

Latitude 25 Lifestyle Community Project

NIKENBAH MANAGEMENT PTY LTD HSEQ MANAGEMENT PLAN

NIKENBAH MANAGEMENT Unit Trust Pty Ltd
(Nikman)

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Latitude 25 Lifestyle Community Project

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1. Introduction

1.1 Introduction to Nikenbah Management (Nikman) and the HSEQ Management Plan

- (a) Nikman Pty Ltd developed fully serviced home sites and associated community facilities. The Park Manager is responsible for the efficient and effective day to day management of the Latitude 25 Lifestyle Community project on behalf of the landowners.
- (b) Nikman has established this HSEQ Management Plan (HSEQ MP) to manage the health, safety and environmental functions of Nikman's business operations.
- (c) In the role of Park Manager, Nikman is a management team only and will engage Contractors to undertake all required maintenance activities and Consultants for expert advice for the up-keep and management of Latitude 25 Lifestyle Community.
- (d) The implementation and ongoing management of the Nikman HSEQ MP is to ensure that Contractors and Consultants have Health Safety Environment and Quality (HSEQ) management systems and/or Risk Management Processes in place and their personnel undertake all activities in compliance with their systems and /or processes to ensure the mutual responsibility to create a safe work environment is fulfilled as far as reasonably practicable.
- (e) Nikman's HSEQ MP will also demonstrate commitment, leadership and accountability required by all persons associated with the delivery of management services for the Latitude 25 Lifestyle Community.
- (f) Nikman's HSE Policy sets out objectives and key actions for HSE Management.
- (g) The Policy is:
 - (i) Promoted throughout Nikman's business operations;
 - (ii) Communicated to all workers;
 - (iii) Communicated to Contractor site personnel through the contract and induction processes; and
 - (iv) Displayed at the workplace.
- (h) Each section in this plan applies legislative and industry requirements to manage each of the health, safety and environmental requirements involved in the process.
- (i) Prior to carrying out works:
 - i) Contractor/s will complete a documented task specific Risk Assessment detailing all foreseeable risks and hazards.
 - ii) Contractor/s shall make available its HSEQ Management System and/or Risk Assessment that it will implement on site demonstrating the fulfilment of Legal Requirements upon request.
 - iii) Comprehensive documentary proof of compliance to its respective HSEQ Management System and/or Risk Assessment including all associated records are to be made available to Nikman representatives for review upon request.

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2. HSE Policy

2.1 Overview

- (a) Nikman is committed to delivering health, safety and environmental processes that proactively manage the environment protecting the health, safety and wellbeing of all workers, contractors, consultants and members of the community across all Nikman's workplaces; and
- (b) The Health Safety and Environment (HSE) policy is reviewed annually and updated to ensure that it complies with Legal Requirements. The HSE policy is displayed at all Nikman's workplaces and is communicated to all relevant personnel via induction programs. It is available to all interested parties and the general public upon request.

2.2 Responsibility

The documented system is implemented and maintained by all Nikman personnel.

2.3 Objectives

Nikman's objectives for the HSE Policy are to:

- (a) Maintain compliance with applicable HSE Legal Requirements as a minimum standard;
- (b) Commit to a continual improvement process;
- (c) Provide a safe place of work for all Nikman personnel and members of the public during the course of business activities;
- (d) Deliver innovative ecologically sustainable environmental solutions and prevent pollution; and
- (e) Undertake a consultative approach to all HSE issues.

2.4 Key Actions

The actions associated with achieving the above objectives include:

- (a) Document and implement a safety and environmental management plan for each workplace;
- (b) Provide adequate resources to effectively manage contractor and consultant adherence to documented HSE requirements;
- (c) Regularly monitor and review site HSE performance; and
- (d) Nikman engaging in consultative processes and considering responses when making decisions on HSE matters.

3. Sustainability Policy

- (a) Nikman supports the principles of sustainable development and endeavours to incorporate acceptable outcomes in its sphere of influence and business activities;
- (b) It is Nikman's aim to include sustainable development principles into all aspects of the development process when consulting with all stakeholders including consultants, contractors, their workers, the adjacent community, general public and others regarding work outcomes based on environmental risk controls; and
- (c) Principally the design processes will take into account the environmental and socio-economic needs of the current generation without compromising future generations' ability to achieve the

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same needs. These needs will be assessed against statutory requirements and other similar criteria to achieve the best outcome within the available parameters.

