



# Work Health and Safety Management Plan

Prepared by  
Liberty Industrial Pty Ltd  
For



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### Specialist Deconstruction Services

- Industrial demolition contractors ■ Mine closure consulting ■ 3D Modelling
  - Demolition consultants ■ Asbestos abatement
- Liberty Industrial Pty Ltd A.B.N. 99 147 758 487



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## ACRONYMS

<b>WHSEQ</b>	Work Health Safety Environment & Quality
<b>ALARP</b>	As Low As Reasonably Practicable
<b>EAP</b>	Employee Assistance Program
<b>FAC</b>	First Aid Case
<b>HSC</b>	Health and Safety Committee
<b>HSR</b>	Health and Safety Representative
<b>IERP</b>	Incident and Emergency Response Plan
<b>JHA</b>	Job Hazard Analysis
<b>KPI</b>	Key Performance Indicator
<b>KRA</b>	Key Review Area
<b>LTIFR</b>	Lost Time Injury Frequency Rate
<b>LTI</b>	Lost Time Injury
<b>MTC</b>	Medical Treatment Case
<b>NC</b>	Nonconformity
<b>RAM</b>	Risk Assessment Matrix
<b>PMP</b>	Project Management Plan
<b>SWMS</b>	Safe Work Method Statement (Contractor)
<b>TMP</b>	Traffic Management Plan
<b>VOC</b>	Verification of Competence
<b>WMS</b>	Work Method Statement
<b>WHS</b>	Workplace Health and Safety
<b>WHSEQMP</b>	WHSEQ Management Plan

## 1 PURPOSE

The purpose of this WHS Management plan is to provide a framework to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant involved in the demolition and/or remediation scope of the project.

## 2 SCOPE

Applies to all the undertaking for the scope of works as outlined in the tender documents and legislative requirements.

### 3 APPROVAL

This WHS management plan shall be submitted to the client's representative for review prior to its implementation.

### 4 DEFINITIONS

**AS / NZS:** Australian and New Zealand Standard

**Codes of Practice:** Any current applicable Code of Practice approved by SafeWork NSW.

Construction Work:

Means any of the following:

- a) Building, including the construction (including the manufacturing of prefabricated elements of a building at the place of work concerned), alteration, renovation, repair, maintenance and demolition of all types of buildings,
- b) Civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, airports, docks, harbours, inland waterways, dams, river and avalanche and sea defence works, roads and highways, railways, bridges and tunnels, viaducts, and works related to the provision of services such as communications, drainage, sewerage, water and energy supplies,
- c) Excavation conducted for the purposes of building or civil engineering, including the excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes, and the use of caissons and cofferdams, but not excavation work at a coal workplace or mining workplace for the purposes of extracting minerals or quarry product.

High Risk Construction Work means construction work that:

- a) Involves a risk of a person falling more than 2 metres
- b) Is carried out on a communications tower
- c) Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure
- d) Involves, or is likely to involve, the disturbance of asbestos
- e) Involves structural alterations or repairs that require temporary support to prevent collapse
- f) Is carried out in or near a confined space
- g) Is carried out in or near:
  - I. A shaft or trench with an excavated depth greater than 1.5 metres
  - II. A tunnel
- h) Involves the use of explosives
- i) Is carried out on or near pressurised gas distribution mains or piping
- j) Is carried out on or near chemical fuel or refrigeration lines

- k) Is carried out on or near energised electrical installations or services
- l) Is carried out in an area that may have a contaminated or flammable atmosphere
- m) Involves tilt-up or precast concrete
- n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant
- p) Is carried out in an area in which there are artificial extremes of temperature
- q) Is carried out in or near water or other liquid that involves the risk of drowning
- r) Involves diving work.

**LTI:** Lost Time Injury – An injury that incurs one full shift off work or more.

**LTIFR:** Lost Time Injury Frequency Rate = Number of LTI's x 1,000,000 divided by man hours

**MTI:** Medical Treatment Injury

**MTIFR:** Medical Treatment Injury Frequency Rate = Number of MTI's x 1,000,000 divided by man hours

**PCBU:** Person Conducting Business or Undertaking

Principal Contractor: PCBU that has been appointed, has management control of a construction project

**Shall:** Mandatory

**SWMS:** Safe Work Method Statement

**WHS Act:** Work Health and Safety Act 2011

**WHS Regulations:** Work Health and Safety Regulations 2011

**WHSMP:** Workplace Health and Safety Management Plan

## 5 INTRODUCTION

Liberty Industrial has an Integrated Management System. This means that the system is designed to meet the requirements of Work Health and Safety (WHS), Environmental Management, and Quality Standards.

It is the policy of the company to ensure that the workplace and working environment is safe for all worker(s) present or within the near vicinity of demolition works. It is also our absolute commitment that at no stage during the project will safety be compromised for profit.

To meet these objectives, a systematic and planned approach for the management of health and safety will be implemented on this project.



This WHS Management Plan is designed to provide a management strategy to effectively eliminate or where all significant health and safety risks during the demolition / remediation works. This WHS Management Plan has been developed using the company integrated management system processes & procedures, and recognises the roles & responsibilities in meeting the relevant regulatory obligations, statutory specifications, standards and the client's requirements.

This WHS Plan and the associated procedures have been developed from:

- Liberty Industrial Management System
- Work, Health and Safety Act 2011 (NSW);
- Work, Health and Safety Regulation 2017 (NSW);
- Protection of the Environment Operations Act 1997 (NSW);
- Protection of the Environment Operations (Waste) Regulation 2005 (NSW);
- Waste Avoidance & Resource Recovery Act 2001 (NSW);
- Australian Dangerous Goods Code Edition 7.4;
- Excavation Work Code of Practice;
- Managing Electrical Risks at the Workplace Code of Practice;
- Managing Risk of Falls at Workplaces Code of Practice;
- Managing the Work Environment and Facilities Code of Practice;
- First Aid in the Workplace Code of Practice;
- Risk of Hazardous Chemicals in the Workplace Code of Practice;
- Hazardous Manual Tasks Code of Practice;
- Managing Noise and Preventing Hearing Loss at Work Code of Practice;
- Work Health and Safety Consultation Cooperation and Coordination Code of Practice;
- Demolition Work Code of Practice 2016 (NSW);
- How to Safely Remove Asbestos Code of Practice 2016 (NSW);
- AS 2601:2001 The Demolition of Structures
- AS 4361.2:1998 Guide to Lead Paint Management
- AS/NZS 3012:2010 Electrical Installations – Construction & Demolition Sites

## 6 POLICY AND OBJECTIVES

### 6.1 POLICY

The company believes that worker(s) should be part of a team working to a common goal. All worker(s) should have a career and not just a job. We also believe that long hours impede innovation, diminish job satisfaction, lower morale, and can contribute toward accidents, ill health and substance abuse.

The company is committed to achieving the highest standard of health and safety on the demolition project.

The company's objective is to achieve an incident free project by ensuring all duties are performed correctly from the outset with senior management's commitment that safety will not be compromised for profit under any circumstances. This vision will only be achieved if we ensure that all incidents are reported, investigated and, when necessary, corrective actions are implemented. In order to achieve these outcomes, the company will:

- Implement and utilise the company Safety Management System;
- Provide a safe and healthy working environment for all worker(s);
- Identify, assess, eliminate where possible or control all hazards;
- Allocate sufficient resources to meet continuous improvement in all aspects of work processes and procedures;
- Ensure that there is effective consultation and open communication on all health and safety matters at all levels in the company;
- Promote a culture of no hierarchy where health and safety is concerned. Everyone is a Safety Officer with equal power;
- Ensure that all workers, contractors and key suppliers have the necessary knowledge and skills to undertake their work in a safe and healthy manner;
- Encourage the commitment to health and safety from our workplace to our homes;

### 6.2 OBJECTIVES

The following, are the objectives for the project:

- Achievement of an incident and injury free project;
- Comply with, and implement the requirements of the WHS Management Plan, the NSW WHS Act and Regulation 2017, and subordinate legislation including but not limited to Codes of Practice and Australian Standards;
- All worker(s) are trained, competent, and empowered to carry out their duties;
- Provision of a safe and healthy working environment for all worker(s);
- Hazards identified are eliminated or controlled as far as reasonably practical;
- Allocation of sufficient resources to meet our objectives and to seek continuous improvement in all aspects of work processes and procedures;

- Ensure that there is effective consultation and open communication on all health and safety matters at all levels in the company;
- Promote a culture of no hierarchy where health and safety is concerned. Everyone is a Safety Officer with equal power;
- Encourage the transfer of commitment to WHS from our workplace to our homes

## 7 KEY RESPONSIBILITIES

All workers on the project, including subcontractors, have a responsibility for ensuring the health and safety of themselves and of others. The specific responsibilities of key persons for ensuring effective WHS outcomes during a project are specified below.

Role	Responsible Person	Contact Details
Project Manager	Percy Piper	0437 807 039
Site Supervisor	Lee Whale	0424 505 476
Site HSEQ Advisor	Raymond Bennett	0437 245 628
Project Engineer	Sean Zhou	0417 221 190
National HSEQ Manager	John Harris	0488 662 253

### 7.1 PROJECT MANAGER – PERCY PIPER

The Project Manager is the key person for the success of the company's WHS Policy, and has overall responsibility for the implementation and administration of the Management System. The Project Manager or his delegation will be available (both during and outside normal working hours) to prevent, prepare for, respond to and manage recovery from illness/injury, emergencies and incidents. The Project Manager's responsibilities include, but not limited to:

- Allocating responsibilities for all persons employed at the Workplace;
- Site Administration Staff;
- Supervisory Personnel;
- WHS Manager;
- Subcontractors, Suppliers, and worker(s);
- Consultants;
- Visitors;
- Compliance with the KPI's as agreed with the client;

- Provide monthly reports to the client's representative detailing how we are progressing toward achieving the project KPI's.

#### **7.1.1 WHS responsibilities**

- Develop, where necessary, detailed procedures for the safe performance of work and review these procedures for adequacy;

Ensure that all Liberty Industrial field worker(s) undergo a pre-employment medical examination and are placed in positions suitable for their physical condition;

Ensure all necessary plant is provided to enable work to be carried out safely, ensuring such plant is maintained to the manufacturer's specification by competent persons;

Keep the workplace well organised and tidy by establishing at the early stages, correct laydown areas and waste removal;

Set up First Aid, Fire Fighting and Emergency Procedures, and ensure compliance with NSW legislation;

Establish with all subcontractors the WHS requirements and provide a copy of this WHS Management Plan prior to work commencing;

Review WHS procedures and work methods submitted by subcontractors and ensure compliance with NSW WHS legislation;

Ensure due diligence in appropriating sufficient resources to eliminate or minimise risk to health and safety from work carried out;

Ensure that no Prohibited Tools are brought on site and seek approval for tools prior to bringing them on site;

Behavioural observations

#### **7.1.2 Education and Training**

Identify training needs of workers, and release them to undertake the specific training required prior to commencing works;

Ensure all engaged subcontractor provides evidence of their experience, training, and proficiency of workers prior to starting work on site;

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#### **7.1.3 Accident Injury and Emergency Management**

- All incidents (including Near Miss Incidents) and all injuries (including First Aid Injuries) shall be recorded within the QSE management software program.

Establish and maintain necessary procedures for the recording and reporting of accidents and incidents at the workplace;

Encourage worker participation in reporting hazards/incidents and near misses, and with suggestions to reduce accident potential;

Ensure the relevant reports and statistical information is forwarded to Liberty Industrial Head Office and to the clients;

Ensure all accident/incidents are investigated and reported in accordance with Liberty Industrial procedures;

Incidents are recorded in the incident register and are followed up through the internal audit process which measures the effectiveness of the changes;

Not alter the site where an injury occurs without the permission of an inspector;

#### **7.1.4 Rehabilitation**

Rehabilitation of the injured worker(s) is a prescribed requirement and every effort will be made to ensure the injured worker(s) and family receives all the necessary support to facilitate this outcome;

#### **7.1.5 Establish and Maintain Safety Awareness**

Ensuring daily prestart consultation meetings are a mandatory requirement on all company sites;

Safety talks, demonstrations, posters, etc. will be organised throughout the duration of the project to promote safety awareness (toolbox talks);

Engage workers(s) to come up with innovative solutions in addressing hazards, and the implementation of controls;

Encourage all worker(s) to maintain acceptable standards of health and safety and foster an awareness of health and safety benefits;

#### **7.1.6 Discipline**

- Disciplinary action will be applied throughout the company in a uniform and consistent manner in line with documented procedures;
- 

#### **7.1.7 Sub-Contractor Management**

- The project manager is responsible for the management of all sub-contractors and consultants.
- The management of all subcontractors is detailed in the procedure "PRO-016 Sub-Contractor Management".
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- Ref: FRM-006 Sub-Contractor WHS Evaluation
- PRO-016 Sub-Contractor Management
- PRO-022 Injury Management

## 7.2 SUPERVISOR – LEE WHALE

Supervisory staff (Engineers, Project Managers, Site Supervisors, and Leading Hands) have the greatest impact on project safety and are directly accountable for the WHS of worker(s) under their control.

