



Lot 42, 29 Creekline Place, Mooloolah Valley



ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT PLAN

ABN: 52 169 872 486

Stroud Homes 107 Sugar Rd, Maroochydore, Qld 4558 Phone: (07) 5444 2521 Email: scadmin@stroudhomes.com.au	ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT PLAN	Stroud Homes Senior Management Sign Off Director: Daniel Chapman Date: 1/06/2022 This Plan is to be reviewed 12 monthly.
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This plan forms Stroud Homes specific Environmental Health and Safety Plan. It contains specific information with respect to activities and general information that describes how the company manages environmental health and safety and particularly the various work activities it undertakes. For Specific Activities refer to Safe Work Method Statements that define the activity, hazards, risks associated, the various controls that are to be implemented during and also how these controls are to be monitored by the company during its on-site works.

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PS: 01

Risk Identification

Following is a **Risk Identification Checklist** that is to be filled out prior to the project or site work activity. This list highlights what types of activities are to be undertaken and whether specific hazards may be encountered by Stroud Homes and subcontracted personnel.

Where standard work procedure / work method statements are adopted. Note: The 'Risk' and 'Resultant Risk' within the Checklist is to be assessed through the use of the **Risk Matrix** shown after this checklist. Resultant Risk is the risk following the implementation of standard procedures and/or site controls.

Where standard work procedures/work method statements do not adequately address the specific work to be undertaken, a **Job Safety Analysis (JSA)** is to be undertaken for the specific activity(s).

All Stroud Homes and subcontracted personnel undertaking work on this project have been inducted into:

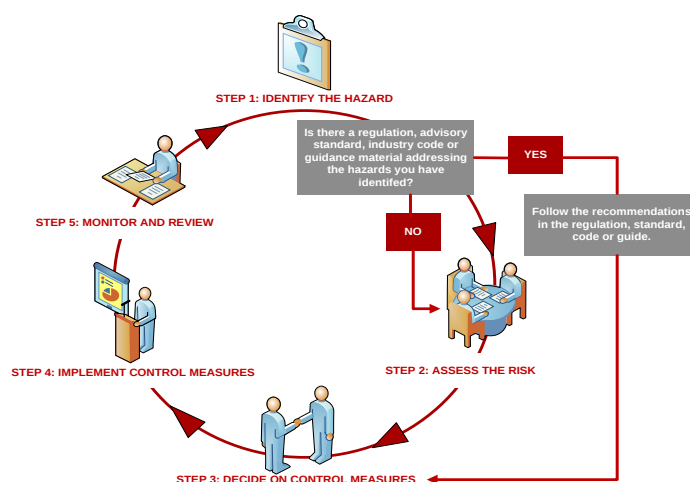
- ☐ The project specific information relating to this site
- ☐ Specific Safe Work Method Statements developed for the work activities to be performed, and
- ☐ The company's standard work procedures/Safe Work Method Statements.

A Pre-Start Meeting / Toolbox Talk is to be conducted for Stroud Homes personnel and recorded on the *Pre-Start Tool Box Talk Record*.

Details of those Stroud Homes personnel who have undertaken specific training or have a certificate(s) of competency/licence(s) are listed in the Training and Competency Register.

Details of hazardous chemicals to be used on site by Stroud Homes and subcontracted personnel and the relevant Safety Data Sheets (SDS's) are listed in the Hazardous Chemical Register.

Details of plant and equipment to be used in the scope of Stroud Homes activities are listed in the Plant and Equipment Register.



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Risk Identification Checklist

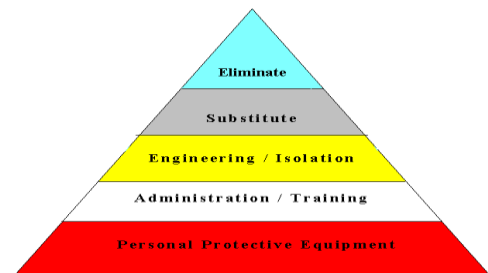
Activity	Hazards	Risk (Before Controls)	Applicable		Controls		Risk (After Controls)
			Yes	N/A	Adopt Standard Procedure	Additional Site Controls Required	
					Yes ☐ or No ☐		
					(SWMS-01)		
					Yes ☐ or No ☐		
					Yes ☐ or No ☐		

Specific Activities & JSAs

Activity	Hazards	Risk	Applicable	Controls	
			Yes	Specific JSA Required	Resultant Risk
	•			Yes ☐ See JSA No. ____	
	•			Yes ☐ See JSA No. ____	

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	•			Yes ☐ See JSA No. ____	
	•			Yes ☐ See JSA No. ____	
	•			Yes ☐ See JSA No. ____	

Hierarchy of Controls	Examples	Start with Highest Level of Control	
Eliminate	Remove the hazard completely		
Substitute	Substitute with a less hazardous material or plant		
Engineer	Redesign the work process to be done differently		
Isolate	Isolate the person from the hazard or hazard from person		
Administration	Admin controls for e.g. Job rotation, supervision, Instruction		
PPE	Using PPE (Least favored method of control)	Lowest Level of Control	

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Risk Matrix

- A. Identify potential hazards associated with the activity through the use of the Risk Identification Checklist (Above)
- B. Perform a risk assessment for each hazard identified by:
- Determining the consequences (refer Table 1);
 - Determining the probability of the event occurring (refer Table 2);
 - Apply the values obtained from Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level.

Almost certain	Almost inevitable outcome, expected to occur in most circumstances.
Likely	Not a certainty but there is a good chance of occurrence.
Possible	Could occur.
Unlikely	Could occur but not expected. Would require multiple failures of systems/controls.
Rare	Little chance of occurrence. Would require a combination of factors to result.

Hazard event occurs	Exposure factor
Continuously	Many times daily
Frequently	Approximately once daily
Occasionally	Once a week to once a month
Infrequent	Once a month to once a year

CONSEQUENCE 'The outcome of an event expressed qualitatively, being a loss, injury, disadvantage or gain.'		
	Health & Safety	Environment
Catastrophic	Fatality or permanent disability (Class 1 incident)	High severity which has or may have permanent and/or irreversible effects
Major	Life threatening incident, Lost Time Injury or ongoing illness/health effects (Class 2 incident)	Medium severity which has or may have persistent but reversible effects
Moderate	Incident that requires medical treatment by a qualified medical practitioner (Class 2 incident)	Low severity which has short term and reversible effects
Minor	Incident that may require first aid treatment only (Class 3 incident)	Impact confined to area impacted by work operations
Insignificant	No injuries	Very low environmental impact, not noticeable

PROBABILITY	CONSEQUENCE				
	5) Insignificant	4) Minor	3) Moderate	2) Major	1) Critical
A) Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
B) Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
C) Possible	L (4)	M (8)	M (13)	H (18)	H (22)
D) Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
E) Rare	L (1)	L (3)	L (6)	M (10)	H (15)

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PS: 02

Scope of Work

Building on a family tradition

Hanging around building sites since he was old enough to hold a hammer, it was only natural Dan would follow his grandfather, uncle, and older brother into the building industry.

After year 12 he took the first apprenticeship he could which happened to be a plumbing apprenticeship. While it wasn't what he initially wanted, it eventually led to a carpentry apprenticeship.

The benefit is that Dan boasts more plumbing knowledge than most builders in the industry, giving him a broader insight into the development of your family home. One of the first things you'll notice about Daniel Chapman is the relationship he builds with those he builds for.

When someone's building a home for you it's important that you're both on the same page, and Dan has the ability to deal with both customers and his team with a great professional, friendly attitude.

Scopes of Work performed by Stroud Homes include but not limited to for this project for Construction of one storey domestic dwelling;

- Concreting
- Bricklaying
- Plastering
- Roofing
- Electrical
- Carpentry
- Joinery
- Flooring
- Landscaping
- Fencing
- Tiling
- Light Excavation

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PS: 03

Emergency Provisions

Stroud Homes and subcontracted personnel are to follow the emergency procedures. Details of these procedures are prepared and documented before work commences and have been provided in the specific induction training.

The emergency procedures need to address;

- The type of Emergency
- Appointed personnel
- Notifying emergency personnel
- Communication
- Notifying workers of an emergency
- Assembly point
- Meeting emergency personnel.

All appointed personnel need to be aware as to their responsibilities in an emergency. Mock evacuations should be conducted and records kept. The following procedure details are provided to assist Stroud Homes and client personnel for this project.

Emergency Procedures:

Requiring an Ambulance;

- Call 000 Injured person to be given first aid treatment at scene of event and not be moved unless a life threatening situation is present in which assist the injured person if safe to do so.
- Every effort is to be made to get help to the injured person.
- Following an accident a member of Stroud Homes is to contact the Site Supervisor Daniel Chapman Immediately.

Fire / Emergency Evacuation Procedure;

- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other occupants immediately
- If safe, close any windows and doors to confine the fire.
- Follow the **EXIT** signs to locate and leave through the nearest emergency exit and proceed to the assembly point.
- **TELEPHONE 000** and notify the Fire Service.

Calmly follow instructions given by staff or the attending Fire Officers. The manager/fire warden will account for all occupants and report persons missing to Fire Officers. **Do not re-enter the premises until you are told it is safe to do so by the manager.**

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SITE PLAN

**ALL SITE EMERGENCY
ASSEMBLY POINTS WILL
BE LOCATED ON THE
FOOTPATH DIRECTLY IN
FRONT OF EACH JOB SITE
CLEAR OF ENTRY POINT**

Assembly
Point

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Emergency Contacts

FIRST AID		
First Aider(s):	Name: Luke Worrall Name:	Contact: 0439 985 757 Contact: (07) 5444 2521
First Aid Kit(s) Location:	Every contractor on site is required to have their own first aid kit.	
EMERGENCY RESPONSE		
Emergency : Fire, Police and Ambulance	Phone: 000	
Closest Medical Centre	Mooloolah Medical Centre Phone: 07 5494 7444 Address: 20 Karanne Drvie, Mooloolah Valley	
Stroud Homes Director	Name: Daniel Chapman Phone: (07) 5444 2521	
Stroud Homes Supervisor	Name: Luke Worrall Phone: 0439 985 757 Name: Phone: (07) 5444 2521	
Once all emergency calls have been made, the incident is to be reported to the Stroud Homes Director as soon as possible (i.e. if this has not already been done). The following authorities may also need to be contacted:		
OTHER AUTHORITIES		
Workplace Health and Safety Queensland (WHSQ)	Phone: 1300 369 915	
Work Cover Qld	Phone: 1300 362 128	

PS: 04 Record Keeping

Following is a list of Registers, Forms and Checklists that Stroud Homes is to maintain as part of activities undertaken for their various projects. These include:

- ❑ Job Safety Analysis Form (Refer Appendix A)
- ❑ Training and Competency Register (Refer Appendix B)
- ❑ Hazardous Chemical Register (Refer Appendix C)
- ❑ Plant and Equipment Register (Refer Appendix D)
- ❑ Incident/Accident Report Form (Refer Appendix E)
- ❑ Site Specific Risk Assessment (Refer Appendix F)
- ❑ Pre-Start / Tool Box Talk Record (Refer Appendix G)
- ❑ Task Observation Form (Refer to Appendix (H)
- ❑ Safe Work Method Statement Register (Refer to Appendix (I)
- ❑ Hazard Register (Refer to Appendix (J)
- ❑ Fire Protection Register (Refer to Appendix (K)
- ❑ Electrical Register (Refer to Appendix (L)
- ❑ Scaffold Inspection Checklist (Refer to Appendix M)
- ❑ Induction Form (Refer to Appendix N)
- ❑ Personal Protective Register (Refer to Appendix O)
- ❑ Contractor Evaluation Review Checklist (Refer to Appendix P)

Stroud Homes will ensure an effective record management system is implemented and recorded.

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PS: 05 Objectives & Targets

Stroud Homes is committed to the success of the Environment Health & Safety Management System. The following objectives and targets have been set for completion during 2019.

1. Management to ensure workers are aware of and fulfil their own obligations in the workplace.
2. To develop management and employee training and integrate WHS responsibilities into management and employee job roles.
3. To develop an effective consultative arrangement;
4. To continue develop management procedures and work method statements;
5. To provide effective injury management for all persons performing work and people affected by our work.
6. To ensure that operations have minimal or no impact on the environment where works are conducted.
7. To develop management and supervisor training and integrate WHS responsibilities into management and supervisor job roles.

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Appendix A - Job Safety Analysis Form

Preliminary JSA Information			
PROJECT:			DATE:
JOB TITLE/ACTIVITY			
JSA COMPLETED BY:		JSA REVIEWED/APPROVED BY:	
Preliminary JSA Information (If completed by Subcontractor and Submitted as SWMS)			
SUBCONTRACTOR NAME		ABN No:	
LIST 'HIGH-RISK WORK' CLASSES (if applicable)			
JSA COMPLETED BY:		JSA REVIEWED/APPROVED BY:	

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK LEVEL	RECOMMENDED ACTION OR PROCEDURE	TO BE MONITORED BY...

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK LEVEL	RECOMMENDED ACTION OR PROCEDURE	TO BE MONITORED BY...

JSA Sign-off and Acceptance of Proposed Work Methods & Associated Responsibilities							
SURNAME	FIRST NAME	SIGNATURE	DATE	SURNAME	FIRST NAME	SIGNATURE	DATE

NOTE: Attach all SWMS's, Drawings or other application reference material to the JSA

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Appendix B - Training and Competency Register

Employee/ Subcontractor Name	Site Plan & JSA Induction (Date)	Trade Qualification	Blue / White Card	Senior First Aid Qualified (Date)	H&S Rep ✓ or ✗	Other Licenses, Permits, Certificates of Competency, Training Courses, etc. (Include Trainee's details where relevant)

In the columns above, specify dates, licence numbers and other applicable details where possible.

