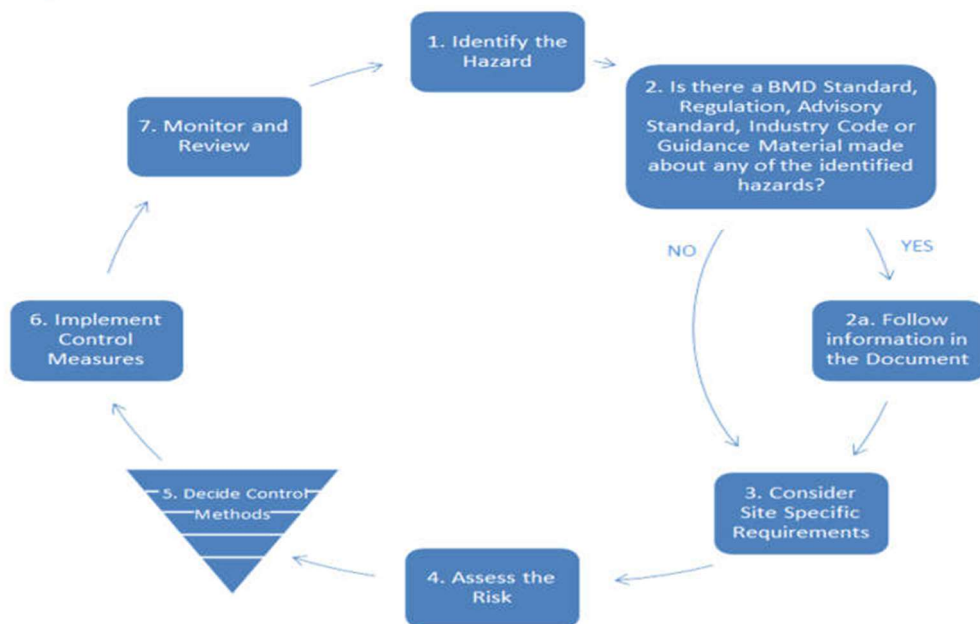
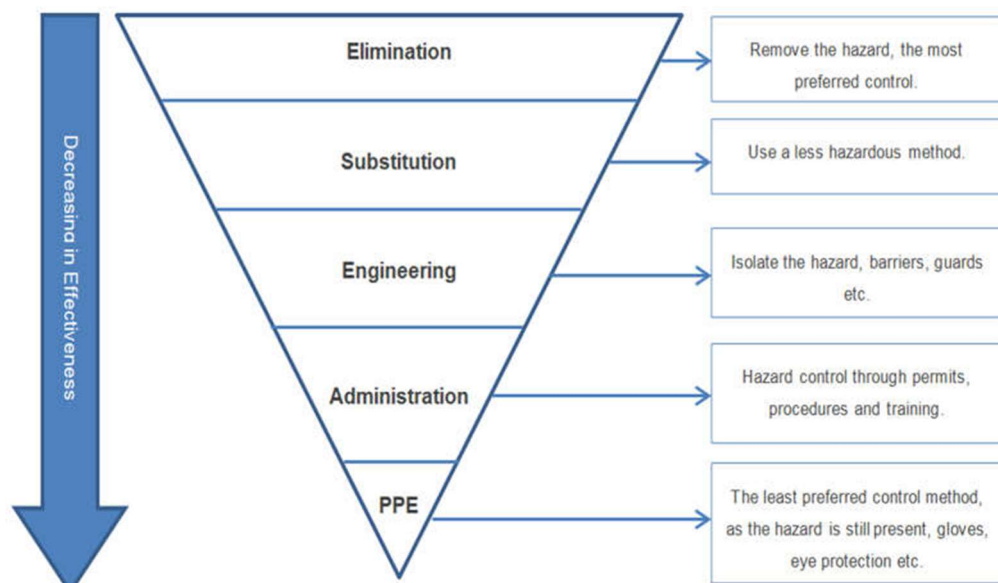


PART A



Work Method Statement [Incorporating Health, Safety and Environmental Risks as identified]

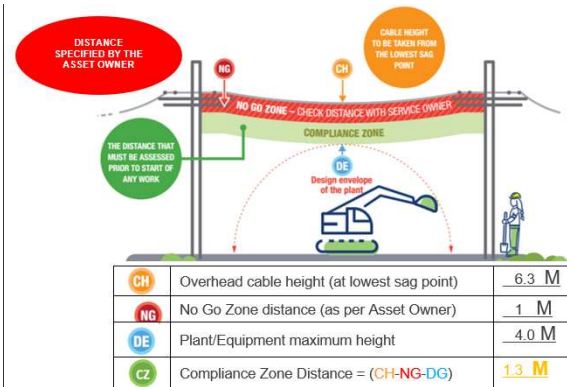
Risk Assessment No.:	WMS-DP-01	Activity:	Asphalt reinstatement Works along TJ Doyle Memorial Drive		
Risk Assessment context:		The aim of this assessment is to identify the risks and controls associated with plant operating within the height limit zone as per BMD's WNS COP			
BMD Project No.:	4248	Risk Assessment Review Date:	15/03/2023		
Project:	Brisbane Metro End of Trip Facilities	To be Reviewed By:	Construction Manager, Project Manager, Safety Representative		
Site Address:	SP4 Dutton Park - TJ Doyle Memorial Drive	Personnel Responsible for Monitoring this Activity:	Service Advisor, Direct Supervisors, Permit Holders, Spotters, Engineers and Foreman/Subforeman		
Employer:	BMD Constructions	Monitoring and Review Timeframe:	The stated controls are to be continually monitored and reviewed as new hazards are identified, or conditions change.		
ABN:	59 010 126 100				
Plant and Equipment Required for this Activity:		TipTruck, Asphalt profiler (4M height), Asphalt Trucks (4M height), Steel & Multi roller's (1-10T) and asphalt paver (3.5m height), skid steer			
Is this a risk assessment for environmental?		No			
Is this a risk assessment for safety?		Yes			
Control Categories:		☐ Design / Redesign ☐ Substitution ☒ Engineering ☒ Administration ☐ Personal Protective Equipment			
Project Approval	Site Safety / Environmental Representative(s):	Alan Mua / Peter Douglas	<i>Signature(s):</i>	Date:	
	Site/Project Manager:	Vaughan Aujard	<i>Signature:</i>	Date:	
	Construction Manager:	Matthew Quay-Verlander	<i>Signature:</i>	Date:	
CONSULTATION - Personnel Consulted during the initial development of this WMS					
Position		Name	Signature	Date	
Senior Engineer / Service Advisor		Madeline Walkington			
Superintendent		Rod McCluskey			
Foreman		Sid Scarth-Johnson			



Probability	Consequence				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Rare (1)	1 (L)	2 (L)	3 (L)	4 (L)	5 (M)
Unlikely (2)	2 (L)	4 (L)	6 (M)	8 (M)	10 (H)
Possible (3)	3 (L)	6 (M)	9 (M)	12 (H)	15 (H)
Likely (4)	4 (L)	8 (M)	12 (H)	16 (E)	20 (E)
Almost Certain (5)	5 (M)	10 (H)	15 (H)	20 (E)	25 (E)
Extreme	Further planning and notification to the next level of management is required to analyse control measure(s) and reduce this risk score. Work associated around this risk can <u>only</u> proceed with written authorisation at a General Manager level. (refer sect. 10.2 Risk Standard)				
High	Work can only proceed with written approval & reviewed by the Project Manager. (refer sect. 10.4 Risk Standard)				
Moderate	Managed by specific monitoring or response procedures.				
Low	Manage by routine procedure, no formal approval required.				

Task	Hazard/Aspect (Procedure Step)	Impact (What can go wrong)	RISK SCORE without Controls			Management Controls (Controls to be in place in order to manage Health, Safety and Environmental Risks)	RISK SCORE with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Pro b	Risk	
This Risk Assessment to be read in conjunction with BMDSWMS 005 Earthworks and Plant Movements and subcontractor SWMS (Suncoast Asphalt - asphalt laying, paving, road maintenance). The following controls must also be implemented when working within 10m of overhead powerlines:										
Working within Height Limit Zone	works required within the Height Limit Zone in which plant can reach the No – Go Zone as described in the BMD Working Near Services Core Operating Procedure.	Personal injury and/or plant and property damage due to service strike	5	3	15	All services within ten (10) metres of the vicinity of the work area shall be located and proved, the services are to be clearly marked and height limit zone established and delineated. Visually marking the services and height limit zones shows the actual location of the service for all personnel working onsite. Prior to undertaking the works, all overhead services must be marked by the following:  Yellow cut out person (day) Placing under the overhead services. Height & voltage of the overhead service is to be physically assessed and marked on site and reviewed by BMD Direct Supervisor and the designated spotter prior to any plant/machines entering the Height Limit Zone (HLZ). Lowest height of the overhead service has been assessed as 6.3m using an ultrasonic cable height indicator Step 1 An ultrasonic cable height indicator provides a safe and accurate way to measure height. Do not attempt to directly measure using conductive metallic objects or metal tape measures. Measure from lowest sag point. Step 2 Always consider the highest reach of the plant in the fleet, e.g. top of truck tipping/ excavator bucket etc. Step 3 Use No Go Zone height from Asset Owner. 	5	1	5	Service Advisor, Foreman, Workers, Controllers

Pavement Reinstatement works - Working within Height Limit Zone	Pavement reinstatement works required within the Height Limit Zone in which the excavator can reach the No – Go Zone as described in the BMD Working Near Services Core Operating Procedure.	Personal injury and/or plant and property damage due to service strike	5	3	15	- Height of the powerlines at the lowest sag point within the works area must be re-checked/confirmed each morning prior to commencing works that encroach into the Height Limit Zone. A record of this check is to be written into the JHA card. - If the above check confirms a height lower than 5.8m STOP WORKS and advise your supervisor. - All plant/machines are to have a clearly visible sticker stating the max height of the machine.  - Any plant/machines working within the Height Limit Zone that has the potential to encroach into the NO GO ZONE OF 1M must have a dedicated 'Energex authorised person' Controller (Spotter) in place at all times (i.e. per Energex Safety Advice - see attached) - Whilst the plant is operating within the Height Limit Zone (HLZ). The controller's sole task is to spot the machine. At any time that the controller is not solely focused on the activity the operator shall cease works. - The detail of the compliance zone distance of the highest piece of plant (i.e. Asphalt profiler/Tip Trucks) shall be captured on the PTW.	5	1	5	Service Advisor, Foreman, Workers, Controllers
--	---	---	----------	----------	-----------	--	----------	----------	----------	---



- Tip Trucks are not permitted to tip within the Height Limit Zone (HLZ).
- The profiler head is not to be extended within the Height Limit Zone (HLZ).
- This zone must be physically marked on the ground, and the JHA must list this control - designating where the tipper can safely tip.
- No works are to occur within the Height Limit Zone unless all above controls are in place.





Employee's Acceptance

We, the undersigned, confirm that we have been consulted on the development and given opportunity to provide inclusions of the Risk Assessment nominated above and the details have been explained and clearly understood. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand that the controls in this Risk Assessment must be applied as documented, otherwise work is to cease immediately.

Date	Name	Employer	Signature

PART B



Details of the Risk Assessment Meeting			
Title:	Heavy Vehicle Access into Centre Median (Bridge 1 Pier 2)	Facilitator:	Madeline Walkington
Risk Owner:	Gary Grant	Department:	BMD
Job Title:	Deception Bay Road Interchange	Venue:	BMD Site Office
Date:	03/02/2021	Time:	13:00
Background			
Due to space constraints in the centre median (Bridge 1 Pier 2), heavy vehicles are unable to perform a turn at the nominated turn-around bay safely when entering into S1 gate entry. This risk assessment is to determine the risks and controls required for a safe entry/exit of these vehicles.			
Scope: Briefly outline the key elements to be analysed in the risk assessment.			
Safe entry/exit into the centre median, traffic volumes, visibility, communication of risks/controls to drivers,			
Objectives: State the objective of the risk assessment			
To establish safe access in and out of the centre median for heavy vehicle access (vehicles and plant which are unable to use the turnaround bay due to their size and/or other safety concerns)			
Exclusions: Any areas that are not being considered in the risk assessment.			
Standard traffic management and traffic access for the job site and for access using the designated turn around bay. Risks and controls for these movements have been considered in the Traffic Management SWMS and the project approved TGS'.			
Assumptions : Baseline conditions, existing parameters that are known and not stated within the controls for the risk assessment.			

Applicable References					
Relevant Legislation / Standards	Queensland Guide to Temporary Traffic Management (QGTMM) Manual of Uniform Traffic Control Devices (MUTCD)	BMD Procedures	Traffic Management Core Operating Procedure Traffic Management Plan		
Permits	Police traffic permits	Project Documents	Traffic Guidance Schemes Staging Plans Vehicle Management Plan		
Stakeholders: Parties affected by risk assessment outcome including internal and external					
Delivery drivers (formwork, steel, concrete), heavy vehicle plant (franna, crane truck, flat beds etc).			Workers: BMD labour, concreters and steel fixers		
All vehicles entering/exiting the centre median need to be away of the heavy vehicle access procedure					

Work Method Statement – Working Near Traffic Day and Night

WMS No.:	4239-XXX	Activity:	Entering and Exiting Centre Median (BR01 Pier 2) – Traffic Interface		
Risk Register Reference:	21, 25, 26, 25, 7, 15, 13, 17	Commencement Date:	03/02/2021	Completion Date:	December 2022
BMD Project No.:	141- 4239	WMS Review Date:	03/08/2021		
Project:	Deception Bay Rod Interchange	To be Reviewed By:	Project Team		
Site Address:	1 Arthur Drewett Drive, Burpengary	Personnel Responsible for Monitoring this Activity:	Project Manager or Delegate		
Employer:	BMD Constructions	Monitoring and Review Timeframe:	6 months or Change of works, Any Incident, change management, whichever comes first.		
ABN:	59 010 126 100				

Legislative High-Risk Activity? ☒ Yes ☐ No

WMS involves: (cross ☒ any applicable below)

1. A High-Risk Construction Activity being a Prescribed Activity: 2. An Earthmoving, Particular Crane Operation or Elevated Work Platform ☐

☐ Asbestos Removal ☐ Demolition ☐ Other:

3. High Risk Construction Work

☐ Work at 2m or more fall height	☐ Close proximity to services	☐ Work involving tilt-up or pre-cast concrete
☐ Using a hazardous substance (Part 7.1)	☐ Work on or near energised electrical installation	☐ Work on/near gas distribution main or consumer piping
☐ Work that could cause disturbance to Asbestos	☒ Work adjacent to a Road or Railway	☐ Work in artificial extreme temperatures
☐ Work in contaminated / flammable atmosphere	☐ Work in or near water or other liquids where there is a risk of drowning	☐ Structural alterations requiring support
☒ Movement of powered mobile plant	☐ Work in tunnel	☐ Demolition of a load bearing element of a structure
☐ Work in or near a confined space	☐ Work on telecommunication tower	☐ Work on / near chemical / fuel / refrigerant line
☐ Work in or near trench / shaft > 1.5m deep	☐ Using explosives	☐ Work involving Diving
☐ Scaffolding > 4 metres	☐ Forklift Truck Operation	☐ Dogging & Rigging

