Niland Group
Rail & Civil PTY LTD

WILLOW BRAE SUBDIVISION

SITE SPECIFIC INTEGRATED WORK HEALTH SAFETY ENVIRONMENT & QUALITY MANAGEMENT PLAN

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APPROVED BY: _____

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1 INTRODUCTION

It is a standard of **Niland Group Pty Ltd** to develop Site Specific WHSEQ Management Plan for its awarded site to ensure and effective management of the site in regards to Safety, prevention of pollution (Environmentally friendly) and guaranty of delivery of quality product.

2 PURPOSE

The Work Health Safety, Environment & Quality Management Plan (WHSEQMP) is an operational risk based document which supports the overarching Company system. It is owned, maintained and utilised by the Site Engineer/Manager and Supervisor and workers to support the delivery of the agreed project deliverables.

It provides a commitment to conforming to applicable Work Health Safety Act 2011 and Work Health & Safety Regulation 2011 and the Protection of the Environment and Operation (POEO) Act 1997 and Environment Waste Management Regulation 2010, quality of customer satisfaction and other requirements along with continual improvements.

To achieve this, the Project Team will plan, implement, check and review construction works in accordance with the **Niland Group** Work Health Safety & Environment management system that achieves its objectives and targets established for the project.

This WHSEQMP presents the Work Health Safety & Environment and Quality Policy and describes **Willow Brae Subdivision** Work Health Safety & Environment and Quality management initiatives and general responsibilities. The WHSEQMP applies to all activities pre, during and post project. Where **Niland Group** personnel undertake construction activities on behalf of its client, documented policy and procedures will ensure that they will be effectively managed in order to comply with the requirements of this WHSEQMP.

Safety, Environment, Quality & Risk Management is an integral part of good management practice. It is an interactive step by step process, when undertaken correctly will lead to improve decision makers. Risk management is to be undertaken throughout the whole life of the project from inception and to continue through to completion.

The WHSEQMP objectives are to:

- Ensure compliance to applicable legislation, approvals, contractual obligations and other standard requirements;
- Identify high risk activities and impacts relevant to this Project and provide reasonable and practical strategies to minimise the likelihood of Hazards and Risks causing incidents, injuries and damage to the environment and defects of quality services;
- To establish controls that where ever possible eliminate risk;
- Outline communication and consultation for the project;
- Provide a framework for and encourage work place monitoring, auditing, reporting, reviewing for continuous improvement;

- Provide emergency planning;
- Identify roles and responsibilities relevant to Work Health Safety, Environment & quality management; and
- Review and investigating and resolving Work Health Safety, Environment & Quality non-conformances, and initiating corrective actions as required.

2.1 Scope of Works

Niland Group will be Principle Contractor (PC). PC is responsible for all approval from authorities and Local Government in relation to the construction matters as required.

All high risk work activities are to be managed by using the hierarchy of controls. All activities are to utilise the control measures from the project risk assessment and to be monitored by supervisors for its effectiveness.

The project risk assessment is to be updated at regular intervals through consultation and at periods agreed by both representatives or as required due to changes of circumstances.

3 NILAND GROUP POLICIES

Niland Group has established and implemented its policies in the workplace and all employees are trained and they are aware of these polices. All policies may or may not be displayed in conformity with site requirements but they are available at any time.

3.1 Integrated WHSEQ Policy

Niland Group is an Australian owned construction company. Our services include design, construction and project management for the private and public building sectors. We are committed to risk management in achieving incident and injury/illness free workplace, prevention of pollution and continually improve quality and the effectiveness of the Integrated WHSE Management System.

Objectives

- Comply with applicable WHS Act 2011, WHS Regulation 2011, POEO Act 1997 and POEO (General) Regulation 2005, legal and other requirements Standards, Codes of Practice and maintain association with subscribed organizations in relation to design, project specifications, project management and contract management in construction industry;
- Eliminate from design through project management any foreseeable condition or hazard that has the potential to adversely affect the health and safety of personnel, assets and/or the environment and/or quality of product;
- Believe work health & safety, environmental compliance and quality best practice and the management of business risks are fundamental to the success of the company; and

- Ensure work health and environment hazards and quality issues are identified; controls are established communicated to all personnel and impacts are maintained As Low As Reasonable Practicable (ALARP).

Targets

- Pursue our ultimate goal of zero harm to people, the environment, provide and deliver quality products;
- Develop and review measurable objectives and targets that promote continuous improvement of our work, health, safety, environmental, quality, performance on annual basis;
- Ensure personnel are trained, delegating responsibility and accountability in all position descriptions to meet organization policy commitment and deliver WHSE objectives and targets; and
- Facilitate the risk assessment of all high risk work activities with employees and subcontractors in relation to construction work to ensure they go home in the same condition as they arrive at work.

Communication

- **Niland Group** WHSEQ Policy is widely communicated to all employees, subcontractors and service providers and is part of the tendering documentation process and is available to the public;
- Support employees and subcontractors with appropriate induction information into the business and the necessary training and providing supervision whilst performing their duties;
- Effectively consult and communicate with our employees and subcontractors to obtain an agreed approach on risk management to control of workplace hazards and prevention of unsafe practices, pollution prevention and quality issues; and
- Utilize appropriate consultative and communication channel (pre-start meeting, tool box and safety meeting) to convey WHSEQ messages to employees, subcontractors and service providers. This policy will be reviewed as required to ensure the relevancy to the organization.

3.2 Other Policies

Following policies are available on site for references as required.

- Occupational Health and Safety Policy
- Drug and Alcohol Policy
- Return to Work Policy
- Human Resources Policy
- Quality Policy
- Environmental Policy

4 DEFINITIONS

Following definitions will apply on this document:

Niland Group	Niland Group Pty Ltd
Environment legislation	Protection of the Environmental Operation Act 1997; Protection of the Environmental Operation (General) Regulation 2014;
WH&S legislation	WHS Act 2011 and WHS Regulation 2011
SWMS	Safe Work Method Statement
PC	Principal Contractor
WHSEQ	Work Health & Safety Environment and Quality

5 REFERENCES OF LEGISLATION

This plan has been developed to ensure compliance to all legislative requirements. The Site supervisor will be guided to comply with all legislation and other requirements whilst engaging with construction of **Willow Brae Subdivision.** All WHSE legislation as below referenced.

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Protection of the Environmental Operation (Clean Air) Regulation 2010.
Environmental Hazardous Chemicals Act 1985
Privacy and Personal Information Protection Act 1998
AS/NZS 4801 Occupational Health and Safety Management Systems
ISO14001 Environmental Management System
ISO9001 Quality Management System
AS/NZS ISO 31000 Risk Management
Managing Electrical Risks in the Workplace SWA Code of Practice
Managing the Work Environment and Facilities SWA Code of Practice
Managing the Risk of Fall at Workplaces SWA Code of Practice
Work Health & Safety Consultation, Coordination SWA Code of Practice
Confined Space SWA Code of Practice
How to Manage Work Health & Safety Risks SWA Code of Practice
Managing Risks of Hazardous Chemicals in the Workplace SWA Code of Practice
First Aid in the Workplace Code of Practice Safe Work Australia July 2012

6 INTENDED AUDIENCE

WHSEQMP has been developed to assist the project team and relevant sub-contractors with the delivery of the project. The intended audience could include but is not limited to.

Niland Group welcome any suggestions for improvement from audience and stakeholders and are encouraged to conduct site investigation and participating on site meeting as required.

- Project Owner;
- Site Supervisors and the **Niland Group** team;
- Stakeholders and,
- Others

7 PLANNING

Objective: Standard and best practice of **Niland Group** to develop and implement WHSEQ Site Management Plan for **Willow Brae Subdivision** construction project and site requirements are to be arranged in advance by completing **Site Establishment & Hazard Identification Checklist** and ensuring everything is in place and site hazards have been identified and communicated to workers.

All workers are to be inducted into site and keep up to date with any changes in relation to site safety requirements through regular consultation.

Target: Site WHSEQ Management Plan is to be reviewed at regular intervals (No longer than 6 months) and changes should be implemented where any deficiencies have been identified should be rectified as required. WHSEQ Management Plan is to be communicated to all personnel working on site by way of site induction and/or Tool Box Talk. Any changes to WHSEQ Plan are to be reflected in the induction and communicated on site notice boards and in Tool Box Talks.

7.1 HSEQ Objectives and Targets

Niland Group will implement objectives and targets established in this plan to support and maintain the effectiveness of WHSEQ Management Plan

These key performance indicators (KPIs) and their frequency and responsibility shall be reviewed by the Construction Manager & WHSEQ Coordinator for implementation and compliance.

WHSEQ KPI will be monitored, recorded and reported to Senior Managers by WHSEQ Manager, including requirements for site monitoring of works.

