

Work Health and Safety (WHS) Management Plan

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1 INTRODUCTION

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) during the course of the contract.

We will:

- make this plan available to all workers and contractors on this project and ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available for the duration of the project
- review the plan regularly throughout this project and make any revisions known to those working on the project

Cogent will ensure that in the case of using a sub-contractor, he/she provides a SWMS for their specialised work, and that Cogent shall review the SWMS, and append the SWMS to this Safety Plan

2 ROLES & RESPONSIBILITIES

The Work Health and Safety (WHS) laws require a person conducting a business or undertaking (PCBU) to ensure, so far as is reasonably practicable, the health and safety of their workers while at work in the business or undertaking. Therefore, it is the obligation of Cogent Scaffolding to ensure the workplace health and safety of all workers while working for our organisation. In order to fulfil this requirement, Cogent Scaffolding appoints the following people to the positions listed below.

2.1 PCBU – PERSON CONDUCTING A BUSINESS OR UNDERTAKING

As the duty holder, Cogent Scaffolding, being the PCBU, responsibilities include:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of our workplaces
- Maintain compliance with the Work Health and Safety Act as amended

2.2 SITE MANAGER/SUPERVISOR – DANNY O'BRIEN

The Site Supervisor (also appointed as an Officer under the WHS Act) is responsible for safety on the project and duties include:

- Conduct work in accordance with the Cogent Scaffolding OHS Management System and customer OHS requirements
- Implement Cogent Scaffolding core values of 'safety above all else' and 'respect for community and environment'
- Implement all safe work procedures, adhering to all safety guidelines provided
- Implement the Cogent Scaffolding OHS Policy and related policies
- Implement legislative OHS requirements
- Implement rehabilitation and return to work policy and procedures
- Ensure that all works are conducted in a safe manner and without risk to employee's health and safety
- Provide advice and assistance on OH&S to all employees
- Participate in the planning and design stages of trade activities, and oversee on going works
- Ensure current OH&S and other relevant legislative requirements are met in the workplace;
- Identify OH&S training programs in advance and allow for employee/s identified as requiring training, to attend the training
- Promptly action safety reports and carry out workplace inspections

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- Facilitating the preparation of Safe Work Method Statements and Job Safety Analysis for the trade
- Promptly investigate hazard reports and ensure that corrective actions implemented
- Conduct project inductions, toolbox talks and daily team briefings
- Promptly investigate accidents or incidents, implementing corrective actions in a timely manner
- Lead by example and promote OH&S at every opportunity
- Supervising a team of workers and ensure compliance with safe work procedures
- Support & promote rehabilitation initiatives
- Stimulating a high level of safety awareness and a safe work culture
- Ensure that employees under the age of 18 years do not operate plant or equipment unless under the close supervision of a competent employee who is older than 18 years

Signed off by Danny O'Brien

Date:



2.3 SITE HSE ADVISOR – MICK STEWART

The Site HSE Advisor is responsible for safety on the project and duties include:

- Drive a culture of “Safety and Health above all else” and “Respect for the Community and Environment”
- Implement all Occupational Health Safety and Rehabilitation procedures
- Communicate safety performance to the Site Manager
- Provide advice and assistance on OH&S to all employees
- Participate in the planning and design stages of trade activities
- Monitor OH&S legislative requirements relevant
- Monitor compliance with safe work procedures
- Coordinate rehabilitation and return to work for injured employees
- Reviewing safety reports and inspections
- Facilitate or participating in safety meetings and programs
- Facilitating Tool Box Talks on a regular basis
- Insisting on correct and safe practices at all times
- Facilitate project safety inductions
- Develop new OH&S initiatives for the trade
- Conduct accident and incident investigations
- Promote OH&S through visible leadership standards whereby we lead by example from the top
- Promote a high level of safety awareness at all times
- Liaise with the OHS&R Site Manager on matters relating to health and safety
- Manage and maintain all records as required by legislation
- Participate in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in a timely manner
- Provide education and training to all employees regarding Cogent Scaffolding OHS&E procedures and legislative requirements, and refresh as required
- Monitor compliance by conducting audits, inspections and observations on site
- Promote Cogent Scaffolding intention for zero lost time injuries
- Lead, mentor and coach on site OH&S Representatives
- Attend client safety meetings when required

Signed off by Mick Stewart

Date:



2.4 WORKPLACE HEALTH AND SAFETY OFFICER (WHSO)

Whilst under Work Health and Safety Act there is no legal requirement for a Workplace Health and Safety Officer, the act does makes reference to obligations of a person conducting a business or undertaking and as such, one method a PCBU can show compliance is through its resources in Health and Safety. Cogent Scaffolding will appoint a Health, Safety, Environment & Risk Manager and a Quality Manager to implement and review our safe work practices. Some of these practices are, but are not limited to, the following:

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- Ensure an effective consultation process is in place with all workers in any areas of Health & Safety
- Perform the formal duties of Work Health and Safety Officer (WHSO)
- To facilitate the operation of **Cogent Scaffolding's** Work Health and Safety Committee
- Provide the PCBU and its Officers with advice on the proper administration of a health and safety programme
- Develop programmes to identify and remove hazards or unsafe practices
- Prepare and distribute written communicate to all Supervisors and Leading Hands on the status of health and safety
- Assist with incident and accident investigations, reporting findings and recommendations to the employer
- Conduct site inspections and audits to identify unsafe conditions or work practices and report on any unsafe or unsatisfactory practices or hazards identified
- Maintain external professional relationships
- Recommend programmes and activities that will develop and maintain a safe working culture
- Assist departmental inspectors when required
- Carry out responsibilities outlined in relevant legislation

Appointed WHSO for this site is Mick Stewart



2.5 WORKPLACE HEALTH & SAFETY REPRESENTATIVE (HSR) – TBA

The Site HSR is elected to represent the health and safety interests of workers of the site. Duties may include:

- Participate in the site safety committee and attend meetings and inspections
- Accompany a WHSQ inspector during an inspection
- communicate minor & major HSE concerns to the HSE & Risk Manager in a timely manner, including possible controls to minimise the risk
- issue provisional improvement notices and direct a worker to cease unsafe work (where the HSR has completed the approved training)
- liaise with the leading hand, company directors or HSE & Risk Manager regarding any health or safety issues
- Liaise with workers regarding any findings or decisions from safety meetings
- Conduct scaffold inspections and report back to Site Supervisor, HSE Advisor & the client and or safety committee
- Conduct hazard identification reports
- Assist to maintain all registers onsite
- Conduct Tool Box talks with the assistance of the Supervisor, Leading Hand or HSE Advisor
- Monitor work safety by conducting weekly Loss Prevention Observations

Where a HSR has not yet been elected, the HSE Advisor, Mick Stewart, will fulfil the role in the interim.

Signed off by Mick Stewart



Date

2.6 SITE LEADING HAND (OFFICER)

Leading hands have a duty to exercise due diligence to ensure that Cogent Scaffolding WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the Leading Hand will:

- Consult with their workers on measures to protect their health and safety
- Actively follow agreed safety practices and model positive attitudes towards health and safety matters
- Arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- Notify HSE Advisor of hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- Ensure that all workers are informed of this policy
- Undertake consultation with all managers and workers on change that may affect their health and safety
- Ensure that WHS is a standing agenda item at all Tool Box meetings

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2.7 WORKERS (INCLUDING CONTRACTORS)

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the Leading Hand, as well as co-operating with any reasonable policy or procedure which relates to workplace health and safety. On a day to day basis, this includes:

- To the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- Make sure that the work area safe when leaving it
- Make proper use of all appropriate safeguards, safety devices and personal protective equipment
- Follow agreed safe working practices and rules
- Report all known hazards, accidents and incidents as soon as possible

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

2.8 VISITORS

Visitors and other persons to Cogent Scaffolding project site also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- Take reasonable care for their own health and safety and for the health and safety of other persons
- Comply with, so far as they are reasonably able, all reasonable safety directions provided by staff
- Report all safety related incidents to staff
- Do not enter any restricted area without authorisation or escort
- Do not bring or consume alcohol or illegal drugs at workplaces
- Do not wilfully or recklessly interfere with property

2.9 REHABILITATION & RETURN TO WORK COORDINATOR (RRTWC)

Cogent Scaffolding will, in accordance with the Worker's Compensation and Rehabilitation Act 2003, support the return to work of workers by:

- Appointing an appropriately qualified and experienced Rehabilitation & Return to Work Coordinator
- Implementing the approved Rehabilitation Policy and Procedures
- Manage the early return to work of injured or ill workers; and
- Monitor and report on rehabilitation programs for workers

The nominated and qualified RRTWC for the project is Michelle Gomersall & Michael Stewart. Accreditation is included herein.

Signed off by Mick Stewart



Date

Signed off by Michelle Gomersall



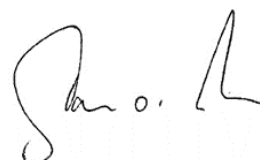
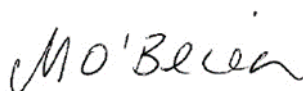
Date

Supported by Cogent Scaffolding Directors:

Dan O'Brien

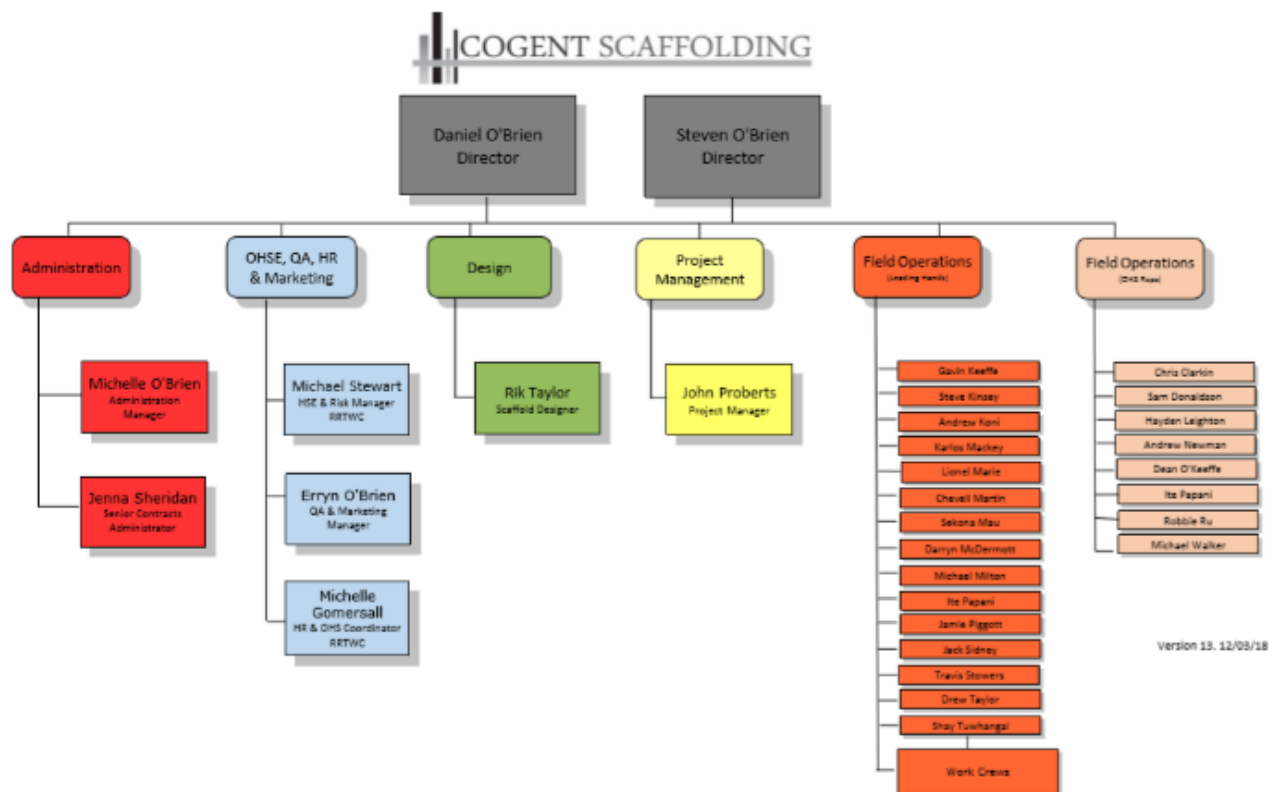
Michelle O'Brien

Steve O'Brien



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3 ORGANISATIONAL STRUCTURE



4 GENERAL WHS INFORMATION

Cogent Scaffolding Management has developed and will maintain policies and procedures that are applicable to the activities of the business.

To comply with the requirements of AS/NZ 4801: 2001, as Managers, we must demonstrate our commitment to workplace health and safety management by having firm **Safety Objectives and Systems** in place to achieve these objectives. Documented objectives and targets, consistent with the company policies, need measurable performance indicators.

The purpose of establishing these **safety objectives and targets** is to facilitate implementation of the safety policy. This is therefore the link between the company policy and the company operation. These will be reviewed and revised periodically, to keep pace with business and trends.

Communication and employee involvement is the element of a successful safety system. Managers will ensure all workers are aware of the company values and objectives, and that they correctly communicate management commitment to the policies. Management will assist workers in setting goals and targets and all workers will be recognised for achieving these targets and objectives.

Continuing review and audits of the company systems will be carried out at planned intervals; action will be taken to eliminate the cause of any non-conformity encountered.

4.1 LEGISLATION & CODES OF PRACTICE

- ✓ Workers Compensation and Rehabilitation Regulation
- ✓ Workers Compensation and Rehabilitation Act
- ✓ Australian Standards and Guidance Material
- ✓ Building & Construction Industry Act
- ✓ Work Health & Safety Regulations

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- ✓ Aboriginal Cultural Heritage Act
- ✓ Approved Codes of Practice
- ✓ Work Health & Safety Act
- ✓ Anti-Discrimination Act
- ✓ Industrial Relations Act
- ✓ Fair Work Act

4.2 WORKPLACE HEALTH & SAFETY POLICY

Cogent Scaffolding is committed to the provision of a safe and environmentally responsive workplace and a safe working environment for all personnel.

Cogent Scaffolding's objective is to collectively work towards the prevention of all failure events that cause harm to the environment, injury and or disease to our workers and subcontractors and to be seen as an industry leader, in our performance.

The **Cogent Scaffolding team** are committed to developing a quality WHS&E management system that is tied to our Corporate Quality System and that fosters participation, commitment and continual improvement by our workers and of our subcontractors to achieve the above objectives.

One of the selection criteria of all of our Workers, Consultants and Subcontractors will be based on their attitude, standard and commitment to safety of everyone and to the protection of the environment.

Subcontractors and consultants alike will be required to comply with the health, safety and environmental procedures in all their operations. No business objective takes precedence over the health and safety of our people and to the protection of the environment.

Cogent Scaffolding workers will accept responsibility for environmental protection, health and safety of all workers involved in any of our projects and aim to achieve a standard of health, safety and environmental management in the workplace of which we can be proud.

This policy will be reviewed in consultation with the appropriate stakeholders as required.

In particular, **Cogent Scaffolding** will demonstrate their commitment by complying with relevant legislation applicable to the area of their activities.

Workers must also recognise and acknowledge their obligations and responsibilities to Workplace health and Safety by providing a positive contribution to health and safety for themselves and others at the workplace.

This policy and associated procedures will be reviewed on a continuing basis.

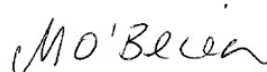
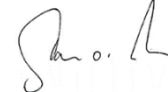
Failure to comply with this policy will result in disciplinary action and may result in the termination of your employment.

Directors:

Dan O'Brien

Michelle O'Brien

Steve O'Brien

4.3 REHABILITATION POLICY STATEMENT

Cogent Scaffolding recognise that every employee should be provided with a working environment that is, as far as is practicable, safe and without risk of harm to all their workers. **Cogent Scaffolding** also recognise the personal, social and business benefit of an effective rehabilitation program and is committed to its effective implementation.

Cogent Scaffolding will demonstrate that commitment by:

- Complying with relevant legislation, Acts, Regulations and Code of Practice applicable to the area of their activities;
- Providing adequate (or have provided) resources and effort for the prevention of injury and to continually improve the rehabilitation program as required;
- Ensuring that rehabilitation is commenced as soon as is practicable, in accordance with medical advice;

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- Ensuring, as far as is practicable, that suitable alternative duties are made available to injured workers to facilitate the safe and earliest possible return to their normal duties;
- Providing consultation, as is appropriate, to ensure that Rehabilitation Plans, Policies and Procedures are adequate.

Cogent Scaffolding recognises that helping workers to stay at work or make an early and safe return to after an injury minimises the impact of injury on them and their families. We support our injured workers by having a system of workplace rehabilitation and providing suitable duties for them while they are recovering. We expect that all injured workers will return to work on suitable duties as soon as it is medically safe to do so.

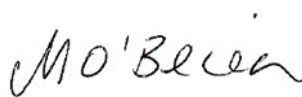
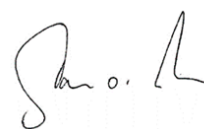
This policy and associated Procedures will be reviewed on a continuing basis.

Directors:

Dan O'Brien

Michelle O'Brien

Steve O'Brien

4.4 ENVIRONMENTAL AND ABORIGINAL CULTURAL POLICY

In performing the works, **Cogent Scaffolding** will not harm the environment and will take all necessary steps to prevent harm to the environment.