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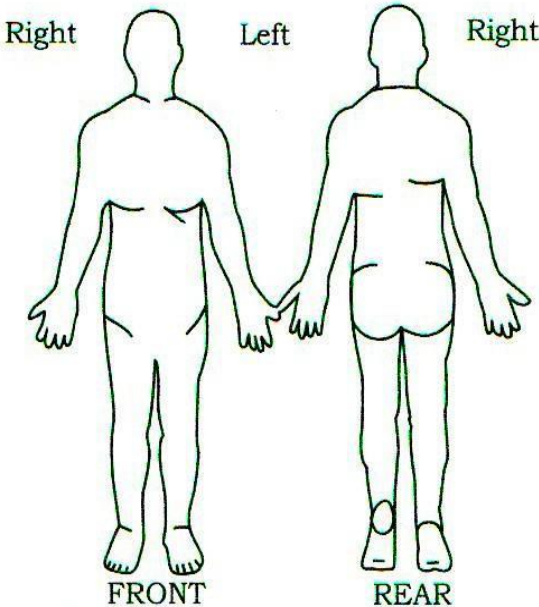
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Appendix E – Incident/Accident Report Form

This report is to be filled in and handed to Stroud Homes Site Manager within 24 hours of an Incident. This report is to record additional information not contained on the statutory incident reporting form that is to also be filled out for Notifiable Incidents

Name		Date of Birth	
Address			
		Phone	
Employer		Phone	
Principal Contractor		Phone	
Site Address			
Date of incident	____/____/____	Time	____:____am/pm

Injury and Treatment Details

Indicate injuries on diagram below using key letters		Vital Signs	
	A	Abrasion	Conscious ☐ Yes ☐ No
	B	Bleeding	
	BR	Bruising	Breathing ☐ Yes ☐ No
	BU	Burn	☐ Shallow ☐ Normal ☐ Noisy
	D	Deformity	Bleeding
	F	Fracture	☐ Nil ☐ Small ☐ Profuse
	L	Laceration	Skin Colour
	N	Numbness	☐ Pale ☐ Normal ☐ Flushed
	P	Pain	Sweating
	S	Swelling	☐ Nil ☐ Small ☐ Profuse
T	Tenderness	Vomiting	
W	Weakness	☐ Nausea ☐ Small ☐ Large	

Treatment Given	
Did the injured person	Receive an Ambulance ☐ Yes ☐ No

Incident Details

Activity and area in which the person was engaged at the time
Cause of injury

Injured Person (If Applicable) Report File Number _____

Did the injured person

- | | | |
|--|---|---|
| Receive First Aid | ☐ Return to Work | ☐ Go to the hospital |
| ☐ Yes ☐ No | ☐ Go Home | ☐ Other |
| Receive an Ambulance | ☐ Go to the Doctor | |
| ☐ Yes ☐ No | | |

Name of Witness _____ Statement Taken

Contact Number _____ Yes / No

Were photographs taken Yes / No Was WHSQ contacted Yes / No

Recommendations

Recommendations _____ Date to be completed

- | | |
|----------|----------------|
| 1. _____ | ____/____/____ |
| 2. _____ | ____/____/____ |

Received by Management

We are committed to the Workplace Health and Safety of all the workers on our work sites and will implement and review these new procedures to ensure the risk of these incidents is reduced.

Name _____	Signature _____
Position _____	Date ____/____/____

Appendix F – Site-Specific Risk Assessment

SCOPE OF WORKS							
PRINCIPAL CONTRACTOR		DATE		TIME			
SITE ADDRESS							
PERSON COMPLETING THIS ASSESSMENT		SIGNATURE					
Site-specific work activity – risk assessment				Yes	No	N/A	
Contractor assessment							
1	Have all employees completed WHS training (general, site induction and work-specific tasks)?			☐	☐	☐	
2	Have all employees been instructed on safe working practices (eg manual handling)?			☐	☐	☐	
3	Have all employees read and understood the SWMS and is it accessible on site?			☐	☐	☐	
4	Do you have the correct type of first aid kit, and is it stocked and accessible for use?			☐	☐	☐	
5	Have all employees been trained in the safe use of power tools?			☐	☐	☐	
6	Specify the PPE required.	☐ Safety Footwear ☐ Eye protection ☐ Hearing protection ☐ Hi-visibility vest ☐ Hat ☐ Sunscreen ☐ Sun protective clothing					
7	Is the hazardous substance register on site and are all relevant persons trained in using and handling the substances safely?			☐	☐	☐	
8	Do you have the appropriate fire-fighting equipment on site for flammable substances or hot works?			☐	☐	☐	
9	Have all employees viewed the site safety signage before commencing work?			☐	☐	☐	
Equipment assessment							
10	Has all the electrical equipment been tested and tagged, and is the electrical tagging register on site?			☐	☐	☐	
11	Are all electric outlets (generator, meter box, etc) protected by an RCD unit?			☐	☐	☐	
12	Have all tools and equipment been serviced and are they in good working order?			☐	☐	☐	
13	Have all plant and tools been inspected and are they fit for purpose?			☐	☐	☐	
14	Have all ladders used on site been inspected and are they fit for purpose?			☐	☐	☐	
15	Is there guarding on all machinery, covering all moving parts?			☐	☐	☐	

Site Assessment				
16	Is the site security fencing intact (with no gaps or missing fencing panels) and are gates chained and padlocked?	☐	☐	☐
17	Is the work area clear of rubbish and debris, and is an area provided for debris?	☐	☐	☐
18	Are materials delivered and stored in a safe and responsible manner in your work	☐	☐	☐
19	Are the public and other workers adequately protected during work activities?	☐	☐	☐
20	Are amenities on site clean and accessible for use?	☐	☐	☐
21	Are all fall zones protected?	☐	☐	☐
22	Have all safety systems (e.g. edge protection, scaffolding and guard railing) been inspected and are they safe to use?	☐	☐	☐
23	Has the stairwell and open penetrations protection system been installed?	☐	☐	☐
24	Is there a safe path of travel to all work areas and have all trip hazards been identified?	☐	☐	☐
25	Have all trenches and excavations been backfilled, covered or barricaded?	☐	☐	☐
HAVE YOU ELIMINATED ALL POTENTIAL RISKS FROM ANY OTHER HAZARDS IDENTIFIED ON SITE THAT MAY AFFECT YOUR WORK TASK?		☐	☐	☐
If you answer No to any of the items above – you must complete the risk assessment table below and consult with all employees and subcontractors before commencing any work. If you cannot remove or control the hazard, please contact your construction supervisor for advice before starting any work.				
Identify below any hazard (plant or substance or process) that could be a risk to WHS, and list the				
Hazard identified	Risk (1-6)	Controls implemented	Risk (4-6)	By whom

FOLLOW UP ON PREVIOUS INSPECTIONS			
Date	Item No.	Result	Further Action

Appendix G – Pre-Start Tool Box Training Record

Day:	
Date:	
Chaired by:	

Issues from Previous Day:			
Relevant Issues for Today:			
Proposed Action/Key Points:	To be Actioned by	Date Action Required	Signed

Attendance List

Name	Signed	Name	Signed

Appendix H – Task Observation Form

Project Name: _____ Date: ____ / ____ / ____

Observer: _____

Employee's name: _____

Task being observed: _____

Name of relevant JSA / SWMS: _____

WORKERS OBSERVED UNDERTAKING THE TASK:

Name	Position / Role

TASK JSA / SWMS COMPLIANCE

Item	Information	Compliance (Y / N)
1	Is the JSA / SWMS task specific? <i>Comments:</i>	
2	Have the workers been inducted into and signed onto the JSA / SWMS? <i>Comments:</i>	
3	Does the JSA / SWMS adequately describe the sequence of basic job steps? <i>Comments:</i>	
4	Are the controls (as specified by the JSA / SWMS) being followed? <i>Comments:</i>	
5	Were any additional hazards identified? <i>Comments:</i>	
6	Are the controls on the Safe Work Method Statement adequate? <i>Comments:</i>	
7	Other <i>Comments:</i>	

ACTION & RECOMMENDATIONS / FOLLOW UP

Item No.	Action / Recommendation	Date Closed

COMMENTS

Appendix I – Safe Work Method Statement Register

[illegible]

Appendix J - Hazard Register

Project Name: _____

Hazard type	Rectify	Close Out	Problem	Report Number	Corrective Action

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Appendix K - Fire Protection Register

The fire extinguishers listed have been maintained in accordance with Australian Standard AS-1851 and will be brought on site.

Extinguisher Type	Serial No.	Condition & Charge Level	Date Of Last Inspection	Inspected By	Date Of Next Inspection Required	Comments

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Appendix L - Electrical Equipment Test And Tag Register

Electrical Equipment			
Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection Test	Date of next Inspection / Test	Electrician's / qualified persons Signature	License / Registration No.

Note: Testing and Tagging is required 3 monthly

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Appendix M Scaffold Inspection Checklist

1. Scaffold vicinity

☐	Has public protection been provided?
☐	Have sufficient safeguards against overhead electric lines been provided?
☐	Is there sufficient control over vehicle movement?
☐	Is there sufficient control over crane operation?
☐	Are there sufficient controls for the storage, handling and use of hazardous substances?
☐	Are scaffolds erected a safe distance away from trenches or excavations?

2. Supporting Structure

☐	Is the supporting structure in good condition?
☐	Does the supporting structure have adequate strength?
☐	Are there sufficient controls to prevent deterioration of the supporting structure?
☐	Are all measures to strengthen the supporting structure adequate?
☐	Is the risk of the supporting structure being overloaded from other sources adequately controlled?
☐	Is the scaffold built on solid ground? If built on soft ground, are sole boards used to properly distribute the load?

3. Soleboards and Baseplates

☐	Are there sufficient soleboards?
☐	Are the soleboards of suitable material and in a serviceable condition?
☐	Are the soleboards secure?
☐	Are there sufficient baseplates?
☐	Are the baseplates of the appropriate type?
☐	Are the baseplates serviceable and of suitable dimensions?
☐	Are the baseplates secure?

4. Scaffold Structure

☐	Are the standards bearing firmly?
☐	Are the standards plumb (or as designed)?
☐	Are the longitudinal standard spacings correct?
☐	Are the transverse standard spacings correct?
☐	Are the joints in standards correctly positioned?
☐	Are the joints in standards correctly secured (special duty or hung scaffold)?
☐	Are the ledgers level (or as designed)?
☐	Are the ledgers continuous (or as designed)?
☐	Are the lift heights correct?
☐	Are the horizontal ledger spacings correct?
☐	Are the ledgers correctly secured?
☐	Are ledger joints correctly positioned (tube and coupler scaffold)?
☐	Are the joints in ledgers correctly secured (tube and coupler scaffold)?
☐	Are there sufficient transoms/putlogs?
☐	Are the transoms/putlogs correctly positioned and secured?
☐	Is the bracing adequate?
☐	Is the scaffold sufficiently stable?
☐	Are the ties correctly positioned and correctly fixed?

5. Platforms	
☐	Does the scaffold have the required number of working platforms?
☐	Are the working platforms at the required locations?
☐	Are catch platforms correctly positioned?
☐	Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
☐	Are the platform dimensions suitable for the intended work?
☐	Is there adequate edge protection?
☐	Are the platforms correctly constructed?
☐	Are planks secured against wind?
6. Access and egress	
☐	Is there safe access and egress to every scaffold platform?
☐	Are temporary stairways correctly installed?
☐	Are portable ladders of an industrial grade, serviceable and correctly installed?
☐	Are access ways and access platforms correctly installed?
7. Containment sheeting	
☐	Has the scaffold been designed for wind loading on any containment sheeting?
☐	Are the fixing ties secure?
☐	Are there any rips or tears?
☐	Are the overlap joints satisfactory?
8. General fitness for purpose	
☐	Is there adequate provision for material handling?
☐	Are the clearances between the scaffold and adjacent structures correct?
☐	Is there adequate protection from falling debris?
☐	Has the scaffold been adequately designed to support all attachments?
☐	Are all approaches and platforms effectively lit?
9. Mobile scaffolds	
☐	Is the supporting surface hard and flat?
☐	Is the area of operation free of floor penetrations, powerlines and other hazards?
☐	Are the castor wheel locks in working order? They should be locked at all times, except during movement of the scaffold.
☐	Are catch platforms correctly positioned?
☐	Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
☐	Are the platform dimensions suitable for the intended work?
☐	Is there adequate edge protection?
☐	Are the platforms correctly constructed?
☐	Are planks secured against wind?

ACTION & RECOMMENDATIONS / FOLLOW UP

	Action / Recommendation	Date Closed

Appendix N – Induction Record Form

1. PERSONAL DETAILS (TO BE COMPLETED BEFORE SECTION 5 IS SIGNED)

Surname:		Given Name:	
Address:		Date of Birth:	
Occupation:		Telephone:	
Skills; Competencies and experience (eg tickets/qualifications)			

Years of experience:

NOTE: clear copies of all certificates of competency, industry general induction certificates, first aid qualifications, traffic controllers certificates, elevated work platform training records, Crane Operator Licence, Dogman / Rigger Tickets or any other training records to be attached to this form.

Industry Induction Card No:		Induction Date:	
First Aid Certificate:	☐ Yes ☐ No	Level	Expiry Date:
Medical Afflictions: (impaired hearing, epilepsy, allergies, etc)			

2. PROOF OF IDENTITY (TO BE PRESENTED AT THE INDUCTION COURSE)

Form of Proof: Eg Drivers Licence, Passport		ID Number:	
Expiry Date:			

4. EMERGENCY DETAILS

Name of contact:		Relationship:	
Address:			
Work Phone No:		Home Phone No:	

5. EMPLOYER DETAILS:

Employer Name:		Employer Contact:	
Employer Address:		Employer Phone No:	

6. ACKNOWLEDGEMENT (TO BE SIGNED BY INDUCTEE AFTER SITE INDUCTION)

1.	I hereby acknowledge that I have been consulted and attended the Workplace Specific Induction Course and undertake to follow the specific guidelines given and all site safety rules to the best of my skills and ability.	
2.	I certify that the information provided is true and correct.	
3.	The Project and Corporate Safety and Health Policies have been communicated to me.	
4.	I have been informed of the members of the Site Safety and Health Committee.	
5.	I agree to work to the requirements of the project Environmental Controls.	
Inductee Name:	Inductee Signature:	Date:
Indication Card No:	Induction By:	

Appendix O - Personal Protective Equipment Register

Stroud Homes maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the Safe Work Method Statement. *Stroud Homes* ensures all items of PPE are manufactured, used and maintained in accordance with the relevant standard.

Each employee has been instructed and trained in the correct use of the PPE issued.

[illegible]

Appendix P – Contractor Evaluation Review Checklist

Contractor(PCBU): **Date:**

No.	Does the SWMS comply with the following?	Yes or No
1	Shows Subcontractor Details Name, Address, Phone Number.	
2	Signed and Dated by Senior Management.	
3	Includes description of work to be conducted.	
4	Identify hazards and risks.	
5	Includes hierarchy controls.	
6	Records those consulted in development of the SWMS.	
7	Includes date to be reviewed.	
8	Identifies plant and equipment used & P.P.E.	
9	Lists qualifications required.	
10	Lists maintenance checks of tools and equipment required (i.e. test and tag 3 monthly).	
11	Defines corrective actions in event of a failure of SWMS.	
12	Reference legislative Acts, Regulations and Codes of Practice.	
13	Sign off section for workers induction into Safe Work Method Statement.	
14	States substances Safety Data Sheets used on site and controls for safe use of substances.	
15	List Risk Matrix	
16	Public Liability current	
17	QBCC current and correct	
18		
19		
20		

Comments:

.....

