable, waste segregation, spill response, their obligations to use recycling facilities provided on site and the impacts of poor waste management. Waste management requirements must be included in site induction and toolbox training activities.	All subcontractors are to attend site inductions and weekly tool box talks to discuss environmental aspects and issues.	1	5	15
Inspections						3	5	22	- At least weekly visual inspections must be conducted to determine compliance with the requirements of this plan. - Evidence of inspection will be recorded on BMS-FRM-007-003-02 Weekly HSEQ Inspection Checklist and provided a Monthly HESQ Report BMS-FRM-007-003-09. - This should include, but not necessarily be limited to: - inspection of designated site waste management areas to ensure that the waste material is appropriately separated; stored and labelled; - inspection of waste containers and storage areas regularly to ensure they do not reach full capacity prior to collection from a waste disposal contractor - site inspection to check for litter and improperly disposed waste receptacle condition; - availability and completeness of spill kits and Protective Personal Equipment (PPE); - currency and accuracy of the Materials and Waste Inventory.	All subcontractors are to continually monitor their own work practices. And follow all directions from Paynters staff to rectify any non- complying area of their works.	1	5	15
Green Waste						3	5	22	- Cleared vegetation must not be disposed of offsite. Vegetation must be stockpiled in a manner that facilitates spreading or salvaging and does not impede vehicle, stock or wildlife movements. - Weedy material must be managed in a manner consistent with the appropriate weed classification, regulatory requirements. - Prior to disposal of any weed material to landfill the site	All subcontractors are to abide by the site plan and notify the site supervisor immediately of any incidents including disturbance to vegetated areas outside the works areas.	1	5	15

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
									supervisor must obtain written confirmation from the landfill operator stating the landfill can and will accept the weedy material.				
Spill Response						3	5	22	All site personnel must receive training in spill response procedures, relevant to their role and responsibilities.	All subcontractors are to abide by the site plan and notify the site supervisor immediately of any waste spills.	1	5	15
Disposal or empty containers	Damage to Flora species native to the site, particularly those identified as conservation significant flora. Disturbance to vegetation. Disturbance to retained remnant vegetation (includes both woody and non-woody vegetation).	Generated waste				3	5	22	- Paynters must ensure that used chemicals, empty chemical/ paint/solvent containers are stored as follows: - bins and/or drums will be designated for the storage of used chemicals, empty chemical/paint/solvent containers; - used filters, oily rags, batteries; - Liquid wastes will be stored separately to solid wastes to maximise recycling opportunities. - Bins and/or drums will be sealed, labelled and stored within appropriately areas and where required in accordance with AS1940 - A guide for flammable and combustible liquids, and located within waste management areas. - Contracts with companies will be established to encourage the opportunities for recycling waste chemicals, liquid waste, drums, used filters, oily rags, batteries. - Transported by a licensed contractor to a recycling facility where recycling facilities are available - Remaining waste to be transported to a licensed regulated waste landfill.	- All subcontractors are to use waste bins provide. - Where separate bins are provided for different waste materials such as steel, gyprock, glass etc the subcontractor is required to spate their waste and place in the appropriate bin. - Hazardous chemicals are not to be placed in waste bins unless the bin specifically provided and marked for hazardous chemicals. - All subcontractors are required to recycle where possible.	1	5	15
Applicable Legislation									Other Reference Documents				
Environmental Protection Regulation 2008, Regulated Waste, Schedule 7 / Waste Management, Chapter 7, Part 5, Clause 369 Environmental Protection (Waste Management) Regulation 2000, Waste Management and Tracking, Part 3, Clause 12, Clause 23 (1), Clause 23 (2), Clause 23 (3) / Part 4, Clause 35, Clause 41, Clause 46 / Part 5, Clause 13									BMS-GDE-008-001-04 Waste Management Guide BMS-GDE-008-001-42 Spills Management Guide				

Activity	Hazard Event (Detail the events that cause exposure to the hazard)	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Subcontractor - Minimum Standard to be Achieved (including monitoring / responsibility details, where relevant to this specific activity)	Risk Rating		
				F	E	L	C	R			L	C	R
Pollution, Noise, Dust Control, Emissions and Air Quality	Lack of dust control measures	Dust generated during construction activities	ENV		E	4	3	17	- Erect effective barriers such as shade cloth around dusty activities or the site boundary. - Plan site layout - machinery and dust causing activities should be located away from sensitive receptors where possible - Demolitions Works; - where possible strip inside buildings before demolition begins; - ensure that a specialist contractor removes any asbestos before demolition; - materials should be removed from site as soon as possible; - avoid explosive blasting where possible and consider using appropriate manual or mechanical alternatives; and - bag and remove any biological debris or damp down before demolition. - Use water as a control for dust suppression on vehicle access ways and during civil works where dust is being generated Keep stockpiles for the shortest possible time. - Regularly damp down surfaces with water. - Clean road edges and pavements using agreed dry cleaning methods. - A site log book to record details and action taken in response to exceptional incidents or dust-causing episodes. It should also be used to record the results of routine site inspections. - Set an appropriate speed limit on vehicle access ways (10km hour).	- All subcontractors are to abide by the site plan - Civil works contractors are to provide dust suppression i.e. watering down during all civil works. - All subcontractors are to use vacuum extraction on power tools that generate excessive amounts of silica dust and to regularly clean work areas. - Any other construction activities such as concreting will be carried out with the use of a trigger hose connected to the water supply. - Use dust extraction techniques where available. - Service all fans and filters regularly to ensure they are properly maintained. - Vacuum or sweep regularly to prevent the build up of fine waste dust material. - Subcontractors to minimise water usage. - All trucks carrying dust generating materials such as spoil or sand onto or off site must be covered if travelling on public roads.	2	3	9
	Emission generating Plant	Excess emissions	ENV			4	3	17	- Monitor contractors fuel usage through weekly reporting. - Maintain plant register. - Complete Plant acceptance prior to use of plant on site.	- Air emissions from plant, vehicles and equipment should be visually monitored throughout construction. - All plant, equipment and vehicles are to be regularly monitored and maintained and records kept of maintenance. - Plant should be switched off when not in use, wherever practicable. - Engine tampering to increase power output is prohibited; - Regular maintenance must be kept up to date - Contractors must report weekly fuel usage to the site foreman.	2	3	9
	Plant, equipment and machinery lacking appropriate noise suppression devices	Plant and Equipment	ENV			4	3	17	- Reduce the number of vehicle movements through better planning. - Control queuing or parking of vehicles outside the site, both during and before the site opens. - Traffic Management / Access Plan addressing the Contractor’s scope of works and must be maintained and be up to date with the current version on prominent display on site, and must be complied with at all times. - Establish site rules that include consideration of neighbouring landholders and the local community with regard to noise and other nuisance activities. - Up to date site rules must be available on site, on display and regularly communicated to all workers.				

