

# **SITE SAFETY MANAGEMENT PLAN**

**CFC Group**

Issue 15.1 – February 2019

DEVELOPING  
RELATIONSHIPS  
BUILDING  
SUCCESS



# TABLE OF CONTENTS

<b>1. SITE SAFETY MANAGEMENT SYSTEM .....</b>	<b>8</b>
1.1. Introduction .....	8
1.2. Scope .....	8
1.2.1. Project Scope .....	8
1.3. Implementation .....	9
<b>2. OCCUPATIONAL HEALTH AND SAFETY POLICY .....</b>	<b>9</b>
2.1. Introduction .....	9
2.2. Scope .....	9
2.3. Implementation .....	9
<b>3. ROLES AND RESPONSIBILITIES .....</b>	<b>11</b>
3.1. Introduction .....	11
3.2. Scope .....	11
3.3. Implementation .....	11
3.3.1. Construction Manager – Kai Schimkat .....	11
3.3.2. Project Manager – TBA .....	12
3.3.3. Site Manager – Rick Monte .....	12
3.3.4. National Safety Manager - Robert McGregor .....	13
3.3.5. Health and Safety Representative – Gordon McGrath .....	13
3.3.6. Site Engineer – Shek Yuen .....	14
3.3.7. Contractor(s)/Subcontractor(s) Responsibilities .....	14
3.3.8. Employee Responsibilities .....	15
<b>4. THE SITE .....</b>	<b>15</b>
4.1. Introduction .....	15
4.2. Scope .....	15
4.3. Implementation .....	16
4.3.1. Site Entry & Registration Conditions .....	16
4.3.2. Site Amenities .....	16
4.3.3. Personal; Protective Equipment .....	16
4.3.4. Site Safety Rules .....	17
4.3.5. Project First Aid Procedure .....	23
4.3.6. Site Layout .....	23
4.3.7. Site Plan .....	24
4.3.8. Project Personnel Emergency Numbers .....	25
4.3.9. External Emergency Contact Numbers .....	25
4.3.10. Media Communication/External Enquiries .....	25
4.3.11. Site Security .....	25
4.3.12. Emergency Evacuation .....	26
<b>5. EMERGENCY RESPONSE PROCEDURE .....</b>	<b>27</b>
5.1. Introduction .....	27
5.2. Scope .....	27

5.3. Implementation .....	27
5.3.1. References .....	27
5.3.2. Determination of applicable project emergency hazards .....	27
5.3.3. Emergency Response Team (PLEASE COMPLETE) .....	28
5.3.4. Duties of Emergency Response Team .....	28
5.3.5. Emergency Co-ordination Procedure .....	29
5.3.6. Emergency Evacuation Diagrams and Signs.....	30
5.3.7. Training .....	30
5.3.8. Emergency Response Equipment.....	31
5.3.9. Emergency and Evacuation Practice Drills .....	31
5.3.10. Emergency Response Processes .....	32
5.3.11. Post Emergency Management.....	36
5.3.12. Reporting .....	36
<b>6. UNEXPECTED FINDS PROCEDURE .....</b>	<b>37</b>
6.1. Introduction .....	37
6.2. Scope .....	37
6.3. Objectives .....	37
6.4. Specific Definitions.....	37
6.5. Method .....	37
6.6. Records.....	38
<b>7. SITE SPECIFIC RISK MANAGEMENT SYSTEM.....</b>	<b>39</b>
7.1. Introduction .....	39
7.2. Scope .....	39
7.2.1. References .....	39
7.2.2. Responsibilities .....	40
7.2.3. Impact of Risks.....	40
7.2.4. The Principle of Risk Management .....	40
7.2.5. Who can complete or participate in risk management? .....	41
7.2.6. When will CIP use the risk management approach? .....	41
7.3. Implementation .....	42
7.3.1. Risk Management .....	42
7.3.2. Hazard Identification.....	42
7.3.3. When hazards will be identified.....	42
7.3.4. Hazard Reporting .....	43
7.3.5. Risk Assessments.....	43
7.3.6. Safe Work Method Statements .....	46
7.3.7. Effectiveness of Risk Management.....	47
<b>8. TRAINING AND INDUCTION .....</b>	<b>48</b>
8.1. Introduction .....	48
8.2. Scope .....	48
8.3. Implementation .....	48
8.3.1. General Induction Training.....	48
8.3.2. Site Specific Induction Training.....	49
8.3.3. Work Activity Induction Training.....	49
8.3.4. Visitor Induction.....	50
8.3.5. Training Records .....	50
8.3.6. Visitors Procedure .....	50

<b>9. SUB-CONTRACTOR REQUIREMENTS .....</b>	<b>51</b>
9.1. Introduction .....	51
9.2. Scope .....	51
9.3. Implementation .....	51
9.3.1. Prior to the Project Commencing .....	51
9.3.2. Prior to the Sub-Contractor Commencing on Site.....	51
9.3.3. Contractor(s)/Subcontractor(s) Responsibilities .....	53
<b>10. SAFE WORK METHOD STATEMENTS.....</b>	<b>54</b>
10.1. Introduction .....	54
10.2. Scope .....	54
10.3. Implementation .....	54
10.3.1. CIP's Safe Work Method Statements.....	54
10.3.2. Sub-Contractors Safe Work Method Statements.....	54
<b>11. MANAGEMENT OF RISK OF FALLS .....</b>	<b>56</b>
11.1. Purpose.....	56
11.2. Scope .....	56
11.3. Implementation .....	56
11.3.1. Classification of Fall Hazards.....	56
11.3.2. Hierarchy of Control .....	56
11.4. References.....	56
11.5. Procedure.....	57
11.5.1. Identification .....	57
11.5.2. Risk Assessment.....	57
11.5.3. Permits .....	58
11.5.4. Signage .....	58
11.5.5. Work on the Ground or Solid Construction .....	59
11.5.6. Fall Prevention Devices .....	59
11.5.7. Work Positioning Systems .....	60
11.5.8. Fall-Arrest Systems.....	60
11.5.9. Ladders .....	60
11.5.10. Risk Control.....	61
11.5.11. Emergency Response .....	62
11.5.12. Process for Managing Work at Heights .....	63
11.5.13. Selection of Equipment according to Control Hierarchy .....	64
<b>12. PLANT AND EQUIPMENT SAFETY AND INSPECTIONS .....</b>	<b>65</b>
12.1. Introduction .....	65
12.2. Scope .....	65
12.3. Implementation .....	65
12.3.1. Purchase and Hiring of Plant .....	65
12.3.2. Risk Assessment.....	65
12.3.3. Registration of Plant.....	66
12.3.4. Inspections and Maintenance .....	66
12.3.5. Use of Plant.....	66
12.3.6. Electrical Equipment .....	67
12.3.7. Incidents and Equipment Failure.....	67
12.3.8. Training and Competency .....	67

<b>13. MANAGEMENT OF HAZARDOUS SUBSTANCES &amp; CHEMICALS .....</b>	<b>68</b>
13.1. Introduction .....	68
13.2. Scope .....	68
13.3. Implementation .....	68
13.3.1. Purchase of Hazardous Substances and Dangerous Goods .....	68
13.3.2. Hazardous Substances Register.....	68
13.3.3. Hazard Identification and Risk Assessment.....	68
13.3.4. Training .....	69
13.3.5. Handling of Hazardous Materials .....	69
13.3.6. Storage and Transport .....	69
13.3.7. Information to Interested Parties .....	69
13.3.8. Charging of Permanent Pipework .....	69
<b>14. FIRST AID.....</b>	<b>70</b>
14.1. Introduction .....	70
14.2. Scope .....	70
14.3. Implementation .....	70
14.3.1. Provision of First Aid Facilities .....	70
14.3.2. Provision of First Aid Room.....	70
14.3.3. Designated First Aid Personnel.....	70
14.3.4. Provision of First Aid .....	71
<b>15. INCIDENT/ACCIDENT MANAGEMENT AND REPORTING .....</b>	<b>72</b>
15.1. Introduction .....	72
15.2. Scope .....	72
15.3. Implementation .....	72
15.3.1. Management of Non-critical/Minor Incidents and Accidents in Workplaces .....	72
15.3.2. Management of Incidents, Accidents and Near Misses in Workplaces .....	73
76	
15.3.3. Management of Critical Incidents in Workplaces .....	77
15.3.4. Records .....	80
<b>16. SITE INSPECTIONS, MONITORING &amp; AUDITING .....</b>	<b>81</b>
16.1. Introduction .....	81
16.2. Scope .....	81
16.3. Implementation .....	81
16.3.1. Site Safety Inspections.....	81
16.3.2. Safety Improvement Notices .....	82
16.3.3. Project Managers Monthly Review.....	82
16.3.4. Audits .....	82
16.3.5. Management of corrective actions .....	82
<b>17. OHS CONSULTATION, COMMITTEES AND REPRESENTATIVES.....</b>	<b>83</b>
17.1. Introduction .....	83
17.2. Scope .....	83
17.3. Implementation .....	83
17.3.1. Agreed Consultative Arrangements .....	83
17.3.2. H&S Committees.....	83

<b>18. OCCUPATIONAL HEALTH AND SAFETY ISSUE RESOLUTION .....</b>	<b>86</b>
18.1. Purpose.....	86
18.2. Scope .....	86
18.3. Implementation .....	86
87	
<b>19. OCCUPATIONAL HEALTH &amp; SAFETY AND INJURY MANAGEMENT REPORTING .....</b>	<b>88</b>
19.1. Introduction .....	88
19.2. Scope .....	88
19.3. Implementation .....	88
19.3.1. Site Records.....	88
19.3.2. Lost time Injury Reports .....	89
19.3.3. Site Managers Weekly Report .....	89
19.3.4. Project Managers Monthly Review.....	89
19.3.5. Project OH&S Statistics .....	89
19.3.6. Project Monthly OH&S Report .....	89
19.3.7. Audit Reports.....	89
<b>20. NOISE ON CIP CONSTRUCTION SITES.....</b>	<b>90</b>
20.1. Introduction .....	90
20.2. Scope .....	90
20.3. Implementation .....	90
20.3.1. Noise .....	90
20.3.2. Noise Control.....	90
20.3.3. Noise levels and Exposure.....	90
20.3.4. Audiometric Testing.....	92
20.4. Records.....	92
<b>21. RECORD KEEPING.....</b>	<b>93</b>
21.1. Records of residual current devices testing.....	93
21.2. Monitoring airborne contaminant levels .....	93
21.3. Records of Plant .....	93

**Project Name:**

**CFC Group**

**Principal Contractor:**

CIP Constructions (NSW)

**Client Name:**

CIP/CH (Bringelly) Pty Ltd

**Project Location:**

Lot 6, Bringelly Road Business Hub

**Project Commencement Date:**

18 March 2019

**Site Safety Management Plan  
Prepared by:**

Kai Schimkat

**Site Safety Management Plan  
Issued by:**

Robert McGregor

**Date of Issue:**

15 February 2019

### **SITE SAFETY MANAGEMENT PLAN – ISSUE 15.1**

**The personnel below confirm they have read the contents of the Site Safety Management Plan and appendices and understand their roles /responsibilities.**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Kai Schimkat	Construction Manager		
Robert McGregor	National Safety Manager		
TBA	Project Manager		
Rick Monte	Site Manager		
Shek Yuen	Site Engineer		
Gordon McGrath	Health and Safety Representative		

# 1. SITE SAFETY MANAGEMENT SYSTEM

## 1.1. Introduction

Commercial and Industrial Property / CIP Constructions (NSW) Pty Ltd ("CIP") considers the health, safety and welfare of all persons employed by the Company and those affected by our operations to be of the utmost importance.

Accordingly CIP is committed to ensuring that our workplaces are safe and without risk to the health, safety and welfare of all our employees, our contractors and our customers.

This Site Safety Management Plan details the way in which this particular project will be established and managed to ensure that all potential risks to the health and safety of our personnel on site or those affected by our undertakings are eliminated or controlled.

The Site Safety Management Plan forms part of CIP's Occupational Health and Safety Management System and has been developed to ensure that all activities on this site are conducted in a manner consistent with CIP's health and safety standards.

This Site Safety Management Plan includes a Preliminary Risk Assessment identifying the major hazards associated with this project. This Preliminary Risk Assessment will be carried out by CIP personnel prior to any work commencing on site.

The preliminary risk assessment will be provided to each Sub-Contractor prior to starting work on the site. The Sub-Contractor is to ensure that the any risks identified in the preliminary risk assessment which will affect their works or the works undertaken by their contractor are accounted for in the WHS documentation that the Sub-Contractor supplies to CIP.

## 1.2. Scope

The scope of this Site Safety Management Plan covers the requirements associated with the establishment of a Project/Construction Site, including the planning and implementation of the Plan on the project. The Plan covers all health and safety activities related to work undertaken by CIP's employees and Sub-Contractors working on the Project.

### 1.2.1. Project Scope

CIP is the Principal contractor for the construction of the new **CFC Group, Large Format Retail Facility at Lot 6, Bringelly Road Business Hub**

The scope of works includes the construction of new CFC Group facility comprising the provision of:

- 2,456 m2 warehouse and 1,844 m2 workshop facility (light industrial);

The warehouse is a metal portal framed structure with 2.1m high concrete dado panels and wall cladding with a metal roof and awning

- 1575 m2 showroom (large format retail); and
- 640 m2 ancillary office space;
- Internal civil infrastructure works to enable the provision of the development, including the construction of internal roadways and earthworks;
- Provision of 88 parking spaces, comprising a mix of warehouse, office, showroom and workshop parking;
- Provision of loading areas, including the proposed warehouse drive-through which will be used for the purposes of loading and unloading goods; and
- Provision of business identification signage.



### 1.3. Implementation

- The Site Safety Management Plan must be prepared by the Project Team before work commences on site.
- The Site Safety Management Plan must be set up using CIP's Project Establishment Checklist (Form SSMP 001).
- It is the responsibility of the Site Manager to ensure that the Site Safety Management Plan is implemented in accordance with the procedures set out in CIP's Site Safety Management Plan template.
- It is the responsibility of the Site Manager to ensure that the Site Safety Management Plan is accurately maintained during the life of the project.
- The Site Safety Management Plan is to be made available at intervals throughout the project for monitoring and auditing purposes.
- All Site health and safety records will be maintained in accordance with OH&S File System Guidelines SSMP-037.

## 2. OCCUPATIONAL HEALTH AND SAFETY POLICY

### 2.1. Introduction

CIP has in place an Occupational Health and Safety (OH&S) Policy which directly applies to work on this site.

A copy of this policy can be found on the following page. The policy is to be copied and displayed on the OH&S notice boards within the main office on site.

### 2.2. Scope

The above mentioned policy applies to all personnel working on this site and must be adhered to at all times.

### 2.3. Implementation

The Site Manager is responsible for ensuring CIP's OH&S Policy is in place and is complied with, by everyone working on or visiting the site.

## OCCUPATIONAL HEALTH AND SAFETY POLICY

Commercial & Industrial Property Pty Ltd (CIP) considers the health, safety and welfare of all persons employed by the company and those affected by our operations to be of the utmost importance.

People are our most important asset and their health and safety our greatest responsibility. It is the mutual objective of the directors, managers and employees to actively promote the maintenance of a work environment free from harm.

In carrying out its occupational health and safety obligations CIP is committed to consulting with employees and contractors on all matters that may affect their health, safety and welfare. CIP has systems and procedures in place to ensure, as far as practicable, the workplace is safe and without risk of harm to any person working in or entering the workplace.

### Our OHS Policy aims to:

- Develop, implement and maintain an OH&S Management System that complies with the requirements of AS 4801; OHSAS 18001, the Australian Government Building and Construction WHS Accreditation Scheme, applicable health and safety legislation, regulations, codes of practice and industry best practice;
- Achieve and maintain an accident free workplace.
- Include health and safety consideration in all business planning activities.
- Consult with employees on matters involving health and safety.
- Provide a continuous program of information and training to ensure our employees and contractors work in the safest possible way.
- Ensure all systems of work used are safe and meet or exceed minimum standards.
- Set up and monitor a system for identifying, assessing and eliminating or controlling all actual and potential hazards related to the company's undertakings resulting in continual improvement of our OH&S systems.
- Investigate all incidents, accidents and near misses to ensure future accidents are prevented
- Establish systems to monitor and review the company's OH&S performance by setting a periodic review of OH&S objectives and targets
- Create a culture that encourages employees and contractors to actively participate in assisting the company to provide a safe and healthy work environment.



**Paul McKenna**  
Chief Executive Officer

Date: July 2018  
Next Review Date: July 2020

## 3. ROLES AND RESPONSIBILITIES

### 3.1. Introduction

It is essential that all personnel on this CIP site have a clear understanding of their individual responsibilities and accountabilities as they relate to occupational health and safety.

### 3.2. Scope

The Scope of this Roles and Responsibilities procedure covers the specific Occupational Health and Safety responsibilities for all levels of site management and site personnel. Responsibilities and accountabilities are specified for the following positions:

- Construction Manager
- Project Manager
- Site Manager
- National Safety Manager
- Health and Safety Representative
- Site Engineer
- Contractor(s)/Subcontractor(s) Responsibilities
- Employees

### 3.3. Implementation

This procedure should be reviewed by each project team to ensure that the project is set up in accordance with the management structure as specified. If the structure varies then the responsibilities statement will need to be reviewed and responsibilities allocated accordingly.

#### 3.3.1. Construction Manager – Kai Schimkat

As with many other aspects of running a business, the managers of the company have the legal responsibility for ensuring that accidents are prevented and risks to health and safety are minimised.

Managers of CIP assume responsibilities as reasonably and practicable for the health, safety and welfare of employees and others in the workplace by:

- Endorsing, and promoting the values and objectives expressed in CIP's Occupational Health and Safety Policy;
- Carrying out all duties under the Work Health and Safety Act and ensuring that CIP complies with the Act and its associated legislation;
- Monitoring CIP's system for identifying, reporting and responding to all actual and potential hazards related to the Company's work processes;
- Monitoring the systems of work developed by CIP to ensure they are safe and meet and/or exceed minimum safety standards;
- Ensuring the appropriate allocation of time and resources to provide adequate information, training and supervision for all staff and contractors;
- Promoting and modelling a work environment where consultation and team work are key elements at all levels of the operation;
- Monitoring and auditing CIP's Occupational Health and Safety Management System on a regular basis;
- Reviewing the health and safety performance of projects;
- Reviewing serious incidents and ensuring appropriate corrective actions are taken; and
- Reviewing the overall performance of CIP's Occupational Health and Safety Management System.

### 3.3.2. Project Manager – TBA

The Project Manager is responsible for the overall safety planning and safety performance on the particular project they are managing. These responsibilities include:

- Implementing CIP's Occupational Health and Safety Management System - policies and procedures.
- Developing, implementing and maintaining CIP's Site Safety Management Plan;
- Using CIP's risk management program to identify and manage real and potential risks to health and safety;
- Ensuring the use of the Hierarchy of Controls in all design, construction and installation activities to minimise the risk to all personnel in the workplace;
- Overseeing the planning and set-up stage of projects to ensure potential risks are managed and that work method statements have been developed and are followed;
- Ensuring safe work method statements for all tasks are documented, understood and signed off before work commences;
- Promoting and modelling among supervisors, employees and contractors a level of safety awareness which ensures the ongoing identification, reporting and management of risks to health and safety;
- Identifying the health and safety training requirements of employees and contractors and allowing for employees requiring training to attend the training;
- Providing, purchasing, hiring, installing and maintaining plant and equipment that is free from hazards;
- Ensuring safe equipment is supplied, installed, operated and maintained;
- Ensuring that systems are in place to monitor and control the storage and use of hazardous substances;
- Reviewing incident/accident reports, safety reports/inspections and initiating action to eliminate or control hazards that have been identified;
- Conducting &/or participating in accident/incident investigations and safety audits as required;
- Reviewing changes to the WHS legislation, Codes of Practice, Australian Standards and CIP WHS requirements as received from the head office and ensuring the project processes are updated accordingly including communicating these changes to the relevant project personnel and subcontractors as relevant; and
- Monitoring and reporting to the CEO and Deputy CEO on the overall safety performance of the project.

### 3.3.3. Site Manager – Rick Monte

The Site Manager is responsible for ensuring the Site Safety Management Plan is correctly implemented. The Site Manager will supervise all activities on site. The Site Manager must be satisfied in regard to safety before he directs that any activity commence.

Particular duties the Site Manager must perform are:

- Assisting in the development and compliance of the Site Safety Management Plan;
- Ensure development, implementation and monitoring of the project Traffic Management Plan;
- Implement CIP's Occupational Health & Safety Policy and procedures as documented in the Occupational Health & Safety Management System;
- Overseeing the creation of the safety induction program;
- Remaining familiar with (and up-dating) any amendments to this Site Safety Management Plan necessary;
- All Site Managers are required to have a good understanding of all Safe Work Method Statements or Job Safety Analysis' that are applicable to the works for which they are responsible;
- Ensuring individuals are competent and ticketed in performing allotted tasks;
- Ensuring individuals are, at all times, physically and mentally capable of performing allotted tasks;
- Ensuring that every individual involved in or coming near the site of works, has completed the appropriate site induction;
- Ensuring that the correct Personal Protective Equipment is being utilised;

- Ensuring the safety of visitors and their compliance with the relevant Visitor's Procedures;
- Ensuring that communications are available to summon emergency service assistance in emergency situations. Communications are to be functional whenever work is being conducted;
- Co-ordinating the immediate response to emergency situations. This includes summoning assistance as necessary;
- Ensuring that first aid kits are stocked to the level required by the Work Health and Safety Act and First Aid Regulations;
- Ensuring first aid facilities comply with Work Health and Safety Act and Regulations;
- Reporting every safety incident in accordance with the procedures set out in the Site Safety Management Plan;
- Ensuring that machinery and equipment is maintained appropriately;
- Stopping any unsafe activity encountered on the Project - making the situation safe;
- Appropriately removing from site or otherwise dealing with any individual who does not have a good reason for being there;
- Ensuring hygiene is maintained in their area;
- Attending Health and Safety Committee inspections and meetings as the Management Representative of CIP; and
- Using the Site Manager's/Supervisor's Weekly Review (C-S-SSMP-038) to ensure Risks and Controls are implemented and monitored (as per CIP's safety Management Procedures).

### 3.3.4. National Safety Manager - Robert McGregor

The National Safety Manager is responsible to CIP's CEO and Deputy CEO, with respect to OH&S related matters. He is responsible for the following:

- To ensure strict adherence to CIP's policies and systems;
- To ensure strict adherence to statutory WHS legislation and Codes of Practice;
- To develop the workplace specific Site Safety Management Plan in conjunction with the project team;
- To assist in the development and implementation of safe work practices;
- Regularly liaise with unions, state regulatory bodies and environmental authorities to ensure good relationships are maintained;
- Carry out regular inspections of the workplace and assist the line management to ensure early identification and correction of unsafe work practices, hazards and non-compliance;
- Ensure all breaches of legislation, company policies and/or systems are reported immediately to CIP's CEO and Deputy CEO;
- Ensure all workplace incidents/accidents to be thoroughly investigated immediately;
- Report and make recommendations based on accident and injury investigations within 24 hours of the incident to CIP's CEO and Deputy CEO;
- Ensure all major incidents which may lead to a prosecution, be reported immediately; and
- Ensure all relevant incidents are reported to Work Safe within required timeframes.

### 3.3.5. Health and Safety Representative – Gordon McGrath

To provide support to the construction team to ensure compliance with CIP's OH&S systems, relevant legislation and industry codes of practice. To participate in the development and implementation of the CIP OH&S Policy and procedures. The Health and Safety Representative must:

- Assist in the development of the Site Safety Management Plan;
- Review the Subcontractor WH&S Plan & sign off in consultation with the project team in accordance with CIP's OH&S Policy and procedures before the subcontractor commences work;
- Ensure the Site Safety Management Plan is kept up to date at all times;
- Filing system set up and maintained in accordance with CIP's OH&S policies & procedures;
- Ensure all files accurate and kept up to date;
- Ensure the documentation is legible and in good order;
- All people working on site to have completed a Construction Industry Induction course, a site induction and an SWMS induction;
- All hazards identified and addressed immediately;



- All Material Safety Data Sheets (MSDS) kept on file and reviewed as required by people required to handle hazardous substances;
- Hazardous substances stored and handled in accordance with MSDS;
- Amenities provided in accordance with legislative requirements;
- Amenities kept in clean and in good order. Required repairs or cleaning reported to Site Manager immediately.
- All CIP and Subcontractor electrical equipment to be tested and tagged as per legislative requirements;
- Ensure all CIP and Subcontractor plant & equipment maintenance & service schedules are current as per legislative requirements;
- Non-compliant equipment to be reported to the Site Manager immediately;
- Active participation on the Project Health and Safety Committee to be maintained;
- Inspections to be conducted regularly;
- Minutes to be prepared filed and distributed in accordance with CIP's procedures;
- Ensure sign off and completion of safety issues on all inspections conducted by the Project;
- Daily inspections to be carried out;
- Non-compliant activities to be reported to the Site Manager immediately;
- National Safety Manager to be notified of incidences not addressed immediately by site management where high risk of injury exists;
- Assist project team in ensuring compliance with CIP and Subcontractor Safe Work Method Statements;
- Reports to be prepared and submitted in accordance with the Occupational Health & Safety Management System; and
- Provide support and assistance to the Site Manager in ensuring all Hazard Risks and Controls are effectively managed.

