
SAFETY MANAGEMENT PLAN

REVISION: 5

PROJECT NAME: ROCKHAMPTON NORTHERN ACCESS UPGRADE
CONTRACT NO. CN-8766



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1. VERSION HISTORY

VERSION NO.	PREPARED BY	APPROVED BY	DATE	NOTES
1	Leon Krelle	Mark Stone	5/12/18	Initial Issue
2	Leon Krelle	Mark Stone	5/03/18	Review – Inclusion of WASP, VMP's and 1 st Aid and Emergency Equipment Assessment.
3	Andrew O'Connor	Mark Stone	11/07/2019	Review – SMP in relation to changes to the MCEMS
4	Dale Graham	Mark Stone	05/09/2019	Review – Inclusion Respirable Crystalline Silica (RCS)
5	Dale Graham	Mark Stone	06/01/2020	Update to sections 18.9, 18.20, 19.1, 18.10 & 18.6

2. GLOSSARY OF TERMS

Act	Workplace Health and Safety Act 2011
ALARP	As low as reasonably practicable
AOD	Alcohol Or Drugs
AS/NZS	Australian Standards/New Zealand Standards
CFO	Chief Financial Officer
Client	Department of Transport and Main Roads
D & A	Drug & Alcohol
EC	Emergency Controller
EW	Emergency Warden
FA	First Aid
HPI	High Potential Incident
HR	Human Resources
HSE	Health, Safety and Environment
HSEQ	Health, Safety, Environment and Quality
IMS	Integrated Management System
ISO	International Standards Organisation
JSA	Job Safety Assessment
RNAJV	RNAJV Civil Engineering Pty Ltd & SGQ Pty Ltd Joint Venture
MCEMS	RNAJV Civil Engineering Management System
MOP	Members of public
MUTCD	Manual of uniform traffic control devices
NCR	Non-conformance report
OFI	Opportunity For Improvement
OHS	Occupational Health & Safety

PC	Principal Contractor
PJO	Planned Job Observations
PM	Project Manager
PPE	Personal Protective Equipment
Project	Rockhampton Northern Access Upgrade Early Works Enveloper Installation
PTA	Pre-Task Assessment
RCD	Residual-current device
SCA	Safety Clarification Advice
SDS	Safety Data Sheet
SDS	Safety Data Sheet
SHRA	Safety Hazard & Risk Assessment
SMP	Safety Management Plan
SWMS	Safe Work Method Statement
TMI	Traffic Management Implementation
UHF	Ultra-High-Frequency
VOC	Verification of Competency
WHS	Workplace Health and Safety
WHSR	Workplace Health and Safety Representative

3. PROJECT INFORMATION

3.1 PROJECT SPECIFIC DETAILS

Project Title	Rockhampton Northern Access Upgrade
Contract Number	CN-8766
Principal	Department of Transport and Main Roads
Principal Contractor	RNAJV (McIlwain Civil Engineering Pty Ltd & SGQ Pty Ltd Joint Venture)
ABN	73 715 843 474
Construction Type	Construct Only
Date of Commencement	December 2018
Contract Length	392 days

3.2 SCOPE OF WORKS

The scope of works includes, duplication of 5.4km of the Bruce Highway from Yeppoon Road intersection to Terranova Drive. Realignment of Boundary Road South, construction of two new service roads, construction of three signalised intersections and construction of a dual lane roundabout at Stirling Drive. Construction of two bridges across Limestone Creek, demolition of the existing Limestone creek Bridge, construction of two bridges at Ramsay Creek and demolition of the existing Ramsay Creek Bridge.

It is envisaged that works will generally consist of the following tasks:

- > Removal of spoil/bulk earthworks.
- > Levelling and compaction.
- > Surface preparation (asphalt paving and line marking).
- > Impact piling (for bridge construction at Ramsey Creek and Limestone Creek).

3.3 LOCATION OF WORKS

- > Stage 1 – Rockhampton-Yeppoon Road intersection and Rachel Drive
- > Stage 2 – Rachel Drive and Ramsay Creek

As per below map of project location.



4. INTRODUCTION

This Safety Management Plan (SMP) has been prepared to aid RNAJV staff and their subcontractors in the management and protection of employees, subcontractors, visitors and the general public during the Rockhampton Northern Access Upgrade. The Safety Management Plan is always available for viewing by all site personnel in the site office and will form a component of the site induction. The Plan pays particular attention to the overall focus to eliminate accidents, incidents and near misses through the implementation of the RNAJV Management System (MCEMS) and a good safety culture.

This plan uses a risk assessment method of identifying potential safety hazards, their likelihood and the severity of their consequences to all personnel. Control measures are implemented and maintained in order to minimise associated risks and maintain the highest degree of safety protection in accordance with project principles and company philosophy.

5. LEGAL AND OTHER REQUIREMENTS

RNAJV is committed to working in a manner that is fully compliant with all applicable legal and other requirements identified in section 10 of *(HSE-P-06) Compliance Management* and any client specifications identified in contract documentation. All employees will have access to legislation onsite through the site Project Manager with access through links on the company intranet or through copies held onsite. The monitoring and review of legislation is described in *(HSE-P-06) Compliance Management Procedure*.

Changes in legislation will be communicated to the site team via meeting such as toolbox talks and update procedures and role descriptions as described in *(HSE-P-06) Compliance Management*. This Safety Management Plan is to be read in conjunction with the following documents:

International Standards

- > AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- > ISO14001:2015 Environmental Management Systems
- > AS/NZS ISO 9001:2015 Quality Management Systems

Applicable Legislation:

- > Work Health and Safety Act 2011
- > Work Health and Safety Regulation 2011
- > Environmental Protection Act 1994 (DEHP)
- > Workers Compensation and Rehabilitation Act 2003
- > Local Authority Drawings and Specifications
- > Contract Drawings, Specifications
- > National Construction Standard
- > Electrical Safety Act 2002
- > Electrical Safety Regulation 2013

Australian Standards:

- > AS/NZS 1269.1 Occupational Noise Management - Measurement and Assessment of Noise Emission and Exposure
- > AS 1418 Cranes, Hoists and Winches
- > AS 2294 Earth-moving Machinery – Protective Structures
- > AS 2664 Earth-moving Machinery – Seat Belts and Seat Belt Anchorages
- > AS 2865 Safe Working in a Confined Space
- > AS 4987 Earth-moving Machinery – Tip-over Protection Structure (TOPS) for Compact Excavators
- > AS 4988 Earth-moving Machinery – Hydraulic Excavators - Laboratory Tests and Performance Requirements for Operator Protective Guards.

QLD Government Codes of Practice:

- > Demolition Work 2013
- > Confined Space 2011
- > Concrete Pumping 2005
- > Electrical Safety – Work near overhead or underground electric lines 2010
- > Electrical Safety – Managing electrical risks in the workplace 2010
- > Excavation Work 2013
- > First Aid in the Workplace 2014
- > Formwork 2016
- > Hazardous Manual Tasks 2011
- > How to manage and control asbestos in the workplace 2011
- > How to manage Work Health and Safety Risks 2011
- > Managing the risks of falls 2011
- > Managing the risks of Hazardous Chemicals in the Workplace 2013
- > Managing the risks of Plant in the Workplace 2013
- > Managing the Work Environment and Facilities Code of Practice 2011
- > Mobile Crane 2006
- > Managing Noise and Preventing Hearing loss at Work 2011

- > Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011
- > Safe design of structures 2013
- > Scaffold 2009
- > Tilt-Up and Precast Construction 2013
- > Traffic Management for Construction or Maintenance Work 2008
- > Work Health and Safety Consultation, Co-Operation and Co-ordination 2011
- > Managing the Work Environment and Facilities 2011
- > Water Act 2000
- > Fisheries Act 1994
- > Land Protection (Pest and Stock Route Management) Act 2002
- > Queensland Department of Primary Industries and Fisheries
- > Industry Association Membership
- > Subscription to www.worksafe.com.au Safety and Environmental updates
- > Subscription to Workplace Health and Safety Qld eSAFE email alerts
- > Regular monitoring of Local Authority documents and updating when needed. NOTE:
Local authorities do not inform of updates
- > Participation in committees for environmental and safety.
- > Conference and seminar participation.
- > Electronic and hard copy correspondence.' <http://www.worksafe.com.au/online/index.php>
- > WHS Member Login: RS5697BE Password: mc97be

6.1 TOTAL SAFETY CULTURE

All RNAJV management and supervisors will foster a complete safety culture which impacts on all aspects of project planning and implementation. RNAJV's Total Safety Culture focuses on the three elements of People, Environment and Behaviour. This shall be maintained throughout this project.



A “safe system of work” requires all three elements to be deployed effectively. Of the three areas, the behaviour of people, while working in a given environment can have a significant influence on the level of risk for any given task.

It is through developing a total HSE awareness culture that we can focus on achieving our goal of an incident free workplace and always provide health and safe workplace. In particular, by focusing on management leadership and employee involvement, RNAJV will be able to better manage HSE issues, as well as the other key focus areas of Workmanship, Schedule and Cost.

The goal of an incident free workplace will be fostered by all levels of RNAJV management, in particular by focusing on the following specific goals:

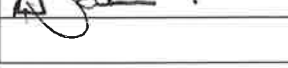
- > All work will be planned. Approved Safe Work Methods for high risk construction work and task-specific Pre-Task Assessment's (PTA's) will be completed by all work groups prior to any work commencing.
- > We will maintain all our safety systems. When standards are set to keep people safe, they are communicated, monitored, audited, enforced and reported.
- > Employees will be supported to achieve zero incidents. All personnel will be given the resources, time, training and management support to allow them to work safely.

All personnel on this project will at all times strive to improve the work environment and remain vigilant to hazards and risks.

RNAJV Total Safety Culture can be measured by:

- > Number of Planned Job Observations conducted;
- > An increase in the number of Hazards reported;
- > An increased number of Near Misses reports;
- > Percentage Risk controlled versus at-risk behaviours observed in the Planned Job Observations;
- > Number of safety meetings (Prestart / Toolbox's);
- > Number of D & A tests performed;
- > PTA's completed;
- > Number of person's participation in Weekly HSE Inspections.

7. PERSONNEL

PROJECT PERSONNEL	CONTACT NAME / REPRESENTATIVE	WORK/ MOBILE TELEPHONE	EMAIL ADDRESS	SIGN OFF ON RESPONSIBILITIES AS PER SECTION 11 & 13 OF THIS PLAN
Project Manager	Mark Stone	0408 895 592	mark.stone@rnajv.com	
Construction Manager	Craig Southon	0419 772 050	craig.southon@mcilwain.com	
Project Engineer	Karen Edgerton	0487 787 004	karen.edgerton@rnajv.com	
Site Superintendent	Daniel Everson	0420 503 620	daniel.everson@rnajv.com	
HSE Advisor	Dale Graham	0458 377 222	dale.graham@rnajv.com	

8. ROLES AND RESPONSIBILITIES

8.1 DUTY OF CARE

All construction activities are covered by safety legislation and everyone involved has an obligation to maintain health and safety in the workplace. Both these acts apply "Duty of Care".

The general duty of care is a basic concept concerning the overriding responsibilities of employers and employees.

- > Provide adequate personal protective clothing and equipment whenever hazards cannot be avoided
- > Make arrangements for the safe use, cleaning, maintenance, transportation and disposal of substances and plant used in the workplace.

8.3 DUTIES OF EMPLOYEES

- > The basic principle is that employees must take reasonable care to protect their own health and safety and the health and safety of others.
- > Other requirements for employees are that they must follow the instruction and training provided by their employers, use the personal protective equipment provided and they must not interfere with anything set up in the interests of health and safety or Environmental Care.

The safe operation of the business is the responsibility of all employees however the following staff have systematic requirements that they must fulfil to ensure organisational safety compliance.

8.4 GENERAL MANAGER

Role

RNAJV requires that the JV General Manager accept as part of their duties, the overall responsibility for safety within the business and ensuring that the company implements, administers and audits HSE procedures, policies at all workplaces RNAJV manage.

Responsibility

- > Setting expectations and providing resources for successful implementation of the Policies and the MCEMS within the business
- > Setting targets for HSE performance and continuous improvement
- > Monitor and review HSE performance and MCEMS's implementation to drive operational excellence
- > Report to the Board of Directors, RNAJV's HSE performance and MCEMS's implementation
- > Recognise and reward safety performance.
- > Conduct site visits and planned job observations as required
- > Attend the Biannual Systems Committee Meeting

8.5 SYSTEMS MANAGER

Role

In conjunction with the General Manager, has overall responsibility for the Safety Management System and its integration into the MCEMS and business activities. The Systems Managers main responsibility is to ensure the management of Health and Safety, Quality and Environmental systems throughout the workplaces.