Applicable Legislation	Other Reference Documents
<i>Environmental Protection Act 1994,Contaminated Land, Chapter 8, Part 2, Clause 434 / Water Management, Chapter 8, Part 3C, Clause 440ZG / Discharge of contaminants, Chapter 8, Part 4, Clause 442 / Storage of contaminants, Chapter 8 Part 4, Clause 443 / Environmental monitoring, Chapter 8, Part 4, Clause 444 / Due Diligence, Chapter 10, Clause 492 (2)</i> <i>Environmental Protection Regulation 2008,Environmental Protection Policy (Noise) 2008, Management of Noise, Schedule 1/ Environmental Protection Policy (Air) 2008, Management of Air emissions, Part 4, Clause 9</i> <i>National Greenhouse and Energy Reporting Act 2007, Greenhouse Reporting, Part 2, Clause 12 / Ozone Protection and Synthetic Greenhouse and Gas Management Regulations 1995, Ozone Depleting Substances, Part 6A, Clause 111</i>	<i>BMS-GDE-008-001-04 Waste Management Guide</i> <i>BMS-GDE-008-001-42 Spills Management Guide</i> <i>BMS-PRO-006-002 Plant and Equipment</i>

Activity	Hazard Event <i>(Detail the events that cause exposure to the hazard)</i>	Hazards	Application	First Aid or Emergency Response		Preliminary Risk Rating			Principal Contractor – Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Subcontractor - Minimum Standard to be Achieved <i>(including monitoring / responsibility details, where relevant to this specific activity)</i>	Risk Rating		
				F	E	L	C	R			L	C	R
Lighting	Light pollution	Artificial lighting	ENV			2	2	5	- Design lighting to only sends light only where it is needed without scattering it elsewhere - Unless need for security or safety reasons all artificial lighting is to be turned off overnight - Consideration of lighting to access way is to be given for after hours to provide safe access. - General construction and emergency lighting is to be provided to all access ways and common within the structure areas during construction.	All subcontractors are to ensure artificial lighting only sends light where needed and is turned off when not required especially overnight.	1	2	3
Applicable Legislation									Other Reference Documents				
Environmental Protection Regulation 2008													

APPENDIX D

SAFETY IN DESIGN REPORT

SAFETY IN DESIGN REPORT

HOUSING SERVICE CENTRE, TOWNSVILLE

PROJECT NO. B20-0017

TENANCY 1-4, 101 STURT STREET, TOWNSVILLE

DOCUMENT CONTROL

Title:	Safe Design Report	Document No/Ref:	
Project Name:	HSC Townsville	Project Number:	B20-0017 (87924)

Title:	Name	Position	Date
Originator:	Ellie Ross	Interior Designer	25/08/2020
Approval:	Robert Rose	Project Manager	25/08/2020

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1. INTRODUCTION

1.1. Purpose of the Safe Design Report

This Safe Design Report details the identified workplace risks that were not completely eliminated or controlled in the design of the building or structure. It also shows an assessment of the risks so that constructors and end users can better understand their relative importance and prioritise control measures.

1.2. Scope of Service

This report applies to everybody involved in:

- Construction
- Fit out and installation,
- Use and occupation,
- Environment,
- Maintenance and repair,
- Renovation and modification,
- Demolition of this plant/structure.

1.3. Limitations of Report

This report has been prepared:

- For the use of the Client only and is not to be used or relied on by any other person or entity (except at that person or entity's sole risk)
- On the basis of information provided by the Client
- For use by the Client in its entirety only

1.4. Authorisation & Distribution

1.4.1. Authorisation

This report is authorised by Incorp's Project Principal. All Incorp employees involved in this project will perform their duties in accordance with the requirements of Safety in Design.

1.4.2. Distribution

Anyone who receives a copy of the end design will also receive the Safe Design Report. This would be the following authorities:

- Client
- Certifier or Council (if required)
- Stakeholders

2. PROJECT DETAILS

2.1. Purpose of Designed Space

The purpose of for the designed space is to form a front of house housing service centre facility, and a back of house office space for its staff. The space also includes a innovation space that doubles as a community resilience hub.

3. RESIDUAL RISKS

What is the issue/risk?	What are the causes?	Who is at risk?	Actions to be taken
Refer to Safe Design Risk Register on next page			

4. STATEMENT

The risks listed under 3. Residual Risks are the risks relating to the design of the structure as far as we are reasonably aware. We are not aware of any other risk for the purpose it was designed.

Project Name:	HSC Townsville	Project Number:	B20-0017 (87924)
Project Address:	Tenancy 1-4	Register last updated:	25-Aug-20
	101 Sturt St, Townsville		
Prepared by:	ER	Last updated by:	ER

Risk:

High

Medium

Low

20 - 25

5 - 16

1 - 4

→ Immediate action required

→ Action required

→ Risk tolerable

Hazard	Risk - Including consequence(s)	Personnel Affected (highlighted)	Control Measures - already in place	Action Owner(s)	Initial Risk Rating			Future Control Options	Action Owner(s)	Due Date	Status	Residual Risk Rating			Further Comments
					C	L	R					C	L	R	
		write 1 if personnel affected									write 1 to choose status				
1. Generic															
Design issues to ensure correct working height of desks and workstations	Incorrect posture	Contractor		Designer	2	2	4	Correct heights identified in Design	Designer	Design Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
2. Construction															
Transition between floor surfaces may pose a tripping hazzard	Personal Injury	Contractor		Contractor	2	1	2	Ensure transitions are smooth	Contractor	During Construction Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
3. Operations															
Storage generally exceeds 2000mm H at 2200 H	Ergonomics	Contractor		Client	1	1	1	Managed as part of daily operations	Client	Post Construction Stage	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
Microwaves are being installed below bench	Ergonimics	Contractor		Client	1	1	1	Managed as part of daily operations	Client	Post Construction Stage	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
Stackable and movable furniture is specified. Staff will utilise this when required.	Ergonimics/Personal Injury	Contractor		Client	1	1	1	Managed as part of daily operations	Client	Post Construction Stage	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
4. WH&S															
Provide clear egress paths around floor fixturing for emergency access	Personal Injury in an Emergency	Contractor		Designer and Owner	3	3	9	Correct placement and design of areas	Designer and Owner	Design Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
There are operable doors that may be heavy and require effort to open	Personal injury and stress	Contractor		Designer	2	1	2	Doors may require review of closer and adjustment for easier operation	Designer and Contractor	During Construction Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
There is a slab expansion join that will require a suitable transition strip or treatment to avoid any trip hazard	Personal injury	Contractor		Designer Contractor	2	1	2	Will require appropriate finising of floor for smooth transition between join	Designer and Contractor	During Construction Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
Egress stairs to the loading zone will require minor upgrades to avoid injury when using	Personal injury	Contractor		Designer Contractor	2	1	2	Upgrades to nosings and tactile indicators to be installed for optimum safety	Designer and Contractor	During Construction Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													
Existing electronic swipe access doors are to be reused and whilst they are not subject to a Certifier's scope, there may be non compliances the end user wishes to address	Personal injury	Contractor		Designer Contractor Client	2	1	2	Doors to be reviewed for non compliance and use-ability. Client and end user to advise if they need to be upgraded to suit requirements	Designer Contractor Client	During Construction Phase	Under review with Client	1	1	1	
		Maintenance Personnel									Resolved during construction drawings				
		User or Occupier									Complete				
		Visitor													
		Public													

APPENDIX E

PROJECT ADMINISTRATION PROCESSES

- Emergency Phone Numbers and Contacts
- Project Personnel and Contacts
- Site Emergency Plan
- Site Specific Induction
- Communications Approval Process

Townsville Housing Service Centre

EMERGENCY PHONE NUMBERS AND CONTACTS

EMERGENCY SERVICES	000 or 112
IMPORTANT	from mobiles (even if locked), remain calm - report nature of emergency
AMBULANCE LOCAL AREA	000
FIRE BRIGADE	000 (Flammable Liquid, Gas, Timber, Chemical Spill)
POLICE	(07) 4759 9777
DOCTOR	Townsville Central Medical Practice, City Arcade Shop 11 a&b 385 Flinders St, Townsville 4810 Phone # (07) 4447 1700
POISON CENTRE	13 11 26
WORKPLACE HEALTH & SAFETY QUEENSLAND	1300 369 915
QLD – DEPARTMENT OF ENVIRONMENT AND HERITAGE PROTECTION	13 74 68
ASSEMBLY AREA	Stokes street Footpath, as per site establishment plan and signage.
SITE ADDRESS	Tenancy 1-4 101 Sturt Street , Townsville, QLD 4810
SITE ACCESS	Access via loading dock off Walker street
EMERGENCY WARDEN	Michael Carter

Records - The evacuation plan and emergency contacts will be displayed in the site office and site sheds

CLIENT EMERGENCY CONTACT DETAILS

INCASE OF EMERGENCY ONSITE

CLIENT NAME Chris Fusco (Lancini Senior Operations Manager)

