



PORT KEMBLA GAS TERMINAL CONSTRUCTION SAFETY MANAGEMENT PLAN

Document Number
SCSB-AIE-PKGT-HSE-SMP-001

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Rev	Reason for Issue	Issue Date
0	Issued for Use	6 th August 2019



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Revision History:

Rev	Date	Reason	By
A	26/07/19	Draft Issued for AIE Review	TMa
B	4/08/19	Issued for AIE Approval	TMa
0	6/08/19	Issued for Use	TMa

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1.0 INTRODUCTION

This Construction Safety Management Plan (CSMP) has been developed as an overarching document to describing SCSB's systems and processes that will be implemented to ensure the Project is carried out in a safe and efficient manner. This Plan interfaces with the other associated plans, procedures and Safe Work Method Statements which together describe the overall project management system for the Project. A separate Pipeline Safety Management Plan covering the requirements of AS2885.1 will be produced during the design phase of the project incorporating all the information captured during the design risk assessments.

2.0 BACKGROUND

Australian Industrial Energy (AIE) are developing the Port Kembla Gas Terminal (the Project) which involves the development of a liquefied natural gas (LNG) import terminal at Port Kembla, south of Wollongong. The Project will be the first of its kind in NSW and provide a simple and flexible solution to the State's gas supply challenges.

NSW currently imports more than 95% of the natural gas it uses from other Eastern states. In recent years, gas supplies to the Australian east coast market have tightened, resulting in increased natural gas prices for both industrial and domestic users.

The Project provides an immediate solution to address the predicted shortages and will result in significant economic benefits for both the Illawarra region and NSW. The Project will have a capacity to deliver 100 petajoules of natural gas, equivalent of more than 70% of NSW gas needs and provide between 10 to 12 days of natural gas storage in case of interstate supply interruption. LNG will be sourced from worldwide suppliers and transported by LNG carriers to the gas terminal at Port Kembla where it will be re-gasified for input into the NSW gas transmission network.

The Project has been declared Critical State Significant Infrastructure (CSSI) in accordance with section 5.13 of the Environmental Planning and Assessment Act 1979 (EP&A Act) and Schedule 5 of the State Environmental Planning Policy (SEPP) State and Regional Development (SRD). The Project received Infrastructure Approval from the Minister for Planning and Public Spaces on the 29th of April 2019.

The Project comprises four key components:

- LNG carrier vessels;
- Floating storage and re-gasification unit;
- Wharf facilities; and
- Natural gas pipeline.

3.0 PURPOSE

The purpose of this plan is to define the Health and Safety Management System implemented by Spiecapag Soletanche JV (SCSB) for the Port Kembla Gas Terminal Project. It describes the Health and Safety (H&S) objectives, responsibilities and means to ensure that all personnel engaged on the Project remain Injury free.

SCSB recognises Health and Safety as a key business deliverable and that communication of its health and safety objectives and the involvement of all stakeholders is a foundation for industry leading performance.

To achieve SCSBs' health and safety objectives all parties associated with its activities must, as far as reasonably practicable, take an active role in establishing and maintaining a safe and healthy work environment and safe systems of work.

To ensure consistency SCSB has established, implemented and maintained processes aligned with the elements of ISO 45001:2018 and AS/NZS 4801:2001.

4.0 PROJECT OVERVIEW

4.1 SITE DESCRIPTION

The site of the Project is situated at Port Kembla within the Illawarra region of NSW, about 80 kilometres south of Sydney. Port Kembla is mainly characterised by the existing import and export terminal and multiple other business, cargo, logistics, bulk goods and heavy industrial facilities in the vicinity.

Port Kembla is situated about two kilometres south of the centre of Wollongong. Other localities surrounding Port Kembla and the project site include Mangerton, Mount St. Thomas and Figtree to the north-west; Unanderra to the west; Berkeley to the south-west; and Cringila, Lake Heights, Warrawong and the residential region of Port Kembla to the south.

The zoned land use in the region include special use and industrial use at Port Kembla and a mix of primarily residential and commercial uses at the surrounding localities. Major infrastructure in the region of Port Kembla includes the Princes Highway, which is a major state and regional highway connecting Sydney and Wollongong and regional areas further south. Princes Highway provides access to Port Kembla through turnoffs at Masters Road, Five Islands Road and Northcliffe Drive and is broadly utilised including by heavy vehicles from the port.



Figure 1: Site Overview

4.2 CONSTRUCTION SCOPE OF WORK (SOW)

The scope of works have been divided into the three main packages:

Marine Berth Construction and Dredging (MBD)

The MBD consists of:

Early Enabling Works - includes relocation of existing services as necessary, demolition and disposal of the Berth 101 wharf and removal of all in ground services/infrastructure from within the footprint of the new facility

Quay Wall Construction - Construction of a bulk head wall including all onshore mooring requirements and facilities

Excavation/Dredging – Excavation, dredging and disposal of approximately 462,000m³ bank spoil including rock of varying strength. No more than 360,000m³ of this spoil may be transported by road to the disposal area in the Outer Harbour.

Complete installation of mooring system including monitoring system (where applicable) and associated civil works.

Complete installation of fenders and associated civil works.

Complete installation of navigation aids with complete E&I (where applicable)

Onshore Receiving Facilities (ORF)

The ORF is an unmanned facility with all control signals back to the control facility on the FSRU. The ORF comprises of three (3) areas:

Wharf Topside Area,

Utility Area and

Common Area.

Pipeline Installation including tie-ins (NGP)

The NGP scope covers the works as described below:

18" onshore natural gas pipeline of approximately 6.3km in length from ORF to Tie-in Facility at Cringila. This shall include all related civil works (excavation, crossings, backfilling etc.), HDD crossings (where applicable), cathodic protection for buried pipeline and any related activities. The pipeline route is shown in Figure 1.

Instrument cables which are designed to piggy back alongside the onshore pipeline.

Tie-in Facility which comprises of:

- Gas Metering Skid complete with custody transfer instrumentation associated civil works, E&I, piping and fittings.
- Nitrogen injection facility including analysers
- Pig Receiver and associated civil works, E&I, piping and fittings and an access platform
- Instrument Air manifold at the designated location where the instrument air is used for

operating actuated valves and maintenance purpose.

- Cold Vent Stack package (X-303) and associated civil works, E&I, piping and fittings.
- Drainage system.
- The design of drainage system shall tie-in to existing Port Kembla and Cringila metering station drainage systems.
- Roads for O&M purpose in the terminal and at the pipeline tie in.
- Gate for entry/exit and Fences.

4.3 DESCRIPTION OF ORGANISATION

SCSB is a joint venture between Spiecapag and Soletanche Bachy, both companies are fully owned by Vinci Construction, as such both Safety management systems are aligned.

Spiecapag are specialists in the design and construction of complex projects involving land pipelines (with a diameter of up to 60 inches) and related infrastructures such as stations for compression, pumping or metering, and hydrocarbon storage, as well as networks for water supply or transport of ores.

Soletanche Bachy are international leaders in geotechnical and heavy civil engineering that have completed some of the most complex piling projects in Australia.

SCSB are the EPC (Engineering Procurement and Construction) Contractor for the Port Kembla Gas Terminal and will be the Principle Contractor.

4.4 SCOPE OF THIS DOCUMENT

The provisions in this document are applicable to all SCSB work locations associated with the Port Kembla Port Terminal Project and all personnel engaged as part of the works including Subcontractors. It is designed to be the primary Health and Safety reference document for the Project. It shall provide the basis for auditing the effectiveness of the Health and Safety Management System and work coherently with AIE's Safety systems and Specifications.

This plan aims to:

- Communicate SCSB Health and Safety Policy and commitment
- Establish Health and Safety responsibilities and authorities
- Establish SCSBs' health and safety objectives and targets
- Demonstrate alignment of AIE's contractual requirements;
- Demonstrate alignment with ISO 45001;
- Serve as a point of reference for H&S compliance, planning, execution, monitoring and review;
- Serve as a training reference
- Outline processes for the administration of Health and Safety;
- Define processes for recording / reporting of Health and Safety performance; and
- Support improvement.

5.0 REFERENCE DOCUMENTS

5.1 LEGISLATION

Act	
Environmental Planning and Assessment Act 1979	Dangerous Goods (Road and Rail Transport) Regulation 2004
Environmental Planning and Assessment Regulation 2000	Electricity (consumer safety) regulation 2015
Biodiversity Conservation Act 2016	Electricity Supply Act 1995
Coastal Management Act 2016	Explosive Act 2003
Marine Safety Act 1998;	Explosive Regulation 2013
Road Transport (general) Regulation 2015	Heavy Vehicle National Law 2013
Road Transport Act 2013	Pipelines Act 1967
Radiation Control Act 1990	Pipelines Regulation 2013
Radiation Control Regulation 2013	

5.2 STANDARDS

Number	Titles
ISO 45001	Occupational Health and Safety Management Systems
AS/NZS 1418.10	Cranes, Hoists and Winches – Mobile Elevating Work Platforms
AS/NZS 1576.1	Scaffolding – General Requirements
AS/NZS 1576.4	Scaffolding – Suspended Scaffolding
AS 1657	Fixed Platforms, Walkways, Stairways and Ladders - Design, Construction and Installation
AS/NZS 1841.1	Portable Fire Extinguishers – General Requirements
AS 1851	Routine Service of Fire Protection Systems and Equipment
AS/NZS 1891	Industrial Fall Arrest Systems and Devices
AS 1885.1	Workplace Injury and Disease Recording Standard
AS 2550.1	Cranes, Hoists and Winches – Safe Use – General Requirements
AS 2865	Confined Spaces
AS 2885	Pipelines – Gas and Liquid Petroleum
AS/NZS 3000	Electrical Installations (known as the Australian/ New Zealand Wiring Rules)
AS/NZS 3008	Electrical Installations - Selection of Cables
AS/NZS 3012	Electrical Installations - Construction and Demolition Sites
AS/NZS 3017	Electrical installations – Verification Guidelines
AS/NZS 3760	In-service Safety Inspection and Testing of Electrical Equipment
AS/NZS 4576	Guidelines for Scaffolding

6.0 ACRONYMS

Acronym	Definition
ALARP	As Low As Reasonably Practicable
BBS	Behaviour Based Safety System
CSMP	Construction Safety Management Plan (Project Specific Document)
HAZOP	Hazardous operation.
H&S	Work Health and Safety
HSA	Health and Safety Advisor
HSE	Health Safety and Environment
HSMS	Health and Safety Management System
IVMS	In Vehicle Monitoring System
KPI	Key Performance Indicator
LTI	Lost Time Injury
LSR	Life Saving Rules
MTI	Medical Treatment Injury
NCR	Non-Conformance Report
OHSAS	Occupation Health and Safety Assessment Series
OH&S	Occupational health and safety (or health and safety: H&S).
PDCA	Plan Do Check Act
PTW	Permit to Work
RoW	Right of Way
RWI	Restricted Work Injury
SA	Standards Australia
SDS	Safety Data Sheet
SWL	Safe Working Load
SCSB	Spiecapag Soletanche Bachy
SLAM	Stop Look Assess Manage
SWMS	Safe Work Method Statement

7.0 DEFINITIONS

Item	Definition
Hazard (AS 4801)	Source or situation with a potential for harm in terms of injury or ill health, damage to property, damage to work environment, or a combination of these.
Risk (AS 4801)	(In relation to any potential injury or harm.) The likelihood and consequence of that injury or harm occurring. <i>Note</i> Wherever the term ‘risk’ occurs in this this should be taken to mean ‘occupational health and safety risk’.
Safety (AS 4801)	A state in which the risk of harm (to persons) or damage is limited to an acceptable level.
Incident (AS 4801)	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
Site Senior Person	The site senior person is the most senior person at a given location. This person will typically be the supervisor of a work crew, however in their absence this would be the leading hand, for example.
Supplier / Subcontractor	Organisation wholly responsible to Contractor for supplying materials, equipment or services for the work.
Stakeholder	Individual or group concerned with or affected by the H&S performance of SCSB.
Third Party	Inspection or certification body

8.0 ADMINISTRATION OF THIS PLAN

8.1 ISSUE CONTROL

This plan is maintained as a controlled document.

Only controlled copies shall be issued for use within the organisation. Uncontrolled copies can be issued to AIE or other parties and are current only at the time of issue. In such cases, the copy shall be marked as “uncontrolled”. The current revision of the plan is available in electronic format on the SCSB office server.

8.2 REVISION CONTROL

Any section of the plan may be revised independently without involving a revision of the complete plan. When a section is revised, the changes shall be reflected by the inclusion of a line in the margin.

The plan may be revised to incorporate some major policy changes, a certain number of revision changes or after an external audit and the management review. The revision details will be identified on the revision history section.

Plan revisions are issued in a similar manner to the original issue. They are prepared by the HSE Manager, verified by a member of senior management and approved by the Project Manager.

On receipt of revised plan or sections, the controlled copy holder ensures the obsolete versions are replaced by the current ones and invalid revisions of plan or sections are promptly removed from all points of issue or use.

The Quality Manager will perform regular audits to verify current revisions are in use.

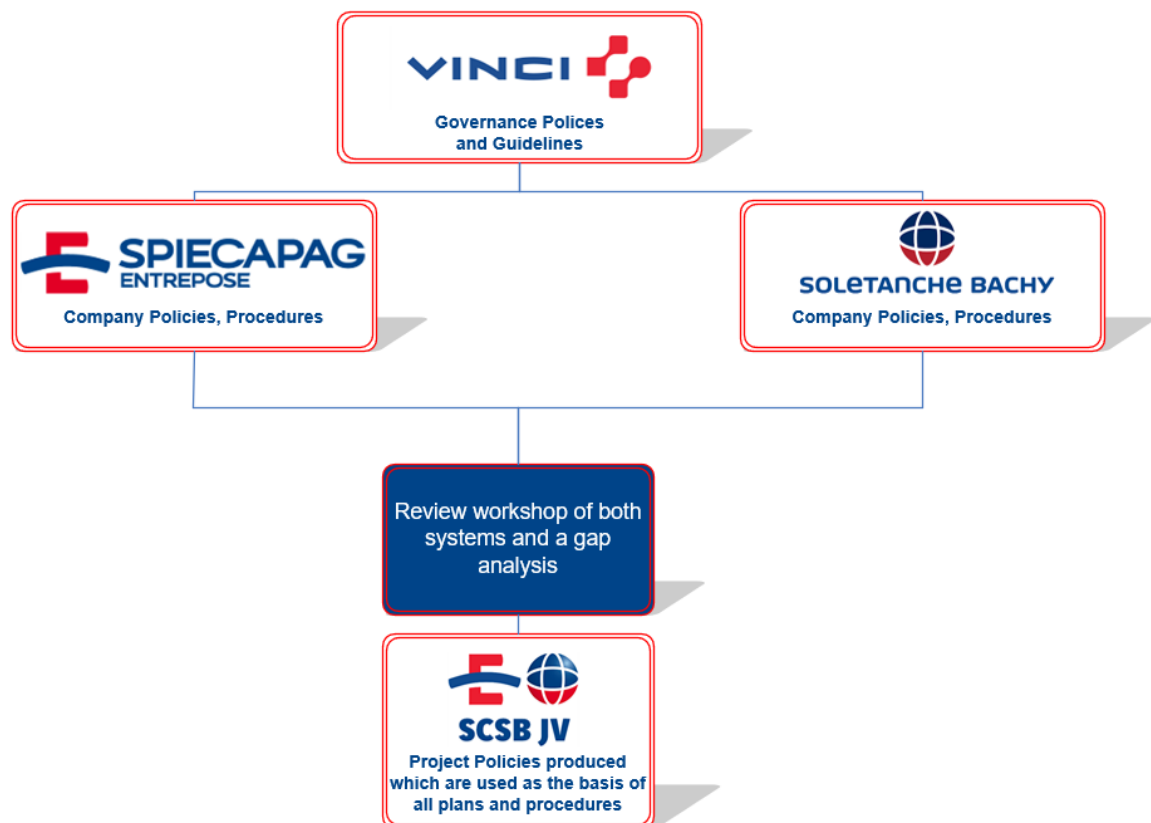
9.0 SYSTEM PLANNING

9.1 SYSTEM DEVELOPMENT

As the works are to be performed by two joint venture partners it is important that the system implemented can meet the requirements of both entities.

A full review has been conducted on both companies Safety Management Systems, as both companies are part of the Vinci Group the overarching policies and processes are very similar, and all non-negotiable items are dealt with in much the same way. SCSB Management agreed although both systems were similar the best approach to ensure full consistency across the various elements of the system and to eliminate duplication is to adopt one system. The decision was made between the Management team to utilise Spiecapag's system as a basis for developing the project specific plans, procedures, and processes.

The diagram below shows the development process to establish this plan.



9.2 LEGAL AND OTHER REQUIREMENTS

A list of Health and Safety Acts, Regulations and standards applicable to the works are outlined in section 3.1. This is not an exhaustive list and specific regulations will be listed in the applicable Safe Work Method Statement.

SCSB subscribe to Workplace Safety Australia, a website which provides the latest information on in force Acts, Regulations and Code of Practice in an easy to access platform, the Senior management accesses relevant legislation using the Website to ensure legal compliance. Legal requirements are monitored via regular email updates received from [Workplace Safety Australia](https://www.workplacesafetyaustralia.com.au/) notifying of changes or newly published legislation and standards.

SCSBs' Health and Safety Management System shall facilitate compliance with Australian Legislation and Standards by maintaining a structure that supports:

- a safe work environment;
- safe plant;
- safe systems of work safe use, handling, storage and transport of chemicals;
- facilities for the welfare of workers;
- providing workers with information, instruction, training or supervision needed for them to work safely and without risk to their health;
- monitoring the health of the workers; and
- maintaining accommodation owned by or under the management and control of SCSB to ensure the health and safety of workers occupying the premises.

The HSE Manager shall be responsible for monitoring legislation and analysing amendments, to determine their effect on SCSB activities and alter existing operational procedures to ensure ongoing health and safety compliance.

Project Managers shall be informed of any changes that may affect compliance and may have to alter existing work procedures or risk control measures. Project Managers shall then inform workers and implement changes where necessary.

9.3 OPERATIONAL PLANNING

SCSB will review its objectives and targets on a regular basis during the management review meetings, these will establish the details of program dates and responsibilities.

When determining and reviewing objectives of health and safety, SCSB takes into account the identified hazards and associated levels of risk, to which employees are exposed. These risks are considered along with legal and other requirements of the organisation, technological capacities and financial, operating and business requirements and opinion of engaged parties. The set objectives and target values are consistent with the corporate policies as well as increase the standard of worker protection. Where possible, the objectives and target values are quantified and responsibilities for the fulfilment of the objectives are determined.