4. Policy Scope

The HSE and Sustainability policies cover:

- (a) All managers and employees of Nikman, including contractors, consultants and visitors having a shared responsibility for contributing to the health and safety of all persons in the workplace;
- (b) The promotion and maintenance of work health and safety, and the dissemination of work health and safety information is primarily the responsibility of management; and
- (c) Management at all levels, in consultation with employees and workers have the responsibility for developing, implementing and ongoing review of Nikman's HSE and Sustainability policies and procedures.

5. Policy Guidelines

- (a) A safe and healthy working environment impacts on the ability of all employees and workers to safely perform their job. Safety is everyone's responsibility. To ensure the maintenance of a safe and healthy working environment Nikman continues to monitor and revise safe work practices in consultation with all personnel;
- (b) HSE is addressed during the worker's induction process. Workers will also receive education as appropriate from HSE experts to ensure, as far as possible, a safe and ergonomically sensitive working environment. This will include training in identifying risk and the likelihood of injury as required;
- (c) Risk management is the responsibility of everyone, including all directors, employees and workers of Nikman. To ensure a safe work environment it is essential that everyone is mindful of risk management;
- (d) Nikman, in consultation with its workers, reviews its procedures and programs on a regular basis to ensure that the changing needs of Nikman and workers are addressed;
- (e) Nikman has trained fire wardens, first aid trained staff and first aid supplies at its premises in accordance with relevant WHS regulations; and
- (f) Nikman does not tolerate the use of drugs or other substances, which are illegal or impair workers ability to perform their work. If there is a reason to believe that a worker is under the influence of such a substance, the worker will be told of this reason and asked to leave the workplace, with any absence recorded as annual leave. This behaviour will be investigated using Nikman's disciplinary procedures and may lead to warnings and dismissal. Nikman will encourage workers to seek professional counselling and will assist wherever possible.

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6. People

6.1 Director

HSE Responsibilities

- (a) Maintain a Leadership role to ensure commitment to the Nikman HSE Policy and HSEQ MP;
- (b) Regularly liaise with the Development Manager to monitor the performance of site to make certain that HSEQ objectives are being met;
- (c) Review site reports provided by the Development manager;
- (d) Visit the project every 3 months to discuss HSEQ issues and site progress with the Development Manager;

6.2 Development Manager

HSE Responsibilities

The Development Manager will take all reasonable steps to exercise due diligence as follows to ensure that Nikman complies with its duties and obligations under the WHS act

- (a) Acquire and keep up to date knowledge of work health and safety matters;
- (b) Ensure that Nikcon has an implemented processes for complying with any duties or obligations under the WHS Act;
- (c) Maintain a leadership role to ensure commitment to Nikman HSE policy;
- (d) Gain an understanding of the nature of Nikman operations and the general hazards and risks associated with its operations;
- (e) Ensure that Nikman has available for use, and uses of appropriate resources and processes to eliminate or minimise risk to health and safety from work carried out from work carried out as part of the conduct of its business or undertaking;
- (f) Ensure that Nikman has appropriate processes for receiving and considering information regarding hazards, risks and incidents and responding in a timely manner to that information;
- (g) Ensure contractors or consultants 'Scope of Works' contract and consultancy agreements documentation is available, verify the provision and use of resources and processes referred to above.
- (h) Visit the construction site at least monthly to discuss HSEQ issues with the Project Management Consultant and/or Principal Contractor and/or Site Management and their workers; and
- (i) Regularly liaise with Nikman personnel and all contractors and consultants to maintain a consistent approach to HSEQ across all operational areas;
- (j) Regularly monitor the performance of Nikman Contractors and Consultants in consultation with key personnel to ensure that quality objectives are satisfied;

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- (k) Ensure of an audit and inspection regime is in place to ensure Principal Contractors have a HSEQ Management System is in place and are operating in compliance with its HSEQ Management System;
- (l) In consultation with the HSE Advisor and Director, regularly review Nikman's HSEQ MP for implementation, and organise for corrective action to be taken where necessary; and
- (m) In consultation with the HSE Advisor, ensure that all systems and project changes are updated in Nikman's HSEQ MP, actioned and communicated to all stakeholders, thereafter signed off and verified on the **Plan Version Control** page of Nikman HSEQ MP

Quality Responsibilities

- (a) Consider quality requirements within all Nikman's business operations;
- (a) Review project outcomes with Contractors, Consultants, Clients or their representatives to verify satisfaction of project quality on delivery; and
- (b) Regularly monitor the performance of Nikman's Contractors and Consultants in consultation with key personnel to ensure that quality objectives are satisfied.