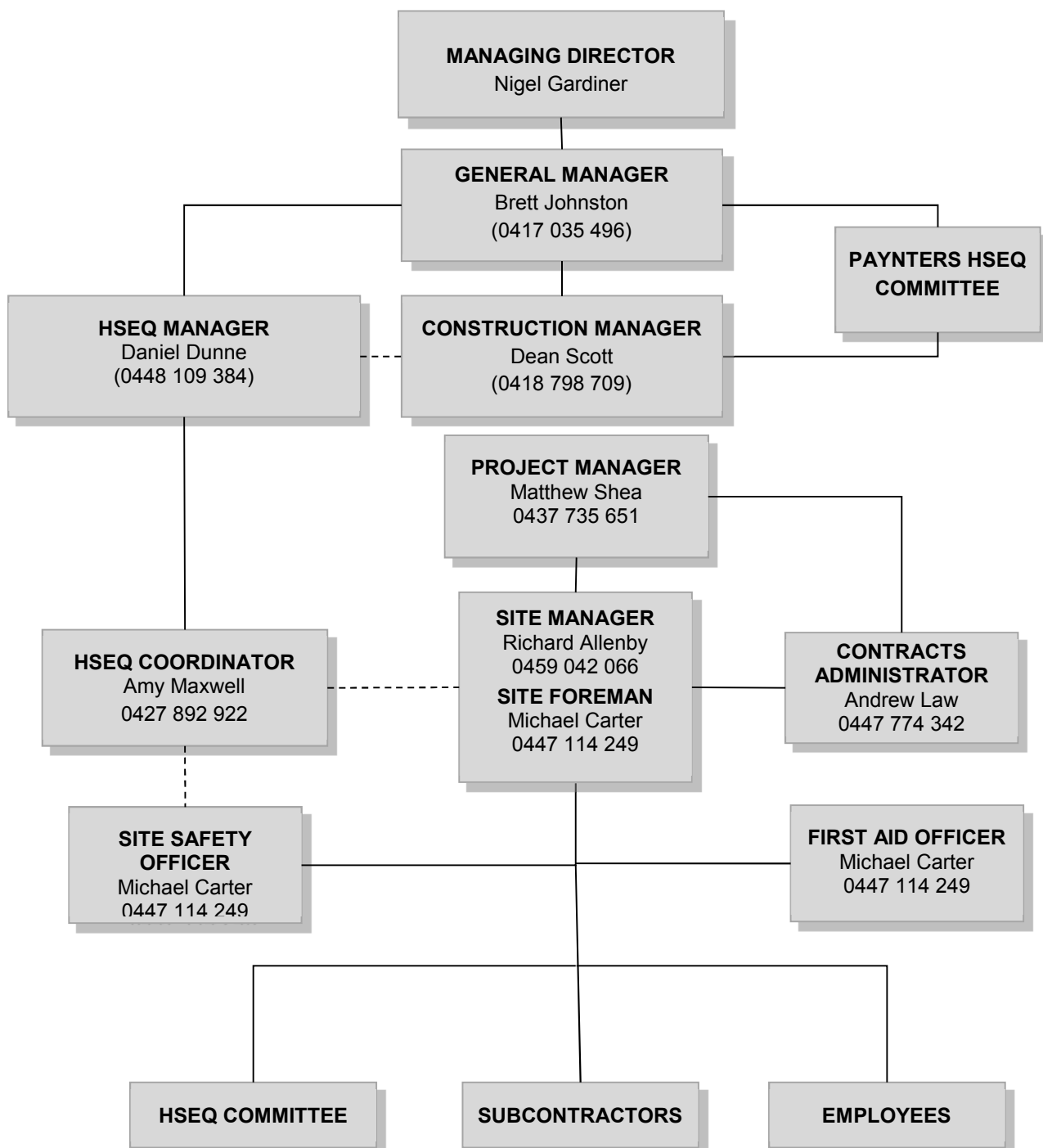
CONTACT DETAILS 0459 885 021

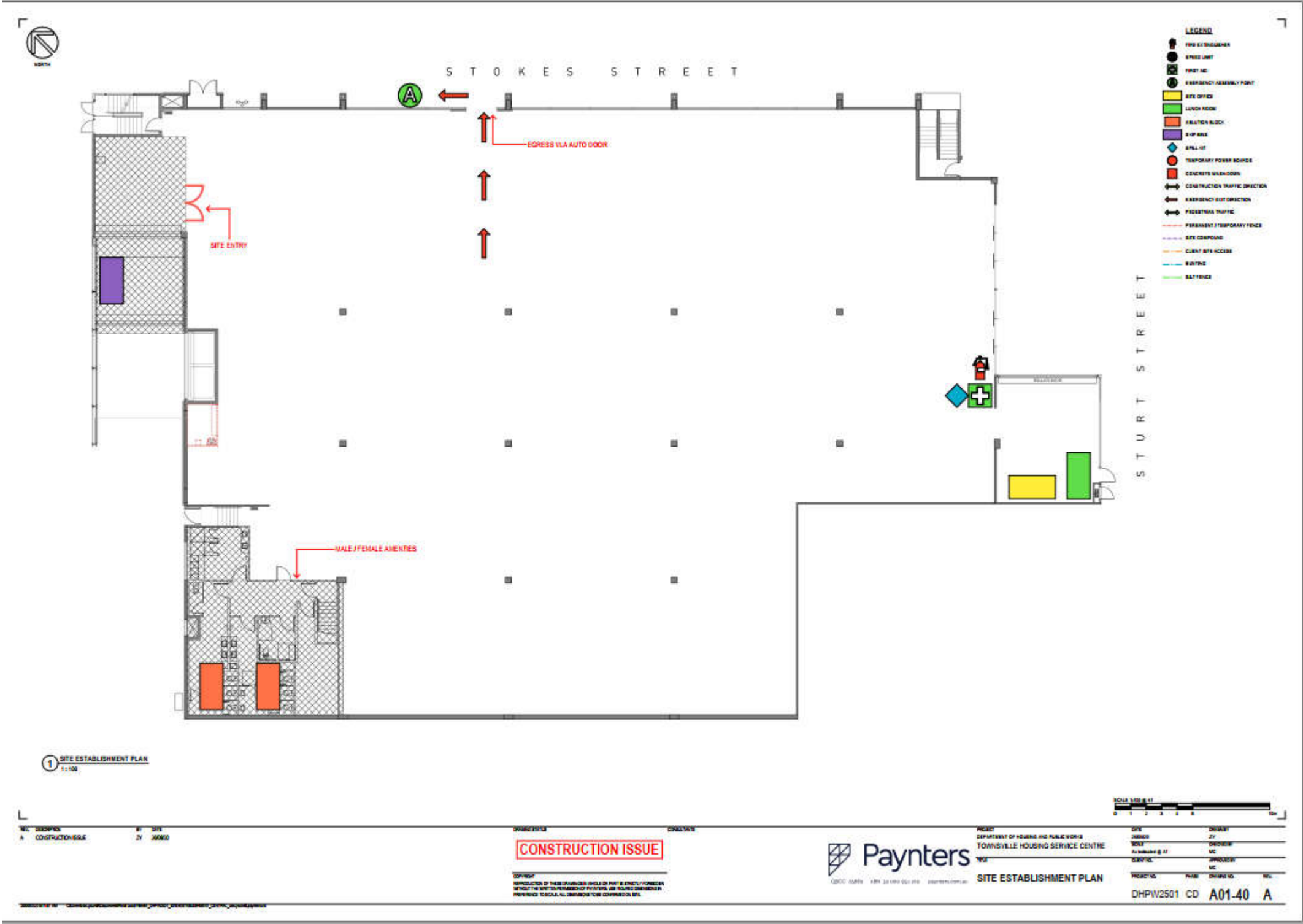
EMERGENCY ON CLIENT'S SITE

**** If contacted by client regarding an emergency, alert workers to move to emergency assembly area.**

PROJECT PERSONNEL AND CONTACTS

Project:	Townsville Housing Service Centre
Job No.:	DHPW2501
Project Address:	Tenancy 1-4, 101 Sturt St, Townsville, Qld, 4810
Site Telephone:	0447114249





SITE SPECIFIC INDUCTION

1.0 SITE SPECIFIC INDUCTION

1.1 Description

Health, safety, environment and quality are Paynters highest priority on all projects. If you see something you consider not safe please report it to the site supervisor or a Paynters employee and it will be addressed immediately. It is important we all look after ourselves and each other so please be safe so we can all go home at the end of the day.