All **Cogent Scaffolding** workers shall make themselves aware of the requirements and environmental responsibilities of clients.

Site Environment

All environmental incidents shall be reported immediately to the Client / Project Manager and the Health, Safety and Environmental Manager.

Our Contractor's and Subcontractor's duty is to notify **Cogent Scaffolding** appointed representative, of any activity that causes, or threatens to cause, environmental harm or environmental nuisance. If in any doubt, the issue should be reported.

Cogent Scaffolding will take reasonable steps to minimise the environmental disturbance while working on the Sites. Designated roads shall be used for travelling from place to place. Vehicles are prohibited from taking 'short cuts' through the natural bush or revegetation areas.

No clearing of vegetation shall be undertaken without the prior written permission of the Client / Project Manager or their appointed representative.

No water management structure shall be altered without approval of the Client / Project Manager or appointed representative. This relates to dams, drains and creeks on the Site and including the associated vegetation.

Cogent Scaffolding will keep the area of the work site as small as possible with limit to the scope of work to minimise the disturbance to the surrounding areas.

Domestic animals are not permitted to be brought on the Site at any time.

All wildlife and vegetation should be considered to be protected on the Site. Shooting, trapping and camping activities are prohibited, as is the removal of any wildlife or vegetation from Site.

No open fires shall be lit on the Site, if any are identified the client / Project Manager or appointed representative and local Fire Brigade (where appropriate).

Aboriginal Cultural Heritage

The *Aboriginal Cultural Heritage Act* was enacted to protect areas of land and objects of heritage relating to the Aboriginal people. These sites are clearly of cultural significance. Hence, previously undisturbed areas shall be inspected to determine if there are sites which may require management.

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Cogent Scaffolding recognise Aboriginal people as the traditional owners of the land and agrees to ensure activities at their work locations comply with the requirements of the *Aboriginal Cultural Heritage Act* to satisfactorily deal with Cultural Heritage matters.

Aboriginal cultural heritage consists of places and items that are of significance to Aboriginal people because of their traditions, observances, customs, beliefs and history. It is evidence of the lives of Aboriginal people right up to the present. Aboriginal cultural heritage is dynamic and may comprise physical (tangible) or non-physical (intangible) elements. As such, it includes things made and used in earlier times, such as stone tools, art sites and ceremonial or burial grounds, as well as more recent evidence such as old mission buildings, massacre sites and cemeteries.

Remnants of non-aboriginal settlements older than 30 years, such as old houses may also require management.

Cogent Scaffolding, including our contractors, subcontractors and all persons on the Site, must ensure:

- All persons on the Site have a responsibility in relation to Cultural Heritage and, without limiting their obligations, shall comply with the following requirements:
- If remains or other items of aboriginal cultural heritage are located, the find must be immediately reported to the client or principle contractor appointed representative.
- The remains or items should not be disturbed or removed; and
- All activity which is likely to disturb the environment must be undertaken in a manner that does not harm aboriginal cultural heritage.
- Any fossils, minerals, coins, artefacts and items of geological and archaeological interest discovered on the Site shall remain the property of Site owners and shall not be disturbed, defaced in any way or removed from the Site.

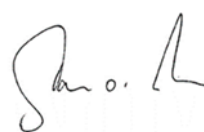
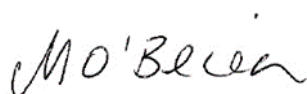
Cogent Scaffolding will use Information supplied by third parties such as the QLD government to enable them assess areas of work prior to work starting for cultural heritage one such information source is the maps and other information located on the QLD government web site of known Aboriginal cultural heritage sites this is located at- Resource centre- maps, imagery and data section.

Directors:

Dan O'Brien

Michelle O'Brien

Steve O'Brien



5 INSURANCES

Insurance Type	Company	Policy Number	Expiry Date
Public Liability	Certain Underwriters at Lloyds of London	3097/SCAF/0028 & 3097/EXC/0015	30 June 2018
WorkCover	WorkCover Queensland	WCA090925824	30 September 2018

6 RISK MANAGEMENT

6.1 IDENTIFYING HAZARDS AND MANAGING RISKS

Cogent Scaffolding will identify hazards and manage risks in accordance with Work Health and Safety Regulations, *Part 3.1 "Managing risks to health and safety"*. Cogent Scaffolding will systematically identify hazards and assess risks before the project starts by using the hierarchy of control in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high risk construction work
- using a risk assessment form to control general construction risks where necessary

We will also identify risks:

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- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to the Cogent HSE & Risk Manager who will communicate to the principal contractor.

We will inform our workers of our risk management procedures and ensure they are trained in risk management.

The identification and management of risks and their associated hazards is critical for the control of work health and safety. It is essential that managers, workers, contractors and subcontractors accept responsibility to ensure that all identified hazards are eliminated (preferred) or controlled. If a single control is not sufficient to control the hazard, then a combination of the controls should be implemented to achieve the lowest possible risk.

Workers, contractors and subcontractors will immediately report to the Supervisor:

- Any plant, system failures, hazards identified. This can be in a verbal or written form but must be immediate on identifying the failure.

Supervisors will report immediately to the Manager:

- Reported or observed system failures, hazards identified or reported in a written format.

Managers will, as required, report to management in a timely manner:

- Any system failure.
- Report on corrective and preventative action.
- Report to statutory body as obligation requires, if required.
- Report on WPH&S performance.
- Report on results of WH&S Audits and reviews.

6.2 HIERARCHY OF CONTROL

We will control all risks we identify by applying the Hierarchy of Controls as follows:

1. Eliminate
2. Substitute
3. Isolate
4. Engineering controls
5. Administrative controls
6. Personal Protective Equipment

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

Example:

Control measure	Comment	Examples of use
Elimination	Control the hazard at the source. This is the most effective control measure and removes the risk by removing the hazard or changing the work processes.	Contract tasks out to specialists who have appropriate facilities; like engaging a crane crew to lift gear onto an area
Substitution	Replace the hazard (e.g. plant or substance) with another that has a lower risk.	Use a different type of scaffold design with better access a machine with better guarding; use a less hazardous chemical that does the same job.
Isolation	Remove or separate people from the source of the hazard.	Use an exclusion zone to segregate the work area. Remove the risk of being hit by a falling object.

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Minimise by engineering means	Change the physical characteristics of the plant or workplace to remove or reduce the risk.	Modify a machine so it can be used by remote control.
Administrative measures	Use policies, procedures, signs and training to control risk.	Review systems of work so that nobody works alone; train workers in safe lifting techniques.
Personal protective equipment (PPE)	Provide equipment or clothing designed to protect the worker.	Provide hats and long shirts to protect outdoor workers against the sun.

6.3 HIGH RISK WORK

6.3.1 Licences for High Risk Work

Our workers require a high-risk work licence to perform their duties as a scaffolder. Cogent Scaffolding maintains licences via a skills matrix with copies of licences kept on digital personnel files.

6.3.2 Asbestos

The principal contractor will ensure:

- all workers understand our procedures for asbestos and follow the correct removal processes
- all workers are trained and use the appropriate personal protective equipment
- only licenced asbestos removalists are used to remove asbestos

6.3.3 High Risk Work Activities

We have identified the following high-risk activities for this project. A Safe Work Method Statement (SWMS) has been developed for each of the high-risk construction work activities. We will also develop SWMSs for any additional high-risk work that is introduced or identified during the project.

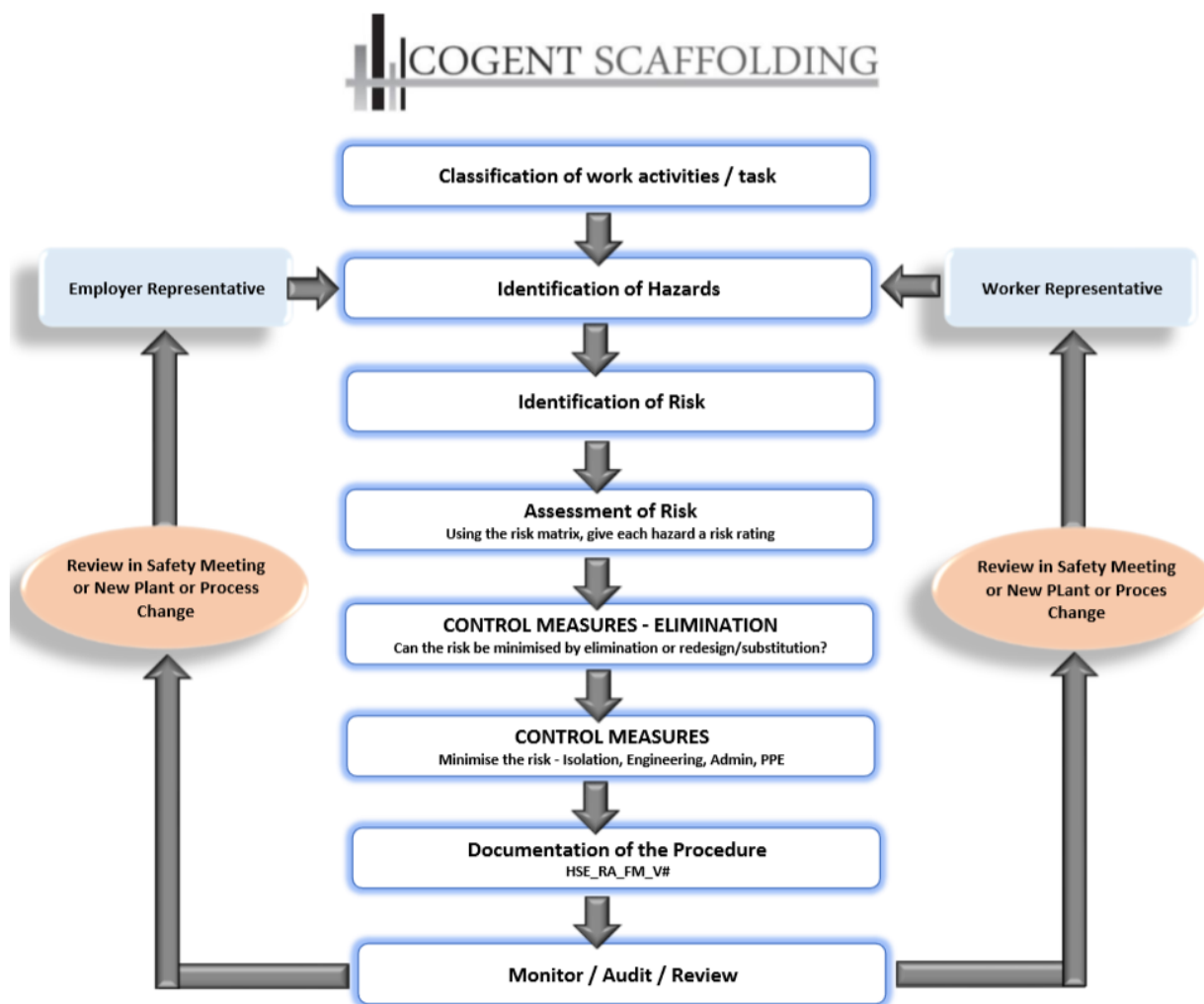
High Risk Work Activity	SWMS ID
Erection & Dismantle (of Scaffold)	HSE_SWMS_002_V#
Operating a Forklift	HSE_SWMS_004_V#
Relocation of Craneable Stair	HSE_SWMS_005_V#
Manual Handling Powered Equipment	HSE_SWMS_006_V#
Tower Crane Access	HSE_SWMS_010_V#
EWP Boom over 11m	HSE_SWMS_008_V#
EWP – Scissor or Boom under 11m	HSE_SWMS_009_V#

6.4 RISK ASSESSMENTS

All items of plant and hazardous substances must be risk assessed prior to being used onsite. Risk Assessments (RA) will be reviewed yearly or if plant has changed or a process has changed. Hazards are assessed to ensure the best possible controls are in place for effective management of risk.

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6.5 RISK IDENTIFICATION FLOW CHART



6.6 RISK IDENTIFICATION PROCESS

1. Consultation

Consultation with workers and others who may be affected by the risks in the workplace is essential at all stages of the risk management process, but particularly with regards to control measures, as the workers and others may be able to suggest ways to effectively manage the risks and allow them to operate efficiently in their jobs.

2. Classification

- Identify activity/task/work area/personnel to be assessed
- Define the context

3. Identify all hazards by;

- Observing, inspecting, investigating, communicating and consulting; and
- Making a record of the hazards identified

4. Assess the risks these hazards create by:

- Assessing and prioritising the risks using the risk matrix;
- Dealing with the highest priority risks first; and
- Dealing with fewer risks or least significant risks last.

5. Decide on measures to control the risks by:

- Eliminating the risk;
- If elimination of the risk is not possible, select these control measures in the following order of preference -
 - Substitution;

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- Isolation (not administrative);
- Minimisation by engineering means;
- Application of administrative measures; and
- Use of personal protective equipment (PPE).

6. Implementation of appropriate control measures should:

- Adequately control the risks;
- Not create other risks; and
- Allow workers to do their work without undue discomfort or distress.

7. Monitor the control measures and review the process:

Monitor

- Have the control measures been implemented as intended?
- Are the control measures adequate?
- Did the implementation of control measures create other hazards or risks?

Review

- Has anything changed over time since the risk process was implemented?
- Is the control of risks still adequate?
- Was the risk management process conducted effectively?

All risks will be controlled, to whatever extent is practically possible, once they have been identified. Controls will be formulated in consultation with workers in the area associated with the risk.

6.7 PROJECT RISK ASSESSMENT

Cogent Scaffolding will undertake a project risk assessment during the evaluation phase of a project. In considering the typical risk exposure of our Scaffolding operations, our assessments have identified:

Potential Hazard	Risk	Potential Actions
Noise	Operatives are being exposed to noise levels in excess of 85 db(A)	• Noise survey to be carried out to determine exact levels where noise levels are below 85db(A) to enable barriers and signage indication hearing protection must be worn. • Clients specific site requirements need to be taken into consideration and the Managing Noise & Preventing Hearing Loss at Work Code of Practice 201. This is referenced in the COP that a reading of 85db indicates a maximum exposure of 8 hrs. 
Noise Environmental	Members of the Public may be subject to Nuisance Noise levels	• Client to ensure any possible members of the Public are advised of operation.
Manual Handling	Manual Handling injuries	• Ensure correct use of equipment in accordance with manufactures recommendations and industry practice. • Gloves to be worn where there is potential risk of hand injuries. • Ensure controls are in place to prevent or minimise musculoskeletal disorders arising from manual tasks in accordance with Manual Handling code of practice.
Public liability	Injury to members of public.	• Barriers must be erected to prevent access to scaffolding while in operation the Noise hearing protection zone could be use for such with pickets/witches hats and hazard tape.

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		Consideration needs to be given when leaving each site that members of the public especially young persons cannot injure themselves, this would most likely come under the control of the Project Controller.
Plant/Equipment	Failure/breakage	Inspection and maintenance to be carried out as per legislative requirements and/or Client site requirements.
	Plant operations	- Ensure all plant is maintained to support safe use in accordance with the Plant Code of Practice - All plant that needs to be registered is registered with the QLD Government and that all certificates of compliance are up to date.
Hazardous Materials	Inhalation, ingestion or absorption of hazardous materials	- MSDS register, if applicable if Cogent Scaffolding are use and hazardous material to be kept and proof of Worker training in the use of the Hazardous materials kept in the same register. - Ensure all chemicals used on site are used as advised in the Health & Safety Regulation 2011, Chapter 7 Hazardous chemicals, and schedule 19 reference to GHS and in conjunction with Coal Mining Health & Safety Regulation 2001, which further refers to GHS.
Personal Injury	Various physical injuries	- Adequate first aid equipment needs to be available. - Arrange first aid training is provided for workers. Ensure first aid trained people are available
Emergency Preparedness / Fire	Plant/Equipment Fire Smoking	- Ensure there are adequate fire extinguishers available for each item of plant. Type-foam or dry chemical powder. - Arrange training for the use of Fire extinguishers. - Ensure that all emergency situations that may arise have been addressed and that all controls are in place and adequate, including fire equipment, first aid etc.
Dust	Inhalation, eye damage	- If required, the PPE of is available for the use dust mask and eye protection. - Adequate eye irrigation facilities should be included in the First aid kit.
	Environmental	That controls are in place to minimise Dust, Inhalation, eye injuries and dust being blown
Working at Height	Falls. Falling objects	- No person shall work where they could fall. - All persons working above 2 metres must have effective safeguards in place. - Preferred safeguards include platforms, guardrails, scaffolding, approved man-boxes and Elevating work platforms.
Working under loads	Falling objects	Never position yourself under a suspended load
Communication	Entrapment	Effective communication systems between all operators during rig operations.

7 WORKPLACE HEALTH AND SAFETY

7.1 WORKPLACE HEALTH AND SAFETY PROGRAM

Cogent Scaffolding apply' s a holistic approach to safety, using a range of policies, procedures and plans (WHS Program) to implement a system that is not only robust but proven effective. Our safety management system & WHS

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Program is reviewed on a regular basis and maintains compliance with laws and legislation. Our workforce is trained initially via our employee induction process, with onsite and online refresher training. This program relates to all aspects of workplace health and safety including:

- WHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practices, including those associated with technological change;
- Emergency procedures and drills;
- Provision of WHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and
- Provision of information to workers, contractors and sub-contractors.