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CSI - 01 Work Health & Safety Policy

Stroud Homes Work Health, Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf. People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The Objectives Of Our Safety Policy Are:

- To achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To consult with workers and clients to ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees and participants conducts are in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The Success Of Our Health & Safety Management Is Dependent On:

- Pro-active planning of all activities with due consideration given to implementing safety controls that are suitable to each given situation.
- Understanding the total process and associated safety risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees / clients.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI – 02 Rehabilitation Policy

Stroud Homes recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them in the workplace. We recognise that the Workers' Compensation and Rehabilitation Act 2003 and the Workers' Compensation and Rehabilitation Regulation 2014 provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- Maintain injured or ill workers at work or
- Ensure the worker's earliest possible return to work or
- Maximise the worker's independent functioning

This policy has been developed as a joint worker-management agreement.

Stroud Homes is committed to:-

- **Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.**
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

Workplace rehabilitation procedures have been developed to support this policy. The procedures define key terms, describe key roles and outline steps in the return to work process. A copy of the procedures is attached to this policy.

Our rehabilitation and return to work coordinator is Daniel Chapman.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI – 03 Environmental Policy

Stroud Homes is committed to undertaking its activities in an environmentally responsible manner and effectively managing any risks that may have an impact on the environment. Stroud Homes recognises and is committed to environmental management being an essential element of all aspects of its operations.

In implementing this policy we will:

- Aim to achieve zero incidents through identifying potential risks to the environment before commencing a job / task and by establishing a program of reporting environmental hazards.
- Comply with all applicable environmental laws and regulations.
- Ensure that environmental considerations form part of our business planning and decision making process.
- Promote a culture of responsible environmental management promoted to all parties including employees, contractors, suppliers and customers.
- Provide clear communication through the implementation of information and training and encourage effective participation in reducing carbon emissions and wasteful practices.
- Continually improve our environmental performance.

Management are accountable for the development and implementation of this policy as well as responsible for providing leadership, resources and support to ensure that activities are undertaken in a manner that at all times considers environmental risk.

All employees, contractors and clients have a responsibility to actively adhere to environmental policies and procedures developed by Stroud Homes as well as report any environmental impacts, hazards or potentially damaging issues to management.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI– 04 Workplace Bullying & Harassment Policy

Stroud Homes believes that all employees are entitled to work in an environment that is free from harassment, bullying and victimisation. Stroud Homes considers these acts to be unacceptable and will not tolerate them under any circumstance. They may cause emotional damage, reduce morale and subsequently the loss of trained and valued employees.

Bullying and harassment can occur between any levels of an organisation, examples of these acts are as follows:

- Personal insults or spreading rumours, gossip or innuendo of a malicious nature
- Threats (verbal, physical, threatening e-mails, text messages, etc)
- Yelling, screaming or swearing
- Inappropriate comments about genders, sexual orientation, religion, family members, etc.
- Assault, pushing or unwanted physical contact
- Offensive jokes
- Ostracising people from social networks
- Humiliation by co-workers through jokes or comments
- Tampering with personal effects or work equipment
- Intentionally overworking or under working an employee
- Setting unreasonable work objectives
- Inappropriately threatening the loss of employment or reduction in work hours.
-

Individuals that are exposed to these types of bullying or harassment can result in reduced morale, productivity, loss of profits. It can also increase employee absence, stress levels, anxiety and depression.

Stroud Homes encourages all employees that are victim to such situations or that are witness to workplace bullying and harassment to report it to management immediately. All reports are strictly confidential and will be treated impartially. Action will be taken equally, regardless of the organisation level.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI – 05 Drugs & Alcohol Policy

Stroud Homes is committed to providing a safe, healthy and productive workplace for all employees, subcontractors and clients. While Stroud Homes does not wish to intrude into the private lives of employees, if alcohol has a direct impact on an individual's work performance or on company safety standards or values, it is Stroud Homes responsibility to employees, subcontractors and associated people to intervene.

Objectives are:

- To minimise alcohol related harm to the individual
- Work to eliminate drug and alcohol use at work
- To ensure that persons who are consuming drugs and or alcohol take responsibility for their actions
- Provide access to information, support and rehabilitation
- Preserve the reputation of Stroud Homes within the community

The consumption of alcohol and illegal drugs or having a blood alcohol content of beyond zero while performing an operation on a construction workplace is prohibited by law. Consequently, Stroud Homes requires the performance of its workers to be unimpaired by drugs and or alcohol whilst on any of our premises and work workplaces. Therefore the illegal or unauthorised possession, consumption and being under the influence of alcohol or illicit drugs whilst on Stroud Homes workplaces is strictly prohibited.

Stroud Homes recognises that drug and alcohol abuse as a treatable condition and we endeavour to not alienate the individual by harsh discipline, but to facilitate, assist and support their rehabilitation and return to normal duties.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI - 06 Outdoor Working Policy:

Stroud Homes will reduce employees' exposure to solar UVR by requiring the use of sun protection control measures by outdoor workers when the UV Index is 3 and above, and at all times when working in regions or near highly reflective surfaces.

Stroud Homes recognises that the Sun Smart UV Alert is issued whenever the UV Index is forecast to reach 3 and above, and will inform employees when it is necessary to use sun protection control measures while working outdoors.

Management will:

- provide shaded areas or temporary shade where possible
- encourage workers to move jobs where possible to shaded areas
- provide indoor areas or shaded outdoor areas for rest/meal breaks
- provide and ensure use of appropriate sun protective PPE in line with Sun Smart guidelines including:
 - sun protective work clothing
 - sun protective hats
 - sunglasses
 - sunscreen
- ensure managers and supervisors act as positive role models
- adopt sun protection practices during all company social events
- promote the use of sun protection measures 'off the job'.

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Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI - 07 Smoke Free Policy

Rationale

Smoking is the greatest cause of preventable death in the developed world, leading to the death of more than 3400 Queenslanders each year. Smoking and passive smoking can cause many diseases including lung cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma. To help combat the damaging effects of tobacco smoke and to protect our employees, Stroud Homes is a totally smoke free workplace. We believe that non-smokers should not have to be exposed to the hazards of tobacco smoke. Our smoke free policy protects the health of all our staff and creates a healthy and pleasant environment.

Aims

- Create a healthy environment;
- Create an environment which encourages maximum productivity; and
- Protect the overall health and wellbeing of all our staff by actively encouraging smoking prevention and smoking cessation.

Policy details

The smoke free policy applies at all times to all indoor areas including:

- offices
- lunch rooms;
- meeting rooms;
- stairwells;
- restrooms.
- the work area;
- carpark;

The smoke free policy applies to all Stroud Homes management, employees, contractors, clients and visitors while on our premises.

Smoking is only permitted during award meal breaks and rest pause arrangements.

Stroud Homes management and employees should refrain from smoking when they are acting in an official capacity off-site.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI - 08 Quality Policy

Stroud Homes is committed to being an ethically and morally responsible company and dedicated to producing Quality control with all its services.

The Company recognises that legal compliance is regarded as a minimum standard and actions beyond statutory regulations, which promote best practice in product and service delivery and supports our business goals, are strongly encouraged.

Stroud Homes is committed to establishing measurable objectives and targets and continual improvement aimed at elimination of impacts on the quality of our product.

Procedures have been developed that detail the methods for identification of critical points of delivery of its services. These critical points will be used as the basis for establishing quality objectives and targets.

Identified critical points during works will be assessed to determine their compliance with the Quality Standard through regular inspection and testing. Such testing shall be documented and corrective actions initiated where required.

All workers and subcontractors are advised of this policy during Company inductions and are encouraged to raise any issues regarding quality management. All incidents that have a potential to impact on the quality of the final product must be reported to Stroud Homes immediately.

To assist in the reporting process, Corrective Action Requests will be completed and passed to the Manager or nominated representative for all incidents on site, including quality issues. These forms are available from the Site Supervisor.

Stroud Homes

Daniel Chapman

Daniel Chapman

Director

1st February 2019

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CSI – 09 Personal Protective Equipment

Stroud Homes and subcontracted personnel are to comply with all requirements for personal protective clothing and equipment of a general nature when on site. Stroud Homes general guide with regard to the most common personal protective equipment is as follows:

Footwear:	Safety Boots in accordance with AS/NZS 2210 – Work Protective Footwear, are to be worn at all times while working on site.
Head Protection:	Safety Helmets in accordance with AS/NZS 1800 – Work Protective Helmets – Selection Care and Use, are to be worn at all times during the project where instructed by a Principal Contractor.
Hearing Protection:	Hearing protection is to be worn by all personnel who are using, or are in the vicinity of grinders, saws and other portable electrical equipment, or petrol driven tools and machinery whilst in operation. In addition to this, if at any stage the general background noise on site becomes excessive, hearing protection is to be worn. NOTE: As a general rule if a person has to raise their voice to be heard by a person next to them, then the background noise is excessive.
Eye Protection:	Relatively minor incidents involving eyes can lead to permanent injuries. For this reason eye protection which complies with AS/NZS 1336 - Recommended Practices for Eye Protection in the Industrial Environment, is to be worn during activities on site which could result in flying particles or materials.
Respiratory Protection:	Respiratory protective devices in accordance with AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices, are to be worn at all times during the use of hazardous substances whose Safety Data Sheets specify the wearing of a particular respiratory protective device, or where excessive particles and dusts are given off during work activities.

Note: Subcontractors are to provide their own PPE in accordance with specific contractual agreements.

References:

- Work Health and Safety Regulation 2011, Chapter 3, Division 5
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- AS/NZS 2210 – Work Protective Footwear
- AS/NZS 1800 – Work Protective Helmets – Selection Care and Use
- AS/NZS 1336 – Recommended Practices for Eye Protection in the Industrial Environment
- AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices

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CSI – 10 Hazardous Chemicals

Hazardous chemicals to be used in conjunction with the project are listed in the Stroud Homes and subcontracted personnel are to comply with all requirements for personal protective clothing and equipment of a general nature when on site. Stroud Homes general guide with regard to the most common personal protective equipment is as follows:

Footwear:	Footwear must be worn when using hazardous chemicals.
Gloves:	Gloves must be worn when using hazardous chemicals.
Hearing Protection:	Hearing protection is to be worn by all personnel who are in general background noise that becomes excessive. As a general rule if a person has to raise their voice to be heard by a person next to them, then the background noise is excessive.
Eye Protection:	Relatively minor incidents involving eyes can lead to permanent injuries. For this reason eye protection which complies with AS/NZS 1336 - Recommended Practices for Eye Protection in the Industrial Environment, is to be worn during activities on site which could result in flying particles or materials.
Respiratory Protection:	Respiratory protective devices in accordance with AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices, are to be worn at all times during the use of hazardous substances whose Safety Data Sheets specify the wearing of a particular respiratory protective device, or where excessive particles and dusts are given off during work activities.

Note: Subcontractors are to provide their own PPE in accordance with specific contractual agreements.

References:

- QLD Work Health and Safety Regulation 2011, Chapter 3, Division 5
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- AS/NZS 2210 – Work Protective Footwear
- AS/NZS 1800 – Work Protective Helmets – Selection Care and Use
- AS/NZS 1336 – Recommended Practices for Eye Protection in the Industrial Environment
- AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protective Devices Hazardous Chemical Register, refer to Appendix C.

Notes:

Containers of hazardous substances are properly labelled, Copies of SDS (current within the past five (5) years) are included in this plan and are made easily accessible to personnel on site, Documented risk assessments are undertaken for hazardous substances used, and all personnel have received adequate training/instruction in the safe use of the hazardous chemical(s), and have been provided with information regarding relevant legislative requirements and emergency procedures.

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CSI – 11 Safe Work Method Statements

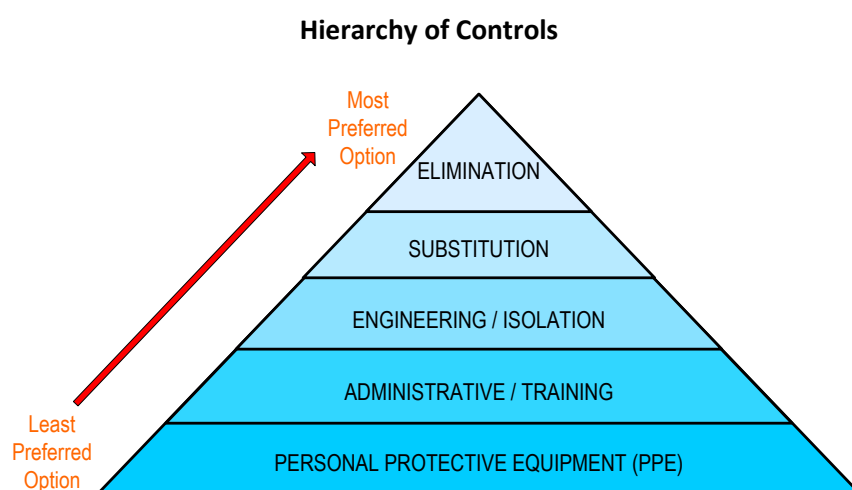
Safe Work Method Statements (SWMS) have been developed for typical Stroud Homes One Storey Homes activities. The SWMS use a risk management approach by identifying the activity, hazards associated with the activity, risk level perceived, step-by-step controls* and the way Stroud Homes intends to implement and monitor the work activity and controls.

*Note: The controls within each SWMS have been selected in accordance with the “Hierarchy of Controls”, (refer to diagram below) and where possible / practicable, higher order (most preferred) control measures have been selected for implementation as part of operations on site.

Where the following SWMS are found to be inadequate for any reason including changes in work techniques or site conditions, the Stroud Homes Site Manager is to be contacted to ensure an alternative Job Safety Analysis (JSA) is undertaken and all relevant personnel are informed of the controls within that JSA, which is communicated via a tool box talk.

Where Stroud Homes subcontracts out specific work activities, all personnel on site are to work in accordance with the Health and Safety Work Plans/SWMS developed by those individual subcontractors (where applicable).

Where any situation occurs that is identified as not complying with SWMS requirements, work is to immediately stop and relevant controls measures are to be reviewed by the Stroud Homes Site Manager to ensure effective implementation on site.



References:

- QLD Work Health and Safety Act 2011
- QLD Work Health and Safety Regulation 2011

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CSI – 12 Plant & Equipment

All plant and equipment to be used by Stroud Homes and subcontracted personnel on this project is listed in the Plant and Equipment Register. All plant and equipment owned by Stroud Homes is to be inspected regularly and all maintenance and inspection details are to be recorded in Plant logbooks. All plant and equipment hired is to also be checked to ensure that all relevant logbooks containing inspection and maintenance details are available and current prior to use on site. Common plant supplied by the Principal Contractor will be used in accordance with the manufactures instructions, Work Health and Safety Regulations and Australian Standards. No common plant will be misused or interfered with. The Principal Contractor will be consulted if changes are required to common plant.