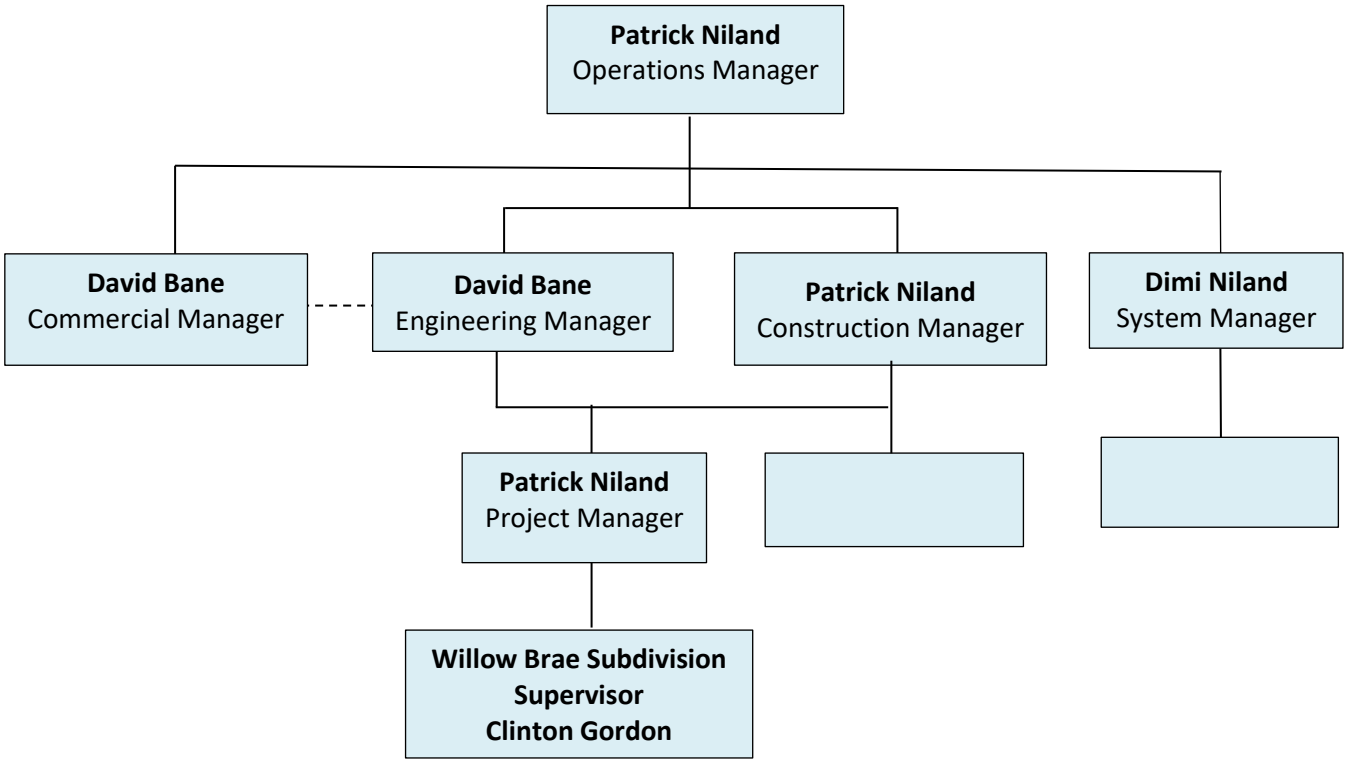
8 STAKEHOLDER RESPONSIBILITIES

8.1 Principal Contractor

Niland Group is responsible for coordinating WHSEQ at the workplace and duties include:

- Approve and implementing WHSEQ Management Plan;
- promote using the “Hierarchy of Controls” in all design, fabrication and construction activities to minimise WHSEQ risks;
- communicating with and monitoring subcontractors to reduce risks;
- ensuring subcontractor is inducted to site specific and possible emergencies;
- conduct daily pre-start to identify hazards and control risks on daily basis;
- leading by example and promoting sound WHSEQ practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing WHSEQ reports and inspections, and following up on recommendations;
- coordinating incident investigations, communicating and reporting to the relevant authorities, as required;
- monitoring compliance with the WHSEQ Management Plan, including Safe Work Method Statement;
- implementing ITPs during construction work;
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensure emergency response plan including nearest Hospital and Medical Centre is developed and identified for the site;
- Qualified First Aid Officer(s) are available on site; and
- ensuring a safe & environment place of work.

8.2 Niland Group Structure and Project Management Team



8.3 Site Manager/Engineer/Supervisor

Site Supervisor is responsible for WHSEQ at the workplace and duties include but not limited to:

- Assisting with the implementation of the WHSEQ Management Plan;
- training employees (site induction, pre-start, tool box talk, safety meeting)
- observing all WHSEQ rules and regulations;
- implementing objectives and targets, making sure that work activities are carried out in a safe, environmental & quality manner;
- planning to do all work safely including any interface with environment and other work activities;
- providing advice and assistance on WHSEQ matters to the safety team, contractors, safety representatives and site workers;
- being part of the planning stages of trade activities;
- deciding when training on WHSEQ is required;
- actioning WHSEQ reports;
- setting up WHSEQ meetings and programs;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- being a part of incident investigations;
- leading by example and promoting sound WHSEQ practices at every opportunity;

- undertaking safety and environment daily inspection of the contracted or planned works to ensure that WHSEQ control measures are implemented and effective;
- maintain a safe and environment work place;
- implement ITPs if applicable;
- implement Client Site Essential Rules;
- organise and maintain site facilities if applicable;
- conduct site safety and environmental matters;
- addressing any non-conformances raised during site inspection, auditing or other way; and
- communicating & consulting with workers through tool box talk or safety meeting as required.

8.4 Safety Officer

The Safety team is responsible for WHSEQ implementation at the workplace and duties include:

- Implement and maintain WHSEQ Management Plan;
- providing WHSEQ advice and establish consultation processes for employees as required;
- being part of planning and design in work activities;
- determining WHSEQ legal requirements for the work activity or trade;
- ensure WHSEQ work procedures are followed;
- coordinating injury and incident management / return to work for injured workers;
- conducting regular site inspections, auditing and documenting findings;
- documenting and reviewing WHSEQ reports and inspections;
- setting up and being part of WHSEQ meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on WHSEQ sound practices at all times;
- setting up and conducting WHSEQ inductions;
- conducting incident investigations;
- communicating with the Site supervisor, Contractors on WHSEQ matters;
- making sure necessary records are kept including Incident record, hazard and training registers, inspections, corrective actions etc.;
- liaise with principal contractor and local statute authorities where required;
- ensure a safe work place;
- implement Client Site Essential Rules; and
- employees training on WHSEQ management system.

8.5 Workers

Workers on site are responsible for the following:

- Undertake site specific inductions;
- attend pre-start and/or toolbox meetings where applicable;
- working in a safe manner without risk to themselves or others and the environment;
- complying with the WHSEQ Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Site Manage or Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any WHSEQ hazards to their Supervisor if not fixed;
- providing suggestion, through agreed consultation methods, on how to improve WHSEQ issues;
- seeking assistance if unsure of WHSEQ requirements;

- reporting any faulty tools or plant to their supervisor;
- complying with site rules;
- implement and follow Client Site Essential Rules;
- correctly using all personal protective equipment; and
- comply with emergency and evacuation procedures.

8.6 Designer & External Provider

Designers are to ensure, so far as is reasonably practicable, that plant, substance or structure is without risks to the health and safety of the persons who use the plant, substance or structure for its primary intended purpose as well as those persons involved in carrying out other reasonably foreseeable related activities such as installation/construction, storage, decommissioning, dismantling, maintenance, demolition or disposal.

In respect to this project any person responsible for designing a plant, substance or structures (including those modifying original designs) shall so far be safe as is reasonably practicable;

- Eliminate hazards where feasible (e.g. if specifying roof lights specify non-fragile materials);
- Reduce risks from those hazards that cannot be eliminated (e.g. specify designs and coatings for Materials at height to reduce the need/frequency for replacement, cleaning and re-painting);
- Provide information on residual risks where significant (e.g. if a set sequence of assembly or demolition is required to maintain structural stability) and contribute to the provision of information that other designers (e.g. Structural engineers) may require for development/modification of the design.
- Consider how the design will be cleaned, maintained and ultimately demolished ensure that designs for workplaces meet the requirements of the WHSEQ legislation
- Supply of plant, equipment, product and substances which are safe to be used at construction site; and
- Communicating project design risks assessment to construction worker as required, etc.

Designers to have suitable qualifications and experience, and consult with the principle contractor and relevant stakeholders to ensure the design meets the desired outcomes without exposing workers to undue risk.

9 RISK MANAGEMENT

Objective: All contractors are to provide a copy of their Safe Work Method Statements and any other related safety information to **Niland Group** prior to starting on site. Evidence of qualifications, licensing and training for all identified High Risk Work activities (where required) and should be provided at the time of site induction.