The following overall objectives have been set for SCSB with the aim of achieving and maintaining the highest standard of H&S performance:

Item	Objective	Target	Measure
1	Visible Management Commitment	<p>Senior Management actively lead the attainment of SCSBs' Health and Safety Vision.</p> <p>Levels of supervision provided reflect health and safety risk and competency of workers.</p>	<p>Senior Management:</p> <p>maintain up to date knowledge of hazards associated with SCSB activities and whether those hazards are effectively managed;</p> <p>ensure risk reduction measures are properly resourced; maintain up to date knowledge of health and safety management practices; and participate in regular site visits.</p> <p>Performance of the HSMS is monitored.</p>

Item	Objective	Target	Measure
2	Effective improvement processes are in place.	<p>Incidents are reported, properly investigated and learnings communicated to an acceptable standard in a timely manner.</p> <p>Actions arising from NCRs, incidents, audit findings, consultation processes, emergency exercises and hazard reports are processed in a timely manner and deliver improvement.</p> <p>The HSMS remains suitable for its intended purpose and is performing as expected.</p>	<p>Incident reports are reviewed by management for quality and completeness.</p> <p>Learnings pertaining to significant consequence and or risk are disseminated to the organization and other relevant stakeholders</p> <p>Corrective actions are reported, recorded, addressed within an agreed time frame and regularly reviewed by senior management.</p> <p>Regular management review (quarterly) of the system is conducted and recorded. Improvement opportunities are captured and managed.</p>
3	Effective Subcontractor Management.	<p>Evaluate suppliers based on health and safety commitment and performance equally with other criteria.</p> <p>Monitor and manage health and safety performance of contractors and subcontractors.</p>	<p>Only suppliers that can demonstrate acceptable H&S commitment and performance are engaged.</p> <p>Compliance audits are completed, recorded and reported as per schedule.</p> <p>SWMS Observations for the month are conducted, recorded and reported as per schedule.</p> <p>Non-conformance/performance is managed as a priority.</p>
4	Effective Emergency Management	Emergency response plans are in place, communicated and confirmed effective.	<p>Regular emergency response exercises are scheduled, conducted in accordance with the schedule which will be submitted prior to commencement. Improvement opportunities are captured and implemented.</p> <p>Emergency capability reflects identified risk.</p>
5	Safe Systems of Work	Work is completed in a manner where risk is understood and properly managed to an acceptable level.	Systems of work are relevant to the activities being undertaken, designed in consultation with those involved in the work and approved for use by an authorised person prior to use.

Item	Objective	Target	Measure
6	Healthy and Safe Work Environment	Workplace design and establishment represents minimal risk those who enter or work in the environment. Workplace monitoring is programmed and conducted by competent persons.	Workplace design is planned in consultation with suitably qualified personnel is completed in accordance with legislative and recognised standards. Regular safety inspections are scheduled and completed in a systematic manner in accordance with the schedule. Records of such inspections are maintained and reported.
7	Safe Plant, Equipment and Materials	Procurement, use, maintenance and disposal of plant, equipment and materials shall be managed such that risk to personnel and the community is minimized.	Plant, equipment and materials are confirmed through risk assessment and documentation (certification SDS etc) to be fit for their intended purpose and available prior to commencement. Records and audit demonstrate proper maintenance and storage in accordance with the manufacturer's instructions. Only competent authorized personnel are permitted to use plant, equipment and materials while having due regard for SCSBs' SWMS
8	Willing and able personnel	Work is conducted by competent personnel having proper regard for the health and safety of themselves and others.	Personnel are licenced (where applicable) or can demonstrate a level of competency appropriate for the work for which they are engaged. Personnel demonstrate a willingness to conform with SCSBs' Health and Safety Policy
9	Traffic Management in the Workplace	Work conducted around roads, RoW and work fronts shall be risk assessed in relation to the management of traffic and any plant/people interface	Risk assessments shall be completed to identify the risks associated with interactions between people, mobile plant, vehicles, structures, excavations and other environmental features, speed limits, vehicle parking, community interface, loading laydown, delivery points and emergency response access

9.4 OPERATIONAL PLANNING

This plan is produced and implemented to meet AIE's and SCSB corporate H&S objectives and the requirements of AS/NZS 4801 and ISO 45001. The planning process involves establishing and communicating SCSB policies, objectives and associated operational procedures. This document constitutes SCSB overall plan for establishing, maintaining and improving the HSMS.

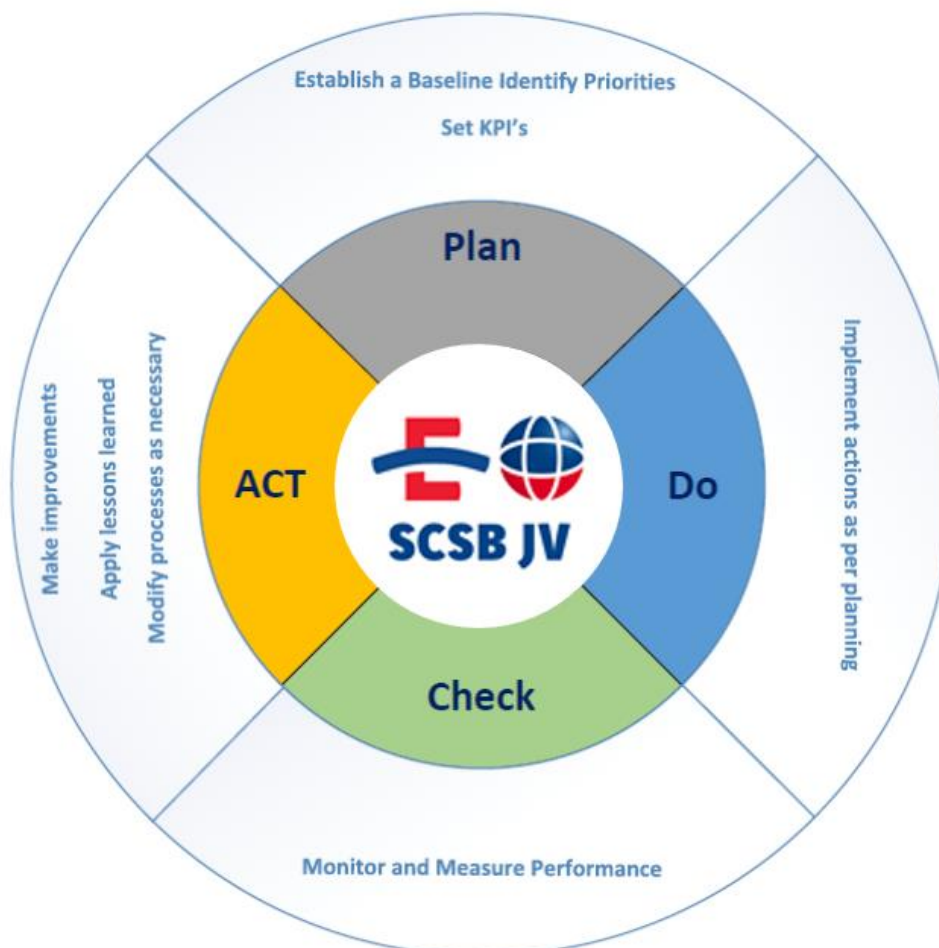
The Project Manager shall provide adequate resources for the development of Construction Health and Safety Management Plans designed to implement the SCSB Policies and achieve the objectives and targets set.

The elements for consideration in operational planning include, but not limited to:

- Organisational structure and resources
- Programs of work
- Reporting structures and interfaces
- Documented management and work processes

10.0 CONTINUAL IMPROVEMENT PHILOSOPHY

SCSB operate on a Plan Do Check Act system (PDCA) to ensure continual improvement across each project, the diagram below illustrates this philosophy and subsequent sections of this plan are set out to re-iterate the processes required to achieve this philosophy



11.0 ORGANISATION AND RESPONSIBILITY

11.1 LEADERSHIP AND COMMITMENT

The SCSB Management Team is committed to minimising risk to the health, safety and welfare of all workers involved, as well as those who may be impacted by the works.

To achieve this commitment, SCSB recognises that there are three key aspects – which must be present concurrently – in order for this Plan to be fully implemented:

- People aspects including - aligned culture, safety leadership, competence, accountability, individual responsibility, discipline, consultation, off the job safety, etc.
- Administrative aspects including - standards, systems, procedures, work method statements, rules, work processes, QA, audits, operating discipline, change management, etc.
- Engineering aspects including - physical plant design integrity and capability, handrails, guards, interlocks, access, control systems, etc.

SCSB together with subcontractors and other entities engaged must ensure that these aspects are both present and evenly balanced to obtain the maximum performance achievable.

The SCSB values supporting this commitment are:

- A safe and healthy workplace;
- Ownership, involvement and leading by example;
- Adopting safe work practices is a condition of employment;
- Communication and consultation is essential;
- All levels of management are accountable for managing health and safety;
- Hazards and risks are identified, assessed and controlled; and
- People must be competent to undertake the work they are assigned.

Visible commitment is essential to providing a safe and healthy working environment. Managers, at all levels must demonstrate their commitment by:

- Ensuring that decisions and practices are consistent with the stated vision, policy and objectives;
- Making resources available to manage risk to acceptable levels;
- Participating in hazard identification workshops and other safety related activity;
- Engage personnel in safety conversations;
- Visiting all work areas regularly;
- Carrying out safety observations and giving immediate feedback;
- Commending safe work practices and coaching employees where needs are recognised;
- Taking disciplinary action for violations of safety rules;
- Encouraging employee participation in the formulation of safe work procedures, instructions and safety rules;
- Ensuring that safety is not compromised to meet schedule or budget;
- Making safety an agenda item at formalised meetings;
- Holding regular safety meetings;
- Following-up on action items;

- Ensuring that all incidents are reported and investigated;
- Being part of accident investigation teams;
- Reviewing incident investigations and following up action items; and
- Participating in regular inspections and audits.

SCSB shall engage with subcontracted and other contracted personnel to ensure that all personnel commit to the health and safety goals and strategies contained in this plan.

11.1.1 Leadership Commitment Schedule

To ensure that performance against leadership KPIs is monitored, a Leadership Commitment Schedule will be produced prior to mobilisation, implemented and tracked. This will be provided to AIE prior to commencement.

The schedule is a tool which lists particular activities each identified leader must complete in a given week and is adjusted monthly to reflect current activities, production rates, key risk areas and manning levels. Such nominated leaders include the corporate management & project management teams, supervisors and H&S advisors.

Performance of each leader against their assigned KPIs will be discussed directly between that leader and the Project Manager.

11.2 RESPONSIBILITIES

SCSB employees with a key role in implementing health and safety systems have specific roles and responsibilities, as detailed below.

11.2.1 Steering Committee

The SCSB Steering Committee shall as far as is reasonably practicable, be responsible for the following:

- Providing Leadership and demonstrated commitment to all H&S issues by championing H&S at every opportunity;
- Regular review of Project HSE statistics
- Ensuring that decisions and practices are consistent with the stated vision, policy and objectives;
- Disseminating information / policies/ protocols
- Regularly discussing safety with all levels of personnel;
- Making safety an agenda item at formalised meetings;
- Ensuring the project is adequately resourced to manage all H&S risks
- Providing effective communication of H&S information;
- Undertaking regular site H&S visits

11.2.2 Project Manager

The Project Manager shall as far as is reasonably practicable, be responsible for the following:

- Providing Leadership and demonstrated commitment to all H&S issues by championing H&S at every opportunity;
- Review and approval of this plan and any subsequent amendments
- Ultimate responsibility for HSE on the Project
- Ensuring the Project CSMP & EMP, and associated H&S documentation remain relevant and up to date for the duration of the project;
- Ensuring that decisions and practices are consistent with the stated vision, policy and objectives;
- Maintain an effective understanding of the nature of operations and relevant hazards/risks;
- Ensure resources and processes are available to the Site Project Management Team to manage risk to an acceptable level;
- Participating in hazard identification workshops and other safety reviews;
- Regularly reviewing the project corrective action register;
- Conducting safety observations when on site;
- Ensuring that safety is not compromised to meet schedule or budget;
- Making safety an agenda item at formalised meetings;
- Reviewing incident investigations and following up recommended corrective action items;
- Organising, participating in and overseeing incident investigations as required;
- Proactively engaging in and providing support to all H&S related initiatives;

- Appointing and monitoring subcontractors, including surveillance of subcontractors' management systems;
- Liaising closely with AIE's Representative on H&S matters;
- Providing effective communication of H&S information;
- Conducting periodic safety meetings;

11.2.3 Project HSE Manager

The Project HSE Manager shall as far as is reasonably practicable, be responsible for the following:

- Providing Leadership & Support to the Project Construction and Safety Teams;
- Designing and delivering the Project CSMP
- Developing and maintaining H&S management systems;
- Act as the main liaison for all H&S related statutory authorities;
- Analysing incident trends to identify areas of H&S focus and improvement;
- Conducting safety audits to evaluate compliance with Project safety management systems and compliance as per the audit/inspection schedule;
- Conducting safety observations (OBS) when on site;
- Maintain organisational incident reporting system including reviewing incident reports; and
- Report and investigate all incidents in line with incident management procedures and guidelines;

11.2.4 Construction Manager

The Construction Manager shall as far as is reasonably practicable, be responsible for the following:

- Assisting with implementation of the CMP, incorporating Health and Safety, Environmental, Cultural Heritage, Land Liaison, Industrial Relations and Quality issues;
- Ensuring Work Method Statements are prepared for all identified high risk construction activities; and that site personnel (including subcontractors) are not permitted to begin work until this is achieved;
- Conducting safety observations (OBS) when on site;
- Monitoring subcontractors, including surveillance of subcontractors' safety management systems;
- Ensure on-site personnel have undertaken inductions and necessary training prior to commencing works;
- Take immediate action if employees (including subcontractors) are non-compliant with Project H&S requirements;
- Encourage workers to report hazards, unsafe work practices, dangerous occurrences and all injuries, no matter how insignificant they may seem;
- Report and investigate all incidents in line with incident management procedures and guidelines;
- Assess and modify work practices to improve on existing H&S practices;

- Facilitate Work Method Statement development and explain the Work Method Statement to the workforce prior to commencing work;
- Ensure all required personnel understand the requirements of Work Method Statements for high risk construction activities;
- Directly supervise construction and ensure on-site compliance with the H&S management systems and procedures;
- Ensuring that daily pre-start meetings, and weekly toolbox meetings are organised and implemented, and include H&S issues as one of the main agenda items.

11.2.5 Discipline Leads

The departmental managers and discipline leads shall as far as is reasonably practicable, be responsible for the following:

- Ensuring that engineering designs consider hazards in construction, operation and maintenance and seek to eliminate or mitigate these as appropriate;
- Conducting safety observations (BBS) when on site;
- Providing discipline support as required to assist in the implementation and compliance of this Plan;
- Assisting in the review and approval process for Work Method Statements for all high risk construction activities in their area of construction;
- Ensuring designs are fit for purpose and safe to implement;
- Ensuring management systems are in place and understood to ensure safe design and operation of plant and equipment; and
- Ensuring H&S requirements of this plan and the relevant legislation are considered before engaging any subcontractors, and that the subcontractor's ability to meet the H&S requirements is a key factor in the subcontractor selection process.

11.2.6 Plant Manager

The Plant Manager shall as far as is reasonably practicable, be responsible for the following:

- Engaging the HSE Manager as part of plant safety reviews;
- Ensuring plant inspection processes are in place and implemented which confirm the suitability and compliance of plant with local, statutory and project requirements, Australian Standards, Codes of Practice and other guidance materials;
- Ensuring that plant and equipment is fit for purpose and safe to use, prior to being issued to the project teams;
- Ensuring that plant risk assessments are completed and are available for all plant and equipment prior to operation;
- Conducting safety observations (BBS) when on site;
- Assisting in the review and approval process for Work Method Statements for all high risk construction activities of the Plant department;
- Ensuring all Plant staff are inducted and have received the required training to enable safe

11.2.7 Personnel

Project personnel are to provide support to all activities on the Project in a safe and effective manner. All personnel as far as is reasonably practicable must:

- Ensure they are appropriately licensed and competent to perform their assigned tasks;
- Carry appropriate identification and produce it upon request;
- Complete the required Induction and relevant H&S training prior to the commencement of works;
- Abide by all SCSB policies;
- Follow all reasonable instructions and procedures including wearing and appropriate use of all mandated PPE;
- Work in compliance with all H&S plans and procedures;
- Report all incidents, non-conformances and near misses to their supervisor immediately and participate in investigations where required;
- Present to work in a fit to work state, report all injuries and illnesses including non-work related injuries/illnesses to their supervisor immediately and participate in injury management and return to work processes;
- Embrace H&S improvements arising from review meetings such as toolbox talks;
- Confirm all plant and equipment is fit for purpose and in good working condition prior to use;
- Stop work, or intervene in the work of others if conditions or observed actions of others are or have the potential to become unsafe;
- Actively participate in toolbox meetings, workplace inspections, hazard observations and other H&S consultation processes, where required; and

11.2.8 Subcontractor Workforce

All subcontractors and consultants working under the control of SCSB shall be compliant with the requirements of this Plan. To be approved to work on a project, contractors will be required to meet the pre-qualification criteria included in SCSB Subcontracting Management Plan.

Unless otherwise specified all subcontractors shall work in accordance with SCSB HSE Management Standards when undertaking work.

11.2.9 Stakeholder and Community Engagement

It is recognised that there is potential for community or other stakeholder groups to view the company unfavourably due to the disruptive nature of the work performed. Such a view may be the result of several factors, out of SCSB's control.

A non-engagement policy shall be in place for the duration of the Project. The intent of this policy is that Project personnel will not engage directly with external stakeholders regarding the project and potentially sensitive information regarding the operations. Project personnel who are approached by community members or other stakeholders in regards to a Project shall refer any queries to the Project Manager. Personnel shall not divulge any information to such stakeholders, and shall show courtesy in these instances.

If threatening, abusive or violent behaviour is shown towards any member of the Project team, those project personnel must remove themselves from the area immediately and report to the

Project Manager. At no time shall Project personnel retaliate or engage in these types of behaviour. If personnel believe they are in physical danger from such interactions, they shall phone Police to report the situation and obtain necessary support.

11.3 OCCUPATIONAL HEALTH AND SAFETY POLICY



WORK HEALTH, SAFETY & COMMUNITY POLICY

Spiecapag Soletanche Bachy Joint venture V (SCSB JV) has a vision of an injury free workplace made possible by a continuing commitment to the highest possible standards and behaviour in Work Health and Safety, and of respectful relationships with land holders and the local community.

We are committed to implementing Health and Safety systems and process that keep our personnel free from harm, comply with state legislation and reflect the requirements of ISO 45001.

Every individual can make a positive difference to our community relationships, and each one of us is accountable for all aspects of safety performance including the implementation of the SCSB JV Safety Management System.

SCSB JV establishes an environment where workers are empowered to make decisions regarding the safety of themselves and of the people around them, including the ability not to start the job. Project schedules will not compromise the safety and wellbeing of our workforce or of the environment, or the respect we show for land holders and the wider community. We recognise that our worksites are often land holders, homes and places of business, and are committed to minimising disturbance and earning the trust of land holders and the community.

SCSB JV supports its workers in understanding and applying the SCSB JV Safety Management System. The SCSB JV Safety Management System is aligned with the following principles for Work Health and Safety:

- Mutual respect and trust between staff, contractors, land holders and the wider local community
- Visible leadership and management commitment
- Assessment, management and communication of risks
- Consultation with and engagement of the workforce
- Continual improvement of policies and procedures that comply with relevant legislation and are in line with industry best practice
- Consideration for the health and well-being of all people in the workplace, and the effects our work has on the land holders and wider community
- Design and management of the working environment to minimise risk
- Use of proactive maintenance programs to keep our physical assets in good order and fit for purpose
- Subcontractors and suppliers being aligned with SCSB JV safety values and principles
- Emergency preparedness, supported by comprehensive, up-to-date emergency response plans.

Project Manager
Ivan Bota

July 2019

11.4 GOLDEN RULES

SCSB Golden Rules represent the minimum mandatory safety standards that must be met by all people undertaking work directly for SCSB Projects and or on SCSB sites. A breach of any of these rules may result in removal from site and disciplinary action in accordance with SCSB management systems.

Golden Rules are developed and agreed upon depending on the main risks identified during the Project HazID process.

11.5 ALCOHOL AND OTHER DRUGS

SCSB is committed to operating in a manner that will ensure that the highest possible standards of health and safety are maintained at all times. SCSB's Alcohol and Other Drugs Policy has been formulated to eliminate the risk of alcohol and other drug related accidents, injury or ill health and to ensure the wellbeing of all personnel on the work site and members of the public.

All Project personnel under the control of SCSB, or on a location under the control of SCSB, shall comply with the Alcohol and Other Drugs Policy.