6.3 HSE Advisor / Auditor

HSE Responsibilities

- (a) Maintain a leadership role to ensure commitment to the Nikman's HSE Policy and HSEQ MP;
- (b) Ensure a HSEQ Management System and/or Risk Assessment Process is in place and in use on site for both Contractors and/or Consultants engaged by Nikman;
- (c) Ensure that a risk assessment of Latitude 25 site is conducted with controls developed to manage the hazards and risks of the site in compliance with the Legal Requirements;
- (d) Review Contractor's HSEQ Management System and/or Risk Assessment Process for alignment to Nikman's HSEQ MP and suitability in meeting HSE management obligations in accordance with Legal Requirements;
- (e) Review Consultant's HSEQ Management System to assess suitability in meeting HSE management obligations in accordance with Legal Requirements;
- (f) Ensure an audit and/or inspection regime is in place to ensure Contractors and Consultants, as well as their workers and Sub-contractors, are operating in compliance with their HSEQ Management System and/or Risk Assessment Process;
- (g) Monitor Contractor incident management for compliance with their HSEQ Management System and/or Risk Assessment Process and other Legal Requirements;
- (h) Ensure all HSE requirements defined in the Contract/s are adhered to;
- (i) Ensure that all system and site changes are updated in the Nikman HSEQ MP, actioned and communicated to all Stakeholders, and thereafter signed off on the **Plan Version Control** page to verify compliance; and
- (j) Regularly review that site consultative arrangements are in place and are effective.

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Quality Responsibilities

- (a) Consider quality requirements within all Nikman's business operations;
- (b) Review work outcomes with Contractors, Consultants, Clients or their representatives to verify satisfaction of quality for tasks performed; and
- (c) Regularly monitor the performance of Nikman's Contractors and Consultants in consultation with key personnel to ensure that quality objectives are satisfied.

7. Training Requirements

- (a) Minimum training, qualifications and skills must be detailed in a training matrix or similar document as determined by Nikman for specific workplace based roles; and
- (b) The training to be undertaken may include a range of external courses in which a certificate of competency or completion certificate is obtained or internal courses conducted by suitably qualified managers or other qualified and competent trainers.

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8. Contractor Management

8.1 Contractor Procurement

- (a) Contractors are appointed under the WHS Act and WHS Regulations and must comply with all Legal Requirements; and
- (b) Contractors will be assessed by the HSE Advisor on their ability to comply with the Nikman's HSEQ Management Plan. This assessment is to include reviewing the Contractors HSEQ Management System and associated documentation as follows:
 - i) Record of HSE performance including any prosecutions against the Contractors for alleged breaches of the Occupational Health and Safety, WHS or Environmental laws in NSW or other states and territories in Australia;
 - ii) References, experience and qualifications; and
 - iii) HSE Management system submissions including:
 - 1. Site specific SWMS where required, covering all relevant high risk tasks associated with works or a trade SWMS with a task specific SWMS controls attached or added to the SWMS;
 - 2. Relevant risk management process including the Risk Matrix or calculator;
 - 3. Hazardous Chemicals procedure including an SDS Register or similar and relevant SDS's for Hazardous Chemicals used or brought onto the site;
 - 4. Plant and Equipment register or similar that includes maintenance requirements;
 - 5. Any relevant authority design or plant registration and plant risk assessments;
 - 6. Current Electrical Register (including all RCD trip time testing);
 - 7. Current Training Register or similar (including competency certificates of personnel employed onsite relevant to their tasks); and
 - 8. For any mobile plant that does not require operator certification or licensing, the contractor and/or responsible party must confirm that their nominated operators are competent.

