

BSBPMG519

MANAGE PROJECT STAKEHOLDER ENGAGEMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Sarah Conley

Participant signature 

Assessor name _____

Assessor signature 

Date 14/02/2020

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

BSBPMG519 MANAGE PROJECT STAKEHOLDER ENGAGEMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage stakeholder relationships. These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation.	
Assessment of task	
Name of participant:	Sarah Conley
Name of observer:	Adam Stuart
Role of observer (Confirm suitability to sign)	CSG Operations Manager
Email address of observer	astuart@fredon.com.au
Signature of observer:	
Date:	14/02/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify and address stakeholder interests	
1.1A. Identify stakeholders relevant to project objectives.	☒
1.1B. Segment stakeholder interests and determine forms of engagement	☒
1.1C. Consider interests of stakeholders when considering and advising on project management issues.	☒
1.1D. Identify and implement actions to address differing interests where required.	☒
2 Manage effective stakeholder engagement	
1.2A. Support development of team members' interpersonal skills in effective stakeholder engagement.	☒
1.2B. Distribute team work effectively to ensure defined project roles are followed.	☒
1.2C. Identify and clarify stakeholder behavioural expectations, where required.	☒
1.2D. Openly lead stakeholder performance reviews.	☒
1.2E. Identify and address individual development needs and opportunities to support stakeholder engagement.	☒

Labelling Methodology

This document has been drafted to set down the labelling conventions for the DTB fire services upgrade. The purpose of this document is to identify and approve labelling conventions for emergency lights, fire components and AV components. The labels have been drafted in consultation with Thomas and Betts, Simplex, Umow Lai Specification B BRO 0101-SP-E001-C1 and BAC CI Equipment Code Naming Conventions for Maximo.

The labels will be printed off site at a specialised printing business. The labels will utilise the highest adhesive backing available. There is multiple samples attached for ease of inspection and testing. During installation the colour scheme will be white background with black lettering on all items except black equipment which will be black background and white lettering.

Electrical

Emergency lights	11000, 21000, 31000	Level/number of fitting
Routers	NACR80, NACR81	Router/T&B issued item number
UPS	UPBNE 049	As per convention already used on site
Switch Boards	DB228	TBC BY BAC (RFI Submitted)
Comms cabling	AAAA-BB-NN	System/area/sub system/sub area/ cabinet/ sequence no.

Fire

Smoke detectors/duct probes/strobes/etc	N2:M1-2, N2:M1-3	Node/Loop/device number
EWIS Panel	MECP/SECP	As per drawings
FIP	FIP-A NODE 1	As per drawings
Fibre	TBC by BAC	System/area/sub system/sub area/ cabinet/ sequence no. (RFI Submitted)

Speakers	N1-A3-Z12-S7	Node Number / Amplifier Number / Zone Number / Device Number
Amplifiers	AMP-B5	As per site inspection
AV Racks	CIDTB-CABXXXX-AYY	As per site inspection (XX=room number) (YY=next number in sequence)

Sarah Conley

From: Sarah Conley
Sent: Thursday, 6 February 2020 12:35 PM
To: Ian Knox
Subject: FW: Sonic invoice re WC - query
Attachments: CN 116498.pdf; CN 116534.pdf

Hey Ian,

Looks like Taylor is one of yours.

Can you please let Archana know about these.

Thanks, hope you are well!

Sarah Conley • HSEQ Manager • Fredon QLD

FREDON

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From: Archana Shrestha
Sent: Thursday, 6 February 2020 12:30 PM
To: Sarah Conley <SConley@fredon.com.au>
Subject: Sonic invoice re WC - query

Hi Sarah,

We have received these 2 invoices from Sonic with an urgent payment request.
Looking at the invoices, they look like WC related.
Could I please verify with you if they are to be paid by Fredon.

Many thanks

Archana Shrestha
Asst Accountant
Fredon Group



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Sarah Conley

From: Sarah Conley
Sent: Friday, 14 February 2020 3:18 PM
To: Michael Steuart; Adam Stuart; Cameron Stanfield; Andrew Campbell
Cc: Scott Gilbert
Subject: QLD HSEQ Action Plan
Attachments: QLD HSEQ Action Plan.pdf

Afternoon all,

Please find the completed action plan attached. Review the plan and let me know if you think I have missed anything.

Thank you,

Sarah Conley • HSEQ Manager • Fredon QLD

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Electrical & Communications
Air Conditioning
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RED RULES

Subcontractor Health and Safety Requirements

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1 INTRODUCTION

1.1 Subcontractor Health and Safety Requirements

The purpose of this document is to assist subcontractors in understanding their roles and ensure that they are aware of Fredon's Policies and Procedures, as well as the requirements in-line with Fredon's Management System, project specific client requirements, applicable Standards and any other Legislative requirements to ensure successful Project outcomes.

1.2 Company Overview

Fredon is a provider of electrical, mechanical, audio visual and security services business established in 1968. It is a leading provider of services to the commercial and industrial sectors. Fredon prides itself on its commitment to health, safety, environment and quality of workmanship, attention to detail, and customer satisfaction. Fredon offers the expertise required to design, supply, install and maintain a wide range of electrical, mechanical, security, audio visual and communication service technologies. Fredon operates in various Australian jurisdictions. Its Head Office is located in Silverwater (NSW), with Branch Offices in Fyshwick (ACT), Underwood (QLD), Bayswater (WA) and Kensington (VIC).

1.3 Health, Safety, Environment and Quality Management System

Fredon maintains a documented Health, Safety, Environmental and Quality Management System and provides appropriate support to the project teams. System implementation, maintenance and verification will be achieved through demonstrated leadership of all managers and supervisors and the commitment and involvement of all workers.

The scope of the Fredon Health, Safety, Environment and Quality (HSEQ) Management System covers the design, project management, installation and maintenance of electrical, communications, mechanical, security and audio visual services.

The HSEQ Management System has been developed in compliance with the following standards:

- [ISO 9001:2016 - Quality Management Systems Requirements](#).
- [AS/NZ 4801:2001- Occupational Health and Safety Management System](#)
- [ISO 14001:2016 - Environmental Management System](#)

The Fredon Group is certified by Global – Mark to the above three standards.