Responsibilities

- > Implementing HSE programs;
- > Provide Monthly HSEQ reports;
- > Facilitate Systems Committee meetings biannually;

- > Recording of incidents and accidents into the MCEMS;
- > Facilitate incident investigations;
- > Performing regular inspections, audits and job observations or arranging for professionals and worker representatives to perform inspections;
- > Monitor changes in Work Health and Safety and Environmental acts and regulations;
- > Maintaining and updating company training matrix;
- > Facilitate the review of Safe work procedures;
- > Conducting audits as per the Audit calendar;
- > Conduct site visits and planned job observations as required

8.6 CFO/HR MANAGER

Role

RNAJV require that the CFO/HR Manager accept as part of their duties, the responsibility for ensuring harassment, discrimination and bullying procedures are followed within the organisation as per the Harassment, Discrimination and Bullying Policy and (HR-F-04) *Employee Handbook*.

Responsibilities

- > Conduct site visits and planned job observations as required
- > Attend the biannual Systems Committee Meetings.

8.7 PROJECT MANAGER

Role

RNAJV require that Project Managers accept as part of their duties, the responsibility for implementing and administering HSE procedures, policies and plans at any workplace they have accountability for.

Responsibilities

- > Implement the requirements of the RNAJV Health & Safety Plan and any client requirements
- > Maintain the commitment of their staff HSE goals
- > Ensure all employees or visitors to site have appropriate Personal protective Equipment, inductions and are escorted onto RNAJV or client site
- > Ensure all communication mechanisms that contribute to safety are maintained
- > Set HSE performance expectations to their Project
- > Ensure safe working practices are observed on all RNAJV work locations
- > Conduct site visits and planned job observations as required
- > Attend one Toolbox per fortnight

8.8 CONSTRUCTION MANAGER

Role

RNAJV require that the Construction Manager accept as part of their duties, the responsibility for continually reviewing the projects for operation compliance with the safety management system.

Responsibilities

- > Must carry out periodic and random site inspections, assessments (including participating in scheduled site inspections)
- > Proactively discuss regular and important safety issues with the project team during site visits.
- > Conduct site visits and planned job observations as required
- > Participate in the biannual Systems Committee Meeting.

8.9 SITE SUPERVISOR

Role

RNAJV require that supervisors accept as part of their duties, the responsibility for implementing and administering HSE procedures, policies and plans at any work place they have accountability of.

Responsibilities

- > Overall supervision of employees to ensure the health and safety of the worker, the public and the consumer;
- > Implementation of specific safety and environmental plans and programs;
- > Hazard identification and communication;
- > Conduct site visits and planned job observations as required
- > Conduct on the job training;
- > Control of plant and mechanical and electrical equipment;
- > Accident investigation and recording;
- > Monitoring the issue, use and maintenance of personal protective clothing and equipment;
- > Reporting and recommending improvements in the management of Safety and Environmental Care in the workplace;
- > Be the first line consultant in the resolution of safety issues;
- > Ensure compliance with location HSE standards;
- > Involve RNAJV HR department for any employee counselling and discipline;
- > Ensure all employees understand and use PTA's, SWMS's, and follow the company risk management process;
- > Conduct pre-start talks and toolbox meetings;
- > Ensure safe working practices are observed on site; and
- > Assign work tasks only to those employees that have the mental and physical requirements for the job.

The supervisors will have the authority to make temporary decisions affecting the safety of employees or the public. They will at the earliest opportunity report any issues to the Project Manager and assist in implementing permanent plans and procedures to eliminate risk to employees, the public or the environment.

8.10 LEADING HAND

Role

RNAJV require that leading hands accept as part of their duties the responsibility for implementing and administering HSE procedures, policy and plans at any workplace they have accountability of.

Responsibilities

- > Encourage their teams to identify, assess and control hazards in their work areas;
- > Support their team members in safety situations and act to assist in the elimination of hazards;
- > Ensure all employees understand and use PTA's, SWMS's, and follow the company risk management process;
- > Implement immediate action to correct or report any observed unacceptable environmental, safety and health conditions and/or behaviours;
- > Ensure all employees are supervised;
- > Ensure plant and equipment is only used by licensed and trained (VOC'd) operators;
- > Ensure manual handling activities are carried out in a safe manner.
- > Ensure Personal Protective Equipment is worn when/where required and is in good condition.
- > Assign work tasks only to those employees that have the mental and physical requirements for the job; and
- > Conduct site visits and planned job observations as required

The leading hand will have the authority to make temporary decisions affecting the safety of employees or the public in the workplace. They will, at the earliest opportunity, report any issues to their supervisors.

8.11 HSE ADVISORS

Role

RNAJV will appoint a Site HSE Advisor whose main responsibility is to ensure the management of Health and Safety and Environmental systems throughout the workplaces.

Responsibilities

- > Implementing HSE programs;
- > Provide the HSEQ section of Monthly reports;
- > Liaising with health and safety professionals, and/or medical professionals;
- > Facilitating HSE meetings;
- > Recording of incidents and accidents to the project incident register;
- > Facilitate incident investigations;
- > Performing regular inspections, audits and work contacts or arranging for professionals and worker representatives to perform inspections;
- > Maintain regulatory and site HSE monitoring requirements (for example Health Monitoring, inspection and testing equipment etc.);
- > Maintaining all HSE information, including registers;
- > Monitor changes in Work Health and Safety and Environmental regulations.
- > Maintaining and updating project training matrixes.

- > Facilitate and assist Project Management to deliver project safety meetings;
- > Facilitate the review of Safe work procedures;
- > Conduct site visits and planned job observations as required

8.12 EMPLOYEES AND SUBCONTRACTORS

Role

Take reasonable care of their health and safety and those who may be impacted by their activities.

Responsibilities

- > Take reasonable care of their own health and safety and those who may be impacted by their activities;
- > Cooperate with all HSE provisions agreed by management and employees;
- > Ensure visitors to their workplace are aware of any hazards associated with the work;
- > Notify all HSE accidents and incidents to the appropriate personnel for follow up action and reporting immediately;
- > Understand the basic concepts of the principles and tools of the contractor specific HSE plan;
- > Maintain housekeeping standards;
- > Understands and complies with any regulations that apply to their area of operations;
- > Ensure that each team member is aware of the required standard for use of personal protective equipment. (Condition of equipment, occurrence of use, availability of equipment.);
- > Identifies the location and knows how to operate equipment installed in their operations areas;
- > Where possible, correct any potential hazards or if unable to rectify, to report the hazard to appropriate personnel; and
- > Actively participate in planned job observations, inspections and audits

8.13 FIRST AID PERSONNEL

Role

RNAJV will ensure that each site is adequately supplied with suitably trained First Aid Personnel.

Responsibilities

- > To render first aid to employees on the site while waiting for emergency services to arrive;
- > Assist any personnel who require simple first aid;
- > Assist in emergency drills and evacuations;
- > Designated First Aid Personnel will hold a current Senior First Aid certificate as a minimum; and
- > First Aid personnel are listed on the site Emergency Response Posters, including name and contact number

8.14 HEALTH AND SAFETY REPRESENTATIVES

Role

Health and Safety Representatives will be elected, if requested by site personnel, as per Section 35 of the *Work Health and Safety Act*.

Responsibilities

- > To generate an understanding and involvement between employer and employee regarding the safety and health of employees at the workplace;
- > To be involved in Incident/Injury investigations where necessary (full or part membership involvement shall be determined by the Project Manager);
- > To be involved in site audits and inspections;
- > Distribute information on standards relating to health safety and the environment;
- > To make recommendations with regard to the implementation, maintenance, and monitoring of programs, measures and procedures at the workplace regarding health safety and the environment;
- > To be kept aware of current and potential hazards that may arise in the workplace;
- > To consider and make recommendations regarding changes to workplace activity and equipment in respect of safety, health and environmental impacts.
- > To consider matters arising from HSE Audits, Inspections and project meetings;
- > Assist with resolution of safety, health and environment issues at the workplace as may be required;
- > To perform other functions that may enhance the general conditions of the workplace.

9. DOCUMENT AND RECORD CONTROL

Internal and External Health and Safety documents required for the project are controlled through the Project Quality Management Plan.

The Project Manager is to ensure project HSE documentation and deliverables are identified and appropriate document and record controls are implemented.

Specific project HSE documents required for the project are to be controlled through the use of a (QM-R-03) *Project Form Register*; this register is to be maintained in the Standard Project HSE Project File. Electronic and hard copy files are to be maintained by the Project Manager.

The Project Manager has the overall responsibility of verifying and ensuring changes relating to project documentation is recorded.

The purpose of this procedure is to ensure:

- > HSE documents are approved for adequacy prior to use.
- > HSE documents are reviewed and updated as necessary and to re-approve documents.
- > Changes and the current revision status of HSE documents are identified.
- > Relevant versions of applicable HSE documents are available at all points of use.
- > HSE documents and records remain legible and readily identifiable.
- > HSE documents of external origin are identified and their distribution controlled.
- > To prevent the unintended use of obsolete HSE documents, and to apply suitable identification to them if they are retained for any purpose.

10. SUB-CONTRACTOR MANAGEMENT

All RNAJV subcontractors performing work on this project will have been assessed and approved as per the (QM-P-05) *Subcontractor Assessment and Management Procedure*.

This procedure has been developed to define the methods used by RNAJV and the responsibilities for:

- > Subcontractor assessment and approval
- > Evaluating subcontractor performance
- > Recording and maintaining approved subcontractor registers.

RNAJV will comply with DTMR Safety pre-qualification and supervision requirements and submit the relevant approval documents prior to any subcontractor commencing work on site. All work to be performed by a subcontractor is to be performed in accordance with the requirements of the procedure and where required the contractual requirements of the DTMR.

All subcontractors are to be considered as employees and, as such, are expected to have the same commitment to health, safety, environment and quality as RNAJV. Subcontractors are required to complete all relevant site HSEQ inductions and adhere to site rules and regulations as applicable.

During the approval process Subcontractors are issued with a *(WHS-F-38) Subcontractor HSE Manual*, the subcontractor will be required to read the handbook and complete the RNAJV Subcontractor Statement on the last page of the *(PP-F-01) Supplier and Subcontractor Assessment and Approval* as acknowledgement of having received the relevant HSEQ information and their agreement to comply with RNAJV HSEQ standards.

Prior to commencement of any work on site the supervisor for the works must complete the *(WHS-F-37) Subcontractor Pre-Start Checklist* with the subcontractor. Subcontractors will be issued with the Project HSE plans and risk assessments where required.

Whilst on site all subcontractors will be required to participate in the company Fitness for work, KPI, HSE Inspection, consultation and HSEQ audit programs, if required, subcontractors will receive training in the company KPI and Inspection processes.

Internal HSEQ audits are conducted by RNAJV on a scheduled basis, all subcontractors on site will be included in the RNAJV Site HSEQ audit program and will be expected to participate and take on any corrective actions identified.

Specific Subcontractor reviews will be conducted as a minimum annually. These reviews will involve reviewing the subcontractor's performance (utilising the Subcontractor Performance Assessments) during the set approval period. Subcontractors whose reviews identify a negative response will be subject to further review and may be removed from the preferred subcontractor listing. Reviews may also be held more frequently depending on performance reviews, non-conformances or incidents reports.

11. SAFETY IN DESIGN

To fulfil its obligations, RNAJV have requested the Safety in Design from DTMR.

The safety in design risk assessment shall be incorporated in the project risk register. Each element shall then be analysed to determine the level of risk. Where risks are of an acceptable level, no further action will be required. Where risks are unacceptable, options shall be evaluated to remove or mitigate them to an acceptable level. The risk assessment shall review the safety with due regard for the construction team building the asset and the ongoing maintenance of these permanent works post completion.

Should there be design changes during the construction process then a risk assessment shall be conducted to ensure any new hazards are identified and controlled. These risk assessments shall be communicated to the project via the standard RNAJV's consultation and communications procedure.

12. HEALTH ASSESSMENT AND MONITORING

12.1 HEALTH ASSESSMENT AND MONITORING PROCEDURE

Prior to the commencement of this project a formal assessment of health monitoring requirements will be undertaken as part of the project risk assessment.

Where employees are exposed to hazardous substances, health surveillance and monitoring will be conducted as per the project specific Health and Safety Standards and *(HSE-P-31) Health Assessment and Monitoring Procedure*.

RNAJV shall ensure:

- > Information is given to all workers and prospective workers about health monitoring requirements;
- > Consultation with workers in relation to the selection of the registered medical practitioner and health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring;
- > Pay all expenses relating to health monitoring;
- > Provide certain information about a worker to the registered medical practitioner and take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the monitoring has been carried out;
- > Provide a copy of the report to the worker and the regulator (i.e. WHS QLD) if the report contains adverse test result or recommendations that remedial measures should be taken. Also provide the report to all other persons conducting a business or undertaking who have a duty to provide health monitoring for the worker;
- > Keep reports as confidential records for at least 30 years after the record is made (40 years for reports relating to asbestos exposure); and
- > Not disclose the report to anyone without the worker's written consent unless required under the Work Health & Safety Regulations.

Where it has been identified in the project risk assessment that monitoring as per section 368 of the Work Health and Safety Regulation 2011 is required, such monitoring will be coordinated by the HSE Department in consultation with the HR Department. Where required the services of formally trained specialist will be engaged (Sonic Health Plus, Occupational Physicians and Hygienists).