SCSB has a 0.00% BAC alcohol policy for all personnel to be allowed to work on their project sites. As such, all project personnel will undergo mandatory breath alcohol testing prior at the start of each shift. This testing program incorporates every person attending site regardless of their role, including, but not limited to employees, management, subcontractors, AIE representatives, supplier, delivery drivers and visitors.

Where a person is unfit to perform their duties due to the possible effects of alcohol or drugs that person shall not be permitted to remain on the work site.

Where a person is suspected of having a problem with alcohol or drugs that person shall be offered assistance by a preferred medical provider who will assist in the identification of appropriate rehabilitation. Refusal of rehabilitation, assistance and/or referral to the preferred medical supplier may result in disciplinary action being taken as per the site disciplinary procedures.

No person is permitted to consume (or be under the influence of) prescription drugs at work unless they have first advised their supervisor, or delegated responsible person, of any possible side effects that may result from the medication. In the event the medication may cause side effects, appropriate duties may be allocated accordingly, at the discretion of the Project Manager.

An employee who knowingly, and wilfully breaches the Alcohol and Other Drugs Policy, will be subject to disciplinary action that may result in termination or a final written warning.

In the event an employee is issued a final written warning for breach of the Alcohol and Other Drugs Policy, they may also be:

- Offered professional assistance under the Employee Assistance Program;
- Referred to a Drug & Alcohol Counsellor;
- Required to participate in a review of contributory factors with their supervisor and a record of the discussion placed on the personnel file;
- Placed on a monitoring program and required to undertake a series of more frequent tests over a six-month period;
- Required to demonstrate to their supervisor that they are committed to being fit for duty at all times, over an extended period of time.

11.6 SMOKING POLICY

All personnel under the control of SCSB or on a location under the control of SCSB shall comply with the following Smoking Policy whilst at work.

- Smoking is only permitted in designated areas
- Smoking is prohibited inside buildings, vehicles, accommodation, workshops, sheds, containers and other enclosed spaces
- Smoking is prohibited in areas signposted 'No Smoking' areas
- Cigarette and tobacco waste must be disposed of in appropriate receptacles and removed from site

Personnel who are found to be in breach of the smoking policy will be subject to disciplinary action. It is the responsibility of all supervisory personnel to ensure that personnel adhere to the Smoking Policy.

11.7 FITNESS FOR WORK

All new project personnel shall undertake a pre-employment medical examination by SCSB's approved doctor(s) using an agreed assessment tool. This examination shall include medical evaluation for the role the person is to perform, identification of any medical issues so that they can be managed effectively on site, testing for drug use and an assessment of alcohol use. Persons who do not pass the examination shall not be employed. All personnel shall be required to sign an individual employment contract, which shall signify their agreement to comply with all project policies and procedures (including corporate policies and procedures) and their agreement to be subjected to random drug and alcohol testing.

11.8 FATIGUE MANAGEMENT

A site-specific Fatigue Management Procedure will be implemented on the Project and all personnel must work in accordance with this procedure. This will consider risks associated with Project Roster and Environmental conditions.

Any personnel seeking to extend work beyond their rostered hours or rostered number of shifts shall be required to complete a Fatigue Risk Assessment (SCSB-HSE-FOR-030) with their supervisor. This risk assessment shall identify risks associated with the proposed changes to the work cycle. This fatigue risk assessment must be approved and signed by a line Manager prior to the works continuing.

Programs will be established and communicated through the life of the project to raise awareness of fatigue factors and the associated risks. These programs shall include information about what fatigue is, symptoms, possible effects of fatigue and risk management measures. These items will also be communicated at induction.

11.9 HARASSMENT AND DISCRIMINATION

SCSB recognises that all personnel have a legal right to protection from harassment/discrimination as defined in the Federal Sex Discrimination Act 1984.

Harassment is any behaviour, verbal or physical, which is offensive to a person and unwelcomed. It includes bullying and any other offensive behaviour from one person to another.

Sexual Harassment may include:

- Any uninvited behaviour of a sexual nature that undermines health, performance, or endangers employment.
- Conduct of a sexual nature that is unwelcome, unreciprocated or uninvited may be regarded as harassment.

- Comments or questions about a person's sexuality or personal (sex) life, jokes, remarks or innuendos of an offensive nature directed at another person.
- Offensive phone calls.

Mutual attraction and sexual activity where there is mutual consent is not sexual harassment.

Discrimination is treating a person less favourably than someone else, in the same or similar circumstances, because of: sex, race; parental or marital status; disability, religion, political beliefs, age; sexual preference; industrial activity; physical features; or pregnancy. Complaints of harassment will be dealt with in a prompt, sensitive and confidential manner with impartiality provided to the complainant, the person against whom the allegation has been made, and/or witnesses. No one shall be victimised in any way as a result of the complaint or for providing information in relation to the matter.

Through the induction process, SCSB shall inform personnel of their:

- Equal Employment Opportunity, Discrimination Policy and Affirmative Action Policy
- Vinci Code of Conduct Policy
- Employee Assistance Program

11.10 AIE HEALTH AND SAFETY POLICIES

In addition to SCSB's own Policies it is mandatory for all personnel to abide by AIE's Policies throughout the project, this applies to all activities and personnel.

SCSB shall ensure all personnel are made aware of these Health & Safety Policies as part of its Induction Training, and they will be displayed at various visible locations in the Project Offices.

12.0 PROJECT PLANNING AND RISK MANAGEMENT

12.1 RISK MANAGEMENT

It is a key requirement of this plan to demonstrate that all health and safety risks and hazards for the works are being systematically identified, evaluated and control measures are being, or will be, implemented to reduce the risks and potential impacts of those hazards to the lowest level that is reasonably practicable (i.e. ALARP).

A risk management process has been established to identify those activities that are likely to have a significant impact on the health and safety of all personnel involved in the Project.

SCSB will identify construction health and safety risks through:

- Project wide health and safety risk assessments based on general construction activities;
- Identified high risk construction activities and the development of Safe Work Method Statements (SWMS); and
- Site and task specific assessments appropriate to day-to-day construction activities using the SWMS form and SLAM process.

Specific health and safety risks associated with the design of the Project are identified and managed according to the Hazard Identification & Risk Management Procedure which is produced for the Project. Risks identified using this process shall be recorded in the Project Risk Register.

12.1.1 SLAM - Stop, Look, Assess, and Manage

A SLAM is an on-the-job personal risk assessment tool, which allows personnel to stop and look for hazards, before commencing any task. Using the SLAM, identified hazards are assessed for the risks they may impose and then steps are taken to manage those risks.

- **Stop**, engage your mind before your hands and evaluate the task
- **Look** at the workplace and identify the hazards
- **Assess** the risks to people, the environment and property. **Assess** if you have the knowledge, training and tools to do the task safely
- **Manage** the task using the Hierarchy of Controls and advise others.

Prior to commencing a task where there is a risk of harm to people, the environment, assets or reputation, personnel shall undertake a SLAM using SLAM form (SCSB-HSE-FOR-004). This would not always apply where a SWMS exists for the work as the SWMS is the guiding document.

A SLAM and Hazard Reporting application has been developed to allow better access and traceability of risks on site.

Situations where a SLAM is used include:

- Non-routine tasks;
- Tasks where a SWMS does not exist for the work;
- Where a change in condition (for example, wet weather) is noticed.

To complete a SLAM:

- Consider each of the risk prompts. Tick “YES” (to the left) for those that apply
- For each risk ticked as “YES”, ensure the risk is managed. Tick “YES” as the risk is managed
- Over the page, note down what risk controls have been put in place to manage the risk
- For any risk that exists that is not managed, complete a SWMS or develop an alternative work process which eliminates the risk.

12.1.2 Safe Work Method Statements (SWMS)

A SWMS sets the scope of works as well as the risk management measures to be used at each step of a task. SWMS are the accepted operating standard for tasks on all SCSB sites.

SWMS shall be developed for all identified high-risk construction activities. No high-risk construction activity shall be permitted to commence until the relevant person has prepared a SWMS specifically for that activity and the SWMS has been reviewed and approved by SCSB. SWMS shall be reviewed by work crews at a minimum on the first day of each rotation. This review will be documented on the form by the crew who will sign the review page.

A SLAM may trigger the need to conduct a SWMS:

- If the risks associated with the task are managed no SWMS is required;
- If the risks associated with the task are not managed, a SWMS is required.

The template, (SCSB-HSE-FOR-008) shall be used when conducting a SWMS.

Each SWMS shall:

- describe how work is to be carried out;
- identify the work activities assessed as having safety and health risks;
- identify those safety and health risks;
- describe the risk control measures that will be applied to the work activities;
- include a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work; and
- make provision for any matters that may be required by the regulations.

12.1.3 Management of Change

Where it is identified that a change is needed (eg., change in methodology) any such potential change shall be risk assess to determine what additional risk or changes to existing risk levels may be encountered. Where it is discovered that a change has occurred (eg., changes in weather conditions) a SLAM shall be undertaken to assess any potential change in risk. These assessments will drive any potential changes or additions to controls that may need to be incorporated.

12.1.4 Pre-Construction Hazard Identification (HAZID)

A Pre-Construction Hazard Identification (HAZID) Workshop shall be conducted during the mobilisation phase of project with key personnel from AIE and SCSB. The purpose of the workshop is to identify and mitigate safety risks associated with the Project. Hazards, associated risks and relevant control measures shall be collated in the Project Risk Register. The Project Risk Register shall be maintained up to date for the duration of the project and shall provide a point of reference for further risk review.

The HAZID process will include:

- Agreed list of activities/operation;
- For each activity determine potential hazards;
- For each hazard identify potential consequences and “risk rank” the hazard;
- Identify controls currently in place and any further controls required;
- Review the activity before proceeding with the next activity;
- Review actions, comments and appoint appropriate parties/individuals for further action.

When a hazard is identified, matters to be considered should include:

- The type of hazard;
- The likelihood of the hazard;
- The consequence of injury, damage or loss likely to occur as a result of being exposed to a hazard;
- The number of personnel exposed/involved and their location;
- The distance from the workplace to the nearest available emergency service or hospital;
- Systems of communication from project locations to emergency services; and
- Information available on safety data sheets (SDS) or product sheets relating to first aid and other mitigation measures.

12.1.5 High Risk Construction Activities

High risk construction activities, which will require a detailed hazard analysis include, but are not limited to:

- construction work involving a risk of a person falling 2 metres or more;
- construction work on telecommunications towers;
- construction work involving demolition;
- construction work involving disturbing or removing asbestos;
- construction work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse;
- construction work involving a confined space;
- construction work involving excavation to a depth of more than 1.5 metres;
- the construction of tunnels;
- construction work involving the use of explosives;
- construction work on or near pressurised gas pipes (including distribution mains);

- construction work on or near chemical, fuel or refrigerant lines;
- construction work on or near energised electrical installations and lines (whether overhead or underground);
- construction work in an area that may have a contaminated, inert or flammable atmosphere;
- construction work involving tilt-up or precast concrete;
- construction work on or adjacent to roads or railways that are in use;
- work on a construction site where there is movement of powered mobile plant;
- construction work in an area where there are artificial extremes of temperature;
- construction work in, over or adjacent to water or other liquids if there is a risk of drowning;
- construction work involving diving.

SCSB shall ensure that such risk analysis for high risk construction work forms part of the Pre-Construction Hazard Identification (HAZID) workshop to identify risks and necessary mitigation.

12.2 SITE HAZARD MANAGEMENT

12.2.1 Hazard Reporting Process

To prevent workplace incidents, injuries and illnesses, hazards must be reported and, where possible, rectified immediately.

Personnel are required to report all hazards as soon as possible and to ensure that appropriate measures are implemented immediately to prevent an incident, injury or illness.

Where an individual identifies a hazard in the workplace, they are to rectify it and/or make it safe (where they have the appropriate qualifications and competencies to do so) without putting themselves or others at risk.

Where personnel are unable to rectify or make safe the hazard, work in the immediate/affected area shall cease, ensure that it is appropriately isolated so as to prevent it from causing an incident, injury or illness and report it immediately to their supervisor.

12.2.2 Hierarchy of Hazard Control Diagram



12.2.3 Hazard Reporting Form

Each identified hazard should be documented on the Hazard Report application form, and the actions taken to eliminate the hazard tracked to completion using the Corrective Action Register(Myosh). All hazards are to be documented and submitted to the relevant manager, supervisor or equivalent. Actions shall not be marked as completed until remedial action items are completed, reviewed and signed off by the relevant person.

12.2.4 Completion of Corrective Actions

The completion of corrective actions is the most critical phase of the risk management process. The following systems shall be maintained to ensure that corrective actions are completed:

- If the corrective action is immediately completed, written details shall be noted on Part B of the Hazard Report Form and submitted to the Project HSE Manager for entry into the Project Corrective Action Register.

The following shall apply for all outstanding action items:

- Details shall be recorded on the Project Corrective Action Register;
- The status shall be reviewed at the weekly SCSB meetings

12.3 PERMITS TO WORK

Permits to work are a formal management system used to control high risk activities. These enable an assessment of risks to be made and to specify control measures which will be put in place in order to minimise the risk. A specific Permit to work procedure shall be produced for the PKGT Project to explain the permitting process and the delineation between any stakeholders and SCSB work permit systems.

Permits detailed in the Permit to Work procedure:

- Excavation (ground disturbance >300mm)
- Hot work (outside of the established workshop area)
- Critical lifts (multiple cranes or >75% of crane capacity at radius)
- Work at Height (over 1.8m where fall arrest systems are implemented)
- Confined Space
- Pressure systems work
- Explosive / Radioactive work
- Live electrical work for the purposes of testing/fault finding only

Asset owner permits may also be required when working on or adjacent live or designated systems (eg., within 3m of the pipeline after completion of hydrotesting; tie-in to Jemena valve manifold, etc.)

13.0 INCIDENT REPORTING AND INVESTIGATION

13.1 GENERAL

All personnel shall be responsible for reporting all incidents including near miss incidents to their supervisor. Investigating and implementing remedial actions is in accordance with guidelines outlined in this section.

The Project HSE Manager shall maintain an electronic database of all incidents and retain copies of all reports and investigation documentation at the Project office for auditing and review purposes.

All incidents no matter how insignificant they may seem must be reported and investigated to ensure:

- Timely treatment of any reported injuries or incidents experienced by any person on the Project;
- Every accident or incident is investigated to establish source and cause; and
- That effective management control is developed and implemented to prevent recurrence of any similar reported accident or incident or worse incidents occurring.

13.2 REPORTABLE INCIDENTS

All incidents must be reported, including but not limited to:

- Near Miss events;
- Incidents resulting in injuries to persons (first aid, medical treatment, lost time injuries);
- Any illness reputedly attributable to the work place;
- Vehicle and mobile equipment impact incidents/accidents;
- Significant equipment, structural or component failures;
- Infrastructure impact or damage;
- Community related incidents and environmental incidents (including fauna impact);
- Compliance/Procedural Breach

Non-work related injuries and illnesses must also be reported to the injured/ill person's supervisor. Although not recordable, it is important that SCSB is aware of non-work related injuries and illnesses so that the person's work can be managed to prevent aggravation of the injury in the workplace.

13.3 INCIDENT CLASSIFICATION

The incident reporting process and investigation methodologies for incidents occurring on the Project shall be determined in line with the following criteria:

- Risk Based Incident Classification; and
- Statutory Notifiable Incidents.

13.3.1 Risk Based Incident Classification

- All incidents shall be risk assessed to facilitate the level of notification within the Project (all stakeholders) and determine the structure of the investigation team and the level of investigation to be conducted.
- High potential (high or extreme ranking according to the SCSB risk matrix) incidents shall, at a minimum, be the subject of a root cause analysis.
- The risk classification of an incident shall be calculated using the SCSB Risk Matrix (SCSB-HSE-FOR-031)

13.3.2 Statutory Notifiable Incidents

An incident is notifiable to the relevant Regulatory Body as per the guidelines below. All Notifiable Incidents shall be treated as High Risk Incidents and internal notifications shall occur in line with *Incident Reporting* Section below.

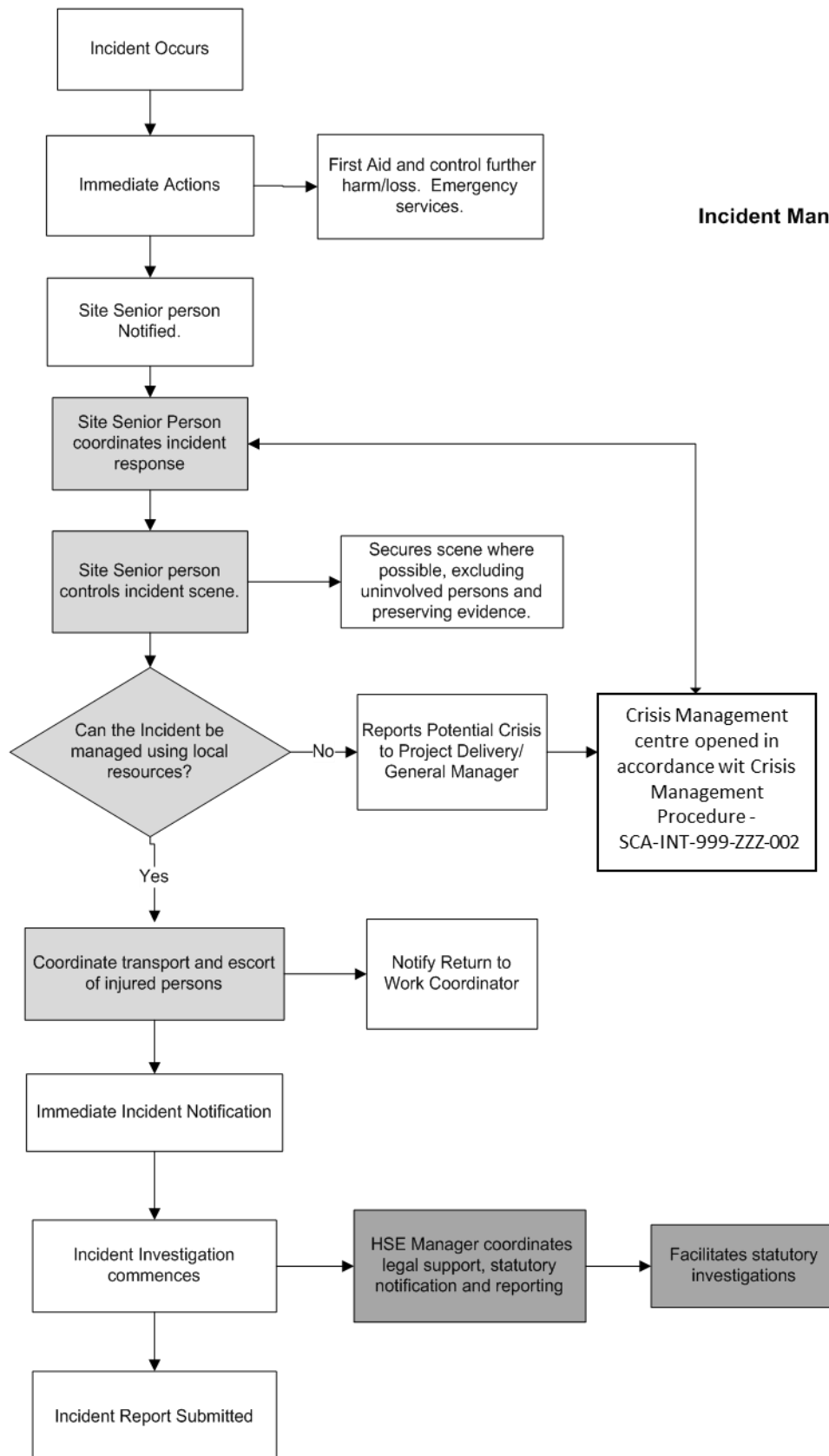
Reporting is required for:

- serious injury or illness of a person is:
- an injury or illness requiring the person to have
- immediate treatment as an in-patient in a hospital
- immediate treatment for
- the amputation of any part of his or her body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of his or her skin from an underlying tissue (such as degloving or Scalping)
- a spinal injury
- the loss of a bodily function
- serious lacerations
- medical treatment (treatment by a doctor) within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work
- with micro-organisms that involves contact with human blood or body substances
- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing

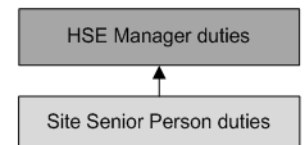
- the collapse or partial collapse of a structure
 - the collapse or failure of an excavation or of any shoring supporting an excavation
 - the inrush of water, mud or gas in workings, in an underground excavation or tunnel
 - the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed under a regulation; but does not include an incident of a prescribed kind.

