

THE SAFETY PRECAUTIONS APPLICABLE SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING INSTRUCTIONS:

ARRIVAL TO SITE AND VISITORS

1. All workers are required to have completed the relevant online site-inductions PRIOR to arriving at the site for the first time.
2. When first attending site, all intending workers shall report to the site office to undertake a site induction and review all appropriate safe work method statements for their tasks.
3. All workers and regular visitors shall present a current 'White / Blue Card' (General Construction Safety Induction) prior to entering the work zone.
4. All visitors shall report to the site office and complete a Visitors Induction. Visitors who have not attended a site- specific induction are to be accompanied on site by a person who has attended one.
5. No visitor is to perform any type of manual work while on Site.
6. All workers and visitors to the worksite shall ensure they are aware of the site's emergency and incident procedures prior to entering the works area.
7. All vehicles in compounds, laydowns and nominated areas shall reverse park only, RNAJV will provide 'Reverse Parking Only' signage at these locations.

RISK MANAGEMENT

8. All Subcontractors shall submit their Safe Work Method Statements (SWMS's) and Inspection and Test Plans (ITP's) to RNAJV for review prior to commencing work on site.
9. All workers are to attend the daily pre-start meeting and sign on the pre-start attendance form. If workers are not present for the pre-start, they shall present themselves to the site office to read and sign-on to the pre-start.
10. All workers (including subcontractors) are to ensure Pre Task Risk Assessments' (PTRAs) are completed for ALL activities where any safety or environmental hazards are present prior to the activity commencing.
11. All workers are to ensure they have signed on to the relevant SWMS and PTRAs for their work area, and are aware of the tasks being conducted, the hazards in the area, and the controls required to work safely.
12. Any workers on site found to have not signed onto their relevant SWMS, or PTRAs will be managed in accordance with the RNAJV Performance Management policy.
13. All workers have an obligation to work in a healthy and safe manner on site, so as not to endanger themselves or others. Workers who contravene this requirement of *Work Health Safety Act 2011* will be managed in accordance with the RNAJV Performance Management policy.

GENERAL

14. Sexual Harassment, workplace bullying and objectionable material are not permitted, and offenders will be managed in accordance with the RNAJV Performance Management policy.
15. No firearms, weapons, ammunition or fireworks are permitted at the worksite.
16. No animals or children are to be brought into the worksite unless required for the purpose of work and approved by the Project Manager.
17. Smoking is not permitted in offices, crib sheds, amenities, enclosed areas, confined spaces, RNAJV vehicles or where there is a risk of igniting flammable materials.
18. All accidents/incidents and near misses shall be reported to the Supervisor or the relevant HSE Advisor. It is the responsibility of everyone at the worksite to make sure any hazard, incidents and near miss on site are recorded.

19. All hazardous protruding surfaces shall be protected, i.e. reo bars/ star pickets capped.
20. Appropriate housekeeping is to be maintained at all times. Workers are responsible for keeping their work area (including the amenities, e.g. toilets) in a clean and tidy condition.
21. Shoring/benching/battering shall be in place for excavations greater than 1.5 m in depth (less depending on soil types).
22. Barricades/signs shall be in place around unattended excavations. These excavations shall be inspected before re-entry.
23. No explosive power tools are to be used without the approval of the site supervisor. Operators shall provide RNAJV evidence of competence prior to using explosive power tools.
24. The use of mobile phones while acting as a spotter, or operating any size plant or equipment is not authorised.
25. All barricades or exclusion zones are not to be accessed unless you are authorised to enter the area.

ALCOHOL AND DRUGS

26. All workers and visitors to the worksite shall present themselves in a state that does not prevent them from carrying out their work safely.
27. Drug and alcohol testing is conducted on RNAJV sites. Persons under the influence of alcohol or drugs will be refused any access to the site until fit for duty. Any person who returns a non-negative drug or alcohol test will be managed in accordance with the RNAJV Fit for Work Procedure and *HSE-P-03 Fitness for Work*.
28. No alcohol is to be brought onto the site or consumed on site without prior consent from management.
29. No illegal drugs are to be brought onto the site or consumed/used on site.