7.2 MANAGEMENT'S RESPONSIBILITY

The implementation and compliance of workplace health and safety is primarily the responsibility of management. Management at all levels are required to provide workers with a safe place to work and therefore, contribute to the health and safety of all persons in the workplace. Management of Cogent Scaffolding will develop, implement and review, in consultation with its workers, the company's WHS program.

Managers will also provide support to supervisors and leading hands to ensure safety is priority and relevant programs, plans and policies are implemented at the highest level. Management will appoint a specific Management representative who, irrespective of other duties, shall have defined roles, responsibilities and authority for ensuring WH&S requirements are established, implemented and maintained in accordance to AS/NZ4801:2001. Regular audits and reporting will be conducted to allow for system review and improvement.

7.3 SUPERVISOR RESPONSIBILITIES

The first-line supervisor or leading hand is responsible, and will be held accountable, for taking all practical measures to ensure that:

- The WHS Program is complied with and workers are supervised and trained to meet their requirements under this Program;
- Workers are consulted in issues, which affect their health and safety, and any concerns they may have are referred to management.

7.4 WORKERS RESPONSIBILITIES

All workers are required to co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.

7.5 CONTRACTORS AND SUB-CONTRACTORS RESPONSIBILITIES

All Contractors and sub-contractors engaged to perform work on Cogent Scaffolding premises or locations are required, as part of their contract, are expected to comply with the workplace health and safety policies, procedures and programs of Cogent Scaffolding. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

7.6 OBJECTIVES AND TARGETS

The company will establish health and safety objectives which will be reviewed annually or upon system changes. The objectives are to be achievable and will be communicated to all staff via performance appraisal KPI's. Accountability is key and objectives should complement the company's operations and be consistent with the company's Workplace Health and Safety systems.

8 CONSULTATION AND COMMUNICATION

At Cogent Scaffolding we implement best practice and we implement effective consultative mechanisms which encourage cooperation and engagement with employees and management.

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8.1 CONSULTATION

There are significant benefits associated with implementing and maintaining a culture of consultation and cooperation in the workplace. Cogent recognises the benefits of regularly seeking opinions and views from employees, whether that be through consultation with individuals, groups or unions, or a mixture of all three.

Employee awareness of, and involvement in, decision-making regularly leads to:

- more productive workplaces as a result of greater cooperation and collaboration
- better and more informed decision making and successful implementation of ideas
- attraction and retention of skilled and positive staff
- workplaces that are better able to cope with change
- minimisation of employer/employee disputes
- minimisation of employee claims against the employer

The Queensland Work Health and Safety Act and our workplace Enterprise Agreement both encourage consultation between management and workers. Cogent Scaffolding is committed to encouraging co-operation between management and workers on health and safety issues. The arrangements for consultation may include, but are not limited to:

- Staff Meetings
- Management & Leading Hand Meetings
- Notice / bulletin boards
- Safety Alerts
- Weekly Toolbox talks
- Safety Observations / Audits
- Site Safety Committee Meetings (Consultation between PC and co sub-contractors)

8.2 COMMUNICATION & MEETINGS

8.2.1 Project Review Meetings

Cogent Scaffolding will facilitate Project Review Meetings to monitor contract performance.

8.2.2 Managers Safety Meetings

The Supervisor or the HSE & Risk Manager will undertake safety review meetings with all Scaffolding workers on a regular basis. The agenda for the meetings shall include:

- Safety incidents
- Near miss / hazard reports
- Job safety & environmental observations
- Concerns from workers
- Outstanding action items-Non-Conformances
- Any audit results
- Environmental issues
- Production performance
- Contractual issues

8.2.3 Toolbox Talks

Weekly toolbox talks will be conducted on each site to emphasise compliance with site rules, safe work instructions, safety alerts and to discuss any incidents and hazards involving or having the potential to impact on the workforce (including contractors).

Summary minutes will be taken of toolbox talks from all Cogent Scaffolding's work sites and a copy available for the client if required.

Additional Toolbox Talks will also be conducted in response to a need arising from an incident or safety alert.

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9 CHANGE MANAGEMENT

Cogent Scaffolding, via Change Management, supports individuals to successfully adopt change in order to drive organisational success and outcomes. We will manage change as an integral part of the safety management system. Changes to specific activities or plant have the potential to introduce new and unforeseen hazards to operations. Changes may include:

- Introduction of new, or modification to existing plant or equipment;
- Introduction of new, or modification to an existing procedure, standard or process
- Introduction of new, or modification to existing operations plan
- Introduction of new, or modification to existing chemical.

Actions for the management of change include:

- STOP
- Reassess the task for new hazards
- Ensure controls are effective
- Document review using a JSEA or SWMS
- Review plant manufacturer's instructions, Australian Standards or Codes of Practice as appropriate.
- Ensure controls are implemented before continuing.

10 QUALITY STRUCTURE

Cogent Scaffolding's Quality Management System has been independently certified to comply with ISO 9001:2015 standards. Yearly audits are completed in order to facilitate continuous improvement and to maintain certification. We have developed a robust structure, which consists of three document recording variations, detailed below.

10.1 SITE SAFETY PLAN

This Site Safety Management Plan provides an overview of **Cogent Scaffolding** policies and organisational structure which can be used to provide workers and customers with non-confidential information about **Cogent Scaffolding** and how it operates.

10.2 POLICIES AND PROCEDURES

Procedures are internal documents that provide instructions on how an activity or task is to be performed safely. Most tasks with **Cogent Scaffolding** have a written procedure, known as a Safe Work Method Statement (SWMS). SWMS give each worker guidance and instructions on how they should perform that task. Within these SWMS there is reference to other work instructions and procedures that are a requirement for performance of that work task.

A worker who is performing a task, which is covered by a Safe Work Method Statement, should be able to understand and perform the tasks outlined. It is the responsibility of each manager/supervisor to ensure all workers have training, follow up and monitoring in the specific SWMS.

10.3 DOCUMENT CONTROL

All documentation will be readily available via either printed format – which will be uncontrolled, and via electronic means on company servers or via the business website.

All documents developed will be reviewed on a regular basis (at least every year) or if any work process changes due to an incident, legislation or industry requirements.

Any obsolete documents or records will be archived appropriately (must be protected against damage, deterioration or loss) and be accessible if required and must be kept for a duration deemed by current legislation.

11 EMERGENCY MANAGEMENT PLAN

Managers and employees of Cogent Scaffolding appreciate that the performance of work includes the ability to respond appropriately when an incident occurs. This includes a wide range of emergencies including medical, fire, external threats (Bomb threats) and natural events (severe weather or flooding).

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11.1 FIRST AID

11.1.1 First Aid Equipment

In addition to site first aid sheds, first aid kits and fire equipment are provided in all company vehicles so that individuals can properly respond to emergency situations. All first aid injuries must be reported and treated. Cogent Scaffolding will comply with the clients' Emergency Response Plans.

11.1.2 First Aid Officers

The management of Cogent Scaffolding recognise the importance of providing a safe working environment for workers, contractors and subcontractors. This includes our ability to respond to an emergency.

At all times, designated First Aid Officers will ensure their qualifications are current and notify the management of Cogent Scaffolding prior to their expiry. The First aid officer for this project is Michael Stewart.

Cogent Scaffolding will fund the cost of obtaining and maintaining First Aid Qualifications for designated staff as part of the overall Workplace Health and Safety Management System.

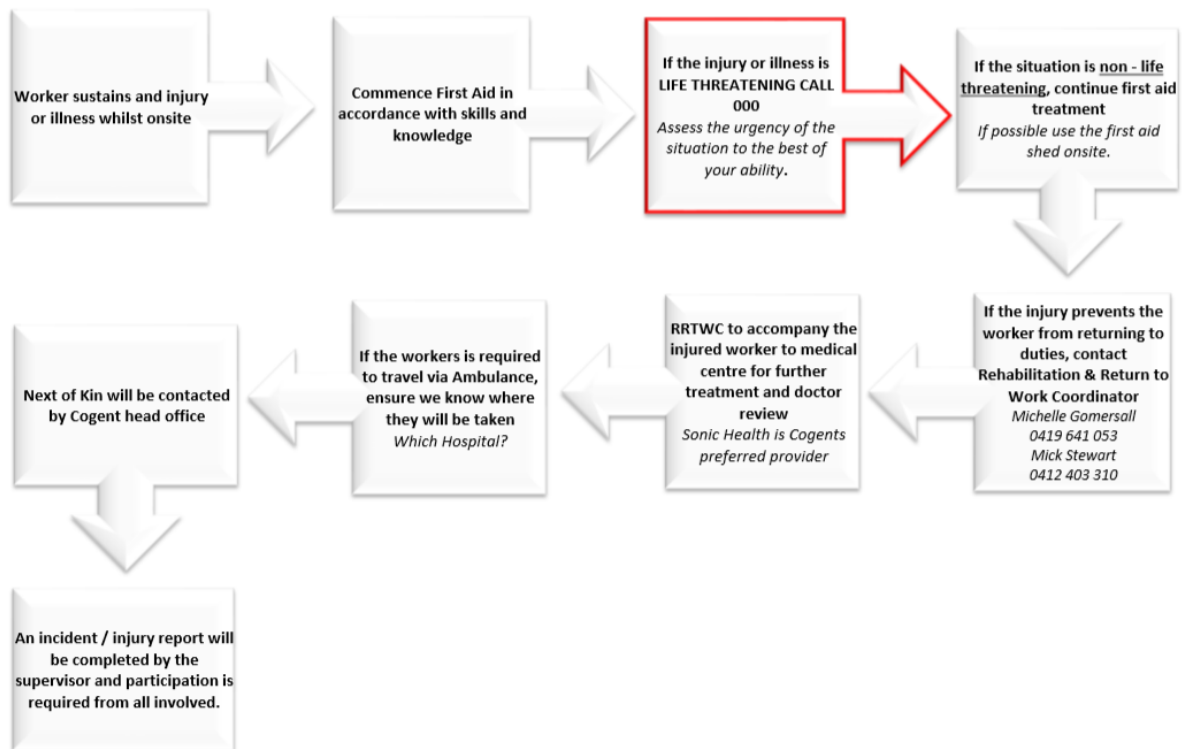
11.1.3 First Aid Procedure

Should an incident occur, requiring first aid, the following procedure should be followed:

- 1 Commence First Aid in accordance with skills and knowledge
- 2 Should the worker require further medical attention that cannot be administered by a first aid person or by a site medical centre then 000 must be rung and notify the client/principle contractor and **Cogent Scaffolding** head office.
- 3 **When contacting the emergency services on 000 for any LIFE THREATENING INJURIES** – advise the following:
 - **Number of Injured** persons
 - **Nature of injury** (i.e. amputation, spinal / head injury, asthma attack etc)
 - **Condition** - Conscious or Unconscious, Breathing or Not Breathing
 - **Location of Operation/site**
 - **Remain on the phone until the operator disconnects the call.**
- 4 **Nominated Medical Centre for all non-life threatening injuries**
 - Advise nature of injury
 - When injured worker will arrive at the Medical Centre
- 5 A member of Cogent Scaffolding shall accompany the employee to the Nearest Medical Centre or in the Ambulance to the Hospital if allowed.
- 6 The injured workers next of kin shall be contacted by **Cogent Scaffolding** Head Office and advised of the situation and location of the injured worker if the injured work cannot return home and the normal time.
- 7 An incident/injury report shall be completed by the Workplace Health and Safety Officer. If required an Incident Investigation shall be conducted.

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11.1.4 First Aid Flow Chart



***First aid personnel should under no circumstance assist an injured person if the injury is beyond their capabilities. They are there to support the injured person until the emergency services arrive.**

11.1.5 Maintaining First Aid Kits

It is the responsibility of the HSE & Risk Manager to have the first aid kits inspected to ensure that the kits are adequately stocked at all times. Records must be maintained of each inspection.

Medications are not to be kept in the First Aid Kits; this includes Panadol or other pain relief or pharmaceutical / prescription medications.

11.2 REPORTING

On completion of the first aid treatment, the following forms must be completed:

- First Aid Treatment Report Form (as per Builder's Policy)
- Injury / Incident Report Form (HSE_FM_001_V#)

11.3 INFECTION CONTROL

Before commencing any treatment of injured persons, the first aid officer will put on the disposable gloves provided in the first aid kits. They will also dispose of any items used; i.e. tweezers and any contaminated material, in the correct manner.

11.4 FIRST AID SIGNAGE

The following signs will indicate the location of the first aid kits



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11.5 RECORD KEEPING

All injuries that require first aid treatment will be recorded on the necessary forms, which will be used by management for statistical reporting and for future reference.

11.6 CONFIDENTIALITY OF INFORMATION

All information and records regarding an incident will be kept in the strictest of confidence. Records will be maintained in line with the relevant Privacy Legislation.

11.7 EMERGENCY RESPONSE

11.7.1 Emergency Response Personnel

Cogent Scaffolding will ensure all sites have access to trained first aid persons and equipment, including firefighting equipment. Anyone discovering an emergency situation (including fire) should without hesitation raise the alarm. Once the emergency services have been informed and response actioned, the client must be informed.

11.7.2 Emergency Response Process

Assess the situation to identify the nature of the emergency and the assistance required. On becoming aware of an emergency, Cogent Scaffolding workers should take the following actions:

- Ascertain the nature of the emergency and determine appropriate actions
- Ensure that appropriate emergency service has been notified
- If necessary, initiate evacuation procedure
- Brief the Emergency Services personnel upon arrival.
- Thereafter act on the Fire / Ambulance Officers instructions

IN CASE OF EMERGENCY
CALL THE EMERGENCY SERVICES BY

DIALING 000

ASK THE OPERATOR FOR THE
"FIRE" / "AMBULANCE" / "POLICE"

When the Fire Service replies, give the call distinctly

"Emergency Address: Site/Project location

Nature of Emergency: Fire / People Injured / Chemical Spill / Threat

Number of People Injured: _____

Nature of Injuries: _____

Do not hang up until advised by operator

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Service by the quickest means available. It will be the obligation of the Cogent Scaffolding supervisor to ensure that the appropriate authorities / services are called.

At the quickest most suitable time, the emergency incident should be reported to the Cogent Scaffolding Directors and the HSE & Risk Manager.

11.7.3 Assembly Area

The Emergency Evacuation Area will be as indicated at the site induction by the client or principle contractor or at remote locations as identified on the site inspection prior to work commencing.

11.8 TRAINING

Cogent Scaffolding will ensure all workers understand this Emergency Response Process and are trained in the use of emergency response equipment, such as fire extinguishers. All training will be documented and recorded in the workers training records.

11.9 EMERGENCY PROCEDURES

11.9.1 Fire Procedure

These procedures apply for a FIRE on the site:

1. **Raise** the alarm.
2. **Alert** others of the immediate danger.

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3. Call the Fire Service on “000”.
4. **Evacuate** the area
5. **Use the fire fighting equipment** (Extinguishers) to fight the fire; (If safe to do so).
6. All occupants to evacuate to the **Emergency Assembly Area**.(mustering point)
7. A “Roll Call” is taken to account for all persons.
8. Report any missing persons immediately to the attending fire crews.

Circumstances will dictate as to whether fire-fighting operations should be attempted. **REMEMBER**, Firefighting must always be secondary to life safety.

11.9.2 Lightning and Storm Procedure

These procedures apply to all operations impacted by a potential storm.

1. **Cease work and Assess the risk** and if this is a possibility, then stop operators straight away.
2. **Shut down** operations
3. **Secure any objects outside** that could become airborne in strong wind gusts and cause damage.
4. **Take cover from storm in a safe place**, either in smoko shed or in the vehicles, ensure these are not parked under trees or exposed to flying objects.
5. If necessary, **contact the client who may shut down site and evacuate** to safe area, such as the Emergency Assembly Area. (mustering point).

11.9.3 Flooding Procedure

These procedures apply to all operations impacted by flooding of a site or access.

1. Do not attempt to cross any floodway or drive along roads that have flood water flowing over them.
2. Do not risk being swept away by floodwaters trying to rescue plant and equipment.
3. Evacuate flooded area to higher ground, site office or other means of safe refuge.
4. Contact Client/Principle contractor who will assess the risk and who will notify the correct authorities as required
5. Contact **Cogent Scaffolding** head office and advise them of the situation.

11.9.4 Hazardous Substance Emergency Procedure

These procedures apply for exposure to a Hazardous Substances on the site:

1. **Raise** the alarm.
2. **Alert** others of the immediate danger.
3. Call the Fire Service on “000” or Nominated numbers.
4. **Only** If applicable and it is safe shut down plant and equipment
5. **Evacuate** the area
6. All occupants to evacuate to the **Emergency Assembly Area**.(mustering point)
7. A “Roll Call” is taken to account for all persons.
8. Report any missing persons immediately to the attending fire crews.

Circumstances will dictate as to whether any rescue attempts to help anyone are to be made by the supervisor/manager or failing this the emergency services (IE .Police/Fire&Rescue) will control the situation.

Hazardous substances must be treated as life threatening.