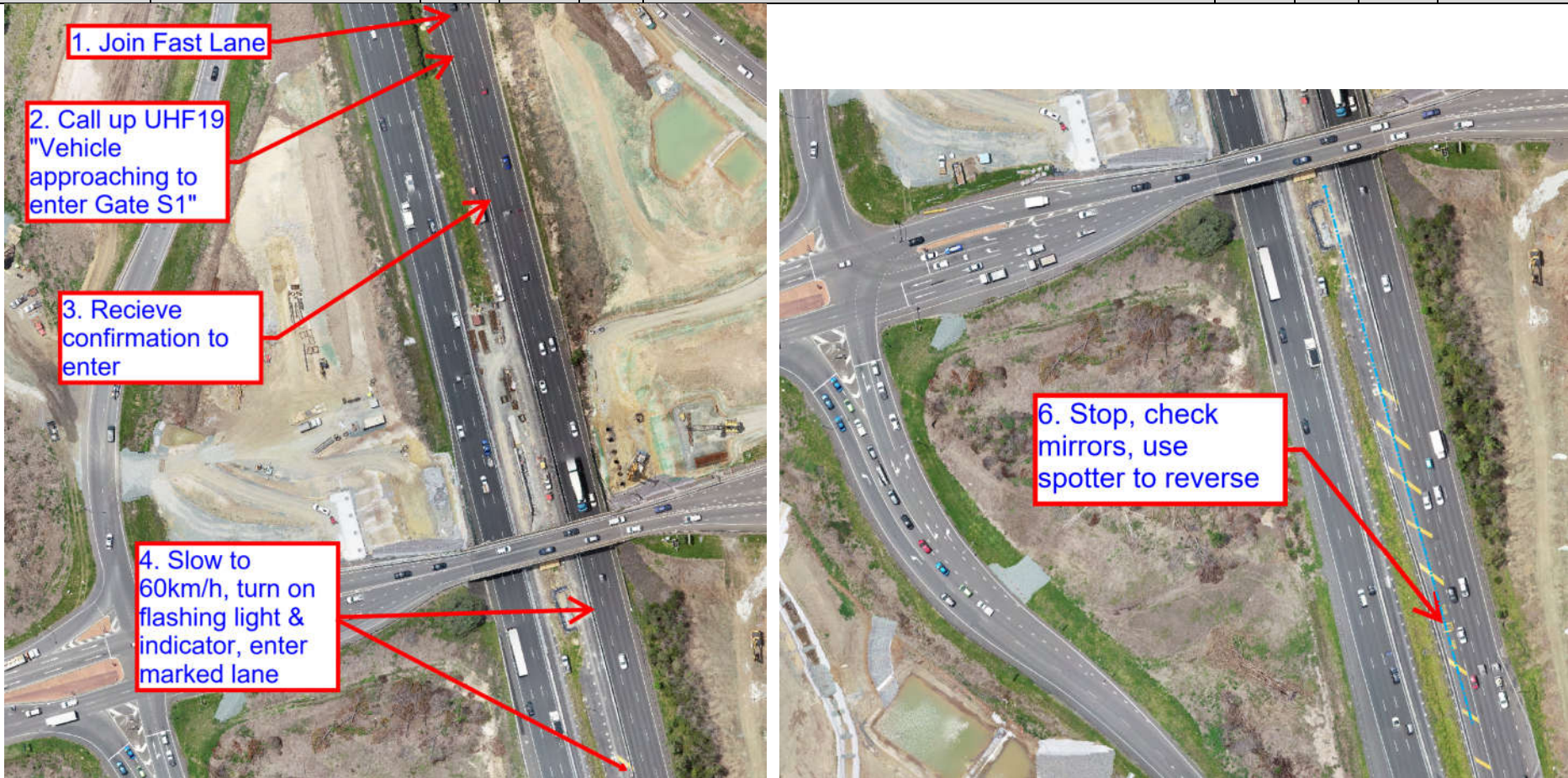
Project Approval	Site Safety / Environmental Representative(s):	Name(s): Garth Bennie	Signature(s): 	Date:	3/2/21
	BMD Site/Project Manager:	Name: Natasha Roy	Signature:	Date:	

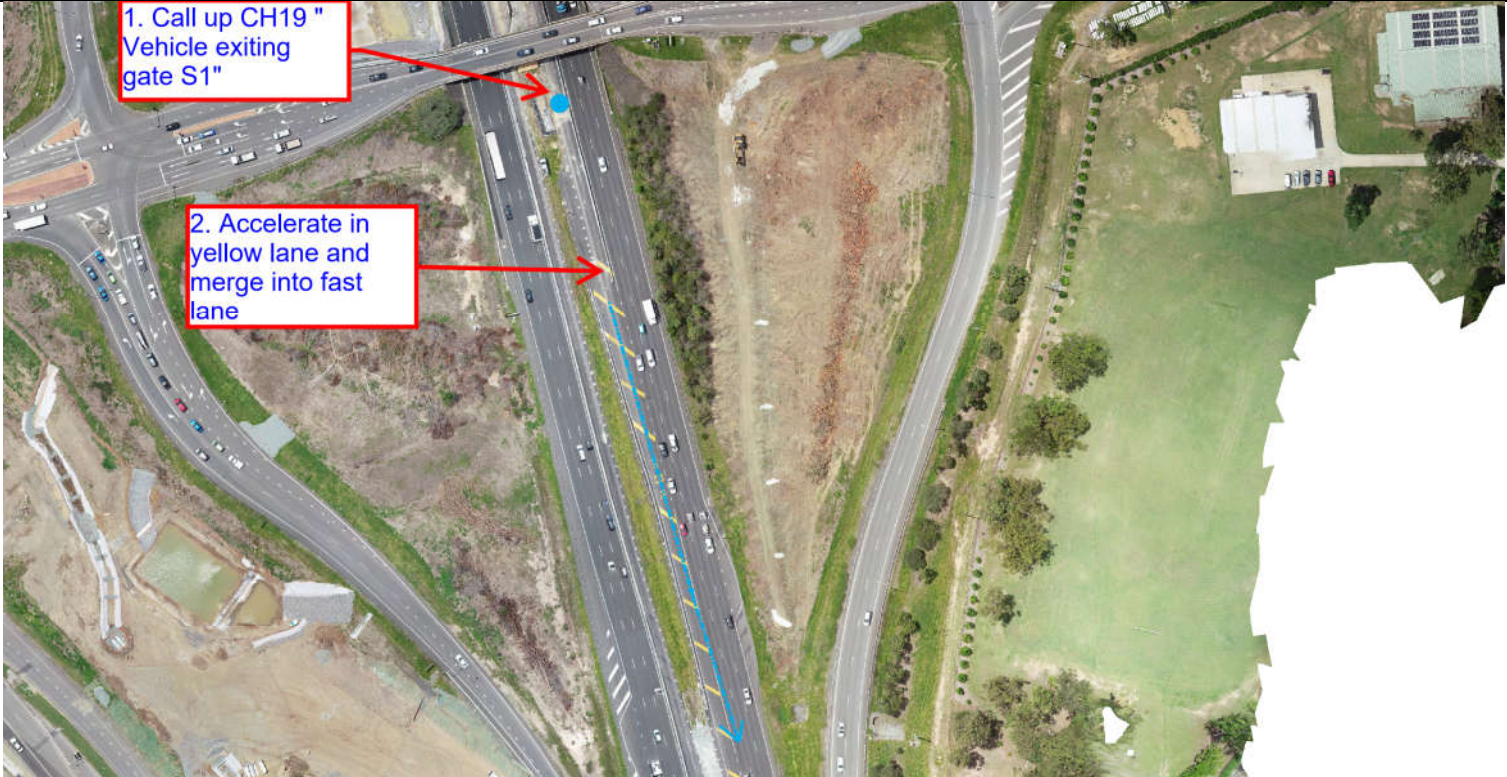


Probability	Consequence				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Rare (1)	1 (L)	2 (L)	3 (L)	4 (L)	5 (M)
Unlikely (2)	2 (L)	4 (L)	6 (M)	8 (M)	10 (H)
Possible (3)	3 (L)	6 (M)	9 (M)	12 (H)	15 (H)
Likely (4)	4 (L)	8 (M)	12 (H)	16 (E)	20 (E)
Almost Certain (5)	5 (M)	10 (H)	15 (H)	20 (E)	25 (E)
Extreme	Further planning and notification to the next level of management is required to analyse control measure(s) and reduce this risk score. Work associated around this risk can <u>only</u> proceed with written authorisation at a General Manager level. (refer sect. 10.2 Risk Standard)				
High	Work can only proceed with written approval & reviewed by the Project Manager. (refer sect. 10.4 Risk Standard)				
Moderate	Managed by specific monitoring or response procedures.				
Low	Manage by routine procedure, no formal approval required.				

Risk Assessment

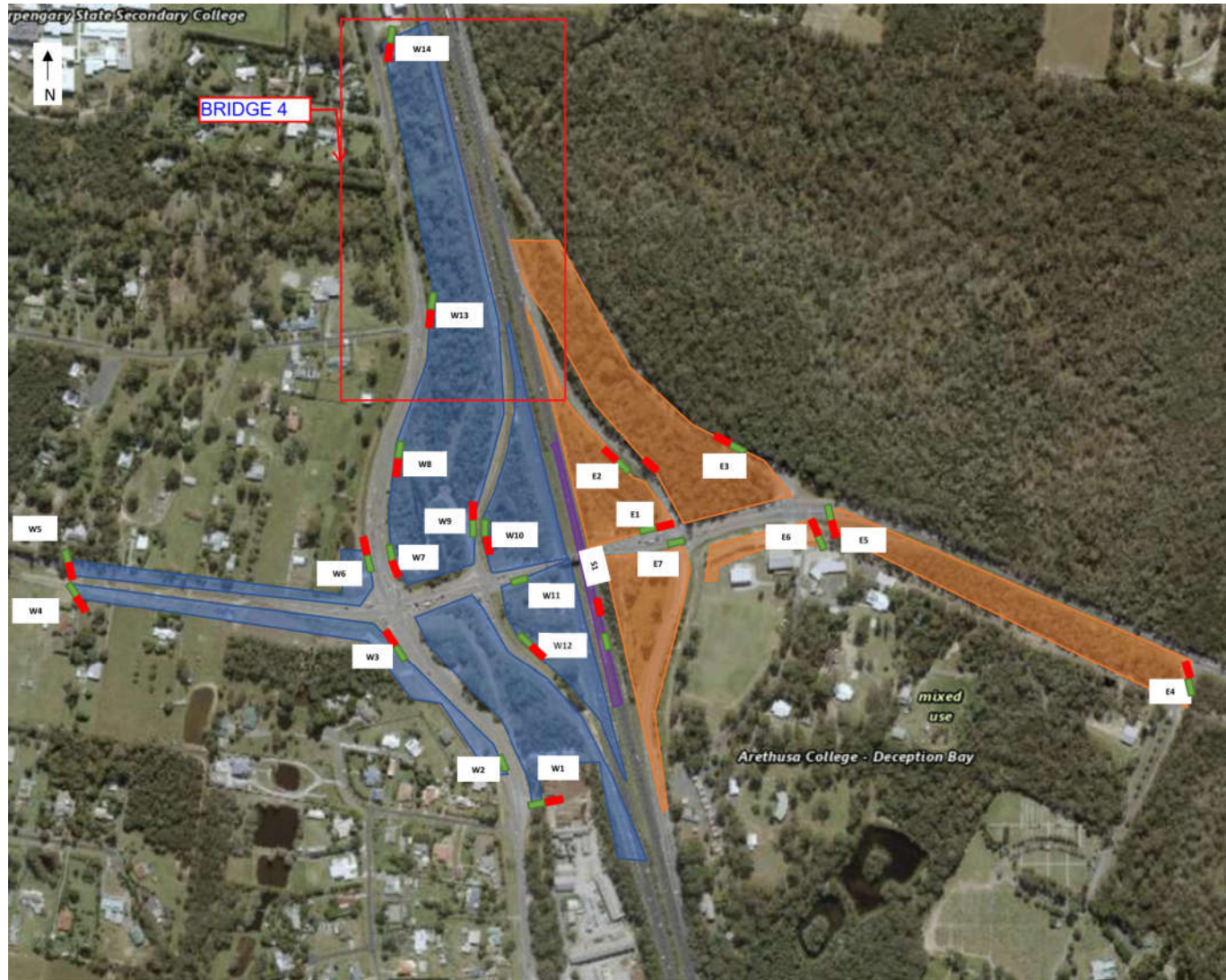
Hazard/Aspect (applies to all tasks)	Impact (what can go wrong)	RISK SCORE without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	RISK SCORE with Controls			Person Responsible (to ensure controls are applied)
		Cons	Prob	Risk		Cons	Prob	Risk	
Familiarisation with site conditions	Driver unaware of site layout and entering/exiting procedure has the potential to cause a procedural breach resulting in a potential traffic incident. - Collision with Construction Traffic/Personnel. - Public Interactions and Collisions - Collision with Workers/Public or Plant leading to Injury and Property Damage	5	3	15	All new delivery drivers who will be accessing Gate S1 to report to the project office prior to commencing any delivery/entering operation into the centre median. BMD Sub-Foreman or delegate to give a "Delivery Driver Induction" with clear directions around the procedure and requirements for entering the centre median and comply with mandatory PPE requirements. BMD Sub-Foreman or delegate to do inspect vehicle to ensure vehicle has a flashing light, reverse beeper and UHF radio. Driver to be provided with current Vehicle Movement Plan (VMP) including Gate Maps, with specific procedures outlined.	5	2	10	Foreman Engineers
Entering centre median	Driver not following correct procedure has the potential to impact the adjacent traffic: - Collision with Construction Traffic/Personnel. - Public Interactions and Collisions - Collision with Workers/Public or Plant leading to Injury and Property Damage	5	3	15	The following procedure to be followed when entering gate S1: - Join southbound fast lane; - Call up UHF CH19 at least 500m before Deception Bay Road Bridge, "Vehicle approaching to enter gate S1;" - A Spotter / Operator must confirm entry is clear. If there is no confirmation on approach to the entry lane then driver must continue southbound and try again. - If there is confirmation to enter on approach, Vehicle must slow, turn on flashing light and right indicator and merge into the yellow line marked gate lane. - If a public vehicle follows the vehicle into the yellow line marked gate lane then the site vehicle will have to continue south bound and try again. - Entered vehicle to stop safely within yellow line marked lane, check mirrors and reverse into the working area. Use aid of the spotter. Vehicle to keep as close as possible to the right hand side (away from live traffic lane).	5	2	10	Foreman Spotter Driver

Hazard/Aspect (applies to all tasks)	Impact (what can go wrong)	RISK SCORE without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	RISK SCORE with Controls			Person Responsible (to ensure controls are applied)
		Cons	Prob	Risk		Cons	Prob	Risk	
 1. Join Fast Lane 2. Call up UHF19 "Vehicle approaching to enter Gate S1" 3. Recieve confirmation to enter 4. Slow to 60km/h, turn on flashing light & indicator, enter marked lane 6. Stop, check mirrors, use spotter to reverse									

Hazard/Aspect (applies to all tasks)	Impact (what can go wrong)	RISK SCORE without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	RISK SCORE with Controls			Person Responsible (to ensure controls are applied)
		Cons	Prob	Risk		Cons	Prob	Risk	
Exiting centre median	Driver not following correct procedure has the potential to impact the adjacent traffic: - Collision with Construction Traffic/Personnel. - Public Interactions and Collisions - Collision with Workers/ Public or Plant leading to Injury/ Property Damage	5	3	15	The following procedure to be followed when exiting gate S1: 1. Driver to call up UHF CH19, "Vehicle preparing to exit gate S1;" 2. Turn on flashing light in preparation to exit; 3. When the exit is clear, use the yellow line marked lane to accelerate up to a suitable speed (considering current traffic conditions) and re-enter the fast lane; 4. Turn off flashing light when vehicle has safely exited and entered the fast lane.	5	2	10	Foreman Spotter Driver
									

Hazard/Aspect (applies to all tasks)	Impact (what can go wrong)	RISK SCORE without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	RISK SCORE with Controls			Person Responsible (to ensure controls are applied)
		Cons	Prob	Risk		Cons	Prob	Risk	
Wet Weather / Changed road conditions	Wet Weather and/or changed road conditions has the potential to impact the adjacent traffic: - Collision with Construction Traffic/Personnel. - Public Interactions and Collisions - Collision with Workers/Public or Plant leading to Injury and Property Damage	5	3	15	If road conditions change and the road becomes wet or slippery due to a weather event or incident: - Stop Works - Risk assess hazards. Consider the current visibility and whether the traffic movements can be completed safely or whether the movement needs to be aborted. - Apply appropriate controls before recommencing work.	5	2	10	Foreman Spotter Driver
Emergency response on site	An incident on site has the potential to impact the following: - Collision with Workers/Public or Plant leading to Injury and Property Damage - Fire - Chemical Spills - Environmental Harm	5	3	15	In event of an emergency raise the alarm, "emergency, emergency, emergency" on UHF Channel 19. - Accidents involving members of the public call 000 (Identify name, location and type of incident). Report incident to North Coast Traffic (5475 2837). - Help if confident and safe to do so. First Aid equipment must be available in all site LV's. - SDS must be available at work locations - Spill kit must be available in all service vehicles, chemical storage area, and nominated locations across the works - All site vehicles must be fitted with adequate fire extinguisher.	5	2	10	Foreman Spotter Driver

Current Vehicle Management Plan (VMP)



Work Areas and Gate Access Deception Bay Interchange



UHF Channel – Call up on approach prior to access

- Centre Median - UHF 19 ■
- East - UHF 24 ■
- West - UHF 21 ■
- Exit/Exit Only ■
- Entry/Active Gates ■

- 10kmph onsite speeds
- 40kmph on road speeds

Access to S1 – Bruce Highway Centre Median

- Head Southbound in the fast lane, call up UHF CH19 approximately 500m before Deception Bay Road Bridge to let people know that there will be a vehicle approaching gate S1.
- A Spotter / Operator will confirm if entry is clear. If there is no confirmation on approach to the exit lane, if there are no vehicles then you may continue to enter, if there is a vehicle you will be required to continue southbound and try again.
- The approaching vehicle is to slow to approximately 60km/hr and turn on flashing light and right indicator and merge into the yellow line marked gate lane. If a public vehicle follows site vehicle into the gate lane then the site vehicle will have to continue south bound and try again.
- Semi Trailers and Deliveries - When site entering vehicle is stopped safely in site access, check mirrors and reverse into the piling pad area.
- All other vehicles – Proceed to end of barriers in work area and utilise the turn around bay, then head northbound through work area
- When exiting site, call up UHF CH19 and let people know that site vehicle is exiting gate S1. When the exit is clear use the exit gate (acceleration lane) to exist and re-enter the fast lane.