PERSONAL PROTECTIVE EQUIPMENT

30. The minimum mandatory PPE for all workers on a RNAJV Site is:
 - a. Protective hard hat, meeting the requirements of AS/NZS 1801:1997,
 - b. Protective eyewear, meeting the requirements of AS/NZS1337.1:2010,
 - c. Protective safety Boots - above the ankle, steel capped with laces; meeting the requirements of AS/NZS 22103:2009,
 - d. High-visibility long-sleeved clothing, meeting the requirements of AS/NZS 46021.1:2011:
 - i. Night works require long sleeve high-visibility shirts with reflective tape;
 - ii. Traffic controllers require clothing that meets the requirements of AS/NZS 1906.4
 - e. Long cotton drill trousers or denim jeans.
31. Other appropriate personal protective equipment (PPE) such as gloves, face shields, respiratory or hearing protection shall be worn as per a risk assessment and requirements in your approved SWMS.
32. Specific Personal protective equipment shall be made available by the subcontractor to their employees for use when they are exposed to specific hazards.
33. All workers are to ensure that their personal protective equipment is maintained and used appropriately.

MOBILE PLANT AND TRAFFIC

34. RNAJV 'Plant Packs' shall be completed and submitted to RNAJV and approved prior to any mobile plant commencing works on site as per *P-F-05 Plant Induction Requirements*.
35. All subcontractor mobile plant shall be inspected by RNAJV staff prior to use on site to ensure that items of plant have been properly inspected, maintained and cleaned in accordance with the site requirements.

36. All subcontractor operators of plant shall produce certificates of training and competency for the mobile plant they propose to operate and meet the requirements of the RNAJV *Subcontractor Declaration of Worker Competence*.
37. Workers whose driving license is suspended cannot drive or operate mobile equipment or light vehicles at any time.
38. No person is to ride on material hoists, backhoes, front-end loaders, bull dozers, forklifts, or in buckets or on tines of machines. Where fitted, seat belts shall be worn in all mobile plant.
39. All mobile plant shall have an operational amber coloured flashing beacon or light bar, which shall be activated at all times when the plant is operated. A reversing beeper or squawker shall be in place and activated when in operation.
40. All mobile plant is to carry a tested, maintained and appropriately sized, fire extinguisher.
41. Any refuelling on site shall be approved by the site supervisor. Refuelled vehicle/equipment is to be shutdown, with no smoking, naked flames or ignition sources in the area. No mobile phones are to be used while refuelling.
42. When unattended, all mobile plant is to be switched off with park brake applied, all doors are closed, and any ground engaging tools lowered to the ground.
43. Copies of all Plant/Equipment Pre-starts, Safety and Environmental Inspections are to be given to the site supervisor on a daily/weekly basis.
44. Safety pins shall be used on all types of quick hitches on plant/equipment or as per manufacturer's requirements.
45. No unauthorised maintenance of plant/equipment allowed within the worksite.
46. Only trained competent traffic controllers are to engage in traffic control activities.
47. Any works on or adjacent to roads shall be conducted in accordance with relevant traffic manual and an approved Traffic Guidance Scheme/Traffic Control Plan where required.

DELIVERIES TO SITE

48. All deliveries to and from the site shall comply with the site Chain of Responsibility policy and Plan.
49. The delivery of any equipment or materials to the site shall be approved by the site supervisor.
50. The driver is not to unload the goods unless directed to by the RNAJV Supervisor.
51. All delivery staff/drivers are to wear the appropriate PPE before entering the site.
52. No out of hours deliveries of plant are permitted unless approved by the Project Manager.

PERMITS TO WORK

Confined Space

- 53. There is to be no unauthorised entry into a confined space without an approved RNAJV *Confined Space Permit* issued.
- 54. Confined space permits may also be required in restricted access situations, which are not strictly confined spaces.
- 55. Only trained and competent personnel are to enter confined spaces. A trained and competent spotter is also required to supervise confined space work.

Hot Works

- 56. An approved RNAJV *Hot Works Permit* is required for all types of hot works such as grinding, welding, oxy-acetylene cutting.
- 57. Oxy-acetylene welding/cutting items shall be fitted with flashback arresters and shall have a fire extinguisher nearby.
- 58. All gas cylinders shall be stored in an upright position and secured using a racking or non-abrasive chain and preferably off the ground on a non-combustible surface. Flammable gases (Class 2.1) shall be segregated during storage from all oxidising gases.
- 59. Where gas cylinders are in-use, they shall be chained/secured on a trolley, fixed work station or vehicle mounting.
- 60. All types of welding shall be screened or shielded where there is a risk to others or the environment.