They have an obligation to lead by example and set the benchmark for health and safety. Their responsibilities include, but are not limited to:

- Ensure that correct and safe work and environmental procedures are implemented and adhered to by all worker(s) including sub-contractors;
- Identify and take corrective action to eliminate or control hazardous work conditions, equipment and/or practices;
- Ensure housekeeping is maintained to a standard that prevents and/or eliminates the potential for slips, trips, and falls;
- Ensure that workers are supplied with protective clothing and equipment along with training in the use PPE where necessary;
- Investigate and document all recordable incidents in line with company procedures, and ensure corrective action and notification is actioned;
- Participate in, and contribute to, the effectiveness of health and safety meetings;
- Facilitate and support daily toolbox talks, and communicate safety feedback and information;
- Ensure that subcontractors adhere to their submitted WHS plan;
- Review submitted subcontractor Safe Work Method Statements (SWMS) ensuring compliance with this approved plan.
- Work area inspections 1/W
- Undertake daily behavioural observations

**Note:** Should at any time, any of the above-mentioned responsibilities not be able to be fulfilled, the Project Manager is to be informed immediately.

## 7.3 SITE HSEQ ADVISOR – RAYMOND BENNETT

Specific Duties of the site Safety Manager include, but are not limited to:

Conduct a review of this plan when any changes occur including:

- Significant change in scope in relation to the schedule;
- Major incidents;
- Legislative changes; and
- Major design changes;

- Making sure the company Site Safety Rules and company policies are communicated, available and displayed on the work site to workers, visitors and sub-contractors;
- Manage the rehabilitation of workers in conjunction with the Project Manager;
- Complete monthly WHS reports for the Project Manager;
- Update the Project Manager and supervisory staff on overall workplace health and safety on site;
- Ensure workplace inspections are conducted by site management to ensure the observance of health and safety standards, and take corrective measures as required;
- Ensure all incidents and near misses are recorded and investigated along with corrective action recommendations and close outs;
- Ensure protective equipment and clothing is supplied to site and is being used correctly by all workers in the site;
- Conduct site-specific safety induction, ensuring that all construction workers have completed a safety induction training course covering general construction work and refresher training;
- Maintain up-to-date records for implementation verification of this plan;
- Review submitted subcontractor Safe Work Method Statements (SWMS) ensuring compliance with this approved plan;
- Carry out audits of this plan to ensure compliance;
- Liaise with the Project Manager and supervisory staff on all site WHS matters;
- Maintain an SDS inventory and update the inventory as required throughout the duration of the project.
- Perform daily inspections of all work activities as well as weekly scored audits of all work procedures and areas and maintain records of the inspections and audits.
- Raise safety concerns at daily pre-start meetings.
- Maintain all training and medical records
- Assist Hanson Energy personnel conduct any project audits
- Select, order and maintain adequate PPE for the project personnel and site visitors
- Lead WHS incident and accident investigation
- Manage WHS corrective actions
- Monitor Work Packs
- Behavioural observations
- Liberty Site Induction / Visitor Induction / Truck Driver Inductions
- Prepare weekly toolbox talk
- Subcontractor Safety Management

- Undertake Monthly Quality Audit (QSE)
- Up keep of project Statistics
- Maintaining site registers
- Schedule required medical monitoring and maintain medical clearances

#### **7.4 SITE WORKERS**

All workers are responsible for:

- Carrying out their work in a manner, which does not put themselves or others at risk of harm;
- Participate in and contribute to the Risk management process specifically the Work Method Statement (WMS) and Job Hazard Analysis (JHA) development
- Promote a safe work culture;
- Ensuring they have the training and competence to carry out the task without risk;
- Clarify with their supervisor any matter, which has the potential of putting themselves or others at risk;
- Reporting all incidents and near misses;
- Comply with the Fitness for Work policy - Drug and Alcohol free;
- Attend all site inductions, toolbox talks and pre-start meetings;
- Correctly use, storage and care for provided PPE;
- Maintaining a high standard of housekeeping in their area over which they have control;

#### **7.5 SUB-CONTRACTORS**

In addition to the responsibilities for all worker(s), all subcontractors are responsible for, but not limited to:

- Dissemination and communication of this plan as provided by Liberty Industrial to all workers.
- Submitting SWMS's to the site Project Manager for review prior to undertaking work;
- Provide training records for all their workers;
- Provide Plant Register;
- Provide a Hazardous Materials Register along with SDS's for all hazardous materials;
- Ensure attendance to site inductions for all workers prior to commencing work on site;
- Evaluate safety statistics and performance to ensure they comply with Liberty criteria;
- Advise of any legal proceedings they may be involved in;



- Advise their worker(s) that they will be working under the Liberty management system;
- Advise their worker(s) of the HSEQ requirements of Liberty Industrial and their duty to abide by those requirements;
- Maintaining insurance policies equal to Liberty's insurance requirements for the project;
- Conduct and record Pre-Start and Toolbox meetings in accordance with Liberty's requirements.
- Send a copy of daily Pre-Start meeting minutes to company site management, along with signed attendance record for each meeting.
- Additional subcontractor details can be found in appendix 2 of this management plan.
- 

**Ref: FRM-006 Sub-Contractor WHS Evaluation**

**PRO-016 Sub-Contractor Management**

## 8 SITE ACCESS AND SECURITY

Ingress and egress to the demolition site for approved vehicles only will be as per the Traffic Management Plan.

Existing block wall will be used as a security fencing, all entries will be locked or manned during operation time.

The fencing will be signposted with clearly visible signs that demolition work is in progress and that unauthorised persons are not permitted on the site. These signs will be exhibited at all points of access to the site.

Liberty Industrial will retain the current site lunch room, ablution block and office for the duration of demolition work, these structures will be demolished at the end of the project.

### 8.1 SITE ACCESS

Prior to arrival of any worker(s) or plant, the following requirements must be adhered to:

- The WHS documentation for each worker(s) is completed, and approval given in writing by the Project Manager for their mobilisation to site;
- Workers travelling to site are fully aware of all routes and any other requirements prior to arrival;
- Each person attending site will undergo a Liberty Industrial site induction.
- Each person attending site MUST hold a valid identification (e.g. Drivers Licence, Proof of age card) at all times when onsite.
- Each person attending site is required to sign in on entry and sign out on exit from the site.

## 8.2 VISITORS

- All visitors requesting entry to site must be authorised by the Project Manager or delegated person;
- All visitors must be escorted by a site inducted person and are the responsibility of the escort and must remain with them at all times;
- In the event of a site incident, the visitor is to obey all lawful instructions given by the inducted escort;
- All Visitors must sign in on FRM-003 Sign in Sign out – Visitor Subcontractor Register each time they enter site and sign out when leaving.

**Ref: FRM-003 Sign in Sign out - Visitor Subcontractor Register**

## 9 FITNESS FOR WORK

It is a requirement of Liberty Industrial that all worker(s) present themselves for work in a physical, mental and emotional state which enables the worker to perform assigned tasks competently, and in a manner that does not compromise the health and safety of themselves or others.

All workers must undergo a pre-employment medical examination which includes screening for AOD (including prescription medication) prior to commencement on-site. Workers who fail the medical examination may be precluded from working on site;

All worker(s) must comply with Liberty Industrial's Alcohol and Other Drugs (AOD) Policy and Procedures whilst on site. This may require worker(s) to submit to random AOD testing from time to time.

Liberty industrial seeks to foster a well-being culture through education and training.

It is a Site entry requirement that all staff including visitors undergo a breathalyser test prior to entry to the demolition site, with the site limit being zero alcohol.

On entering the site, the worker must advise the Project Manager of any prescription (or "behind the counter") medication they are taking, and seek approval before commencing work.

Workers who observe a person who appears to be disorientated or behaving out of the norm should bring this to the attention of the Project Manager forthwith.

Following an incident, any worker appearing to be affected by AOD may be tested. Should a positive test result, the worker/s will be removed from site. Refusal to undertake AOD testing may be regarded as sufficient reason for involuntary separation;

Actions taken for non-compliance with the AOD Policy and Procedures shall be dealt with in accordance with Liberty Industrial's Policy and Procedures.

The distribution, sale, consumption or possession of alcohol or illegal drugs on site is strictly prohibited.

**Ref: PRO-032 Medicals and Health Surveillance**

## **10 TRAINING AND COMPETENCY**

High risk tasks which require a National Licence to Perform High Risk Work (e.g. rigging, dogging, scaffolding, etc.) will only be undertaken by those workers who are the holders of such licenses.

In some instances, workers will be individually assessed by a competent person to verify their competency prior to operation of plant.

Where National Licence to Perform High Risk Work are not issued for the operation of a particular plant, standards of competency shall be documented and assessments undertaken by a competent person who has experience with the type of plant/equipment.

Workers will be required to submit on request any training certificates, licenses, for any task or activity that requires such formal qualifications.

Liberty Industrial will maintain a training register and copies of all licenses and certificates of competency for all workers on-site for the contracted scope of work(s).

Additionally, special WHS training may be required for the performance of hazardous or unfamiliar tasks.

During the Induction process, all workers will be instructed and trained in the use of the Take 5 hand book. In addition, worker(s) will be trained in risk management, how to conduct a hazard risk assessment, how to participate in the DRAW, how to report an incident and how to complete a JHA.

All new worker(s) will be monitored hourly by our experienced supervisors, project managers and relevant personnel to ensure that they understand and are safely completing the tasks that they have been assigned to do.

***Ref: WI-011 Take 5***

***WI-044 Hierarchy of Control***

***WI-025 Hazardous Substances - Material Safety Data Sheets***

***WI-009 How to conduct a Hazard Risk Assessment***

***PRO-044 Control of Records***

## **11 INDUCTIONS**

All worker(s) who attend site must hold a current general construction industry card (**CPCCOHS 1001A**) to be recorded on the site-specific induction questionnaire FRM-047 and be inducted in accordance with the following induction procedures.

- Hanson Site Induction;
- Liberty Industrial's site-specific induction;

Liberty Industrial's site-specific induction will address the following:

- Outline the history of the site;

- Outline the scope of work;
- Anti-static, (cotton or wool) clothing with the upper part of the body High Viz day / night;
- Lace Up Safety Boots, min 130mm high
- Hard Hat
- Hearing protection where required
- Approved Safety Glasses.
- Gloves to be carried and used during manual handling tasks;
- Define the commitment to an incident and injury free project;
- Promote a positive WHS culture that will mitigate the risk of injury to worker(s) and damage to plant;
- Provide instruction and training on the site and area-specific emergency procedures, including First Aid and medical services;
- Training in the use of Take 5's;
- How to identify and report hazards;
- Detail key aspects of this WHS Management Plan;
- The method of communication and consultation throughout the project.

The site safety induction will also include discussion of hazardous materials on site, identification of their whereabouts, and explanation of handling methods to be employed, including Personal Protective Equipment (PPE) to be used.

All worker(s) shall immediately report unidentified or suspicious substances encountered during the course of the project which may not have previously been identified.

Site visitors will be required to undertake a "Project Visitors Induction";

Worker(s) shall not work on site until they have successfully completed the induction on the prescribed form in the prescribed manner.

**Ref: WI-001 General Induction**

**FRM-047 Site Induction Questionnaire**

**LI-WI-011 Take 5**

### **11.1 TASK-SPECIFIC SKILLS TRAINING**

The Project Manager shall identify any skills and training required for the individuals on the project. These skills will be identified and uploaded into the IPM Training matrix as required for the project and the project manager will ensure appropriate training is undertaken and recorded in accordance with the skills matrix.