Policies, responsibilities and processes defined in the site specific HSEQ Plan apply to all projects, sites and offices under the management of Fredon, including services provided by contractors and subcontractors.

2 ROLES AND RESPONSIBILITIES

Contractors and Subcontractors Supervisors

Contractors and Subcontractors Supervisors shall manage the day to day activities of themselves and their personnel and thus ensure that the works are executed in a safe, environmentally responsible and productive manner. They shall:

- Ensure and assure that all their employees and Subcontractors comply with all Fredon HSEQ requirements;
- Visibly demonstrate and enforce safety, industrial hygiene and environmental rules, regulations and standards;
- Set expectations and hold their employees and subcontractors accountable for delivery of HSEQ deliverables and meeting agreed performance metrics;
- Instruct personnel under their supervision on safe work practices, and the hazards associated with the assigned tasks;
- Ensure that all personnel are properly using the correct Personal Protective Equipment (PPE) and safety devices for the work being performed, and that they are properly trained in the use of their tools and equipment;
- Perform frequent checks on serviceability of all Personal Protective Equipment (PPE) and tools / equipment;
- Conduct daily "pre-start" meetings to explain the safety measures associated with the tasks for the day, and discuss safety information that is issued by the Contractor's site HSEQ representative such as HSEQ Targets, or participate in Fredon's prestart;
- Actively promote HSEQ excellence;
- Encourage HSEQ suggestions from the personnel;
- Conduct weekly toolbox meetings iterating specific HSEQ topics;
- Ensure waste materials are kept and disposed of in accordance with SDS and Local Site Requirements;
- Conduct, document and implement SWMS and relevant requirements of same;
- Ensure that personnel report all incidents / accidents, and ensure that prompt First Aid is administered to injured personnel;
- Should an injury occur that requires off-site medical treatment then the Supervisor will ensure the injured person is accompanied to the medical facility to ensure proper initial treatment is received;
- Lead in the investigation of Contractor and Subcontractor's incidents to determine all the facts necessary to take corrective actions and complete those actions, with assistance to be provided by Fredon;
- Monitor, review and report on HSEQ performance as required, to the Site Manager;
- Challenge unsafe behaviour and correct inappropriate HSEQ performance;
- Understand and apply applicable legislative HSEQ requirements;
- To have and apply a full working knowledge of their own Company's HSEQ Management Systems, e.g. SWMS, etc.;
- Recognise and reward people who have positively impacted on HSEQ.

Contractors and subcontractors

All contractors/subcontractors shall:

- Attend work in a physically and mentally fit state for work;
- Work safely and follow SWMS at all times;
- Abide by all established rules and regulations, including Fredon and Fredon's clients;
- Participate in the activities of the HSEQ program;
- Report unsafe conditions and/or practices using the hazard report form (if not available report to Fredon supervisor);
- Report to their Supervisor, all health, safety and environmental incidents, injuries and near misses at the time of their occurrence, and support the investigation into the same, report all findings and close out actions;
- Ensure that he/she does not carry out any work that may harm themselves or any other person or the environment;
- Understand and apply Fredon HSEQ requirements (including correct PPE);
- Utilise the resources provided and the processes in place for the achievement of HSEQ objectives;
- Participate in the compiling of Safe Work Method Statements;
- Ensure that the correct tools and equipment are used for all tasks;
- Use the safety equipment and protective clothing supplied as appropriate;
- Actively participate in the implementation of all Fredon HSE initiatives including hazard reporting and elimination;
- Report to their Supervisor, any defects in plant or equipment;
- Challenge unsafe behaviour and correct inappropriate HSE performance;
- Avoid any improvising which entails additional risk;
- Warn other personnel of known hazards;
- Participate in emergency response exercises as required;
- Dispose of all waste materials in the correct manner;
- At all times, to comply with the relevant guidelines and regulations formulated and disseminated through inductions, pre-start and toolbox meetings and Fredon instructions.
- Participate in fitness for work testing
- Participate in FIT testing as part of Fredon's Airborne Dust Procedure (Silica)

Contractors and subcontractors, in addition to their responsibilities above shall

All contractors/subcontractors shall:

- Develop and submit a site-specific HSEQ Management Plan for approval and implementation;
- Participate in HSEQ performance reviews with management as required including audits;
- Develop SWMS for their scope of work;
- Provide representation to all project meetings when requested;
- Consult with line management to coordinate work place activities;
- Conduct formal and informal work place hazard inspections;
- Conduct toolbox/pre-start meetings (or participate in Fredon)

3 INDUCTION AND SAFETY TRAINING

3.1 Site Specific Induction

Before any contractors/subcontractors commence work on a Fredon site, they are required to attend relevant induction training as set out below

- General Health and Safety Induction Training (Industry White Card);
- Site-Specific Induction (Principal Contractor/Client);
- Fredon Site-Specific Induction;
- Any induction and training required for them to safely undertake their works.

The following information is include in the site inductions:

- Workplace Health and Safety, Environmental and Quality Policy;
- Site Health, Safety and Environmental Plans;
- Site Health, Safety and Environment Rules;
- Hazards specific to the office or site;
- Significant Environmental Aspects;
- HSEQ procedures, programs, plans and safe and environmentally sound systems of work to be followed relating to the activities to be performed;
- Personal protective equipment required for the site;
- Health, safety and environmental awareness;
- Hazard reporting and incident reporting;
- Emergency response and evacuation;
- Site amenities, access and egress;
- Site familiarisation and Exclusion zones.

3.2 Verification of Competency

Fredon projects shall implement a Verification of Competency (VOC) Assessment system to verify the competency of persons operating mobile plant. Fredon, may also, where required, implement a VOC process to assess competency of persons undertaking scheduled work (required to hold a National Licence to Perform High Risk Work), or for persons operating any plant or equipment deemed as high risk.

Persons Performing a VOC assessment must be a qualified person who meets the requirements of the VET Quality Framework Standards, and holds a:

- Certificate IV in Training and Assessment, and
- National Licence to perform high risk work relative to licence class being assessed, or
- Where no high risk work licence class exists, is a competent person who holds the necessary experience and/or qualification

Where the person performing the VOC assessment does not hold the applicable licence/qualification, a subject matter expert who holds the applicable licence/qualification may be used.