11.9.5 Gas Emergency Procedure

These procedures apply for Gas Emergency exposure to a Hazardous Substances on the site:

1. **Raise** the alarm.
2. **Alert** others of the immediate danger.
3. Call the Fire Service on “000” or Nominated numbers.
4. **Only** if applicable and it is safe shut down plant and equipment
5. **Evacuate** the area
6. All occupants to evacuate to the **Emergency Assembly Area**.(mustering point)
7. A “Roll Call” is taken to account for all persons.
8. Report any missing persons immediately to the supervisor/manager.
9. Only return to the work areas when instructed by emergency services.

11.10 EXTINGUISHERS

The minimum standard of maintenance is 6 monthly and must comply with the following:

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Fire safety installation to be inspected or tested	Installation standard	Nature of inspection & Test frequency
Extinguishers	AS 2444	AS 1851.1

When performing work on client sites, it is possible that high fire equipment service standards be expected. The following table is established to document these expectations.

Client		Fire Equipment Servicing
Example –Bovis		Fire Extinguishers – 6 monthly
IN AN EMERGENCY PHONE FIRE BRIGADE 000 POLICE 000 AMBULANCE 000 Poisons Information Centre - 131126	WHEN YOU DIAL THE EMERGENCY NUMBER 1. Advise location 2. Provide your name and the Cogent Scaffolding phone number and any other information requested by the operator	FIRST AID KITS First Aid kits are located in site office. 
EVACUATION PROCEDURES On hearing the evacuation alarm, staff must be aware there is a real or potential emergency. Workers should: • Cease work immediately and exit the work area in a calm and orderly, but quick fashion. (turn off machinery only if it is safe to do so) • Assist visitors • Proceed immediately to the designated assembly area. • MANAGER will conduct a roll call. Anyone not accounted for is to be reported to the Emergency Services. • Return to the work area when instructed by the Emergency Services.		KNOW YOUR EXITS  For your safety make sure you know the location of the nearest -EMERGENCY EXIT / EVACUATION Route
FIRE EXTINGUISHERS AND HOSE REELS IF SAFE TO DO SO: <u>FIRE Extinguishers:</u> Select the correct extinguisher 1. Remove from bracket 2. Carry to scene of fire 3. Think of the word <u>PASS</u> <u>Pull the pin</u> <u>Aim the nozzle</u> <u>Squeeze the handle</u> <u>Sweep the fire</u>		REMOTE AREA EMERGENCIES When you call emergency services: ▪ Ensure road names are correctly provided ▪ Provide property descriptions ▪ Arrange for a location to meet emergency services and then escort to site The nature of the injuries may require helicopter evacuation. Clearly identify hazards for helicopter pilots to easily assess a landing location.

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12 HEALTH AND SAFETY PROMOTION

Cogent Scaffolding will actively promote health and safety throughout the workplace in order to maximise awareness and to positively influence the behaviour and attitude towards health and safety of all personnel and clients.

The most effective form of promotion is the example shown by all Managers and Supervisors demonstrating their commitment to the implementation of the workplace health and safety management system.

Posters and brochures will be posted in prominent positions to highlight specific health and safety issues. Safety talks will be used as a means of reinforcing safe work practices.

13 TRAINING / SAFE PEOPLE

Cogent Scaffolding understands that the key to a safer work environment is the training of our workers.

All workers are inducted in Cogent Scaffolding's systems of work, policies, objectives and procedures specific to their tasks prior to commencing work or moving into a new work environment.

1. All workers will be inducted in the specifics of the tasks they are required to complete. Relevant records will be kept to ensure full coverage of specific safety, health and quality aspects. Specific information and training in the correct use, storage and handling of all personal protective equipment and clothing required to be worn is given during the induction.
2. Guidelines for safe lifting are provided at the induction. Additional instruction will be given as part of the ongoing training program.
3. Additional training, under supervision by a competent person with the appropriate skills, knowledge and experience, is conducted until it is determined that the worker is competent to work in their allocated work environment.
4. Ensure that all workers are placed under the direct supervision of an experienced operator for a probationary period, relevant to the level of task competency requirements.
5. Any training provided and any accreditation or licence received is registered and authorised personnel maintain records.
6. Workers will be consulted in identifying training needs to perform work safely and competently.

13.1 COMPETENCIES

All Cogent Scaffolding workers shall be trained and competent to perform their task. If there is a defined competency and formal training arrangement for an activity then the person should be trained and assessed against those competencies.

- A high-risk work licence with a scaffold qualification (SB, SI or SA) is required to work for Cogent Scaffolding. As is a white card or blue card for construction.
- Qualifications, such as trade papers for Boilermaking, Fitting, Engineering, etc. are required for persons who are undertaking a designated task on site.

14 WORKPLACE POLICIES

14.1 CODE OF BUSINESS CONDUCT

The Cogent Scaffolding Code of Business Conduct (the Code) is designed to:

- Reflect Cogent Scaffolding values of *Relationships, Family, Quality, Integrity and Innovation*;
- Assist all workers and contractors to understand their responsibilities and obligations;
- Assist Cogent Scaffolding to establish and maintain a reputation as a good corporate citizen; and
- Provide guidance to workers and contractors faced with a work related legal or ethical dilemma or a conflict of interest.

The Code covers various areas of professional conduct and details the minimum standards of behaviour expected of all workers and contractors.

All workers and contractors are expected to carry out their duties with efficiency, integrity and impartiality, and to strive to ensure that a high standard of service is delivered.

This Code applies to:

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- All workers , whether full time, part time, casual or temporary;
- Contractors, subcontractors;
- Consultants; and
- Agents.

The term 'workers ' is used throughout the Code of Business Conduct to refer to all persons who are covered by the Code.

14.2 PERFORMANCE OF DUTIES

In the performance of their duties, workers must:

- Treat others with courtesy, respect and dignity;
- Apply themselves diligently and responsively, to the best of their ability;
- Comply with all reasonable and lawful directions from managers and supervisors;
- Comply with any relevant legislative, regulatory and administrative requirements;
- Not take improper advantage of any information gained in the course of employment; and
- Observe relevant occupational health and safety requirements and bring to the attention of management any situation that is, or is likely to be, a health or safety hazard.

Workers are also encouraged to raise with management any concerns they may have about compliance with the Code by other workers .

14.3 CONFLICT OF INTEREST

Each worker must avoid all actual conflicts of interest and the appearance of impropriety when:

- Representing Cogent Scaffolding in business dealings; or
- In making any recommendation which could affect the Company.

Workers must:

- Immediately disclose to their manager any matters that may lead to an actual or perceived conflict of interest, including those with relatives, close friends or business acquaintances.

Workers must not:

- Participate in any business activity or employment outside of Cogent Scaffolding that could adversely impact on their ability to carry out their duties and responsibilities to Cogent Scaffolding without the Managing Director's prior consent;
- Use their position at Cogent Scaffolding to obtain favour for themselves or any associated person, such as a friend, acquaintance or relative;
- Own any interest (other than nominal amounts of shares in publicly-traded companies) in any supplier, customer or competitor of Cogent Scaffolding unless the interest has been fully disclosed and approval given by the Managing Director;
- Serve as a director of any customer, lessor, contractor, supplier or competitor company without Managing Director's prior consent; or
- Participate in any outside business activities that are or could be in competition with Cogent Scaffolding business in any capacity including as a volunteer.

14.4 CONFIDENTIALITY

All workers must comply with Cogent Scaffolding policy in relation to confidentiality, which is set out in the written contract or letter of appointment Cogent Scaffolding has with its workers.

14.5 COMPLIANCE WITH ALL LAWS

Workers must comply with all laws and regulations which are applicable to Cogent Scaffolding business and the employee's obligations.

These include but are not limited to all laws and regulations relating to:

- Work health and safety; and
- Discrimination and equal opportunity; and
- Bullying, harassment and sexual harassment.

Guidance in respect of the employee obligations in relation to of these laws and regulations can be obtained from the Company's policies and procedures.

Workers should consult their immediate supervisor or manager for clarification of these obligations or specific advice in the first instance.

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14.6 COMMERCIAL RELATIONSHIPS

Cogent Scaffolding considers its reputation for fairness and integrity one of its most valuable assets. The Company seeks stable and profitable business relationships based on fairness and integrity with its workers, customers, suppliers and all others whose activities are associated with it.

Workers must use good judgement in all dealings with individuals, suppliers or firms which seek to become a supplier of goods or services to Cogent Scaffolding. To that end, Cogent Scaffolding workers must conduct their business affairs so that Cogent Scaffolding integrity will be unquestionable if the full details of those dealings become public.

Workers must not engage or participate in any activity which would serve to undermine competitive business practices or could be in breach of State and Federal trade practices legislation.

Workers must seek approval in advance from the Cogent Scaffolding management prior to attending any trade association meetings which may result in the disclosure of confidential, sensitive or proprietary information.

Workers must not do any of the following:

- Pay or receive monetary gifts, loans or other favours which may influence business decisions or compromise independent judgment;
- Give or receive any trip or entertainment, including tickets to sporting events, without the employee's supervisor's prior approval;
- Pay or receive any kickbacks for obtaining business for or from Cogent Scaffolding;
- misrepresent or deceptively omit material facts in connection with buying or selling real or personal property on behalf of the Company;
- Degrade Cogent Scaffolding reputation through any other activities which are of similar questionable integrity.

The Code is not intended to prevent Cogent Scaffolding from paying normal and reasonable commissions to its agents or from taking normal prompt payment discounts. They also do not prohibit receiving inexpensive gifts or services which are acceptable under normal and customary social circumstances, so long as the gratuity does not compromise the conduct and integrity of the recipient.

The Code does not prohibit normal business entertainment and related expenses which are incurred for the benefit of Cogent Scaffolding customers and potential customers.

If any employee or agent is requested to make or accept a gift or payment that is prohibited or may appear to be prohibited under the Code, the request and all the surrounding circumstances should immediately be disclosed to the Managing Director.

The Managing Director will decide of the appropriateness of the request.

14.7 RELATIONS WITH GOVERNMENT OFFICIALS

Cogent Scaffolding success depends upon its abilities to build relationships with government officials based on honesty and integrity.

Government Officials include all State, Federal, local and foreign government officials, officers and workers.

Workers must not take any action which could undermine proper relationships or tarnish Cogent Scaffolding reputation for integrity.

Workers must not, directly or indirectly pay or promise any Company funds or assets to:

- Any Government Official;
- Any enterprise owned or controlled by such persons; or
- To close relatives of such persons.

Workers must exercise the highest standards of integrity when dealing with Government Officials outside of the normally accepted business parameters, particularly in respect of the provision of any benefits such as meals, travel or goods and services.

When a Cogent Scaffolding worker meets or deals with government officials under such circumstances the Managing Director should be contacted for specific guidance.

14.8 USE OF RESOURCES

Cogent Scaffolding facilities and other physical resources should be used for their proper purpose and treated with due care and properly maintained.

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Workers must not donate or contribute Company funds, products, services or any other resources for any purpose, without the written approval of the Managing Director.

Any misuse of Cogent Scaffolding facilities or physical resources may result in termination of employment.

14.9 FITNESS FOR DUTY

Cogent Scaffolding will support clients' standards that help manage the risks concerning Fitness for Duty. This includes:

- Limiting work hours
- Drug and alcohol testing where all stakeholders are in agreement
- Physical and Psychological Impairment, and
- Non-conformance provisions

14.10 DRUG AND ALCOHOL POLICY

Cogent Scaffolding provides a work environment that aims to ensure the health, safety, respect and productivity of all workers

The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired worker or other workers, customers or any other parties.

14.10.1 Policy

The policy is that no worker is to commence work or return to work while under the influence of alcohol or drugs.

The purpose of this policy is to maintain a work environment free from the effects of the use of alcohol and drugs. The consequences of breaching this policy will result in disciplinary action being taken.

Testing may be undertaken by Cogent Scaffolding and/or their clients to identify the presence of alcohol or drugs in the following circumstances:

- Pre employment testing
- Voluntary self-testing
- Random testing
- Testing for cause or concern.

It is requirement that all persons will have a 0.00 BAC reading prior to commencing work on a shift. All persons will not be affected by drugs

14.10.2 Company vehicles

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. Cogent Scaffolding will accept no liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party incurred while the driver of Cogent Scaffolding vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

14.10.3 Prescription drugs, alcohol & illegal drugs

If you take prescription drugs, please check with your doctor to establish if the use of the drug will impact on work performance. If so, please obtain this advice in writing and provide this advice to your manager.

Workers must not:

- at any time allow the consumption of alcohol or drugs to adversely affect their work performance and duties, and conduct at work functions;
- operate a Company vehicle whilst under the influence of alcohol or any controlled substances (including prescription medication which may have the effect of impairing cognitive function);
- Consume alcohol during work time and while operating plant ; or
- Partake of any illegal drugs while on the premises, or while attending any functions as a representative of Cogent Scaffolding.

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14.11 SUPERVISION

The management will supervise compliance with this to ensure that Cogent Scaffolding business is conducted in a manner consistent with the law, regulation and good business ethics.

14.12 INTERPRETATION

The management are responsible for interpreting and applying the provisions of the Code and related policies to specific situations which arise.

Any questions relating to interpretation or application of the Code or policies should be addressed to your immediate supervisor or manager at the first instance who will direct the query to the appropriate Company representative.

14.13 REPORTING OF VIOLATIONS

Cogent Scaffolding business and reputation depends, in large measure, on strict adherence to the provisions of this Code.

All workers must report any known Code violations to the supervisor.

No disciplinary or other retaliatory action will be taken against a worker making such a report and all information provided will be maintained in the strictest confidence.

14.14 AUDITS

Compliance with this Code may be monitored by periodic audits. All Company workers must co-operate fully with such audits and to provide truthful and accurate information.

14.15 NON-EXCLUSIVITY

The Code does not constitute a comprehensive, full or complete explanation of the laws which are applicable to the Company and its workers nor does it contain all applicable policies and bases for discipline or termination of employment. Each worker has a continuing obligation to be familiar with applicable law and all **Cogent Scaffolding** policies and procedures.

14.16 VIOLATIONS

A breach of the Code or a false or misleading answer or response to a question or Compliance Statement can result in disciplinary action against the worker, and could lead to termination of employment.

The Company may also be required to bring known or suspected breaches of law to the attention of appropriate enforcement authorities.

14.17 FATIGUE POLICY

Cogent Scaffolding will comply with clients' standards that help manage the risks concerning fatigue.

This includes:

During the Shift

If a worker feels fatigued during their shift to the point where it may affect their or others safety, they shall contact their Supervisor.

Length of Shift

Cogent Scaffolding workers are permitted to work up to 12.5 hours in one shift (inclusive of shift handover / pre-start meetings) If any worker is required to work beyond the 12.5 hours, authorisation must first be sought from the workers Supervisor who will seek authorisation from the Clients' Project Supervisor prior to exceeding any hours.

Roster Hours

All rosters being worked by **Cogent Scaffolding** will conform to the following guidelines:

- For a normal 12 working hour shift, a maximum of five consecutive shifts are to be worked,
- For any roster, the total number of hours worked per week (excluding hand over or hot seat change times) shall be no more than 60 hours and a worker must have at least one day off (24 hours) per week. Any variation must be authorised by the Project Supervisor.

One of the most important parts of fatigue management is making sure you work a safe amount of hours. You should think of your hours in terms of three different periods: daily, weekly and fortnightly. Within each time period, there is a maximum amount of hours you can work and a minimum amount of hours you need to rest. There are also special rules about night-time work and rest. Work time starts when you actually start working, not when you start driving so

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this includes carrying out work incidental activities prior to the driving, for example loading and unloading, refuelling, paperwork or mechanical repairs. Rest time means time spent resting outside the vehicle or in your sleeper berth if the vehicle has this as a design feature.

Guidance for Standard Fatigue Management involving driving.

Understanding safe working Hours

1 Day/24hrs	Time Period	Work Time(Max)	Rest Time (Min)
	5hrs 15min	5hrs 15min	15mins
	8hrs	7 1/2 hrs	30mins(maybe taken in 15min blocks.
	11hrs	10hrs	60mins(maybe taken in 15min blocks.
	24hrs Understanding Safe work hours for a 168 hour period (7days)	12hrs	12hrs including at least 7 continuous hrs of stationary rest time.

Understanding safe working hours for a 168 hour period (seven days)

7Days/168 hours	Time period	Work Time (Max)	Rest Time (Min)
	168hrs	75hrs (6days of 12hrs work)	At the end of 72hrs you must have 24 continuous hrs.

Understanding safe working hours for a 336 hour period (14days)

14Days/336 hours	Time period	Work Time (Max)	Rest Time (Min)
	336hrs	144hrs (12days of 12hrs work)	At the end of 144hrs you must have 2days of 24 continuous hrs.4 nights rest break (including 2 consecutive nights rest break)

14.18 MEDICALS

Cogent Scaffolding workers on this site may be required may undertake a medical prior to commencing work. This must be pre-arranged with the Site Supervisor .

14.19 DISCIPLINARY AND TERMINATION POLICY

The Disciplinary and Termination policy ensures that the proceedings are both fair and just to the workers and **Cogent Scaffolding** .

Cogent Scaffolding will ensure that all allegations of misconduct or inadequate work performances are to be investigated and discussed with the worker concerned.

Disciplinary action may include counselling, written warnings and termination. The action undertaken will reflect the seriousness of the incident.

