FORD CIVIL

REMEDIATION
INFRASTRUCTURE
ROADWORKS
BULK EARTHWORKS
ENVIRONMENTAL
LANDSCAPING

Project Work Health and Safety Plan (WHSP)

Project:	Clyde Street Gasworks Remediation Project
Site Entry:	1 Chatham Street, North Hamilton NSW 2292
Client:	Jemena Limited
Approved by:	Deliverable item
Date:	27th January, 2019

Document No: 1819-01whs

JAS-ANZ

APPROVED COMPANY
AS/NZS 4801 OH&S Management Systems
QMS Certification Services

Amendment Register

Revision	Description	By	Date
a	Issued for review	L. Saliba	07-07-18
b	Deliverable item for review and comment	M. Canas	29-10-18
c	Deliverable item for review and comment	L. Saliba	28-11-18
d	Deliverable item for review and comment	L. Saliba	27-01-19
0			
1			

This document will be revised to reflect any adjustments due to the following:

- Every **3** months(review may not lead to revision), this review will be carried out by HSEQ Manager
- Changes to standards
- Changes to Project Risk Register
- Management System changes
- Jemena Gas Networks (NSW) Ltd Project Requirements 27th June 2018
- Jemena – Work instruction Fitness for Work
- Any other applicable documents that may affect this document such as documents produced by AECOM:
    - Occupational Health and Hygiene Management Plan
    - Remedial Works Plan
- Internal audit schedule and inspection schedule by senior management to be determined upon the defined start date on site.

Table of Contents

1. Introduction

1.1 About Ford Civil

Ford Civil offers a full range of civil construction services from site remediation to road works, demolition and commercial landscaping. Our emphasis is on safety the environment and quality, and values open partnerships and clear communication with our clients. The Ford Civil team strives to exceed client expectations and augment our reputation for excellence by delivering even the most complex and challenging projects on schedule and to budget.

Ford Civil is a financially sound company, with long-term stability, coupled with our insurance policies, licenses and fully implemented safety, environmental and quality management systems.

1.2 About Ford Civil Contracting Management System

Ford Civil has certified management systems. The scope of the management systems includes Project Management, Supervision & Construction of Civil Engineering Works, including Structural Works, Road Construction, Bridge Construction, Earthworks, Demolition, Marine Works, Environmental and Remediation Works and Landscaping. Certification was first achieved in 2008.
Ford Civil currently holds the following certificates

- ISO 14001:2015 Environmental Management Systems
- ISO 9001:2015 Quality Management Systems
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- CM3
- Browz

The safety management system is periodically reviewed at the corporate and project levels. Modifications and improvements resulting from reviews are integrated into the management system and communicated to promote consistent, best practice standards and continual improvement. There are number of polices which support the system. Refer to attached (**Appendixes 1 to 4**).

1.3 Purpose of the Project Work Health and Safety Plan

The project health and safety plan (WHSP) describes how the safety and health aspects on the project will be managed within the requirements imposed by the General Manager of Ford Civil Contracting Pty Ltd. The management system for this project has been developed based on company policies, procedures, consultation with senior management in liaison with employees.
The purpose of this plan is to outline how Ford Civil will

- deliver this project
- describe how construction will be managed
- comply with legislation
- comply with client requirements
- comply with requirements of the Ford Civil Directors
- meet the requirements of the accredited Ford Civil Safety, Quality and Environmental Management Systems

This plan will remain on site at all times and will be used to induct all personnel who will be working on site.

The safety plan will be reviewed at regular intervals at a maximum of six (6) month intervals or when it is required to ensure that it is current and reflects the current project activities and risks. The plan may also be updated following a significant incident, or an internal or external audit finding required that the plan is updated.

Based on the short duration of the project and client requirements an internal inspection will be carried every month in alignment with the start date on site. The audit outcomes will be presented to the site staff, Senior Project Manager and Senior Management.

The safety plan was constructed through consultation of stakeholders from management to the workforce. This document is a live document and is developed through the life of the project to ensure all stakeholders and compliance regulations are met. The plan may be update on site with hand written notes. These hand marked up changes are required to be communicated via a toolbox.

2. Project Details

2.1 Project address

The project is located at Lot 1 Chatham Road, North Hamilton. The site comprises of Lot 1 in DP 79057 and Lot 270 in DP 812689, with a total area of approximately 74,000m^3, and is bounded by Chatham Road and Clyde Street, Hamilton North, NSW, the main north railway and Styx Creek.

2.2 Project duration

The project is anticipated to start in February 2019 and run to August 2019 (approximately 7 months. Excluding and unseen delays, variations or weather events that would impact on the works. The start date is dependent on the issuing of the contract start date once the EIS has been approved and contract finalised by Jemena Limited.

2.3 Principal contactor

The Principal Contractor for this project is Ford Civil Contracting Pty Ltd.
As the Principal Contractor, Ford Civil is responsible for

- Ensure signs are installed that:
    - show the principal contractor ‘s name and telephone contact numbers (including an out of hours telephone number)
    - show the location of the site office for the project, if there is one
    - are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken
- Prepare and review the WHS management plan for the workplace
- Prepare and obtain the SWMS before high risk construction work commences
- Provide general workplace management such as amenities, first aid and emergency preparedness as per PC requirements.
- Manage the specific risks to health and safety associated with:
    - the storage, movement and disposal of construction materials and waste at the workplace
    - the storage of plant that is not in use
    - traffic near the workplace that may be affected by construction work carried out in connection with the construction and remediation works, and
    - essential services at the workplace

The principal contractor **must** put in place arrangements to comply with the following duties:

- providing a safe working environment
- providing and maintaining adequate and accessible facilities
- providing first aid
- preparing, maintaining and implementing emergency plans
- providing workers with PPE, if PPE is to be used to minimise a risk to health and safety
- managing risks associated with airborne contaminants
- managing risks associated with hazardous atmospheres including ignition sources
- storage of flammable and combustible substances
- managing risks associated with falls (working at heights), and
- managing risks associated with falling objects

All Ford Civil workers (staff and contractors) are required to comply with these arrangements. If you are not satisfied with the arrangements provide by the Principal Contractor inform the Project Manager immediately.

The Project Manager will address the safety concerns with the client directly.

The principal contractors may put in place arrangements for ensuring compliance with the above requirements through contractual arrangements and the Project Manger MUST communicate these with the worker crew prior to commencing on site.

The safety system provides a practical suite of safety related documents that can be readily accessed, understood and applied to the works as intended.

A hard copy of the Project Safety Plan will be maintained in the Site Office.

2.4 Scope of work

The scope of work on this project includes Ford Civil Contracting Pty Limited has been awarded the Contract as for the Clyde Street Former Gasworks Remediation Project and includes the following cope of works:

- Removal of all vegetation and mulching for off-site disposal;
- Relocation of existing stockpiles within the area hydraulically downgradient of the proposed;
- subterranean barrier wall;
- Demolition of the former office building located in the south western portion of the site;
- Excavation and demolition of all gasworks related infrastructure (above and below ground);
- Retention of demolished structures within the area hydraulically downgradient of the proposed subterranean barrier wall;
- Grading of the site to achieve final landform design in accordance with the RAP;
- Installation of 510m subterranean, low permeability barrier wall (LPBW) parallel along the western extent of the site, extending to the north-eastern and south-eastern site boundaries;
- Western boundaries of the Site. The LPBW will be comprised of soil excavated from the LPBW trench which has been mixed with bentonite slurry and backfilled into the LPBW trench;
- Design and installation of Low Permeability Barrier Layer (LPBL) across the majority of the site;
- The LPBL will be comprised of a 350mm layer of low permeability clay overlain by 150mm road base layer and finished with two coat spray seal;
- Design and installation of subsurface drainage infrastructure; and
- Sealing of the LPBL with a spray seal.

A number of consultants have been engaged to carry out design sampling, analysis, modelling and detailed reporting to develop final design for acceptance in the initial stage of the works.
Included in these activities are high risk constructions works which include the following:

- working near road or other traffic corridor that is in use by traffic other than pedestrians;
- working in at a workplace in which there is any movement of powered mobile plant;
- Risk of falls from greater than 2 metres demolition works;
- Demolition of load-bearing structure;
- Likely to involve disturbing asbestos;
- Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel;
- Work on or near pressurised gas pipes or mains;
- Work on, in or adjacent to road, rail shipping or other major traffic corridor;

- Work on or near energised electrical installations or services;
- Work in or near a drowning risk.

2.5 Amenities and emergency equipment

The project office and associated sheds are located on site. The site office along with relocatable sheds will utilised to provide office space along with separate sheds that will accommodate lunch, change rooms and bathroom facilities etc. The size and type off facilities will be scalable as the work demands change.

The emergency equipment will be stored and be available from these facilities.

The following emergency response equipment will be available at all times at the disposal for an emergency:

- Fire extinguishers – in plant and offices (sizes will vary - 2kg min. for any pant carrying less than 20lt of hydraulic fluid, 4.5kg min. for larger volumes up to 60lt and 9kg for above, site offices a minimum of 4.5kg, during hot work activities 9kg);
- Clean running water;
- Water cart – water cart is to be filled prior to completion of each shift;
- Workplace Compliant Level 2 First Aid Kit – Site shed;
- Low Voltage recue kit – Site shed;
- Contact details in the event of an emergency lunch shed / project office;
- Site details (location, supervisor name & phone number) lunch shed / project office;
- SDS register in project office & copies of the SDS stored with the materials;
- Spill kits;
- Waste / recycling receptacles (skip bins etc.)

2.6 Plant and equipment

The plant required on site include but not limited to FCC equipment will include:

- Excavators of varying sizes – 5t to 85t
- Articulated dump trucks – 10t to 30t
- Graders
- Water cart – small to large (MR to HR licence)
- Rollers of varying sizes – 1t to 22t
- Compactor
- Bulldozer

The equipment required on site include but not limited to FCC equipment will include:

- Pumps (trash, electric, etc.)
- Small compaction equipment (Wacker plates etc.)
- Survey equipment
- Testing equipment (monitors etc.)
- Generators

Storage / Waste management required on site include but not limited to FCC equipment will include:

- Containers

- Hazardous substances storage cabinets
- Liquid waste storage cabinets
- Waste receptacles (recycling / ACM / general waste)

2.7 Contractors

The following contractors will be used

- JBS&G
- AECOM
- Remea – a brand of Menard

3. Leadership

3.1 Company objectives

Ford Civil Contracting Pty Ltd prides itself on taking care of its employees. From management to site employees, the company has adopted Best Practice methodologies. The following objectives prevail on every project embarked upon by Ford Civil Contracting Pty Ltd.

- Ensuring that all personnel are aware of and understand the Work Health and Safety procedures.
- Keeping all personnel informed about their duties and responsibilities.
- Providing a specific safety plan for each project detailing how existing policies and practices relate to that project.
- Providing a safety induction program for all personnel employed on a project.
- Providing clear guidelines for dealing with accidents or emergencies.
- Providing relevant training so personnel are better equipped to handle emergencies should they occur.
- Establishing efficient reporting procedures so problems, ranging from faulty equipment to accidents, incidents or injuries, can be dealt with promptly (near misses etc.).

