

Health & Safety Management Plan

for
C1203 Deception Bay Social Housing

Date of Issue:

ROLE	NAME	SIGNATURE	DATE
Developed by PM (Project Manager):	Levi Carsburg		2/9/2025
Reviewed by HSE Business Partner:	Simon Powell		2/9/2025
Approved by CM (Construction Manager):	Luke Martin		2/9/2025
Accepted by SM (Site Manager):	Adrian Wyatt		2/9/2025

The above development, review, approval and acceptance is for all elements of the HSMP, i.e. this document, Part B Technical Guide - Hazard Controls, Part C Project Risk Register.

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Part A: Administrative

1. REVIEW REGISTER

Rev	Date	Revision Description	Prepared	Reviewed	Approved
0	02/03/2011	Initial Issue	Livia Ashworth		
1	15/05/2012	Review and renumber	Fiona O'Dea	Kat Evans	Kat Evans
2	12/06/2012	Review	Nikolas Manion	Kat Evans	Kat Evans
3	27/11/2012	Added more criteria for high- risk work in line with changes in legislation. Changed title from CWP to the HSMP. Adjusted the Likelihood to be consistent with the OHS Management System.	Jeremy Clay	Tanya Venz	John Martinkovic
4	31/10/2013	Modified 1.1.7 – PM must table the performance report with the worker representatives. Update 3.3.2 Prestart Meetings to daily instead of discretionary.	Jeremy Clay	Peter Maye/ Simon Powell	John Martinkovic
5	07/07/2014	Section 1.1.7 included the target program; Added section for Subcontractors contact; Workplace consultation inclusion of monthly meetings; update incident reporting in line with changes in legislation; clarified expectations for scaffolding.	Jeremy Clay	Peter Maye / Simon Powell / Terry Charles	John Martinkovic
6	01/08/2014	Updated the HSMP to reflect Safety Alerts issued	Jeremy Clay		John Martinkovic
7	14/09/2015	Update HSMP to follow corporate direction in HSE	Jeremy Clay		John Martinkovic
8	03/08/2017	Full review of HSMP to reflect current McNab WHS practices and vision and to allow for ease of use, including reformatting, renumbering	David Cullen	Consultative Group (HSEQ), Construction Managers, HR Manager	John Martinkovic
9	07/08/2018	Update policy, legislation references	Kim Halliwell		Michelle Rooney
10	17/07/2020	Review and updated. Additional sections on Respirable dust and Scaffold	Kim Halliwell	Toby Clarke	Michelle Rooney
11	04/05/2021	Full review of HSMP. Permits added	Kim Halliwell	HSE Team	Michelle Rooney
12	02/11/2024	Full review update procedure references. Additions of 1BC and FSC	Toby Clarke	Toby Clarke	Nick Economidis
13	15/02/2025	Full review, updated procedure references, additions to risk management	Kim Halliwell	Toby Clarke	Nathan Brown
14	30/05/2025	Amendments to 8.14, 8.16, 8.27, 10.2.6, 12.5 and section 3	Toby Clarke	Kim Halliwell	Nathan Brown
15	30/06/2025	Amendments to reflect new Emergency Response Management Plan release	Toby Clarke	Kim Halliwell	Nathan Brown
16	02/07/2025	Task Observation frequency updated	Toby Clarke	Nathan Brown	Andrew Lamond
17	31/07/2025	Amendment to sections 8.19 and 24.1	Toby Clarke	Kim Halliwell	Nathan Brown
18	29/08/2025	Amended to reference new IMS Manual and plant inspection changes	Toby Clarke	Kim Halliwell	Nathan Brown

2. PROJECT DETAILS

2.1 General

Client	ATSICHS		
Postal Address			
Phone	3240 8900	Mobile	
Email Address	dylan.nelson@atsichsbrisbane.org.au		
Client Representative	Dylan Nelson		
Client Rep Email	dylan.nelson@atsichsbrisbane.org.au	Mobile	0426 266 697
Commencement Date	25/11/2024	Duration	10/04/2026
Construction Manager	Luke Martin	Project No.	C1203
Project Manager	Levi Carsburg	Site Manager	Adrian Wyatt
Site Address	Lot 643 – 651 Deception Bay Road Deception Bay, QLD 4508		
Principal Contractor	McNab Developments (QLD) PTY		
ABN	63 118 748 548		
Address	1/12 Neil Street, Toowoomba QLD 4350		

2.2 Project Scope of Works

Scope	The project consists of two buildings the first has 27 units and the second has 48 units, constructed on a single <i>Lot and</i> includes landscaping, internal roadways, infrastructure, underground services and reticulation.  643 – 651 Deception Bay Road Deception Bay, QLD 4508
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3. SCOPE OF HEALTH AND SAFETY MANAGEMENT PLAN (HSMP)

The Project **Health Safety Management Plan (HSMP)** covers the health and safety aspects of all activities carried out on this site.

It incorporates the [Part A - Health and Safety Management Plan](#), [Part B - Hazard Control Sheets](#), and [Part C - Project Risk Register \(PRR\)](#), [Emergency Response Management Plan](#) and [Traffic Management Plan](#) (as applicable) to form the entire Management Plan.

The HSMP defines the policies, procedures and control measures, including key responsibilities for the management of Health and Safety throughout all phases of construction, to comply with the company's legal responsibilities, those required under the head contract and the certification/accreditation requirements.

The Project Specific HSMP is reviewed systematically as per the [08.09 Risk Review Process](#). Additionally, to be reviewed at least every 12 months by the HSEQ Manager or otherwise in response to:

- Legislative changes affecting HSE
- Significant health, safety or environmental incident or near-miss
- New or amended industry Codes of Practice, Compliance Codes, Australian Standards or industry standards relating to health, safety or environmental management, and
- Results of internal or external audits.

Amendments or changes to the HSMP shall be communicated by the Project Manager to relevant staff, contractors, suppliers and other relevant stakeholders.

The company's Health and Safety, Environmental and Quality management systems, including their application and implementation at the project level, are subject to regular audit and review in accordance with McNab Internal Audit program as well as periodic surveillance audits by the company's Third-party Certification organisation as part of the company's ongoing certification to ISO 45001, ISO 14001 and ISO 9001.

4. RESPONSIBILITIES

4.1 Management Responsibility and Commitment

McNab is committed to providing a healthy and safe working environment for its employees, subcontractors, consultants, clients, and members of the public that are to work, visit and/or may be affected by the activities undertaken under McNab control, and to ensure such activities do not impact negatively on the environment.

The Project Manager has overall responsibility for project health and safety and for the implementation of this Health and Safety Management Plan.

Project based line managers are required to take a lead role in developing and maintaining a positive safety culture on site. This is to be supported via:

- [15.03 Project Safety Leadership Plan](#) - provides the foundation of what actions the McNab project team will do to develop and maintain a safe work site.
- [15.04 Project Safety Leadership Commitment](#) – provides a personal commitment from the Project Manager and Site Manager/ Foreman on their own safety related actions.

An audit of compliance to the [15.03 Project Safety Leadership Plan](#) shall be undertaken as part of the [08.01 Management Walkabout](#).

4.2 Safety Responsibilities

All members of McNab project management team and workers are charged with the responsibility and authority to issue directions to cease work for activities that do not comply with accepted safety and environmental controls, including where work is not being carried out in accordance with Safe Work Method Statements for High Risk Construction Work.

All workers (workers include officers, managers, employees, independent contractors, apprentices, trainees, work experience, volunteers, etc.) have a responsibility for safety in the workplace and must take reasonable care:

- 1) for their health and safety.
- 2) to comply and co-operate with reasonable instructions (including McNab policies and procedures referred to in this Health and Safety Management Plan).
- 3) to present to work in a fit state and report any issues.
- 4) To Identify, eliminate and report any hazards, risks, injuries or incidents.
- 5) To use the correct tools, materials, plant and machinery for the task and have correct training and competence to operate.
- 6) To work in accordance with documented Safe Work Method Statements or Safety Procedure.
- 7) To take reasonable care to ensure that personal acts and omissions do not adversely affect the health and safety of other persons.

4.3 Project Safety Responsibilities

The following section contains a summary of key responsibilities for the following positions:

- Construction Manager
- Project Manager
- Design Manager
- Site Manager/Foreman
- Contracts Administrator
- HSE Business Partner (HSE BP)/ HSE Advisor
- HSE Representatives
- Qualified First Aid Personnel
- Construction Workers
- Subcontractor(s)

Each member of McNab project team by signing this plan are acknowledging their acceptance and understanding of the roles and responsibilities assigned to their position and the requirements for the management of health and safety as outlined in the HSMP. Where a person is appointed to a position and is unable to meet their assigned responsibilities, they shall immediately notify the Construction Manager.

4.3.1 Construction Manager

- Ensure the McNab Health and Safety Policy, Procedures and Objectives are met.
- Ensure sufficient time, resources and capability to implement HSE systems.
- Lead and ensure the development of staff in safety leadership and McNab HSE systems.
- Set clear HSE expectations and hold all accountable for their and the project teams HSE performance.
- As part of management commitment to safety, the Construction manager shall complete One [08.01 Management Walkabout](#) inspection per month on the project.

4.3.2 Project Manager

- Is accountable for the overall WHS performance of the project.
- Ensure the overall implementation and administration of McNab Health and Safety Policy, Procedures and Objectives are met at site level.
- Ensure the project specific health and safety management plan has been created and has been reviewed in consultation with SM/FM and HSE BP.
- Ensure the review of the Project Risk Register is completed with SM/FM and HSE BP.
- Conduct pre-award meetings with subcontractors to define HSEQ deliverables, communicate McNab and Project HSEQ requirements and ensure subcontractor compliance.
- Engage with Client, consultants, designers, and relevant stakeholders, to ensure the effective close out of HSE issues.
- Ensure lag and lead indicators are met and acted upon, the timely closure of corrective and preventive action in respect to incidents and the results of HSE audits.
- Ensure the effective and timely resolution of any disputes which may arise over HSE issues on site.
- Ensure adequate supervision for all employees and direct hire labour hire employees.
- Assist HSE team in incident investigations.
- As part of management commitment to safety, the Project manager shall complete one [08.01 Management Walkabout](#) inspection per month on the project

4.3.3 Design Manager (where applicable)

Eliminate HSE issues and Hazards as far as reasonably practicable through consultation and [16.14 Safety in Design Risk Assessment](#), throughout the design process and ensure relevant information is given to the Project Manager.

- Attend the initial risk register review workshop and transfer residual buildability risks into the project risk register.
- Review the SID risk assessment when a construct only project.

4.3.4 Site Manager / Foreman

The Site Manager/Foreman is to ensure the day to day implementation and administration of McNab Health and Safety Policy, Procedures and Objectives are met at site level, including:

- Support the development of the site specific HSMP with the PM.
- Support the development of and review the Project Risk Register with PM, HSE BP and wider team
- Communicate any changes to design, construction methods, or programme, and associated hazards and risks, to relevant project stakeholders.
- Consult and communicate with workers on HSEQ issues specific to the project.
- Ensure adequate PPE and required safety equipment is available.
- Ensure all amenities, facilities for first aid and emergency response controls are adequately addressed.
- Ensure a clean, organised and adequately resourced site.
- Ensure adequate supervision for all direct employees and direct labour hire employees.
- Ensure Subcontractors' compliance is monitored to the controls as outlined in their SWMS.
- Manage and develop capability of workers and provide training as required.
- Assist HSE team in incident investigations.
- Ensure the effective and timely resolution of any disputes which may arise over HSE issues on site.

4.3.5 Contracts Administrator

- Incorporate HSE requirements in all subcontracts and provide prospective subcontractors with relevant HSE documentation.
- Advise subcontractors of the process for submitting Safe Work Method Statements to McNab for review prior to work commencing.
- Advise the subcontractor if they will be required to attend pre-award and/or pre-commencement meetings with members of the McNab site team, with the subcontractors off-site and on-site management team.

4.3.6 HSE Team

- Maintain a sound knowledge of legislation, Australian Standards, codes of practice and McNab policies, procedures and objectives.
- Support project and site team with overall establishment, development and management of Health and Safety related procedures, records and achievement of safety objectives.
- Undertake the Emergency Equipment and First Aid Risk Assessments First Aid and Emergency Equipment risk assessment in conjunction with site teams and ensure that the Project Risk register is updated as required.
- Undertake periodic site inspections, internal performance auditing and participate in external audits.
- Support the project team to manage any workplace incidents and complete appropriate investigation.
- Facilitate and provide training for the site team.
- Foster a working relationship with Regulators and local council.
- Maintain the first aid kit and facilities to the required level and standard.
- Be an active member of the Project Team, advise the Project Manager and Site Manager of opportunities for improvement with health and safety and assist in resolving HSE issues.

4.3.7 Safety Committee Member/Health and Safety Representative

Nominated by their workgroup to work with McNab and be a member of the Health and Safety Committee to support all workers on site to raise and resolve site related safety issues.

- Complying with McNab [06.19 Health and Safety Committee Terms of Reference](#).
- Raising safety concerns from my work group and ensuring they are actioned and recorded.
- Providing feedback to their workgroup on safety items discussed at the Safety Committee.
- Reviewing safety incidents raised at the committee to ensure that actions are implemented to prevent a reoccurrence.
- Participating in site inspections and ensuring that these are recorded.
- Participating in any reasonable safety requests as part of the safety committee e.g. Safety Audits, Task Observations, and Training etc.
- Calling for another election should the Committee member / HSR leave the workplace (site).
- If acting as a fully trained HSR under the WHS Act, be familiar with and comply with the requirements of this role.

Safety Committee Forms:

- [06.10 Health and Safety Committee Members](#)
- [06.76 Safety Committee/HSR Nomination Form](#)
- [06.19 Health and Safety Committee Terms of Reference](#)
- [06.77 HSR Site Identification Sign](#).

4.3.8 Qualified First Aid Personnel

- Administer first aid and assist in emergency situations where required.
- Complete and maintain any reports or documents associated with all injuries and forward these to McNab Safety – safety@mcnab.net.au (**MANDATORY**).
- Work with HSE Advisor/HSE BP/Site Manager in seeking out medical support and carrying out the injured worker process.

4.3.9 Subcontractors

Comply with all requirements as outlined in the [08.02 Subcontractor HSE Requirements](#), the [08-DOC-002 Project HSMP](#) and any site rules or policies, including;

- Prepare and submit SWMS and amend when requested.
- Provide PPE to their workers.

- Ensure workers comply with documented SWMS.
- Co-operate with McNab personnel.
- Ensure adequate training and skills of all employees.
- Comply with legislation and industry safe work practices.
- Participate in WHS inspection.

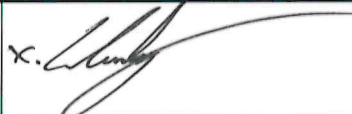
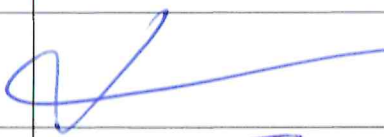
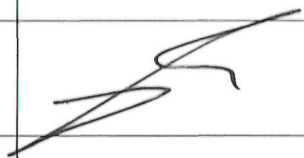
4.3.9.1 Subcontractors' contact information

A list of the subcontractors' and suppliers (including Site Supervisor and Project Manager contact details) for the project is maintained by the Project Manager and Contracts Administrator and is located within Procore.