1.2 General Project Description

The Townsville Housing Service Centre project consists of an internal ground floor office fitout including meeting rooms, quiet rooms, interview and breakout spaces for the Townsville housing service.

The project is due to commence on or around the beginning of 26/08/2020 and is to be completed on or around the end of October 2020

2.0 SITE SAFETY RULES

All personnel and subcontractors on site must ensure:

- All workers and visitors must sign in and sign out using the site sign in book.
- All accidents/incidents, near misses, and injuries must be reported to the Paynters Site Manager or Site Safety Officer and your supervisor.
- Sleeved shirts with hi visibility or hi visibility vests, hard hats and safety boots with ankle protection (not shoes) must be worn at all times on site.
- Other task specific PPE must be worn where required e.g. hearing protection, gloves.
- Rubbish is to be placed in the appropriate bins provided on site.
- Work areas are to be kept clean with access ways free from hazards at all times.
- No non-transmitting radios (iPods, Mp3 players) are allowed to be played on site including mobile phones in radio mode.
- No alcohol or illegal drugs are permitted on site.
- Person's affected by alcohol or drugs will not be tolerated on site and will be denied access to the site.
- Smoking is not permitted on site or near the entrances to premises.
- Theft of any kind will not be tolerated and will be reported directly to the police.
- Good hygiene is to be adhered to at all times and lunch rooms and amenities are to be used respectfully.
- Prior to use or storage of all hazardous substances, a copy of the respective SDS and Safe Work Method Statements is to be given to Paynters (or included in Site Health and Safety Documentation).
- All personnel are to be trained and instructed in the use of plant and equipment to be used. This includes general competency, certificates and licences as required.
- Do not carry out any works for which you are not licenced.
- No person is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc.
- No work is to take place without adequate lighting having been provided for the task being performed.

- Electrical equipment and leads are to be inspected and tagged every 3 months. Leads are to be placed on stands where practicable to avoid damage on site.
- No piggy back leads or double adaptors are to be used on site.
- Ladders are only to be used for access, all works above ground level must be carried from a working platform as per manufacturer's requirements and be industrial 120 kg or above rated strength only.
- Work above 2 metres will require a means of fall protection.
- All safety signs are to be complied with in full.
- All danger tags and signs on electrical equipment and scaffolding must be obeyed.
- 9 inch grinders are not permitted to be used where resin disks or stone are fitted and for any cutting.
- Any task or equipment generating sparks or flames must firstly obtain a hot works permit.
- Before using oxy acetylene welding equipment or igniting any flame, using a grinder or a cut off saw, ensure charged fire extinguishers are brought to the area of the work and hot works permits are obtained.
- Maintain protection over all protruding elements, bolts or fixings.
- De-nail all timbers.
- No penetrations or core holes to be made without first obtaining Paynters approval.
- Ensure all temporary bracing or propping is securely fixed and not liable to fall if knocked.
- Do not use unsafe or faulty tools, ladders, electrical leads or other equipment under any circumstances.
- Avoid working above other workers.
- There is no onsite parking.
- Comply with instructions given by Paynters Site Management at all times, without exception.
- No person is to work alone on site at any time.

The above Site Rules are to be discussed in all Site Specific Inductions for personnel on site.

Records *A copy of the Site Rules will be displayed in the site office and site sheds.*

3.0 SITE RULES

3.1 Incident Management

For any Serious Bodily Injury, Work Caused Illness or Dangerous Occurrence (including environmental), Paynters must be notified immediately. A record of all the above events must be completed within 24 hours on the Incident Record/Report, by the subcontractor/worker and a copy given to Paynters.

All incidents must be reported immediately including first aid and any near misses. The scene must not be interfered with, except to save life, relieve suffering or prevent injury to persons or wildlife. Approval from the Site Manager must be obtained before cleaning up the scene of the incident.

3.2 Safe Work Method Statements

No activity is to commence on the site until Paynters has been provided with a Safe Work Method

Statements and the Safe Work Method Statements (SWMS) has been reviewed by Paynters.

The Safe Work Method Statements must identify the person nominated to monitor compliance and report on actions taken to address non compliances and contain a training register for persons required to carry out the activity.

3.3 Work At Heights

All working at heights where a person could fall 2 metres or more is to be carried out from a securely fenced work platform such as scaffold, scissor lifts, boom lifts etc. If all of the above are impracticable then a fall restraint system may be used as a last resort provided the requirements of the procedure Working at Heights Guide – BMS-GDE-008-001-41 are met. Any person required to use a harness as fall protection must show evidence of being formally trained in work at heights.

For low height work the use of scaffolds, trestles with 2 planks, purpose built equipment will be allowed. If a risk assessment identifies there is no other way to safely carry out the work a step platform may be used.

Due to the risk of injury working from ladders and step ladders is not allowed on Paynters sites unless a formal risk assessment shows it is not possible to use a working platform or EWP.

3 and 4 foot ladders are not permitted on any Paynters site.

All subcontractors or workers intending to do work where a person could fall less than 2 metres must identify and control hazards which could cause death or injury, for example:

- Vertical reinforcing steel;
- Edge of a rubbish skip;
- Pallet of materials, block, bricks, timber etc.;
- Other objects, i.e. picket fence; and
- Un-sheeted floor bearers and joists.

All work performed 2 metres or higher must have controls in place. The controls must be engineering controls such as edge protection, scaffold, EWP's, safety mesh etc. A harness may only be used where it is not practicable to use engineering controls.

All work at heights where engineering controls are not in place must have a working at heights Permit issued and or a roof access permit and a detail Safe Work Method Statements (SWMS).

All subcontractors and workers intending to use edge protection, fall protection covers, travel restraint system, fall-arrest harness system or industrial safety net must ensure it is capable of withstanding the impact of a person falling onto it. Ensure a competent person installs and maintains it and workers are instructed in the use and maintenance of the selected control measure.

Note: Where fall-arrest systems are used there must be adequate clearance and anchorage points must have adequate capacity (certified 15kn). There must also be a Safe Work Method Statements (SWMS) relating to rescue procedures. A second person (stand by person) is also required when a safety harness is being worn. A permit issued by the site supervisor or delegate must be in place prior to the use of harness except for harness in boom lifts 11m or greater.

3.4 Certificate and Licensing Requirements

All subcontractors or workers intending to carry out high risk work, operate earth moving equipment or scissor lift and boom lifts must before work starts, ensure:

High Risk Work

- All High Risk Work licences are to be an official government licence issued under the current WHS legislation e.g. cranes and hoists, forklift truck, rigging and dogging, scaffolding.

Earth Moving Equipment- the operators must have one of the following

- The old government licence e.g. LS skid steer loader etc;
- A certificate or card issued by a registered training organisation for the applicable piece of plant; or
- A VOC (Verification of Operator Competency) issued by an assessor from a registered training organisation.

Elevated Working Platforms (scissor lifts and boom lifts)

- All boom lifts 11m or over (even if the reach is greater but not being used) the operator must have a Government issues High Risk Work Licence for a WP working platform.
- All boom lifts under 11m the operator must have a Competency ticket (Yellow Card) for a boom lift to prove they have been trained and deemed competent.
- All scissor lifts (regardless of height) the operator must have a Competency ticket (Yellow Card) for a scissor lift to prove they have been trained and deemed competent

3.5 Ladders

- Due to the risk of injury working from ladders and step ladders is not allowed on Paynters sites unless a formal risk assessment shows it is not possible to use a working platform or EWP.
- 3 and 4 foot ladders are not permitted on any Paynters site.
- All ladders must be industrial rated, minimum 120kg.