The key project safety and health targets of Ford Civil Contracting Pty Ltd are:

- Zero fatalities or permanent disabilities on the project
- Achieve a Lost Time Injury Frequency Rate (LTIFR) of <0.02
- Minimize and manage medical treatment and first aid injuries
- Prevent repeat of any potential incidents
- Have all project personal take an active part in safety communications
- Investigate all actual and potential incidents
- 100% close out of unsafe conditions within specified timeframes
- 100% compliance with scheduled inspections by nominated persons

3.2 Project objectives

Category	Objective	Target	Safety
Legal requirements	Full legal compliance	No client raised non-conformances	
		No penalty notices or prosecutions	
Prevent injuries	LTIFR< 0.02	No LTIFR	
Prevent Injuries	Planned inspections verse conducted inspections	Conduct inspections as per schedule	100% compliance
Consultation	all project personal take an active part in safety communications	One toolbox talk per week	90% compliance
Investigate all actual and potential incidents	Prevent repeat of incidents	Investigate	Close out 100% all findings

To meet these objectives, Ford Civil requires the full co-operation of everyone: Management, Site Supervision and all others employed both directly and indirectly and to talk about safety and utilize the controls in place.

4. Legal and other compliance requirements

Compliance with legislative requirements will be achieved by ensuring that our obligations under the relevant WHS Act 2011, WHS Regulation 2017, Australian Standard AS4801, Guidelines, Standards and Codes of Practices. The company's compliances are:

a) Documented within the projects controls
b) Communicated to all project personnel
c) Understood by all project personnel

Project controls will be regularly monitored via inspection by the HSEQ Manager to ensure works are being carried out in accordance with legislative requirments and contract requirments.

The induction includes how to access legislation via www.weblaw.edu.au and codes of Practice via Safe Work NSW.

The HSEQ Manager will inform staff of any legal and other changes The project manager will amend the PMP (can be noted on hard copy). The project manager will ensure the team is informed and document how they will achieve compliance via a toolbox talk.

The Acts, Regulations and other approvals and other contractual requirements required to be met on this project are detailed below.

4.1 Safety

The following list was assessed for currency October, 2018

4.1.1 Acts and Regulations

- **WHS Act 2011** A duty imposed on a person to ensure health and safety requires the person: to eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- **WHS Regulation 2017**
- NSW Workers Compensation Act 1987
- NSW Workers Compensation Regulation 2003
- NSW Workplace Injury Management Works Compensation Regulation 2002
- Contaminated Lands Management Act 1997
- Contaminated Lands Management Regulation 2013
- NSW Environmental Planning & Assessment Act 1997
- NSW Environmental Planning & Assessment Regulation 2012
- NSW Waste Avoidance and Recovery Act 2001

4.1.2 Codes of Practice

The following Codes or Practice

- Construction work
- Hazardous manual tasks
- How to safely remove asbestos
- How to manage and control asbestos in the workplace
- Work health and safety consultation, coordination and cooperation
- Demolition work
- Managing electrical risks at the workplace

- Excavation work
- Managing the work environment and facilities
- First aid in the workplace
- Labelling of workplace hazardous chemicals
- Preparation of safety data sheets for hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Hazardous manual tasks
- Managing noise and preventing hearing loss at work
- Managing risks of plant in the workplace
- Managing the risk of falls at workplaces
- How to manage work health and safety risks
- Safe design of structures
- Welding processes

4.2 Environment

- Contaminated Land Management Act 1997
- Environmental Hazardous Chemicals Act 1985
- The Protection of the Environment Protection Act 1997
- Water Management Act 2000
- WHS Act 2011

4.3 Standards

• ISO 9001:2015	Quality management Systems
• ISO14001:2015	Environmental Management Systems
• ISO26001:2010	Risk management
• AS/NZS 4801:2001	Occupational Health and safety management Systems
• AS1210:2010	Pressure Vessels
• AS/NZS1269.1:2005 (R2016)	Occupational Noise Management – Measurement and assessment of noise emission and exposure
• AS/NZS1270:2002 (R2014)	Acoustics – Hearing protectors
• AS1418:5.2013	Cranes, hoists and winches Mobile Cranes
• AS/NZS1576.1:2010	Scaffolding general requirements
• AS/NZS1892.1:1996	Portable ladders – Metal
• AS1657:2018	Fixed platforms, walkways, stairways and ladders – Design, Construction and installation
• AS1851:2005/Amdt1-2016	Maintenance of fire protection systems and equipment
• AS1940:2017	The storage and handling of flammable and combustible liquids
• AS2550:2016	Cranes, hoists and winches – Safe Use
• AS/NZS3000:2018	Electrical Installations
• AS/NZS3012:2010	Electrical installations – Construction and demolition sites
• AS/NZS3017:2007	Electrical Installations – Verification guidelines
• AS4024.1:2014	Safety of machinery

4.4 Client Requirements

The client specifications include the comprehensive list as per the RFT and the signed contract between FCC and Jemena.

4.5 Project Approvals

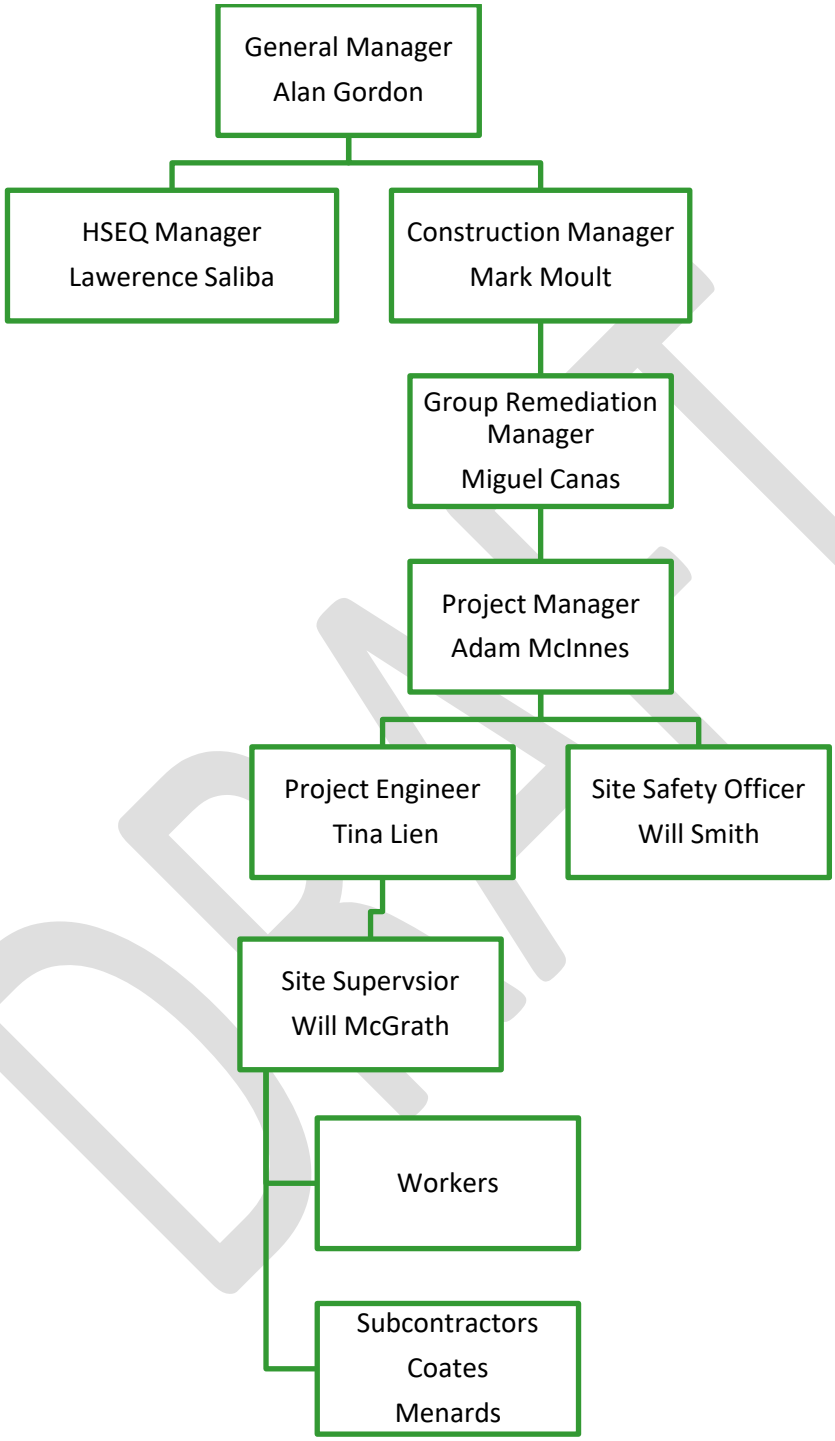
The project has been authorised for construction by Jemena Limited.

4.6 Local Zoning and approvals

Approval Type	Required	Date Attained	Relevant Agency	Responsibility
EIS				
Development consent from DoPE	Prior to works commencing		DoPE	Jemena

5. Roles and Responsibilities

5.1 Organisation chart



5.2 Responsibilities

5.2.1 General Manager

The **General Manager** is responsible for assuring that affirmative action is taken at the point in time when a matter is reported regarding WHS of the persons on site and shall:

a) allocate adequate time and resources (human, financial, and technical) for the Health & Safety program to be established at all sites;
b) review serious accidents/incidents and ensure closeout of the investigation and implement any improvements or corrective actions;
c) review health and safety performance of senior management;
d) advise to site management and the site safety officer to achieve the highest standard of safety on the site;
e) Initiating changes from recommendations from the HSEQ Manager;
f) Reviewing project performance;
g) Participate on site consultation.

5.2.2 Construction Manager

The **Construction Manager** is responsible for assuring that affirmative action is taken at the point in time when a matter is reported regarding WHS of the persons on site and shall:

a) ensure adequate time and resources (human, financial, and technical) for the Health & Safety program to be established at all sites;
b) review serious accidents/incidents and monitor corrective actions, where required participate in investigations;
c) review health and safety performance of middle management;
d) advise to site management and the site safety officer to achieve the highest standard of safety on the site;
e) Initiating changes from recommendations from the HSEQ Manager;
f) Reviewing project performance;
g) Participate on site consultation;
h) Assess the suitability of site staff / resources are available to carry out the works safely;
i) Provide information resources on all safety matters and obtaining information from other sources as need.
j) Assist with WHS communication and consultation.