13.4 INCIDENT REPORTING

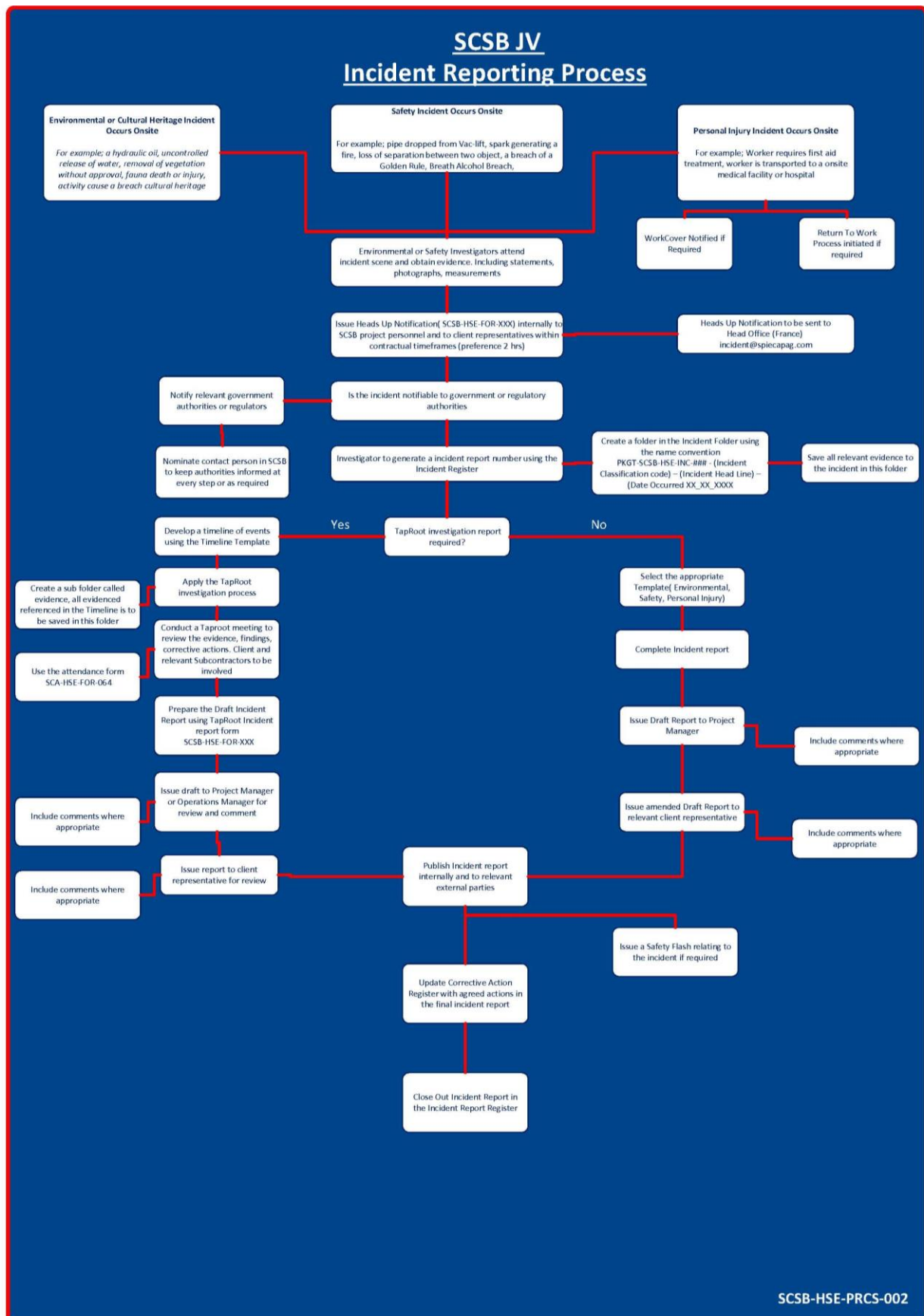
SCSB requires that all incidents be reported immediately following occurrence as per the following tables Incident Management – Roles & Duties and Incident Reporting Process. All incident reports will be verbally communicated immediately to SCSB and AIE HSE Manager and Senior Managers in all instances. SCSB will follow up with written notification to AIE within 2 hrs via email.



Incident Management – Roles & Duties



13.5 INCIDENT INVESTIGATION REPORTS



13.5.1 Incident Report Forms

Low and Medium Level Incidents

The Supervisor responsible for an injured person, damaged equipment, infrastructure damage or the area where the incident occurred shall complete an incident notification documenting the initial details of the incident in accordance with the time frames and reporting criteria in the tables *Incident Management – Roles & Duties* and *Incident Reporting Process*.

The Project Manager and Project HSE Manager shall be immediately notified where appropriate, and further action implemented as required and in accordance with the investigation procedure referenced below.

The Spread Boss / HSA shall lead investigations for Low and Medium level Incidents (unless determined otherwise for Medium Level incidents) in consultation with the Construction Manager and Project HSE Manager. Medium level incidents may require a detailed investigation.

High and Extreme Level Incidents

Within 1 working day of a High or Extreme level incident, the Project HSE Manager will define a 'Scope of Investigation' and recommend appointments to the investigation team in accordance with the requirements of the section *Incident Investigation Teams* below.

The investigation team shall document all facts, gather evidence and take witness statements to determine where possible the cause of the incident and to allow preventative and/or corrective actions to be developed.

Investigation teams for high and extreme level incidents shall be led by the Project HSE Manager and includes as a minimum the Supervisor, Construction Manager, employees (subcontractor) as necessary and the HSA for the relevant designated work group.

The Project HSE Manager shall document all incident findings and corrective actions, along with close out information, into the incident report.

13.5.2 Incident Investigation

The depth of an investigation and involvement of the SCSB Project Team shall be dependent upon the incident risk classification. The table below provides a guideline on determining the level of investigation.

13.5.3 Incident Investigation Teams

Incident Type	Investigation	Investigation Team
High-Extreme Risk	Detailed Investigation required including root cause analysis	Project Manager, AIE H&S rep, Construction Manager, Spread Boss, Supervisor, Project HSE Manager, HSA, involved worker(s), External Consultant as required.

Incident Type	Investigation	Investigation Team
Medium Risk	Detailed Investigation deemed necessary by HSE Manager	Construction ManagerSuperintendent, Supervisor, HSA, involved worker(s), External Consultant as required
Medium Risk	Incident Report as a minimum	Spread Boss, HSA, involved worker(s)
Low Risk	Incident Report Only	Spread Boss, HSA, involved worker(s)

13.5.4 Corrective Actions

Determination of corrective actions shall be made in consultation with the relevant stakeholders (being those that perform the work, those that will approve the implementation and budget) to ensure the proposed measures:

- Are workable and practicable (i.e. corrective actions should be determined thoughtfully and with regard to their effective implementation such that they will be used); or
- Do not present or introduce new hazards; and
- Will effectively mitigate the risk of incident recurrence.

The assignment of corrective actions shall be managed through the Corrective Action Register. Corrective actions shall as a minimum:

- Reflect the Causal Factors of the incident investigation;
- Be specific such that the person assigned with implementation has a thorough description of what is required;
- Be allocated a suitable timeframe for completion;
- Consider the resource (practicability) requirements for implementing the control measure; and
- Be determined in accordance with the Hierarchy of Control which includes:
 - Elimination of the hazard
 - Substitution of hazard with a measure carrying less risk such as changing a dust suppression material with a more effective product
 - Isolating personnel from hazardous areas or items
 - Engineering of the hazard such as machine guarding, modification to plant, addition of noise dampeners to noisy machinery, etc
 - Administrative measures such as reduced exposure time, training, etc
 - Personal Protective Equipment (where PPE is supplied as a control measure an assessment must be conducted to ensure the type of PPE is appropriate for the hazard the person/s are exposed to.)

Further, the assigner of preventative and corrective actions shall follow up overdue actions with the assignee. The Project HSE Manager shall also generate a list of the corrective and outstanding corrective actions from the Corrective Action Register and table this list at the Project Construction meetings for follow up and confirmation of completion. An incident report

itself may be considered closed once the incident investigation is completed and corrective/preventative actions are assigned.

13.5.5 Incident Communication

Following the incident investigation, feedback must be given to relevant personnel on the incident causes and future control measures to be implemented. This may be achieved through toolbox meetings, operational meetings and/or daily pre-start meetings.

The HSE Manager will also develop and distribute Incident (Safety) Alerts in the following circumstances:

- For all Notifiable Incidents and incidents classified with a High/Extreme risk potential; and
- Where it is deemed necessary that all personnel need to be made aware of the occurrence, its causes and preventative measures; and
- Where supplied and requested to be distributed by a AIE representative.

Incident (Safety) Alerts shall be released only following completion of any Incident Investigation proceedings.

The Project HSE Manager is responsible for posting and removing Incident Alerts from all SCSB H&S Noticeboards. Alerts shall be posted for a period no longer than four (4) weeks. Incident alerts will be distributed to all crews along with an acknowledgement form for sign-off of all personnel. These forms shall be signed by all workers reviewing the alert and returned to the Project HSE Manager. Crew supervisors shall be responsible for discussing the contents of Incident Alerts at their daily prestart meetings and will oversee the completion of the sign-off forms.

13.6 NON-DISTURBANCE OCCURRENCE

This section provides that additional occurrences may be described as non-disturbance occurrences. In the event that a fatality occurs or there is a threat to life, the place of the occurrence (or plant at the place) must not be disturbed for a period until the proper investigations have been completed by the appropriate authorities or SCSB investigation team.

This does not prevent such actions as helping or removing injured or trapped persons at the scene of an occurrence. The following non-disturbance occurrences apply to this section:

- An injury to a person that results in the amputation of a limb;
- The placing of a person on a life support system;
- The loss of consciousness of a person caused by the impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen;
- Major damage to any plant, equipment, building or structure;
- An uncontrolled fire or explosion;
- An uncontrolled escape of gas, dangerous goods or steam;
- A spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance;
- Entrapment of a person in a confined space;
- Collapse of an excavation;
- Entrapment of a person in machinery; or
- Serious burns to a person.

14.0 EMERGENCY MANAGEMENT

14.1 EMERGENCY PREPAREDNESS AND RESPONSE

SCSB have developed and will implement an Emergency Response Plan specific for the PKGT scope of works in order to provide formal guidelines on ensuring a safe, timely, and effective response process exists to manage and control any incidents that threaten personal health and safety as well as the community at large, surrounding environments and operational infrastructures.

The plan includes the following essential topics, elements and issues:

- The arrangements for alert or alarm situation (who should be notified, how, etc.);
- Evacuation and accounting for personnel in the event of evacuations;
- Emergency Response Guidelines for likely contingencies such as spills, fires, mobile plant collisions, trench collapse, bomb threats, natural disasters, etc;
- Up-to-date site location and layouts as required;
- Emergency contact details (internal and external);
- Hazardous materials on site (location, quantity, types, method of storage, handling, fire-fighting methods to be used, etc);
- Specific arrangements and means for the appropriate response to any of the emergencies above, which are considered foreseeable or likely; and
- Roles and responsibilities of emergency personnel (eg. wardens, communication officers, first aiders etc.).

The Emergency Response Plan shall reflect the potential contingencies associated with the Project works taking into account neighbouring industrial and residential centres and be reflective of the major hazards identified in the Project Risk Register.

The Emergency Response Plan includes the method SCSB shall adopt to manage damage containment, control and minimisation, rescue and first aid of personnel, internal and external communication, evacuation of personnel, and coordination and cooperation with emergency services and regulatory authorities, such as the Police, Fire Brigade, Ambulance services, etc.

Local Emergency Services and other stakeholders, (e.g. Roads and Traffic Authority) shall be invited to assist in reviewing the Emergency Response Plan and conducting an inspection of Project sites.

The Emergency Response Plan outlines the requirements and responsibilities for ensuring the SCSB project team is adequately equipped and prepared for all potential emergencies and crises that may arise over the course of the project works.

Incorporated within the Emergency Response Plan is the timetable for conducting regular emergency response drills to validate the effectiveness of SCSB emergency response capabilities and to identify emergency improvement opportunities.

The Emergency Response Plan shall be revised as necessary, following emergency drills, or actual application of the plan itself. The review shall be conducted by the SCSB Emergency Response Team and shall be facilitated by the Project HSE Manager.

14.1.1 Post Emergency Activities

Following an emergency, a full investigation shall be carried out and an appropriate debrief conducted. At the completion of the investigation, the site Emergency Response Plan shall be revised, if necessary.

14.2 FIRE PROTECTION

The Project Manager shall ensure that:

- Adequate fire protection precautions are in place;
- An adequate number and type of firefighting equipment is provided to meet requirements;
- Personnel are made aware of the hazard of ignition sources; and
- Appropriate personnel are competent in the use of firefighting equipment

All personnel shall be made aware of the location and correct operation of all firefighting equipment. This will be through an awareness session integrated into the office/project induction.

All mobile plant and all vehicles shall have a fully charged fire extinguisher, with current tagging, ready for use at all times.

14.2.1 Fire Prevention & Control

The Project Manager shall ensure that fire prevention and control procedures are implemented to prevent fires, minimise the spread of fire, prevent injury to personnel, and environmental damage.

The procedures shall address:

- Maintaining high standards of housekeeping
- Correct storage of flammable / combustible goods and bunding
- Firefighting equipment is available, serviceable and signposted
- Where required hot works are controlled by Permit and fire watchers are appointed
- Establishment of no smoking / designated smoking areas
- Site awareness and communication of high fire danger conditions
- Compliance with local bushfire and other fire regulations, including fire ban restrictions
- Monitoring of fire authority information
- Emergency response procedures
- All equipment and inspections are in accordance with relevant Australian Standards.

14.3 SECURITY

The names of all visiting personnel shall be recorded in the Visitor Register to account for all personnel in an emergency situation.

Should access to the work area be breached by any unauthorised personnel then work is to cease immediately and the area cleared of unauthorised individuals.

If confronted by aggressive or threatening individuals, all personnel must take their own personal safety as their priority and remove themselves from the situation as quickly as possible without further inciting the situation.

SCSB will work closely with AIE to ensure security of personnel and assets. Security incidents will be recorded and communicated in accordance with the project incident reporting requirements.

Unauthorised entry to a construction workplace by general public are restricted by the boundaries and sign posts. The HSE Manager shall ensure that the worksite is secured to prevent unauthorised access and any visitor must go through Visitor induction and must be made aware of Workplace hazards.

15.0 EMPLOYEE SELECTION, COMPETENCY AND TRAINING

15.1 GENERAL

SCSB has a responsibility to ensure its managers, supervisors and workers have the necessary skills and knowledge to advise and enforce compliance of this Plan and associated procedures, safe work method statements and other systems requirements.

In understanding the requirements for worker selection, competency and training, it is necessary to recognise that almost all personnel involved in the construction, operation and maintenance of the Project can create a safety hazard if they are not competent, qualified and suitably trained to carry out their role.

Personnel working on site shall attend training sessions that are relevant to the scope of work in which they are engaged.

No person is to execute work, which requires a permit and/or certificate unless that person has received relevant training and possesses the relevant authorised permit and/or certificate.

15.2 SUBCONTRACTOR PERSONNEL

The same standards of safety performance are required from Project personnel whether they be SCSB employees, contractors or subcontractors.

A QHSE Subcontractor evaluation form shall be sent out during the Tender stage with any subcontract package. This information shall be reviewed as part of the tender selection process.

During the Project, the Project Manager shall monitor subcontractor performance, including surveillance of subcontractors' management systems.

15.3 GENERAL CONSTRUCTION INDUCTION

In accordance with the H&S requirements set out in the Occupational Health and Safety Act 2004 and Work Health and Safety Act 2011, all personnel undertaking work on the Project are required to complete a recognised construction induction training course (General Construction Induction) prior to commencement.

15.4 SCSB PROJECT INDUCTION

Personnel working on the Project will complete a SCSB Project Induction at the time of their first attendance to site. All inductees shall be required to complete and sign a Project Personnel Induction Record (SCSB-HSE-FOR-014) after the induction. The site induction will reflect both SCSB and AIE's requirements.

The purpose of the Project Induction is to ensure that all personnel are made aware of and are conversant with the requirements of this Plan, specific Project site hazards and SCSB strategies for managing those hazards and discharging its work health and safety obligations.

No person shall be permitted to commence work in any work area or section of the port or pipeline easement on the Project that is under the control of SCSB until they have attended the Project Induction. A register of visitors shall be maintained using the Site Visitors Register (SCSB-HSE-FOR-013).

Visitors, including delivery drivers attending the RoW, shall complete a visitor induction using the Site-Specific Induction Record (SCSB-HSE-FOR-015).

All licences and certificates of competency held (operator tickets, first aid, confined space, etc) must be recorded on the Project Induction Record form and certified copies of all such licences and certificates attached.

An electronic register shall be kept of all the Project Induction attendees. This register shall also reference the licences and certificates of competency held by each person.

15.5 COMPETENCY

No employee or subcontractor employee will be permitted to perform work unless that person holds the required qualifications/licences and competencies for the work they are undertaking or for the operation of equipment.

Subcontractors will be responsible for engaging competent and experienced supervision and employees who hold the appropriate certification for the required tasks.

All personnel performing work requiring a licence shall be required to present their ticket or license to the Site Manager or his/her delegate for inspection prior to undertaking such works. Competencies shall be verified by an authorised person appointed by the Project Manager.

15.5.1 High Risk Work Licence and VOC

Personnel operating plant and equipment or completing tasks requiring a high risk licence shall hold the appropriate licence in accordance with the relevant WHS legislation and copies of current High Risk Licences and Certificates of Competency must be obtained and retained on site.

Verification of competency shall be based on a documented assessment by a qualified trainer/assessor who holds the High Risk Work Licence or by using a subject matter expert who holds the high risk work licence.

15.5.2 Earthmoving Equipment

Earthmoving equipment that does not require a HRWL shall only be operated by personnel who are trained and competent in its use. These personnel must hold a certificate of competency from a registered training organisation. A project specific training matrix will be produced to outline accepted competency equivalents.

16.0 COMMUNICATION

16.1 PROJECT COMMUNICATION

Communication and interaction between all parties is a critical element in managing safety.

Daily, weekly and monthly meetings shall be held in a structured manner to communicate issues to all levels of the workforce throughout the sites.

Immediate issues shall be communicated via rapid forms of communication such as 'Safety Alerts', signage and on-site discussion. These communication methods allow for site hazards, that have the potential to affect the operations or workforce, to be investigated and rectified as soon as possible and for findings to be communicated to others in a timely and organised manner.

16.1.1 Project Construction Meetings

Health and Safety should be the first order of business in the weekly Project Construction meetings.

At this meeting, health and safety issues from the previous week shall be reported on and discussed, as well as any health and safety aspects of upcoming planned activities. All minutes of the meeting are required to be recorded.

16.1.2 Weekly HSE Meetings

A HSE meeting shall be held each week throughout construction and shall be attended by SCSB and AIE HSE Personnel.