Target: All personnel trained in safe & environment and quality work practices for their required tasks. They must hold relevant, current competencies/ licenses to perform these works on site.

Project Risk Management reporting process should be in accordance with **Niland Group** Risk Management Procedure or client requirements. Site Establishment & Hazardous Identification Checklist is part of the risk identification procedure for site establishment.

Niland Group should provide a comprehensive project risk assessment and should communicate this risks to all workers as part of **Willow Brae Subdivision** construction project. This assessment should capture inherent WHSEQ risks and provide mitigation strategies to limit the likelihood of occurrence to reasonable and practicable levels.

9.1 Hazard Identification and Risk controls

Niland Group will not commence construction work at a place of work unless has made available this WHSEQ Management Plan to each construction project. SWMS will be developed for each task for hazard identification, risk assessment including safety data sheets and develop appropriate risk assessment and control measures for their specific hazards as required.

If subcontractor is required than submit a their SWMS and other relevant information such as subcontractor worker's compensation and public liability insurances and others as required to be supplied and approved prior to commencement on site.

9.2 Potential Project Hazards

Niland Group have identified the following as potential hazards for the **Willow Brae Subdivision** project during the construction phase.

Flying/falling objects	Unauthorised access of personal (Public)
Exposure to harmful substances	Hot work
Inadequate lighting	Overexposure to UV Light (Sunlight)
Unguarded machine/equipment	Inappropriate manual handling
Inadequate materials handling (crane, forklift, etc.)	Collisions/impact from vehicles & plant
Hazardous Noise	Uncontrolled plant and equipment operations
Electrocution (Power tools/equipment)	Fire/explosions
Falling from heights & edge protection	Unsuitable access/egress provisions (equitable)
Environmental extremes (hot weather, lightning, storms, high winds)	Poor installation & use of pressure vessels (gas cylinders)
Work related fatigue	Structural failure
Plant operation (struck on overhead powerlines) lines	Confined space entry & working

9.3 Hazard Identification

The specific work activities should be broken down into detailed job steps to assist in identifying all potential hazards and their risks should be assessed, ensuring adequate control measures should be established to minimise risks to workers at construction site.

To assist in identifying hazards and risks, should consider the use of resources such as; industry best practice, codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks and pre-starts).

All employees are encouraged to report any hazard that could not immediately rectified than isolate the hazard and report the hazard to their Supervisor immediately as required.

9.4 Assess Risks

As per Part 3.1 of the WHS regulation 2011 hazards are to be identified and assessed a risk class/ranking for potential workplace hazards will be established by referring to the categories ranking from **Critical** to **Low** in a Risk Matrix.

The Risk Matrix below may be used by **Niland Group** for assessing risk to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk to a reasonable level within the controls of SWMS.

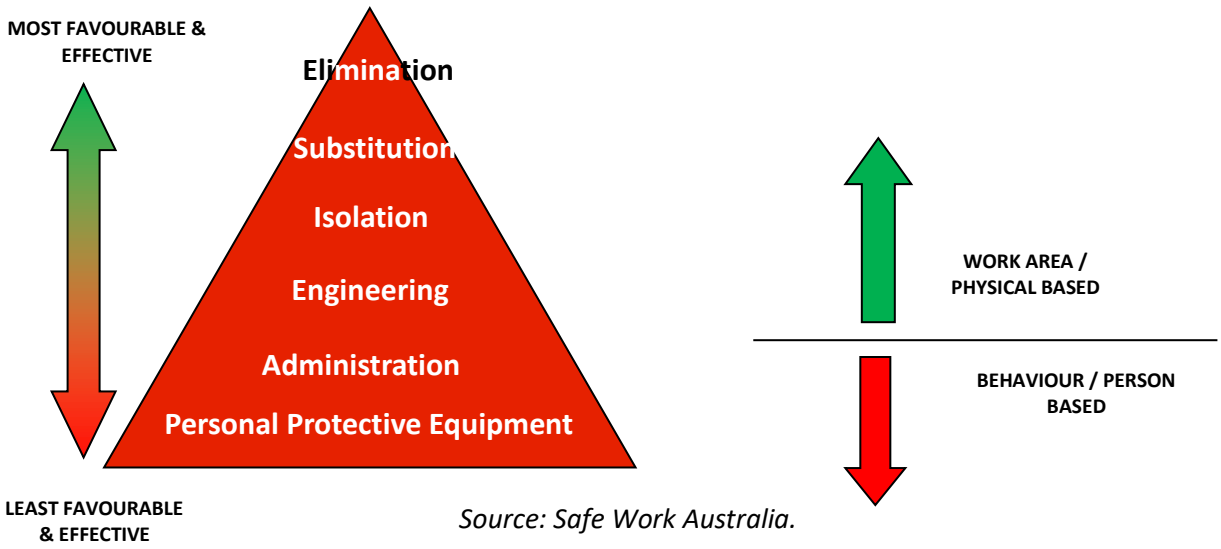
Determine the Likelihood and the level of consequence and find the risk rating where the two points meet.

	CONSEQUENCE				
LIKELIHOOD	**Low**	**Minor**	**Moderate**	**Major**	**Catastrophic**
ALMOST CERTAIN	**H**	**H**	**C**	**C**	**C**
LIKELY TO OCCUR	**M**	**H**	**H**	**C**	**C**
MODERATE	**M**	**M**	**H**	**H**	**C**
UNLIKELY	**L**	**M**	**M**	**H**	**C**
RARE	**L**	**L**	**M**	**M**	**H**

SCORE	RISK RATING	DESCRIPTION
C	**CRITICAL**	Stop or do not start the activity, Take corrective / preventative action immediately to reduce the risk to **AS LOW AS REASONABLY PRACTICABLE (ALARP)**
H	**HIGH**	Implement safeguards immediately to reduce the risk to **ALARP** Review or establish permanent control measures
M	**MODERATE**	Implement safeguards within a reasonable timeframe to reduce the risk to **AS LOW AS REASONABLY PRACTICABLE (ALARP).** Review permanent control measures where appropriate
L	**LOW**	Implement safeguards as considered necessary to further reduce the risk to **AS LOW AS REASONABLY PRACTICABLE**

9.5 Hierarchy of Controls

Having identified hazards and assessed their risk potential, suitable controls must be adopted using the hierarchy of controls. Controls adopted to eliminate the risks, or where this is not reasonably practicable, mitigate the risks so far as is reasonably practicable. (WHS Act 2011 Clause 17-18)



Source: Safe Work Australia.

To determine what is reasonably practicable in relation to managing risk, a person must take into account and weigh up all relevant factors, including:

- The likelihood of the hazard or risk occurring;
- The degree of harm that might result;
- What the person knows or ought reasonably to know about the hazard or risk and the ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk;
- The cost associated with available ways of eliminating or minimising the risk;
- Those persons responsible for developing and implementing controls to adopt a 'hierarchy of control' approach with elimination and engineering controls – substitution, separation preferred over administrative controls, training, PPE;
- Care to be taken to ensure that solutions adopted do not introduce any new hazards or risks;
- This WHSEQ Management Plan highlights project wide hazards and minimum control measures to be adopted by all those entering the site. These project wide hazards and controls are to be reflected in subcontractor safety plans and SWMS in addition to subcontractor's specific task hazards. **Niland Group** encourages all workers to report any potential hazards and/or non-compliant behaviours to site management; and

- All introduced controls are to be reviewed periodically for effectiveness. Also when any new methods or equipment are introduced or there are dramatic changes to the workplace.

10 SAFETY MANAGEMENT

The following task specific requirements are to be followed at all times when on site. Ensure all required documentation has been submitted and all plant and equipment has been approved for use on site. Personnel must be trained, qualified and competent to perform all tasks and activities.

10.1 Safety Objectives and Targets

Activities	Target	KPI	Responsibility
Senior Management Participation	Monthly Site Inspection tool box talk site safety meeting, site emergency and others as required	100% on monthly report of either as set on target table.	WHSEQ Manager
Consultation & communication	2 Safety meeting, or tool box meeting per month	100% on Monthly Report	Site Manager & Site Supervisor
Risk Assessment	High risk activities have documented SWMS/JSEA's in place and signed by all relevant staff.	Monthly audit on high risk activities	Site Manager & Site Supervisor
WHSEQ system implementation	100% employees are trained	No. of training sessions per month	WHSEQ Manager
Injury/Illness at workplace	Zero incident/harm	No. of LTI'/ Lost Days No. of MTI's / FAI's	Site Managers & Site Supervisors
All near misses and First Aid incidents reported	Medical Treatment and serious incidents investigation and WHSEQ performance	100% compliance	Manager & Supervisor
Emergency Response	Familiarity with emergency response by all personnel	Plans in place and exercised	Site Manager
WHSEQ Management commitment	HSE Monthly review	100% compliance	Project Manager
OHS improvement	100% completion of NCR from Inspection and auditing	Monthly report	WHSEQ Manager

10.2 Site Safety

All personnel working on the project are seen by the public to be representing **Client & Niland Group**. For this reason, it is imperative that **EVERYONE** is conscious of wearing appropriate PPE and keeping the site clean, tidy and safe. The public must be isolated from the work area by permanent boundaries. When works are to be carried out in public areas exclusion zones are to be established and maintained to prevent public access.