5.2.3 HSEQ Manager

The HSEQ Manager is responsible for the implementation of WHS requirements through the company resources and the implantation of company policy and procedures to ensure that the WHS requirements are met and shall:

a) advise the Project Manager and project team on changes in statutory requirements and Codes of Practices;
b) identify any skills/training needs and arrange appropriate training and update skill/competency registers as required;
c) provide information resources on all safety matters and obtaining information from other sources as need;
d) maintenance of records of accidents/incidents/injuries/return to work;
e) maintain records of all Workers Compensation Claims and liaison with Ford Civil Contracting Pty Ltd on claim management;

f) recording of WHS statics for senior management based on the supplied information from site;
g) investigate serious incidents and accidents, initiating corrective / preventative actions;
h) identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken;
i) perform duties of the Rehabilitation Coordinator in conjunction with the external provider;
j) preparation of a systematic audit program to monitor the effectiveness of the safety plan;
k) carry out Site Safety Inspections;
l) Manage WHS communication and consultation.

Name: Lawrence Saliba

Sign off: _____

Date:

Email: Lawrence.saliba@fordcivil.com.au

5.2.4 Group Remediation Manager

The **Group Remediation Manager is** responsible for the implantation of company policy and procedures to ensure that the WHS requirements of the work place are met and shall:

a) allocate adequate time and resources (human, financial, and technical) for the Health & Safety program to be established at all sites;
b) review serious accidents/incidents and monitor corrective actions;
c) review health and safety performance of middle management;
d) advise to site management and the site safety officer to achieve the highest standard of safety on the site;
e) Initiating changes from recommendations from the HSEQ Manager and Construction Manager;
f) Carry out inspections on the compliance WHS upon site visits.

Name: Miguel Canas

Sign off: _____

Date:

Email: Miguel.canas@fordcivil.com.au

5.2.5 Project Manager

The Project Manager is responsible for the implementation of policy and procedures to ensure that the WHS requirements of the work place are met and shall:

a) ensure all appropriate actions are taken to implement the Work Health & Safety Policy, health and safety procedures and legal requirements;
b) allocate adequate time and resources (human, financial, and technical) for the Health & Safety program to be established at all sites;
c) review serious accidents/incidents and monitor corrective actions;
d) review health and safety performance of middle management;
e) advise to site management and the site safety officer to achieve the highest standard of safety on the site;
f) Initiating changes from recommendations from the HSEQ Manager;
g) monitor and supervise the health and safety performance within their area of responsibility;
h) demonstrate commitment to health and safety through formal participation in Hazard Identification, Risk Assessment and Control Planning, workplace inspections etc. and informally through work site visits and discussions with staff;
i) participate where required in the resolution of safety issues;
j) review any health and safety related reports, and take appropriate action;
k) communicate regularly on relevant WHS matters both internally and to the client immediately in terms of incident and monthly for all other statistics (monthly) to the client representative
l) ensure safety is an agenda item for all meetings;
m) identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken;
n) initiate actions to improve health and safety within area of responsibility;
o) ensure all employees/contractors are inducted and receive regular training as required to perform jobs safely;
p) participate in the rehabilitation of injured workers, in consultation with the Return to Work Coordinator;
q) allocate adequate time and resources for the Project Work Health and Safety Plan to be implemented;
r) maintain Health & Safety documentation and records in accordance with Ford Civil Contracting Pty Ltd system requirements;
s) develop the site induction handout covering all aspects of site safety;
t) the development and implantation of emergency procedures;
u) responsible for the reporting to Senior Management & relevant external bodies of any incident or accident that requires notification (e.g. WorkSafe), notification to the client representative both in verbal and written communications;
v) all risks to health and safety are eliminated or reduced as far as practicable according to the hierarchy of control;
w) risk control measures are documented in a Project Risk Assessment;
x) employees and the relevant health and safety representative are consulted in relation to the identification of hazards, and the assessment and control of risks associated with any hazards;
y) ensure all employees/contractors are inducted and receive regular training as required to perform jobs safely;
z) stop of works where noncompliance is found;
aa) implementation of corrective actions where sub contactors are lacking both in terms of compliance on site and in the required documentation;
bb) providing all subcontractors engaged on the project a copy of the relevant sections of the safety plan or the whole document;
cc) notification to adjoining sites, properties of upcoming works / emergencies;

dd) manage WHS communication and consultation provisions in accordance with the regulatory and other requirements;
ee) identifying and implementing all required authority and services providers approvals;
ff) coordinate adequate time and resources for the Project Specific Site Safety Plan to be implemented, monitored, maintained and issued to the workforce;
gg) Manage WHS communication and consultation provisions in accordance with the regulatory and other requirements.

Name: Adam McInnes

Sign off: _____

Date:

Email: Adam.mcinnes@fordcivil.com.au

5.2.6 Site Supervisor

The **Site Supervisor** is responsible for the implantation on site of company policy and procedures to ensure that the WHS requirements of the work place are met and shall:

a) ensure all appropriate actions are taken to implement the Health & Safety Policy, health and safety procedures and legal requirements;
b) lead by example and promote sound WHS practices at every opportunity;
c) monitor and supervise the health and safety performance within their area of responsibility;
d) participate where required in the resolution of safety issues;
e) review any health and safety related reports, and take appropriate action;
f) ensure that safe work practices, procedures, site rules are implemented and adhered to;
g) conduct hazard assessment checklist / prestart meetings daily;
h) conduct toolbox meetings no less than weekly or when significant changes of works occurs;
i) trialling of emergency procedures;
j) identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken;
k) participate in the rehabilitation of injured workers, in consultation with the Return to Work Coordinator;
l) the implantation of emergency procedures;
m) responsible for the reporting to Project Management of any incident or accident that requires notification;
n) all risks to health and safety are eliminated or reduced as far as practicable according to the hierarchy of control;
o) employees and the relevant health and safety representative are consulted in relation to the identification of hazards, and the assessment and control of risks associated with any hazards;
p) ensure that personal protective equipment is used by all site personnel as required;
q) carry out workplace monitoring and provision of assistance and advice;
r) to act as the **WHS site representative where no elected Health Safety Representative has been elected;**
s) ensure all works being undertaken is in accordance with the SWMS and site WHS rules raised on the project;
t) implementation of corrective actions where sub contactors are lacking both in terms of compliance on site and in the required documentation;
u) point of contact between sub-contractors and Ford Civil for all correspondence and notifications;
v) erection of site notice board for the display of documentation;
w) ensuring external site signage is up clearly showing who is conducting the works, contact name and number and where applicable where the site office is located;
x) to update and monitor the hazardous substance register as required;
y) ensure that personal protective equipment is used by all site personnel as required;
z) ensure that all goods and services purchased/engaged for the project are assessed for suitability in relation to the companies WHS policies and procedures;
aa) assist in the identification of problem areas, including workplace monitoring and provision of assistance and advice;
bb) Assist in the monitoring of sub-contractors obligations to meet their WHS commitments.

Name: Will McGrath

Sign off: _____

Date:

5.2.7 Project Engineer / QA Engineer

The **Site Engineer** is responsible for the implantation on site of company policy and procedures to ensure that the WHS requirements of the work place are met and shall:

a. ensure that safe working practice and procedures are implemented and adhered too;
b. carry out site inductions for all new personnel arriving to the project ***(Attachment 1);***
c. ensure all visitors to the project are recorded on the visitors attendance registers;
d. ensure that personal protective equipment is used by all site personnel as required;
e. ensure that all goods and services purchased/engaged for the project are assessed for suitability in relation to the companies WHS policies and procedures;
f. approval of subcontractor's SWMS prior to commencing works on site;
g. assist in the identification of problem areas, including workplace monitoring and provision of assistance and advice;
h. assist in the monitoring of sub-contractors obligations to meet their WHS commitments;
i. identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken ***(Form 17);***
j. issue safety documentation to all sub-contractors and service providers engaged on the site;
k. manage WHS communication and consultation provisions in accordance with the regulatory and other requirements;
l. carry out ongoing review of SWMS versus works being carried out on site and document in the Site Supervisors Diary;
m. maintain Health & Safety documentation and records in accordance with FCC system requirements;
n. to update and monitor the hazardous substance register as required;
o. develop and implement an inspection test procedure;
p. ensure all personal working are site are inducted and signed onto the relevant SWMS for the activity;
q. Keeping all persons informed of the site health and safety rules and other safety issues relating to the project;

Name: Tina Lien

Sign off: _____

Date:

Email: Tina.lien@fordcivil.com.au

5.2.8 Site Safety Officer

The **Site Safety Officer** is responsible for the implantation on site of company policy and procedures to ensure that the WHS requirements of the work place are met and shall:

a. ensure that safe working practice and procedures are implemented and adhered to
b. carry out site inductions for all new personnel arriving to the project ***(Attachment 1)***
c. ensure all visitors to the project are recorded on the visitors attendance registers
d. ensure that personal protective equipment is used by all site personnel as required
e. ensure that all goods and services purchased/engaged for the project are assessed for suitability in relation to the companies WHS policies and procedures
f. approval of subcontractor's SWMS prior to commencing works on site;
g. assist in the reporting and recording of WHS statistics ***(Form 28)*** and WHS issues raised on the project;
h. assist in the identification of problem areas, including workplace monitoring and provision of assistance and advice;
i. assist in the monitoring of sub-contractors obligations to meet their WHS commitments;
j. identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken ***(Form 17);***
k. to update and monitor the hazardous substance register as required;
l. maintain Health & Safety documentation and records in accordance with Ford Civil Contracting Pty Ltd system requirements;
m. issue safety documentation to all sub-contractors and service providers engaged on the site;
n. maintain Health & Safety documentation and records in accordance with Ford Civil Contracting Pty Ltd system requirements;
o. to ensure that all company polices and site rules are clearly displayed in the site sheds;
p. to update and monitor the hazardous substance register as required;
q. ensure all personal working are site are inducted and signed onto the relevant SWMS for the activity;
r. Keeping all persons informed of the site health and safety rules and other safety issues relating to the project.

Name: Will Smith

Sign off: _____

Date:

Email: Will.smith@fordcivil.com.au

5.2.9 Nominated First Aider

The **First Aider** is responsible for the implantation on site of company policy and procedures to ensure that the WHS requirements of the work place are met and to provide first aid treatment within their capabilities to injured workers and shall:

a) lead by example and promote sound WHS practices at every opportunity;
b) ensure compliance with safe working rules, safe work method statements and WHS Legislation;
c) ensuring that the monthly checks of the first aid facilities are completed and restocked as required;
d) identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken ***(Form 17);***
e) to ensure that safe working practices and procedures are implemented and adhered too;
f) administer First Aid on site where required and completed the documentation ***(Form 20);***
g) assist in incident investigations with the site supervisor ***(Form 24);***
h) Manage WHS communication and consultation provisions in accordance with the regulatory and other requirements.

Name: Will McGrath Tina Lien

Sign off: _____

Date:

Note

Throughout the course of the works other trained first aiders will be available to implement as required. Any treatment will be raised to the nominated first aider as soon as possible to complete the necessary reports and advisements as required.