Where the operation of any plant, equipment or machinery creates a substantial risk and/or where identified by management/personnel as required, a specific Job Safety Analysis is to be developed for the use of that item and included in this plan.

The items listed in the Plant and Equipment Register is to be inspected, maintained and stored as per Australian standards, Work Health Safety Legislation and manufacturers requirements. Manufacturer's instructions Maintenance must be undertaken as per Manufacturers guidelines and records kept. All plant must be registered 12 monthly as per legislative requirements.

Note: Personnel are to report any damage, malfunction and/or any other problems with plant and equipment to the relevant Supervisor immediately. Plant and equipment that is damaged or malfunctioning is not to be used / operated, and to be tagged out until it been rectified and inspected and deemed safe for use by a competent person.

References:

- QLD Work Health and Safety Regulation 2011, Chapter 5
- QLD Code of Practice: Plant
- Appendix D – Plant & Equipment Register

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CSI – 13 Training & Competency

Stroud Homes has a commitment to providing information, instruction, training and supervision to enable personnel under Stroud Homes control to perform their work in a manner that is safe and without risk to their health and safety.

Training for Stroud Homes personnel is primarily given via Registered Training Organisations, further on-the-job training is provided as requested, or when identified as being required by Management i.e. first aid & rescue training, activity competency / familiarisation training, staff induction, activity briefs & renewal of prescribed licensing requirements. Where however, a particular level of training, certificate/licence is required to perform a particular activity, no Stroud Homes or subcontracted personnel are to undertake work without the adequate level having been attained including the experience to carry out the task safely. A register and copies of qualifications are kept at our office.

Staff Induction:

All staff working for Stroud Homes will receive a staff induction before commencing any works for Stroud Homes. This is an opportunity for new staff to be introduced to the EHS management system and their responsibilities whilst employed by Stroud Homes. The staff induction will include:

- Management's commitment to WHS
- Responsibilities
- Consultation
- Risk management
- Emergency procedures and reportable incidents
- Evaluation of competency including copies of qualification
- Filling out company induction form

Training Records:

Training records must be kept and updated as required for a minimum of 7 years

Induction	Location of record	Time record kept
Staff Induction	Staff file	Duration of employment

Apprentices / Unexperienced Workers:

Provide information and cooperate with the registered training organisation (RTO) to facilitate the process of the RTO completing an Employer Resource Assessment (ERA).

Provide, or arrange to provide, the facilities, range of work, supervision, and training as detailed in the training plan with the RTO and in accordance with departmental registration processes.

Adhere to the supervision requirements as determined by the RTO.

Notify the RTO if no longer able to provide or arrange to provide the facilities, range of work, supervision, and/or training under the training plan.

References:

- QLD Work Health and Safety Act 2011, Parts 2 12.2
- QLD Work Health and Safety Regulation 2011, Chapter 4, Part 4.5, Chapter 6, Part 6.5 & Schedule 4

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CSI – 14 Risk Management / Hazards

Stroud Homes will not commence work unless:

- Stroud Homes has undertaken an assessment of the risks associated with the work to be carried out,
- Stroud Homes has provided pre-start induction training in the content of the Safe Work Method Statements (SWMS), Site inductions using site induction form, safety policies and procedures for all of workers. All workers will be inducted into site by before starting on site.

Stroud Homes will maintain and keep up to date the SWMS, and must provide clients with any changes made to the SWMS.

Stroud Homes will identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. The risk management process is to be carried out in consultation with the workers.

Identify Hazards:

All potential hazards on the job will be broken down into activities, which follow the sequence of construction. These activities are provided in SWMS, which is a list of job procedures, and other work related practices. The SWMS details how the Sequence of Work will be carried out.

For each of the work activities and associated job steps identified in the SWMS provided Stroud Homes will identify potential hazards.

To assist these process resources such as the following will be used: Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and relevant Codes of Practice. Consultation (e.g. Tool Box Talks) with workers experienced in the task is also to be undertaken.

Assess Risks:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Class management tool will be used to determine the requirement for management of the risks identified.

References:

- QLD Work Health and Safety Regulation 2011

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CSI –15 First Aid & Accident Investigation

PROCEDURE:

Stroud Homes will provide First-Aid services, the following minimum requirements will be undertaken and personnel provided:

First Aid Personnel and Location of First-aid:

The First-Aid box is located in the work vehicle.

Reporting:

All injuries will be reported to the Director. Injuries will be recorded in the First aid report/Register of the Injuries book located in the office.

Stroud Homes will keep Records in accordance with Statutory requirements.

Near miss occurrences need to be reported.

Investigation:

Stroud Homes will investigate all accidents within 24 hours.

Investigation will be recorded on the Incident/Accident Form.

Stroud Homes will record accidents.

Stroud Homes will investigate accidents.

Stroud Homes will report accidents.

Incidents:

Even with preventive measures in place, incidents can still occur in the workplace.

A work injury is an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, a work activity or high risk plant. All work injuries must be reported at the workplace.

The relevant person must review the work injuries periodically and decide whether a review of safety is required.

Some incidents that occur at the workplace are required by law to be reported to the Division of Workplace Health and Safety Qld within 24hours of the principal contractor becoming aware of the incident.

Incidents that have to be reported are:

1. **Serious bodily injuries;**
2. **Work caused illnesses;**
3. **Dangerous event;**
4. **Serious electrical incident; and**
5. **Dangerous electrical event**

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1. A serious bodily injury is and injury that causes:

- The injured person's death; or
- The loss of a distinct part of an organ of the injured person's body; or
- The injured person to be absent from the person's voluntary or paid employment for more than 4 normal working days

2. A work caused illness is:

- An illness contracted by a person to which work, the workplace, a workplace activity or specified high-risk plant was a significant contributing factor; or
- The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, the workplace, a workplace activity or specified high-risk plant was a significant contributing factor.

3. A dangerous event is an event caused by specified high-risk plant, or an event at a workplace caused by a workplace activity if the event involves or could have involved exposure of persons to risk to their health and safety because of:

- Collapse, overturning, failure or malfunction of, or damage to an item of specified plant;
- Collapse or failure of an excavation or of any shoring supporting an excavation; or
- Collapse or partial collapse of any part of a building or other structure; or
- Damage to any load bearing member of, or failure of any brake, steering device of other control device of a crane, hoist, conveyor, lift or escalator; or
- Implosion, explosion or fire; or
- Escape, spillage or leakage of any hazardous material or dangerous goods; or
- Fall or release from a height of any plant, substance or object; or
- Damage to a boiler, pressure vessel or refrigeration plant; or
- Uncontrolled explosion, fire or escape of gas or steam

4. A serious electrical incident is an incident involving electrical equipment where:

- A person is killed by electricity; or
- A person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or
- A person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor

5. A dangerous electrical event is:

- When a person is not, or may not have been electrically safe because of circumstances involving high voltage electrical equipment; or
- An event involving electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity; or
- The performance of electrical work by a person not authorised under an electrical work licence to perform the work; or
- The performance of electrical work resulting in a person or property not being electrically safe; or
- The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under the Electrical Safety Act 2002

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Reportable Incidents:

If a reportable incident occurs on site, the principal contractor must notify Workplace Health and Safety Qld

- If the incident results in a fatality, as soon as possible, otherwise
- Within 24hours of the principal contractor becoming aware of the incident

A form 3 must be completed and fax to the local Workplace Health and Safety Qld office.

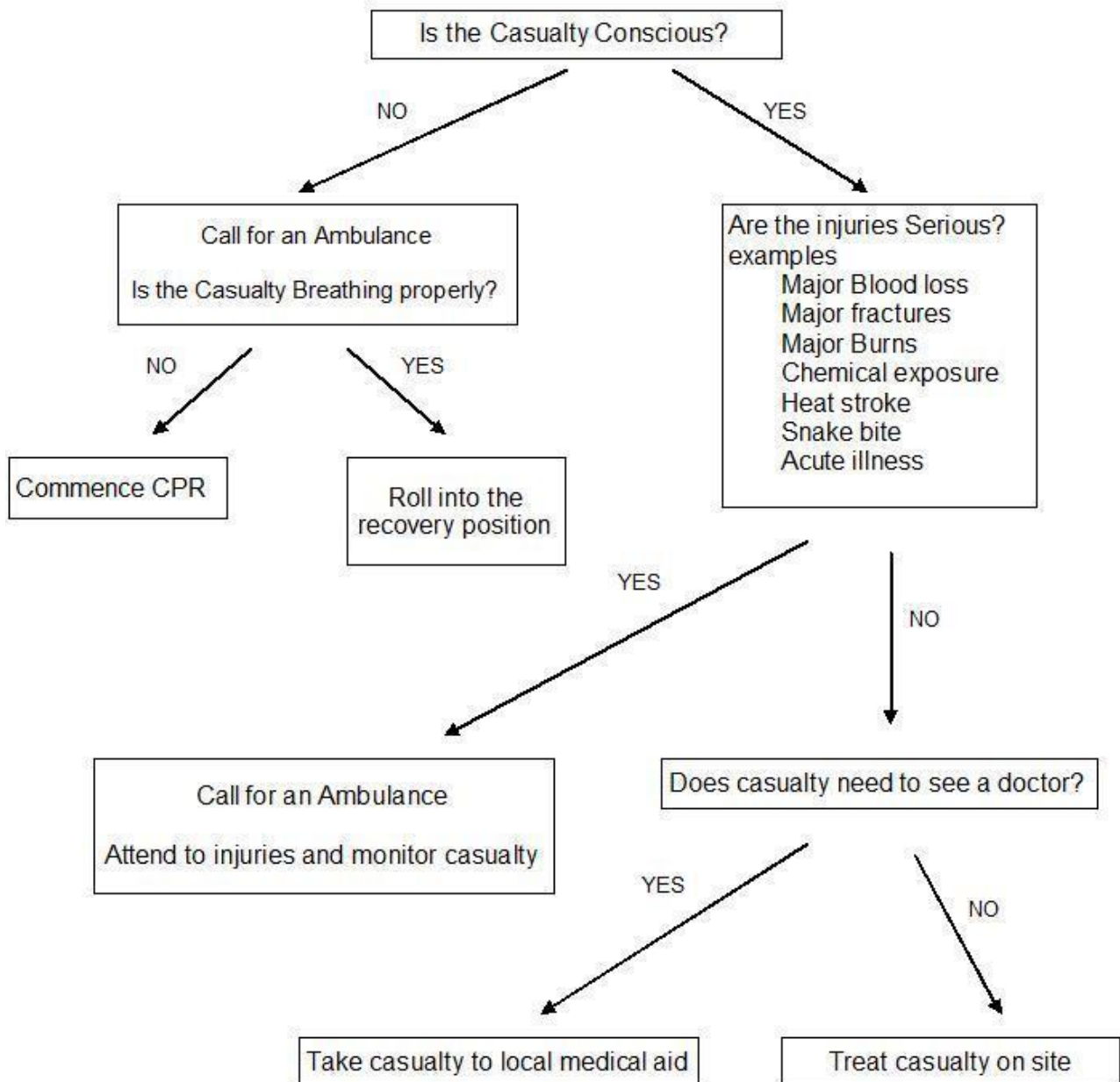
Location	Phone	Fax
Brisbane North	3247 9444	3247 9426
Brisbane South	3896 3363	3216 8431
Nambour	5470 8855	5470 8874
Gold Coast	1300 369 915	5583 5060
Maryborough	1300 369 915	4123 1704
Townsville	4760 7926	4760 7959
Aye	4761 2000	4761 2005
Bundaberg	4151 9724	4153 1207
Cairns	4048 1436	4048 1493
Emerald	4983 7485	4982 3756
Gladstone	4971 2346	4972 6196
Innisfail	4048 3390	4061 4371
Mt Isa	4747 2301	4743 8122
Rockhampton	4938 4149	4938 4155
Roma	4622 4590	4622 4072
Thursday Island	4069 2429	4069 2438
Toowoomba	4687 2821	4687 2877
Ipswich	3280 1878	3202 1018
Logan	1300 369 915	3287 8333
Mackay	4967 4490	4967 4477

References:

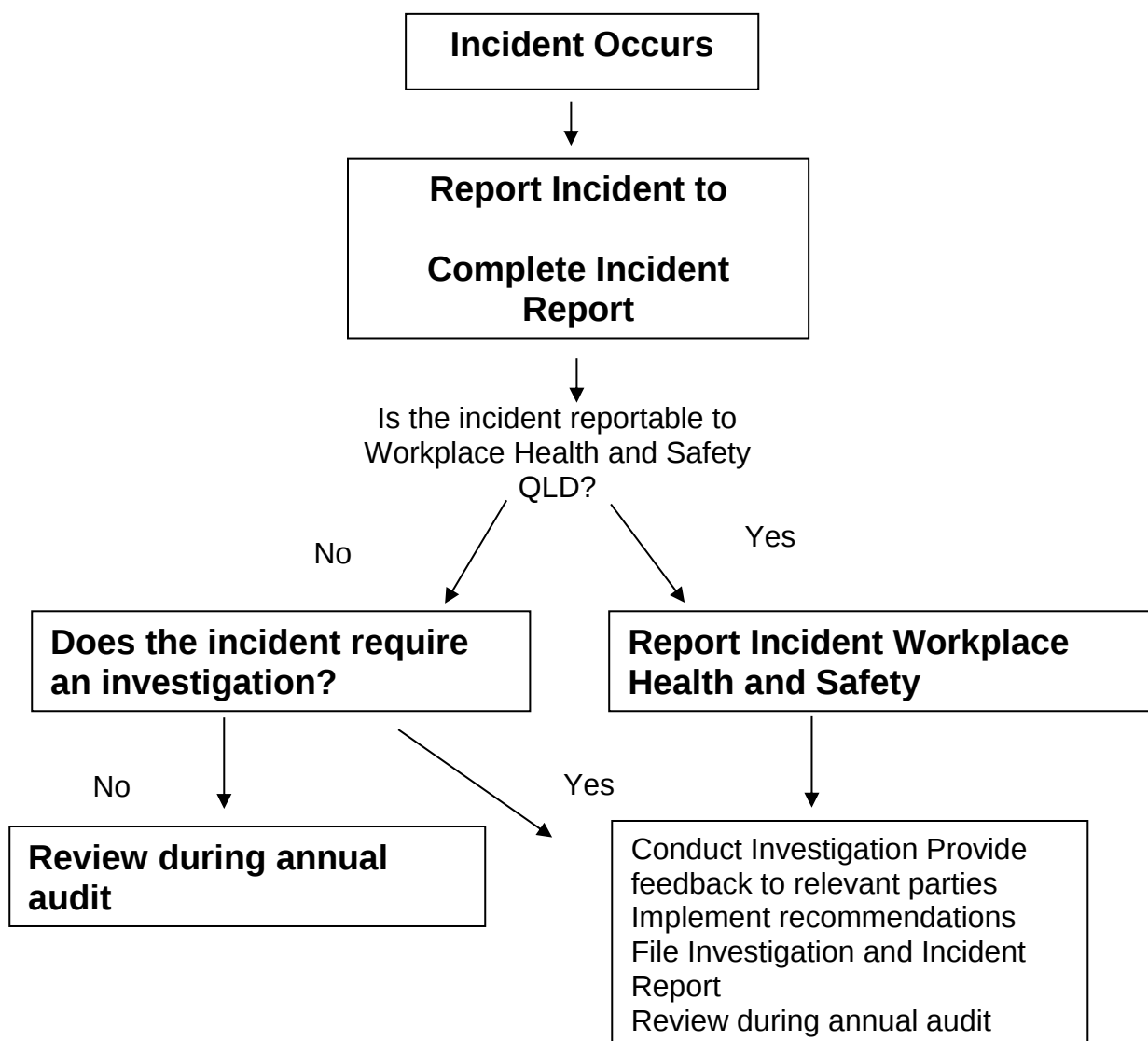
- QLD Work Health and Safety Act 2011, Part 3
- AS 1885.1 – Describing and Reporting Work Injuries and Disease – National Standard for Workplace Legislation and Disease Recording
- Appendix E – Incident/Accident Report Form
- MP:08 – Reporting & Recording of Workplace Incidents & Events

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Assessing a Casualty



Incident Reporting Process Relevant:



CSI - 16 Fire Protection

PROCEDURE:

Stroud Homes will ensure there is an appropriate level of fire extinguishers available for the activity where they are engaged in hot works.