VOC assessments may be undertaken by a Fredon dedicated person, or alternatively by an RTO whereby the VOC assessment has been undertaken in the last twelve months.

Subcontractors are responsible for:

- Actively participating in mandatory training in accordance with Training Matrix;
- Undertaking induction training on the commencement of work or upon transfer to a new area, and signing the induction form to indicate training has been conducted and that they understand Fredon requirements; and,
- Providing evidence of licences and certificates of qualifications and competency. Contractors shall ensure they provide or arrange training of their employees in accordance with their legal obligations and Fredon requirements.

The Competency of Contractors and subcontractors is ensured through the Contractor HSEQ prequalification process and the verification of an individual's key competencies by the Fredon site management before commencement of work.

3.3 Young and Inexperienced Workers

Due to the lack of experience and absence of awareness of existing or potential risks, young workers and apprentices are generally more vulnerable to the hazards and risks present in the workplace. The young and inexperienced worker will require special and ongoing training and supervision at all times.

The common hazards that young workers and apprentices are face with in the workplace are:

- Manual handling
- Work Environment (e.g. uneven surfaces, noise, heat, dust)
- Machinery and power tools
- Electricity
- Harassment
- Hazardous Substances and materials (e.g. asbestos)

Young workers and apprentices are protected from these hazards in the following ways:

- By identifying control measures and carrying out Safe Work Method Statements (SWMS);
- By ensuring young workers and apprentices understand and follow SWMS;
- By ensuring young workers and apprentices always work under the supervision of a foreman or leading hand;
- By providing suitable training and instructions.

3.4 Consultation and communication

All consultation and communication requirements are detailed in the Fredon [HSE Consultation and Communication Procedure \(HSP-012\)](#).

Consultation

Consultation is the effective exchange of information where the health and safety of workers and the soundness of the environment can be affected. Appropriate consultation arrangements for health, safety and environment matters are established, agreed, documented and communicated for each Fredon workplace. These arrangements may be as elected and implemented by the Principal Contractor.

Consultation may occur during or by the following mechanisms:

- Health and Safety Representatives (HSRs)
- Committees
- Daily Pre-starts
- Toolbox Talks
- SWMS development and reviews

Communication

Communication internally within Fredon and with external interested parties (e.g. customers, authorities, contractors, visitors etc.) in regards to HSEQ matters is conducted as listed below:

- Inductions
- Notice boards
- Email
- Training session
- Safety Alerts
- Toolbox talks meetings
- Pre-starts meetings
- WHS consultation arrangements
- Onsite discussions with WHS personnel and Fredon Management

4 RISK MANAGEMENT

4.1 Safe Work Method Statements

As part of the Risk Assessment process, SWMS are prepared for all construction, maintenance and other non-routine activities and include all high risk construction work as defined by the local legislation. A contractor/subcontractor may use their own SWMS worksheet provided it complies with Principal Contractor, Fredon requirements and local legislation.

All SWMS are forwarded to the Principal Contractor and once accepted the company supervisor will ensure its implementation. SWMS are reviewed using the SWMS Review Checklist (HSF-031) (or client checklist where applicable) and feedback is provided to the responsible subcontractor accordingly. The checklist is also used to record follow-up action options that can be and/or are taken if a SWMS does not meet the criteria. (i.e. re-submit, re-do with Fredon, or re-do using Fredon SWMS Template (HSF-028) etc.). SWMS are forwarded to Fredon and reviewed before forwarding to the principal contractor.

All workers required to undertake a task shall receive instruction and/or training in the SWMS, and must be competent to perform their tasks safely. Once instruction has been provided, all team members must sign the SWMS to acknowledge the instruction provided, their understanding of how the task is to be performed safely and their personal commitment to comply with the SWMS.

After the commencement of job, the Site Supervisor or his delegate is responsible for monitoring the work to ensure the SWMS is being complied with and to verify the adequacy and effectiveness of the control measures. The frequency of inspections/monitoring is appropriate to the risks associated with performing the job. Immediate and appropriate action (including stopping the job if high risk is evident) is taken where the SWMS is not being followed or is ineffective.

4.2 FredonSafe (Take 5)

To ensure proper and safe management of change, subcontractors are to ensure that all workers under their management and control undertake a "Take 5 assessment" prior to commencing work each shift, and prior to undertaking each subsequent task and/or changing work locations.

4.3 Hazard Reporting

All identified hazards (health, safety and environmental) in the workplace, will be reported to their supervisor. Reported hazards are managed to ensure the hazard is addressed to prevent potential harm to people, the environment or property and is carried out in accordance with the Risk Management Procedure (HSP-009). Significant hazards shall be recorded using the Hazard Report Form (HSF-011) and dealt with as per the Corrective Action Procedure (MIP-001).

The initiator is informed of the status of the corrective action and notified when it is closed out.

5 INCIDENT MANAGEMENT

For the purposes of this document, the following definitions apply:

Incident: an unplanned event or chain of events, occurrence or incident that results in or contributes to personal injury or ill-health, damage to property or the environment.

Near Miss: an unplanned event or chain of events that, while not causing harm, has the potential to cause injury or ill-health or may result in property or environmental damage (e.g. objects dropped from a roof falling adjacent to a worker or the public).

Dangerous Occurrence: an event that could have caused death or significant injury or illness and/or damage (loss) to people, assets or reputation and may be notifiable to the relevant State Authority (e.g. Electric shock).

5.1 Reporting of Incidents

Where an incident or near miss has occurred, management is notified at the earliest opportunity. All Notification including to authorities is in accordance with the Incident/Accident Reporting and Investigation Procedure (HSP-001) and Principal Contractor requirements.

The following reporting process must be followed by all workers and management:

- Report the event immediately to your supervisor or your next relevant / immediate manager.
- The relevant supervisor/manager must report all incidents to the Fredon Site Supervisor or Project Manager.
- The subcontractor's supervisor or relevant manager shall report the incident using the subcontractor's Incident/Accident Report Form.
- A copy shall be sent to the Local HSEQ Coordinator/Manager by the Fredon supervisor along with a Fredon Incident/Accident Report Form (HSF-001). If the subcontractor does not have access to their company report form, the Fredon form may be used in the first instance;
- The injured person may need to be consulted when necessary and possible. For a serious incident and

where required, any available witnesses are to be consulted and asked to complete an Incident/Accident Witness Statement Form (HSF-003).