5.2.10 Workers

The site based Employees/Contractors are responsible for their WHS requirements under the Act and legislation and shall:

a. adhere to all safe working policies/procedures in accordance with instructions;
b. take reasonable care of themselves, others ,the environment who may be affected by their actions both directly or indirectly;
c. ensure they comply with the WHS Management System and their Safe Working Methods Statement (SWMS) or Standard Operating Procedures (SOP);
d. ensure they have current licenses, registration and competency certificates;
e. ensure they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work;
f. report any unsafe situations or potential situations that may rise due to works being conducted to the Site Supervisor;
g. report all injuries and illnesses to the site First Aid officer;
h. identify hazards and assessing the risk associated with the work, and documenting the risk control measure to be taken providing suggestion, through agreed consultation methods, on how to improved WHS issues;
i. seek assistance if unsure of WHS requirements;
j. comply with site rules;
k. correctly use all personal protective equipment;
l. Comply with emergency and evacuation procedures.

5.2.11 Visitors

Visitors include clients, regulators and suppliers. They may be conducting inspections, assisting with technical issues, providing advice or signing witness and hold points, quoting work, or auditing the Site Supervisor or their nominee. Visitors are responsible for

a. Take responsibility for own safety
b. Comply with the Project Management Plan
c. Report all incidents to the site supervisor
d. Reporting any WHS, quality or environmental hazards to the Supervisor
e. Seek assistance if unsure of WHS rules
f. Comply with site rules
g. Correctly use all personal protective equipment
h. Comply with emergency and evacuation procedures
i. Comply with company WHS and environmental requirements

6. Sub-Contractors

Potential subcontractors to Ford Civil Contracting Pty Ltd must satisfy the company's requirements before being awarded any contract. Sub-contractors on this site include consultants.

Subcontract and supply agreements contain reference to the project safety plan which is available for their review and reference.

Contractor selection procedures are designed to evaluate a potential contractor's capacity and commitment for identifying and controlling safety and health risks.

Subcontractors engaged on the project will be required to work under the umbrella of controls and reporting mechanisms as per the Ford Civil Contracting Pty Ltd safety plan for the project. This includes but not limited to the furnishing of the following information:

- Insurance details
- Personal list and qualifications
- Training records
- SWMS
- Certification of lifting gear and alike
- Plant risk assessments
- Personal qualifications and competencies

The information will be collated into the reporting mechanisms for issue to the Client as required.

Records

Contractors review *Form*
SWMS review ***Form 10***
Statistic reporting ***Form 28***

7. Protection of vulnerable people

All workers

Ford Civil Contracting Pty Ltd in their ability as the Principal Contractor and their sub-contractors will not employ or permit to be employed on work at the Site a person who poses unacceptable risks to vulnerable people.

Ford Civil Contracting Pty Ltd and their sub-contractors will not employ or permit to be employed for the project any person who has been convicted of a serious sex offence and is prohibited person under the *Child Protection Act 1998 (NSW)*

Code of behavior

Ford Civil Contracting Pty Ltd will ensure that all persons working on the Site, including but not limited to Ford Civil Contracting Pty Ltd employees and managers, consultants, subcontractors and suppliers understand and comply with the requirements shown below:

- Prohibited persons declarations must state that no convicted people of any child offences will be allowed on site.
- Contractor Employees should avoid talking with, touching or interacting with any children or residents or other users the facilities except where the work requires it or in an emergency or safety situation.

- The work area must not be able to be used or accessed by children, or residents or other end users. Clear signs and barricades (where applicable) must be used to prevent an inadvertent or unauthorized access.
- All young workers employed by Ford Civil Contracting Pty Ltd or its subcontractors who are deemed to have less than six (6) months site experience will not be allowed to work on site at any time unsupervised.

8. Procurement

Hazard Assessment

Before purchasing, the following must be considered:

- Does it pose occupational health and safety risks,
- Can it cause pollution to the environment, and
- Can it impact on the quality of the product and service we deliver?

Plant and equipment must be assessed for WHS risks before being used. Safety Data Sheets (SDS) must be available for all potentially hazardous materials purchased. Appropriate management systems to eliminate or manage hazards must be put in place for when the product or service is used.

Responsibility of Purchases

Purchase responsibilities are defined by areas of operation; people who are responsible for a purchase shall make the necessary arrangements, including hazard/risk management, and approve any invoices. The General Manager has the authority to approve and/or sign-off any / all purchases.

Other people may make purchases in these areas; however, this should only be done when it is impractical for the purchase to be made by the responsible person. The responsible person must be advised as soon as possible of any such purchase.

9. Fitness for work

Workers are fit and competent to perform work.

Pre-employment medical examinations are mandatory for all Ford Civil Contracting Pty Ltd project personnel. The purpose of the medical examination is to identify and therefore manage any pre-existing conditions, injuries or illnesses, which may otherwise predispose the employee to further injury or illness.

The doctor completing the medical examination shall make an objective statement as to whether the employee is/is not fit to complete the duties of the position for which they have applied for. The full results of the examination will remain with doctor and will be considered confidential.

However, the doctor must inform the employer of the outcome of the medical and whether a specific employee would be “at risk” from undertaking the duties intended and will be supported by the provision of professional advice and consultation as to what restrictions or modifications to duties would be appropriate for that individual and how those duties can be managed.

All manual and site-based employees or those periodically visiting the site in a supervisory role will complete a full medical.

Individuals who will not be site based will receive an appropriated medical for the tasks being undertaken.

Substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment. The use of intoxicants (alcohol, illegal substances and abuse of medication), are practices that cannot be tolerated as they pose unnecessary risk to all.

Ensuring contractors and suppliers are committed to safety and health.

Potential subcontractors to Ford Civil Contracting Pty Ltd must satisfy the company's requirements before being awarded any contract.

Subcontract and supply agreements contain reference to the project safety plan which is available for their review and reference.

Contractor selection procedures are designed to evaluate a potential contractor's capacity and commitment for identifying and controlling safety and health risks.

Subcontractors engaged on the project will be required to work under the umbrella of controls and reporting mechanisms as per the Ford Civil Contracting Pty Ltd safety plan for the project.

The information will be collated into the reporting mechanisms for issued to the Client as required.

10. Risk Assessment

Risk management is a requirement for everyone on site. Risk may be identified across all components of work including:

1. Working environment
2. Equipment and materials
3. People
4. Procedures and processes

Or

5. New information about workplace risk become available
6. Responding to workplace incidents and near misses
7. Addressing worker concerns and queries
8. To meet legislative requirements

A hazard is any activity or item with the potential to cause injury or illness or to affect the environment. A risk is the likelihood that an incident might occur as a result of the hazard.

This is a **summary risk table** (the Constructability and Safety in Design report has risk register for the project. That document is live and is to be updated as risks change.)

The risk register in the report will be updated as the works proceed both in terms of completion and new risks defined. The register will be updated in consultation with the site team and the HSEQ Manager. The register has been developed prior to the project commencing and will be updated within the first month of the project commencing on site.

Description	Risk	Addressed in Plan	SWMS	Other
Administration	Low			
Training And Induction	High	✓	All	
Purchasing	Medium	✓		
Subcontractors	Medium	✓	Subcontractors SWMS	
Deliveries	High	✓	Deliveries	
Personal Protective Equipment	Medium	✓	All	Induction and training
Subsurface Utilities	Medium	✓	All	DBYD Locater plan
Overhead Services	High	✓	All	
Manual Handling	High	✓	All	
Hazardous Substances	Medium	✓	All	
Noise	Medium	✓	All	
Excavation (stability)	High	✓	All	
Confined Space	NA	NA	All	Confined space permit
Extreme temperatures (coveralls and masks)	Medium	✓	All	ACRP
Electrical Safety	High	✓	All	
Plant and equipment	High	✓	All	
Traffic management	Medium	✓	All	TMP
Asbestos	High	✓	All	ACRP
Unexpected Find	High	✓	All	
Storage and disposal of Waste	High	✓	All	
Hot work	NA	✓	All	Hot work permit
Health – exposure to limits may be exceeded	High		All	Surveillance reports
Interfacing between stakeholders	High	✓	All	ARTC / Sydney trains / Caltex Permits

Risk above were derived from the Constructability and Safety in Design Report.

10.1 Definitions

Hazard – A source or situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of the above.

Hazard Identification – Is the process of recognising that a hazard exists and defining its characteristics.

Incident - An unplanned event resulting in or having the potential to result in injury, ill health damage or other loss.

Near Miss - Incident which could have caused personal injury, property or environmental damage.

Likelihood - Probability of occurrence.

Risk - The combination of likelihood of occurrence and consequence of a specified hazardous event.

Risk Assessment – Is the overall process of estimating the level of risk of a particular activity or process.

Risk Identification Register – A list of hazards belonging to a particular site.

Risk Control – Measures that eliminate or reduce as far as practicable the risk associated with identified hazards using the 'hierarchy of controls' where elimination of the hazard shall be the first to be considered.

Corporate Risk Assessment – A pre-existing risk assessment which is a common hazard, activity or process across Ford Civil Contracting sites

Procedure

10.2 Hazard Identification

Through consultation with employees, hazards should be identified:

- Immediately prior to using premises or a site for the first time as a place of work.
- Before and during the installation, erection, commissioning or alteration of plant in a place of work.
- Before changes to work practices and systems of work are introduced.
- Before hazardous substances or dangerous goods are introduced into a place of work, and
- While work is being carried out, and
- When new or additional information from an authoritative source relevant to the health or safety of the employees of the employer becomes available.

10.3 Types of hazards

The Project Manager must identify hazards arising from Ford Civil Contracting Pty Ltd operations including:

- Plant equipment and vehicles, (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant);
- Hazardous Materials/Dangerous Goods (including the production, handling, use, storage, transport or disposal of hazardous substances);
- Work practices, work systems, (including hazardous processes, psychological hazards and fatigue related hazards);
- Manual Handling (including the potential for occupational overuse injuries);
- Work premises or the layout and condition of a workplace (including lighting conditions).
- Working environment (including the potential for) electrocution, fire or explosion, people slipping, tripping or falling, contact with moving or stationary objects, exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere, biological organisms, products or substances, and workplace violence.

10.4 Risk Control

Appropriate risk control measures shall be determined and implemented to control identified hazards. Legislation requires that all risks are eliminated or reduced as far as practicable according to the WHS hierarchy of control.

A project Constructability and Safety in Design Report was undertaken to out the key risks and controls which is a live document and will be amended as new risks are found and controls implemented.

10.5 Practicable means:

The severity of the hazard or risk in question.
The state of knowledge about hazard risk and ways of mitigating it.
The availability and suitability of ways to remove or mitigate the hazard or risk.
The cost of removing or mitigating it.

10.6 Hierarchy of Controls

The preferred order in which hazards should be controlled is:
Eliminating the hazard from the workplace entirely is the best way to control it. An example of elimination is to remove a noisy machine from a quite area.
Substituting or modifying the hazard by replacing it with something less dangerous, for example, by using a paint which does not contain asthma-encouraging agents.
Isolating the hazard by physically removing it from the workplace or by cordoning off the area in which a machine is used.
Engineering methods can be introduced to control the hazard at its source; tools and equipment can be redesigned, enclosures, guards or local exhaust ventilation systems can be used.
Administrative controls are the management strategies which can be introduced to ensure the health & safety of employees. Administrative procedures can reduce exposure to hazardous equipment and processes by limiting the time of exposure (e.g. by job rotation) or varying the time when a particular process is carried out.
Personal Protective Equipment (PPE) may also be used, as an interim measure, to reduce exposure to a hazard.