4.4 ACCEPTANCE OF RESPONSIBILITIES

Each member of the McNab site team agree to perform the above responsibilities on this project and are required to complete the following acknowledgement of understanding.

I have read and understand the responsibilities for my position on the project and confirm that I will undertake this role and associated responsibilities.

Name	Signature	Role	Date	Version
Levi Carsburg		Project Manager	2/09/2025	20250829
Adrian Wyatt		Site Manager	2/09/2025	20250829
Jackson Woollett		Contract Administrator	2/09/2025	20250829
James Robinson		Cadet	2/09/2025	20250829
Tom O'Rance		Site Foreman	2/09/2025	20250829
Alex Ham		Site Foreman	2/09/2025	20250829
Shane Pannell		HSE Advisor	2/09/2025	20250829
Michael Smyth		Site Foreman	2/09/2025	20250829

I have read and understand the responsibilities for my position on the project and confirm that I will undertake this role and associated responsibilities.

Name	Signature	Role	Date	Version

[illegible]

5. DOCUMENTATION REQUIREMENTS

Project team Task Frequency	Item	Procore (Preferred, if not, Form can be substituted)	Form – refer to McNab WHS Intranet or McNab SharePoint to find all forms	
Immediately at time	Incidents	Procore incident tool	Procore	Data entry onto Procore
Daily	Daily Diary (Site Diary)	Daily Log	Site Diary Procore	On Procore
Daily	Pre-Start Meeting	N/A use physical form	06.17 Pre-start Meetings	Original stored on site – can photograph in site diary and add to Procore
Fortnightly	Safety Inspections	Inspections – 06.02 Site Safety & Environmental Inspection	06.02 Site Safety & Environmental Inspection	On Procore
Prior to commencing High risk tasks	Subcontractor SWMS	Inspection – 06.27 SWMS Review Checklist on 1Breadcrumb	Stored in 1Breadcrumb	SWMS Review Checklist to be sent to Subcontractor prior to commencement with McNab. Upon return McNab Foreman to review SWMS. Original to remain on site; on completion of project should be archived.
On site set up	Management Plans & Project Risk Register (Health and Safety, Quality, Environment)	N/A	Physical copies to be on site and signed by all duty holders and McNab staff	Project Risk Register to be reviewed on a fortnightly basis, or when a serious incident occurs. This meeting is to be captured on Procore. Inspection – Initial Safety Risk Register Meeting (initial). Inspection – Site Team Risk Register Review Agenda (fortnightly thereafter)
First Month – then minimum every 13 weeks	Emergency Drill	06.70 Emergency Response Evaluation Report on Procore	06.70 Emergency Response Evaluation Report	On Procore
Monthly	Safety Committee – Consultation	N/A	06.84 Safety Committee Meeting Minutes , or 06.20 Consultation Meeting – Toolbox Talk	Store records in site folder. Copies should be archived.
Monthly	Safety & Environment Corrective Actions	“Closed out” actions all completed for incidents / safety hazards identified through – 08.09 Risk Register Review	N/A	On Procore
As needed	Inductions	1Breadcrumb	N/A	Stored on 1Breadcrumb
As needed	Visitors to site	Visitors’ induction on 1Breadcrumb	N/A	1Breadcrumb
As needed	Toolboxes	N/A use physical form	06.18 Toolbox Training Form OR 06.17 Pre-start Meetings – Mini toolbox	Original stored on site. Copies uploaded to Procore
Prior to site operations, then 3 months (or calibration expiry)	Plant and equipment	Inspection – 06.89 Plant Inspection on Procore	06.89 Plant Inspection	On Procore

6. HSE PLANNING

6.1 Site Layout

Site layout is to be determined as part of the HSE Planning for the project, a plan showing the site layout is included in [08-DOC-009 Project Emergency Response Management Plan \(ERMP\)](#). The **Site Evacuation Diagram** is to be displayed on site notice board(s), the first aid facility (where applicable), site locations where guidance may be required and site offices.

See [Hazard Control Sheet – Contaminated Site 006](#) for further information.

6.2 Site Amenities and Site Establishment

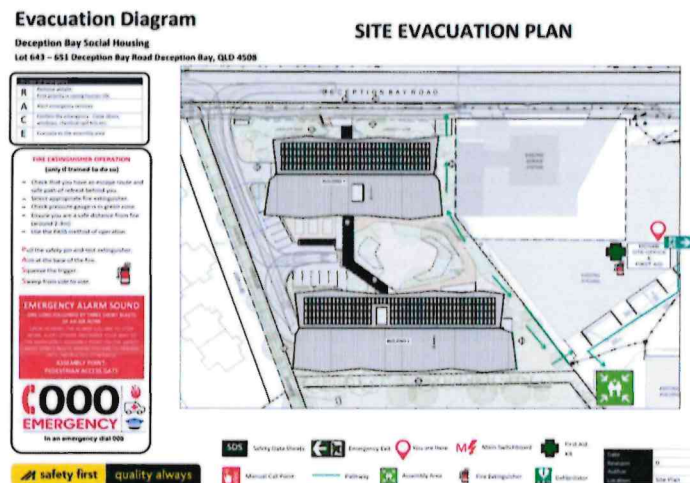
In developing the site layout and establishment consideration must be given to the physical environment (i.e.: geographical location, topography, socioeconomics of the location), the available space, construction methodology and impacts of construction activities (i.e.: Tower Crane installations, concrete pours, site deliveries) on the local area and community, the duration of construction and the need to relocate items as construction progresses.

Other items for consideration are Development and Building Approvals, Marketing/Commercial appearance, Client requirements and authority requirements (i.e. local council, port authority, civil aviation safety authority, etc.).

As a minimum, the following must be considered in the Site Establishment:

- Existing underground and overhead services
- Hoarding locations
- Site office
- Amenities – lunchrooms, toilets
- First aid facility
- Main access and egress points both pedestrian and vehicle
- Evacuation assembly area
- Environmental controls, i.e. sediment fences, retention basins, location of spill kit, wash outs, skip bins
- Construction zones/material loading and unloading zones
- Mobile crane and concrete pump setup
- Traffic management
- Lift(s) – personnel and/or materials
- Fire extinguishers/Hose reels
- Storage areas
- Emergency evacuation system.

Once the layout/establishment has been agreed this must be recorded on the [06.43a Site Evacuation Diagram](#) which forms part of the [08-DOC-009 Emergency Response Management Plan](#). Any risks or hazards identified during the development of site establishment that cannot be eliminated must be transferred into the Project Risk Register and communicated to the site team and subcontractors involved in the tasks.



Example Site Evacuation Diagram

Site amenities are to be established in accordance with legislative standards, McNab requirements and site specific aspects e.g. roads, topography.

Site amenities are to be kept clean and tidy. Periodic inspection of the site amenities is to be carried out (e.g. as part of the Fortnightly site inspection or consultative walk) using the amenities inspection criteria outlined in [06.02 Site Safety & Environmental Inspection](#).

All site offices, lunch, change rooms and ablution blocks are to be non-smoking areas. Other unenclosed parts of the site must non-smoking areas (refer to State Government Smoke Free Workplace Policy).

A smoking area should be established in an outdoors position, 10 metres from other work areas and provided with [Ceasefire ashtray](#) or similar.

Lighting with emergency battery backup is complying with AS3012:2019 to be provided to all access / egress routes within the project where there is the possibility of insufficient natural light.

6.3 Security

Site security is to be established to prevent unauthorised entry to the site and to safeguard members of the public during and outside of site operating hours. The Project Manager will continually review the effectiveness and ongoing requirements for site security and implement appropriate security measures as the site layout changes.

All perimeter fencing, hoardings and any incorporated overhead protective structure should be inspected as part of the site inspection. The [06.02 Site Safety and Environment Inspection](#) or Procore are tools for recording inspections.

6.4 Safety in Design

Hazard Identification, risk assessment and control associated with the design is carried out in accordance with McNab 'Safety in Design (SID)' process and focusses on identifying and eliminating health and safety risks in the design or, where this is not possible to eliminate, reducing the health and safety risks in the design for those persons constructing, using and maintaining the building or structure that is the subject of the design.

6.5 Amendments to HSE Plan and Documentation

Where changes have been made to McNab Policies, Procedures, Forms, HSE Legislation, Codes, Australian Standards or where Safety Alerts have been issued, the Project Manager will be advised by the HSEQ Manager of the action to be taken. Notification of changes shall be through email. Such action may include the requirement for confirmation to be returned to the HSEQ Manager within a specified timeframe to confirm action taken to update the HSE system at the project level.

Where project changes/updates are to be made to the HSMP details of the changes shall be authorised by the Project Manager and recorded on the amendment register in section 1.0 of this plan.

Significant changes to the HSMP are to be communicated by the Project Manager to the project team. Where the changes constitute a re-issuing of the plan, relevant team members are to sign-off the new version of the HSMP.

See [22-PRO-003 Review of Legal and Other Requirements Procedure](#) for further information.

6.6 WHS Objectives and Targets

Project objectives and targets are monitored and reported via the project monthly HSE performance reports and are tracked monthly by the HSE Administrator (most via Procore) and shared on the intranet.

The project WHS Objectives and Targets shall include any specific WHS objectives and targets required under the head contract. Objectives and Targets for the project are to be monitored by the Project Manager, Construction Manager, HSE BP and HSEQ Manager as part of the Project HSE Targets & Objectives updated monthly on Intranet. Senior management are to review this report each month to monitor performance against project objectives and targets. The [project 06.88 Monthly safety performance report](#) and [03.29 HSEQ Objectives and Targets](#) are reviewed by the executive management team monthly via the [HSE Monthly Executive KPI PowerPoint Report](#).

Where project performance is trending or has fallen below the nominated company and/or project objectives and targets, the Project Manager will discuss this with the project team and implement corrective action measures to address any identified deficiencies. Reporting on project WHS performance is as per the Performance Management procedure.

The site-specific objectives and targets for the project are as follows:

Objective	Target	KPI	Reporting Tool
Identify the health and safety risks to those potentially impacted by our operations and deploy the principles of the Hierarchy of Control to reduce such risk to the lowest levels possible	Minimum of one safety committee meeting or Consultation toolbox talk per month	06.84 Safety Committee Meeting Minutes or 06.18 Toolbox Training Attendance form	HSE Performance Report
	Monthly risk register review meetings	08.09 Project Risk Register Reviews undertaken on each project on Procore	HSE performance Report Procore
	Task observations completed for all high-risk tasks within 2 weeks of commencement. Each site team member to complete 1 task observation per week.	06.34 Task Observation completed to verify compliance with SWMS as required	HSE Performance report Procore
	Minimum of 1 x 06.44 Monthly Audit and 2 x 06.02 Site Safety and Environmental Inspection	06.02 and 06.44 inspections/audits	HSE Performance Report Procore
	90% completion rate of scheduled senior leadership inspections	90% completion of 08.01b Senior management walkabouts	HSE Performance Report Procore
Comply with all relevant statutory obligations, regulations and codes of practice	All safety alerts are communicated to staff and relevant toolbox talk completed	Safety alerts toolbox talks sent from McNab safety	HSE Performance Report Procore
	No major non-conformances issued during external audits	No major non-conformances issued during external audits	06.95 Client/External Audit report process
Establish a safe and healthy working environment designed to prevent work-related injury and illness	Incidents are reported and actions closed out in allocated timeframes with learnings from each incident shared with the organization	Number of Completed corrective/preventative actions in Procore	Procore incident tool.
	100% of system improvements and updates implemented on site.	No. of system improvements and updates implemented on site.	06.44 and system audits
Add project specific HSE Objectives in this section e.g. client requirements etc.	Add project specific Targets here	Add KPI's here	How will these project specific target/KPI's be tracked e.g. recorded in Procore and tracked in the Risk Register Review Meeting?

7. POLICY

The company maintains the following policies in relation to Health and Safety:

- Health and Safety Policy
- Rehabilitation Policy
- Drug and Alcohol Statement
- Psychosocial Policy

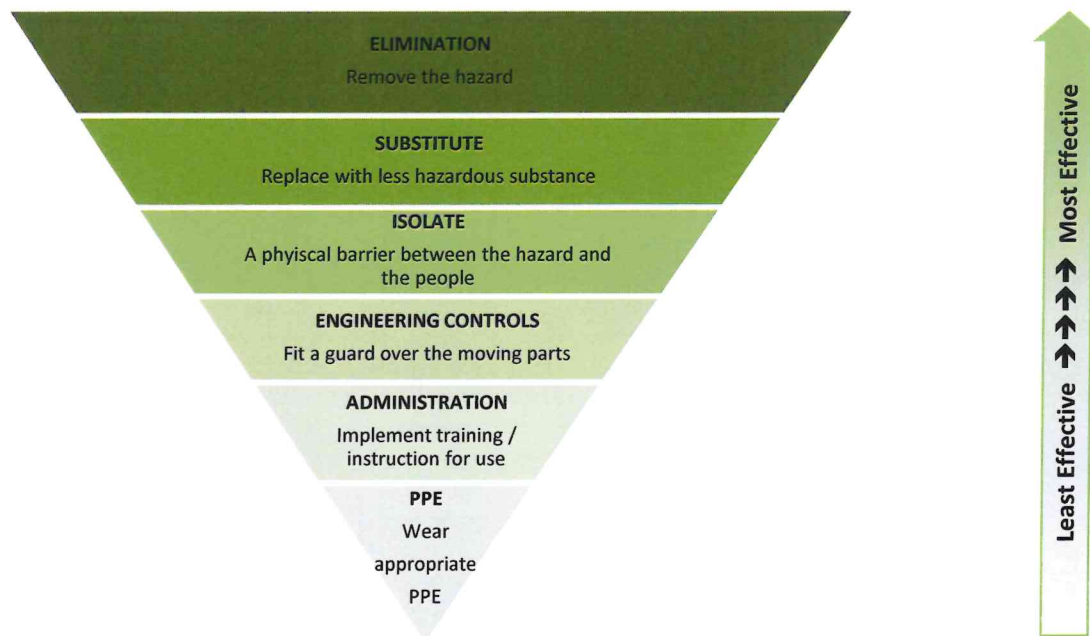
Copies of the above Policies are to be displayed in an appropriate location on the site and made available to any person on request.

8. HSE RISK MANAGEMENT

8.1 Hazard Identification Risk Assessment and Control (HIRAC)

Where a hazard is assessed as being a risk to health and safety, risk control measures must be implemented.

Risk control measures will be developed in accordance with the following hierarchy of risk control (from most effective through to least effective):



The identification of HSE hazards and assessment of risk, leading to the selection of the most appropriate control measures to be implemented (HIRAC) is conducted but not limited to the following processes:

- Safety in Design (Estimating and Design Handover)
- Project Health & Safety Risk Assessment (Project Risk Register)
- Procurement
- Pre-mob meetings
- Initial Risk Register
- Safe Work Method Statements (SWMS)
- Permit to Work (PTW)

Further information [08-PRO-012 Risk Management Procedure](#).