16.1.3 Daily Pre-Start Meetings

The Prestart Safety Meeting is a work planning meeting which allows personnel to discuss the activities of the day and how these will be managed. Safety shall be the first order of business in the daily pre-start meetings, covering safety related matters and concerns. Attendance at a daily pre-start meeting is mandatory for all site personnel and an attendance record will be completed by each crew and submitted to the H&S Office staff for verification and logging.

16.1.4 Weekly Toolbox Meetings

Toolbox meetings are an open forum for the workforce to raise safety concerns they have encountered or foreseen which did not require immediate action by themselves or their supervisors.

These meetings will be held weekly; however they may be held more frequently at the discretion of the Project Manager (e.g. following incidents, change in work process or procedures, etc).

By using this methodology, safety issues and concerns become a focal point and control measures can be initiated to reduce the likelihood of risk. Safety and health matters which could be discussed include, but are not limited to the following:

- Toolbox meeting minutes and actions arising.
- Hazards or safety issues identified and remedied during the period.

- Problems identified with remedial action yet to be completed. Reasons for incomplete rectification plus a progress report.
- Incidents including near misses occurring during the period.
- Safety statistics.
- Training programmes.
- Work progress (short term and overall).
- Safety audits and inspections findings.

16.1.5 Visual Safety Identity & Reporting

To help emphasise SCSB's commitment to safety and to embed this way of thinking into the minds of our workforce, the project team will aim to report HSE statistics and information in a visual format that can be easily digested.

One tool utilised to engage the workforce onsite will be the Safety Road Map – refer to Appendix II for sample. This is a visual reporting tool that shows the various elements of the construction works (ordinarily by crew) and provides the H&S leading indicator stats for that crew, (Slams, Safety Obs, Hazard Reports) for the reporting period against their KPI. A traffic light system also indicates the level of compliance of the crew

To achieve our project vision of an injury free workplace it is important that everyone at every level understands these key messages, buys into them, and supports them. To help achieve this, they will be championed at the highest level.

16.1.6 H&S Committee and Committee Meetings

Where required, the establishment, composition, size, training, etc of a Health and Safety Committee and committee members will be in accordance with the Work Health and Safety Act 2011 (NSW).

Members of the committee shall be provided training in accordance with the above references.

An agenda for the Project H&S Committee meetings shall be prepared by the Committee Chairperson and distributed to all participants at least forty-eight (48) hours prior to meetings.

Minutes of all H&S Committee meetings shall be recorded on the H&S Committee Meeting Agenda & Minutes Pro-forma, distributed to all participants and posted on all safety notice boards. Minutes of meetings will be forwarded to workplace HSAs and the Project HSE Manager within forty-eight (48) hours of completion of meetings.

Action items arising out of meetings shall be recorded on the H&S Committee Meeting Agenda & Minutes Pro-forma. The status of the action items shall be followed up at subsequent meetings and closed out as appropriate.

16.1.7 Safety Alerts

Safety Alerts will be the official notification to site personnel for reporting incidents or accidents and on site activities that have the potential to affect the health and safety of persons on the site.

Safety Alerts shall be communicated verbally to all personnel as well as displayed on all safety notice boards and distributed electronically as required.

16.1.8 Roster Re-start Meetings

At the commencement of works after each rostered break all crews will attend an extended Pre-start meeting, this will be utilised to:

- Discuss the achievements of the previous swing
- Disseminate information on lessons learned
- Provide the workforce information on works scheduled
- Reinforce/remind personnel of key information from the induction

16.1.9 Signs and Notices

Location, site access, and OHS related signs shall be clearly displayed and maintained during all operations. Supervisors are responsible to ensure all signs and notices are in place and up to date. Signage will comply with *AS 1319:1994 Safety signs for the occupational environment* and shall include safety signs, regulatory signs, emergency information signs, fire signs, barricades and general signage.

17.0 REPORTING

17.1 WEEKLY REPORTING

SCSB shall produce a Project weekly report that will be issued to AIE which will contain a narrative overview of the activities undertaken by the Safety Department, areas of concern, an overview of any incidents that have occurred during the reporting period and an update on weekly statistics:

Indicator	Project to Date	Previous Period
SLAMs		
Task Observations		
Corrective Actions Opened		
Corrective Actions Closed		
Recordable Injury Free Days		

17.2 MONTHLY REPORTING

A monthly report will be issued to AIE within 3 days of the end of each month. The Safety section of the report will be produced by the Project Safety Manager providing an overview of the Months activities including details on:

- No. of Tool Box Meetings
- No. Safety Leadership Drills
- No. Pre-Start Meetings
- Quantity of Training Sessions
- Hrs of Training conducted
- No. of Internal Audits conducted
- Quantity of SLAMS produced
- Quantity of Emergency Training Sessions
- No. of Safety Observations
- No. of Incidents

The Project Safety Map (refer to Appendix II), will be issued as an Appendix of the Monthly report and will provide detail of Leading Indicators by crew against KPI targets. This will also be reviewed in the next weekly Toolbox Meeting and displayed at various locations around the worksite.

18.0 PERFORMANCE REVIEW AND AUDIT

18.1 GENERAL

Continuous improvement auditing (internal and external) of the project will be undertaken by SCSB and subcontractors to ensure legislative compliance and 'best practices' identified in this Plan and supporting documents

All inspection/supervision personnel have an obligation to regularly review the work sites under their area of responsibility and to provide feedback on safety aspects to people working in that area.

18.2 AUDIT SCHEDULE

Description	Scope	Facilitator	Timeframe
Construction Safety Management Plan Review	SCSB Project CSMP	Project HSE Manager & Corporate QA/QC or H&S Assurance Manager & Project Manager	Prior to the commencement of the Project; Quarterly
Mobilisation Audit	SCSB; Subcontractors	Corporate QA/QC or H&S Assurance Manager	2-4 weeks after full Project Construction commences
Workplace Inspections	SCSB; Subcontractors	HSA's; PMT; Employees	Weekly
Behavioural Observations	All Project Areas	SCSB Management, OH&S personnel and trained observers from the workforce	Each observer to complete a minimum of 1 observation each week

18.3 SAFETY MANAGEMENT PROCESS REVIEW

The Project HSE Manager will be responsible for ensuring that the construction Safety Management Plan is reviewed on a quarterly basis to reflect improvements or modifications occurring throughout the duration of the project. Any such changes will be made after consultation with all interested parties and again endorsed by the SCSB Corporate Teams.

18.4 PROJECT MOBILISATION AUDIT

A mobilisation audit shall be conducted within 4 weeks of full mobilisation to the Project site.

The scope of the audit will be determined by the Project HSE Manager based on keys risks identified in this Construction Safety Management Plan. The audit report shall be made available to the AIE representative upon completion of the report.

18.5 WORKPLACE INSPECTIONS

SCSB Supervisors, HSAs and subcontractor personnel shall conduct workplace inspections on a regular basis to provide key safety performance indicators and identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices.

Areas for review will include, but not be limited to:

- Verification of working documentation and recording of information (eg. pre-start meetings, SWMS, etc);
- Implementation of safe work practices in accordance with on-site working documentation; and
- General ongoing hazard reviews taking into account any changing environment.

All action items from these inspections shall be recorded in the Corrective Action Register in accordance with section 8.5.4.

18.6 BEHAVIOURAL BASED SAFETY PROGRAM

The behavioural based program reflects SCSB's commitment to safety by helping to ensure an injury free workplace. Using trained observers to observe the workforce's behaviours and analysing the data obtained will provide lead indicators to assess the effectiveness of the projects safety management

systems and help to provide indicators to which areas need to be improved. The program engages commitment from all levels of management from executive to shop floor.

Appropriately trained personnel shall conduct regular safety observations and record these on the Safety Observation Report (SCSB-HSE-FOR-006). The Project HSE Manager shall ensure completed forms are entered into the myOSH system for record and analysis. Employees must be engaged by the observing person to discuss good work practices as well as opportunities for improvement on a one on one basis.

18.7 NON-COMPLIANCE MANAGEMENT

SCSB supervisors and HSAs are required to inspect the workplace on a daily basis. In the event that a non-compliance with the Construction Safety Management Plan, associated procedures or SWMSs is witnessed, the SCSB representatives are responsible for ensuring that the non-compliance is rectified immediately, or temporary control measures implemented until such time as the non-compliance can be permanently rectified.

Work shall not continue until the work place has been made safe and the Non-Conformance Report has been closed out by the appropriate manager.

18.8 INJURY / LOSS STATISTICAL ANALYSIS AND REPORTING

The Project Manager shall monitor the safety performance of SCSB and subcontractors on the Project. The objective is to ensure a high "Safety Standard" is achieved and shall promptly rectify any identified deficiencies.

Each injury / illness shall be classified in order of severity as First Aid, Medical Treatment Injury, Restricted Work Injury or Lost Time Injury provided the injury / illness:

- occurred while the person was on shift. That is, while the person was getting paid;
- the insurer has accepted liability for the associated workers' compensation claim; and
- resulted from a work-related activity.

All near misses, first aid treatment, medical treatment, and loss of time should be monitored, recorded and evaluated. The safety statistics should be reported weekly and monthly to the SCSB's head offices and to AIE's Representative. The information should be consistent with statistical data including:

- Number of Near Misses: A near miss is any unplanned incident that occurred at the workplace which, although not resulting in an injury, had the potential to do so.
- Numbers of First Aid Treatments: As a result of a workplace injury a person receives minor treatment that does not require medical treatment. The injury does not result in lost time or restricted duties.
- Numbers of Restricted Work Injuries: An incident shall be recorded as an RWI if it has resulted in the person being unable to perform their usual duties / hours and the person has been issued a medical certificate from a suitably qualified health care provider certifying them fit for suitable / restricted duties for any number of hours per shift, effective on their next rostered shift.
- Numbers of Medical Injuries: (MTI) A work-related injury that:
 - Requires treatment by, or under the specific order of a registered medical practitioner or any injury that could be considered as being one that would normally be treated by a registered medical practitioner; AND
 - Results in less than a full shift being lost from work AND

- Is beyond the scope of normal first aid
- An Injury / illness shall NOT be counted as an **MTI** if:
 - The treatment is required to treat a previous injury, such as in the case of an aggravation;
 - The treatment referral is provided in any non-approved certificate format, or certificate issued by anyone other than a suitably qualified health care provider;
 - The treatment referral is provided in a certificate subsequent to the initial certificate issued immediately following the incident;
 - The referral is for diagnostic procedures, such as X-ray, blood tests and ECG, including the administration of prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate pupils, etc);
 - The treatment is physiotherapy (and similar therapies);
 - The referral is for further investigation and the results of those investigations indicate that no medical treatment is required.
 - The treatment is First Aid.
- Total Number of Lost Time Incidents (LTI): As a result of a workplace injury a person is unable to return to work for one full shift or more on any roster day following the day on which the injury occurred.

18.9 CONSTRUCTION SITE HEALTH AND SAFETY OBJECTIVES, TARGETS AND KPIS

Item	Objective	Target
1	Project personnel are personally aware of, and managing task-based hazards in the field	Project field personnel complete at least 1 SLAM per task not covered by a SWMS
2	Project personnel are briefed and aware of the H&S risks and rules on the project	All personnel are trained in H&S inductions and other relevant training courses
3	Project personnel are involved in discussions about topical and up to date H&S issues on site	All teams attend a daily pre-start meeting and a weekly H&S toolbox meeting
4	Project supervision and management monitor field work with a focus on identifying safe /at risk behaviours and unsafe conditions	All spread bosses, managers and safety personnel conduct 1 safety audit or inspection and 2 safety observations per week
5	Project vehicles and plant are inspected and verified in good condition and safe	100% compliance with documented daily pre-start inspections
6	Promote and maximise use of Leading safety indicators	>100 Hazard observations per 100,000 man hours
7	Full compliance with Health and Safety legislation	Health and Safety compliance audit – Zero Non-conformities

19.0 SAFETY DISPUTES AND ISSUE RESOLUTION

19.1 WORKPLACE AGREEMENTS

The legislation outlines specific processes for safety dispute resolution. The legislation is clear on its intent; however, employees, subcontractors, agents, suppliers and employers must comply with their occupational health and safety obligations under legislation, relevant industry codes of practice, safety procedures in applicable awards, certified, enterprise or other workplace agreements.

Service providers are required to use every effort to resolve grievances or disputes with their employees at the enterprise level, in accordance with the procedure outlined in the applicable award or certified enterprise or workplace agreement.

Where resolution is not possible at its source in the enterprise, the graduated steps of the dispute settlement procedure contained in applicable awards, or certified, enterprise workplace agreements are to be complied with. This may include referring the grievance or dispute to the appropriate industrial tribunal.

19.2 DISPUTE RESOLUTION PROCEDURE

Where any workers encounter what they believe to be a safety hazard, or are allocated work in what they consider constitutes an unsafe situation, they shall discuss the situation immediately with their responsible supervisor.

The following process shall occur:

- The worker and supervisor shall discuss and agree on a system of resolution to the hazardous situation in an appropriate time frame. Rectified and return to work.
- If the hazardous condition is not rectified or resolved, involve the HSA. The initial step shall be utilisation of the Hazard Report form or Non-Conformance Report form. Relevant information shall be obtained and resolution actions initiated. The worker shall be provided with alternative work whilst awaiting resolution of the issue.
- If the issue is not resolved after the inclusion of a supervisor and/or the HSA, the relevant Manager shall be included in the resolution process.
- If the issue is not resolved, then Senior Management shall be included in the resolution process.
- If all attempts to resolve the issue fail, the issue shall be referred to a Workplace Health and Safety Committee (if established).
- If no appropriate and agreeable actions can be initiated the appropriate regulatory authority shall be included in the process. This will include a WHS Inspector. The Inspector's decision is binding on all parties.

Workers have the right and responsibility not to start or continue a job if they feel risk has not been satisfactorily managed. No worker shall be discriminated against for refusing any request to work in what he/she believes to be an unsafe working environment.

20.0 WORKPLACE INJURY MANAGEMENT AND REHABILITATION

20.1 PERSONNEL FITNESS AND HEALTH SURVEILLANCE

All new site personnel shall undertake a pre-employment medical examination by approved doctor/s using Standard Medical Examination form, or agreed equivalent, unless suitable records are available, and continuous employment has been maintained since the medical had been undertaken.

20.2 INJURY MANAGEMENT

In the event of any person sustaining an injury, they shall be required to report the injury as soon as possible to their immediate supervisor, and promptly be assessed and receive first aid treatment as required.

An Incident Report shall be completed in all cases where a person is injured, whether or not time off work has resulted from the incident.

Should any incident need to be reported to any Government Authority, this requirement shall be met by SCSB in the first instance with notification to AIE's Representative as soon as practicable and also formally reported to the Government Authority(s) by the Project Manager in accordance with legislative requirements and information as specified in AS 1885.1. This shall be followed up with a copy of the incident/investigation report within 7 days.

20.3 FIRST AID FACILITIES AND SERVICES

As a minimum, two people in each work team shall hold a current first aid qualification and at least one shall be present at all times while work is in progress. Where the assessment of a workplace location has identified significant risk, additional trained personnel shall be assigned as appropriate. One basic first aid kit shall be provided in each vehicle used on site and each office location. All first aid boxes or containers shall:

- Be of appropriate construction, portable and clearly identifiable;
- Have sufficient content having regard to the identified hazards in the workplace;

The project also shall engage the services of a paramedic and 4wd ambulance to cover the emergency medical response on the project.

20.4 MEDICAL AND HEALTH ASSISTANCE

In the event of injury or ill health, arrangements shall be made for the person to receive adequate medical treatment and rehabilitation services at SCSB's preferred / pre-selected medical facilities.

SCSB will identify local Ambulance Services, Medical Centres and Hospitals in the project area for the provision of emergency assistance in excess of what can be provided by project personnel.

Injured or ill personnel shall not be permitted to return to work unless a Medical Certificate has been issued whereby the doctor considers them fit to return to work. A copy of all Medical Certificates related to any injury or illness as a consequence of Project activity shall be forwarded to the SCSB Return to Work Coordinator and Project HSE Manager.

20.5 WORKING IN HOT & SEVERE ENVIRONMENTS

Workers exposed to severe heat are at risk of heat-related illnesses. PKGT Project workers are likely to be exposed to summer time temperatures in excess of 40 degrees Celsius. The SCSB is responsible to establish, implement and monitor a Heat Risk Management Plan which provides a systematic approach to setting-up work, managing hydration, controlling exposure to high-thermal-risk environments and ongoing monitoring.

20.6 BITING INSECTS AND DISEASE

Details about the risk to personal from biting insects and creatures, etc, will be communicated via toolbox talks throughout the project. This will include sources of disease, the possible symptoms that may become apparent and the controls available.

20.7 RETURN TO WORK

Subcontractors and SCSB have a responsibility to provide workplace rehabilitation for work related injuries to all of their employees. Employees have a reciprocal obligation to co-operate and actively participate in the rehabilitation programme.

SCSB will identify preferred medical providers for the Project. Preferred medical providers will be informed of the Project rehabilitation commitment. Where personnel require medical treatment for injuries sustained whilst working on the Project then they shall be referred to a preferred medical provider for treatment.

A rehabilitation programme is to be provided by the subcontractors / SCSB that ensures an efficient return to work:

- Appropriate and timely service, based on assessed needs;
- Early intervention;
- Provision of meaningful alternative duties as determined;
- Maintaining injured or ill personnel in a previous position or returning them to other suitable employment; and
- Complying with the Workers Compensation legislation.

20.8 CLAIMS MANAGEMENT

If a claim for compensation is lodged or is required to be lodged, then:

- Claim forms shall be made available from the injured person's employer or from the Project Administrator;
- SCSB must be notified immediately. The claim may be a Statutory Notifiable Incident and in accordance may need to be notified to the relevant Statutory Authority depending on the type of claim. The Workers Compensation Insurance provider may provide assistance as required;
- The Project Administrator must immediately forward the claim to the Workers' Compensation Insurance Provider;
- A copy of the claim shall be retained in the injured person's file; and
- The Project Administrator shall complete and forward the employer's claim form along with the employee claim form to the Workers Compensation Insurer within five days of receipt of claim.

20.9 RETURN TO WORK POLICY

A Return to Work policy will be developed as part of the joint venture.

21.0 PROJECT HIGH RISK ACTIVITY PROCEDURES

21.1 GENERAL

Safe systems of work shall be established and updated on an ongoing basis. Continuous review reflecting task specific activities by SCSB and subcontractor teams will address existing safety systems with a focus on improvement.

The following are to be considered, but are not limiting references, when carrying out identified high risk construction activities.

SWMSs will be developed to identify hazards and document the control measures for all identified high risk construction activities. The relevant SCSB Manager will review and approve completed SWMSs with the subcontractor before work commences.

21.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All personnel on site shall comply with the following PPE requirements and procedures and shall be issued with the mandatory PPE before commencing work on the site. Task-specific PPE must be worn in accordance with the SWMS for the work and is additional to mandatory PPE which is required in all operation areas across the project.

Mandatory PPE requirements on the site shall be:

					
Foot Protection	Hi-Visibility	Protective Clothing	Head Protection	Eye Protection	Life Vest

- Work boots/shoes with toe protectors (AS2210) – ankle high lace up
- Safety Helmet (AS1800 and AS1801) at all times outside of vehicles or cabs; wide brims fitted for helmets will be provided and shall be worn as required by the individual;
- Eye Protection worn with side shields (AS1336 and AS1337);
- Hearing protection to AS1270 where signs or SWMS indicate hearing protection is required, - and when operating plant & equipment as indicated by plant risk assessment (noise level testing)
- Shirts with long sleeves buttoned down and shirts tucked in: Cotton shirts must be worn in restricted and ignition risk areas;
- Long trousers: Cotton trousers must be worn in restricted and ignition risk areas;
- Gloves must be carried on person by all workers at all times; and
- High visibility vests or shirts with reflective stripes shall be worn on site
- Life vest when working

Subcontractors are responsible for the supply, replacement and maintenance of all PPE for their own personnel, visitors and the personnel of subcontractors employed by them.