All subcontractor or workers intending to use a ladder, i.e. single ladder or extension ladder must:

- Ladders are only to be used as a form of gaining access or where a risk assessment shows it is not practicable to use a working platform such as a mobile scaffold or working platform.
- Ensure that while gaining access the worker has at least two hands and one foot, or two feet and one hand on the ladder at all times. They must also be fully on the ladder when climbing or while the person is leaving the ladder.
- Ensure the maximum length of a single ladder is not more than 6.1 metres, the maximum length of an extension ladder 7.5 metres or 9.2 metres for electrical workers.

Single or extension ladders must:

- Be secured top and/or bottom to prevent movement;
- Be of an industrial type minimum load rating 120kg;
- Not be used to support a greater weight;
- Be placed so the angle between ladder and horizon is at least 75 degrees e.g. 4 metres up 1 metre out;
- Extend 1 m above the surface if used as a temporary means of access;
- Not be used in a confined space until subcontractor or workers has provided Paynters a copy of their Safe Work Method Statements (SWMS);
- Be founded on solid sound base and rungs level; and
- Ladders must not be used to support planks.

3.6 Trestle Ladders

All subcontractors or workers intending to use trestle ladders to support a work platform must, before work starts, ensure:

- Each hazard that a person may fall onto and which could cause death or injury is identified, assessed and controlled.
- Edge protection is erected along the length of the platform where a person could fall at least 2 metres from the platform or a lesser distance if identified hazards cannot be removed. Hazards would include reinforcing steel, stacks of bricks etc. under and adjacent to where the trestle ladders will be set up.
- If the gap from the working face of the structure and the planks exceed 225mm there must have edge protection installed on both sides of the trestles and planks for work above 2 metres.
- Trestle ladders are secured to prevent them moving.
- The platform must be at least 450mm wide at any height (two planks with plank clamps securing the two planks together).
- The platform is to be unobstructed along its length and the platform no higher than 5 metres.
- Any work at a height of 2 metres or more must not commence until the subcontractor or worker has provided Paynters a copy of the Safe Work Method Statements (SWMS) and Paynters have reviewed the Safe Work Method Statements (SWMS).

3.7 Scaffolding

All subcontractors or workers intending to install scaffolding must comply with the following:

- All scaffolding must be erected by a competent person.
- All scaffolding 4 metres and over must be erected by a competent licensed scaffolder.
- Install it systematically to manufacturer specification including braces, ties etc.
- Ensure each hazard that a person may fall onto, i.e. reinforcing, pallets, brick, blocks or rubbish etc. is identified, assessed and controlled.
- Not erect or allow a worker to erect a scaffold where a person could fall more than 2 metres in erecting the scaffold.
- Install a platform at least 450mm wide along the full length of the section of scaffolding, designed to support the platform and install edge protection to the level the scaffolding has reached.
- Provide a means of access to the level the scaffolding has reached before the next level of scaffolding is erected if the subcontractor or worker intends to dismantle a scaffold they must follow steps listed in the reverse order.

Heavy duty scaffolding, used for brick or blocklaying must be at least 1125mm wide (five planks) and at least 450mm (two planks) of that width clear for access. Materials must be stored over the standards and not on hop-up brackets.

3.8 Falling Objects

All subcontractors or workers working at height shall prevent the fall of materials or plant onto workers, other people, the public, or into adjacent properties. The subcontractor or worker is to consult Paynters before the controls measures are implemented and the works starts. Control measures may include but containment sheeting or a catch platform, creating an exclusion zone, closing a footpath way or road or adjoining area if approved in writing by the local authority or owner.

3.9 Existing Services

Where any excavation works e.g. removal of soil at any depth is to be performed, the subcontractor or worker must obtain a Permit to Excavate – BMS-FRM-008-002-23, from the Site Supervisor or Site Safety Officer prior to excavation work commencing. Existing services information will be discussed and documented during the issuing of the permit. Subcontractors must pothole by hand to expose the existing services prior to any mechanical excavation within 1m of the services.

3.10 Excavations and Trenches

All subcontractors or workers intending to do excavation work must identify and control the following events:

- a person being trapped by a collapse of the excavation;
- a person being struck by an object falling into the excavation;
- a person falling into an excavation; and
- a person inhaling or otherwise being exposed to carbon monoxide or other impurity of the air in the excavation.

Prior to commencing excavation or trenching work that could reduce stability of a building, structure or driveway, the subcontractor or worker shall provide a Safe Work Method Statements (SWMS) to Paynters.

For any excavation or trench at least 1m deep the subcontractor or worker must erect and maintain a 900mm high barricade or hoarding to restrict access by a person to the excavation or trench.

Any trench more than 1.5m deep into which a person will enter, must not commence until Paynters has been provided a copy of the Safe Work Method Statements (SWMS) have been reviewed.

Access and egress to a trench shall be provided by the subcontractor or worker at not more than 9m from any part of the trench a person will be working in.

Where rainfall run off is possible, the subcontractor must implement controls e.g. silt fences etc.

3.11 Common Plant

Common plant is to be used as per the manufacturers, supplier's instructions. Workers are not to alter or interfere with the plant and any damaged or defective common plant is to be reported to Paynters or their contact person.

Subcontractors and workers must not use common plant provided by Paynters if it has been altered, interfered with or incomplete.

3.12 Public Protection

Employers and workers are to ensure:

- Nothing is stored or placed outside the site boundary or fence unless Paynters has approved it, in writing;
- Any barricade provided by Paynters is not to be modified, relocated or dismantled without Paynters prior approval; and
- The last person to leave the workplace secures the workplace by ensuring the barricading, if supplied is fully closed, any signs erected are visible, and no hazards exist for any one passing by the site.

3.13 Safety Signs

Employers and workers must ensure they follow the directions of any safety sign on the site All subcontractors and workers are to install and follow hazard specific signs regarding noise, respiratory etc.

3.14 Housekeeping

Employers and workers are to ensure:

- The means of access onto and around the site are safe and clear;
- All rubbish is to be cleaned up daily (see workplace plan for disposal Location);
- All work areas are to be kept clean;
- No glass bottles are permitted on site; and
- Bottles, cans, eating areas to be cleaned up after meal or breaks.

3.15 Amenities

All subcontractors and workers must:

- Keep toilet(s) provided by Paynters clean and tidy at all times;
- Use the washing facilities only to wash your face, hands etc. not to clean equipment or gear;
- Keep lunch/crib areas clean and free of rubbish, tools, equipment etc.; and
- Use a personal cup or container to drink from and keep it clean.

3.16 Electrical

All subcontractors and workers must:

- Ensure electrical leads and plugs are a minimum of 10 amp;
- Ensure electrical leads are protected from damage from vehicles, plant or liquids;
- All lead lengths do not exceed 25m in length;
- Ensure leads are not placed in areas where they will create a trip hazard;
- Keep a minimum 3m clearance from overhead power lines on all sides, top and bottom;
- Ensure all electrical equipment is tested and tagged every 3 months;
- Ensure electrical hand tools are connected to a Residual Current Device provided in the switchboard by Paynters or connected to a portable Residual Current Device, supplied by the subcontractor or worker. The portable RCD must be push button tested each day before use and inspected 3 monthly by an electrician;
- If a lead or tool is damaged, irrespective of it having a tag, remove it from the site immediately and have it repaired; and
- All permanent wiring ends must be turned and taped (with active and neutral conductors twisted together) at both end prior to fit off to electrical boards and fittings.