8.2 Contractor HSE Responsibilities

- (a) Commitment to best practice HSE performance and continuous improvement;
- (b) Implement and maintain a site HSEQ Management System and/or Risk Management Process suitable to meet Legal Requirements;
- (c) Allocate sufficient resources to ensure the day to day and ongoing compliance with the requirements of their System and/or Process including suitably trained and qualified personnel undertaking a risk based audit and/or inspection regime to demonstrate that their workers and any Sub-contractors are operating in compliance with their HSEQ Management System and/or Risk Management Process;
- (d) Maintain and make available upon the request of agreed parties, documentary evidence and records demonstrating past and present compliance to the requirements of their HSEQ Management System and/or Risk Management Process;
- (e) Ensure all HSE requirements defined in the Contract are adhered to;

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- (f) Ensure regular and ongoing consultation with all relevant stakeholders regarding all work activities especially HSE Management to ensure operations are in compliance with their HSEQ Management System and/or Risk Management Process;
- (g) Regular review to ensure that site consultative arrangements are in place and are effective; and
- (h) Ensure that site consultative arrangements are in place and are effective.

8.3 HSEQ and Risk Assessment

- (a) Contractors must prepare and implement their approved site specific HSEQ Management System and/or Risk Management Process including a Risk Assessment document or similar prior to any activities being undertaken on site; and
- (b) The Contractors HSEQ Management System and/or Risk Management Process must require ongoing documented review of the System / Process and Risk Assessment document and SWMS's where relevant, with suitable records as evidence of compliance.

8.4 Waste Management and Recycling

- (a) The over-riding target is to recycle 80% of all waste material generated during maintenance activities;
- (b) Waste and recycling will be managed by the Park Manager; and
- (c) Contractors are responsible for their waste and recycling.

8.5 Safe Work Method Statements

Contractor's and/or their Sub-contractors must produce site specific and task specific Safe Work Method Statements for all relevant high risk activities to be carried out on site before the work commences where required.

8.6 Non-conformance and corrective action

Where Contractor non-conformance/s are identified against procedures or legislation in any inspection or audit the following steps must be taken:

- (a) Any High Risk Hazards identified during the inspection are to be attended to immediately, prior to the inspection continuing;
- (b) If practical, non-conformances are to be attended to during the inspection;
- (c) The non-conformance/s, the contractor responsible and the date to be completed are to be documented; and
- (d) All contractors are to be instructed to rectify their non-conformances by the due dates.

8.7 Emergency Events

Nikman will be responsible for the day to day community site management. The Emergency Response requirements detailed in this HSEQ Management Plan will be adopted by all personnel and persons entering the site to undertake work on Nikman's behalf.

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9. Hazardous Chemicals

- (a) All hazardous chemicals purchased by Nikman are to be included in a SDS Register and the risk of each chemical assessed as received from the information provided on the SDS;
- (b) All hazardous chemicals purchased or brought to the site by the Contractors and/or Sub-contractors are to be included in an SDS Register and the risk of each chemical assessed as received from the information provided on the SDS; and
- (c) Contractors are to comply with all Legal Requirements.

10. The Site

10.1 Site Induction

- (a) Nikman will provide a site induction to Nikman workers;
- (b) Contractors must ensure that all contractor personnel on site have been site inducted prior to commencing work. Where relevant, SWMS induction is to be completed prior to and site HSE requirements explained during all site inductions; and
- (c) Suitable records as evidence of compliance must also be maintained.

10.2 Site Layout Plan

Nikman will develop a Site Lay-out Plan detailing the minimum HSE information which is also to be included in the site induction as follows:

1. Location of amenities;
2. Location of first aid & spill kit/s where required;
3. Emergency warning system & assembly point;
4. Delivery area/s & exclusion zones as applicable;
5. Materials storage areas including hazardous substances & waste storage / recycling areas;
6. Locations of firefighting equipment;
7. Site entrance / exit & traffic flow / TMP;
8. Environmental issues (i.e. flora / fauna &/or heritage protected areas, washout area/s, sediment controls, site exit shaker pads / wheel wash, etc.);
9. Any known overhead & underground services; and
10. Any other known hazards or area/s where high risk work is being conducted.

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10.3 Visitors to Site

Visitors may be generally classified as members of the public who are not undertaking work on site and must observe the following when entering danger zones:

- (a) Construction zones while construction work is being undertaken;
- (b) Be aware of moving plant, construction work at height, exclusion zones and areas that are protected by HSE barriers;
- (c) Report any hazards to a Nikman Team Member; and
- (d) Do not perform any duty or undertake any task which you reasonably believe places your health and safety, or that of other persons at risk.

