



# Project Health and Safety Plan



## T14-2305 – Darwin – New Henbury School – Design Development and Construction Project



**Project Health and Safety Plan**  
T14-2305 – Darwin – New Henbury School –  
Design Development and Construction Project



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# Project Health and Safety Plan

## T14-2305 – Darwin – New Henbury School – Design Development and Construction Project



### 1.1 PLAN DEVELOPMENT AND PROJECT DETAILS

#### 1.2 Revision

All amendments to this document are to be marked up in the Control Table. The issue of the amendment is to be by the authorisation of the Project Manager.

#### 1.3 Amendments

All amendments are to be acted upon by the holders of this document upon receipt of the amendment. The plan will be finalised during the project launch and will be progressively reviewed and updated if required.

#### Revision

Date	Details	Section	Page	Approved By
Feb 2015	Initial Release for Tender	All	All	Chris Giannikouris

#### Distribution

Copy Holder Details			Date Issued
Chris Giannikouris	Halikos Design Manager	Halikos Pty Ltd	April 2015
Connor Newble	Senior Project Manager	Halikos Pty Ltd	April 2015
Brian Hogbin	SEQ Compliance Manager	Halikos Pty Ltd	April 2015
Johnny McLaughlin	Construction Site Manager	Halikos Pty Ltd	April 2015
Sharon Sutton	SEQ Compliance Advisor	Halikos Pty Ltd	April 2015

#### Authorisation

Date:	Version:	Document Reference:	Approved By:
April 2015	1	PMP-3-01	Connor Newble

### 1.4 Project Information

<b>Project Name</b>	New Henbury School – Design Development and Construction Project
<b>Project Number</b>	T14-2305
<b>Project Address</b>	Dripstone Middle School - Corner of Trower Road and Henbury Avenue, Tiwi NT.
<b>Project Start Date</b>	31 March 2015
<b>Project Completion</b>	30 June 2016
<b>AS4801 Certification</b>	Certification current till 8 <sup>th</sup> May 2017
<b>Federal Accreditation</b>	Accreditation till 23 <sup>rd</sup> July 2017
<b>Prepared By</b>	Brian Hogbin
<b>Date Prepared</b>	April 2015
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### 1.5 Project Purpose

This Project is for the design, development and construction of a new Henbury School facility located in Tiwi in the Northern Territory. This project will provide a modern, state of the art facility in order for the students of the school to receive a higher level of care and support. The existing Henbury School is designed to care for students with special needs and this concept will be carried through to the new school under construction..

### 1.6 Scope of Work

The project works comprise of:

- The construction and commissioning of a new school oval for the use of Dripstone Middle School in accordance with the 'for construction' documents included with the Request For Tender (RFT);
  - Construction and commissioning of the new playing oval;
  - Design development and construction documentation including all approvals;
  - Decommissioning of the existing playing oval is to commence only on completion of the new playing oval and with the permission of the Superintendent. and
- The design development, 'for construction' documentation and construction of the new Henbury School will be in accordance with the Principal's design and contractual documents. The works also include all necessary statutory approvals, certifications, production of operational management documentation, work as executed documentation and graphic representations as required to convey the project intent to stakeholders.

The total project is to be completed by 30 June 2016.

The Superintendent shall consider and approve each stage and early works packaging before Halikos commences each stage. Such approval may be given after Halikos demonstrates to the Superintendent that the design and construction methodology meets the requirements and quality required of the RFT and associated documents.

The intention of such consideration by the Superintendent is further to ensure the existing Dripstone school, its services, and the local community are not unduly disrupted or inconvenienced.

Halikos is not to proceed onto subsequent stages without such approval.

## 2.1 PROJECT SAFETY POLICY AND PLANNING

The **PMP-3-01 Project Health and Safety Plan (PSP)** has been developed to demonstrate the strategies Halikos management, and the project team will initiate to achieve the objectives of the Halikos **POL-1-01 Occupation Health and Safety Policy**. This Plan also sets out and documents the Safety Management System that will be implemented and maintained throughout the duration of the project. All Halikos workers have a responsibility to report or rectify any unsafe conditions. Workers and stakeholders have a responsibility



for their own, and colleagues', health and safety at work. Halikos is committed to complying with all relevant Workplace Health and Safety legislation and achieving and maintaining registration under the AS 4801 certification and Australian Government Building and Construction Workplace Health and Safety Accreditation Scheme.

## **2.2 Halikos Workplace Health & Safety Policy**

The Halikos' written **POL-1-01 Occupational Health and Safety Policy** is to be understood by all workers, including workers, subcontractors, and visitors on the project. The policy is to be included in the training induction and displayed on notice boards and in main offices for all workers and visitors to have access to, and be able to view. Halikos acknowledges the legislative commitment to Workplace Health and Safety and we confirm our commitment to our company **POL-1-01 Occupational Health and Safety Policy** via the endorsement by the Halikos Managing Director. At the corporate level, the Safety, Environmental and Quality (SEQ) Compliance Manager in conjunction with senior management establish and review practices regularly to ensure that the Company **POL-1-01 Occupational Health and Safety Policy**, procedures and practices reflect current legislation and site applications. At the operational and project level, the Project SEQ Compliance Officer, in conjunction with project workers and subcontractors, shall identify Workplace Health and Safety risks and implements practices to mitigate or eliminate potential hazards. The Halikos **POL-1-01 Occupational Health and Safety Policy** shall be reviewed at the twelve monthly Management Review meetings by the Halikos Senior Management Team.

***Refer to the supporting Halikos document:***

- *POL-1-01 Occupational Health and Safety Policy*

## **2.3 Workplace Health & Safety Planning Schedule**

Halikos aims to start the Workplace Health and Safety process at the concept stage of a project. Each phase of the project shall be set out from concept, till completion. The activities or outputs for each phase shall be determined as a key element of the planning stage. This will allow for key elements defined under the Australian Standard and Federal Safety Scheme to be considered and actioned throughout the project life. The key elements or outputs are determined by taking criteria from this Plan, AS 4801 standard OFSC audit criteria. Relevant outputs ensure all elements are implemented and data collect as evidence. The schedule compliments the implementation schedule. The key elements or outputs are determined by taking criteria from the Project Health and Safety Plan, AS 4801 standard OFSC audit criteria. Relevant outputs ensure all elements are implemented and data collect as evidence. The schedule compliments the implementation schedule.

# Project Health and Safety Plan

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## 2.4 Health and Safety Plan Planning Schedule

Project Phase	Activities / Outputs	Applicable Y/N
Planning	Analyse Workplace Health and Safety risks of project options	Y
	Record risk information	Y
	Develop Project Brief	Y
	Undertake technical feasibility study	Y
	Establish design requirements	Y
Design	Conduct design Workplace Health and Safety reviews	Y
	Conduct site review	Y
	Include Workplace Health and Safety in subcontract documents	Y
	Set project Workplace Health and Safety targets	Y
	Select project design consultant(s)	Y
	Review design documentation	Y
	Review project cost	Y
Procurement	Set Workplace Health and Safety requirements for subcontractors	Y
	Detail standards to be met	Y
	Set subcontractor documentation requirements	Y
	Review subcontractor previous performance	Y
	Assess subcontractor SWMS	Y
Pre-construction	Prepare Project Health and Safety Plan	Y
	Appoint project organisation	Y
	Conduct project risk assessment (activities, chemicals, plant)	Y
	Assess project training needs	Y
	Engage project subcontractors	Y
	Determine site storage & amenities	Y
Construction	Approve & implement Project Health and Safety Plan	Y
	Induct workers	Y
	Conduct Workplace Health and Safety inspections / audits	Y
	Prepare & evaluate project specific SWMS's	Y
	Conduct monthly reporting	Y
	Hold toolbox meetings	Y
	Investigate hazards	Y
	Control risks	Y
	Register tools, equipment, hazardous substances, fall protection	Y
	High risk work training	Y
	Injury and accidents investigation	Y
	Test emergency response procedures	Y
Completion	Evaluate project performance	Y
	Perform Workplace Health and Safety risk assessment	Y
	Engage servicing / maintenance providers	Y

### 3.1 PROJECT LEGISLATIVE REQUIREMENTS

The project has access to all current and relevant legal & contractual documentation. All the requirements which are applicable to project activities, processes and services, including those of subcontractors and suppliers shall be communicated and made available through the **Legislative Compliance Register** and training induction process. The project is to comply with all relevant Workplace Health and Safety legislation and achieving and maintaining registration under the AS 4801 certification and Australian Government Building and Construction Workplace Health and Safety Accreditation Scheme.

***Refer to the supporting Halikos document:***

- *REG-7-01 Legislative Compliance Register.*

### 3.2 Identifying Key Legislation

At the corporate level, the SEQ Manager in conjunction with senior management shall establish and review practices regularly to ensure that the Company Policy, plans and practices reflect current legislation and site applications. At the operational and project level, the Project SEQ Compliance Officer, in conjunction with project staff and subcontractors, identifies Workplace Health and Safety risks and implements practices to mitigate or eliminate potential hazards. The Halikos **POL-1-01 Occupational Health and Safety Policy** will be displayed on all project notice boards and in the project reception and common areas.

***Refer to the supporting Halikos document:***

- *POL-1-01 Occupational Health and Safety Policy*

### 3.3 Legislative Changes

Where Commonwealth or Territory legislation changes occur, the SEQ Manager will conduct a review of the project systems, including plans, procedures and work practices which may be affected by those changes. Project system Plans, Procedures and work practices will be amended to reflect all change requirements in accordance with the Document & Data Control process in section 4.4. The SEQ Manager will, in consultation with the Project Management Team, coordinate any additional requirements to implement changes i.e. training, additional resources through a risk assessment.

***Refer to the supporting Halikos document:***

- *PRO-4-02 Document and Data Control Procedure*

### 3.4 Monitoring Change

All Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and other requirements relevant to health and safety will be monitored for change. Legislation, Australian Standards, Codes of Practice, Building Codes and construction related publications will be checked for currency through SAI Global, CCH, Comlaw, State & Territory legislative websites, and industry organization publications. Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and other requirements relevant to health and safety are monitored for change by the SEQ Manager and they will be responsible for updating information on project documentation and computer system. Electronic records of change notifications will be maintained by

the SEQ Manager. Changes to legislation will be monitored through online services where updates are sent out. All communication will be through the Workplace Health & Safety committee and toolbox meetings.

***Refer to the supporting Halikos document:***

- *PRO-4-02 Document and Data Control Procedure*

### **3.5 Risk Assessment References to Legislation**

All the legislative requirements for trades and tasks will be included in all project risk assessment and safe work method statements to ensure workers are aware of the obligations when using tools and equipment, or carrying out a task.

***Refer to the supporting Halikos document:***

- *PRO-4-05 Hazard Identification, Risk Assessment and Control (HIRAC) Procedure*

### **3.6 Legislation Access**

All workers onsite are to be advised of, and have ready access to, current Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and other documentation relevant to health and safety. These are accessible in the site office, or by contacting the project SEQ Compliance Officer.

***Refer to the supporting Halikos document:***

- *PRO-4-03 Consultation Procedure*

### **3.7 Updating Workers**

Project Policies, Management Plans, Procedures or SWMS changes and reviews will be communicated to all workers, or third parties concerned through issue of revised documentation, toolbox meetings, general meetings, noticeboards and internal & external correspondence.

***Refer to the supporting Halikos document:***

- *PRO-4-03 Consultation Procedure.*

### **3.8 Document Legislative References**

All Project Plans, Work Instructions and task SWMS will reflect the requirements of current legislation, standards, and other requirements relevant to health and safety. This will be monitored by the project SEQ Compliance Officer during the review of all SWMS. All relevant legislation for all work and task activities and activities associated with the project is included in the **Legislative Compliance Register**. These legislative requirements will be regularly reviewed for currency and the matrix and system shall be updated accordingly, to ensure changes to Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and other requirements relevant to health and safety generate a review of company procedures.

***Refer to the supporting Halikos document:***

- *REG-7-01 Legislative Compliance Register.*

### 3.9 Northern Territory Legislation

All relevant Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and all other requirements relevant to health and safety for the project and all workers are to be identified and detailed in the **Legislative Compliance Register**.

This must include information related to works, workers activities, equipment, practices, actions, communication and injury management.

All current legislation for the Northern Territory is found on the Northern Territory government website.

***Refer to the supporting Halikos document:***

- REG-7-01 Legislative Compliance Register

### 3.10 Codes of Practice

The **Legislative Compliance Register** outlines legislation, Codes of Practice and Australian Standards applicable to the Halikos Safety Management System. This list is not exclusive; it aims to identify those activities where reference to guidelines is required to minimize risk of injury.

***Refer to the supporting Halikos document:***

- REG-7-01 Legislative Compliance Register

### 3.11 Australian Standards

Where Acts or Regulations require, copies of applicable Australian Standards and Codes of Practice and Guidelines will also be made available for company workers and subcontractors. The project is to understand its regulatory requirements applicable to its activities, products and services. The project will maintain ongoing regulatory compliance. These areas are, but not limited to:

- Those specific to a particular Halikos activity (e.g. confined space);
- Those specific to Halikos s' products and services;
- Those specific to the construction industry;
- General Workplace Health & Safety laws and regulations;
- Local environmental regulations;
- Authorisations, licences, and permits.

The Workplace Health & Safety legal and other requirements are kept up to date by:

- Subscriptions to legislative services for Workplace Health & Safety, Compensation and building legislation;
- Web access to Australian Standards;
- Regular review of state or territory Workplace Health & Safety websites;

- Participation in workshops, forums, programs run by the state/territory Workplace Health & Safety authority and or industry groups.

#### 4.1 SEQ GOVERNANCE

To ensure all Health and Safety risks to our people and the environment in the workplaces are controlled and managed at all times to an acceptable level, Halikos will make every attempt to reinforce and re-train our workers who may not meet our standards of Health and Safety compliance. Halikos will provide Management support, resources and qualified staff within the SEQ Department to ensure Workplace Health and Safety is paramount on the project. The Project Management Team recognises the importance of safety across our work site and will take disciplinary action where attempts to reinforce and re-train workers have proved unsuccessful.

*Refer to the supporting Halikos document:*

- *PRO-4-14 Governance Procedure*

#### 4.2 Halikos Policy

As the signatory for the Halikos Group WHS Policy, the Managing Director has responsibility for the implementation, management and sustainability of the WHS systems for the Halikos Group. The Halikos Group Safety, Environment and Quality Manager is delegated by the Managing Director to undertake the administration and day to day duties involved in the management and sustainability of the WHS systems for the Halikos Group.

**NB: The Managing Director still retains all executive powers attached to the implementation, management and sustainability of the WHS System for the Halikos Group.**

Halikos' written **Workplace Health & Safety Policy** is to be communicated to all workers entering Halikos projects. This policy is to be included in the induction, displayed on all notice boards and the original document displayed in the main office for all workers and visitors to view.

*Refer to the supporting Halikos document:*

- *POL-1-01 Occupational Health and Safety Policy*

#### 4.3 Senior Management Responsibility

The Halikos Group Safety, Environment and Quality Manager under this delegation is responsible for the development, ongoing management, administration and reporting of the WHS Systems performance to the Senior Management Group (Division Managers) within Halikos. The Division Managers are responsible for their Division's WHS performance and they have nominated personnel within their own business units for the administration of the WHS requirements set by the SEQ System.

#### 4.4 WHS Objectives & Targets

The Halikos **Workplace Health & Safety Policy** and the **Project Health and Safety Plan** aims to achieve the following objectives. The output from this exercise will be an agreed Health and Safety Strategy for adoption across the Halikos Infrastructure Business. The Health and Safety Strategy may be in the form of a strategy

# Project Health and Safety Plan

## T14-2305 – Darwin – New Henbury School – Design Development and Construction Project



report, or be in the form of a number of key documents that collectively generate the Strategy. Typically this may include such things as annual **Objectives and Targets Matrix** and targeted campaigns. Comprehensive details will be provided within the Health and Safety Strategy documents to define how the SEQ Team will implement each objective and how requirements will be communicated to the business and its stakeholders. Further details of this and the associated communication strategy can be found in the Objectives and Targets Process.

The FRM-6-55 Integrated Management Systems Planner is to be used as a tool to schedule activities to be undertaken in order to comply with the below objectives and targets.