As per Division 6 of *Regulation Health Surveillance*, duties of an employer in the *Work Health and Safety Act 2011* if the health of an employee is at risk as a result of exposure at the workplace to a hazardous substance as set out in column 2 of Schedule 14 then RNAJV will ensure that health surveillance of the type set out in column 3 of Schedule 14 is provided for at no cost to the employee.

Where Health Monitoring as per Schedule 14 is required, it will be identified in the Project Risk Assessment and will include all monitoring requirements as per the schedule.

12.2 PROJECT HEALTH ASSESSMENT AND MONITORING REQUIREMENTS

RNAJV has identified the following situations on this project where employee health assessment will be required:

- > Pre-Employment Medical Assessments
- > Silica Dusty Monitoring
- > Asbestos Removal

12.3 DRUG AND ALCOHOL SCREENING

RNAJV has a duty of care to provide a safe workplace for all employees, contractors and visitors; free from the hazards associated with drug and alcohol abuse. People affected by alcohol or drugs (AOD) pose a safety risk in the workplace.

It is the objective of RNAJV to foster an attitude amongst all employees and sub-contractors that it is not acceptable to come to work under the influence of drugs and alcohol which inhibit them from performing their duties in a safe and efficient manner.

RNAJV will:

- > Meet its obligation with respect to providing a safe working environment.
- > Provide education and training in the hazards associated with alcohol and drug abuse.
- > Maintain robust testing programs.
- > Conduct AOD tests in accordance with:
 - > Australian Standards AS/NZS 4760 (collection, detection and quantitation of drugs in oral fluid),
 - > AS 3547:1997 (Breath alcohol testing devices for personal use) and will use laboratories appropriately certified and calibrated by the National Association of Testing Authorities.

The purpose of this procedure is to detail guidelines and actions required to carry out drug and alcohol testing on RNAJV employees and subcontractors and, where applicable, provide counselling for drug and alcohol abuse.

The RNAJV (*HSE-P-03*) *Fitness for Work* applies to all sites and activities and includes all employees, contractors and visitors to sites under RNAJV's control.

13. RISK MANAGEMENT AND HAZARD CONTROL

13.1 RISK MANAGEMENT PROCEDURE

The (*HSE-P-10*) *Hazard Identification, Risk Management and Control Procedure* has been developed to ensure the following processes are consistently implemented and maintained on this project as per the *AS/NZS ISO 31000:2009* Standard.

- > Risk Identification.
- > Risk Analysis.
- > Risk Assessment.
- > Risk Treatment.
- > Risk Monitoring and Reviews.

13.2 RISK IDENTIFICATION

Risks and their causes are determined by what, how and why things may go wrong and to classify a list of events that may affect the outcome of a process.

Project Managers in consultation with the HSE Representative shall perform a risk analyses prior to the commencement of the project, utilising the company's standard format Risk Matrix and recorded on the Project Risk Register.

Supervisors shall be included in the consultation process when major risks are identified. All Employees of RNAJV shall report any hazard they regard as a risk to themselves, others or to the environment. Hazard observations are a formal reporting tool used by the company to ensure hazardous situations are identified and reported.

Hazards and potential hazards are identified from the following areas:

- > Project risk register
- > Pre-Task Assessment (PTA)
- > Workplace inspections
- > SWMS Field Audits
- > Systems audits
- > Incident investigations
- > Incident reports
- > General observation from the workforce
- > HSE Statistics

13.3 RISK ANALYSIS

A risk analysis is conducted to analyse the risk and determine the controls in terms of likelihood and consequence. The analysis also considers the magnitude of a risk to estimate the level of risk.

When a risk has been identified, it is recorded in the Project Risk Register and assessed as per the company Risk Matrix and controlled are assigned as per the Hierarchy of Controls.

13.4 RISK ASSESSMENT/RATINGS

Risk assessments/ratings are conducted to identify the risk that should be accorded the highest priority for risk treatment.

The risk assessment is based on the information identified in the Risk Analysis to determine which actions are required to control them.

Decisions may include:

- > Whether the identified risk/s require action;
- > What action should be undertaken if required; or
- > Priorities of the actions required.

13.5 RISK TREATMENT

Low or acceptable risks may only require monitoring. However, risks that have been assessed at a higher level, requires the implementation of a hierarchy of controls.

- > Elimination: Removing the hazard or hazardous work practice.

- > Substitution: Substituting or replacing the work to a less hazardous area.
- > Isolation: Isolating or separating the hazard or hazardous work.
- > Engineering controls: If a hazard cannot be eliminated, substituted or isolated, an engineering control is the next preferred measure. This may include modifications to tools or equipment or providing guarding barriers, ventilation or insulation.
- > Administrative controls: These include introducing work practices that reduce the risk and signage.
- > Personal protective equipment: (e.g. hard hats, gloves, fall arrest equipment) this should be considered only when other control measures are not practicable or to increase protection.

13.6 RISK MONITORING AND REVIEWS

The risk management process is monitored, and the performance of this process is reviewed to ensure that changes that may affect the risk are identified and continues through the life of the activity.

The Systems Committee reviews the risk register biannually to identify all high-risk areas within the RNAJV's work scopes. A risk assessment in accordance with the AS/NZS ISO 31000:2009 shall be conducted on each identified high-risk area. Management then decide what the company; in consultation with employees, can do to control these risks.

13.7 HAZARD IDENTIFICATION AND RISK CONTROL PROCEDURE

The (HSE-P-10) *Hazard Identification, Risk Assessment and Control Procedure* has been developed to ensure the following processes are consistently implemented and maintained.

- > Identification of hazards.
- > Assessment of risks.
- > Determination and implementation of control measures.
- > Documentation of hazards, risks and controls within a Risk Register.
- > Monitoring and review of implemented control measures.
- > Review of effectiveness of the risk management process.

13.8 HAZARD IDENTIFICATION

The hazard identification methods which RNAJV follows are concerned with identifying the "initiating events" which could lead either directly, or in conjunction with other failed systems, to result in a major hazardous situation occurring. Initiating events could include human error, equipment / plant failure, procedural failure, extreme conditions, etc. Identification of initiating events will usually "flush out" the hazard present.

Methods of identification include:

- > Use of existing legislation, standards, codes or procedures to ensure compliance;
- > Review of past incident reports, including external incidents;
- > Use of inspection checklists;
- > Pre-planning meetings incl. 10@2.
- > External and internal audits;
- > Planned job observations;
- > Hazard reporting;
- > Pre-Task Assessments
- > Risk assessments; or
- > Reliance on experience (competence).

The following table identifies the methods in place to ensure hazards are timeously identified, controlled and reported.

13.9 HAZARD IDENTIFICATION AND RISK MANAGEMENT TOOLS

METHOD	RISK MANAGEMENT TOOLS
Safety and Environmental Management Plan and Project Risk Register	Safety Management Plan – Key HSE implications are to be considered early by a Project Manager (PM) and Supervisor. Output in the form of risk reduction measures would be included in the project risk register attached to the SMP. High risk tasks will be identified in the project risk register.
Safe Work Method Statements	Safe Work Methods exist for reoccurring or high-risk tasks completed on RNAJV sites. These procedures identify common hazards and controls and list best practice methods for completing the task. SWMS's must be used for all high-risk tasks conducted on site.
Auditing	Scheduled internal and external audits are conducted on all RNAJV sites.
Pre-Task Assessments	The process of identifying hazards and controls within each step of an activity.
Work Permits	The process of identifying risks associated with specific High Risk Tasks – Excavation, Work @ Height, Confined Space Entry and Hot Work.
Hazard Report	The process of identifying, reporting and controlling hazards on the work site.
Planned Job Observations	The behavioral observation tool is designed to facilitate interaction between persons and workgroups by concentrating on safety and environmental issues.
General Safety Discussion / Awareness	Toolbox Meetings - Hazards and controls are discussed. Meetings are conducted at least weekly and minutes are recorded.
Workplace Safety Inspections	Hazards / housekeeping checklists are used as part of the weekly hazard inspections. Non-conformances are recorded and closed out.
SWMS Field Audit	Audit inspection tool forms part of the weekly site inspection form and is used to review either RNAJV or Subcontractors SWMS's against actual work practices onsite. Where applicable, Non-conformances are recorded and closed out.
High-Risk Work Audits	For High-Risk works conducted onsite, a suite of audit tools has been generated based on the OFSC and MCIMS requirements. These audits are used as lead indicators to identify potential discrepancies in the implementation of HRW controls before they become an apparent.
Purchase of Goods	Products and services must be selected on the quality of the product or service and/or past experience with RNAJV or associated companies. Those materials required by the specification (if any) and the product or services' risk to work health and safety and/or the environment must be assessed using the RNAJV risk assessment process in the project risk register. Hazardous substances are accompanied by relevant SDS. RNAJV maintains SDS and a complete register for all substances maintained on site.
Plant / Equipment	Plant / equipment inspections are conducted on a daily basis on the prestart form relevant to the machine for the purpose of recognising any

METHOD	RISK MANAGEMENT TOOLS
Inspections	faults that may jeopardise safety performance and/or create environmental concerns with each individual machine (i.e. Leaking oil, Flat tires etc.).
Plant Risk Assessments	Plant risk assessments are conducted to determine the inherent risk associated with a piece of plant and the potential interface that employees may have with that piece of plant
Sub-contractors Evaluation	Subcontractors safe work systems and plant /equipment may be subject to evaluation prior to the commencement of work.

13.10 HAZARD AND ACTION REGISTER

Once hazards and corrective actions have been identified on the project, they are transferred and managed on the project hazard and action register (*WHS-R-08*) *Hazard and Action Register*.

The project Hazard Actions Register is to be review at the project meetings to ensure hazards and actions are been closed out in a suitable time frame.

13.11 WORK PERMITS AND PRE-TASK ASSESSMENTS (PTA'S)

Prior to 'any work' task being undertaken onsite, worker/s must conduct a (*WHS-F-14*) *Pre-Task Assessment* for that task. The Pre-Task Assessment is to be completed by the Leading Hand, Competent Person or if deemed necessary the Site Supervisor of the work area, group or task. The Pre-Task Assessment asks the workers involved in the task a set list of site relevant questions. These questions are tailored to assist them with compliance to WHS legislation, the SMP and the site safety rules.

Any persons working within the nominated work zone must be inducted into and have signed off on the Pre-Task Assessment and it remains their responsibility to do so before they engage in any works in the area, this is inclusive of any persons conducting site audits or inspections that will be exposed to any of the nominated hazards within the specific work zone.

The following work permits (Excavation, Work at Height, Hot Works and Confined Space) are referred to on the PTA and it is mandatory on RNAJV sites to obtain these permits where required, prior to the task commencing.

The applicable Project Engineer or Supervisor for the works or subcontractor in conjunction with the Project Manager remains responsible for ensuring that work permits (*WHS-F-03*) *Hot Work Permit*, (*WHS-F-16*) *Excavation - Removal of Redundant Service Permit*, (*WHS-F-17*) *Working at Height Permit*, (*WHS-F-08*) *Confined Space Entry Permit* and PTA's are in place prior to the activity / task taking place.

Prior to entry to site, RNAJV subcontractors will be given entry to site requirements. For further information, please refer to the following procedure's:

- > *HSE-P-20 Hot Works Procedure*
- > *HSE-P-18 Work at Height*
- > *HSE-P-16 Trenching and Excavation*

> HSE-P-17 Confined Space Entry

13.12 HIGH RISK CONSTRUCTION ACTIVITY

Safe Work Method Statement shall be provided, reviewed and approved before an employee or contractor is authorised to commence any of the following High-Risk Activities as defined in the Project Risk Assessment, if required, SWMS will be generated for the below:

- a. Involves a risk of a person falling more than 2m; or
- b. Is carried out on a telecommunication tower; or
- c. Involves demolition of an element of a structure that is loadbearing or otherwise related to the physical integrity of the structure; or
- d. Involves, or is likely to involve, the disturbance of asbestos; or
- e. Involves structural alterations or repairs that require temporary support to prevent collapse; or
- f. Is carried out in or near a confined space; or
- g. Is carried out in or near a shaft or trench with an excavated depth greater than 1.5m; or
- h. Involves the use of explosives; or
- i. Is carried out on or near pressurised gas distribution mains or piping; or
- j. Is carried out on or near chemical, fuel or refrigerant lines; or
- k. Is carried out on or near energised electrical installations or services; or
- ~~l. Is carried out in an area that may have a contaminated or flammable atmosphere; or~~
- m. Involves tilt-up or precast concrete; or
- n. Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- o. Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- p. Is carried out in an area in which there are artificial extremes of temperature; or
- q. Is carried out in or near water or other liquid that involves a risk of drowning; or
- r. Involves diving work; or
- s. Any activity that RNAJV reasonably concludes could result in a casualty or bodily harm

Worker input shall be obtained when preparing the Safe Work Method Statements or Risk Assessments.

A person must not carry out a class of high-risk work unless the person holds a high-risk work licence for that class of high-risk work. A trainee performing high risk work must be directly supervised while performing the high-risk work. A person who holds a high-risk work licence must keep the licence available for inspection. A worker must not be allowed to carry out high risk work unless the worker has written evidence, they have the relevant high-risk work licence for the type of work being conducted.