3.17 Materials, Tools, Plant and Equipment

All subcontractors and workers must:

- Keep a register of all the plant on site and if any plant or equipment is damaged it must be made inoperable immediately or removed from site; and
- All equipment must be serviced and maintained as per the manufacturer or supplier requirements. Plant or equipment brought to the site must be in good condition and maintained.

3.18 Lone Workers

No person is to work alone on site at any time.

3.19 Workers and other Persons on the Site

Employers, workers, and other persons on the site must:

- Follow health, safety, environmental and quality directions of Paynters;
- Follow Safe Work Method Statements as provided, signed and dated by their employer and workers;

- Comply with the site rules;
- Not start work at the workplace until they have provided evidence of having successfully completed a general construction induction Card to their employer and completed a site specific induction by Paynters;
- Not be at the site under the influence of illegal drugs or alcohol;
- Not wear jewellery if it can cause a hazard to the worker i.e. a ring on a finger that could be caught in a load being lifted;
- Not bring glass bottles or jars on to site at any time; and
- Use PPE appropriate for the workplace and task being undertaken and use in accordance with manufacturers requirements.

3.20 Personal Protection Advice

HATS AND SAFETY BOOTS COMPULSORY AT ALL TIMES				
Activity (Safety Notes)	Eyes	Ears	Hands	Breathing
Electric power tools (All leads must be tagged on a 3 monthly basis)	M	M	O	O
All oxy / gas / cutting / welding (ventilation or masks in enclosed areas)	M	O	R	O
Welding arc	M	O	M	R
Compressed air	M	M	O	R
Explosive powered tools	M	M	R	O
Concrete vibrator operator	M	M	M	O
Insulation fibreglass (you must clean up as you go)	M	O	M	M
Strapping machine	M	O	M	O
Stripping	M	R	M	O
Manual handling (you must be trained to lift)	O	O	R	O
Scaffolding (ticketed scaffolders only)	O	R	R	O

LEGEND:	
M	Must (at all times)
O	Optional (worker to be assessed)
R	Recommended

3.21 Delivery Drivers, Clients, Consultants and Visitors etc.

Must report to the site office on arrival and sign the Delivery Drivers, Clients, Consultants and Visitors induction. If they must be escorted by their host at all times whilst they are at the site.

All Clients, consultants and visitors must wear fully covered flat soled footwear at all times (e.g. no open footwear of high heels).

3.22 High Risk Work

No person is to undertake High Risk Work unless they have the relevant licence and proof, i.e. licence and has had the qualifications recorded by either their Employer(s) or Paynters. Licences must be provided at the time of site induction.

3.23 Fire Extinguishers

All subcontractors and workers shall carry complying fire extinguishers when undertaking hot works,

i.e. welding, cutting etc. The fire extinguisher must be present where the work is being carried out in the vehicle.

3.24 Other Rules

- No broadcasting equipment (e.g. radio) is permitted to be used on site;
- Use amenities provided; and
- No animals are permitted on site.

3.25 Consultation

All subcontractors are required to participate in weekly toolbox talks held by the Site Supervisor. The toolbox talks are to be recorded on toolbox talk and filed in the Paynters site HSEQ folders each week and if nominated as a committee member attend regular committee meeting.

3.26 Powered Mobile Plant

All powered mobile power plant i.e. excavators, skid steer loaders, cranes, elevated work platforms etc. must have a Plant Risk Assessment and Plant Acceptance checklist completed prior to use on site. Log books, registration and service records must be available on site and completed, and be fitted with flashing lights and reversing beepers.

Under no circumstances are operators permitted to use mobile phones whilst operating powered mobile plant.

3.27 Smoking

Smoking is not permitted on site.

3.28 Drug and Alcohol

During engagement with Paynters you may be required as a worker to undergo a drug and alcohol testing. In the case of Government Funded Sites random testing will take place at least monthly.

If a worker is observed with physical symptoms and/or unusual or out of character behaviours on site, Paynters may consider testing due to 'reasonable cause'. This consideration will be due to the safety of the individuals and those working on site.

If an incident, near miss, damage to property or plant occurs a worker may be required to undergo a drug and/or alcohol testing as part of the investigation process.

Testing will be done in such a way as to respect the Worker's privacy and confidentiality. Test results will be treated as highly confidential. A nominated independent agency will complete the testing.

Drug Testing

All testing will be conducted randomly and confidentially. The test undertaken for testing of drugs is a saliva test. If the initial drug screen is negative the worker will be notified and that will be the end of drug testing process. If the initial drug screen is non-negative a second specimen will be collected. At this time the worker will be stood down from work on Paynters sites until a negative result is achieved.

Alcohol Testing

All testing will be conducted randomly and confidentially. The test undertaken for testing of alcohol is a breath test.

Zero alcohol limit, applies to all workers on Government Funded sites and Non-Government Funded sites.

If the first initial reading records a reading is less than 0.010 grams of alcohol in 210 litres for Non-Government Funded sites or zero for Government Funded sites, the result will be deemed negative.

If the reading is higher, a follow up confirmatory test on the same device will be performed after 15 minutes using a new mouthpiece.

If the confirmatory test result is still positive the worker will be removed from site.

SITE SPECIFIC ISSUES (ENVIRONMENTAL)

3.29 General

Paynters has always been keen to ensure that the development of its construction sites have been carried out to a predetermined plan, taking note of environmental issues and ensuring that construction activities do not impinge unnecessarily.

The following conditions shall apply to the full extent to any work carried out on any Paynters construction sites and are additional to any requirements imposed by the relevant state legislation.

3.30 Contractor's Work Area and Fences

All construction activities shall be within the fenced area. Rubbish, spoil, equipment etc. shall not be placed in the bushland. The fences shall be maintained in good condition at all times and gates shall not be cut in the wire for pedestrian access other than in designated areas.

3.31 Stormwater and Erosion Control (SWEC)

The project team is to pro-actively manage rainfall run-off on and adjacent to all sites during construction so as to ensure that soil erosion and sedimentation is minimised. Any areas suffering degradation following construction activities are to be remediated wherever practicable to the original state. Site induction training is to include all relevant aspects of the environmental action plan as detailed below.

- Disturb only those areas necessary to effectively undertake the works.
- The integrity of the site is dependent on the maintenance of undisturbed areas; hence it is imperative that precautions be taken to minimise the degradation of vegetation and soil. Disturbed areas outside the work area must be rehabilitated as soon as practicable.
- All erosion and sediment control measures are to be adopted in accordance with annexes A and B. These are the minimum measures to be adopted and a more comprehensive analysis of the requirements is to be undertaken prior to commencing on site.
- A silt fence will be erected along any boundary of a project with exposed soils, or sediment laden surfaces.
- All silt fences, silt traps and sedimentation basins will be cleared out regularly.
- Reduce the time that disturbed soil is left exposed.
- Stage work and re-stabilise / re-vegetate as soon as possible after each stage.
- Trenching exceeding 1.5m in depth is benched or suitably revetted.
- Where possible do not disturb root zones or mulch vegetation.
- Clearly define limits of work, restricted and no-go areas.

3.32 Environmentally Sensitive Areas

Site activities are to be adhered to during construction:

- Close delineation and supervision is maintained in site clearance activities to avoid excessive clearance.
- Robust procedures to protect any trees remaining on site by installing protection measures such as barriers and signage to prevent any soil compacting activities, parking and laydown of material occurring within the drip line area of the tree.
- Noise and dust suppression controls are monitored.

3.33 Site Access and Traffic Control

All vehicle and personnel movements on site will be restricted to approved movement corridors to protect undisturbed areas.

Site activities are to be followed to minimise the disturbance to local vegetation and soil:

- All construction traffic will use designated roads at all times and the on-site access traffic routes. Temporary construction tracks may only be constructed with the express permission of the Project Manager.
- Consideration is to be given to utilising gravel / recycled concrete on temporary access roads to site to assist with the removal of dirt from construction traffic, where sealed pavement surfaces are not available.
- Delineate vehicle access, parking and turning areas prior to construction.
- Minimise on site traffic, especially during wet weather.
- Allocate storage and amenity areas with consideration to the environment.
- Install signage and traffic control devices as required.
- Clearly define visitor and employee parking.
- Shaker pits are to be in accordance with the site establishment plan.