- At any time you may consult with the HSEQ Coordinator/Manager for assistance.
- Reporting to the Principal Contract shall be carried out by Fredon as required.

5.2 Incident Investigation

When an incident or near miss occurs, immediate action shall be taken to make the workplace safe, followed by an investigation to identify actions required to prevent further occurrence. The investigation shall be carried out by the subcontractor's supervisory team in conjunction with Fredon site management. Investigation and corrective action is undertaken to prevent future recurrence of the incident, in accordance with Incident/Accident Reporting and Investigation Procedure (HSP-001) and Corrective Action Procedure (MIP-001). Investigation findings shall prompt, where necessary, a review of company procedures, processes and work methods, to ensure learning's are captured to help prevent recurrence.

Corrective actions arising out of incident investigations shall be implemented in accordance with the Hierarchy of Controls.

5.3 Notifiable Incidents

The Fredon Project Manager or Site Management must also ensure that the Subcontractors' management is notified of the event and reminded of the duty to report the event to the State Authority, where applicable. The duty to report to the State Authority (e.g. Workcover QLD) lies with the Employer.

5.4 Injury Management and Return to Work

Fredon have an Injury Management Policy (MSP-011) and an Injury Management and Return to Work Procedure (HSP-003) that requires that Fredon Management will make every effort to return injured employees to sustainable and productive employment as soon after the injury as possible.

Prior to commencing work the subcontractor is required to have a Rehabilitation and Return to Work Program in place. If the subcontractor does not have a Return to Work Program, they shall adopt Fredon's in the event of any injury to one of their employees whilst engaged on a Fredon site.

If an injured employee does require medical treatment and rehabilitation, the subcontractor shall:

- Ensure the injured employee's direct supervisor or Rehabilitation and Return to Work Coordinator (RRTWC) accompanies the injured person to the medical treatment facility. A Fredon Representative at their discretion may also accompany the subcontractor representative and injured worker to the Medical treatment Centre.
- The subcontractor shall communicate to the Nominated Treating Doctor (NTD) that they have 'suitable duties' available for the injured worker at their workplace
- Ensure they make meaningful 'suitable duties' available for any injured worker in accordance with the recommendations of the NTD and Return to Work Program.

5.5 Emergency Procedures

Emergency management is implemented in accordance with the Fredon Emergency Response Procedure (HSP-020) and Customer requirements.

As part of the initial site induction, all subcontractors will be made familiar with the emergency response plan. All activities on site will be risk assessed with consideration given to the need for emergency evacuation and a site-specific rescue plan. Subcontractors must ensure that personnel participate in the site emergency drills and have a clear understanding of the emergency response procedures.

6 HAZARDOUS SUBSTANCES

Prior to bringing and hazardous substances onto the project, the subcontractor shall complete a Hazardous Substances Register and submit a current (not more than five (5) years old) safety data sheet (SDS) for each of the materials listed to Fredon to be kept in the site office and/or adjacent to the first aid kit or where readily accessible from the point of use of the chemical (more than one may be required).

All chemicals shall be used, stored, transported, handled and disposed of according to the requirements of the SDS. They shall be appropriately labelled. All workers using hazardous chemicals/substances will need to be trained in the use of the hazardous substance and the associated SWMS. All chemicals identified as Hazardous Substances are subject to a risk assessment before the substance is delivered to site or used. Chemicals are managed in accordance with the Fredon Storage and Handling of Hazardous Chemicals Procedure (HSP-024).

7 FREDON POLICIES

7.1 Workplace Health and Safety Policy

Fredon is a leading Australian company that supplies electrical, air conditioning, ventilation and mechanical services, security and audiovisual technology to industry. Fredon is committed to providing a workplace that is safe and without risk of injury or illness for its workers and any other persons who may be affected by the products or services supplied by the Fredon's operations. This includes the protection of all workers by complying with applicable Work Health and Safety (WHS) legislation, demonstrating due diligence and the application of best practice strategies and industry-based WHS policies and procedures.

Fredon strives to fully integrate health and safety into all aspects of its activities through a process of continuous improvement.

The objectives of our Policy are to:

- Prevent work-related injuries and illnesses and aspire to be an incident-free workplace;
- Continuously improve the health and safety skills of our workers;
- Pursue industry best practice and safe workplace culture;
- Provide an emergency response program;
- Comply with all legislative requirements; and
- Suitably train individual employees so that they obtain the required knowledge to work on projects that require specific training, e.g. Rail Industry Safety Induction, High-Risk Activities, Mining etc.

We will achieve these by:

- Maintaining up-to-date knowledge and understanding of the associated hazards and risks of Fredon's operations;
- Implementing processes and initiatives to eliminate or minimise risks;
- Providing appropriate resources, processes and support to obtain a safe working environment;
- Providing safe systems of work including the safe use, handling and storage of plant, structures and substances;
- Involving our workers in the decision making processes through structured and informal communication, consultation and learning;
- Providing necessary information, training, instruction and supervision;
- Providing appropriate processes for reporting, receiving and considering information regarding incidents, hazards and risks and responding in a timely way in relation to that information;
- Monitoring the health of workers, the effectiveness of systems and workplace conditions; and
- Providing effective injury management and rehabilitation strategies.

Our managers and supervisors have the responsibility for implementing the above objectives and strategies as an integral part of their accountability.

Our workers have an obligation to take reasonable care of the health and safety of themselves, others and to cooperate and comply with any reasonable policy, procedures and instructions.

We all play a part and are responsible for the application of this policy.



Scott Olsen
Chief Executive Officer
10 July 2019
(MGP-001 / RevG)

7.2 Environmental and Sustainability Policy

FREDON recognises the importance of protecting and enhancing the health, diversity and productivity of the environment for the benefit of our customers, workers, shareholders, the community and future generations. Our commitment is to deliver our services and projects in an environmentally and sustainable responsible manner.