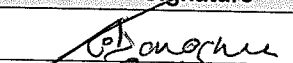
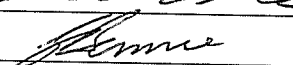
Approved Vehicles for this access

No	Plant/Vehicle	Agreed reason for acceptance Assigned To	Project Manager Approval Acceptance (Initial)	Date
1.	Delivery trucks (crane trucks, flatbed etc) for steel, formwork etc.	Due to size of vehicle, turn around bay is insufficient for access.		
2.	Concrete Pump	Due to size of vehicle, turn around bay is insufficient for access.		
4.				
5.				
6.				

Agreed Actions

No	Related Hazard/Aspect	Recommended Treatment / Action Description	Assigned To	Due Date	Assignee Acceptance (Initial)	Comments
1.	All	Toolbox SWMS and Risk Assessment including all nominated controls to Niepe.	Katie ODonoghue	04/02/2021		
2.	All	Toolbox SWMS and Risk Assessment including all nominated controls to Keller	Maddy Walkington	04/02/2021		
3.	All	Toolbox SWMS and Risk Assessment including all nominated controls to BMD Site (All crews)	Garth Bennie	05/02/2021		
4.	All	Toolbox SWMS and Risk Assessment including all nominated controls to New Drivers	Dean Searle	Ongoing	D.S.	
5.						
6.						

Consultation and Review

CONSULTATION - Personnel Consulted during the initial development of this WMS			
Position	Name	Signature	Date
Senior Project Engineer:	Katie ODonoghue		03/02/2021
Project Engineer:	Madeline Walkington		03/02/2021
Site Engineer:	James Carroll		03/02/2021
Site Superintendent:	Gary Grant		03/02/2021
Site Supervision:	Dean Searl		03/02/2021
Safety Coordinator:	Garth Bennie		03/02/2021
Project Manager	Natasha Roy		03/02/2021
Site Foreman	Brad Hilton		

REVIEW									
Review No.	1	2	3	4	5	6	7	8	9
Name									
Date									
Review Comments									

WORKERS REVIEW SECTION: Please add in any new work activities that you may require or any new control measures you may wish to add and contact site Safety / Environmental Representative before commencing this new work activity.

- A Record of nil needs to be recorded if no feedback is provided.



Employee's Acceptance

We, the undersigned, confirm that we have been consulted on the development and given opportunity to provide inclusions of the WMS nominated above and the details have been explained and clearly understood. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand that the controls in this WMS must be applied as documented, otherwise work is to cease immediately.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

PART C



Safety Management Plan

Deception Bay Road Interchange Upgrade
Department Of Transport And Main Roads
4239



Job No.: 141-4239

Principal: Department Of Transport And Main Roads

Document Version Control

Version No.	Effective Date	Details Document History / Change Trigger	Prepared By	Approved By
1	03/09/2022	First Issue	Madeline Walkington	Matthew Richardson

Safety Management Plan (SMP)

Deception Bay Road Interchange Upgrade

Table of Contents

1.	Introduction.....	7
1.1.	Purpose	7
1.2.	Scope.....	7
1.3.	BMD Policies	7
1.4.	Management System.....	7
1.5.	Review	8
2.	Project Overview	8
2.1.	Project Overview	8
2.2.	Project Location	9
	9	
	Figure 3. Deception Bay Road interchange with Bruce Highway	9
2.3.	Principal and Consultants Details.....	9
2.4.	Description of Works	10
3.	Project Organisation.....	11
3.1.	Project Management Team	11
3.2.	Staff Responsibilities	11
4.	Legal Compliance.....	18
5.	Health and Safety Objectives and Targets.....	19
6.	Documentation and Records Management.....	19
7.	Risk Management	19
7.1.	Safety in Design	19
7.2.	Risk Assessment / Risk Register.....	20
7.3.	Chain of Responsibility	20
7.4.	Purchasing & Procurement.....	21
7.5.	Hazard Identification, Risk Assessment, Risk Control (HIRAC) and Risk Monitoring and Evaluation	21
7.6.	Hierarchy of Control.....	21
7.7.	Monitoring and Review of Risk Assessment(s)	21
8.	Work Method Statements & Job Hazard Analysis	22
8.1.	Work Method Statements	22
8.2.	Job Hazard Analysis.....	22

8.3.	Hazard Control Cards	22
9.	High Risk Construction Work	23
10.	Training / Inductions	24
10.1.	General Construction Induction	24
10.2.	Project Specific Inductions	24
10.3.	Short-term Induction	26
10.4.	Delivery Driver Induction	26
10.5.	Visitor Induction	26
10.6.	Culture / Safety Based Behavioural Programme Training	27
10.7.	Certificates of competency	27
10.8.	Earthmoving or Particular Crane (EPC)	28
11.	Site Sign-In Register	28
12.	Communication / Consultation	29
12.1.	Consultation.....	29
12.2.	Health and Safety Representatives (HSR's)	29
12.3.	Health, Safety and Environmental Committee (HSE).....	30
12.4.	Pre-Start Meetings.....	30
12.5.	Toolbox Talks	31
12.6.	Information / Notice Board.....	31
13.	Incident Management.....	32
13.1.	Incident Reports	32
13.2.	Records, Reporting and Investigation	32
13.3.	Regulatory Notification	32
13.4.	Injury Management.....	33
14.	Emergency Procedures.....	33
14.1.	Emergency Response Equipment.....	33
15.	Amenities.....	34
16.	Subcontractors	35
16.1.	Subcontractor Evaluation	35
16.2.	Subcontractor On-boarding	35
16.3.	Quality Control.....	35
16.4.	Safety and Environmental Controls.....	35
16.5.	Subcontractor Non-Conformance.....	36
16.6.	Responsibilities of Subcontractors	36
17.	Fitness for Work	37
17.1.	Fatigue Management.....	37

17.2.	Fitness for Work (D & A).....	38
17.3.	Pre-Employment Medical Assessment.....	38
17.4.	Mental Health Awareness.....	38
18.	Dangerous Goods / Hazardous Substances.....	39
18.1.	Use of Hazardous Substances and Dangerous Goods	39
18.2.	Hazardous Substances and Dangerous Goods Register	39
18.3.	Subcontractors' Hazardous Chemicals and Dangerous Goods.....	40
19.	Isolation, Lockout and Tagging	40
20.	Working Near or Around Live Services	40
20.1.	Underground Services	40
20.2.	Overhead Services	41
20.3.	Exclusion Zones	41
21.	Remote or Isolated work	41
22.	Trenches and Excavations	42
23.	Public Access	42
24.	Signage and Barricading	42
25.	Plant and Equipment.....	43
26.	Electrical Equipment.....	43
27.	Personal Protective Equipment (PPE)	45
28.	Working at Heights	45
29.	Scaffolding.....	46
30.	Confined Space Entry	46
31.	Traffic Management	46
32.	Manual Handling	46
33.	Working Near or Over Water.....	47
34.	Project Rules	47
34.1.	General	47
35.	Housekeeping	49
36.	Monitoring and Review.....	49
36.1.	Workplace Inspections	49
36.2.	Government Agency Inspections and Investigations	49
36.3.	Activity Based Conversations	50
36.4.	Audits.....	50

36.5. Scheduling	50
36.6. Corrective Actions	51

1. Introduction

1.1. Purpose

This document has been prepared to present a Safety Management Plan (SMP) for the works associated with construction of Deception Bay Road Interchange Upgrade. BMD embraces its obligation and responsibility to ensure health and safety in the workplace. Through the development of the [Safety Policy](#), BMD is committed to achieving a high level of occupational health and safety performance, whilst providing the safest working environment for all employees. The development of project specific health and safety plans, standards and associated documents is an essential tool in achieving BMD safety objectives.

The objectives of this plan are to comply with:

- Relevant legislative requirements:
- Queensland - Work Health and Safety Act 2011;
- Queensland - Work Health and Safety Regulations 2011;
- AS 4801: 2001 "Occupational Health and Safety Management Systems – Specification with guidance for use";
- BMD [Safety Policy](#) and procedures; and,
- DEPT OF TRANSPORT AND MAIN ROADS requirements.

1.2. Scope

The use of this integrated management system endeavours to produce work to a high quality, in an environmentally aware manner and with the health and safety of all staff and the public considered.

1.3. BMD Policies

BMD policies are to be made available (electronically or in hard copy format) to all project personnel (including Subcontractor's workers) as part of induction or training upon request. Key policies are to be displayed in the nominated location(s) as per the [Site Setup and Establishment Guideline](#).

1.4. Management System

BMD has a documented management system meeting the requirements of:

- AS/NZS ISO 9001: 2015 "Quality Management Systems - Requirements";
- AS/NZS ISO 14001: 2015 "Environmental Management Systems – Requirements with guidance for use"; and,
- AS 4801: 2001 "Occupational Health and Safety Management Systems – Specification with guidance for use".

BMD holds third party certification to the above Standards and various accreditations with State and Territory authorities. BMD Constructions Pty Ltd also hold accreditation with the Office of the Federal Safety Commissioner (OFSC). Details of BMD's accreditations are provided on the [BMD Certifications](#) register.

BMD Constructions Pty Ltd ABN No. 59 010 126 100 will be acting as Principal Contractor on this project.

1.5. Review

This document shall be reviewed and amended when (where required) any of the following occurs:

- Legislation changes that affect the plan or its contents.
- Following an audit or review by senior management and/or the client and, corrective actions or business improvements have been identified.
- Where there has been a change in activities, working environment, scope of works, design change, [Risk Register](#) or any other change that has or is likely to affect the plan or its contents.
- Where there has been a change in management, i.e. Project Manager.

This plan is to be kept:

- Until the project is completed; or,
- If a notifiable incident occurs in connection with the construction project for at least two (2) years after the incident occurs.

The plan is to be kept readily accessible to any person who is to carry out construction work in connection with the project.

2. Project Overview

2.1. Project Overview

This document has been prepared for contract number Deception Bay Road Interchange Upgrade, 4239 .

Project Start Date: 25/08/2020

Project Completion Date: 25/08/2022

The Deception Bay Road is an increasingly congested interchange with the Bruce Highway at Exit 142 with frequent occurrences wherein traffic queues extend along the ramps towards the Bruce Highway.

The Deception Bay Road Interchange Upgrade Project was identified as a high priority strategic project in the Bruce Highway Link Study (as approved by TMR's Infrastructure Investment Committee in September 2015) TMR completed the Deception Bay Road Interchange Upgrade Preliminary Evaluation Report in September 2017. TMR Completed the Detailed Business Case submission in July 2018, which was subsequently approved, and the Project advanced to design delivery staging in January 2019.

The Deception Bay Road Interchange is located approximately 35-kilometres north of the Brisbane CBD and 12-kilometres south of Caboolture. The BHDBRIU Project proposes new parallel bridges over the Bruce

Highway, upgrading signalised intersections on Deception Bay Road, and increasing the length and capacity, relative to existing, of the entry and exit ramps

2.2. Project Location

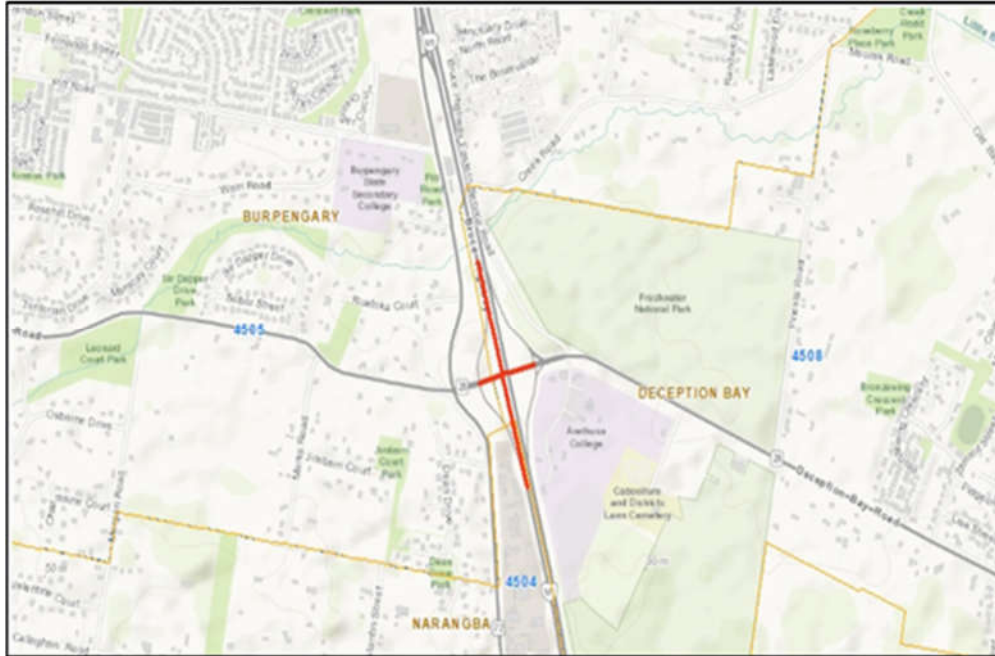


Figure 3. Deception Bay Road interchange with Bruce Highway

2.3. Principal and Consultants Details

The project is being constructed on behalf of:

Department Of Transport And Main Roads ABN 39 407 690 291

PO Box 1600 Maroochydore, Qld, 4558

Key Principal Contacts:

Principals Representative:	Paul Mangede
Phone:	0730669109
Email:	paul.c.mengede@tmr.qld.gov.au
Principals Project Manager:	Neil Randall
Phone:	0477 303 260
Email:	CN12858_DBRIU@tmr.qld.gov.au

With the following consultant administering the works as the principal's representative under the contract:

Key Administrator Contacts:

Administrator: Phil Henderson
Phone: 0439 388 912
Email: CN12858_DBRIU@tmr.qld.gov.au

Administrator's Representative: Stuart Reeves
Phone: 0412 370 463
Email: CN12858_DBRIU@tmr.qld.gov.au

2.4. Description of Works

The work required to be carried-out by BMD under the contract includes (but not limited to) the following elements:

- Amendments to Bruce Highway and ramps; numerous property access
- Bridge for Shared User Path and over the Little Burpengary Creek
- Bridge works include piling for abutments and pier foundations; abutment and substructure construction; bearing installation; placement of precast units; in-situ concrete decks; superstructure construction; deck sealant and wearing surface; bridge barrier construction; at grade slabs; expansion joints; in-situ walls; and scour protection / flood mitigation.
- Construction of ramps and intersections; re-construction of intersections
- Construction of two new bridges over the Bruce Highway and demolition of existing bridges over the Bruce Highway
- Drainage – pipes, culverts, kerbs, subsoil and open channels; removal of redundant
- Earthworks including Clearing & Grubbing, Ground Surface Treatments, Cut/Fill & Import of soil, rock, unsuitable and quarry materials; and Landscaping
- HVIS area, building and infrastructure
- Installation of boundary and fauna fencing
- Line marking. Signage. Street lighting. Traffic signals
- Noise attenuation
- Pavement and pavement rehabilitation
- Pedestrian access and Shared User paths
- Re-configuration of exit and entry ramps including removal of the ramp terminals from intersections with Deception Bay Road and relocating them to Old Gympie Road (Northbound exit) and Eastern Service

Road (southbound exit) including connection and commissioning of ITS; and, Reconnection to existing roadways

- Relocation and/or protection of Public Utility Plant (PUP)
- Road furniture including traffic islands and road safety barriers
- Shared User Path underpass beneath the future Northbound entry loop ramp from Deception Bay Road

3. Project Organisation

The team structure for this project is detailed on the [Project Organisational Chart](#), Emergency personnel will be detailed in the [Emergency Response Plan](#) and displayed in locations throughout the project site.