Objectives
1. Senior Managers to carry out tours on respective projects.
2. All projects to conduct project prestart meetings.
3. All projects to conduct project subcontractor safety meetings with managers and supervisors.
4. Senior management attendance at Toolbox meetings.
5. Formal performance recognition program (not mandatory)
6. Formal senior management review of the project Risk Assessment.
7. A member of the senior management team to open the Halikos induction and reinforce Halikos Workplace Health and Safety expectations.
8. Senior managers to be involved in the incident investigation for all MTI & LTI's.
9. To provide staff training and high risk licensing to ensure skills development and competency.
Target
1. 1 (one) senior manager to undertake 1 (one) inspection per month. Each senior manager to carry out an inspection every 3 (three) months.
2. Signed prestart forms for each working day of the month.
3. 1 (one) project subcontractor safety meetings per month.
4. 1 (one) senior manager to undertake 1 (one) Toolbox meeting per month. Each senior manager to carry out an inspection every 3 (three) months.
5. 1 per month, per project, 12 per year for safety recognition. (not mandatory)
6. 1 (one) senior manager to undertake a review of the project Risk Assessment 1 (once) per project quarter, 3 monthly.
7. 1 (one) senior manager to introduce 1 (one) Halikos Project Induction per month. Each senior manager to introduce an induction every 3 (three) months.
8. All records of MTI / LTI show involvement by respective Halikos Senior Managers.
9. All training is to be carried out as per the appropriate project training matrix.

***Refer to the supporting Halikos document:***

- *FRM-6-55 Integrated Systems Planner*



#### 4.5 SEQ Division

Members of the SEQ Division will work with the Halikos Senior Management Team during the development of the overall Halikos Infrastructure business strategy. Input will be provided to ensure that the Halikos Infrastructure Business Strategy takes into account relevant Health and Safety requirements. The SEQ Division will also provide professional advice to the Senior Management Team on the existing capabilities of the business relating to Health and Safety. Senior Management will ensure resources and suitably qualified workers are provided to the SEQ Division to deal effectively with all Health and Safety matters. Advice will also be provided in terms of any Management System developments and additional external certification needs. The SEQ Division will engage with all relevant external stakeholders to ensure that any Health and Safety, strategic advice is robust and relevant. Typically this will include bodies such as the Health and Safety Executive, Environment Agency, Local and National Government, client bodies. The SEQ Division will ensure that specific and targeted data and knowledge is routinely captured and collated by the business to enable accurate assessment of business performance and capability. Once the Halikos Infrastructure Business Strategy has been finalised the, SEQ and Senior Management Team will review the details so that a detailed and robust Health and Safety Strategy can be developed. Development of the Health and Safety Strategy would normally entail a series of thorough brainstorming sessions involving key SEQ Professionals to assess, in detail, the requirements of the Halikos Infrastructure Business Strategy.

#### 4.6 SEQ Roles and Responsibilities

The Health and Safety Strategy will be continuously assessed through the active and reactive monitoring processes of the Health and Safety Function. A formal review of progress will be completed as part of the annual Senior Management System Review meeting. Where necessary the Health and Safety Strategy will be amended to ensure ongoing compliance with statutory duty, changes in Halikos Infrastructure Business Strategy, outcomes from Accident Incident Investigation or any other relevant requirement. Each change will be fully reviewed by the SEQ Division and where appropriate the Halikos Infrastructure Senior Management Team prior to implementation. The Halikos Management of Change process will be followed when updating the Health and Safety Strategy. **Refer to Annex A to this document.**

#### 4.7 Reinforcement

Observed unsafe practises will be stopped immediately. An open discussion involving the work crew and a SEQ representative is to take place, to agree on a safe solution and to ensure compliance with Legislation, our Policy and the SWMS relevant to the works. If required SWMS will be updated to reflect agreed change.

***Refer to the supporting Halikos document:***

- *POL-1-01 Occupational Health and Safety Policy*
- *PRO-4-05 HIRAC Procedure*
- *PRO-4-07 Accident, Incident and Near Miss Procedure*



#### **4.8 Re-training**

Following our attempt at reinforcement we shall stop work and identify any misunderstanding between the required standards and workers. If required, re-train the relevant people on the company's requirements, Government legislation through the induction, the relevant SWMS and Toolbox Meetings.

***Refer to the supporting Halikos document:***

- *Project Induction Package.*

#### **4.9 Disciplinary Process**

Should our attempts to reinforce and re-train any worker/s be unsuccessful we will ensure our governance by enforcing the disciplinary process.

##### **4.8.1 Temporary Suspension**

Halikos will suspend the worker/s from all Halikos workplaces for a period of 24 hours, as agreed by the Managing Director, SEQ Manager and the Project Manager without pay. As a result of a Temporary Suspension the worker/s will have to complete further training and redo the company induction.

##### **4.8.2 Suspension**

A suspension will be regarded as a final warning. Halikos shall suspend the worker/s from all Halikos workplaces for a period of up to 1 calendar month, as agreed by the SEQ Manager and the Division Manager.

##### **4.8.3 Exclusion**

A contract employer or contractors workers will be permanently excluded from all Halikos workplaces, as agreed by the SEQ Manager, Division Manager and Managing Director. This Standard will at all times and with disregard to all other priorities be fully supported by our division of the Halikos Group.

#### **4.9 Standards of Work**

Where Acts or Regulations require, copies of applicable Australian Standards and Codes of Practice and Guidelines will also be made available for company workers and subcontractors.

Halikos understands the regulatory requirements applicable to its activities, products and services. It will maintain ongoing regulatory compliance. These areas are, but not limited to:

- Those specific to a particular Halikos activity (e.g. confined space);
- Those specific to Halikos s' products and services;
- Those specific to the construction industry;
- General Workplace Health and Safety laws and regulations;
- Local environmental regulations;
- Authorisations, licences, and permits.

***Refer to the Halikos procedure implementation supporting document:***

- |  |                                       |
|--|---------------------------------------|
| * REG-7-06 Controlled Documents Register   | * Responsibilities Matrix             |
| * Position Job Description                 | * CL-7-01 Weekly Inspection Checklist |
| * REG-7-01 Legislative Compliance Register | * FRM- FRM-6-117 SWMS Audit From      |
| * FRM-6-52 SWMS Review Assessment          | * FRM-6-17 Toolbox Meeting Record     |
| * REG-7-26 Project Risk Assessment         | *                                     |

#### **4.10 Project Plans**

This Plan is subject to review based on the staging of the construction project and forms part of the staging schedule set for the construction of the building.

The plans are designed to detail the requirements for all project workers on site with specific references back to the Halikos safety management system. The plans identify key areas affecting the health and safety of project workers, and details the project management system that will be implemented to effectively control issues and satisfy legislative requirements in the prevention and management of workplace accidents, incidents, injury, illness and disease.

***Refer to the supporting Halikos document:***

- *PMP-3-04 Project Quality Management Plan*

#### **4.11 Safe Work Method Statements**

Safe Work Method Statements, also including Job Safety Analysis, shall be used on the project to assist in the identification and satisfactory control of workplace hazards and risks. These plans may also make reference to any relevant Halikos procedures or forms. Safe work method statements shall list the relevant legislation governing the task or tasks to be undertaken. The specific codes of practice and Australian Standards that are critical to an activity or task to be performed on the project should be referenced. This will act as a guide to the worker and provide a foundation for safe work and compliance.

***Refer to the supporting Halikos document:***

- *PRO-4-05 HIRAC Procedure*

#### **4.12 Subcontractor Workplace Health and Safety Documentation**

Subcontractors who perform work on the project will be required to participate in the relevant sections of the **Project Health and Safety Plan** that apply to them. Subcontractors shall also be required to submit task safety documentation including safe work method statements for their activities. All high risk activities carried out must be managed and controlled; a documented risk assessment must be presented for the task that complies with legislation.

***Refer to the supporting Halikos document:***

- *PRO-4-13 Management of Subcontractors Procedure*

#### 4.13 Project Health and Safety Plan Implementation

The **Project Health and Safety Plan Implementation Schedule** sets out the key elements of the plan for implementation on the project.

***Refer to the supporting Halikos document:***

- *FRM-6-03 Project Health and Safety Plan Implementation Checklist.*

#### 4.14 PSP Implementation Schedule

The schedule defines what is to be implemented, and how the implementation will take place. The schedule defines the expectation of what time frame the elements are to be implemented by and who is responsible to implement them. The schedule is map of status and guide for the plan areas of improvement or rectification.

#### 4.15 Project Organisation Chart

The organisational structure for the Project is detailed in the Project Quality Management Plan.

***Refer to the supporting Halikos document:***

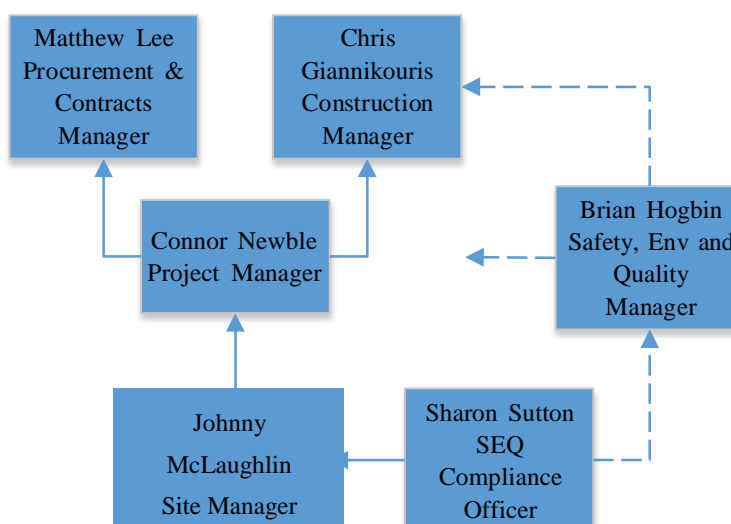
- *PMP-3-04 Project Quality Management Plan*

### 5.1 PROJECT SAFETY MANAGEMENT SYSTEM

The Project Health and Safety Plan is not a stand-alone document; it directs the user to the different support documentation that includes individual procedures, checklists, forms, plans, policies, job descriptions, registers, project work information for demolition and construction activities, safe work instructions and safety alerts.

#### 5.2 Project Organisation Chart

The proposed organisational structure for the Project is detailed in the project organisational chart:



### 5.3 Project Responsibilities

The proposed organisation structure for the Project is detailed in the project organisational chart. The duties and responsibilities of Halikos project staff are defined in position descriptions maintained by the Human Resource Manager. There are detailed key duties and Workplace Health and Safety responsibilities for all Halikos workers and subcontractors that work on the project.

#### 5.3.1 Project Manager

The Project Manager reports directly to the Halikos Construction Manager who has overall responsibility for safety for the Halikos Construction Division and the Project Manager has overall responsibility for safety on the project. The Project Manager is guided by their position description, Halikos policies, project plans, and company procedures, codes of practice, Australian standards and Northern Territory legislation.

Responsibilities include:

- Approving the Project Health and Safety Plan and ensuring full implementation;
- Assigning safety responsibility to all project workers;
- Communicate with the client to reduce risks;
- Use the Hierarchy of Controls in all design, fabrication and construct activities to minimise Workplace Health and Safety risks;
- Review Workplace Health and Safety reports and inspections, and following up on recommendations;
- Participate in accident/incident prevention programs;
- Review and authorise training programs;
- Lead by example and promoting sound Workplace Health and Safety practices at every opportunity;
- Ensure safe equipment and plant is provided and maintained;
- Establish project Workplace Health and Safety meetings schedule;
- Monitor compliance with the Workplace Health and Safety Management Plan, including Safe Work Method Statements; and
- Assist in the resolution of safety issues.

***Refer to the Position Description for:*** Project Manager

#### 5.3.2 Company Safety, Environment and Quality Manager

The SEQ Manager reports directly to the Halikos Managing Director (through the chain of command) who has overall responsibility for safety on Halikos projects. The SEQ Manager is guided by their position description, Halikos policies, project plans, and company procedures, codes of practice, Australian standards and Northern Territory legislation.

Responsibilities include:

- Assisting the Project Manager to implement the Safety Management system;
- Assisting the Project Manager in the preparation of Project Health and Safety Plans;
- Reporting to the Senior Management Team on Safety Performance, Improvements and workplace corrective and preventative actions pertaining to the reduction in workplace incidents;
- Undertake HIRAC;
- Rehabilitation coordinator and provision of advice to meet all legal requirements regarding injury management and return to work;
- Provide advice and assist on Workplace Health and Safety issues on the project;
- Monitor Workplace Health and Safety legislative requirements for the project;
- Control all management system documentation;
- Reporting the OHS performance to the Management Review Membership,
- Participate in project audits; and
- Identify and develop companywide Workplace Health and Safety training programs.

***Refer to the Position Description for: SEQ Manager***

### **5.3.3 Construction Site Manager**

The Construction Site Manager reports directly to the Project Manager who has a responsibility for safety on the project. The Construction Site Manager is guided by their position description, Halikos policies, project plans, and company procedures, codes of practice, Australian standards and Northern Territory legislation.

Responsibilities include:

- Implement the Project Health and Safety Plan;
- Observe all Workplace Health and Safety rules and regulations;
- Make sure that work activities are carried out in a safe and environmentally sound manner;
- Plan to do all work safely including any interface with other work activities;
- Ensure safe equipment and plant is provided and maintained;
- Provide advice and assistance on Workplace Health and Safety matters to workers;
- Be part of the planning & design stages of trade activities;
- Decide when Workplace Health and Safety training is required;
- Action Workplace Health and Safety reports & carry out workplace inspections;
- Assist in preparing SWMS's for project activities;
- Participate in project Workplace Health and Safety meetings and programs;

- Investigate hazard reports and ensure they are completed and corrective actions undertaken;
- Be part of incident investigations;
- Lead by example and promote sound Workplace Health and Safety practices at every opportunity;
- Undertake inspection of the contracted or planned works to ensure that Workplace Health and Safety control measures are implemented; and
- Other duties as directed by the Project Manager.

***Refer to the Position Description for:*** Construction Site Manager

#### **5.3.4 SEQ Compliance Officer**

The SEQ Compliance Officer reports directly to the Project Manager who has a responsibility for safety on the project. The Site Manager is guided by their position description, Halikos policies, project plans, and company procedures, codes of practice, Australian standards and Northern Territory legislation.

Responsibilities include:

- Communicate Workplace Health and Safety requirements to the Project Manager;
- Assist the Project Manager to develop and implement the Project Health and Safety Plan;
- Carry out Halikos' HIRAC process;
- Carry out project risk assessment, review and update at key milestones of the project;
- Monitor all hazards and minimize project risks;
- Utilise the hierarchy of controls for risk management;
- Provide advice on Workplace Health and Safety to all workers;
- Be a part of planning and design in work activities;
- Determine Workplace Health and Safety legal requirements for the work activity or trade;
- Make sure Workplace Health and Safety work procedures are followed;
- Coordinate injury management / return to work for injured workers;
- Collate & report monthly statistics to Halikos management;
- Set up and be part of Workplace Health and Safety meetings and programs;
- Set up Toolbox Talks on a regular basis;
- Ensure sound Workplace Health and Safety practices at all times;
- Set up & conduct Workplace Health and Safety inductions;
- Conduct incident investigations;
- Assist in preparing SWMS's for project activities;
- Make sure records are kept;

- Be part of inspections, audits and ensure recommendations are completed;
- Decide when Workplace Health and Safety training is required;
- Manage the resolution of project Workplace Health and Safety issues;
- Review subcontractor Workplace Health and Safety documents and provide assistance where required; and
- Other Workplace Health and Safety duties as directed by the Project Manager.

***Refer to the Position Description for:*** SEQ Compliance Officer

#### **5.2.5 Supervisors, Foreman and Leading Hands**

Project Supervisors, Foreman, and Leading Hands report directly to the Project Manager who has overall responsibility for safety on the project. Project Foreman, Supervisors and Leading Hands are guided by their Position Description, Halikos policies, project plans, and procedures, codes of practice, Australian Standards and Northern Territory legislation.