All personnel performing a high-risk activity shall review the relevant SWMS and sign to verify understanding that strict conformance is required.

13.13 RNAJV SAFE WORK METHOD STATEMENTS

For all high risk and re-occurring activities conducted on RNAJV sites Safe Work Method Statements (SWMS) are developed. SWMS are created in close consultation with the workforce and reflect RNAJV Best practice'. These SWMS can be found in the Integrated Management System (IMS).

The Supervisor can use an internal Work Method Statement from the suite of generic SWMS on the document control system. These are templates only and **MUST** be modified to ensure they are site and task specific.

Where there is no SWMS available for a task that Supervisor considers or where Project Risk Assessment (Risk Register) requires as a control measure for high risk work a *(WHS-F-05) SWMS-Risk Assessment* shall be completed.

The Supervisor shall review the SMWS with workers who are to undertake the task – amending the SWMS as required to reflect actual planned activity and the controls present of the Risk Register.

RNAJV shall ensure that its workers have been trained in the SWMS requirements. A *(WHS-F-14) Pre-Task Assessment (PTA)* shall be completed by all persons undertaking the activity prior to commencement. Where hazards exist, which have not been identified in the SWMS, they must be listed on the Pre-Task Assessment (PTA).

The PTA must be reviewed and signed off by all in the work crew prior to any works commencing.

SWMS for RNAJV employees generated using the system-based templates shall be vetted by the Supervisor or Engineer using *(WHS-F-07) SWMS Review Checklist*. Review and approval by a safety advisor is not required.

All personnel shall follow requirements set out in a SWMS. If work conditions change or the controls become ineffective, work shall cease, and the task shall be re-evaluated. The SWMS and PTA shall be modified, and staff shall re-sign off on both before starting work again.

The site Supervisor shall regularly monitor the activity to ensure the work is being completed as per the SWMS. Any breaches shall be addressed by issue of a *(QM-F-05) Non-Conformance* and must be noted in the Hazard and Action register.

Any changes made to the SWMS shall be communicated to the Supervisor and to the persons affected by the change.

SWMS shall be retained for the duration of the project and archived when the project is complete as per *(QM-P-02) Record and File Management Procedure*. If a notifiable incident occurs in connection with the high-risk construction work to which the SWMS relates, then a copy must be kept for at least 2 years after the incident occurs.

13.14 SUBCONTRACTOR SAFE WORK METHOD STATEMENTS

Subcontractors engaged to undertake work shall be required to provide a copy of their Safe Work Method Statements (SWMS) when the subcontract is let (refer section 23). These SWMS shall be developed in consultation with the workers undertaking the activities.

Where a Subcontractor does not have a SWMS, the Project shall issue a generic Work Method Statement for completion by the Subcontractor.

The completed Contractor SWMS shall be submitted for review prior to the subcontractor commencing work on site.

Either the Project Manager, Engineer or Site Supervisor (depending on who has engaged the subcontractor) shall ensure that the SWMS's are obtained and vetted using *(WHS-F-07) SWMS Review Checklist* before the sub-contractor commences works on site.

If a subcontractor submits multiple SWMS's relating to a number of activities for which their subcontract relates, a *(WHS-F-07) SWMS Review Checklist* shall be completed for each SWMS.

The above process shall also confirm that the legislative and statutory requirements of the controls specified are in line with requirements by reference to the *(HSE-P-06) Compliance Management* through the Project Risk Assessment.

The Project Manager or Site Supervisor shall ensure that the received SWMS reflects the work to be undertaken on site by the Subcontractor and that the proposed control methods will reduce the risk to an acceptable level.

The Project Risk Assessment shall be considered as part of this review process to ensure that the project identified risks are sufficiently controlled through subcontractor WMS's. Where the controls stated vary, this shall be noted on *(WHS-F-07) SWMS Review Checklist*.

Any deficiencies in the SWMS's shall be recorded and communicated to the subcontractor. The *(WHS-F-07) SWMS Review Checklist* shall be used to approve correctly submitted SWMS's for use.

The Contractor's SWMS shall be revised and resubmitted taking into consideration any comments made in relation to improvement.

The Project Manager, Engineer or Site Supervisor shall review and approve the revised SWMS and may consult with the safety staff on site to vet the SWMS and ensure that the requirements (including legislative and control requirements) have been met.

The Supervisor shall not allow a sub-contractor or other worker to undertake any High-Risk Construction Activity until:

- > the vetted SWMS has been received, reviewed and approved using *(WHS-F-07) SWMS Review Checklist*; and
- > all personnel have signed off on the *(WHS-F-02) Prestart Meeting* & *(WHS-F-14) Pre-Task Assessment (PTA)*.

Subcontractor SWMS shall be retained for the duration of the project and archived when the project is complete as per *(QM-P-02) Record and File Management Procedure*. If a notifiable incident occurs in connection with the high-risk construction work to which the SWMS relates, then a copy must be kept for at least 2 years after the incident occurs.

13.15 NON-HIGH-RISK ACTIVITIES

Work not deemed as "high risk" shall be controlled using a combination of (WHS-F-05) *SWMS-Risk Assessment* (or equivalent document from the subcontractor) and the (WHS-F-14) *Pre-Task Assessment (PTA)* (or equivalent document from the subcontractor).

13.16 TEMPORARY CONTROL

When a hazard is identified, immediate temporary controls are to be put in place to ensure the safety of the workforce and the protection of both machinery and the environment.

Depending on the severity of the hazard this can be to:

- > Revise SWMS, PTA and approved by Supervisor;
- > Signs;
- > Barricades;
- > Information;
- > Sentries; or
- > Personal protective equipment.

13.17 HAZARD CONTROL

A Hazard Report shall be raised for all the identified hazards. An investigation and assessment of the hazard will be carried out by the supervisor, the HSE representative and the immediately affected people. They will attempt to resolve the hazard using the following hierarchy of controls:

- > Elimination
- > Substitution
- > Isolation
- > Engineering controls
- > Administrative controls
- > Personal protective equipment

If the group is unable to remove the hazard permanently, the matter will be transferred to the Safety Committee (if available) or Project Team weekly meeting for resolution.

The Safety Committee or Project Team will resolve the matter using the hierarchy of controls.

All meeting minutes, safety committee meeting minutes and pre-start safety meeting minutes are retained and may be used as evidence of the outcomes and resolution of hazards that have been identified.

13.18 RESIDUAL RISK CONTROL

Once the controls have been implemented for each hazard and the residual risk has been calculated, the actions listed below should be taken for each hazards residual (controlled) risk.

EXTREME	Works cannot proceed under any circumstance
VERY HIGH	Works cannot proceed without written permission from a RNAJV Director, additional controls are required to treat and reduce the risk to High, Medium or Low and ALARP. Controls to be reviewed after activity conducted (<i>i.e. Activity debriefs</i>).

HIGH	Works may not proceed unless written permission is given by the Construction or Project Manager, additional controls are required to treat and reduce the risk to Medium or Low and ALARP. Controls to be reviewed periodically (<i>i.e. During site inspections</i>).
MEDIUM	Works are able to proceed with identified control measures implemented to treat and reduce the risk to ALARP. Controls to be reviewed yearly (<i>i.e. By Systems Committee</i>).
LOW	Implement Safeguards as considered necessary to further reduce the risk to ALARP. Controls to be reviewed yearly (<i>i.e. By Systems Committee</i>).

13.19 RISK MONITORING AND REVIEWS

Management, in consultation with key employees (Systems Committee), review the risk register annually to identify all high-risk areas within the RNAJV's work scopes. A risk assessment in accordance with the *AS/NZS ISO 31000:2009* is conducted on each identified high-risk area or process. Management then decide, in consultation with employees, what the company can do to control these risks.

The risk management process is monitored at scheduled intervals and the performance of this process is reviewed to ensure that changes which may affect the risk are identified and remain continuous through the life of the activity.

This process has been developed to:

- > Ensure compliance with RNAJV's duty of care to provide a safe work environment for all employees;
- > Implement regular internal audits and reviews of the Risk Management System;
- > Provide information and data for the measuring and evaluating of safety performance;
- > Examine how risks are being managed within the organisation, and comparing these to best practice approaches; and
- > Encourage employees to take a pro-active role in hazard identification, risk assessment and risk control within the workplace.

Each work procedure is provided with a review date. The annual internal review of the IMS system identifies when these are due.

High risk tasks will also be subject to review when the following occurs:

- > If hazards that have not been previously present or identified are identified;
- > When an accident / incident or near miss has occurred;
- > When requested by any employee;
- > If any changes occurred which may affect the current controls (e.g.: new tools or equipment); or
- > When changes to legislation, codes of practice or industry practices require review.

Work procedures and Instructions are developed for all high-risk tasks. These procedures form part of the IMS system. The IMS system is designed to identify review dates and track any changes that are made to the documents.

13.20 MANAGEMENT OF CHANGE

Management of Change shall be managed in accordance with QM-P-14 Change Management Procedure. This procedure sets out how to manage changes introduced so that they are assessed for safety and other impacts and appropriate operational controls are introduced, communicated and implemented to safely manage the change.

13.21 CONTINUAL IMPROVEMENT

These processes are used as the basis for improving the existing Safe Work Method Statements (SWMS). This ensures consistency across all sites and ensures that lessons learnt on one site are of benefit to all.

14. INCIDENT MANAGEMENT

All incidents and accidents are to be reported and investigated as per the company (*HSE-P-11) Incident Reporting and Investigation Procedure*.

All incidents must be reported immediately as per the (*HSE-P-11) Incident Reporting and Investigation Procedure*.

All incidents which involve a medical treatment injury to a worker, or a member of the public must be immediately reported to the client. Written notification to the client must be provided for any incident related to the works which involves damages to property.

Any incident investigation team will include a suitably qualified or trained employee. Suitably qualified employees include employees who have completed as a minimum a Cert IV in OHS/ WHS or Basic ICAM Investigation Training.

14.1 CLIENT NOTIFICATIONS

The RNAJV Project Manager and/or the RNAJV Safety Advisor will provide written notification to the Client's Representative (Superintendent) within 12 hours of the occurrence of any of the following:

- > Notifiable events under Work Health and Safety Act 2011
- > Lost Time Injuries
- > High Potential Incidents (HPI)

Additionally, when requested, the Project Manager will provide the Client Representative (Superintendent) with copies of any documents provided to the regulator regarding incident notification within 7 days.

14.2 WORKERS COMPENSATION AND INJURY MANAGEMENT

(*HSE-P-09) Injury Management and Rehabilitation* outlines the requirement for Injury Management within RNAJV.

The primary goal of this procedure is to make provision for the management of workers injuries in a manner that is directed at enabling injured workers to return to work as soon as possible.

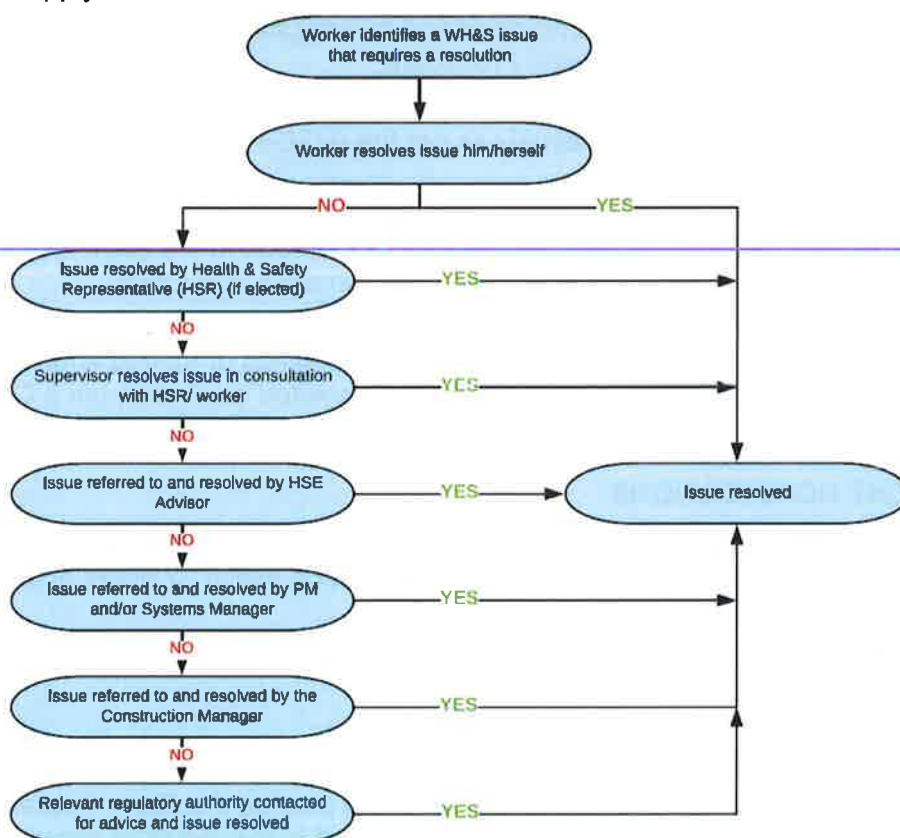
RNAJV has both a legal and moral obligation with respect to employees who suffer occupational injuries and illnesses and is committed to taking all reasonable steps to ensure employees are returned to work as soon as possible.