8.2 Risk Controls and Risk Control Priority

Each risk is allocated a class/ranking for potential workplace hazards to people, the environment, and property by referring to the categories ranging from low to critical in a Risk Assessment Matrix. This Risk Assessment Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) then determine detailed control measures to eliminate or minimise the risk. McNab have defined the acceptable and unacceptable risk level in relation to residual risk (risk rating after nominated controls implemented). These risk levels outline what level of risk is tolerated by McNab having regards to our legal obligations and WHS Policy. Low is acceptable with the following parameters - Works shall be monitored by supervisor.

Any risk assessed as presenting a low risk level will be permitted to be controlled using a combination of controls as appropriate. Medium and high are acceptable with strict controls. Critical is unacceptable unless otherwise authorised by the construction manager and HSE BP. See table below in risk matrix for further details.

Where a hazard is assessed as being a risk to health and safety, risk control measures must be implemented. McNab personnel shall select controls in accordance with applicable legislation, codes of practice and Australian standards and using the hierarchy of control in the following order (from most effective through to least effective) and:

- Eliminate the hazard. If elimination of the hazard is not reasonably practicable, minimise the risk as far as reasonably practicable by:
 - Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk
 - Isolating the hazard from any person exposed to it
 - Implementing engineering controls. Involves changing the design of the workplace, equipment, tools or work process.
- If a risk remains, then minimise the remaining risk, as far as is reasonably practicable, by implementing administrative controls (i.e. Minimizing risks using procedures or instructions).

- If a risk still remains, then minimise the remaining risk, as far as is reasonably practicable, by ensuring the provision and use of suitable Personal Protective Equipment (PPE).

Risk Matrix

Risk Matrix		Consequence (C)				
		1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood (L)	A. Almost Certain	15. High	10. High	6. Critical	3. Critical	1. Critical
	B. Probable	19. Medium	14. High	9. High	5. Critical	2. Critical
	C. Possible	22. Low	18. Medium	13. High	8. Critical	4. Critical
	D. Unlikely	24. Low	21. Low	17. Medium	12. High	7. Critical
	E. Very Unlikely	25. Low	23. Low	20. Medium	16. High	11. High
Acceptable		Acceptable with strict controls			Unacceptable	
Low Works shall be monitored by supervisor. Any risk assessed as presenting a low risk level will be permitted to be controlled using a combination of controls as appropriate.		Medium Works shall be monitored by Site management. Any risk assessed as presenting medium risk level will only be allowed to be controlled using a combination of controls as appropriate.	High No works to commence unless otherwise approved by Project Manager or HSE BP. Any risk assessed as presenting high risk level will only be allowed to with additional supervision. Control/preventive measures must be documented, monitored, measured and reviewed. Responsibility for monitoring and verification activities must be clearly defined and documented.		Critical No works to commence unless otherwise authorised by the Construction Manager and HSE BP. Any risk assessed presenting extreme risk level will only be allowed to be controlled using elimination and or engineering controls as the primary source of controls. Responsibility for monitoring and verification activities must be clearly defined and documented.	

Level	Descriptor	Complaints	Variation from Contract Specification	Cost of Corrective Action	Key Service Delivery Outcomes Jeopardised	Litigation Potential	Loss of Market Access	Community	Environmental Impact	Injury or Damage to Person, Public or Property
1	Insignificant	Unlikely	None	Cost not visible	No	None	None	Low level social impacts	None	- First aid treatment injury only - Incident resulting in momentary work stoppage - Damage less than \$5k
2	Minor	Minor verbal complaint likely	Minor variation	Resolved locally by Company Management	Not of any consequence	None	None	Minor medium-term social impacts on local population	Some minor contamination of soil, water, air, flora, fauna which is easily and effectively rectified	- Injury requiring medical treatment without loss of a full day - Minor loss or damage, between \$5k-\$50k
3	Moderate	Written Complaints Certain	Noticeable variation	Resource allocation required by Company Management (within budget)	Some outcomes not achieved	Successful litigation unlikely	Minor affect	On-going social issues and heightened concern by local community	Minor contamination of soil, water, air, flora, fauna or humans that is well within the ability and resources of the Company to rectify	- Injury requiring medical treatment resulting in one or more days off - Moderate loss or damage to property, \$50k - \$100k
4	Major	Significant verbal and written complaint/s certain	Significant variation	High cost of resource allocation (outside budget)	Key outcomes jeopardised	Litigation likely	Moderate affect	On-going serious social issues. Significant adverse public attention	Contamination of soil, water, air, flora, fauna or humans that requires significant Company resources to rectify.	- Long term illness or serious injury - Major loss or damage, between \$100 - \$500k
5	Catastrophic	Significant complaints made publicly	Significant unjustifiable variation with serious implication	Significant resource allocation with very high cost of corrective action	Key product and service delivery outcomes not achieved	Successful litigation almost certain to follow	Significant affect	Very serious widespread social impacts with potential to significantly affect the local community	Significant and EPA reportable contamination of soil, water, air, flora, fauna or humans requiring significant resources beyond the ability of the Company to rectify	- Death or permanent disability - Significant loss or damage to property

8.3 Project Risk Register

Prior to establishing the Health and Safety Management Plan, the Project Manager in conjunction with the site team and HSE Manager/BP will develop the [08-DOC-004 Project Risk Register](#) which is designed to assist the site team to identify hazards, assess their level of risk and determine the most appropriate controls having regard to the hierarchy of controls.

The Project Risk Register will assess and document the legislation, codes, Australian Standards and industry guidelines which McNab will operate. This includes:

- The Health, Safety and Environmental Legislation in the local jurisdiction.
- Legislation, Standards, Codes and Guidelines specific for the build and location of the project (for example where building a jail or a hospital specific legislation would be referenced, reviewed and integrated into the Health and Safety Management Plan).
- The work activities to be undertaken during construction.
- The hazards and risks associated with the work activities.
- Analysing and evaluating the risk priority.
- The appropriate control measures.
- Those responsible for implementing the documented control measure.
- Those responsible for monitoring that the controls have been implemented and reviewing the effectiveness of the controls.

Prior to the preparation of the Project Risk Register the Project Manager will consult with the Design Manager and review the Safety in Design Risk Assessment. This document will assist in identifying hazards and risks associated with the design of the building / structure. Any health and safety issues or new hazards resulting from the design, or changes to design in the construction phase shall be recorded on the Project Risk Register. After completing the Project Risk Register the Health and Safety Management Plan can be created to meet the specific project HSE requirements.

The Project Risk Register is a 'live document' and to be reviewed on a routine basis. This site specific review is to follow the [08.09 Site Team Risk Register Review Agenda](#), which is conducted minimum monthly with the project team and site specific actions being captured in Procore. This will enable KPI and action tracking.

The review will be completed as required due to:

- Changes in design or scope of work affecting constructability;
- Introduction of new technology;
- Changes to legislation, Codes of Practice, Australian Standards or Industry guidelines;
- Construction phase/methodology;
- Proactively;
- Reactively, such as after an incident investigation, or notifiable dangerous event; and/or
- Client Safe Maintenance Requirements.

The Project Manager and Construction Manager (on behalf of senior management) are to sign off on the project risk register authorising controls nominated in [08-DOC-004 Project Risk Register](#) prior to commencing a project.

External stakeholders (client, public, designers, architect, engineers and other interested parties) are to be consulted to implement the HIRAC process to manage hazards impacting these parties or the project. Relevant stakeholders that participate in project HIRAC are to be recorded on the Project risk register in the initial review tab. The project manager is to send any interested parties identified for the project in the initial risk register a copy of the project risk register and ask for feedback and input on the HIRAC process.

8.4 Safe Work Method Statements for High Risk Construction Work

Project Safety Advisor shall ensure that site specific Safe Work Method Statement (SWMS) are provided by each Subcontractor, or McNab, undertaking High Risk Construction Work (HRCW). Workers or their health and safety representative must be involved in the development of the SWMS, and workers must be trained in the contents of the relevant SWMS. The [06.32 SWMS Template](#) can be sourced from McNab's intranet service.

High risk construction work is defined as construction works that:

- (a) involves a risk of a person falling more than 2 metres
- (b) is carried out on a telecommunication tower

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

(Note: whilst falling objects are not a regulated 'HRCW' McNab require the risks associated with falling objects from a height 2 metre or greater to be addressed in the SWMS. For objects at risk of falling less than 2 metres controls are still required but it is not necessary to document these in a SWMS).

The Project HSE Advisor and or Site Manager to ensure each SWMS submitted for High-Risk Construction Work to be undertaken by McNab and/or Subcontractors are reviewed and recorded in [06.27 SWMS Review Checklist](#) on 1Breadcrumb.

Ongoing reviews are to occur including:

- Initial review on release
- Annually on the anniversary of the release of the document
- As required and when changes in legislation, industry standards and other factors which affect the SWMS are noted; and
- Consultation with the Worker's performing the task.
- After significant incident or near miss.

Monitoring of compliance to SWMS is carried out as part of task observation ([06.34 Task Observation Checklist](#)) on Procore.

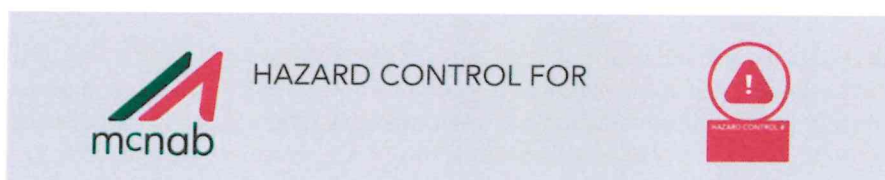
'Safety Observation' may be raised because of non-conformance identified whilst monitoring compliance to any SWMS.

8.5 Tasks not classified as High-Risk Construction Work

Task not classified as High Risk Construction Work are to still be considered as part of the Project Risk Register. These tasks must have documented safe operating/work procedures, however McNab do not need to review these like SWMS, evidence of these must be provided by the subcontractor.

8.6 Hazard Control Technical Guide

Part B of the HSMP has been designed to provide a documented process for McNab safe operating procedures. The hazard control sheets can be located on the company's WHS intranet page and SharePoint.



8.7 Review of the Effectiveness of Hazard Identification Risk Assessment and Control

To ensure the effectiveness in eliminating or minimising risk, the processes must be continuously reviewed and steps taken to implement revised control measures, where necessary. This ensures that new hazards and those that may have been overlooked in the original exercise are identified and controlled.

Project HIRAC is reviewed through the 08.09 risk register review process, as part of the [06.44 Monthly Audit](#), the [08.01 Management Walkabout](#) and [06.34 Task Observation Checklist](#). These inspections are used to monitor safety controls on site.

8.8 Respirable Dust Management

The most common respirable dust hazards that may need to be managed on site include general dust levels, silica dust and asbestos fibres. The best defence against respiratory hazards is to control the contamination at its source and prevent it from entering the air and ultimately airways. At McNab sites, this means that respiratory protection must be worn in combination with higher order controls where specified in relevant Hazard Control Sheet/SWMS e.g. wetting down. A risk management approach must be undertaken to ensure that respiratory hazards are assessed, documented and controlled with consideration given to the different risks of each task or situation. These controls must be documented within the project risk register and/or SWMS for the task.

Health monitoring for respirable dust may be required under WHS Regulation and must be determined as part of the risk assessment.

See [HCS for Respirable Dust Management \(42\)](#), [HCS for Asbestos \(02\)](#) and [06-DOC-012 McNab Silica Dust Monitoring Poster](#) for further information.

8.9 Hazardous Chemicals

Hazardous Chemicals are managed in accordance with legislation, Managing the risks of Hazardous Chemicals in the workplace Code of Practice and manufacturers specifications. This includes requirements for Registers, SDS's, risk assessments, SWMS'S and labelling.

See [HCS for Hazardous Chemicals \(34\)](#) and [08-PRO-016 Handling and Storage Chemicals Procedure](#) for further information

8.10 Temporary Works

Temporary works are to be designed by a Qualified (RPEQ) Engineer, detailed on current design drawings and installed by a competent person in accordance with the design drawings and/or manufacturers requirements. Any changes to the design or installed system must be authorised and signed off by the RPEQ Engineer. Temporary structures include, but are not limited to, the following:

- Falsework, Formwork and Jump forms
- Scaffolding (where risk of falling over 4 metres) – must include detailed elevation design, not just a general/generic elevation.
- Propping and underpinning
- Hoarding/fencing/Perimeter screens
- Needling of structures
- Gantry
- Shoring
- Pre-cast/Tilt Panel positioning, bracing and propping
- Tower crane erection, ties and supporting systems
- Height access systems

See [HCS for Temporary works \(35\)](#) and [08-PRO-010 Temporary Works Procedure](#) for further information.

8.11 Scaffold

All scaffold must be detailed on a scaffold plan and plans must be reviewed and approved by a Registered Professional Engineer of relevant state experienced in the design of temporary works. Only the CM can give permission for a non-registered engineered scaffold plan, which must have an associated risk assessment. This requirement for RPEQ approval is included in the Hazard Control Sheets for Scaffolding (28-32), which are submitted to the contractor at Pre-award. McNab is responsible for organising and providing results for DCP tests for soil weight bearing capacity and design and layout of any existing and planned underground services in proximity to where scaffolding is to be erected.

Refer to [HCS for Scaffolding \(28-32\)](#) and [08-PRO-010 Temporary Works Procedure](#)

8.12 Excavations

The hazards and risks associated with excavations shall be identified, assessed and controlled in accordance with the hierarchy of control. Excavation work can pose risks to the stability of nearby structures and buildings. Before starting excavation, the risks associated with adjacent building structures/foundations must be identified, assessed and controlled. Measures must be taken to prevent collapse or damage to affected structures. Before any excavation or trenching work commences, ensure that all underground and overhead services are identified. DBYD plans, As Built or survey drawings, and electronic locating / ground penetrating radar reports are to be obtained to provide guidance on the type and general location of any known service.

Where any work is to be undertaken in the vicinity of overhead power lines (including any rail or tram overhead power lines) relevant information/instruction must be obtained to allow the works to be carried out in a safe manner. Excavations/trenches deeper than 1.5m that do not have a ground collapse control measure in place (i.e.: Benching, battering, shoring or shielding) and have a requirement for a worker to enter the excavation/trench must be inspected for stability daily. Under the regulations this initial inspection shall be completed by a Geotechnical Engineer. A competent person is to reinspect the trench daily. The Geotechnical Engineer shall reinspect as per their inspection report, after a weather event or if there is any doubt in relation to the stability of any excavation/trench e.g. visible fractures, subsidence etc. The Geotechnical Engineer will determine a course of action to be taken and sign off that the trench/excavation is safe.