### 3.3.6. Site Engineer – Shek Yuen

The Site Engineer is responsible for execution and completion of the nominated works under his responsibility in accordance with the specified technical, quality, safety and environmental requirements, including but not limited to:

- Carry out Quality Assurance for all trades including preparation of ITPs.
- Input into the documentation and review of Technical Procedures, Safe Work Method Statements, Risk Analyses and Work Instructions of the nominated work under their responsibility.
- Implementation of the requirements of Technical and Safety/Environmental Procedures, Safe Work Method Statements and Work Instruction of the nominated work under their responsibility
- Execute the works in accordance with the program and achieve productivity requirements of the nominated work under their responsibility.
- Ensure that appropriate labour, material, plant and equipment required for the works are available and conform to the requirements of the contract and best practice of the nominated work under their responsibility.
- Identify and report non-conformances and implement approved dispositions of the nominated work under their responsibility.
- Preparation of the Job Safety Analysis with employees of the nominated work under their responsibility.
- Report departures from scope of work.

### 3.3.7. Contractor(s)/Subcontractor(s) Responsibilities

Contractors/Subcontractors have specific obligations in relation to working on CIP sites. These include the following:

- Submitting their Subcontractor Safety Assistance Pack to CIP for review when tendering for work;
- Developing and submitting site specific Safe Work Method Statements to CIP before work commences on site;
- Ensuring all personnel have read, understand and agree to work in accordance with the site specific Safe Work Method Statement/s;

- Ensuring all personnel have completed general industry induction training and as well as CIP's site specific induction;
- Supervising the job to ensure work is being carried out in accordance with the Safe Work Method Statement/s;
- Cooperating with CIP's Occupational Health and Safety Policy and procedures;
- Adhering to safe work practices, site safety rules and documented Safe Work Method Statements;
- Not misusing or interfering with anything provided in the interest of health and safety;
- Wearing and maintaining Personal Protective Equipment supplied to ensure protection from hazards;
- Actively participating in CIP's risk management program and encouraging others to maintain a workplace free from harm;
- Must take reasonable care of own health & safety must take reasonable care that conduct does not adversely affect others;
- Actively participating in toolbox talks and training programs aimed at providing information on controlling site hazards; and
- Co-operating in the creation of a team approach to solving health and safety problems.

### 3.3.8. Employee Responsibilities

All persons in the workplace have responsibilities in relation to work health and safety. The responsibilities of CIP's employees include:

- Co-operating with CIP's Occupational Health and Safety Policy and procedures;
- Adhering to safe work practices, site safety rules and documented safe work method statements;
- Not misusing or interfering with anything provided in the interest of health and safety;
- Wearing and maintaining Personal Protective Equipment supplied to ensure protection from hazards;
- Actively participating in CIP's risk management program and encouraging others to maintain a workplace free from harm
- Actively participating in toolbox talks and training programs aimed at providing information on controlling site hazards;
- Co-operating in the creation of a team approach to solving health and safety problems;
- Must take reasonable care of own health & safety must take reasonable care that conduct does not adversely affect others;
- Must comply, so far as he/she is reasonably able, with instructions.

## 4. THE SITE

### 4.1. Introduction

Each site has different conditions which govern how work is to be carried out on the site. This section details the specify requirements for entry to the CIP site and as well as any work carried out on site.

The specific site requirements have been completed by the Site Manager prior to work commencing on the site.

These requirements form part of the Site Induction which all personnel on site complete.

### 4.2. Scope

The scope of this procedure covers all site specific requirements in relation of entry to the CIP site and as well as any work carried out on site.

## 4.3. Implementation

### 4.3.1. Site Entry & Registration Conditions

- All personnel entering the site must report to the site office immediately on entering the
- Approved Traffic management plan to be developed and implemented prior to project commencement
- All personnel working on site must carry a current Construction Industry Induction Training Card and must complete the site induction program before commencing work.
- All visitors to the site must sign the Visitors Register, complete the visitor site induction and must be accompanied by a site Inducted person at all times.
- All deliveries must be coordinated with the Site Manager (Rick Monte (in accordance with CIP's Traffic Management Plan) to proceed on site. Subcontractors are to have a prepared a Safe Work Method Statement for unloading of materials.
- Noise restrictions apply with respect to the hours of work. All work should be carried out during the following hours: 7:00 am to 6:00 pm from Monday to Fridays, 8:00 am to 1:00pm on Saturdays and no work on Sundays or Public Holiday
- Anyone who requires working outside of these hours must give the Site Manager (Rick Monte) prior notification so that he/she can arrange the appropriate supervision and First Aid.
- The hours of site works, including the delivery of materials to and from the site will be restricted to the general hours of 6.30am and 6.30pm Mondays to Friday and Saturday 6.30am and 1.00pm. It is prohibited for work to be undertaken on the site on Sundays and Public Holidays. However, please refer to the DA Conditions for any varied site hours that may be imposed.
- No Parking is available on site.
- All work vehicles that are required on site to carry out works will need to be fitted with a flashing light and checked daily.

### 4.3.2. Site Amenities

CIP has set up appropriate amenities in line with legislative requirements. Amenities include lunch rooms, change rooms, ablution blocks and water coolers.

CIP will clean and maintain the ablution blocks and the change rooms and lunch rooms used by CIP personnel.

Each subcontractor is responsible for cleaning of their respective lunch rooms and change rooms. These will be inspected at least monthly to ensure they are maintained to the required standard.

### 4.3.3. Personal; Protective Equipment

In line with CIP's Site Safety Rules, the minimum requirement of PPE on this site is protective safety footwear, hard hats and high visibility shirts or vests. These must be worn at all times excluding only those places designated as amenities and site offices.

Safety protective equipment should be worn by anyone carrying out work which exposes them to the particular hazard:

These include the following:

- Eye Protection
  - Glasses
  - Goggles
  - Full face shields
- Hearing Protection
  - Ear plugs
  - Ear muffs
- Respiratory Protection
  - Respirators
  - Dust masks



- Breathing apparatus
- Hand Protection
  - Safety gloves
  - Gauntlets
  - Chemical gloves
- Other
  - Safety harness
  - Lanyards
- Users of PPE must ensure that the PPE is in usable condition and any damaged PPE must not be used. The condition of PPE must be checked prior to use. Personnel must be trained in the correct use of PPE.

#### 4.3.4. Site Safety Rules

Every CIP Employee, Subcontractor and his/her Employees, Supplier and Visitor to the site must comply with the following site-specific safety rules. These rules will also be presented at the Site-specific Safety Induction and a copy will be made available to new starters on request. The rules will also be displayed in the induction room

It is a condition of entry to this site that the following safety rules are complied with by all persons:

#### **Site Induction**

All personnel working on or visiting/attending the site must attend a Site Induction/Orientation.

#### **Mandatory PPE**

The minimum PPE on this site is protective safety footwear, hard hats and high visibility shirts or vests must be worn at all times excluding only those places designated as amenities and site offices.

#### **Other PPE and Safety Equipment**

Task specific PPE must be worn as identified in the SMWS e.g. Safety glasses, dust masks, safety harnesses, etc.

#### **Working in Hot/Cold Environment**

As detailed in the *Working in a Hot & Cold Environment* notification (displayed on site noticeboard), all workers on site working in direct sun light or cold environments, are required to wear clothing which gives good protection from the heat/cold, for example:

- trousers instead of shorts;
- a long sleeve shirt with a collar;
- Brim and neck protector on hard hats;
- Employees or contractors working with or near reflective surfaces are also advised to wear a pair of sunglasses that meet Australian Standard AS 1067;
- CIP also provides sunscreen lotion which should be applied to any parts of the body directly exposed to the sun; and
- Warm clothing - including a number of layers and waterproof outer layer.

Refer to the *Extremes of Temperature Management Procedure* (C-S-MG-013) for further details.

#### **Glass Containers**

Glass bottles and food containers are not allowed on the site, other than in lunch rooms.

#### **Alcohol and Non-Prescription Drugs**

The bringing and consumption of alcohol and non-prescription drugs on this site is prohibited. CIP expects the working environment to be free from alcohol and other drugs and our employees and

contractors are not to be affected by alcohol or other drugs while working on our site. An employee or any person working on a CIP site who is affected by alcohol or other drugs will not be allowed to work until he/she is drug free and deemed to be fit to safely perform their job.

### **Smoking**

All employees, contractors and visitors are entitled to a smoke free environment. Smoking is prohibited at all times in all lunch rooms, change rooms, toilet blocks, offices, under any roofed area of the construction site and CIP vehicles. Other parts of the workplace may be deemed non-smoking areas due to the nature of the work being carried out or as determined by CIP.

### **Accidents / Incident and Injuries**

All accident, incidents, near misses and any similar dangerous occurrence must be reported immediately to the site supervisor for the work area.

### **First Aid**

All injured persons requiring first aid treatment must obtain immediate treatment by contacting the first aider who will administer the treatment (or provide a medical referral) and who will record all details in the Company's Register of Injuries.

### **Fire Prevention**

Care must be taken at all times to ensure work activities do not create fire hazards. A good level of housekeeping on site reduces the risk of fires. All oxy-cutting equipment and welders must be equipped with the appropriate fire extinguisher and firefighting equipment. A CIP Hot Works Permit (SSMP-050) is to be completed before the commencement of any hot works. "Hot-Works" refers to welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations that may increase the risk of fire or explosion. This includes, but is not limited to, work that uses angle grinders, drills, welders, heat guns and other tools which produce heat or spark. The Hot Works Permit (SSMP-050) is to be completed and authorized by the Site Manager/Health & Safety Representative.

### **Confined Space**

Prior to the commencement of any works or entry to a confined space a CIP Confined Space Entry Permit (SSMP-046) is to be completed. This permit is to be authorized by the Site Manager/Health & Safety Representative

A confined space is an enclosed or partially enclosed space. Examples may include a vat, tank, pit, pipe, duct, flue, chimney, silo, container, pressure vessel, underground sewer, wet or dry well, shaft, trench or tunnel. Refer to CIP's Confined Space Management Procedure (C-S-MG-016).

### **Housekeeping**

All work areas must be kept clean and tidy, with rubbish, waste materials, off-cuts, spills, combustible waste, inflammable materials and other safety hazards cleaned up promptly and disposed of in rubbish/dump bins and/or recycling bins as applicable. All exposed sharp hazards (protruding nails, starter-bars, reinforcing steels, sharp edges, etc.) must be made safe by bending or removing nails, or capping or otherwise protected to prevent injury.

### **Electrical**

All Electrical boards and all other power sources (e.g. generators) shall be protected by RCD's. All RCD's shall be millisecond tested and tagged by a licenced electrician monthly and recorded on the site electrical register. All temporary construction electrical work and installations, and electrical plant must comply with the AS/NZS 3012 - Electrical Installations - Construction and Demolition sites Every owner of electrical plant, power tools, extension leads and associated electrical equipment shall

ensure all items are inspected, tested and tagged by a licensed electrician prior to their use on site, and thereafter each 3 months. The maximum length of any power lead shall not exceed 30 meters.

**All switchboard enclosures are fitted with a clear Perspex sheet located on the front of the panel upon opening of the switchboard doors.**

All inspection details are to be recorded in a site Electrical Testing Register, Details on the tags and in the log book shall include:

- Licensed Number of the Electrician
- The Date of the Inspection/Test
- The Owners Plant Number/Description for the Item Inspected
- Test Result (where appropriate) and Defects/Repairs

CIP's Electrical Management Procedure (C-S-MG-007) will be used for the energisation of all permanent electrical system from the authority transformers throughout the GPO's in compliance with AS3000 and AS/NZ 3012 and legislative requirements. No work is to be carried out on live electrical installation and an Isolation Permit (SSMP-059) is required prior to commencing any works on electrical installations.

### **Plant and Equipment**

All plant and equipment before starting on site will be required to have the appropriate documentation such as Certificate of Conformity (SSMP-011), Plant Risk Assessment (SSMP-056), service records, log-books, etc. All plant items will have pre-start inspections carried out by the operator prior to its use. This documentation will be recorded and placed in the sites Plant Inspection Register All moving plant requires a flashing light and the speed limit is 10km/hr. Passengers must not be carried on any plant not specifically designed for passengers and EWP's not to be used for access onto roofs or other structures. If an EWP is entered or exited whilst elevated the offending person will be removed from site immediately. All plant & equipment must be isolated and tagged if they are deemed to be unfit/unsafe for operation. Any repair or maintenance activities on plant and equipment must be conducted in accordance with the approved SWMS.

### **Generators**

Generators are to be set up on level ground in a well ventilated area extraction fans are to be used when working in a confined work space. Refuelling of generators are to be done in accordance with the SWMS / Risk assessment.

All generators shall be protected by RCD's. All RCD's shall be millisecond tested and tagged by a licenced electrician monthly and recorded on the site electrical register

### **Chemicals and Hazardous Substances**

All chemicals and hazardous substances bought on site must be accompanied by a Material Safety Data Sheet. (MSDS). The MSDS must be given to the Site Manager or Safety Officer and placed in the Hazardous Substances Register The substance must be used and stored in compliance with the Material Safety Data Sheet (MSDS). A Chemical Risk Assessment (SSMP-053) is to be completed as identified in the Hazardous Substance Register.

### **Height Works**

All elevated works must be carried out in accordance with the SWMS/risk assessment. Prior to any access being granted to work on roofs a CIP Pre Roof Access Checklist (SSMP-040) is to be completed by the subcontractor and signed off by the CIP Supervisor. Use of EWP and scaffolding is encouraged instead of ladders. Only platform type ladders are permitted. Step ladders and extension ladders are only to be used as means of access and egress. Refer to Section 11 of this Plan relating to the *Management of Risk of Falls*.

### **Falling Objects**

All penetrations through the ceiling are to be filled as soon as they are made and a risk assessment carried out before any penetration is cut. All work at heights is to include a risk assessment of falling objects and as a minimum the area in and around the height works is to be isolated by barricades or similar to prevent entry into the risk area and all materials and other objects are to be secured when elevated. Refer to Section 11 of this Plan relating to the *Management of Risk of Falls*.

### **Site Security**

Preventing public access, by fencing and similar security measures will be used to prevent unauthorized access by members of the public to the construction area. This site fencing must be secured at all times and must not be tampered with.

### **Manual Handling**

All activities that include manual handling tasks require appropriate control measures to eliminate or control manual handling risks. This is to be included in the site specific SWMS / risk assessment. The SWMS/ risk assessment will be reviewed and approved prior to commencement of the task. Use mechanical aids or team lifting to minimise the manual handling risks is the preferred option.

### **Safe Work Method Statements (SWMS)**

All work being carried out on a CIP's site must have a corresponding Safe Work Method Statement and work must be carried out strictly in accordance with the documented safe work method. CIP representatives on site will conduct SWMS compliance verifications on regular basis and any issues raised during these inspections must be promptly addressed. Refer to Section 10 of this Plan relating to the *Safe Work Method Statements*.

### **Toolbox Meetings**

The site subcontractor supervisor is required to carry out a toolbox meetings weekly in which he must give you instruction in your work activities and your safe work method statement. You will be required to sign off that you have been given this instruction and that you have had the opportunity to make comment, and you agree to work in accordance with the safe work method statement.

### **Issue Resolution**

Any OHS issues must be promptly reported to that these can be resolved in speedy manner. The procedure is included in the Site Safety Management Plan and displayed on the notice board. Any comments on the procedure must be brought to the attention of the CIP Site Manager/Health & Safety Representative. Refer to Section 18 of this Plan relating to *OH&S Issue Resolution*.

### **Site Vehicle Requirements**

No private vehicles are allowed on site. All site vehicles must have a flashing light and the speed limit is 10 km/hr.

### **Excavation Works**

A review of in ground services including Dial before you dig information shall be obtained before any excavation works commence and be available on site.

All staff whose activities may be affected by the location of site services, especially live electric cables and underground services, must ensure that they review the site plans/"as built" drawings and all of the services location requirements nominated in the CIP "Permit to Excavate" (SSMP-045). Discuss with the Site Manager/Health & Safety Representative the locations of these services prior to commencing any work activities. If the location of the services represents a hazard to the work activities, the SWMS/JSA must be reviewed to have regard for the hazard and the control measures must be implemented in accordance with any changes made to SWMS.

No excavation work is to be carried out without the issue of a CIP Permit to Excavate Form (C-S-SSMP-045) authorized by the Site Manager/Health & Safety Representative.

All trenches must be properly signposted and isolated by the use of handrails, barricades or similar and trenches with a depth of 1.5 meters or more must be benched, battered or shored as per the advice from the geotechnical engineer. Safe access must be installed into the trench and around and across the trench as required. A risk assessment for all excavations is to be carried out and approved prior to work commencing. Any adverse weather conditions affecting trenching must be re-assessed prior to entering or continuing works. Any contaminants found in trenches or excavations must be managed in accordance with the Unexpected Finds procedure. Trenches must not be left exposed and must be backfilled as soon as possible. Refer to the Excavation Management Procedure (C-S-MG-011).

### **Overhead Restriction**

The Operating envelope of all plant and equipment is not to encroach on the overhead limit as per height restriction plan located on the site notice board and with crane lift plans.

All cranes and booms to be lowered at the end of each day and when not in use.

### **Site Establishment (Sheds)**

Site amenities such as lunch sheds, toilets, etc. are required to be maintained in clean and hygienic condition. All food scraps and rubbish must be placed in the site bins provided and report any issues related to site amenities to the CIP Site Manager for action.

### **Demolition**

All demolition activities must be carried out in accordance with the SWMS/risk assessment/demolition method plan/design documentation. Demolition activities must be carried out by appropriately licensed personnel. All services must be disconnected, relocated and or isolated prior to demolition and hazmat survey is to be completed to identify any contamination. Any contamination or heritage items found during hazmat survey must be managed in accordance with the Unexpected Finds procedure. Refer to the Demolition Management Procedure (C-S-MG-014) for further details.

### **Contamination**

Any suspected or actual contamination including asbestos found during construction must be immediately reported to CIP Site Manager and work must be ceased. Work is to commence only after clearance is given by CIP Site Manager. Contamination must be managed in accordance with the Unexpected Finds procedure. Refer to Section 6 of this Plan relating to the *Unexpected Finds Procedure*.

### **Structural Alterations/Temporary Support Structures**

Any structural alterations and or erection and dismantling of temporary support structures must be carried out in accordance with the risk assessment and engineer's advice. Any installed structures or supports must not be tampered and any damage must be immediately reported to CIP Site Manager.

### **Working On or Around Pressurised Gas, Chemical, Fuel & Refrigerant Lines**

All works on or around pressurised or charged fluid or gas lines must be undertaken in accordance with the SWMS/risk assessment and isolation procedure. An Isolation Permit (SSM-059) and if required Hot Works Permit must be completed before any work can commence.

### **Working In Contaminated/Flammable Atmosphere**

All works in contaminated and or flammable atmosphere must be completed in accordance with SWMS / risk assessment. Before commencing works, atmospheric monitoring must be conducted to determine whether it is safe to work in this atmosphere. Work must not commence unless necessary safety controls such as purging, isolation, etc. of the system are in place as determined by the risk assessment. Refer to the Hazardous Energy & Flammable Atmosphere Management Procedure (C-S-MG-015) for further details.

### **Tilt-Up/Pre-Cast Concrete Works**

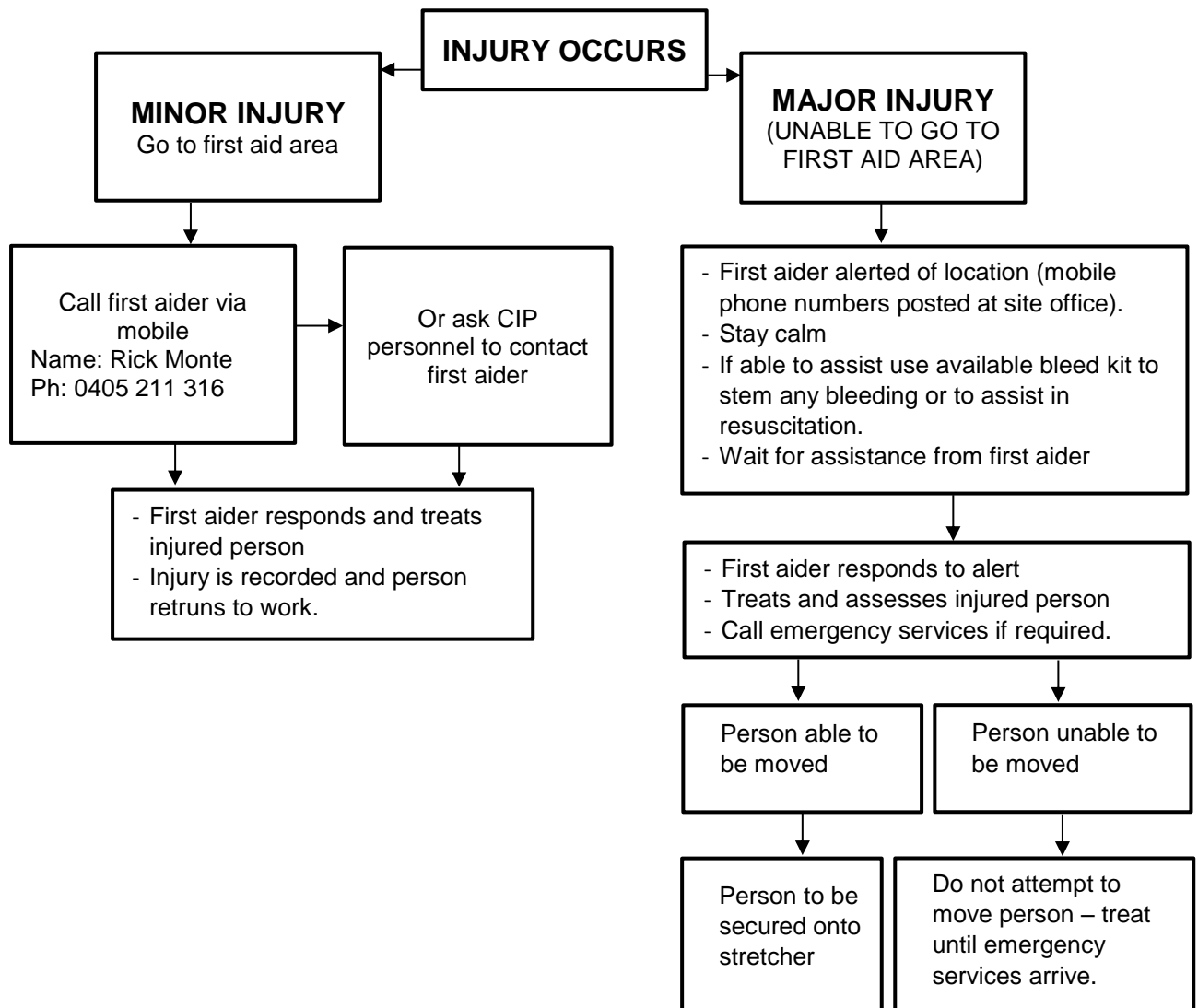
All precast tilt-up works must be undertaken as per SWMS/risk assessment and engineer's advice. Necessary barricades, exclusion zones and signage must be placed to isolate and warn the personnel working around precast concrete/tilt-up works. Any supports/bracings installed for securing and or supporting of the precast concrete/tilt-up units must not be tampered and any damage must be immediately reported to CIP Site Manager. Refer to the Tilt-Up & Precast Concrete Management Procedure (C-S-MG-010).