Special attention must be given to isolating hazardous work areas, building materials and equipment outside of work hours should be sectioned off or covered with the materials as required and should be stored in their designated areas to allow for free access and egress around the site.

Failure to comply with this requirement will result in formal notification to rectify the cleanliness of the site from the Site Supervisor or Safety team.

All waste is to be disposed of in rubbish bins provided on site or in an authorised manner.

10.3 Site Lighting

In all cases the use of natural lighting is recommended however where this is not possible the Site Engineer/Supervisor will be responsible for identifying any areas which require artificial lighting to be installed for safe working conditions.

Any worker who is concerned at the level/standard of lighting in a work area should consult the site supervisor or Safety team.

It is the responsibility of the Principal Contractor to provide additional lighting for worker to be conducted their duties in a safe manner.

10.4 Site Signage

Site signage is to include:

- Identification of construction areas;
- Site office location and First Aid;
- Emergency and Site Management contact details;
- Location of Nearest Hospital and Medical Centre;
- Hazardous substance warnings if applicable;
- SDS location if applicable; and
- Fire Extinguisher Sings.

Other signage as required for specific works such as:

- Danger, scaffold incomplete does not use;
- Mobile plant operating in this area;
- Lifting over head;
- Exclusion zone keep out; and
- Confined Space etc.

10.5 Electrical Safety

All electrical work is to be performed in accordance with statutory requirements. For guidance refer to Electrical Safety Code of Practice 2010.

No live electrical work to be performed on site.

Niland Group workers can only use tagged electrical tools and leads and inspect it prior to use at all times. Any damaged electrical tools and equipment should be tagged with Out of Service Tag and report to site Supervisor as required.

10.6 Working On or Near Power Lines

Work shall not be undertaken where there is a possibility to breach the 3m exclusion zone of an overhead power line up to 132kV UNLESS approval has been obtained from the local electricity service provider/ authority. Greater distances must be maintained for higher voltages services refer to *Electrical Safety Code of Practice 2010 Working Near Exposed Live Parts for guidance.*

Where approval is granted a method of work must be established that eliminates the hazard by protecting the power lines, installing limiting devices on equipment, using a safety observer etc. that is to the other satisfaction of electricity provider.

10.7 Portable Electrical Equipment

All portable electrical equipment must be well maintained in good condition and is to be tested and tagged by an electrical worker or a qualified competent person on **every 1 or 3 months** for construction equipment and every **12 months** for site office/amenity buildings.

Electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules. Subcontractors/employers must ensure that all electrical equipment brought on site is listed in the Electrical Equipment & Tagging Register or equivalent. The register is completed prior to commencement of work and maintained for the duration of the works on site.

The following conditions in relation electrical safety will be applied at the project:

- All electrical wiring must be signed off and a certificate of compliance issued to the site supervisor;
- all electrical equipment and site connections introduced onto **Willow Brae Subdivision** will comply with the following regulations and standards;
- all site wiring will comply with the Electricity (Consumer Safety) Act 2004 and the Australian standard AS/NZS 3012:2010 *Electrical installations - Construction and demolition sites;*
- records for electrical testing and tagging must be maintained by each subcontractor/employer;
- a certificate of compliance shall be given each time a site connection is made by the contractor and or licenced electrician;
- all electrical equipment located throughout the site will be controlled by safety switches (residual current devices);
- all portable electrical equipment will be in test & tagged;
- ***double adapters and piggy back plugs are banned from use;***
- only competent persons shall test portable equipment, all repairs must be performed by a Licenced Electrician or equivalent;

- all portable electrical equipment will be visually examined before use by the workers;
- arrange electrical leads so they will not be damaged. Avoid running leads across the floor or ground, through doorways and over sharp edges, and use lead stands or insulated cable hangers to keep leads off the ground;
- all extension leads shall be of heavy duty manufacture
- unsatisfactory or unsafe electrical equipment will be tagged “Out of Service” Tag or removed from site; and
- workers must not use leads and tools in wet conditions.

10.8 Testing Equipment

- Existing electrical equipment must have records of testing until the electrical equipment is next tested, or permanently removed from the workplace or disposed of. A record of testing must have the following:
    - The name of the person who carried out the testing;
    - the date of the testing;
    - the outcome of the testing; and
    - the date on which the next testing must be carried out.
- A tag must be attached to the electrical equipment tested for ready visual inspection and identification.
- **Brand-new electrical equipment** that has never been put into use (i.e. other than second-hand equipment) does not have to be tested before first use.
- The date the electrical equipment was placed into service should be recorded (e.g. on the record of installation or elsewhere). The electrical equipment may also be fitted with a tag stating:
    - That the equipment is ‘new to service’;
    - the date of entry into service;
    - the date when the first electrical safety test is due; and
    - that the equipment has not been tested.

10.9 Working at Height

At **Bradley Street Subdivision** the risk of falling should be identified, assessed and suitable control measures should be implemented on site prior to work.

When determining the appropriate hazard controls for work at height, the hierarchy of controls shall be referenced to as in the Working at Height Procedure and outline that processes to put in place for the effective control of work at height and rescue plan as required.

Working at Heights Permit and Rescue Plans should be completed and approved by the Site Supervisor/Manager to ensure options are in place to minimise injuries to workers and comply with legislative and other requirements.

As a minimum the management will consider the hierarchy of controls for work at heights in order of priority:

- Use of a solid work platform i.e. scaffold which complies AS/NZS 4576 Guidelines for scaffolding and or an Elevating Work Platforms (EWPs) include scissor lifts, cherry pickers, boom lift and platform ladders);
- Use of robust hand rails that are capable of sustaining a person falling;
- Use of a fall restraint system;
- And lastly use of a fall arrest system (safety harness);
- Safety Harness can only be worm by qualified personnel; and
- All height safety equipment is to be in good working order, tagged and tested in date and on a register.

Where height safety equipment is to be used it must be inspected at 6 monthly intervals and prior to use evidence of inspection by a competent person is to be submitted to **Niland Group** site management. All **Niland Group** height safety equipment it is to be inspected prior to use.

If harness being used as a primary means of control than Working at Height Permit & Rescue Plan Checklist must be completed and approved by the Site Supervisor and/or HSEQ Officer prior to commencement of work.

10.10 Ladders

Ladders may not be accepted on site. If so are to conform to the following but not limited to:

- The use of step ladders as working platform are not to be used if scaffolding is possible.
- Load rating of at least 120kg or more as per manufacturers certified rating;
- Workers must maintain three points of contact at all times;
- Use only ladders manufactured for industrial use (domestic ladders not permitted on site);
- Used only for the purpose for which it is designed;
- Not used to support a weight greater than that for which it is designed;
- Be in good working order no visible damage or parts missing;
- Ladders access height is limited to a six (6) metres vertical rise without an intermediate platform (change of direction);
- The use of metallic, wire reinforced or otherwise metal ladders are not being used for any kind of electrical work where energised components may be.

10.11 Working Scaffolding Platform

The project will ensure scaffolding is erected in accordance with AS/NZS 4576 Guidelines for Scaffolding and that handover certificates are provided and appropriate checks conducted on scaffold condition prior to use.

- Scaffolding up to 4 metres be erected by a trained and competent person;
- Scaffolding above 4 metres be erected by a licenced and competent person;
- All scaffolding shall be erected as per Australian Standard for Scaffolding (AS/NZS 4576) & manufacturer's recommendations;
- Scaffold is to be inspected by a competent person and a hand over certificate provided prior to the scaffold being used;
- All scaffolds are to be re-inspected at periods not exceeding 30 days and a new hand over certificate provided or "**Green Scaffold Tag**" is attached prior to use;
- Do not use any uncomplete scaffolding and "**No Green Tag**" in Place.

10.12 Hazardous Manual Tasks

A hazardous manual task, as defined in the WHS Regulations 2011, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force;
- High or sudden force;
- Repetitive movement;
- Sustained or awkward posture;
- Exposure to vibration.

Activities that may involve hazardous manual task will require a risk assessment to identify hazards and implement adequate controls to comply with WHS Regulations and **Hazardous Manual Tasks** Code of Practice prior to commencement of work.

Include controls in the relevant safe work method statement;

- All workers are to assess manual task prior to starting;
- Get help when heavy objects require lifting;
- Use mechanical lifting aids as required.

Never perform any manual handling task that is beyond your physical capabilities.

10.13 Plant

The site supervisor shall be notified of all plant being brought to site and risk assessment of the plant should be available on the plant to comply with legislative requirements.

Site Manager must ensure that appropriate Plant Risk Assessments, Plant Safety Checks and SWMS are provided and reviewed prior to use.