The company shall consult with worker(s) before implementing task-specific WHS training as identified.

In addition to the National Licence to Perform High Risk Work (e.g. cranes, dogging, rigging), a “Recognised Training Organisation” (RTO) shall be engaged to carry out other training as required throughout the project to ensure currency of all workers competencies.

## **11.2 PRE-MOBILISATION REQUIREMENTS**

Liberty Industrial requires that all work carried out is undertaken by workers who hold National Licence to Perform High Risk Work, trade certificates, and training certificates.

Subcontractors are to provide evidence that their workers are the holders of such aforementioned training requirements, and copies of these along with the worker/s medical clearance and verification of competency (VOC) are to be forwarded to Liberty Industrial prior to mobilisation.

## **11.3 SAFETY LEADERSHIP**

All site management and supervision are required to demonstrate leadership. While it is recognised that safety is everyone's responsibility, frontline management has a key leadership role in promoting and monitoring a safe workplace.

# **12 SAFE WORKING**

## **12.1 SAFE WORKING PROCEDURES**

Liberty Industrial has safe working procedures and work instructions to cover all work activities identified as having health or safety risks. These identify the potential risks and outline control measures to be used in controlling the identified risks.

## **12.2 WORK METHOD STATEMENTS (WMS)**

Work Method Statements will be developed for each area identifying the methods of demolition to be undertaken and eliminate risk as far as is reasonably practicable. Each element of work will have its own individual WMS. If a task changes, an incident occurs, or a hazard is identified the WMS will be reviewed in consultation with the workers and sub-contracts as required. To review the WMS FRM-054 SWMS Evaluation shall be used.

Ref: FRM-055 Work Method Statement

FRM-054 SWMS Evaluation

## **12.3 JOB HAZARD ANALYSIS (JHA)**

From each WMS a job hazard analysis will be undertaken by the site workers to eliminate the risks associated with the demolition in each area. JHAs will be undertaken prior to beginning any new element. These will be reviewed as an ongoing process throughout the project.

**Ref: FRM-058 Job Hazard Analysis**

#### **12.4 PERMIT TO WORK SYSTEM**

A "Permit to Work" system will be implemented for all works. The system shall comply with the WHS Act and Regulation 2011.

Work Permits will be issued for work including, but not limited to:

- Hot work (drilling, grinding, cutting);
- Working at height (above 1.8 m);
- Electrical;
- Welding;
- Oxy cutting;
- Excavation and Penetrations;
- Hazardous Work Permit;

**Ref: FRM-034 Hot Work Permit**

**FRM-035 Height Work Permit**

**FRM-036 Excavation, Penetration and Break-in Permit**

**FRM-040 Crane Lift Study**

**FRM-093 Hazardous Work Permit**

**PRO-046 Lock Out Tag Out Service**

**WI-034 Instruction Danger Tag**

#### **12.5 ELECTRICAL SERVICES AND EQUIPMENT**

Only a licensed electrician will be permitted to carry out electrical work on site and a WMS /SWMS must be provided prior to commencing work.

All live electrical services are to be identified and clearly marked (e.g. marking tape, paint, etc.).

All temporary construction power services installed are to be clearly identified (e.g. temporary construction wiring marking tape) and signed off by the licensed electrician.

Where electrical cable involves removal, a service signoff is to be issued by a licensed electrician, and physical separation shall be carried out in the presence of Liberty Industrial's Project Manager or delegation. In addition, a voltage current tester is to be used to double check the cable prior to removal, and cabling will only be cut in line of sight separation lengths.

All electrical equipment and accessories used on site will be inspected and tagged by a competent person in accordance with AS/NZS 3012:2010 Electrical Installations – Construction and demolition sites.

**Ref: WI-026 Electrical Safety**

**WI-021 Electric Welding**

## **13 PROJECT RISK CONTROLS**

### **13.1 POWERED MOBILE PLANT**

For all plant brought to site, a Plant Inspection Report shall be completed on arrival to site by the site Supervisor or delegate prior to use. Specific plant risk assessment from the manufacturer for each item of plant are required for all mobile plant used on site including sub-contractor plant.

Powered mobile plant and light vehicles used on site will be maintained in a “Fit for Purpose” condition and will comply with site rules. They will be driven to the posted speed limit and comply with the Traffic Management Plan.

Light vehicles will be parked in the prescribed area and reversed in.

Operators of mobile equipment will be required to hold the verification of competency (VOC) for the mobile plant being operated.

### **13.2 PLANT OPERATION**

All plant operators must possess a current “National High Risk License” or “Certificate of Competency” for the type of plant they are operating;

- All operators must complete a Pre Start checklist before operating plant;
- Unregistered plant must not be driven on public roadways;
- Keep vehicles clean at all times;
- Report any defects immediately to the supervisor;
- Mobile plant must not be left unattended with the engine running;
- Defective equipment is to be “tagged out”;
- Operators must always lower buckets, blades, rippers, forks or similar gear to the ground before getting off their machine;
- Service vehicles, dump trucks, site vehicles, must be reverse parked, chocked, or rear wheels in a culvert to prevent inadvertent movement, and keys must be left in the vehicle;
- If attachments are raised in the air for maintenance work, the lifting gear should be packed or blocked up. This reduces the risk of injury if the hydraulics creep down or drop (Note: any work of this nature must have a JHA);
- Passengers or riders are not permitted on moving plant at any time;
- No person is to approach any plant from the rear or blindside of the operator, and must receive acknowledgement from the operator prior to approaching. In some instances on

large plant (e.g. 120t or 200t excavator), radio contact clear of the swing radius must be made before approaching;

The driver must remain in the cabin of a vehicle while the engine is running. The engine must be turned off, the hand brake applied and, in the case of forklifts, the tynes must be lowered to the ground before the driver leaves the cabin. For exceptions to this rule (e.g vacuum trucks where the engine drives the pump) the vehicle wheels must be chocked, barricades set up around the vehicle, and a documented Hazard Identification and Risk Analysis completed and available at the vehicle.

**Ref: WI-033 Working near Excavators**

**FRM-029 Vehicle and Plant Register**

**FRM-400 Mobile Plant Check List (Note: This is a book)**

**FRM-036 Excavation, Penetration and Break-in Permit**

### **13.3 POSITIVE AND EFFECTIVE ISOLATION OF PLANT**

Workers involved in mobile plant operation must complete site-specific positive and effective isolation training.

All positive and effective isolations must be carried out by a qualified and authorised person.

All workers who may be affected by the positive and effective isolation must complete, a tag and lock out procedure of the plant either as individuals or as a group isolation/lockout, utilising a lockbox.

The lockout must be completed by attaching a hasp/scissor plate, personal isolation lock and personal danger tag at the isolation point of the equipment or the designated lockbox. Some equipment, such as conveyors, may have more than one drive.

Therefore, it is extremely important to identify all isolation points for any piece of equipment prior to the positive and effective isolation commencing, and that all these points are isolated and tagged and that "test for dead" is carried out prior to commencing work.

**Ref: WI-034 Instruction Danger Tag**

**PRO-046 Lock Out Tag Out Service**

### **13.4 MAINTENANCE, INSPECTION, AND TESTING**

Procedures for the maintenance, inspection and testing of plant will be developed and complied with at all times. These procedures are typically applied to:



Scheduled Maintenance is tracked via GPS which is sent to Liberty Industrial by email and text message using the Care Track system. This also monitors and faults that may occur during the operation of each item of plant;

- Mobile plant;
- Portable electrical equipment and power generators (packs, generator sets, etc.);
- All forms of light vehicles and vehicle mounted equipment;
- Firefighting equipment;
- Medical/first aid equipment;

Records of all maintenance, inspection and testing activities will be maintained in a site register.

A record of the Plant service history shall be provided to Hanson on request.

Prior to arrival on site, some specific plant may require independent inspection and certification by a nominated inspector.

On arrival of plant to site, inspection documentation shall be presented to the Project Manager or their delegation for recording in the site register.

The maintenance, inspection and testing of electrical equipment will be carried out in accordance with company procedures.

Voltage Reducing Devices (VRD's) are to be used on welders and tagged accordingly.

All load-bearing rigging equipment shall:

- Be appropriate for the task with a Working Load Limit (WLL) for that equipment visibly displayed on each item;
- Inspected, tagged, and entered into the register;
- Inspected immediately prior to use;

**Ref: WI-026 Electrical Safety**

**WI-021 Electric Welding**

**FRM-057 Electrical Equipment Register**

**FRM-029 Vehicle and Plant Register**

**FRM-400 Mobile Plant Check List (Note: This is a book)**

### **13.5 LOADING, TRANSPORT AND UNLOADING MATERIALS**

The Project Manager must enquire as to the transport company's knowledge in delivering materials to site and their familiarity with the following:

- Wide load, escort requirements, travel times and rules for travel as per road and traffic authority relevant to the state and area they are traveling through;
- Vehicle Load Limits;
- Site and Project requirements (flashing amber light, dress code, and driver PPE);
- Access procedures and routes to be used (site office/laydown area location), including all required site documentation;
- ETA to site;
- Unloading facilities;

**Ref: WI-033 Working Near Excavators**

### **13.6 WORKING ON OR NEAR WATER**

Where worker(s) are required to work near or over a body of water, an adequate barrier or other separation is the first measure that shall be assessed to minimise the risk to worker(s).

Worker(s) shall never be left alone where a drowning hazard exists. In these circumstances, at least two people need to remain within sight and sound of each other at all times. If working on a floating pontoon, they will require constant access to a moored boat or life raft.

Consideration should be given to regular head counts wherever teams of worker(s) are involved in working near water. A Personal Flotation Device shall be worn whenever personnel are required to work close to a body of water or other liquid and there is a potential for a person to slip or fall into the body of water or other liquid.

Ref: PRO-045 Working on or Near Water

### **13.7 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All PPE shall comply with AS/NZS 4501.1:2008 and be in good, serviceable condition, and must be worn at all times. The following PPE is the minimum standard for the Hanson Project:

- Anti-static (cotton) long trousers and long sleeved high visibility collared shirt with reflective strips on chest back and arms;
- Safety glasses (wrap-around or with side shields);
- Hard hat in designated areas outside crib room and office buildings;
- Hardened toe cap safety footwear (lace-up, no elastic sided boots allowed);
- Gloves and glove clips to be carried;
- Any specialised PPE required (e.g. Mono-goggles, face shield, hearing protection);

Training will be provided for the use of any PPE (e.g. how to fit hearing protection, respirators). A record of this training will be maintained in the site project folder.

All respiratory protection, selection, use and maintenance will be in accordance with Australian Standards. All workers that need to wear respiratory protection must be clean-shaven in accordance with Liberty Industrial procedures.

The Project Manager will make provision for all personal protection equipment that may be required from time to time throughout the contract period. A range of sizes will be kept on hand to satisfy the requirements of all workers on site and may include but not limited to the following:

- Gloves (various types for different materials handled);
- Safety Glasses;
- Ear plugs & ear muffs;
- Dust masks;
- Half face respirators with filters applicable to the work;
- Chemical protective suits;
- Full breathing apparatus;
- Fire suit;
- Overalls;
- Harnesses;

#### ***13.7.1 Minimum Protection for 'Dirty' Areas***

- Disposable overalls;
- Boots with steel toes;
- Gloves as required;
- Hard hat meeting AS1801-1981 requirements;
- Hearing protection meeting AS1270-1988 requirements for use when working around machinery or plant equipment if noise levels exceed exposure standards;
- Half face respirator with dust filter or disposable dust mask for use when dust is being generated;
- Safety glasses;

#### ***13.7.2 Higher Level Protection***

- Work should not commence in any area suspected or known to require higher level protection than the minimum noted above until appropriate respirators and cartridge filters are available and workers trained in their use. The first action in the event of a possible hazardous situation will be to stop work in that part of the site and contact the Project Manager.
- Respirators and appropriate cartridge filters will be supplied to all staff and a supply will be available on site for use by others.

- Respirators will only be used and will be maintained by the individual to whom they have been issued. Workers will be trained and fit tested to wear a half face respirator prior to participation in field activities.
- If air purifying respirators are issued, organic vapour, high-efficiency dust and mist cartridges will be required. Cartridge filters will need to be replaced within the indicated time limits noted on the manufacturer's instructions.