If the risk of falls cannot be eliminated McNab will manage risks to health and safety associated with a fall by a person from one level to another by implementing controls in accordance with the hierarchy of control which include but are not limited to:

- Installation of a certified edge protection system
- Installation of landing platforms or scaffold towers inside deep excavations for access to basement excavations. Two forms of access are required for basement excavations.
- Installations of physical barriers around excavations over 1.5 meters deep
- Installation of visual barricades/barriers for excavations less than 1.5 meters deep
- Covers placed over openings, pier holes or diaphragm wall excavations. See [HCS for Penetrations \(21\)](#) for further information.
- Any falls of 2m or more must have a certified edge protection system installed or physical barriers installed 2m back from edge.

If the risk of falls cannot be eliminated, the risk must be minimised using controls including:

- Fall prevention device (temporary work platforms)
- Work position system (industrial rope access systems)
- Fall arrest systems, including catch platforms.

Adequate controls must be implemented to effectively manage interaction of mobile plant and excavations including but not limited to:

- Internal traffic management plan to prevent plant and pedestrian collision
- Effective means of communication
- Plant must include operator protection devices (ROPS/FOPS, seatbelt, enclosed cabins).
- Trained and competent operators
- Exclusion zones
- Physical barriers

Excavations or trenches over 1.5 meters deep shall have a barrier system in place to ensure the area is secured from unauthorised access including inadvertent entry. Mechanical plant, vehicles, storage of materials, or other heavy loads shall not be located in the zone of influence unless specified by a geotechnical engineer or the ground support system has been designed by an engineer to carry the loads.

Excavations are to be undertaken in accordance with the [08-PRO-010 Excavation Procedure](#) and [HCS for Excavation and Underground Services \(38\)](#).

8.13 Electrical

All risks associated with electrical installations and electrical equipment shall be identified, assessed and controlled in accordance with the hierarchy of control. All electrical installations shall be installed, inspected, modified, tested and certified by a qualified licensed electrician in accordance with relevant legislation, codes of practice and AS/NZS 3000 and AS/NZS 3012. All portable electrical equipment and power leads are, industrial rated, inspected, tested and tagged on a 3 monthly basis by Licenced electricians or personnel hold a restricted electrical license in accordance with AS/NZS 3760. All electrical installations must have RCD protection.

see [HCS for Electrical \(7-10, 22\)](#) and [08-PRO-028 Electrical Installations and Equipment](#) for further info.

8.14 Craneage and Lifting

All craneage and lifting will in accordance with relevant legislation, codes of practice, relevant Australian standards and the PRR.

Documented lifting procedures must be developed for the following situations:

- tilt-up/spin up panel jobs
- multiple crane lifts, where more than one crane is used to lift a load at any one time
- lifting of workboxes with persons in the boxes
- installation of bridge beams during bridge installation work
- working near live overhead powerlines
- lifting large pressure vessels or tanks
- the use of mobile cranes on barges
- erection of tower cranes
- heavy lifts where the load is 50 tonnes or more.
- Plant recovery e.g. overturned plant
- Using a crane for demolition
- Complex rigging arrangement- e.g. where additional chain blocks used

See [HCS General Lifting and Dogging \(50\)](#) and [08-PRO-014 Lifting Operations Procedure](#) for further information.

8.15 Chain of Responsibility (COR)

McNab shall do what is reasonably practicable to ensure CoR compliance. Everyone that works with heavy vehicles – from the business that employs a driver to the place where goods are delivered – is accountable for safety. The National Heavy Vehicle Regulator (NHVR) administers one set of laws (the HVNL) for heavy vehicles over 12 tonnes gross vehicle mass. The HVNL consists of the Heavy Vehicle National Law and five sets of regulations.

Relevant health and safety information is to be obtained from the following web sites to ensure its currency:

Heavy Vehicle National Law (NSW) [Heavy Vehicle National Law \(NSW\) No 42a of 2013 - NSW Legislation](#)

[Heavy Vehicle \(Fatigue Management\) National Regulation - Queensland Legislation - Queensland Government](#)

[Heavy Vehicle \(General\) National Regulation - Queensland Legislation - Queensland Government](#)

[Heavy Vehicle \(Mass, Dimension and Loading\) National Regulation - Queensland Legislation - Queensland Government](#)

[Heavy Vehicle \(Registration\) National Regulation - Queensland Legislation - Queensland Government](#)

[Heavy Vehicle \(Vehicle Standards\) National Regulation - Queensland Legislation - Queensland Government](#)

McNab also has a dedicated [08-DOC-003 Chain of Responsibility Management Plan](#) that is located on McNab intranet.

8.16 Work at Heights

The risk associated with working at heights shall be assessed, identified and controlled in accordance with the hierarchy of controls. The risk associated with falling/dropped objects shall be identified, assessed and controlled in accordance with the hierarchy of control. All other circumstances where the risk of a fall from one level to another is identified shall be subject to a risk assessment and controls shall be implemented and documented in a safe work method statement.

A permit is not required if performing routine work from fixed scaffolding or work from an EWP or scissor lift unless specified otherwise. In addition to the Permit requirements, the following site rules apply for working at heights:

- No personnel are to work under suspended loads

- No personnel, apart from concreters, are to work directly under a concrete pump boom while in operation
- No object or rubbish / waste shall be dropped or thrown from heights to ground unless acceptable controls are in place (i.e. barricade exclusion area, safety signage, rubbish chute)
- No personnel are to work directly under other persons working with hand tools, power tools or hot work activities (e.g. welding or flame cutting) or where any object has a potential to fall, unless effective controls are implemented e.g. tool lanyards, containment catch decks or platforms.
- Before commencing any work at height, personnel shall check for personnel (working or travelling) below and notify any personnel at a lower height of the activities to be performed at the higher height
- Fall prevention equipment used in conjunction with at-heights work shall be inspected by suitably qualified personnel (PUAEQU001 - Prepare, maintain and test response equipment or MEM15004B Height Safety Equipment Inspection) prior to use as per manufacturers recommendations and recorded on a register.
- The Permit Holder shall ensure that all fall prevention equipment attachment points are to be installed and regularly inspected by suitably qualified personnel prior to use as per manufacturers recommendations.
- Platform ladders or work platforms must be used when undertaking stationary work at height. Refer to [HCS for Ladders \(16\)](#) and [HCS for Mobile Scaffolds \(17\)](#) for more information
- Persons are prohibited from entering or leaving an EWP whilst the EWP is elevated unless the EWP is designed for this to occur safely, and the activity has been extensively risk assessed. Refer to [HCS for EWP \(12\)](#) for more information
- Whilst working at heights using an EWP, no person is to use the EWP as a means of lifting, transporting or sling loads unless the EWP has been specifically designed for the activity and a thorough SWMS has been completed.

Access/Egress

Safe access and egress must be provided to all working at heights work areas. McNab shall provide safe means of access to and exit from the workplace or any area within the workplace from or through which a person could fall, such as a platform or scaffolding. Carrying out work on the ground or on a solid construction and providing a safe means of access to and exit from a workplace are intended to, as far as is reasonably practicable, eliminate the fall hazard and associated risk of a fall. The solid construction must have a safe means for people to enter and exit and to move around the work area, for example permanently installed platforms, ramps, stairways or fixed ladders. Further information on fixed walkways, stairways and ladders is in *AS 1657–2013: Fixed platforms, walkways, stairways and ladders – Design, construction and installation*.

Where single or extension ladders are used for entry and exit, the worker shall ensure:

- there is a firm, stable work platform, free from obstructions to step onto from the ladder
- the ladder is securely fixed
- the ladder extends at least 1 metre above the stepping-off point on the working platform, and
- fall protection is provided at the stepping-off point where people access the working platform.
- Single/extension ladders may be used for access/egress only. When used ladders must be firmly tied off at the top. Remove these ladders when access is no longer needed. Single ladders must be no longer than 6.1m and extension ladders not more than 7.5m.
- maintain 3 points of contact.
- always face the ladder when ascending or descending.

See [HCS for Work at Heights \(37\)](#) and [08-PRO-015 Working at Heights Procedure](#) for further information.

8.17 Psychosocial Hazards

A psychosocial hazard is a hazard that arises from, or relates to, the design or management of work, a work environment, plant at a workplace, or workplace interactions and behaviours and may cause psychological harm, whether the hazard may also cause physical harm. If a psychosocial hazard is experienced or identified contact your HR or HSE Business Partners immediately.

see [10-POL-009 Psychosocial Hazards Policy](#) and *Managing the risk of psychosocial hazards at work code of practice* for further information.

8.18 Health Surveillance Monitoring

Health hazards relevant to the project are identified at the initial risk register review and recorded in the project risk register. Health monitoring will be conducted for workers where required by legislation or as per results of the project risk assessment. Health Monitoring is conducted by an occupational hygienist as per [08-PRO-013 Health Surveillance Process](#).

8.19 Noise

The risks associated with noise exposure shall be identified, assessed and controlled in accordance with the hierarchy of control. Workers shall not be exposed to noise that exceeds the workplace exposure standard.

Exposure standard for noise-

(a) LAeq,8h of 85 dB(A); (85dB over 8 hours) - This is the permissible exposure limit (PEL) for noise exposure, meaning that prolonged exposure at or above this level can cause hearing loss.

(b) LC,peak of 140 dB(C). - This is the maximum instantaneous noise level that should not be exceeded, as it can cause immediate and severe hearing damage.

Every time the noise level increases by 3Db, the exposure time must be halved e.g. – 85Db (A) over 8 hours is the same as 88Db (A) over 4 hours.

Audiometric testing shall be provided for workers who use personal protective equipment due to the risk of hearing loss associated with noise that exceeds the exposure standards for noise.

Control measures include:

- Identifying the decibel (DB) threshold for each tool. Refer to the manufacturer's manual
- When selecting and purchasing powered tools is there a lower noise option.
- Set up items like generators and pumps away from the work area if possible.
- Always consider other workers in the area. They may need to also wear hearing protection as well even if they aren't involved in the actual task.
- Place signage up to warn others of excessive noise.
- Ensure the correct type of hearing protection is selected and worn.

The class of hearing protection shall be selected according to the relevant noise levels:

- Class 1: Suitable for noise levels below 90 dB(A)
- Class 2: Suitable for noise levels between 90 and 95 dB(A)
- Class 3: Suitable for noise levels between 95 and 100 dB(A)
- Class 4: Suitable for noise levels between 100 and 105 dB(A)
- Class 5: Suitable for noise levels between 105 and 110 dB(A)

8.20 Asbestos

The risks associated with the management and removal of asbestos containing materials shall be identified, assessed and controlled in accordance with the hierarchy of control. If a site is known to have asbestos containing materials McNab must request a copy of any Asbestos reports/Management plans and the Asbestos register from the Owner/Occupier prior to taking management control of the site, if it has not been provided. The register must record the location, type (friable or non-friable) and condition of the material, including any inaccessible areas likely to contain asbestos. Where Asbestos Registers that have not been reviewed or updated within the last 5 years or are not available/provided, an asbestos survey/audit must be performed by an Occupational Hygienist to provide an asbestos register for the site.

Only trained, licensed and qualified asbestos removalist are to remove asbestos and must give notice to the relevant regulator of licensed asbestos removal work at least five days before the work commences. An Asbestos Removal Control Plan, identifying the location of asbestos, how the hazards and risks are to be controlled is to be prepared by the Licensed Asbestos removal Subcontractor to undertake the works and is to be submitted to McNab, including any subsequent updates to the plan. A clearance certificate is to be provide by a competent person prior to commencing work.

See [HCS for Asbestos \(02\)](#), [SWMS 027 Asbestos](#) and [08-PRO-027 Asbestos Procedure](#) for further information.

8.21 Demolition

The risk associated with demolition work shall be identified, assessed and controlled in accordance with the hierarchy of control. A demolition plan shall be prepared in accordance with legislation, demolition work code of practice and relevant Australian standards prior to commencing any demolition work and demolition contractors must be licenced.

See [08-PRO-025 Demolition Procedure](#) for further information.

8.22 Tilt-up and Precast Concrete

The risks associated with tilt-up and precast concrete shall be identified, assessed and controlled in accordance with the hierarchy of control. A design plan shall be prepared and certified by a qualified engineer for the following:

- Design and construction of all panels including individual identifiers for each panel
- Lifting points and panel placement
- Erection requirements including bracing of the panels and details of any anchorage design
- Regular inspection requirements for panels, lifting points and bracing prior to, during and after installation.

Controls shall be in place to protect panels and bracing from damage from mobile plant and any other task that may pose a risk. Tilt-up and precast panels shall be verified as installed and regularly inspected in accordance with the design plan.

See [08-PRO-023 Tilt Panel/Precast Procedure](#), [HCS for Panel bracing \(20\)](#), [HCS for Mobile Plant \(24\)](#) and [HCS for Precast Planning \(45\)](#). [SWMS 103 Precast panels](#) and [SWMS021 Tilt-up panels](#) for further information

8.23 Pressurised Gas/Chemical, fuel and refrigerant lines

The risk associated with pressurised gas and chemical, fuel and refrigerant lines shall be identified, assessed and controlled in accordance with the hierarchy of control. Location of all gas services must be identified and documented and where required, isolated by a competent person prior to commencing work. All gas cylinders shall be handled and stored in accordance with the SDS and HAZCHEM Risk assessment.

See [HCS for Pressurised Gas \(52\)](#), [HCS for Chemical, Fuel and Refrigerant Lines \(54\)](#), [HCS for Storage of Gas Cylinders \(33\)](#) and the [08-DOC-004 Project Risk Register](#) for further information.

8.24 Working in, over or adjacent to water/liquids where risk of drowning

The risks associated with working in, over or adjacent to water shall identified, assessed and controlled in accordance with the hierarchy of control.

Work over and near water may include:

- working on existing land-based structures, pontoons or wharfs adjacent to waterways
- working off barges or other marine vessels
- constructing new bridges, pontoons or wharfs

A SWMS must be submitted, reviewed and approved and shall include:

- use and inspection of buoyancy vests/personal floatation devices or other emergency equipment.
- communication and supervisory measures.
- fall prevention measures, and
- training of workers.

See [08-PRO-031 Work in, over or near water where there is a risk of drowning Procedure](#) and [SWMS 100 Working in, over or adjacent to water](#) for further information.

8.25 Contaminated or flammable atmospheres

The risks associated with contaminated or flammable atmospheres (hazardous areas shall be identified, assessed and controlled in accordance with the hierarchy of control. An atmosphere can be contaminated when airborne contaminants such as vapours, dust, particles, fibres, fumes or gases are released into the air that are hazardous when breathed in. Contaminates can be released into the air when using hazardous chemicals or carrying out work processes such as:

- rotating tools and parts, for example sanders, circular saws, routers, lathes, drills
- hot processes, for example furnaces, soldering, brazing, welding
- falling material (solids, liquids or powders), transferring powders, mixing
- spraying painting or abrasive blasting
- fracturing of solid material, for example, crushing rock
- abrasion, for example sanding, grinding, polishing, fettling
- cleaning and waste handling, for example sweeping or compressed air clean up.