### **Traffic & Pedestrian Management**

All traffic movements in and around site must be controlled as per Project specific Traffic Management Plan (C-S-MG-012). The site speed limit of 10km/hr must be adhered to all times and anyone found speeding on site or not abiding by traffic requirements will be removed from site. Pedestrian walkways must be maintained clear of any vehicle or plant movements. All deliveries must be pre-arranged in consultation with CIP Site Manager.

For traffic and pedestrian guidance schemes external to the site the traffic control, the setting up and maintaining signage and devices in accordance with approved plans, and the design and/or modification of the Traffic Management Plan must be undertaken by personnel who have the appropriate qualifications and/or competencies as detailed in the Traffic Management Plan (C-S-MG-012) for the Project.

#### 4.3.5. Project First Aid Procedure



#### 4.3.6. Site Layout

A Site Layout Plan is to be included as part of this procedure and handed out in the site induction and displayed on the WHS Notice board. The Site Layout Plan must clearly identify the following locations as minimum:

Site Office

Amenities – lunchrooms, change rooms, toilets

First Aid Facilities

Nurse Call Locations

Location of Fire Extinguishers

Location of Spill Kits

Access and Egress routes

“You are Here” sign

Evacuation Assembly Areas

Emergency Telephone Numbers (located at site office)

Water bubblers

Site Notice Board (located at site office)

Ambulance pick up point



## SITE LAYOUT & EVACUATION MAP





#### 4.3.8. Project Personnel Emergency Numbers

Position	Name	Phone
Project Manager	TBA	TBA
Site Manager	Rick Monte	0405 211 316
First Aider	Rick Monte	0405 211 316
Health & Safety Representative	Gordon McGrath	0488 778 820
National Safety Manager	Robert McGregor	0427 427 741

#### 4.3.9. External Emergency Contact Numbers

Contact	Phone
Police / Ambulance / Fire Brigade	000
Local Hospital (Liverpool Hospital)	02 8738 3000
Water Supply (Water NSW)	1300 662 077
Gas Supply (Jemena)	02 9867 7000
Electricity Supply (Endeavour Energy )	02 9853 6666
Poisons Information	131 126
State Emergency Service	132 500
Department of Planning (Chloe Dunlop )	02 8289 6667
WHS Regulator ( Safe Work )	133 677 / 13 10 50

#### 4.3.10. Media Communication/External Enquiries

CIP's National Safety Manager will manage all media communication/external enquiries in consultation with the CEO and Deputy CEO.

#### 4.3.11. Site Security

The following arrangements have been made to secure the site:

- Fencing - The site is fully fenced. The security of the fence will be inspected as part of the weekly site inspection.
- Signage - Signage identifying the site as a CIP Site, has been erected at the site entrance. The signage displays CIP's phone number as well as an after-hours emergency contact number i.e. Site Manager's number; and location of site office and facilities.

#### 4.3.12. Emergency Evacuation

All personnel on site are to be alert to the possibility of the occurrence of an incident and the course of action to be taken in such an event. These matters are to be specifically addressed in the Site Induction. Refer to Section 5 of this Plan relating to the *Emergency Response Procedure*.

Evacuation may be necessary because of;

- Fire;
- Gas or electrical hazard;
- Structural collapse;
- Climatic conditions; and/or
- Bomb threat.

If there is the possibility of any of these occurring it is important to;

- Remain calm;
- Do not panic;
- Stop work;
- Respond quickly; and
- Follow Instructions of the CIP emergency wardens.

Upon hearing the horn or being notified to evacuate you are required to;

- Stop work immediately, leave tools, and switch off plant and machinery where possible;
- All personnel are to go to the assembly area (refer to location map);
- A full check is to be carried out by Emergency Wardens/Managers to ensure all site personnel have evacuated;
- All subcontractors and CIP Emergency Wardens are to carry out a full check to ensure all of his or hers site personnel are accounted for; and
- CIP Emergency Warden/s in consultation with the Emergency Services will give the all clear before personnel may return to site.



**EMERGENCY  
ASSEMBLY  
AREA**

In the event of required First Aid or Fire Prevention, please follow the below instructions:

- **FIRST AID:** All injured persons requiring first aid treatment must obtain immediate treatment by contacting the first aider who will administer the treatment (or provide a medical referral) and who will record all details in the Company's Register of Injuries.
- **FIRE PREVENTION:** Care must be taken at all times to ensure work activities do not create fire hazards. A good level of housekeeping on site reduces the risk of fires. All oxy-cutting equipment and welders must be equipped with an appropriate fire extinguisher and firefighting equipment. A CIP Hot Works Permit (SSMP-050) is to be completed before the commencement of any hot works. "Hot-Works" refers to welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations that may increase the risk of fire or explosion. This includes, but is not limited to, work that uses angle grinders, drills, welders, heat guns and other tools which produce heat or spark. The Hot Works Permit (SSMP-050) is to be completed and authorized by the Site Manager/Health & Safety Representative.

## 5. EMERGENCY RESPONSE PROCEDURE

### 5.1. Introduction

This Emergency Response Procedure outlines the general procedures for initiating an emergency response that could occur as a result of project construction works or natural occurrence. This procedure also provides guidance on subsequent management and communications in response to potential and actual emergencies which may occur on or impact the project.

### 5.2. Scope

This procedure applies to all personnel on site including employees, contractors and visitors. The procedure will be communicated to all personnel as part of the project induction.

### 5.3. Implementation

#### 5.3.1. References

- Various state regulations
- AS 3745 – Planning for emergencies in facilities
- Code of Practice – Managing the Work Environment & Facilities

#### 5.3.2. Determination of applicable project emergency hazards

HAZARD	YES	NO	HAZARD	YES	NO	HAZARD	YES	NO
Fire	✓		Cyclone		✓	Flood	✓	
Falls from Height	✓		Earthquake		✓	Bomb Threat	✓	
Electrocution	✓		Explosion	✓		Chemical Spill	✓	
Plant Emergency	✓		Structural Instability	✓		Civil unrest	✓	
Excavation collapse	✓		Bushfire	✓		Traffic incident	✓	
Emergency at neighbouring property	✓		Vandalism/ Break-in	✓		Medical Condition	✓	
Damage to service/s	✓		Snake/Spider Bite	✓		Chemical contact/exposure	✓	
Contamination	✓		Aircraft crash	✓				

The applicable project emergency hazards are identified in Emergency Risk Assessment (SSMP 062) at the beginning of the project. The risk assessment is conducted in accordance with CIP risk management procedure. Consideration shall be given to the project construction activities as identified in the Preliminary Risk Assessment that might lead to potential emergency situations on the project. At least one of the members of Emergency Response Team must be a trained Emergency Warden. Consultation with the workers or their Health & Safety Representatives will be through participation in the development of the Emergency Risk Assessment. The communication of emergency risk controls to the workers will be through project induction.

The effectiveness of the Emergency Risk Assessment will be evaluated upon completion of periodic emergency drills or post actual emergency. The risk assessment shall be reviewed and modified to include any new emergency situations and risks as they may arise.

Project first aid requirements are identified in accordance with First Aid section of this plan and the Project First Aid Assessment (SSMP 058).

### 5.3.3. Emergency Response Team (PLEASE COMPLETE)

Role	Name	Contact No.
Emergency Response Coordinator	Rick Monte	0405 211 316
Area Warden	Gordon McGrath	0488 778 820
	Shek Yuen	0437 381 513
First Aiders	Rick Monte	0405 211 316
Project Manager	TBA	
Construction Manager	Kai Schimkat	0427 788 658

### 5.3.4. Duties of Emergency Response Team

#### Emergency Response Co-Ordinator/Site Emergency Warden

On becoming aware of an emergency, the Emergency Response Coordinator shall:

- Complete project specific Emergency Risk Assessment (SSMP 062) in consultation with relevant project team members.
- Identify emergency resources required for the project and document the same in Emergency Risk Assessment.
- Ensure adequacy of emergency response equipment on site and its periodic maintenance and inspection.
- Advise Senior Management of the Emergency/Incident, in accordance with section 5.3.12 of this Plan.
- Arrange deputy when absent;
- Schedule emergency drills for all shifts and conduct debriefing of the results. An initial emergency drill shall be carried out at the peak number of workers on site (generally within 3 months of site possession). Need for ongoing emergency drills will be conducted – frequency/timing to suit varying stages of construction, however not to exceed 6 monthly intervals where the project duration is more than 6 months; and
- Coordinate training requirements for the emergency response team and all other site personnel.

On becoming aware of an emergency, the Emergency Response Coordinator shall take the following immediate actions:

- Raise the alarm for an emergency response;
- Contact/communicate with emergency services;
- Coordinate emergency response and monitor the effectiveness;

- Communicate with area wardens;
- Coordinate the activities of all personnel in the emergency response team and make further directions as required by the situation;
- Give the all clear when authorised to do so by the emergency services, if appropriate;
- Chair the emergency debrief on completion of the emergency situation; and
- Assist with the completion of the incident reporting and notification, in accordance with the Site Safety Management Plan and legislative requirements.

#### **Area Warden/s**

On becoming aware of an emergency, the area warden shall take the following actions:

- Conduct a search sweep of the designated area, ensuring all persons have cleared the area;
- Report to the emergency response coordinator that search sweep is complete and advise of any area or room unable to be searched, any persons unaccounted for;
- After completion of the search sweep, assemble at the designated emergency assembly area;
- Confirm that activities of the wardens are completed and report this to the Emergency Response Coordinator;
- Await roll call and/or further directions as given by the Emergency Response Coordinator;
- Assist the Emergency Response Coordinator as requested and attend de-briefing of the ERT;
- Assume the responsibilities normally carried out by the Emergency Response Coordinator if the Emergency Response Coordinator is unavailable and otherwise assist as required;
- First Aiders;
- Apply and record first aid treatment where required;
- Assess the project first aid requirements in consultation with workers and management; and
- Periodically inspect the project first aid supplies and re-order consumed items if necessary.

#### **Project Manager**

On becoming aware of an emergency, the Project Manager shall take the following actions:

- Ensure necessary resources are made available for the Emergency Response Team to respond to the emergency situation.
- If required notify the client and any neighbouring properties affected by the emergency situation.
- Co-ordinate the liaison with the emergency services and any relevant authorities as necessary.
- Provide any other assistance required by the project Emergency Response Team.
- Ensure satisfactory recovery from the emergency situation and re-commencement of works.
- Review and update Emergency Risk Assessment as necessary to confirm its effectiveness.

#### **Construction Manager**

On becoming aware of an emergency, the Construction Manager shall take the following actions:

- Ensure necessary resources are made available for the project to respond to the emergency situation.
- Ensure lessons learnt/corrective actions resulting from emergency response are implemented in timely manner.
- Provide any other assistance required by the Project Manager in successful recovery from the emergency situation and recommencement of works.

### **5.3.5. Emergency Co-ordination Procedure**

If emergency situation arises then the following actions are to be taken:

- Contact the Emergency Response Co-ordinator;
- Emergency Response Coordinator ensures alarm/siren is sounded and emergency services are contacted if necessary;
- Area Warden to advise workers to assemble at the site evacuation point;

- Traffic controller to assess the need for stopping vehicles from entering / leaving the site. Contact Emergency Response Co-ordinator and ensure safe access is provided for emergency response vehicles;
- Area Warden shall ensure that no personnel are within the site. Advise Emergency Response Co-ordinator accordingly and proceed to the assembly area;
- Return to the work areas when advised by the Emergency Response Co-ordinator; and
- Record of emergency de-brief is maintained and action plan/corrective actions have been undertaken as advised by the Emergency Response Co-ordinator.

### 5.3.6. Emergency Evacuation Diagrams and Signs

Emergency evacuation diagrams will be developed for the project showing the site layout, location of emergency response equipment, egress routes, assembly points, etc; as per AS 3745 standard. Emergency evacuation diagrams and emergency signage will be displayed at prominent locations around the worksite and its compliance will be monitored as part of workplace inspections. The requirements of the emergency evacuation diagrams will be briefed to all workers including visitors as part of the project induction.

### 5.3.7. Training

#### **Workers**

All site workers shall be trained on the emergency procedures as part of the project induction. As a minimum, this training shall include the following:

- Alarms and other emergency communications used on site.
- Evacuation procedures including routes and assembly areas to be used.
- Initial emergency response actions
- Location of first aid kits and identification of first aiders
- Location of spill kits
- Details of emergency response team members
- Unexpected Finds procedure

#### **Visitors & Delivery Drivers**

Visitors on site will be required to register themselves in the site sign-in register maintained in site office and will receive visitor's induction including emergency procedure training. Visitors are to be accompanied by an inducted person at all times. Visitors are not allowed to drive on site on their own and will be driven by CIP representative or subcontractor if required.

Movement of delivery drivers on site will be kept to minimum as far as possible. Any bulk delivery drivers such as concrete, fill materials, structural steel, etc. will be directed by CIP representative or subcontractor arranging the material supply on site who are inducted. Site speed requirements and signage must be followed by all times

Small parcels, light weight material, courier service, etc. type of deliveries will be accepted at the site office to eliminate the need for these drivers to drive on site.

#### **Emergency Response Team**

Emergency response team members will receive specific training for the duties they are to undertake. Training for emergency response team members will include relevant topics related to their role including:

- Training in the content of this procedure
- Apply first aid and CPR for those identified as the first aiders for this project
- Warden training

### 5.3.8. Emergency Response Equipment

Project emergency resources are identified in the Emergency Risk Assessment (SSMP-062) by the members of Emergency Response Team. Emergency response team members must be trained in emergency response. The site must have readily available correct and fully maintained emergency response equipment to effectively respond to the emergency situations. The location of emergency equipment is nominated in the Site Plan/Emergency Evacuation Map.

The periodic maintenance and inspection of emergency resources is conducted as per schedule of inspection identified in the Emergency Risk Assessment. Records of maintenance and inspection are maintained as part of project safety documentation.

Subcontractors providing their own emergency response equipment shall maintain adequate inventories and inspections which will be inspected by CIP as part of the workplace inspections.

Typically following emergency equipment is available at CIP projects:

Equipment Description	Maintenance / Inspection Frequency	Internal / External	Record
Fire Extinguishers/	Weekly Check and 6 monthly testing	External	Report from contractor, Fire Protection Register (SSMP 031)
First Aid Kits	Weekly	Internal	First Aid Kit Checklist (SSMP 063)
Spill Kits	6 months	Internal	Spill Kit Checklist (SSMP 064)

- Any equipment not listed above will be maintained as per frequency identified in the Emergency Risk Assessment or First Aid Assessment.
- The condition and inventories of the emergency response equipment shall be reviewed following any emergency situation to confirm its adequacy.

### 5.3.9. Emergency and Evacuation Practice Drills

The following emergency scenarios will be practised on this project:

SCENARIO	✓	SCENARIO	✓	SCENARIO	✓
Fire	✓	Cyclone		Flood	
Falls from Height		Earthquake		Bomb Threat	
Electrocution		Explosion		Chemical Spill	
Plant Emergency		Structural Instability		Civil unrest	
Excavation collapse		Bushfire		Traffic incident	
Emergency at neighbouring property		Vandalism / Break-in		Medical Condition	
Damage to service/s		Snake/Spider Bite		Chemical contact / exposure	
Contamination		Aircraft crash		Evacuation	

The initial emergency practice drill will be conducted at the peak of the project and then at least every 6 months where the project duration is more than 6 months. The practice drills will be conducted by combination of desktop review of the emergency procedures, tool box talks, evacuation drills, practice scenarios, etc. The results of emergency practice drills and any corrective actions will be recorded in the SSMP-054 Emergency Procedure Drill Form.

### 5.3.10. Emergency Response Processes

The emergency response procedures are developed considering the level of risk associated with a particular emergency. The respective response procedures for emergencies are documented in the project Emergency Risk Assessment (SSMP 062). The adequacy and effectiveness of emergency response processes is reviewed as part of the emergency drills or actual emergency.

Emergency Situation	Response Procedure
Fire	<p>If it is safe to do so, attempt to extinguish the fire using the appropriate fire equipment.</p> <p>DO NOT fight the fire under following circumstances:</p> <p>You are not trained in use of fire extinguisher</p> <p>You do not know what is burning</p> <p>Rapidly spreading fire</p> <p>You do not have proper equipment</p> <p>If the fire cannot be controlled in first 10-20 seconds, then call emergency response team who will co-ordinate further actions with the emergency services.</p> <p>Report all fire incidents to CIP Site Manager even if you have managed to extinguish the fire without any external assistance.</p>
<p>Serious Medical Conditions/Injury:</p> <p>Electrocution</p> <p>Deep laceration</p> <p>Blow to head or neck</p> <p>Suspected internal damage</p> <p>Poisoning</p> <p>Snake, spider bite, etc.</p> <p>Concussed or unconscious</p> <p>Suspended in harness/fall from height</p>	<p>These emergencies are to be treated as “life threatening” injuries and following procedure shall be followed:</p> <p>Contact project Emergency Response Co-ordinator</p> <p>DO NOT move the injured person / persons unless they or your self are exposed to immediate danger. The Safety Officer / First Aider will advise whether to take the injured person to the First Aid Facility or keep them where they are.</p> <p>Comfort and reassure the injured person(s) where possible, until help arrives. Alert others in the area and secure the area to the best of your ability to prevent further damage or injury. If directed by the Emergency Response Team, evacuate the site as per the Evacuation Procedure.</p> <p>All personnel are to remain at the assembly area until otherwise informed by the CIP Emergency Response Coordinator. CIP Emergency Response Coordinator or delegate to contact the appropriate authorities.</p> <p>When contacting the appropriate authorities, or if unable to contact the CIP representative, call 000 and state the following:</p> <ul style="list-style-type: none"> <li>▪ The Emergency services required</li> <li>▪ Your Name</li> <li>▪ Nature of injury/accident</li> </ul>



	<ul style="list-style-type: none"> <li>▪ The location of the injured person/persons or the accident</li> <li>▪ Number of injured persons</li> <li>▪ Any other hazards at the site</li> <li>▪ Assistance required</li> <li>▪ Contact Phone number</li> <li>▪ Instructions to find site</li> </ul>
Minor Medical Conditions/injury  Small cut/laceration  Bruise  Minor swelling following injury  Chemical Contact/exposure	<p>Contact CIP Site Manager/Safety Officer to arrange for first aid either through phone or nurse call if available.</p> <p>Apply first aid or visit nearest medical centre/hospital if cannot be treated by on-site first aider.</p> <p>Consult with chemical SDS for first aid application.</p> <p>Report injury and complete any follow-up actions.</p>
Plant Emergency <ul style="list-style-type: none"> <li>- Overturn</li> <li>- Collision</li> <li>- Contact with services</li> <li>- Fire</li> <li>- Explosion</li> </ul>	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p> <p>Check if any worker/s are trapped or injured in the plant.</p> <p>If safe to do so, evacuate the worker/s from the area.</p> <p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed from the plant.</p> <p>When contacting the appropriate authorities, or if unable to contact the CIP representative, call 000 and state the following:</p> <ul style="list-style-type: none"> <li>▪ The Emergency services required</li> <li>▪ Your Name</li> <li>▪ Nature of injury/accident</li> <li>▪ The location of the injured person/persons or the accident</li> <li>▪ Number of injured persons</li> <li>▪ Any other hazards at the site</li> <li>▪ Assistance required</li> <li>▪ Contact Phone number</li> <li>▪ Instructions to find site</li> </ul> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinand emergency services.</p> <p>All personnel are to remain at the assembly area until otherwise informed by the CIP Emergency Response Coordinator. CIP Emergency Response Coordinator or delegate to contact the appropriate authorities.</p>
Excavation collapse	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p> <p>Check if any worker/s are trapped or injured in the excavation.</p> <p>If safe to do so, evacuate the worker/s from the excavation.</p>

	<p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed from the excavation.</p>
Emergency at neighbouring property	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Contact the relevant personnel at the neighbouring property to check the situation.</p> <p>Call emergency services if no one is available or responding from the neighbouring property.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Damage to service	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>If safe to do so, then try to isolate the service to stop further damage to life, property and environment.</p> <p>Organise qualified contractor to repair the damage if isolated.</p> <p>Contact the service/utility provider and report the damage or seek further assistance if damage cannot be repaired.</p> <p>Contact emergency services/hazmat response team if required.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
<p>Cyclone</p> <p>Earthquake</p> <p>Bushfire</p> <p>Flood</p>	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Contact emergency services and wait for further guidance.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Structural Instability/Collapse	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p> <p>Check if any worker/s are trapped under the structure or injured.</p> <p>If safe to do so, evacuate the worker/s from the area.</p> <p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Explosion	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p> <p>Check if any worker/s are injured.</p> <p>If safe to do so, evacuate the worker/s from the area.</p>

	<p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Contamination	<p>Contact CIP Emergency Response Co-ordinator</p> <p>Follow Unexpected Finds procedure</p>
Chemical Spill	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert workers in the immediate area and set up exclusion zone.</p> <p>Identify the substance; consult with chemical SDS and hazardous substance register.</p> <p>Remove any ignition source if possible.</p> <p>Deploy spill kit if safe to do so.</p> <p>Maintain exclusion zone around spill area until given all clear by the Emergency Response Co-ordinator.</p> <p>Contact hazmat response team/emergency services if the spill is major and cannot be controlled by site emergency equipment.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Bomb Threat Vandalism/ Break-in Civil unrest	<p>Contact CIP Emergency Response Co-ordinator</p> <p>Call Police if advised by CIP representative</p> <p>Do not touch or move any object until all clear is given by the CIP Emergency Response Co-ordinator</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Traffic incident	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p> <p>Check if any worker/s are injured or property is damaged.</p> <p>If safe to do so, evacuate the worker/s from the area.</p> <p>Check if there is risk or sign of fire, explosion, smoke or spill.</p> <p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
Aircraft crash	<p>Contact CIP Emergency Response Co-ordinator to assess the situation and decide on further course of action.</p> <p>Alert others in the vicinity and barricade the area.</p>

	<p>Check if any worker/s are injured or property is damaged.</p> <p>If safe to do so, evacuate the worker/s from the area.</p> <p>Check if there is risk or sign of fire, explosion, smoke or spill.</p> <p>Call airport authority and inform them of the crash site.</p> <p>Call emergency services if the worker/s are trapped, injured and cannot be safely removed.</p> <p>Evacuate the site as per evacuation procedure if deemed unsafe by the Emergency Response Co-ordinator and emergency services.</p>
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### 5.3.11. Post Emergency Management

The Project Manager/Site Manager, in consultation with the emergency response team, will recommend reactivation of site after an emergency situation. The recovery may involve:

- Worker rehabilitation, rostering, etc;
- Repair of damage services/facilities;
- Remediation of environmental conditions;
- Replenishment of emergency facilities e.g. Fire extinguishers, spill kits, etc;
- Debrief and implementation of any corrective actions;
- Business continuity to ensure activities recommence as soon as possible; and/or
- The National Safety Manager will report any notifiable incidents/emergencies to the relevant authorities.

### 5.3.12. Reporting

The National Safety Manager and Construction Manager shall be informed of any incidents/emergencies on site as soon as possible. Incident reporting and investigation shall be completed in accordance with the CIP Incident/Accident Management & Reporting process.

## 6. UNEXPECTED FINDS PROCEDURE

### 6.1. Introduction

This procedure covers the method of operation to be adopted onsite when an unexpected find has been identified at the CFC Project.

### 6.2. Scope

All personnel starting work at this project will be inducted into the procedure during the site-specific induction process prior to starting work onsite.

### 6.3. Objectives

- The objectives of this guideline are to ensure that:
  - Site personnel and visitors are not placed at risk to their health, safety or welfare;
  - Incidence of an Unexpected Find are managed and dealt with quickly and efficiently; and
  - Good communication is maintained throughout the site to enable proper management of active work areas.

### 6.4. Specific Definitions

- Unexpected Find – relates to but not confined to the following:
  - Unexpected materials / substances;
  - Unexpected liquids;
  - Objects of possible cultural significance; and/or
  - Unexpected active or redundant services, power, water, gas.
- Training - Awareness training conducted with all site personnel at the time of site induction before starting work onsite.
- Unexpected Find perimeter – 10m no go zone identified by bollards with hazard tape and signage.