### **13.7.3 Decontamination**

- Decontamination procedures will remain flexible to allow worker(s) to respond appropriately to the changing environmental and work conditions. The following points should be noted with regard to personal decontamination and disposal of used personal protective equipment:
- If skin contact with potentially contaminated material occurs, the area should be flushed with water at the nearest safety shower. Allow water to run until temperature is acceptable.
- At the end of each working day and prior to drinking, eating or smoking, workers should wash their hands and face with clean water.
- 
- All used personal protective equipment should be disposed in the specific waste container. No used protective equipment will be left at the site at the completion of the works. Sealed plastic bags shall be used for off-site disposal of used personal protective equipment.
- 
- Contaminated protective equipment such as disposable overalls must NOT be reused and must be disposed of in appropriate containers on-site.

**Ref: WI-043 Eye and Face Protection**

***PRO-017 Site Safety Principles and Guidelines***

***PRO-037 Hand Held Grinders***

***WI-024 Working at Heights or around holes***

***WI-037 Hand Held Grinders***

## **13.8 HOUSEKEEPING**

Roadways and walkways will be kept clear of rubble and swept clean at all times to allow easy access for all workers, site visitors and emergency access.

As demolition proceeds, all material will be sorted, stockpiled and the area scraped to allow ground staff to walk without risk around the site. All openings will be covered and signposted immediately and barricades erected. As a part of good housekeeping and for the comfort of all workers and site visitors, the office and amenities buildings will be kept clean and hygienic at all times.

Work areas will be kept in a neat and tidy manner and tools, equipment and materials are stored in the prescribed area when not in use. Rubbish bins shall be placed strategically to ensure that all rubbish is controlled and disposed of in accordance with the site environmental management plan.

**Ref: PRO-057 Work Area Inspection**

### 13.9 WORKPLACE INSPECTIONS

The Supervisor will conduct formal inspections of the project on a regular basis and take corrective action immediately in order to maintain a hazard free workplace. A member of the work team may accompany them on the inspection.

The inspection will include the physical condition of the workplace, and observation of work activities by workers. This inspection will be recorded on the prescribed form in the prescribed manner.

**Ref: PRO-057 Work Area Inspection**

### 13.10 BARRICADES AND SIGNAGE

Barricading will be installed to prevent workers or plant falling into excavations, objects falling from heights or entering hazardous areas.

The minimum visual warning for hazards will be orange triangles (flags) attached to rope. Barrier mesh or other more substantial materials must be used where the identified risk requires a higher level of control. Drop zones will be established and barricaded off with allowance for potential drop height and size of objects and potential deflection zone.

Flagging, witches hats and other materials may only be used in low risk areas and with authorisation from the Project Manager or their delegation.

Before work commences, the following signs will be erected at all site access points:

- Compulsory head protection to be worn on site;
- Compulsory foot protection to be worn on site;
- Compulsory eye protection to be worn on site;
- Compulsory high vision vests or high vision shirt to be worn on site;
- Demolition work in progress;
- Unauthorised personnel not permitted on site;
- Emergency phone number list;

**In addition to the above**, the following signs will be erected in amenities:

- Emergency phone number list;
- Site contact list [includes 24 hour contacts];

Barricades will be erected in the identified areas prior to work commencing, modified to control the risk during the course of the project. Signs may also be erected on the barricades to signify the nature of the hazard.

**Ref: *WI-027 Barricades and Signage***

### **13.11 RADIO COMMUNICATION**

All worker(s) will carry a two-way radio with a Liberty Industrial dedicated channel at all times whilst on site. This allows team members to communicate with each other namely, but not limited to:

- Interactive task management;
- Clarification of work methodology;
- Directing mobile plant movements;
- Informing worker(s) of their proximity to the mobile plant;
- Emergency communication;

**Ref: *PRO-027 UHF Radios***

***POL-009 Mobile Phone Policy***

### **13.12 HAZARDOUS SUBSTANCES / SAFETY DATA SHEETS**

All labelled Dangerous Goods and Hazardous Substances must be approved and recorded in the site register by the Project Manager or delegation. The Project Manager will make the register available to all site personnel and visitors to site. Trained workers will only be used to handle hazardous substances, and spills.

A Safety Data Sheet (SDS) will be obtained for each substance and maintained in a SDS register readily available to all workers.

The SDS will comply with the requirements of the Code of Practice Safety Data Sheets.

Worker(s) must read, understand, and apply the instructions within the SDS.

In the event of hydrocarbon spills an incident report will be completed by the project manager, supervisor or the site WHS Manager and actioned accordingly. When responding to such spills the immediate response is to clean up the spill using an appropriate spill kit.

**Ref: WI-025 Hazardous Substances - Material Safety Data Sheets**

**WI-012 Dangerous Hazardous Materials in Scrap**

**WI-009 How to conduct a Hazard Risk Assessment**

**PRO-047 Hazardous Substances Management**

**PRO-040 Control of Hazardous Substance Spills**

**PRO-015 Hazard and Risk Management**

**FRM-031 Incident Report**

**FRM-056 Hazardous Substance Register & Assessment Sheet**

**FRM-055 Work Method Statement**

**FRM-058 Job Hazard Analysis**

**FRM-002 Hazard Reporting Card**

**FRM-093 Hazardous Work Permit**

### **13.13 FIRE CONTROL**

Fire extinguishers will be located in identified high risk areas. Mobile plant and other designated plant will have site-specific compliant extinguishers fitted.

Instruction and training will be provided to workers on safe working practices in relation to fire management. Every endeavour must be made to keep work areas free of combustible waste and scrap materials.

Company procedures along with site-specific requirement and task specific JHA's must be followed where there is a risk of ignition or explosion.

All flammable and combustible materials shall be stored in designated areas, signposted, and where applicable fenced. No flammable combustible material is to be stored in containers.

Flammable combustible liquids shall only be dispensed from proprietary containers.

Oxygen and combustible gas cylinders must be stored at least 5 metres apart or be separated by a 5 metre vertical wall.

Existing firefighting equipment and ring mains will be maintained during the course of the project where possible.

**Ref: PRO-062 Emergency Evacuation Plan**

**FRM-001 Emergency Evacuation Map**

**PRO-014 Site Emergency Preparedness**

#### **13.14 WELDING EQUIPMENT**

All workers carrying out welding process shall be the holders of current certificates of competency.

Protective equipment shall be used to safeguard against electrical shocks and burns from the welding process, with a portable welding screen used as required.

Volt Reducing Devices (VRD's) are to be used on welders and tagged accordingly.

Welding equipment, and associated transformers and leads, shall be inspected regularly for any damage or faults. Damaged or faulty equipment shall be tagged and removed immediately from service.

**Ref: WI-021 Electric Welding**

**FRM-034 Hot Work Permit**

#### **13.15 WORKING AT HEIGHT**

Whenever work is to be carried out within two metres of any edge on a new or existing roof or slab from which any person could fall a distance of 1.8 metres or more, additional provisions shall be made to prevent workers falling.

Working at height is not limited to working in areas that are above ground level. It may also include areas in which workers are required to work below ground, or at ground level, above a void.

In the event that this issue is unclear a JHA shall be completed and control measures put in place to control the identified risks, and ensure rescue equipment and workers are trained in responding to an incident (a JHA is required for all work at heights). Fall protection is required at any time, when:

- There is a risk that the worker may fall and injure themselves;
- Working outside of a handrail;



- Working on masts, antennae or similar;
- Flooring or handrails are removed;
- Working from any elevated work platform or man cage;
- A worker feels that such protection is required;

Fall protection may include, but is not limited to:

- Handrail system;
- EWP;
- Personal fall arrest or restraint system;

A permit to Work at Height is required for all tasks where fall arrest equipment is worn and when working in EWP's. The only exception is when working from a scissor lift.

#### **14 TRUCKS, FLATBEDS, AND LOW LOADER**

1. The Hanson site has very strict rules regarding working at elevation relating to accessing truck and transport deliveries.
2. All truck and transport drivers and delivery personnel, all site personnel involved with off loading and unloading equipment, materials and supplies and all personnel maintaining or working on mobile equipment must obey the sites policies and procedures. The site-specific requirements are detailed below:
  - Fall Protection/prevention is required any time a driver is exposed to fall hazard of 1.8 meter or more – this includes any truck, trailer, or flat bed
  - Standing on top of a load is prohibited at all times.
3. Height safety barriers for truck unloading operations may be used.
4. Drivers are not allowed to operate Hanson owned or leased equipment (i.e., fork trucks, mobile or fixed rail cranes) to load or unload their truck/trailer without approval from Hanson.
5. Any driver not in compliance with fall protection/prevention protocols will be removed and banned from this site and its company will be notified. A contractor Non-Conformance report will be raised against the contracting company.
6. All truck and transport delivery personnel will receive training prior to being allowed on site. Hanson will provide training for the Liberty Industrial's designated Health and Safety Officer and the HSO shall be responsible for providing the training to all truck and transport delivery personnel.

#### **14.1.1 Elevated Work Platforms**

- All EWP's will only be operated by workers who hold a current certificate of competency and recent VOC. The worker must be trained and instructed in the safe operation and rescue procedures of the EWP.
- 
- The base controls of the EWP shall be tagged to indicate that the equipment is in use.
- 

#### **14.1.2 Height Emergency Rescue Plan**

- Where required to work at height, a rescue plan for retrieval of workers shall be developed prior to commencing the work and shall be documented and captured on either the Work at Height Permit or last section of the JHA.
- 
- The rescue plan should address suspended trauma and the timely recovery of the worker to avert the health issues that may arise.

**Ref: WI-031 Emergency Rescue from Elevated Work Platform**

**WI-024 Working at Heights or around holes**

**FRM-035 Height Work Permit**

## **14.2 HOT WORK**

Hot Work includes welding, cutting and grinding and any other process that produces a spark or ignition source. When hot work is undertaken, it must comply with the project procedures. This shall include the use of Hot Work Permits, which will be required in all areas on the project.

Before any hot work commences, the surrounding area is to be cleared of all combustible material and a fire extinguisher or some other means of fire suppression shall be provided within 10 metres of the intended hot work. A full time spotter dedicated to fire watch must be present during and 20 minutes post hot work.

Prior to any hot work in a suspected flammable atmosphere, gas testing must be conducted to ensure an inert atmosphere prior to entry and work commencing. A JHA must be completed for any hot work.

**Note:** A hot work permit must be lodged and approved by the site supervisor prior to any hot works commencing.

**Ref: PRO-049 Hot Work Procedure**

**FRM-034 Hot Work Permit**

### 14.3 WORKING IN HOT OR COLD ENVIRONMENTS

The Project Manager is responsible for ensuring that all workers are consulted and inducted into the site hot or cold working conditions. This includes, but is not limited to:

- Causes of heat or cold related illness;
- Signs and symptoms of heat or cold related illness;
- Actions on identifying heat or cold related illness;
- Prevention of heat or cold related illness;

When there is potential for heat stress to occur, the Project Manager or delegation is responsible for ensuring that arrangements are made to reduce the effects of heat stress.

Workers may experience heat stress due to a combination of elevated ambient temperatures and the concurrent use of personal protection equipment; this depends in part on the site, the type of work, and the time of year. There are four main types of heat stress related problems:

- Heat Rash - caused by continuous exposure to heat and humid air and aggravated by chafing clothes. Decreases ability to tolerate heat, as well as being a nuisance;
- Heat Cramps - caused by profuse perspiration with inadequate fluid intake and chemical replacement. Signs: muscle spasms and pain in the extremities and abdomen;
- Heat Exhaustion - caused by increased stress on various organs to meet increased demands to cool the body. Signs: shallow breathing; pale, cool, moist skin; profuse sweating; dizziness, and lassitude;
- Heat Stroke - the most severe form of heat stress. Body must be cooled immediately to prevent severe injury and/or death. Signs: red, hot, dry skin; no perspiration; nausea; dizziness and confusion; strong, rapid pulse; coma. Medical help must be obtained immediately;

**Ref: PRO-028 Fitness for Work Fatigue**

**PRO-067 Recognition and Control of Worker Fatigue**

### 14.4 EXCAVATIONS AND BURIED SERVICES

All excavations and buried services require the company "Excavation, Penetration and Break-in Permit" in place prior to any surface penetration being undertaken.

Where services are identified within 1.5 metres of an excavation, hand tools and the use of service locators shall be used to expose and identify the buried services prior to any excavation work proceeding. A spotter must be used at all times that plant is being used to excavate in the vicinity of any buried service.