21.2.1 Welding Personnel and Trades Assistants

Due to the flammable nature of most high visibility vests, welding personnel and trades assistants shall be issued with high visibility cotton drill long sleeve shirts.

Welders and Trades Assistants operating portable grinders and/or buffers shall wear a full-face shield and eye protection beneath the face shield (double eye protection) and other PPE appropriate to the task.

Any person performing grinding, buffing or chipping tasks shall wear double eye protection. Any person performing overhead welding or grinding operations shall wear welding hoods.

21.2.2 Air-Fed Respirators

Air-fed respirators are used by grit blasting personnel in the performance of their duties. Personnel using these respirators must have new inner linings made available prior to commencement of works to ensure hygiene standards are met. Each air-fed line must be fitted with a functioning and calibrated CO Monitor which is tested each shift by the operator. The operator and crew must be given appropriate instruction in the safe use and maintenance of this equipment through the SCSB internal training module for working on air.

21.2.3 Powered Face Shields

Face shields with integrated battery powered air supply shall be issued to personnel on a risk assessment basis. Such activities requiring the use of this equipment include use of foam trench breaker applicators. These units shall be fitted with the appropriate class of filter and provided to individuals to ensure hygiene requirements are met. Operators shall be trained in the safe use and maintenance of this equipment prior to commencing work.

21.2.4 Visitors

All visitors to site shall comply with the above PPE requirements.

21.2.5 Additional PPE Requirements

SCSB and subcontractors shall determine the full range of PPE safety clothing/equipment required for their discipline and scope of work. They shall ensure adequate stocks are available to maintain compliance with all safety and health requirements. As a minimum, personnel will comply with the PPE requirements listed in approved SWMSs for the task.

When assessing task risks, PPE is to be considered as the last method of hazard control and only to be used after all other risk control measures have been investigated.

21.3 POWERED AND NON-POWERED HAND TOOLS

Hand tools must be inspected for damage prior to use and removed from site or tagged with an Out of Service Tag if damaged. The correct tool must be applied to the job with no home-made, non-OEM handle extensions, or modified tools permitted. OEM fitted/supplied guards and handles must be used and not removed from the tool. All safety interlocks must be operating correctly.

Electrical powered hand tools must be electrically tested and tagged (currency period is 3 months), and listed on the site electrical equipment register. Personnel required to operate powered hand tools will need to receive authorisation from their supervisor.

Attachments to powered hand tools (such as cutting discs, blades, buffing wheels, etc) must be the correct type for the tool, the task and the material being worked. Powered hand tools shall be operated in accordance with the relevant SWMS and manufacturer's operations manual.

21.4 COMMUNICATION

The site shall maintain external communications at all times. Minimum requirement shall be:

- Mobile telephone
- UHF Radio in vehicles

All visitors to the project shall visit the project site office area to be greeted, signed in, complete a Visitor Induction and escorted at all times by a fully inducted person.

21.5 LOCATED UNDERGROUND AND OVERHEAD SERVICES

21.5.1 General

No excavation work is to take place unless up to date drawings and documentation, including Dial Before You Dig, have been obtained and viewed to determine the location and depth of buried or hidden services. All identified services shall be recorded in a Services Register. This register shall be regularly updated and copies made available to all personnel on request.

Where excavation greater than 300mm in depth are undertaken such work will require a permit. All underground services in that area shall be listed on the corresponding permit to work.

All identified services in the vicinity of excavation works must be isolated or, where isolation is not possible, physically marked and protected against accidental damage. Any excavation within 3m of assets requires a Permit to Work in accordance with the Permit to Work Procedure.

Any mechanical excavation work within 1 metre of an identified service must only be carried out with a dedicated spotter (Safety Observer) in place, and only after confirmation of its location by hand excavation. In addition, a SWMS shall be in place prior to work commencing which could include the existing project SWMS. Asset owner approvals shall be sought prior to commencement. Asset owner requirements shall be detailed on the permit to work and shall supersede any other requirements of the project.

Work within 1 metre of a live or potentially live service will require very definite restrictions on the use of mechanical means, and be subject to previous services location investigation. Use of tiger tooth buckets is prohibited in these circumstances and additional controls will be identified and assigned via a work permit.

21.5.2 Work Near High Voltage Power Lines

Survey personnel shall be responsible for identifying and recording the locations of powerlines for daily inclusion on the Services Register. Asset owner approvals to use powered mobile plant near overhead powerlines shall be in place prior to operation of that equipment in the nominated restriction zones.

When working in the vicinity of high voltage powerlines, personnel shall take the following precautions (where applicable):

- Consultation with power authority and establishment of authorised work practices (includes Infrastructure permits), including electrical power line isolations;
- Review and sign the SWMS for working near overhead services;
- Clearly identify the height and voltage of high and low voltage power lines, including overhead service lines to buildings;
- Conduct a risk assessment of the proposed work;
- Attempt to eliminate the risk by requesting for the electricity supply authority to isolate the electricity supply for the duration of the work;
- Ensure a Trained Electrical Spotter is used whenever a mobile plant is in motion;
- Ensure an effective communication system is in place for the workers performing the work;
- Observation of minimum separation distances nominated by the power authority;
- Catenaries erected to highlight power line presence;
- Other warning indications/signs;
- Earthing of equipment, materials and work areas by ground earthing mats;
- Use of appropriate PPE including rubber soled safety boots;
- Installation of mitigation electrodes to protect against Low Frequency Induction (LFI) currents.

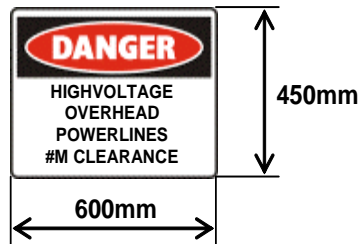
Activity SWMSs shall assess the safety requirements with respect to power lines.

Where the pipeline passes under or beside HV power lines the following additional precautions shall be followed:

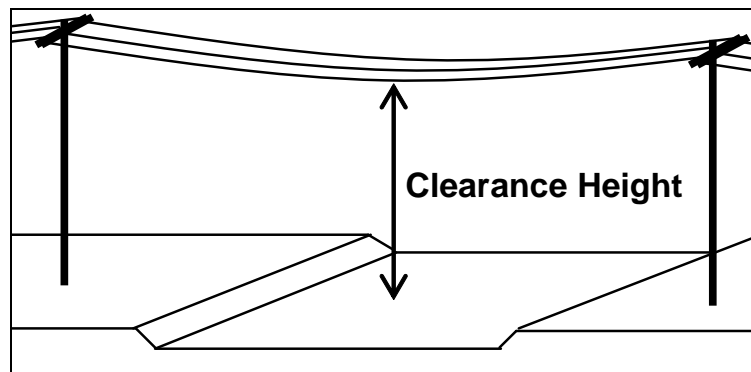
- The Maximum Safe Length (MSL) of continuous welded pipe that can be strung is 1000 metres. If greater than 1000 metres, but not exceeding 2000 metres, is required to be strung then earthing electrodes of not greater than 4 ohms resistance to earth shall be installed at each end of the pipe length. These electrodes shall be left connected until the pipe length is welded into the pipeline.
- Temporary connections of the earthing electrode to the pipe shall be made using welding clamps on cleaned pipe metal surfaces.
- Connection cables from welding clamp to earthing electrode should be a minimum of 35 mm² (or 2 x 16 mm²) copper cable.
- Welding of continuous pipe strings to the pipeline in the trench within the LFI exposure area should be conducted on equipotential mats connected to the pipeline with 35 mm² (or 2 x 16 mm²) copper cable connections until the weld is completed.
- Protective clothing and footwear as described in AS 4853:2000 Appendix I clause I5 should be worn by all personnel working on the pipeline when it runs parallel to high voltage powerlines and encroaches in the restriction zones.

In addition, any requirements of the power authority (eg restriction on refuelling locations) shall be agreed with the relevant power authority and shall be complied with by all personnel. This information is nominated in the Permit to Work.

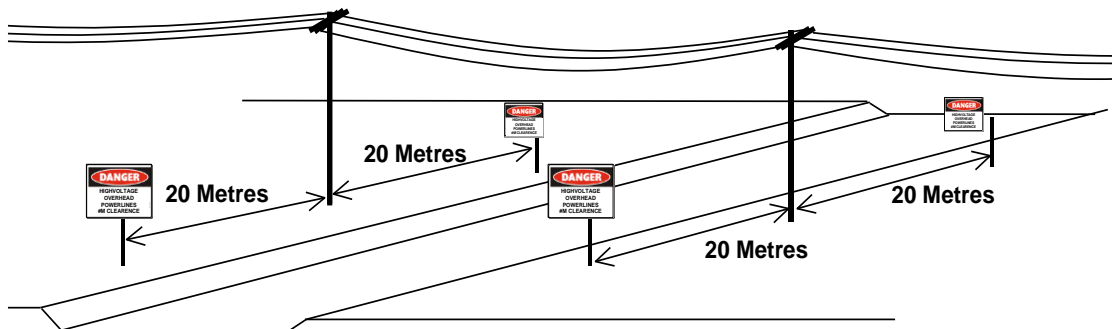
Danger high voltage overhead power lines signs shall be of a standard similar to that shown in the figure below;



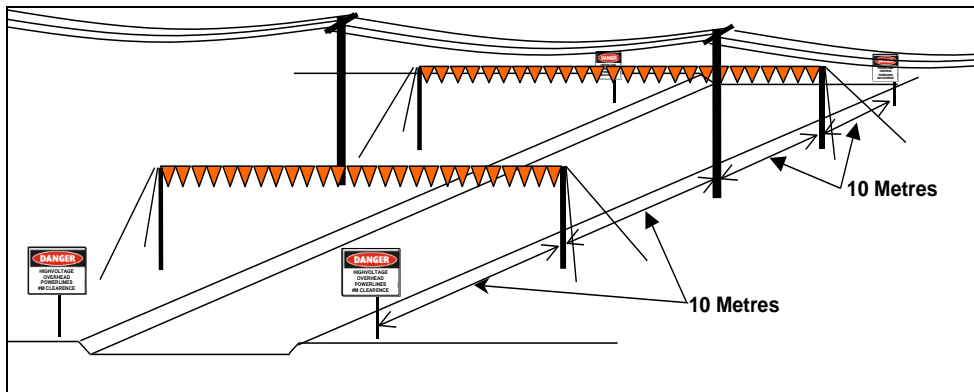
Clearance heights shall be identified on power line danger signs. Clearance heights shall be the distance from ground level to the lowest point of the power lines. See figure below.



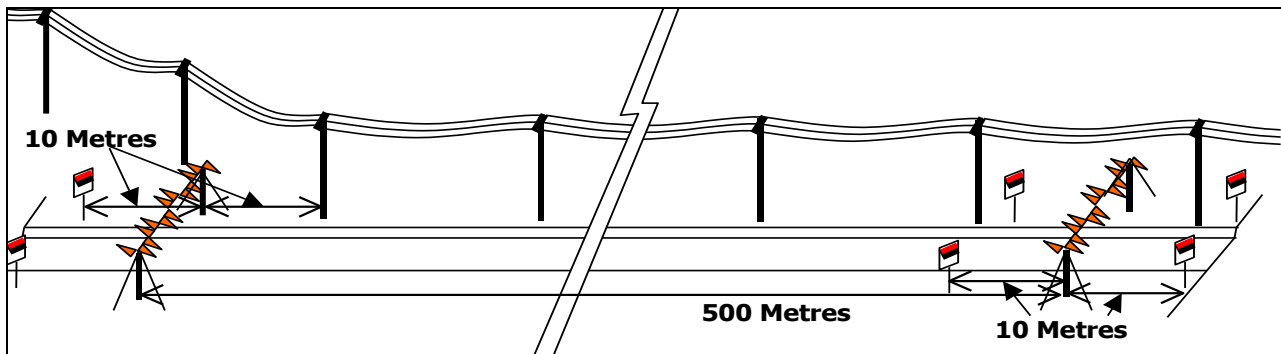
Danger high voltage overhead power lines signs shall be erected 20 metres either side of the power lines in a prominent position – Refer to figure below.



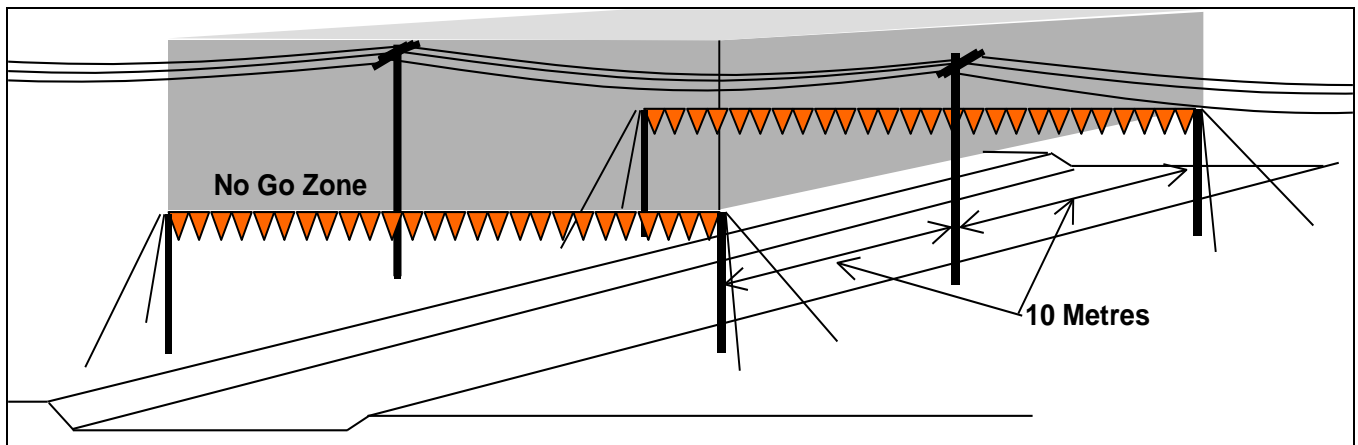
High visibility catenary markers/barriers shall be erected 10 metres either side of the power lines. For pipeline construction, the catenary markers/barriers shall be positioned across the Right of Way regardless of the angle of the power lines. Where power lines are parallel to a pipeline Right of Way, catenary markers/barriers shall be erected where the power lines first comes within 10 metres of the Right of Way in both directions of travel.



Where power lines run parallel to pipeline Right of Way catenary markers/barriers shall be erected in such a manner that the next catenary marker/barrier is clearly visible from the previous catenary marker/barrier, and at intervals not exceeding 500 metres.

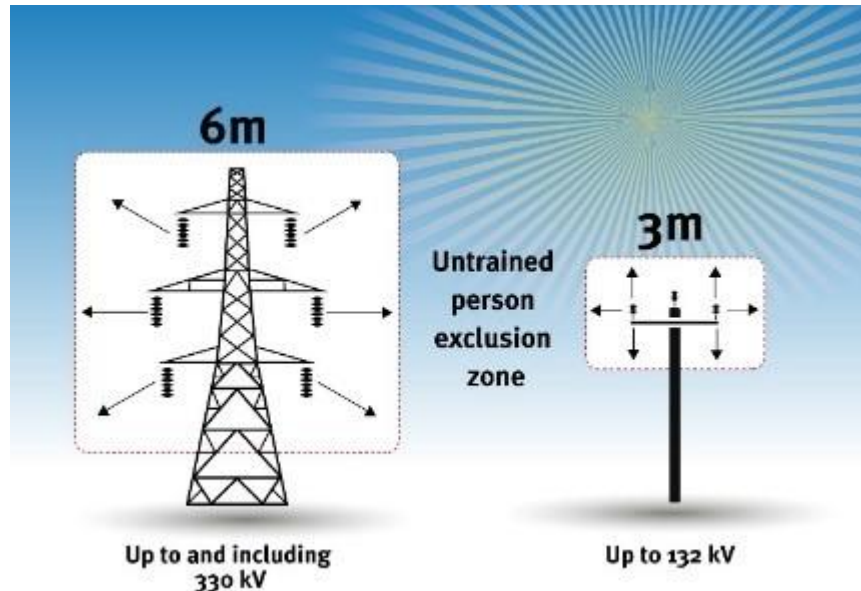


Catenary markers/barriers shall be constructed of a high visibility bunting flags strung 10 metres in front of the power lines. The height of Catenary Markers/Barriers shall be the clearance height less the required "No Go Zone" distances (see "No Go Zone" table below for distances).



21.5.3

No-Go Zone Distances for Different Voltages



Catenary marker support posts shall be securely supported to prevent them from falling over due to high wind or when the bunting flags are struck and unattached.

All personnel shall be responsible for ensuring that catenary markers and signage are maintained in working order. Catenary markers and signage found to be damaged and/or knocked down/over should be reported to the Construction Manager.

Construction activities involving power lines shall be managed in accordance with the Permit to Work procedure including any subsequent electrical supply authority issued vicinity permits (Note: minimum 7 day notice is required). The Construction Manager shall liaise with the power authority representative to ensure all permits and associated approvals are provided.

Specific restrictions apply when working in the vicinity of overhead power lines as outlined below. All work must be completed whilst keeping out of the “No Go Zone”.

21.6 PILING

21.6.1 Diaphragm wall / Barrettes

A diaphragm wall is a reinforced concrete wall that is cast in sections or panels excavated to various depths in the ground.

Due to the nature of the works, the diaphragm wall or barrettes will be constructed using mechanic or hydraulic clamshell.

The main hazards associated with Diaphragm Wall works are:

- Instability of the working platform;
- Collapse of excavation;
- Falling equipment (tremie pipes, steel cages ...);
- Falling material (excavated material, steel bars, spacers ...);

- Persons falling into open panels

For all diaphragm wall works, the following considerations will be made:

- Suitably experienced and competent area supervisor will be selected to oversee correct execution of the works;
- Appropriately trained operatives will be allocated to operate cranes equipped with clamshell and other associated equipment;
- Access to diaphragm wall working area are to be suitably controlled. All non-essential personnel are to be kept clear unless pre-authorised to enter by the area supervisor;
- Wearing mandatory PPE requirements are to be followed by all workers at all times;
- Every accessible part of an excavation, into which there is a danger of person falling, shall be suitably protected with barriers as close to the edge of the excavation as practicable;
- Warning signs will be positioned around all excavations;
- All open diaphragm wall panels / guide wall panels shall be suitably covered with metal grills (or similar) when not in operation, to prevent ingress of persons or equipment;
- No material load shall be placed or stacked near the edge of the excavation. The excavated material shall not be placed within 1.5 metres of an excavation;
- All equipment used in the diaphragm wall works will be fitted with orange rotating beacon lights fitted, an audible horn and an operational revers / slewing alarm;
- No construction vehicles to operates within 1.5m of the edges of an open excavation;
- The polymer / Bentonite supply lines to excavations and the levels in the plant are to be monitored continuously to avoid any spills, leakages or overflows;

21.6.2 Shear-pins

Due to the nature of the works, the shear pins will be constructed using a drilling.

The main hazards associated with shear pins works are:

- Instability of the working platform;
- Overturning of drilling rigs;
- Trapping of loose clothing / pinch point injuries to ands

For all shear pins works, the following considerations will be made:

- Suitably experienced and competent area supervisor will be selected to oversee correct execution of the works;
- Appropriately trained operatives will be allocated to operate rig and other associated equipment;
- Rig will be fitted with suitable and sufficient emergency protection systems, to isolate power in emergencies;
- During drilling operations, the immediate drilling operations will be suitably barricaded to prevent ingress of non-essential personnel;
- Wearing mandatory PPE requirements are to be followed by all workers at all times;
- During operations, driller and helpers are to maintain positive communication at all times;
- Warning signs will be positioned around all excavations;
- Hands are to be kept clear of the operational rigs or moving rods to prevent pinch point injuries;

- The cement supply lines to drilling works are to be monitored continuously to avoid any spills or excessive leakage

21.7 Excavation Safety

21.7.1 Services

Excavations shall only be undertaken following a review of all available services registers and Dial Before You Dig surveys.