### 6.5. Method

- As a result of site activity Unexpected Find may be identified through earthworks and movement of plant and equipment about the site.
- When an Unexpected Find is located a person(s) locating it will carry out the following actions:
  - Stop work in the immediate area of the Unexpected Find;
  - Notify the CIP Site Manager; and
  - Establish an Unexpected Find perimeter.
- The Health and Safety Representative on being notified of the location of a Unexpected Find is to ensure that:
  - Unexpected Find perimeter is clearly defined and maintained;
  - Assess that the Unexpected Find does not present any hazard to work in the surrounding area;
  - Contact the CIP Project Manager;
  - Where additional risks are caused by the Unexpected Find, measures are to be put in place to manage the additional risk; and

- Make contact with off-site resources to properly identify the nature and risk of the Unexpected Find.
- The Site Manager on being notified of a Unexpected Find will:
  - Check that the perimeter has been established;
  - Ensure appropriate off-site resources have been contacted from the contacts list referred to in 4.3.8. of this Plan;
  - Ensure Unexpected Find is identified and appropriate measures are put in place;
  - Determine if any there is a requirement to notify any government agencies; and
  - Make contact with the CIP National Safety Manager and/or Health & Safety Representative.
- Consultation: When an Unexpected Find has been located, the site management team will ensure that the site work force is informed as soon as possible by the established Site Safety Committee.

## 6.6. Records

The details of the Unexpected Find will be recorded initially in the Site Project Diary. When further details are available, and actions decided/carried out, the incident will be recorded using the incident reporting mechanism in the safety plan (if applicable). Refer to Hazard Report Form (SSMP004).

## 7. SITE SPECIFIC RISK MANAGEMENT SYSTEM

### 7.1. Introduction

CIP must ensure that occupational health and safety issues are systematically identified, assessed and controlled during all phases of the project as per the requirements of WHS Act & Regulation 2011, AS/NZS 4801:2001, OH&SAS 18001:2007 and ISO 31000:2009. The requirement to identify, assess and manage health and safety risks extends to knowing what hazards are present on the site before any work commences and informing those contractors who will work on site of the inherent risks that are present.

This Site Safety Management Plan has been developed in conjunction with a Preliminary Risk Assessment carried out by CIP's Project Team.

The Preliminary Risk Assessment is a broad risk assessment of the high risk hazards associated with the physical nature of the particular site and the hazards associated with the work to be carried out on the site.

The Preliminary Risk Assessment will be submitted and communicated by CIP's to all Sub-Contractors prior to SWMS being submitted for approval

Each sub-contractor's Supervisor/Leading Hand will date & initial The Preliminary Risk Assessment where applicable as a part of the reviewing process prior to works commencing.

The Preliminary Risk Assessment must be undertaken before any work commences on the site and all Contractors must be advised of the hazards identified and ensure that they account for these hazards when developing their Safe Work Method Statements for the work they propose to undertake on the site.

This Site Safety Management Plan includes a Preliminary Risk Assessment identifying the major hazards associated with this project.

On a day to day basis all personnel on site shall be encouraged to find and fix any hazards and to formally report any hazards which cannot be immediately removed.

### 7.2. Scope

The scope of this Site Specific Risk Management strategy identifies all real and potential high risk hazards associated with work on this particular site. The Preliminary Risk Assessment and the Hazard Report Form forms the basis of CIP's Risk Register for the site.

#### 7.2.1. References

- Model WHS Act 2011
- Model WHS Regulations 2011 Part 3.1
- WA Occupational Safety & Health Act 1984
- WA Occupational Safety & Health Regulations 1996
- VIC OH&S Act 2004
- VIC OH&S Regulations 2017
- AS/NZS 4801:2001
- OHSAS 18001:2007
- ISO 31000:2009
- Code of Practice – How to manage WHS risks – Dec 2011
- Code of Practice – Safe Design of Structures – July 2012

### 7.2.2. Responsibilities

Officers (Directors of CIP) will exercise due diligence to ensure that the business complies with the WHS Act and Regulations. This will include taking reasonable steps to gain an understanding of the hazards and risks associated with the operations of the business through:

- Development of preliminary risk assessment;
- Conducting regular management reviews;
- Regular site visits;
- Review of health and safety issues, incident investigations, WHS audit findings, etc;
- Ensure provision of appropriate resources, training and processes to eliminate or minimise risk to health and safety; and
- Ensure health and safety responsibilities are documented and clearly understood by all workers.

Workers while at work must take reasonable care of their own health and safety and of others. Workers must comply with CIP's health and safety policies, procedures and any instructions given by the management and co-operate in improving the health and safety at work.

### 7.2.3. Impact of Risks

If all identified risks are not appropriately controlled to reduce to an acceptable limit then there may be a degree of impact on the organization as described below:

- **Injuries/Incidents:** Incidents and injuries have direct impact on the workers and their dependants. CIP is fully committed to take every reasonably practicable measure in implementing the risk controls to prevent incidents and injuries in workplace.
- **Property Damage:** Inadequate risk controls can result into incidents causing damage to the property leading to injuries and impact to the community at large.
- **Penalties:** For breaching the legislative requirements (as mentioned above) the company may be prosecuted and penalties imposed.
- **Performance:** Overall performance of workers may gradually slow down.
- **Reputation & Goodwill:** Poor performance may decrease the company's reputation and goodwill.
- **Loss of skilled workforce:** Distressed workers may try to find new jobs.
- **Cost:** Poor performance and frequent mistakes can cause poor quality of workmanship, additional time to complete the work and increased costs to the company.

### 7.2.4. The Principle of Risk Management

CIP has duty of care to ensure that the health and safety risks are eliminated so far as is reasonably practicable, and if it is not reasonably practicable to do so, then to minimise those risks so far as is reasonably practicable.

In deciding what is 'reasonably practicable' to protect its workers, property and those affected by its work, CIP will take into account:

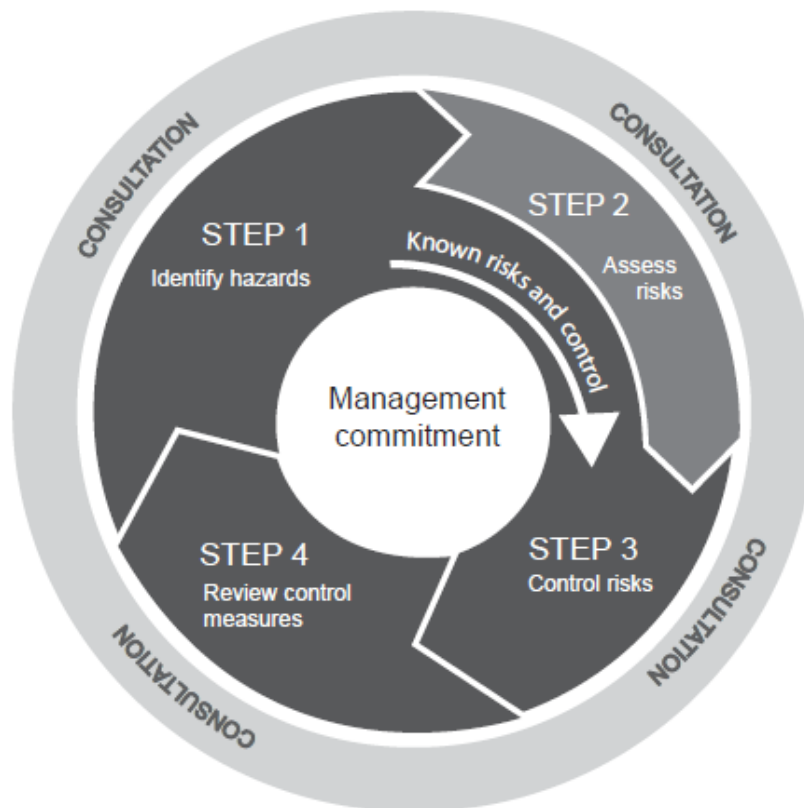
- The likelihood of the hazard or risk concerned occurring;
- The degree of harm that might result from the hazard or risk;
- Knowledge about the hazard or risk, and ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk; and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

The risk management involves following four steps and consultation with the workers is critical to the success of CIP's risk management:

- Identify hazards – find out what could cause harm;
- Assess risks – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening;



- Eliminate and or control risks – implement the most effective control measure that is reasonably practicable in the circumstances; and
- Monitor and review control measures – to ensure they are working as planned.



#### 7.2.5. Who can complete or participate in risk management?

Any person trained and experienced in risk management and this procedure can participate in the development of the risk management in their respective areas of responsibility. CIP will ensure that all employees who develop, participate or review CIP and subcontractor risk assessments are trained in this procedure.

Specific training package for Risk Management has been developed which includes risk management principles, legislative requirements, CIP's Risk Management procedure (this procedure) requirements, risk management methodologies, risk management tools, acceptable risk level, etc. that will be used for the delivery of this training. A record of this training will be maintained on personal files and noted in the Competency & Training Matrix.

#### 7.2.6. When will CIP use the risk management approach?

At CIP, managing work health and safety risks is an ongoing process that is triggered typically in the following instances:

- When planning for business activities;
- When business activities change;
- Changing work practices, procedures or the work environment;
- Purchasing new or used equipment or using new substances;
- Planning to improve productivity or reduce costs;
- New information about workplace risks becomes available;
- Responding to workplace incidents (even if they have caused no injury example near-misses, dangerous occurrences);
- Responding to concerns raised by the workers or others at the workplace;

- Required by the WHS regulations for specific hazards;
- Purchasing of goods and services;
- Workplace design;
- Project design;
- Abnormal and emergency situations; and
- Plant & equipment inspection, maintenance, repair and replacement.

## 7.3. Implementation

### 7.3.1. Risk Management

CIP is committed to ensuring that the Company's risk management obligations are fulfilled by implementing a three phased process of managing all health and safety risks.

This risk management process shall involve CIP taking the following steps:

- Step 1: Predicting all potential health and safety problems – This is called Hazard Identification.
- Step 2: Working out how serious the problem is – This is called Risk Assessment.
- Step 3: Deciding what should be done to solve the problem – This is called Risk Control.

### 7.3.2. Hazard Identification

A hazard is anything that can cause harm. CIP undertakes to identify hazards arising from:

- The physical working environment;
- Work practices, work systems;
- Work organization;
- Machinery and equipment;
- Chemicals and hazardous substances;
- Manual handling;
- The layout and condition of the workplace; and/or
- Biological organisms, products or substances.

The following document(s) should be referenced as tools when undertaking the hazard identification for the Project and when the applicable works are being undertaken on site:

- Management of Risk of Falls (Section 11 of this document)
- Mobile Crane Safety Procedure (C-S-MG-005)
- Electrical Management Procedure (C-S-MG-007)
- Fatigue Management Procedure (C-S-MG-009)
- Tilt-Up & Precast Concrete Management Procedure (C-S-MG-010)
- Excavation Management Procedure (C-S-MG-011)
- Traffic Management Plan (C-S-MG-012)
- Extremes of Temperature Management Procedure (C-S-MG-013)
- Demolition Management Procedure (C-S-MG-014)
- Hazardous Energy & Flammable Atmosphere Management Procedure (C-S-MG-015)
- Confined Space Management Procedure (C-S-MG-016)

### 7.3.3. When hazards will be identified

Proactive methods of hazard identification at CIP are:

- i. Preliminary Risk Assessment
  - This Preliminary Risk Assessment will be carried out by CIP personnel prior to any contracts being let for work on the site.

- The Preliminary Risk Assessment must be carried out using CIP's Preliminary Risk Assessment Form (Form SSMP 002). This form is an essential part of CIP's risk management strategy.
- The Preliminary Risk Assessment must take into account all the real and potential hazards associated with work on this particular site including the hazards associated with work to be performed as well as those associated with the physical aspects of the project.
- Once completed the Preliminary Risk Assessment it is to form part of the site induction and all persons inducted on site are to sign off on the site induction form to verify. A copy of the risk assessment to be made available for all to review at the site induction.
- The Sub-Contractor is to ensure that the any risks identified in the preliminary risk assessment which will affect their works or the works undertaken by their contractors are accounted for in the OHS documentation that the Sub-Contractor supplies to CIP. All Sub-contractors will sign off the relevant sections of the Preliminary Risk Assessment, verifying the inclusion of site risks in there SWMS.
- The Preliminary Risk Assessment will be filed in S01 on the Project's E-site.
- From time to time as work takes place on site and new hazards arise the Preliminary Risk Assessment will need to be reviewed and updated by CIP's personnel and contractors affected by any additional hazards will need to be advised by Toolbox or Notice Boards.

## ii. Design Risk Assessment

A design risk assessment is to be completed at design stage in consultation with the Project Manager, Design consultants and Safety Manager in accordance with the Design Management Plan. The aim of the assessment is to design out any construction and operational risks at design stage. All risks not designed out, will be highlighted managed through project Preliminary Risk Assessment and SWMS as applicable.

### 7.3.4. Hazard Reporting

- All workers on the site are to be encouraged to actively report any hazards that they observe on the site to the Site Manager/Health and Safety Representative.
- When a hazard has been identified and there is an immediate risk of illness or injury, the person noticing the hazard is to take immediate action to make the area safe, ensuring his/her own safety and report the hazard to his/her supervisor.
- If immediate action cannot be taken by the person noticing the hazard to make the area safe then that person should immediately report the hazard to his/her supervisor.
- The employees or contractor reporting the hazard will notify the Site Manager/Health and Safety Representative. The Site Manager/Health and Safety Representative is to then:
  - Complete a Safety Compliance Verification; or
  - Issue a Safety Improvement Notice to be rectified/closed out; or
  - Complete a Hazard Report Form.

The Site Manager/Health and Safety Representative will also take action to:

- Remove or eliminate the hazard if possible; and
- To prevent personnel from being exposed to the hazard.

If it not practical to immediately eliminate or control the hazard, a Risk Assessment must be carried out using the hazard matrix explained at 7.3.5.

All Hazard Report Forms (SSMP-004) shall be filed in the appropriate site folder.

### 7.3.5. Risk Assessments

- The risk management involves the following four steps and consultation with the workers is critical to the success of CIP's risk management:
  - Identify hazards – find out what could cause harm;

- Assess risks – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening;
- Eliminate and or control risks – implement the most effective control measure that is reasonably practicable in the circumstances; and
- Monitor and review control measures – to ensure they are working as planned.
- A Risk Assessment shall be carried out on all hazards that cannot be immediately controlled.
- The risk assessment shall be carried out in consultation with the personnel doing the work or their OH&S representatives
- Risk Assessment must be reviewed monthly and/or when any changes are made to:-
  - The work environment
  - The systems of work
  - Plant and equipment being used
  - The hazardous substances being used
  - When HSR requests a review
  - When a new risk or hazard has been identified
  - When it appears necessary

The risk assessment shall be conducted using the hazard matrix below to determine the likelihood and severity of the hazard and assigning the corresponding risk class.

### Risk Matrix

		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
Likelihood	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely possible	2	2	2	3	3
Likelihood / consequence						Risk Class
The hazard has the potential to: <ul style="list-style-type: none"> <li>Permanently disable or kill</li> <li>Cause major damage to the structure</li> <li>Have significant impact on the surrounding population and environment</li> </ul>						1
The hazard has the potential to: <ul style="list-style-type: none"> <li>Temporarily disable or seriously injure</li> <li>Cause minor damage to the structure</li> <li>Breach the site boundary and pollute local environment</li> </ul>						2
The hazard has the potential to: <ul style="list-style-type: none"> <li>Cause minor injury</li> <li>Be contained within the site boundary</li> </ul>						3

Having identified hazards and assessed associated risks, actions are to be taken to eliminate and or control the risks on the basis of hierarchy of risk control measures, applicable legal & other requirements to ensure that the residual risk is at an acceptable level.

CIP's acceptable risk class is "3" as calculated from the above risk matrix. All risks with risk class "1" and "2" shall be controlled as per the following risk control priorities. Subcontractors may use their own risk rating system however CIP will ensure that the acceptable risk class is consistent with the below matrix as part of the SWMS review process.

Risk Class	Action Required	Authority	Time-frame
1	Stop work and develop risk treatment plan so that risk can be lowered to so far as is reasonably practicable.	CEO/ Deputy CEO/Director/National Safety Manager	Immediate

2	Stop work and implement Level 1 or Level 2 controls so that risk can be lowered to so far as is reasonably practicable.	Director /Construction Manager/National Safety Manager	Within 1 day
3	Monitor risk controls and re-assess if change occurs.	Business Unit Manager/ Project Manager/Site Manager/Safety Officer	On-going

When recommending control measure the following hierarchy of controls must be considered in the following order:

### Level 1 Control Measures

- Elimination

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace. For example, eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible, which is more effective than providing workers with personal hearing protectors.

It is also possible to eliminate the risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals.

It may not be always possible to eliminate a hazard and if the hazard cannot be eliminated, then CIP will eliminate as many of the risks associated with the hazard as possible.

### Level 2 Control Measures

- Substitution

To substitute the hazard with a less hazardous option. For example, replace solvent-based paints with water-based paints.

- Isolation

To isolate the hazard so that workers are physically separated from it. For example, installing the fence around deep excavations.

- Engineering Control

To design or install a device or system to reduce/control the risk. For example, using trolleys or hoists to move heavy loads rather than two man lift.

### Level 3 Control Measures

- Administrative Control

Use of management systems and procedures to minimise risks and promote workplace safety. For example, use signs to warn people of a hazard, safety procedures such as Mobile crane Safety Procedure etc.

- Personal Protective Equipment

These are some form of equipment being worn by workers and others who may be exposed to hazards, to shield their body parts from risk exposure/harm. For example, use of face masks in dusty environment.

Level 3 control measures should only be used:

- When there are no other practical control measures available (as a last resort)
- As an interim measure until a more effective way of controlling the risk can be used
- To supplement higher level control measures (as a back-up)

The Site Manager and Health and Safety Representative shall review the risk assessment and ensure that the risk controls are put in place to manage the risk.

### 7.3.6. Safe Work Method Statements

- The purpose of SWMS is to identify the hazards and applicable risks associated with the activity/task being performed on CIP construction sites.
- A Safe Work Method Statement (SWMS) will be required for every construction activity involving risks to the safety and/or health of personnel before that activity starts on site.
- Where the activity is to be carried out by CIP personnel, the SWMS template, Form SSMP 005, shall be used to identify, assess and control the risk.
- The SWMS are developed in consultation with the workers or their health & safety representative involved in the task. This consultation may occur at the induction prior to commencing work on site or when deemed suitable by the Site Manager/WHS Representative/Subcontractor's Supervisor. CIP Site Manager/WHS Representative/Subcontractor's Supervisor will discuss the content of the SWMS with their workers and any changes in the SWMS resulting through this consultation will be reflected in the revised SWMS and or marked up by hand.
- The consultation with the workers or their health & safety representatives involved in the development of SWMS is documented in the SSMP 010 - SWMS Review Checklist by signing the checklist. All SWMS must include a risk rating for each step of the work activity.
- All sub-contractor will provide SWMS for the work activities that they will be undertaking prior to commencing work including high risk activities as identified in the WHS Regulation 2011.
- CIP personnel shall monitor the site to ensure that an activity is to be carried out in accordance with the SWMS covering that activity, and will monitor the activity as necessary to ensure compliance with both the SWMS and applicable legislation.
- All personnel involved in the particular work activity shall sign the completed SWMS document to signify their understanding and acceptance of the work conditions.
- Workers while at work must take reasonable care of their own health and safety and of others. Workers must comply with CIP's health and safety policies, procedures, SWMS and any instructions given by the management and co-operate in improving the health and safety at work.
- Copies of SWMS are held on site and the adequacy and implementation of SWMS is reviewed as part of CIP's internal audit program, workplace inspections and SWMS Compliance Verification (SSMP 039).
- Amendments to SWMS can be made whenever changes occur and Site Manager/Supervisor is responsible for communication of changes to all affected workers through revised SWMS, tool box talks or meetings.
- As a guide, the SWMS shall include:
  - Company Details with address, ABN & company logo;
  - Project Name, Job Number;
  - Scope of work;
  - Reviewed and approved by responsible person;
  - Human resources required completing the job and their competency records;
  - Mechanical resource e.g. plant, equipment, tools required;
  - Material resource e.g. list of hazardous materials;
  - Legal and other requirements;
  - Requirements of permits;
  - PPE required;
  - Sequence of activities step by step;
  - Identified hazards in each step;
  - Associated risks in each step;
  - Risk ranking (level of risks) based on probabilities and consequences;
  - Control measures to eliminate and or reduce associated risks;

- Responsible persons for each activity;
- Signature sheet for all workers involved.

### 7.3.7. Effectiveness of Risk Management

CIP will regularly monitor the risk control measures to ensure they remain effective through some of the following actions:

- Workplace inspections
- Internal Audits
- SWMS compliance verification
- Review reviews and consultation with the workers
- Regular training and skill upgrades
- Review of Preliminary Risk Assessment, Design Risk Assessment, etc.
- Culture of proactive hazard reporting
- Subcontractor coordination and evaluation
- Monitoring of incident trends

## 8. TRAINING AND INDUCTION

### 8.1. Introduction

All personnel working for or with CIP must be trained to apply systems of work and work practices that are safe and without risk to health and safety.

CIP is committed to ensuring that all employees and sub contractors working on this site are:

- aware of CIP's occupational health and safety policies and procedures and what is expected of them;
- able to recognize the inherent hazards associated with work on a construction site;
- aware of the site specific safety requirements;
- trained to carry out their specific work activity in a safe and competent manner;
- correctly certified to carry out any work requiring a license or certificate of competency; and
- aware of the part they are expected to play in ensuring the workplace is set up and maintained in a safe manner.

### 8.2. Scope

The scope of this Training and Induction procedure covers all the necessary requirements for the training and certification of personnel to carry out work on a construction site.

### 8.3. Implementation

Before a person carries out construction work there is a legislative requirement to ensure that they are appropriately trained and inducted in general construction work and any site specific requirements or job specific requirements.

The Site Manager must ensure that all personnel working on this CIP's site can demonstrate that such induction training has occurred.

The Site Manager must ensure that all persons carrying out any construction work have received or are provided with all applicable induction training as listed below.

#### 8.3.1. General Induction Training

- It is the employer's responsibility to ensure that all employees have completed the OHS Induction Training for Construction Work.
- All personnel working on this site must be able to produce a copy of their OHS Induction Training for Construction Work and proof of identity.
- Proof of identity shall be in the form of a driver's license, passport or birth certificate.
- Proof of verification of competency to operate plant and Equipment as per Legislative Requirements.
- All personnel working in the site shall complete a Registration and Induction Form (SSMP 006).
- The details of each employee's and sub-contractor's OHS Construction Induction Training and proof of identify will be recorded in the Site Induction Register on Form SSMP 007.
- If an employee or sub-contractor is not able to produce a current copy of their OHS Induction Training for Construction Work Card or proof of identity they will not be allowed to start work on site until this requirement is met.



### 8.3.2. Site Specific Induction Training

- CIP is responsible for providing Site Specific Induction for all personnel working on the site.
- All personnel working on this site must complete the Site Specific Induction prior to commencing work.
- The Site Specific Induction will familiarize personnel with the occupational, health and safety procedures, hazards and risks specific to this particular site.
- The Site Specific Induction shall be carried out by the Site Health and Safety Representative or other CIP personnel as nominated by the Site Manager.
- The Site Specific Induction shall cover the following:
  - Project Team
  - Site Hours
  - Amenities
  - Site Layout Plan
  - Entrance and Exits
  - First Aid
  - Emergency Procedure
  - Use of Emergency Equipment:
    - o Spill Kit
    - o Fire Extinguisher
  - Evacuation Procedure
  - Visitors Procedure
  - OHS Consultation Process:
    - o Health and Safety Representatives
    - o Health and Safety
  - Committee Weekly
    - o Toolbox Talks weekly
    - o Issue Resolution
  - Parking Requirements
  - Truck Conditions of Entry
  - Notice Board
  - CIP OH&S Policy
  - Site Safety Rules
  - Site Safety Management Plan - Contents Page
  - Preliminary Risk Assessment
  - Safe Work Method Statements
  - Employee Registration form
  - Material Safety Data Sheets
  - Safety Improvement Notices
  - Environmental Management Plan
  - Quality Management Plan
  - Skin Cancer Awareness
  - Traffic Management Plan
  - Unexpected Finds Procedure
  - Site Specific Requirements:
    - o Height Working Restrictions
    - o Fire Ant Awareness
    - o Etc.
- Background and has difficulty understanding English, the employer must provide an interpreter to translate the induction content to the person being inducted.
- The details of each employee's and sub-contractor's Site Induction will be recorded in the Site Induction Register on Form SSMP 007.
- All employees and sub-contractors will be issued with a CIP's Site Induction Sticker which they must display on their hard hat as evidence that they have been inducted.
- Site Revisions to the Site Safety Management Plan will be communicated to all personnel by way of toolbox talk as changes are made. The Site Safety Management Plan is communicated to all workers on site through the inductions. Any changes are communicated through the WH&S committee, posting of minutes, tool box talks and meetings with workers affected by the changes as required.