The company will obtain written authorization from the client's representative prior to undertaking any land clearance or soil disturbance activities.

**Ref:** *FRM-036 Excavation, Penetration and Break-in Permit*

#### **14.5 MANUAL HANDLING**

Manual handling tasks must be identified, and for those manual handling tasks have been identified as a risk, the following will be undertaken:

- Does the load need to be moved?
- Can it be handled by one person or is help required?
- Can mechanical lifting aids be used?
- Is the route and destination clear?

Wherever possible, mechanical lifting aids will be considered as the first option in moving any load.

**Ref:** *WI-023 Manual Handling*

#### **14.6 JOURNEY MANAGEMENT**

A Journey Management Plan (JMP) is required where the journey exceeds a timeframe of more than 4 hours on a public sealed road or two hours on an unsealed road/ track or where work is being conducted remotely. Approval must be given by the Project Manager if a combination of working and driving time exceeds 12 hours in any one day.

The JMP will include;

- An assessment of necessity of the trip
- Weather conditions
- Primary routes
- Identify safe rest stops
- Key stages of the journey
- Rest breaks at least every 2 hours

Drivers and the Project manager must have a copy of the JMP before the journey commences and a copy will be kept in the site-specific project folder.

**Ref:** FRM-042 Journey Management

## 14.7 CORONA VIRUS - (COVID – 19)

This pandemic is an unprecedented situation and because of this we will all work together to overcome any issues that confront us. We ask you all to remain calm and communicate any concerns you may have with your management team.

As with any potential hazard to health and safety of our team, customers and visitors, we take an approach of risk management, including: assessment and risk mitigation.

In relation to the Coronavirus (specifically known as 'COVID-19'), at the moment we assess the current risk assessment is **LOW**.

### Prevention on Site:

*COVID-19 is most likely spread through:*

- **close contact** with an infectious person (see comment below about what NSW Govt Defines as close contact)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces that have cough or sneeze droplets from an infected person, and then touching your mouth or face

### "Close contact"

*A close contact is someone who has been face to face for at least 15 minutes, or been in the same closed space for at least 2 hours, as someone who has tested positive for the COVID-19 when that person was infectious."*

### Good hygiene is the best prevention to infection:

*"Everyone at a workplace MUST practice good hand hygiene and good respiratory etiquette to reduce the risk of transmission. Maintain at least 1.5 metre distance between yourself and anyone who is symptomatic, such as coughing, sneezing or who presents with a fever. Consult with your treating professional if you are experiencing cold or flu-like symptoms.*

*Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:*

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 1.5 metres away from people)."

### What is 'not fit for work' with regard to Corona Virus?

Staff will be required to take sick leave if you are not fit to work because of one or more of the following:

- You are suffering flu like symptoms;
- You are sick and awaiting a COVID-19 test result;
- You are sick and have confirmed you do not have COVID-19; or
- You have COVID-19

### Required Self Isolation:

The Federal Government requires 14 days of self-isolation if you are not sick but have been in contact with someone recently returned from a country of concern (as advised by the Dept of Health or Federal Govt), or someone infected or suspected of being infected with COVID-19.

***“If you have been identified to have had close contact with someone who is confirmed to have infection with COVID-19 while they were infectious, you must:***

- *Isolate yourself at home until 14 days after you were last exposed to the infectious person. You should not leave the house, except for seeking medical care. You should stay in a different room to other people as much as possible, and wear a surgical mask when you are in the same room as another person and when seeking medical care. Use a separate bathroom if available. Do not go to work, school, or public areas, and do not use public transportation, taxi services or rideshares.*
- *watch for signs and symptoms:*
  - *fever*
  - *cough*
  - *shortness of breath*
  - *other early symptoms to watch for are chills, body aches, sore throat, headache and runny nose, muscle pain or diarrhoea*

**If you Develop Symptoms:**

- *If you are seriously unwell and it is an emergency, call 000 immediately.*
- *Continue to keep yourself apart from other people as much as possible (eg in a different room).*
- *Wear a surgical mask if you have one.*
- *Call your local public health unit on 1300 066 055, they will assess you and advise on what to do next\**
- *If you can't contact the public health unit, see a doctor, preferably at a hospital emergency department, as soon as possible.*
- *Phone the emergency department before attending so they can make arrangements for when you arrive to prevent spread of infection to others.*
- *Do not travel on public transport, use taxis or ride-shares and do not attend any public places.”*

**Current Risk Mitigation Actions:**

- Increase emphasis on personal hygiene:
- Wash your hands-on arrival at work and regularly through the day:
- Wash hands before and after each meeting;
- We are procuring hand sanitizer but it is not essential – washing hands thoroughly is sufficient.

When it arrives, the priority will be for staff that do not have access to wash hands regularly.

- Sanitary wipes if available should be used for PC keyboards and phones on a daily basis;
- Maintain 1.5m distance from people
- No shaking of hands.
- Meetings are to be held in locations that allow for 4 meters distance between attendees in a closed confined space (meeting room/office block)
- COVID-19 Testing: The Federal Government’s advice is varied. The Chief Medical Officer is saying that testing is recommended for persons who are suffering flu like symptoms AND EITHER have been in contact with a person with COVID-19 OR have travelled to a high-risk country.

- As an employer we have a duty of care to our workers and visitors. If staff members come to work displaying flu like symptoms, we will ask you to see a Doctor to certify if you are fit to be at work.
- If you have been referred for a COVID-19 test, you will not be permitted to return to work until the results have returned that you are cleared.
- We are encouraged all staff to get flu shots this season.
- Masks are NOT required and the Government's advice is to not use them unless sick (in which case you will not be at work) – they are needed for health care workers.
- Return to work: If you have been diagnosed with COVID-19, you will not be permitted to return to work until you can certify you are free of the virus and safe to return to work.
- We will continue to monitor on a daily basis.
- We will no longer be conducting daily Breathalyzer testing until further notice, but may conduct as required as part of incident investigation or cause

Liberty personnel identified as requiring self-quarantine

- If a Liberty Industrial worker is identified as having to self-quarantine for one of the reasons described above, then the following will apply:
- PM and Hanson Client Rep to notify head office as soon as possible;
- The site where the person was working will begin increased cleaning regime onsite including daily cleaning of all food preparation and eating areas;
- All common areas will be cleaned daily;
- Staff should be instructed to obey the Federal Government's self-quarantine rules.
- Liberty personnel confirmed COVID-19 case

If a Liberty Industrial worker is confirmed as having the COVID-19 virus, then the following will apply:

PM to notify head office immediately;

Client and camp will be notified by PM;

Site will be closed on current medical advice;

All other staff will be required to leave site and to self-quarantine as per medical advice.

Liberty personnel required to return home due to public closures

**Ref:** This is in accordance with Liberty Industrial **COVID-19 Management Plan** 18/03/2020

## 15 SITE SAFETY RULES

The site safety rules are to secure the health and safety of workers and workplaces by protecting them against harm to their health, safety and welfare through the elimination or minimisation of risks. The project site safety rules are prepared by the National HSEQ /IR Manager in consultation with the project manager prior to a project commencing and will be

relevant to the specific risks identified for each project to ensure compliance with the relative legislative obligations placed upon the company by regulators and clients.

### **15.1 SITE-SPECIFIC RULES**

- Site-specific safety Induction training must be attended by all personnel before commencing work on site;
- All visitors must be escorted at all times by a person who has received site-specific safety induction training when on site;
- All personnel and visitors must attend the daily team consultation meeting (Pre-Start) or be briefed on the meeting and sign on the sign on sheet;
- All personnel and visitors must wear appropriate personal protective equipment (PPE) when on the worksite;
- All entry to, movement on, passage adjacent to, and exit from the work site of persons, vehicles and equipment will be controlled in accordance with site WMS/JHA's and site procedures;
- All first aid facilities and illness/injury and emergency procedures are to be clearly identified and used, including the reporting illness/injury and incidents;
- Effective barricades, fencing and overhead protection will be used where applicable;
- All work including but not limited to electrical work, plant and equipment, working at heights, demolition, excavation, scaffolding and formwork must be done in accordance with the relevant legislation, regulations, standards, codes and procedures;
- A register of hazardous substances is kept and maintained for all hazardous substances brought on site. All hazardous substances shall be used, handled and stored in accordance with their requirements;
- All work must be covered by an applicable Work Method Statement and associated Job Hazard Analysis (WMS / JHA) which is kept on site. All worker(s) must have been instructed in all of the applicable WMS;
- No person or persons are permitted to work under the influence of drugs or alcohol.
- Platform Ladders are only to be used on Liberty Industrial Worksites

### **15.2 LONE WORKER POLICY**

- No worker shall work alone while undertaking demolition work.

### **15.3 RULES FOR SAFE LIFTING**

- When lifting bend your knees and maintain a straight back;
- Avoid unnecessary bending;
- Avoid unnecessary twisting;
- Avoid reaching out;



- Avoid excessive weights;
- Avoid working above shoulder height;
- If the load is too heavy, get help or use a mechanical device if one is available
- Lift gradually;
- Keep in good physical shape;
- Don't lift if mechanical assistance is possible;

#### **15.4 OXY CUTTING**

Ensure equipment is in good order;

- Flash back arresters must be fitted to the torch and cylinder end of all hoses;
- Quarterly inspections will be undertaken of flash back arresters, gauges, hoses and torches and recorded in the register;
- A fire extinguisher must be available at the workplace;
- Do not use lighters. Use only spark gun;
- Cutting should not take place in areas where there is risk of ignition;
- Remove combustible materials as far as practicable;
- Operators must wear protective gear;
- Do not cut in a confined space or room without first ensuring suitable ventilation is available;
- No cylinders are to be placed in a confined space. Torches and hoses are not to be left in a confined space whilst not in use;

#### **15.5 FIRST AID FACILITIES**

The HSEQ Manager shall ensure that a risk assessment is conducted to determine the workplace first aid requirements (suitability, location and accessibility of first aid equipment). This risk assessment shall be undertaken by the Project Manager and the HSEQ Manager and a person with first aid qualifications (this person may be the Project Manager or HSEQ Manager if they have first aid qualifications). This risk assessment will identify the number and qualifications of First Aid personnel required for the job, however, at least one qualified first aider is required to be present on site at all times during working hours.

The project shall provide first aid facilities as required by legislation. First Aid Kits shall be provided in Liberty Industrial site vehicles for use by qualified first aiders. Emergency first aid procedures shall be kept with all First Aid kits. A register of the first aid kits shall be maintained within the Register of Emergency Equipment. The Safety Manager shall determine who will be responsible for organising the inspection/s, the frequency of the inspection/s (minimum of 6 monthly) and the maintenance of the registers.

A list of the contents of each first aid kit is to be kept with the kit and the kit is to be checked and replenished to maintain minimum levels at least on quarterly basis by a nominated person (First aider). Items are also to be checked for use-by dates and replaced as required.

The location of first aid facilities shall be detailed on the Emergency Map and displayed on the site notice boards.

At induction, all persons shall be made aware of who the First Aider/s is and of the locations of first aid kits/facilities. The name/s of the First Aider/s shall be displayed on site notice boards.

## 15.6 DANGEROUS GOODS

The procedure – **PRO 47 Hazardous Substances Management** details Liberty Industrial's system requirements for the storage chemicals management.

Dangerous goods, as defined by the Australian Dangerous Goods Code, shall be stored and handled strictly in accordance with:

- a) all relevant Australian Standards;
- b) for liquids, a minimum bund volume requirement of 110% of the volume of the largest single stored volume within the bund; and
- c) the Environment Protection Manual for Authorised Officers: Bunding and Spill Management, technical bulletin (Environment Protection Authority, 1997).

In the event of an inconsistency between the requirements listed from above, the most stringent requirement shall prevail to the extent of the inconsistency.

## 15.7 CHAIN OF RESPONSIBILITIES (COR)

Liberty Industrial acknowledges that every person involved in the supply chain must take steps to prevent mass, load restraint, dimension, maintenance, fatigue and speed offences.

Liberty Industrial is an accredited member of the National Heavy Vehicle Accreditation Scheme (Mass Management) and only engages contractors with this accreditation to provide services for Liberty Industrial projects.

Risks within the supply chain of responsibility are identified, assessed, control measures documented and implemented through contractor evaluation and the Liberty Industrial integrated risk management process of DRAW, Work Method Statements and Job Hazard Analysis supported by the required regulatory documentation.