Responsibilities include:

- Implement the Project Health and Safety Plan;
- Observe all Workplace Health and Safety rules and regulations;
- Make sure that work activities are carried out in a safe manner;
- Plan to do all work safely including any interface with other work activities;
- Ensure safe equipment and plant is provided and prestart inspections are maintained;
- Be part of the planning & design stages of trade activities;
- Participate in project Workplace Health and Safety meetings and programs;
- Be part of incident investigations;
- Lead by example and promote sound Workplace Health and Safety practices at every opportunity; and
- Other duties as directed by the Project Manager

***Refer to the Position Descriptions for:*** Supervisors, Foreman, and Leading Hands

#### **5.2.6 Project Workers**

All project workers have an obligation to remain compliant as stated in their individual Project Specific Induction.

Responsibilities include:

- Work in a manner without risk to themselves, others or the environment;
- Comply with the Safety Management Plan including all Safe Work Method Statements;
- Report all incidents, injuries & illnesses to the Construction Site Manager;

- Report all Workplace Health & Safety hazards to Construction Site Manager;
- Provide suggestions through agreed consultative methods on how to improve Workplace Health & Safety issues;
- Seek assistance if unsure of Workplace Health & Safety rules;
- Report any faulty tools to Construction Site Manager;
- Comply with all project rules;
- Correctly use and wear all Personal protective equipment;
- Comply with emergency evacuation procedures; and
- Participate in project toolbox meetings & programs.

## 6.1 HAZARD IDENTIFICATION RISK ASSESSMENT CONTROL

The Halikos hazard & risk management procedure provides guidelines and information to effectively manage and identify hazards in the implementation stages of construction work. During the project planning stage a project risk assessment will be undertaken to determine Workplace Health and Safety constructability issues, project specific attributes; identify existing services and the amenities required to safely service the project. The project risk assessment has been created as a supporting document to this plan. Hazards identified during the project planning stage are documented on the Halikos **Hazard Report Form**.

Risks are assessed using the risk score calculator (Risk Matrix) shown in the risk assessment safe work method statement. The control of risks must be hierarchical, from most effective to least effective. Project workers are trained and encouraged at all times to identify hazards and correct them on a need and risk basis where it is in their ability, and safe to do so. Any hazard which is outside their ability or cannot be rectified immediately is to be made as safe as possible with barricading, warning signs, and reported to Halikos management immediately.

***Refer to the supporting Halikos document:***

- *PRO-4-05 HIRAC Procedure.*

## 6.2 Risk Identification & Planning

This Project Risk Register, REG-7-26, is subject to review based on the staging of the construction project and forms part of the staging schedule set for the construction of the building.

Halikos has a methodology for hazard identification, risk assessment and risk control based on the Risk Management Standard and selection of key workers. Halikos' has a commitment to eliminating workplace illness, injury and disease. The project risk assessment process is undertaken during the planning, demolition and completion phases using supporting documentation such as statutory requirements, regulations and safe work procedures, forms, plans, checklists registers and instruction to ensure all risk exposures are eliminated or kept at as low as reasonably practicable.

***Refer to the supporting Halikos document:***



- *REG-7-26 Project Risk Register*

### **6.3 Project Workplace Health & Safety Risks & Methods of Control**

A review of the project hazards and risks shall be analysed prior to the start of a project through a project risk assessment. All new risks will be added to the Risk Register and the measure of effectiveness of the applied mitigation will be detailed in the residual risk rating.

### **6.4 Project Risk Assessments**

A project risk assessment will be conducted at the project planning stage of the project. The risk assessment shall be based on key elements of the project program.

***Refer to the supporting Halikos document:***

- *REG-7-26 Project Risk Register*

### **6.5 Safe Work Method Statements (SWMS's)**

Safe Work Method Statements are prepared to ensure potential hazards and risks are identified and suitable systems are in place to remove or protect workers from the hazard prior to undertaking a particular activity or task. The term SWMS is reflected as Job Safety Analysis or JSA. The proposed task or activity is broken into logical steps, all hazards are then identified that are associated with the process, and appropriate controls and checks are implemented to ensure the likelihood is reduced. Safe Work Method Statements should be utilised for all project activities, however they shall be provide and used for all high risk construction activities. The SEQ Compliance Officer is responsible for ensuring that suitable Safe Work Method Statements are provided or prepared in consultation with workers for each high risk project activity, hazardous substance and item of plant. All subcontractor Safe Work Method Statements submitted for the project shall be assessed to ensure they meet Halikos' requirements as defined by the SWMS review assessment form and all Safe Work Method Statements will be subject to periodic audits to ensure all controls detailed in the SWMS are effective.

All trades working on the Project will be subject to an audit of their SWMS to ensure the stated controls are effective against the identified risks. As a minimum, the SEQ Compliance Officer is to conduct an audit on a new trade on site within three (3) working days of the activity being undertaken. The provision of three days to audit is considerate of trades that are onsite for extended periods. Trades that are not onsite for extended periods will have a SWMS audit undertaken within their tenure on site.

***Refer to the supporting Halikos document:***

- *PRO-4-05 HIRAC Procedure*
- *FRM-6-52 SWMS Review Form*
- *FRM-6-117 SWMS Audit.*

## **6.6 High Risk Activities**

Halikos acknowledge that all demolition and construction works give rise to High Risk works but have identified through experience, accident analysis and statistical analysis that there are a selection of activities that present a greater risk and should be managed and controlled to a greater degree. Halikos have established procedures and processes that are designed for the successful management of any High Risk works.

### **6.5.1 Hazardous Substances**

All Hazardous Substances that will be used within this Project require approval prior to introducing the substance to the workplace. All Hazardous Substances will be centrally documented on the Halikos Hazardous Substance and Chemical Register. Safety Data Sheets will be held on site with all chemicals and in a folder in the site office. A Safety Data Sheet Register will be maintained on the project by the SEQ Compliance Officer for all hazardous materials. This register will be located in the SEQ office to enable all workers to use as a reference. Access to all SDS's will also be available through the internet.

### **6.5.2 Plant, Equipment, and Power Tools**

Halikos staff and Subcontractor workers who are required to operate plant and/or equipment on the project shall be adequately trained and possess the necessary skills to ensure the safe operation. Where plant or equipment in use on the project requires a certified operator, the operator shall provide to the SEQ Compliance Officer or nominated representative a copy of a current certificate or competency prior to operation of the plant or equipment. Copies of all relevant certificates of competency shall be maintained on file for the project duration. Power tools, leads and equipment must be deemed safe by appropriate inspections, tags, certificate, and maintenance records. Details of inspection and maintenance records should be requested and maintained on the project files by the SEQ Compliance Officer.

At the point of induction, licence inspections will be undertaken by the Project SEQ Compliance Officer to ensure only licenced and/or competent personnel are operating Plant on site.

If workers are operating Plant that does not require a licence, a Verification of Competency (VoC) is to be provided by the worker for the plant they will be operating. Provision of the VoC can only be accepted if the VoC is undertaken by a recognised training organisation, supplier of items of plant or a workplace Trainer and Assessor.

## **6.6 Purchasing**

Legislative requirements place specific obligations for safety on designers, manufacturers and suppliers of plant. Halikos also has an obligation to ensure any purchases of plant and equipment are provided with the appropriate safeguards to protect individuals who work with them. Halikos undertakes a risk assessment on all purchased plant and equipment in the care or use of the Group.

***Refer to the supporting Halikos document:***

- *PRO-4-49 Minor Purchasing Procedure.*

## **7.1 SAFE DESIGN MANAGEMENT**

A safe design approach for Halikos is to start with the project concept and planning phases with an emphasis on making decisions about the design, materials used and methods of construction to enhance the safety of the project from start to finish. The designer needs to consider how safety can best be achieved in each of the development phases. Where Halikos is involved in the design or has input into the design, a documented risk assessment is to be undertaken at the design stage to identify, assess and manage Workplace Health and Safety buildability issues that may arise during construction. Where Halikos is the head contractor has no input into the design, all design-related buildability hazards are to be identified, assessed and managed in the pre-construction phase. The below process is to ensure design changes during the construction phase are reviewed, assessed, documented and controlled. Any new Workplace Health and Safety hazards resulting from design changes during the construction phase are to be communicated to all workers.

## **7.2 Design Concept**

The responsibility for achieving a safe project design, are with those workers working on a project design and development. This is achieved through consultation with workers who are directly involved in the design activity such as architects, engineers, and those who make decisions that influence the design outcome. It is started by establishing the design scope of the project. The risk management is defined by identifying the scope of workplace hazards that need to be considered. Establish collaborative relationships with the client and others who can influence the design outcome. Categorise the risks to be evaluated in areas such as operational, technical, financial, legal, social, and environmental elements. Develop a safe design framework for the project, by identifying the steps in the process that need to be taken to ensure that risks are addressed throughout the course of the project.

## **7.3 Design Risk Assessment**

Managers involved in design activities should facilitate a design risk assessment with the design consultant team. All consultants should identify design related hazards associated with the specifications that they design with relationship to the completed project. The design and consultant team should assess the risks arising from design-related hazards. All identified issues need to eliminate the hazards and control risks. During the design concept phase, through the life of the design process, monitoring and review of the design risk assessment and the risk control measures will continue. Halikos will maintain all records of design risk workshops, risk assessments, and design meetings. Halikos will consult with all workers and consultants on the project, and will provide significant updated information on the high risk design changes. The design risk assessment must comply with the hazard and risk management process of this Plan and be referred to for the standard as part of the process as it is undertaken.

## **7.4 Design Development Phase**

The project designers need to consider risks relating to the construction and through to decommissioning of a building which can be controlled by assessing them prior to designs and drawings being finalised. Key design options need to be considered such as planning the disconnection and re-routing services and power cables before the construction begins which will avoid contact by workers. Investigating and choosing construction materials that are safe to handle and do not require special tools or resources. Allow for the designing scope,

the construction of temporary and permanent work platforms and stairways to help prevent falls and other hazards from occurring during the phases of the design. Designing components which facilitate the pre-fabrication off-site or on the ground to avoid the hazards associated with assembling or erecting at height. Designers need to provide adequate clearance in the design between the building footprint and power sources such as overhead power lines, and other electrical components. There must be allowance for the erecting of construction equipment to be located on site such as cranes and other tall equipment. It is critical that the design of parapets is to a height that complies with guardrail requirements, eliminating the need to construct temporary guardrails during the construction. Work at height is considered a high risk not just during construction, but must be considered for things such as roof maintenance. Consideration needs to be made, if possible to reducing the space between roof trusses and battens to reduce the risk of internal falls during roof construction.

### **7.5 Documentation Phase**

The Halikos designer team and consultants will keep a record of the risks identified during the design process and the steps taken to eliminate or minimise the risks. Records should be kept of new information relating to all design modifications. The construction phase involves ensuring those records of risks are available and reviewed by the project team. The design plans are a crucial document for Project Managers to rely on for accuracy and ensuring that key project staff is following correct design plans. Monitoring and evaluating the design risk controls is to be a regular activity of the project management team which done as part of design meetings. Communication between the project management team and designers should confirm the effectiveness of risk controls in the design. Hazard identification during the construction phase, especially the identification of new hazards and risks encountered that were not previously known to the designers should be communicated back for the improvement of the process. This process can be picked up during toolbox meetings, safety compliance checks, and reported hazards from workers.

### **7.6 Design Changes**

All key Halikos and project stakeholders must assess all design change for potential risk. If there are no new risks, that can be the end of the risk assessment process. If there are new risks identified, then Halikos' risk management process and procedure will be implemented.

***Refer to the supporting Halikos document:***

- *PRO-4-15 Design Management Procedure.*

### **7.7 Design Change Management Process**

Whenever a key Halikos or project stakeholder determines that some safety aspect of the project should be changed, then that stakeholder is to submit a change proposal to the project design team. The change proposal should identify the work process in question, describe the aspect of the work process that the stakeholder wishes to change, and include a description of the Workplace Health and Safety impact of the proposed change.

## **7.8 Assessing the Impact of the Proposed Design Change**

The design change proposal should be circulated to all key Halikos and project stakeholders who the applicant has identified as being affected by the proposed design change. The design team will consider circulating proposed changes with any other stakeholders for consultation. There will be involvement with the project Workplace Health and Safety team on the possible Workplace Health and Safety effects of implementing the proposed changes.

## **7.9 Approving or Rejecting Proposed Changes**

Once the impact of the proposed change or changes has been assessed by all of relevant project stakeholders, the project design management team should decide whether to recommend the acceptance or rejection of the proposed change. The project design team may reject a proposed change if it is determined that there are significant Workplace Health and Safety risks to project workers, construction workers, maintenance workers or the end facility users and occupiers. The approval or rejection of a design change will be done through the project design team meeting.

## **7.10 Completion Phase**

The completion phase of a project will involve conducting a risk assessment for the safe receipt of the completed project ready for handover to the client. The safe transfer of the completed project to the client will be part of the completion and handover process. The communication of the residual risks and all risk control measures that are implemented for the safety of users to the client.

## **8.1 SUBCONTRACTOR MANAGEMENT**

To ensure all subcontractors engaged by Halikos are not exposed to identified hazards and are free from risk, requires continual communication and consultation. Halikos is responsible for ensuring all workers comply with current Legislation, Australian Standards, and Codes of Practice for the works performed. Halikos shall achieve this through a close working relationship and ensuring there is a safe system of work for the task to be undertaken.

***Refer to the supporting Halikos document:***

- *PRO-4-13 Management of Subcontractors Procedure.*

## **8.2 Subcontractor Responsibilities**

All Subcontractors are under the direction of Halikos, and shall participate in full with the Project Health and Safety Plan. Subcontractor workers are required to adopt the same Workplace Health and Safety responsibilities for Halikos workers. All subcontractors will, in addition, report to the SEQ Compliance Officer, Project Manager, Site Manager, Foreman and Supervisors for all matters relevant to safety on the project. Where the subcontractor's supervisor or manager is not physically undertaking work on the project they shall nominate a representative who will be responsible for attending to their workers issues raised at the tool box meetings and the day to day safety practices of their workers.

### 8.3 Subcontractors Working on the Project

All subcontractors shall be required to attend a Project Safety Training Induction with the Halikos SEQ Compliance Officer to discuss the specific elements of the Project Health and Safety Plan, hazards and risks, and the rules of the project. Subcontractors shall also be required to submit and be involved with Safe Work Method Statements for specific activities that may be planned for the project. The task specific activities shall be determined in consultation with the SEQ Compliance Officer. All submitted Safe Work Method Statements shall be assessed against the criteria set down on **FRM-6-52 SWMS Review Assessment Form**. Whilst subcontractors will be required to submit Project Safety Procedures for particular work they propose to undertake on the project, they should be informed of the following:

***Project Management acceptance and/or approval of a subcontractor procedure or SWMS shall not in any way remove or limit the subcontractor's responsibility to provide and maintain as far as is practicable a working environment that is safe and without risk to the health of workers and other workers.***

***Refer to the supporting Halikos document:***

- *PRO-4-05 HIRAC Procedure*
- *PRO-4-13 Management of Subcontractors Procedure.*
- *FRM-6-52 SWMS Review Assessment Form*

### 8.4 Subcontractor Companies Engaged

At the start of any project the following process steps will be used to manage subcontractors and ensure their compliance to safe work practices.

***Refer to the supporting Halikos document:***

- *PRO-4-35 Subcontractors Selection Procedure.*

### 8.5 Subcontractor Site Access

Notification of site access, program, conditions, management system & project documentation. Induction requirements are through subcontractor site access & induction process. All contractors submit safety documentation. The submission of documentation as stated in subcontract documentation and legislative requirements. Approval to use the subcontractors safety documentation will be made against the criteria determined in the **Safe Work Method Statements Initial Assessment Form**, after a review of the supplied information. The project SEQ Compliance Officer must ensure all subcontractor Workplace Health and Safety Plans, SWMS and risk assessments are submitted by subcontractor prior to arriving to work on site. All subcontractors' documentation is to be reviewed by the SEQ Compliance Officer against defined criteria, and approved prior to the commencement of work.