10.4 Delivery Drivers

Delivery drivers must either be:

- (a) Site inducted; and/or
- (b) Escorted and supervised.

10.5 Site Rules

All Nikman personnel at all times must comply with HSE instructions, Legal Requirements and the Nikman HSEQ MP especially with regard to the following:

1. All work must be conducted in accordance with accepted SWMS where relevant;
2. All supervisors must provide adequate supervision of their workers to ensure that SWMS's are followed at all times where relevant to work being undertaken - work must cease immediately if SWMS are not being followed;
3. Young or inexperienced workers must always work under direct supervision;
4. All incidents or dangerous occurrences are to be reported to Nikman immediately;
5. Report any unsafe conditions or practices, unexpected finds, actual or potential environmental incidents to Nikman immediately;
6. All Nikman personnel on site to be aware of the site emergency procedures;
7. Use PPE as directed in accepted SWMS and in hazardous conditions as required;
8. Do not remove any HSE equipment or device/s such as locking devices, barricades, equipment guards, sediment controls, tree protection, etc. without prior approval of Nikman;
9. Ensure all HSE control measures such as perimeter fencing, barricades, sediment controls, etc. are fully reinstated prior to leaving site;
10. All leads and electrical tools and equipment to be current and compliant with site test and tag requirements;
11. Elevate and insulate all electrical leads above head height when using power tools;
12. Only trained, competent persons - licensed where required to operate plant, equipment and machinery;

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13. Observe site speed limit; and

14. Keep the site clean and store all materials and waste in designated areas.

11. Drugs and Alcohol Policy

- (a) Workers who are affected by alcohol or other drugs can be a danger to themselves and others. This matter will be treated as a safety issue and a consultative approach will be taken to resolve the issue. All workers have an obligation to look after their own safety and the safety of others in their workplace; and
- (b) All PCBU's associated with the Latitude 25 Lifestyle Community should have a drugs and alcohol policy / procedure in place for their workers.

12. Performance and Monitoring

12.1 Contractor HSE Audits

All Contractor Audits are to be carried out by a suitably qualified and competent person e.g. a trained Internal Auditor, nominated by the Contractor and recorded on a HSE Internal Audit Report document or similar.

12.2 Nikman HSE Audits

All Internal Audits are to be carried out by a suitably qualified and competent person e.g. a HSE Advisor or a trained Internal Auditor, nominated by Nikman and recorded on a HSE Internal Audit Report document or similar.

13. Notifiable Incidents, Incidents and Dangerous Incidents

13.1 Reporting and Investigation

The Incident and Dangerous Incidents requirements detailed in the Contractor's HSEQ Management System will be adopted by all Contractor personnel entering site.

All incidents involving:

- i) An injury where the worker is required to leave site or seek medical treatment;
- ii) A Relevant Authority visitation resulting in issue of a notice or fine;
- iii) A Relevant Authority reportable incident;
- iv) Dangerous incidents which had the potential to result in an incident causing significant damage to workers, structures, plant and equipment, environment or the public; or
- v) Any complaints received from the community e.g. noise, dust, local traffic disruption;

Must be reported and investigated using an Incident and Investigation Report document or similar

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All serious incidents and dangerous incidents, as defined by the Relevant Authority are to be reported to the worker's supervisor and Nikman as soon as reasonably practicable.

13.2 Statutory Reporting

- (a) Reporting of notifiable incidents and dangerous incidents to the Relevant Authority and associated local authorities shall be completed by Nikman as soon as possible after becoming aware that a notifiable incident arising out of the conduct of its business or undertaking has occurred; and
- (b) Contractors and/or other PCBU's are to report their own notifiable incidents or dangerous incidents to the Relevant Authority and provide a copy of this report to Nikman to verify that the incident has been reported to that Authority in accordance with the Legal Requirements.