14.20 SMOKING POLICY

Cogent Scaffolding aims to provide its workers with a healthy work environment. Smoking in the workplace is a recognised health hazard and as such is not permitted in any client site office unless authorised

Workers who do smoke should only smoke in designated smoking areas on site. They should also ensure that they dispose of cigarette butts responsibly to prevent the risk of fire.



14.21 EQUAL EMPLOYMENT AND ELIMINATION OF DISCRIMINATION POLICY

It is the policy of **Cogent Scaffolding** to develop an employment climate and culture in which every person has the opportunity to apply and develop their abilities free from obstruction and to achieve their potential.

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Cogent Scaffolding is committed to providing all workers with a workplace free of discrimination and harassment.

Implementation of this policy necessitates:

- Employing the best person for the job;
- Appraising, developing and promoting all workers on the basis of performance, ability and potential; taking into account employee aspirations;
- Maintaining a workplace free from all forms of harassment and discrimination;
- Complying with anti-discrimination laws;
- Educating and Training all workers as to their responsibilities and obligations; and
- Promoting mutual respect in the work environment.

All workers, contractors and visitors are accountable for upholding the letter and spirit of the policy and eliminating any practices and behaviour, which are discriminatory or which could lead to discrimination in the workplace.

14.22 WORKPLACE HARASSMENT POLICY

One of the supporting philosophies of **Cogent Scaffolding** is to create a people orientated company which has respect for each individual employee. Our intention is to maintain a safe, healthy and harmonious working environment.

Workplace harassment is the “repeated less favourable treatment of any individual by another individual or group of others within the workplace, which may be considered unreasonable and inappropriate workplace practice.” It includes those behaviours that intimidate, offend, degrade or humiliate a fellow worker.

Workplace harassment is considered an offence under the Commonwealth and State Work Health and Safety legislation as it affects the well being of any employee while at work. **Cogent Scaffolding** cannot and will not condone any behaviour that may be considered to be workplace bullying.

Cogent Scaffolding has grievance and investigation procedures to deal with alleged workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. The Director, Managers and Supervisors must ensure that workers who make complaints, or witness to bullying, are not victimised.

Disciplinary action will be taken against anyone where workplace bullying is proven. Discipline may involve a warning, counselling and dismissal depending on the circumstances.

14.23 GRIEVANCE & DISPUTE SETTLEMENT POLICY

The matters to be dealt with in this procedure shall include all grievances / disputes between an workers in respect to any industrial matter and all other matters that the parties agree on and are specified herein. Such procedures shall apply to a single employee or to any number of workers.

The grievance / dispute referral process shall include:

1. In the event of an worker having a grievance / dispute the employee shall in the first instance attempt to resolve the matter with the immediate manager. Where the grievance / dispute concerns alleged actions of the immediate supervisor the worker/s may bypass this level in the procedure.
2. If the grievance / dispute are not resolved under clause 1, the worker may refer the matter to senior management for discussion.
3. The grievance must be documented on an “Incident Report Form or equivalent”. All concerns must be outlined including proposed resolutions that were considered unacceptable.
4. If, after discussion between the parties, the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, then notification of the existence of the dispute is to be given to the Commission in accordance with the provisions of the Act.

Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue.

The status quo existing before the emergence of the grievance / dispute is to continue whilst the above procedure is being followed.

All parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by the Commission with a view to the prompt settlement of the dispute.

Any Order or Decision of the Commission (subject to the parties' right of appeal under the Act) will be final and binding on all parties to the dispute.

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Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it shall be open to any party to give notification of the dispute in accordance with the provisions of the Act.

14.24 MOBILE PHONE POLICY

Cogent Scaffolding is committed to providing a safe work environment that is free from injury or incident for all staff, contractors and visitors. Due to the nature of the work being carried out by **Cogent Scaffolding**, this policy has been implemented to ensure the safety of all personnel whilst they are on site.

Policy

It is the Policy of **Cogent Scaffolding** that NO personal mobile phones are to be used during construction of scaffolding operations. If you need to be contacted in the event of an emergency, the method of contacting staff/workers is through **Cogent Scaffolding** Head Office.

This Policy has been implemented for two reasons.

1. The use of mobile phones for personal use has a detrimental effect on workloads that staff have been employed to conduct.
2. There is a real safety concern in the workplace environment, especially given the nature of the plant and equipment operations.

Mobile phones may only be used in company vehicles in conjunction with hands free devices at all times. However the use of such items should not interfere with the safe operation of the vehicle. If so, the mobile phone is not to be used while operating the vehicle.

Mobile phones are not to be used when operating plant including, trucks or any vehicles.

14.25 SKIN PROTECTION

The health of workers is a primary concern for **Cogent Scaffolding**. It is acknowledged that skin cancer is a major public health problem with about two out of every three people who have spent their childhood in Australia requiring treatment for skin cancer in their lifetime. Exposure to ultraviolet radiation (UVR) from the sun has been identified as the major cause of skin cancer.

The aim of this procedure is to reduce outdoor worker exposure to UVR. UVR is recognised as a risk to health. As a result, risk assessment procedures apply. The measures outlined below reflect a risk management approach.

Sunlight and its ultra-violet radiation (UV) are required to assist the body's production of Vitamin D that is essential to human health.

UV also stimulates the production of melanin, the natural colouring or pigmentation in the skin that absorbs UV in the skin to prevent harmful effects.

Extended exposure to UV rays can cause problems such as:

Sunburn - this is a type of radiation burn

Eye damage – over exposure to UV can damage the retina and blindness may occur.

Premature ageing of the skin will result from over exposure.

Sun spots - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.

Skin cancers - UV is a carcinogen. Common types of skin cancers are carcinomas or melanomas.

The risks are largely dependent on the duration and extent of exposure.

Cogent Scaffolding will provide resources to ensure this policy is fully developed and implemented in a consultative, coordinated and consistent way across the full range of worksite functions.

11+ EXTREME

Reapply SPF30+ every 2 hours, protective clothing, sunglasses, shade essential between 11am and 4pm.

8, 9, 10 VERY HIGH

Reapply SPF30+ every 2 hours, protective clothing, sunglasses, shade essential between 11am and 4pm.

6,7 HIGH

SPF30+, protective clothing and UVA&B sunglasses. This is where Slip, Slop Slap and Wrap starts.

3, 4, 5 MODERATE

SPF30+. Protective clothing (hat) when in the sun for hours

0, 1, 2 LOW

Apply sunscreen, SPF30+. Safe to stay outside all day.

15 INCIDENT REPORTING AND INVESTIGATION PROCEDURE

The reporting and investigation of incidents is an essential part of the safety management system. To support this, managers and workers are expected to:

- All workers, contractor or subcontractor incidents are to be reported immediately
- Any near misses are to be reported, as someone's near miss today maybe someone's injury tomorrow.

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- The incident reporting requirements of the Division of Workplace Health and Safety and Electrical Safety Office will be complied with. The incident may need to be reported to workplace health and safety Queensland.

Purpose of Incident Reporting & Investigation

All incidents requiring first aid or medical treatment must be recorded on the incident report form. All incidents will be investigated by the manager and, where necessary, by the relevant Health and Safety Representative.

Incident investigation has three (3) purposes. They are:

1. To establish causes;
2. Identify contributing factors; and
3. Implement strategies to prevent a recurrence.

Incident investigation is NOT about apportioning blame. When an incident investigation is conducted, the Incident Report form will be used. All incidents, injuries and near misses should be investigated. **Cogent Scaffolding** will request copies of external investigation reports. The Incident Report form will be signed by the person conducting the investigation passed on to the Manager and will be discussed with Management.

All reportable injuries and diseases will be reported to the relevant statutory bodies in the prescribed format.

Occurrence or Near Miss Investigation

Cogent Scaffolding understands that not every incident results in an accident. To assist in preventing an accident occurring, these incidents need to be recorded and investigated.

Reporting Procedure

All workers have an obligation to report verbally and immediately any incidents to their supervisor, who in turn will report verbally and in writing to his manager, using the Incident report form with the urgency necessary for the level of incident.

The Manager will immediately act to prevent any further risk of injury, applying the Hierarchy of Controls as a guide to the situation.

The manager in consultation with the supervisor and employee will investigate the matter and report to management:

- Outlining the incident,
- Those involved,
- The preventative action taken (i.e. tag out) and
- The corrective action recommended before recommencing the process.

The results of the investigation are communicated to all staff, all documents are to be filed along with recorded changes to the system resulting from the incident investigation.

Reporting Incident to Clients

In the event of a workplace incident, the supervisor will immediately report the occurrence to the **Cogent Scaffolding** Manager and Client / Contract Owner.

All incidents including near miss, shall be reported and recorded in accordance with the client's incident management standards. This includes incidents or injuries involving workers, contractor or visitors. Incident will be reported on the **Cogent Scaffolding Injury** / Incident Report Form and the Client's advised. *Copies of all incident reports must be sent to the Cogent Scaffolding Manager.*

The client will assess the severity of the incident and notify the relevant Manager and/or Senior Site Executive, as soon as practicable.

Statutory Reporting – Workplace Health and Safety.

Cogent Scaffolding and the Client have obligations to report notifiable incident in accordance with the Workplace Health and Safety Act, Electrical Safety Act and environmental damage or breaches of environmental conditions to the Environmental Protection Authority (EPA).

Incident Investigation – Scene Management

The immediate action required after an incident occurs is to remove or isolate any hazards and secure the location when the scene must be left undisturbed for investigation until such time as the Client / Contract Owner has released the scene and approves work to recommence.

All clients' requirements for conduction incident investigations will be complied with. Cogent Scaffolding site representatives will participate in the investigation process are required by the client or statutory authorities.

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16 REHABILITATION PROCEDURE (RETURN TO WORK/INJURY MANAGEMENT)

Under workplace health and safety and workers compensation legislation an employer is required to establish a workplace return to work program that is consistent with the insurer's injury management program to assist injured workers return to work.

Workplace rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

Commitment

Cogent Scaffolding is committed to the prevention of illness and injury by providing a safe and healthy working environment (see *Workplace Health and Safety Policy*).

Cogent Scaffolding is committed to the rehabilitation of injured workers. **Cogent Scaffolding** aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- Ensuring that return to work as soon as possible is a normal practice and expectation;
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers [*or similar professionals*] for all who need them;
- Providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- Consulting with workers, and where applicable any industrial union representing them, to ensure that the rehabilitation program operates smoothly and effectively;
- Informing workers of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider;
- Providing access to interpreter services;
- Ensuring that participation in a return to work plan will not in itself prejudice an injured worker;
- Ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

Return to Work Coordinator -

A "Return to Work Coordinator" for this project is Michael Stewart. The role of the Return to Work Coordinator is to:

- Determine the injured worker's needs;
- Identify suitable duties for the injured worker;
- Co-ordinate and monitor return to work plans;
- Liaise with all parties including the Rehabilitation Provider where appropriate;
- Provide information and support to the injured worker; and
- Maintain confidentiality.
- The nominated rehabilitation return to work coordinator for **Cogent Scaffolding** can be provided upon request.

Confidentiality

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis.

Procedure

Procedure for the management of injured workers:

- If any work related injury or illness occurs it must be reported to your Supervisor of Workplace Health and Safety Officer, an accident form completed and treatment arranged.
- **Cogent Scaffolding** will notify the insurer of any 'significant injury' within 48 hours and within 7 days for any other type of injury.
- Claims for compensation are to be forwarded to the insurer within 7 days of receipt of the claim.
- **Cogent Scaffolding** will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:
 - Assist in filling out Workers Compensation forms;
 - Explain rights, obligations, benefits and rehabilitation procedures to the injured worker;
 - Ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used);
 - Where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

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Providing Suitable Duties/Employment

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties **Cogent Scaffolding** shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Co-ordinator or Rehabilitation Provider can identify suitable duties in the workplace.

Examples of suitable duties

Scaffolding Auditing, Scaffold Inspections, Assist in Pre starts and tool box talks, Gear lists, measuring up jobs, Conducting Loss Prevention Observations. Up skilling & further training, Reviewing and/or preparing SWMS, Risk Assessments.

Consultation

Cogent Scaffolding will consult with the injured worker and other workers on the rehabilitation process.

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the employee, management and where applicable an employee's union.

Responsibilities of Workers

Every worker shall:

- Take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- Co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- Notify the employer of an injury as soon as possible;
- Co-operate in reasonable efforts by **Cogent Scaffolding** to rehabilitate the person.

Rights of Workers

Each worker who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

17 SAFE WORK PROCEDURES / WORK METHOD STATEMENTS

Safe work procedures will be developed for all work processes. The safe work procedures will specify methods of carrying out certain types of work activities or tasks.

Once the safe work procedure is agreed on and approved, all workers involved in performing the job will be trained in the procedure.

A copy of the safe work procedure will be kept available and a Register to be maintained at all times.

The safe work procedure will be reviewed regularly and when there are changes to the work environment or the type of equipment used.

As **Cogent Scaffolding** performs work for construction, Safe Work Procedures will also comply with the requirements of a Safe Work method Statement.

18 MANUAL HANDLING GUIDELINE

Hazardous Manual Handling Policy

Cogent Scaffolding recognises that manual handling is a major hazard in this work environment, activities such as lifting, moving, pushing, pulling, checking, loading, unloading and storing all, in some form, entail hazardous manual handling.

In order to minimise possible injury to the staff, an active and systematic approach towards the elimination of workplace hazards will be adopted.

It is policy of **Cogent Scaffolding** that all staff will apply safe manual handling techniques.

The process of risk management of manual handling hazards, in priority order, is:

1. To identify manual handling hazards within the workplace,
2. The analysis/assessment of those hazards,
3. The elimination/control of those hazards.

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Risk management of hazardous manual handling is to be conducted by supervisors with worker consultations processes. Reviews will be undertaken to all work practices and planned changes to work practices.

Workers will be consulted during the risk analysis to ensure those who are exposed to risk have a role in identifying suitable controls.

Workers are expected to minimise their manual handling risk exposure when performing manual handling tasks. This may include:

- Seeking assistance
- Use lifting equipment

Hazardous Manual handling assessments are to be documented and reviewed annually.

Manual handling training will be provided where appropriate as an ongoing reminder of risk control measures.

Manual Handling Procedure

It is recognised that manual handling injuries constitute a large proportion of lost time injuries (LTI) across all industries.

Definition:

“Any activity requiring the use of force exerted by a person to lift, push, pull, carry, or otherwise move, hold or restrain any person, animal or thing”.

The Hazardous Manual Task Code of Practice 2011 is recognised as an excellent reference source to assist in the identification, assessment and application of control measures for manual handling activities.

In all cases always assess the task to eliminate the need for manual lifting.

Where it is not practicable to use mechanical lifting devices, the following general procedures apply:

- Always plan a manual lift prior to attempting the lift;
- Ensure that the route taken is clear of obstacles or obstructions;
- Check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- If carrying a load with a fellow employee, always keep in step;
- When carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- Never carry a load that blocks your vision, as you may trip or run into another object; and
- Keep your back straight throughout the lift.

19 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Policy

Cogent Scaffolding will provide personal protective equipment where it has been identified as an appropriate control measure for risk – but always considered the last resort.

The preferred risk management controls will be Elimination, Substitution, Isolation and Administration. Personal Protective Equipment will be provided to comply with the requirements identified in Material Safety Data Sheets (MSDS) for hazardous substances. The requirements for personal protective equipment include:

- **Hearing protection** (ear plugs or ear muffs) must be worn when performing activities that involve high noise risks.
- **Safety glasses** must be worn when using power tools and / or performing activities that involve flying object risks. Safety glasses or face shield may be required when using hazardous substances (refer MSDS).
- **Respirator protection** must be worn when performing activities, including working with substances, which produce dusts, mists, fumes and / or vapours. This includes complying with the requirements of MSDS.
- **Hand protection** (gloves) must be worn when performing activities that include risks of cuts / abrasions to hands. Hand protection may be required when using hazardous substances (refer MSDS).
- **Safety footwear** (lace up steel cap boots) must be worn at all times. Steel capped rubber boots will be provided where necessary.
- **Safety goggles, face shields** – Hazards include splashes and multi-directional flying objects (grinding)
- **Ear plugs, ear muffs** – Noise Hazards
- Hard hats must be worn at all times. Sun shade may be added to helmets where appropriate.



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- **Gauntlets** – Welding and hot work hazards.
- **Respiratory protection** (dust masks, respirators, self contained breathing apparatus etc) Hazards include dusts, fumes or vapours.

Where the nature of the task is such that you are at risk of injury can be minimised by using PPE, then the appropriate PPE will be provided.

Personal Protective Equipment & Clothing Procedure

Each job and each work place have varying requirements for personal protective equipment (PPE) and clothing. Requirements for PPE will be determined following a risk assessment of the work process.

Instruction and training will be given on the correct use, care and storage of personal protective equipment and clothing provided.

Areas of known hazards that require PPE use will be appropriately sign-posted to warn all personnel.

All personal protective clothing or equipment will be in accordance with relevant Australian Standards.

Management / Supervisor Responsibilities:

- Undergo training to ensure competency in the proper selection, fit, use, cleaning and maintenance of the PPE.
- Ensure PPE is to be worn by personnel during all job tasks, which require such protection.
- Provide appropriate instruction and training to personnel required to use the equipment and clothing.

Workers & Contractors, Subcontractors Responsibilities:

- To wear PPE provided.
- Participate in training provided.
- To report any problems or defects to their Manager/Supervisor.