FREDON is committed to:

- Comply with all relevant environmental legislation, regulations, codes of practice and contractual conditions;
- Prevent pollution of the environment by activities over which we have control by integrating with sustainable practices,
- Address, as a priority, threats of serious or irreversible environmental damage,
- Conserve biological diversity and ecological integrity,
- Use the real cost of environmental factors in project decisions,
- Provide training, education and awareness to workers and contractors
- Conduct business with suppliers who also have a commitment to responsible environmental management,
- Minimising the use of non-renewable resources by managing our engineering, design, procurement and delivery to identify renewable alternatives,
- Deliver Environmental Sustainability through the reduction in waste generation and minimisation of waste products not suitable for recycling, and
- Continually improve our environmental management performance by regular reviews and setting realistic environmental objectives and targets,

To achieve our Policy we will plan and manage our activities in accordance with best practice environmental management principals.

Compliance with this Policy is mandatory for all employees and contractors. Through training and education, all employees and contractors will be assisted to meet the objectives of this Policy.



Scott Olsen
Chief Executive Officer
10 July 2019
(MCP 002 / Rev6)

7.3 Quality Policy

FREDON is a leading Australian company that supplies electrical, mechanical, security and audiovisual services to industry. It specialises in the design, project management, installation and maintenance of electrical, communications, air conditioning, ventilation, security and audio-visual technology and property and industrial maintenance.

We are dedicated to the delivery and installation of products and services to our customer as agreed by contract: at a quality that meets or exceeds our customer's expectation, to budget, in an efficient and timely manner, and fit for purpose.

The objective is to supply products and services that meet customer needs and have the desired safety, environment and quality fundamentals in accordance with specifications, statutory obligations and other requirements.

We will achieve these by:

- Demonstrating a shared commitment to quality at all levels of the company;
- Establishing and reviewing quality objectives which will enhance our achievements;
- Reviewing performance and continually improving the effectiveness of the business management system, and
- Undertaking assurance activities which substantiate the conformance of our products and services.

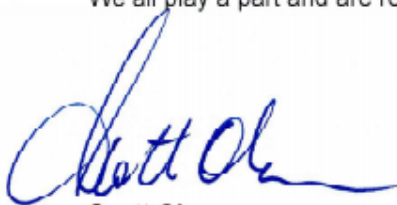
In implementing our quality management systems we aim to enhance customer satisfaction by:

- Identifying the processes needed for the quality management system and their application throughout the organisation,
- Determining the sequence and interaction of these processes,
- Determining criteria and methods needed to ensure that both the operation and control of these processes are effective,
- Planning and ensuring the availability of resources and information necessary to support the operation and monitoring of these processes,
- Monitoring, measure and analyse these processes, and
- Implementing actions necessary to achieve planned results and continual improvement of these processes and outcomes.

Fredon is committed to ensuring that our management and all workers are appropriately trained and committed to delivering a quality service to our customers

The management system and this policy will be continually reviewed for improvement and continual suitability.

We all play a part and are responsible for the application of this policy.



Scott Olsen
Chief Executive Officer
10 July 2019
(MSP-003 / Rev5)

7.4 Personal Protective Equipment (PPE) Policy

Wherever possible, worksite hazards must be eliminated, substituted, isolated or controlled through the use of engineering or administrative controls. Where hazards remain, as an additional precaution, all personnel and visitors will use Personal Protective Equipment (PPE) provided by the employer.

It is essential to all workers that:

- PPE is not regarded as ensuring the safety of the wearer; rather it provides some protection in the event of exposure to risk or injury;
- PPE is to be used as per the specific training provided (discussed below);
- PPE that is not in a condition to perform the function it was designed for is not to be used;
- PPE must be inspected prior to use to ensure it is fit for use;
- Defective or damaged PPE must be immediately removed from use;
- Care for and maintain personal protective equipment at all times;
- They are to notify their supervisor if PPE needs to be repaired or replaced;
- PPE will be selected appropriate to the hazards on the worksite and by what is mandated by applicable legislation, codes of practice and standards;
- Manufacturers' recommendations must be followed for fitting, maintaining and wearing PPE;
- Only PPE that is approved to a recognised standard will be used; and

The minimum PPE requirements listed below apply in all cases:

- **Long sleeve shirt** made from natural fibres only, with collar and sleeves rolled down and buttoned at the cuff;
- **Long trousers / overalls** made from natural fibres only will be worn;
Note: Cargo style pants are the only type permitted and must be of cotton or equivalent material. Nylon or latex materials such as those used in swim or sporting wear are not permitted.
- **High visibility vest** (unless high visibility apparel is worn);
- **Safety helmets or hard hats** must be worn at all times on construction sites. Hat accessories such as wide brim, hard hat liners and other apparel to protect neck and head are recommended for outdoor climatic conditions;
- **Protective capped safety footwear** with ankle support must be worn at all times. A compliance label to AS/NZS 2210 must be attached to the boots – indicating it meets minimum testing requirements;
- **Safety glasses** must be worn at all times. The glasses must either have side shields or be the wrap around style. Clear or tinted versions can be worn when working outside in the sun. (If required to wear prescription glasses, safety glasses with side shields must be worn); Sunglasses must not be worn instead of safety glasses unless they are certified by an applicable safety standard;
- **Gloves** must be worn for all work tasks except where the task risk assessment denotes that wearing gloves significantly increases the risk. Gloves must be suitable for the work task involved and be in good condition. All personnel, including visitors, must carry a pair of gloves on their person at all times. All gloves must have a minimum cut resistance level of 3.
- **Hearing protection** must be worn in sign-posted areas, when undertaking noisy tasks and in areas where there is excessive noise and;
- **Metal ring** finger apparel is not permitted to be worn by personnel that undertake manual labour on the site.

Note: Where the customer/client's requirements are more stringent these must be followed in addition to the requirements of this policy

In addition to the minimum PPE requirements listed above, additional PPE may be required due to the nature of the tasks and the hazards present. Additional PPE requirements must be identified by the hazard identification process (hazard studies, risk assessment, SWMS etc.).