Workplace exposure standards for all substances and chemicals shall not be exceeded and a safe atmosphere must be always maintained. A safe atmosphere is one that:

- has a safe oxygen level
- is free of airborne contaminants or any airborne contaminants are in concentrations below their allowable exposure standard (if any)
- any flammable gas, vapour or mist in the atmosphere is at concentrations below 5 per cent of its lower explosive level (LEL).

See [HCS for Contaminated/flammable atmosphere \(53\)](#) for further information

8.26 Confined Space

The risk associated with confined space work shall be identified, assessed and controlled in accordance with the hierarchy of control. All personnel required to issue the permit, supervise, or undertake work in a confined space must be appropriately trained.

A confined space is as defined in Australian Standard AS 2865:2009

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - harmful concentrations of any airborne contaminants, or
 - engulfment.

No persons are to enter a confined space unless a [06.29 Confined space permit](#) is completed.

See [HCS for Confined Space \(43\)](#), [SWMS 004 Confined Space Entry](#), [08-PRO-024 Confined Space Procedure](#) for further information.

8.27 Traffic and Pedestrian Management

The risks associated with traffic shall be identified, assessed and controlled in accordance with the hierarchy of control. The project risk registers initial safety review shall determine the traffic management requirements for the project. Traffic management plan shall be prepared by qualified and licenced persons in accordance with relevant legislation, codes of practice, Australian standards and other requirements. Traffic Control is to be subcontracted out to qualified traffic controllers and or suitably qualified employees. Compliant signage is to be used when required and shall be determined by qualified traffic control subcontractor.

McNab shall conduct a review of the engaged Traffic control companies' documentation; inclusive of but not limited to:

- TMP
- TGS
- SWMS
- Permits
- Training and competency
- Insurances
- Certifications.

McNab shall also conduct inspections of the MUTCD set up and inspect equipment for signs of damage and vandalism. McNab shall continually review the TMP/TGS and consult with Traffic Control companies to plan for changes. Internal Vehicle movement plans are to be established for each project. This shall be in the form of a visual interactive board and shall be communicated daily at the site pre-start.

Speed limits onsite are not to exceed 10km/hr and signage is to be displayed at entry gates and throughout site where determined by project requirements.

See [HCS for Traffic and Pedestrian Management \(36\)](#) and [08-PRO-029 Traffic Management Procedure](#) for further information.

8.28 Plant and equipment

This section shall be read in conjunction with the project risk register, hazard control sheets

Prior to use, details of all mobile plant must be uploaded onto Procore and the plant and calibration inspection completed. Plant inspection details the minimum requirements for mobile plant. Information required includes but not limited to:

- Serial number
- Service and maintenance history.
- Certificate so registration of plant
- Certificates of design registration
- Operation manual and original equipment manual.
- Logbooks.
- Condition of plant
- Firefighting equipment
- Requirements for ROPS and FOPS.
- Any relevant regulatory documents (annual inspections, major inspections, etc.)

Once evidence of the above has been provided the Plant Inspection shall be reviewed by the nominated person (via Procore) and if no issues have been found then a **Plant Induction Sticker can be provided to the item of plant**. The plant induction sticker is to be **issued for a maximum duration of 13 weeks and is not transferable from one McNab site to another**. Each site must conduct their own inspection. If issues are found during the Plant Inspection, they must be rectified prior to commencing work on site.

A documented plant risk assessment must be available for all mobile plant prior to use on site. A plant risk assessment is used to identify and manage risks associated with an item of plant.

Note: A SWMS is not a plant risk assessment.

The following should be considered as part of the plant risk assessment process:

- Hazard identification that considers all the activities that may be carried out during the life of the plant at the workplace, such as transport, installation, commissioning, operation, inspection, maintenance, repair, storage and dismantling.
- Controls that consider the hierarchy of risk controls and consider safety features associated with the plant such as warning devices, ROPS, FOPS, guarding, edge protection, noise attenuation, hose burst protection valves, operational controls, emergency stops etc.
- Limitations on the use of plant may be required due to a lack of suitable plant controls.
- The effectiveness of the control measures should be reviewed during a risk assessment to ensure they continue to protect workers and others from hazards associated with the plant.

Any controls identified in the plant risk assessment must be implemented on site and incorporated into any associated site documentation and safe operation of plant procedures. Operators of mobile plant must have the risk assessment available prior to operating the plant. Where a manufacturer's plant risk assessment cannot be obtained, the supplier or owner will carry out a risk assessment that addresses these requirements. The [06-DOC-020 Plant Risk Assessment](#) form may be used to document this risk assessment. A Cert IV in WHS is required for McNab staff to complete a plant risk assessment.

A safe work method statement must be developed for operation of mobile plant that considers the following-

- The original equipment manufacturers manual (OEM)
- The outcomes from the plant risk assessment (additional risks identified within the plant risk assessment must be reflected in the SWMS).
- Site specific requirements.

Traffic management shall in accordance with [HCS for Traffic and Pedestrian Management \(36\)](#) and [08-PRO-029 Traffic Management](#).

See [HCS for Mobile Plant \(24\)](#) and [08-PRO-011 Mobile Plant Procedure](#) for further information.

8.29 Operation of Powered Mobile Plant

Operators shall be licensed, trained and competent to do so in accordance with Section 9.2 Mobile Plant Operator Training. Trainee operators (gaining practical experience for the purpose of attaining competency certification) shall only operate plant under an applicable training plan and the direct supervision and instruction of a licensed operator

(who is qualified for the plant or equipment being used). Training logbooks shall be completed at the end of each day/ training session-

Each day the plant Operator will complete a daily Pre-Start prior to each use. All plant prestart inspections shall be specific to the item of plant being operated. This inspection shall be recorded on the Operator's Daily Plant Checklist (or supplier equivalent) book which shall remain on the plant.

All equipment shall be always operated in a safe and professional manner. All persons working near operating equipment shall be adequately protected (i.e. high visibility clothing, exclusion zone). Personal Protective Equipment (PPE) to be worn / used during the operation of mobile plant shall be provided in a serviceable condition and used as required (e.g. harnesses for use in EWP's). All PPE specified in the Operators Manual / Risk Assessment / Work Method Statement shall be always worn while operating any equipment on site. Riding on vehicles, plant or mobile equipment (other than manufacturer's approved seating) is not permitted.

When plant is not in attendance or in use, the operator shall remove the keys and, where possible, lock the machine / equipment to prevent any unauthorised use. Any deficiencies which affect the safe operation of the plant shall render the plant unserviceable. The Plant Operator shall ensure that the plant is tagged out of service until it is repaired as per their SWMS and/or [06.22 Isolation and Lock Out Permit](#).

8.30 Mobile Plant Operator Training

For all mobile plant, competency to operate shall be provided to McNab and may include one of the following:

- a regulatory licence for the type of plant to be operated (e.g. Licence to operate High Risk Plant as per the relevant legislation)
- a licence for the plant under a former legislative requirement
- a certificate or statement of attainment issued by a Registered Training Organisation (RTO)
- a record of Verification of Competency (VOC) issued by a Registered Training Organisation (RTO); or

McNab may request further verification of competency whenever McNab has cause for concern such as:

- The degree of complexity of the task requires further verification
- reason to suspect the licence may be fraudulent
- concern of the operator's inability to operate the item of plant safely (e.g. through direct observation or incident)
- where several years have passed since the worker received their licence
- where the worker has been out of the industry for 2 or more years.

9. PURCHASING GOODS, EQUIPMENT, MATERIALS, SUBSTANCES & LABOUR-HIRE

9.1 Risk Assessment

The purchase of goods and services (including labour hire arrangements) which affect the health and safety of the workers should be made only after consideration of a Risk Assessment, refer to table below.

The risk assessment should be considered for various stages of the products / services lifecycle. For instance – delivery, installation, inspection, maintenance, commission, isolation and disposal.

The following health and safety criteria should be considered when purchasing plant and equipment:

- Does it meet the Australian Standard (AS)?
- Is it designed for user comfort?
- Is it ergonomically designed?
- Are comprehensive instructions for its safe use and maintenance available?
- Is there adequate backup service from the manufacturer?
- Does the equipment require registration of plant design under health and safety legislation?
- Has it been designed for maximum noise reduction (where applicable)?
- Is there a substitute product which would be less hazardous to workers or the environment?

In the case of the purchase or hire of the following, a documented risk assessment is to be carried out and recorded on the nominated form:

Item	Form
Hazardous Substances	06.36 Hazardous Chemicals and Dangerous Goods Risk Assessment
Dangerous Goods	06.36 Hazardous Chemicals and Dangerous Goods Risk Assessment
Mobile Construction Plant	Owners'/Operators' Manual are to be provided by the plant manufacturer and supplier/owner and photographs of manuals to be recorded on 06.89 Plant & Calibration Inspection, 06-DOC-020 Plant Hazard Risk Assessment if not provided.
Non-proprietary Custom built/fabricated equipment (e.g. purpose made lifting spreader bars; moveable overhead gantry hoist/crane)	06-DOC-020 Plant Hazard & Risk Assessment 08-DOC-004 Project Risk Register

9.2 Labour Hire

Where labour hire has been engaged McNab undertakes the supervisory role of all labour hire (Host Employer) and as such labour hire must be supervised and treated as McNab employees.

Labour Hire employees are to be inducted and sign on to all McNab SWMS and/or Safe Work Procedures for activities they will be undertaking as part of their assignment.

10. SUBCONTRACTOR MANAGEMENT

Management of contractors shall be in accordance with 08-PRO-009 Contractor Management.

10.1.1 Pre-Commencement Review Meeting

This meeting shall be held prior to the engaged subcontractor commencing activities on site to review the HSE expectations and scope of work as agreed during tender and pre-award meeting. This should involve McNab HSE and/or McNab Foreman controlling the task (or rep) and Subcontractor Supervisor.

Agenda – 05.96 Trade Pre-Commencement Meeting HSE Expectations

10.1.2 Subcontractor Health, Safety & Environment Requirements

McNab provides a 08.02 Subcontractor Health, Safety & Environment Requirements document to all subcontractors as part of their contract agreement. This details all requirements from McNab and must be signed and returned prior to commencement on site.

As outlined in the Subcontractor Health, Safety & Environment Requirements, the subcontractor shall provide Safe Work Method Statements (SWMS) for all high-risk construction work to be performed under the terms of their contract to the Principal Contractor for approval.

The subcontractor shall not be permitted to commence work on site until their SWMS for High-risk Construction Work have been reviewed and approved by McNab.

All subcontractors will be required to provide Health & Safety documentation specific to the scope and type of construction activities that they undertake. Specific document requirements are detailed in 11.1.3– Mandatory Documentation.

10.1.3 Mandatory Documentation

Requirement	Action
Site Specific SWMS for all High Risk Construction Work in accordance with the Work Health and Safety Regulations 2011.	• McNab representative to review and approve using 06.27 SWMS Review Checklist. • The Project Manager / Site Foreman shall not permit any subcontractor to commence High Risk Construction Work without prior approval of their SWMS. • The SWMS must be signed and dated by all workers prior to commencement on site. • The SWMS/s must be retained on site.
Site Specific Registers which shall include but not limited to: • Hazardous Chemical Register inclusive of safety data sheets for all hazardous and/or dangerous Chemicals to be used on site • Electrical Equipment test and tag register • Lifting gear register including record of inspection and plant numbers • Height Safety Equipment register – record of inspection and equipment numbers	McNab representative to review and file with subcontractor file to be retained on site and produced on request.
McNab Permits for works entailing: • Hot works • Confined space • Work at Height access • Isolation and lockout • Ceiling space access • Excavation • Penetration (Cut, Core, Drill & Chase)	The Project Manager / Site Foreman shall not permit any subcontractor to commence permitted work without prior approval of their SWMS and completion and approval of the appropriate permit.
Any changes or modifications to SWMS, procedures or control measures.	A McNab representative must review and approve any changes or modification prior to the activity commencing or recommencing.
Subcontractor must ensure all workers understand and comply with the instructions detailed in their SWMS.	A McNab representative shall monitor the performance of the subcontractor to ensure workers are undertaking activities in accordance with their SWMS and safe work practices. This is to occur within two weeks the-of high risk work commencing and/or full operation of the trade using 06.34 Task Observation Checklist . The frequency thereafter will be 1 per week for each site team member. This is verified in the 06.44 Monthly Audit .

Where the submitted SWMS does not meet the criteria of the Safe Work Method Statement Review Checklist then the McNab representative shall inform the subcontractor in writing and issue a copy of the Review Checklist with corrective actions.

Subcontractors requesting assistance in re-developing their SWMS shall be directed to the relevant HSE Advisor or HSE BP.

The documentation requirements outlined in [08.02 Subcontractors Health, Safety and Environmental Requirements](#) also apply to any secondary subcontractor engaged by the subcontractor. The subcontractor is required to review any documentation provided by any secondary subcontractor they engage against the McNab requirements prior to submitting the documentation to McNab for review.

10.2 Permits to Work

Permits for the following activities are to be obtained prior to the activity commencing. Permits may be issued for a specific duration, after which the permit expires. See [08-PRO-0303 Permit to Work Procedure](#) for further information.

10.2.1 Hot Works Permit

06.37 Hot Work Permit - Hot works is defined as, work involving grinding, welding, and thermal or oxygen cutting or heating related heat producing or spark producing operations, with potential for ignition, fire, explosion, burn or other heat transfer risks to combustible materials.

The duration of the permit is to be determined by the McNab Permit issuer based on the extent / nature and location of the Hot Works to be undertaken.

Note: A Hot Works Permit is not required where it is determined by the Project/Site Manager/Permit Issuer that there is no risk of fire resulting from the hot works activity (e.g. Hot Works in an excavation where there are no combustible materials present).

10.2.2 Confined Space Entry Permit

A confined space is as defined in Australian Standard AS 2865:2009

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - harmful concentrations of any airborne contaminants, or
 - engulfment.

The risk associated with confined space work shall be identified, assessed and controlled in accordance with the hierarchy of control. All personnel required to issue the permit, supervise, or undertake work in a confined space must be appropriately trained. The completed permit ([06.29 Confined Space Entry permit](#)) along with a detailed SWMS is to be submitted to McNab prior to work commencing.

See [HCS for Confined Space \(43\)](#) and [08-PRO-024 Confined Space Procedure](#) for further information.

10.2.3 Working at Height/Roof Access Permit

This permit will be used for access to an area with live edges or where the use of height safety equipment is required. Work at height is determined as:

1. Where there is potential for a person to fall 2 meters or more.
2. Where a person needs to access an area within 2 meters of an unprotected edge.
3. Where height safety equipment will be in use.

A work at height permit is not required for routine work from a fixed scaffold, EWP/Scissor or work on a roof with no live edges.

Access to brittle roofs (Asbestos) or other structurally unsound material is not permitted without a written approval and authorisation from McNab. Before accessing roofs, plant decks, or working at heights without compliant handrails, it is essential to inspect the area. Anchor points shall be fitted according to manufacturer specifications and inspected following codes of practice and Australian standards. Additionally, a documented risk assessment like a SWMS must be provided to the permit issuer prior to obtaining the permit.