### 8.6 Subcontractor Contract Requirements

1. Comply with **NT Work Health & Safety Act, & Regulations 2011**, and the Australian Government Building and Construction Workplace Health and Safety Accreditation Scheme authorised by the **Building and Construction Industry Improvement Act & Regulations 2005**



2. SWMS are to be submitted prior to work on site for approval as per **NT Workplace Health and Safety Regulations Part 6 General obligations, Division 1 General obligations in relation to workplace hazards, section 39 Risk management**
3. All Electrical tools are to be tested and tagged with an in date sticker and comply with **AS 3760:2003 In-Service Safety Inspection and Testing of Electrical Equipment**
4. Working at height training and competence for all workers must be provided, and equipment registers and checklist prior to working at height as per **AS 1891-4 Industrial Fall-Arrest Systems & Devices**
5. Step ladders are not permitted on site for work at height unless they are most practicable and a risk assessment has been submitted and comply with **AS 1892-5 Portable Ladders Selection, Safe Use and Care**
6. Plant & Equipment to be used on the project must comply with **NOHSC: 1010 Plant Standard**.
7. A register must be submitted for all Hazardous Substance and Chemicals to be brought on the project as per **NOHSC: 2007 Workplace Hazardous Substances**.
8. Training & Competence registers of staff should be provided to the project as per **NT Work Health and Safety Regulations Part 6 General obligations, Division 1 General obligations in relation to workplace hazards, section 43 Information, instruction and training**
9. All workers engaged on the project are to wear PPE
10. Complete the Project Specific Site Safety Induction prior to commencing works on site

### **8.7 Subcontractor Induction**

The subcontractor worker induction is mandatory for all workers starting work on the project. The induction includes communicating areas of significant importance that effect subcontractor work activities and those of workers working simultaneously. There may be a need for site specific training to manage unique risks which can be identified during the induction, activities, hazardous substances, the monitoring of plant & equipment to meet legislative requirements, site rules.

***Refer to the supporting Halikos document:***

- *Project Induction Package.*

### **8.8 Subcontractor Compliance**

Compliance will be managed through a review Safe Work Method Statement's to check compliance with the work scope to be carried out on the project and meet the project Workplace Health Safety Management System requirements. Subcontractor supervision will ensure that all workers and sole traders/subcontractors are, or have:

- Appropriate qualifications for the task to be under taken;
- Are insured by a third party or have their own insurances;
- Vehicles & mobile plant that meet Halikos' and national standard requirements;

- Tools and equipment that meet Halikos' and NT legislative requirements;
- Housekeeping that meets Halikos' requirements;
- Permits to work (if applicable are provided).

#### **8.9 Subcontractor Performance Assessment**

Subcontractor project performance assessments will be conducted a review of work practices as per the subcontractors Safe Work Method Statement. All performance will be monitored and managed through project documentation, such as safety checklists.

#### **8.10 Subcontractor Project Involvement**

There is a documented process to ensure subcontractors are involved in Workplace Health and Safety inspections and audits for the monitoring of critical project activities including the safety of:

- Mobile Plant;
- Hazardous Substances;
- Tools and Equipment; and
- All temporary structures used by subcontractors

#### **8.11 Subcontractor Workplace Health and Safety Recording and Reporting**

Subcontractors working on the project have an obligation to record performance and report all hazards on site to project management for correction. Subcontractors shall be required to submit details of all near misses, accidents or incidents to the project SEQ Compliance Officer as soon as they occur or before leaving the project site. All hazards on site need to be controlled, and subcontractors must report all hazards.

Subcontractors will be required to be part of and participate in all project safety inspections and audits. Halikos will encourage subcontractors to also conduct their own internal safety inspections and audits. All subcontractor workplace inspections and audits will be reviewed for Workplace Health and Safety issues to be rectified. All completed documents shall be placed on file as record of project performance and compliance. This shall be measured against Halikos objectives and targets, and Workplace Health and Safety performance and system improvement.

#### **8.12 Subcontractor Worker Protective Equipment**

Each subcontractor is required to provide adequate Personal Protective Equipment and, in accordance with NT Workplace Health and Safety Regulations, and properly maintain their equipment as required to be compliant to Australian Standard. Modifications are not permitted on Personal Protective Equipment. Modifications void compliance to Australian Standards.

#### **8.13 Subcontractor Supervision**

Subcontractors shall provide adequate supervision and instruction for all staff to maintain a safe work system. Supervisors are to ensure compliance to all standards and codes, and will actively encourage safe systems of work at the project workplace.



***Refer to the supporting Halikos document:***

- *PRO-4-13 Management of Subcontractors Procedure.*

#### **8.14 Subcontractor tools, Materials and Substances**

Subcontractors must comply with the requirements to inspect and test all tools and equipment. This includes such things as but is not limited to electrical tools & leads, fire protection equipment and fall protection. Subcontractors are to ensure no chemicals or hazardous substances come onto the project without notifying the project SEQ Compliance Officer. All chemicals and hazardous substances required to be documented in the chemicals and hazardous substances register. Subcontractors shall make provision for the safe storage handling and transport of materials, tools and substances and will provide Halikos with Safety Data Sheets (SDS) for all chemicals used on the project.

#### **8.15 Subcontractor Plant, Equipment and Temporary Structures**

All plant and equipment used on a Halikos project must comply with National Standard for Plant NOHSC: 1010. Subcontractors must supply the following information regarding plant and equipment used on the project:

- Record of plant operators training and licensing certification;
- The subcontractor will carry out regular inspection and maintenance of plant and equipment;
- The inspection and maintenance history of powered mobile plant will be documented on the appropriate form and provided prior to commencement on project;
- Where a relevant Australian Standard is appropriate, the inspection, use and maintenance of the plant will comply as a minimum with the Standard;
- Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the manufacturer's recommendations;
- Where plant and equipment is hired the same requirements for Occupational Health and Safety as those required on project will be specified by the subcontractor to the hire company as a condition of the hire agreement;
- No item of plant or equipment will be brought on project without a current service/maintenance record or registration where required.

***Refer to the supporting Halikos document:***

- *PRO-4-24 Plant and Equipment Management Procedure*
- *FRM-6-52 SWMS Review Assessment Form*

### **9.1 PUBLIC AND CLIENT SAFETY**

Halikos must ensure that the works carried out will, and do not interfere with workers not directly involved in the project.

***Refer to the supporting Halikos document:***

- *PRO-4-05 HIRAC Procedure*

## **9.2 Public & Uninvited Visitor Safety**

On Halikos projects, the safety to project workers, the public or uninvited visitors shall be considered during the project risk assessment stage of planning. The project start-up and mobilisation takes into account the location of the project and the relationship and potential impact on the surrounding developmental environment and community. All precautions are implemented to ensure that all hazards are controlled and there is no risk to project workers, the public or uninvited visitors.

## **9.3 Client Specific Workplace Health & Safety Requirements**

To ensure Halikos meets the requirements of a client's workplace. There must be an assessment of the issues that may be faced due to project works such as refurbishments. By assessing the environment and nature of the project works. This shall be achieved through assessing the contract requirements, reviewing the project scope and risk assessing the project. This is critical in areas where works are to be carried out in

## **10.1 CONSULTATION, COMMUNICATION & REPORTING**

Halikos' process and policy for the way information is communicated to all workers working or associated with the project is about worker input. There are various forums that Halikos shall use to transfer information with workers, including, subcontractors, consultants, and clients.

This process deals with the way information is communicated to all workers working or associated with Halikos. There are various ways that Halikos will inform and transfer information with workers on sites and projects. All projects and works that include subcontractor will have participation as they are defined as workers and be conducted as per the meeting forums described in this procedure.

Communication and consultation meetings and events regarding the exchange of Health & Safety, Environment and Quality information with all workers onsite must include key topics. There is a documented process for the acquisition and exchange of Health & Safety, Environment and Quality information with external parties, including customers, suppliers, sub-tier contractors and public authorities. Halikos will form a Workplace Health & Safety Committee if requested by workers on site. The structure and operating functions of the committee will be determined by the legislative requirements.

***Refer to the supporting Halikos document:***

- *PRO-4-03 Consultation Procedure.*

## **10.2 Reporting Hazards**

Halikos has a hazard reporting system so all workers and subcontractors can report hazards.

***Refer to the supporting Halikos document:***

- *FRM-6-40 Hazard Identification & Control Form.*

### 10.3 Toolbox Meetings

Toolbox meetings are used throughout Halikos to allow for information to be transferred between workers and Halikos management. Information regarding Health & Safety, Environment and Quality issues will be communicated through toolbox meetings. Toolbox meetings are to ensure workers or their representatives are consulted regarding proposed changes. The purpose of these meetings includes:

- Changes to the work environment, processes or practices;
- Proposed corrective actions are discussed;
- Purchasing decisions that could affect Health & Safety, Environment and Quality;
- Health & Safety, Environment and Quality issues can be raised by workers that require action from management for resolution;
- Presentation Health & Safety, Environment and Quality awareness topics;
- Review of site and industry relevant Health & Safety, Environment and Quality incidents investigations and corrective actions;
- Review of site and industry relevant safety alerts;
- Communication of Health & Safety, Environment and Quality objectives and targets;
- Review of site Health & Safety, Environment and Quality Committee Meeting Minutes;
- Communication of current Health & Safety, Environment and Quality issues;
- Communication of changes to site Health & Safety, Environment and Quality Policies and Procedures.

***Refer to the supporting Halikos document:***

- *PRO-4-03 Consultation Procedure.*

### 10.4 Health & Safety Alerts and Briefing Information

Alerts or information regarding other relevant Health and Safety issues should be communicated through email, information on notices boards and through monthly HSEC meetings. These are developed by the SEQ Manager and will be distributed as required.

### 10.5 Environment and Quality Alerts and Briefing Information

Alerts or information regarding other relevant Environment and Quality issues should be communicated through email, information on notices boards and through monthly Health and Safety Committee meetings. These are developed by the SEQ Manager and will be distributed as required.

### 10.6 Site Safety Meeting

Site safety meeting will be held with all Subcontractor Supervisors and Project Management who are on site. The frequency of these meeting may vary from project to project though they should be no longer than every fortnight. The issues that should be discussed at this meeting include:

- Safety and Environmental Issues and Incidents,

- Construction Production,
- Subcontractor Issues,
- Other items (training for the week, other issues or general information provided by the Project Manager).

#### **10.7 Resolving Workplace Health and Safety Issues**

To ensure that all workers have the ability to report a hazard and have it resolved, workers must identify and report all suspected hazards. All workers have a duty to report a hazard. If safe to do so all workers must control hazards. If the hazard is not within a workers ability to put controls in place then it must be reported to project management for action.

#### **10.8 Hazard Report System**

The Halikos hazard identification report form will be located in an accessible place for all workers on site to use. The hazard identification report form allows for the identified hazard to be documented with the specific details and location. The worker should complete the top section with name, company and date. A risk level will be indicated as high, medium, or low and a required control can be documented or suggested.

***Refer to the supporting Halikos document:***

- *FRM-6-40 Hazard Identification & Assessment Control Form.*

#### **10.9 Health & Safety Issue Resolution Process**

In the event of a reported Occupation Health and Safety issue to Halikos has not been addressed satisfactorily then the following steps should be followed:

- A worker identifying any Workplace Health and Safety issue on site should notify the Halikos Safety Representative immediately for the issue to be rectified.
- The Project Manager should be notified by the Halikos Safety Representative of the safety issue
- The Workplace Health and Safety issue should be investigated by the Project Manager & Safety Representative with the worker who identified the issue.
  - Where the Workplace Health and Safety issue has been resolved at the site level the SEQ Manager is to be informed to ensure that relevant company documentation can be amended.
- If the Workplace Health and Safety issue is unable to be rectified at site level the site Safety Representative or Project Manager is to contact the SEQ Manager or Integrated Management Systems Manager to further investigate and resolve the Workplace Health and Safety issue.
  - If the SEQ Manager has resolved the Workplace Health and Safety issue, all relevant company documentation will be amended and communicated to the workforce.
- If the Workplace Health and Safety issue is unable to be resolved with the SEQ Manager Construction or Development Manager then the Workplace Health and Safety issue should be taken to the Managing Director.

- Where the Workplace Health and Safety issue has been resolved with the Managing Director the SEQ Manager is to be informed to ensure that relevant company documentation can be amended and communicated to the workforce.

If the Workplace Health and Safety issue cannot be resolved with the Managing Director then the issue can be referred to NT Worksafe after 5 working days.

#### **10.10 Conflict Resolution**

In the event of a workplace conflict issue the following steps should be followed:

- A worker identifying a worker conflict issue on site should notify the site SEQ Compliance Officer immediately for the issue to be rectified.
- The Project Manager should be notified by the site SEQ Compliance Officer of the conflict.
- The conflict issue should be investigated and documented on the accident, incident & near miss form by the Project Manager & SEQ Manager with the workers involved in the conflict.
- If the conflict issue is unable to be rectified at site level the site SEQ Manager or Project Manager is to contact the Corporate Services & Human Resource Manager to further investigate and resolve the conflict issue.
- If the Corporate Services & Human Resource Manager has resolved the issue, all relevant company documentation will be amended and communicated to the workforce if required.
- If the conflict issue is unable to be resolved with the Corporate Services & Human Resource Manager then the issue should be taken to the Managing Director.
- Where the conflict issue has been resolved with the Managing Director the Corporate Services & Human Resource Manager is to be informed to ensure that relevant company documentation can be amended and communicated to the workforce if required.
- If the conflict issue cannot be resolved with the Managing Director then the issue can be referred to NT Worksafe after 5 working days.

#### **11.1 Halikos Workplace Health and Safety Committee**

The Workplace Health and Safety Committee will provide a forum for workers to have input into Workplace Health and Safety Management within Halikos. The purpose of the committee is to enable representatives from the various areas of Halikos including subcontractors to raise site wide Workplace Health and Safety issues for resolving. In the event that the issue cannot be resolved by the committee, it is then forwarded to Halikos Senior Management Team. The committee is also responsible for reviewing site wide Policies, Plans and Procedures. This enables workers to have input into site wide Policies, Plans and Procedures which may have an impact on them.

Further details of the purpose and scope of the Workplace Health and Safety Committee is provided in Workplace Health and Safety Committee Procedure. The Workplace Health and Safety committee includes representatives from all areas of the operation and it will meet monthly. A program to ensure regular meetings

with minutes of the meetings is available to all workers through Toolbox meetings and minutes posted on the notice board. Halikos has an election process for health and safety representatives or committees allowing workers to choose who will represent them on Workplace Health and Safety matters.

### **11.2 Workplace Health and Safety Committee Structure**

An occupational health & safety committee shall be established on the project as defined under the Northern Territory Workplace Health & Safety Act if requested. Subcontractors or their representatives will be invited to participate in the project Workplace Health & Safety committee.

The health & Safety Committee will consist of:

- Workers working at the workplace elected by the workers working at the workplace;
- If there is a health and safety representative for the workplace, the health and safety representative;
- Workers appointed to the committee by the employer.

### **11.3 Functions of the Committee**

The functions of a health and safety committee are as follows:

- To facilitate consultation and cooperation between the employer and workers in initiating, developing and implementing measures designed to ensure the health and safety of the workers at the workplace;
- To keep itself informed about standards of health and safety generally recommended for, or prevailing at, workplaces of a comparable nature, and to review and make recommendations to the employer on rules and procedures at the workplace affecting the health and safety of the workers;
- To recommend to the employer the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the health and safety of the workers;
- To keep, in an accessible place and form, information about the hazards to workers that exists or may arise at the workplace;
- To consider, and make recommendations about, changes to be made at the workplace that may affect the health and safety of the workers;
- To consider, and make recommendations about, training and education in, and promotion of, health and safety at the workplace;
- To consider, and make recommendations about, changes to be made at the workplace following an accident or reportable incident;
- To perform other functions assigned to the committee under the regulations or (with the committee's consent) by the employer.

### **11.4 Meeting Frequency**

Meetings will be held every month if possible or as determined by the project duration. The SEQ Compliance Officer is responsible for facilitating the committee meeting, chairing the meeting, maintaining documents, and posting meeting agenda and minutes.

### **11.5 Health and Safety Representative Training**

Elected Halikos health and safety representatives for the workplace shall, if not already trained, be permitted paid leave to attend an approved health and safety representative training course in accordance with Workplace Health and Safety legislative requirements, and will be permitted to attend any follow up training courses or seminars mutually agreed by Halikos.

### **12.0 CO-ORDINATION OF WORKPLACE HEALTH AND SAFETY ISSUES**

The Halikos SEQ Compliance Officer is responsible for monitoring the general health and safety compliance on the project and consulting with all workers regarding health and safety issues. A record of subcontractors inducted on the project and certificates/licenses that they hold will be maintained by the SEQ Compliance Officer. Subcontractor Workplace Health and Safety documents will be formally reviewed to ensure they comply with the legislative & project requirements.