14. Consultation

- (a) A Work Health and Safety Committee comprising health and safety representatives (HSR's) will be maintained to provide an effective consultative mechanism where requested. Workers are able to provide input into the work health and safety policy and program. Management representatives who have the necessary power to authorise committee recommendations are appointed to this committee;
- (b) The entire building is a smoking free zone. There is no entitlement on the part of any worker to leave the building during office hours to smoke (other than during your allotted breaks); and
- (c) Workers need to know:
 - i) It is important that all workers comply with Nikman's HSE policy and programs, take all the steps possible to ensure their health and safety, and that no worker endangers any other person through any act or omission at work;
 - ii) In the case of an accident or injury sustained at work or on a worker's journey to or from work, the first aid officer and Senior Management should be advised. All accidents must be recorded in the Incident and Injury Report Register kept with Senior Management. Even if the incident did not result in injury or illness, it should still be reported to Senior Management as soon as possible;
 - iii) The details of trained first aid officers can be found below. First aid kits are kept on the premises;
 - iv) If a worker sustains a serious injury, Senior Management as well as the closest first aid officer should be contacted immediately. An ambulance will be phoned (000) if necessary;
 - v) In the interest of proactive safety, workers must immediately report any apparent hazards in or around the premises to Senior Management (e.g. faulty or dangerous equipment, broken fixtures or fittings); and
 - vi) If a worker suffers from a medical condition it is advisable to let Senior Management know, with any relevant particulars. This information will remain confidential and will only be used in the case of an emergency.

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15. Emergency Response

Nikman will be responsible for the day to day community site management and the Emergency Response and Planning detailed in this HSEQ Management System will be adopted by all personnel and persons entering the site to undertake work.

15.1 Emergency Planning

- (a) The Emergency Action Plan comprises the following:
 - i) Emergency Contact Details;
 - ii) Emergency and Evacuation Procedures;
 - iii) Site Risk Assessment document or similar;
 - iv) Emergency Checklist document or similar;
 - v) Emergency Evaluation Record document or similar; and
 - vi) Site Layout Plan or similar.
- (b) Prior to commencement on site Nikman is to ensure an Emergency Action Plan is completed as part of the site establishment process, if not already completed by Contractors working on its behalf; and
- (c) Emergency drills are to be conducted annually thereafter.

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16. Emergency Details

Prior to commencement on site Nikman is to ensure an Emergency Contact Details document or similar has been completed.

Site Address / Site Phone		
Nearest Cross Street		
Emergency Assembly Point		
Emergency Warning Signal Device	Air Horn	
Responsibility	Name	Contact Phone Number
Manager		
Site Manager / Foreman		
Emergency Controller		
Deputy Emergency Controller		
First Aid Officer/s		
Note: Contractors / Sub-contractors are required to have their own trained first aider with each work team		
Ambulance, Fire and Police Emergency Contact		000 or 112
Police Assistance Line		131 555
Nearest Hospital		
Electricity		
Electrical QLD Ergon		1300 362 320
Gas		
Telstra		132 999
Communications		
Water		
Poison Information Line		131 126
The Hazardous Situation Hotline		131 535

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16.1 Emergency and Evacuation

- (a) Nikman and/or an appointed Designee is to ensure quarterly inspections of emergency equipment, signage, exit paths, lighting and assembly points are completed using an Emergency Checklist document or similar; and
- (b) Nikman and/or an appointed Designee is to ensure at least an annual evacuation drill is organised and conducted to review effectiveness of emergency planning and record the evaluation on an Emergency Evaluation Record document or similar.

17. Workers Compensation and Injury Management

17.1 Compliance

All PCBU's must have statutory compliant worker's compensation, injury management and return to work arrangements in place for their personnel in accordance with Legal Requirements.

17.2 Nikman's Employees

Nikman will manage the safe return to work for employees suffering from work related injury or disease in accordance with the Nikman Occupational Rehabilitation Policy & Return to Work Program.

17.3 Major Incident and Employee Welfare Management

Any Nikman employees directly involved, witnessing or emotionally affected by a major incident will be referred to the Nikman Employee Assistance Program administered by **OzHelp** contact number: **1300 694 351**.

Nikman will provide support and assistance to any employee undergoing a trauma management program as a result of a workplace incident.