Workers deemed to be competent to operate the item of plant. This will include verification of Plant operator competency tickets/certificates.

Plant log books are the responsibility of the Plant Operator and checks must be conducted to determine the plant condition has been assessed prior to ongoing use.

All mobile plant operated on site will follow the following guidelines:

- All plant will be operated only in accordance with the manufacturer's instructions;
- Only persons with verified competencies will be allowed to operate mobile plant on site;
- Mobile plant will not be allowed to work within electrical exclusion zones or any other area deemed unsafe for plant by the site manager or safety staff;
- All required documentation must be obtained by Niland Group prior to its use including:
- Service records/Safety Inspection completed/Plant Register and Plant Risk Assessment;
- Plant is to be approved by **Niland Group** prior to use on site;
- All vehicles, including cars, trucks, cranes, forklifts, etc. should have fitted to the vehicle, a flashing amber light. This light shall be in use at all times whilst moving around the site;
- Vehicles to be operated by persons that possess a valid vehicle driver's licence appropriately accredited to use the type of vehicle being operated;
- Vehicles must have current State Government registration and certification for their use. All vehicles must have appropriate third party and public liability insurances in place as stated in each Contractors individual contracts;
- Vehicles requiring reversing alarms should be fitted with noise arresting/ controlling products to make them less intrusive to the local area residents;
- Subcontractors who bring plant onto the site must provide all documentation as listed in Plant & Equipment requirements to the Site supervisor and must carry out regular inspections and well maintained prior to that item of plant being put into service;
- Plant registers are to be supplied by the subcontractor prior to plant coming on to the project;
- All **Niland Group** plant and equipment is to be recorded on the Plant Identification Register if required;
- Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Statutory Authority where required by Legislation and certification in this instance is to be provided;
- Plant is not to be used on site until it has undergone the formal on boarding process documented on Plant & Equipment Safety Checklist;.

- Employers must ensure control measures are implemented and documented for all plant and equipment as its operation is deemed as high risk;
- The effect of all plant and equipment on the workplace is considered and documented in the Work Method Statement;
- Safe storage of all items of plant and equipment are to be considered and arrangements made with the Site manager as to the best place to store plant and equipment when not in use. Keys are to be removed and plant and equipment secured against unauthorised use;
- Pre-start checks, schedule of maintenance and fault reports should be notified to the Subcontractor/employer, documented in plant logbooks and made available to relevant parties on request;

Where plant and equipment is hired, the same requirements as above apply.

A master register of all items of plant on site may also be completed on Plant & Equipment Register. (On larger sites where required) and each item given an approval number if applicable.

10.14 Services

Before any work is undertaken Site supervisor should consultation with the relevant workers to identify and determine the type and location of underground services in the area. **Dial Before You Dig** drawings to be available on site and conduct a site inspection for any unidentified services based on Risk Management Procedures.

All services must be marked on the site plan and taken into consideration when planning works that may be nearby. All information recorded will be available to those persons who will be conducting excavation, trenching, overhead works work at or near the location of these services.

All new services (temporary or permanent) installed either in ground or in the slab and walls are to be marked on the services plans. If the works will potentially impact on the services, the Site manager must ensure that processes are in place for their effective isolation or protection is undertaken prior to work being carried out.

10.15 Hot Works

When performing any welding, cutting, grinding or spark emitting works Hot Works Procedure should be followed and Hot Work Permit Checklist is to be completed and approved by site supervisor/safety staff. The correct PPE is to be available and used by all personnel performing hot work as required.

A suitable for purpose of up to date tested and tagged fire extinguisher is to be in the immediate area of the hot work. All flammable materials are to be removed or where not possible to do so protected from ignition sources.

Welding operations will require screening to protect other persons and exclusion zones and appropriate signage are to be used to protect other workers and the general public from harm. In some circumstances Fire Extinguishers maybe required

10.16 Site Amenities

Management shall provide Workplace personnel with adequate workplace facilities commensurate with the Workplace requirements. These requirements might include (but not limited to) dining and change rooms, washing facilities, lavatories, drinking water fountains, and access/egress arrangements.

Workers will ensure that these facilities are used appropriately and any defects or hazards reported to their Supervisor. Toilet will be provided in locations that are readily accessible for workers. Toilets are to be provided in the following ratios:

Workers	Closet Pan(s)	Urinals
Males	1 per 20 males	1 per 25 males
Females	1 per 15 females	N/A

These ratios are the minimum standard that should be provided. However, in some workplaces, the scheduling of workers' breaks will affect the number of toilets required. There should be enough toilets available for the number of workers who may need to use them at the same time

An adequate supply of clean drinking water must be provided free of charge for workers at all times. The supply of the drinking water should be:

- positioned where it can be easily accessed by workers;
- close to where hot or strenuous work is being undertaken to reduce the likelihood of dehydration or heat stress;
- separate from toilet or washing facilities to avoid contamination of the drinking water; and
- hand washing basins should be provided in at least the ratio of one wash basin for every 30 person or part thereof.

An area within the workplace for making tea and coffee and preparing or storing food will be provided. The facility should be protected from the weather, be free of tools and work materials and be separated from toilet facilities and any hazards (including noise, heat and atmospheric contaminants). It should be supplied with:

- Tables and seating (to match the numbers of workers);
- A sink with hot and cold water, washing utensils and detergent;
- An appliance for boiling water;
- Clean storage, including a refrigerator for storing perishable food; and
- Vermin-proof rubbish bins, which should be emptied at least daily or as required.

10.17 Equipment Safety Report and Signage

During the erection of any temporary or permanent scaffold, building or structure, the surrounding area should immediately be isolated from access to people other than those working on it.

Signs must be erected on each side of the area displaying clearly the message "**DANGER – CONSTRUCTION AREA KEEP OUT/OFF".** On completion of a scaffold, building or structure a hand over certificate shall be completed, signed and hand over to the Site Manager or Site Safety Officer to confirm that the work is completed and structure is fitted for use by workers at construction site.

10.18 Hazardous Chemicals & Dangerous Goods

Chemical Management Procedure should be followed when chemicals are introduced/used at the work pace.

All works involving the use of hazardous chemicals will be undertaken as per manufacturer's safety data sheets (SDS) recommendations.

Supplier must provide a current (within 5 years of the date of issue) Safety Data Sheet (SDS) to **Niland Group** or Principal Contractor for all products and Chemicals to be used for the work activity along with an SDS register.

The Site Manager should establish and maintain a **SDS Register** of all chemical that are used at construction site.

All workers involved in the use of products classified as hazardous and dangerous goods, are to be provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and are included in the Safe Work Method Statement.

No products or Chemicals are brought to the workplace without a current SDS and approval from the site supervisor.

All storage and use of hazardous Chemicals and dangerous goods is in accordance with the SDS and legislative requirements.

All hazardous Chemicals and dangerous goods are stored in their original containers with the label intact at all times. If decanted they must have a label attached with all relevant information.

10.19 Fitness for Work

To be deemed fit for work, all persons are to be free from the impairment of Alcohol and Drugs at work, alcohol and drugs are not to be consumed during working hours including lunch breaks as per organization Drugs and/or Alcohol Policy.

Primary determination of 'fitness for work' is based on the opinion of the Site Manager or Supervisor in consultation with the worker and where necessary.

10.20 Personal Protective Equipment (PPE)

Wearing personal protective equipment should be based on Personal Protective Equipment Procedure

Safety Footwear

- Lace up Safety Boots must be worn at all times at construction site.

High Visibility Clothing

- Rail compliance long sleeve with reflective high visibility clothing is required to be worn by all workers during construction work.
- Long pants must be worn. Shorts is not allowed at construction site at any time.

Hard Hats

- Compliant hard hats are to be worn onsite at all times.

Other PPE

- Other PPEs may be worn in accordance with task based risk assessment and should be specified in the SWMS

The selection of tasked based PPE will be determined by a risk assessment. Other items may be required as per Work Method Statements depending on the nature of the works.

These may include but are not limited to:

- Safety glasses, googles and Hand protection;
- Hearing protection and Safety harnesses;
- Skin protection from ultra violet sunrays and sunscreen should be used;
- Respirators/Dust Masks/Breathing apparatus; and others.

10.21 Public Safety & Site Security

It is the PCBUs responsibility to maintain site security and the safety of public at all times during construction work.

The Project Manager must ensure that the public's safety is considered in planning before engaging in activities that may pose a threat to the public and local traffic.

Access to the site must be effectively controlled to prevent unauthorised access, including outside of working hours. Works must have controls in place to protect public from any hazards arising from tasks being performed:

- Protect the public during lifting activities;
- Public walk ways and roadways should be isolated, kept clear of materials or waste;
- Delineation between pedestrians and plant/vehicles must be established.

Entries and exits for mobile equipment (for example, cranes, forklifts or trucks) where pedestrians will be controlled to minimise the risk of persons being hit by moving vehicles. If people and vehicles have to share a traffic route, use kerbs, barriers or clear markings to designate a safe walkway.