3.34 Waste Management

A program of waste minimisation is to be implemented, in conjunction with measures to ensure that all waste is disposed of in accordance with environmental best practice.

Site activities are to be adhered to in order to ensure that waste is managed appropriately during construction:

- Where possible, the following wastes will be disposed of via recycling in order to achieve the target of recycling a minimum of 80% waste:
 - timber;
 - plaster products;
 - steel;
 - cement based masonry;
 - clay based products, and
 - asphalt.
- Waste disposal and recycling will only be undertaken by licensed waste disposal contractors.
- Recycling statements are to be obtained from the nominated disposal facility monthly in order to demonstrate the achievement of a minimum 80% of waste being recycled.
- Where possible, recycled wastes such as crushed concrete will be reused on site.
- No waste is to be buried or incinerated on site.
- Waste products incapable of being recycled on site are to be transported off site and disposed of in an environmentally acceptable manner.
- Waste spillages are to be controlled and rectified on site.
- Only those materials required to complete the works are to be brought on site.
- Waste hoppers, shutters, chutes or refuse buckets are provided for disposal.
- Waste skips and bins are not to be left overflowing. Waste skips and bins that have lids shall be closed at all times. Waste skips and bins with no lids shall be covered to prevent any windblown litter. Littering shall not occur at any time, including in the back of tray vehicles.
- All loads removed from site are secured with ropes, tarpaulins, chains, or by any other appropriate means to prevent loss during transport.
- Oil, paint, solvents, soaps, detergents etc. shall not be dumped on site and in any case shall not be stored under trees.
- Wheelbarrows, cement mixers, buckets, paint tins, brushes or any pollutant materials are not to be cleaned so that the contaminant enters the storm water or sewerage system.

3.35 Pollution, Noise and Dust Control

The works are to be undertaken in such a way so as to minimise any adverse impact from pollution, noise, and dust contamination during construction.

Site activities are to be adhered to in order to minimise pollution, noise, and dust contamination during construction:

- Store, handle and use hazardous chemicals in a manner that will minimise the risk of environmental contamination.
- Maintain a site hazardous chemicals manifest, inclusive of safety data sheets, to allow these chemicals to be monitored and recorded.
- Areas identified for the use and storage of hazardous chemicals are to be defined and marked.
- No excess stock of hazardous chemicals is to be left on site.
- Separate contaminates from known rainfall run-off areas.
- Construction on-site is only to occur during approved working hours.
- Where works need to be undertaken outside of normal working hours, prior approval is to be sought from the Construction Manager.
- All plant, equipment and machinery is to be operated and maintained in accordance with acceptable industry standards, including being fitted with appropriate noise suppression devices.
- Two-way radios are used for site signalling and communication.
- Bunding and absorbent pads or material are employed to contain petroleum, oil, and lubricants (POL) spills.
- Use appropriate dust suppression methods to minimise loose dust blown from disturbed areas.
- A wash out area (including sillage pits or dedicated sedimentation tanks) will be designated for the cleaning of concrete pumps and wet trade's equipment (plasterer, painter, tiler etc). Concrete trucks are to be cleaned off site.
- Re-fuelling of vehicles and plant must not be carried out in areas which may discharge to the stormwater drainage system or the project.
- Any oil-contaminated stormwater is to be removed by a licensed waste oil recycler.

3.36 Identification and Protection of Utility Services

Site activities is to be adhered to during construction

- All groundwork operations are closely monitored.
- Contact telephone numbers for emergency services for utilities are established and readily available.
- Storage areas are located remote from utility services.
- Access ways, haul roads and turning points are arranged to avoid possible clashes with utility services.
- Overhead protection/warning is provided for high loads, vehicles, cranes etc.
- Relevant Authorities are notified, required permits are obtained and affected line users are advised of when planned interruptions to utility services will occur.

3.37 Site Accommodation

- Site environmental induction to address location of, and protective measures for, utility services.
- Establish temporary site offices, amenities and ablution facilities, including provision for sanitary waste, in accordance with the requirements of the Local Council, all relevant Acts and Regulations and Industry Best Practice.
- Site offices, amenities and ablution facilities are located and operated in such a manner as not to cause environmental concern.
- Remove all temporary buildings and facilities from site when no longer needed and make good all disturbed areas, including landscaping where required.

- That the site is made good upon disestablishment of site accommodation facilities.

3.38 Water Usage

Site activities are to be adhered to during construction:

- Recycled water will be used for dust suppression on earthworks unless written approval is granted from local council.
- Any other construction activities such as concreting will be carried out with the use of a bucket filled directly from a tap or a high pressure cleaning unit or a trigger hose connected to the town / base water supply.
- The construction site will be attended at all times when water is being used.
- Subcontractors to minimise water usage.

3.39 Land Contamination

Site activities are to be adhered to during construction:

- All imported materials are procured from known sources and subject to Quality Assurance testing.
- Contaminated ground is made good and contaminated material to be removed from site is disposed of in an approved manner.
- Notify the Project Manager of any contaminants found.
- A bunded area/safe storage facility for hazardous goods and fuels is established.
- Spill kits are established and readily available.
- Any waste oils, lubricants and contaminated cloths resulting from maintenance of plants on site are removed and disposed of in an approved manner.

3.40 Lighting

Site activities are to be adhered to during construction:

- Relevant Authorities are notified, approvals obtained and affected, adjoining property owners/occupiers are advised of when planned after hours lighting will occur.
- All lighting equipment is installed in such a manner as not to cause a safety hazard to pedestrian or vehicular traffic within the immediate surrounds of the site.
- Where required or deemed necessary, advisory/warning signs are posted in appropriate locations.

3.41 Vibration

Site activities are to be adhered to during construction:

- A survey of properties in the immediate precinct of the site is undertaken and notes made, together with a photographic record of existing conditions.
- All equipment and machinery are operated and maintained in accordance with industry standards.

3.42 Cultural Heritage

N/A

3.43 Earthworks

Earthworks shall be carried out as part of the building contract in a permanent manner which prevents erosion by run-off during and on completion of construction. In particular, run-off shall not be allowed to carry silt into adjoining land, creeks or storm water systems.

All necessary action shall be taken to prevent any discharge of water containing polluting matter or visible suspended materials into gullies and watercourses.

The subcontractor shall create earth bungs, install geofabric screens, and any other measure to prevent run off from the site affecting adjoining land, roads and paths.

Topsoil and subsoil must be kept separate. Small amounts can temporarily be stored in rubbish bins. Larger amounts to be temporarily placed on roads or paths or shipped off to another location. Soil, sand, gravel, fuel drums and machinery, are not to be stored near or under trees.

3.44 Fires

No fires shall be lit on construction site at any time.

3.45 Protection of Flora and Fauna

The following applies:

- Particular attention is to be paid to protection of flora and fauna on the construction site. The extent of the site shall be surveyed, pegged and clearly delineated before any site clearing takes place. Fences shall be erected before clearing.
- Under no circumstances are any trees, plants, shrubs etc. outside the fenced area to be disturbed, chopped down or removed. Any trees within the fenced area which have been designated for retention are to be protected.

3.46 Road and Paths

All roads and paths outside the fenced area shall be maintained clear and clean and in good condition at all times. Ensure that such areas are not used for storage of goods, equipment, plant or materials.

3.47 Parking

No parking is available on site.

3.48 Infringements

In addition to the monetary penalties, which may be imposed under legislation and the other conditions of contract, any person who wilfully disregards the requirements for care and maintenance of the site may be removed from site at the project manager's discretion.