Inspection:

Stroud Homes will check the “charge level” of all of our fire extinguishers on site at weekly intervals. All fire extinguishers will be serviced and maintained by competent persons 6 monthly and a record completed maintained in accordance with Australian Standard AS-1851.

References:

- QLD Work Health and Safety Regulation 2011,

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CSI – 17 Responsibilities

Director / Supervisor Responsibilities PCBU (Person Conducting a Business or Undertaking)

The owner/director is responsible for WHS on the project. Duties include:

- Implementing the WHS procedures.
- Observing all legal WHS requirements.
- Ensuring that all works are conducted in a manner without risk to employees' WHS.
- Planning to do all work safely.
- Participating in the planning and design stages of trade activities.
- Identifying & organising WHS training required for an activity.
- Ensuring workers undertake identified WHS training.
- Communicating and consulting with employees.
- Investigating hazard reports and ensuring that corrective actions are undertaken.
- Assisting in rehabilitation and return to work initiatives.
- Providing Consultation with workers.
- Activate involved in inspections in the workplace.
- Ensuring legal WHS requirements are met in the workplace.

19. Primary Duty of Care under the Work Health & Safety Act 2011

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - a) Workers engaged, or caused to be engaged by the person, and
 - b) Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking
- (2) A person conducting a business or undertaking must ensure, so far as is reasonable practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
 - a) The provision and maintenance of a work environment without risks to health and safety, and
 - b) The provision and maintenance of safe plant and structures, and
 - c) The provision and maintenance of safe systems of work, and
 - d) The safe use, handling, and storage of plant, structures and substances, and
 - e) The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
 - f) The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
 - g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- (4) If:
 - a) A worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
 - b) The occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- (5) A self employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work

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Employees & Sub Contractors

Every individual employee is responsible for:

- Conducting their allocated tasks in a safe manner and in accordance with their training and experience.
- Giving due consideration to the safety of all others.
- Co-operating in matters of WHS.
- Leaving their work site in a safe condition.
- Complying with the SWMS and is encouraged to participate in the development of all SWMS.
- Complying with the site safety rules (including those set down by the Principal Contractor in the site induction).

Administration:

The responsibilities of Administration include, but are not limited to, the following;

- Ensuring bookings are taken effectively.
- Ensure pre activity information is sent out in a timely manner.
- Ensure participation and indemnity forms are completed.
- Ensure financial records are current.

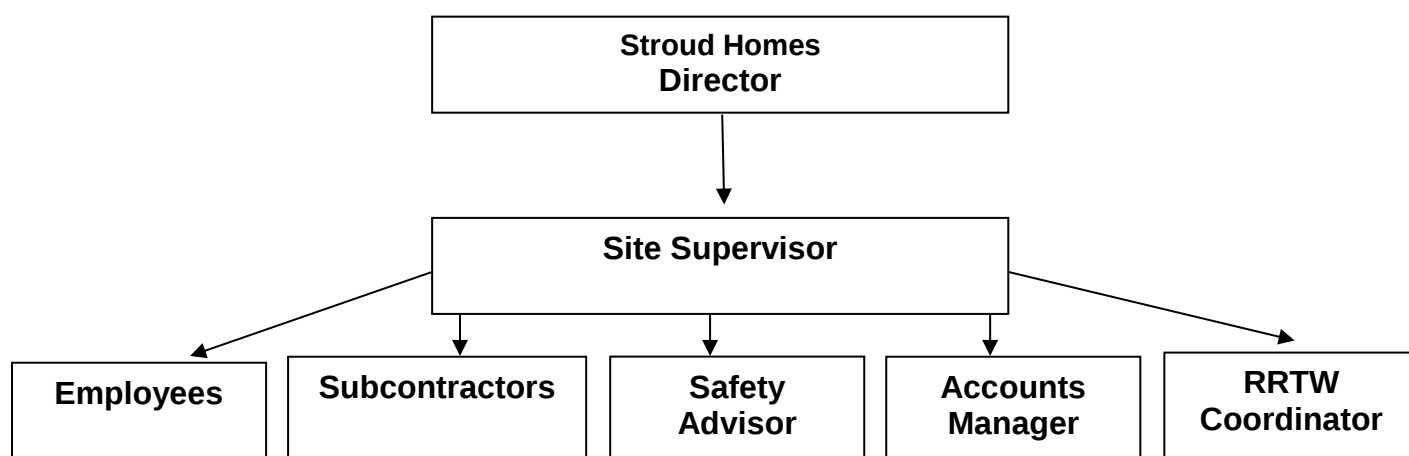
28. Duties of workers under the Work Health & Safety Act 2011

While at work, a worker must:

- Take reasonable care for his or her own health and safety, and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and

Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Responsibility Accountability Organisational Flowchart



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CSI – 18 Consultation, Communication & Reporting

Consultation

Stroud Homes understands that for the WHS management system to succeed it must have total support throughout the organisation. To ensure systems are relevant and practicable, Stroud Homes will ensure that there is consultation at all levels of the workforce. Consultation can include

- Hazard identification reports
- Activity Briefs
- Third Party Consultation

[S47 Duties of workers under the Work Health & Safety Act 2011](#)

[Duty to consult workers](#)

- (1) The person conducting a business or undertaking must, so far as is reasonable practical, consult, as required under in this division and any regulation, with workers who carry out work for the business or undertaking who are, or are likely to be, directly affected by matter relating to work health or safety.

[Maximum penalty – 200 penalty units](#)

- (2) If the person conducting the business or undertaking and the workers have agreed to procedures for consultation, the workers have agreed to procedures for consultation, the consultation must be in accordance with those procedures.
- (3) The agreed procedures must not be inconsistent with section 48.

Communication

Stroud Homes will ensure effective communication with regard to safety throughout the organisation.

The following procedures will be implemented to ensure good communication;

- All inward correspondence will be directed to Administration
- Administration will directed correspondences to the relevant person/area
- A record of the correspondence is kept by the office staff
- Toolbox talks / Prestart conducted daily

Communication with workers and other persons at the workplace will be through Staff meetings and email.

Reporting

Stroud Homes will report WHS using the following;

- Inspections
- Incident report
- Investigation
- Staff meetings and staff emails

References:

QLD Work Health and Safety Act 2011

QLD Work Health and Safety Regulations 2011

WHS Consultation Cooperation Coordination COP 2011

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CSI – 19 Monitoring and Review

EHSMS audit

Stroud Homes will conduct an internal audit at least annually. The audit can be conducted by the Managing Director, an Activity Leader or an independent auditor / Consultant. The findings and recommendations of the audit are presented to management.

Management review

Stroud Homes will annually review the total EHSMS. The review will take into consideration The findings and recommendations of any inspections, audits and investigations

- WHS performance reports
- Changes to legislation
- Changes in current work practices
- Third party recommendations

The management review will take place as part of the annual audit.

Inspections

Stroud Homes will implement a system to monitor and review health and safety on all their activities. This process will also help keep management informed regarding health and safety issues. There will be two types of inspections conducted at the workplace:

- Informal – all Site Managers / Subcontractors are required to undertake informal daily visual inspections of their workplace and report any issues to management.
- Audits – these are detailed inspections and follow through the WHS management system to ensure compliance with system and identify areas of improvement. An audit should be conducted at least annually and the findings are tabled at the safety committee and management meeting.

Incident report

All incidents must be reported and documented. After the person has being dealt with and the incident form has being completed, management must determine which category the incident is to be classified:

- Reportable to division of workplace health and safety; or
- Reviewable by Stroud Homes (e.g. loss of time by worker); or
- Minor, no further action to be taken

The management will determine whether an incident is reviewable internally. If an incident is determined to be reviewable then the report/recommendations must be tabled at the next safety committee/management meeting for comment.

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Investigation

Stroud Homes will conduct an internal investigation on all reviewable incidents. The investigation will be conducted by a nominated person using the investigation form. Any recommendations from the investigation will be implemented by inducting relevant personnel.

Stroud Homes will review all incidents as part of their annual review.

References:

QLD Work Health and Safety Act 2011

QLD Work Health and Safety Regulations 2011

CSI – 20 Working at Heights

1.0 PURPOSE

The purpose of this procedure is to:

- Establish safe working practices for overhead work and when working at heights/depths by the establishment of rules and guidelines including the use and wearing of suitable safety equipment; and
- Limit access to areas where overhead work and work at heights around wells and pits is in progress and to establish the criteria for entry into the restricted area.

2.0 SCOPE

This procedure sets out the particular requirements and procedures for the safety of persons required to carry out work in elevated positions and for the protection of persons, equipment and facilities from falling objects.

The elevated position includes any work on a structure, from scaffolding or from an elevated platform or lift box.

3.0 DEFINITIONS

Anchorage / Anchor Points – anchorage / anchor points means any fixed, travelling or self-locking anchorage (defined in AS 1891.4) for attachment of a safety harness.

Drop Zone – drop zone means an area underneath a location where overhead work is being performed into which objects from the overhead work location may fall.

Edge Protection System – edge protection system complying with AS 1657 means guard railing of between 900mm and 1100mm high and a toe-board of not less than 100mm high fitted at sides, edges and openings except at points of access from a stairway or ladder. There shall be no opening of more than 450mm between guard railing (top rail and mid rail) and toe board and 10mm between toe-board and platform deck.

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Elevating Work Platform (EWP) – A telescoping device, scissor device or articulated device, or any combination thereof used to position personnel, equipment and materials at work locations above or below the base support surface.

Fall Restraint System – fall restraint system means a work positioning harness connected to a restraint line and attached to a fall-prevention static line or an anchorage point which prevents a person getting into a situation where they could fall.

Fall Arrest Harness – fall-arrest harness means an assembly of interconnected shoulder and leg straps, with or without a body belt designed to spread the load over the body and to prevent the wearer from falling out of the assembly.

Note – The use of Body Belts for fall arrest is prohibited

Fall-arrest System – Fall-arrest system means a system designed to arrest the fall of a person. It consists of a:

- Fall arrest harness connected to a lanyard assembly, as short as possible and slack working length not longer than 2 metres, and attached to a fall-arrest static line or an anchorage point where there is a risk of free fall; or
- Full body harness connected to a lanyard of not more than 300mm in length attached to a ladder fall-arrest device, which restricts a free fall to not more than 600mm.

Fall-arrest Static Line – fall-arrest static line means a horizontal or near horizontal line, or vertical for a ladder, fall arrest system. The line is connected to a fixed anchorage point at each end, to which a lanyard can be attached. The line can be made of metal tube, metal rod, steel wire rope, and synthetic webbing or synthetic rope.

Type I Fall-arrest Device – type I fall-arrest device means a device that travels along a fall-arrest static line parallel to a ladder and locks to the line when loaded. The device can only be loaded in the direction of the line.

Lanyard – lanyard means a line used, usually as part of a lanyard assembly, to connect a fall-arrest harness to an anchorage point or static line.

Lanyard Assembly – lanyard assembly consists of a lanyard and a personal energy absorber. The lanyard assembly should be as short as practicable and the slack working length not more than 2 metres.

Overhead Work – overhead work means working at a height above ground or floor level where personnel, equipment or tools could fall and where employees work or have access to the area below where the work is performed. Risk assessment methodology shall be applied to determine the most appropriate countermeasures to be used in all instances but fall protection is mandatory once the measured height exceeds 1.8 metres.

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Personal Energy Absorber – personal energy absorber is used in conjunction with a fall-arrest harness and lanyard to reduce deceleration force imposed by suddenly arrested fall and correspondingly reduces loading on the anchorage. The energy absorber may be a separate item or manufactured into the lanyard.

Post-fall Recovery Plan (PFRP) – post-fall recovery plan means a plan for the prompt recovery of personnel in the event of a fall being arrested by the employed safety equipment - the rescue support that should be available to avoid long periods of fall arrest suspension.

Job Analysis (JA) – Job Analysis means an analysis of the work to be done, as to whom it will involve, where and when it will happen, and what safety precautions are in place or have to be instigated. The plan will document any necessary planning that needs to be carried out to enable safe working practice at all stages of the job.

Shall – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory, advisory or recommended.

Work at Heights – work at heights means where there is the potential for a person to fall. The distance is measured from the platform level to the lower level. Risk assessment methodology shall be applied to determine the most appropriate countermeasures to be used in all instances but fall protection is mandatory once the measured height exceeds 1.8 metres.

Roofs with a pitch of more than 26°

Before work is carried out on roofs with a pitch of more than 26°, suitable control measure shall be implemented to prevent the person from falling.

4.0 PROCEDURE

4.1 ROLES & RESPONSIBILITIES

4.1.1 OPERATOR

The operator has the obligation to provide adequate resources to allow development, implementation and review the procedure in a timely and effective manner.

The operator has a statutory obligation “to provide adequate resources to ensure the effectiveness and implementation of the safety and health management system.”