Signage is to be used to advise people as to the nature of the site and the works and may employ traffic controller(s) to manage activities as required.

10.22 Traffic Management

Project and/or Site Manager will identify, assess and control risks associated with external and internal traffic conditions. Where required, a dedicated Traffic Control Management Plan shall be established in accordance with any potential traffic risks.

Construction Mobile Plant will have appropriate warning devices fitted to comply with legislative and other requirements. The recommended speed limit for construction site is 10Km/h or as required.

Traffic management for the Workplace shall be introduced to workers, contractors and visitors during site induction prior to being permitted access to the Workplace.

A traffic Management Plan is to be established for the site and all traffic control plans in place and approved prior to undertaking any works on roads.

All plant and equipment is to be operated in accordance with manufactures specifications and all warning signs must be obeyed.

Signage and barricades are to be in place to restrict unauthorised access to the project or others being exposed to hazards.

10.23 Confined Spaces

The identifying, assessing and controlling the risks associated with confined space must be undertaken in accordance with Confined Space Entry & Rescue Plan Procedure. These risks are to be documented in the form of a confined space risk assessment and rescue plan checklist need to be completed, communicated with workers prior to entre and perform any confined space work.

Confined Spaces are to be clearly identified and labelled and have a completed Rescue Plan in place in the event of an emergency. The continuous monitoring of the atmospheric conditions of a confined space must be undertaken where the presence of potentially harmful contaminants might occur.

The most effective form of communication will be determined when conducting a risk assessment for the confined space by completing Confined Space Entry Permit and Rescue Plan Checklist prior to any entry.

Workers undertaking confined space activities must have undertaken an accredited training program, be trained in the use of equipment, material and atmospheric monitoring condition in a confined space. Parameters of a confined space entry permit with the levels of concentration of gases as per table below:

Gas	Concentration
Oxygen (O_2)	19.5% - 23.5%
Explosive Gas	< LEL (ie < 5% for Methane)
Hydrogen Sulfide (H_2S)	< 10 ppm
Carbon Monoxide (CO)	< 30 ppm

10.24 Hot Work

Hot work includes any of the following work activities:

- All forms of welding;
- Oxy acetylene cutting; and
- Grinding or cutting using abrasive tools.

Persons undertaking hot work must complete task based SWMS prior to the activity being conducted in accordance with Hot Work Procedure . The person conducting hot work must complete Hot Work Permit may be required to be accompanied by an assistant whose duties will include fire watcher and monitoring of the work area after the work has been completed.

All potential sources of fuel shall be removed and all hot work activities shall have a suitable fire extinguisher located at an accessible location adjacent to the work.

10.25 Operating Mobile Plant

In accordance with Plant & Equipment Inspection & Isolation Procedure , operation of mobile plant at construction site should be aware of but not limited to:

- Implement Traffic Management Plan for the site to eliminates and/or mitigates all traffic, plant and people interface;
- Physical barrier and crossing points for designated pedestrians must be installed to provide public safety at all times;
- Loading/unloading zones must be clearly delineated with controls to prevent unauthorised access; and
- Be aware of overhead services and structures must be identified with appropriate control measures implemented to prevent collision by mobile plant and vehicles.

Mobile plant can only be operating by competent person and safety check and risk assessment must be completed prior to use mobile plant and do not operate any fault plant at any time and report any issues related to mobile plant to Site Manager/Supervisor.

10.26 Cranes and Lifting Operations.

Cranes and lifting equipment used for lifting must be specifically designed and certified for the purpose of lifting.

Daily pre-start inspections must be completed for cranes, plant and equipment used for lifting.

Crane must not be used unless commissioned, design and item registration is completed.

Each crane must have at least one **Dogger and Operator**. Work with or operating cranes and hoists must only be done by a **Certified (ticketed) Persons**.

Cranes, hoists or winches shall not exceed the Safe Working Load (SWL).

Ground conditions must be assessed with suitable controls implemented to ensure the stability of the crane or lifting equipment during operation.

Cranes and lifting equipment must be regularly inspected, certified, tested and maintained, and comply with current Australian Standards and legislation.

Where defects are identified, equipment must be immediately tagged with **"Out of Service Tag"**. Do not operate any damaged or defective plant.

Persons must never be suspended from or attached to a crane hook unless they are in a fit for purpose workbox

When performing major lifts, such as over 80% rated capacity or loads exceeding 10t, lift plans and studies must be provided by persons or contractors engaged in those lifting operations.

When working near live Overhead Power Lines (OHP) or live electrical parts, regulated safe working distances/exclusion zones must be maintained for components associated with lifting loads.

10.27 Safety of Temporary Structure/Platform

Any erected structure or work platform on site must be safe to be used by workers and not collapsing on public (Public Safety). Risk assessment should be conducted to ensure temporary structure and platform are safe for use.

Temporary works (e.g. formwork, false work, precast, shoring, back propping, temporary structures etc.) must be identified, designed and independently verified by appropriately qualified engineer.

Designer must provide certification of the temporary works, which is designed that as a minimum take into account the intended use, load tolerances, lifting calculations, access/egress, installation, and dismantling

Do not use or accept any installed of temporary works platform/structure without prior acceptance of the designer, and if considered necessary, further design certification and independent verification by a qualified engineer prior to use.

10.28 Extreme Heat Working Conditions

In an event of extreme heat of weather condition of work, Heat Stress Management Policy and Heat Stress Management Procedure are in place to be followed by Site Manager and worker to ensure heat related injuries are minimised.

11 ENVIRONMENTAL MANAGEMENT

11.1 Site Environmental Objectives and Targets

Activities	Target	KPI	Responsibility
Senior Management Participation	Monthly Site Inspection tool box talk site safety meeting, site emergency and others as required	100% on monthly report of either as set on target table.	Senior Managers

Spills of chemicals	Zero uncontrolled spills causing contamination	Monthly report	Site manager
Construction Noise	Zero complaints from residents	# Complaints	Site Manager
Dust due to excavation and construction	Zero complaints from residents, client and others	# Complaints	Site Manager
Traffic pedestrian/vehicle	Minimum impact	Complaints made Incidents reported	Site Manager
Fires	No uncontrolled fire	Incident report	Site manager
Storm Water quality	Free of contamination	Monthly report	Site Manager
Chemical use on site during construction	Zero discharge to water and land	Monthly report	Site Manager
Land & Water contamination	Zero	Accident investigation and report	HSEQ Manager
Public complaints	Zero	Accident investigation report	HSEQ Manager

11.2 Erosion and Sediment Control

Potential sources of mud/debris and particles of boards, play woods visible on public roads due to construction works includes:

- Sediment/risks of erosion would be from inclement weather (ie: storms or heavy rain fall);
- stormwater discharge points to be adequately protected throughout duration of the project
- existing kerb inlets and other stormwater infrastructure in surrounding streets to be protected and maintained (i.e. swales);
- dust suppression to be undertaken when required;
- stockpiles of materials and tools and equipment disrupted storm water inlets;
- daily visual inspections of works site and all erosion and sediment controls;
- install cattle grid for access and egress of mobile plant as required;
- clean up debris and mud on public road as required;
- report all environmental related incidents for investigation.

11.3 Water Quality

To appropriately manage stormwater and groundwater quality during construction activities. **Niland Group** personnel on site must be aware of water ways, settlement ponds, lake and dams in the area or nearby to prevent pollution from construction activities by:

- Ensure all chemical to be used by **Niland Group** Personnel must be controlled and installed in bunded area;
- avoid spillage of chemical during refuelling plant/equipment on site;
- spillage kit must be maintained on site at all times;

- contain any spills on site and immediately report to Site Manager as required.

11.4 Air Quality

To manage construction activities with the potential to impact on air quality include the following:

- Dust suppression;
- stockpiles;
  truck loads;
- maintenance and operation of machinery/equipment/vehicles.

Other methods to prevent/minimise dust.

- The use of water hoses will be implemented for dust suppression;
- no complaints regarding dust from workers / neighbours / community members;
- daily air quality monitoring program or complaint based monitoring if required;
- daily reporting to site manager and Safety Coordinator as required;
- any reporting to Department of Environment and Heritage Protection should be conducted by principal contractor;
- corrective actions and implementation time frame.

11.5 Noise

To appropriately manage noise during construction activities to minimise impact to workers, neighbours and community members that include:

- Noise generating activities;
- maintenance and operation of machinery/equipment/vehicles;
- working hours;
- specify any activities to be undertaken at night and why (if any);
- all significant noise generating activities will be undertaken as per site DA conditions as contract agreement with Principal Contractor;
- report any issue with noise to Site Manager/Supervisor/Safety Officer;
- take corrective actions and implementation time frame to reduce noise as required.