Examples include:

- Fall protection harnesses;
- Rail compliant workwear
- Flame retardant clothing – when working on or near live power;
- Face shields, welding shields, goggles;
- Respiratory protection devices;
- Floatation devices;
- Special task-specific gloves;
- Insulation mats; and
- Sun Screen.

Where a situation arises where the mandatory PPE may present a safety or health risk, a formal written risk assessment conducted by the Project Manager and/or Foreman with final approval by a Divisional Director/Manager must be conducted before there is any deviation from this policy.

The implementation of PPE / alternate PPE for protection against the hazards identified will be communicated to all Site personnel.

Training regarding PPE will as a minimum include:

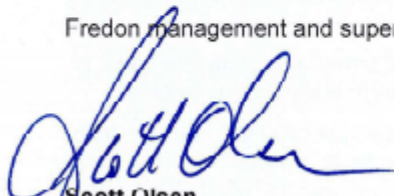
- When PPE is required;
- What PPE is required;
- How to wear, adjust, and maintain PPE;
- How to determine if PPE is damaged or defective; and
- The limitations of PPE.

Workers must be able to demonstrate an understanding of PPE training and the ability to use PPE properly before beginning work that requires PPE. If a person later demonstrates a lack of understanding or skill in PPE, that worker must be immediately re-trained.

Workers are to sign for the PPE when provided, to verify that it has been received and that they have been inducted and trained in the safe use of the equipment.

Any breach in compliance with the wearing and use of PPE will result in disciplinary action.

Fredon management and supervisory staff must ensure that this policy is followed and enforced.



Scott Olsen
Chief Executive Officer
10 July 2019
(HSP 014 / Rev6)

7.5 Live Work Policy

Fredon has an obligation to ensure the health, safety and welfare of all employees and others at their place of work. Workers also have a duty to take reasonable care for their own, and others, health and safety.

Definitions:

Live work is electrical work performed in circumstances in which some or all of the electrical equipment involved:

- Is energised (this does not include testing for the integrity or operability of energised circuits and apparatus); or
- Where the work is on or near live conductors or terminals as determined by a Risk Assessment which has been signed off by the relevant Divisional Managers.

A competent person means:

- for electrical work on energised electrical equipment or energised electrical installations (other than testing referred to in regulations 150 and 165), a licensed or registered electrician or any other person permitted to carry out or supervise electrical work under relevant State or territory legislation (e.g. electrical engineer, electrical apprentice) given authorisation to undertake electrical work on behalf of Fredon;
- for any other case, a person who has acquired through training, qualification or experience and the knowledge and skills to carry out the task given the authorisation to undertake electrical work on behalf of Fredon.

Energised (live) means connected to a source of electrical supply or subject to hazardous induced or capacitive voltages.

Fredon has adopted the policy that **no work on energised electrical equipment** will be carried out, unless:

- It is necessary for the interest of health and safety that the electrical work is carried out on energised equipment (e.g. it may be necessary for life-saving equipment to remain energised and operating while electrical work is carried out on the equipment);
- In an emergency situation and the risk of harm would be greater if the circuits and apparatus were de-energised before work commenced;
- It is necessary that the electrical equipment is energised in order for the work to be carried out properly;
- It is necessary for the purpose of testing (by a competent person) to determine whether or not the electrical equipment is energised;
- Testing is required for the purpose of commissioning the project;
- There are no other reasonable alternative means of carrying out the work; or
- The work is carried out for or on behalf of electricity supply authorities on the electrical equipment, including line associated equipment, controlled or operated by the authority to transform, transmit or supply electricity. This work will be covered by separate electrical safety requirements and State Regulations. These Regulations include specific training and employee certification.

When work on energised equipment is absolutely necessary it must:

- Be approved in writing by a Divisional/Branch Manager and client (where applicable);
- Be carried out by a competent person who has tools, testing equipment (have been properly tested and are maintained in good working order), and PPE that are suitable for the work,
- Be carried out with a safety observer present who is competent:
 - To implement the control measures in an emergency;
 - To rescue the worker who is carrying out the work if necessary; and
 - Has been assessed in the previous 12 months as competent to rescue and resuscitate a person.

N.B. A safety observer is not required if the work consists only of testing and the risk assessment shows there is no serious risk associated with the proposed work.

- Meet all legislative regulatory requirements and relevant codes of practice;
- Adhere to all relevant company procedures including the Fredon electrical safety - Overview and Guidance Rev 2 document (HSP-036).

Apprentices and trainees are NOT permitted to work on energised equipment or installations at any time.

This policy must be adhered to by all employees and subcontractors, to ensure safety in the workplace.

Any breach in adhering to this policy may result in disciplinary action.



Scott Olsen
Chief Executive Officer
10 July 2019
(HSP-037 / Rev4)

7.6 Injury Management Policy

Objectives

Fredon is committed to the health, safety and welfare of all persons affected by its operations in order to achieve the ultimate goal of zero harm.

Where injuries or illnesses occur, It is the aim of Fredon to minimise the impact of the injury/illness by providing the resources to ensure the worker is fully rehabilitated and returned to work. Fredon will also ensure that employees are provided with timely and equitable claims management.

The above objectives will be achieved by:

- Providing employees with information and instruction with respect to their rights and responsibilities regarding claims for workers' compensation, rehabilitation and return to work;
- Ensuring the process of workplace rehabilitation is commenced as soon as possible following an injury and in accordance with medical advice and relevant legislation;
- Ensuring employees are provided with access to appropriate medical treatment following a workplace injury and/or illness that incorporates early assessment and the involvement of rehabilitation specialists when required;
- Providing an injured employee with meaningful suitable duties, where practicable, as an integral part of the workplace rehabilitation process and ensuring that return to work is achieved as soon as possible;
- Consulting with employees, and where applicable, their nominated representative to ensure that the workplace rehabilitation program operates effectively, including through regular consultation throughout the injury management process;
- Ensuring the employee will not be disadvantaged by participation in a workplace rehabilitation program;
- Ensuring the security and confidentiality of records in relation to claims, rehabilitation and personal medical information obtained, in order to manage workplace injury and/or rehabilitation;
- Establishing and maintaining legislative compliance for rehabilitation;
- Facilitating effective communication through the dissemination of relevant information to all staff and employees; and
- Maintaining a positive injury management culture through encouraging active participation in the early intervention and return to work process.