### **13.0 DISCIPLINARY ACTIONS**

Halikos will hold all workers and subcontractors accountable for non-compliance with Workplace Health, Safety and Rehabilitation Legislative requirements and the company safety policies. Repeated non-compliance by any worker may result in termination of the employment or subcontract.

### **14.0 UNRESOLVED WORKPLACE HEALTH AND SAFETY ISSUES**

Any project Workplace Health and Safety issues that the SEQ Compliance Officer, or the Site Manager have not been able to resolve must be referred to the Project Manager, Construction Manager, and then on to the Halikos Manager Director. If still unresolved after 7 working days then NT Worksafe will be notified and asked to provide advice or arbitrate.

### **15.0 PROJECT SAFETY MANAGEMENT AND CONSTRUCTION & COORDINATION MEETINGS**

As well as general project coordination matters, safety issues shall be discussed in all management meetings when specific safety meetings are not conducted. Safety issues may include project statistics; review of accidents and incidents; identification of training needs; shortcomings in the safety management system, outstanding hazard items, reports etc. These meetings will be conducted regularly. Attendance will be on an 'as required' basis.

### **16.1 TOOL BOX MEETINGS**

Tool Box meetings shall be held regularly on the project. The meetings are short formal meetings where health and safety can be discussed. The meetings will be held by the subcontractor's representative with the workers they are responsible for on the project.

***Refer to the supporting Halikos document:***

- *PRO-4-03 Consultation Procedure*



- *FRM-6-17 Toolbox Meeting Record*

## **17.0 SAFETY NOTICE BOARD**

This project shall establish a safety notice board in a suitable location for access by all project workers. Matters relevant to Workplace Health and Safety on the project will be displayed on the board and will include:

## **18.0 SITE RULES**

This project shall establish Site Specific Rules that will be used to assist the workforce to constantly meet the requirements of the Client and Halikos. They will include any client requirements, permitted working hours, Project-wide Controls (including PPE), permits, as well as any other constant requirements set across the project.

## **19.1 TRAINING & COMPETENCY**

The Halikos training procedure provides guidelines and information to effectively manage the identification and implementation of occupational health safety programs, and training needs. Where skill gaps in relation to specific safety requirements, licensing or competency requirements are identified in the risk assessment process, workers will be provided with information, instruction and training to provide them with the skills necessary to complete their task/s in a safe manner. The Project Manager in conjunction with the SEQ Compliance Officer is responsible for reviewing and maintaining the **REG-7-20 Project Training Register** and related records. Subcontractors will be offered guidance on accredited training providers where training (as identified) can be undertaken. Records of information, instruction and training provided to workers will be maintained onsite.

***Refer to the supporting Halikos document:***

- *PRO-4-09 Training and Induction Procedure*
- *REG-7-20 Project Training Register*

## **19.2 WORK AT HEIGHTS TRAINING**

Training in prevention of falls should be conducted for workers whom undertake high risk work at height.

## **19.3 Site Warden and First Aid Training**

Halikos will provide Warden Training to nominated staff in order for first response and emergency situation control. As a minimum, the following modules are to be gained from the provided training:

- Demonstrated first attack firefighting equipment,
- Identify, prevent and report potential workplace emergency situations, and
- Operate as part of an emergency control organisation.

Halikos will retain sufficient numbers of workers trained in first aid throughout the course of the Project or have suitable arrangements with other subcontractor's workers on the Project should this not be possible. The site SEQ Compliance Officer will fulfil the role of Site First Aid Officer.

As a minimum, the following module is to be gained from the provided training:

- Senior First Aid

#### **19.4 Confined Space Entry**

The Confined Space Entry training equips all workers with the knowledge and skills to safely enter and operate in confined spaces, avoiding exposure to hazardous substances, flammable or explosive conditions or other safety or health issues.

#### **19.5 Pre-Cast Tilt up Training**

To prepare all workers in the high risk activity of tilt-up and precast concrete. Training provides knowledge of the design, planning, implementation and review processes associated with tilt-up and precast concrete construction. Workers need to be familiar with hazard management in order to demonstrate skills and knowledge to meet their responsibilities under Halikos' system.

#### **19.6 Specific Safety Training**

Halikos is to ensure competency in the knowledge of health and safety legislation and OHS management principles and practices, for senior managers, site managers and supervisors. Safety training shall be determined by the SEQ Manager in consultation with the Project Manager. Specific needs may also be identified through activities such as job safety analysis, hazard identification/control, accident analysis and the development of Workplace Safety Procedures. Completed safety training shall be recorded in the REG-7-20 Project Training Register.

Actions identified for workers to undertake training are to be recorded in REG-7-24 Action Register.

***Refer to the supporting Halikos document:***

- REG-7-20 Project Training Register
- REG-7-24 Action Register

### **20.1 INDUCTION**

The Northern Territory government has implemented the, Code of Practice for Induction for Construction Work. Prior to commencing work, Halikos will ensure workers have completed general induction training. Halikos shall ensure that all workers hold a valid General Construction Industry Induction (White Card) and appropriate licences for the task being conducted prior to commencing works on the Project.

#### **20.2 Site Induction**

Prior to undertaking work on the project all workers will be required to undertake the Project specific Safety Induction. The induction will include elements of the PSP, workplace specific hazards, and company policies, procedures, and rules.

#### **20.3 Visitor Induction**

Visitors and workers temporarily on the project to deliver plant, supplies, materials or services must report to the project office and must receive instructions by the Site Manager or Project Manager. Depending on the

activities of the project at the time of the visit, and the nature of the visit the visitor may be requested to undertake the project specific induction training detailed above. As a minimum all visitors to the project shall be shown the emergency instruction sheet.

## **21.1 PROJECT EMERGENCY RESPONSE**

Emergency response procedures are critical for each and every Halikos project.

***Refer to the supporting Halikos document:***

- *PMP-3-05 Project Emergency Response Plan*
- *PRO-4-05 HIRAC Procedure*
- *PRO-4-27 Emergency Preparedness Procedure*

## **21.2 Emergency Procedures**

An emergency instruction sheet specific to the project site will be displayed in the site office and crib area. The instruction sheet is derived from the **Project Emergency Response Plan**, and contains emergency telephone numbers and some brief instructions to ensure sufficient emergency response information is communicated to all site workers. Initially the SEQ Compliance Officer or a competent worker will assess site security & project specific emergency requirements. An emergency muster point will be established at the project in accordance with the project specific requirements. Emergency evacuations of the project are practiced at regular intervals and recorded in the emergency response form. The SEQ Compliance Officer is responsible for establishing adequate systems for alerting all project workers to an emergency, evacuation when it is necessary to attend, and accounting for all project workers at the muster point.

***Refer to the supporting Halikos document:***

- *PRO-3-05 Project Emergency Response Plan*

## **21.3 Emergency Preparedness**

Prior to site mobilisation, an Emergency Preparedness Assessment shall be undertaken by a competent person to ensure suitability, location and accessibility of emergency equipment. The responsibility for this assessment shall be the SEQ Compliance Officer, who shall be deemed competent once training has been completed in accordance with section 20.2 of this plan.

The SEQ Compliance Officer is to conduct a periodic review of the emergency equipment for the project based on the phasing of work to be undertaken. When a completed phase of work is handed over to the client, the SEQ will use this as the trigger to conduct the review.

Emergency drills shall be carried out at regular intervals throughout the project to ensure the evacuation procedure and system meets the requirements of the project, location, size and activities and to ensure that the emergency arrangements are well rehearsed by all on-site. Being prepared for project emergencies requires reviewing all activities and assessing any special needs. Working at height or the use of specialised plant may require specialised equipment, training or additional emergency equipment to deal with the situation.

Emergency Evacuation Drill shall be carried out every quarter (3 months) or when, as a minimum 50% of the workforce has been introduced / replaced with new or rotated workers to the Project site. Records of the throughput of workers, in order to measure the % of workers can be obtained from the Project Progressive Statistics Report.

***Refer to the supporting Halikos document:***

- *REG-7-02 Systems Evidence Register*
- *REG-7-20 Project Training Register*
- *CL-7-12 Emergency Response and First Aid Assessment*
- *FRM-6-02 Emergency Preparedness Assessment*

#### **21.4 Emergency Actions**

Any identified issues, difficulties or improvement areas identified in emergency response procedure practices can be resolved, modified and implemented. The implementation will come through updates to the **Project Emergency Response Plan**, key responsibilities to workers, additional equipment or further training.

#### **22.1 PROJECT MEASUREMENT & EVALUATION**

Halikos has a set system to measure and evaluate Workplace Health and Safety performance.

#### **22.2 Inspection & Testing**

A Work Health and Safety **Inspection and Test Schedule** details key items to be inspected, frequency, reference, by whom, and type of record to be kept. This related to emergency equipment, plant, tools, and specialised PPE. Where applicable, equipment used for monitoring and measurement, will be identified, calibrated, maintained and stored as necessary.

***Refer to the supporting Halikos document:***

- *PRO-4-09 OHS Inspection and Testing Procedure.*

##### **22.1.1 Workplace Inspection Intervals**

Carry out a safety workplace inspection in a designated area using the CL-7-01 Weekly Inspection Checklist as a guide for reviewing key items and activities, and making comments where needed. Complete the project specific inspection checklist focusing on the hazards specific to the project area and defined criteria. The testing of critical tools and equipment will be as required by Australian Standards and or manufactures recommendations.

Intervals for site safety inspections are defined as the following:

- Daily – Records of site observations are to be recorded on FRM-6-07 Daily Observation Form,
- Weekly – Records of weekly inspections are to be recorded on CL-7-01 Weekly Inspection Checklist
- Senior Management Inspections – These inspections are scheduled as detailed in the REG-7-12 Project Objectives and Targets Matrix

All Scaffolding on site is to be regularly inspected and correctly erected by suitably qualified personnel. The project will ensure the inspections take place at the required interval of every 30 days and/or in accordance with the relevant Code of Practice and applicable Australian Standards.

Outstanding actions as a result of inspections shall be transferred to REG-7-24 Project Action Register.

***Refer to the supporting Halikos document:***

- *FRM-6-07 Daily Observation Form*
- *CL-7-01 Weekly Inspection Checklist*
- *REG-7-12 Project Objectives and Targets Matrix*
- *REG-7-24 Project Action Register*

### **22.1.2 Conducting Workplace Inspections**

Workplace inspections are to be conducted by the Site SEQ Compliance Officer, using the area specific Workplace Weekly Inspection Checklist.

- All items of the form are to be completed and recorded.
- All inspections are to comply with any statutory requirements for the inspection of those items that have set criteria in an Australian Standard or Code of Practice.
- For specific inspections use workplace specific checklist(s) where appropriate.
- The project inspections will monitor workplace changes, for new hazards that may affect workers and workers on site.
- The project will keep a record of the inspection and report any items scoring poorly to the responsible supervisor or Project Manager by attaching details of the noncompliance on a Hazard Report Form. Complete the monthly Workplace Health and Safety Statistic Report and submit it to the Project Manager, SEQ Manager and table it at the Workplace Health and Safety committee meeting.
- Actions as a result of the inspection are to be recorded in the Project Action Register, this is to be noted on the inspection form as a record that follow up is required.
  - **NB: When entering items for follow-up, dates are required in order to resolve issues, examples of unacceptable text are:**
    - **ASAP / Ongoing / Tomorrow / Next Week Etc.**
  - **Where ongoing review or action is required the frequency to be noted as daily, weekly, monthly, quarterly, Etc. as required.**
- A review of implemented controls and the effectiveness of those control measures needs to ensure they are suitable.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*

- *REG-7-24 Project Action Register*

The inspections will also ensure project workers compliance with SWMS, work procedures, Australian Standards, Codes of Practice and site safety rules.

### **22.1.3 Workplace Inspection Review**

Prior to conducting each workplace inspection, the SEQ Compliance Officer is to refer to previous inspection reports to verify that controls have been implemented and that they are effective in eliminating or reducing risk. Any hazards that have not been controlled adequately, or are still outstanding, must be recorded as a hazard on the current Workplace Inspection Checklist. The SEQ Compliance Officer must review each inspection checklist within 5 business days of completion to verify the risk assessment ratings and the adequacy of the controls. This verification is to be documented on the Workplace Inspection Checklist.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*

### **22.2 Reporting and Record Keeping**

The SEQ Compliance Officer must maintain a copy of all Workplace Inspection Checklists in a central file and raise outstanding issues at any consultative forum such as project Toolbox meetings, Workplace Health and Safety Committee or other meeting where Workplace Health and Safety is included as an agenda item. All outstanding items will be updated on the Project Action register by date of review to ensure a constant review is taking place of all outstanding items.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*
- *REG-7-24 Project Action Register*

### **22.3 Corrective Action**

All items that require a corrective action will be raised as a noncompliance and a noncompliance form will be issued for the project SEQ Compliance Officer to issue to the responsible worker for action. All key findings from inspections and investigations are to be recorded and corrective actions resulting from inspections, incident investigations must be documented for action. The documented corrective actions must set out a target completion date, and assign a worker responsible for the implementation. The project SEQ Compliance Officer will monitor and review the effectiveness of corrective actions after an incident or accident.

***Refer to the supporting Halikos document:***

- *REG-7-24 Project Action Register*

### **22.4 Noncompliance Report**

The SEQ Compliance Officer is to ensure the Workplace Health and Safety Risk Register is reviewed when hazards are identified and controlled as a result of workplace inspections. All Non-compliances identified will be recorded in the Project Action register to ensure follow up is scheduled.

***Refer to the supporting Halikos document:***

- *FRM-6-20 Non-Compliance Report*
- *REG-7-24 Project Action Register*

## **22.5 Noncompliance Register**

The project SEQ Compliance Officer is to ensure the Workplace Health and Safety Risk Register is reviewed when hazards are identified and controlled as a result of workplace inspections.

## **22.6 Workplace Health and Safety Inspection Test Schedule for Equipment & Tools**

An audit of all tools, plant and equipment is to be conducted on all projects. The information will be documented on Inspection and Test Schedule form. This list identifies equipment used on site and the safety inspections to be conducted on the item, and at what time frame. All inspections and test are to comply with manufactures recommendations and Australian standards.

## **22.7 Equipment**

To make sure measurements are done correctly, always use equipment in a manner that ensures that measurement uncertainty is known and is consistent with the required measurement capability.

To make sure measurements are done correctly, the project will:

- Identify the measurements to be made, the accuracy required, and select the appropriate inspection, measuring, and test equipment;
- Identify, calibrate, and adjust all inspection, measuring and test equipment, and devices that can affect product quality at prescribed intervals, or prior to use, against certified equipment having a known valid relationship to nationally recognized standards;
- Establish, document, and maintain calibration procedures, including details of equipment type, identification number, location, frequency of checks, check method, acceptance criteria, and the action to be taken when results are unsatisfactory;
- Ensure that the inspection, measuring, and test equipment is capable of the accuracy and precision necessary;
- Identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status;
- Maintain calibration records for inspection, measuring and test equipment;
- Assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration;
- Ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out;
- Ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use is maintained.



## **22.8 Hazard Management**

Where a hazard has been identified, the SEQ Compliance Officer must update the project risk assessment for each new identified hazard which has been recorded on the Workplace Inspection Checklist. All controls must be established by the SEQ Compliance Officer in consultation with the relevant project supervisor, in the event of a high risk hazard the SEQ Compliance Officer must also consult the Project Manager, and all outcomes are to be recorded on project risk assessment. Control strategies must be implemented in accordance with the timeframes outlined in the Workplace Health and Safety Risk Management Plan and Procedure.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*

## **22.9 Management, Subcontractor & Worker Participation**

The project requires and must seek the input and participation from Halikos Senior Management who are to visit the project where discussions can be held with workers, and activities monitored for compliance as detailed in the Project Objectives and Targets in clause 5.3 of this Plan. Participation is to be recorded on the weekly inspection checklist.

The project requires and must seek the input and participation from subcontract worker in the work areas being inspected. Participation is to be recorded on the weekly inspection checklist.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*
- *REG-7-12 Project Objectives and Targets*

## **22.10 Monitoring Plant and Equipment**

Project plant and equipment shall be inspected for suitability and safe operation by the SEQ Compliance Officer. Halikos' standard plant risk assessment form shall be used to assess equipment. A register shall be maintained for all project plant and equipment, checklists and plant logbooks are to be used and submitted daily to the project site office.