14.3 SAFETY ISSUE RESOLUTION

All personnel on the project are encouraged and expected to perform rigorous safety risk analysis of any task they are to perform. Every person is charged with the authority to make any situation “safe” that is within their skill, competency and capacity.

On the grounds that a worker considers that they are being instructed to carry out any unsafe practice, they may refuse to undertake the task. RNAJV has an issue resolution process to be followed. The site supervision and management are to be involved in rectifying the situation. The Project Manager is responsible for ensuring that a Hazard or Incident Report is raised and that all safety issues are addressed.

In relation to specific WHS issues that cannot be resolved at the worksite, the following process is to apply.



14.4 CORRECTIVE AND PREVENTATIVE ACTIONS

Lessons learnt and corrective actions are managed in accordance with *(HSE-P-11) Incident Reporting and Investigation*. Corrective and preventative action is taken to:

- > aid in ensuring re-occurrence is eliminated
- > aid in ensuring “lessons learnt” are collectively understood
- > rectify non-compliance
- > improve workplace morale and outputs

15. MONITORING AND MEASURING

15.1 KEY PERFORMANCE INDICATORS

Leading and lagging HSE targets shall apply and be reported on for work performed by RNAJV to the RNAJV Management as required.

Individual Key Performance Indicator compliance is recorded in the *(WHS-F-26) Monthly HSE Report*.

Performance Compliance Measurements for this project are outlined below.

KPI	DEFINITION	DATA SOURCE	TARGET
LAGGING INDICATORS			
Near Misses	A near miss is an unplanned event that threatens human safety or health, the environment.	Incident reporting system or Site HSE Statistic Reporting	0
First Aid Injuries	The total number of First Aid treatments as a result of a work-related injury or illness.	Incident reporting system or Site HSE Statistic Reporting	0
Medical Treatment Injuries	A work-related injury or illness which results in the IP receiving treatment from a qualified medical practitioner which could not have been provided by a qualified first aider.	Incident reporting system or Site HSE Statistic Reporting	0
Lost Time Injuries	Is the result of a workplace accident (injury or illness) where the Injured Person is deemed by a medical practitioner to be fully unfit for a period of an entire work shift or day any time after the day or shift on which the injury or illness occurred.	Incident reporting system or Site HSE Statistic Reporting	0
Recycling Efficiency (on-site contractors)	Percentage of waste diverted from landfill. Recycling efficiency	Recycling contractors Statistics	<90%
LEADING INDICATORS			
Compliance to standards	Audits HSE Audit Conducted every 4 months. Inspections Site HSEQ Inspection Observations Senior Management Site Visits & Planned Job Observations Meetings: Toolbox Talks High-Risk Work Audits	AU-F-02 HSEQ Compliance Audit Checklist WHS-F-01 Site Inspection Check Sheet WHS-F-15 Planned Job Observation WHS-F-22 Toolbox Meeting AU-F-06/ 10 Audit Scope Activities	3 per Year 1 per Week 4 Per Month 4 Per Month 4 Per Month

15.2 HSEQ SITE COMPLIANCE AND INTERNAL MANAGEMENT SYSTEMS AUDITS

The standard company HSEQ Compliance Audit form is used to verify the RNAJV compliance to agreed safety systems. This project will be audited on a 4-monthly basis as a minimum. Internal HSEQ Audits will be conducted by the HSEQ Managers. Internal Audits will be conducted by suitably qualified auditors that have nationally accredited qualifications and experience in Internal HSEQ Auditing. The company shall conduct HSE Internal Audits at scheduled intervals as defined in the Internal Audit Calendar. The purpose of these audits is to ascertain whether the management systems have been effectively implemented and maintained as per the *AS/NZS ISO 4801 Occupational Health & Safety Management System Standard*, legislative and project specific requirements.

Project audits may be conducted on a more frequent basis depending on the outcomes of the previous audits or for example when an incident has occurred from a system failure.

15.3 WORKPLACE SAFETY COMPLIANCE AND HOUSEKEEPING INSPECTIONS (WEEKLY SITE INSPECTIONS)

Workplace Safety Compliance and Housekeeping Inspections are conducted to identify any non-compliance in the following areas:

- > PTA's
- > Plant and Equipment
- > Electrical Equipment
- > Trenching and Excavation
- > Ladders
- > Scaffold
- > Housekeeping
- > Safety Equipment
- > Chemicals
- > Administration
- > Cranes
- > Environmental

All non-compliance items are to be logged as corrective actions on the form and sent out to the relevant person/s for action. Inspections shall be carried out utilising the *(WHS-F-01) Site Inspection Check Sheet – SWMS Review*.

15.4 RNAJV SENIOR MANAGEMENT STAFF SAFETY VISITS AND PLANNED JOB OBSERVATIONS

As per RNAJV's Management System Procedure for *(HSE-P-07) Inspection and Monitoring of Health and Safety* Senior Managers will be required to visit sites and conduct *(WHS-F-15) Planned Job Observations* and discuss Safety issues with the work crews, the Planned Job Observations (PJO) shall be conducted across all RNAJV worksites by the nominated persons to the frequencies below.

(Below frequencies are per position not per site):

- > General Manager (Director) – 1 per month
- > Operations Manager (Director) – 1 per month
- > CFO/HR Manager – 1 every 3 months
- > Construction Manager – 1 per week
- > Systems Manager – 1 per week
- > Project Manager – 1 per week
- > Engineer – 1 per week
- > HSE Representative – 1 per week
- > Site Supervisor – 1 per week

During these routine checks Management audit work crews on housekeeping, administration, job factors, tools, equipment, personal protective equipment, body mechanics and environmental factors. They then advise workers on any areas of concern identified in their observations and document the process. This contributes towards RNAJV's pro-active key performance indicators.

Initial training in the Planned Job Observation program is conducted in the company HSE Induction and refresher training may be conducted when the need arises, for example after an incident or where inclement weather prevents employees working outdoor

15.5 HIGH-RISK WORK AUDITS

For High-Risk works conducted onsite, a suite of audit tools (*AU-F-06 / 11 Audit Scope Activities*) has been generated based on the OFSC and MCIMS requirements. These audits are used as lead indicators to identify potential discrepancies in the implementation of HRW controls before they become an apparent and are to be completed by the project to the below frequencies:

- > 1 per week or 4 per month

16. TRAINING

16.1 INDUCTIONS

Prior to site establishment, RNAJV's subcontractors will be given entry to site requirements. Any personnel commencing required to work on site must complete a project specific induction, (*WHS-F-09*) *Induction Form & Competency Assessment*, in some cases this will be completed online. The induction will incorporate a general awareness training of the SMP and guidance in its implementation and review of any applicable SWMS's and safe systems of work. The induction process is designed to inform the worker of the general site conditions including RNAJV site safety requirements and task specific information and risks for the project. Particular focus will be placed on site specific hazards, client site requirements and the potential exposure to unfamiliar circumstances. During the induction all workers will be shown all aspects of the Safety Management Plan. The inductee will be required to record his/her particulars including Blue/White Card, High Risk Work Licenses and any other objective evidence of competency directly related to his/her scope of works on the site. All inductees will be informed as to the site emergency response plan, contacts, reporting process and the access and availability of all site documentation and information including the SMP.

16.2 AWARENESS AND TRAINING

RNAJV is committed to providing training as per the Workforce Development Policy shown in Section **Error! Reference source not found.** of this document. Onsite training can take the form of trainees and apprentices participating in accredited courses, competency training, short courses, internal training and skills-based assessments. The Systems Manager in conjunction with the Project Manager and Human Resources Manager will record and maintain documentation of all training courses and applicable training hours for all site personnel.

Mandatory safety training requirements for this project include as a minimum for all workers:

- > Completion of the Construction Industry Induction (White Card or equivalent).
- > High Risk License for the performance of any activity in the below table.
- > Operator licenses for the operation of powered plant and equipment as detailed in the table below.
- > Verification of Competencies (VOC) for all mobile plant.

CODE	DETAIL	CODE	DETAIL
HM	Materials Hoist	WP	Boom type elevating work platform
HP	Hoist	PB	Concrete placing boom
SB	Basic Scaffolding	CO	Slewing mobile crane over 100T
SI	Intermediate Scaffolding	C1	Slew Crane up to 100T

SA	Advanced Scaffolding	LF	Forklift
CV	Vehicle loading crane	DG	Dogging
CN	Non-Slew Crane over 3 tonnes	RB	Basic Rigging
C2	Slew Crane up to 20T	RA	Advanced Rigging
C6	Slew Crane up to 60T		

RNAJV's Systems Manager in conjunction with the Project Manager and Human Resources Manager will ensure that all certificates and training is current for the duration of the project and that the required courses have been completed by all RNAJV employees. The Site Supervisor will ensure that all subcontractors hold the relevant certification and competencies to complete the work for which they have been contracted. All objective evidence of competency will be identified and recorded as part of the induction.

Throughout the term of the contract, training requirements, planning and implementation will be carried out in accordance with (*HSE-P-05*) *Competence & Training* and comply with where required the DTMR training requirements.

Training records and renewals are managed by the Systems Manager and or the project HSE Advisor on the company training matrix.

16.3 UNSCHEDULED HSE TRAINING SESSIONS

RNAJV will maintain packages and facilities to be able to provide unplanned training due to inclement weather etc. Some of these packages are:

- > Mobile equipment exclusion zones;
- > Heat stress;
- > Work Instructions;
- > Emergency Procedures;
- > Reviewing Safety Policies; and
- > Reviewing Safety Procedures and safe work method statements.

All other forms of training required throughout the term of the contract will be carried out on an "as required" basis. Some examples are:

- > Site Specific Inductions;
- > Work @ Height;
- > High Risk Licensing E.g. Forklifts;

17. CONSULTATION AND COMMUNICATION

17.1 FORMS OF COMMUNICATION ON THIS PROJECT ARE:

- > Two-way radios
- > Mobile Phones (isolated site and / or workers)
- > Notice Boards – A notice board shall be provided in the amenities area to display HSE hazards, initiatives and programs
- > Meetings e.g.
 - » Pre-start meeting
 - » Toolbox meeting

- » Client contract communications meeting
- » HSE Committee meetings (where required)

17.2 PRE-START MEETINGS

Pre-start meetings are to be run by Supervisors/Foreman/Leading Hands at the start of every shift. Records of the Pre-Start meetings shall be documented on the (WHS-F-02) *Prestart Meeting*.

Pre-start meetings will address safety and environmental issues such as:

- > Work that is of highest priority;
- > Review of incidents / accidents from previous shifts;
- > Safe work practices to be used e.g. review of SDS;
- > Manual handling risks for any tasks planned;
- > Impact from other contractors or the weather;
- > Preparation and review of Safe Work Method Statements (SWMS);
- > Inspection and test checklists; or
- > Environmental aspects and impacts.

17.3 TOOLBOX MEETINGS

Toolbox meetings provide a means of communication, information exchange and an open forum to discuss HSE issues.

Toolbox meetings are not a replacement for health and safety or committee meetings but are an addition to them. They are usually short in duration (15 minutes) and are designed to raise employee awareness prior to work activities or after incidents have been reported.

Toolbox meetings are to be conducted weekly for the purpose of allowing management to formally brief individuals and work crews on task related HSE risks.

Toolbox meetings also provide a forum for employees to bring safety and environmental issues to the attention of management prior to any work commencing.

Typically, topics that may be discussed in Toolbox Meetings are:

- > Reviews of incidents since the last meeting;
- > Follow up items from previous meetings;
- > Safety Alerts issued since the previous meetings;
- > General Health and Safety issues relevant to the tasks;
- > Reviews of HSE performance on the site;
- > Reviews of Safe Work Method Statements.

Toolbox Meetings will also be held on the spur of the moment when an HSE issue requires immediate discussion. These meetings may be held:

- > Following a significant incident on site;
- > When required by the Client;
- > When hazards and risks are presented;
- > If the size of the crew requires it or
- > Experience and ability of the workers require it.

A toolbox meeting can be run by any member of the workforce and attended by the site supervisor and, on occasion, by project management.

All toolbox meetings are recorded on the standard toolbox meeting form (*WHS-F-22*) *Toolbox Meeting*. All employees attending these meetings are required to sign a meeting attendance sheet. These forms shall be retained in a file for audit purposes.

18. SITE MANAGEMENT

18.1 SITE ESTABLISHMENT

There shall be the following facilities mobilised to site for the duration of the works:

- > Site offices - air conditioned / heated
- > Crib Room – air conditioned / heated with water, refrigerator for food, food preparation appliances and tables/seating
- > Ablution blocks- relative to site personnel with enough facilities for male / female demographics (1 toilet per 15 persons).
- > Lockable storage areas – shipping containers
- > Vented Chemical Storage Containers
- > Potable water for both washing and consumption.

The site compound will include areas for designated car parking to be used by visitors and the workforce. All of the above is completed as part of the (*PCA-F-10*) *Project Commencement Checklist*.