Emergency retrieval of sick or injured workers is to be included in the SWMS.

See [HCS for Work at Heights \(37\)](#) and [08-PRO-015 Working at Heights Procedure](#) for further information.

10.2.4 Isolation and Lock Out Permit

06.22 Isolation and Lock Out Permit is to be completed prior to any works to be undertaken on electrical services, plant and equipment, stormwater chambers, water tanks, sewer chambers, critical protection system (smoke detectors, fire sprinklers, FIP), refrigerant lines or gas lines.

Appropriate rescue and firefighting equipment must be present and in serviceable condition with appropriately trained personnel at the area of proposed work.

McNab representative to inspect the area, review all SWMS and/or JHAs associated with the work and to ensure all parties affected by the isolation are well informed prior to authorising the works.

See [HCS for Pressurised Gas \(52\)](#), [HCS for Chemical, Fuel and Refrigerant Lines \(54\)](#) and [06-PRO-003 Lock Out Tag Out procedure](#).

10.2.5 Ceiling Space Access Permit

[06.10 Ceiling Space Access Permit](#) Prior to any works to be undertaken in ceiling spaces and an inspection of the area must be undertaken. Hazard identification and exposure assessment including safety preparations documented prior to sign off to grant access.

10.2.6 Excavations Permit

Prior to excavation work) commencing a check must be made of the following: Dial-Before-You-Dig (Mandatory); local Authorities; local Utility Providers; and as-built drawings. A SWMS is to be submitted to McNab prior to the permit being issued and work commencing.

All identified services must be transferred onto the [06.79 Excavation \(Dig\) Permit](#). Information from this permit must be communicated to all subcontractors undertaking excavation works prior to them commencing the work. Any excavation work within 3 meters of live services requires minimum Project Manager sign off. The permit is to be resigned daily while it remains open.

Excavations/trenches deeper than 1.5m that do not have a ground collapse control measure in place (i.e.: Benching, battering, shoring or shielding) and have a requirement for a worker to enter the excavation/trench must be inspected for stability daily. Under the regulations this initial inspection shall be completed by a Geotechnical Engineer. A competent person is to reinspect the trench daily. The Geotechnical Engineer shall reinspect as per their inspection report, after a weather event or if there is any doubt in relation to the stability of any excavation/trench e.g. visible fractures, subsidence etc. The Geotechnical Engineer will determine a course of action to be taken and sign off that the trench/excavation is safe.

A competent person is defined as:

- A supervisor with 3 years' experience in earthworks, or
- A geotechnical engineer.

A recorded inspection of each excavation and trench that is more than 1.5 metre in depth shall be conducted daily by the site supervisor and relevant sub-contractor using the [06.79 Excavation \(Dig\) Permit](#) daily checklist.

See [HCS for Excavation and Underground Services \(38\)](#), [08-PRO-030 Permit to work procedure](#) and [06.79 Excavation \(Dig\) Permit](#) for further information.

10.2.7 Penetrations (Cut, Core, Drill or Chase) Permit

Prior to penetration works (Cut, Core, Drill or Chase) commencing, a check must be made of the following: As built surveys (including temporary services) plans are attached, service locations are marked out, if required scans and X rays are performed to identify further services. If coring, the structural integrity is to be verified by a competent person. SWMS is to be submitted to McNab prior to the permit being issued and work commencing.

All identified services must be transferred onto the [06.14 Penetration \(Cut, Core, Drill Chase\) Permit](#). Information from this permit must be communicated to all subcontractors undertaking works prior to them commencing the work. Any penetration work within 1.5 meters of live services requires isolation and minimum project manager and site manager sign off. The permit is to be resigned daily while it remains open.

Only a Structural Engineer should inspect the integrity of structural elements.

11. LEGAL REQUIREMENTS

11.1 Legislation, Codes of Practice and Standards

Work Health and Safety legislation, Codes of Practice and Australian Standards applicable to the company's operations are maintained and kept up to date by the HSEQ Manager. Project specific legislation shall be identified via the project risk register in the legal compliance tab.

Changes to legislation, codes of practice or Australian Standards are identified through a combination of the following industry subscription and membership services:

- Workplace Health & Safety Subscription Services
- Legal updates (McNab legal counsel)
- Membership to industry groups such as Master Builders Association, Construction Safety Alliance.
- Subscription services provided by government bodies.
- Memberships with industry bodies such as Safe work Australia and Master Builders Association
- Participating in training courses and seminar
- Proactive legislative reviews conducted quarterly.

Project Managers are notified by the HSEQ Manager of any changes to Legislation, Code of Practice or Australian Standards affecting the company's operations which may require, as applicable:

- Updating the HSE Plan, Project risk register and SWMS as required
- Removing superseded documents and forms and replacing them with updated documents
- Informing project team members and others to make them aware of the changes.

Access to McNab HSE documentation, Legislation, Code of Practice or Australian Standards is through 'McNab Portal' the company's Intranet. Workers are advised how to access HSE legislation, codes of practice and Australian standards during the site specific induction via the [06.40 Induction Presentation for Projects](#).

The [08.09 Project Risk Register Review](#) on Procore is used to prompt updates to the project legal register, risk register or any relevant documentation as communicated by McNab safety.

Relevant health and safety information is to be obtained from the following web sites to ensure its currency:

<https://www.worksafe.qld.gov.au/https://legislation.nsw.gov.au/>

[SafeWork NSW | NSW Government](#)

<http://www.safeworkaustralia.gov.au>

<https://infostore.saiglobal.com/>

<http://www.austlii.edu.au/>

For further information see [22-PRO-003 Review of Legal and Other Requirements Procedure](#).

11.2 Regulatory Authorities

McNab is committed to maintaining good relations and cooperation with statutory authorities concerned with safety. This is to include facilitating unimpeded access to the site and project health and safety information, data and records and prompt response to any notices issued to McNab or its subcontractors. This includes verbal agreements to rectify issues where a notice has not been issued (verbal compliance).

11.3 Authority visits and Notices

Where the site has been contacted or visited by an Inspector from the local statutory authority details of the conversation or visit are to be recorded on Procore [08.12 WHS/QBCC/Building Commission NSW/Council Visit Record](#) and notification sent to HSE Team (safety@mcnab.net.au). Notification of such visits or receipt of any notice shall be made to the relevant Construction Manager.

The Project Manager or their nominee shall immediately notify the HSE Manager/BP of any notices/instructions served by a statutory authority.

All notices are to be responded to within specified timeframes. The Project Manager shall monitor the completion of all corrective action and reporting to authorities and senior management until the matter is satisfactorily resolved.

The HSE Manager shall review all email notifications received from Project Sites in respect of visits and notices received from regulatory authorities and assist in determining any preventive course of action, including any requirement to update McNab HSE policies and procedures.

12. COMMUNICATION AND CONSULTATION

The establishment of consultation arrangements on projects is established with sub-contractors prior to commencing work on the project through the [08.02 Subcontractors HSE Requirements](#) where the subcontractor can suggest alternative arrangements or agree the proposed project arrangements. Consultation arrangements are established

during the site induction via the [06.40 Induction Presentation for Projects](#) where workers are encouraged to suggest alternative arrangements if they don't agree with the proposed arrangements.

12.1 Safety Tips

Each McNab meeting with 5 or more people attending is to start with a Safety Tip. Safety Tips process has been developed to communicate to employees, clients and visitor's health, safety and environmental best practices. These do not have to be directly related to construction industry.

12.2 Safety Team Meetings

A gathering of all McNab HSE BPs to discuss Health and Safety legislation, plant and equipment, processes and practices, proposed corrective action and McNab key objectives and targets and undertake training. Meeting minutes are documented.

12.3 McNab Daily Prestart Meetings

The Pre-Start Meeting is to inform workers of the day's activities and work area restrictions that may affect works, co-ordination issues with other trades, hazards and other information the contractor/personnel may wish to present. The Pre-Start Meeting is to be conducted every day.

Meetings are recorded on [06.17 Daily Pre-Start Meeting](#). This form is retained on site.

12.4 Project Team Meetings

Arranged by the Project Manager, as required, it is a gathering of the project team members to discuss the status of the project, future requirements and performance. HSE items are discussed with the team following the [08.09 Site Team Risk Register Review Agenda](#) on Procore and [06.84 Safety Committee Meeting Minutes](#). (Consultation Meetings).

12.5 Safety Committees (Consultation Meetings)

In accordance with McNab commitment to safety and in conjunction with the Legislative requirements the consultation, representation and participation processes to be established for the project shall take account of:

- the need to provide relevant information to workers about the hazards and risks associated with the works to be undertaken;
- the need to provide reasonable opportunity for workers to express their views and to raise health and safety issues in relation to hazards, risks, adequacy of facilities and welfare arrangements and to contribute to the decision-making process relating to such matters;
- Consultation in the development of site safety procedures relevant to workers
- consultation in relation to proposed changes which may affect workers health and safety; and,
- the process for resolving WHS issues that affect workers health and safety.

Workgroups, Health and Safety Representative(s), WHS committees or other agreed arrangements shall be established in accordance with legislative requirements and according to this management plan.

Workplace Health and safety representatives (HSR's) – Health and safety representatives (HSRs) are workers who have completed relevant approved training course are elected to represent the health and safety interests of workers. Work groups are groups of workers formed to elect the HSR who will represent them. The primary role of a health and safety representative is to represent the health and safety interests of a work group and to raise any issues with their employer.

Election of HSR's – Election Procedure for HSR's must comply with (S18) of the WHS Regulations.

Election of HSR's - An HSR is elected by their work group and it is a voluntary role. The role of deputy health and safety representative (DHSR) is also established under WHS laws to ensure access to a HSR when they are unavailable. PCBU's cannot appoint or select HSRs or DHSRs—they are elected to the roles by their work group. Any worker can request the election of HSRs which includes several steps. The PCBU has 14 days to start negotiations with workers to determine and agree on configuration of work groups and the number of HSRs (and any DHSRs) to represent each work group. When these arrangements are agreed, work group members can nominate themselves or another work group member to stand for election. Work group members may also determine how the election will be conducted. The process might be informal, such as a show of hands, or more formal, such as a ballot box. The PCBU's role is to facilitate the election process.

HSR Training - All HSRs – must undertake the relevant approved training course within 28 days of their election. If a worker chooses not to undertake the training within the time period, they will no longer be eligible to fulfill the role of HSR and will need to be replaced.

Workplace Health and Safety Committee Members – A worker who has been elected by a work group to represent their work group on the project safety committee that are not a trained as an HSR. No specific health and safety training is required for WHS committee members.

Where there is a safety committee on site, the minutes of the committee meetings shall be posted on the Site Notice Board, otherwise safety issues/concerns will be communicated via the individual trade representative via a Toolbox / Prestart meeting or Procore observation. Issues /concerns raised during the safety walk or from previous Site Safety & Environment Inspections will be discussed. Any health and safety issues or new hazards resulting from design changes during the construction phase that affect workers shall be communicated.

Where a safety committee has not been established, a consultation Meeting shall occur monthly and recorded on the [06.20 Consultation Meeting Agenda](#) form.

Any formal meetings held in accordance with established consultative arrangements shall be recorded. [06.84 Committee Meeting Minutes](#) (if a committee has been established), [06.20 Consultation Toolbox Talk](#) form, [06.18 Toolbox Training Attendance](#) form or [06.17 Daily Pre-Start Meeting](#) (if a committee has not been established), are all suitable formats for this purpose.

[06.19 Health and Safety Committee Terms of Reference](#) provides an example of a suitable format for establishing arrangements and procedures for the conduct of WHS Committee meetings.

Any dispute in relation to work health and safety will be resolved in accordance with agreed consultative arrangements consistent with the relevant legislative requirements, using the McNab [06-DOC-004 Workplace Health and Safety Issue Resolution Process](#).

Verification of effective consultation as described above is tracked in [06.44 Monthly Audit](#) and the [HSE Performance Report](#).

Any inspection carried out under the agreed consultative arrangements is to be recorded on Procore or as part of the [06.84 Safety Committee Meeting Minutes](#). Actions are to be discussed at the next Safety Committee Meeting.

Whilst consultation is a legal requirement, McNab recognise it as an essential part of managing project health and safety and will therefore facilitate consultation between the various duty holders, including subcontractors, consultants, the client and/or their representative to achieve a safe workplace for all.

Consultation shall be facilitated through subcontractor meetings and will seek to ensure:

- cooperation between the various parties is established and maintained;
- all activities are effectively coordinated; and
- parties involved understand how their activities and those of other duty holders may impact on their respective activities in relation to health and safety.

The Project Manager will liaise, to the extent necessary and as applicable, with the client, tenants and the community in relation to any HSE issues associated with the site or surrounding areas affected by site and related activities.

Where complaints are received from the members of the public or community in relation to the project, the Project Manager will log the complaint on Procore. All complaints, regardless of their significance, are to be recorded in **Site Diary on Procore**.

12.6 Subcontractor Meetings

This meeting is chaired by the Project Manager and/or Site Foreman, as required, with a representative of the individual subcontractors to discuss project status and program. Safety and environment are items of discussion. Any health and safety issues or new hazards resulting from design changes during the construction phase that affect workers shall be communicated.

12.7 Toolbox/ Safety Alerts

In the event of a safety issue arising that needs to be communicated to all personnel on site the following procedure should be followed:

- Inform all personnel of the meeting venue and time for the Toolbox – Safety Alert.

- If the Toolbox/Safety Alert is educating personnel of an update to a Safe Work Method Statement, ensure all personnel sign the Updated Safe Work Method Statement.
- If the potential hazard/safety issue is NOT documented as a Safe Work Method Statement - have all personnel fill in [06.18 Toolbox Training Attendance](#) form.

If for any reason personnel are not at the meeting, it is the Site Foreman's responsibility to inform them of the agenda and minutes of the Toolbox meeting and ensure they sign to state they understand.

Additional toolbox meetings may be held at any time to convey relevant information with the workforce and to provide further opportunity for consultation on HSE matters and are to be recorded on [06.18 Toolbox Training Attendance](#).

For further information see [08-PRO-018 Consultation and Communication Management Procedure](#).

12.8 Signage

Signage will be displayed as required by legislation and for any work activity where signage is nominated as a control in the safe work method statement or as otherwise directed by McNab.

In addition, the following signage must be displayed at the designated site entry points:

12.8.1 General

- Project Address and Site Office location
- Name, contact telephone number (including after-hour emergency numbers) for Project Manager, Site Manager/Foreman, (QBCC required Project Signage)
- Signage advising:
 - No unauthorised entry
 - PPE must be worn on site
- First Aid
- Access/Exit signage
- Evacuation Assembly Points
- CoR Sign

12.8.2 Other signage (where applicable)

- Formwork stripping in progress;
- Demolition works in progress
- Scaffold incomplete do not use;
- Post tensioning in progress;
- Deep Excavation; and
- McNab safety culture promotional signage.