21.7.2 General

No person shall enter any shaft excavation or trench excavation until a competent person, who is authorised by the Project Manager as such, has granted permission to enter and has inspected and ensured that the excavation or trench complies with the following:

- Excavation/trench is stable and secure, and entry has been approved by a competent person;
- Shoring, battering and/or benching has been carried out in accordance with the below diagrams for all trench excavations in excess of 1.5 metres in depth;
- Safe access and egress has been provided in the form of ramps, stairs and/or ladders in the case of trench excavations and mechanical lifts and Scaffolding has been erected in the case of shaft excavation, etc;
- There is no risk of a person falling more than 2m;
- A rescue plan is developed for the workers in the excavation;
- Other personnel are present at all times any person is in an excavation or trench; and
- In areas of ground instability where (in accordance with engineering specifications), shoring, shielding, secant piling or other protective measures are installed and confirmed safe by a competent person prior to personnel entering the excavation.

No person shall be permitted to enter any excavation or trench after rain and/or flooding until the excavation has been checked and declared stable by a competent person.

In the event work is being carried out and flooding may occur, all personnel will be evacuated from the work zone until the area has been deemed safe by a competent person.

21.7.3 Trench Excavation

A competent person shall be recognised as a person who meets the criteria outlined in Section 3 of the Excavation Code of Practice. All competent persons should have a sound knowledge of:

- How to identify and locate underground services;
- The hazard identification and risk management processes for excavation work;
- Safe work practices for excavation work;
- How to identify soil types and other factors that affect the safety of an excavation; and
- Occupational safety and health legislation and relevant Australian Standards.

Competent persons shall supervise excavation or trenching tasks that are being performed.

Access and egress from any trench excavation shall be in the form of ramps except in circumstances where there is not enough physical room to provide these. Where ramps are provided, they should not

exceed 1:8 (7 degrees) where possible. Ramps steeper than 1:2.7 (20 degrees) should be grated or have surfaces which allow adequate foot grip.

Ladders may be used to provide access to/egress from excavations. In such circumstances the ladders must be positioned such that the risk of unintended movement is low and the ladder must extend at least 1m above the ground surface where a worker is accessing. 2 ladders must be available.

In locations where working space is restricted in trench excavations to the point that benching and battering to a standard shown in Figures below (13.6.4 – 13.6.6) is not possible (e.g. restricted Right of Way areas), shoring and/or shielding shall be installed prior to personnel entering any excavation deeper than 1.5m. A risk assessment must be conducted where risk levels are greatly increased due to uncommon work restrictions.

The relevant person must use at least 1 of the following control measures to prevent risk to persons from the collapse of a trench deeper than 1.5m:

- Shoring all sides of the trench by shielding or in another way;
- Benching all sides of the trench;
- Battering all sides of the trench; or
- Having a geo-technical engineer approve in writing all sides of the trench as safe from collapse and state in writing how long the approval lasts if there is no stated natural occurrence that could affect adversely the stability of the trench and state in writing the natural occurrences that could affect adversely the stability of the trench.

A combination of the control measures mentioned above may be implemented if all sides of the trench are dealt with.

If shoring is used and it is commercially manufactured shielding, it must be designed by an engineer for the purpose for which it is intended to be used; and erected in accordance with the instructions, if any, of its manufacturer or supplier.

Sheeting or timber may only be used to shore the trench if a competent person has inspected the trench, assessed the shoring and approved the use of the shoring.

Each bench cut into the side of the trench must be no higher than it is wide, unless a geo-technical engineer has approved a greater height in writing.

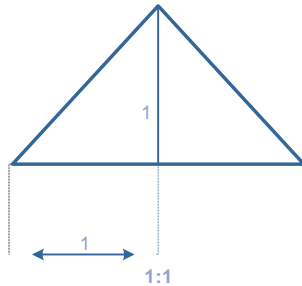
The angle of each batter in the trench must not be more than 45 degrees; from the horizontal, unless a geo-technical engineer has approved a greater angle in writing.

The relevant person must ensure no vertical face of the side of a benched or battered trench is higher than 1.5 metres, unless a geo-technical engineer has approved a greater height in writing.

21.7.4 Excavation Angle of Repose 1

Clay (dry)

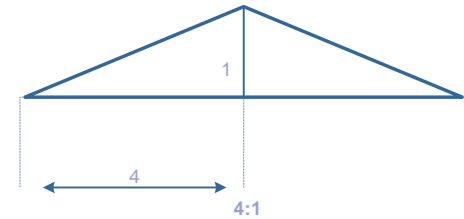
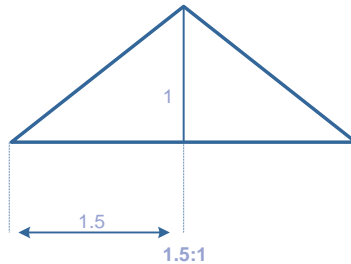
1:1



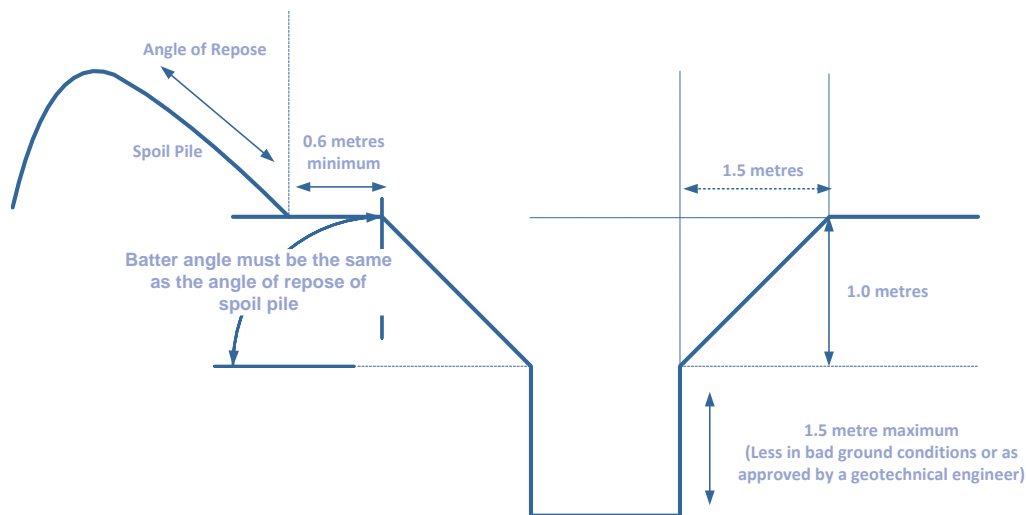
Rock (decomposed) 4:1

Clay (wet) 4:1

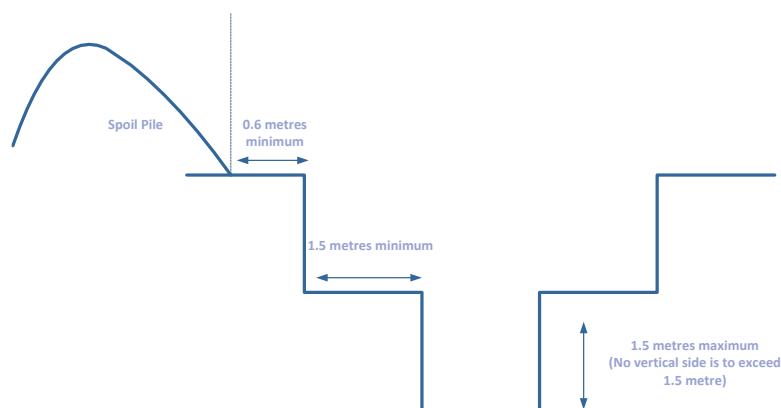
Sand (clean) 4:1



21.7.5 Excavation Angle of Repose 2



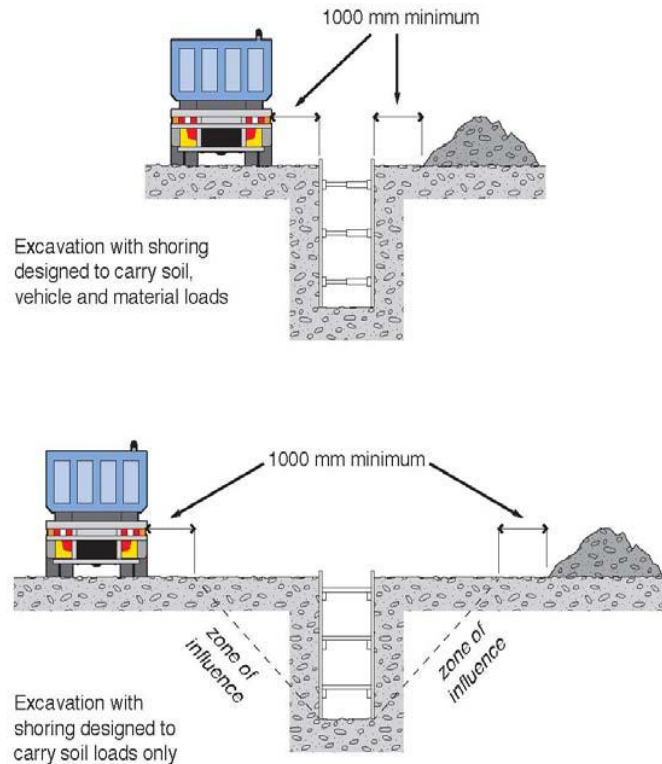
21.7.6 Excavation Benching



21.7.7 Zone of Influence

Mechanical plant, vehicles, storage of materials (including excavated material) or any other heavy loads should not be located in the 'zone of influence' of an excavation. The zone of influence will depend on the ground conditions. It is the zone in which there may be an influence on the excavation, including possible ground collapse (see figure below). The zone of influence will be determined by a competent person following inspection of the area and material.

To reduce the risk of ground collapse, excavated or loose material should be stored away from the excavation. Excavated material should be placed outside the zone of influence. Alternatively, a ground support system should be designed and installed to carry the additional loads, including any ground water pressures, saturated soil conditions and saturated materials.



21.7.8 Trench Excavation and Ladders

A ladder, giving access to and from a trench, must be positioned or installed every 9 metres of the length of the trench in the part of the trench where a person is required to enter.

21.8 Confined Space

21.8.1 General

For the purposes of this section, a confined space means an enclosed or partially enclosed space which:

- is not intended or designed primarily as a workplace; and
- is at atmospheric pressure during occupancy; and
- has restricted means for entry and exit,

And which either:

- has an atmosphere containing or likely to contain potentially harmful levels of contaminant; or
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant;

To aid in the classification of confined spaces during the Project, a Confined Space Register will be compiled. The register shall be developed in consultation with the SCSB Manager and subcontractors. All confined spaces will be referenced on the register and referred to in the relevant SWMS.

No work is to be carried out in a Confined Space unless authorised by a Responsible Person, in accordance with the procedure and a Confined Space Permit has been issued for the work.

Familiarisation on the contents of the procedure shall form part of the training for all employees. All persons required to enter a confined space will have successfully completed nationally recognised training in 'Safe Work in a Confined Space'.

It has been deemed mandatory that all Confined Space activity identified on the project will have a comprehensive SWMS and Rescue Plan attached.

Entry into a Confined Space will be prohibited unless a current Confined Space Entry permit has been issued and the conditions of the above procedures met.

21.9 Mobile Equipment and Common Plant

21.9.1 General

All personnel required to operate plant shall be competent and, where required, certified. No person shall be permitted to operate or use any item of plant without first undergoing instruction or demonstrating his/her competency to use the item safely.

Copies of operator certificates of competency shall be retained on file.

Any item of plant found to be or suspected of being defective or unsafe must be shut down, isolated and tagged as unsafe for use. The Construction Manager must be notified immediately to arrange for rectification or replacement.

21.9.2 Plant Risk Assessments

All plant used on the Project shall have a plant risk assessment performed prior to being used to ensure it is fit for purpose and associated hazards of operation are identified and mitigated. Equipment hire companies are required to supply a plant risk assessment with all Plant they supply.

The risk assessment shall be performed to identify any potential hazards with the operation of the plant, assessment of the risks and control measures to be implemented to ensure its safe operation. All plant assessments shall be recorded on a plant risk assessment form. Plant assessments must include a noise assessment in the operating configuration.

Once completed, a copy of the plant assessment must be retained at the site office and another copy of the plant assessment kept with the item of plant. A register of completed plant assessments shall be maintained on site for quick referencing. This register shall include plant serial numbers and ID numbers for identification of individual items of plant.

Personnel who operate the plant and/or are working in close proximity to the items of plant must be taken through the completed plant assessment at a prestart meeting prior to working with the plant or within close proximity of the plant. Documentation of the toolbox meeting must be recorded.

Competent persons shall inspect all plant prior to use to determine its suitability for the task and its condition. All such inspections shall be recorded on the plant checklists and/or plant logbooks.

A service record for each item of plant should be retained on file to prove the plant is being maintained to a standard in accordance with the manufacturer's recommendations.

21.9.3 Pre-Service Inspection of Plant

All plant and vehicles supplied to site shall be subject to a pre-service inspection, conducted by a competent member of the SCSB plant department. These inspections will involve a physical inspection of the item to ensure it complies with the Project minimum standards. In addition, the inspection will verify that the item is accompanied by required documentation such as operator's manuals, plant risk assessments, service records, calibration certificates and statutory certifications where required.

Plant and vehicles which do not comply with the required standard will not be permitted to access or operate in Project areas until such time as they are brought into compliance.

21.9.4 Pre-Start Checklists

All plant must be inspected prior to use each shift. SCSB and its subcontractors are responsible for ensuring all plant supplied to site under their control is subject to these daily inspections.

Plant supplied to site without suitable prestart inspection forms will not be permitted to be used until such time as suitable logbooks are supplied and retained with each item of plant.

Any item of plant found to be or suspected of being defective or unsafe must be isolated and tagged out of service. All identified defects shall be recorded in the logbook by the operator and the Construction Manager notified immediately of the problem.

21.9.5 Falling Object Protection

Falling Object Protection structures shall be provided on mobile plant involved in excavation operations, or where there is a risk of falling objects coming into contact with the operator as identified by the risk assessment.

21.9.6 Mobile Equipment Safety Devices

Seat belts shall be provided on all mobile plant. Mobile plant not fitted with seat belts shall be tagged out of service by the operator and removed from site and or fitted with an approved seat belt apparatus prior to being used.

Operators shall wear the seat belts provided at all times the engine is running. Reversing alarms and flashing amber lights to warn of movement shall be used on moving plant.

When using powered mobile plant, provision, maintenance and correct use of operator protective devices must be used to minimise the risk of injury from falling objects, overturning of plant or ejection of operator.

Ensure that plant with moving parts has suitable guards in place, is not cleaned, repaired or maintained while operating unless risks have been removed and is not operated or passed in close proximity by people unless a barricade or safe work system has been implemented.

Where it is necessary to maintain or repair operating plant it must be done under a Permit to Work and in accordance with the Isolation Procedure.

Plant must be positioned so that there is safe access for operation, cleaning, maintenance, inspection and emergency evacuation.

All plant shall be fitted with a full and operational dry powder (ABE) fire extinguisher, minimum size being 4.5kg. Emergency Stop functions shall be fitted to plant in accordance with Plant Risk Assessment outcomes. It is recognised that oil spills from mobile plant make up the majority of incidents associated with mobile plant. As such, spill kits will be available in all areas where mobile plant is operating.

21.9.7 Plant Impact Hazard Assessments

Hazard Identification shall consider the possibility of collision impact between mobile equipment on the site and additional risks associated with personnel in close proximity to moving equipment and potential striking impact incidents.

Impact hazards described above may include slewing excavators, crane and lifting, etc. Potential impact hazards and associated control measures shall be documented in the SWMS.

The following control measures may be used to prevent or minimize exposure to the risk of injury or death from being struck by moving plant:

- Using specific signage;
- Positive communication techniques for pedestrians / vehicles / plant passing other plant;
- Visible and audible warning alarms;
- Spotters;
- Adequate work space or exclusion zones around machines;
- Training for operators;
- Good housekeeping standards;
- Provision and use of appropriate personal protective equipment;
- The plant is not cleaned, maintained or repaired while it is operating, unless risks from moving parts are controlled; and
- Guarding to prevent the operator coming into contact with moving parts.
- Where it is necessary to maintain or repair operating plant it must be done under a Permit to Work and in accordance with the Isolation Procedure.

21.9.8 Lifting and Crane operations

All lifts must be properly planned. The planning must include assessment of risks associated with all lifting, lifting equipment, assembly and rigging activities and environmental conditions.

Where powered earthmoving equipment is used to lift; move and position loads that are freely suspended by slings attached to purpose designed lifting points or quick hitch on the earthmoving equipment. The earthmoving equipment must only lift loads that are within its rated capacity (the mass of the lifted load and the lifting attachments at maximum lift point radius) and hose burst protection valves meeting the requirements of rated capacity as outlined in AS 1418.8 must be fitted on hydraulic lift cylinders.

Where there is a requirement for judgement for the correct slinging of the load, this shall be conducted by a suitably competent person (dogman or rigger) and documented within the appropriate SWMS.

21.10 Pipe Stringing

21.10.1 General

Outside of work adjacent overhead power lines (see section 18.5.2), the maximum welded string shall take into consideration expected ambient temperature, natural contours and grades, bends, access track openings, watercourses in line with safety impacts as to the amount of expansion and contraction due to temperature and the potential for the string to “walk” off the skids.

21.11 Electrical Work

21.11.1 General

Electrical equipment shall be designed, selected, operated and maintained in a way that is safe and protects personnel from harm. All work on the installation, repair, alteration or removal of an electrical circuit, associated fittings, equipment, accessories and infrastructure shall only be completed by persons holding an electrical licence or permit of the relevant class and in accordance with AS/NZS 3000:2007 Electrical installations, and AS/NZS 3012:2010 Electrical installations - Construction and demolition sites and other relevant standards.

Live electrical work is prohibited except for testing or fault finding on circuits. Such work shall be undertaken under the provisions of a Permit to Work. On completion of installations, electrical work shall be inspected and certified under the relevant requirements for occupancy with relevant certification provided.

21.12 Hazardous Materials and Chemical Control

21.12.1 General

A Safety Data Sheet (SDS) that conforms to the WorkSafe Australia Code of Practice (NOHSC 2011) shall be made available (to be easily accessed by all personnel) for each chemical or substance to be brought on site. Supervisors will maintain copies of SDS's for materials used by their work crew. The Project HSE Manager or his delegate shall review the SDS of all substances proposed to be brought onto site and shall manage the substances as per the SCSB Management of Hazardous Materials procedure including ensuring implementation of any requirement for health monitoring. An updated list of all hazardous materials shall be kept on site, accessible via the ChemAlert system.

All quantities of flammable and/or hazardous substances shall be stored in accordance with the relevant legislation and Australian Standards.

SCSB will identify and maintain health monitoring requirements for hazardous substances brought on to the site. SCSB will provide training and information in safe use and handling of chemicals as required, typically through the project induction programme.

The purchase and use of hazardous substances shall be carried out in accordance with the Management of Hazardous Materials procedure.

Personnel working with hazardous materials on a regular basis shall complete the online Hazardous Materials CBT package as part of their on-boarding.

21.12.2 Waste Management

Waste produced as a result of the Project operations shall be handled and disposed of in accordance with legislative and local government requirements. For prescribed waste types such as hazardous materials, sewerage, etc, these shall be collected and disposed of to a licenced or otherwise approved waste disposal facility with traceable records.