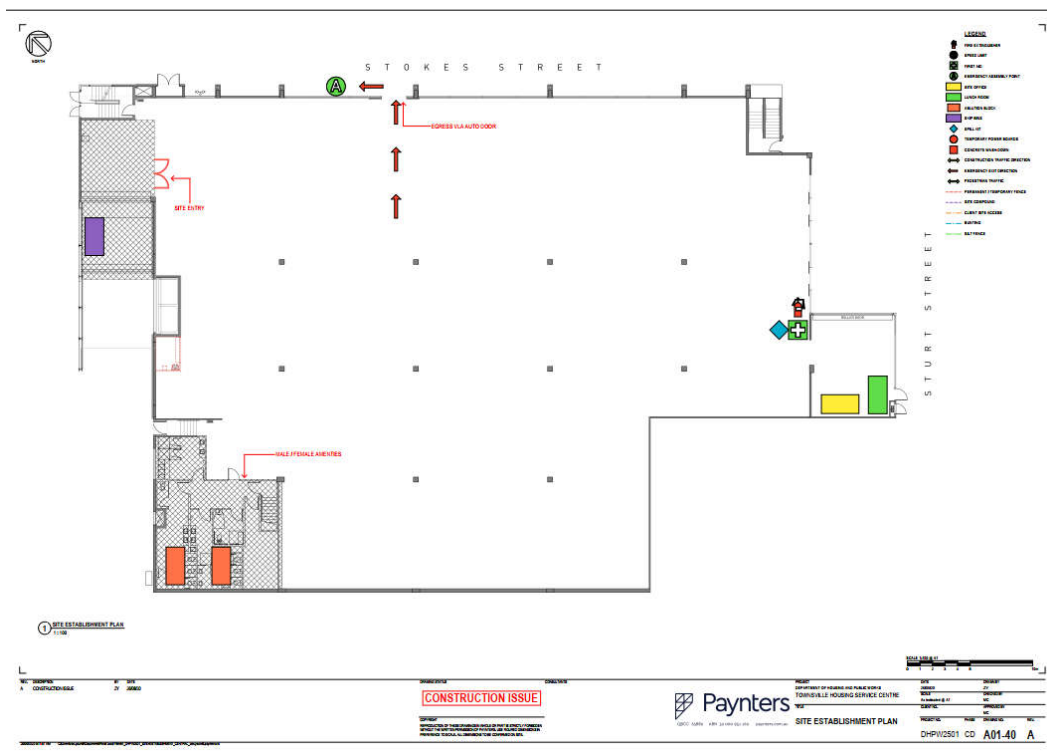
3.49 Water Course Protection

Silt barriers used to prevent contamination of storm water drains and streams must be in place before site clearing commences and must remain in place until after construction. They are to be monitored, repaired, and cleaned until final restoration of the landscaping is completed.

DELIVERY AND VISITORS INFORMATION

Site Contact:	Michael Carter- 0447114249	Job No.:	DHPW2501
Project Name:	Townsville Housing Service Centre		
Address:	Tenancy 1-4, 101 Sturt Street, Townsville, Qld, 4810		
Description of Project:	Townsville Housing service Centre Office Fitout		

Site Layout plan: (include – Emergency evacuation assembly area, paths of travel to assembly area, location of amenities, site office, first aid, site entry / egress.



Site Rules:

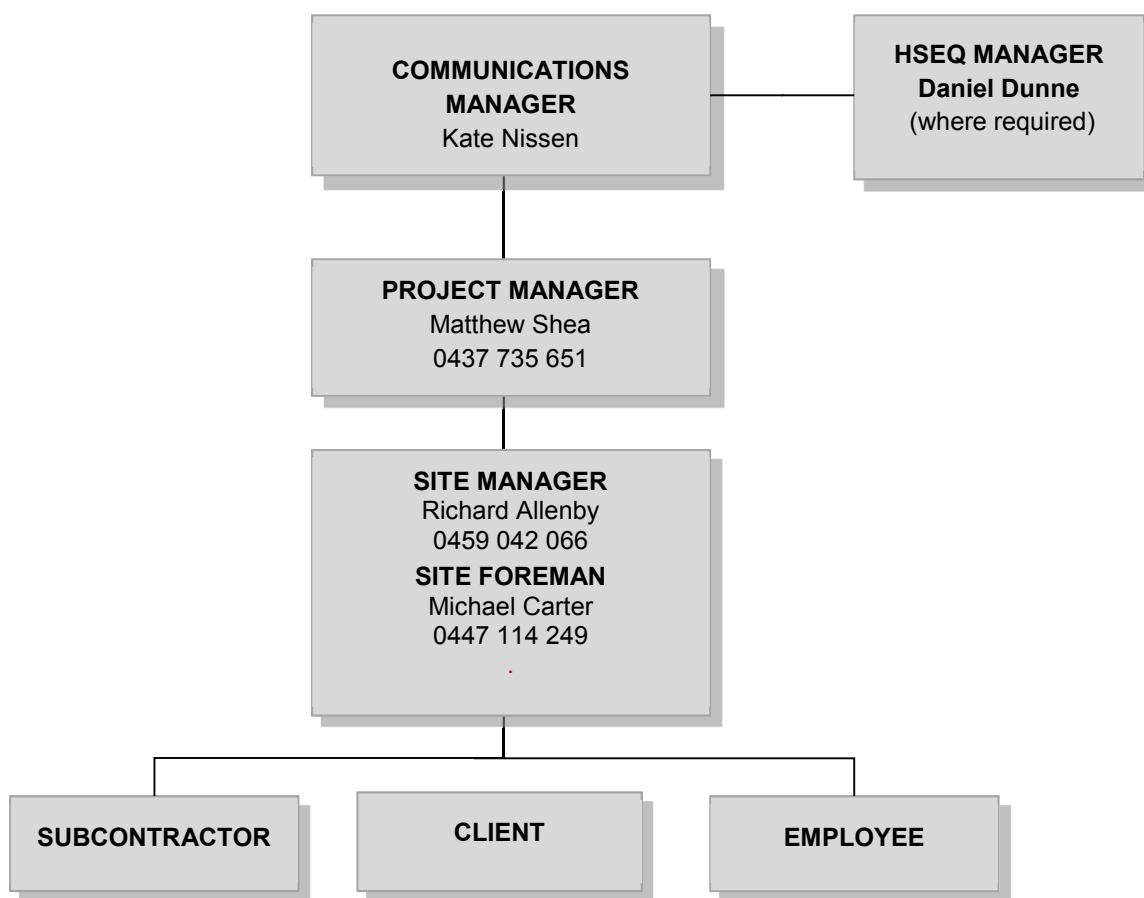
Appropriate personal protective equipment (PPE) must be worn at all times when you leave the vehicle or the site compound. PPE includes safety helmet and All Clients, consultants and visitors must wear fully covered flat soled footwear at all times (e.g. no open footwear or high heels) and high visibility vests or clothing.

1. All incidents and injuries must be reported to the Site Supervisor immediately.
2. All clients, consultants and visitors must stay with their escort at all times except to use amenities.
3. Delivery drivers are to not exceed the speed limit of 10k/hr and stay in or in close proximity to their vehicles unless to use site amenities.
4. All chains, slings and other lifting equipment used to load / unload materials must comply with Australian Standards AS3775.1 and AS3775.2.
5. Drivers are to obey all site signage and / or directions given by Paynters personnel.
6. Mobile phones are not to be used whilst driving on site or while unloading materials.

Site Specific instructions:

COMMUNICATIONS APPROVAL PROCESS

Note: Communications requiring approval include all social media posts, any photography, drone usage, media



APPENDIX F

INFECTION CONTROL PROCESSES

- Permit to Work – Access to Operation Areas within the Facility – BMS-FRM-007-008-04
- Infection Control Toolbox Talk Agenda – BMS-FRM-007-008-01
- Personal Hygiene Toolbox Talk Material – BMS-FRM-007-008-02
- Infection Control Safe Work Method Statement (SWMS) – BMS-FRM-007-008-03
- General Awareness Posters – COVID-19