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PERSONS INVOLVED WITH OR WORKING AT HEIGHTS

Person(s) working at height or involved with or in control of work at height shall ensure:

- ❑ They are adequately trained and assessed for competency.
- ❑ Where the use of personal fall arrest equipment is required, a person shall not work alone and there shall be other personnel in the nearby vicinity who can raise the alarm immediately should a person fall.
- ❑ Persons working at height have their safety helmets secured by using a helmet chinstrap.
- ❑ That there is a system or process in place to prevent tools and other objects falling from a height.

4.1.2 WORKERS AND VISITORS

All workers and visitors are to comply with this procedure for minimizing their exposure to injury.

Visitors shall be made aware of the general principles, particularly in relation to drop zones.

No person is to enter a marked drop zone without requesting, and being given, permission by the person in charge of the job.

4.2 MEASURES TO ENSURE SAFETY WHILST WORKING AT HEIGHTS

The hierarchy of control detailed below should be followed in selecting the best control measure to manage the risk of falling or being struck by a falling object. The various control measures are listed in order of decreasing effectiveness, so that measures closest to the top should be adopted first wherever possible.

- **Elimination** - removing the need to work from heights e.g. bringing the work to ground level.
- **Isolation** - use of physical barriers to contain or enclose an area e.g. erect handrails.
- **Engineering controls** - the use of temporary platforms to gain access to the job e.g. elevating work platforms, scaffolding.
- **Administrative controls** - to ensure that the other elements of the hierarchy of control are effective e.g. training, warning signs, restricting access.
- **P.P.E.** Personal Protective Equipment.

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CSI - 21 Safety General Procedures

Office - Display Home Safety

- Keep drawers and cabinets shut.
- Ensure electrical cords are not tangled and do not cross walkways.
- Avoid using piggyback connections or double adaptors.
- Use stepladders to reach things at a height, not chairs.
- Be careful walking around corners.
- Keep the area tidy.
- Do not tilt or lean back on chairs.
- Ensure that your chairs are properly adjusted.
- Take care when opening doors.

Alcohol and Drugs:

During work hours workers are to have a zero blood level. Any deviation from this is against the law and as result in disciplinary action. Drugs, except “over the counter” or “prescribed medications”, will not be tolerated on site. If medication, “prescribed” or over the counter”, is required to be taken and carries a warning of a side effect e.g. drowsiness, then the supervisor and or first aid officer must be notified.

Ladders:

Ladders used in construction are to be marked “Industrial / Commercial” with a load rating no less than 120kg and be Australian Standard 1892 approved. Utmost care is to be exercised when transporting these ladders, as damage will make them unsuitable to be used. Ladders when in use for assess are to be secured. The ladder will be extended at least one (1) metre past the landing platform. When working on a ladder the user will remain centred between the stiles. The user will not stand higher than the tread or rung indicated on the ladder as the highest standing level.

The user should not stand on;

- The top cap or the top tread of a self-supporting ladders;
- Above the second top rung of a non-self-supporting ladder or;
- The rear horizontal braces of a single sided self-supporting ladder.

When working from a ladder higher than 3 metres the worker must maintain 3 points of contact on the ladder i.e. both legs and one arm. If a worker is unable to have 3 points of contact then additional control measures must be used.

When using a ladder the ladder should be positioned so that the user should not over reach, if this is necessary the worker must descend and reposition the ladder. When working off a ladder the user should never push or pull unless the ladder is properly secured. When a self-supporting ladder is relocated, tools should be removed from the top cap before moving the ladder. Users will not walk the ladder to reposition it but instead will descend and relocate the ladder. A ladder should only be used for the purposes that it was manufactured not for supporting planks, braces struts beams etc.

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Manual Tasks:

Back injuries, sprains and strains are the major cause of lost time injuries. There are some simple steps that are to be followed to eliminate the risk of a manual task injury.

Step 1: Always plan your lift. Select your pathway and check it for trip hazards. Inspect the destination and determine where the load is to be placed.

Step 2: Examine the object. Determine its weight. Look for any sharp edges or spikes. Will the load be balanced when lifted? Will the load block my vision?

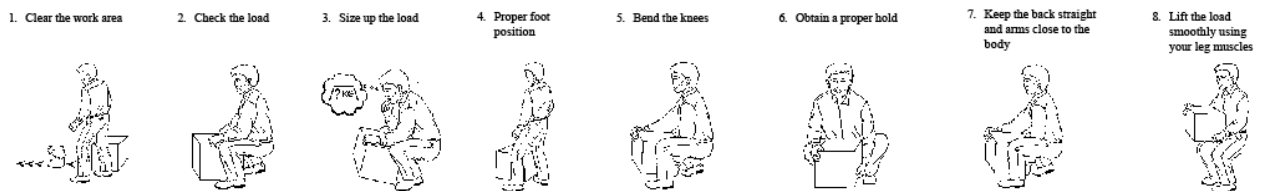
Step 3: Position your feet around the load to get as close as possible. Keep your back straight and bend your legs not your back. Get a good grip, using palms and fingers hold and grasp.

Step 4: Using your legs lift the object up. Lift smoothly and keep your back straight. Do not twist or jerk while lifting.

Step 5: Carry the load to its destination. Bending your legs and keeping your back straight place the load at its destination. Make sure the load is not places in a walkway and represents a trip hazard.

Step 6: When carrying objects only carry weights that are comfortable to lift, use team lifts for heavy objects. Where reasonably practical use mechanical aids instead of manual handling e.g. trolley, wheel barrow, etc.

Manual Handling – Help!



THINK SAFE MANUAL HANDLING BY ASKING THE FOLLOWING QUESTIONS:-

1. Must the load be moved;
2. Must the load be lifted;
3. Can it be moved using a mechanical aid;
4. Can the load size be reduced;
5. Can assistance be gained; and
6. Is the load too heavy to lift safely - if so don't lift it.

RULES FOR THE SAFE CARRYING OF LOADS

1. Don't twist your body when carrying a load
2. Don't restrict your vision with the load
3. Don't change your grip on a load unless you have the load supported
4. Always face the direction in which you are travelling
5. Watch your footing
6. Keep a firm grip on the load
7. Keep your arms tucked in; and
8. Keep the load close to your body.

FACTORS TO CONSIDER WHEN PLACING OR PUTTING A LOAD DOWN

1. Plan exactly where you are going to put the load
2. Be careful of your fingers
3. Don't lean forward to position the load
4. Don't lift heavy loads above the shoulders when unloading;
5. Remember that lifting and placing loads is done more easily at waist height

STEPS FOR SAFE MANUAL HANDLING

1. Identify Manual Handling Hazards
2. Assess Manual Handling Risks
3. Implement Appropriate Controls

Table of Density of Commonly used Materials on Construction Sites

Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure
Cement Products			Timber Products			Plasterboard & FC Sheets		
Ready-mix Concrete	2400	m ³	Softwood	640	m ³	Plasterboard	770	m ²
Cement	2000	m ³	150 x 100 (nominal)	9.6	lm	10mm plasterboard	7.7	m ²
Bagged Cement (small)	20	Bag	100 x 75	4.8	lm	13mm plasterboard	10.1	m ²
Bagged Cement (large)	40	Bag	75 x 50	2.4	lm	16mm plasterboard	12.4	m ²
Grouts	5 - 40	Bag	100 x 50	3.2	lm	15mm FC sheet	28	m ²
Ready-mix concrete	40	Bag	100 x 100	6.4	lm	60mm Villerboard	9.8	m ²
Ready-mix Sand/Cement	40	Bag	Hardwood (other)	1100	m ³	4.5mm FC sheet	7.7	m ²
Lime (hydrated)	22	Bag	Hardwood (Ironbark)	1400	m ³	Bagged plaster as stated	1 - 72	Bag
Raw Materials			Plywood Products			Pipes and steel sections		
River Sand (dry)	1300	m ³	Formply	720	m ³	<i>Refer manufacturer specification</i>		
Beach Sand (dry)	2000	m ³	17mm Formply	12.3	m ²	Metals		
River Sand (wet)	1500	m ³	17mm Formply (2400 x 1200)	35.3	Sheet	Steel (cast)	7900	m ³
Beach Sand (wet)	2200	m ³	17mm Formply (1800 x 1200)	26.6	Sheet	Copper	9000	m ³
Shale (dry)	2600	m ³	Plywood	600	m ³	Zinc	7000	m ³
Lime Stone (dry)	2600	m ³	6mm ply	3.5	m ²	Tin	7300	m ³
Blue Metal (20mm - dry)	2000	m ³	6mm ply (2400 x 1200)	10.1	sheet	Iron	7200	m ³
DGB 20 (roadbase)	2200	m ³	12mm ply (2400 x 1200)	20.2	sheet	Liquids		
Earth (compacted - dry)	1900	m ³	20mm ply (2400 x 1200)	34.6	sheet	Water	1000	m ³
Scaffold			Bricks			Paint	2.1	line
Tube (48OD x 4.8mm thick)	5.3	lm	Pallet (500)	2000	Pallet	Petrol	0.9	line
Tube 3.6m long	19.1	length	Brick (extruded - dry-pressed)	3 - 4	brick	Oils	1	line

Site Inspections:

Visual site inspections are conducted daily by the Site Supervisor more formal written inspections are conducted periodically. All Sub Contractors are responsible to ensure that all their housekeeping daily and ensure that their work areas are kept safe and tidy at all times. Sub-Contractors are also responsible to carry out their daily site inspections.

Trestles and Planks:

Work Health and Safety Regulations 2011 and AS 1892 require that platforms used on a trestle to have an unobstructed surface width of 450 mm minimum. Works conducted of 3 metres or more must have edge protection in place. Ensure that trestles are set up on stable level ground and test before assessing work platform.

Working at Heights:

Where there is a risk of fall more than 3 metres or a worker is working where a significant hazard is present if they were to fall i.e. “starter bars protrusion etc” fall control measures must be introduced.

The following are various types of control measures will be implemented in preferred to least preferred order.

- Edge protection
- Fall protection cover
- Travel restraint system
- Fall arrest platform
- Fall arrest harness systems (Harness systems should be chosen carefully to ensure safe stopping distances)
-

Note workers must take care at all heights even below 3 metres.

Falling Objects – Controls to Prevent:

Work activities, such as working at height and lifting loads over work areas are likely to produce falling objects. Work should not commence until controls are put in place to prevent the risk of injury to workers and other persons from falling objects i.e. kickboards on scaffold. Possible control measures that should be used to prevent fall objects are:

- Restricted entry / exclusion zones
- Hoarding
- Gantry
- Barricading
- Signage
- Personal Protective Equipment

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General Housekeeping:

Waste materials / rubbish will be cleaned up at the end of each day or when workers have finished in a specific area. Waste materials are to be placed in skips provided or in approved areas. Workers noted littering will be expected to clean up before leaving work areas.

Harassment / Bullying:

No workplace harassment or bullying will be tolerated in any workplace.

Harassment is behaviour that is unwelcomed or unsolicited, and is repeated or occurs as part of a pattern of behaviour. Workplace harassment offends, humiliates or intimidates an individual or group targeted by this behaviour. It can make it difficult for effective work to be done.

Examples of unacceptable behaviour include;

- Practical jokes against workers.
- Initiation practices for new workers.
- Tolerance or complacency of harassing type behaviours.

In the event a worker is involved in harassment / bullying behaviour then disciplinary action will occur by management.

Dust and Fumes Air Quality Control:

Water suppression methods to be used where required to suppress dust on job sites as required. Where respiratory protection to be utilised it shall be in accordance with the safety data sheet for the substance being used. The correct respiratory protection with appropriate filters will be used for the process being undertaken, for protecting the worker where there is as a risk from harmful dust, fumes, vapours or gases.

Electrical Equipment:

All electrical equipment shall be inspected daily before each use by the operator to ensure that all guards are installed and working and equipment has no visual damage. In the example of a grinder etc an electrical item may not be used without guards installed and working and 9.5 grinders will not be used. An approved safety switch / residual current device should be in place and in working order at all times. As required by the Electrical Safety Regulations 2013 electrical equipment will be kept in safe working order, tested and tagged 3 monthly (AS 3760) by a qualified person and records kept.

- All electrical equipment is to have a current 3 month test and tag
- All electrical equipment is to be in good condition with no damage taped up
- All Electrical leads are to be placed as to not sustain damage and to be kept out of water e.g. lead stands
- On a fixed RCD the switch must be tested at least monthly by push the test button and at least 6 monthly by a competent person.
- On a portable RCD the push button test must be tested daily and on connection and must be tested by a competent person at least every 3 months.
- No piggy back plugs to be used
- Leads must not exceed maximum length of 25m
- One extension lead of 25m only can be run from any power point, extension leads cannot be piggy backed damaged or faulty equipment will be tagged out of service

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Emergency Procedures:

Workers will make themselves aware of the site emergency plan, including knowing the assembly points upon evacuation. On construction sites the layout of the site can change daily, workers should make themselves aware regularly of the nearest exit to the assembly area in the case of emergency. Management is to be notified immediately of any emergency situation.

Requiring an Ambulance;

- Injured person to be given first aid treatment at scene of event and not be moved unless a life threatening situation is present.
- Every effort is to be made to get help to the injured person.
- Following an accident a member of Principal Contractor is to contact the site supervisor immediately.

Fire Procedure;

Follow evacuation procedure for site and alert other workers.

Proceed to emergency assembly area and await role call by Principal Contractor.

Remain at assembly area until directed otherwise by emergency personnel or Principal Contractor.

Disciplinary Action:

A verbal instruction will firstly be issued, failure to immediately comply with the verbal direction is to result in an instruction to **stop work until compliance can be achieved**; and (where relevant) –

written notification via the way that Stroud Homes handles non-compliance with WH&S issues will directly relate to the nature of the non-compliance and specifically the related health and safety risk. Consequently, some breaches of health and safety requirements may result in far more serious consequences than others. However, the general steps to be followed for non-compliance are as follows and in accordance with contractual requirements.

1. A verbal direction identifying the issue of non-compliance and method of how to comply is to be given and recorded.
2. Failure to comply with the direction will also result in a Health and Safety Breach being issued, and a meeting established to discuss why access approval to the site should not be revoked. Stroud Homes management and the non-complying person(s)/parties must both attend these meetings.
3. The subsequent meeting may result in:
 - Agreement between the involved parties of a change to work practice or modified method to complete the task,
 - Prevention of the non-complying person(s)/parties from continuing to carry out works for Stroud Homes as per contractual agreements.

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Fire Extinguisher Use:

P A S S

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!