18. Document Control and Filing System

18.1 Document Control

- (a) The preparation, review, approval, distribution, revision and removal of the following types of documents must be Controlled:
 - i) System Documentation;
 - ii) Process and Operational Control Documents;
 - iii) Contract Documentation including:
 - A. Specifications; and
 - B. Drawings. **(Controlled Drawings)**
- (b) The Controlled Documents are either generated by Nikman or issued directly to Nikman and are therefore able to be Controlled on an ongoing basis.
- (c) The steps involved in the control process for relevant documents are as follows:

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Preparation	Controlled Documents must be complete, unambiguous, clearly and uniquely identified by: Version Number and Issue Date; and Revision Number.
Review and Approval	Controlled Documents prepared by or for Nikman must be reviewed and authorised for use prior to release.
Distribution	The controlled status of a document must be clearly shown and the document may only be distributed to authorised parties.
Revision	Changes to Controlled Documents must be reviewed and authorised showing amendment to the Revision and Date.
Removal	Superseded paper documents must be stamped or marked as such in clear and bold manner then removed from use by either disposal or storage in a separate location to prevent inadvertent use. Superseded computer documents must be deleted or filed in a 'superseded' or 'archive' directory.

18.2 Record and File Control

(a) Record and File Distribution

Nikman records and files are to be made available to all authorised parties for information, action, review, inspection or audit as required.

(b) Outgoing Records

Before dispatch, each original Nikman Record and/or File must be reviewed by the originator for adequacy, accuracy, content and completeness.

c) Contractor Records

The following Contractor records are to be maintained as part of the Company Records:

- i) Contractual correspondence to and from Contractors and Sub-contractors; and
- ii) Contractor and Sub-contractor's compliance records (as part of their management systems) as required to evidence compliance.

(d) Electronic Nikman Records

- i) Nikman Records and Files that are prepared on computers or copied to computers must be authorised and be organised in consistent manner that will ensure that any Nikman Record and/or File can be readily located and retrieved by any authorised user;
- ii) In relation to the use of Nikman Records and/or Files intellectual property and privacy rights must be strictly observed at all times; and
- iii) All backups of Nikman Records and Files must be suitably protected from deterioration, damage, loss or duplication.

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18.3 Filing

Systems must be established to ensure the following:

- (a) All files can be quickly and easily located and retrieved whenever required;
- (b) Files to be divided into logical groups and where necessary, allocated unique references to each;
- (c) Each individual file is to be sufficiently sub-divided to allow easy access to specific records; and
- (d) All records and files must be suitably protected from deterioration, damage, loss or duplication.

18.4 Archiving

(a) Storage Locations

Documents and Nikman Records are typically stored in the following locations:

- i) **Within a workstation, office or site office.** This should only be "live" files which are used regularly.
- ii) **Head Office Archives.** For documents and Nikman Records / Files, which must be accessed periodically or which are infrequently accessed.

(b) Archive Locations and Tracking

A system of tracking archived information is to be implemented such as developing a register of locations or by physically tagging storage racks of hard copies depending on the most convenient method.

(c) Retention Periods

A check of any contract or legislative requirements should be made to determine any particular retention requirements. The nominal retention periods are as follows:

- i) Five (5) years - HSEQ Documents;
- ii) Seven (7) years - Job Documents; and
- iii) Forty (40) years - Health Surveillance Documents.

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19. Nikman HSE Plan

19.1 Initial Development

- (a) The HSE Advisor will develop Version 1 — Rev A of the Nikman HSEQ MP in consultation with Nikman's legal consultants and submit to the Director and Management for review and authorisation for use by signing and dating the authorisation page; and
- (b) Following authorisation all Nikman personnel working on site must be inducted and trained to fully understand the requirements and responsibilities of the Nikman HSEQ MP then sign and date the induction page.

19.2 Change

- (a) System changes to this HSE Policy are dealt with via the issue of a tracked version of the HSEQ MP detailing all amendments to the plan; and
- (b) On receipt of any system changes the Management Team will:
 - i) Update the Nikman HSEQ MP including the version control number and Revision date, relevant plan section headings and contents then remove all superseded information;
 - ii) Provide a copy of the tracked version of the amended Nikman HSEQ MP to current Contractors and Consultants as appropriate; and
 - iii) Sign and date the Plan Version Control page to verify compliance with above requirements.
- (c) Regular review of the Nikman HSEQ MP requirements against potential changes including but not limited to the following are to occur with the Nikman HSEQ MP to be amended if any changes are identified:
 - i) Changed conditions or requirements on site;
 - ii) New or amended Legal Requirements;
 - iii) New products or techniques; and/or
 - iv) Previously unidentified hazards.

19.3 Control

Hard copies of the HSEQ MP and HSE policy are to be kept. All Controlled copies are to be signed.

20. Additional Documents

Legislation, Regulations, Codes of Practice, Australian Standards and other guidance material for the building and construction industry are available for all personnel to review.