12.9 Industry HSE Alerts

Safety Alerts received by McNab from external parties (e.g. regulatory bodies, industry associations and the like) are to be forwarded to the HSE Manager for review.

Where the alert is relevant to the activities undertaken by McNab or any of its subcontractors, the HSE Manager will issue notification of the alert via email or through the appropriate announcements section on the company's Intranet ('McNab Portal'). Notification shall include details of any action taken.

Upon receipt of any HSE alert the Project Manager (or their nominee) will aim to communicate the Alert, as necessary, to McNab staff, HSE representatives, subcontractors, consultants, suppliers with a copy displayed on the site notice board where considered applicable to the project works.

The subject of HSE alerts may also be communicated and discussed at toolbox talk, daily team briefings or safety committee meetings and may necessitate a review and update of:

- the HSE Plan
- Project Risk Register
- SWMS (for High-Risk Construction Work)
- Safe Operating Procedures
- Task induction documentation such as JSAs, Safe Work Instructions etc.

12.10 Site Notice Board

A 'Site Notice Board' is to be used to display key information for the project (Emergency Evacuation Plan, Emergency Contacts, Site Layout, H&S Committee and HSRs', etc.) and to communicate these to the workforce and is to be updated as applicable by McNab Site Manager (or nominated person) to reflect changes to the work environment.

12.11 Workplace Health and safety issue resolution process.

McNab [06-DOC-004 Workplace Health and Safety Issue Resolution Process](#) is communicated to all workers via the site-specific induction ([06.40 Induction Presentation for Projects](#)) and displayed on site notice boards and in site lunchrooms.

See [08-PRO-018 Consultation and Communication Management Procedure](#).

13. INDUCTION AND TRAINING

13.1 General Induction

All persons intending to undertake construction work¹ on a construction site must provide evidence of completion of the general construction safety induction 'CPCCOHS1001A Work safely in the construction industry' with a Registered Training Organisation.

From 1 February 2019, and include:

- Registered training organizations (RTOs) approved by WHS Regulator.
- All training must be delivered face to face. An exemption allowing online, or distance delivery will only be available where the student is located at least 100 kilometers away from the nearest RTO offering face to face delivery.
- An application for a replacement card must include a copy of a statement of attainment for either CPCCOHS1001A – Work safely in the construction industry or CPCCWHS1001 – Prepare to work safely in the construction industry and a declaration that the card was lost, stolen, or destroyed.

Accepted General Construction Safety Induction Cards



13.2 Site-specific Induction

Before commencing work on site, all personnel, including Supervisors, Consultants, Engineers and Subcontractors management who visit the site more than once during the course of their works will be required to attend and complete the Site-specific Induction the contents of which shall be in accordance with legislative requirements.

The Company induction (Video), Verification of competency/ licences collection and site inductions are to be completed by all workers on 1Breadcrumb prior to arriving on site where the worker will upload all relevant licences, tickets and qualifications. Site specific inductions are communicated to all workers on site using the [06.40 Induction Presentation for Projects](#) by the Project HSE Advisor or a delegated McNab project team member. All relevant licences, tickets, verification of competencies, HRWL are captured within 1Breadcrumb. The Project HSE advisor shall review and

¹ Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

approve the inductions prior to commencing work verifying the currency of licences, tickets and qualifications. 1Breadcrumb captures expiry dates on licenses and qualifications and alerts workers and McNab when qualifications are due for renewal.

In the event 1Breadcrumb is not operational, a McNab representative shall communicate the contents of the [06.40 Induction Presentation for Projects](#) to the workers, verify General construction card, relevant licenses, competencies and record the induction on the 06.18 Toolbox Training Attendance form. Workers are to sign the toolbox form acknowledging the induction information has been communicated. Once 1Breadcrumb is operational, the workers shall complete 1Breadcrumb induction.

Induction Information shall include but not limited to the following information:

- Site management personnel
- Location of first aid facilities
- Incident & emergency procedures
- Client/Site specific rules and disciplinary procedure
- High Risk Construction Work Licence and verification of competencies'
- Hazardous chemicals and safety data sheets
- Identification of first aid attendants
- Injury/hazard reporting procedures
- Expected behaviour
- Plant induction and logbook checks
- Subcontractor safety requirements – Safe Work Method Statements, Electrical, hazardous substance, plant and lifting gear register
- Site security
- Any other information documented in the Site Specific Induction Checklist and current site hazards
- Drugs and alcohol
- Site Sign in and Out Procedure
- Location of amenities
- Issue Resolution process
- Access to Legislation

If a person being inducted is from a non-English speaking background and has difficulty understanding English, their employer is to provide a translator to interpret the induction content to the person being inducted.

13.3 Visitor Induction

The General Induction and Site-Specific Induction will not be required for visitors to site who are always accompanied by a person who has been successfully completed the Site-specific Induction. The person accompanying the visitor will be responsible for ensuring the visitor has completed a visitor induction on 1Breadcrumb and is made aware of any relevant site rules, emergency procedures and has the required PPE appropriate for the site areas they are visiting.

13.4 Delivery Driver Induction.

A delivery driver induction is to be completed by all drivers operating a Moffat, vehicle mounted crane or a vehicle with a GVM of 12T and over.

13.5 Training

Training for McNab employees engaged on site shall be in accordance with Legislative and McNab requirements. The Project Manager is to verify that McNab staff holds the correct licences for the tasks to be undertaken and relevant to their role.

See [08-PRO-019 Onboarding, Training and Competency Procedure](#) for further information.

13.6 Work Experience

Where McNab Site Management is approached to provide work experience for a student/trainee this will be coordinated through Human Resources, the HSE Manager/BP and Construction Manager.

Under no circumstance is a work experience person to undertake High Risk Construction Work or use any plant or equipment that poses a significant risk of personal injury (examples include, angle grinders, compressed air tools, brick saws).

If a subcontractor or client advises that they wish to provide work experience for a student(s) or trainee(s) on site the subcontractor or client is to provide all relevant documentation including, but not limited to, insurance coverage that provides indemnity for McNab against any claim related to the work experience, and evidence that the student(s) or trainee(s) have completed the Industry General Induction.

13.7 Young Workers

McNab Acknowledge that young workers have a unique risk profile and may need additional support and mentoring. We are committed to providing a positive workplace culture driven by strong safety leadership and effective communication to engage young workers in WHS. Young workers are identified during inductions, provided an under 21 stickers and other workers are encouraged to look out for, and support young workers onsite. Additional supervision, training and instruction may be required in certain circumstances.

13.8 Fitness for Work and Fatigue

All supervisors need to ensure all their workers and subcontractors are aware of their mutual obligations in relation to always presenting and remaining fit for work. Supervisors must proactively monitor and manage their workers fitness for work.

Where identified in the Project Risk review the Project Manager shall ensure the employees hours are managed effectively to assist in reducing Fatigue Risks.

Fatigue shall be managed as specified in the [08-PRO-004 Fatigue Management Procedure](#). Subcontractors, in consultation with their workforce, must also proactively manage their workers and subcontractor resourcing, work hours, workloads and the contracted works to be performed, considering programmed completion dates and deliverable requirements, to reduce exposure of workers to fatigue. Contractor and Sub-contractor fatigue risk management must be shared with McNab when requested.

13.9 Drugs and Alcohol Policy

McNab have a Drug and Alcohol Policy which shall apply at all times on McNab Projects. An outline of the requirements under the Drug and Alcohol Policy includes but are not limited to:

- Illegal drugs are not permitted on-site.
- Events involving the consumption of Alcohol (such as site BBQs) must be first approved by the Site Manager or Project Manager. No worker is permitted to return to work after consuming alcohol.
- Alcohol should be low strength, dispensed in keeping with "Responsible Alcohol Consumption" practices and workers are to ensure their own safe passage home.
- Personnel must disclose any prescribed medication that might affect their performance to the Project First Aid Officer who will decide whether it possess an unacceptable risk of injury. A decision will be made to either allocate duties that will not pose risk to injury or to temporarily remove site access.
- The use of illegal drugs and/or alcohol on-site is to be immediately reported to the McNab Site Foreman.
- Personnel under the influence of drugs and/or alcohol will be refused entry to or removed from site.
- All personnel are encouraged to report other personnel suspected to be under the influence of drugs or alcohol.

McNab can arrange for testing for Drugs and Alcohol, "for cause" (e.g. suspicion that a worker is under the influence of drugs or alcohol), after an incident or near miss, randomly, and blanket testing. Any person refusing to be testing will be treated as if they have a non-negative reading and further action will take place.

13.10 Other Training

Other training will be provided following consultation in relation to the type of training required and its availability for the development of necessary HSE skills and knowledge of McNab personnel.

14. DISCIPLINARY PROCEDURE

McNab has a strict compliance policy for health and safety. The following is the **minimum procedure for non-compliance** to site health, safety and environmental requirements:

14.1 Safety Breaches

Not wearing PPE, including Gloves, Glasses, Hard hat, High Vis, Ear plugs, Face shield or goggles while grinding, Performing a work activity in an unsafe manner. Not complying with site safety rules. Not complying with Legislation.

- **First offence-** Verbal warning;
- **Second offence-** Temporary removal from site and/or re-inducted with Sub-contractor Supervisor (Written safety instruction);

- **Third offence**-Complete re-induction of entire sub-contractor work group including Project Manager and Supervisor;
- If caught for again / Forth offence - Permanent removal from site.

All other safety breaches, at the discretion of Site Manager and depending on the severity of breach, will generally result in permanent removal from site.

14.2 Smoking

Smoking is not permitted anywhere on site except the Designated Smoking area. If anyone is caught smoking outside of the designated smoking area they will be permanently removed from site.

Note: As per state Tobacco laws electronic cigarettes fall under the same law as standard cigarettes so these are also NOT permitted outside the designated smoking zones.

Reinstatement of any removed person is at the discretion of the McNab HSEQ Manager in consultation with the Project Manager.

15. INCIDENT MANAGEMENT

15.1 HSE Incident Reporting

The following accidents, incidents and events are to be immediately reported to a McNab site management representative:

Injury

- Fatality
- Lost Time Injury (LTI)
- Medical Treatment (MTI)
- First Aid (FA)

Other Incidents / Events / Situations

- Notifiable Dangerous Incidents
- Near-miss (Not notifiable to the regulator)
- Environmental Incident
- Security Incident
- Visit from a Regulator (WHS or Environmental)
- Visit from a Union (including complaints)
- Complaints from Interested Party

The McNab site management representative shall immediately notify the Project Manager of any of the above events.

All incidents are to be reported via the incident tool on Procore.

Incidents are to be reported in accordance with [08-PRO-005 Incident Management Procedure](#). Notifications of incidents and events other than those nominated in the procedure are at the discretion of the Project Manager.

Where notification to a statutory authority or asset owner is required (definitions and timeframes can be found on their notification web page), the Project Manager or Site Manager is to discuss these with their CM, who in conjunction with HSE Manager will ensure notification is made within the prescribed manner and timeframe. The Project Manager will also notify any incidents to the Client, including the provision of a report in accordance with contractual requirements.

15.2 HSE Incident Investigation

Incident Investigations shall be carried out for the following incident types:

- Fatalities
- Lost Time Injuries
- Notifiable Incidents
- High Potential Incidents.

For the following incident types, on a case by case basis, based on potential and/or commercial risk, the need to carry out a full investigation is determined jointly between HSE (HSE Manager or HSE BP) and Project Leadership (OM, PM or SM):

- Near-miss (not notifiable to the regulator)
- First Aid
- Medical Treatment Injuries
- Regulatory Notice (i.e. received from a regulatory authority for health & safety or environment)
- Environmental Incident
- Security Incident

- Complaint from an interested party.

Responsibility for investigation, and the competencies required to undertake an investigation, shall be in accordance with [08-PRO-005 Incident Management Procedure](#).

15.3 Control of Worksite following Notifiable Incidents

WHS Legislation has non-disturbance, site preservation provisions which require the area where an incident defined as a 'non-disturbance' or 'site preservation' remain unaltered until an inspection/investigation has been carried out by the relevant authority. In accordance with such provisions all work is to cease in the affected area and appropriate barricades and signage displayed to prevent unauthorised entry or the area otherwise altered or contaminated. Where possible all plant and machinery are to be turned off.

The 'non-disturbance' or 'site preservation' provisions do not prevent actions necessary to such assist or remove a trapped or injured person or other actions directed or permitted by an authorised representative of the relevant authority.

16. HSE INSPECTIONS

16.1 General

HSE inspections of the site will be undertaken in addition to the inspections undertaken by the WHS Consultative Process (Safety Committee) established on the site and will review materials use, hazardous substance use and storage, plant and equipment, environmental controls and work practices. Where it is identified that an individual or a company is not complying with the HSE requirements, they should be brought to the attention of McNab Area Supervisor/Foreman, the employer, the employer's safety representatives or individual.

16.2 Inspections as Part of Consultative Process

Sub-contractors are required to participate in WHS inspections with McNab on a regular basis. This is completed via the [06.02 Site Safety & Environmental Inspection](#) captured on Procore.

Where site inspections are carried out in relation to the WHS Consultative Process established on site and a rectification list has been generated and distributed, McNab supervisor(s) and Subcontractors are to ensure that items in their area or under their control are actioned in a prompt and timely manner.

Each Subcontractor is required to return evidence of the corrective action to the Site Manager within the time agreed on the inspection report or in the meeting minutes. The Project Manager is to ensure each area of the worksite is regularly monitored in inspections and observations by a McNab Representative with close outs being tracked in Procore to the relevant subcontractor. However, inspections shall not be limited to the immediate work or areas where the subcontractor representative or representatives are involved.

Supervisor inspections may be done separately or in conjunction with established consultative arrangements such as a WHS Committee or in conjunction with inspections carried out by Health and Safety Representatives.

The supervisor undertaking the inspection is responsible for ensuring corrective action is completed within the time noted on the inspection report.

The Site Manager or Project Manager shall ensure all inspection reports have been closed out by the relevant supervisor.

16.3 SWMS Monitoring and Inspection

SWMS Monitoring and Inspections are to be conducted on construction tasks undertaken by both McNab and its subcontractors and can be done by an individual or as a working group, accompanied with a copy of the relevant SWMS, JSA or other task induction document applicable to the task(s) being observed. The [06.34 Task Observation Checklist](#) is on Procore. This is to occur within two weeks of high-risk work commencing and/or full operation of the trade using [06.34 Task Observation Checklist](#). The frequency thereafter will be 1 per week for each site team member. This is verified in the [06.44 Monthly Audit](#).

The frequency of SWMS Monitoring and Inspections are to be determined by the Project Manager based on significance of risks, recent incidents and near-misses, results of previous audits and requested by the safety committee or as required by this plan.

The need to undertake a SWMS Monitoring and Inspections may also be identified as part of the Project Team Meeting.

16.4 Site Hazard Reports

Where a HSE hazard has been identified and not previously recorded on other inspection forms, and where the hazard cannot be rectified immediately the person(s) identifying the hazard shall complete an **'Observation on Procore'**. Once the hazard has been closed out, the required section of the observation is to be completed by the person supervising the closure.