***Refer to the supporting Halikos document:***

- *PRO-4-24 Plant and Equipment Management*
- *FRM-6-13 Condition for Use Form*

## **22.11 Monitoring Project Activities**

Project activities, including subcontractor works are monitored on a weekly basis using the onsite safety checklist by the SEQ Compliance Officer. Subcontractors are required to participate in all workplace inspections held by Halikos as well as carry out their own. Deficiencies identified during the inspection, and the required corrective actions that are required, are recorded on the checklist to be followed up on.

***Refer to the supporting Halikos document:***

- *CL-7-01 Weekly Inspection Checklist*

## 22.12 Health Surveillance

The SEQ Compliance Officer in conjunction with the Project or Construction Site Manager will identify those situations where workers or visitors health surveillance is required. Where specified by legislation, the health of workers exposed to project specific hazards will be monitored and recorded. Workers shall have access to their own individual results on request.

## 23.1 ACCIDENTS & INCIDENT MANAGEMENT

All accidents or incidents shall be immediately reported to the project SEQ Compliance Officer who shall assess the situation and manage the following steps:

- Stop work;
- Report the incident to Halikos Management;
- Do not move any plant, tools or equipment;
- Secure the scene, barricade the area;
- Halikos Management will contact the Work Health Authority as per the accident and incident reporting & investigation process.

In the event of any accident, incident, injury or illness a full investigation must be completed when one of the following occurs on site:

- Medical treatment;
- Equipment & property damage;
- Near misses;
- Environmental damage.

## 23.2 Reporting

All workers who have been involved in an accident, incident or near miss are required to report it. This includes injuries to workers or damage to equipment, plant or machinery. Workers must notify it to their supervisor and contact the site SEQ Compliance Officer immediately to fill in an **Injury Notification Form** and **Accident Incident and Near Miss Investigation Form**. All accidents and incidents need to be reported no matter how minor they may seem at the time. The SEQ Compliance Officer is to notify the Project Manager of any accident, incidents or near misses on site as soon as practicable. If the accident & incident is reportable under the NT Work Health & Safety Act then the scene must be preserved and all work associated with that area stopped until NT Worksafe have verbally given the all clear. The scene of an incident or accident should not be disturbed and equipment or plant moved unless there is a threat to harm others.

***Refer to the supporting Halikos document:***

- *PRO-4-07 Accident, Incident and Near Miss Management Procedure*
- *FRM-6-11 Injury Incident Notification Form.*

## 23.3 Investigation

All incidents and injuries will be documented to investigate the cause and prevent the occurrence from

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reoccurring or leaving a situation of environment hazardous and dangerous to workers. Once the incident has

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been reported, the SEQ Compliance Officer must inspect the scene and take any photos of the area that show the cause, hazard or damage documented:

- are undertaken by a competent worker(s);
- identify the factor(s) that led to the hazard, injury, illness, incident or other system failure;
- recommend appropriate corrective actions to be taken;
- involve site/senior management as appropriate; and
- prompt a review of company processes and procedures and work instructions / SWMS where required.

All investigations can be undertaken by a competent worker who has been trained in the Halikos system a project or Halikos senior manager as appropriate, for the investigation of hazards, injuries, illnesses, incidents, and near misses and other system failures impacting on the health and safety of workers.

#### **23.4 Investigation Findings**

The investigation must identify the factors that led to the hazard, injury, illness, incident or other system failure. The investigation must identify and recommend appropriate corrective actions to be taken to prevent the incident from reoccurring.

#### **23.5 Causation Factors**

Without this factor the incident would not have occurred, MAJOR FACTOR (MF)

Without this factor the incident would have been less likely to have occurred, CONTRIBUTING FACTOR (CF).

#### **23.6 Document Review**

A review of all site specific plans, procedures and SWMS must take place after an incident or accident or where required. The findings may show a need for changes in the project safety management system. Action required may include a hazard report, a noncompliance, and audit of the project system or a SWMS review.

#### **23.7 Corrective Actions**

All investigations are to record corrective actions resulting from the findings of the incident investigations. The corrective action process sets target completion dates and assigns responsibility for implementing and reviewing the effectiveness of corrective actions.

***Refer to the supporting Halikos document:***

- *REG-7-24 Project Action Register.*

#### **23.8 Management Sign Off**

The close out of an investigation will require the sign off by Halikos Senior Managers to ensure that they are aware of the accident or incident and have some input toward the actions to be taken to ensure it does not occur again.

##### **23.7.1 Project Manager**

The Project Manager to sign off on all project accidents & incidents that require an investigation.

### **23.7.2 SEQ Manager**

The SEQ Manager is to sign off on all project accidents, incidents and near misses.

### **23.7.3 Construction Manager**

The Construction Manager to sign off where a worker has become a MTI or there was a near miss which had the potential to cause an MTI or greater.

### **23.7.4 Managing Director**

The Managing Director to sign off where a worker has become a LTI or there was a near miss which had the potential to cause an LTI or greater.

***Refer to the supporting Halikos document:***

- *PRO-4-07 Accident, Incident and Near Miss Management Procedure*
- *FRM-6-11 Injury Incident Notification Form.*

### **23.8 Notification of Accidents or Incidents to Work Health Authority**

The following accidents and incidents at the workplace are prescribed and shall be reported to the NT Worksafe Authority:

- **A work-related accident;**
- **An incident at a workplace creating a risk of a work-related accident and consisting of:**
  - a major structural failure or collapse; or
  - an explosion, implosion or fire; or
  - the escape, spillage or leakage of a harmful, or potentially harmful, substance; or
  - the fall of an object from a height; or
  - the failure of a system on which the health or safety of workers is dependent (such as a ventilation system in a mine); or
- **An electric shock suffered at the workplace;**
- **An incident classified by the regulations as a reportable incident - Regulation 46 requires an accident involving a hazardous activity for which a risk management plan is required to be reported under this section.**

The Northern Territory Workplace Health and Safety Act provide the following definitions:

- Injury includes an impairment of health;
- significant injury means an injury requiring medical treatment (this means treatment by a registered medical practitioner);

- Worker means any worker who works in the employer's business in any capacity (including as a contractor, sub-contractor or volunteer) and includes the employer themselves if they are working in their own business;
- Work-related accident means a situation or event occurring at a workplace, or arising out of a worker's work, that results in death or significant injury

Notification should be given as soon as possible after the event and in writing no later than 7 days after the event as is required under legislation.

***Refer to the supporting document:***

- [NT Worksafe Incident Notification Form.](#)

## **24.1 INJURY MANAGEMENT & REHABILITATION**

This procedure is to be followed to ensure that workers or subcontractors, in the event of any injury have access to first aid equipment, treatment and resources. First aid facilities and fully trained first aiders will be provided for the project as assessed during the project start-up assessment. These facilities will reflect the number of workers on the project, type of work to be performed, and the location of the project in relation to emergency services establishments and trained first aiders. The project SEQ Compliance Officer will be responsible for the maintenance of first aid equipment, supplies and facilities. This may include the use of a third party provide to undertake this task. The project must maintain a first aid injury register which will be used to record any treatment administered on project.

### **24.2 Pre-existing Conditions**

All workers with pre-existing medical conditions must report this to the Project Management Team prior to starting work on site through the pre-employment medical or induction assessment process. All workers who have a pre-existing medical condition will be given a task or activity that will not affect or worsen the injury or illness and where alternative duties can be provided.

#### **24.2.1 Non Work Related Injuries**

All workers who sustain an injury outside of work will notify their supervisor and the Project Manager. All workers who have an injury or medical condition will be given a task or activity that will not affect or worsen the injury or illness and alternative duties will be provided.

### **24.3 Reporting Injuries or Illnesses on Site**

All workers who get an injury on site, no matter how small or insignificant, are required to report it immediately to the SEQ Compliance Officer, or Project Management Team. Their supervisor must be notified. All workers who have sustained an injury, no matter how small or insignificant, are required to report it. Workers must notify it to their supervisor and contact the site SEQ Compliance Officer immediately.

All accidents and incidents need to be reported no matter how minor. All injuries will be documented to investigate the cause and prevent the occurrence from reoccurring or leaving a situation or environment hazardous and dangerous to fellow workers. Once the site SEQ Compliance Officer has been notified they will treat the worker and document the injury and treatment.

#### **24.3.1 Documenting and Investigating Injuries or Illnesses on Site**

All accidents and incidents need to be documented no matter how minor. The worker or their Supervisor must fill in an **FRM-6-11 Injury Incident Notification Form** before the worker leaves site. All injuries will be documented to allow the project to investigate the cause and prevent the occurrence from reoccurring.

***Refer to the supporting Halikos document:***

- *PRO-4-07 Accident, Incident and Near Miss Management Procedure*
- *FRM-6-11 Injury Incident Notification Form.*

#### **24.3 First Aid Requirements**

First aid facilities are to be easily located and clearly signed so all workers on site knows where to access treatment by qualified first aiders. All workers are to be advised of the first aid procedures in the project induction where the requirements to report injuries will be communicated.

***Refer to the supporting Halikos document:***

- *PRO-4-27 Accident, Incident and Near Miss Management Procedure*
- *PRO-4-27 Emergency Preparedness Procedure*
- *FRM-6-11 Injury Incident Notification Form.*

##### **24.3.1 First Aid Equipment**

There shall be a stocked and accessible first aid kit as determined by the Emergency Assessment. The maintenance of first aid equipment, supplies and facilities on site will be managed by the SEQ Compliance Officer.

##### **24.3.2 First Aid Treatment**

First aid treatment must be given to any worker who has got an injury or illness on the project and requires immediate treatment. Treatment must be given by a qualified first aider and must receive some form of treatment measure from the first aid kit to manage their injury or illness prior to recommencing work activities.

##### **24.3.3 First Aid Injury Register**

All first aid treated injuries will be recorded by the first aider for analysis, follow up and to ensure supplies can be maintained. The SEQ Compliance Officer will maintain a **First Aid Injury Register** which will be used to record any treatment administered on project.

***Refer to the supporting Halikos document:***

- *REG-7-07 Incident Register*
- *PRO-4-07 Accident, Incident and Near Miss Management Procedure*
- *FRM-6-11 Injury Incident Notification Form.*



#### **24.4 Medical Treatment Requirements**

External medical treatment will be required when there is an injury that exceeds the training of a first aider and the injury requires further treatment by a doctor or medical professional. All injured workers are to be taken to Halikos' preferred local doctor in the first instance. The Corporate Services Manager in Head Office is to be notified if the doctor can or will not see a worker. Where a worker cannot be treated by Halikos' preferred local doctor for any reason they must be escorted to the hospital for their treatment.

##### **24.4.1 Transporting a Worker for Medical Treatment**

All injured workers are to be taken to Halikos' preferred local doctor or hospital by the SEQ Compliance Officer or management representative. Workers are not to be left at the doctor or hospital unaccompanied.

#### **24.5 Notification of Accidents or Incidents**

The project will notify all stakeholders immediately or as soon as practicable with any details of injuries that have occurred on the project.

#### **24.6 Injuries Sustained After Work**

Workers who have sustained an injury outside of work as a result of sport, home activities or socializing will notify their supervisor or the Project Manager.

#### **24.7 Treatment & Medical Services**

For injuries requiring further treatment by a doctor or external medical professional, the injured worker is to be taken to the Halikos doctor or hospital by a Halikos Management Representative.

#### **24.8 First Aid**

First aid facilities and fully trained first aiders shall be provided for the Project. These facilities will reflect the number of workers on the project, type of work performed, and the location of the project in relation to emergency services establishments. First aid facilities will be prominently located and clearly signed. Project first aid shall be discussed at the safety induction. The first aid attendant shall be responsible for the maintenance of first aid equipment, supplies and facilities. Halikos maintain a first aid injury register which will be used to record any treatment administered on project.

#### **24.9 Medical Services**

Prior to commencing a project or project activities the SEQ Compliance Officer, or designated representative, will determine the location and contact phone number of a Doctor who operates in the vicinity of the project. This information will be included in the project emergency instruction sheet. Other services such as an ambulance service, medical clinic or closest hospital (i.e. the Accident and Emergency Department of the RDH) to the project shall be documented.

#### **24.10 Rehabilitation**

A workplace based rehabilitation program for workers is in place for those Halikos workers injured at work. A rehabilitation programme will not, prejudice an injured or ill worker. When a return to work is not possible, Halikos will endeavour to assist the various establishment agencies in promoting the injured or ill worker to return to a meaningful and fulfilling role within the community. Halikos is committed to the creation of a

workplace climate that supports workplace-based rehabilitation. Rehabilitation of workers is a priority to Halikos and is committed to ensuring that a safe return to work program is considered. Halikos will ensure that participation in a rehabilitation programme will not in itself, prejudice an injured or ill worker and expects all workers to cooperate with the rehabilitation efforts. Halikos is committed to the creation of a workplace climate that supports workplace-based rehabilitation. Rehabilitation of workers is a priority to Halikos and is committed to ensuring that a safe return to work program is considered. Halikos shall ensure that participation in a rehabilitation programme will not in itself, prejudice an injured or ill worker and expects all workers to cooperate with the rehabilitation efforts. When a return to work is not possible, Halikos will endeavour to assist the various establishment agencies in promoting the injured or ill worker to return to a meaningful and fulfilling role within the community. For injuries on the project requiring further treatment by a doctor or external medical professional, after stabilizing all injuries, if possible with first aid, the injured worker is to be taken to the doctor or hospital by a member of the Halikos project team. The SEQ Compliance Officer in consultation with the Project Manager will coordinate the identification of suitable alternate, modified duties in adherence with medical advice. The SEQ Compliance Officer is responsible for regularly following up on all injured workers and subcontractors. unable to resume full duties with the aim of having the worker return to work as soon as possible consistent with good medical advice. Serious traumatic injury return to work advice shall be considered and consistent with good medical advice. The SEQ Compliance Officer is responsible for establishing whether treatment is being received and progress being made. The worker's condition and progress under treatment will be regularly monitored. In the delicate area of pressing for early return to work, Halikos will, if appropriate, engage the services of a provider approved by the relevant authority. In conjunction with that worker and the injured, suitable alternative duties will be identified if required.

#### **24.10.1 Rehabilitation Programme**

In the delicate area of pressing for early return to work, Halikos will, if appropriate, engage the services of a provider approved by the relevant authority. In conjunction with that worker and the injured, suitable alternative duties will be identified if required. The rehabilitation programme includes vocational rehabilitation:

- Job modification;
- Retraining;
- Placement assistance;
- Workplace modifications; and
- Assessment of work capacity.

#### **24.10.2 Return to Work Programme**

When a return to work is not possible, Halikos will endeavour to assist the various establishment agencies in promoting the injured or ill worker to return to a meaningful and fulfilling role within the community. For injuries on the project requiring further treatment by a doctor or external medical professional, after stabilizing all injuries, if possible with first aid, the injured worker is to be taken to the doctor or hospital by a member of the Halikos project team.

## **25.1 REVIEW & IMPROVEMENT**

Halikos aims to continually improve the safety management system. Halikos has several ways to review and analyse key data and performance. Improvements shall be made by identifying key areas in the set performance criteria and comparing to the set objectives and targets.

### **25.2 Management Review**

The Project Health and Safety Plan shall be reviewed as part of the project management and Halikos senior management meetings. The Project Health and Safety Plan shall be regularly reviewed and updated in accordance with the **Review and Continuous Improvement Procedure**. The SEQ Compliance Officer is responsible for ensuring the continuing suitability and effectiveness of the Project Health and Safety Plan. Any new occupational health & safety hazards identified during the demolition and construction phase are to be communicated to all relevant workers, subcontractors and other project parties. The Project Manager will authorise the Project Health and Safety Plan and any updates once demolition and construction has commenced. Halikos senior management is required to monitor Workplace Health & Safety, Environmental and Quality activities throughout the company. This will be done by consultation, meetings, site visits and review processes. Halikos senior management must have an understanding and involvement in resolving and preventing significant Workplace Health & Safety issues with the aim to prevent fatalities, serious injuries, illnesses, accidents and incident, non-compliance. Halikos management will review the Workplace Health & Safety, Environmental and Quality Management Systems to ensure that the systems meet industry and legislative requirements and the company's objectives set out the system policy. The project has dedicated a management position to oversee all Workplace Health & Safety responsibilities, including reporting on the Workplace Health & Safety management system to the Managing Director and the Halikos' senior management group. This position will be held by the Safety Environment and Quality Manager.