## 16 RISK MANAGEMENT

The company utilises a combination of purpose-built plant, innovative thinking, and non-traditional and traditional demolition methods. The basic tenet of our operation is to minimise the exposure faced by the workers primarily by eliminating the risk and using large excavation equipment and "induced collapse" techniques.

This principle involves inducing the collapse of a large structure by utilising engineered pre-cutting of structural members to bring the structure to the ground in a controlled and safe manner, enabling the large excavation equipment to process the collapsed structure from ground level

This principle reduces the need for working at heights and manual handling

Procedure PRO-015 Hazard and Risk Management outlines the method used for hazard identification and risk assessment. It is based on the principles in Australian Standard AS/NZS ISO31000:2009 Risk management. In addition, WI-044 Hierarchy of Control is utilised to assist in the risk assessment.

## **16.1 RISK ASSESSMENT**

Risk assessment involves the identification of hazards (potential to cause harm), the assessment of the risks posed by those hazards, the development of controls to reduce the risk to ALARP and the ongoing management of the risk controls.

Risk assessment and risk management controls will be used consistently throughout the project. Prior to mobilising to site a risk assessment team, made up of site workers and the National HSEQ Manager, will conduct a Demolition Risk Assessment Workshop (DRAW), conducted to identify and document a register of all the risks associated with mobilisation and any of the proposed Demolition / Remediation phases. A Work Method Statement (WMS) and Job Hazard Analysis (JHA) will be conducted by supervisors and workers directly involved in or likely to be affected by the activity prior to the commencement of each activity. If a task changes, the JHA/SWMS will be reviewed in consultation with the workers.

The Project Manager or delegation is responsible for ensuring risk controls are implemented and monitored for effectiveness.

The correct procedure for completing the JHA involves the workers on the particular site that will be conducting the actual work, and these will be completed once the demolition / remediation teams are on site and prior to commencement of any particular activity.

**Ref: PRO-015 Hazard and Risk Management**

**WI-009 How to conduct a Hazard Risk Assessment**

**WI-044 Hierarchy of Control**

### **16.1.1 Hazard Identification and Reporting**

- Worker(s) identifying a hazard shall:

Firstly, attempt to eliminate or control the hazard, and then

Report the hazard immediately to the responsible supervisor;

The responsible supervisor shall ensure identified hazards are promptly reported and recorded on the hazard register;

- Should the hazard not be able to be controlled by the worker(s), the supervisor being notified of the hazard must take immediate action to control the hazard.

**Ref: PRO-007 Incident and Complaints Reporting**

**FRM-031 Incident Report**

**FRM-002 Hazard Reporting Card**

## 16.2 TAKE 5

Worker(s) are accountable for their own and others actions as far as reasonably practical, and to immediately address issues that pose a risk. To assist in this practice, the company uses a Take 5 System where all workers carry a Take 5 book to record identified hazards. The Take 5 System supplements the JHA's. All workers and subcontractors will be operating under this system, and will be trained in its use during the site induction.

The Take 5 system records are used as a monitoring instrument in addressing repeat observations and a "LEAD Indicator".

Take 5 is designed to ensure that workers assess each task for risk by completing the checklist as follows:

- Think through the task – break into steps;
- Spot the hazard – "What if";
- Assess the risk;
- Make the changes;
- Do the job safely;

**Ref: WI-011 Take 5**

**FRM-500 Take 5 (Note: This is a book)**

## 16.3 HAZARD INVESTIGATION

All hazards and Safety issues are to be reported as soon as practicable to the relevant supervisor.

The supervisor will investigate hazards reported immediately; the investigation findings will be detailed and reported back to the workgroup at the next opportunity (normally pre shift meeting).

The intent of Take 5 Hazard Identification is to be pro-active in identifying, evaluating and controlling hazards that may result in incidents the potential for injury, environmental issues or plant damage.

Should the matter remain unresolved, it will then be addressed between the worker, their supervisor, and the Project Manager.

**Ref. PRO-002 Hazard and Risk Management**

## 17 INCIDENT INVESTIGATION AND REPORTING

All Incident and Complaint Reported shall be in accordance with the company reporting and investigation procedures. Investigations are focussed on the root cause to the incident so that corrective actions can be taken and monitored to prevent recurrence

The Liberty Industrial Procedure PRO-007 Incident Reporting shall be followed for internal company reporting requirements

The Liberty Industrial National HSEQ/IR Manager will ensure that the work health and safety regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of works performed by Liberty Industrial has occurred

The notice will be given by the National HSEQ/IR Manager by telephone or electronically in writing, which ever may be the fastest possible means. Details of the incident requested by the regulator will be given, and if required, a written notice of the incident within 48 hours of that requirement being made.

Liberty Industrial will keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

All incidents shall be reported on the same day of the occurrence and shall be reported (initial verbally) as soon as reasonably practical to the Client's Representative.

All incidents including near-misses are reported and investigated.

Following are some examples of reportable incidents and complaints:

- Any injury to any person, including first-aid;
- Any illness;
- Any damage to property or equipment;
- Any loss of containment of hazardous materials;
- Any environmental incident;
- Any 'near-miss', that is, an incident with no injury, damage or loss but which could have resulted in significant injury, damage or loss;
- Any community complaint as a result of Liberty Industrial's undertakings;

### Corrective Action

Corrective Action assignment to be completed by:

Incident Rating	Investigation Team	Timing
Critical	Director + Client Rep. (applicable if operating on the Clients site) + HSEQ/IR Manager	By the close of Business the day after the investigation is completed.

	<ul style="list-style-type: none"> <li>+ Independent person and / or a technical expert</li> <li>+ Site Supervisor</li> <li>+ Employee involved</li> <li>+ Team member</li> </ul>	
Major/Potential Critical	<ul style="list-style-type: none"> <li>Director</li> <li>+ Client Rep. (applicable if operating on the Clients site)</li> <li>+ HSE Manager</li> <li>+ Site Supervisor</li> <li>+ Employee involved</li> <li>+ Team member</li> </ul>	By the close of Business the day after the investigation is complete.
Medical Review	<ul style="list-style-type: none"> <li>HSEQ/IR Manager</li> <li>+ Site Supervisor</li> <li>+ Employee involved</li> <li>+ Team member</li> </ul>	By the close of Business the day after the investigation is complete.
Minor	<ul style="list-style-type: none"> <li>Site Project Manager/Supervisor</li> <li>+ Employee involved</li> <li>+ Team member</li> </ul>	Within 24 hours
Non-critical complaints from a customer or the public.	<ul style="list-style-type: none"> <li>Project Manager</li> <li>+Client Rep. (applicable if operating on the Clients site)</li> <li>+ HSEQ/IR Manager (as required)</li> <li>+ Site Supervisor</li> <li>+ Employee/Team member (as required)</li> </ul>	Three days

The site Project Manager/Supervisor is responsible for ensuring that all corrective/preventive actions are carried out by their action date.

Completed Report Form is to be sent to the HSEQ/IR Manager for storage.

No matter how minor, the worker must report the incident immediately to the relevant supervisor. In every case the supervisor is to document the incident and notify the client.

**NOTE:** If the Incident is considered major or critical, the supervisor is to inform the Liberty Industrial National HSEQ Manager and the client's representative within 2 hours. The HSEQ/IR Manager will assist the client in any investigation.

Verbal notification to the client's site representative will be undertaken as soon as practicable after the occurrence. This shall be followed up with a completed "Incident Report" within 24 hours.

All workers on the project shall be trained in the incident reporting process.

The Project Manager shall ensure all incidents are investigated in accordance with the company reporting and investigation system.

Any incident involving medical treatment shall have the Workers Compensation forms completed by the worker(s), along with a first medical certificate completed by the attending medical practitioner. The company will ensure that all injured worker(s) receive prompt medical assistance and rehabilitation, and a prompt return to work, without jeopardising the worker's early recovery.

Similarly, all incidents involving medical treatment shall be followed up by the National HSEQ/IR Manager and review the progress, treatment or recovery strategies. The follow up actions will be completed on 3-month intervals.

To ensure the follow up meetings are actioned, the specific dates will be entered into the National HSEQ/IR Manager's electronic calendar within 'Outlook' on his computer. To ensure the effectiveness of the actions/treatment the National HSEQ/IR Manager will liaise with the company medical practitioner / rehabilitation co-ordinator / Insurance Company and adhere to any advice given.

The client's representative shall be notified of all incidents and the methods applied to control the incident to prevent a recurrence. All work shall cease following a major incident until the regulator allows work to recommence.

## **17.1 PRESCRIBED NOTIFIABLE INCIDENTS**

In accordance with this WHS management plan, the following guidelines for incidents that come under the Work Health and Safety Act and subordinate legislation, codes of practice and Australian Standards requiring notification to the client and the securing of the area or plant:

### ***17.1.1 Notifiable Incident***

The death of a person;

A serious injury or illness of a person;

A dangerous incident;

### ***17.1.2 Serious injury or illness***

Immediate treatment as an in-patient in a hospital;

Immediate medical treatment for:

The amputation of any part of his or her body;  
A serious head injury;  
A serious eye injury;  
A serious burn;  
The separation of his or her skin from an underlying tissue (such as de-gloving or scalping);  
A spinal injury;  
The loss of a bodily function;  
Serious lacerations;  
Medical treatment within 48 hours of exposure to a substance;  
Any other injury or illness prescribed by the regulations;

### **17.1.3 Dangerous Incident**

An uncontrolled escape, spillage or leakage of a hazardous or potentially hazardous substance;  
An uncontrolled implosion, explosion or fire;  
An uncontrolled escape of gas or steam;  
An uncontrolled escape of a pressurised substance;  
Electric shock;  
The fall or release from a height of any plant, substance or object;  
The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations;  
The collapse or partial collapse of a structure;  
The collapse or failure of an excavation or of any shoring supporting an excavation;  
The inrush of water, mud or gas in workings, in an underground excavation or tunnel;  
The interruption of the main system of ventilation in an underground excavation or tunnel;

**Ref: PRO-007 Incident and Complaints Reporting**

**FRM-031 Incident Report**

**FRM-018 Incident Register**



## 18 REHABILITATION

### 18.1 WORKPLACE INJURY

In the event of an injury occurring, Liberty Industrial will:

- Carry out all procedures to ensure appropriate medical attention is received;
- Manage all medical arrangements to ensure the best care is given;
- Give assistance to family and other private matters needing attention;
- Assign a staff member to ensure workers needs are met;
- Employee Assistance Program (EAP) is available to any worker or their immediate family should the need arise;

### 18.2 REHABILITATION

Liberty Industrial will:

- Ensure best aftercare is given to assist recovery;
- Ensure adequate financial assistance is given;
- Liaise with our Workers Compensation Insurer for the correct rehabilitation program for our worker;
- Any incident involving medical treatment shall have the Workers Compensation forms completed by the worker(s), along with a first medical certificate completed by the attending medical practitioner. The company will ensure that all injured worker(s) receive prompt medical assistance and rehabilitation, and a prompt return to work, without jeopardising the worker's early recovery.

### 18.3 RETRAINING

Where an incident occurs that limits the workers ability to return to work in their former capacity, Liberty Industrial will ensure that retraining takes place with the view of accommodating the worker in another position within the company.

Communication between the worker and the Workers Compensation Insurer will be facilitated to ensure the best outcome for the injured worker to resume work.

**Ref: PRO-022 Injury Management**

## 19 CONSULTATION, COMMUNICATION AND REPORTING

### 19.1 DAILY PRE-START CONSULTATION MEETING

In accordance with current covid-19 policies these per-start meetings any need to be undertaken outside if staff numbers exceed the 4-meter personal distancing rule between employees for a confined space.

A mandatory “Daily Team Consultation Meeting” will take place every morning prior to work commencing. The meeting will discuss the day’s activities and worker(s) will be given the opportunity to raise any safety, quality, industrial or environmental issues. Any identified Hazards or Risks are recorded on the JHA and all workers and subcontractors must sign off on the JHA for that specific task. Pre-Start Meetings shall be recorded using form “Pre-Start Meeting Record” (FRM-037 Daily Team Consultation Meeting).

Any worker who is not present at the “Daily Team Consultation Meeting” will not commence work until they have been briefed.

Should any hazard, risks or issues not be able to be resolved then the matter will be escalated to the Project Manager or the Project Director. Other issues will be resolved pursuant to the resolution procedure in the enterprise agreement.