### 8.3.3. Work Activity Induction Training

- It is the employer's responsibility to ensure that all employees are familiar with the occupational health and safety issues specific to the work they are to undertake and are adequately trained to carry out the specific work tasks assigned to them.
- Work Activity Training may be in the form of:
  - Safe Work Method Statements
  - Tool Box Talks
  - Certification requirements to Operate Industrial Equipment must have Verification of Competency as per Legislative Requirements
  - Specific Trade of Skills Training

- No work shall commence on site until personnel have been inducted into their Site Specific Safe Work Method Statement and evidence that such training has occurred is provided to the Site HSR or other nominated CIP personnel.
- Evidence that other Work Activity Training has been completed must be provided by the employer to the Site Health & Safety Representative or other nominated CIP personnel and detailed in the Site Induction and Training Register on Form SSMP 007.
- Such evidence may take the form of certificates/licenses, statements of attainment and signed Safe Work Method Statements.

#### 8.3.4. Visitor Induction

- All visitors to the site shall be required to complete the visitor's procedure on the next page and shall be accompanied at all times by a person who has been fully inducted into the Site.
- Anyone who visits the site regularly must complete the full Site Safety Induction.

#### 8.3.5. Training Records

- The Site health & Safety Representative or other nominated CIP personnel must maintain a record of all occupational health and safety induction training provided to persons working on the site. These records must be kept in the form of CIP's standard templates.
- The records are to be kept on site and made accessible for inspection as required.
- On completion of the project, these records are to be archived and kept for a minim of 7 years after the completion of the project.
- A register of Company training records will be documented on the Competency & Training Matrix and be held electronically on the Company's Corporate Intranet.

#### 8.3.6. Visitors Procedure

**Prior to site entry, all visitors must familiarise themselves with the site visitors procedure listed below.**

**Personnel not abiding by this procedure may be removed from the site.**

All visitors must be accompanied at all times by an inducted person, follow their instructions, wear a visitors helmet and all personal protective equipment appropriate for the particular site they are visiting (i.e. reflective safety vest)



#### First Aid Injury

Accompanying inducted person to contact first aider via mobile phone.

First Aider:\_Name: Rick Monte

Phone:0405 211 316

#### Evacuation Procedure

Contact the CIP Site Manager (Rick Monte) In the event of any incident such as a structural collapse, fire etc. the evacuation siren will sound then make your way to the Emergency Assembly Area as shown on the Site Map.



## 9. SUB-CONTRACTOR REQUIREMENTS

### 9.1. Introduction

CIP will ensure that all plant, equipment, materials and services purchased or hired, and all contractors and sub-contractors retained by CIP, conform to specified health and safety standards.

CIP has corporate procedures in place which assesses each sub-contractors capacity to supply services in a manner that meet the Company's health and safety standards. Only those sub-contractors who have been assessed as meeting the required standards will be awarded tenders.

While the letting of contracts happens at a corporate level, the onus is on the Site Manager or their nominated CIP's person, to review the OHS documentation of each sub-contractor to ensure that it accounts for the specific safety requirements of the site.

The sub-contractor will not be allowed to commence work on site until such documentation has been supplied and approved by CIP personnel.

### 9.2. Scope

The scope of this Sub-Contractor procedure covers the services provided by all sub-contractors who are to undertake work on the site.

### 9.3. Implementation

#### 9.3.1. Prior to the Project Commencing

- As soon as possible after CIP has assumed control of the site a Preliminary Risk Assessment will be carried out by CIP personnel. (Refer Section 7 of this Site Safety Management Plan).
- The Preliminary Risk Assessment will be provided to each Sub-Contractor who has been awarded a tender to work on the site.
- The Preliminary Risk Assessment will be submitted and communicated by CIP.'s to all Subcontractors prior to SWMS being submitted for approval.
- Each Sub-contractor's Supervisor/Leading Hand will date & initial The Preliminary Risk Assessment where applicable as a part of the reviewing process prior to works commencing.
- The Sub-Contractor must ensure that the any risks identified in the preliminary risk assessment which will affect their works or the works undertaken by their contractors are accounted for in the OHS documentation that the Sub-contractor supplies to CIP.

#### 9.3.2. Prior to the Sub-Contractor Commencing on Site

- At least (14) days prior to the date the sub-contractor is scheduled to start on site, CIP Project Manager (or other nominated CIP Personnel) will issue the project specific WH&S Management Plan and any other associated safety documents to the subcontractor for their reference and assist in the development of their Work Health & Safety Plan and SWMS.
- The copy of project specific WH&S Management Plan will either be issued with the subcontract agreement, email, transmittal or letter as deemed appropriate by the CIP Project Manager (or other nominated CIP Personnel). Copy of letter, email, etc. will be maintained as evidence of issue and acknowledgement of project specific WH&S Management Plan. Any subsequent changes to the site specific Safety Management Plan during the course of construction will be communicated to the workers through tool box meetings or subcontractor meetings as deemed appropriate by the CIP Project Manager (or other nominated CIP Personnel).

- At least (14) days prior to the date the sub-contractor is scheduled to start on site the sub-contractor shall be contacted by the Project Manager (or other nominated CIP Personnel) and requested to supply their Work Health and Safety Plan.
- Each sub-contractor must ensure that their Work Health and Safety Plan is received by CIP at least (14) days prior to the date they are to commence work on site.
- The sub-contractors Work Health and Safety Plan must detail how the sub-contractor intends to manage the occupational health and safety of all persons engaged under the contract in line with CIP's project Site Safety Management Plan requirements.
- The sub-contractors Work Health and Safety Plan are to be in the form of the *Sub-Contractors Safety Management Assistance Pack* (SSMP-036) or an equivalent safety management system.
- As a minimum, each sub-contractor's Work Health and Safety Plan must contain the following:
  - Scope of Works;
  - Name and contact details of the person responsible for supervising the works;
  - The peak number of employees to work on the site;
  - The names of any sub-contractors to whom work will be sub-contracted;
  - A current and signed copy of their Occupational Health and Safety Policy;
  - A statement of the roles and responsibilities of the key personnel on site;
  - Risk Management Policy and Procedures;
  - Site Specific Safe Work Method Statements for all tasks which comprise the scope of works and which address the hazards identified in the Preliminary Risk Assessment;
  - Induction and Skills Training Policy and Procedures;
  - Current Induction and Skills Training Register;
  - Young Workers Policy and Procedure (if applicable);
  - Current copy of Certificate of Currency for Workers Compensation Insurance;
  - Injury Management and Return to Work Policy and Procedures;
  - Hazard Reporting Procedures;
  - Electrical Testing and Tagging Policy and Procedure;
  - Electrical Equipment Register;
  - Hazardous Substances Policy and Procedures – including use of MSDS;
  - Current Hazardous Substances Register;
  - Lifting Gear Policy and procedure (if applicable);
  - Lifting Gear Register (if applicable);
  - Plant and Equipment Policy and Procedures;
  - Plant and Equipment ID Register;
  - Plant and Equipment Inspection Register;
  - Certificate of Conformity Reporting Procedures
  - Personal Protective Equipment Policy and Procedures;
  - PPE Register;
  - Fire protection Policy and Procedures;
  - Fire Protection Inspection Register;
  - Training and Consultation policy and procedure;
  - Training and Consultation Register;
  - Chemical Risk Assessment Reporting Procedures;
  - Plant Risk Assessment Reporting Procedures;
  - First Aid Policy and procedure;
  - Injury and Accident Reporting Policy and Procedures; and
  - Accident Investigation Policy and procedures.
- On receiving each sub-contractor Site Safety Plan, the Health and Safety Representative and Site Manager will review the document using the Sub-Contractor/ Supplier Safety Plan Review Checklist (Form SSMP 008).
- If the document provided meets the criteria set by CIP as specified in the Sub-Contractor/ Supplier Safety Plan Review Checklist, the sub-contractor will be able to commence work.
- If the sub-contractor's documentation does not meet the required standard the sub-contractor will be advised in writing of the deficiencies that are to be addressed before the sub-contractor is able to commence work on site.

- Each sub-contractor is to be monitored as part of the weekly site inspections and must complete the Daily Attendance Register (SSMP-009) to be completed daily by 9.00am, located at the site office.

### 9.3.3. Contractor(s)/Subcontractor(s) Responsibilities

- Submitting their Work Health and Safety Plan to CIP for review at least (14) days before commencing work on site.
- Developing and submitting site specific safe work method statements to CIP before work commences on site.
- Ensuring all personnel have read, understand and agree to work in accordance with CIP's Site Safety Management Plan, Preliminary Risk Assessment issued to the subcontractor and site specific safe work method statement.
- Ensuring all personnel has completed general industry induction training and complete CIP's site specific induction.
- Ensuring a suitably qualified person is available to supervise the job to ensure work is being carried out in accordance with the safe work method statement and to monitor compliance with the sub-contractors Work Health and Safety Plan Carrying out work in a manner that ensures the safety of persons other than their own employees, including the employees of other employers and visitors to the site.

## 10. SAFE WORK METHOD STATEMENTS

### 10.1. Introduction

Work Health and Safety legislation requires the identification of all potential workplace hazards, the assessment of the risk those hazards pose and the development of control measures to eliminate or control the risk. For construction work this process is managed and documented by using Safe Work Method Statements (SWMS).

All work on this CIP site is to be covered by a Safe Work Method Statement describing how the work activity is to be performed in a safe manner. The Safe Work Method Statement must be completed before the work activity commences on site and all work is to be carried out in accordance with the SWMS at all times. CIP will monitor the activities on site to ensure compliance with the relevant Safe Work Method Statement and applicable legislation.

Safe Work Method Statements shall be carried out and documented by CIP for all construction activities carried out by its employees.

Each sub-contractor shall carry out and document a Safe Work Method Statement for each of the work activities to be carried by their employees or sub-contractors. These Safe Work Method Statements form a significant part of the Sub-contractors Work Health and Safety Plan (Refer Section 9).

### 10.2. Scope

The scope of this Procedure covers the development and documentation of Safe Work Methods Statements for all construction activities carried out on a CIP site. This includes those work activities carried out by CIP employees as well as all work activities carried out by sub-contractors and their personnel.

### 10.3. Implementation

#### 10.3.1. CIP's Safe Work Method Statements

- CIP will develop Safe Work Method Statements (SWMS) for all construction activities to be carried out by its direct employees.
- These SWMS will be carried out in consultation with the employees who will perform the work activity.
- The SWMS will be prepared using the CIP's SWMS template (Form SSMP 005). This format ensures that the SWMS contains all necessary information required for a compliant SWMS.
- Once completed, the SWMS must be read and understood (toolbox talked) by the employees who will perform the task and must be signed by each employee as evidence that they have been consulted and that they understand the job is to be carried out.
- Should a different work method be required or an unforeseen hazard arises during the course of the work activity, the SWMS must be amended to describe the exact work method that will be used.
- The amended SWMS must be read and signed by each employee performing the work.

#### 10.3.2. Sub-Contractors Safe Work Method Statements

- Each sub-contractor shall carry out and document a Safe Work Method Statement for each of the work activities and identify all high risk activities being undertaken by their employees or sub-contractors.
- A subcontractor's SWMS forms a significant part of the Work Health and Safety Plan they must provide to CIP (14) days prior to commencing work on site.

- Each SWMS must contain the following information:
  - A step by step description of how the work activity is to be carried out;
  - The hazards associated with each step of the process, including all high risk activities;
  - An assessment of the level of risk posed by each hazard;
  - A description of the of Plant and equipment to be used while carrying out the work Risk assessment and maintenance regime for plant and equipment;
  - Control measures to manage each risk which are consistent with the degree of risk assessed (appropriately applying the hierarchy of control);
  - A description of the equipment to be used while carrying out the work;
  - A reference and controls to relevant work health safety legislation, regulations, codes of practice;
  - Who is responsible for ensuring that the work activity is carried out in accordance with the SWMS;
  - The inspection methods that will be used to ensure the work reflects the SWMS;
  - Confirmation that the SWMS has been developed in consultation with the workers (or their Health & Safety Representative) that have been involved in the task.
  - A statement about how the SWMS will be communicated to the workers doing the work; and
  - A sign off by all workers involved in the work activity indicating that they have read and understand the SWMS and agree to work as specified.
- Each sub-contractor SWMS shall be reviewed by the Site Manager & Health and Safety Representative or other nominated CIP personnel using the SWMS Review and Verification Checklist (Form SSMP 010).
- If the SWMS provided meets the criteria set by CIP as specified in the SWMS Review and Verification Checklist, the sub-contractor will be able to commence work.
- If the sub-contractor's SWMS does not meet the required standard the sub-contractor will be advised in writing of the deficiencies that are to be addressed before the sub-contractor is able to commence work on site.
- Sub-contractor's compliance with their SWMS is to be monitored as part of the weekly site inspections and using SWMS Compliance Verification form (SSMP 039).



# 11. MANAGEMENT OF RISK OF FALLS

## 11.1. Purpose

The purpose of this Management of Risk of Falls procedure is to establish the minimum requirements for the management of risks associated with working at heights at CIP workplaces.

## 11.2. Scope

The scope of this Management of Risk of Falls procedure applies to all activities that involve working at heights where there is the risk of a worker or other person falling, being struck by falling objects from any height, where management can be used to minimise the risk of these activities.

## 11.3. Implementation

### 11.3.1. Classification of Fall Hazards

A fall hazard is a situation where a person is exposed to the risk of a fall from one level to another that is reasonably likely to cause injury. Fall hazards also include falling objects which have the potential to cause serious injuries.

Fall hazards are present where people are working:

- Off the ground (e.g. on roofs, platform ladders or work platforms);
- On the ground close to holes (e.g. excavations), edges or ledges (e.g. retaining walls);
- Openings through which people could fall (e.g. penetrations, skylights); or
- In areas where objects may fall from higher levels (e.g. roof-tops)

This Management of Risk of Falls procedure can be implemented to minimise the risk of injury and better manage the occurrence of incidents.

### 11.3.2. Hierarchy of Control

- Level 1: **Eliminate** the hazard by performing the work on the ground or on a solid construction
- Level 2: Use a passive **fall prevention device** (e.g. edge protection which prevent falls such as hand rails, safety mesh, etc.)
- Level 3: Use a **work positioning system** (e.g. which limits movements and therefore minimises access to areas where a fall can occur)
- Level 4: Use a **fall arrest system** (e.g. harness – which does not eliminate a fall – but prevents a person from falling to the ground). CIP's preference is to utilise Fall Restraint system rather than Fall Arrest system.
- Level 5: Use a **platform ladder**

**Note:** Step ladders and extensions ladders are only permitted for access and egress at CIP workplaces and not for conducting work.

## 11.4. References

- WHS Regulation section 54, 55, 78, 79 80.
- Code of Practice – Managing the risk of falls at workplaces
- AS/NZS 1576 Scaffolding series
- AS/NZS 1657 Fixed platforms, walkways, stairways and ladders—Design, construction and installation
- AS/NZS 1891.1 Industrial fall-arrest systems and devices—Harnesses and ancillary equipment



- AS/NZS 1891.2 supplement: 1-2001 Industrial fall-arrest systems and devices— Horizontal lifeline and rail systems—Prescribed configurations for horizontal lifelines (Supplement to AS/NZS 1891.2:2001)
- AS/NZS 1891.3 Industrial fall-arrest systems and devices—Fall-arrest devices
- AS/NZS 1891.4 Industrial fall-arrest systems and devices—Selection, use and maintenance
- AS/NZS 1892 Portable ladders series
- AS/NZS 4142.3 Fibre ropes—Man-made fibre rope for static life rescue lines
- AS/NZS 4389 Safety mesh
- AS/NZS 4488 Industrial rope access systems series
- AS/NZS 4488.2 Industrial rope access systems—Selection, use and maintenance
- AS/NZS 4576 Guidelines for scaffolding
- AS 2550.16 Cranes—Safe Use—Mast climbing work platforms.
- AS/NZS 4994 Temporary edge protection series

## 11.5. Procedure

### 11.5.1. Identification

The design of building and structures shall consider elimination of need for working at heights during construction, operation and maintenance phase of the project. Where possible, this shall be demonstrated in Design Risk Assessment. If it is not possible to eliminate the working at height risks at the design stage then these risks must be transferred into project Preliminary Risk Assessment and SWMS.

There are some working at heights tasks that have a greater inherent risk of serious injury if something was to go wrong. It is vital to inspect a workplace or site to identify factors that can be managed, eliminated or controlled to reduce the risk of falls. Key items to observe include:

- Surfaces:
  - the stability, fragility or brittleness
  - the potential to slip (e.g. wet, polished or glazed surfaces)
  - the safe transition of workers from one surface type to another
  - the strength or capability to support loads
  - the slope of surfaces (e.g. where they exceed 7 degrees)
- Levels – where levels change and workers may be exposed to a fall from one level to another
- Structures – the stability of temporary or permanent structures
- The ground conditions – the evenness and stability of the ground and its capability to safely support scaffolding or a work platform
- The working area
  - Where it is crowded or cluttered
  - The ease of entry and exit from the working area
- Edges – protection for open edges of floors, work platforms, walkways, walls or roofs
- Holes, openings or excavation – e.g. the need for guarding or blockage
- Hand grip – places where hand grip may be lost

If any of the above areas have issues where the risk of falls is increased, risk control measures must be implemented to rectify the issue.

Information and advice about fall hazards and risks from previous records of injuries and 'near-miss' incidents related to falls can be used to implement preventive action to reduce the risk of falls.

### 11.5.2. Risk Assessment

Where it is determined that work must occur at height, controls are to be determined to reduce the risk of falls prior to heights work proceeding. Risks associated with the working at height must be documented in Preliminary Risk Assessment and SWMS.

If there is a risk of fall greater than two (2) metres, then a Safe Work Method Statement (SWMS) must be completed, approved and adhered to by the workers carrying out the heights work.

Risks assessments will help to determine the consequences, the likelihood, the severity, any existing controls, the effective controls, all necessary actions to prevent injuries and the urgency of action needed for the management, control, prevention or elimination of falls.

When assessing risks arising from each fall hazard, it is important to consider:

- the design and layout of elevated work area (i.e. distance from the ground)
- the number and movement of all people in the working area
- the proximity of workers to unsafe areas where:
  - loads are placed on elevated working areas (e.g. loading decks)
  - work is carried out above people and there is a risk of falling objects
- the adequacy of lighting for clear vision
- the correct inspection and maintenance of plant and equipment (e.g. scaffolding)
- the alteration of the environment due to weather conditions (e.g. rain making it slippery)
- the suitability of footwear and clothing
- the suitability and condition of platform ladder (i.e. where and how they are being used)
- the adequacy and relevance of current knowledge and training (i.e. young, new or inexperienced workers may be unfamiliar with a task)
- the adequacy of procedures for all potential emergency situations

If a risk of falls is present in the working area, firstly, refer back to the hierarchy of control of risk of falls. Once control measures are in place, assessment of the effectiveness of these control measures should be carried out. All issues should be rectified and new or alternative control measures be introduced according to the conditions of the work environment.

### 11.5.3. Permits

Following CIP system requirements must be implemented as part of working at heights controls on construction sites:

- Scaffold Inspection Checklist (SSMP 027) is required to check the condition of the scaffolding if installed on site. This checklist is required to be completed on monthly basis.
- Hoist Inspection Checklist (SSMP 028) is required to check the condition of the hoist if installed on site.
- Pre Roof Access Checklist (SSMP 040) is required to ensure all necessary safety controls are in place before workers are allowed to work or material loaded on the roof.
- Roof Access Sign-in Register (SSMP 068) is used to record the details of personnel entering the roof area.
- Daily Roof Sign-off Checklist (SSMP 048) is used to record the safety condition of roof prior to end of day's work.
- Harness Register (SSMP 051) is used to record the inspection status of the harnesses used by the workers working at height. The harnesses and any other fall arrest equipment is required to be inspected prior to its use and every three months.

### 11.5.4. Signage

For work carried out at height that poses a risk of falling objects to people below, access around the area shall be restricted and if possible, reasonably barricaded. Any signage installed shall clearly state: "Keep Clear – Working at Heights. Beware of Falling Objects". All CIP sites require use of safety hard hats as part of mandatory PPE.

## 11.5.5. Work on the Ground or Solid Construction

### Ground

Eliminating the need to work at height is the most effective way of protecting workers from risk of falls. The following can be implemented to eliminate the risk of falls by working on the ground:

- Prefabricated/precast horizontal wall frames/panels which can be stood up
- the use of mechanical tarp spreaders to cover loads on trucks from the ground
- outlets, inlets and controls fitted near the ground on large tanks
- the use of tools with extendable handles (e.g. paint rollers)
- windows that are installed to pivot, enabling cleaning from a safe position inside a building
- the lowering of light or other ceiling fixtures to be cleaned

### Solid Construction

A solid construction shall be erected that is structurally capable of supporting workers, materials or other loads, has an even, accessible surface and gradient, has a safe means of entry and exit and is provided with barriers around its perimeter in areas where a person can fall through openings.

Risk of falls can be further reduced by covering holes, placing warning signage on hole covers, having guard rails, balustrades or other components as edge protection and designing barriers to withstand the force of someone falling against them.

The hand rails and safety mesh installed for roofing works must be installed and certified by competent person prior to allowing any workers to work on roofs.

## 11.5.6. Fall Prevention Devices

A fall prevention device is any equipment that is designed to prevent a fall for temporary work at heights, and once in place does not require further adjustment by workers using the device.

### Temporary Work Platforms

Temporary work platforms shall be used to provide a working area for the duration of the job and where permanent solid constructions cannot be erected. Use of EWP and scaffolding are the most common types of temporary work platforms used on CIP sites.

Examples of temporary work platforms include:

- work platforms that can be elevated viz. EWP;
- work boxes;
- portable or mobile fabricated platforms;
- scaffolds
- any other work platforms that provide a safe working area and are designed to prevent a fall

### Perimeter Guard Rails

Guard rails can be erected to provide effective fall prevention:

- at the edges of roofs
- at the edges of mezzanine floors, walkways, stairways, ramps and landings
- on top of plant and structures where access is required
- around openings in floor and roof structures
- at the edges of shafts, pits and other excavations

### Safety Mesh

- Safety mesh, once securely fixed, will help to prevent internal falls through a roof and can offer long-term protection for maintenance and repair staff.
- Installation of scaffolding, perimeter guard rails and safety mesh must be performed by trained and competent personnel. Following records will be maintained as part of the installation:

- Scaffolding – Handover Certificate issued for the installation and any alterations by competent scaffolder and 30 day inspection of the scaffolding to inspect the on-going integrity the scaffolding.
- Perimeter Guard Rails and Safety Mesh – Handover certificate issued by the roofer. SSMP 040 – CIP Pre Roof Access Checklist must be completed prior to allowing any workers on the roof and SSMP 048 Daily Roof Sign-off Checklist to be completed for ensuring on-going safety of working on roof.

### 11.5.7. Work Positioning Systems

A work positioning system involves the use of equipment that enables a person to work supported in a harness in tension in such a way that a fall is prevented. Work positioning systems require a high level of competency from the user.

The types of work-positioning systems that can be implemented include:

- industrial rope access systems, where workers can move between anchorage points to gain access to a work area
- restraint technique, where a worker's movements are physically restricted using a harness connected by a lanyard to an anchorage or horizontal life line

### 11.5.8. Fall-Arrest Systems

A fall arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. This system can be used only if higher controls cannot be used or are not effective in preventing a fall on their own.

The types of fall-arrest systems that can be implemented include:

- catch platforms, which are temporary platforms – usually attached to scaffolding – to catch a worker in the event of a fall
- industrial safety nets, where workers can have maximum freedom of movement
- individual fall arrest systems such as harness, static line, anchor points, etc.

CIP's policy is not to use catch platforms and industrial safety nets on construction sites. Individual safety harnesses with shock absorbers will be required when working on EWP/boom lift or any other areas as determined by SWMS/risk assessment.