11.6 Hazardous Substances

To manage construction activities with the potential to cause contaminated soil that may include:

- Storage of chemicals at construction site;
- chemicals should be stored in bunded, roofed areas with SDS's kept nearby;
- spill kit must be available on site at all times;
- SDS's register;
- refuelling instructions, spill kit and training how to use spill kit;
- if waste produced on site than only licensed contractor should be allowed to remove and dispose of hazardous wastes or discuss this matter with PC prior to conduct that activity;
- chemical storage areas and spill kits will be inspected on a weekly basis;

- take corrective actions and improve as required;
- reporting to Site Manager/Supervisor/Safety Officer and Principal Contractor of any incident.

11.7 Waste Management

To appropriately manage waste during construction activities. In accordance with Waste Management Procedure , appropriate waste receptacles will be provided on site for waste collection include:

- Waste Bins for general construction wastes;
- only licensed contractor should be allowed to remove and dispose of contaminated wastes on approved landfill;
- no waste deliberately or unintentionally released;
- waste receptacles will be inspected daily and emptied as required by the principal contractor;
- reporting to Site Manager and WHSE Officer any related waste issues;
- any reporting to Department of Environment and Heritage Protection should be conducted by principal contractor;
- corrective actions and implementation time frame.

12 QUALITY MANAGEMENT

12.1 Quality Objectives and Targets

Activities	Target	KPI	Responsibility
Senior Management Participation	Monthly Site Inspection tool box talk site safety meeting, site emergency and others as required	100% on monthly report of either as set on target table.	Senior Managers
Programmed QMS audit	Internal & external audit	Monthly report	HSEQ Manager
Goods identification & traceability	Zero defects	Complete ITP of product at deliver stage	Site Manager
Recurrent Non-conformances	Zero	No. of recurrent Non-conformances	Supervisors
Customer satisfaction	100% customer satisfaction	No. of complaints	Project Manager
Testing and equipment installation	All Undertaken & verified	100% ITP completed	Site Manager
Quality control performance	100% completion	NCR undertaken & verified	Site Manager

12.2 Drawing Register

- Any drawing received from Client or Consultant for the project should be registered on Drawing Register or equivalent format to ensure drawing are current version prior to be used on construction activities.
- Any obsolete drawing should be removed from use or mark **"X"** across the drawing and notify workers through tool box meeting or other ways to convey the message across.

12.3 Implementing Quality Control

- It may be a requirement of **Niland Group** to implement Principal Contractor Inspection and Testing Plan (ITP) in accordance with ITP Procedure as required;
- Or develop **Niland Groups** ITP as per contract agreement that Niland Group ITP must be completed and be used at construction site to be verified by Principal Contractor;
- Take a hard copy evidence such as "Photographs" to demonstrate evidences of ITP that being completed.

12.4 Managing Customer Complaints & Enquiries

- Site Supervisor should maintain a record of any customer complaints or enquiries in regards to the work activities undertaken by Niland Group personnel;
- Report such complaints to Construction/Operation Manager as required;
- Customer Satisfaction Procedure is followed to ensure Client is happy with partial or completion of the project; and
- Include complaints on the WHSEQ monthly report.

12.5 Product Traceability

- Delivery dockets and/or invoices or other references of the products should be collected and attached to the completed ITP in accordance with Goods Identification and Traceability Procedure
- Maintain all records on site in accordance with Record Management Procedure

12.6 Customer Satisfaction

- Observe and collect information with Client representative on stages of the construction project
- Complete Customer Survey Form should be completed in accordance with Customer Satisfaction Procedure at the end of project or other stages as required; and
- Improve Niland Groups image and customer services as required.

13 MANAGING NON-CONFORMANCES

Any HSEQ non-conformances raised should be registered in the Corrective and Preventive Action Register and Non-Conformance Request should be raised and allocation responsibilities and authorities to address such items within a timely manner. Non-conformance may be raised in these 3 categories:

- Safety non-conformance raise should be assessed immediately and address them as required to avoid any workplace injury;
- Any non-conformances issued or raised on the environmental issues should be treated as urgent and address them as required
- Any quality non-conformance should be review and address them to ensue product meet quality as built requirements.

14 INCIDENT & INJURY MANAGEMENT

Incidents and accidents will be investigated and reviewed to improve workplace safety and ensure non-reoccurrence in the near future. All injuries will be managed in accordance with Injury Management & Return to Work Policy and Incident Response & Investigation Procedure

14.1 Incident Reporting

All incidents, including near misses, injuries/illness, property/environmental damage, or dangerous incidents, must be reported immediately to Site Supervisors and/or Safety Coordinator /Site Manager. Contractors are to immediately notify the Site Supervisor or Safety Coordinator.

All incidents are to be recorded following the Incident Response & Investigation Procedure**.** An Incident/Accident Investigation Report Form is to be completed and kept on file. The company HSEQ Manager is to be notified immediately for an investigation if required.

All significant incidents to be investigated using Incident Investigation and Reporting Form and corrective actions may be raised and allocate resources to address them as required in a timely manner.

The response is to be based on assessment of actual/potential outcomes and likelihood of reoccurrence. All incidents are to be documented and registered on Incident/Accident Register Form.

14.2 Notifiable Incident

A 'notifiable' incident' includes;

- A fatality;
- A Serious injury/illness - where treatment requires admission to Hospital as an in-patient or treatment for serious head, eye, or spinal injuries, lacerations, scalping/de-gloving of tissue, or loss of bodily function, and medical treatment within 48 hours of exposure to a substance;

- A dangerous incident, where a serious risk to a person's health or safety arises from an immediate or imminent exposure to –
    - an uncontrolled escape, spillage or leakage of a substance; or, explosion or fire; or gas or steam; or pressurised substance; or
    - electric shock; or
    - the fall or release from a height of any plant, substance or thing; or
    - the collapse, overturning, failure or malfunction of, or damage to, any plant or
    - the collapse of a structure or an excavation; or
    - the inrush of water, mud or gas to an underground excavation or tunnel or
    - interruption of the main system of ventilation in an underground excavation or tunnel;
- In the event of a notifiable injury the incident scene is not to be interfered with unless to save further injury or harm to an individual or further damage without the permission of WorkCover NSW and photos are to be taken immediately.

The PCBU will report all notifiable incidents within 24 hours to WorkCover NSW.

14.3 Incident Investigation

The site supervisor, safety team or first aid attendant will complete an Incident Investigation Report in the event of any injury involving medical attention and LTIs or any major possible incidents involving a near miss, property/plant damage or injury to the public or the environment.

The Site supervisor will be informed immediately in the event of the above should such an incident occur.

Contactors will be expected to fully participate in investigations where required for the purpose of the HSEQMP a Health Safety, Environment & Quality incident is defined as "*any event or result of an activity that was not planned for, nor controlled while performing a work activity".* Should any unplanned, uncontrolled event occur all staff must follow **Niland Group** Incident Response Hierarchy.

Incident Reporting Flowchart outlines the hierarchy of response that will be adopted to manage any Work Health & Safety incident.

15 TRAINING

15.1 Induction

All site personnel are to be inducted to safe, environment & quality work practices for all tasks which are required to perform on site. Construction General Induction (White card) or other mutually recognised evidence of training and site specific induction training must be undertaken.

Specific training for high risk activities will be required to be undertaken and the workers deemed competent prior to perform any high risk task at construction site controlled by **Niland Group** in accordance with Competency & Training Procedure .

Copies of all qualifications and current licenses/tickets are to be submitted to **Niland Group** prior to commencement of work.

All personnel who are required to perform work at **Willow Brae Subdivision** is required to attend site induction prior to access and work. The site induction will encapsulate all Work Health & Safety responsibilities and requirements.

15.2 Task Specific Training

Niland Group personnel has undertaken Task Risk Assessment (SWMS) for **Willow Brae Subdivision** work as required**.** Niland Group is prepared to conduct training in accordance with Client requirements for any specific task may be required.

16 COMMUNICATION & CONSULTATION

Objective: All workers on site are to be consulted in the development of safe & environment work practices for their required works on site and allowed input into safe work method statements. Site safety & environment information is to be communicated to all personnel on site when significant changes occur at the site or relevant safety & environment documentation changes.

Target: Niland Group to establish agreed consultative mechanism for this workplace. The agreed mechanisms allow for the managing and consulting on HSEQ issues across the workplace, including coordination and management of safety & environmental issues with workers and other PCBUs. The issues resolution process will be as outlined as per Issue Resolution Procedure.

Toolbox talks on relevant topics are to be undertaken weekly/biweekly or as required. If requested Health and Safety Representatives (HSR) may be elected to represent workers in a 'work group' on health and safety matters.

The work groups are established first through consultation and agreement between workers and PCBU, then nominees are called and an election is held. The HSR will be trained in the functions of this position in accordance with current legislation.