18.2 VISITORS TO SITE

Visitors (those without a formal induction) will be allowed on to site if accompanied by a member of the project team (who has been fully inducted by RNAJV) at all times whilst on site. Visitors must complete the visitor's induction (*WHS-F-12*) *Visitor Induction* and adhere to the project requirements stipulated in the induction.

18.3 DELIVERIES TO SITE (INCLUDING TRUCK MOVEMENTS AND CHAIN OF RESPONSIBILITY)

Delivery drivers to the site will be informed before entry to the site of the RNAJV site requirements. However, drivers are to remain within (or within close proximity to) their vehicles while on site. Drivers must give plenty of warning (including by UHF) before arriving on site and a further warning of their presence when they arrive on site; they must await confirmation of site recognising their presence before continuing. Truck drivers (e.g. removing spoil from the site or delivering concrete and materials) will not be required to undergo inductions, and similar protocols will be enforced as above. However, they shall be inducted into and sign onto the task PTA.

Deliveries that require the use of Telehandlers, Skid Steer fork attachments, Flatbed truck loading via a Hi-Ab crane, tilt trays, any cranes in general, shall complete the *WHS-F-42* *Truck-Delivery Driver Induction*. The induction process also includes the driver providing copies of their Drivers licence, and any high-risk tickets required for the task, e.g. CV, CN, LS LS, LF. These shall be copied and attached the with Truck Drivers induction. As part of the Truck/ Delivery Driver Induction, the delivery driver shall also sign onto the RNAJV SMWS -General Transport & Unloading before conducting their delivery to the site.

Deliveries to the site shall be coordinated through the Supervisor and drivers shall fully comply with all site rules, including the wearing of required PPE, driving behaviours and acceptable vehicle conditions.

Materials arriving on site shall be inspected for adequacy and compliance with the purchase requirements. Any material found to be unsatisfactory shall be communicated to the supplier using the (QM-F-05) Non-Conformance.

The Supervisor shall also ensure that any safety-related issues (such as lay-down areas, parking, go / no-go zones, etc.) are communicated to delivery drivers via the project VMP and to ensure that the delivery and removal of goods to and from the site is conducted in a safe and controlled manner as identified in the Site Traffic Management Plan.

On all RNAJV controlled projects, a Chain of Responsibility Management Plan (CoR) (Appendix I) shall be implemented to manage and comply with the NHV regulations.

The following details summarise the management of the CORMP on this site:

- > Chain of Responsibility Management Plan.

18.4 DELINEATION

The purpose of this section is to standardise RNAJV's delineation requirements on this site.

Hard Controls

- > Water Filled Barriers – Delineation (as per risk assessment or TMP)
- > Concrete Barriers – Traffic Delineation

Soft Controls

Flagging colour and the requirement:

- > Blue – Reverse Parking
- > Orange – Exclusion Zone
- > Double Orange - Walkways
- > Yellow – Overhead or Underground Power
- > Green – Clearing Limits/ Environmental Exclusion Zones

18.5 LIGHT VEHICLE AND MOBILE EQUIPMENT SAFETY STANDARDS

RNAJV will ensure that the safe operation and maintenance of its vehicles and mobile equipment meet the requirements identified in Chapter 5 of the *WHS Regulations 2011*.

RNAJV will ensure in relation to all powered mobile plant that the requirements of the section 214 & 215 are met.

Where required all powered mobile plant will be fitted with appropriate Roll-over protection (ROP) and Falling Object Protection (FOP) that conforms to AS 2294 & AS 1636.

All equipment will be inspected prior to mobilising to site utilising the (P-F-02) *Plant Compliance Statement*.

Roll-over protection (ROP) and Falling Object Protection (FOP) requirements will be assessed during the Risk Assessment process and documented on Plant Risk Assessments.

Operators of light vehicles must hold a current Queensland 'C' class driving license (or other Australia state government equivalent).

Employees whose state government driving license is suspended cannot drive or operate mobile equipment or light vehicles at any time.

Verification of Competency (VOC) assessments are to be conducted on employees on the machine type and in the environment in which it will be operated.

Documentary evidence of competencies is to be retained on personal files and on the worksite for the duration of the Works. Documentary evidence is to be recorded on a Training Matrix (Lucidity) that is to be made available to the Client upon request.

Verification of Competencies shall be conducted internally by an assessor holding a Cert IV Workplace Training and Assessment (TAE) and a Nationally Accredited License on that particular machine or Subject Matter Expert (SME).

A copy of the VOC is to be held in the personnel file, the Training Matrix and LUCIDITY. All company vehicles and mobile equipment will be inspected prior to being mobilised to site to ensure that they comply with the site requirements.

Mobile plant and equipment operators must hold a "C" class license and have a minimum one-year driving experience before they can commence plant and equipment operator training. All crane operators are to have a high-risk licence before operating. All personnel to operate an EWP are to have a work platform ticket and Working at heights qualification. Refer to section 18.2 if this plan.

Note: Machinery must operate within permissible noise levels with special consideration during night shift.

Before operating mobile equipment every employee shall carry out the basic vehicle safety and maintenance check utilising the Pre-Start Checklist (*WHS-F-41 Vehicle - Plant Inspection Checklist*), found on LUCIDITY or any Pre-start book with the machine, and sign a statement that the equipment is in good working order and that they are fit to operate the equipment.

It is the employee's responsibility to report any safety or maintenance faults to the supervisor as soon as they are discovered. Safety faults and hazards that could cause damage to machinery are to be actioned immediately by shutting down the equipment and notifying the supervisor.

18.6 PLANT

No item of plant is to be used for any purpose other than its intended design. Manufacturer's specifications will be adhered to at all times.

All mobile plant and equipment utilised on this project shall be subject to the requirements detailed in (P-F-05) Plant Induction Requirements, which includes the requirement for a Plant Risk Assessment to be performed.

Upon arrival to site an RNAJV member of staff will verify that plant to be inducted is fit for purpose using the (P-F-02) Plant Compliance Statement. Once this has been completed a plant induction sticker will be issued and is to be affixed to the item of plant.

As a minimum, the following safety devices will be mandatory on ALL working mobile plant:

- > Amber flashing beacons
- > Reverse alarms / beepers
- > Fire extinguishers

Once the above documentation has been supplied and acceptable, the Supervisor shall register the applicable plant details on (P-R-01) Project Plant and Equipment Register and may affix an approved plant sticker to the plant. This approval shall remain current for the duration of works on the project.

Plant pre-start inspections are to be carried out prior to each shift and there must be 1 pre-start conducted per item of plant.

18.7 LIGHT VEHICLES

For all light vehicles (LV's) used on this project, the light vehicle shall be fit for purpose and meet the projects minimum safety requirements. All LV's on the project must have completed the (P-F-06) *Light Vehicle Inspection Form*. Once completed, a plant induction sticker will be issued to the LV and shall be affixed to the light vehicle as a record of compliance to the site requirements.

As a minimum, the following safety devices will be mandatory on **ALL** light vehicles used on this project:

- > Visible revolving/ flashing light
- > UHF Radio
- > Suitable fire extinguisher
- > Suitable first aid kit
- > Operational reverse travel alarm (adjustable squawker for night works)

18.8 CONCRETE PUMPING

All concrete pumps that are to work on RNAJV projects, must first comply with section 20.5, 20.6 and 18.2. Additionally, upon arrival and before each pour, (P-F-07) *Acceptance Checklist Form - Concrete Pumping* shall be completed.

18.9 TRENCHING AND EXCAVATION

All trenching and excavation work shall be carried out in accordance with (HSE-P-16) *Trenching and Excavation*. RNAJV shall ensure the following on this project.

- > Prescribed information relating to all services on site is given to any employee or subcontractor who may be involved in excavation type work during the project. This information is to be in writing and a record is to remain on file on site;
- > Prior to excavation work commencing, planning and relevant measures are to be taken to ensure the stability of nearby buildings, adjoining structures, routes, roads and the edges of excavations, once work commences;
- > Wherever practicable, a barricade or hoarding, 900mm high is to be erected to exclude entry to any excavation where personnel may be at risk due to its location and accessibility;
- > At all times a barricade or windrow is to be erected to exclude entry to trenches of depth 1m or more where other on-site personnel may be at risk due to its location and accessibility;
- > All excavations and trenches over 1.5 metres in depth, where entry is required, shall either be shored, battered back or benched unless a geo-technical engineer confirms in writing that the excavatio
- > All excavations and trenches less than 1.5 metres in depth with unstable rock or soil and where access is required shall be shored, battered back or benched;
- > Installation and removal of shoring is to take place from outside the trench;
- > Where shoring or ground support systems are used, these systems are to:
 - » be designed by a qualified engineer;
 - » contain detailed on up-to-date drawings/plans;
 - » be installed and verified as correctly installed by competent persons prior to use in accordance with the drawing/plan; and
 - » be authorised and signed off by a qualified engineer where changes to the design or installed system are made.
- > Each bench cut into the side of the excavation or trench must be no higher than it is wide. Step dimensions are to be suitable for the soil type and be no greater than 1.5 metres unless a geo-technical engineer has approved a greater height or dimension in writing;
- > Battering is to be suitable for the soil type and be at an angle of 45° or less to the horizontal and start no higher than 1.5 metres above the bottom of the trench or excavation, unless a geo-technical engineer has approved a greater batter angle in writing;
- > All personnel involved in excavation and trenching must ensure as a minimum that a Safe Work Method Statement is prepared for any work involving excavation work greater than 1.5m deep and that it identifies and details controls for excavation collapse, falling objects, falling into the excavation and inhaling or being exposed to impurities in the air;
- > All personnel involved in trenching must ensure that the work is carried out under the direct supervision of a competent person. This competent person is to undertake, as a minimum, daily inspections of trenches and excavations and details of these inspections are to be recorded competent persons diary or day sheet;
- > Note: A competent person is defined as a person who may have successfully completed a trenching / excavation course delivered by an RTO or a qualified engineer with 2-3-year experience or a supervisor with 2-3 years' experience in relevant Civil construction;
- > Clearly marked covers suitable to sustain likely loads are to be placed on unattended excavations where practicable on site;
- > Barricades and signs are to be used at safe distances (e.g. 1 metre) from edges to protect unattended excavations that cannot be practicably covered;
- > No person is to work in an excavation or trench alone;
- > Petrol driven machinery is not to be located in or near excavations and trenches;
- > A safe means of access and egress is to be provided into excavations and trenches requiring access. Ladders providing a safe access and egress are to be placed in every 9 - metre length of trench where workers are required to work; and

- > Mobile plant, materials and spoil is to be kept at least 1000mm from the sides of a trench or excavation or at distances that ensures they do not endanger the stability of the trench or a person present below.

18.10 USE OF MOBILE CRANES

The project may also require use of mobile cranes, including but not limited crawler cranes, slew cranes, and pick and carry mobile cranes (frannas). All works associated with the use of mobile cranes will be conducted by personnel with the appropriate qualification/ experience and in accordance with the Mobile Crane Code of Practice 2006 and RNAJV standard procedure (HSE-P-15) Cranes and Lifting.

An accepted SWMS must be in place for all lifting operations, with a lift plan for major lifts and critical lifts developed by the crane subcontractor for review and approval by the Site Project Team. All personnel associated, and in the vicinity of the works, will be thoroughly briefed on the plan and SWMS prior to commencement. All lifting gear, including slings,

hooks and material boxes, will be periodically inspected for damage and wear by a competent person every 12 months (maximum). This excludes synthetic slings which will be carried out every 3 months. All lifting gear will be tagged identifying the date of the last inspection and a site register of all gear will be kept onsite by the project engineer. Use of a Workbox/Manbox is considered to be a critical lift and shall not be permitted without approval from the Project Manager (or nominated delegate).

18.11 PERSONAL PROTECTIVE EQUIPMENT

The induction process will outline the minimum requirements for Personal Protective Equipment (PPE). All identified PPE for the site **must** be worn and utilised as directed. Ankle high lace up Safety Boots, Safety Glasses, Gloves (on person) and long sleeve (Class D/N) Hi Vis shirt and long pants (Class D/N) are required. Other PPE may be required to be utilised to suit activity specific work activities as per the relevant SWMS and also **must** be used as directed.

Any other site-specific mandatory PPE will be indicated at the induction. Any non-standard PPE provided by RNAJV will include training for its intended use. The worker will be required to maintain the PPE at all times as required by the obligations under the *Work Health and Safety Act 2011*.

Any PPE required outside of the site mandatory PPE for particular tasks will be identified during the risk assessment process and must then be worn for that task throughout the remainder of the project.

18.12 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

All hazardous substances required on a project will be identified to form the basis of the Hazardous Substance Register kept on Chemwatch prior to any work commencing. Copies of Safety Data Sheets shall be maintained onsite and users familiarised with the access, safe handling, storage and disposal requirements, including any PPE required for safe use as required by (*HSE-I-38 Storage and Use of Hazardous Substances and Dangerous Goods*) and associated risk assessment.

Prior to the use of any Hazardous substance the Hazardous Substances Risk Assessment must be completed, a copy of this assessment must be included with the storage of the Hazardous Chemicals.