Work positioning systems and fall arrest systems such as static lines, anchor points, etc. must be installed and tested by competent personnel. Static Lines and Anchor Points are not used by CIP workers during construction and are meant for ongoing operation and maintenance of the building. CIP's process is that all records of anchor point, static line, etc. installation and testing are sought from the subcontractor and maintained as part of the project documentation which, in conjunction with the applicable training, is to be handed over to the client at project completion. On-going maintenance, inspection and testing of work positioning systems is client's responsibility post-handover of the project.

CIP's preference is to utilise Fall Restraint system rather than Fall Arrest system.

### 11.5.9. Ladders

Ladders are primarily a means of access and egress. Many falls take place when people are working from ladders. Working on ladders is not permitted and alternate methods introduced where possible and appropriate. As an alternative, work platforms that can be elevated, scaffolding or platform ladder is preferable.

Where required, risk controls related to the use of ladders are included in the Preliminary Risk Assessment and SWMS.

Where ladders are to be used, the following requirements apply:

- a portable ladder must be:
  - Australian Standard compliant (AS 1892);
  - inspected regularly and before each use to ensure it is safe to be used;
  - included/reviewed in the risk assessment of the project/task;
- a worker or other person setting up a ladder must ensure that it is:
  - set up on a solid, stable and level surface;
  - secure to prevent slippage (e.g. secure top and bottom, on a “4:1 ratio” slope, stepladder spreaders locked in the fully open position)
  - extended at least one metre above, and with edge protection, at the stepping off point when accessing a work platform or roof;
  - away from traffic/access areas (e.g. driveways and doorways) unless appropriate protection/barricading is in place;
  - clear of power lines so that the worker or the ladder cannot make contact; and
  - away from the edge of an open floor/penetration;
- a worker or other person using a ladder must ensure that:
  - only one person is on the ladder at any given time;
  - materials or tools are not carried while climbing the ladder;
  - three points of contact are maintained and tools can be operated safely with one hand; and that
  - the user faces the ladder at all times, unless appropriate fall protection equipment is used in conjunction with the platform ladder

NOTE: A-frame and extension ladders are not permitted on CIP sites for working and are only to be used for access and egress.

#### 11.5.10. Risk Control

CIP, as far as is reasonably possible, shall eliminate or control hazards in the workplace in accordance with the hierarchy of control.

Specific control measures to relating to fall hazards are to be implemented as following:

- Ensure that any work that may involve a fall hazard is carried out on the ground or on a solid construction;
- If work cannot be carried out on the ground or on a solid construction, then the risk must be minimised by using a passive fall prevention device
- If a passive fall prevention device is ineffective at minimising the risk, then a work positioning system must be used.
- If a work positioning system is ineffective at minimising the risk, then a fall arrest system must be used.
- If none of the above methods are effective for minimising the risk, then the risk must be minimised by implementing the following risk control measures:
  - using a platform ladder;
  - an administrative control;
  - all other reasonable risk control measures

Risks associated with an object falling must be controlled by implementing one or more of the following control measures:

- provision of a safe means of raising and lowering plant, material and debris
- provision of a secure physical barrier to prevent objects falling freely from one level to another
- use of personal protective equipment (PPE)
- administrative controls
- other reasonably practicable risk control measures

All plant and equipment used when working at heights shall comply with current Australian Standards and must have the relevant Australian Standard clearly marked on it. Relevant equipment (such as a

safety harness) shall also be inspected prior to use to confirm it is in fit and proper condition and safe to use.

Consultation with the workers exposed to the working at height risks is necessary to ensure the most effective risk controls are developed and implemented.

#### 11.5.11. Emergency Response

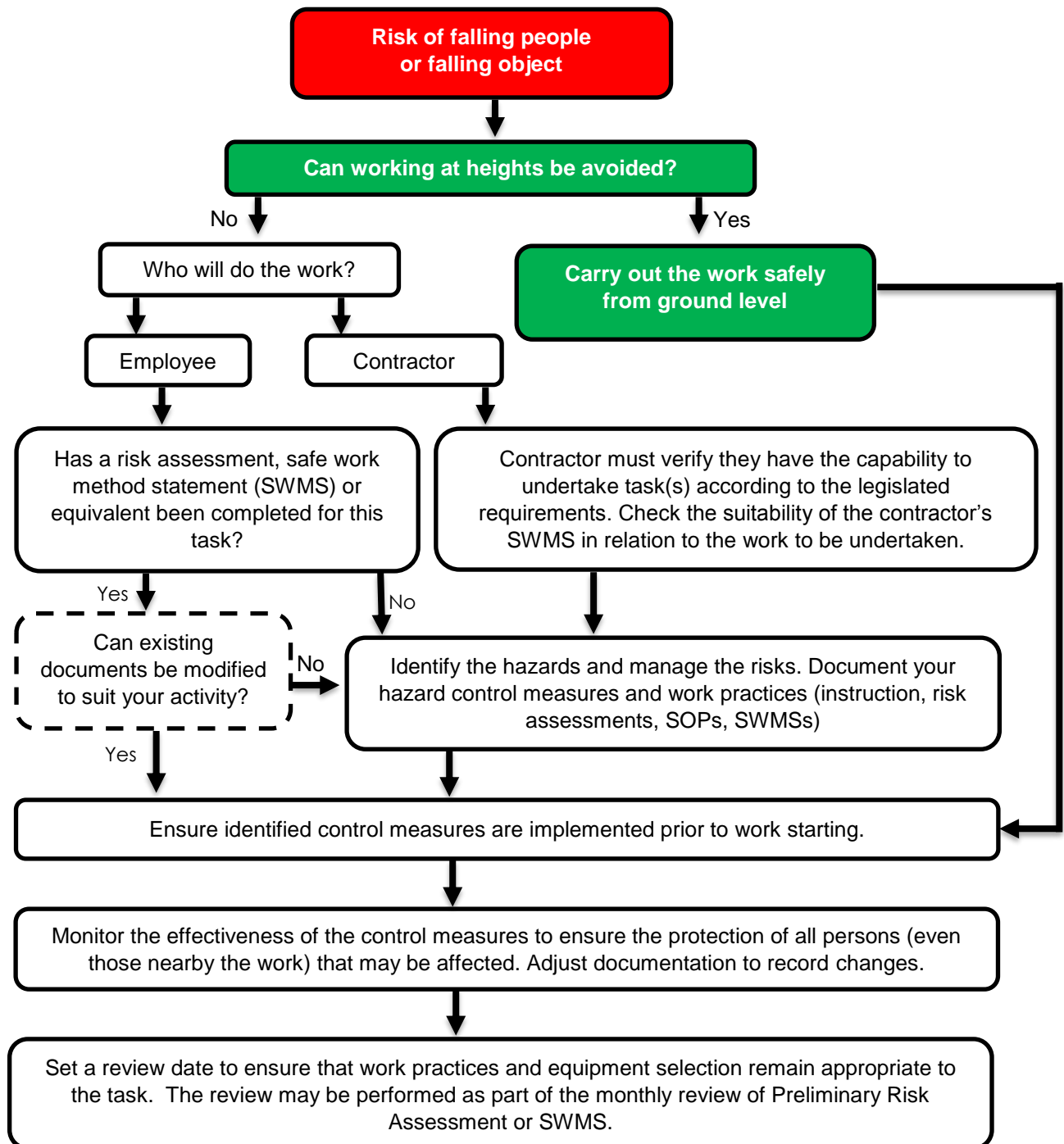
Appropriate emergency and rescue procedures and facilities must be established, provided and tested to address fall hazards, including:

- emergency procedures relating to the use of risk control measures; and
- procedures to rescue a worker who is exposed to a fall hazard and in need of emergency assistance

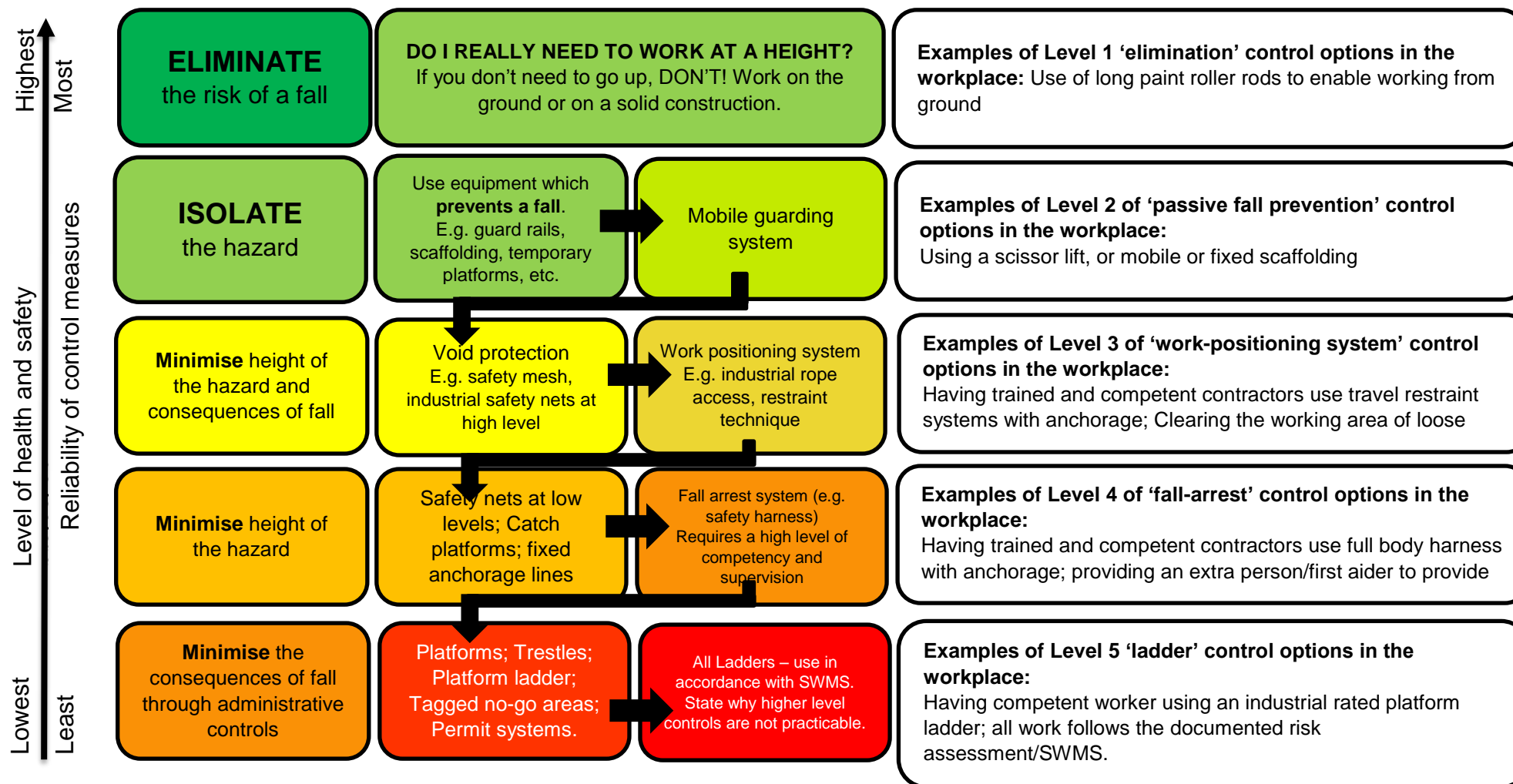
When establishing emergency procedures, the following shall be taken into account:

- the type of plant and equipment being used, particularly knuckle booms or work platforms that can be elevated;
- location of the work area;
- communication requirements;
- the type of rescue equipment available and capabilities of rescuers; and
- availability of local emergency services (if they are to be relied on for rescue)

### 11.5.12. Process for Managing Work at Heights



### 11.5.13. Selection of Equipment according to Control Hierarchy





## 12. PLANT AND EQUIPMENT SAFETY AND INSPECTIONS

### 12.1. Introduction

CIP is committed to ensuring that all personnel working on this site will be protected from any hazards arising from any plant and equipment as well as any hazards relating to the systems of work associated with the piece of plant or equipment.

All plant and equipment bought onto this CIP site must comply with all relevant WH&S legislation, Regulations, Codes of Practice and relevant Australian Standards.

The following procedures will ensure that accidents and incidents arising from the use of plant on this CIP site are minimized and that all personnel are trained in the safe use of plant.

### 12.2. Scope

The scope of this Plant & Equipment Safety and Inspection procedure covers any machinery, mobile plant, equipment (including scaffolding), or any component fitting or accessory of such machinery and equipment. It addresses the purchasing, operation, inspection and testing, and maintenance of plant and equipment.

For the purpose of this procedure, machinery, mobile plant, equipment includes that which is purchased, hired or leased.

### 12.3. Implementation

When plant and equipment is purchased, used or maintained at our site the following procedures must be followed.

#### 12.3.1. Purchase and Hiring of Plant

- Suppliers, hires and lessors of plant and equipment must provide technical specifications and a risk assessment to CIP when supplying plant and equipment to site.
- CIP will obtain from the suppliers and manufactures, at the time of purchase, safe operating procedures and/or operators manuals for all plant items and equipment purchased.
- Purchasing and hire specifications for plant and equipment shall include details such as type, load capacity, mode of operation, materials to be used and applicable Australian Standards.
- The purchased / hired plant or equipment shall be inspected prior to acceptance using the CIP's Certificate of Conformity (SSMP 011).
- A current logbook shall be supplied with each item of plant.

#### 12.3.2. Risk Assessment

- A risk assessment of all plant and equipment on site shall be carried out to identify the hazards involved, assess the risks and determine the means to control the risk.
- The risk assessment shall be document in a Safe Work Method Statement detailing the safe operation of the piece(s) of plant or equipment.
- A Plant Risk Assessment (SSMP-056) or equivalent is to be completed and submitted with all plant and equipment.
  - Installation and erection of the plant;
  - Commissioning of the plant;
  - The procedures, work instructions and work practices for the plant and equipment;
  - Expected competence of persons who would operate the plant and equipment;

- Foreseeable abnormal conditions, breakdown and emergencies;
- Maintenance, servicing and repair; and
- Inspection and cleaning.

### 12.3.3. Registration of Plant

- Registration of plant and equipment shall be in accordance with the relevant legislative requirements in each state.
- This may apply to registration of the design, or the particular plant itself.

### 12.3.4. Inspections and Maintenance

- All lifting equipment shall be regularly inspected, tested and maintained.
- Inspection and test sheets shall be prepared for each type of lifting equipment used.
- Qualified personnel shall maintain all plant and equipment on a regular basis. This shall include the mechanical, electrical and hydraulic systems.
- Operators shall carry out daily, pre-operation inspections on plant before work commences.
- All plant and equipment shall be the subject of regular inspections by qualified personnel, so that conditions, which may lead to failure, can be identified and rectified. Subcontractors shall keep records of these inspections and supply a copy to CIP upon request.
- Any equipment found during the inspection to present an unacceptable hazard to the environment, safety or health, shall be taken out of service immediately until the item is repaired or replaced.

### 12.3.5. Use of Plant

- All plant will be recorded in the plant and equipment will be recorded in the Plant Register (SSMP-024) prior to use on site.
- Daily start up Inspections shall be undertaken and recorded in the plant's logbook or on the Daily Plant Inspection Checklist (SMMP 012) or other relevant inspection sheet.
- All plant must be used at all times in accordance with manufacturer's instructions, the operator's manual. The Safe Work Method Statement covering its use on site.
- Persons operating such equipment shall ensure it is used in the correct manner and neither they nor others interfere with or misuse the equipment (e.g. by passing an interlock, defeating a guard, etc.).
- Where appropriate, hirer companies/subcontractors shall supply copies of specific work instructions, which cover the safe operation of plant and equipment. These instructions shall cover the following:
  - Normal operation;
  - Abnormal operation (e.g. Safe repairs, breakdown, etc.);
  - Emergency situations, including emergency stopping of the equipment; and
  - Shutdown and start-up of the equipment.
- If drilling, grinding or sanding, safety goggles are to be worn at all times.
- If using noisy plant, ensure ear muffs are worn at all times.
- Electrical plant must be operated at all times away from wet areas.
- Extension cords are not to be extended across passageways or areas where they can be cut or damaged.
- Any faults or problems with plant must be immediately notified to the Manager.
- A notice warning other employees of the fault must be affixed to plant immediately.
- Plant is not to be used until faults have been rectified.
- Plant and other equipment must be stored/used to prevent obstacles and tripping.
- If using crane on site, follow the Mobile Crane Safety Procedure and Crane Lift Plan. Refer to Mobile Crane Safety Procedure (C-S-MG-005) for more details.

### 12.3.6. Electrical Equipment

- A Licensed electrician is to ensure the electrical equipment is safe to use.
- All portable electrical equipment is to be tested and tagged as per each states legislated requirement.
- The testing and tagging of portable electrical equipment by subcontractors is to be placed on the Electrical Register (SSMP-025) and a copy held on site in the CIP's OHS file system.
- If using/testing electrical equipment on site, ensure the Electrical Management Procedure is referred to (C-S-MG-007).

### 12.3.7. Incidents and Equipment Failure

- All plant and equipment failures shall be treated as incidents and are to be full documented investigation.
- Only when the investigation has been completed and the appropriate repairs have been completed will the item of plant or equipment be allowed back in services.
- Records of such failures shall be kept, so that trends and common causes can be identified and preventative measures applied.

### 12.3.8. Training and Competency

- All operators of plant and equipment shall be trained in the safe use of the equipment with reference to relevant Safe Work Method Statements.
- Training shall place emphasis on the equipment capacity, type of loads to be carried and particularly the danger of overloading.
- Personnel operating industrial equipment shall also hold the appropriate certificate of competency in accordance with the National Guidelines for Occupational Health and Safety Competency Standards or verification of competency as per Legislative Requirements.
- All employees will be trained to use items of plant and equipment in accordance with the manufactures instructions and the Safe Work Method Statements.

## 13. MANAGEMENT OF HAZARDOUS SUBSTANCES & CHEMICALS

### 13.1. Introduction

CIP is committed to ensuring that all personnel working on this site will be protected from any hazards arising from any hazardous substances or chemicals well as any hazards relating to the systems of work associated with the use of such chemicals.

All chemicals bought onto this CIP site must comply with all relevant WHS legislation, Regulations, Codes of Practice and relevant Australian Standards. A current Material Safety Data Sheet must accompany any chemicals bought onto this site.

The following procedures will ensure that accidents and incidents arising from the use of chemicals on this CIP site are minimized and that all personnel are trained in the safe use of hazardous substances and chemicals.

### 13.2. Scope

The scope of this Management of Hazardous Substances and Chemicals Procedure covers all hazardous substances and chemicals to be used on the site.

It covers the requirements associated with the purchasing, safe handling, storage and use of hazardous substances and dangerous goods. It includes the use of labels and Material Safety Data Sheet's, provision of information and training to personnel, risk assessment and control, precautions for safe handling, storage and use, and access to information by interested parties.

### 13.3. Implementation

When hazardous substances, dangerous goods or chemicals purchased, used or stored at our site the following procedures must be followed:

#### 13.3.1. Purchase of Hazardous Substances and Dangerous Goods

- All hazardous substances and dangerous goods purchased for use by CIP personnel shall be labelled in accordance with the appropriate legislative requirements.
- Material Safety Data Sheets shall be provided for all chemicals purchased in commercial quantities.

#### 13.3.2. Hazardous Substances Register

- A register of hazardous substances, dangerous goods and other chemical on this site shall be compiled and kept up-to-date.
- The Register shall include product name, subcontractor using the hazardous substance, the quantity on site where it will be stored and a reference to the relevant MSDS and Safe Work Method Statement.
- The Hazardous Substance Register shall be kept up-to-date using Form SSMP 013.

#### 13.3.3. Hazard Identification and Risk Assessment

- The hazards associated with each hazardous substance, dangerous good or chemical used on site shall be identified and the associated risks shall be assessed using the Chemical Risk Assessment Form (SSMP 053).
- Measures to minimize the potential for adverse effect on the safety and health of personnel, or the environment shall be documented in a Safe Work Method Statement.

#### 13.3.4. Training

- The Safe Work Method Statement shall be used to train all personnel in the safe to use the hazardous substance, dangerous good or chemical.
- All employees who may be exposed to hazardous substances, dangerous goods or chemicals shall be adequately trained in at least the following:
  - Handling of Hazardous Substances
  - Limits of exposure
  - Personal Protective Equipment to be used
  - Symptoms of exposure
  - First aid and treatment for exposure

#### 13.3.5. Handling of Hazardous Materials

- Work Instructions (if appropriate, by means of SWMS and signs) shall be prepared and implemented, to cover at least the following:
  - Incompatibility of substances when mixed (e.g. mixing may result in a fire or an explosion)
  - Precautions when pouring, decanting or transferring substances
  - Steps to be taken in the event of a spill or exposure
  - Personal protective equipment to be used with certain substances
- Wherever possible, devices to ensure safe pouring of chemicals shall be utilized. Such devices shall bear the full weight of the container and allow safe control of the pouring operation, to avoid spills and splashes.
- In addition, mixing of substances (liquid with liquid, powder with powder, powder with liquid, etc.) shall be carried out, whenever possible, within an enclosed space (container or pipe), to prevent the release of fumes or dust.

#### 13.3.6. Storage and Transport

- Hazardous Substances storage containers (including gas cylinders) which are unsafe (e.g. damaged, leaking, etc.) shall be clearly marked as 'unsafe' to prevent them from being inadvertently used, until their disposal.
- Hazardous substances are to be stored in a safe manner with consideration of the possible dangers of mixing certain hazardous substances.
- All hazardous substances shall be stored in a cool well-ventilated area.
- Quantities of hazardous chemicals and flammable substances shall be monitored and appropriate measure taken for storage in accordance with the dangerous goods act. Quantities are to be kept to practical minimum to reduce risks on site. Bulk storage is to be discouraged. I.e. storage of Diesel – use of mini-tankers to be used instead of on site storage. Replace as used Oxy-acetylene bottles. Bulk storage of gases within the permanent tanks will be addressed 2 months prior to these being brought to site.

#### 13.3.7. Information to Interested Parties

Information related to hazardous substances or dangerous goods on site shall be given to emergency services and interested parties when the level exceeds the permissible level.

#### 13.3.8. Charging of Permanent Pipework

Prior to any charging of permanent pipework with any hazardous chemicals all pipework shall be identified by a label, sign or another way on or near the pipe work and all other safety requirements shall be in place.

## 14. FIRST AID

### 14.1. Introduction

The provision of appropriate first aid facilities and first aid treatment on a construction site is the responsibility of the Principal Contractor. Accordingly, CIP will assume the responsible for the provision of first aid on our sites.

First Aid provisions shall be set up in accordance with legislative requirements using the First Aid Assessment Form (SSMP 058) completed by qualified first aid officer and CIP will ensure that all first aid is administered by a qualified first aid officers.

### 14.2. Scope

The scope of this First Aid procedure covers all the requirements related to setting up, administering and recording first aid provided at this site. The site specific first aid requirements will be implementing and determined as part of the preliminary risk assessment process.

### 14.3. Implementation

#### 14.3.1. Provision of First Aid Facilities

- CIP shall provide a Type A first aid kit(s) for the site.
- First Aid signage must identify where the first aid kit is kept.
- The first aid kit must be clearly visible and identified by a white cross on a green background.
- The first aid kit must be accessible and not locked.
- The first aid kit shall contain a list of contents.
- Medication such as paracetamol, aspirin, etc. must not be included in the first aid kits because of their potential to cause adverse health effects in some people. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.
- The designated First Aid Officer(s) shall inspect the kit on a weekly basis using First Aid Kit Checklist (SSMP 063) and shall ensure it contains sufficient supplies. Any shortages are promptly refilled to ensure the first aid kits on site remain serviceable. Records of purchase of any first aid equipment for the project shall be maintained on site.

#### 14.3.2. Provision of First Aid Room

- First Aid room will be provided where there is in excess of 100 workers on site.
- The First Aid Room will be operated by personnel holding a current Occupational First Aid certificate.

#### 14.3.3. Designated First Aid Personnel

- CIP shall ensure that the Company provides trained First Aid Officers for the site.
- The designated First Aid Officers shall have current qualifications and a record of these shall be retained in at the first aid area and attached with induction records.
- The names of the First Aid Officers shall also be displayed on the OHS Notices Boards along with contact phone numbers.
- The role of the First Aid Officer(s) is to:
  - Provide appropriate and timely first aid to any ill, injured employee, contractor or visitor at the site;
  - Where necessary, refer the ill or injured work to medical practitioners;
  - Complete a record in the First Aid Register of all first aid provided on a case by case basis;

- Monitor the contents of the first aid kit and ensure replacement supplies are ordered; and
- Assist ill or injured worker to complete and Incident Report Form.