Where such equipment has been issued, it is your responsibility to wear, maintain, clean and store it so that it is in good condition for use. Failure to comply or refusing to wear the appropriate PPE and clothing or unless granted an exemption may result in disciplinary actions.

The wearing of PPE will be enforced, as it is not sufficient to provide the equipment, we must also supervise the use of it.

The issues of PPE and clothing will be on a personal basis.

- The initial issues will be supplied to the worker
- Replacement issues shall be upon the article being contaminated or worn out.
- Request for additional or alternative PPE will be handled by the supervisor.

20 ELECTRICAL SAFETY REQUIREMENTS

Electricity can kill. Extreme care must be taken when working with any electrical appliances, equipment, cords etc.

The following applies:

- Only qualified electrical workers should carry out electrical work;
- If an electrical fault is noticed, promptly report it to your Supervisor or Manager, on the Hazard Report Form;
- All portable electrical equipment will be tested and tagged in accordance Electrical Safety Act 2002 and AS/NZS 3760:2001-In-Service Safety Inspection and Testing of Electrical Equipment
- Electrical appliances, equipment and cords should be inspected prior to use and any damage or faults reported. Damaged equipment may need to have an "OUT OF SERVICE" tag attached;
- Follow isolation/lock out/ procedures when working on plant or machinery;
- When drilling, ensure that you know the location of electrical cables;
- When working near energised "overhead" power lines, ensure that your distance is in compliance with regulatory clearances – contact ENERGEX 13 12 53
- Ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced;
- When working on equipment connected to an electrical supply, ensure the electrical supply is disconnected by turning off the main switch, removing fuses or turn off circuit breakers and attach a "DANGER" or "OUT OF SERVICE" tag;
- Ensure that you use the correct fire extinguisher for electrical fires; and
- Cords wound onto a reel can overheat when used. Fully unwind the cord before using it.

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All electrical equipment must be inspected by a licensed electrician /competent person and tagged with the relevant tag, in accordance with AS/NZS 3760:2001-In-Service Safety Inspection and Testing of Electrical Equipment; and the Electrical Safety Act 2002 Queensland

Electrical Test and Tagging

Electrical equipment will be maintained in a safe working condition and must be inspected and tested by an electrician/competent person with the following test periods:

- All electrical equipment will be inspected tested and tagged by a qualified electrician on a monthly basis.
- The electrical register will be updated and supplied to the PC

Double adapters and piggyback plugs are prohibited. Any unsafe electrical equipment should be removed from use ("out of service tag").

Personnel must inspect electrical equipment before each use and satisfy themselves the equipment has a current inspection tag and that there are no visible defects or hazards.

Overhead Powerlines

When working near overhead powerlines, the following exclusions zones apply (Table: Exclusion zones for overhead lines (Electrical Safety Regs 2002 Schedule 2).

Phase to phase voltages. Cables are uninsulated unless otherwise indicated.	Untrained persons			Authorised person (AP) or Instructed person (IP)			
	Untrained persons (mm)	Operation of Plant (mm)	Operation of Vehicle (mm)	AP &/or IP (mm)	Operating plant operated by AP or IP with safety observer or another safe system. (mm)		Operation of vehicle. (mm)
					Uninsulated	Insulated	
Low voltage with consultation	1000	3000	600	(No exclusion zone prescribed)	1000	-	600
Low voltage without consultation	3000	3000	600	(No exclusion zone prescribed)	1000	-	600
> 1 kV and < 33 kV with consultation	2000	3000	900	700	1200	700	700
> 1 kV and < 33 kV without consultation	3000	3000	900	700	1200	700	700
Insulated low voltage with consultation and insulation verified by AP	(No exclusion zone prescribed)	1000	300	(No exclusion zone prescribed)	-	(No exclusion zone prescribed)	(No exclusion zone prescribed)
Insulated low voltage without consultation and without insulation verified by AP	3000	3000	600	(No exclusion zone prescribed)	-	(No exclusion zone prescribed)	600

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In general terms. Cogent Scaffolding operations will remain outside the exclusion zone for “Operation of Plant – Untrained Persons”. If it is necessary to work within this exclusion zone, the client will be required to provide the necessary control measures.

Electrical Incident Reporting

Electrical incident report in Queensland is described in the Electrical Safety Regulation 2002 Section 196 which states that an employer or self-employed person is to advise the Chief Executive of serious electrical incident or dangerous electrical event.

This requires that in the conduct of the business of an employer or self-employed person, a serious electrical incident or dangerous electrical event happens. An employer or self-employed person must:

- (a) Give written notice of the incident or event to the chief executive in the approved form; and
- (b) Ensure the written notice is received by the chief executive within 24 hours after the employer or self-employed person first becomes aware of the happening of the incident or event.

However, if the incident or event that happens is a serious electrical incident in which a person has been killed, the employer or self-employed person must also advise the Managing Director of the incident, immediately the employer or self-employed person becomes aware of the incident, by phone, fax or another suitable form of immediate and effective communication.

Section 197 of the Electrical Safety Regulation 2002 also requires the employer or self-employed person must make and keep a record of the incident or event in accordance with the requirements of this section.

The record of the incident or event must be made in the approved form:

- (a) Within 3 days after the employer or self-employed person becomes aware of the happening of the incident or event; or
- (b) If the employer or self-employed person is incapacitated by the incident or event—as soon as reasonably practicable after the employer or self-employed person is no longer incapacitated.

The record must be kept for 3 years.

A **serious electrical incident** is an incident involving electrical equipment if, in the incident:

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

A **dangerous electrical event** is any of the following:

- (a) The coming into existence of circumstances in which a person is not electrically safe, if:
 - The circumstances involve high voltage electrical equipment; and
 - Despite the coming into existence of the circumstances, the person does not receive a shock or injury;
- (b) The coming into existence of both of the following circumstances—
 - If a person had been at a particular place at a particular time, the person would not have been electrically safe;
 - The person would not have been electrically safe because of circumstances involving high voltage electrical equipment;
- (c) An event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity;
- (d) The performance of electrical work by a person not authorised under an electrical work licence to perform the work;
- (e) The performance of electrical work by a person if, as a result of the performance of the work, a person or property is not electrically safe;
- (f) The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

21 HAZARDOUS SUBSTANCES & DANGEROUS GOODS

The control of dangerous, flammable or hazardous substances is a major concern.

Transport, storage, use, handling and disposal will be in accordance with relevant legislation.



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It is the responsibility of **Cogent Scaffolding** that hazardous substances introduced into the workplace have been identified and assessed. This assessment should consider:

- The severity of the hazard;
- The degree of exposure to personnel; and
- Possible control measures to eliminate or minimise the risk.

Management will identify, assess all hazardous substances, record onto Substances Register

Safety Data Sheets (SDS) for any hazardous substance used will be readily available. Copies will be kept by Management and, where practicable, posted at the point of use or storage bay.

SDS includes information on short and long term health effects, first aid treatment and emergency procedures in the event of a spillage.

If workers have a concern about any chemical or hazardous substance used, they should request an MSDS and seek advice from their Supervisor.

Training and instruction will be provided on the correct use, storage handling and transport of hazardous substances and chemicals.

Liquids such as petrol, kerosene, thinners and other flammable substances are a significant fire risk. Care should be taken when handling flammable substances.

If a spillage occurs it must be immediately cleaned up and correctly disposed of, in accordance with the MSDS.

If substances are decanted into smaller containers, the containers must be clearly marked to indicate the contents.

Cogent Scaffolding will maintain a register of all hazardous substances and other records as specified in the relevant Queensland legislation. The hazardous substances register will include a list of all hazardous substances used and copies of material safety data sheets (SDS) and documented risk assessments. This register will be updated on an as needed basis – when a new hazardous substance is to be used in the workplace.

Any disposal of dangerous or hazardous substances will be conducted in accordance with legislation and MSDS.

Health Surveillance

Products selected for use at **Cogent Scaffolding** do not require health surveillance requirements.

If there is a requirement to use a product that requires “health surveillance”, a risk management program for the product will be implemented and include health surveillance.

22 PLANT SAFETY

Cogent Scaffolding will ensure that all plant is purchased to comply with legislation. This will include inspecting and maintaining in accordance with manufacturer’s instructions. **Cogent Scaffolding** will also ensure that all person operating plant are trained and competent.

Purchasing

Cogent Scaffolding recognises the importance of workplace health and safety in its purchasing decisions. Australian Standards and legislative requirements are specified within purchasing and tendering documents.

Health and safety criteria within purchasing documentation include, but are not limited to, the following:

1. All incoming chemicals are required to be accompanied by the relevant material safety data sheets (MSDS), these show the correct usage, protection and first aid for this product;
2. All plant and equipment will be required to meet ergonomic considerations of the intended users;
3. Machinery will be maintained to ensure that it runs as quietly as possible. e.g. noisy machinery will be transferred to other areas or noise barriers or baffles fitted to the equipment; and
4. All plant and equipment will be provided with sufficient guarding, labelling of controls and warning signs, where appropriate.

Plant Register

Cogent Scaffolding will provide registers / records for all plant to the client and provide plant for inspection as required.



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Certification & Licences

Cogent Scaffolding will ensure that all workers operating plant are appropriately trained and certified in accordance with the Work Health and Safety Act.

Details of worker's certificates will be provided to client's on request.

Equipment Maintenance

Cogent Scaffolding has in place an equipment/plant servicing program, to maintain all equipment and plant in the best possible condition.

- Maintenance and repair of plant will be in accordance with procedures recommended by the designer, manufacturer or supplier (or a competent person)
- The necessary facilities or systems of work will be provided for the safety of maintenance personnel
- A competent person will assess and provide advice on damaged plant, and will repair, inspect and test work
- All personnel performing maintenance will follow safe work practices.
- During maintenance, cleaning and repair, plant will be stopped and isolated and devices, controls or safe systems of work used to safeguard maintenance personnel.
- Records of all maintenance conducted are to be kept on file, Plant service form.
- All staff will report faulty or damaged equipment on the Hazard Report form.
- The Senior Management and Supervisors will discuss commonly occurring equipment and machinery faults as part of the maintenance program.

Defect Reporting

Cogent Scaffolding maintains a system for the reporting and management of equipment defects (physical and operations). The defect reporting system will include provision for review and follow-up to make certain appropriate steps are taken to protect workers from injury and equipment from further damage. To support this, **Cogent Scaffolding** will ensure:

- All plant will be inspected prior to use
- Workers will report defects immediately to the supervisor
- An "Out of Service" tag or a system will equivalent will be applied to plant when defects cannot be immediately corrected and goods keep separate.
- The supervisor will ensure that defects are rectified by an appropriately qualified person.

Mobile Plant Operation

All mobile equipment will be operated in accordance with the manufacturer's instructions and specifications, Queensland Traffic Act, Traffic Act Queensland 1949, Transport Operations (Road Use Management) Act 1995, Transport Vehicles Operations Regulation 1999, Work Health and Safety Act any requirements of the client.

Apart from operating to specified speed and load limits, drivers shall drive to the prevailing conditions at all times, with consideration to:

- Unsealed roads
- Wet weather
- Altered visibility
- Hours of operation (dusk and darkness)
- Fog
- Dust and / or
- Limited blind spots.

Unsafe or reckless operation of equipment will not be tolerated with any infringement observed or reported may result in withdrawal of authority to operate, or cessation of employment.

Any traffic infringement will be the responsibility of the driver including:

- Speeding
- Overloading
- Failure to secure load, and / or
- Breaches for fatigue management guidelines.

Need to confirm transport version act

Guarding Of Machinery

It is a legislative requirement to have all dangerous or moving parts of plant or machinery securely fenced or guarded, to prevent a person from contacting the moving part and being injured.

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All guards, except conveyor guards, shall be designed in accordance with AS4024.1. Guarding of belt conveyors shall be in accordance with AS1755-2000, Conveyors – Safety Requirements.

Guarding must not be removed from any item of plant, equipment or machinery.

Regular inspections will be undertaken to ensure that guarding is maintained.

All plant and equipment shall have protection in place to prevent, as far as is reasonably possible, deliberate or accidental personal contact with moving parts, hot/cold surfaces of materials, flying objects (as a result of normal operation or failure) etc.

Accordingly all new and existing machines and associated equipment shall be subject to a documented process of hazard identification, risk assessment and risk control in accordance with the national standard for plant (or the equivalent local state regulations).

The specific requirements relating to guarding in the national standard for plant (or regulations) shall be met, including the following:

Where guarding is used as a control measure, a person with the responsibility for the control of risk must ensure that any guard provided for the plant and its operation is:

- A permanently fixed physical barrier where no part of a person requires access to the dangerous area during normal operation, maintenance or cleaning; or
- An interlocked physical barrier where access to dangerous areas is required during the operating sequence; or
- Where a guard, in accordance with (a) or (b), is not practicable, a physical barrier securely fixed in position by means of fasteners or other suitable devices and ensures that a guard cannot be altered or detached without the aid of a tool or key; or
- Where a guard in accordance with (a), (b) or (c) is not practicable, that presence sensing safeguarding systems are provided.

Where guards are used they must be:

- Designed and constructed to make by-passing or defeating them, whether deliberately or by accident, as difficult as is reasonably possible;
- Of solid construction and securely mounted so as to resist impact and shock; regularly maintained; and
- Designed so as not to cause risk to themselves.
- Where parts are designed to move at high speed and may break or disintegrate or work pieces may be ejected, the guarding provided must be adequate to effectively contain the fragments or work pieces.
- Where a risk of jamming or blockage of moving parts cannot be eliminated, specific work procedures, devices and tools must be specified to ensure the plant can be cleared in a way that minimises the risk to health and safety.

Inspection & Maintenance

All machine guarding shall be included in a preventative maintenance program that will include routine inspections.

Where it is necessary to remove machine guards for maintenance purposes. The equipment being protected by the guard shall first be isolated and tagged / locked by personnel conducting the work. Machine guards shall be reinstalled before isolation tags / locks are removed and equipment is returned to service.

Work at Height Equipment

All height safety equipment shall be designed, manufactured, operated, inspected and maintained in accordance with the relevant Australian Standards and appropriate client's standards. All height safety equipment is to be inspected by the user prior to each use and by a competent person (6 monthly) in accordance with appropriate schedules of inspection that shall be maintained by **Cogent Scaffolding**.

Lifting Equipment

All lifting equipment shall be designed, manufactured, operated, inspected, tested and maintained in accordance with relevant Australian Standards. Marking and colour coding of lifting equipment shall be in accordance with relevant Australian Standards. Lifting equipment will also comply with the client's standards.

All lifting equipment is to be inspected by the user prior to each use and by a competent person in accordance with appropriate schedules of inspection that shall be maintained by **Cogent Scaffolding**.

Lifting machines used to raise and lower workers to a position where work needs to be undertaken will meet Australian Standard AS2359.1-1985. Requirements for Man-Lift Boxes may also be found in AS1418.7.

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Man-lift boxes, elevating work platforms, scissor lifts, etc. shall meet all relevant standards and must be inspected and approved by the Contract Owner prior to use on site.

Only competent and appointed persons may operate specified lifting equipment.

Inspection Periods – Lifting Equipment	
Work Health and Safety Act Compliance	Prior to use by the user 12 monthly by a competent person

Lighting Plants and Generators

All lighting plants and generators used on site shall be designed, manufactured, inspected, tested and maintained in accordance with relevant Australian Standards and Codes of Practice.

Hot Work

Sparks, flame and high levels of heat can be the cause of a fire.

Welding, cutting and any form of repair or manufacture work that creates heat or sparks should not be performed where there is a chance of a fire breaking out e.g. in a paddock of dry grass.

All such work must be performed at a safe distance from all flammable sources, building walls, or performed within a fully enclosed workshop if possible.

If this is unavoidable, measures such as fire protective screens, cutting the grass and spraying water over the ground must be used. Each operation site will have to be assessed separately for the correct control measures and the client/principle contractors hot work procedure will be followed.

The correct PPE must be worn for all hot work activities and the appropriate fire fighting equipment must be kept within easy reach of all cutting, welding, oxyacetylene and other open flame jobs and on all work where there is a possibility of ignition.

The work site is to be inspected closely after the work is completed.

Power Tools

All tools used on site should be fit for purpose and used in accordance with the manufacturer's guidelines.

All tools and equipment covered by this standard shall be inspected before use & not used if found to be unsafe.

Power tools are there to assist in making those jobs easier and to save time and effort. These tools can inflict severe injury in the hands of careless operators.

- Ensure all guards are in place and operating correctly.
- Use the tool only for the designed purpose.
- Wear the appropriate PPE and ensure that others in the area protected as well.
- Inspect the power tools, make sure that electrical power tools have been tested and labelled.
- Disconnect the power before making any adjustments or changing parts/blades.
- Do not use electrical tools in exposed wet conditions.
- Explosive powered tools are only to be operated by licensed persons and display approved warning signs.

Grinders

All persons using grinders shall be competent and ensure they have undertaken specific training in the use of grinders. Check individual site rules for types of grinders that are permitted – they may vary.

Knives

Non self-retractable industrial knives are prohibited on the **Cogent Scaffolding** operations.

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Gas Cylinders

Gas cylinders shall be stored, transported, used and maintained in accordance with relevant Australian Standards and Codes of Practice.