3.1. Project Management Team

The Project Manager for this project is Natasha Roy. Staff safety management responsibilities are described in the following section.

3.2. Staff Responsibilities

This section outlines the responsibilities of BMD staff members in the development and implementation of health and safety strategies detailed in this document. All site subcontractors will be required to safely work to the requirements of this document within their specific scope of works.

Note: *Reference to Line Management involves all supervisory, engineering and field support staff.*

Position Title	Name	Contact Number	E-mail
Construction Manager	Justin Devantier	0448 865 995	Justin.Devantier@bmd.com.au
Project Director	Matthew Richardson	0402 898 623	Matthew.Richardson@bmd.com.au
Project Engineer Structures	Natasha Roy	0427158582	Natasha.Roy@bmd.com.au
Safety Coordinator	Garth Bennie	0407 494 591	Garth.Bennie@inlinkjv.com.au
Project Engineer Civil	Shawn Davis	0439 791 073	Shawn.Davis@inlinkjv.com.au
General Foreman	Gary Grant	0419 782 367	Gary.Grant@inlinkjv.com.au
Site Foreman	Greg Calder	0414706586	Greg.Calder@bmd.com.au

3.2.1. Project Manager

The responsibilities of the Project Manager are as follows:

- Familiarising themselves with their responsibilities within this document and BMD's health and safety management system.
- Ensuring the project is compliant with the requirements of the relevant Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#).

- Regularly monitoring and ensuring that the company's health and safety, and risk management systems are implemented on the project.
- Reviewing and authorising all project safety procedures including any technical procedures for the project.
- Establishing and maintaining communication channels between management and the workforce, including those who have a shared duty of care.
- Ensuring the views and concerns of the workforce are addressed and incorporated into the relevant sections of this document and any other safety documentation.
- Ensuring enquiries and/or investigation of hazards, incidents and near misses are reviewed and, the outcomes are incorporated into better management practices, or other relevant documentation and communicated to relevant personnel.
- Ensuring relevant employees and subcontractors are included in [site inspections](#), reviews, audits, meetings, etc. where changes are to occur that may affect their health and safety.
- Review compliance with site safety requirements and schedules.
- Ensuring health and safety inspections on the project are being conducted in accordance with agreed time frames or as required.
- Responsible for the selection of BMD Contractor Representative and ensuring they are fulfilling all requirements as per [Subcontractor HSEQ Management](#)
- Prior to commencement, ensuring that all subcontractors submit to the BMD Contractor Representative Work Method Statements (WMSs), risk assessments for all works and their own Safety Management Plan (SMP) where appropriate.
- Ensuring subcontractor compliance with the requirements set out in this document and other relevant documentation.
- Ensuring that all procurement reflects the health and safety objectives of BMD.
- Participate or schedule random safety audits on subcontractors and suppliers.
- Reporting on the health and safety statistics of the project as required.
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Ensuring risk assessments are being completed for all hazards and construction activities.
- Ensuring that safety objectives and targets are being met.
- Ensuring that the objectives of this document and other safety system requirements are complied with, and maintaining an up-to-date knowledge of the relevant safety legislation including Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#).
- Regularly monitoring progress of the construction program, identify potential risks and discuss remedial options with all relevant personnel.
- Monitoring design changes and ensuring safety hazards have been considered and managed where variations are to occur that have given rise to new safety hazards or risks.
- Provide the required support to assist personnel under their control to implement all aspects of the BMD [Safety Policy](#), procedures and guidelines.

- Monitoring the effectiveness of the BMD [Safety Policy](#) and associated procedures, guidelines and work instructions and communicate changes as required.
- Reviewing the results of all safety inspections, investigations, [incidents/accidents](#), safety [audits](#) and ensuring that [corrective actions](#) that have been assigned to them or personnel under their control are completed in the agreed timeframes.
- Complying with all health and safety responsibilities assigned in relevant legislation, BMD Standards and procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Uphold an active interest in workplace health and safety.

3.2.2. Health, Safety, Environment and Training (Safety Coordinator)

The responsibilities of the Safety Coordinator are as follows:

- Familiarising themselves with their responsibilities within this plan and BMD's health and safety management system.
- Arranging and conducting regular internal reviews of this document.
- Establishing a system for secure management of all safety documentation held at project site office.
- Posting, updating and removing, as required, all [policies](#), forms and notices on notice boards in crib rooms, site office, etc.
- Providing communication notices in accordance with legislative requirements, i.e. Principal contact details, Personal Protective Equipment (PPE) requirements, unauthorised access, etc.
- Establishing systems for managing safety, e.g. ensuring procedures, guidelines, forms, checklists, etc. are readily accessible.
- Notifying the relevant personnel of any revisions or amendments to the company's safety documentation.
- Distributing safety alerts and circulars for industry related incidents concerning health and safety.
- Monitoring any legislative changes to government policies that could influence this document and thus amend this document to include the list of legislation.
- Providing safety information and support.
- Assisting subcontractors with information about BMD's Standards and safety systems.
- Advising the project manager that the engagement and management of subcontractors is in accordance with the BMD [Subcontractor HSE Management Standard](#).
- Ensuring the rehabilitation of injured employees is managed in accordance with the BMD [Rehabilitation Policy](#) and [Injury Rehabilitation Management Standard](#).
- Distributing approved BMD health and safety reports to all relevant personnel.
- Ensuring BMD employees allocated with workplace health and safety responsibilities have the appropriate training to adequately perform their duties.
- Ensuring that all personnel employed or engaged onsite understand and observe the BMD [Safety Policy](#) and procedures.
- Developing, reviewing and conducting the Site Induction, and ensuring it encompasses all the requirements of the relevant Health and Safety Acts, Regulations, [Codes of Practice](#), [Australian Standards](#), BMD requirements and Client specifications.

- Establishing and maintaining of [Safety Data Sheets](#) (SDS) for hazardous substances and recording the information.
- Participating in [site inspections](#), audits, reviews, etc.
- Monitoring the implementation of safety procedures, use of guidelines, forms, checklists, etc.
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Informing the project manager immediately of any situations that may place BMD, the client, employees or others at serious risk where policies and procedures have failed to rectify the risk.
- Upholding an active interest in workplace health and safety.
- Implementing or overseeing the implementation of [corrective actions](#) for non-conformances resulting from [audits](#), investigations, [incidents/accidents](#), hazards, injuries and near misses where nominated as the person responsible.

3.2.3. Project Engineer

The responsibilities of the Project Engineer are as follows:

- Familiarising themselves with their responsibilities within this document and BMD's health and safety management system.
- Ensuring compliance with the objectives of this document.
- Assisting in establishing the site in accordance with required safety standards.
- Development of relevant [Work Method Statement](#) (WMS) for all construction work activities.
- Carrying out [WMS](#) reviews for high risk construction work activities as required.
- Checking and approving Subcontractor WMS(s) prior to them commencing work and where changes are made.
- Undertaking risk assessments as circumstances change and adjusting the relevant [WMS\(s\)](#) and the Project Risk Register to include the appropriate risks and control measures.
- Ensuring that safety is always considered in all forward planning for the project.
- Liaising with the safety coordinator on all relevant safety issues.
- Conducting safety inspections to observe potential safety problems.
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Raising any health and safety issues or concerns immediately or during meetings with the safety coordinator, site foreman or project manager where unable to resolve safely using BMD's reporting or risk management procedures.
- The senior project engineer will also manage a schedule of health and safety inspections and ensure that all personnel complete the required inspections at the specified frequencies.
- Upholding an active interest in workplace health and safety.

3.2.4. General Foreman

The responsibilities of the General Foreman are as follows:

- Familiarising themselves with their responsibilities within this document and BMD's health and safety management system.
- Conducting safety inspections and reviews within agreed timeframes to observe potential safety hazards or risks and rectifying where safe and competent to do so.
- Ensuring relevant [WMS](#) and [Toolbox Talks](#) are explained to personnel and a record of understanding is obtained prior to personnel starting the activity.
- Taking preventative action to eliminate or minimise all hazards.
- Reporting and following up on existing or potentially hazardous plant, equipment or conditions.
- Implementing or overseeing the implementation of [corrective actions](#) for non-conformances resulting from [audits](#), investigations, [incidents/accidents](#), hazards, injuries and near misses where nominated as the person responsible.
- Ensuring that correct, adequate and sufficient safety equipment is provided and maintained.
- Ensuring the site is maintained at an acceptable housekeeping standard.
- Ensuring the welfare facilities are maintained in a clean and hygienic condition.
- Checking, during the site Induction and [Pre-Start Talks](#) that all subcontractor's WMS(s), risk assessments (including Job Hazard Analysis' (JHA)), relevant safety plans and/or procedures for activities have been prepared or provided and are checked by the nominated BMD contractor representative using the [WMS Checklist](#) and other relevant checklists.
- Providing adequate supervision to ensure work is being performed in accordance with relevant safety procedures, [WMS](#), safety instructions, company standards and taking immediate action to rectify where it is not.
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Raising any health and safety issues or concerns immediately or during meetings with the safety coordinator or project manager where unable to resolve safely using BMD's safety management system procedures.
- Upholding an active interest in workplace health and safety.

3.2.5. Site Foreman

The responsibilities of the Site Foreman are as follows:

- Familiarising themselves with their responsibilities within this document and BMD's health and safety management system.
- Onsite planning of work area requirements associated with specialised equipment.
- Driving the efficiency and performance of work crews.
- Undertaking [Pre-Start Talks](#) with all personnel and undertaking plant inductions with all plant coming onto site including Subcontractors and wet and dry hire.

- Ensuring all BMD personnel have appropriate qualifications, training and experience to adequately perform their duties and obtain a copy of this information prior to allowing any personnel to commence work.
- Ensuring plant pre-start checks are being completed and reported on a daily basis
- Standing down any plant where service or maintenance records in accordance with the manufacturer's requirements cannot be produced.
- Standing down any employees or workers that cannot produce their Construction Induction Cards (White Card) or certificates of competency or relevant plant or photographic high-risk work licences.
- Standing down any employee or worker who has been injured and has not obtained a clearance from their/a doctor.
- Ensuring direct or indirect supervision is being provided in accordance with risks assessments and any legislative requirements.
- Ensuring that subcontractors are adhering to the BMD safety requirements and taking immediate action to rectify if they are not.
- Regularly monitoring all personnel and the site for potential safety hazards or risks.
- Taking preventative action to eliminate or minimise all hazards or risks.
- Ensuring relevant [WMS](#) and [Toolbox Talks](#) are explained to personnel and a record of understanding is obtained prior to personnel starting the activity.
- Implementing or overseeing the implementation of [corrective actions](#) for non-conformances resulting from [audits](#), investigations, [incidents/accidents](#), hazards, injuries and near misses where nominated as the person responsible.
- Reporting all incidents, injuries and dangerous events (including near misses) and entering them into the [BMD Incident and Accident database](#).
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Raising any health and safety issues or concerns immediately or during meetings with the safety coordinator or project manager where unable to resolve safely using BMD's safety management system procedures.
- Upholding an active interest in workplace health and safety.

3.2.6. Site Health and Safety Representative

The responsibilities of the Health and Safety Representative are as follows:

- Familiarising themselves with their responsibilities within this document and BMD's health and safety management systems.
- Involvement in the reviewing of this document (as required).
- Involvement in the reviewing of all [WMS](#) for the project (as required).
- Involvement in weekly health and safety inspections to observe potential safety hazards or risks.
- Participating in Workplace Health & Safety Committee Meetings.
- Maintaining communication channels between management and the workforce.

- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Raising any health and safety issues or concerns immediately or during meetings with Safety Coordinator or Project Manager where unable to resolve safely using BMD's safety management system procedures.
- Upholding an active interest in workplace health and safety.

3.2.7. Subcontractors

The responsibilities of subcontractors under legislation and depending on the value of the subcontract are as follows:

They cannot commence construction work on the site unless:

- They have been issued with a copy of the relevant parts of this document.
- They have undertaken a general risk assessment and Job Hazard Analysis (JHA) for the work activities to be performed and provided a written WMS to BMD that includes a copy of the risk assessment/s.
- Their WMS(s) must be maintained and kept up to date, and any amendments provided to BMD.
- They have completed health and safety induction training as specified in this document.
- They have uploaded Project Risk Assessment and Service/maintenance record into Plant Assessor or equivalent, also completed a plant induction by undergoing a Pre-Site Plant and Equipment Inspection.
- They must upload and verify through the CMS, that they and their workers are competent i.e. copies of current and valid licenses, tickets, qualifications and validation of experience.
- They must provide BMD with any information or records (current Safety Data Sheets (SDS) including Risk Assessment in relation to hazardous chemicals and dangerous goods they intend to bring onto the project site.
- They can verify they have inducted their own workers into their health and safety systems, WMS's, relevant safety procedures, etc.
- They comply with any other safety requirements in accordance with their scope of works, their contract, and legal obligations.
- Uphold an active interest in workplace health and safety.

3.2.8. Site Personnel

- The responsibilities of all other site personnel (including subcontractors and their workers) are as follows: Familiarising themselves with their responsibilities within this plan and BMD's health and safety management systems.
- Attending all site inductions and [Pre-Start talk and Site Attendance Record](#).
- Participating in [site inspections](#), audits, safety meetings, [Toolbox Talks](#), safety forums etc. where requested/required.
- Compliance with all site safety rules.
- Using or following all controls established for eliminating or controlling safety risks including those found in safety documentation e.g. [WMS](#), plans, work instructions, standard operating procedures etc.