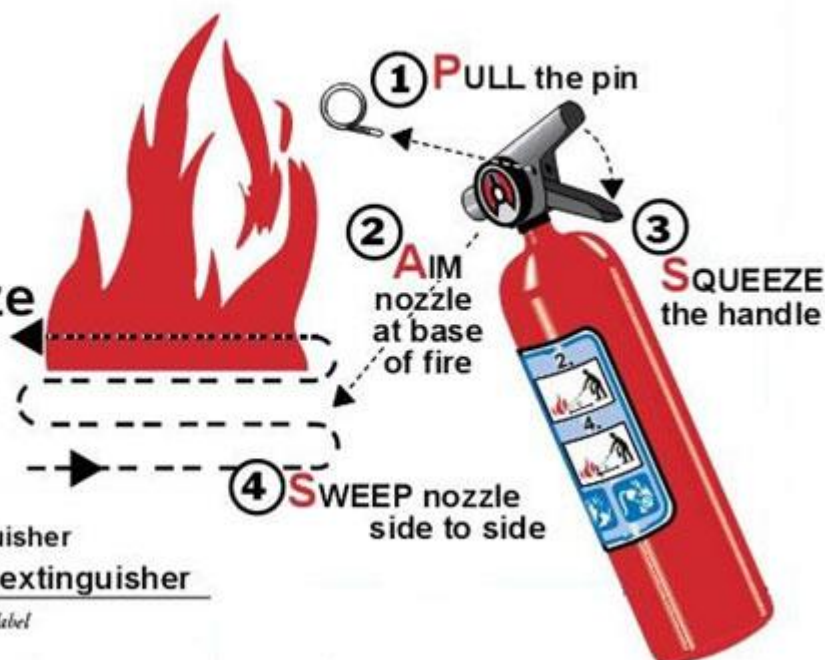
To operate an extinguisher:

Pull

Aim

Squeeze

Sweep



Know your extinguisher

Use the correct extinguisher

(Check your own extinguisher's label for detailed instructions.)

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Workplace Disputes and Grievances:

Where a workplace dispute or grievance occurs in the workplace they must be reported in writing to the director. Upon receipt firstly all parties will meet to discuss the issue with the Office Admin Manager and Director following all procedures as per set out in the Workers disputes and grievances act. In the event a suitable amicable agreement is not met by both parties an impartial third party will be implement to assist in the outcome.

Materials, Tools and Equipment:

All persons conducting works must ensure that;

A register is kept of all the plant they use on site, and if any plant or equipment is damaged, it must be taken out of service, tagged out of service and removed from site as soon as possible.

All persons must ensure all equipment is serviced and maintained as per the manufacturers or suppliers requirements and inspected daily before each use including prestart checks where applicable.

Hot Works:

Any person carrying out hot works (i.e. welding, cutting, brazing) at the site is required to ensure the work area is clear of any combustible materials. A fire extinguisher is to be present in the area where hot works are being carried out. The person undertaking the work must also ensure the work area is inspected after the hot works are carried out.

Trenching & Excavation:

The principal contractor requires all workers carrying out excavation and trenching work to be competent in the activity they are performing. A risk assessment should be undertaken for trench works deeper than 1.0 meters and the contractor is required to provide the principal contractor with a work method statement prior to commencement of works. Trenches greater than 1.5 meters deep should be either benched, battered, shored or have a written geotechnical report provided prior to working in or around the trench, to say that work can commence on the job. All trenched .5 metre deep or greater will have a 900mm high barricade erected where there is a risk of persons falling into the trench. All services must be known by contractor prior to starting excavation.

Common Plant:

The principal contractor will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site. All persons working on the site must not alter or interfere with any items of common plant. If a person notices any defects with any of the common plant they must immediately notify the principal contractor before using the common plant.

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Falling Objects:

Where there is a risk of falling objects during construction, an exclusion fall zone will be implemented on site. Also, all perimeter scaffold will have kick boards to control falling objects and protect members of the public and persons on the site.

Facilities Company Property:

All tools, materials and equipment remain the ownership of Stroud Homes. All care and attention must be paid to look after and maintain company property including keeping facilities in a clean and tidy manner for other staff.

In the event an employee is leaving Stroud Homes all tools and equipment must be returned in full.

Asbestos:

Queensland laws prohibit the use of certain tools and work methods when working with asbestos-containing materials (ACM) as they can generate dangerous airborne asbestos fibres. There are activities you must never do when working with or removing asbestos-containing materials:

1. Never use power tools, such as angle grinders, circular saws and electric sanders drills (unless enclosed or used with a device or process that prevents dust)
2. Never use high pressure water cleaners
3. Never use compressed air or abrasive blasting
4. Never use household vacuum cleaners even if they have a HEPA filter. (Only specially designed cleaners for work with asbestos can be used)

All of these activities are very dangerous because they can release large numbers of asbestos fibres in to the air.

Stroud Homes company policy is for all asbestos to be only removed by qualified professionals as per code of practice and Australian Standards. In the event a wall or pit is suspected of asbestos work to stop immediately, then Supervisor to be informed and an external contractor qualified to removed asbestos will be engaged.

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Materials, Tools and Equipment:

Hand Tools

- Always use the correct tool for the job, do not improvise.
- Use eye protection when the job requires it.
- Hand tools shall be used for their intended purposes only. The design capacity of hand tools shall not be exceeded by unauthorised attachment.
- All hands tools such as pinch bars, axes, wrenches, saws, chisels, hammers, files, screw drivers etc used in your normal work should be inspected periodically to ensure that they are in safe working condition. Any tools which do not meet this standard are to be replaced or repaired.
- Where there is a danger of tools falling and/or endangering people working below use a lanyard or wrist strap to secure the tool.

Power Tools

- Keep tools in good condition, sharpened, cleaned and oiled.
- Inspect the power leads and plugs regularly.
- Keep the leads away from water or liquids.
- Wear ear protection if the job requires it.
- Do not use the tools or leads unless they are properly labelled to show that they have been inspected.
- Operating switches or levers requiring constant pressure operation shall not be tampered with to make the tool operate without constant hand or finger pressure.
- Machine guards are provided for your protection and must not be removed.

All persons conducting works must ensure that;

If any plant or equipment is damaged, it must be taken out of service, tagged out of service and removed from site as soon as possible.

All persons must ensure all equipment is serviced and maintained as per the manufacturers or suppliers requirements and inspected daily before each use including prestart checks where applicable.

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Scaffolding:

Mobile Scaffolding;

All workers who use mobile scaffolds on a home shall before work starts, ensure;

A mobile scaffold is an independent scaffold that is freestanding and mounted on castors. **Figure10. Mobile scaffold**

Mobile scaffolds must be provided with information regarding safe use and erection. If scaffolding is to be altered, contact the manufacturer or supplier for additional guidance. All modular mobile scaffolds are to be erected in accordance with manufacturer's specifications.

The following control measures should be implemented for mobile scaffolds.

- The height of a mobile scaffold, from the bottom of the scaffold to the working surface, should be no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer⁴.
- Where adjustable castors are used, the slope of the surface should not exceed 5 degrees.
- Use a secure internal ladder with a protected opening (for example, a hinged trap door) for access and egress to and from the scaffold.
- Select the appropriate size and capacity castors to support the total mass of the dead and live loads of the scaffold.
- Use castors that have the working load limit clearly marked.
- Castors fitted to standards should be locked before erection continues.
- Castors with adjustable legs should be used and adjusted to keep the platform level when the supporting structure is at different heights.
- Incorporate plan bracing at the base of mobile scaffolds to provide greater stability.
- Before moving mobile scaffolds check that:
 - (a) there are no power lines or other overhead obstructions
 - (b) the ground is firm and level
 - (c) no person is on the scaffold
 - (d) no equipment and material can be dislodged from the platform
 - (e) the supporting surface is free of obstructions (a small obstruction may cause a mobile scaffold to overturn); and
 - (f) electrical equipment and leads cannot be tangled.
- Brakes on castors are to be locked at all times unless moving the scaffold.
- Never move the scaffold in windy conditions.
- Push or pull the mobile scaffold from the base – never use powered vehicles to move the scaffold.

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EDGE PROTECTION

Where edge protection is used as a means of reducing a risk of falling then the person having control of the work must ensure:

In the case of edge protection on a scaffold, that the edge protection complies with Australian Standards, Scaffolding;

Provided where a person could fall doing their work for:

Housing construction work – 3m or more

Other construction type work – 2m or more

Work on a roof with a pitch of more than 26 degrees.

The edge protection **MUST** meet the following design requirements taking into account;

- Imposed loading by machinery, vehicles, plant, equipment and materials or people
- 550 N acting outwards or downwards at any part on the top rail, edge or post
or 330 N/ Linear meter acting outwards or downwards on the top rail or edge

Use of scaffolding protection on roof with pitch of less than 26 degrees is no more than a metre below gutter line

Use of scaffolding protection on roof with pitch of more than 26 degrees must be level with the gutter line.

PROTECTION AT HOLES AND OPENINGS

A person having control of the workplace must ensure that all holes and openings, other than a lift well, stairwell or vehicle inspection pit, with dimensions greater than 200mm x 200mm, but less than 2 metres x 2 metres or with a diameter greater than 200mm but less than 2 metres, must be protected.

Holes or openings in concrete floors must be protected with embedded wire mesh during construction and covered with a material of adequate strength to prevent entry by objects or persons.

Holes or openings in any other floor must be covered with material of adequate strength to prevent entry by objects or persons and be securely fixed.

Any holes or openings covered with wire mesh must not be used as a work platform.

All covers must be securely fixed and marked clearly with the words “DANGER - HOLE BENEATH”.

HEAT STRESS

Working in hot or humid conditions or in confined spaces, especially during the summer months may expose people to 'Heat Stress'. The effects of heat stress range from simple discomfort, heat cramps, heat exhaustion to life threatening illnesses such as heat stroke.

HEAT STROKE

Heat **stroke** is a very serious condition. It is less common than heat stress and can be life threatening. A person will stop sweating, body temperatures will be high (oral temperatures 40-43°C), skin will be hot and dry. Confusion and loss of consciousness may occur.

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GENERAL

People who are medically unfit, overweight, suffer from heart disease, use alcohol inappropriately, or are not acclimatised, are at a greater risk of heat stress and should heed medical advice.

Some people are less tolerant of heat than others.

Alcohol is a contributing factor to dehydration.

HEAT STRESS AVOIDANCE**GENERAL:**

Reduce the heat load by replacing fluid loss - drink more water, juices and other non-alcoholic drinks. Drinks of 100-200ml of water at frequent intervals will be adequate to replace fluid loss in sweating.

Have rest pauses in cool places.

Help your sweat evaporate by increasing air circulation.

Maintain a healthy lifestyle.

For outdoor work, rest breaks should be taken in shady areas.

CLOTHING:

For indoor work, clothing shall permit the free flow of cooling air over the body.

Clothing shall preferably be made of natural fibre and loose weave.

Where protective clothing and equipment must be worn frequently, short breaks should be permitted without PPE to avoid heat related discomfort, provided there is no risk of injury or illness.

Clothing should be light coloured, to reflect radiant heat.

PROTECTION FROM THE SUN:

For outdoor work, sufficient clothing shall be worn to protect the skin from being sun burnt, such as long sleeved shirts and trousers.

Where hard hats have to be worn, sunshade attachments should be obtained.

Tinted safety glasses and wide brimmed hats should be worn in direct sun.

Sunscreen factor minimum 15+ shall be readily available.

TREATMENT

The affected person should rest in the coolest available place and drink cool but not cold fluids

The affected person shall consult a qualified first person or health professional.

A person diagnosed with **Heat Stroke** must be treated by a qualified first person or health professional as soon as possible and as a matter of urgency. Cool the affected persons clothing with cold water, giving cool fluids if conscious and increasing air movement by fanning.

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TRAINING

Employees that are exposed to conditions that may cause heat related health conditions should receive training in preventive measures.

Topics covered shall include the causes, signs, treatment and measures to avoid heat stress.

Supervisors and first person shall be trained to recognise and treat the symptoms of heat stress.

WORK ON PUBLIC THOROUGHFARES EG ROADS, FOOTPATHS ETC.

When working next to roads, shop fronts, traffic control devices complying with Australian standards will be used OR when a traffic controller is required the traffic controller MUST hold traffic control ticket issued by Main Roads or approved provider.

All personnel shall wear reflective vests.

People separation between people and vehicles shall conform to relevant Australian Standards.

Stand by person shall be present observing the traffic where workers are positioned not to see oncoming traffic.

Caution signs shall be placed on edge of road to warn drivers of work on/near roads where applicable.

Obtain local authority documentation of approval and submit relevant fee.

ELECTRICAL POWER TOOLS***CLASS 1 WORK (CONSTRUCTION WORK)***

Electrical equipment shall be inspected, tested and tagged in accordance with the requirements of AS/NZS 3012 (Electrical installations—Construction and demolition sites).

Electrical equipment shall be inspected, tested and tagged by a competent person at least every 3 months.

Hire equipment shall be inspected, tested and tagged before each hiring, and thereafter, inspected, tested and tagged by a competent person every 3 months.

ELECTRICAL REGISTERS (CONSTRUCTION SITES ONLY)

An electrical equipment register shall be provided to the PC or construction site supervisor detailing all the companies Electrical Power tools used on that site. This register shall form part of the site safety plan for that site. See form section in this document.

TRAINING AND SUPERVISION

All Operators must be properly trained and supervised in the selection, use and maintenance of the tools they are required to use.

Only authorised and competent persons shall be permitted to operate power tools.

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BEFORE USE

Ensure the correct tool is chosen to suit the job to be done.

The handles and grips should be suited for the tool and the operator.

Assess whether the tool needs to be hoisted or carried for elevated jobs.

Attach RCD to extension cords as an additional safety measure.

Ensure that the operator will not be exposed to risks by using the tool.

Ensure all electrical tools are in a sound condition and tagged correctly.

Remove any flammable materials away from any electrical equipment.

Check each tool before use for the following:

The tool is not physically damaged in any way;

There is no evidence (burned appearance or smell) that the tool has suffered internal electrical damage;

The electrical lead, switches, connections and plug are not damaged;

The air ventilation holes are free of obstruction;

The electrical supply is sufficient for the tool; and

Correct guards are fitted and are in good condition.

OPERATION AND HANDLING

When using portable equipment, guarding should be kept in place at all times.

Make sure you have a firm footing, are well balanced and have a firm hold on the tool.

Do not lift or carry tools by their electrical leads.

Work pieces should be clamped where possible.

Tool rests should be used and adjusted correctly.

Prevent sleeves and other clothing from being caught in the tool, it is recommended that sleeves be rolled up above the elbow.

MAINTENANCE AND REPAIR

All electrical equipment shall be inspected and tested on a regular 3 monthly basis, according to AS3760 1990.