Recyclables and general waste will also be collected and disposed of to an appropriate facility. Waste product shall not remain on the Project area for periods longer than required and shall be stored so as to reduce the likelihood of pollution or contamination.

21.13 Working over Water

21.13.1 General

Where persons are working on foot in or near deep water there shall be a buoyancy device (e.g. a life-ring) immediately available either on-land or aboard a vessel with sufficient rope to enable effective rescue of the worker back to the shore, vessel, platform etc. Workers nearby are to be trained in the use of the device and be able to provide adequate response should someone fall into the water.

Where another worker is not immediately able to assist, or when working alone, a lifejacket (not a PFD) shall be worn. If an inflatable lifejacket is worn, it shall be an automatically activating, have a current inspection tag and be inspected on the day by the person donning the jacket prior to use.

When these emergency preparedness requirements are identified in the Project Risk Assessment, emergency drills shall be conducted at least monthly to ensure all workers are familiar with the requirements for wearing a PFD/lifejacket and the use of a buoyancy device to provide effective rescue. Workers need to be aware of the difference between a PFD and a lifejacket and the circumstances in which a lifejacket and an automatically activating life-jacket is required

21.13.2 Additional PPE for

When in Open or Partially Smooth Waters, all persons shall wear a PFD or a Lifejacket where not isolated from the water.

When working in or near either Smooth or Still Water, a PFD or Lifejacket shall be worn where more effective controls are not available or ground conditions are such that the person on-foot or in operating mobile plant is at risk (e.g. slippery conditions).

NOTE: Persons required to wear a PFD or Lifejacket shall be trained in inspecting the device, donning the device and able to simulate use of it in the event of an emergency, this shall be recorded on the person's induction (including visitors).

LIFE-JACKET – A vest designed to keep a person buoyant and turned in a face up position whilst in the water. A life-jacket is intended to assist an unconscious person to continue to breathe. Standards require that life-jackets be red, yellow or orange, and must have a whistle attached. These features make it easier to be located in a rescue situation.

PERSONAL FLOTATION DEVICE (PFD) - A vest designed to assist in flotation, aiming to keep a conscious person's head out of the water in calm conditions. A PFD is typically less bulky than a lifejacket thus enabling a worker to wear it whilst undertaking manual work.

Requirements for maintaining Inflatable PFDs and life-jackets

Inflatable PFDs and lifejackets will show an expiry date after which the device shall not be used and must be disposed of. Inflatable PFDs or life-jackets shall also be serviced annually either by the manufacturer or authorised service centre and shall carry a current inspection tag.

21.14 Working at Heights

21.14.1 General

Where there is a risk of a fall by a person from one level to another that is reasonably likely to cause injury, it must be managed to be as low as reasonably practicable in accordance with the hierarchy of control, listed below.

The hierarchy of control for working at heights shall follow in this order, that the work be undertaken:

- On the ground
- Using a passive fall prevention device (Scaffold, EWP, etc.)
- Using a work-positioning system (travel-restraint systems such as static lines)
- Using a fall-arrest system (i.e. safety harness fall-arrest system)
- From platform ladders (straight ladders are for access only), or implement an administrative control.

In addition, the following mandatory controls must be met:

- Risk assessments shall be completed to confirm that access systems are appropriate to each work site and working at height tasks
- A Safe Work Method Statement (SWMS) must be written for work where there is risk of falling from 2 metres or greater
- Any person required to work at heights greater than 2 metres, where there is a risk of falling, shall be given information and trained in fall prevention, and be assessed as competent
- Equipment installed to prevent falls from heights, is inspected as per the manufacturers recommendation
- The hierarchy of controls is used to eliminate identified risks of working at heights, or at minimum reduce the likelihood & consequence
- Controls shall be used to secure infrequently accessed roofs and fixed ladders; and roofing materials shall have adequate controls to prevent fall through (e.g. fencing, pig wire, signposting etc.)
- Portable ladders shall be listed on a register, incorporating inspection and maintenance requirements
- Fixed ladders, platforms and stairways shall be compliant with design guidelines and standards
- All work where a fall potential exists shall be conducted in accordance with the relevant state or territory legislation and Code of Practice
- Where a fall arrest system is planned as a control measure, emergency and rescue procedures must also be prepared and response equipment available.

21.15 Radiation Safety

21.15.1 General

All Non Destructive Testing (NDT) that requires the use of radioactive sources for testing purposes shall require a submission to be made to SCSB for an approved SWMS and Radiation Safety Plan prior to commencing any NDT activity on the Project.

These documents shall be prepared to reference the methodology for the safe use of radioactive substances and measures and actions to be taken in the event of an emergency.

NDT subcontractors or contracted personnel shall be appropriately licensed in accordance with the above references. NDT subcontractors shall supply copies of licences and permits with the submission of their Work Method Statement.

All personnel in charge of ionising radiation equipment shall hold relevant current Radiation Operator's Licences. Copies of these licences shall be submitted to SCSB prior to those personnel operating ionising radiation equipment on the Project.

Radiation sources shall not be brought onto or used on the Project without prior approval from SCSB. The following details shall be submitted when seeking approval:

- Type of source;
- Quantity of Source;
- Owners Name;
- Serial Number;
- Where to be used;
- Where it shall be stored; and
- Personnel responsible for source (inclusive of copies of licences and permits).

A SWMS shall be completed and reviewed before any work using radioactive material commences. NDT work crews will establish exclusion zones in accordance with the SWMS and display signage to warn of the radiation hazard.

22.0 VEHICLE AND DRIVING SAFETY

22.1 GENERAL

Vehicle travel has been identified one of the major risks on all our projects, and as such SCSB have a strong focus on safe driver behaviour, journey management and vehicle safety. All drivers must hold a valid licence for the class of vehicle they are driving and be authorised to drive by the Project Manager or his delegate and complete a Project Driver Induction.

For the purposes of this section, *fundamentally stable* is used to mean the condition where a vehicle can be placed in neutral, with no braking systems engaged and the vehicle does not roll from its stationary position.

22.2 MINIMUM VEHICLE REQUIREMENTS

- All light and heavy vehicles must have current registration and certification. Earth moving equipment that is not transported by truck or float must also have current registration and certification;
- All vehicles on site must be diesel powered;
- Light Vehicles shall have a 4 Star ANCAP rating;
- No vehicle shall be permitted to enter a controlled area or remain on a construction activity location without the approval of the Project Manager;
- Vehicles carrying hazardous materials or chemicals shall carry appropriate HAZCHEM signs. These signs shall be clearly visible;
- Must be parked in a *fundamentally stable* position, with the park brake engaged and vehicle left in gear (or Park for an automatic vehicle) (including the use of chock if required);
- Vehicles shall not be left running unattended.

22.2.1 Standard Equipment Required In All Project Vehicles

All vehicles shall be fitted with the following equipment as a minimum:

- First Aid kit;
- Snake bite kit;
- Fire Extinguisher (ABE dry powder);
- Spare tyre and associated tools to change tyre;
- Amber rotating beacon;
- Hazard triangles (one set);
- Wheel chocks (two);
- Audible reversing alarm;
- In-Vehicle Monitoring System (IVMS) with the following features:
 - Driver Identification
 - Speeding
 - No seatbelt
 - 4WD engaged
 - Fatigue indicators
 - Duress.
- UHF radio.

- Cargo netting (if carrying goods and equipment in tray)

Vehicles which do not meet the ANCAP 5 safety rating must be fitted with a suitable Roll-Over Protective Structure (ROPS). Light vehicles meeting the ANCAP 5 safety rating are not required to have a ROPS fitted.

Depending on the task and location, additional safety equipment may need to be carried, including:

- Minimum 4lt fresh drinking water per person;
- Non-stretch recovery strap (only in selected vehicle where the driver has been trained in its use); and
- Dual batteries,
- Portable air compressor,
- EPIRB,
- Satellite phone

Personnel shall not be transported in the rear section of “Troop Carrier” type vehicles at any time and all occupants must be forward facing and seats with factory fitted seatbelts which are to be worn whenever the vehicle is in motion.

22.3 INSPECTION AND DEFECTS

Vehicles shall be inspected by the nominated driver prior to use each day (or when there is sufficient day light). The nominated driver shall document their inspection using the Vehicle Prestart Inspection checklist.

Vehicles shall be registered at all times and shall be maintained in a condition of roadworthiness acceptable for registration. Vehicles must not be operated with defective brakes or mechanical defects such as faulty steering mechanism, suspension or lights. Vehicles that are defective must be parked and tagged out of service until such time as a qualified mechanic has repaired them. Drivers should report immediately to their supervisor who shall in turn inform the Plant Manager. Defects should be documented in the prestart book accompanying the vehicle.

Defective vehicles that require transportation to a repair centre or workshop shall be transported by a tow truck or suitable float vehicle.

22.4 REPAIRS AND MAINTENANCE

All vehicles on site are to be maintained in a safe and serviceable condition. All repairs and maintenance must be carried out in accordance with the manufacturer’s recommendations and service plans.

Equipment or Plant shall be isolated before any maintenance or non-production work is carried out. Isolation means energy is prevented from entering the equipment or plant and all stored energy is de-energised.

Prior to conducting repairs and maintenance on site (e.g. changing a tyre), a SLAM shall be undertaken or a SWMS in place and understood.

22.5 JOURNEY MANAGEMENT

The risks associated with journeys shall be managed as per Journey and Vehicle Management procedure and requires:

- Notification of the journey and trip communication between the driver and the supervisor;
- Allocation of modes of communication;
- Vehicles must be adequately provisioned in terms of fuel and drinking water taking into account duration, distance and relative remoteness of the intended journey. If this is not possible owing to the duration of the trip (longer than a single tank of fuel etc.), fuel/water/food/rest stops shall be planned;
- Vehicles must be suitable for the type of terrain likely to be encountered as well as loads likely to be carried on a proposed journey;
- 15-minute rest break to be taken per 2-3 continuous hours of travel;
- Planning of rest breaks / stop-overs for the purposes of managing fatigue exposures.

22.6 LOAD SECURITY

Personnel involved in loading, transporting and receiving goods shall take steps to ensure the location of loading / unloading is prepared for the task to occur safely.

Personnel involved in loading shall not load a vehicle that is not designed to transport the items to be loaded. They must ensure that loads do not exceed the size and capacity of the vehicle. In loading vehicles, personnel shall consider vehicle suitability which may be altered by loads with a high centre of mass.

Prior to loading, the driver shall complete a SLAM (SCSB-HSE-FOR-004) and the Load Risk Checklist (SCSB-HSE-FOR-020). The SLAM is used to assess the risks associated with the steps of the loading/unloading task. The Load Risk Checklist is designed to identify hazards associated with the loading equipment, the vehicle to be loaded, the loading area and the load itself. The driver must retain a copy of the completed checklist until the load has been unloaded.

All personnel have the authority and responsibility to stop a loading task if:

- The load is considered to be unsafe;
- The vehicle is inappropriate;
- There is doubt about the integrity of the load restraint system;
- Personnel believe the load could cause a breach of road transport law, and/or;
- Personnel believe the load creates a risk of harm

When stopping the job, they are to advise their supervisor to obtain the support they require to rectify the situation.

22.7 PREVENTION OF HEAVY VEHICLE DRIVER FATIGUE (HVDF)

Heavy vehicle driver hours of work are regulated. To ensure compliance, heavy vehicle drivers' rosters shall be planned.

In addition, heavy vehicle drivers operating vehicles with a GVM of more than 12 tonnes and drivers of vehicle and trailer combinations with a GVM of more than 12 tonnes are required to:

- Be fit for work;
- Comply with work / rest hour rules to work within the requirements of the above regulations;
- Retain records which shall be subject to audit, including log book records as required;
- Abide by the requirements of the National Heavy Vehicle Driver Fatigue (NHVDF) legislation.

Supervisors of heavy vehicle drivers shall ensure that personnel under their direction comply with these requirements.

22.7.1 Chain of Responsibility

Personnel involved in heavy vehicle operations including drivers, supervisors, managers, schedulers and receptors shall ensure that requirements of Chain of Responsibility legislation are met. Personnel shall be trained in the application of Chain of Responsibility legislation, according to their role.

23.0 ACCOMMODATION AND SITE OFFICES

This section applies where accommodation is provided by SCSB.

Any person failing to comply with the rules of any accommodation facility will be subject to disciplinary action which may include termination of employment.

Where provided by SCSB, accommodation will normally be on the basis of one (1) person per room. Rooms will be allocated by the accommodation administration.

Unauthorised persons are not allowed to stay in the accommodation facilities and sharing accommodation with an unauthorised person is prohibited.

Personnel booking out of the accommodation are required to remove all personal effects from their room.

Accommodation providers accept no responsibility for loss or damage to personal belongings of those occupying any accommodation. It is strongly suggested that valuables and money are not left in rooms and that rooms are locked.

Rooms may not be changed without permission.

23.1 VEHICLES

At all accommodation facilities, vehicles shall be parked in the designated vehicle parking area and secured. This includes locking the vehicle and removing or securing any loose items on open trays or decks of vehicles.

SCSB and all other accommodation providers shall not be responsible for any damage to private motor vehicles as these are not authorised within the Project or accommodation facilities.

23.2 AMENITIES

Sufficient numbers of toilets shall be provided for construction personnel and visitors. Toilets to be located as to allow reasonable access. Separate toilet facilities to be made available for females and all toilets must be cleaned and stocked each day as a minimum.

Crib room/s shall be available for construction personnel to take breaks, eat meals or obtain shelter. The room/s must be large enough to provide seating for the maximum number of construction personnel likely to use the room at the one time and have appropriate facilities for washing and storing utensils, boiling water, and storing food in a cool place.

Camp accommodation must be constructed and operated in compliance with all Workplace Health & Safety, Environmental and Food Safety legislation. Camp design and facilities must also allow for the amenity of shift workers where non-day shift rosters are in place.

23.3 FIREARMS AND OTHER PROHIBITED ITEMS

Firearms or other weapons of any type are not permitted to be brought onto, stored or carried on accommodation facilities.

No pets or wildlife may be kept within the accommodation facilities or property, except in the case of wildlife which is being monitored and rehabilitated by Project environmental advisors/fauna handlers.

23.4 SMOKING, DRUGS AND ALCOHOL

Smoking is not permitted in food preparation, dining, ablution areas or rooms (or other areas as designated by the facility).

The construction camp will be a dry camp with the possession of alcohol prohibited. A breach of these rules shall result in disciplinary action being taken.

Possession or use of illegal narcotics is strictly prohibited. Persons found using or in the possession of illegal narcotics will be subject to disciplinary action in accordance with the Alcohol and Other Drugs Policy and Police may be notified.

23.5 HOUSEKEEPING

High standards of housekeeping must be maintained on site. The entry, exits and access ways in the workplace are to be kept clean and clear of materials and waste. Enough area must be allocated to safely store materials or plant for the work. The storage, movement and disposal of construction materials and waste at the workplace must be conducted regularly to minimise the risk to the health and safety of personnel.

23.6 DAMAGES

Personnel are required to report any broken or damaged equipment to the accommodation administration.

Damage or costs to clean or repair accommodation facilities caused by or the wilful, negligent or irresponsible behaviour of people (employees or contractors) shall be either paid for directly by those responsible or deducted from their wages and entitlements.

The actions surrounding such damage or costs may be subject to disciplinary action.

Rubbish bins are located throughout the accommodation. All rubbish should be disposed of appropriately.

Partying and excessive noise in accommodation facilities and the surrounding areas is not permitted. Respect the needs of others and limit noise or other activities which may disturb those trying to sleep.

Fighting within the accommodation will result in both parties being dismissed from the Project.

All personnel occupying accommodation facilities are expected to maintain high standards of personal hygiene, including leaving ablution facilities (toilets, showers) in a reasonably clean condition.

On-going or serious problems will be reported to the Project Manager who will then be responsible for determining further action required.

Complaints about accommodation services should first be reported to the accommodation administration. If unable to be resolved at this level, complaints should then be referred on to the Project Manager.

APPENDIX I – CONSTRUCTION SAFETY MANAGEMENT PLAN SCHEDULE

Title	Description	When	Responsible Persons	Comments
Project Planning and Risk Management	Preliminary Hazard Analysis	Prior to completion of the Plan	Risk Management Consultant SCSB Engineers	To establish the critical construction activities and the high risk construction activities
	Pre-Construction Hazard Identification (HAZID) Workshop	In accordance with the outcomes of the Preliminary Hazard Analysis Prior to an identified high risk construction activity commencing	SCSB Subcontractor Management Engineers	Requirements for the development of SWMS for all high risk construction activities
	Pre-Start Up Safety Review (Commissioning)	Prior to commission of all new or modified plant and equipment	SCSB	
	Hazard Reporting (HAZOBs)	Ongoing	All Personnel	
	Hazard Reporting and Corrective Actions Register	Weekly	SCSB Project Team	In the event that corrective actions for HAZOBs, incident investigations are not being closed out
	Project Risk Register	Ongoing	SCSB	
	Safe Work Method Statements (SWMS)	Prior to commencing high risk construction activities	SCSB Subcontractors Relevant Person	Refer to the appropriate Plan section for the required information to be referenced in the Work Method Statements in accordance with Regulation
Incident Reporting, Investigation and Management	Incident Reporting	Immediately to supervisor	All Personnel	Register to be maintained by SCSB Project HSE Manager
	Incident Investigation	In accordance with the relevant section and dependent on the severity of the incident	SCSB Subcontractors	Investigation methodology should be implemented to ensure consistency with the process
	Notification of Accidents/incidents to the WorkCover	In accordance with the relevant section and dependent on the severity of the incident	SCSB Subcontractors	
	Construction Safety Plan Review	Minimum Annually	SCSB	SCSB Manager to distribute amendments

Title	Description	When	Responsible Persons	Comments
Performance Review and Audit	Mobilisation Audit	2-4 weeks after full mobilisation	SCSB Project HSE Manager	Suitable Audit Format to be developed
	Workplace Reviews/ Inspections	Weekly	HSAs Superintendent /Workers	
	Company Audits (Subcontractors)	On commencement, then 3 monthly or as required by SCSB	Company Approved Auditor	
	Company Audits (Internal Auditing)	On commencement, then monthly or as required by SCSB	HSE Manager Corporate Managers	
	Company Audits (External Auditing)	On commencement, then 3 monthly or as required by SCSB	Company Approved Auditor	
	Behavioural Audits	Activity based	Trained observers	
Project Communication and Consultation	Construction Kick-Off Meeting	Minimum of 1	SCSB Manager Construction Manager Engineers Superintendent HSE Manager Subcontractor Managers	Prior to the start of construction activities
	Project Management Meetings	Weekly	SCSB Subcontractor Management	
	Daily Pre-Start Meetings	Daily	Supervisor Workers HSAs as required	
	Weekly Toolbox Meetings	Weekly	Superintendent Company Supervisor as applicable	
	H&S Committee Meetings or Safety Consultation Meetings	3 Monthly	H&S Committee Representatives Management Representatives	Agenda to be distributed 48 hours prior to meeting. Minutes to be distributed to all participants and posted on all notice boards within 48 hours of meeting
	Safety Alerts / Notifications	Ongoing	HSE Manager HSAs	

Title	Description	When	Responsible Persons	Comments
Performance Measurement & Reporting	Monthly Safety Performance Summary Report	Monthly	Subcontractors	
	Monthly Safety Performance Summary Report	Monthly	SCSB Project HSE Manager	
	Monthly Safety Report Inclusive of Statistical Report.	Monthly	SCSB Project HSE Manager	
Employee Selection, Competency and Training	General Construction Induction	Prior to commencing work on the Project Site	All Personnel	Require a registered training organisation to conduct the training
	4WD Training	Prior to commencing work on the Project Site	Relevant personnel	Records maintained on Training Register.
	Project Induction	Prior to commencing work on the Project Site	All Personnel	Records maintained on Training Register.
	Certificates of Competence	Prior to operating equipment, etc	All personnel required to be certified	