- Stopping work if their health, safety or welfare is placed at risk and discuss strategies to rectify safety concern(s) immediately with the site foreman. If it is not resolved satisfactorily, the project manager is to be contacted.
- If injured, they are to obtain a clearance certificate from their doctor stating they are fit to perform the duties required of them.
- Reporting all hazards, incidents, near misses immediately to the site foreman as soon as it is safe to do so and prior to leaving the site.
- Only use mobile powered plant and, perform high risk work or operate other machinery or equipment where they hold the relevant competencies (i.e. tickets, licences, formal qualifications, experience) and Operator Skills Assessment (OSA).
- Only using hazardous chemicals and/or dangerous goods where a [Safety Data Sheet](#) (SDS) is present, a record of risk assessment is available and information entered into the [Risk Register](#) and the [WMS](#) has been read and understood.
- Actively participating in reviews of the [CMS](#), [JHA](#), [WMS](#) etc., and in risk assessments for task(s) where their health and/or safety is to be directly affected. Site personnel, through the induction process, are empowered to refuse to complete an unsafe task – if it is not safe, “DON’T DO IT”.
- When the circumstances of a work activity change, the site personnel must notify the site foreman. Should the change result in necessary changes to the [CMS](#), [JHA](#), [WMS](#) or any other safety documentation, then these documents must be revised and approved by the relevant project engineer and safety coordinator and communicated at the following [Toolbox Talk](#) to the necessary personnel.
- All site personnel who sign onto a [WMS](#) are empowered to identify, implement and advise of adjustments to the [WMS](#).
- Complying with all health and safety responsibilities assigned in relevant legislation, procedures, [WMS](#), plans, job descriptions or any other health and safety documentation.
- Raising any health and safety issues or concerns immediately or during meetings with safety coordinator or project manager where unable to resolve safely using BMD’s safety management system procedures.
- Upholding an active interest in workplace health and safety.

4. Legal Compliance

A list of safety legislation including Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#) shall be maintained in the BMD Safety Legal Register and reviewed on a quarterly basis (or earlier if required) by the safety coordinator. These are to be referred to when changing or checking [Construction Method Statements](#) (CMS), [Job Hazard Analysis](#) (JHA), [Work Method Statements](#) (WMS) or any other safety documentation referencing safety legislation. If in doubt about applicable legislation, the Safety Coordinator is to be contacted or the relevant QLD Workplace Health and Safety Website accessed.

5. Health and Safety Objectives and Targets

Health and safety (H&S) objectives and targets have been established for this project. High risk activities and hazards have been considered as a priority when establishing objectives and targets. Monthly reporting of compliance submitted by the safety coordinator will assist the project management team in monitoring compliance with this safety documentation and the following identified objectives:

H&S Objectives	Percentage of Project Lifecycle
Toolbox Talks must be completed weekly (attend by all Line Management)	90%
Safety Committee Meetings to be held monthly	95%
Activity Based Conversation per Line Management per week	100%
All Subcontractors Plant to be registered on Project Plant Register	100%
All Subcontractors Plant Risk Assessments to be prepared and approved prior to them commencing work	100%
All Subcontractors Plant Pre-Start Checks to be completed and recorded prior to commencing work	100%
Traffic Management Checklists completed twice daily	100%

6. Documentation and Records Management

The safety coordinator will keep a copy of the 'master file' of this document in SharePoint. Safety documentation (e.g. [CMS](#), [JHA](#), [WMS](#)), has been prepared as generic documentation to cater for common hazards identified on previous projects and high risk construction work activities. These documents will be reviewed during site establishment, throughout the project and when updates are required. Relevant persons will be consulted if changes are made and they will be distributed via [Toolbox Talks](#). The format of all BMD documentation is not to be changed without authorisation from the Safety Coordinator, however, the content of [WMS\(s\)](#), work instructions, etc. must be changed to reflect hazards specific to the project site.

7. Risk Management

7.1. Safety in Design

This is a construct only project. Where the project provides the design attention (e.g. the design and construction of engineering hut), the project will identify and assess possible safety hazards and risks. This will be done during design reviews undertaken in the earliest stages of design, as well as any modification activity. Outcomes from the risk assessment and the control measures will be recorded in the [Risk Register](#) in accordance with the BMD [Risk Management Standard](#).

The project manager, through delegation to the responsible manager/engineer, will ensure that design documentation generated by the principal or subcontractors is reviewed and verified by appropriately qualified personnel for technical, health and safety, environmental and quality requirements prior to issue.

Design risk assessments will ensure:

1. All designs are systematically studied to identify and assess safety risks that may be present throughout the life cycle of the project.
2. Design flow on risks are identified and considered.
3. That the [Project Risk Register](#) is consulted and updated with new hazards and/or controls as required.

7.2. Risk Assessment / Risk Register

The Project Risk Register is designed to assist the project to determine which project activities involve levels of risk requiring formal documented controls.

The development of the Project Risk Register will be in accordance with the BMD [Risk Management Standard](#) and the relevant statutory requirements commencing in the early project planning.

A team appointed by a BMD project manager; comprising of construction Engineers, safety professionals and construction workers, will undertake a risk workshop to identify and assess project specific activities and the appropriate control measures in accordance with the relevant Standards, Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#).

7.3. Chain of Responsibility

The Chain of Responsibility (CoR) is a concept used in Australian transport legislation that places legal obligations on all parties in the transport supply chain. These obligations are regulated to guard against breaches of laws in the following key areas:

- fatigue
- speed
- vehicle mass
- vehicle dimensions
- load restraints.

The HVNL, applies to any vehicle exceeding 4.5 tonnes in Gross Vehicle Mass (GVM), and asserts that any/all of the following supply chain parties may be liable for the actions or inactions of another if they contravene CoR provisions:

- consignor
- packer
- loader
- driver
- carrier
- consignee.

This legislation applies to all vehicles, not just those exceeding 4.5 tonnes GVM. CoR obligation are managed as a key part of our overall approach to risk and construction methodology.

These obligations are detailed in the [CoR Management Plan](#).

7.4. Purchasing & Procurement

The purchasing of goods and services will take into account the risk assessment process. Suppliers of goods or services will be selected on the basis of their capability i.e. ability to provide formal evidence of experience, knowledge, compliance with legislative requirements, competency and financial stability. Purchasing will be carried out in accordance with the [Commercial Project Standard](#), and [Purchasing and Supplier Commercial Procedure Manual](#).

7.5. Hazard Identification, Risk Assessment, Risk Control (HIRAC) and Risk Monitoring and Evaluation

The following procedure applies to all BMD personnel, subcontractors and their workers. This process also applies to workplace changes that may affect the health and safety of employers, employees, subcontractors and others whose health, safety or welfare may be affected prior to their implementation. These changes include amendments to existing activities, work practices, design, purchasing of goods and services including labour hire arrangements, equipment, items of plant, materials, hazardous activities, hazardous/dangerous chemicals, facilities, premises, areas or anything that may give rise to a hazard.

Project personnel are actively encouraged to correct hazards where it is safe to do so and they have the competencies to do so.

Control measures that are outside a person's ability to correct, or hazards that cannot be rectified immediately, are to be isolated and controlled with the appropriate barricades or warning signs as an interim control measure and reported to the next level of supervision, who will initiate the appropriate remedial action.

The control measures include mandatory control measures as identified in relevant safety legislation and where there are no practical controls that have been selected. This will be done using the highest possible level of the 'Hierarchy of Controls' (HIRAC) and use of information from project, company or industry incident, injury, illness and trends.

7.6. Hierarchy of Control

If a hazard or risk cannot be eliminated, then the safety and environmental risk(s) associated with it need to be controlled. This is to be achieved by applying a 'Hierarchy of Control' (HIRAC) and attempts must be made to select preferred practical control measures from the top end of the hierarchy. However, it may be necessary to use a combination of control measures to achieve the desired level of risk control.

7.7. Monitoring and Review of Risk Assessment(s)

The risk assessment and subsequent control plans shall be reviewed in accordance with the BMD [Risk Management Standard](#) or under any of the following situations:

1. Changes to legislative, regulatory requirements etc.

2. Additional hazards/risks identified.
3. Subsequent incident indicates the risk assessment or subsequent controls may not be adequate.
4. Significant changes are proposed in the work that is being carried out.
5. As part of the four (4) week look ahead planning meeting.
6. There is evidence that the risk assessment is no longer valid.

8. Work Method Statements & Job Hazard Analysis

8.1. Work Method Statements

[Work Method Statements](#) (WMS) will be conducted in accordance with the BMD [Risk Management Standard](#). WMS(s) will be reviewed against the relevant Standards, Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#) on site on a regular basis.

Prior to subcontractor WMS(s) being accepted, the [WMS Checklist](#) will be used to ensure the content of the WMS complies with BMD requirements. The WMS will reflect the work that is to be carried out by the subcontractor is project specific and references the relevant Standards, Health and Safety Acts, Regulations, [Codes of Practice](#) and [Australian Standards](#). The WMS must also contain final control measures (options must not be provided).

The site engineer is responsible for checking the technical aspects of an activity on the WMS and the safety coordinator is responsible for checking the referenced safety legislation against current legislation. Engineers, foreman and/or the safety coordinator may assist subcontractors in preparing their WMS(s) but must not prepare them for them. All subcontractor WMS(s) must contain their company details and their ABN.

8.2. Job Hazard Analysis

The BMD [Job Hazard Analysis](#) (JHA) Card is to be completed for every task or after an incident occurs.

JHAs are to be reviewed daily and MUST be rewritten every seven (7) days. They will:

identify the special hazards that are present with this task; e.g. hazardous substances, plant, electricity, working at heights, trenches etc.

2. identify Personal Protective Equipment (PPE) and other defences needed
3. list the tasks' major steps
4. identify the hazards associated with each step
5. determine controls needed to manage the hazards
6. identify the person/s responsible for control measures to be implemented
7. list tools and equipment required for the task and the names of corresponding competent people
8. team members will read and confirm their understanding of the JHA.

8.3. Hazard Control Cards

Project personnel will be actively encouraged to correct hazards as and when identified.

Control measures that are outside a person's ability to correct, or hazards that cannot be rectified immediately are to be isolated and controlled with appropriate barricades or warning signs and reported to the supervisor, who will initiate the appropriate action.

9. High Risk Construction Work

BMD shall ensure all prescribed and high-risk activities conducted on the project are performed by authorised personnel holding the relevant certification to perform the activity issued by the relevant legislative authorities.

High Risk Construction Work (HRCW) and designated hazardous activities is work identified by BMD as work involving a significant health and safety risk or work in certain hazardous areas on site. HRCW also includes all high-risk construction activities as defined in the Health and Safety Regulations that are relevant to the construction activity.

The BMD [Health, Safety and Environmental \(HSE\) Communication Standard](#) and the relevant BMD [Core Operating Procedures](#) (COP) specify the hazard control requirements for all HRCW's and designated hazardous activities. A [Job Hazard Analysis](#) (JHA) card will be produced by site personnel for any task on site.

The following table lists (some examples which should be updated to reflect project specific) of HRCW activities and the mandatory procedures that specifies hazard controls for the HRCW that will be incorporated by BMD into the relevant [Work Method Statements](#) (WMS(s)).

High Risk Construction Work (HRCW)	Core Operating Procedure (COP) or Other
Working in an excavation > 1.5-metre-deep (trench collapse).	Trenching and Excavation Management
Working around or creating penetrations.	Trenching and Excavation Management
Entering or working in a confined space as defined in AS 2865 (asphyxiation, engulfment etc.).	Confined Spaces Management
Using or handling a hazardous substance or hazardous material (exposure).	Hazardous Chemical Management
Working in an area that may have a contaminated or flammable atmosphere.	Hazardous Chemical Management
Bulk hydrocarbon storage on the site (fire, spill).	Hazardous Chemical Management
Delivering bulk fuel to the construction site (fire, spill).	Hazardous Chemical Management
Carrying-out hot work (oxy-acetylene and electric arc welding and cutting and grinding).	Hot Works Permit
Working at height where a person could fall > 1.8 metre or where a person could be struck by falling objects.	Working at Heights Management
Lifting and crane operations (falling of suspended loads, contact with power lines/structures etc.).	Lifting Equipment Management
Light vehicle operations (collision, roll over).	Plant & Equipment Management
Surface mobile equipment operations or movement (collision, interaction with people, roll over).	Plant & Equipment Management
Working in close proximity to operational equipment or plant with potential for entanglement or	Isolation and Tagging Management

High Risk Construction Work (HRCW)	Core Operating Procedure (COP) or Other
uncontrolled release of hazardous energy (contact with unguarded equipment, contact with hazardous energy).	Electrical Equipment Management
Working in, over or adjacent to water if there is a risk of drowning.	Working Near or Over Water Management
Persons lifting, pulling and pushing.	Manual Handling Management

The WMS, independently or in conjunction with, the relevant BMD Standards, [COPs](#) and/or Work Instruction, will form the WMS for all construction work. Effectiveness of controls will be monitored and reviewed on an ongoing basis during:

- [Activity Based Conversations](#) (ABC)
- Workplace Inspections
- [Toolbox Talks](#) and [Pre Start Talk and Site Attendance Record](#)
- Health Safety and Environmental (HSE) Committee Meetings
- Audits.

10. Training / Inductions

A site induction will be delivered to all persons requiring entry into the work area, and this induction must be completed before any person is allowed access into the BMD work areas in accordance with the BMD [HSE Training and Competency Standard](#). The induction will highlight BMD's commitment to health and safety, and the safety focused culture for the project. Any training undertaken for the project shall be recorded on the appropriate form i.e. [Toolbox Talk](#) form. The [Training Attendance Register](#) shall be sent to Business Systems – Compliance Training email at the completion of the training.. Training delivered throughout the project will be evaluated in accordance with BMD training procedures.

A non-inducted person may be allowed access only as a visitor into the works and must be continuously accompanied by an inducted member of the management team.

10.1. General Construction Induction

A General Construction Induction Card (White Card) is required by all personnel prior to working on the project, , "NO CARD NO WORK".

Occasional short-term visitors are excluded.

A person holding a current General Construction Induction Card (White Card) from another state will not need to undertake general induction training for construction in other Australian States or Territories.

10.2. Project Specific Inductions

All workers onsite must attend the relevant induction prior to the commencement of work on the project; these inductions include safety, environment and quality requirements on the project. Details of inductions are to be entered in the [Site Induction Register](#).

The induction process will use the [Project-Regional Induction Template](#) and [Presentation Guide](#) to formulate the induction for the project.

Site Induction

The project induction will consist of a site-specific induction using the Site Induction Guide.

Additional Point:

In addition, the set requirements detailed around industrial relations in the [Employee Industrial Relations Management Plan](#) (EIRMP) / [Workplace Relations Management Plan \(WRMP\)](#) have been included in the on-boarding process.

The construction manager is to approve the inclusion of the short-term induction process in this IPMP.

Project supervision is responsible for ensuring all personnel have successfully completed the [Site Employee Record Form](#) prior to commencing work on the project as per the BMD [HSE Training and Competency Standard](#). The purpose is to ensure that all personnel are made aware of, are conversant and competent with the requirements of the following:

- this document
- hazards and risks they may be exposed to at the site
- relevant [Work Method Statements](#) (WMS)
- site rules including Personal Protective Equipment (PPE) requirements
- emergency procedures in accordance with the [Site Emergency Plan](#)
- incident reporting
- where to locate First Aider Officer contact details
- amenities
- the BMD [HSE Issue Resolution Management Standard](#)
- Health and Safety Representatives
- HSE committee representatives and meetings
- plant induction requirements
- registers, site inspections, audits
- environmental requirements
- cultural heritage
- community relations
- any other safety matters relevant to them or the site.

All personnel receiving induction training will be required to complete a [Site Employee Record Form](#) which includes providing personal details, along with other details regarding next of kin, any allergies, any details of first aid training and any certificates/tickets of competency. Photographic Driver's License should be sighted, with copies of General Construction Induction Card (White Card) along with necessary tickets and certificates taken during the induction. Persons arriving at the site with major plant or powered mobile plant will be required

to participate in a plant induction prior to commencing work, which includes the use of a [Pre-Site Acceptance Checklist \(refer to Plant and Equipment Management COP\)](#).

The project may cater for short term workers by implementing a short -term induction e.g. one-off minor deliveries where the risk has been assessed as low.

10.3. Short-term Induction

The project does allow, with the approval of the project manager (or their nominated delegate), on a case-by-case basis a short-term induction. This is done with the consideration of not only the project risks but the introduced risk to others (taking into account safety, environment and quality) and what controls are to be maintained during the activity.

When the work extends past seven (7) days or a scheduled full induction, the Worker(s) must attend the full induction and cannot be re-applied for within a three (3) month period.

10.4. Delivery Driver Induction

Deliveries to the site compound where the driver is not involved in offloading or loading, will not require an induction as the risk will be controlled by BMD.