Hazardous substance registers are kept and maintained on site and updated regularly. RNAJV management will make all attempts to find safe alternatives. Should safer alternatives not be available, the company will ensure a full risk assessment to identify adequate control measures.

Supervisors are responsible for ensuring that all chemicals are stored correctly and access to them is controlled. This will be done according to the specification in the Safety Data Sheets. To ensure all hazardous materials are stored correctly the following will apply:

- > All hazardous substances are to be listed on the register and applicable SDS and Risk Assessments are located or accessible at the site.
- > All hazardous substances must be segregated appropriately, banded and secured.
- > All hazardous substances must be clearly labelled and wherever possible, retained in their original packaging.
- > Any employee who is required to handle or transport any chemical substance will be trained in their use. All employees are made aware of potential hazards involved and encouraged to follow safe handling and transportation procedures as detailed in the SDS.
- > Adequate safety equipment as suggested in the SDS will be provided at all areas of usage and storage of hazardous chemicals.
- > All personal protective equipment, as suggested by the SDS will be provided to all employees who handle or transport hazardous chemicals. It is the responsibility of all employees to use the PPE equipment supplied.

All employees are responsible for ensuring that a current SDS and Risk Assessment are available when the use of chemicals is required. At the start of every job all employees are responsible for identifying what chemicals may be required.

The *(HSE-I-38) Storage and Use of Hazardous Substances and Dangerous Goods* work instruction applies to all sites and activities and includes all employees, contractors and visitors to sites under RNAJV's control.

All dangerous goods, if any required, will be handled in accordance with the Dangerous Goods Code of Australia (2008). This will include but is not limited to the identification of the dangerous goods and any incompatible goods, storage and handling of the goods, provision for training and supervision during the use of the goods and spills management. RNAJV will seek guidance from the supplier at the procurement stage to identify any dangerous goods and the appropriate control measures.

18.13 ELECTRICAL SAFETY

Electrical risks and causes of injury are significant and must be controlled to prevent injury or damage. All electrical works on the RNAJV will be risk assessed in accordance with section 13 of this plan and with reference to Work Instructions *(HSE-I-48) Using Electrical Equipment* & *(HSE-I-49) Using Electrically Powered Hand Tools*.

All electrical work shall be performed by a qualified and licenced electrician approved for site in line with AS3012 and the *Electrical Safety Act 2002 and Regulation 2013*. Additionally, testing and compliance certification shall be obtained by the JV.

Earth leakage protection is required for all electrical supply and all leads must be kept off the ground.

Portable electrical equipment is to be visually inspected prior to every use and is to display a current inspection tag as defined in this procedure. Any equipment failing visual inspection is to be tagged with an "Out of Service" tag and repaired or replaced promptly.

All portable electrical equipment including RCD's are to be tested by a licenced electrician for continuity, polarity, earthing and insulation (as appropriate) as follows:

- > Before first use of the equipment;
- > At intervals of every 3 months;
- > Before repaired equipment is returned to service and
- > Before equipment is used after any incident that may have caused damage and only after it is cleared by the investigation team.

All equipment, including adaptors that plug directly into the socket outlet without the use of a 240/415-volt supply cable (e.g. Mobile Phone Chargers), are to be tested and tagged by a licensed electrical worker.

18.14 ASBESTOS

No asbestos or asbestos related products are expected to be present on the site. Should suspect items be uncovered or found, all work will cease in the vicinity until thorough assessment is conducted. Should the material be identified as asbestos suitably qualified removalists will be deployed to complete the removal works, in strict compliance with legislative and best practise.

18.15 RESPIRABLE CRYSTALLINE SILICA (RCS)

Crystalline silica (quartz) is a common mineral found in:

- > most rocks, sands, and clays
- > products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone benchtops
- > cement-based materials such as fibre-cement sheeting and autoclaved-aerated concrete.

Dust containing respirable crystalline silica (RCS) is generated by high-energy processes such as cutting, sawing, grinding, drilling, polishing, scabbling and crushing of silica-containing materials.

When works involve the cutting, sawing and grinding, of silica-containing materials, all persons involved must wear a correctly fitted P2 dust mask.

Water suppression must be used to minimise the potential for air-born contaminants, with an assessment to be made in relation to using wind deflectors if a high level of dust is identified when cutting through concrete pipes and culverts.

RNAJV and its sub-contractors will complete "Fit Face Testing" for all team members assessed as being at risk of RCS exposure. i.e. Labourers, pipe layers, form workers and concreters.

18.16 PUBLIC PROTECTION

Protection of the public on or near RNAJV sites is of critical importance. To ensure the Members of Public (MOP) in the area are not exposed to excessive risk the RNAJV project supervision will remain ever vigilant to ensure the - safeguarding and wellbeing of the public will be undertaken.

This will include:

- > Establishing clear safe paths of passage through and adjacent to the construction zones.
- > Installing robust delineation fencing to prevent inadvertent entry
- > Communicate regularly with local and regular MOP who interfaces with the project.
- > Barricading and road signage erected in work areas, ensuring these are well maintained and inspected regularly.
- > No machinery is to be left unattended when switched on. All ground engaging tools to be lowered.
- > Harmful substances must be locked away.
- > Tools that could cause injury (saws, shovels) stored away when not in use.
- > All powered machinery will be stored when not in use making particular attention to the security of the equipment. Robust positive locking mechanisms will be used to prevent easy access for un-authorised persons.
- > Storage locations and park up areas will take into account being positioned so as not to cause addition risk to MOP.

18.17 HOUSEKEEPING

Housekeeping will be managed in accordance with the site conditions, facilities and extent of works. The Site Housekeeping will be discussed at toolbox meetings with all of the workers and will be reviewed weekly during the Site HSE Inspections completed by the Site Supervisor or Site Safety Advisor.

The site facilities will be maintained in a clean and safe order for the duration of the project. The site offices and crib rooms will be placed on fortnightly cleaning roster and the ablutions will be pumped out as required. The facilities provided will include toilets, drinking water, washing and eating facilities taking into account the number of personnel RNAJV are providing for. If the site population increases, there may be a requirement to supply additional amenities in accordance with Schedule 5A of the *Work Health & Safety Regulations 2011*.

A site skip bin will be organised for the site to maintain site cleanliness. The bin will be emptied by a regulated waste management contractor on a pre-arranged roster to suit the site rubbish requirements and to minimize health and safety related issues and disturbances to the surrounding stakeholders.

18.18 SHARPS & SYRINGES

There is a potential for encountering used syringes (or sharps) on site during construction. In the event that syringes are found during operations the Site Supervisor will be notified immediately. The designated sharps container (which is kept in the office at all times) will be carried to the location and the Site Supervisor will be responsible for removal/disposal. At no time are site personnel to touch the syringe unless under direct control/instruction of the Site Supervisor. The Company's Representative or Administrator will be notified as soon as practicable.

18.19 UNAUTHORISED ACCESS

The RNAJV site compound area will be fully fenced to ensure no access to the public or unauthorized personnel. RNAJV will delineate work areas with signage and bollards, flagging or barricade to ensure that no unauthorised access occurs at the worksites. Work crews will be instructed at the induction process to challenge anyone in the worksite who they believe not to work for RNAJV and ensure they report to the site office for induction or direction.

18.20 WORKING AT HEIGHTS

(HSE-P-18) Work at Height Procedure provides the minimum guidelines for all work performed at heights.

Generally, all tasks that require working at heights where there is a risk of a person falling shall be subject to specific assessment and development of a SWMS. Effective control measures, considering the Hierarchy of Control and the risk level, will be established for all works where there is a risk of a person falling from one level to another. First principal objective will be to establish enclosed environments where last resort PPE will not be required. Barriers and handrails shall comply with AS1657 and scaffolding shall be compliant to AS4576.

A summary of the minimum requirements include:

- > A risk assessment has been conducted and a SWMS developed along with a work at height permit & rescue plan for the work activity;
- > Any person required to use fall prevention / arrest equipment or supervise work at heights must have been adequately trained and instructed;
- > Scaffold and edge protection designs/drawings are developed by appropriately qualified personnel;
- > Any fixed scaffolding or edge protection used on site to allow height access is installed, modified and dismantled by an appropriately certified scaffolders;
- > Scaffold hand over certificates or edge protection hand over certificates (where applicable) are provided prior to use, and periodic inspection records are maintained of scaffolding/edge protection in accordance with manufacturer/ designers requirements
- > Fall restraint / arrest equipment inspected and maintained by a qualified person;
- > Fall restraint/arrest anchor points are appropriately designed and certified, installed, maintained and inspected by a qualified person; and
- > Work on a platform type ladder with edge protection if a risk assessment has been carried out and it indicates a platform ladder is a better option than a scaffold or an elevating work platform (EWP).

All employees who undertake working at heights must hold the applicable working at heights qualifications.

18.21 CONFINED SPACE

A confined space is an enclosed or partially enclosed space that:

- > is at atmospheric pressure during occupancy
- > is not intended or designed primarily as a place of work
- > may have restricted means for entry and exit
- > may have an atmosphere which contains potentially harmful levels of contaminant
- > may not have a safe oxygen level
- > can cause engulfment

Confined spaces may include but are not limited to:

- > Storage tanks,
- > cars,
- > process vessels,
- > boilers,
- > pressure vessels,
- > silos and
- > other tank like compartments.

All confined spaces must be identified and a SWMS developed for work in a confined space that includes compliance to *(HSE-I-54) Confined & Restricted Space Entry* and *(HSE-P-17) Confined Space Entry*, which includes the use of a standby person (sentry), air quality monitoring, requires a permit and rescue plan to be completed which forms part of *(WHS-F-08) Confined Space Entry Permit*.

The scope of works indicates that confined space work is not likely to be conducted on the project. Should it be required suitably qualified workers will be deployed to complete the works, in strict compliance with legislative and best practice.

18.22 WORKING NEAR TRAFFIC

Managing the risk of working near traffic is critical to ensuring that workers have a safe working environment and road users are protected from our works. Compliance to the state code of practice for traffic control is mandatory. Refer to Traffic Management Plan. In particular the *Queensland MUTCD Part 3* will be complied with fully.

In developing the traffic management plan consideration must be given to:

- > Traffic demand: the amount of traffic the road in question carries and how it varies throughout the day.
- > Traffic diversion: the traffic flow in and around the work site.
- > Traffic control: Define if specialist traffic controllers and /or traffic signals (permanent or portable) are necessary.
- > Other Road users: provision to be made for vehicles, pedestrians, bicycles, buses, trains, emergency services and restricted vehicles (i.e. trucks that are only permitted on specified routes).

Traffic management on the project will be conducted by an authorised and recognised Traffic Control subcontractor. All personnel engaged to perform Traffic Control duties will be qualified - Traffic Management Implementation (TMI) as a minimum.

18.23 PROJECT TRAFFIC MANAGEMENT (VEHICLE MOVEMENT PLANS - VMP)

The Project Manager must ensure that a site-specific vehicle movement plan (VMP) is established, implemented and maintained throughout the duration of the works.

RNAJV must ensure that activity specific VMPs are developed and used to identify risk controls for the management of mobile plant movements in the construction work areas.

VMP's must take into account:

- > Vehicle movements, directions of travel & speed limits;
- > Plant and pedestrian's separation measure (e.g. physical barriers & marked walkways)

- > Loading and unloading areas;
- > Vehicle parking areas / go lines;
- > Signage;
- > Interface with approved traffic management plan (where relevant); and
- > Spotters and other controls when reversing and / or operators' vision is obscured.
- > Physical (solid barrier) separation, from mobile plant operations / vehicles is the preferred method to be used to protect workers and / or members of the public.

A reliable means of communication (e.g. UHF radio) must also be in place and in use to manage all mobile plant movements onsite and ensure positive communication.

Activity specific VMPs shall be reviewed and communicated to workers on a daily basis as part of the daily pre-start briefing or prior to any change being introduced to the work area.

18.24 OVERHEAD ELECTRICAL LINES

A Safe Work Method Statement SWMS must be completed for any works in proximity to overhead services. Legislation is to be observed at all times.

Prior to deploying heavy equipment to the site, a survey will be conducted mapping the electrical distribution network on the project. This will include recording all heights of conductor above natural ground level.

Warning devices will be installed at all locations of potential conflict with machinery. The devices will be a combination of:

- > Warning signage (including height of conductor)
- > Catenary warning flagging (goal posts)
- > Tiger tails or protective sheaths (installed by asset owner)
- > Line targets (installed by the asset owner)

For works under **low voltage (240-132,000 volts)** overhead power lines the following is to be observed:

- > No Work is to occur within 3m of energised lines. This is a NO GO ZONE.
- > If works come within 3m of electrical lines the relevant electrical authority should be contacted. No further work will occur until the asset owner conducts a site inspection.
- > Any Safety Clarification Advice (SCA) provided by the asset owner will be complied with. A spotter must be used where machinery is working within 15 m of any low voltage electrical conductor. The spotter must notify the plant operator when the item of plant approaches 3m from the power lines.