A site Safety committee will be established as required within 2 months of a request being made by either a Health or Safety Representatives (HSR) or, 5 or more workers from the site requesting one.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in HSEQ matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics: -

- Hazard identification and risk assessment processes;
- Control measures for the management of hazards and risks;
- Participation in the development of individual and activity specific Work Method Statements;
- Information on an opportunity to participate in relevant committees;
- Any site safety representatives; and
- Election of HSEQ and employee representatives.

The principle contractor will be engaged with and consult with the client and relevant parties e.g. designers, consultants on HSEQ matters as required. Forums to address this matter include weekly project team meetings and monthly Senior Management Meeting to review and address any outstanding HSEQ matters.

16.1 Site Safety Meetings

A fortnightly safety meeting conducted by the principal contractor involving by all contractors at construction site controlled by the principal contractor. **Niland Group'**s Safety Coordinator is invited to take part of such meeting and record is managed by the principal contractor.

Communication is established between **Niland Group** and Client to address any safety issues or concern that may have raised at construction site or at the meeting.

16.2 Tool Box Talks/Safety Meetings

Tool box talks are to be conducted fortnightly or as required to address any WHSEQ issues to all workers. Any WHSEQ topics can be brought by anyone to be addressed of WHSEQ matters of how to future improvements.

Record of this meeting should be managed by Site Supervisor/Manager in accordance with Record Management Procedure.

Daily prestart meetings are conducted by the principal contractor, highlighting tasks of the day, hazards related to the task and implement adequate control measures to minimise risks to personnel, property and the environment.

Data of such events will be collected and plotted into **Niland Group** WHSEQ Statistic Monthly Report to Senior Managers of **Niland Group** and provide feedback to workers through Tool Box Talk of their HSEQ performance of the month.

16.3 Project Team Meeting

Niland Groups Senior Managers, Project Engineers and Site Supervisors have attended a weekly meeting to review and highlight any HSEQ issues raised during the week and recorded on a Weekly Project Team Meeting Minutes

Any issues for improvement will be communicated to workers by Project Engineer and/or Site Supervisors through a Tool Box Talk and records of such should

17 EMERGENCY RESPONSE

Emergency is unexpected and unplanned situation that may encounter during construction at **Willow Brae Subdivision**

Emergency planning information, including assembly areas and contacts details, will be made available at induction training and site briefings along with being displayed at various locations around site. **"Emergency & Site Contact Details and Emergency Response Flow"** should be followed during site emergency.

Project Manager and Site Manager will ensure that:

Emergency Response and Coordination personnel are trained to respond to an emergency consistent with the workplace activities

Appropriate emergency response equipment and fire suppression facilities are in place and regularly inspected and persons trained in their use, utilising input from competent persons

Emergency Response information is communicated to workers via the project induction and that up to date information is posted around the workplace.

It is also the Site Manager responsibility to identify potential emergency and/or first aid scenarios, utilising input from competent persons to assess the suitability, location and accessibility of emergency equipment required for the project.

In the event of a serious incident or rescue, the following personnel must be immediately notified:

- First Aider
- Emergency/Evacuation Coordinator and the Site/Project Manager;
- Niland Group WHSEQ personnel
- The client.

Upon notification of a serious incident, the following shall be implemented:

- First Aider respond immediately to the incident scene and provide any necessary first aid treatment
- Emergency /Evacuation Coordinator will assume control of the emergency situation and implement measures as per site Emergency Response Procedure
- members of the emergency team (principal contractor) will carry out allocated duties (directing traffic and emergency services to the incident scene)
- the incident area is secured to prevent further injuries to personnel, unauthorised access and to allow investigation to be performed

The incident scene remains secured until permission is given to re-open the area.

An assessment of the suitability of firefighting equipment should be made for each site. Australian Standard AS 2444:2001 provides details on the various types available and their use and effectiveness for various types of fire.

Bulk storage of fuels, oils or other products may have specific requirements for provision of firefighting equipment and should be in accordance with the relevant Act or Australian Standard.

First Aid facilities shall be established on site to provide workers with access to immediate first aid treatment when required.

In the event of emergency, an evacuation alarm will be raised workers must leave their area and assemble at emergency assembly areas as per Emergency Response Procedure and remain there until advised otherwise.

Do not leave site without ensuring you have been accounted for and that your supervisor knows where you are going. A trial evacuation will be held within weeks of site establishment and at other times as the principal contractor decides.

17.1 First Aid & Medical Emergencies

Site First Aid assessment will be conducted by the Safety Manager of principal contractor at the planning stages of the project.

A first aid facility will be established by principal contractor and maintained at the site in which **Niland Group** First Aid Officers could be accessed to assist any injury person at any time. Location of first aid as specified during the Site Safety Induction and displayed on the site layout master plan for site information.

Workers should supply a suitable means of communication and access to a first aid kit for all of its employees.

WorkCover Safety Inspector's may be conducting frequent visits to the site during construction looking at how public safety is handled. **Niland Group** has zero tolerance for any safety breaches and this will be conveyed by the Site supervisor / Safety team during site inductions.

17.2 Critical Incident/Emergency

Niland Group Site Manager/Engineer/Supervisor must immediately act but not limited to:

- Ensure maximum possible safety of all personnel are maintained
- To ensure **Niland Group** personnel are evacuated to secure and safe place
- Immediately notify **Niland Group** key personnel to respond:
    i. Authorities as required
    ii. Operation Manager
    iii. Construction Manager
    iv. WHSEQ Personnel

18 CONTRACTOR MANAGEMENT

As a PCBU subcontractors are to provide an Operations Safe Work Method Statement (SWMS to manage safety of their tasks. SWMS must be developed and discussed with workers for all high risk activities. These are to be site specific for the project and to comply with legal requirements.

SWMS must be reviewed by **Niland Group** HSEQ personnel and approved by Client Safety Manager before commencement on the project. SWMS must address the requirements set out the scope of work. Subcontractor SWMS review checklist will be used to check subcontractor SWMS accordingly for compliance.

All subcontractors engaged to perform works on behalf of **Niland Group** are viewed as being part of the contractor's work force and are to be managed by the contractor to ensure compliance with legal requirements.

A copy of the sub-contractor's insurances and any other safety documentation required to perform works on this site is to be submitted to **Niland Group** as well as kept by the contractor.

The **Subcontractor Safety Pre-Qualification Checklist** is to be completed and returned to **Niland Group** along with all supporting documentation.

Contractors to ensure all staff are inducted into the site and comply with legislative requirements for training, holding licenses, certificates, tickets to perform the required tasks on site, such as; white cards and high risk work licenses and certificates of competency to perform the tasks as required.

19 MONITORING AND REVIEW

Managers and Supervisors must monitor site operation and construction activities and conduct review of how to improve safety environment and quality issues.

19.1 Site Inspections & Audit

Daily/Weekly - Site Supervisor, Safety team and contractors will conduct a formal Daily Inspections to identify general areas of non-compliance to minimum control requirements implemented by both the PC and contractors. This inspection will be documented by Site Supervisor using **Inspection Checklist** and will be the basis by which contractor's non-compliance issues are to be identified and actioned required to improve safety matters at construction site.

Monthly - HSEQ Manager will obtain Project Health and Safety data and summarise the activities of personnel on site and specific health and safety issues of concern during the period in **Monthly Project Report.**

Workers - All workers on site are required to monitor work activities in accordance with their site specific Work Method Statement documentation and the requirements of this Construction Safety Plan. Where a non-compliance or specific issue is identified, action is to be taken immediately to rectify the situation or where this is not possible than the issue is to be reported to a supervisor or the Project Manager.

Audits – HSEQ personnel, client safety personnel or independent external consultant may conduct site partial or complete audit as prescribed by the PC or the Safety Manager. This will be performed in accordance with **Audit schedule.**

Records of Site Inspection Checklists will be maintained in the Project Safety files. Health and Safety Reports will be maintained on file at site and a copy is to be tabled at the WH&S meetings (where applicable) and Supervisor/Senior Managers meetings.

19.2 Monthly Report

Project management and safety report should be presented to Niland Group Senior Manager and Managing Director to be reviewed on monthly basis.

Such report will be communicating to site personnel through Site Tool Box Talk of **Niland Group's** HSEQ performance and compliance with legislative requirements.

20 RECORDS MANAGEMENT & IMPROVEMENTS

20.1 Records

All records should be archived in a safe place and should be maintained in accordance with contract agreement in accordance with Record Management Procedure.

The site supervisor, safety team or first aid attendant will maintain records of incidents and injuries in accordance with legislative requirements.

All records will be kept for 7 years after the date of construction work completed and 30 years of record of personal injury incident occurring as required by Legislation.

20.2 Improvements

Niland Group welcome any suggestions from all workers and key stake holders, subcontractors, clients and authorities to improve site safety, environmental and quality matters.

We are striving to maintain a robust HSEQ Management System to a sustainable manner and then can say HSEQ business is a good business, because less injury, more productive and sustainable business.

Appedices

A: SWMS

B: ITPS

C: Emergency Response

D: Traffic Management