Deliveries to site will require the [Delivery Driver Induction](#) to be conducted with the driver.

Project deliveries (including contractors) will be controlled in the following manner:

- all deliveries must go to the site compound
- deliveries to nominated offloading area as detailed in the Traffic Management Plan and waits for entry authorisation
- deliveries via controlled gates with approval required before entry to site utilising UHF communication with the Traffic Control
- Will remain under escort and/or direction of an inducted “BMD Representative” while on site.

10.5. Visitor Induction

It is a requirement that all visitors report to the site office to be provided a visitor induction covering:

- key works being conducted on the day
- applicable safety hazard and environmental aspects.

Visitors are also:

- required to stay with their escort and follow all appropriate directions
- subject to our key policy such as Fitness for Work and hence applicable testing
- required to sign in and out of the [visitors register](#).

If visitors meet the required criteria (including correct Personal Protection Equipment), they may visit the project site under escort of a BMD management representative that has been inducted.

10.6. Culture / Safety Based Behavioural Programme Training

BMD is committed to a strong and continuous improvement process for health and safety, culture and leadership to achieve the outcomes of the 'Zero Harm' Campaign. In the pursuit of this objective BMD will be unrelenting.

While systems are important, people are the key to an effective health and safety strategy. Similar to instilling a culture of quality within the team, it is critical that an all-pervading culture of safety is established and maintained to meet the project requirements.

BMD's goal is to ensure health and safety is taken on as an inherent core value by all personnel, remembering that values are ingrained, consistent and non-negotiable. Experience indicates that the empowerment of individuals to be able to make decisions and enact them in relation to health and safety is the strongest tool available to drive excellent and safe outcomes.

10.7. Certificates of competency

Formal evidence of these competencies must be available and reviewed by the foreman prior to any work commencing, otherwise work will not be authorised to commence. Subcontractors who engage employees must upload evidence of the above and confirm the competencies of their workers through BMD's Contractor Management System (CMS)

10.7.1. High Risk Work

In line with the relevant legislation, the BMD team will ensure that the following occupations/activities regarded as "High Risk Work" (Prescribed Occupation) are required to hold a licence to perform.

Activities Regarded as High-Risk Work	
• Scaffolding • Dogman/Dogger • Rigger • Slewing Mobile Cranes • Non-Slewing Crane • Bridge and Gantry Cranes • Derrick Crane • Personnel and Materials Hoist	• Boom type Elevation Platform • Concrete Placing Boom • Craneage & Host Operations (including a Hiab truck crane with a lifting capacity ≥ 10 ton) • Forklift • Working at Heights • Elevated Work Platform (EWP); includes Boom Lifts 11m or more • Asbestos

Additional Verification of Competency (VoC) or Operator Skills Assessment (OSA) are not required for activities regarded as high risk work, as the high risk work licences must be renewed every five (5) years.

10.7.2. Competency -Based Training

The following occupations/activities require the operator or user to hold an RTO issued Certificate of Competency/Accreditation and relevant licencing:

- First Aid Officer
- working at heights
- asbestos removal
- confined spaces;
- accredited traffic controllers
- all trade personnel e.g. welders, fitters, electricians etc.

10.8. Earthmoving or Particular Crane (EPC)

The operation of earthmoving equipment or particular crane (EPC) occupational classes does not require government licensing. BMD will ensure the competency of such operators through recognition of previously used government issued licences, current statements of attainment, VoC or nationally recognised (RTO) qualifications. A further Operator Skills Assessment will be conducted for each piece of plant/equipment prior to commencement of tasks.

Plant which falls under the EPC operational classes are as follows:

- backhoe
- front end loader
- excavator
- skid steer loader
- road roller
- grader
- scraper
- dozer
- bridge and gantry remote control crane.

11. Site Sign-In Register

In order for management to know who is on site each day, a site Sign-In Register will exist at the main site office. All personnel and visitors are to sign on and off the register daily. The register is an important tool with regard to accounting for people during an emergency. Suppliers, contractors or subcontractors are not authorised to allow anyone (e.g. their own workers, suppliers, visitors etc.), to enter the project site or work at the project site without receiving authorisation from the project manager or their nominated representative. All employees, workers, visitors or others are required to report to the site office and receive the relevant induction; this excludes emergency service workers such as the Police, Fire Brigade and Ambulance in an emergency situation.

12. Communication / Consultation

Communication, consultation, coordination and cooperation are important to ensure that site personnel (employees, subcontractors and others) share information, are provided with information about, and have input into, decisions relating to:

- HSE communications (internal and external)
- hazards associated with their work
- health and safety hazards/risks they may be exposed to
- measures to eliminate or minimise the exposure to hazards and risks
- changes that are likely to impact or have an effect on their health, safety or welfare
- preparation of safety documentation
- the procedure for reporting hazards, incidents, near hits to management.

This process is to be conducted in accordance with the BMD [HSE Communication Management Standard](#).

Health and safety issues resolution for the project resulting from any non-compliances/non-conformances by BMD employees are to be handled as per the BMD [HSE Issue Resolution Management Standard](#) and any relevant HR procedures outlined in the [Discipline Management Standard](#).

12.1. Consultation

Under the relevant Workplace Health and Safety Act, BMD has a duty to consult with its employees, subcontractors and others who have a shared duty of care for the same matter and will enable contribute to decisions affecting workers' health, safety and welfare as per the BMD [HSE Communication Management Standard](#).

BMD will fulfil its consultation obligations by establishing a Safety Committee as a forum to facilitate consultation between management and the workforce and by consulting employees and subcontractors in the development and review of the activity's [Work Method Statement](#) (WMS). Senior Management may at any time attend these meetings or the project site to discuss health and safety issues with employees or subcontractors. BMD has an open door policy at all levels of management however; workers must raise safety issues with their immediate supervisor/foreman in the first instance to provide them the opportunity to respond as per the BMD [HSE Issue Resolution Management Standard](#).

12.2. Health and Safety Representatives (HSR's)

HSE Representatives provide an effective way for the project to consult with workers on workplace health and safety matters. They also provide the opportunity for the project to benefit from workers' experience and their contribution to the decision-making process when managing risks.

A HSE Representative shall be elected for each work group by the employees who share similar workplace and safety conditions within that group.

The members shall decide how to conduct the election and shall define the terms of the appointment. The primary role of the HSE Representative is to represent the HSE interests of the workers.

Further details of this process are incorporated in the BMD [HSE Communication Management Standard](#).

12.3. Health, Safety and Environmental Committee (HSE)

BMD will establish a HSE committee for this project.

The establishment of the HSE Committee, meetings and responsibilities will be performed in accordance with the BMD [HSE Communication Management Standard](#) and the relevant Workplace Health & Safety Act.

Once the members of the HSE Committee have been finalised, the names and contact details of all members will be displayed on the project site notice board.

All members of the HSE Committee will be provided with appropriate training if requested.

At the first meeting of the HSE Committee, a schedule for subsequent meetings will be determined. The frequency of meetings should be monthly but can be changed to reflect the nature of the project however; they must meet at least every two (2) months as a minimum. Minutes of the meetings must be made available to all personnel and displayed on the project site notice board and in crib rooms.

The primary focus of the HSE Committee must be to keep under review the measures taken to ensure the health, safety and welfare of all persons in the workplace. The constitution of the HSE Committee shall be developed for guidance of the committee.

Subcontractors or their workers are to be invited to attend meetings (where practicable), should they not be available, and the minutes of the meetings will be made accessible to them.

12.4. Pre-Start Meetings

Pre-Start Meetings will be held prior to each shift commencing and the [Pre Start Talk and Site Attendance Record](#) form will be used to record the persons present and topics discussed. Pre-Start Meetings may either be site wide or area specific. The relevant Foreman for each section will hold Pre-Start meetings with all personnel under his/her supervision, which will include employees, subcontractors and any others working on the site.

The aim of the Pre-Start meeting is to discuss the activities that are intended to be performed during the shift. The meeting will cover the sequencing of the works, the allocation of resources, the methodology of the activity and the impacts of adjacent work activities. All health and safety issues relating to the intended work to be performed during the shift will be noted and discussed. The explanation of hazard alerts may also form part of these Pre-Start meetings.

12.5. Toolbox Talks

[Toolbox Talks](#) will be held on a fortnightly basis, at least, at the site compound or relevant area for demonstration purposes. All personnel engaged on the project will be required to attend. The Toolbox Talks offer a forum for health and safety issues relevant to the current activities being undertaken on site, to be discussed across all levels of the project.

The workforce will be encouraged to share their views on current site standards and all pertinent issues will be noted and addressed. Toolbox Talks will be recorded on the [Toolbox Talk](#) form and all personnel in attendance for the Toolbox Talk will be required to sign this form. The explanation of hazard alerts may also form part of the Toolbox Talks.

Note that the induction of [Construction Method Statements](#) (CMS), [Work Method Statement](#) (WMS) and [Job Hazard Analysis](#) (JHA) Cards may be carried out via a Toolbox Talk and will require a signature by the appropriate personnel.

12.6. Information / Notice Board

An information/notice board will be erected at the site compound in a prominent position. The board will display relevant health and safety information to the workforce. The following information will be displayed as a minimum and may be supplemented with additional information:

- emergency contact details
- site emergency assembly point
- site emergency procedures
- First Aid Officers
- local Medical Centre/Doctor (with map)
- HSE Committee Members/Safety Representatives
- minutes of HSE Committee Meetings
- legislative posters
- copies of HSE alerts.

Note that an office or shed wall may suffice as an information/notice board provided that the messages are clearly visible (as per [Site Setup and Establishment](#)).

13. Incident Management

13.1. Incident Reports

All incidents, injuries, near hits regardless of severity, are to be reported in accordance with the BMD [Incident and Accident Management Standard](#) and recorded in the [Incident and Accident database](#).

Incidents shall be initially classified to determine the level of notifications and investigation required. Whilst determining classification, it is imperative that both the actual and potential outcomes of the incident are considered.

Incidents shall be defined as one of the following:

- injury
- environmental damage
- plant/equipment damage
- breach
- non-work.

Depending on the severity of the event and the classification of the incidents following an investigation, the findings may determine that the classification may need to be reviewed.

In addition to internal classifications, the event will also be classified according to the relevant legislative acts i.e. 'Serious Accident', 'Dangerous Occurrence' or 'Material Environmental Harm,' with notifications to one or multiple authorities required.

13.2. Records, Reporting and Investigation

All incidents, accidents and near misses are to be recorded in the BMD [Incident and Accident database](#). A comprehensive incident investigation may need to be conducted dependent on the severity or the potential of the incident or injury. All incident, accident and near miss documentation will be stored in this database.

13.3. Regulatory Notification

BMD is required, under the legislation, to report to the relevant regulatory body any reportable incidents as defined under the relevant Workplace Health & Safety Act. The safety coordinator or project manager shall report any reportable incidents to the Regulatory Body in accordance with legislative requirements using the appropriate approved form (if any). In the event of a notification being made, the client or their nominated representative shall be notified within 24 hours of the occurrence of the event or as per the project documentation specifications.

13.4. Injury Management

BMD recognises there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace. The below State/Territory Act and Regulation provide the legislative support for workplace rehabilitation activities:

- Qld – Workers Compensation and Rehabilitation Act 2003
- Qld – Workers Compensation and Rehabilitation Regulations 2014

BMD will manage all injuries in accordance with the [Injury Rehabilitation Management Standard](#).

14. Emergency Procedures

14.1. Emergency Response Equipment

Emergency procedures specific to the site will be developed for the project in accordance with the BMD [Site Emergency Plan](#) and the [Site Emergency Evacuation Procedure](#). This site-specific plan will be developed once BMD has been mobilised to site.

Project staff and workers will be made aware of the current requirements of the specific responses through a combination of:

- [Site Employee Record Form](#)
- [Toolbox Talks](#)
- posters
- health and safety drills conducted by the foreman and/or safety coordinator on site
- mock emergencies may be run on site to reinforce these procedures.

The effectiveness of the emergency response procedures will be tested periodically in accordance with BMD's emergency guidelines (as a minimum every six (6) months) and amendments made as required.

BMD will provide training to employees where they have been allocated emergency response responsibilities.

BMD will provide and maintain first aid area for the project. First Aid Kits will be located in suitable areas including:

- some company owned vehicles
- site office
- other locations as determined by site specific requirements and the risk assessment.

First aid trained personnel will be appointed to each site and their photos will be displayed in a prominent place to identify their roles.

Suitable firefighting equipment including various classes of extinguisher will be supplied and maintained on the project including:

- extinguishers in certain company supplied vehicles
- in the vicinity of a hazardous combustible substance storage areas

- specific site buildings
- as determined by the [Job Hazard Analysis](#) (JHA) process for particular tasks e.g. hot works.

15. Amenities

Where a BMD compound exists, [Site Set-up and Establishment Core Operating Procedures](#) determines that the following items and information must be displayed as a minimum. Depending on the scope of the project, more items may be required. Supervisors are to refer to the Project Risk Register to identify additional items.

These items are as follows:

- site security
- lighting requirements
- site emergency requirements and contact banner
- site safety statistics
- site posters/safety information
- first aid facilities
- fire extinguishers
- PPE requirements
- general signage requirements
- site amenities
- storage of chemicals
- two-way radios (this is to be risk assessed and either two way or fixed to be provided).

To ensure hygiene and health are maintained on site, the following steps will be taken:

- potable water shall be provided on site
- toilets and adequate hygienic disposal of sanitary items for women shall be provided to workers and maintained in a clean and hygienic condition
- First Aid Kits shall be provided at all site offices and made reasonably available to employees and other workers
- ensure there is appropriate, safe and clear access to and from the workplace
- employees must be protected against exposure to dangerous sound levels by controlling exposure or by the use of the proper Personal Protective Equipment (PPE)
- workers shall have reasonable access to a crib room and a sheltered area to eat meals and/or take breaks
- all BMD site vehicles (LVs) will be fitted with personal First Aid Kits.

Regular weekly health and hygiene inspections will be scheduled to review specific areas of work for compliance with this document, other health and safety plans and contract requirements.

16. Subcontractors

16.1. Subcontractor Evaluation

Prior to commencing on site, a subcontractor and supplier evaluation must be undertaken utilising the [BMD Subcontractor Pre-award Evaluation](#) form and uploaded to the BMD [Company database](#), as stated in the [Subcontractor HSE Management Standard](#). This will be used to determine if the contractor is operating under the project's or their own HSEQ systems.

Where the subcontractor has approval to use their own HSEQ system, it is also acceptable for their own documentation to be used. Records must be retained and produced upon request.

16.2. Subcontractor On-boarding

The gathering of subcontractor qualifications and the delivery of BMD's Online Training (BOLT) is obtained by using the Contractors Management System (CMS). Further information is provided through the following key documents:

- [Welcome to the CMS template letter](#); this is used to notify subcontractors of the system requirement prior to arriving on site.
- [BMD Contractor Management System \(CMS\) – Outline](#)
- [BMD Contractor Management System \(CMS\) – Quick Guide – BMD Representative](#)
- [BMD Contractor Management System \(CMS\) – Quick Guide - Contractors](#)
- [BMD Contractor Management System \(CMS\) – Quick Guide – Contractors Representative](#)

16.3. Quality Control

Subcontractors requiring the principal's approval will be as nominated in the contract. Applications for approval of subcontractors shall include that part(s) of the proposed subcontract document showing the applicable subcontract requirements, and, when requested, the project's evaluation of the subcontractor's ability to meet subcontract requirements. This is in accordance with the [Subcontractor Management Standard](#).

16.4. Safety and Environmental Controls

Subcontractors will be required to comply with the safety and environmental requirements of the project including principal requirements and the BMD Management System. Specific requirements that need to be implemented as part of the subcontractors' works will be discussed with that subcontractor at the pre-start meeting, site induction or during the discussion of the [Work Method Statement](#) (WMS).