10.7 Review of Risk Controls

Risk control measures including Safe Work Method Statements (Appendix 11) will be reviewed when the following occurs:

- Control measures reviewed on a periodic basis to ensure they are working correctly;
- Activity/tasks reviewed, after any change to workplace layout, equipment, etc.
- Following a reported injury or illness having taken place relevant to that activity or process.
- Project Manager is responsible for arranging the risk assessment. Participants and/or employee/contractor(s) to review the controls as soon as practicable after their introduction to ensure they are appropriate. The risk assessment participants and/or employee/contractor(s) may recommend further changes to controls where appropriate.
- Risk control plans must be reviewed and appropriate intervals to ensure that risk control measures implemented are operating effectively.

10.8 Stakeholders

The external stakeholders have been identified by the client who have issued notifications about work on this project. In addition refer to Jemena communications register / Jemena Community Liaison Manager. The Community Liaison Manager should be the first point of contact for all queries.

Records of any FFC notifications are filed by the Site Engineer.
Stakeholders also include the general public.

10.9 Unions - rules for entering the work place

There are many rules for when a union official enters a workplace.

Entry permit requirement
When a union official arrives at a workplace, they must show their right-of-entry permit if the employer asks to see it. They also have to show it when they want to access documents.

If the official has a valid permit and has complied with the relevant rules below, an employer must not stop them from entering the workplace. If they do stop the official, they will be in breach of the legislation and can be fined.

Notice of the visit

When entering a workplace, a union official must give written notice of at least 24 hours but no more than 14 days before the intended visit, unless the Commission allows otherwise.

What they can do when they enter the workplace.
Where there is a suspected breach, union officials can:

- inspect any work, process or object that relates to the breach
- interview any person related to the suspected breach, if the person is
- entitled to be represented by the union and
- willing to be interviewed
- meet with employees if the employees are
- entitled to be represented by the union and
- willing to meet with the union
- access records relating to the breach

Unions can't:

- ask to see the records of a non-union member, except with the permission from the person or under a Commission order
- talk with employees during paid work time – discussions have to be during meal and other breaks

Accessing documents and records

The right-of-entry permit allows the union to inspect and copy any record or document that is directly relevant to the suspected breach where:

- it is kept on the premises or
- is accessible from a computer that is kept on the premises

The records must substantially relate to a member of the union unless the Commission allows otherwise.

The right-of-entry permit must be shown when the union wants to access documents.

Records

Project Risk Register

11. Training and Competency

To identify the training and competency requirements of all workers on site, in order to ensure the correct skill set is available prior to commencing on site. All Ford Civil Contracting work is to conform to the Training and Competency procedure at all times.

Implement

- In consultation with the Construction Manager, Project Manager, HSEQ Manager, Site Supervisor and employees shall identify the employee-training needs in relation to performing work activities competently;
- The HSEQ manager will arrange appropriate training and update skill/competency registers as required and advise the site team when the training has been booked;
- All new employees, including sub-contractors will attend the safety induction prior to commencement. The inductions will cover site specific safety matters only;
- Project specific safety training and refresher courses will be identified using the site skills matrix from the skills level of the workforce and the activities to be undertaken;
- Additional training may be required due to changes in legal changes which will be undertaken as soon as they arise;
- Records of all training will be maintained by the officer responsible for the provision of general training in the company, after details of training are forwarded from the site Supervisor or other sources;
- Safety training records of site personnel will be held on site, FCC employees with also have their records uploaded to M-Files;
- Training needs can be identified at any time, but a review should take place when the following changes take effect:
    - New employee joins the company
    - Existing employee moved to a new job
    - Performance appraisals are conducted
    - Existing job changes
    - Job environment changes
    - Existing employees take on new roles in addition to their roles i.e. safety committee members etc.
- An external organisation (WorkSafe or an accredited Registered Training Organisation "RTO") shall undertake skills assessments for safety critical activities such as:
    - Traffic management – all levels
    - Mobile plant and equipment operators (HRW tickets issued by SafeWork)
    - Rigging and Dogging
    - ACM – workers and supervision
    - RTO issues VOC and SOA (VOC's are only are valid for 2 years from date of issue)
    - Jemena passport (gas)
    - VESI Blue Book (electrical)
- All workers will be inducted into their SWMS and confirmation of training will be verified by signing onto the SWMS where refresher training is required it will confirmed by using the toolbox form. Workers who have low LLN will have one on one training into the swms and will initial each page as confirmation that all steps have been explained and sign off on the back page as understanding the content. This process will re occur each time the SWMS is updated;
- Reinforcing Site specific training may be undertaken and documented using the toolbox process – this is particularly useful in training in relation to use of PPE, hazardous substances, use of de contamination sheds etc.;

- Any training that is undertaken is to be tracked through the skills register that is populated on site

The training requirements for workers are identified in the project training needs table below. Workers are required to have the qualifications nominated for their role. Copies of qualifications are verified on site prior to commencing work. Copies of training are held in a secure file at head office and are available on M-files. Training records are kept in accordance with the records procedure and can be made available as requested.

Refresher training is tracked by M- Files and the HSEQ Manager will arrange training as required. The training detailed below periodically is updated.

11.1 Training Competencies required on site

Training requirements for individuals will be predetermined by the role the individuals hold. Where additional training is required / refresher training this will be determined by the HSEQ and Construction managers in consultation with the site team. The matrix below is indicative of the training requirements for the personnel on site.

Course	Engineer	HSEQ and support team	Site Supervisor	Plant operator	Asbestos Supervisor	Labourer	Contractors
Ford Civil Induction –	✓	✓	✓	✓	✓	✓	✓
WHS Construction Induction – (white card)	✓	✓	✓	✓	✓	✓	✓
Project Induction	✓	✓	✓	✓	✓	✓	✓
Asbestos awareness (or higher)	✓	✓	✓	✓	✓	✓	✓
Asbestos removal Supervisor	✓		✓		✓		
Asbestos Removal class A	✓	✓	✓		✓		
Asbestos Removal class B	✓	✓	✓		✓		
Drivers Licence	✓	✓	✓	✓	✓	✓	✓
Heavy Vehicle licence – LR, MR, HR				✓		✓	✓
First Aid	✓	✓	✓		✓		
CPR	✓	✓	✓		✓		
Confined Space							✓
Work Safely at Heights							✓
Traffic Controller (Blue)							✓
Apply Traffic Control Plans (Yellow)							✓
Worksite Planning (Red)							✓
High risk work licence Fork lift						✓	✓
High risk work licence Dogman						✓	✓
High risk work licence Rigger						✓	✓
High risk work licence Basic Scaffold							
High risk work licence Crane –							✓
Working Near Overhead Power-				✓			
Low Voltage rescue			✓				
Service Locating-	✓						
Welding							✓
Trade certificate							✓
Use Portable Fire Fighting	✓	✓	✓	✓		✓	

Course	Engineer	HSEQ and support team	Site Supervisor	Plant operator	Asbestos Supervisor	Labourer	Contractors
Equipment-							
Chainsaw operation							✓
Plant				✓		✓	
Spill Kit	✓		✓			✓	

11.2 Induction details

The induction is comprehensive in all matters of site safety and covers the following items:-

- Site crib huts, site amenities, office & parking locations.
- Site traffic regulations.
- Procedure for the reporting of accidents/incidents/injuries.
- Who the Site safety Officer is
- Location of First Aid facilities and the nominated First Aid Officer.
- Emergency evacuation procedures.
- Location of emergency assembly point
- Location of work areas.
- Site layout and prevailing hazards.
- Certification and licensing.
- Personal and contractor safety requirements.
- Tools, plant and equipment check, lead tagging etc.
- Fire risks and prevention.
- Non-English speaking persons.
- Lifting techniques.
- NO alcohol or drugs permitted at any time.
- Workplace hygiene housekeeping.
- Hazardous substances.
- Deliveries and unloading.

Records

Site Induction Content ***Attachment 1***
Worker Site induction Records ***Form 2***
Visitor site specific induction and register ***Form 3***
PPE issue Register ***Form 6***

12. Consultation

The objective of communication is to clearly identify safety, quality and environmental risks and provide a forum for two-way communications to resolve those risks, identify better controls, and work practices in order to eliminate risks.

Communication is a requirement on all projects and provides a formal and informal opportunity for everyone to be involved.

Consultation is required when:

- When a WHS issues is identified by any stakeholder
- Identifying and assessing risks hazards of work
- Preparation of Work Method Statements
- Making decision about how to eliminate or minimise risks
- Determining risk controls
- There are changes to procedures
- There are proposed changes to the workplace, plant, substances and to work site

Ford Civil has health & safety representatives (HSR) and these may be nominated by the workforce. If workforce does not nominate a representative the site supervisor will be the nominated (small sites) and the workers can vote on acceptance. The election of a site representative must be documented and records stored on site.

If the workforce doubles in size since the initial election of a representative, then a toolbox is to be held to confirm that the representative is still the chosen representative. If not a new representative can be elected.

Workers may vote for those who represents them (where there are more nominees than positions). All workers are advised of the Safety representatives during induction, and specific toolbox talks.

In compliance with the WHS Act 2011 & the Code of Practice WHS Consultation Co-operation and Coordination – it is a requirement that all employees have an input into matters that affect their health & safety.

Employee input will be invited for:

- Preparation of Risk Assessments
- Preparation of Work Method Statements
- General issues relating to Health & Safety.

Employees and employers have an obligation to assist in the prevention and risk of matters relating to safety.

Consult, coordinated and cooperate with all subcontractors to ensure that their proposed actions to control risk do not clash and that they are aware of all site activities.

12.1 Safety Consultation

The objective of communication is to clearly identify safety, quality and environmental risks and provide a forum for two way communication to resolve those risk, identify better controls, and work practices in order to eliminate risks. Communication is a requirement on all projects and provides a formal and informal opportunity for everyone to be involved.

Consultation is required when:

- When a WHS issues is identified by any stakeholder
- Identifying and assessing hazards of work
- Making decision about how to eliminate or minimise risks
- Determining risk controls
- There are changes to procedures
- There are proposed changes to the workplace, plant, substances and to work site

On this project with a small work force the consultative method selected is an agreed arrangement that sees the Site Safety Officer being the WHS representative. This is method is relayed to the work force at the Site Specific Induction.

All matters relating to WHS can be directly related to the Site Supervisor for his action immediately or raised at the weekly tool box meeting, where the raised issue will be dealt with in an appropriate manner.

On this project with a small work force the consultative method selected is an agreed arrangement that sees the Site Safety Officer being the WHS representative unless otherwise requested. This is method is relayed to the work force at the Site Specific Induction.