Damaged tools and equipment shall be tagged "OUT OF SERVICE" and removed from the workplace for repairs by an authorised electrician.

PVC insulation tape shall not be used to repair worn or damaged cords. Such cords shall be discarded or repaired immediately.

HOUSEKEEPING

All tools and equipment shall be neatly and correctly stowed when not in use.

Electrical equipment, machinery and work areas shall be kept clean.

Ensure cords and leads are placed so that they are not a trip hazard.

Extension cords and leads should always be fully extended, not wound around any objects when in use. Ensure that all electrical tools and equipment are kept out of the rain or wet areas.

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HOUSE KEEPING

GENERAL

No radio should be capable of being heard by adjoining property owners

Job sites to be kept pet free

No audible offensive language or behaviour will be tolerated

No alcohol or drugs tolerated on site and during working hours

ENVIRONMENT

Site to be kept clean, tidy and free of rubbish – **a clean site is a safe site**

ACCESS WAYS

All access ways shall be kept clear of obstructions at all times.

All stairways shall be kept clear of all construction materials and must be properly lit.

Access ways shall be arranged so that they are the easiest means of going through a site, reducing the risk of people entering dangerous areas by taking shortcuts.

Any oil, grease, clips or other material shall be removed from floors, passageways or walkways, which may cause slipping or falling.

Ensure clear and ready access to electrical boxes, switchboards and fire fighting equipment

STORAGE OF MATERIALS AND EQUIPMENT

Ensure that materials are not stacked too high, causing the pile to fall.

Wire mesh guards should be used to keep stacked piles on work platforms stable.

When stacking bulky objects, guards should be provided to prevent shifting or rolling of the material into access ways.

OVERHEAD WALKWAYS AND RAMPS

No articles shall be thrown down or dropped from one level to another, they should be lowered by rope or carried down.

Ensure tools or equipment are not placed on overhead locations, such as scaffolding, window ledges or shelves, which could fall and hit people working below.

Regular inspections of overhead walkways should be carried out to ensure that no loose materials are left around.

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Ergonomics:

	STEP 1: Your Chair ▪ Push your hips as far back as they can go in the chair. ▪ Adjust the seat height so your feet are flat on the floor and your knees equal to, or slightly lower than, your hips. ▪ Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes. ▪ Adjust the armrests (if fitted) so that your shoulders are relaxed. If your armrests are in the way, there are armless chairs available in the office.
	STEP 2: Your Keyboard ▪ Pull up close to your keyboard. ▪ Position the keyboard directly in front of your body. ▪ Determine what section of the keyboard you use most frequently, and readjust the keyboard so that section is centred with your body. ▪ Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight. ▪ The tilt of your keyboard is dependent upon your sitting position. Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position. ▪ Wrist rests can help to maintain neutral postures and pad hard surfaces. However, the wrist rest should only be used to rest the palms of the hands between keystrokes. Resting on the wrist rest while typing is not recommended. Avoid using excessively wide wrist rests, or wrist rests that are higher than the space bar of your keyboard. ▪ Place the pointer as close as possible to the keyboard. Placing it on a slightly inclined surface, or using it on a mouse bridge placed over the 10-keypad, can help to bring it closer. If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, the height of your chair, or use a seat cushion to get in a comfortable position. Remember to use a footrest if your feet dangle.

	STEP 3: Monitor, Document, and Telephone Incorrect positioning of the screen and your documents can result in awkward postures. Adjust the monitor and your documents so that your neck is in a neutral, relaxed position. ▪ Centre the monitor directly in front of you, above your keyboard. ▪ Position the top of the monitor approximately 2-3" above seated eye level. (If you wear bifocals, lower the monitor to a comfortable reading level.) ▪ Sit at least an arm's length away from the screen and then adjust the distance for your vision. ▪ Reduce glare by careful positioning of the screen. ○ Place screen at right angles to windows ○ Adjust the vertical screen angle and screen controls to minimize glare from overhead lights ▪ Place your documents on a document holder positioned adjacent to the monitor. ▪ Place your telephone within easy reach. ▪ Use headsets / speakerphone to eliminate cradling the handset.
	STEP 4: Pauses and Breaks Once you have correctly set up your computer workstation use good work habits. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body. ▪ Take short 1-2 minute stretch breaks every 30 minutes. After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks. ▪ Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance. ▪ Rest your eyes by covering them with your palms for 10-15 seconds. ▪ Use correct posture when working. Keep moving as much as possible.

Ergonomics Continued:

Many of us spend a lot of time on the computer as part of our jobs, and sometimes a side effect of this can be eyestrain. While eyestrain associated with computer use isn't thought to have serious or long-term consequences, it is still disruptive and unpleasant.

Common symptoms of eyestrain include:

- Sore, tired, burning or itching eyes
- Watery eyes
- Dry eyes
- Blurred or double vision
- Headache and sore neck
- Colour fringes or afterimages when you look away from the monitor
- Increased sensitivity to light

Suggested below are several exercises and stretches that you may like to try to alleviate this problem should you experience it.

Eye Comfort Exercises

1. Blinking (produces tears to help moisten and lubricate the eyes)
2. Yawning (produces tears to help moisten and lubricate the eyes)
3. Expose eyes to natural light

Palming

1. While seated, brace elbows on the desk and close to the desk edge
2. Let weight fall forward
3. Cup hands over eyes
4. Close eyes
5. Inhale slowly through nose and hold for 4 seconds
6. Continue deep breathing for 15-30 seconds

Eye Movements

1. Close eyes
2. Slowly and gently move eyes up to the ceiling, then slowly down to the floor
3. Repeat 3 times
4. Close eyes
5. Slowly and gently move eyes to the left, then slowly to the right
(Repeat 3 times)

References:

- QLD Work Health and Safety Act 2011
- Qld Work health and Safety Regulations 2011
- Qld Codes of Practice
- Applicable Australian Standards

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High Risk Construction Work—Safe Work Method Statements

299 Safe work method statement required for high risk construction work

(1) A person conducting a business or undertaking that includes the carrying out of high risk construction work must, before high risk construction work commences, ensure that a safe work method statement for the proposed work—

- (a) is prepared; or
- (b) has already been prepared by another person.

Maximum penalty—60 penalty units.

(2) A safe work method statement must—

- (a) identify the work that is high risk construction work; and
- (b) state hazards relating to the high risk construction work and risks to health and safety associated with those hazards; and
- (c) describe the measures to be implemented to control the risks; and
- (d) describe how the control measures are to be implemented, monitored and reviewed.

(3) A safe work method statement must—

- (a) be prepared taking into account all relevant matters including—
 - (i) circumstances at the workplace that may affect the way in which the high risk construction work is carried out; and

(ii) if the high risk construction work is carried out in connection with a construction project—the WHS management plan that has been prepared for the workplace; and

(b) be set out and expressed in a way that is readily accessible and understandable to persons who use it.

(4) For subsection (2)(c), if a safe work method statement for high risk construction work that involves a risk of a person falling more than 2m states that the only control measures to be implemented will be administrative controls or the provision of personal protective equipment, the safe work method statement must describe all control measures considered in determining which control measures to implement (including by addressing the general fall protection requirements in section 79(3)).

Note—

See section 79 in relation to the minimisation of risk in relation to falls generally.

300 Compliance with safe work method statement

(1) A person conducting a business or undertaking that includes the carrying out of high risk construction work must put in place arrangements for ensuring that high risk construction work is carried out in accordance with the safe work method statement for the work.

Maximum penalty—60 penalty units.

(2) If high risk construction work is not carried out in accordance with the safe work method statement for the work, the person must ensure that the work—

- (a) is stopped immediately or as soon as it is safe to do so; and
- (b) resumed only in accordance with the statement. Maximum penalty—60 penalty units.

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301 Safe work method statement—copy to be given to principal contractor

A person conducting a business or undertaking that includes carrying out high risk construction work in connection with a construction project must, before the high risk construction work commences, ensure that a copy of the safe work method statement for the work is given to the principal contractor. Maximum penalty—

- (a) for an individual—12½ penalty units; or
- (b) for a body corporate—60 penalty units.

Note—

In relation to the separate penalty for an individual and a body corporate, see the note to section 50(2).

302 Review of safe work method statement

A person conducting a business or undertaking must ensure that a safe work method statement is reviewed and, as necessary, revised if relevant control measures are revised under section 38. Maximum penalty—36 penalty units.

303 Safe work method statement must be kept

(1) Subject to subsection (2), a person conducting a business or undertaking must keep a copy of the safe work method statement until the high risk construction work to which it relates is completed. Maximum penalty—

- (a) for an individual—12½ penalty units; or
- (b) for a body corporate—60 penalty units.

(2) If a notifiable incident occurs in connection with the high risk construction work to which the statement relates, the person must keep the statement for at least 2 years after the incident occurs.

Maximum penalty—

- (a) for an individual—12½ penalty units; or
- (b) for a body corporate—60 penalty units.

(3) The person must ensure that for the period for which the statement must be kept under this section, a copy is readily accessible to any worker engaged by the person to carry out the high risk construction work.

Maximum penalty—36 penalty units.

[s 304]

Work Health and Safety Regulation 2011

Chapter 6 Construction work

Part 6.3 Duties of person conducting business or undertaking

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(4) The person must ensure that for the period for which the statement must be kept under this section, a copy is available for inspection under the Act.

Maximum penalty—

- (a) for an individual—12½ penalty units; or
- (b) for a body corporate—60 penalty units.

Note— In relation to the separate penalty for an individual and a body corporate, see the note to section 50(2).

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CSI - 22 Legislative References:

Legislation / Standards	Codes of Practice
• Qld Work Health and Safety Act 2011 • Qld Work Health and Safety Regulations 2011 • Electrical Safety Act 2002 • Electrical Safety Regulation 2013 • Environmental Protection and Biodiversity • Conservation Act 1999 • Coastal Protection Management Act 1995 • Aboriginal and Torres Strait Islander Heritage • Protection Act 1994 • Water Act 2000 • Land Act 1994 • Qld Heritage Act 1992 • Environmental Protection Act 1994 and Regulations • Acquisition of Land Act 1967 • Native Title Act 1993 • Aboriginal Cultural Heritage Act 2003 • Plant Protection Act 1989 • AS/NZS 1336 Recommended practices for Work eye protection, • AS/NZS 1337 Personnel Eye Protection, • AS/NZS 1716 2012 Respiratory Protective Devices, • AS/NZS 4576-1995 Guidelines for Scaffolding • AS 3012 Use of Extension Lead and Lengths,	• AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment. • AS/NZS 1892 – Portable Ladders • AS 1788 Grinding and Guarding, • AS/ NZS 1269 Work Noise Management, • AS/NZS1270: Hearing Protection; • AS/NZS4602:1999: High Visibility Safety Garments, • AS 2550 – 2002 Parts 1 to 5 (Safe Use of Cranes) • AS 1418 – 2002 (Crane, Hoist & Winches General Requirements) • AS 3775.2 – 2004 (Chain Slings, Care & Use) • AS 4497.2 – 1997 (Round slings- Synthetic Fibre, Care & Use) • First Aid Code of Practice 2012 • Managing Risks of Hazardous Substances in the Workplace COP 2013 • Prevention of Workplace Harassment Code of Practice 2004 • Managing Risks of Plant in the Workplace COP 2013 • Electrical Safety Code of Practice 2010– Risk Management • Electrical Safety Code of Practice 2010 - Works • Electrical Safety Code of Practice 2010 – Electrical Work • Electrical Safety Code of Practice 2010– Working near exposed live parts • Traffic Management for Construction or • Maintenance Work Code of Practice 2011
	• How to Manage Work Health and Safety Risks Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 • WHS Consultation Cooperation Coordination COP 2011 • Work Environment Facilities COP 2011 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • How to Manage and Control Asbestos in the Workplace Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Children and Young Workers Code of Practice 2006 • Prevention of Workplace Harassment Code of Practice 2004 • Crane Code of Practice 2006 • Construction Work COP 2012

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CSI - 23 Site Rules

NOTE: STROUD HOMES SITE RULES TAKE PRECEDENCE AT ALL TIMES.

- Report all injuries no matter how minor to the Supervisor or First Aid Officer.
- Report all incidents and near miss incidents immediately to the Supervisor.
- Mandatory PPE to be worn at all times
- Task specific PPE to be worn as per Safe Work Method Statement.
- Torso is to be fully clothed at all times.
- Clothing with inappropriate slogans is not permitted.
- Coarse language is not permitted.
- Drugs and alcohol are not permitted on site. Persons under the influence will not be permitted on site.
- Smoking is not permitted in lunch rooms, toilet facilities, or within 4 metres of the entrance to a non-residential building
- Dogs are not permitted on site.
- Amplified music is not permitted.
- Taking of photographs is not permitted without the approval of the Supervisor.
- Noise and dust are to be kept to a minimum at all times.
- Deliveries are to be prearranged with site Supervisor 24 hours before.
- Direct any queries to the Stroud Homes Supervisor.
- All operators to have correct certification for plant that is being operated, trainees are to be on a contract of training with a RTO, have a training plan, on a log book, have a certified person as a mentor and supervised if they can place themselves at risk.
- Work areas and amenities are to be kept clean and tidy at all times.
- Never use lifting chains/slides for towing vehicles, plant or machinery.
- Ensure all lifting chains/slides have current test tag, (within last 12 months). Check condition of lifting equipment before use.
- All slinging for lifting is to be carried out by a ticketed dogger.
- 9 inch grinders are not permitted on site.
- Use of grinding/cut off wheels, including masonry work, requires eye protection i.e. safety glasses (AS1337), a high impact face shield.
- Carry out safety, health and environmental directions given by Project Management, Safety Coordinator and Supervisor.
- Observed and abide by all safety signage.
- Barricading is never to be climbed over. Always use the designated entry point.
- Abide by all environmental signage and maintain environmental controls. Report any environmental hazards or incidents.
- When spotting trucks, always maintain vision with the driver. Never cross behind a reversing truck.
- Do not use substandard or damaged electrical equipment or that which is not tagged or is out of the testing period, on this site. All generators and power supplies are to be permanently fitted with an RCD safety switch. All electrical leads and power tools must be tested and tagged every 3 months.
- If you need to use a mobile phone, shut down plant or equipment and move to a safe place prior to using the phone.
- Do not provide any information to the media. Direct all media enquiries to Stroud Homes.

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CSI – 24 Employee Subcontractor Sign Off

We the undersigned, confirm that the EHS Plan nominated above has been explained and its contents are clearly understood consulted and accepted. We also confirm that we have been consulted on development of this EHS Plan and are trained and are qualified to undertake this activity are current. We also clearly understand the controls in this EHS Plan must be applied as documented otherwise work is to cease immediately.

[illegible]