***Refer to the supporting Halikos document:***

- *PRO-4-01 Management System Review Procedure*

### **25.3 Frequency**

The Management System Review meetings should be conducted as per the FRM-6-55 Integrated Management Systems Planner, or as required. The system will be reviewed on a three monthly basis, at a minimum bi-annually to ensure information is communicated effectively throughout the company and any changes to legislation, codes of practices or industry best practice are adopted and implemented. The Managing Directors directives can be documented and implemented across the group to ensure they reflect those legislative requirements. The SEQ Manager will meet with the Managing Director once a month to discuss and action company SEQ matters.

***Refer to the supporting Halikos document:***

- *FRM-6-55 Integrated Management Systems Planner*

### **25.4 Method of Review**

The SEQ system method of review will be as the key agenda items formatted on the meeting review form template. All aspect of the Safety Management System will be reviewed with the focus on past safety,

environmental and quality performance and setting positive performance indicators for the following period. The senior management team sets timeframes for implementation of the Safety Management System. The review of company policies, objectives and procedures will be performed, corrected and reported on by the SEQ Manager.

The review will include:

- Results from audits;
- The extent to which objectives and targets have been met;
- The continuing suitability of the Safety Management System in relation to changing conditions and information;
- Concerns of relevant stakeholders.

All observations, conclusions and recommendations will be documented for necessary action.

The review will take into consideration, but not be limited to:

- Health and safety performance reports;
- Incident reports;
- Hazard identification;
- Statutory Workplace Health & Safety performance;
- Corrective action reports;
- Change to regulatory requirements;
- Changes to Workplace Health & Safety standards;
- Community expectations and public interface.

## **25.5 Project Reviews**

Senior management will review project specific Workplace Health & Safety Management System developed for the project. This will start at tender time by the SEQ Manager; once the project has started a review will take place in conjunction with the Project Manager and SEQ Manager to assess project specifics and inclusions or omissions. The Safety Management Plan applies to all activities undertaken or proposed to be undertaken by the company. The Project Health and Safety Plan will be signed off and authorised by the Project Manager that is allocated overall Workplace Health & Safety responsibility for the project. The Project Health and Safety Plan clearly defines the Workplace Health & Safety roles and responsibilities of site management, subcontractors, and all workers on the project. The project Safety Management system has expectations for Halikos senior managers to regularly visit the site and discuss Workplace Health and Safety issues with site management and workers.

## **25.6 Reporting of Results**

All review meetings will be minuted. All actions related to project specific sites will be raised as a noncompliance and tabled at the site toolbox meeting. All findings from the review meeting that relate to the

workforce will be communicated through toolbox meeting, notice boards and safety meetings. Corrective actions will be documented on the meeting minutes for action by those workers deemed responsible.

### **25.7 Safety Statistics**

Project safety statistics shall be gathered on a monthly basis using the standard report format. Subcontractors shall provide details regarding their monthly statistics to Halikos for collation in our monthly report and statistic details and information. The SEQ Compliance Officer shall record and report the Workplace Health and Safety statistical information for the project toolbox meeting. Workplace Health and Safety statistical information will be analysed and reported to all Halikos workers, project subcontractors and other interested parties. The Project Manager will review project statistics regularly. All information will be raised and action in the relevant project safety meetings and management review meetings.

***Refer to the supporting Halikos document:***

- *REG-7-02 Systems Evidence Register*

### **25.8 Project Audits**

The Halikos internal safety audit procedure provides guidelines to effectively assess project compliance against internal and external legislative Workplace Health and Safety requirements, and identify causes of project or system failures. The audit aims to improve, and to promote a proactive management approach to Workplace Health and Safety, and to promote continuous improvement opportunities. The Compliance & System Manager in consultation with the project SEQ Compliance Officer, will implement the auditing programme, schedule audit dates, and confirm names of the audit team and participants.

***Refer to the supporting Halikos document:***

- *PRO-4-11 Internal Audit Procedure*
- *REG-7-19 Internal Audit Schedule*

### **25.9 Audit Frequency**

Project Safety Audits will be undertaken on a regular basis in line with key milestones and the demolition program, depending upon the project activities and will review specific sections of the PSP to provide verification of the implementation, effectiveness and possible recommendations for further improvement. Internal audits of the project will be carried out at intervals defined in the Halikos audit schedule. The result of the audit shall be documented and noncompliance reports will be raised for deficiencies identified & brought to the attention of the Project Manager for follow up action.

***Refer to the supporting Halikos document:***

- *PRO-4-11 Internal Audit Procedure*
- *REG-7-19 Internal Audit Schedule*

### **25.10 Rectification of Noncompliance**

Following satisfactory rectification of the noncompliance, the responsible manager or supervisor shall provide a completed copy of the report to the auditor. Subcontractors will be required to be part of and participate in

all project audits. Halikos will encourage subcontractors to also conduct their own internal audits on performance for reviewed by Halikos management. All subcontractor internal audits will be placed on file as record of project performance and compliance. This shall be measured against Halikos objectives and targets, and Workplace Health and Safety performance and system improvement.

***Refer to the supporting Halikos document:***

- *PRO-4-6 Compliance Control Procedure*

### **25.11 Incident Investigation**

If a major incident or accident has occurred on the project depending on the incident or accident, the investigation should involve a project senior management representative as appropriate. The investigation team may be made up of the project SEQ Compliance Officer on his own, or a group of people for the investigation of hazards, injuries, illnesses, incidents and other systems failures impacting on health and safety of workers on the project. The process to ensure incident investigations are effective is to ensure that all investigations:

- Are undertaken by a competent worker(s);
- Identify the factor(s) that led to the hazard, injury, illness, incident or other system failure;
- Recommend appropriate corrective actions to be taken; and
- Prompt a review of company processes, procedures and work instructions such as SWMS where required.

### **25.12 Noise Monitoring Program**

- Provide information on the subject of noise, effects of noise to workers, Workplace Exposure Limits (OEL's) and the Safety Management Plan;
- Measure worker exposure;
- Provide a historic record of exposure levels;
- Identify workers that are at risk of NIHL;
- Identify need for implementation of exposure controls;
- Evaluate effectiveness of existing controls;
- Assist in the selection of suitable hearing protection.

#### **25.11.1 Noise Induced Hearing Loss**

Noise Induced Hearing Loss is a gradual loss of hearing caused by exposure to loud noise over an extended period of time, such as in an individual who works in a noisy environment. The hearing loss is sensorineural in nature and greatest in the higher frequencies. Although an early hearing loss may be temporary, it becomes permanent with increased exposure to noise.

- Australian Standards noise exposure levels;

- Discuss what sort of equipment and activities generate the different noise levels;
- Discuss noise monitoring program;
- Discuss Controls needed;
- Give different options and then the where and how to get the PPE.

#### **25.11.2 Measuring Worker Exposure**

The below Australian Standard will give the guidance of how the project is required to monitor their workers worker exposure to noise. The below documents will guide the measuring of worker exposure to noise.

- AS/NZS 1269.1:2005 Part 1: Measurement and assessment of noise emission and exposure
- Monitoring devices AS/NZS 2399:1998 for worker noise dosimeter's

#### **25.11.3 SEGs (Similar Exposure Groups)**

Having correctly measured the levels of worker exposure we will then classify all workers into SEGs (Similar Exposure Groups). The goal of defining SEGs is to minimize the variability of exposure monitoring data. SEGs should be categorized by tasks or activities performed rather than job title.

#### **25.11.4 Environmental Workplace Health and Safety Monitoring**

There is a requirement for environmental monitoring of the project workplace to ensure compliance, which is through the Safety Compliance Checklist. The project will be assessed against key criteria and appropriate monitoring programs put in place where required, as well as corrective action for any non-compliances. The key areas of concern will be monitored once a week, however monitoring should be completed on a needs basis or when workers may be exposed to a prolonged environmental effect.

#### **25.11.5 Provide a Historic Record of Exposure Levels**

Document the exposure levels of all the SEGs on site and show how the project ensures that all the different SEGs are protected from noise injury when at work. Interpretation of this data will allow the SEQ Compliance Officer to correctly identify workers at risk of noise induced hearing loss. Having established the workers at risk of Noise Inducted Hearing Loss the project can introduce a range of effective controls and also establish that these controls are effective in controlling worker exposure to noise.

#### **25.11.6 Substance Environmental Monitoring**

Environmental Monitoring is required for the following substance:

Health Hazards	Required Monitoring
Asbestos	<ul style="list-style-type: none"> <li>▪ PPE to be used</li> <li>▪ Compliance with wearing PPE</li> <li>▪ Area of work barricaded off</li> <li>▪ Disposal of removed asbestos</li> </ul>
Biological Substances	<ul style="list-style-type: none"> <li>▪ Good hygiene practices such as those observed to minimise risk of highly communicable diseases</li> <li>▪ Disposable gloves for treating injuries</li> <li>▪ Disposal of waste products</li> </ul>



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Contaminated soils	<ul style="list-style-type: none"> <li>Identify contaminated soil</li> <li>Activities being conducted in soil</li> <li>Monitor use of PPE</li> </ul>
Lead dust	<ul style="list-style-type: none"> <li>Visually monitoring</li> <li>Dust monitoring if in a lead environment</li> </ul>
Heat	<ul style="list-style-type: none"> <li>Thermometer</li> <li>BOM website for weather forecast</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>Monitor light levels in dark work areas</li> <li>Take samples of work areas inside</li> </ul>
MDF	<ul style="list-style-type: none"> <li>The cutting area must have ventilation</li> <li>The area must be enclosed and doors must be closed at all times</li> <li>A dust collection bag should be installed on the power-cutting tool</li> <li>Regular daily clean up with approved industrial vacuum cleaner (in addition to the dust collection bag on the power tool) will be sufficient</li> <li>Dust be vented out into the outside atmosphere</li> <li>All dust collection should be double bagged and sealed prior to disposal in site rubbish bins</li> <li>All workers involved in the cutting of MDF must at all times use the following PPE. <ul style="list-style-type: none"> <li>P2 respirator</li> <li>Eye protection</li> <li>Hearing protection</li> <li>Disposal coveralls</li> </ul> </li> </ul>
Melioidosis	<ul style="list-style-type: none"> <li>Activities being conducted in soil</li> <li>Monitor use of PPE</li> </ul>
Noise	<ul style="list-style-type: none"> <li>Excessive noise is a level of noise above <ul style="list-style-type: none"> <li>(a) an 8 hour equivalent continuous</li> <li>(b) A-weighted sound pressure level of 85dB(A), referenced to 20μPa; or</li> </ul> </li> </ul>
Nuisance Dust	<ul style="list-style-type: none"> <li>Visually monitoring</li> </ul>
Radiation	<ul style="list-style-type: none"> <li></li> </ul>
Synthetic Mineral Fibres (SMF)	<ul style="list-style-type: none"> <li>The current national exposure standard set by Worksafe Australia is 0.5 fibres per millilitre of air for all types of SMF</li> <li>This is the average concentration of fibres in the air measured and calculated over a normal eight-hour working day</li> <li>Due to the limitations of available data on which to set a health-based exposure standard, another standard is applied alongside</li> <li>This secondary standard recommends 2 mg/m3 of inspirable dust to minimise upper respiratory tract irritation from the larger sized fibres.</li> </ul>
Vibration	<ul style="list-style-type: none"> <li></li> </ul>

#### 25.11.7 Hazardous Substances Health Surveillance

Health Surveillance is required for the use of the following Hazardous Substances:

Substance	Required Health Surveillance
Acrylonitrile	<ul style="list-style-type: none"> <li>Workplace and medical history</li> <li>Demographic data</li> <li>Records of worker exposure</li> </ul>

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Asbestos	<ul style="list-style-type: none"> <li>▪ Workplace and medical history</li> <li>▪ demographic data</li> <li>▪ records of worker exposure</li> <li>▪ an occupational history of the worker relating to asbestos; and</li> <li>▪ a clinical examination of the worker; and</li> <li>▪ a chest radiograph of the worker; and</li> <li>▪ a lung function test of the worker</li> </ul>
Benzene	<ul style="list-style-type: none"> <li>▪ Haematological profile</li> <li>▪ Demographic, medical and occupational history</li> <li>▪ Exposure record</li> <li>▪ Health advice</li> </ul>
Biological	<ul style="list-style-type: none"> <li>▪ Demographic, medical and occupational history</li> <li>▪ Exposure record</li> <li>▪ Health advice including counselling</li> </ul>
Cadmium	<ul style="list-style-type: none"> <li>▪ Demographic, medical and occupational history</li> <li>▪ exposure record</li> <li>▪ health advice including counselling about the effect of smoking on cadmium exposure</li> <li>▪ physical examination with emphasis on the respiratory system</li> <li>▪ standard respiratory function tests including, for example, FEV1, FVC and FEV1/FVC</li> <li>▪ standard respiratory questionnaire to be completed urinary cadmium and <math>\beta_2</math>-microglobulin</li> </ul>
Crystalline Silica	<ul style="list-style-type: none"> <li>▪ chest X-ray, full size Pa view</li> <li>▪ demographic, medical and occupational history</li> <li>▪ exposure record</li> <li>▪ health advice</li> <li>▪ standard respiratory function test including, for example, FEV1, FVC and FEV1/FVC</li> <li>▪ standard respiratory questionnaire to be completed</li> </ul>
Creosote	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ exposure record including photosensitivity</li> <li>▪ health advice including recognition of photosensitivity and skin changes</li> <li>▪ physical examination with emphasis on the neurological system and skin noting any abnormal lesions and evidence of skin sensitisation</li> </ul>
Inorganic Arsenic	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ exposure record</li> <li>▪ health advice</li> <li>▪ physical examination with emphasis on the peripheral nervous system and skin</li> <li>▪ urinary total arsenic</li> </ul>
Inorganic Chromium	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ health advice</li> <li>▪ physical examination with emphasis on the respiratory system and skin</li> <li>▪ weekly skin inspection of hands and forearms by a responsible worker</li> </ul>
Inorganic Lead	<ul style="list-style-type: none"> <li>▪ demography, occupational and medical history and health advice.</li> <li>▪ lead in whole blood.</li> <li>▪ a lead metal; or</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ a mixture of 2 or more metals containing more than</li> <li>▪ 0.5% lead by weight (lead alloy); or</li> <li>▪ a lead salt of an organic acid; or</li> <li>▪ a lead hazardous substance.</li> <li>▪ lead compound means a substance, other than an</li> <li>▪ organometallic compound of lead, in which lead is found in</li> <li>▪ the substance's molecular structure.</li> </ul>
Inorganic Mercury	<p>demographic, medical and occupational history</p> <p>health advice</p> <p>physical examination with emphasis on gastrointestinal systems, neurological, renal systems and skin</p> <p>urinary inorganic mercury</p>
Isocyanates	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ health advice</li> <li>▪ physical examination of respiratory system and skin</li> <li>▪ standard respiratory function tests including, for example, FEV1, FVC and FEV1/FVC</li> <li>▪ standard respiratory questionnaire to</li> <li>▪ be completed</li> </ul>
4,4' methylenebis(2-chloroaniline) (MOCA)	<ul style="list-style-type: none"> <li>▪ urinary total MOCA</li> <li>▪ dipstick analysis of urine for haematuria</li> <li>▪ urine cytology.</li> </ul>
Organophosphate Pesticides	<ul style="list-style-type: none"> <li>▪ occupational and medical history physical examination</li> <li>▪ baseline estimation of red cell and plasma cholinesterase activity levels.</li> <li>▪ estimation of red cell and plasma cholinesterase activity towards the end of the working day by the Ellman method</li> <li>▪ demographic, medical and occupational history</li> <li>▪ health advice</li> </ul>
Pentachlorophenol (PCP)	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ dipstick urinalysis for haematuria and proteinuria</li> <li>▪ exposure record</li> <li>▪ health advice</li> <li>▪ physical examination with emphasis on skin noting any abnormal lesions or effects of irritancy</li> <li>▪ urinary total pentachlorophenol</li> </ul>
Polycyclic Aromatic Hydrocarbons (PAH)	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ exposure including photosensitivity record</li> <li>▪ health advice including recognition of photosensitivity and skin changes</li> <li>▪ physical examination if decided by the designated doctor supervising the health surveillance</li> </ul>
Thallium	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history health advice</li> <li>▪ physical examination if decided by the designated doctor supervising the health surveillance</li> <li>▪ urinary thallium</li> </ul>
Vinyl Chloride	<ul style="list-style-type: none"> <li>▪ demographic, medical and occupational history</li> <li>▪ exposure record</li> <li>▪ health advice</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ physical examination if decided by the designated doctor supervising the health surveillance</li> <li>▪</li> </ul>
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#### 25.11.8 Substances Prohibited For Uses

Substance	Use For Which Substance Is Prohibited
actinolite	any new application, any spraying process, reuse of second hand products
amosite (brown asbestos)	any new application, any spraying process, reuse of second hand products
anthophyllite	any new application, any spraying process, reuse of second hand products
arsenic and arsenic compounds	spray painting
benzene and substances containing greater than 1% benzene by volume	spray painting
carbon disulphide	spray painting
carbon tetrachloride	spray painting
chrysotile (white asbestos)	any new application, any spraying process, reuse of second-hand products
crocidolite (blue asbestos)	any new application, any spraying process, reuse of second hand products
methanol and substances containing greater than 1% methanol by volume	spray painting
polychlorinated biphenyls (PCBs)	all uses except when handled for storage awaiting disposal, for removal and disposal, when contained in existing electrical equipment and construction materials or for repairs
tetrachloroethane	spray painting
tremolite	any new application, any spraying process, reuse of second hand painting
tributyl tin	spray painting
a substance containing more than 2% arsenic, beryllium, lead, cadmium, nickel, antimony, cobalt, chromium or tin	abrasive blasting
a substance containing a radioactive substance	abrasive blasting
a substance containing more than 5% free silica (crystalline silicon dioxide)	abrasive blasting
a recycled substance which has not been treated to remove respirable dust or other substance that may affect the health and safety of a worker at the workplace	abrasive blasting
a wet blasting inhibitor containing chromate, nitrate or nitrite	wet abrasive blasting

## 26.1 DOCUMENT & RECORD MANAGEMENT

The Halikos Document & Data Control Procedure provides guidelines to effectively manage key documents. Documents to be used on this project are listed in Halikos' supporting documents. Halikos maintain safety

records to provide evidence of compliance to requirements in accordance with written procedures. Electronic records are protected by a backup system. The computer system is run from an Uninterrupted Power Supply. A list of records maintained for this project is included. The difference between creating a Halikos policy or procedure is the following.