All matters relating to WHS can be directly related to the Site Supervisor for his action immediately or raised at the weekly tool box meeting, where the raised issue will be dealt with in an appropriate manner.

Copies of the issued raised and the actions taken to close out the event will be document in the toolbox meeting record.

Copies of the toolbox meetings relating to WHS will be distributed thru crib huts as required or on the notice board.

The Site Safety Officer will advise and make recommendations to Management on the following:

- Site inspections and weekly submission of Construction Work Site Checklist
- Completion of Work Method Statements and approval
- Reporting of incidents and implementation of correction procedures
- Environmental Safety considerations to be monitored at all times
- Inspection of equipment and tools on arrival at site, electrical and gas
- Licensed operators of tools and equipment where required
- Prior notification of scheduled hazardous works
- Reviewing site safety requirements for electrical, scaffolding and trenching safety
- Safety equipment generally - safety footwear, hearing protection, gloves and helmets
- Risk Assessment and Hazard Evaluation
- Wet weather assessment. Sun and heat exposure
- Isolation of hazardous areas

12.2 Consultation with adjoining stake holders

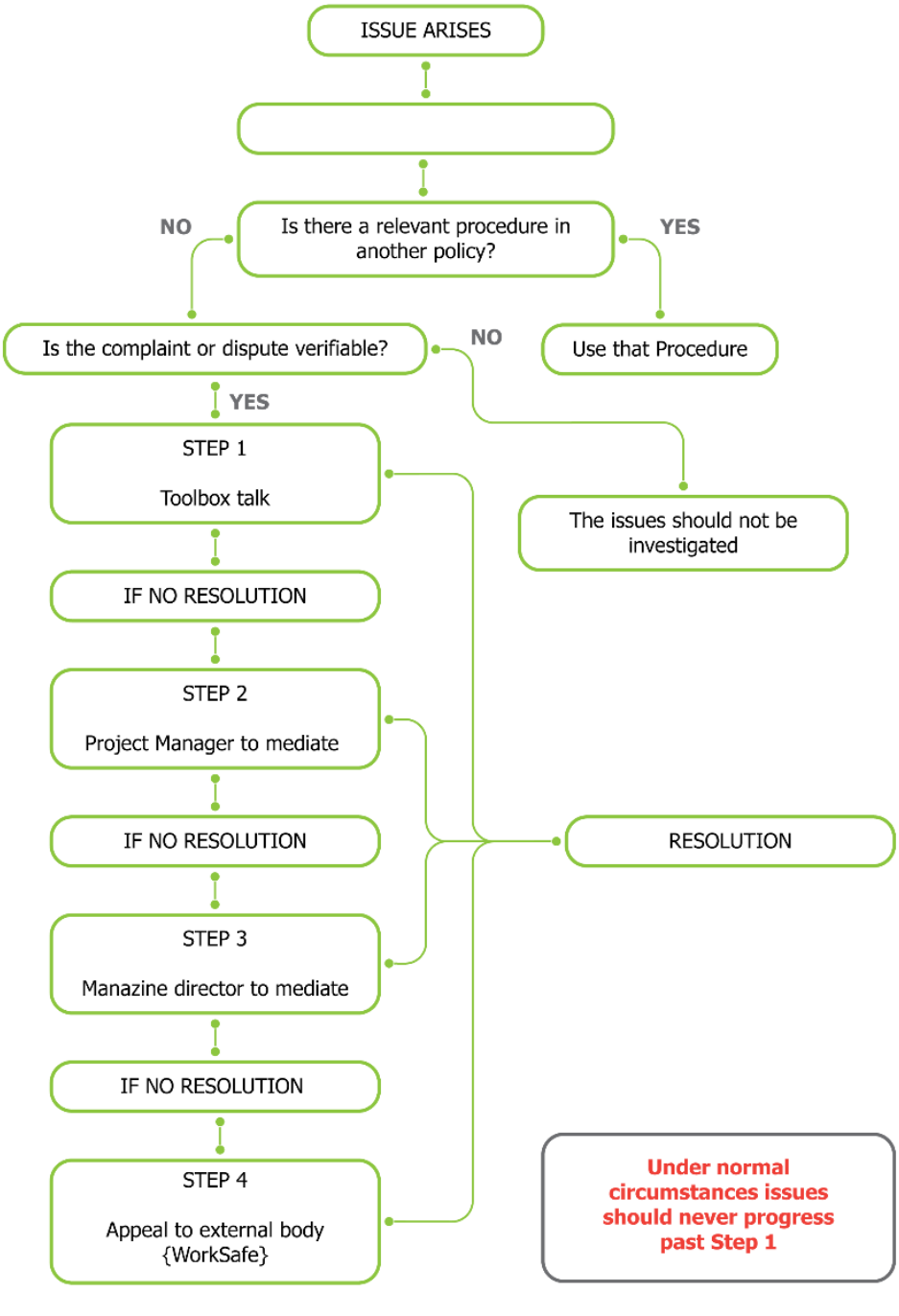
The Project Manager is the main form of contact between the site and the adjoining stake holders. In the event that works will cause an undue HSE risk to these stakeholders, the Project Manager will advise them in writing prior to works commencing or in the event of an incident that may affect them.

Consultation with the general public will be directed to the Jemena Community Liaison Manager as the interface both in terms of resolution and information.

Table outlines the type of consultation and records

Type of consultation	Frequency	Safety issues addressed	Quality issues addressed	Environmental issues addressed	Attendees	Records
Induction	Each site and commencing employment	Policy Controls Roles and responsibility First aid Emergency response Safety Rules	Policy Controls	Policy Operational controls	All workers	Induction Induction attendance records
Kick off meeting	One per project	Safety risks	Reporting	As required	Client and project Manager	Minutes
Client meetings	Monthly progress report	Incidents	Changes Defects	Incidents	Project Manager	Meeting minutes
Client updates	Weekly status reports	Any	Any	Any	Project Manager	Weekly report
Daily prestart meetings	Each day	Safety hazards, Controls required, Incidents	Work occurring that day, rectification works	Sediment control Incidents Dust Weather Noise	All on site workers	Prestart sign on sheet
Toolbox meeting	Weekly	HSEQ alerts Incidents Controls	Defects Quality issues HSEQ alerts	Changes to procedures Incident HSEQ alerts	All on site workers	Toolbox talk
Email	Intermittently	Any	Any	Any Legislation Updates Information	Any	Email (online records)

Consultation Issue Resolution Process



Records

Daily Prestart ***Form 7***

Toolbox meeting records ***Form 8***

13. Fitness for Work

Before work commences all manual and site-based employees Ford Civil workers must have Pre-employment medical examinations.

The purpose of the medical examination is to identify and therefore manage any pre-existing conditions, injuries or illnesses, which may otherwise predispose the employee to further injury or illness. The doctor completing the medical examination shall make an objective statement as to whether the employee is/is not fit to complete the duties of the position for which they have applied for. The full results of the examination will remain with doctor and will be considered confidential. The doctor must inform the employer of the outcome of the medical and whether a specific employee would be "at risk" from undertaking the duties intended and will be supported by the provision of professional advice and consultation as to what restrictions or modifications to duties would be appropriate for that individual and how those duties can be managed.

All manual and site-based employees or those periodically visiting the site in a supervisory role will complete a full medical.

Individuals who will not be site based will receive an appropriated medical for the tasks being undertaken.

All workers and contracts are require to conform with the Fitness for Work policy and all work is conducted in accordance with the Fitness for Work procedure

The risks associated include workers affected by

- Fatigue;
- drugs or alcohol;
- loud noise;
- asbestos – lung function;
- Hazardous substances.

In order to ensure that workers are fit for work Ford Civil conducts the following controls and health surveillance are in place.

- Allow at least 10 hours break between shifts;
- Pre-employment medicals;
- Random drug and alcohol testing;
- Hearing (testing);
- Asbestos;
- Review hazardous substances sand find alternate products that won't impact on workers' health.

14. Project Site Specific Controls

14.1 PPE

The mandatory PPE for this work includes

- ❒ Hard hat
- ❒ Safety glasses
- ❒ Long pants
- ❒ Long shirts
- ❒ Steel cap boots (gum boots)
- ❒ Lung protection - P2 mask (beyond the Asbestos exclusion zone)
- ❒ Lung protection – ½ face respirator (within the Asbestos / contamination exclusion zone)
- ❒ Tyvek suits (beyond the Asbestos exclusion zone)

All PPE must be in good condition and must comply with relevant Australian Standards.

Other potential PPE includes

- Gloves
- Hearing protection – minimum class 5 (ear muffs are the preferred selection)
- Reflective gear for night works (if / when applicable)
- Fall protection
- Additional eye or face protection for high impact activities as per SWMS)
- High visibility Long sleeve shirts
- Life preserver (inflatable) for workers around the water's edge (detention pond & Styx Creek)

Record
PPE issue Register ***Form 6***

14.2 Site Amenities

The site includes crib huts, site amenities (toilets and change room), and a project office.
The site compounds is fenced and a site layout plan showing the emergency evacuation and emergency equipment locations.

14.3 Deliveries

Deliveries will be directed to the project address (gate Chatham road or Clyde Street)

Deliveries of all incoming goods will be checked to ensure

- Quality and description of the items
- Ensure delivery matched delivery docket
- Identify any on site hazards to the delivery driver including speed limit on site, location to load/unload and overhead hazards or on site obstructions
- Ensure all tools and equipment are accompanies with supplier inspections
- Reject any non-conforming products
- Quarantine any products damaged, non-conforming

14.4 Hazardous Substances

The hazardous chemical risks on this project include

- Inhalation
- Chemical burns
- Spill
- Contaminant
- Health impact
- Fatality

In summary all hazardous substance used will have:

- Identify all the hazardous substances that are used in the workplace
- Obtain the SDS from the supplier
- Check the Safe Work Australia List of Designated Hazardous Substances for substances produced at the workplace
- Identify locations where hazardous substances are located and site

- Make sure there is suitable storage
- Provide training to all employees and contractors via induction
- Consider the hazards associated with chemicals including fire, use in confined space, temperature, pressure
- Obey all warning labels and make sure you know where to find relevant safety information
- Do not handle hazardous substances unless you have been trained to do so
- Maintain the hazardous chemical register
- Understand the requirements of a SDS prior to using a hazardous substance
- Do not use any chemical that is not clearly labelled or you suspect it may be out-of-date or incorrect
- Avoid over-exposure to hazardous substances
- Beware of mixing incompatible substances that may create a hazard
- Adhere to safe operating limits for plant and equipment used for handling hazardous substances
- Use the appropriate PPE provided and make sure it is properly fitted
- Obtain the relevant procedure for a specific hazardous substance
- Make sure you are familiar with the emergency response procedures and are familiar with the location of the emergency response equipment
- Complete essential records and reports and provide shift hand-over reports
- Monitor the use of hazardous substances
- obtain from the supplier a SDS for the chemical before or on the first occasion on which it is supplied
- sure that the SDS is readily accessible to all employees
- ensure that the SDS is not altered (other than where formatting alterations are required/appropriate when using an overseas SDS)

Our controls include

- Storage of all fuels / oils / chemicals is to be within a bunded area that is fully enclosed and sealable. The bund is to have 110% capacity of the liquids stored
- No chemicals, fuels, stockpiles and wastes will be stored within stormwater or natural drainage lines.
- Spill kits to be kept on hand at all times in case of any potential spills.
- All current SDS for all hazardous substances used in the construction will be available on site at all times
- Onsite refuelling to be carried out over a suitable drip tray or absorbent material and will not be undertaken near waterways including stormwater drains.
- A Hazardous Substances Register shall be made available and maintained at all times on-site

Ford Civil Contracting personnel must ensure that containers holding Hazardous Substances are appropriately labelled and/or colour coded and that the label/colour is not removed, defaced or altered.