For works under **high voltage (132,000+volts)** overhead power lines the following is to be observed:

- > No Work is to occur within 8m of energised lines. This is a NO GO ZONE.
- > If works come within 8m of electrical lines the relevant electrical authority should be contacted. No further work will occur until the asset owner conducts a site inspection. Any SCA provided by the asset owner will be complied with.
- > A spotter must be used where machinery is working within 15 m of any high voltage electrical conductor. The spotter must notify the plant operator when the item of plant approaches 8m from the power lines.

18.25 UNDERGROUND SERVICES

A permit to excavate (WHS-F-16 Excavation - Removal of Redundant Service Permit) must be in place before commencing any ground-penetrating activity of more than 300mm below natural ground level in accordance with (HSE-P-16) *Trenching and Excavation* & (HSE-I-27) *Work Near Underground Services*. The permit to excavate will dictate activities to be followed when working around underground services.

The general procedure to be applied includes:

- > Perform Dial Before You Dig (1100) to identify any services.
- > Mark out the location of any services as per the excavation permit.
- > Maintain service exclusion zones as per the excavation permit.
- > Positively identify and trace the service prior to excavation. (This may include using a vacuum truck and non-mechanical excavation).
- > Ensure a spotter works with the plant operator during digging operations to warn of uncovered services or signs of services. Signs of impending services may include a distinct sand or gravel layer in the soil profile or service marking tape.
- > If the spotter leaves the excavation area the machine operator must stop work immediately.
- > ~~Any mechanical digging between 500 mm and 1000 mm of a known buried service MUST~~ be conducted with a smooth blade bucket (aka batter bucket) i.e. no teeth
- > **ALL** digging within 500 mm of a known service **MUST** be conducted by non-mechanical excavation (hand digging or vacuum excavation)

18.26 NOISE

Hearing protection shall be provided to all employees and signage shall be put in place where areas of high noise (above 85dB) are identified.

18.27 WORKING ALONE

Working alone is not permitted on this project. All persons shall be in visual contact or have access to phones or radio contact.

18.28 MANUAL HANDLING

A musculoskeletal disorder is an injury or disease of the musculoskeletal system. Musculoskeletal disorders may arise in whole or in part from performing manual tasks in the work environment, whether occurring suddenly or over a prolonged period of time.

Musculoskeletal disorders include body-stressing injuries and conditions such as:

- > Sprains and strains of muscles, ligaments and tendons (e.g. back strain);
- > Joint injuries or degeneration (e.g. frozen shoulder or arthritis of the back);
- > Disc protrusions, disc herniation's or disc degeneration of the back or neck;
- > Nerve injury or compression (e.g. carpal tunnel syndrome);
- > Muscular and vascular disorders (e.g. vibration-induced white finger from hand-arm vibration); and
- > Soft tissue injuries
- > Musculoskeletal disorders may result from:
- > Gradual wear and tear caused by frequent or prolonged periods of performing manual tasks;
- > Sudden damage caused by intense or strenuous manual handling or awkward lifts; and
- > Direct trauma caused by unexpected events.

Prior to undertaking any manual handling activity, personnel must evaluate the object and the required task to determine if they can handle the object safely.

Manual Handling work shall be conducted in accordance with *(HSE-I-29) Manual Handling*.

18.29 WORKPLACE BEHAVIOURS

RNAJV strongly believes Safety Management is most effective when co-operative and consultative attitudes and practises are adopted by all members of the project delivery team.

RNAJV strongly encourages and expects all personnel on the project to actively participate and contribute their best efforts and knowledge towards improving the collective safety performance and being relentless in protecting all personnel from injury or harm. To this end each person is expected to intervene and stop any un-safe act or practise and conversely accept and be responsive to interventions should they be identified as being at unacceptable risk.

Continued poor HSE performance of any individual will be managed under the company disciplinary protocols.

19. FIRST AID & EMERGENCY RESPONSE AND EVACUATION PLANNING

The RNAJV site specific Emergency Response and Site Evacuation Plan, will be developed and it will be submitted prior to mobilisation to maximise the efficient use of resources available at the site and detail the ongoing maintenance of these processes.

Specifically, the plan seeks to:

- > Achieve the optimum co-ordinated response by RNAJV to any given emergency in the shortest possible time to minimise the loss of life and/or injury to persons and to minimise the damage to property;
- > Provide clear instruction in Emergency Response and Site Evacuations;
- > Designate emergency response roles and responsibilities to key personnel;
- > Ensure training and evacuation drills are undertaken; and
- > Restore RNAJV operations to normal in an orderly manner.

The site-specific Emergency Response Plan (Appendix G) will be developed using the company approved Emergency Response Plan Template and include the following as a minimum:

- > Emergency procedures pertinent to the client and the site;
- > Site map clearly identifying location of Muster Points, emergency equipment locations and first aid supplies etc.
- > List of local Emergency Service Providers and Local Authorities contact numbers (E.g. Fire, Ambulance, Hospital, Poisons hotline etc.)
- > Register of emergency equipment and locations e.g. first aid kits, fire extinguishers etc.
- > Register of current First Aid trained personnel.
- > Details of emergency response testing. (E.g. Site evacuation, excavation cave in etc.).

19.1 FIRST AID

First aid and emergency response facilities, equipment and training shall be provided in accordance with the relevant legislation and codes of practice. Additionally, (WHS-F-50) Emergency Response and First Aid – Emergency Equipment Requirements shall be completed by a qualified person (1st aid trained) to determine the requirements for each project. This will take into account:

- > The nature of the work and the workplace hazards;
- > The size and location of the site;
- > The number of people onsite taking into account rosters and number of shifts; and
- > The proximity to emergency services and medical facilities.

First aid facilities and names of first aiders will be displayed in prominent locations on the project.

Employees who are First Aid (FA) qualified shall be present onsite at all times when works are being carried out. Employees qualified to perform first aid shall be identified on posters placed at prominent communal areas of the project compound and notice boards in accordance with (HSE-P-12) First Aid Procedure. Additionally, qualified first aiders will be identifiable by a traditional Green/ White symbol affixed to their hard hat.

Wall mounted type B First Aid Kits shall be located in the main site compound (site office and First Aid Room if applicable). RNAJV company vehicles and plant will be fitted with type C First aid kits. The kit

appropriate supplies are included. It will be the duty of the first aid officer to ensure the kits are restocked in a timely manner following use.

First aid shall only be administered by qualified personnel. Records of any First Aid administered onsite shall be documented on the (WHS-R-04) First Aid Log.

Should any incident warrant treatment to a higher level than First Aid, the first aider will make arrangements for the patient to be transported to closest Hospital or a local medical provider. This will be either by RNAJV Company vehicle or Ambulance Service dependent on the situation and patient.

20. FITNESS FOR WORK

Fitness for work, including fatigue, will be managed in accordance with RNAJV's (HSE-P-03) *Fitness for Work Procedure* and the project specific Fatigue Management Plan if required.

21. DRUG AND ALCOHOL SCREENING

RNAJV has a duty of care to provide a safe workplace for all employees, contractors and visitors; free from the hazards associated with drug and alcohol abuse. People affected by alcohol or drugs (AOD) pose a safety risk in the workplace.

It is the objective of RNAJV to foster an attitude amongst all employees and sub-contractors that it is not acceptable to come to work under the influence of drugs and alcohol which inhibit them from performing their duties in a safe and efficient manner.

RNAJV will:

- > Meet its obligation with respect to providing a safe working environment.
- > Provide education and training in the hazards associated with alcohol and drug abuse.
- > Maintain robust testing programs.
- > Conduct AOD tests in accordance with:
 - » Australian Standards AS/NZS 4308:2008 (recommended practice for the collection, detection and quantification of drugs of abuse in urine),
 - » AS 3547:1997 (Breath alcohol testing devices for personal use) and will use laboratories appropriately certified and calibrated by the National Association of Testing Authorities.

The purpose of this procedure is to detail guidelines and actions required to carry out drug and alcohol testing on RNAJV employees and subcontractors and, where applicable, provide counselling for drug and alcohol abuse.

The *(HSE-P-03) Fitness for Work* and *(HSE-P-31) Drug and Alcohol* procedure applies to all sites and activities and includes all employees, contractors and visitors to sites under RNAJV's control.

22. REPORTING AND RECORDS

Records will be collected for all safety related issues including, incidents, near misses, induction records (In a locked confidential location), inspection reports, meeting minutes and site SMP auditing. All records will be kept onsite and kept in the appropriate site folder (electronic and/or hard copy).

RNAJV will provide a report on any incidents identified in the monthly HSE report form *(WHS-F-26) Monthly HSE Report* details of any enforcement action conducted by regulatory agencies and details on any health, safety and environment initiatives conducted.

Any changes to RNAJV policies & procedures will be issued as an alert to the site team from the Systems Manager. If the changes are relevant to the Project, they will be raised in a toolbox meeting and placed on the site notice board. Any changes made to legislation over the course of the project will be managed as above.

At the completion of the project a safety management debrief report will be prepared detailing all safety incidents that occurred during construction as well as records of the control of all hazards and risks.

23. AUDITING AND REVIEW OF THE SMP

The Project Manager and Systems Manager will undertake regular reviews (at minimum bi-annually) and formal audits of the Safety Management Plan as per *(QM-P-06) Internal Audit* to ensure that it is fit for purpose and effective in its implementation. If it is found that there are certain deficiencies in either the plan or its implementation they will be rectified immediately.

The site MCEMS audit will include Safety, Environmental and Quality auditing which will conclude with an audit report and any Non-Conformance (NCR) raised, logged, actioned and rectified immediately in accordance with *(QM-P-04) Control of Non-Conformances*. A copy of the report will be made available for the Company's Representative or Administrator following completion of the audit.

In accordance with the *Work Health & Safety Regulation 2011 Section 313* a copy of the Safety Management Plan will be available for the duration of the project. A hard copy will be kept in the site office available for viewing on request, and a 'controlled' electronic copy kept on the site server. All files and documents associated with the project will be archived at our head office for a period of seven years; should there be need to review this SMP during this period a copy will be made available to the appropriate person.

APPENDIX A SAFETY POLICY



WORK HEALTH & SAFETY MANAGEMENT POLICY

The Directors and Management of McIlwain SGQ JV are committed to conducting all operations in a manner that embeds a safety culture in our employees, protects the health and safety of all stakeholders and workers and is committed to providing a healthy and safe workplace across all of our business operations to ensure everyone arrives home safe every day.

As an organisation we intend to meet the following objectives;

- > Provide a safe and healthy workplace for our employees, contractors and the general public in accordance with relevant Work, Health and Safety legislation
- > Developing and upholding a workplace safety culture that requires all workers to take responsibility for their own health and safety, and that of their fellow workers
- > Implement, maintain and continuously improve our Workplace Health & Safety Management System in accordance with AS/NZS 4801:2001
- > Ensure, so far as is reasonably practical, consistent safety practices and behaviours across all business activities
- > Establishing clear and measurable targets and objectives and regularly reviewing our progress against them
- > Mandate participation in appropriate Work, Health & Safety training and encourage active participation in health promotion programs
- > Apply immediate and appropriate disciplinary responses to any breaches of safety practices and protocols
- > Ensuring that all incidents are investigated to eliminate or reduce future occurrences so far as is reasonably practicable
- > Individually case-manage injured workers through appropriate rehabilitation and return to work processes

Tim McIlwain – General Manager



Mark Goodwin – General Manager




APPENDIX B AS4801 ACCREDITATION



Safety Certified

Certificate of Registration

McIlwain Civil Engineering Pty Ltd
ABN: 90.053.214.707

First Floor, 1283 Lytton Road, HEMMANT, QLD, 4174, Australia

operates a

Safety Management System

which complies with the requirements of:

AS/NZS 4801:2001

The registration covers civil design and construction, specialising in civil infrastructure work, including roads and pavements, bridges and engineering structures, bulk earthworks, urban development, industrial and commercial projects, and traffic management services.

Original Certification: 24 January 2007
Certification Decision/Reissue Date: 17 January 2018

Registration No: AU876-QC-EC-SC
Expiry Date: 20 December 2020



Craig J Bates
President
TQCS International (Group) Pty Ltd
For the TQCSI Certification Approval Panel



Sean Bates
Accreditation Manager
TQCS International Pty Ltd

This certificate verifies the original certificate issued and is valid as long as it is displayed as an electronic copy at www.tqcsi.com and surveillance audits are satisfactorily completed. TQCS International Pty Ltd (ABN 59 065 953 924) of Quality House, 117A Tapleys Hill Road, Hendon, S.A. 5014, Australia issues certification subject to the TQCSI Rules of Certification.



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APPENDIX C

**PROJECT PRA (PRINCIPAL RISK
ASSESSMENT)**

APPENDIX D LIST OF COMPANY HSE FORMS

APPENDIX E

LIST OF HSE PROCEDURES

APPENDIX F

**LIST OF HSE INSTRUCTIONS AND SWMS (SWI/
SWMS)**

APPENDIX G EMERGENCY RESPONSE PLAN

APPENDIX H RNAJV SITE RULES

APPENDIX I

**CHAIN OF RESPONSIBILITY MANAGEMENT
PLAN**