Apart from relevant Australian Standards, the following additional rules and guidelines shall apply to storage and transportation of gas cylinders:

- cylinders are to be stored and transported in an upright position and restrained from falling;
- storage areas for gas cylinders should be cool, well ventilated and protected from sun, rain and corrosion;
- stored spare cylinders must not be mixed, ie: fuel gases must be separated from other gases.
- designated storage areas should be delineated and sign-posted, including: "No smoking - no naked lights" signs;
- empty cylinders should be labelled for identification;
- only currently competent persons are to install or repair oxygen, acetylene, LPG manifolds or pipelines. A certified worker (Gas Ticketed) must install and test this type of equipment.

Use of Portable Gas Equipment

The following rules and guidelines shall apply to the use of portable gas cylinders:

- gases and cylinders are made for specific applications. Never use gases or cylinders for other than these specific applications.
- flashback arresters are required at the regulators and non-return valves at the torch connection to all oxygen and fuel gas cylinders (acetylene, LPG etc.). Where a high gas flow heating torch is being used, flashback arresters are only required at the regulators.
- secure cylinders within the top third of their height by chain or clamp
- move and handle cylinders carefully to avoid heavy impact
- use the correct size and type of hose clamps;
- avoid kinking of hoses;
- keep gas fittings and hoses clean and free of oil and grease.

Hand Tools

Hand tools are often the cause of injuries resulting from such things as:

- Flying particles.
- Strains and sprains due to slipping.
- Cuts, abrasions and foreign bodies in the eye are most prominent.

You must observe the following:

- Use the correct tool for the job.
- Regularly inspect the tools for damage or wear and tear. Replace or repair when necessary.
- Do not throw the tools; pass them from hand to hand.
- Protect all sharp edges where practicable, when not in use.
- Get help if unsure how to operate the particular tool.

23 WORK ENVIRONEMNT SAFETY- HOUSE KEEPING

Cogent Scaffolding will provide and monitor workplace standards that support safe work. **Cogent Scaffolding** will maintain a high standard of cleanliness in their areas of work and will promptly and appropriately dispose of waste material off site or in the scrap facilities available.

On completion of the work and before leaving the site **Cogent Scaffolding** shall ensure that all waste materials, unused materials and equipment are removed from the site and that the work area is left in a safe condition.

Materials must not be left unsecured in elevated areas - falling objects may cause serious injury.

Storage of materials must be safe and away from normal work or access areas.

All access roads will be monitored to ensure safe access for **Cogent Scaffolding** vehicles, visitors and emergency services.

Workplace Inspections

Workplace inspections are a good tool for identifying workplace hazards in all areas that workers use and also in areas the general public use. These inspections should be carried out on a regular basis by staff working on site. This is a good way to ensure staff have input in the Work Health and Safety Management System.

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These inspections will be documented and used to improve the safety for all staff on site. The outcomes of the inspection will be presented to Cogent Scaffolding management and clients as required.

There are many different workplace checklists / inspections that can be done. Some of the checklists are as follows:

- Plant Inspections
- Emergency Equipment
- Office Hazards Inspection
- Grounds Hazard Inspection
- Electrical Equipment Inspection
- First Aid Equipment
- Ergonomic Checklist
- Personal Protective Equipment
- Amenities
- Specific Workplace Checklists

Some checks are completed on a daily basis (like forklift safe use inspections), others are completed on a monthly, quarterly, half yearly or annual basis.

Areas and Roadways

Areas and roadways at designated **Cogent Scaffolding** sites shall be maintained such as to allow for safe passage of vehicles and personnel. The placement of appropriate signage (warning, hazard, mandatory, informational) at designated project sites shall be the responsibility of the contractor.

Hygiene Facilities

Hygiene facilities (bath rooms, toilets, wash rooms, dining facilities) when provided by Cogent Scaffolding shall be maintained to a high standard of cleanliness at all times.

Lighting

Lighting shall be such that personnel can safely carry out their work by day and night and whilst travelling to and from their places of work. Where existing lighting is considered to be inadequate, **Cogent Scaffolding** operations may require provision of lighting plants and/or portable lighting.

The provision of lighting plants and/or portable lighting shall be inherently safe and conform to relevant Standards and Codes of Practice.

Where practicable, lighting levels will comply with either the Minimum Average Values of Illuminance as applicable in AS1680 and AS2713.

Portable Lighting

The use of portable lighting may be required when working in hazardous areas such as confined spaces. The use of low voltage lighting, ie: 12, 24 or 32v, should be considered.

Lighting plants will be used in work areas, such as operational areas, where it is otherwise not practical to install permanent lighting.

Inspection & Maintenance

Lighting supplied by **Cogent Scaffolding** will be subject to Inspection and Maintenance as part of the testing scheme discussed previously.

Ventilation and Air Conditioning

Air conditioners in buildings and in mobile equipment shall be included in a routine maintenance schedule that will include the servicing of fresh air and re-circulating air filters. Records of air conditioner inspections, servicing and maintenance will be maintained.

Certain tasks/activities may require provision of ventilation, eg: using hazardous substances, working in confined or restricted spaces, sandblasting, painting, welding or flame cutting processes. Where identified in a JSEA or where specified in procedures or instructions, Cogent Scaffolding will make certain that appropriate ventilation is provided.

All Cogent Scaffolding operating areas are considered SMOKE FREE Workplace Policy which prohibits smoking air conditioned spaces, including offices and mobile equipment cabins.

Stacking and Storage

All goods and materials that need to be stored should be placed in a designated storage area, the design and location of which should allow for safe access, and should not be hazardous to people, equipment or the environment.

The location of a storage system must be such that it does not restrict access to safety or fire fighting equipment, or hinder effectiveness of lighting or ventilation systems.

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The placement of items on storage systems must be such that hazards are not created due to:

- Instability;
- Items protruding into access ways;
- Tight or limited access for forklift, trolleys, ladders, etc, (if required);
- Heavy items placed too high for manual placement;
- Items too heavy for Weight Load Limit (WLL) of racking;

Hazardous Goods Storage

Hazardous goods and substances shall be stored in accordance with relevant legislative requirements, including codes of practice and as specified on Material Safety Data Sheets.

Items or substances that may react if stored with other goods shall be segregated. Where segregation is required, substances shall be appropriately labelled or identified by signage / placarding.

All storage and use of hazardous substances will be in accordance with the MSDS. Cogent Scaffolding will maintain a register of all chemicals introduced to site.

Housekeeping Standards

Good housekeeping practices will result in a more efficient and productive work environment. It is recognised that poor housekeeping will contribute to incidents and injuries.

The following housekeeping standards are required:

- Work and storage areas are to be kept neat and tidy.
- Any oils, greases, flammable or hazardous substances that are spilled must be cleaned up immediately and disposed of correctly.
- Tools and portable equipment are to be replaced in storage areas after use and at the end of each working day.
- Air hoses and equipment are not to be placed in areas where they may be subjected to damage or could cause a trip hazard.
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
- Access to first aid equipment and fire fighting equipment shall be unobstructed.
- There shall be arrangements for routine cleaning, tidying and inspection of the scaffolding and associated plant to prevent build up of waste materials, grease and general dirt.
- Compressed air must not be used for any housekeeping activity or for dusting down clothing.

Colour Coding

Demarcation

Any colour coding for the delineation and demarcation of work areas shall be in accordance with AS1318 – ‘Use of Colour Coding for the Marking of Physical Hazards and Identification of Certain Equipment In Industry’. Colours for demarcation and delineation will conform to AS2700 Paint Code.

Lifting Equipment

All lifting gear (chains, slings, wire rope, shackles and hooks) to be brought on site will be listed on a register. This register will be maintained during the course of the contract.

All lifting slings and accessories will be marked with the manufacturer’s identification, Safe Work Load and the grade of the steel or alloy. A “Company” identification number will also be marked on each item.

A test certificate for each item shall be held on site and made available on request. Prior to use, all lifting gear is to be inspected by a competent person to check for defects.

Notices and Signs

Notices and signs are used in appropriate locations to advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required.

All signs will conform to Australian Standard 1319 - Safety Signs for the Workplace Environment. Australian Standards (eg: AS1743) should be consulted when considering road signs and traffic control devices.

Signs or notices are to be adhered to and any person disregarding these will be subject to disciplinary action.

Signs and notices are there for a specific purpose and are not to be defaced.

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Signs and notices are not to be removed or interfered with unless authorisation is given.

Typical signs are:

- Personal protective equipment required;
- Restricted entry;
- Hazards;
- Fire fighting appliances and equipment; and
- First Aid equipment.



Workplace inspections will monitor the condition of safety signage. All damage to safety signs must be reported.

24 CONTRACTOR / SUBCONTRACTOR MANAGEMENT

Contractors, subcontractors approved to perform work for **Cogent Scaffolding** must be inducted prior to work commencing. The induction shall include all areas of **Cogent Scaffolding** WH&S policies and procedures that relate to the contractors work, equipment and environment and the Contractors safe work procedures.

Contractors must ensure that all procedures are followed while on **Cogent Scaffolding** property and sites conducting a business or undertaking.

Pre-Qualification

Companies who undertake work for **Cogent Scaffolding** behalf MUST first show proof that they meet the legislative requirements of the Work Health and Safety (Qld) Act 2011, Work Health and Safety Regulation 2011 and all relevant Codes of Practice and Advisory Standards.

The following procedures shall be followed;

- A 'Contractor OH&S Safety Plan' form shall be forwarded to the sub contractor for completion and return together with attachments as indicated on the form.
- A time limit should be specified at the time the form is forwarded to the contractor. If it is not returned within the specified time period, a phone call should be made as a follow up.
- The relevant Manager must be informed in the event that the form is not returned and work will not be undertaken without the completion of a risk management process.
- Upon receipt of the form, the 'Pre-qualifications Checklist' is to be utilised to check the information and tick off what is/is not received.
- The checklist is to be attached to the contractor information and must be signed by the person undertaking the check.
- The package is to be provided to the relevant Manager taking responsibility for appointing the Subcontractor.
- The relevant Manager must review the documents and either follow up with the Contractor or sign off on the information supplied. Signing off is an indication that the relevant Manager is satisfied that the Contractor has met all the requirements.
- The Contractor must be informed in writing that they have passed the Prequalification criteria and have been appointed, or alternatively, why they have not met the requirements.
- The Contractor should be put on the preferred suppliers list if they have passed. It is only necessary for the Contractor to complete this process once.
- The Pre-qualification package should be filed in the Contractors file and copies distributed as identified on the checklist.

Monitoring

The following monitoring process is required:

- Prior to a subcontractor/contractor starting, the relevant manager or WH&S Committee member should provide the subcontractor/contractor with information on site safety requirements.
- Prior to a subcontractor/contractor starting, the relevant manager or WH&S Committee member should check the Contractor's equipment for electrical tagging; the Personal Protective Equipment of workers ; all licences and permit requirements (if any).
- The relevant manager must monitor the contractor/sub-contractor performance.
- The relevant administration person should request updated Certificates from the Contractor/Subcontractor annually. These should be reviewed and attached to the file.

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- Contractor/Subcontractor performance whilst undertaking work should be subject to the normal safety checklist (inspection/audit) relevant to normal business activities.

Review

Should a Contractor/Subcontractor fail to perform as required, a formal notification should be given, outlining the lack of performance issues. If they are safety related, the relevant Supervisor or Manager and the Chairperson of the WH&S Committee/or WH&S Representative should be informed.

- A plan requiring action should be stated in the notification.
- Responsibility for follow up and review should be given to the relevant Supervisor or Manager.
- Failure of the Contractor/Subcontractor to perform after the appropriate notification/s, the relevant Supervisor or Manager in consultation must decide on the appropriate action. Where the issue involves safety, an WH&S committee member/WH&S Representative shall be consulted as part of the decision making process.
- Should the Contractor/Subcontractor be removed from the list of suppliers, all relevant Supervisors and Managers will be informed.
- All checks and records pertaining to Contractor/Subcontractor performance must be kept.

25 PERMIT PROCEDURE

Permit procedure

Commencement of work must not begin until the appropriate level of authority has endorsed the Permit for Work for the primary contracted services or other such as working at heights. The following procedure must be followed by all Cogent Scaffolding workers who will be performing general contracted services or work at heights.

Cogent Scaffolding's policy is that NO Cogent Scaffolding worker is to work alone.

Procedure for obtaining a Permit to Work:

- Approach the appropriate issuing authority for permission to work in an area requiring a Permit to Work.
- The issuing authority decides whether requested work requires a Permit to Work.
- If a Permit to Work is not required no further action is taken and the person can begin work.
- If a Permit to Work is required the Cogent Scaffolding worker completes the Permit to Work form. This includes work required, work environment and safety precautions that will be taken when preparing, performing and completing the task and submits to the issuing authority for sign off.
- When the Cogent Scaffolding worker have provided sufficient information, safety precautions and is suitably trained to perform the task to specification the issuing officer issues the Permit to Work.

If it is required, the issuing officer will notify the Principle Contractor to obtain a Permit to Work to perform contractual agreed work.

The Cogent Scaffolding worker completes work as detailed in the Permit to Work and their contract/job specifications. Cogent Scaffolding workers are to ensure worksite is left neat, tidy and free of debris. If it is a requirement of the contracted agreement, Cogent Scaffolding worker may need to contact the principle contractor to perform a final inspection of the worksite.

When leaving the work area the Cogent Scaffolding worker is required to advise the appropriate person within the site that work has been completed and that they are leaving.

The Cogent Scaffolding worker returns the Permit to Work to the issuing officer once task has been completed.

The Issuing Officer signs the Permit to Work once he or she is satisfied that the work has been completed to job specifications and safety requirements and files it for future reference.

Definition of issuing authority will be a Cogent Scaffolding appointed designated competent person.

26 WORKPLACE HEALTH AND SAFETY REVIEW

The purpose of reviewing established systems of work is to determine if unexpected deviations have occurred, to ascertain if changes are necessary to the policies and procedures or if new systems or procedures need to be

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developed. This will ensure the systems are appropriate and effective and that the workplace health and safety system is continually being improved.

An annual review will be completed to evaluate the management of health and safety risks and to measure compliance with policies and procedures. Additional reviews may be required where there are changes in the work environment, work practices, evidence that the risk assessment is no longer valid; changes to legislation or feedback from workers .

The review will include:

- Examination of documents;
- Observation of work practices;
- Physical inspection of each workplace; and
- Interviews, as necessary.

Management will retain copies of all reviews conducted.

The Management Meeting will examine the review findings and where necessary, assign corrective actions.

All records will be legible, identifiable and traceable; so that the documents are stored and are recoverable being protected from damage, deterioration or loss, a hard copy will be kept on site and an electronic copy will be maintained on the company Intranet /intranet. These will include all external reviews and audits.

Safety Management System Audits

Will be conducted at least annually, they will be management system Audits as described in the AS/NZ4801:2001

To identify:

- That the system has been properly implemented and maintained.
- It is effectively meeting the organisations policy /objectives and targets.
- It is subject to continual improvement

The results of the Audit will be provided to management.

Regulatory Issues

The Company will establish what legislative, Codes of Practice, Australian standards and industry guidelines relevant to its operations and periodically, at least annually, review them to ensure the operations that are undertaken by the company are still in line or better than the requirements of the above mentioned documents.

27 PERFORMANCE REPORTING, MONITORING & MEASUREMENT

Performance Indicators

The following summary of statistics will be collated and presented to the Senior Management Meeting for discussion every Quarter, i.e. March, June, September and December.

Statutory Reporting

It is a statutory requirement under the Work Health and Safety Act - 2011 that injuries/ incidents are reported in a prescribed format, and in some cases **notified** to Workplace Health and Safety - Queensland. The following requirements **must** be adhered to at all times.

The Company shall keep a record in the prescribed form showing all particulars in respect of every work injury, work - related illness or dangerous occurrence that occurs at the workplace.

These particulars shall be recorded no later than three clear days after the work injury, work-related illness or dangerous occurrence.

It is the responsibility of the First Aid Person to complete the prescribed form for every **work injury**.

It is the responsibility of the Supervisor to complete the prescribed form for every **work- related illness or dangerous event**.

Definitions

LTI - Any injury that results in at least one full shift being lost at some time (not necessarily immediately) after the shift during which the injury occurred.

Injury Index - Number of working days lost per 1,000,000 hours worked.

Fatality - Any injury that results in the death of a worker.

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Exposure Hours - Number of hours worked by workers during the year.

Number of Lost Workdays - Number of days workers were scheduled to work but could not due to illness or injury.

Note: AS 1885 specifies that 220 lost working days must be allocated to a fatality.

28 PRIVACY POLICY

Our Commitment to Your Privacy

Cogent Scaffolding is committed to ensuring the privacy of our information and understand how important the privacy of personal information is to our business and our staff. With the introduction of the amendments to the Privacy Act 1988 we have appointed a Privacy Officer who will ensure our policies are adhered to.

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Workplace Accreditation Certificate

This is to certify that

Cogent Scaffolding

has successfully developed
Workplace Rehabilitation Policy and Procedures

approved under the
Workers' Compensation and Rehabilitation Act 2003



Chief Executive Office

31-January-2013

Date Awarded

40716

Workplace Rehabilitation
Accreditation number

31-January-2016

Expiry Date



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Rehabilitation and return to work coordinator Certificate

This is to certify that

Mr Michael Stewart

has successfully completed training as a rehabilitation and return to
work coordinator

08-September-2015
Expiry Date

40031
Registration number



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HAZARD REPORT FORM

REPORTING DETAILS			
Name:		Work Area	
Who was the hazard reported to?		When was the hazard reported?	