Monitoring the closure of identified site hazards shall be carried out as part of the:

- Project Team Meeting
- Daily Pre-start

16.5 Safety Notice

After initial communication with the worker and ceasing any unsafe work, McNab representatives are to use the Correspondence tool on Procore to create a *Safety Notice* and issue to the relevant subcontractor's senior representative when employees, contractors, self-employed persons, and suppliers etc. have been observed:

- Performing a work activity in an unsafe manner.
- Not complying with site safety rules, blatant disregard.
- Not complying with legislation.
- Misuse of safety equipment.
- Not following reasonable safety instructions or a repeat offender of minor safety issues.
- Reckless act that could result in serious injury or impact on person's health and safety.

A summary of Safety Notices issued is to be included as part of the Project HSE KPI's for management review.

Safety notices issued against a McNab employee are to be discussed with the relevant Construction Manager and McNab HR Business Partner proceeding the notice.

17. FIRST AID

17.1 Requirements for First Aid and Emergency Equipment

First aid and emergency equipment provisions are to be set up in accordance with legislative requirements and the First Aid COP. First aid treatment is to be administered by a qualified first aider. A qualified first aider will be on site whilst construction work is in progress. A first aid and emergency equipment risk assessment is to be undertaken as part of the [08-DOC-009 Project Emergency Response Management Plan](#) developed by a competent person in accordance with [08-PRO-006 Emergency Response Procedure](#).

17.2 First Aid Treatment

Suitable communication arrangements are to be established to facilitate the raising of an alarm if a person requires immediate first aid assistance. This may include the use of Two-way Radios or mobile phones as a means of communication. Where a Nurse Call System or other alarm is deemed necessary, regular checks on the ongoing operability of the system are to be carried out using the [06.44 Monthly Audit](#).

All first aid treatments administered on-site for work related injuries/illnesses are to be reported to McNab and recorded in Procore by the HSE Team. Procore's Incident Tool is used to record all injuries the report is to be emailed to safety@mcnab.net.au.

The first aider will notify the Site Manager/Project Manager if any person (McNab or Subcontractor) is to leave site to seek further medical assessment or treatment, the McNab Representative will complete, where practicable, [20-DOC-002 Injury Management Pack](#) and escort the injured party to McNab preferred Medical Practitioner. A copy of alternative suitable duties is to be provided to the medical practice where the worker is referred to (prior to or at the point of their initial arrival).

[20-DOC-002 Injury Management Pack](#) has further information and direction on injury management.

Assistance with the setup of appropriate first aid arrangements can be obtained from the HSE BP. The HSE BP will undertake regular inspections of first aid arrangements as part of the monthly [06.44 Monthly Audit](#).

18. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The issue of Personal Protective and Equipment (PPE) to McNab employees (both wages and salaried personnel) is managed by the HSE Team and provided to new employees upon starting with the company. Ongoing management, purchase and issue of PPE to McNab employees is managed by the project team.

The site safety rules provide information on the **mandatory** requirement to always wear on the work site a **safety helmet, ankle high safety boots, high visibility clothing/vests, and safety glasses.**

Any worker undertaking activities including demolition or use of high pressure water systems are required to wear long pants and long sleeves.

Gloves are to be worn when doing work; otherwise, gloves must be carried by the person.

A sleeved shirt (over the shoulder) is to be worn at all times whilst on McNab construction sites, this includes within the amenity areas (lunchroom, meeting rooms).

Additional PPE will be made available for McNab direct employees and McNab direct labour hire employees and, may include:

- 30+ SPF Sunscreen
- Hearing Protection
- Additional Eye/Face Protection (Mask or goggles)
- Dust Masks or Respirators, and/or
- Fall arrest/restraint equipment.

Subcontractors are responsible for the supply of PPE for their employees, and they are to ensure that any secondary Subcontractors they engage are provided with appropriate PPE.

All PPE used is to comply with McNab policies and the Australian Standards and be used/worn, inspected, and maintained in accordance with the manufacturers requirements.

Training/Instruction in the correct selection and use of PPE is to be carried out for all personnel required to wear PPE. Training may be carried out in the form of a toolbox talk or induction into a SWMS or JSA, for further information refer to the [HCS for PPE \(23\)](#).

19. EMERGENCY RESPONSE

19.1 General

All emergencies shall be managed in accordance with the [08-DOC-009 Project Emergency Response Management Plan](#). Details of the emergency procedures and equipment to be adopted for the site are included in the site-specific induction and displayed on site notice board(s).

Note: McNab may engage the services of a specialist consultant and or equipment supplier to assist in identifying, selecting, and deploying emergency equipment.

McNab will assess the emergency procedures including, but not limited to, the suitability, location and accessibility of emergency equipment on site in accordance with Australian Standard AS 3745:2010, this process may be undertaken by an external consultant.

The emergency procedures will be reviewed and amended as the works progress. Trial evacuations are to be held within the first 4 Weeks of the project commencing and in accordance with the emergency plan. These drills are scheduled based on risk in accordance with the project audit schedule (Action Plans on Procore) Details of the evacuation drills will be recorded on the [06.70 Emergency Response Evaluation Report](#) in Procore.

19.2 Fire Protection

During the construction phase for buildings less than 12 meters in height, each floor must have a fire extinguisher next to every operational stairwell or exit. For buildings above 12 meters in height, each storey covered by a roof or floor above must have fire hydrants and or hose reels installed where specified on the design drawings and be tested and operational excluding the top two (2) storeys. Refer to safety alert (SA-157).

Fire extinguishers or fire hose reels (existing premises) shall be placed within easy reach of storage areas for flammables or wherever hot works are being carried out and must be conspicuously located, readily accessible, and immediately available in the event of fire.

Fire extinguishers shall be maintained every 6 months by a competent person to ensure the extinguisher (as per Australian Standard 1851:2012 – Routine service of fire protection systems and equipment):

- is fully charged (that is, the arrow, if a gauge is attached, is in the green zone)
- has an unbroken tamper seal
- appears undamaged, and
- has an inspection tag.

Fire extinguishers supplied by McNab Plant and Equipment Team are replaced every 6 months, compliance is verified and recorded in the [06.44 Monthly Audit](#).

20. INJURY MANAGEMENT

20.1 Overview

McNab employees (both salaried and wages) will be advised by the Project Manager of the company's injury management policies and procedures and the requirements to complete workers compensation forms whenever they receive a work-related injury or illness.

20.2 Medical Referral

The first aider is to immediately advise the Site Manager and Project Manager of any person (McNab or subcontract) that is to be referred to a medical facility.

Prior to the injured/ill person leaving site the Site Manager/Foreman will seek to have [20-DOC-002 Injury Management Pack](#) completed which will provide the treating doctor with details of the sick/injured person together with a list of suitable duties available should the sick/injured employee be unable to return to work on pre-injury/illness duties.

The Site Manager/Foreman will arrange for the person to complete the required Workers Compensation forms. The completed workers compensation forms are to be given to the Project Manager for review before being forwarded to the McNab Rehabilitation / Return to Work Coordinator.

If an injured/ill person is unable to return to work the Project Manager, in conjunction with the McNab Rehabilitation/Return to Work Coordinator, will make necessary arrangements for a suitable return to work plan be developed.

20.3 Returning to work

Where any person (McNab or subcontract) has been referred to an off-site medical facility the sick /injured person must obtain a medical certificate (as prescribed under local legislation) from the treating medical practitioner.

The medical certificate is to state if the sick/injured person is fit to return to work on normal pre-injury/illness duties, alternate duties or if they are not fit to return to work. If the medical practitioner nominates alternative duties a return-to-work plan is to be provided in accordance with the employer's rehabilitation procedures. Prior to the return to work on normal pre-injury duties a medical clearance in the form of a Medical Certificate (or other approved work clearance certificate/report as prescribed under local legislation) must be provided. Refer to the [20-DOC-002 Injury Management Pack](#) for guidance.

20.4 Workers Compensation Records

The Site Manager is responsible for ensuring that the early injury/illness notification (within 48 hours) is completed and forwarded to McNab Rehabilitation / Return to Work Coordinator for processing and forwarding on to McNab workers compensation insurer within the required time frame.

20.5 Rehabilitation

The rehabilitation of any McNab employee will be in accordance with the company's return to work procedure and McNab have a Drug and Alcohol Policy.

The Project Manager or HSE Manager is responsible for liaising with the company's employee Return to Work Coordinator, workers compensation provider and the rehabilitation provider in the management of any particular 'Workers Injury Management Plan'. The plan will be developed in consultation with the sick/injured worker and medical advisers.

Assistance is available through the HSE Team.

21. ENGINEERS CERTIFICATION & DESIGN

Engineering advice, certification and/or design from a qualified engineer is to be obtained in relation to the following:

- where required by legislation, industry approved codes of practice
- prior to starting any alteration to a structure
- prior to the loading of any part of a structure where the maximum load limits are unknown and/or where the structural integrity of the building element may be compromised by excessive loading
- where the stability of plant (e.g. mobile crane; tower crane) may be affected by wind loadings
- construction/fabrication of temporary lifting plan (e.g. spreader bars) work platforms (non-proprietary systems) and roof structures (e.g. overhead protective structures/walkways)
- all Temporary structures.

Certification may be required to confirm the adequacy of a process, the inspection of, or part of a temporary or permanent structure, or plant to be lifted by crane.

The engineer's certificate is to be issued by a suitable qualified engineer in accordance with the applicable legislation and any industry approved code of practice.

An engineer's certificate is to be provided for:

- any cage, bin, box etc. that is to be used to transfer materials around the site by use of a crane
- prior to any mobile plant being placed on any, or part of any suspended deck or slab that is a part of the permanent or temporary structure
- suspended formwork deck prior to the placement of concrete onto the formwork deck. The certificate is to state that the formwork complies with the requirements of Australian Standard AS 3610:2018
- All scaffolding
- fixing of attachments to structures that support workers
- propping of permanent or temporary structures
- trench/excavation shoring systems.

22. HSE REPORTING

22.1 Project Monthly HSE Reporting

A consolidated summary of performance against all project safety objectives and targets is reviewed monthly in the [06.88 Project Monthly Safety Performance Report](#) on the internet PM tab. The Project Manager is responsible for ensuring that this Monthly Project information is accurately captured in time for the PM/CM project report meeting.

The report includes details of lead indicators such as, number of observations raised, last evacuation drill date, number of safety consultation meetings, number of safety walkabouts and/or Task Observations performed by both PM and CM.

The report is to be reviewed by the relevant Construction Manager, Project Manager and HSE Team to monitor HSE performance of the project and the business.

22.2 Reporting to Project Teams

A monthly 'safety performance report table is compiled by the HSEQ Manager and available on the PM tab on the Intranet. The Project Manager is to ensure the sharing of HSE communications to the site team as directed by the HSE team e.g. TBT's, [08.09 Site Team Risk Register Review Agenda](#).

23. HSE RECORDS

23.1 Health and Safety Management Plan

This project-specific [08-DOC-002 Health and Safety Management Plan](#) (HSMP) shall be held in the project files and available on site.

23.2 Record Retention Period

All records are to be kept for a minimum of 3 years unless otherwise stated or required by legislation or for any other legal reason. Records to be kept are to include by not be limited to the following: Site specific safety plan and revisions:

- Register of mobile/major plant
- Plant and equipment inspections, maintenance records and operator's certification
- Site inspection records
- HSE meeting minutes
- Engineers' reports related to HSE
- HSE Induction and training records
- Confined Space Permit 2 years, all other permits only retained if there is an associated incident
- Safety data sheets and Hazardous Chemical and Dangerous Goods Risk Assessments
- Hazardous substance/SDS register
- First aid register of injuries
- Accident/incident reports
- HSE Alerts
- Toolbox talk records.

All confidential records will be disposed of by shredding at the expiry of the post compulsory retention period. All other records will be disposed of by paper recycling after the post compulsory retention period.

The records are to be maintained on site and archived on completion of works for the required period.

24. AUDITS

24.1 Health and safety management system audit

McNab shall ensure that there are procedures maintained for periodic audits to determine whether the health and safety requirements within McNab:

- Conform to planned arrangements.
- Are properly implemented and maintained.
- Provide audit information to management.
- Review improvements, corrective actions and preventative actions.

These audits may be internal audits, second party audits (i.e. client) or external audits (State Government Pre-qualification certification, Certification audits).

The Project team is to ensure the 06.95 Client/External Audit Report inspection is completed for project external audits. Any NCs or OFIs are to be recorded as an observation and closed out by the project team in the assigned time frame. Any findings that require management input above project level are to be taken to the HSEQ Manager/steering committee for assessment.

Refer to [08-PRO-020 Compliance and Monitoring Procedure](#).

24.2 Project Audit Schedule

The project HSE Advisor is responsible for creating and maintaining the project audit schedule using the Action plan tab on Procore which is to be created following the initial project risk register review at commencement of the project. See [08-TRM-003 Audit Schedule Flowchart](#). The high-risk audit (HRA) tools on Procore are used as the audit report for these audits.

- [HRA – Electrical 06.46](#)
- [HRA – Working at Heights 06.47](#)
- [HRA – Mobile Plant and Excavation 06.48](#)
- [HRA – Formwork 06.49](#)
- [HRA – Asbestos Removal 06.50](#)
- [HRA – Confined Space 06.51](#)
- [HRA – Chemical, fuel or refrigerant/pressurised gas 06.52](#)
- [HRA – Formwork jump/climb system 06.53](#)
- [HRA – Working in, over or adjacent to water 06.60](#)
- [HRA – Traffic Management 06.59](#)
- [HRA – Scaffold 06.54](#)
- [HRA – Demolition Work 06.58](#)
- [HRA – Silica in Construction 06.57](#)

25. Appendix 1 – Health and Safety Policy



Health & Safety Policy

Updated July 2024

Safety is everyone's responsibility. It's fundamental to who we are and what we do. We believe every injury is preventable.

At McNab, we are committed to maintaining the standards of ISO 45001:2018, as well as the expectations placed on us from our clients, the community, and relevant WHS legislation.

The McNab Health and Safety Management System ensures we:

- All take personal responsibility as part of safety leadership.
- Identify, assess and take action to eliminate workplace hazards and reduce OH&S risks.
- Provide safe and health working conditions to prevent work related injury and ill health.
- Apply appropriate risk assessment principles.
- Report all incidents, accidents and near misses.

Additionally, we aim to:

- Empower everyone and promote that all individuals are equal in their safety responsibilities.
- Foster a positive, proactive safety culture throughout McNab and with our subcontractors.
- Integrate health and safety into all our business activities.
- Promote stakeholder engagement through open communication, consultation and participation on health and safety issues.
- Ensure awareness of policy and responsibility of all McNab staff and subcontractors.
- Provide a structured management and rehabilitation programme for injured employees.
- Continually improve and challenge our own health and safety objectives and targets with regular monitoring and reviews.
- Provide ongoing training and instruction for managers and staff to safely perform their work duties.

Michael McNab
Executive Chairman and Founder, McNab

July 2024