The following topics will be covered each day:

- Site activities for the day;
- Safety issues;
- Current and continuing issues;
- Report any actions taken since the last meeting;
- Planned changes that may affect team member’s health and safety and the environment;
- Legal and other relevant requirements will be communicated to workers at these meetings.

Access to information such as work instruction, procedures, forms, CoP, and other legal information will be made available either as hard copy in the meeting room, or provided on the internet.

## **19.2 TOOLBOX MEETINGS**

Toolbox meetings are less formal meetings, which shall be conducted on an as needs basis at the workplace. Toolbox meetings may be required where job scope changes, unforeseen hazards emerge, incidents occur or where specific tasks require on-the-job detailed communication between the work group and supervisor. The toolbox meeting format may involve a small work crew or a larger group.

Toolbox meetings shall be recorded on the prescribed form and maintained by the Project Manager or delegation.

All meetings are to be conducted in such a manner that all worker(s) have a meaningful opportunity to contribute to the success of the project and to receive feedback.

**Ref: POL-005 Consultation Policy**

**WI-013 Daily Team Consultation Meeting**

**PRO-066 Pre-start and Toolbox Meetings**

**FRM-044 Toolbox Meeting**

## ***FRM-037 Daily Team Consultation Meeting***

### **19.3 PROCEDURES AND WORK INSTRUCTIONS**

Procedures and work instructions are a key element for the safe completion of all works and activities.

All worker(s) will be inducted into all procedures and work instructions, re-training of staff will occur on a regular basis, particularly if some of the procedures and work instructions have not been used in the field for a prolonged time.

All procedures and work instructions will be available in electronic format or as a hard copy in the site office, and will be accessible to all site staff at all times.

Re-training in procedures and work instructions will be completed during tool box talks, or as part of task specific risk assessments.

***Ref. Projects Procedures List***

### **19.4 INTERNAL COMMUNICATION**

The agreed communication arrangement (Ref. POL-005) is that all worker(s), including but not limited to, persons conducting a business or undertaking (contractors), are to attend the site pre-start daily team consultation meeting before commencing work.

This form of consultation is required in order to identify hazards and assess risks to health and safety arising from the project specific work carried out or to be carried out, and when making decisions about ways to eliminate or minimise those risks.

Consultation is required when identifying hazards, assessing risks and developing controls.

In accordance with current covid-19 policies these per-start meetings any need to be undertaken outside if staff numbers exceed the 4-meter personal distancing rule between employees for a confined space.

The meeting will cover the following topics:

- Site activities for the day;
- Safety issues;
- Current and continuing issues;
- Report any actions taken since the last meeting;
- Planned changes to plant or processes that may affect worker(s), health safety and the environment;

The meeting will be conducted in such a manner so that all worker(s) have an opportunity to:

- Raise any HSEQ issues they have;

- Express their views on all topics;
- Ask for feedback;

The meeting provides an effective two-way communication with worker(s) – non English speaking or with literacy difficulties.

This meeting is also the forum to communicate and consult on:

- The identification of hazards and risks associated with the works.
- Management System information and changes e.g. Procedures, Work Instructions, Work Methods/JHA;
- Changes to any relevant legislation;
- Specific Project / Customer requirements;
- Customer feedback.

Minutes of these meetings are recorded on the FRM-037 Daily Consultation Meeting Minutes Form.

A “Toolbox Talk” (15+ minutes) is held weekly across all company sites to discuss a safety topic, review incidents, and facilitate an open forum where workers can voice any safety issues. Requirements for this meeting are as follows:

- All site worker(s) attend;
- Attendance is recorded by signing FRM-044 Toolbox Meeting;

Minutes of these meetings inter alia are recorded the FRM-044 Toolbox Meeting Form up recorded as Management System Records.

## **19.5 EXTERNAL COMMUNICATION**

The company Directors have the authority to communicate with external bodies e.g. Government agencies, and the media.

The HSEQ/IR Manager has the responsibility to communicate with local authorities in each jurisdiction to fulfil obligations concerning the following:

- Report injuries / incidents as required by legislation(s);
- Report environmental incidents as required by legislation(s);
- Receive feedback from stakeholders;

The Director (s) is the nominated Management Representative for the Management System and has the authority to communicate with external parties / customers on matters relating to the Management system.

The Communications Plan template (FRM-024) is available for use where such a plan is required for ongoing or complex communications.

## **19.6 CUSTOMER COMMUNICATION**

The company will communicate with customers at all levels on:

- Product / service information;
- Enquiries;
- Contracts;
- Order handling;
- Customer Complaints;

The Communications Plan template (FRM-024) is available for use where such a plan is required for ongoing or complex communications.

## **19.7 RESOLUTION OF HEALTH AND SAFETY ISSUES**

Should a WHS issues not be resolved after reasonable efforts to achieve a timely, final and effective resolution of the issue pursuant to Clause 8 of the FWA Registered Industrial Instrument, then either party may refer the matter to FWA or WorkCover for a determination.

## **19.8 REPORTING**

Company managers and other workers have a responsibility for internal reporting. Reports are to be generated from, but not limited to the following areas:

- WH&S Injury Performance;
- Take 5 conducted on site during the course of the project;
- Internal Audits;
- Corrective and Preventative Actions;
- Notices from outside bodies;
- Customer Complaints
- Environmental Incidents

The Incident Report Form ref. FRM-031 or QSE database will be used for all incident reporting.

A management report generated on a weekly basis will follow this format below:

- Executive summary;
- Financials;
- Work in progress;

- WH&S/Human Resources/Industrial Relations matters;
- Quality;
- Environmental;
- Procurement;
- Plant;

The monthly reporting of WHS statistics to the national HSEQ Manager shall include:

- Worksite incidents
- Results of internal reviews, site inspections and implementation of inspection and testing plans
- Results of audits, including non-conformances and the implementation of corrective actions
- SafeWork NSW site visit
- SafeWork NSW Notices issued
- Visits by Unions, FSC or similar to the site

**Ref:** FRM-128 Monthly Project Statistics

## 20 CHANGE MANAGEMENT

It is the responsibility of the Project Manager and Supervisory Personnel to ensure that changes are identified, assessed and controlled in all areas of the operations and that no one is put at risk or exposed to hazards as a result of changes within the workplace.

Changes to approved specifications, design, materials WMS's or JHA's are required to be documented, analysed, consulted and communicated to all workers at the Pre-Start meeting before such changes are implemented. Following their implementation, all management processes will be subject to continuing monitoring and review. Training in change management will be provided during the induction process.

**Ref:** *PRO-060 Change Management*

*FRM-125 Change Management Register*

*FRM-037 Daily Team Consultation Meeting*

## 21 DESIGN MANAGEMENT

Liberty Industrial will require the Safety in Design Reports from our sub-contractors who will be carrying out the construction components of the project prior to commencement of the works.

## 22 WORKING HOURS

The hours of work for the duration of the project are 6 days per week, 7.30 am to 5.30 pm Mondays to Fridays and 7.30 am to 3.30 pm on Saturdays. (Public holidays excluded).

Based on the above and as a minimum Liberty Industrial commits to complying with fatigue management and as such will consult with Hanson's representative to amend the working roster if deemed to be in breach.

## 23 FATIGUE MANAGEMENT

Liberty Industrial will ensure that all worker(s) and visitors on the company site have sufficient knowledge and understanding to be able to recognise and control worker(s) fatigue and eliminate the risk of injury to themselves or those working around them.

A break of at least 12 hours should be arranged following a period of extended hours work to allow adequate time for rest and recuperation.

**Ref: PRO-028 Fitness for Work Fatigue**

**PRO-067 Recognition and Control of Worker Fatigue**

## 24 EMERGENCY MANAGEMENT

Any incident deemed to be an emergency will be notified to all workers immediately by two-way radios. Emergency numbers will be posted at all amenities and office areas and all worker(s) being familiar with emergency services contact numbers. If any emergency services are called to the site, a worker will be placed at THE ENTRANCE TO THE SITE in order to direct the responding emergency service to the appropriate area.

Site-specific procedures will be developed covering emergency response coordinator, visitor control, muster points, evacuations, fatalities or critical injuries, media contacts, evacuation drills, Exclusion Zones.

The procedure will detail the sequence of actions to be taken in the event of an emergency to ensure the following:

- That injured worker(s) receive medical attention;
- An orderly response is taken to an emergency situation and evacuation;
- Protection is provided for worker(s), plant, the environment in the area;
- That emergency plans and exclusion zones are planned and put in place for demolition work;

During the site induction process, all worker(s) will be instructed of the emergency evacuation procedure and muster point locations.

**Ref: PRO-014 Emergency Preparedness**

**PRO-062 Emergency Evacuation Plan**

## 25 BEHAVIOURAL OBSERVATIONS

The company WHS procedure outlines the following:

- Worker observation;
- Targeting specific at-risk behaviours;
- Data collection and analysis;
- Focusing on feedback;

A system of setting targets, observing, feedback, and continuous improvement will be developed for each area of the Project. Positive feedback shall be encouraged and recognised during daily team meetings.

**Ref: WI-003 Behavioural Observation Training**

**FRM-019 Behavioural Observations**

## 26 SAFETY DISCIPLINE

A breach of any of the site lifesaving rules will result in the removal from site of the offenders and may result in involuntary separation.

Incidents involving but not limited to the following issues shall result in disciplinary action:

- Drug and alcohol abuse at the work site (Fitness for Work);
- Breaches of tagging and isolation procedures;
- Tampering with or damaging safety equipment;
- Any breach where a blatant disregard of safety requirements is demonstrated that may have had the potential to injure any person, damage plant or endanger and damage the environment;

**Ref: PRO-017 Site Safety Principles and Guidelines**

Liberty Industrial Registered Agreement



The company strives for constant improvements in all areas of health, safety and environment.

In recognition of staff who:

- Show leadership;
- Show a willingness to improve processes and systems;
- Exhibit diligence in the areas of health, safety and environment;
- Prevent incidents and injury;
- Encourage teamwork;
- Show excellent communication skills throughout all aspects of work;

The company rewards worker(s) with safety awards. The safety award, as determined by site management is typically movie tickets or vouchers, instant scratchy or other similar award and awarded at the discretion of site and senior management as the need arises.

## **27 LEGAL REGISTER**

The National HSEQ/IR Manager will be responsible for maintaining the Legal Register. The legal register can be accessed online on the Liberty network. The legal register will contain all the relevant legislation for the company core business along with copies of Licenses and Insurance policies. For those sites that don't have network access the full Management System will be provided on a memory stick.

## **28 SAFETY AUDITS**

During the course of the project, WHS Audits will be conducted by the company. The scope of the site audits will include, but not be limited to:

- Evaluation of the effectiveness of the site WHS Management;
- Compliance with legislation, Codes of Practice, and Australian Standards, covering WHS and Environmental;
- Meeting client's requirements as per specification and in accordance with current government Corona Virus protocols for meetings and gatherings
- WHS management systems compliance
- Control of major hazards identified in the risk register;
- Relevant records and registers;
- Close out items recorded during site audits will be presented within a table in the Monthly Project Report and will be presented to the principal employer's project manager

- Work methods and practices (including JHA's, pre-start checklists, and lift studies);
- Workplace inspections (housekeeping, laydown yards, hazardous material stores);
- Hazard studies, procedures and task-specific safety plans and programmes;

Audits will examine the continued suitability of the Project's WHS management system and procedures. The audits will be conducted and reported to the Project Manager and the client's representative in writing, in accordance with the Project procedures.

**Ref: PRO-005 Auditing**

**FRM-014 Internal Audit**

## **29 CONTROL OF RECORDS**

### **29.1 IDENTIFICATION OF RECORDS**

All Management system records are to display their appropriate management system identification. PRO-002 Document Control

All records whether electronic or hard copy must be:

- Legible;
- Identifiable;
- Traceable to the activity, product or service involved.

All records in hard copy format must be produced in a legible manner so the person producing the record can be identified.

### **29.2 RECORDS STORAGE**

Records may be stored in either electronic or hard copy format with the company preference being for electronic storage where possible.

Hard copy records shall be stored in a manner that will ensure they are protected from deterioration for the period of their retention.

All records are to be stored in a systematic order to facilitate easy retrieval.