HAZARD / POTENTIAL RISK DETAILS	
Location of hazard:	
Equipment used:	
Description of hazard / potential risk:	
Interim measures / controls implemented to reduce the risk (if applicable):	

Employee's Signature	Date

OFFICE USE ONLY

RISK ASSESSMENT	Consequences 1. Insignificant 2. Minor 3. Moderate 4. Major 5. Catastrophic	Risk Score (Likelihood + Consequences scores)
	Likelihood 1. Rare 2. Unlikely 3. Possible 4. Likely 5. Almost certain	

PROPOSED CONTROLS			
Proposed	Responsibility	Proposed Date	Actual Date

COMMENTS on implementing the above proposed controls

Supervisor	Signature	Date
Manager	Signature	Date

Authorised By: Mick Stewart	4.2 Hazard Report Form	27/06/13
Cogentohisms	Version No. 1.0	Page 1 of 1

INJURY / INCIDENT REPORT FORM

This form must be completed by the Manager/Supervisor and Worker/Employee for all types of incidents, accidents & near misses

1. GENERAL DETAILS			
Company Name: Cogent Scaffolding		Name	
Address:		Date of Birth:	Sex: ☐ M ☐ F ☐
Suburb:	Postcode:	Occupation:	Date Employed:
Employment Category: Full Time: ☐ Part Time: ☐ Casual: ☐ Temporary: ☐ Sub-Contractor: ☐ Other: ☐			
2. INCIDENT TYPE			
Lost Time Injury: ☐ Medical Treatment Injury: ☐ First Aid Treatment Injury: ☐ Equipment Damage: ☐ Near Miss: ☐ Other: ☐			
Notifiable to Department of Workplace Health & Safety: ☐ Yes ☐ No			
3. INCIDENT DETAILS			
Day of Incident:	Date	Time	AM/PM
Shift: Day: ☐ Afternoon: ☐ Night: ☐			
When was the incident first reported?		Date:	Time
To whom was the incident reported? Name/Title			
Were you: At work? ☐ Travel? ☐ Other ☐ Please specify:			
Were you working alone?: YES: ☐ NO: ☐ If no, gives names of co-workers:			
Were you being directly supervised at the time of the incident? YES: ☐ NO: ☐			
If yes, Supervisors Name:			
If no, was the person: Indirectly Supervised: ☐ Not being supervised: ☐			
4. INJURY RESULTS (if applicable)			
Fatal: ☐ Hospital: ☐ Doctor: ☐		FRONT VIEW  REAR VIEW 	
Nil (Injury/Damage): ☐			
Property Damage: ☐			
First Aid: ☐ First Aider's Name:			
Workers Compensation Form Required: YES: ☐ NO: ☐			
Type of injury/disease:			
Bodily location of injury. Indicate where injury occurred.			
5. EQUIPMENT DAMAGE DETAILS (if applicable)			
Equipment Involved?		Description of Damage?	
6. DESCRIPTION OF INCIDENT (Attach diagrams, sketches or photographs if necessary)			
A) Where did the Incident occur?			
B) What was the person doing at this time?			
C) What happened unexpectedly?			
D) How was the injury or disease sustained?			
7. DETAILS OF PLANT/EQUIPMENT BEING USED (If involved in Incident)			
Description of Equipment (Make / Serial No.):			
(Attach copy of any maintenance records)			
8. SUPERVISOR IN CHARGE OF WORKERS			
Was the Safe Work procedure for the activity? YES: ☐ NO: ☐			
Were the employees trained in the procedure (evidence of training available) explanation? YES: ☐ NO: ☐			
Did employee/s deviate from instructions YES: ☐ NO: ☐ If "YES", how?			
Supervisor's Name:		Supervisor's Signature:	Date:
Authorised By: Mick Cogent		4.1 Injury Incident Report Form	27/06/13
Cogentohisms		Version No. 1.0	Page 1 of 2

COGENT SCAFFOLDING PO Box 832, Everton Park Qld 4053 ABN: 30 570 017 005 P: 07 3268 5558 W: www.cogentscaffolding.com.au E: info@cogentscaffolding.com.au	No: _____ HANDOVER CERTIFICATE In compliance with AS4576 INSTALLATION OF SCAFFOLDING OVER 4m HIGH Cantilevered, Hung & Spur Scaffolds								
<u>THIS HANDOVER CERTIFICATE:</u> (a) applies to the scaffold described below as erected/alterd on the date nominated in the Installer's statement below and, (b) is in accordance with AS4576 and Cogent Scaffolding conditions of contract with the Client and, (c) is issued to the client nominated on this Certificate ON BEHALF OF COGENT SCAFFOLDING									
CLIENT COMPANY: _____ COMPANY ADDRESS: _____ SITE ADDRESS: _____ COGENT QUOTATION REF NO: _____ LOCATION OF SCAFFOLD: _____ _____ _____									
DESCRIPTION OF SECTION HANDED OVER: _____ _____ _____ _____									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">DRAWINGS ATTACHED: (YES/NO)</td> <td style="width: 50%; border-bottom: 1px solid black;">DRAWING NUMBERS:</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">APPROXIMATE DIMENSIONS (eg. Bays x Lifts or metres):</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">INTENDED PURPOSE OF SCAFFOLD (Type of Work):</td> </tr> </table>		DRAWINGS ATTACHED: (YES/NO)	DRAWING NUMBERS:	APPROXIMATE DIMENSIONS (eg. Bays x Lifts or metres):		INTENDED PURPOSE OF SCAFFOLD (Type of Work):			
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APPROXIMATE DIMENSIONS (eg. Bays x Lifts or metres):									
INTENDED PURPOSE OF SCAFFOLD (Type of Work):									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">DUTY LOADING:</td> <td style="width: 33%;">HEAVY (675kg)</td> <td style="width: 33%;">MEDIUM (450kg)</td> <td style="width: 33%;">LIGHT (225kg)</td> </tr> <tr> <td></td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </table>		DUTY LOADING:	HEAVY (675kg)	MEDIUM (450kg)	LIGHT (225kg)		☐	☐	☐
DUTY LOADING:	HEAVY (675kg)	MEDIUM (450kg)	LIGHT (225kg)						
	☐	☐	☐						
WORKING PLATFORM LEVELS (qty): _____ ADDITIONAL INFORMATION/COMMENTS: _____ _____ _____									
<u>INSTALLERS STATEMENT OF COMPLIANCE</u> The scaffold described above has been erected / altered by Cogent Scaffolding in accordance with AS4576, Statutory Regulations, Cogent Scaffolding Purchase Order conditions, Cogent Scaffolding Subcontract conditions (and listed drawings applicable). As a result, the scaffold is therefore deemed to be fit for its intended purpose.									
I _____, A REPRESENTATIVE OF COGENT SCAFFOLDING, HAVE COMPLETED AN INSPECTION AS PER THE COGENT SCAFFOLDING INSPECTION CHECKLIST. PRINT NAME: _____ SIGNATURE: _____ TITLE: _____ DATE: _____ TIME: _____									
<u>CLIENT ACCEPTANCE</u> The scaffold described above is accepted in accordance with the conditions of contract between Cogent Scaffolding and the Client Company as nominated below:									
PRINT NAME: _____ SIGNATURE: _____ TITLE: _____ DATE: _____ TIME: _____									
This Certificate shall not be construed as relieving any other parties of their responsibilities, liabilities or contractual obligations.									

WHITE - CLIENT COPY

GREEN - INSTALLER COPY

YELLOW - COGENT JOB FILE

PINK - NON-TEAR OUT

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HANDOVER INSPECTION CHECKLIST

SCAFFOLD VICINITY

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

SUPPORTING STRUCTURE

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

SOLEBOARDS AND BASEPLATES

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

SCAFFOLD STRUCTURE

- > Are the standards bearing firmly?
- > Are the standards plumb (or as designed)?
- > Are the longitudinal standard spacings correct?
- > Are the transverse standard spacings correctly positioned?
- > Are the joints in standards correctly positioned?
- > Are the joints in standards correctly secured (special duty or hung scaffold)?
- > Are the ledgers level (or as designed)?
- > Are the ledgers continuous (or as designed)?
- > Are the lift heights correct?
- > Are the horizontal ledger spacings correct?
- > Are the ledgers correctly secured?

- > Are the joints in ledgers correctly secured (tube and coupler scaffold)?
- > Are there sufficient transoms/putlogs?
- > Are the transoms/putlogs correctly positioned and secured?
- > Is the bracing adequate?
- > Is the scaffold sufficiently stable?
- > Are the ties correctly positioned and correctly fixed?

PLATFORMS

- > Does the scaffold have the required number of working platforms?
- > Are the working platforms at the required locations?
- > Are catch platforms correctly positioned?
- > Are the platforms and supporting scaffold constructed for the appropriate duty live loads?
- > Are the platform dimensions suitable for the intended work?
- > Is there adequate edge protection?
- > Are the platforms correctly constructed?
- > Are planks secured against wind?

ACCESS AND EGRESS

- > Is there safe access and egress to every scaffold platform?
- > Are temporary stairways correctly installed?
- > Are portable ladders of an industrial grade, serviceable and correctly installed?
- > Are access ways and access platforms correctly installed?

CONTAINMENT SHEETING

- > Has the scaffold been designed for wind loading on any containment sheeting?
- > Are the fixing ties secure?
- > Are there any rips or tears?
- > Are the overlap joints satisfactory?

GENERAL FITNESS FOR PURPOSE

- > Is there adequate provision for material handling?
- > Are the clearances between the scaffold and adjacent structures correct?
- > Is there adequate protection from falling debris?
- > Has the scaffold been adequately designed to support all attachments?
- > Are all approaches and platforms effectively lit?

MOBILE SCAFFOLDS

- > Is the supporting surface hard and flat?
- > Is the area of operation free of floor penetrations, powerlines and other hazards?

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JOB SAFETY AND ENVIRONMENTAL ANALYSIS

Date:		JSEA No.:
Work Order:	Standard Job:	Standard JSEA:
Job Description:		
Plant / Equipment:		
Location:		JSEA Originator:
		JSEA Team:
Expert Adviser/s Required ☐ No ☐ Yes Name of the adviser/s:		
Training Certification Required:		

Authorised By: Mick Stewart	4.4 Job Safety and Environmental Analysis	27/06/13
Cogentohsms	Version No. 1.0	Page 1 of 6

Electrical Test & Tag Register – The Green

Equipment Type	Brand	Model	Tag number	Test Date	Due Date	Pass/Fail	Cert of competency Licence No.	Signed



Each piece of equipment has it's own individual Fall Protection Inspection Checklist as well as a Fall Protection Equipment Log. Refer to documents for further information

Description	Model& Manufacturer	Serial Number	D.O.M.	Expiry	Inspection Date	Pass/Fail	Comments	Next Inpection
Harness	Ergo 1100 Spanset	EH0047750229	Nov-11	Nov-21	4/05/2013	Pass	N/A	4/11/2013
Harness	Ergo 1100 Spanset	EH0047751785	Nov-11	Nov-21	4/05/2013	Pass	N/A	4/11/2013
Harness	Ergo 1100 Spanset	EH0047751527	Nov-11	Nov-21	4/05/2013	Pass	N/A	4/11/2013
Energy Absorber	3058 Spanset	TL0045502190	Sep-11	Sep-21	4/05/2013	Pass	N/A	4/11/2013
Energy Absorber	3058 Spanset	TL71451001	Nov-11	Nov-21	4/05/2013	Pass	N/A	4/11/2013
Energy Absorber	3058 Spanset	TL0045502244	Sep-11	Sep-21	4/05/2013	Pass	N/A	4/11/2013

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Personal Protective Equipment (PPE) Register



Name	PPE issued	Date	Signed
Michael Stewart	1 x Boots	16/2/12	[Signature]
Phillip Capewell	Boots x Pants	23/2/12	[Signature]
James Scott	Boots x Pants	23/2/12	[Signature]
Te Riria	Pants	23/2/12	[Signature]
"Paulo"	1xboots + 2x pants	29/2/12	[Signature]
Dave Allwood	1x boots	2/3/12	[Signature]
NAKA RAVI	1x boot	8/3/12	[Signature]
D O'Brien	20 x CHITS	9/3	[Signature]
D O'Brien	40 x GLOVE	9/3	[Signature]
D KEATINGE	11 BOOTS - 7 LONG PANTS	19/3	[Signature]
Bulla	Boots - Size 13	20/3	[Signature]
DeKane	Boots size 11	1 May 12	[Signature]
Matt / Jack	Pants x 10	17 May	[Signature]
Steve Rumbey			[Signature]
Ken Ryan	Pants x 1 / Shoes x 1	22 Aug	[Signature]
J. NGAMUNGA	Boots x 1 / Pants x 2	17 Oct	[Signature]
Alexi Ma	Boots x 1 / Pants x 2	17 Oct	[Signature]
Jake	5 x Pants Denim long	8 Nov	[Signature]
Andre	2 x Pants Denim long	9 Nov	[Signature]
Laurie	4 x Pants 2 x Hats 1 x boots	17 Nov	[Signature]
Jade	1x boots	13 Dec	[Signature]
Barthie	2 x pants	10 Jan 13	[Signature]
Leif	2 x pants 1 x boots	25 Jan 13	[Signature]
Paulo	2 x pants 1 x boots	29 Jan 13	[Signature]
Paul	" " "	"	[Signature]
Andrew	Boots	14-3-13	[Signature]
Steve	" "	14-3-13	[Signature]
Anton	BOOTS / PANTS	18-4-13	[Signature]
Tonger	PANTS x 3	17-4-13	[Signature]
L. Tuvanga	PANTS / BOOTS x 3	18-4-13	[Signature]
A. OKAHIE	2 x PANTS	22-4-13	[Signature]
N. ROSE	2 x PANTS	"	[Signature]
D. McDermott	PANTS x 2	"	[Signature]
C. WEY	CLOTHING	3-5-13	[Signature]
F. HAKAR	PANTS x 2	1-5-13	[Signature]
M. Potts	2 x PANTS / BOOTS	1-5-13	[Signature]
Sean	BOOTS	13-5-13	[Signature]
Jack	Boots x 2 Pants	11-06-13	[Signature]
JEAN-PIERRE	2 x PANTS	11-06-13	[Signature]
MASSAY SMITH	1 x PANTS 1 x HEAD LAMP	16-06-13	[Signature]
YONG MAU	2 x PANTS 1 x HEAD LAMP	17-6-13	[Signature]
TERRY KHALE	BOOTS	27/7/13	[Signature]



COGENT SCAFFOLDING

Tested Ties & Inspection Register as per requirements of the Scaffolding code of Practise 2009

[illegible]

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Loss Prevention Observation (LPO's)

Site: _____

Date ____/____/____

Activity: Erecting ☐, Dismantling ☐, General ☐,

PPE in use

Other: _____

Hard Hat ☐ Eye protection ☐, Steel Capped Boots ☐ Hi Vis ☐, Gloves ☐, face shield ☐, ear protection ☐

Other _____

Number of employee's involved in the Safety Observation _____

Plant being used: Hand tools ☐, Power tools ☐, Scaffolding ☐, Telehandler ☐, Harness ☐

Has SWMS been completed for this task currently being undertaken? Yes ☐ No ☐

Is the task following the SWMS correctly? Yes ☐ No ☐

Manual Handling – Are correct lifting techniques being undertaken? Yes ☐ No ☐

Straight Back ☐, Bending knees ☐, lifting with your legs ☐, keeping load close to your body ☐,
Maintain the natural curve of your spine ☐, Keep the gravity of the load and body in line with feet ☐,
Break loads into smaller amount/size ☐

Is handrails in place preventing live edges, fall from heights and the need for a harness?

Yes ☐ No ☐

Are measures in place to prevent items falling below?

Yes ☐ No ☐

Is there an exclusion zone and signage to isolate work area?

Yes ☐ No ☐

Is housekeeping maintained?

Yes ☐ No ☐

Is there a risk of slips trips falls?

Yes ☐ No ☐

Is the workplace safe?

Yes ☐ No ☐

Is the crew working efficiently and effectively?

Yes ☐ No ☐

Comments

Name : _____ Signed: _____

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Certificate of Currency

WorkCover
QUEENSLAND

1. Statement of coverage

The Accident Insurance Policy covers the full amount of the employer's liability under the *Workers' Compensation and Rehabilitation Act 2003*.

This Certificate is valid from: 01 July 2012 to 30 June 2013

The information provided in this Certificate of Currency is correct as at: 02 July 2012

2. Employer's information

Policy number

WCA090925624

Employer name

Copperview Pty Ltd

ABN

56135069120

3. Important Information

Your workers' compensation insurance policy is current to 30 June 2013 and liability will be met, providing you lodge your wages information with WorkCover Queensland by 31 August 2012 and pay your premium by the due date.

For further information, please contact WorkCover Queensland on 1300 362 128 or visit our web site at www.workcoverqld.com.au.

"Did you know a worker can make a claim for a workplace injury, no matter who or what caused it? This policy covers you (as an employer) for the cost of your workers' injuries."

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