21. Further Information

Any questions in relation to this policy should be directed to Nikman.

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22. Definitions

Latitude 25 Lifestyle Community Project	A fully serviced home sites and associated community facilities at 174 – 206 Chapel Road, NIKENBAH 4655
Nikman	Nikman Unit Trust Pty Ltd ABN: 17 469 906 163
Nikman Records	Documents that record Nikman's business dealings including but not limited to minutes of meeting, memorandum, employment records and accounting related documents
Consultant	Any consultant engaged by Nikman in the design and development of the Latitude 25 Lifestyle Community Project
Contract and Consultancy Agreement	A Record of any agreement entered into between Nikman and Consultants or Contractors
Contract Drawings	The part of the Contract that graphically shows the scope, extent, and character of the work to be performed
Contract Documentation	All Records relating to the negotiation, entering or amendment of Nikman contracts
Contractor	Any organisation or individual that is engaged by Nikman for the provision of goods or services to Nikman on a contract basis
Controlled	Under the physical control of Nikman
COP	Codes of Practice – Australian, Safe Work Australia, Industry and Commonwealth
Designee	A person selected or designated to carry out a duty or role
Document	Anything on which there is writing or anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them; or anything from which sounds, images, or writings can be reproduced with or without the aid of anything else; or a map, plan, drawing or photograph
Emergency and Evacuation Procedures	The procedure to be adopted in the event of an emergency and when evacuation is required
Emergency Checklist	A checklist designed to ensure that all emergency procedures are followed
Emergency Contact Details	Contact details for the emergency contact person from Nikman as set out in the emergency action plan
Emergency Controller	The person nominated by Nikman to facilitate the safe and orderly implementation of emergency procedures
Emergency Evaluation Record	A record that evaluates the effectiveness of the Emergency Evacuation Procedure
Employees	Full time, part time and/or casual workers engaged by Nikman
Ensure	To make certain or sure; so far as is reasonably practicable

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Hazardous Chemicals	As defined in the <i>Work Health Safety Act 2011</i>
HSE	Health, safety and environment
HSEQ	Health, safety, environment and quality
HSEQ MP	Health, Safety, Environment and Quality Management Plan
Issue Date	The date a Document is confirmed to be the current version at that time
Job Documents	All Documents relating to current or previous works or contracts to which Nikman is a party
Legal Requirements	Requirements as set out in all applicable WHS and environmental legislation and regulations including but not limited to the WHS Act, Regulations, Codes of Practice, relevant Australian Standards, <i>Protection of the Environment Operations Act 1997</i> and corresponding regulations
Notifiable Incident	As defined in the <i>Work Health and Safety Act 2011</i>
Park Manager	Nikman Unit Trust Pty Ltd ABN 17 469 906 163
PCBU	Person conducting a business or undertaking as defined in section 5 of the WHS Act
Premises	A house or building, together with its land and outbuildings, occupied by a business or considered in an official context
Records	Anything on which there is writing, marks, figures, symbols and anything from which sounds, images or writing can be reproduced with or without the aid of anything else
Regulations	All applicable WHS and environmental legislation and regulations
Relevant Authority	Work, Health & Safety Queensland is the responsible authority for Occupational safety, the associated authorities such as the local councils, electricity authorities or the police
Revision Number	The unique number that identifies the number of times a documents marked with a Version Number has been amended
Safe Work Method Statement (SWMS)	A document that contains the information described in section 299 of the WHS Regulations. A site specific risk based document that manages any foreseeable health, safety &/or environmental hazards associated with high risk work activities
Management	The management team of Nikman
Site	Work area and/or construction zone
Site Layout Plan	A site plan / drawing detailing relevant HSE and emergency information
Site Management	The designated person / people responsible for the day to day running and supervision of a defined work area

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Site Risk Assessment	The process whereby any hazards on the site are identified, analysed and evaluated and appropriate ways to eliminate or control the hazards are determined
System Documentation	Documents that describe the requirements, capabilities, limitations, design, operation, and maintenance of Nikman's management system
Version Number	The unique number given to each release of a Document
WHS	Work Health and Safety
WHS Act	<i>Work Health and Safety Act 2011</i>
WHS Regulations	<i>Work Health and Safety Regulations 2011</i>
Worker Records	All Documents relating to Nikman workers