Excavation Permits

- 61. All mechanical excavation greater than 300mm requires an approved RNAJV *Excavation Permit*.
- 62. All operators, spotters and workers involved with mechanical excavation are required to read and sign on to the relevant excavation permit.

Working at Height

- 63. All works where there is a risk of a person falling greater than 2 meters require an approved RNAJV *Working at Heights Permit*.
- 64. Safety rails and/or guards shall be in a place where persons or materials can fall 2m or more. Where safety rails/guards are not practicable, a Work at Height Permit shall be obtained, and other fall arrest systems (e.g. harnesses, static lines) shall be used.
- 65. All workers using fall arrest systems shall be competent in the use of the equipment.
- 66. Competent persons ONLY are to erect scaffolding (including 'mobiles'). Certificated scaffolders are required for scaffolds above 4m. All scaffolding shall be erected correctly with a tagging system in place, e.g. Scafftag.

CRANES AND LIFTING

- 67. All crane operators, including vehicle-mounted cranes, shall provide evidence of appropriate high-risk work licence or competency prior to unloading any materials.
- 68. A licensed dogman is required to supervise all lifts on site.
- 69. All Subcontractors shall keep and maintain a current lifting register, and it shall be readily available upon request.
- 70. All personnel that area not directly involved in the lift is to be removed for the area. Exclusion zone shall be set up to ensure no workers will enter an area that will be below a suspended load.

TOOLS & EQUIPMENT

71. Daily Pre-start checks and regular servicing of plant shall be documented and be readily available upon request.
72. 9-inch grinders are not to be used on site.
73. Fixed blade knives are not to be used on site (i.e. folding knives). Any knives used shall have auto-retractable blades, and be used with cut-resistant gloves.
74. All portable electrical equipment shall be tested and tagged every three months and be connected to a safety device (RCD) in the circuit.
75. A current register of all electrical items shall be maintained, and a copy kept on site or readily available.
76. Only authorised licensed electricians are to perform electrical work.
77. Electrical equipment/wiring shall comply with the QLD Electrical Safety Act and Australian Standards AS3000 and AS3012 for construction work.
78. All portable generators shall have an effective earthing system and RCD in the circuit.
79. All loose hair and clothing shall be contained and controlled when using plant and equipment or tools.
80. Compressed air and tools/equipment can be used on site providing:
 - a. all tools, lines and connections are inspected before use; and
 - b. all connections shall have 2 safety pins in use at all times.
81. Only 'industrial' type ladders are to be used on site. All ladders shall be in a safe, defect-free condition and shall only be used for access and egress. They are to extend at least 1 metre above the landing to be set at a correct angle 75% to horizontal = or (1 in 4) be footed and fixed/tethered at the top.
82. Only 'Platform' type ladders can be used onsite as a working platform. All ladders used for electrical work shall be made of non-conductive material.
83. Step ladders or extension ladders are not to be used on site as a working platform.

ENVIRONMENTAL PROTECTION

84. All hazardous substances brought onto site shall be accompanied with an SDS (Safety Data Sheet). All users of the hazardous substance shall be suitably trained in its correct use of the hazardous substance.
85. The site supervisor/site HSE shall be made aware of any hazardous substances brought onto the site.
86. All hazardous substances are to be stored on a suitably sized bunded spill pallet or container.
87. The storage of hazardous substances and/or, plant containing fuels and oils shall be away from any sensitive environmental areas.
88. Any hazardous substances decanted into another container shall be appropriately labelled. There is to be no decanting of hazardous substances into food containers.
89. The use and storage of hazardous substances shall be in accordance with the SDS.
90. All waste materials are to be disposed of appropriately (food scraps in bins, oil and other waste products off-site or in nominated containers).
91. No waste water, materials or concrete wash out are to be pumped into any stormwater drain or waterway.
92. No flora or fauna is to be disturbed unless approval is given by the Project Manager.
93. Appropriate sediment and erosion controls are required to be installed wherever the ground has been disturbed. Any erosion and sediment controls interfered with by works on site shall be reinstated at the end of the shift.

Should you require clarification of any safety or environmental matters, please discuss them with the RNAJV Site Representative.