#### 14.3.4. Provision of First Aid

- First aid is to be administered as soon as practical following a non-medical injury on site.
- All attendances for First Aid must be recorded by the First Aid Officer using the Register of Injuries (SSMP 034).
- The first Aid Officer will determine if medical treatment is required and accordingly refer the injured person to a medical practitioner of the workers choice.

## 15. INCIDENT/ACCIDENT MANAGEMENT AND REPORTING

### 15.1. Introduction

The purpose of this Incident and Accident Management and Reporting procedure is to document CIP policies/ procedures and the attached flowchart for the management, reporting and investigation of all incidents, accidents and near misses that occur in all CIP workplaces. All incidents/accidents/near misses regardless of their nature or magnitude must be reported to CIP as soon as they occur.

### 15.2. Scope

The scope of this Incident and Accident Management and Investigation Procedure covers the requirements associated with the immediate action to be taken following the event, the reporting of the event as well as the investigation into the event and the determination of the corrective action to be taken.

The events to be managed and reported include:

Event Type	Description
Non-critical/minor Incident/Accident (non-reportable)	An event resulting into first aid treatment, minor spill, minor fire controlled by onsite fire equipment, etc.
Incident (reportable)	An event where damage occurs to plant and /or equipment and/or property which is likely to endanger the health and safety of anyone at the place of work.
Accident (reportable)	Where an undesired event results in personal injury resulting in a lost time injury.
Near Miss (reportable)	An event where no damage occurs but the potential for personal injury is apparent.
Critical/incident	Fatality, plant failure/roll over, gas explosion, structure collapse, uncontrolled discharge of hazardous substance/dangerous goods, fall from height, etc.

### 15.3. Implementation

#### 15.3.1. Management of Non-critical/Minor Incidents and Accidents in Workplaces

CIP shall ensure that all non-critical/minor incidents and accidents are managed and reported as per following procedure:

- Whenever minor incident or accident occurs, contact the first aider, emergency response coordinator or relevant CIP manager and follow their instructions.
- Administer first aid or use emergency equipment such as fire extinguisher, spill kit, etc. to immediately treat the incident.
- Report and complete the Register of Injuries using Form SSMP 034.
- Complete Incident Report Form (SSMP 015) and submit to the National Safety Manager.



- The National Safety Manager will determine any need for further investigation, lessons learnt or corrective actions with regards to minor/non-critical incidents/accidents.
- Incident investigation will only be undertaken by personnel who are trained in the requirements of this procedure. The training requirement for those involved in the incident investigation will be identified in CIP's Training Needs Analysis. Training records for those trained in incident investigation will be maintained on their personal files and in the Competency & Training Matrix. Incidents are discussed at the OHS committee meetings, team meetings and IMS management review meetings.

### 15.3.2. Management of Incidents, Accidents and Near Misses in Workplaces

#### i. Immediate Action

- Whenever an Incident/Accident/Near Miss occurs, appropriate and immediate action must be taken to:
  - Initiate an Emergency Response if required (ambulance, fire) in accordance with the site emergency response procedures.
  - CIP representative shall have the authority to suspend work in the area where the incident/accident has occurred or suspend similar work until an investigation into the causes of the incident/accident has been completed.
  - Secure the health and safety of personnel
  - Mitigate the risk to personnel
  - Render first aid as appropriate
  - Secure the area where the incident / accident /near miss or serious occurrence occurred
  - The incident scene and any evidence must not be disturbed until all clear is given by the National Safety Manager or Construction Managers following instructions from the law enforcement authorities and or statutory authorities.
  - Notify the relevant Manager and National Safety Manager and Construction Managers.
  - Report the incident as soon as soon as possible.
  - In some instances, incidents may have to be reported to the client, utility asset owners or neighbors to minimize impact on them.

#### ii. Reporting the Incident/Accident Or Near Miss

- The person directly involved in the incident / accident or Near Miss or that person's immediate supervisor shall complete the Register of Injuries using Form SSMP 034.
- Serious incidents/accidents or near misses should be immediately reported to the OHS Manager, and Directors.
- When a person reports for first aid following an accident the details of treatment shall be recorded by the First Aider in the Register of Injuries (SSMP 034) and an Incident Report (SSMP015) shall also be completed.
- In some instances OHS Statutory Authorities may need to be notified. The national Safety Manager will notify the relevant Statutory Authority and other interested parties in the prescribed format.
- Following incident involving CIP employee, CIP will ensure that necessary post incident counselling and return to work arrangements are made for the affected employees to assist them with speedy recovery.
- Subcontractors will be responsible for the safety and welfare of their own workers and wherever possible, CIP will assist the subcontractors affected by the serious incident with quick recovery.

#### iii. Incident Investigation

- Any reported loss time injury /accident or near miss must be investigated to identify the cause and to prevent a reoccurrence.
- Any incident/injury, accident or near miss that is reportable to the OHS Statutory Authority must also be investigated to identify the causes and to take appropriate corrective and preventive action. Incident investigation will only be undertaken by personnel who are trained in the requirements of this procedure. The training requirements for those involved in the incident investigation will be identified in CIP's Training Needs Analysis. Training records for

those trained in incident investigation will be maintained on their personal files and the Competency & Training Matrix.

- The National Safety Manager (or nominated personnel) along with an employee(s) representative will carry out the investigation within 24 hours of the incident / accident or near miss. In some instances, CIP may engage an external investigator or specialist consultant depending on the nature of the incident to assist with the investigation. The National Safety Manager or its delegate will be responsible for the management of incidents/accidents or near miss.
- The investigation report will be completed using the Major Incident Investigation Form SSMP 016 and the Major Accident Investigation Checklist SSMP 017.
- The report will be sent to the CEO and Deputy CEO within 24 hours of the investigation being completed.
- In conducting the investigation the following aspects need to be examined and appropriate evidence collected to support the finding of the investigation. Refer Major Incident report Checklist SSMP 017:
  - First Aid Report
  - Current Site Specific Induction record
  - Content of Site Specific Induction
  - Safe Work Method Statement (SWMS) for the activity being undertaken
  - Record of Toolbox talk for the specific activity / SWMS for the work being undertaken
  - Is there a SWMS which covers the activity being undertaken?
  - Is the SWMS adequate – did it identify all the possible hazards and did it propose suitable control measures?
  - Was the SWMS properly implemented?
  - Was the SWMS being followed at the time of the incident / accident?
  - Were the workers inducted into the SWMS?
  - Is there proof of consultation – e.g. signed off SWMS?
  - Copy of relevant Certificates of Competence
  - Copy of General OHS Training for Construction Certificates
  - Copy of consultation / toolbox talks prior to and relating to the incident
  - Copy of consultation / toolbox talk initiated as a result of the incident
  - Evidence of what remedial action has been taken
  - Copies of all inspection and/or test records for any plant or equipment being used to carry out the work activity
  - Copies of Material Safety Data Sheets (MSDS) relevant to the work activity being undertaken
  - Copies of any photos relating the incident
  - Plans or diagrams relevant to the incident
  - Copies of any correspondence to employees / sub-contractors in relation to the incident.
  - Copies of any Work Health and safety committee inspections prior to or after the incident
  - Copies of any Work cover notices
  - Copy of Certificate of currency for Workers Compensation for the sub-contractor concerned
  - Copies of any witness statements given

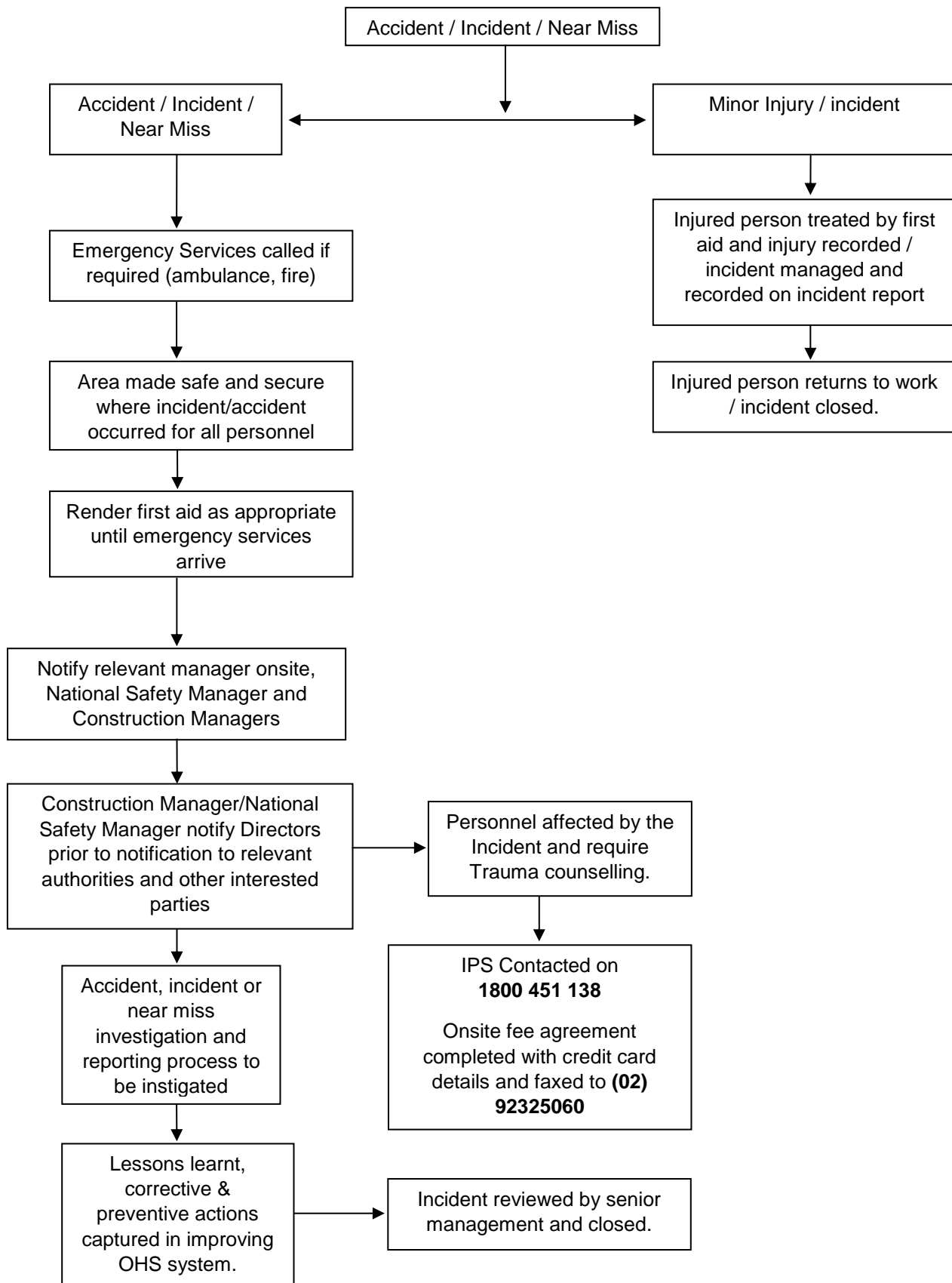
iv. **Corrective Action & Preventive Action**

- The scope and impact of the corrective actions to be taken shall be appropriate to the scale and potential harm resulting from the incident/ accident or near miss.
- The corrective actions are to be immediately implemented.
- If it is not possible to immediately implement the agreed corrective action, steps must be taken to put interim risk control measures in place.
- Where appropriate, preventive actions shall be implemented where there is potential for similar incidents to occur.
- Effectiveness of corrective and preventive actions shall be assessed through periodic OHS inspections and audits.
- Any lessons learnt from the incident investigation shall be communicated by the National Safety Manager to all relevant work-sites and personnel through Safety Alerts or similar

means. This information shall be displayed on the OHS Notice Boards and tool boxed to the workers.

- Where required, review of relevant risk assessments and OHS system requirements is conducted to ensure ongoing implementation of the lessons learnt/corrective & preventive actions.
- Details of incidents and any trends are reported as part of regular project OHS reports, IMS Safety Dashboard and IMS Review Reports.
- Incidents are also discussed as part of the OHS committee meetings.
- Senior management review of the incidents and outcomes of any incident investigations is conducted as part of the regular team meetings and IMS Committee Review Meetings.
- CIP will ensure that the project emergency management covers scenarios related to serious incidents so that employees and workers are trained in the appropriate response procedures.

## INCIDENT, ACCIDENT AND NEAR MISS MANAGEMENT FLOW CHART



### 15.3.3. Management of Critical Incidents in Workplaces

A critical incident is a significant unexpected disruptive event that affects an organisation's personnel, facilities, information systems or critical records which in turn creates uncertainty and may dramatically impact profitability, reputation or ability to operate normally if not handled in an appropriate manner. The event could be large or small in nature, internal or external to the organisation and could be a natural disaster or human in origin. In addition, often stimulates extensive news and media coverage. Public scrutiny resulting from the disruption/event will affect the organisation's normal operations and could also have a legal, financial, political and governmental impact on its business. There might be an impact on the stakeholders, penalties for legal non-compliance with potential for legal action.

The relative importance of the critical incident may vary based on the situation encountered and significance to the company. A critical incident declaration should be based on the anticipated length of the disruption and the projected impact of the incident on the business units involved. Appropriate incident response in case of critical/major incidents is key for the ongoing business continuity.

Only the Construction Managers and/or the National Safety Manager are authorised to declare a critical incident in the event of an incident considering its type and impact in accordance with this procedure. Typical questions/situations which may lead to critical incident are:

- Has there been loss of life?
- Has or is there expected to be a loss of business or revenue?
- Have critical applications or information been lost or compromised?
- Are critical employees unable to perform their functions?
- Is it expected that financial positions will be threatened?
- Have services to clients been lost or jeopardized?
- Have critical communications been lost or compromised?
- Have physical facilities been lost or has access been prevented?
- Has security been lost or jeopardized?
- Are legal liabilities present?

Some of the examples of critical incidents include:

- Single or multiple fatalities
- Major fire on site resulting into serious loss of property and multiple injuries
- Major structural and crane collapse
- Personnel trapped in and or under rolled over plant and equipment
- Senior company executive/s involved in an air crash
- Mass and uncontrolled release of hazardous substance from CIP site with actual or potential impact on the community e.g. Ammonia gas leak
- Natural Disaster
- Terrorist threat (within or outside Australia)

Each critical incident is unique so the aim of this procedure is to provide a general framework to be followed within CIP for each critical incident when it occurs.

#### **Key Responsibilities of the Critical Incident Management Team (CIMT)**

- Once the CIMT is convened it will assume the responsibility for the response and recovery of the Critical Incident.
- Co-ordinate Emergency Evacuation Procedures (if required).
- Liaise with emergency services and personnel to ensure effective ongoing management of the Critical Incident and post recovery.
- Notify relevant emergency contacts for staff or workers involved in the incident and provide appropriate support.
- Co-ordinate appropriate counselling and support services for staff/workers involved in the Critical Incident.

- Manage communication both internally to staff/workers and externally through media statements and releases.
- Once the incident has moved from critical to recovery stage the CIMT will arrange a debrief meeting and complete SSMP 065 Critical Incident Debriefing Report.
- Manage recommendations/actions arising from debriefing for the management of such incidents in future as appropriate.
- Implement an ongoing plan of support to ensure follow up concerning the well-being of the victims involved in the incident as per Section 11 of Corporate OHSMS.
- Ensure that CIP complies with any additional legislative reporting requirements that may arise from the incident.
- Ensure that the Preliminary Risk Assessment is updated, as appropriate.

### **CIMT – Roles and Responsibilities**

- The CEO will:
  - Have overall responsibility for the management of Critical Incident to ensure ongoing continuity of business.
  - Liaise with the media, CIP Board of Directors, client and any other public authorities in the event of Critical Incident.
  - Seek any necessary legal and specialist advice as required in the management of Critical Incident.
  - Approve the resource requirements including financial resources required for the management of Critical Incident.
- The Deputy CEO will:
  - Assume the responsibilities of the CEO in his absence.
- The Construction Manager/s will:
  - Act as the Critical Incident Director and manage the functions of the CIMT.
  - Ensure that the requirements of this procedure are effectively implemented in the event of Critical Incident
  - Ensure necessary Critical Incident resources are made available.
  - Chair the Critical Incident debriefing meeting with the CIMT and ensure any actions arising from the debriefing are implemented in timely manner.
  - Assume the responsibilities of National Safety Manager in his absence.
- National Safety Manager will:
  - Act as Critical Incident Director in absence of the Construction Manager
  - Liaise with the emergency services and regulatory authorities
  - Arrange the return to work and counselling services in the event for the affected staff.
  - Ensure investigation of critical incident and implementation of actions resulting from the investigation.
- Other Directors will assume the responsibilities of the CEO, Deputy CEO and Construction Manager/s or as delegated in their absence.
- The Emergency Response Team (ERT) will have the immediate responsibility for controlling the situation on site and liaising with emergency services. The ERT will:
  - Attend the location, assess the situation and report the incident to National Safety Manager and Construction Manager's who will immediately notify the CEO/Deputy CEO.
  - Remain at the location until directed by the Construction Manager to leave.
  - Offer immediate assistance to persons involved in the incident.
  - Liaise with emergency services and ensure access for emergency services.
  - Document details of the incident in the Incident Report (SSMP 015) and provide report to the CIMT.
  - Initiate the site emergency procedures as described in Section 5 of project SMP.
  - Implement actions as directed by the CIMT.

## Coordination of a Critical Incident

- The Critical Incident Management Team (CIMT) will be formed in the event of a Critical Incident. The CIMT will have responsibility for management of the Critical Incident until normal operations have resumed.
- The Director (Construction) will take the role of Critical Incident Director (CID) and form the CIMT. The CIMT is incident-specific and formed each time a new Critical Incident occurs. Membership of the CIMT may vary depending upon the nature of the Critical Incident as determined by the CID.
- The National Safety Manager will assume the role of CID in absence of the Construction Manager unless the role is otherwise appointed by the CEO/Deputy CEO.
- Specialist support personnel may be required within the CIMT to provide expertise relating to any specific areas for any major foreseeable risks to CIP's business e.g. hygienist, structural engineer, external incident investigators, legal experts, etc.

## Initial Response to a Critical Incident

- After being notified of the Critical Incident, the CID will immediately arrange for the CIMT to meet at the Command Centre or other venue deemed suitable by the CID.
- The CID will ensure that:
  - Emergency services have been contacted (if required) as soon as it is possible to do so.
  - Injured and / or traumatised staff and workers are provided with an appropriate emergency response.
  - CEO and Deputy CEO have been informed of the Critical Incident.
  - CIMT has arranged support for staff and workers in the event an incident is continuing.
  - Any physical resources and specialist support has been arranged.
- The CIMT will gather and verify information on a Critical Incident and should identify response to the following:
  - Immediate action should be taken to reduce the significance of the Critical Incident
  - The current needs of the staff/workers involved or affected
  - Resources that may be required to address the incident
  - Any other risk factors
  - Agencies (regulators, insurers, etc.) that need to be notified
  - Any other CIP staff that need to be contacted
  - In case of a human incident, contact with the next of kin (generally by Police)
  - Managing media/publicity
  - Identification of staff and workers most closely involved and therefore most at risk e.g. those involved can include co-workers/friends/family, others who have experienced similar trauma.
  - Provision of a quiet area for the use of victims and/or their families (area should be protected from intrusion by anyone not immediately affected in the incident)
  - Arranging a time and place for an initial group/individual debriefing session
  - Plan for ongoing feedback and regular meetings so that the CIMT members are continually informed and working together.
  - Arrangements for visits to/from the victim's family
  - Any immediate financial assistance available for families of victim
  - Arrangements concerning the victim's personal items
  - Liaison with emergency services
  - Any legal issues including legal assistance

## Monitoring the Response to a Critical Incident

The CIMT will monitor the responses and liaise with appropriate areas to:

- Ensure access to factual information for all those affected by the incident
- Assess the need for any additional counselling by consulting with the CEO/Deputy CEO and where appropriate maintaining contact with those affected by the incident
- Assess the need for any additional support from outside agencies or services
- Assess the need for and organise debriefing sessions for those involved in the incident including if appropriate with the other CIP employees.



- CIMT debriefing.

### **Completion of Critical Incident Response**

When the CID considers that the response to the Critical Incident is complete then the National Safety Manager will arrange the incident investigation process. The investigation will follow the process defined in the Incident/Accident Management & Reporting Section of this Plan.

### **Critical Incident Resources**

- Command Centre: The normal command centre for coordinating the Critical Incident will be based at CIP's Sydney Office, NSW. Alternate venues for command centres are CIP's Melbourne, VIC or Brisbane, QLD Offices.
- Communication Tools will include teleconference facilities, mobiles, etc.
- Specialised / Emergency Services resources will be determined by the CIMT as part of the initial response.
- Financial resources will be determined by the CIMT as part of the initial response.
- Plant, equipment and materials required for the Critical Incident will be determined by the CIMT as part of the initial response.

### **Communication Protocols**

All communication during Critical Incident will be co-ordinated through the CIMT. A record of diary notes will be maintained by the CID documenting the date, time, person, matters discussed and any actions/agreements/directions issued.

### **Media Response**

Only the CEO and Deputy CEO are authorised to communicate with the media and issue any statements in relation to Critical Incident. Anyone providing any information to media or public without permission from the CEO/Deputy CEO will face disciplinary action as per CIP company policies.

The CEO/Deputy CEO may choose to seek legal advice prior to communicating with the media. A record of any media communication and any statements will be maintained by the CEO/Deputy CEO.

### **Recovery and Post-Incident Response**

- Resuming normal operations - Once the CIMT has confirmed that the incident response is complete and prior to resuming normal operations, ERT will conduct inspection of site to ensure all safety controls are re-instated.
- Employee Assistance/Counselling – Any need for employee assistance / counselling will be assessed by the National Safety Manager and arrangements will be made for provision of those services. The effectiveness of counselling services will be monitored as part of the return to work program developed for the victims.
- Any return to work program for the Critical Incident victims will be managed by the National OHS Manager. Ongoing monitoring and implementation of return to work program will be managed by the line manager and National Safety Manager.

### **Training**

Members of the CIMT will be trained in the requirements of this procedure. A critical incident management drill will be held at least annually based on a scenario selected by the National Safety Manager to assess the adequacy and effectiveness of this procedure. The record of drill and any actions arising out of the drill will be maintained in SSMP 065 Critical Incident Debriefing Report.

#### **15.3.4. Records**

- SSMP-015 Incident Report
- SSMP-016 Major Incident & Investigation Form
- SSMP-017 Major Investigation Checklist
- SSMP-065 Critical Incident Debriefing Report



## 16. SITE INSPECTIONS, MONITORING & AUDITING

### 16.1. Introduction

Because CIP has a responsibility to be aware of all potential hazards on site, a procedure for planning and conducting site inspections and monitoring the overall safety performance of the site must be in place so that hazards can be identified and immediate action taken to rectify the problem.

CIP will ensure that all areas, functions and work processes on this site which may impact on the health and safety of personnel and /or the environment are monitored to ensure that they are being conducted in line with CIP's standards and procedures.

### 16.2. Scope

This Site Inspection and Monitoring Procedure cover all requirements associated with regular site safety inspections and internal audits of all OHS procedures. It also covers the procedures associated with the issuing of Safety Improvement Notices for significant a non-conformance with WHS standards or procedures.

### 16.3. Implementation

#### 16.3.1. Site Safety Inspections

The Project Manager, Site Manager, Health and Safety Representative and area supervisors shall conduct regular informal safety inspections as part of carrying out their normal duties.

The Site Manager in conjunction with an employee representative(s) from the site H&S Committee, shall conduct a weekly site inspection using the Site H&S Inspection (SSMP 020).

The Site Manager/Supervisor will carry out weekly site safety review using the Site Managers/Supervisors Weekly Project Review (SSMP 038).

If an unsafe work practice is identified the Site Manager shall take appropriate action to stop work until the risk is rectified.

The Site Manager shall ensure that all items raised on the site inspection are rectified and closed out within the designated timeframe.

The site inspection report shall be filed in the Site Inspection folder.

An important part of the site safety inspection is the random reviews of sub-contractors compliance with their Safe Work Method Statement. This will also be carried out using SWMS Compliance Verification (SSMP 039)

If a serious unsafe act is identified during the site inspection the Site Foreman or Health and Safety Committee Representative shall report the unsafe act to the relevant supervisor so that immediate action can be taken to stop work or remove personnel from the area until the area can be made safe.