When labelled, the label must clearly identify the Hazardous Chemical and provide basic health and safety information about the substance, including any relevant risk and safety phrases.

However, a container in which a Hazardous Chemical is decanted for use:

- within the next 12 hours need only be labelled with the product name and relevant risk and safety phrases
- immediately need not be labelled, as long as it is cleaned immediately after is has been emptied

Records

Safety Data Sheet Register
Hazardous substances/materials register

14.4.1 Asbestos

Asbestos was identified as a high risk find on this project. Air monitors will be installed to determine if workers are exposed to any hazardous chemicals. Results of all air monitoring results will be reported back to the work force at the next sheet – this can occur through the daily prestart or placed on the site notice board. Where air monitoring determines that workers are exposed workers will be provided with health monitoring in accordance with Code of Practice for managing hazardous chemicals.

The following controls have been put in place

- additional fencing
- air monitoring
- provision of additional PPE- Tyvek suit ½ face respirator, glasses, boots (prefer gumboots)
- Decontamination unit
- Updated SWMS
- Asbestos removal control plan (ARCP)
- Asbestos management plan
- SafeWork notification
- Asbestos awareness training as a minimum

14.4.2 Contaminated tar

An industrial hygienist has been engaged to provide an assessment on the required monitoring for contaminated material requiring treatment. Air monitors will be installed to determine if workers are exposed to any hazardous chemicals. Results of all air monitoring results will be reported back to the work force at the next sheet – this can occur through the daily prestart or placed on the site notice board. Where air monitoring determines that workers are exposed workers will be provided with health monitoring in accordance with Code of Practice for managing hazardous chemicals.

14.5 Pressure vessels

Any works on pressure vessels can only be undertaken after the unit is locked and out and depressurised.
All works on pressure vessels can only be undertaken by trained and experienced personnel.
Where pressure vessels require testing this can only be undertaken by qualified and experienced personal under controls for the unit.

14.6 Excavations/Trenches/Penetration

A geotechnical report will identify the ground conditions on this projects as works progress.

The following risks have been identified on this project

- Underground services
- Ground conditions subject to contamination issues at various depths

The controls to manage these risks are detailed

- Ground disturbance permit and the
- Site specific SWMS.

Any trench support must be installed as per manufactures guidelines or as detailed by detailed engineering drawings.

The trench /excavation support must be installed by competent people and verified as installed correctly. An engineer report/certificate must be included in the records.

All excavation must be inspected after any significant weather event.

Records

Excavation Permit ***Form 14***

14.7 Underground and Overhead Services

Prior to commencing work the project team will order

The Dial Before you Dig (DBYD) did not identify any services in the work area.

The following risks have been identified on this project

- Underground services
- Overhead services

The asset owners were notified prior to work commencing and 2 poles and a section of low voltage power was removed.

The controls to manage these risks are detailed

- Ground disturbance permit and the
- Site specific SWMS.

Other notes

- Dial before you dig drawings will be on site and available (they will not be more than 30 days old)
- All services will be located, marked and exposed by non-destructive excavation prior to excavation by machine.
- No excavation shall occur without an approved Ground disturbance permit
- If necessary, a representative from the relevant authorities will be contacted to advice of appropriate protective measures.
- Any existing services will be supported within the excavated pits where required.
- The site will be inspected for new service installations prior to commencement

The services to be relocated and/or protected prior to site works as per the design drawings, particular care will be placed on any aging services. No construction loading will be placed on the main in reduced cover areas without prior protection being installed

The following services have been identified on and adjacent to the site and may be impacted:

Service	Above or below	On site		Effected?	
		Yes	No	Yes	No
Electricity	**Above**	**Yes**		**Yes**	
Gas	**Below**	**Yes**		**Yes**	
Sewer	**Below**	**Yes**		**Yes**	
Stormwater / Drainage	N/A				
Telephone / Communications	**Below**	**Yes**		**Yes**	
Wastewater	N/A				
Fibre optic	N/A				
Water	**Below**	**Yes**		**Yes**	
Overhead HV & Transmission lines	**Below**	**Yes**		**No**	
Pedestrian Footpaths	Nil				
Vehicle Driveways	Nil				
Park Access ways / Bikeways	Nil				
Roadways	Nil				

Two poles and over has power has been removed and the remaining overhead powerlines have tiger tales. Plant moving under the overhead power must have a spotter.

Records

Excavation Permit ***Form 14***

14.8 Plant and Equipment

Before going to site the plant will be checked for

- operator manual
- Plant risk assessment
- Plant maintenance is up to date
- Plant lifting and rigging is tagged and tested
- Plant movement is controlled by radio or hand signals on site
- Operators have up to date training

The controls to manage these risks are detailed in

- Traffic management plan
- Site specific SWMS.

Records

Plant and Equipment inspection ***Form 11***
Plant and equipment register ***Form 12***

14.9 Manual Handling

The manual handling risk on this project include

In summary this includes the use of mechanical means to lift and relocate gear and equipment the performance of manual handling tasks shall be in accordance with the best practice guidelines of:

1. Plan the Lift / ensure the path is clear
2. Work out the best way of lifting the object
3. Get a secure grip
4. Keep the load in close to the body
5. Keep your back straight
6. Lift with your legs
7. Do not twist whilst lifting / avoid all twisting motions whilst holding a load
8. Alternate heavy lifting tasks with lighter tasks
9. Encourage team lifting for heavy/awkward tasks.
10. Utilize mechanical aids including the excavator to lift
11. Use pipe rollers to manoeuvre long pipe strings

14.10 Lifting Equipment

Approved lifting gear on site.

NOTE: The exiting yard crane (blue) on site is not Ford Civil equipment and is not for use by Ford Civil workers or contractors.

Records

Lifting equipment inspection report ***Form 16***

14.11 Hot Work

Hot works completed on this project.

Records

Hot work Permit ***Form 15***

14.12 Confined Space

Confined space completed on this project.

Records

Hot work Permit ***Form 13***

14.13 Energised equipment

Energised equipment completed on this project.

Records

Lock out Tag out SOP

15. Unexpected Finds

Un-expected finds procedure is to address any unidentified/unexpected material or substance/service which may be uncovered during the excavation process.

- Any unidentified/unexpected material or substance found will cause the task to be immediately stopped.
- Where unidentified services are located which are not found on service checks cause the task to be immediately stopped.
- The area is to then be taped off and informed by the Senior Project Manager.
- No works can recommence until;
    - approves works to re-commence
    - Disposal process will clarified and approved
    - Tip locations for the material will be approved
    - The material is identified

All additional work in relation to unidentified/unexpected material or substances are to be documented clearly in the site supervisor's diary and or any variations sheets signed by the client.

16. Emergency Preparedness

16.1 Emergency identification

Refer to the following documents:

- Site emergency management plan;
- Pollution incident response management plan

Once occupation of the site by FCC is obtained the following controls must be in place

- First aid training;
- Emergency signage;
- Low Voltage Rescue;
- Nominated emergency evacuation points;
- Emergency contact numbers;
- Emergency drill (within first 6 weeks of construction commencing).

16.2 Emergency Equipment

The following will equipment will be available at all times in case of an emergency:

- Fire extinguishers – in plant and offices (sizes will vary - 2kg min. for any pant carrying less than 20lt of hydraulic fluid, 4.5kg min. for larger volumes up to 60lt and 9kg for above, site offices a minimum of 4.5kg, during hot work activities 9kg)
- Workplace Compliant Level 2 First Aid Kit – First aid shed
- Low Voltage Rescue Kit
- Clean running water
- Contact details in the event of an emergency
- Site details (location, supervisor name & phone number)
- SDS register

The potential emergencies identified in the risk assessment include

1. First aid injury
2. Serious injury
3. Fire
4. Service strike communication
5. Spill
6. Vehicle accident
7. Low voltage electrical overhead power line
8. Plant roll over
9. Fall into water
10. Excavation collapse

Type of Incident	Training	Gear and equipment available on site	Frequency of Inspection	Record
First aid injury	First Aid	First aid kit	Monthly	First Aid and emergency equipment inspection
Serious injury	First aid	First aid kit Emergency contacts	Monthly	First Aid and emergency equipment inspection
Fire	How to use a fire extinguisher	Fire extinguisher Fire blanket	6 monthly	First Aid and emergency equipment inspection
Service strike communication	Low voltage rescue Fire	Emergency numbers Low voltage rescue	As required	Incident report
Spill	How to use a Spill kit	Spill kit	6 monthly	First Aid and emergency equipment inspection
Vehicle accident	Drivers licence (valid) Traffic control	Traffic signage (as per traffic plan)	As required	Incident report

Type of Incident	Training	Gear and equipment available on site	Frequency of Inspection	Record
Low voltage electrical – overhead power line	Low voltage rescue	Low voltage rescue kit	Monthly	First Aid and emergency equipment inspection
Plant roll over	Trained operators	Roll over protection	Daily plant	Plant inspection (daily/weekly)
Fall into water	Nil Life buoy ring Life persevere vest	Life Buoy Life preserver vest	Monthly when work commences	First Aid and emergency equipment inspection
Excavation collapse	Geotech	As per written advise (may change according to conditions such as heavy rain)	As per Geotech report	Geotech report

16.3 Emergency Notifications

In the event of an incident the HSEQ Manager is to notify SafeWork NSW (131050) in the event of the following:

- death
- needing medical treatment within 48 hours of being exposed to a substance
- immediate treatment as an in-patient in a hospital
- immediate medical treatment for injuries, including for example amputation, serious head or eye injury, electric shock, serious lacerations.

Incidents must also be reported where a person in the immediate vicinity is exposed to an immediate risk to their health or safety, for example due to:

- registered or licensed plant collapsing, overturning, failing or malfunctioning
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building or structure
- implosion, explosion or fire
- escape, spillage or leakage of any substance including dangerous goods
- plant or objects falling from high places

In the event of any incident the area is to be isolated, preserved and made safe. Any injured person must be given medical treatment to reduce the injury becoming worse. Evacuation of the site or part of must be coordinated to allow for emergency services.

All contact to SafeWork in relation to an incident must be reported to Jemena by the Project Manager as per the roles and responsibilities requirements (within 24hrs).