***Refer to the supporting Halikos document:***

- *PRO-4-02 Document and Data Control Procedure.*

## **26.2 Policies**

- Describe the rules that establish what will or will not be done.
- Can range from broad philosophies to specific project rules.
- Are usually expressed in standard sentence and paragraph format.
- Include WHAT the rule is, WHEN it applies and WHO it covers.

## **26.3 Procedures**

- Describe the critical steps undertaken to achieve policy intent.
- Are succinct, factual and to the point.
- Are usually expressed using lists.
- Include HOW to achieve the necessary results.

## **26.4 Creating New Documents**

- The procedure for creating new company documents:
- All internally drafted documents generated are to be prepared electronically.
- For all Policies, Plans, Procedures and Forms, allocate title description, all new documents start off at version 0.
- Refer to the document control register REG-9-01, to allocate a document number, use a number that is not in use.
- Draft documents are to be identified as such with a watermark and can be issued in hard or electronic form.
- The document is to be given to all managers of operational areas where the document may effect for comments.
- Consider the integration of all comments and provide feedback where the comments are not feasible.
- The final document is reviewed and published.
- Each document is identified by the revision number and issue date in the top left header.

## **26.5 Document Reviews & Changes**

- Changes to Safety Management System documents are handled as per the above procedure.

- When new work methods, Australian Standards or Legislation is introduced, there is to be a change of all relevant documents.
- All Safety System documentation is to be reviewed and updated if required to reinforce the change.
- The SEQ Manager will ensure that all hard copies of the document are replaced and that all affected workers are notified of any change that may affect them.
- Electronic copies of superseded quality documents are filed in the z Archives directory.
- A master copy of the Safety Management System manual (includes procedures), and Management System standard forms is maintained by the SEQ Manager.

## **26.6 Safety Performance Data**

All Halikos projects Workplace Health and Safety performance data is measured across the life all Halikos projects. All Halikos projects are to ensure Work Health and Safety performance reports are developed and reviewed by senior management, and the results are communicated to site management. All incidents and non-compliance issues on the project will be reported and recorded. Halikos measures performance to determine whether objectives or targets are being met. There are numerous areas within project activities where performance monitoring will take place.

Some aspects of the Workplace Health and Safety management of workers, training accidents and incident, inspections and all non-compliances are to recorded and reported. Workplace Health and Safety performance measurement is an essential aspect of monitoring and evaluating Halikos Workplace Health and Safety performance. Halikos Workplace Health and Safety performance is to provide feedback regarding health and safety performance to the project management team and Halikos senior management.

## **26.7 Positive Performance Indicators (PPI)**

Positive performance indicators are to focus on assessing how successful Halikos is performing on their projects through monitoring the processes which should be produced Workplace Health and Safety outcomes. Positive indicators will measure relevant Workplace Health and Safety systems, processes, management and compliance with Workplace Health and Safety practices on the project. Positive performance indicators will include Workplace Health and Safety information for measuring performance.

- Number of safety audits conducted;
- Number of identified hazards/risks controlled;
- Number of training sessions conducted;
- Number of toolbox meeting;
- Number of worksite Workplace Health and Safety inspections completed;
- Number of reported incidents investigated.

#### **26.6.1 Recording a First Aid Injury Treatment**

The project will record a first aid treated injury only when a first aider onsite has treated an actual injury to a worker where they received it as a result of undertaking a task or activity on the project.

#### **26.6.2 Recording a Medical Treatment Injury**

A medical treated injury is only recorded when a doctor or medical professional has treated an actual injury on a worker, with that they received as a result of undertaking work on the project.

#### **26.6.3 Recording a Lost Time Injury**

A lost time injury is only classified and recorded when an injury has been sustained by a worker that prevents them from attending work the next day as a result of injury or a doctor has issued them a doctor's certificate restricting them from any work related activities such as light duties.

#### **26.6.4 Lost Time Injury (LTI) Frequency Rate**

The lost time injury frequency rate is the number of occurrences that in a fatality, a permanent disability or time lost from work of one day shift or more for each one million hours worked.

Number of occurrences X 1,000,000

Number of workers

The “number of occurrences” refers to all occurrences that led to a fatality, a permanent disability or lost time from work of one day shift or more.

The “number of workers” is the total number of hours worked in the year by all workers, including overtime and extra shifts.

#### **26.6.5 Claims Incidence Rate (CIR)**

The CIR is the number of standard workers' compensation claims per one thousand workers employed.

Number of claims X 1,000

Number of workers

The “number of claims” refers to claims of one week or more which have been recorded for that year.

The “number of workers” refers to the average number of workers who worked in the recording period.

#### **26.6.6 Average Cost per Claim (ACC)**

- The average cost per claim is calculated from the total cost of all workers' compensation claims for the year divided by the actual number of workers' compensation claims for the year.

#### **26.6.7 Workers Compensation Premium Rate**

- The average annual workers compensation premium paid by Halikos Group, expressed as a percentage of the annual remuneration (wages and salaries). That is the premium paid expressed as a rate (%) rather than a dollar value.



## 26.7 File Number System

### 900 – SAFETY SYSTEM

- 901 – PROJECT SAFETY SYSTEM
  - Safety Manual
  - Management Plans
  - Procedures
- 902 – CONSULTATION
  - Toolbox Meetings
  - Meeting Minutes
- 903 – CHEMICAL MANAGEMENT
  - Register – Chemical MSDS
  - Register – Hazardous Substances MSDS + Risk Assessments
  - Material Safety Data Sheets
  - Hazardous Substances Register
  - Hazardous Substance Risk Assessments
- 904 – PROJECT INDUCTIONS
  - Site inductions, by trade or name
  - Visitor Inductions
- 905 – MONITORING & REVIEWS
  - Workplace Health and Safety Statistic Reports
  - Audit Reports
  - Weekly Safety Inspections
  - Site Safety Walks
  - Noncompliance Report
  - Hazard Report Form & Register

### • 906 – TRAINING

- Training Records
- Project Training Matrix
- Training Certificates

### • 907 – EMERGENCY PREPAREDNESS

- First Aid Risk Assessment
- First Aid Notification
- Incident Investigation Reports
- Emergency Evacuation Trials

### • 908 – RISK ASSESSMENT

- Tab – Design
- Project

### • 909 – SAFE WORK METHOD STATEMENTS

- Individual Subcontractors

### • 910 – PLANT & EQUIPMENT

- Hazard Assessments
- Daily Pre-Start
- Scaffold Register
- Equipment Monitoring Registers
- PPE Allocations Register

## 26.8 Record Keeping

There is a legal obligation to ensure the SEQ system is recorded and kept on file. The SEQ computer record system is to show the following for each worker:

- Skills required, based on their employment stream;

- Skills for which they are competent;
- Date that the skill is to be reviewed.

SEQ files will be kept by the project. They are to be kept as a backup and quick reference however the computer records are to be the primary record of training and must be available to supervisors and key workers to validate competency.

SEQ files will be an historic record of:

- All assessments undertaken;
- All appointments;
- Any other material appropriate to the workers training.

## **26.9 Upkeep, Retention & Security**

Paper and computer training records are to be updated as soon as possible after training or assessment has occurred. Record will be kept for a period of 5 years post-employment. Only authorised workers are to have access to training records. This may require computer records to be password protected or other means of access restriction. All paper files to be locked away for confidentiality or held on file with human resources. Computer records are to be backed up periodically.

## **27.1 SAFETY PLAN DEFINITIONS**

**Accident** – An accident is an unplanned event which has, or could have caused injury or illness. Such an event may also involve damage, product loss or interruption of work.

**AS (Australian Standard)** – Australian Standards have been developed to ensure equipment meets recognised safety and reliability criteria.

**CHAIR (Construction Hazard Analysis Implication Review)** – Is a tool to assist designers, constructors, clients and other key stakeholders to come together to reduce construction, maintenance, repair and demolition safety risks associated with design.

**Consequence** - Outcome or impact of an event.

**Demolition** – Deconstruction of an asset or structure.

**FAI (First Aid Injury)** – This is one time treatment or follow up treatment for minor scratches, cuts, burns, splinters which do not normally require medical treatment. If a worker consults a medical practitioner they are still considered first aid.

**Hazard** – A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

**Hazard Identification** – Is the process of recognizing that a hazard exists and defining its characteristics for assessment.

**Health Surveillance** – Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard.

**HIRAC – Hazard Identification, Risk Assessment and Control**

**High Risk Construction Work –** ‘High-risk construction work’ means any of the following:

- a) construction work where there is a risk of a worker falling two metres or more;
- b) construction work on telecommunications towers;
- c) construction work involving demolition;
- d) construction work involving the disturbance or removal of asbestos;
- e) construction work involving structural alterations that require temporary support to prevent collapse;
- f) construction work involving a confined space;
- g) construction work involving excavation to a depth greater than 1.5 metres;
- h) the construction of tunnels;
- i) construction work involving the use of explosives;
- j) construction work on or near pressurised gas distribution mains and consumer piping;
- k) construction work on or near chemical, fuel or refrigerant lines;
- l) construction work on or near energised electrical installations and services;
- m) construction work in an area that may have a contaminated or flammable atmosphere;
- n) tilt-up and precast concrete construction work;
- o) construction work on or adjacent to roadways or railways used by road or rail traffic;
- p) work on construction projects where there is any movement of powered mobile plant;
- q) construction work in an area where there are artificial extremes of temperature;
- r) construction work in, over or adjacent to water or other liquids where there is a risk of drowning; and
- s) construction work involving diving.

**Incident –** Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.

**Job Safety Analysis –** Systematic breakdown of a job into tasks/steps in order to identify hazards, assess risks and select the best control. (See also Risk Assessment)

**Likelihood –** Used as a general description of probability or frequency. (Also referred to as probability)

**LTI (Lost Time Injury) –** This is a work injury with results in the injured worker being unable to perform his regular role or restricted work for any full day following the day of the initial incident.

**MTI (Medical Treatment Injury) –** This is a work injury which is beyond the scope of normal first aid that has to be referred to a medical practitioner but does not result in a lost time injury.

**Near Miss –** An accident or incident where there is no injury or damage.

**NOHSC (National Workplace Health and Safety Commission)** – The NOHSC is a tripartite statutory body, with government, employer and worker representatives. Its mission is to lead and coordinate national efforts to prevent workplace death, injury and disease in Australia.

**OFSC (Office of the Federal Safety Commission)** – A scheme is to promote and improve Workplace Health and Safety (Workplace Health and Safety) in the building and construction industry.

**Probability** – A measure of the chance of occurrence.

**Project** – Construction of New Henbury School - design development and construction.

**PSP (Project Health and Safety Plan)** – Means a document that originates from the company's Workplace Health & Safety Management System, however, also includes project specific, or client specific requirements.

**Residual Risk** – Risk remaining after implementation of risk controls or treatment.

**Risk** – In relation to any potential injury or harm, the likelihood and consequence of that injury occurring. NOTE: The term 'risk' should be taken to mean 'Workplace Health and Safety risk'.

**Risk Assessment** – The overall process of estimating the magnitude of risk and deciding what actions will be taken.

**Risk Reduction** – Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.

**SEQ (Safety Environment Quality)** – Relates to Halikos' Integrated Management System for Safety, Environment and Quality standards.

**SMS (Safety Management System)** – That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the Workplace Health and Safety policy, and so managing the risks associated with the Halikos business.

**SWMS (Safe Work Method Statement)** – Means a statement that:

- a) Identifies a work activity assessed as having a safety risk or risks;
- b) States the safety risk or risks;
- c) Describes the control measures that will be applied to the work activity;
- d) Describes how safety measures will be implemented to do the work safely; and
- e) Includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the workers doing the work and the training required to do the work.

**Safety** – A state in which the risk of harm (to workers) or damage is limited to an acceptable level.

**Subcontractor** – An individual, partnership or corporation, that contracts with Halikos to perform work or supply goods or services.

**Work at height** – Any works undertaken above ground level.

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**End of Document**

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## Annex A – Responsibilities and Accountabilities Matrix

P = Prepare, A = Authorize, I = Implement, R = Review, M = Monitor, O = Organise, Pt. = Participate

SYSTEM & PROCESS ELEMENTS							
	Construction & Development Managers	Project Manager	SEQ Manager	Site Manager	Project Foreman	SEQ Compliance Officer	
Emergency Preparedness Evaluation	A	Pt	R	Pt	Pt	P/I/O/M	
Emergency Procedures	A	P/R	I/R/M	O	Pt	I/R/M	
Emergency Response Coordinator	A	O	M	O	Pt	I/O/Pt	
Critical Incident Response (also the Emergency Response Checklist)	A/I/Pt	A/I/Pt	A/I/Pt	Pt			
Determine Project Specific Safety Procedures	A	O	I/R/M			I/R/M	
Define OH&S Responsibilities for Halikos Personnel	A	Pt	O		Pt	I/R/M	
Determine Contractor Specific OH&S Requirements	A	A	I/R/M			I/R/M	
Incorporate OH&S Requirements into Contracts	A	A	I/R/M			I/R/M	
Maintain OH&S Records		O	I/R/M			O	
Develop and Review Project Induction		A/O	I/R/M			O	
Conduct Project Induction		A/O	I/R/M	O	O	O	
Post and Maintain OH&S Policies, Alerts on Notice Boards		A	I/R/M	O		O	
Conduct OH&S Hazard Inspection		A	I/R/M	O		O	
Contractor Coordination		A/O					
OH&S issue resolution	Pt	Pt	Pt	Pt	Pt	Pt	
Job Safety Analysis / Safe Work Method Statements		A	I/R/M	O		O	
Toolbox Talks / Team Briefings		A/Pt	O/Pt				
Obtain MSDS's / Hazardous Substances Storage		A/O	I/R/M			I/R/M	
Maintain First Aid	A	A/O	I/R/M	Pt	Pt	Pt	
Fire Fighting Equipment		A/O	I/R/M	O	Pt	O	
Maintain Electrical Equipment		A/O	I/R/M	O	Pt	O	
Accident/Incidents Reports		A/O	I/R/M	O	Pt	O	
Site Security		A/O	I/R/M	Pt	Pt	Pt	