Scott Olsen
Chief Executive Officer
10 July 2019
(MSP-011 / Rev3)

7.7 Fitness for Work Policy

Fredon is committed to providing and maintaining a safe working environment where workers are not exposed to any hazards arising from long working hours, or the use and abuse of alcohol or other drugs.

All workers are required to report for work in a fit condition, in order to perform their required duties in a safe, competent and proficient manner, and are prohibited from working when under the influence of alcohol or drugs.

If a random Drug and Alcohol test identifies a worker has failed a test, the worker will not be permitted to enter the workplace until a negative Drug and Alcohol test has been achieved. The Fredon Drug and Alcohol policy applies to drug and alcohol testing and management.

During our Induction process, we will actively educate workers on the dangers of drug and alcohol abuse in the workplace.

Fredon and its workers share responsibilities to minimise error and manage the adverse effects of impairment associated with fatigue, stress or disability. Workers should be aware of the common causes of impairment associated with their work activities, these include:

- Alcohol and other drugs (including prescription medication)
- General disabilities, health and fitness
- Visual or physical impairment
- Injury and illness
- Personal factors such as psychological, psychiatric issues, family issues and illnesses
- Excessive work hours and demands
- Insufficient sleep, stress and fatigue
- Recreational activities and sport
- Secondary employment

Workers who attend for work in an unfit manner may be subject to further assessment and investigation. Unfit workers may be:

- Removed from the workplace
- Allocated suitable duties;
- Encouraged to obtain counselling;
- Subject to disciplinary action, including dismissal depending on the degree of awareness and severity of the risk to health and safety;
- Required to attend a company nominated medical practitioner, practice or hospital as part of an investigation, assessment and review of causes and appropriate actions and support.

Fredon recognises that early detection of fatigue is critical and where possible will ensure that:

- Workers are monitored for signs of fatigue;
- Fatigue will be a regular topic of pre-start and toolbox meetings;
- Action will be taken to alleviate fatigue;
- All workers are encouraged to communicate with appropriate personnel that they, or others, are under fatigue.

Where possible, our employees will not work in excess of 12 hours per day on a workplace assignment. In the event that we are required to work in excess of 12 hours per day, a risk assessment will be conducted by a Supervisor to ensure the safety and wellbeing of the affected employees.

We will take all reasonable precautions in the placement of employees to ensure the hours of work; shifts/rosters and workplace conditions do not create an unacceptable risk of fatigue.


Scott Olsen
Chief Executive Officer
10 July 2019

Sarah Conley

From: Sarah Conley
Sent: Monday, 20 May 2019 10:25 AM
To: Jason Abrahams; Rebecca West; Peter Roser
Cc: Adam Stuart
Subject: Subcontractor's HSEQ Handbook
Attachments: Red Rules.pdf

Morning,

I have created a Handbook for our subcontractors that outlines all of Fredon's HSEQ Requirements. I was wondering if we could trail it with your subcontractors on the NWPH?

The plan is for it to be sent out as part of the subcontractor pre-qualification process, or with their contract.

Can we send it to any subbies that you have already engaged?

Thanks,

Sarah Conley
HSEQ Manager
Fredon QLD

FREDON 50 years
est. 1968

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E. sconley@fredon.com.au | W. fredon.com.au



Sarah Conley

From: Sarah Conley
Sent: Thursday, 13 February 2020 4:19 PM
To: Cameron Stanfield
Cc: Allyson Tracey; Michael Hale
Subject: RE: Request for Information - Low Voltage Rescue + CPR Training - 20th February

Yes,

In regards to Safety Observers NSW Regs state that:

Electrical work on energised electrical equipment:

1 61 How the work is to be carried out

(1) A person conducting a business or undertaking must ensure that electrical work on energised electrical equipment is carried out—

- (a) by a competent person who has tools, testing equipment and personal protective equipment that—
 - (i) are suitable for the work, and
 - (ii) have been properly tested, and
 - (iii) are maintained in good working order, and
 - (b) in accordance with a safe work method statement prepared for the work, and
 - (c) subject to subclause (5), with a safety observer present who has the competence and qualifications specified in subclause (4).
- (4) For the purposes of subclause (1)(c)—
- (a) the safety observer must be competent—
 - (i) to implement control measures in an emergency, and
 - (ii) to rescue and resuscitate the worker who is carrying out the work, if necessary, and
 - (b) the safety observer must have been assessed in the previous 12 months as competent to rescue and resuscitate a person.
- (5) A safety observer is not required if—
- (a) the work consists only of testing, and
 - (b) the person conducting the business or undertaking has conducted a risk assessment under clause 158(1)(a) that shows that there is no serious risk associated with the proposed work.

Sarah Conley • HSEQ Manager • Fredon QLD

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From: Cameron Stanfield
Sent: Thursday, 13 February 2020 4:06 PM
To: Sarah Conley <SConley@fredon.com.au>
Cc: Allyson Tracey <atracey@fredon.com.au>; Michael Hale <mhale@fredon.com.au>
Subject: FW: Request for Information - Low Voltage Rescue + CPR Training - 20th February
Importance: High

Sarah – did we get a position on LVR / CPR.

Ally / Mike – I won't put the guys who are finishing next Friday through the course.

Kind regards,

Cameron Stanfield • Construction Manager • Electrical, QLD

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From: Allyson Tracey <atracey@fredon.com.au>
Sent: Thursday, 13 February 2020 1:26 PM
To: Cameron Stanfield <cstanfield@fredon.com.au>
Cc: Michael Hale <mhale@fredon.com.au>
Subject: FW: Request for Information - Low Voltage Rescue + CPR Training - 20th February
Importance: High

Hi Cam,

Can you please review the below and confirm if it is okay to proceed with the training next week? TAFE require a form to be signed but the details will need to be updated first.

Thank you

Allyson Tracey • Project Administrator • Fredon QLD

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From: Allyson Tracey
Sent: Wednesday, 12 February 2020 8:55 PM
To: Michael Hale <mhale@fredon.com.au>
Subject: FW: Request for Information - Low Voltage Rescue + CPR Training - 20th February
Importance: High

Hi Michael,

Can you please advise whether we are proceeding with the training and if the below is correct? If so, I'll ask Jo to update the training proposal (original attached) which we will then need to sign asap.