The Site Manager will ensure following registers and reports will be completed weekly in addition to the inspections listed below:

- Evacuation Test Register (SSMP 026)
- Air Conditioning Register (SSMP 030)
- Fire Protection Register (SSMP 031)
- Site Security Inspection (SSMP 032)

### 16.3.2. Safety Improvement Notices

A Safety Improvement Notice (Form SSMP 018) is to be used to record all significant breaches of safety standards. If a significant breach of safety standards is identified during the weekly site inspection, or by the Site Manager, Site Manager or Safety Manager during their daily informal inspection, then a Safety Improvement Notice shall be issued to the sub-contractor concerned.

The original signed Safety Improvement Notice (SIN) is to be maintained on site in the Site Inspection file and a copy issued to the person committing the breach. If the breach is by a worker then a copy of the SIN shall be given to the relevant supervisor.

If a breach involves a supervisor then a copy of the SIN is to be given to the Sub-contractor.

If the breach involves a Contractor then a copy of the SIN is to be given to the Site Manager.

The resultant Safety Improvement Notice must be actioned within a reasonable timeframe depending on the seriousness of the breach.

Information regarding the steps taken to rectify the situation provided to the person issuing the SIN.

The person issuing the SIN shall follow up the breach to ensure that appropriate corrective action has been taken.

### 16.3.3. Project Managers Monthly Review

The Project Manager will carry out a review of the OHS performance of the site on a monthly basis to ensure that he/she is satisfied that all CIP's OHS Management systems are in place and being followed.

The monthly review will be carried out using the Project Managers Monthly Review (SSMP 021).

If the Project Manager discovers a failure in CIP's OHS Management System, he/she will take appropriate action to rectify the failure.

### 16.3.4. Audits

Where applicable, a formal audit review will be carried out on all Projects on a monthly basis to examine the site's systems, procedures, information and facilities and to verify their compliance against a defined set of criteria (SSMP-044).

The audit will examine the Project's Site Safety Management Plan, including reviewing:

- OHS documentation and records
- Implementation of the system via a workplace inspection.
- discussion with site personnel

Audits will be conducted by the National Safety Manager.

Non-conformances will be raised for any breach of CIP's policies or for failing to comply with current legislation.

### 16.3.5. Management of corrective actions

Any corrective actions reported during workplace inspections, incident investigations and audits are to be managed in accordance with the IMS Procedure – Nonconformity, Corrective and Preventive Actions. Corrective/preventive actions will be recorded in the respective workplace inspection, incident investigation and audit checklists with clear assignment of responsibility, target date, completion date and status of close-out of actions. Effectiveness of corrective/preventive actions will be verified during monthly Project Audit Reviews by National Safety Manager and reported in monthly OHS reports and quarterly IMS Reports.

# 17. OHS CONSULTATION, COMMITTEES AND REPRESENTATIVES

## 17.1. Introduction

The purpose of this procedure is to:

- Outline the function, role and composition of H&S committees;
- Describe the procedures for electing H&S Representatives;
- Outline the function and role of H&S Representatives; and
- Describe other methods of consulting with the workforce.

## 17.2. Scope

The scope of this document covers the procedures used to establish and manage H&S committees and the procedures for electing and utilising Health and Safety Representatives.

In addition this procedure also describes the use of toolbox talks and the function of OHS Noticeboards in communicating.\

## 17.3. Implementation

### 17.3.1. Agreed Consultative Arrangements

CIP and our employees have agreed that the preferred means of consulting the workforce on WH&S issues is via an H&S committees comprising elected employee representatives and appointed employer representatives.

If however, the number of full time equivalent personnel on a site is less than 20, elected Health and Safety Representatives will be used to consult with the workforce.

CIP will ensure that CIP and all Subcontractors conduct a tool box meetings talk with all employees and a weekly contractor coordination meeting. This is an additional means of consultation and communication of all relevant OH&S matters.

### 17.3.2. H&S Committees

#### **Committee Establishment**

An H&S committee shall be established at all CIP workplaces where 20 or more full time equivalent persons are working on site.

#### **Committee Membership**

The membership of the committee shall be agreed upon and documented by the committee in their constitution (Refer Proforma as guidance SSMP 041).

Each employee representatives shall be elected to represent a discreet workgroup(s) at the workplace.

Employee representatives on the Committee will include representatives of the major contractors on site.

Each employee representative shall be nominated and elected by the workgroup(s) they represent.

Membership of the committee shall comprise equal or greater number of employee representatives to employer representatives.

The Site Manager (Line Manager) on the committee must have the authority to make decisions on OHS issues at the place of work they represent.

### **Training of Committee Members**

All H&S committee members, (including management representative), shall attend an approved OH&S committee training course, in line with state legislation.

If such training is not defined by state legislation, an accredited course will be agreed by the committee.

Chairpersons should attend chairpersons training, where available.

### **Functions of the Committee**

The functions of an H&S committee are to:

Promote OH&S awareness to all employees.

Be actively involved in the risk management process at the place of work.

Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work including:

- Review OHS Issues reported by employees or raised in WHS inspections. Review the investigation of serious accidents. (Review incident reports, injury trends and statistics.
- Conduct risk assessments of existing, new or modified plant, equipment, substances and processes. Review new and existing Standard Operating Procedures and/or Standard Work Procedures.
- Prepare and monitor an annual Workplace Inspection Plan i.e. areas to be inspected, persons to do the inspection, and dates for the inspections. Investigate any matter that may arise that may be a risk to the health and safety at the place of work.
- Attempt to resolve any OHS matter, but if unable to do so, to request the investigation by an inspector for that purpose.
- Review the return the work programs impact on other employees.
- Produce OHS committee minutes.

### **Committee Operations**

Committee meetings must be held at intervals not greater than every two months.

Ad-hoc committee meetings will be called, as & if necessary, to address immediate or serious issues.

The chairperson of the committee shall be an employee representative elected by the committee.

The line management representative (Site Manager) on the committee shall facilitate the committee's decision making process in a way that ensures the timely resolution of each OHS issue.

Each employee representative on the committee shall be given adequate time to consult with their workgroup, to canvas OHS issues and to undertake other activities as determined by the committee.

### **Committee Minutes**

Minutes will be taken in the prescribed format (SSMP 042). They shall include:

- Action to be taken
- Person the issue was raised by
- Date raised
- Person responsible for the action
- Date by which the corrective action will be completed
- The Corrective Action Request No (CAR) if one is raised
- Date the minutes were issued

Copies of minutes must be distributed within 1 week of a meeting, to:

- Committee members;
- Site OHS notice boards;
- Line managers; and
- Health and Safety Representative/s.

### **HSR Representatives**

Where the number of full time equivalent personnel on site or at a workplace is less than 20, Health and Safety Representatives CIP will be elected to represent each workgroup.

On a construction site a Health and Safety Representative will be elected as well as a Health and Safety representative to represent Subcontractor employees.

Health and Safety Representative must be employees and must be able to advocate for and communicate with the workgroup they represent

### **Training of Health And Safety Representative/s**

All Health and Safety Representatives shall attend an H&S committee training course, in line with the State's legislation.

If such training is not defined by State legislation, an accredited course will be agreed by the Representative and his/her Supervisor.

### **Functions of the Health and Safety Representative/s**

For all intents and purposes the functions of Health and Safety Representative are the same as that of an H&S Committee, except the Health and Safety Representative can only represent their specific workgroup.

### **Health and Safety Representative Operations**

Meetings between the Project Manager/Supervisor must be held at intervals not greater than every two months.

Ad-hoc meetings will be called, as & if necessary, to address immediate or serious issues.

Minutes of such meetings should be kept in the form as prescribed in SSMP 042.

## 18. OCCUPATIONAL HEALTH AND SAFETY ISSUE RESOLUTION

### 18.1. Purpose

The purpose of this OH&S Issue Resolution procedure is to:

- achieve the most speedy and effective resolution of all OH&S issues as they arise; and
- outline the procedures for resolving OH&S issues.

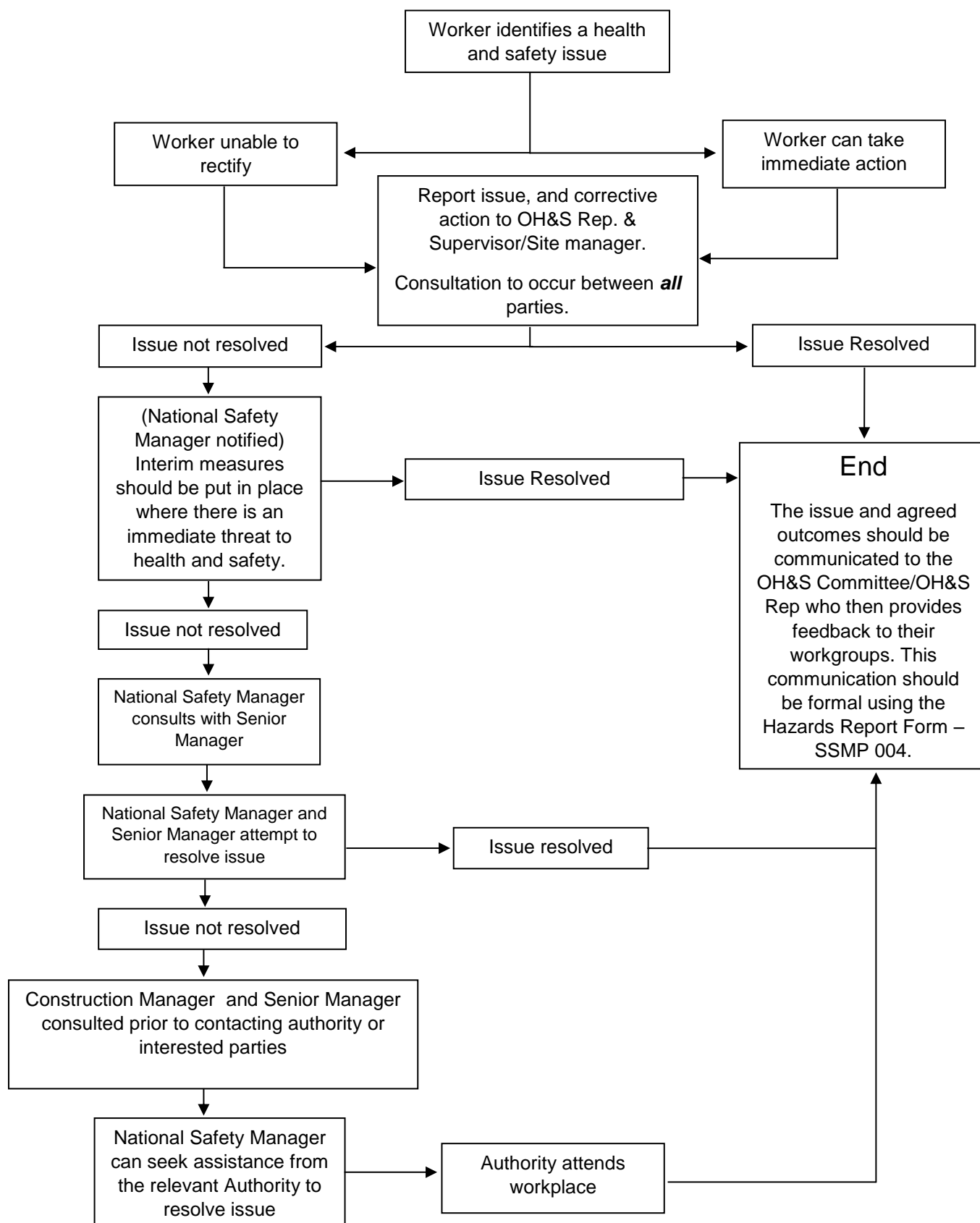
### 18.2. Scope

The scope of this document covers the procedures used for the speedy and effective resolution of all health and safety issues.

### 18.3. Implementation

- CIP is committed to the speedy and effective resolution of all health and safety issues as and when they arise.
- It is the responsibility of all levels of management within CIP to resolve OH&S issues at their workplace or with their workgroup.
- In the first instance an OH&S issues should be resolved locally between the workers concerned and their leading hand or supervisor.
- If it is not possible to resolve the issue locally the matter shall be dealt with in accordance with the procedure detailed in the OH&S Issue Resolution Flowchart on the following page.
- The Flowchart Procedure shall be communicated with all workers at the project induction, toolbox talks meetings, etc.
- The OH&S Issue Resolution Flowchart shall be displayed on the OH&S notice board and at prominent locations around the site for reference.

## OH&S ISSUE RESOLUTION PROCEDURE FLOW CHART



## 19. OCCUPATIONAL HEALTH & SAFETY AND INJURY MANAGEMENT REPORTING

### 19.1. Introduction

CIP will ensure that all occupational health and safety and injury management records are produced, controlled and maintained to provide object evidence that the Site Work Health and Safety Management System is being managed and maintain in accordance with the standards establish in each section of this Site Safety Management Plan.

### 19.2. Scope

This Occupational Health and Safety and Injury Management Reporting procedure covers the production, control and maintenance of all records to be kept on a construction site. Such records are to include:

- Induction records
- Training and skills records
- Risk Assessments
- Safe Work Method Statements
- Plant and Equipment Inspection and Test records
- Electrical Tagging records
- Hazardous Substance Registers
- Material Safety Data Sheets
- Personal Protective Equipment register
- Register of Injuries / Illness
- Incident / Accident Investigation Reports
- Accident Statistics
- Minutes of OHS Committee meetings
- Site Inspection Records
- Internal Audit Records
- Site Managers Weekly Report
- Project Managers Monthly Review
- Project OH&S Statistics
- Project Monthly OH&S Report
- Audit Reports

### 19.3. Implementation

#### 19.3.1. Site Records

All site records shall be established and maintained in accordance with the OHS File System format (SSMP 037).

All files containing such records shall be available on site for inspection and auditing at any given time.

Such files shall be presented for assessment as part of the quarterly internal audit process set out in the *Site Inspections, Monitoring & Auditing* Section of this Plan.

At the completion of each project the files containing such records shall be kept for a period of 7 years or longer if required by the relevant contracts, and shall be kept in a manner that ensures the records are readily retrievable.



### 19.3.2. Lost time Injury Reports

All lost time injuries shall be reported on a weekly basis using the Lost Time Injury Report (SSMP-014). The lost time injury report should form part of the Site Managers weekly report and filed on the Project's E-Site (weekly).

### 19.3.3. Site Managers Weekly Report

The Site Managers Weekly Review shall be conducted using the Site Managers Weekly Review Report (SSMP 0038).

The Site Managers Weekly Review shall be filed on the Project's E-Site (weekly)..

### 19.3.4. Project Managers Monthly Review

The Project Manager shall carry out a review of the WHS performance of the site on a monthly basis to ensure that he/she is satisfied that all CIP OHS Management systems are in place and being followed.

The monthly review shall be carried out using the Site Managers Monthly Review Report, Form SSMP 021.

The Site Managers Monthly Review shall be filed on the Project's E-Site (monthly).

### 19.3.5. Project OH&S Statistics

The Project OH&S Statistics are vital tool to measure the OH&S performance of a project. They are to be completed on a weekly basis using SSMP 043 by the Site Manager

The Project OH&S statistics shall be filed on the Project's E-Site (monthly).

### 19.3.6. Project Monthly OH&S Report

The Project Monthly OH&S report is summary of all of the OH&S reporting i.e. first aid, Incidents and Lost time injuries

The Project Monthly OH&S report shall be completed by the National Safety Manager or nominated personnel using SSMP 033.

The report is to be submitted to the CEO, Deputy CEO, Director – Construction Compliance and Construction Manager with all the listed reports on a monthly basis by the National Safety Manager.

### 19.3.7. Audit Reports

A formal audit review will be carried out on all Projects on a monthly basis to examine the site's systems, procedures, information and facilities and to verify their compliance against a defined set of criteria (SSMP 044).(Audit schedule to be developed prior to the commencement of this project.)

The audit will examine the Project's Site Safety Management Plan, including reviewing:

- OHS documentation and records;
- Implementation of the system via a workplace inspection; and
- discussions with site personnel.

Non-conformances will be raised for any breach of CIP's policies or for failing to comply with current legislation.

## 20. NOISE ON CIP CONSTRUCTION SITES

### 20.1. Introduction

CIP is committed to ensuring the hazards arising from noise are minimized for all personnel working on this CIP site must comply with all relevant OHS legislation, Regulations, Compliance Codes and relevant Australian Standards.

The following procedures will ensure that incidents arising from noise on CIP sites are minimized.

### 20.2. Scope

The scope of Noise Procedure covers all the effects of noise generated by Plant, Equipment and any associated activities on CIP sites.

### 20.3. Implementation

The following process with the principals of Hierarchy of control should be followed

#### 20.3.1. Noise

CIP is committed to ensuring the hazards arising from noise are minimized for all personnel working on this site CIP site must comply with all relevant OHS legislation, Regulations, Compliance Codes and relevant Australian Standards. The primary source of noise generation at CIP is through use of plant & equipment.

The following procedures will ensure that incidents arising from noise on CIP sites are minimized.

#### 20.3.2. Noise Control

Where it is identified that noise will be created as a result of the work being done, the Noise Hazard Identification Checklist (SSMP-052) is required to be undertaken by the site team and control measures are to be implemented by the Site Supervisor.

#### **Strategies for Noise Level Management**

Eliminate by using the following:

- Substitution: Swap a noise source for a lower risk level  
*E.g. Use electric mixer instead of petrol one.*
- Isolation: Remove people from the hazard or hazard from the People  
*E.g. Use sound barriers or enclosures*
- Minimise –engineering: Alter work environment  
*E.g. Use quieter blades – install silencers – regular maintenance*
- Minimise – administrative: Plan work to protect hearing or people  
*E.g. Job task rotation to reduce time exposed*

#### 20.3.3. Noise levels and Exposure

Noise damages hearing by two main factors. Loudness of noise and length of time people are exposed to it. Exposure to excessive noise in the workplace can result in:

- Temporary hearing loss
- Tinnitus (ringing of the ears)
- Permanent hearing loss
- Stress and fatigue

- Increase risk of safety incidents

Normal maximum exposure level should be 85 dB (A) measured at the ear over an 8 hour period. As a rule of thumb 85dB (A) will mean that a person standing a meter away will have to raise their voice in order to make conversation. If this is the case then you should be wearing ear protection independent of the duration or more appropriately reduce the noise level at the source.

### Guide to Noise Levels and Effects

The following table is a daily noise dose chart:

dB(A)	Exposure standard 8 hours x 5 day working week Leq 85 dB(A)
83	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hours
97	30 minutes
100	15 minutes
103	7.5 minutes
106	3.75 minutes
109	2 minutes
112	1 minutes
115	30 seconds

NOTE: that Leq is a cumulative average, an increase of 3 dB is a doubling of intensity, 10 dB is by 10 and 20 dB is by 100.

The table below is a noise level guide for common activities:

Activity	Noise Level Unprotected exposure limit	Activity	Noise Level Unprotected exposure limit
Normal Conversation	60 decibels Max time of exposure <i>More than a day</i>	Operating Jackhammer	105 decibels Max time of exposure <i>5 minutes</i>
Driving Motor Vehicle	70 decibels Max time of exposure <i>More than a day</i>	Operating Bulldozer	107 decibels Max time of exposure <i>3 minutes</i>
Operating Welder	85 decibels Max time of exposure <i>8 hours</i>	Explosive Power Tool	120 decibels Max time of exposure <i>10 seconds</i>
Operating Power tool	94 decibels Max time of exposure <i>2 hours</i>	Rock Saw	121 decibels Max time of exposure <i>5 seconds</i>
Operating Grinder	97 decibels Max time of exposure <i>30 minutes</i>		
	102 decibels		

Standing near crane / excavator	Max time of exposure 10 minutes		
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CIP's *Health Surveillance & Exposure Monitoring Procedure* (C-S-MG-006) requires audiometric testing be conducted where a worker is frequently required to use PPE to protect the worker from the risk of hearing loss associated with noise that exceeds the exposure standard for noise (ref. AS/NZS 1269.1:2005). The audiometric testing is to be carried out within 3 months of employment commencement and then at least every 2 years. More frequent audiometric testing may be needed if exposures are at a high LAeq, 8h, which is equal or greater than 100 dB(A). Exposure to high levels of noise can also result into fatigue, lack of concentration and communication.

#### 20.3.4. Audiometric Testing

Audiometric testing will be provided for all CIP applicable employees as per the above requirements from October 2014:

- Within 3 months of employment; and
- Every 2 years after.

**NOTE:** The process will be completed regardless of the OH&S state legislative requirements.

CIP will complete a Noise Hazard Identification Checklist (refer to SSMP-052) for every project to determine the need for carrying out noise assessment. Additional noise monitoring may be conducted where the noise is suspected to be higher than the normal or any concerns have been raised by the workers or their health & safety representative/s.

The Plant Risk Assessment will determine the level of noise for different pieces of plant & equipment. It is CIP's policy that workers working in and around plant & equipment or noisy areas are required to wear hearing protection compliant to AS/NZS 1270 (ear muffs preferred over ear plugs). CIP will also ensure that plant & equipment being used on site has maintenance program in place to ensure maintenance and upkeep of plant & equipment. This will significantly reduce the noise exposure for CIP workers.

No audiometric testing is required for the office based workers who are not required or exposed to noise exceeding the exposure standard.

#### 20.4. Records

- Noise monitoring of construction sites
- Workers' audiometric testing
- Plant risk assessment
- Plant service and maintenance logs/reports
- Health Surveillance & Exposure Monitoring Procedure (C-S-MG-006)

## 21. RECORD KEEPING

All records must be retained for 7 years in accordance with CIP's document management procedure (or as per the minimum state regulation requirements).

- All incidents and notifiable incident reports (5 years or as required per State)
- All confined space training records (2 years)
- Site Induction Records (7 years)
- A record of all training provided to a worker for Plant with presence-sensing safeguarding system keep a record of safety integrity tests inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant (2 years)
- Asbestos Monitoring records – 40 years.

### 21.1. Records of residual current devices testing

Keep a record of all testing of a residual current device until either the device is next tested or the device is permanently removed from use. (Refer to the relevant state requirements.)

### 21.2. Monitoring airborne contaminant levels

A person conducting a business or undertaking at a workplace must ensure that the results of air monitoring carried out under subclause (1) are recorded, and kept for 30 years after the date the record is made. (Refer to the relevant state requirements.)

### 21.3. Records of Plant

A designer of plant must keep the records made for the design life of the plant. (Refer to the relevant state requirements.) This applies in relation to plants that are required to be registered under the various state regulations. The person with management or control of the plant at a workplace must keep a record of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant for the period that the plant is used or until the person relinquishes control of the plant.

## DOCUMENT REVISION HISTORY

Issue No.	Date	Sec. No.	Brief Description of Change	Reason	Prpd By	Approved By
1.0	ORIG	All	Initial	N/A	RMcG	RMcG
2.0	Oct 2012	All	General update		RMcG	RMcG
3.0	Jul 2013	All	General update		RMcG	RMcG
4.0	Oct 2014	All	General update		RMcG	RMcG
5.0	Sep 2015	16	General update (including Noise data insert)	Specifics required	KA	RB
6.0	Dec 2015	All	General update	OFSC	KA	RB
7.0	Jan 2016	5, 8, 14, 15	General update	Minor review	KA	RB
8.0	Feb 2016	3-7, 10, 14, 18, 20	Insertion of references and clarification of information.	Detailed review	KA	RB
9.0	Jul 2016	All	Reformat	CIP Rebranding	KA	RB
10.0	Aug 2016	2	Updated OH&S Policy	Due for renewal	KA	RB
11.0	Dec 2016	- 7.3 - 20.3.4	- List of Safety Procedures added - Document codes updated	- New documents produced - New document code for Health procedure	KA	RB
12.0	May 2017	All	General review	Review	KA	RB
13.0	Jul 2017	All	- Position Titles updates - Safety management procedures added. - Minor corrections to spelling/grammar	- New documents produced - Internal title changes	KA	RB
14.0	Jan 18	4.3.4 5.3	Additional info regarding TMP. Update on Plant and animal attack descriptions.	Further clarification.	KA	RB
15.0	Jul 18	2	OH&S Policy replacement	Review of OH&S Policy	KA	RB
15.1	Feb19	All	Site specific	Preparing for site commencement	KS	RMcG