Where the subcontractor operates under their own project-approved Safety or Environmental Management Plan, they will be required to perform works in accordance with that plan. An audit will be conducted by the project manager (or delegate) to verify the subcontractor's compliance. Prior to the subcontractor commencing work on site, the project will obtain the subcontractor's WMS(s) and check against the requirements of the project [WMS Checklist](#). A copy of the completed checklist shall be filed on site. A copy of the Subcontractors WMS(s) will also be retained in the site office for review at any time.

Subcontractors are to participate in site training and communications as per that of the overall project workforce.

16.5. Subcontractor Non-Conformance

All subcontractor non-conformances are to be documented on the [Subcontractor Infringement Notice](#) form and actioned in accordance with the [Discipline Management Standard](#).

BMD places a high value on selecting subcontractors on their ability to comply with workplace health and safety requirements. Subcontractors are selected through the tendering process and are assessed as per the BMD [Subcontractor Management Standard](#).

In order to ensure that subcontractors are aware of their responsibilities under current legislation, they will be required to provide information in accordance with the Standard. Additionally, prior to the award of any major subcontract, the subcontractor's representative/s will be required to attend a meeting with BMD management to finalise the contract details.

For any portion of the works that will be subcontracted, a tender package will be sent out to all potential subcontractors and will include a section for the health and safety requirements for the project and the documents to be provided by the subcontractor.

All subcontractors will be required to review the submitted documents and accept the provisions detailed within. No tender will be accepted until Subcontractor Engagement Checklist has been satisfactorily completed.

If the subcontractor's health and safety management system is not appropriate, they may adopt BMD's management system. They will be required to revise this document and/or [Work Method Statement](#) (WMS) and submit the appropriate plan and/or WMS on their company letterhead displaying their own company details.

16.6. Responsibilities of Subcontractors

Subcontractors are required to participate in health and safety based activities required by BMD including [Activity Based Conversations](#) (ABCs), regular health and safety [inspections](#), [Toolbox Talks](#), HSE Committee Meetings, Plant Risk Assessment, [Pre-Site Acceptance Checklist](#), [Pre Start Talk and Site Attendance Record](#), Internal/External Audits, Site Inductions, Permit To Work, Plant Inductions, monitoring of plant, chemicals/substances, equipment, temporary structures used by them or their workers and any other necessary activity.

Through the [site inspections](#) that will be conducted on site, the subcontractor's health and safety performance will be continually evaluated.

If continuing non-conformances are recorded or if a serious breach of the Subcontractors Safety Management Plan (SMP) and/or WMS is identified, the BMD project manager or nominated delegate will issue a [Subcontractor Safety and Environment Infringement Notice](#). Failure to comply with the notice and/or a repeat offense will result in the subcontractor being directed to stop work immediately and the BMD project manager will take further action under the terms of the contract. The record of the infringement notice is to be attached to the subcontractors profile in the [Subcontractors / Suppliers Database](#). Details of the Subcontractor Infringement Notice must be entered by BMD's regional BMS representative into the [Infringement Notification Register](#).

For safety and environmental notifications that have been issued by a regulatory body (e.g. WorkSafe QLD) to BMD or a subcontractor working on a BMD project site, notification details must first be entered as an incident

as per the [Incident and Accident Management Standard](#). The record is to be attached with the incident within the incident and accident database. The incident and record is then to be entered into the [Safety & Environmental Notices Register](#). Details of the notification must be entered into the register by BMD's regional BMS representative.

17. Fitness for Work

BMD is committed to providing a safe working environment by eliminating conditions and work practices that may lead to illness or injury or damage to equipment or property. All persons at a BMD workplace shall present themselves fit for work.

The purpose of this [Fitness for Work Management](#) standard is to detail and advise of the processes required to ensure that all workers at a BMD workplace are fit for work, including but not limited to:

- operators
- labourers
- subcontractors
- client representatives
- consultants
- management
- office staff
- visitors
- delivery drivers.

Monitoring of the working environment will include any requirement for survey of likely health hazards such as airborne particles, corrosive and caustic chemicals, noise and vibration, manual handling, stress and infectious disease.

BMD will implement a health and hygiene program for the project which will be developed and implemented, whilst being applied to each construction activity and may include where appropriate:

- pre-employment health checks
- drug and alcohol random testing as deemed by the project manager
- provision of first aid provisions and site health services
- monitoring the working environment for health hazards
- monitoring of personnel who may be exposed to particular hazards.

17.1. Fatigue Management

Worker fatigue poses an obstacle in project efficiencies and management, which shall be recognised as a workplace hazard with the risks managed accordingly.

Persons who control work on site will take into account and manage:

- current rosters, work patterns, commuting time and intensities of shifts for staff undertaking different types of safety critical and safety related work during any required closure
- the 'best case' and 'worst case' scenarios for each role and where peaks in fatigue and risk occur.

Those who manage workers on site must manage fatigue by a process that involves the following aspects:

- ensure project personnel are made aware of symptoms and understand issues related to fatigue hazards and the associated risks
- ensure systems are Implemented for standing workers down who present themselves in an unfit state for work
- ensure there is adequate drinking water and electrolyte replacements (where necessary)
- monitor project personnel fatigue conditions, hours of service and overtime concerns for site safety
- manage rest periods to ensure that project personnel are always alert and fit
- adoption of legislative requirements and industrial conditions
- carry out awareness training that would explore the shared responsibility of fatigue management.

This process shall be supported with a specific agenda item as part of the project health and safety meetings.

17.2. Fitness for Work (D & A)

Under the guidance of the project manager, the project will implement a Fitness for Work Program in accordance with the [Fitness for Work Management Standard](#).

This project falls under the Building Code; therefore, the following criteria must be adhered to:

1. As a minimum, frequent and periodic testing (at least once per month) of the workforce (both construction workers and site office workers) will be as follows:
 - (a) where there are less than 30 workers on-site – at least 10% of the workforce
 - (b) where there are 30 to 100 workers on site – a minimum of five (5) workers per month
 - (c) where there are greater than 100 workers on site – a minimum of 10 workers per month

17.3. Pre-Employment Medical Assessment

As part of this Project's Fitness for duty requirement, a pre-employment medical (PEM) assessment will be undertaken and is to be facilitated by Jobfit with components of the assessment may include:

- Functional Capacity Assessment
- Audiogram (hearing examination).

17.4. Mental Health Awareness

Mental health plays an important part in our workers lives. For this reason, BMD maintains a Good Health and Wellbeing program along with an Employee Assistance Program (EAP) (Ph.: 1300 360 364). Further details are provided via [The BMD Way](#).

The EAP is a service provided by BMD which is free* for BMD employees and their immediate families. The program is completely voluntary and confidential providing access to qualified counsellors. Employees and their

families have the opportunity to discuss issues that may be affecting their quality of life and identify ways to resolve them.

Note: for 24-hour crisis support call Lifeline on 13 11 14 or Beyond Blue 1300 224 636.

The EAP program can also be made available to subcontractor workers on an agreed basis with the approval of the construction manager.

BMD is also proud to align itself with external support through [Mates in Construction](#) and [Beyond Blue](#).

18. Dangerous Goods / Hazardous Substances

Dangerous goods have the potential to present a great and immediate risk to not only workers and members of the public at or near a site, but also to the environment in general. Hazardous chemicals also have the potential to present great risk to persons sometimes without them knowing it. It is therefore the policy of BMD to ensure that all dangerous goods and hazardous chemicals at the workplace are used, stored and transported in accordance with relevant legislative requirements, [Safety Data Sheets](#) (SDS) and any relevant [Australian Standards](#) and [Hazardous Chemical Management COP](#).

Any transporting of dangerous goods must comply with the [Australian Dangerous Goods \(ADG\) Code](#), while the use of dangerous goods and/or hazardous chemicals at the workplace must comply with all relevant statutory legislation, [Codes of Practice](#) and advisory codes. The legislation sets down strict guidelines for the use of hazardous chemicals at the workplace. Hazardous or dangerous chemicals must be substituted with less hazardous or dangerous chemicals where practicable, including those used by subcontractors.

18.1. Use of Hazardous Substances and Dangerous Goods

Use and storage of all hazardous substances and/or dangerous goods must be in accordance with the requirements of the [SDS\(s\)](#), Hazardous Chemical risks assessment and any [Work Method Statement](#) (WMS(s)) developed for the task. Refer to Hazardous Chemical Management Core Operating Procedure (COP).

There shall be a current SDS supplied by the manufacturer/supplier for each substance listed in the Hazardous Chemical Register.

MSDS(s) must be placed in a register that will be easily accessible. This will allow workers who may be exposed to the chemical to refer to it easily. This may necessitate SDS being read by the person or persons performing the works prior to undertaking such works or being placed in vehicles or the first aid room if applicable.

18.2. Hazardous Substances and Dangerous Goods Register

The [Register](#) for chemical products and dangerous goods will be maintained on the project in accordance with the BMD [Hazardous Chemical Management](#) Core Operating Procedure. A hazardous substance risk assessment will be conducted for all chemicals identified as 'Hazardous' and 'Dangerous'. These records will be stored in SharePoint.

18.3. Subcontractors' Hazardous Chemicals and Dangerous Goods

Subcontractors are required to provide BMD with a register of all hazardous chemicals and/or dangerous goods and the quantities they intend using on the project. They must also provide a copy of each MSDS with a risk assessment to BMD's Safety Coordinator five (5) days prior to coming on the site; this [SDS](#) is to align with the risk assessment and approved [WMS](#).

19. Isolation, Lockout and Tagging

Isolation may be conducted by way of a switch, circuit breaker, valve or ignition point to ensure that equipment cannot be switched on inadvertently.

Training shall be provided for onsite tagging and lock out requirements during the general induction.

Isolation/Lockout and or Danger Tags are to be used on all isolations, tags are only to be placed and removed by the authorised person. This process will be carried out in accordance with the [Isolation and Tagging Management Core Operating Procedure](#) (COP).

20. Working Near or Around Live Services

Working near overhead/underground services will be carried out in accordance with the BMD [Working Near Services Management](#) Core Operating Procedure (COP). Tasks that are conducted around overhead/underground services require the supervisor to contact the relevant authority (e.g. [Dial before you Dig](#), Electrical Provider etc.), prior to the commencement of the task. The following two steps are required:

1. Gain relevant approval.
2. Be made aware of specific hazards that may be present around the electrical service.

The Site Supervisor is then responsible for ensuring that these hazards are included as part of [Work Method Statements](#) (WMS(s)) and [Job Hazard Analysis](#) (JHA) Cards.

20.1. Underground Services

Standard field health and safety precautions must be adopted when underground services/utilities are likely to be present in the vicinity of the excavation or trench work. In general, these precautions require the Nominated Service Advisor to:

1. Contact [Dial before you Dig](#) services prior to the commencement of a task.
2. Consult [Dial before you Dig](#) plans, inspect the site looking for known and unknown services or utilities based on available plans and features on site, develop a Service Control Plan and issue [Permit to Work](#).
3. Positively locate services using a locating device, non-destructive excavation or potholing.
4. Mark the underground service locations on the ground using paint, pegs or other suitable high visibility markings.
5. Comply with any specific safety precautions required by the service or utility owner.
6. Advise relevant workers of the underground utility location and any specific safety precautions (it must be included as part of the [Permit to Work](#), [WMS\(s\)](#) and any [JHA\(s\)](#)).

7. Issue Direct Supervisor with permit requirement and potholing requirements.
8. No spotter, no work.

20.2. Overhead Services

Standard field health and safety precautions must be adopted when overhead services/utilities are likely to be present in the vicinity of the construction task. These precautions require the Foreman to:

1. Advise relevant workers of the overhead electrical cable locations and any specific safety precautions (it must be included as part of the [Permit to Work, WMS\(s\)](#) and any [JHA\(s\)](#).
2. Provide a trained and competent spotter for the duration of the task if there is any risk of entering the electrical exclusion zones.
3. Clearly identify the location and clearance height of overhead electrical wires.
4. Contact the utility owner if there is any risk of coming into contact with the electrical wires or where there is a need to have them turned off temporarily.

20.3. Exclusion Zones

Electrical Safety Regulations prohibit persons and/or the plant they are operating to come within a certain exclusion distance from live overhead electrical cables.

The extent of the exclusion zone varies depending on the voltage through the conductor, the operation envelope of the plant and, the training and experience of the operator and spotter.

21. Remote or Isolated work

As per BMD [Remote or Isolated Work Management](#) Core Operating Procedure, all risk management procedures are to be developed in accordance with BMD's Risk Management Standard.

The hazard identification, risk assessment and control (HIRAC) process outlined in the [Risk Management Standard](#) is to be applied to the management of risks associated with remote or isolated work. Establishment of first aid facilities on site must be compliant with relevant Legislation and the First Aid Risk Assessment and [Site Setup and Establishment](#).

A [Work Method Statement](#) (WMS) or Work Instruction is to be compiled to document all risks and management controls specific to the remote and isolated nature of the project. The WMS or Work Instruction must be compiled with reference to all relevant legislation and in consultation with personnel involved in the remote or isolated work. The Project Manager or senior BMD representative must conduct a final review and signoff.

Section 9 of [Plant and Equipment Management](#) Core Operating Procedure mandate that all mobile plant must have a two-way radio therefore provide communication source for when working in area with visual range

22. Trenches and Excavations

Trenching and excavation works on the project will be undertaken in accordance with the BMD [Trenching and Excavation Core Operating Procedure](#) (COP) and the [Work Method Statement](#) (WMS) developed for the tasks involved. The following are minimum requirements for trenching and excavation:

- A suitably qualified person is to be used to:
 - design shoring/battering controls; bench sides of excavation
 - regularly inspect the excavation/trench for signs of collapse and to ensure controls remain adequate
 - prepare emergency procedures in the event a collapse occurs
 - implement control measures to remove the risk of flooding and or engulfment due to water infused soil instability.
- All trenches/excavations greater than 1.5 meters in depth will be shored, benched and/or battered before a person enters.
- All trenches/excavations will be barricaded at least 900mm high to prevent accidental entry unless the erection of the barricade or hoarding is impracticable, or no person is likely to be in the vicinity of the excavation. Any open penetrations must be barricaded or covered at the end of the shift.
- All trenches/excavations greater than 1.5 meters in depth, in which a person will work, must have adequate access and egress provisions e.g. ladders secured at 9-meter intervals.
- Prior to the commencement of any excavation work, all services will be located by means of contacting [Dial before you Dig](#), potholing and manual excavation and must be clearly marked.

23. Public Access

BMD has an obligation to ensure that project activities are safe and without risk of injury or illness to members of the public at or near the project. A risk assessment will be used to determine general issues pertaining to public protection.

24. Signage and Barricading

Legislation, the site risk assessment and [Work Method Statement](#) (WMS) will be used to determine general appropriate signage for the project. The principal hazard process conducted at the commencement of the project will be used to determine signage and barricading requirements.

Subcontractor signage must comply with any legislative requirements and be commensurate with their site-specific risk assessment. BMD reserves the right to direct subcontractors to erect appropriate signage.

All traffic control signs shall be of Class 1 reflective material and shall be in accordance with the [Manual of Uniform Traffic Control Devices](#) (MUTCD)). The BMD [Traffic Management Plan](#) (TMP) and Traffic Guidance Schemes (TGS's) will be developed for the project where required.

25. Plant and Equipment

No registrable plant is to be used on the project unless proof of registration is provided. Plant that can access roadways are required to have a conditional restricted registration issued by the relevant Transport Authority. Proof of registration and insurance is to be provided prior to the commencement of work. All registrable plant must undergo the necessary pre-hire checks prior to commencement of work. All plant drivers/operators must have the applicable authorisation to operate vehicles, plant and equipment.

BMD [Plant and Equipment Management Core Operating Procedure \(COP\)](#) requires that all mobile powered plant and equipment used on the project (including those owned by BMD or its members, hired or supplied by subcontractors to BMD) are to undergo the following inspections and tests:

- plant risk assessment prior to mobilisation on site
- plant daily inspection prior to commencement of work each shift
- manufacturers or suppliers' requirements;
- health and safety inspections or audit requirements
- daily, weekly and monthly plant and equipment inspections determined by the project manager.