### **29.3 RECORDS STORAGE BACK UP**

Stored electronic records shall be backed up on a regular basis

### **29.4 RECORDS RETENTION**

Records shall be retained in accordance with:

- Statutory requirements;

- Company Management direction.

However, records will be retained for a minimum of two (2) years from the last incident or two (2) from demobilisation.

Records that are required to be retained as above shall be indexed on Ref. FRM-027 Record Master List that outlines the records:

- Record Name;
- Document number;
- Storage location;
- Period retained;
- Responsible person;
- Disposal method.

Any document not on the Record Master List is not considered part of the Management System and not subject to these controls.

### **30 MOBILISATION AND DEMOBILISATION**

The company will provide a detailed mobilisation and demobilisation plan for the project meeting client's requirements as detailed in the scope of works and contract.

### **31 PURCHASING GUIDELINES**

The capacity of suppliers of goods and services to comply with the company's HSEQ requirements must be assessed. This may be achieved by obtaining the supplier's HSEQ Policy, or their Management System, or by the identification of relevant HSEQ requirements in their tenders. These documents may also include HSEQ requirements relevant to their use of subcontractors.

- The risk control strategies that are in place or need to be in place for the use, storage or transport of the goods and services;
- The relevant legislation, standards or codes of practice applicable to the goods and services;
- Prior to admission to the workplace, all goods must be verified for HSEQ compliance against HSEQ requirements. Non-conformances must be addressed before admission of the goods to the workplace.

HSEQ specifications must be clearly defined in the company's purchasing documentation.

Documentation for the hiring of contractors or labour hire worker(s) must include reference to site-specific HSEQ risk, provision for HS&E inductions, and records for the review of HSEQ performance. A copy of this WHS Management plan will be provided to all subcontractors and service providers prior to commencement or engagement on site.

Records of goods and services HSEQ conformance verification shall be maintained.

HSEQ requirements and procedures developed for the safe purchase of goods and services shall be reviewed to ensure currency and relevance.

Corrective actions identified by the non-conformance of suppliers with HSEQ requirements shall be implemented to ensure continuous improvement.

**Ref: PRO-008 Purchasing Guidelines**

### 32 KEY PERFORMANCE INDICATORS

The performance of all projects will be monitored and managed in accordance with the KPI's (Key Performance Indicators) outlined below. All KPI's will be confirmed with the client and amended as necessary in line with any additional project specific KPI's prior to works commencing.

Safety KPI's	
% Repeat Zero Barrier incidents	< 25%
Total Recordable Injury Frequency Rate (TRIFR)	< 5%
Loss Time Injury (LTI)	Zero
Project Managers Behavioural Observations compliance - minimum of 1/week	100% compliance
HSEQ Manager Behavioural Observations compliance - minimum of 1/week	100% compliance
Supervisors Behavioural Observations compliance - minimum of 1/day (Work Permit Signoff)	100% compliance
Work Area Inspection by Supervisor compliance - minimum of 1/week	100% compliance

KPI'S will be reported on a weekly basis via written reporting submitted to the company senior management.

**Ref: FRM-088 Weekly Report**

**FRM-128 Monthly Project Statistics**

### 33 JUST CULTURE

The company has "Just Culture" guidelines utilising the just culture "Decision Tree". The HSEQ/IR Manager will provide assistance to the Project Manager in the implementation of the guideline to ensure that it does not conflict with the Liberty Industrial National Enterprise Agreement, settlement of issues, and employee discipline Procedure.

### 34 ESTABLISHMENT OF WHS COMMITTEE, ELECTION OF WHS REPRESENTATIVE

#### 34.1 WHS COMMITTEE

A WHS committee is to be established for the purposes of consultation if:

- One or more employees requests a committee be established;

- There is a regulation requiring one be established;

The WHS Act of 2011 and subordinate legislation, relevant Codes of Practice and Australian Standards sets out the functions for the safety and health committee to carry out with respect to safety and health at work for which it was formed. These are to:

enable and assist consultation and cooperation between the PCBU and worker(s) in:

- Initiating, developing and implementing safety and health measures;
- Keep itself informed on safety and health standards, including those at similar workplaces, and make recommendations to the PCBU;
- Make recommendations to the PCBU and worker(s) on safety and health
- Programmes, measures and procedures;
- Ensure information relating to relevant hazards is kept in a readily accessible form and
- Place for worker(s) at the workplace;
- Consider and make recommendations on changes (or intended ones) that may affect the
- Safety and health of worker(s);
- Consider matters referred to it by safety and health representatives; and

The specific functions are not designed to limit the operation of a safety and health committee, as it can be agreed its functions extend to other areas to better suit the needs of the workplace.

### **34.2 WHS REPRESENTATIVE**

A WHS representative is to be elected for the purposes of consultation if at least one of the workers(s) employed by the PCBU requests the election of the representative or if the regulator so directs. The worker(s) may elect more than one WHS representative if the PCBU agrees or if the regulator so directs.

The functions are:

- Inspecting the workplace at appropriate times agreed with the PCBU or, where they have not inspected the workplace or part of it in the preceding 30 days, at any time after giving reasonable notice to the employer;
- Investigating dangerous occurrences or risks of imminent and serious injury or harm to health;
- Keeping informed on safety and health;
- Reporting hazards to the PCBU;
- Referring matters to the safety and health committee, where one exists;

- Consulting and cooperating with the employer on safety and health matters; and
- Liaising with worker(s);

### **34.3 WHS REPRESENTATIVE TRAINING**

Site Health and Safety Representatives, in consultation with the company are entitled to choose and attend an approved five (5) day training course in work health and safety and a one (1) day's refresher course each year after the initial training as prescribed by the Work Health and Safety Regulation, Division 2 Health and Safety Representatives

## APPENDIX 1 – INSPECTION AND TESTING SCHEDULE

Item	Criteria	Inspection Frequency	Inspection performed by:	Responsible position	Records
Boom-lifts / hoists / winches / scissor-lifts	<ul style="list-style-type: none"> <li>- AS2550.10 Cranes safe use.</li> <li>- AS1418:10 part 10 elevating work platforms.</li> <li>- Man &amp; material hoist manual criteria checklist.</li> </ul>	<ul style="list-style-type: none"> <li>- Pre-shift by operator.</li> <li>- Monthly and 10-yearly by Service Provider,</li> <li>- Case of the man &amp; material hoist: daily by operator; monthly by Service Provider.</li> </ul>	<ul style="list-style-type: none"> <li>- Service Provider with appropriate Certificate of Competency.</li> <li>- Maintenance by Competent person.</li> </ul>	Service Provider	<ul style="list-style-type: none"> <li>- Daily log books in site folders.</li> <li>- Inspection and maintenance records.</li> </ul>
Chains (lifting)	AS 3775.2-2004 Chain Slings Grade T – Part 2 Care and use	<ul style="list-style-type: none"> <li>- Visual inspection prior to each use.</li> <li>- Yearly in register.</li> </ul>	Supervisor or Worker with Rigger ticket.	Demolition Supervisor	Lifting Gear Register.
Crane (including mobile)	AS2550.1 Cranes hoists and winches	<ul style="list-style-type: none"> <li>- Pre-Shift by operator,</li> <li>- Monthly &amp; 10-yearly.</li> </ul>	<ul style="list-style-type: none"> <li>- Service Provider with appropriate Certificate of Competency,</li> <li>- Maintenance by Competent person.</li> </ul>	Service Provider	<ul style="list-style-type: none"> <li>- Daily log books are kept with crane.</li> <li>- Inspection and maintenance records.</li> </ul>
Electrical (leads, tools and equipment)	AS3760:2001 In-service safety inspection and testing of electrical equipment	As per AS3670 Section 2	Licence Electrician or holder of qualification that address the requirements of Clause 1.4.5 of the AS3760.	All Managers	Inspection and test reports



Electrical (Construction and maintenance)	<ul style="list-style-type: none"> <li>- AS3012,</li> <li>- Code of Practice,</li> <li>- Electrical for construction work. NSW WHS Regulation 2011.</li> </ul>	3-Monthly	<ul style="list-style-type: none"> <li>- Licenced Electrician</li> <li>- Holder of qualification that address the requirements of Clause 1.4.5 of the AS3760 (testing and tagging).</li> </ul>	Demolition Supervisor	Electrical Register
Emergency Equipment – portable fire extinguishers	AS1851 - Maintenance of fire protection equipment	6-monthly service	Service Provider with competencies as described in Appendix B of 1851.	Demolition Supervisor	Inspection, test and maintenance records, fire extinguisher register.
Excavators / Front end loaders / Backhoe	National Standard for Plant (NOHSC: 1010 (1994)	- Before use by operator, Daily Prestart, scheduled maintenance.	- Certified operator	Excavators / Front end loaders / Backhoe	National Standard for Plant (NOHSC: 1010 (1994)
Fire Blankets	AS1851-2005 Maintenance of fire protection equipment	6 monthly	Service Provider with competencies as described in Appendix B of 1851	Demolition Supervisor	None on site.
Ladders	AS1892.5.2000 Portable ladders – selection, safe use and care	Visual inspection prior to each use. Workplace Area Inspections.	Staff member, Supervisors, Subcontractor.	Demolition Supervisor	Workplace Area Inspection results
OHSMS Audits	AS/NZS ISO19011	As per Audit Internal Schedule	Independent auditor	National HSEQ Manager	OHS Audit Reports

	Guidelines for quality and/or environmental management systems auditing		In house auditors – against OHS procedures/system		
Oxy/acetylene equipment Flash back arresters	AS4839 -2001 - The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes.	- 6 monthly - Annually - 5 yearly	Competent Person	Demolition Supervisor	Inspection and maintenance reports
Receipt of Equipment or Materials	Purchase Order		Receipt of Equipment or Materials	Purchase Order	
Safety Harness & Safety Lines	AS 1891.4: 2000 Industrial fall arrest systems and devices Part 4 selection, use and maintenance Code of Practice for Safety Lines Code of Practice Safe Work On Roofs Part 1	-Before and After use by user - 3, 6, and 12-monthly.	Service provider  Supervisor or Worker with Rigger ticket.	Demolition / Rigging Supervisor	Harness Register

Scaffold (fixed) Scaffold (mobile)	AS4576 – 1995 Guidelines for scaffolding	- Prior to handover - Monthly - After bad weather - Before use	- Certified Scaffolder for scaffold over 4m in height.  - Trained in the erection of mobile scaffold as per manufacturer's requirements or certified scaffolder.	Demolition Supervisor	- Handover Certificates,  - Scaff-Tags.
Slings (lifting)	AS1353.2:1997 flat synthetic –webbing slings part 2 care and use.	- Visual inspection before each use.	Slings (lifting)	AS1353.2:1997 flat synthetic – webbing slings part 2 care and use.	- Visual inspection before each use.
Work Permits (including WMS and JHA)	WHS Regulation 2011. Clause	- Before work,  - After any modification due to: a workplace incident, change in process or legislation, or introduction of new equipment.	- Every worker concerned by the Work Permit	- Project Manager  - Demolition Supervisor	Work Permits
Workplace Inspection	Workplace Inspection Form	Weekly for each management staff	Supervisors and staff as required.	Project Manager	WAI Results
Behavioural Observations	Workplace Inspection Form	Weekly for each management staff	Supervisors and staff as required.	Project Manager	BBO Results

**35 APPENDIX 2 – SUB-CONTRACTOR DETAILS**

Company Name	Description of Work	
Subcontractor Name	Position	Contact Details

Company Name	Description of Work	
Subcontractor Name	Position	Contact Details

# Procedure – Working On or Near Water PRO-045

Revision No.	Revision Date	Authority	Changes
000	9.08.2010	TS	NA
001	22.09.2011	TS	Formatting technical review
002	09.11.2012	CD	Annual Review
003	12.07.2013	TS	Annual Review - Formatting
004	29.10.2014	TS	Annual Review
005	26.10.2015	TS	SAI Global Review
006	24.01.2017	KG, SG (Director) & AP	Annual Review

### **37 WORK INSTRUCTIONS RELEVANT TO THE SCOPE OF WORK**

**Ref**    **WI-002** Operator Training

WI-011 Take 5

**WI-022** Mobile Plant

**WI-023** Manual Handling

**WI-024** Working at Heights or Around Holes

**WI-025** Hazardous Substances - Safety Data Sheets

**WI-027** Barricades and Signage

**WI-031** Emergency Rescue from Elevated Work Platform

**WI-042** Erosion & Sediment Control