Remove Fredon

Andrew Mcinnes
Mitch Ide
Paul Brodrick
Ross Sciacca
Glen Bennett was being replaced by Jon Vardy.

Fredon new total – 3*305= \$915.00

Jon Vardy
Matt Betts
Sam Sinclair

Strik Total

Kayne Ross
Jake Taylor
Steve Taylor
Nial Russel
Trent O'Keefe

Strik New Total – 5* 305 = \$1525.00

Thank you

Allyson Tracey • Project Administrator • Fredon QLD

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Please consider the environment before printing this email

From: Joanne Higgs (Jo Higgs) [<mailto:joanne.higgs1@tafensw.edu.au>]
Sent: Wednesday, 12 February 2020 2:51 PM
To: Allyson Tracey <atracey@fredon.com.au>
Cc: Michael Hale <mhale@fredon.com.au>; Nicholas Bryant <NICHOLAS.P.BRYANT@tafensw.edu.au>
Subject: RE: Request for Information - Low Voltage Rescue + CPR Training - 20th February

Hey Allyson,

I just spoke to Michael and he agreed to coordinate with you the training room/space for the group training next Thursday 20th at Clarence Correctional Centre site.

Thanks and regards,
Jo

Joanne Higgs
Business Development Manager (North Region)
Business Development Team
T +61 2 6659 3084 | M +61 437 991 552
E joanne.higgs1@tafensw.edu.au

TAFE ENTERPRISE
363 Hogbin Drive, Coffs Harbour, NSW 2450
tafensw.edu.au/enterprise



We respectfully acknowledge the traditional custodians of the Country on which we learn and work together, and commit to building relationships, respect and opportunities with Aboriginal Peoples.

Sarah Conley

From: Sarah Conley
Sent: Friday, 24 January 2020 1:03 PM
To: Aaron Clay; Adam Trede; Gary Florentine; Ian McKenzie; John Wall; Keith Walker; Lucas Browning; Mark Melville; Nathan Burgess; Thomas FieldMitchell; Zakk McDonald; Paul Hancock
Cc: Scott Gilbert
Subject: Testing and Verification Refresher
Attachments: Testing skills refresher.pdf

Tracking:	Recipient	Response
	Aaron Clay	No another date: 7/02/2020 11:10 AM
	Adam Trede	
	Gary Florentine	
	Ian McKenzie	
	John Wall	
	Keith Walker	Yes 17th: 24/01/2020 2:42 PM
	Lucas Browning	No another date: 24/01/2020 1:06 PM
	Mark Melville	No another date: 24/01/2020 1:08 PM
	Nathan Burgess	Yes 17th: 24/01/2020 1:17 PM
	Thomas FieldMitchell	
	Zakk McDonald	
	Paul Hancock	No another date: 10/02/2020 11:43 AM
	Scott Gilbert	

Good afternoon all,

We are going to be running all Foreman/Site Supervisors through the attached training course. We will be running other tradesman through the course at later dates. This is just an initial session.

Can you please confirm by using the yes/no voting buttons, if Monday 17th February (RDO) suits you? If not, I will be running a second session during the month of Feb at a date yet to be confirmed. Course is 4 hrs in duration and is run at the training facilities at Molendinar (Gold Coast).

Thanks,

Sarah Conley • HSEQ Manager • Fredon QLD

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METHOD OF PROCEDURE

FREDON Job No: 20S3888
 Request No: 015
 Revision: C
 Project: 80076 QAS Southport Ambulance Station Electrical upgrade
 Subject: Removal of Old MSB and installation of DB-1
 Date of Request: 26/03/18
 Date Approval required: 01/06/18
 Start Date: 13/06/18
 Finish Date: 14/06/18
 Hours of work: 2000-0500

1. Task

Removal of MSB and installation of DB-1

2. System Impact

Task	Description	Initial
1	Survey cable installation path and identify hazards and obstructions	
2.	Obtain a copy of the Asbestos Register for the workplace - Known asbestos containing material identified	PO
3.	QAS APPROVAL	
4.	Key impacts to QAS - Energex working on site to remove Fuses to OLD network supply - Workers around entrance to plantroom may disrupt staff walking into amenities area and Drug Room - Noise from hammer drill and install of the DB-1 board (06/06/18)	
5.	FREDON WILL REQUIRE A PERIOD OF NOT LESS THEN 15 MINUTES AND NOT MORE THE 30 MINUTES TO DRILL INTO THE CONCRETE WALL TO SUPPORT THE NEW DB-1. We will need 6 X 10mm X 75mm deep holes for fixings of the dyna bolts <u>Fredon would like to nominate the time of 9pm Thursday 14/06/18</u>	
6.	Preparation of work area	

	- Required tools - Required materials - Barricade work area of excavation	
7.	Energex to be onsite morning of 14/06/18 to disconnect power to OLD MSB Disconnection of OLD MSB supply from Energex will allow the OLD MSB to be permanently removed and the installation of the new DB-1 to occur	
8.	Communication to QAS Southport about planed daily activities	
9.	Removal of all other wires and cables from the OLD MSB that could get caught during removal	
10.	Disconnect Submains once Energex have disconnected supply	
11.	Remove any fixing holding the OLD MSB to the wall or the floor.	
12.	Remove MSB from its location and store outside	
13.	Bring in the New DB-1 and mount onto wall in final location	
14.	QAS SIGN OFF	
15.	Install submains into DB-1 and fit off	
16.	Power up DB-1, test and commission	
17.	Clean up site and make ready for further works the following day	
18.	QAS SIGN OFF	
19.	Removal of OLD MSB from site. Board to be taken to landfill	

3. SUPPORTING DOCUMENTATION

QAS Cut over back up Supply Matrix

[illegible]

4 X junction boxes to be installed
above the switch board to facilitate the
connection and extension of final
circuits

**DB-ESS A
Junction
Box**

**DB-ESS B
Junction
Box**

**DB-1 A/C
circuits
Junction
Box**

**DB-1
Junction
Box**

DB-1