The above applies whether the plant is BMD, parent companies, subcontracted or hired in plant. Where the manufacturers or suppliers supply recommendations for servicing plant (e.g. Earthmoving Machinery, Cranes, Elevated Work Platforms, Fall Prevention or Arrest Equipment etc.), this will be monitored by the foreman and where available another nominated BMD representative.

Subcontractors are required to upload into Plant Assessor, documented evidence of plant services and maintenance prior to commencing any work with BMD and are also responsible for ensuring their ongoing service or maintenance schedules are not exceeded. Plant that has exceeded its service or maintenance schedules will be stood down until service and maintenance requirements have been met.

Pre-site plant [inspections](#) will be conducted prior to any plant commencing on site. The project representative will undertake regular checks to verify that these are occurring correctly. All owners and operators of plant used on the site are required to conduct a [daily pre-start inspection](#).

The database and processes developed by [Plant Assessor](#) are being used on this project for pre-site inspections and daily plant inspections.

Where the subcontractor has approval to use their own HSE system, it is also acceptable for their own documentation to be used. This is to be evaluated, agreed and communicated prior to commencement on-site.

Any issues identified in the plant inspections must be rectified as soon as practicable. Any defects that impair the safe operation of the plant will result in the plant being removed from site.

26. Electrical Equipment

As per the BMD [Electrical Equipment Management Core Operating Procedure](#) (COP), the minimum requirements are intended to protect persons, livestock and property from electric shock, fire and physical injury

hazards that may arise. These hazards may arise from an electrical installation used with reasonable care and with due regard to the intended purpose of the electrical installation.

The following is a list of minimum electrical requirements:

- [Electrical Equipment Register](#)
- fixed or portable Residual Current Devices (RCDs) must be used
- before use, all electrical power tool leads, and extension cords will be checked for defects, cuts, loose wires etc.
- the tool or equipment will only for the purpose for which it was designed
- all tools will be double insulated and used with an RCD
- electrical equipment, including RCDs will be regularly inspected and tested in accordance with the relevant legislation
- Circuit Breaker (CB) for sub-circuits emanating from main and distribution boards will be adequately identified at their origin;
- welding cables and leads will be placed on stands where possible
- extension leads will be kept off the ground, as short as possible (no more than 32 meters in length, including the length of the cord on the tool) and protected from mechanical damage and heat
- leads will be elevated after 10 meters and kept out of water
- earth leakage protection will be provided on all electrical supply and installations, and where portable generators are used, earthing mechanisms will be employed as necessary
- there is a documented lock-out/tag-out process for isolation of electrical energy source
- extension leads, tools, will be tested and tagged by a competent person
- only qualified electricians will make alterations or repairs
- all electrical shocks will be reported and eye protection will be worn where there is a possibility of an electrical flash
- cords, leads or plugs will not be attached if they become a tripping hazard
- extension cords will not be attached to scaffolding
- all portable electrical equipment, including flexible extension cords, will be tested and tagged by a competent person at least every three (3) months
- all electrical fixed wiring will be completed in accordance with [AS/NZS 3012: 2010 "Electrical Installations – Construction and demolition sites"](#).

All electrical equipment (including RCDs) will be regularly inspected and tested in accordance with the relevant jurisdictional legislation. At BMD, all relevant electrical equipment will be tested every three (3) months as a minimum.

Inspection and testing of electrical equipment must be carried out by a competent person who has acquired the relevant training, qualification or has the knowledge and skills to carry out the task and must comply with [AS/NZS 3760: 2010 "In-service safety inspection and testing of electrical equipment"](#).

27. Personal Protective Equipment (PPE)

The BMD [Personal Protective Equipment Policy](#), has determined general site requirements for Personal Protective Equipment (PPE).

Persons required to wear PPE will receive the appropriate training on the selection, use and maintenance of PPE.

In addition to the PPE requirements stipulated in the Policy, this Project has identified the following additional requirements:

- Gloves

Employees, subcontractors (or their workers) who fail to comply with PPE requirements will be subject to the BMD's disciplinary procedures as outlined in the [Discipline Management Standard](#).

BMD has determined general site requirements for Personal Protective Equipment (PPE). They are as follows:

- long sleeve shirt (Hi-Visual) must be worn. Visitor requirement is, as a minimum, a long sleeve business shirt accompanied with a Hi-Visual safety vest
- long trousers must be worn
- lace-up safety footwear above the ankle must be worn in all areas at all times ([AS/NZS 2210: 2010 "Safety, protective and occupational footwear – Guide to selection, care and use"](#))
- safety eye protection must be worn in all areas unless otherwise designated ([AS/NZS 1337: 2010 "Personal eye protection – Eye and face protectors"](#))
- hard hat must be worn in all areas unless otherwise designated ([AS/NZS 1801: 1997 "Occupational protective helmets"](#))
- gloves must be worn whenever undertaking manual tasks ([AS/NZS 2161: 2000 "Occupational protective gloves – Selection, use and maintenance"](#)).

Safety head and eye protection is not required to be worn while inside administration or amenity areas unless there is a risk of a head injury as a result of a work activity being performed.

Persons required to wear PPE will receive the appropriate training (e.g. [Toolbox Talks](#)) on the selection, use and maintenance of PPE.

28. Working at Heights

Where a person is required to work at heights, appropriate control measures shall be determined as part of the [Work Method Statement](#) (WMS) process and the BMD [Working at Heights Management Core Operating Procedure](#) (COP). Subcontractors will be required to provide a system of fall prevention or protection. All personnel engaged in any working at heights activities are to provide documented evidence of a training competency. Emergency recovery procedures are to be prepared where a fall arrest system is to be used and all working at heights equipment is to be checked in accordance with the manufacturer's requirements.

29. Scaffolding

Where a person is required to conduct work involving the use or implementation of scaffolds on a BMD project, including BMD employees, subcontractors, visitors, suppliers, service providers and their representatives and clients and their representatives a [Scaffolding Management](#) Core Operating Procedure is to be used to ensure correct safety processes during these works and is generated at a level compliant to all WHS Legislation. All personnel engaged in any scaffolding activities are to provide documented evidence of a training competency.

30. Confined Space Entry

All work involving working near or near the entry into a confined space will not commence without a [Confined Space Entry Permit](#) and will be conducted in accordance with [AS 2865: 2009 "Confined spaces"](#), the relevant Workplace Health & Safety Regulations and the BMD [Confined Space Management Core Operating Procedure](#) (COP).

The risk assessment process will be used to determine hazards/risks associated with this work in accordance with the above mentioned references and relevant [Work Method Statement](#) (WMS) must be prepared by a competent person.

The risk assessment and proposed controls must be documented and submitted to BMD prior to entry into the confined space. This also applies to BMD employees, subcontractors and their workers.

All personnel engaged in any confined space activities are to provide documented evidence of trained competency.

The foreman must familiarise themselves with the [Confined Spaces COP](#) and ensure any requirements are implemented prior to confined space entry activities occurring.

31. Traffic Management

BMD shall be responsible for the safe and orderly passage of vehicular and pedestrian traffic through the project at all times. BMD shall develop the [Traffic Management Plan](#) (TMP) and Traffic Guidance Schemes (TGS) for the project (separately controlled documents) that shall establish appropriate controls. The TMP and TGS(s) will be developed and implemented in accordance with the requirements of the [Manual of Uniform Traffic Control Devices](#) (MUTCD)). The [Traffic Management for Construction or Maintenance Work Code of Practice](#)) will be considered when establishing site requirements. Where traffic controllers are used they must hold all relevant accreditations and licences to perform traffic control.

32. Manual Handling

Manual handling is identified as high risk in the construction industry and is to be dealt with in accordance with the [Manual Handling Management Core Operating Procedure](#) (COP). All manual handling activities must be risk assessed.

Manual Handling tasks will be assessed, and controls documented in accordance with:

- [Risk Register](#)
- [Manual Handling Assessment](#)
- [Work Method Statement](#) (WMS)
- [Job Hazard Analysis](#) (JHA)

The foreman is to ensure all site workers (including subcontractors) receive instruction and training on manual handling-related issues in accordance with:

- work activity based induction training and/or [Toolbox Talks](#)
- [WMS](#) and [JHA](#) process
- any other relevant safety documentation.

The foreman is responsible for ensuring they familiarise themselves with the [Manual Handling Management COP](#) and ensuring practices are put in place to reduce manual handling risks.

33. Working Near or Over Water

A risk assessment for working over water shall be conducted in accordance with the [Working Near or Over Water Management Core Operating Procedure](#) (COP), to determine the necessary strategy to prevent the occurrence of incidents or injury to those carrying out the work activities. The risk assessment shall be carried out in accordance with the BMD [Risk Management Standard](#) and [Work Method Statements](#) (WMS(s)) will be prepared, identifying final control measures. Factors to be considered, but not limited to, are listed below:

- types of access
- depth of water
- employee's ability to swim
- marine creatures
- type of work activity
- work environment
- exposure to the elements
- tidal influences
- type of plant used
- temporary or permanent structures in place.

34. Project Rules

The project rules will form part of the Site Induction and are contained within the induction content. All workers, visitors and other people on the project will be required to adhere to the project rules at all times.

34.1. General

- All personnel intending to access any part of the project site for any reason must report to the site office/foreman before commencing any work on the project site.

- All site workers must attend a Site Induction, be the holder of a current General Construction Induction Card (White Card) and present it for viewing and recording before commencing, “NO CARD, NO START”.
- Parking must be in reverse and in designated parking areas only. Unloading and loading in designated areas only.
- No excavation works to commence unless the BMD foreman instructs you to do so. Potholing and a [Permit to Work](#) is mandatory as per the [Work Method Statements](#) (WMS(s)).
- All holes and excavations must be protected or barricaded. Barricades must be at least 900mm in height and one (1) metre back from the edge as a minimum (where practicable).
- All hazards, incidents and near hits must be reported regardless of severity as soon as it is safe to do so.
- Lunch sheds will be kept closed in construction areas and are ‘smoke free’ zones. Smoking is only allowed in designated areas.
- Glass containers are not permitted on site.
- All fire safety precautions/signage etc. are to be obeyed.
- Firearms, alcohol and drugs are not permitted on site.
- No unauthorised use of mobile phones or media devices whilst in the work area.
- No unauthorised cameras will be allowed on site.
- Seat belts will be worn in all light vehicles, plant and equipment where fitted.
- Animals are not permitted on site.
- Fighting or horseplay on site will not be tolerated.
- Queries from non-project personnel will be directed to the relevant site supervisor.
- Non-resolved issues concerning the health and safety, or environmental matters will be directed to the relevant site supervisor.
- Persons found stealing from site face disciplinary actions and the matter will be referred to the police.
- All personnel will comply with all health and safety directions from the project management team or health and safety personnel.
- The project management team reserves the right to conduct random personal inspections.
- All environmental controls must be in place at all times. If damage occurs, the relevant site supervisor will be informed.
- There will be zero tolerance of sexual harassment. Disciplinary actions will be taken.
- All personnel will wear site required Personal Protective Equipment (PPE) at all times.
- Syringes are to be reported to the project management team prior to immediate removal. DO NOT TRY TO REMOVE THE SYRINGE YOURSELF, unless appropriate training and a sharps container and tongs are available on site.
- Any person found urinating on site except in site amenities will be removed from site. No exemptions.
- All personnel are to know their obligations under the relevant Workplace Health and Safety Legislation.
- The minimum age limit can be found in the [Site Induction Handout](#); persons under this age will not be permitted on site. This exclusion includes minors travelling in vehicles, including trucks.
- The use of star picket rammers with gloves are mandatory when installing barricading.

35. Housekeeping

Work areas and amenities are to be kept clean and tidy at all times. Regular checks will be performed by the foreman, the safety coordinator, subcontractors, engineers and others as requested.

In general:

- Access ways MUST be kept clean and free from obstruction at all times, including containers.
- Access to firefighting equipment must be kept clear at all times.
- Spill kits must be readily available, sign posted and maintained.
- The storage, movement and disposal of construction materials and waste at the workplace will be included in the [Project Risk Register](#) and all control measures are to be implemented in accordance with the risk assessment.
- Illegal disposal or dumping of any construction waste may lead to a person's employment contract being terminated immediately.
- [Environmental Management Sub-Plans](#) (EMSPs) and procedures specific to the project that include legislative and client requirements will be prepared by the Environmental Representative prior to work commencing and communicated to all workers during the Site Induction and [Toolbox Talks](#).
- In general, materials are to be stored and stacked so they cannot fall or roll, and kept tidy so they cannot cause injury.
- Areas for storage will be marked out at the site and communicated to relevant personnel as will areas for unloading of goods and plant.
- An approved waste removalist company will be used to remove construction waste and they will be subject to BMD's procurement procedures to ensure they have the necessary systems in place to ensure safe transport and disposal of construction materials.
- Sufficient bins are to be provided for rubbish, recycling, waste storage and disposal.
- All areas are to be kept tidy and waste is to be placed in the appropriate bins provided.

36. Monitoring and Review

36.1. Workplace Inspections

The project will be inspected on a regular basis in accordance with BMD [site inspections](#) by the project manager, senior project engineer, project engineer, site engineer, site supervisors, the safety coordinator and subcontractors for their respective work provisions contained within their approved plan. For health monitoring and surveillance, inspection testing and monitoring refer to the BMD [Workplace Inspection and Observation \(Monitoring\) Management Standard](#). Audit scheduling will be based on the significance of health and safety risks and the results of previous audits.

36.2. Government Agency Inspections and Investigations

In accordance with BMD requirements, the project manager, site construction manager and the safety coordinator must be notified immediately if a Workplace Health & Safety Regulatory Inspector or other

representative seeks to conduct an investigation or inspection relative to any project construction activity (subcontractors included).

BMD will participate in inspections and investigations which are relative to their scope of work and activities or at the request of the client. Additionally, those in the workforce who have been appointed for safety purposes during establishment of the site will be notified of any impending inspections and be allowed to participate in the inspection (in accordance with legislation).

36.3. Activity Based Conversations

All workers and site personnel are responsible for the continual observation and monitoring of the workplace to identify potential risks/hazards and safety requirements through the use of [Activity Based Conversation](#) (ABC) in accordance with the BMD [Workplace Inspection and Observation \(Monitoring\) Management Standard](#). The observations will then be recorded in the [ABC database](#) and the corrective actions assigned to the [Corrective and Improvement Actions database](#).

36.4. Audits

Internal audits of the project will be conducted in accordance with the management system processes. Health and safety system audits will be conducted by the Health and Safety Representative at intervals as determined in the audit schedule as per [Audit Management Standard](#). When audits schedules are being set, they will take into account previous audits, high risk areas, activities or processes identified during inspections, investigations and risk assessments. Random audits will also be undertaken on subcontractors by the project manager who may involve the safety coordinator. Audit findings will then be recorded in the [Audits database](#) and the corrective actions assigned to the [Corrective and Improvement Actions database](#).

36.5. Scheduling

The project will determine and document an inspection schedule outlining the timing and responsibility for undertaking weekly (minimum) documented health and safety inspections of the project.

The BMD safety coordinator will determine and document an internal audit schedule for the project. This schedule will be available upon request for interested parties and amendments advised. Typically, a 12-month project may receive one (1) audit conducted by the relevant Business Unit Systems Representative/Functional Lead and two (2) internal self-audits. However, there may be, from time to time, additional client requirements, and the timing may be adjusted depending on the size, nature, location, risk level and results of previous audits.

BMD will monitor, review and change aspects of this document that have been identified by interested parties. This includes all relevant project personnel by completing a Corrective Action Request (CAR) and forwarding it to the document controller for auditing. All audited changes will be forwarded to all project specific health and safety personnel to maintain document integrity.

An annual internal audit report will be circulated to all relevant parties.

36.6. Corrective Actions

Corrective actions issued will be recorded in the [Corrective and Improvement Actions database](#) and actioned in accordance with BMD's procedures for non-conformances. Non-conformances that pose a serious risk or breach of any statutory requirements will be rectified immediately.

If a subcontractor is in breach of one of their obligations, they may be in breach of their contract and will be requested to comply in accordance with the conditions of their contract.