Records

First aid and emergency equipment assessment
First aid and emergency equipment inspection
Emergency procedure diagram

Emergency access to site and muster
Evacuation Drill observation

17. Incident Response

17.1 First aid or serious injury Response

Persons suffering any injury on the site at work must immediately inform the Site Supervisor, who will organize treatment as required. The Site Supervisor's contact details are available on the emergency contact listed posted on the inside of all site sheds.

The first aid kit is contained in the Site Office.

First aid / medical treatments will be documented, and the information retained for record keeping purposes.

Note: A Medical Treatment of Injuries Form must be raised to cover these situations

Details required when reporting an accident:

- Location of accident/emergency
- Type of injury/emergency
- Severity of injury/emergency
- Will the authorities (i.e. ambulance) be required

All injuries must be reported to the Ford Civil Contracting Pty Ltd HSEQ Manager by the Site Supervisor / Senior Project Manager a record to be made in the Medical Treatment Register which is maintained at the site office. Notifications to other parties including the client, SafeWork NSW will be made at the first available opportunity.

If the site office is unattended and/or the Site Safety Officer is unable to be located

- Emergency services are to be contacted – as required

Whilst waiting for the authorities, if the injury is serious, the employee is not to be moved unless there is a higher risk of injury. An employee at the main site entrance is to alert the authorities to access the location.

All Ford Civil Contracting Pty Ltd employees who are injuried at work are to be dealt with in the following manner.

- Apply first aid where possible (FCC personnel)
- First aid by Lend lease first aid centre
- Complete incident report
- If worker requires further assessment, advise the HSEQ Manager at the office immediately by telephone
- Escort the worker to Sonic HealthPlus Newcastle

  Broadmeadow, 57 Belford St,
  Newcastle NSW 2292
  Phone: (02) 4978 6666

- Where workers require long term management and are relocated back to Sydney for work they are to attend IMMEX, refer details below

IMMEX is open:
8.00am to 6.00pm
Monday to Friday
IMMEX
561 Botany Rd
Waterloo NSW 2017
Phone: 02 9319 5999
Where workers require immediate emergency treatement the nearest hospital is

Local hospital
The closest hospital to the site is
Calvary Mater Hospital
Edith St,
Waratah NSW 2298
Hospital switchboard phone 02-4921 1211

Noting:

That should hosiptal attention be required, the ambulance should be called (000) and they will make the decision which hosiptal they will transport the person too.

Ph: 000 From landline
Ph: 112 from mobile, even when locked

17.2 Fire

Response

- Evacuate the area
- Use fire extinguisher to extinguish flames when you feel you are capable of dousing flames
- Attempt to contain or extinguish fire
- Call 000

A Fire Safety Drill will be conducted at least once on the project by the Site Supervisor. A report will be submitted to by the Project Manager and to the HSEQ Manager on the performance of the drill and as well as any suggestions for improvement.

17.3 Service strike communication

In the event either a communication main optical fibre or normal telephone cable is ruptured, the following procedure must be followed:

- Immediately remove machinery and shut down;
- Call emergency number for the utility which could be either, or a combination of Telstra or Optus (emergency contact numbers can be found in the emergency contacts list for the project within the PMP)
- Contact the Project Engineer or Site Supervisor and advise of the incident if they are not on the site;

- The Project Engineer, Site engineer or Site Supervisor will advise the Project Manager in order to coordinate actions who shall then immediately inform the HSEQ Manager;
- Cordon off the area and ensure that all public keep a safe distance from the site;
- Wait for the repair team to arrive and assist where needed;

Once repair to the service has been completed, reinstate area, review the risk assessment, and continue with works.

17.4 Spill

- Refer to the SDS to attain the clean-up and safety requirements of the material
- Obtain appropriate equipment and personal protective equipment to conduct clean-up (i.e. respiratory equipment, eye protection and gloves);
- Bund the area further if necessary (i.e. control booms and/or front end loader to build bund) and utilise appropriate absorbent material (i.e. hydrocarbon/chemical).
- If the spill has occurred on hardstand areas, clean any affected area as required. Collect and dispose of waste water in accordance with the advice from the Group Remediation Manager
- If the spill has occurred on permeable ground, any contaminated material must be excavated
- All contaminated materials and liquids collected shall be segregated (from other waste streams) and disposed of in accordance with waste regulations prior to disposal at an appropriate licensed facility
- Following the spill response, the Project Manager will arrange for the replacement of all used spill response equipment.
- For small spills absorbent materials can be used to recover the spill. However, where practicable liquid should be recovered utilising a suitable container which will be marked and disposed of accordingly. Additionally for small spills:
- Utilise spill kit to contain spill (i.e. kitty litter);
- Utilise spill control compound (if necessary and available) to neutralise spill; and
- Once spill is neutralised place contaminated materials into labelled container.

17.5 Low voltage electrical overhead power line

- Do not contact the patient
- Rescue to put on low voltage rescue gloves
- Use hook to pull worker off electrical equipment
- Provide first aid

In the event of an electrical service either underground or overhead being damaged, the following procedure must be followed:

- An attempt should be made to break the machinery's contact with the live electrical power by moving the jib or driving the machine clear.
- If unable to break contact, shut down machine that has been affected;
- Contact emergency number of the relevant electricity service provider;
- Contact the Project Engineer or Construction Supervisor and advise of the incident if they are not on the site;
- The Project Engineer or Site Supervisor will advise the Project Manager in order to coordinate actions who shall then immediately inform the HSEQ Manager;
- The operator is to remain on the machine as it has been earthed and he cannot be injured unless the machinery has caught on fire, then he is to avoid contacting both the machine and the ground at the same time, and jump from the cab, away from the machine, and in a hopping movement remove himself/herself from the area.

- Cordon off the area and ensure that all personnel and public stay at least 8 metres from the site.
- Wait for the repair team to arrive and assist where needed;

Once repair to the service has been completed reinstate area, review the risk assessment, assess damage to plant and equipment, isolate unsafe items, effect repairs and continue with works.

17.6 Vehicle accident /plant roll over

- Evacuate the area
- Use fire extinguisher to extinguish flames or prevent any fire
- Clean any fuel spill
- Provide first aid
- Call 000

17.7 Plant and people entanglement

- Crush /entanglement
- Hit emergency stop
- Call 000

17.8 Fall into water

- Life vest for worker self-inflate
- Throw life buoy ring
- Retrieve worker from water– pull to safety
- Isolate work from water

17.9 Excavation collapse

- Call 000
- Trench or excavation support
- Evacuate excavation with any slippage
- Maintain access ladder/ramp

18. Plant Equipment Maintenance and Repair

All work must be done in accordance with the plant, equipment maintenance and repair procedure.

Plant and Equipment

Details of any plant or equipment will be recorded on the Plant and Equipment Register ***(Form 11)***. All plant and equipment will be inspected when arriving on site. Any required actions shall be recorded electronic checklist (M-Files).

All mechanical plant operators will complete a daily pre-use inspection and record details in the machine log book.

Operators of all plant & equipment will furnish to the site safety officer on a regular basis a completed and signed record of the maintenance log/service log/ daily pre-use inspection of that item of plant/equipment. A record of receiving the log will be made by the Site Safety Officer in the plant prestart inspection receiving register ***(Form 10).***

All plant and equipment will be fitted with flashing lights, reversing alarms need to maintain that PRA's (plant risk assessment) re to be in the machine and a fire extinguisher. (Not required for goods delivery vehicles)

Scaffolding

All scaffolding over 4m will be erected by a ticketed scaffolder and will be inspected on a monthly basis (scaff tag) Note a specialist scaffold will need to be designed by a temporary works designer.

Electrical Equipment

Details will be recorded in the Electrical Tagging Register.

Concrete Pumps and Lines

All concrete pumps and lines will be inspected prior to use with all log books, mechanical certification, and operators tickets prior to use.

Oxy Acetylene Equipment

All oxy and acetylene equipment will be inspected prior to use and fixed to a trolley with a fire extinguisher at hand. All oxy-acetylene sets are to have flash back arrestors fitted to both the regulators and the hand piece.

Hire Equipment

All hire equipment will be inspected at time of delivery and details entered in the Plant and Equipment Register. And inspected in accordance with

Plant and equipment	Service required	Record
First aid kit	6 Monthly	First aid kit checklist (monthly)
Fire extinguisher	6 monthly	Tag and test
Spill kits	As required	nil
Excavator	250 hours	Maintenance records and service sticker
Vehicle Ute	10000 or 15000km dependent on manufactures requirements	Maintenance records and service sticker
Vehicle truck	10000km	Maintenance records and service sticker
Electrical equipment	3 monthly	Tag on portable equipment
Generators & RCD	250 hours	Tag and test and RCD test Checked prior to each use

Plant and equipment	Service required	Record
Confined space harness and ropes	6 monthly	Maintenance records and service sticker
Soft slings	6 monthly	Maintenance records
Tripods	12 months	Maintenance records
Slings and chains	12 months	Maintenance records
Gas monitor	Bump test daily Calibrated annual	Icon on gas monitor for bump test Icon on gas monitor for calibration
Scaffold over 4m	Monthly	Scaff tag Monthly report
Concrete Pumps and lines	Prior to use	Log book Monthly pipe thickness records
Oxy Acetylene	Prior to use	Hot work permit
Hire equipment	Upon receipt and daily log book	Maintenance records Delivery inspection

19. Manual handling

Purpose

To assist Ford Civil Contracting employees to identify and document hazardous manual handling, and to assess, eliminate or reduce as far as practicable any risks arising from hazardous manual handling as per the Hazardous Manual Tasks CoP

Scope

This procedure is applicable to all areas within Ford Civil Contracting Pty Ltd

Definitions

Manual Handling is defined as any activity requiring the use of force to lift, lower, push, pull, carry, move, hold or otherwise restrain an object, person or animal. The object may be inanimate (non-living, such as a carton) or animate (living creatures). Examples would be moving cartons onto a pallet, packing shelves, loading and unloading vehicles etc.

Hazardous Manual Handling is any manual-handling task that has **any** of the following characteristics:

Repetitious or sustained force;
Repetitious or awkward postures;
Repetitious or sustained movement;
Application of high level force;
Sustained vibration;
The handling of people; and
The handling of unstable or unbalanced loads that are difficult to grip or hold.

Musculoskeletal Disorder (MSD) is defined as an injury or illness of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage (including inter vertebral or discs), bones or supporting blood vessels in either the arms or legs, neck, back or trunk, that arises from manual handling in the workplace and occurs suddenly or over a prolonged period of time

Responsibility

Site supervisors are responsible for implementation of this procedure and in particular for:

Identifying hazardous manual handling tasks.

Assessing the risk associated with hazardous manual handling tasks.

Reviewing risk assessments and risk controls to ensure they are up-to-date and effective.

Ensuring people undertaking hazardous manual handling tasks are trained in how to perform these tasks safely.

Employees are responsible for assisting in the identification, assessment and control of manual handling tasks and actively participating in manual handling training.

The WHS representative will review injury data to identify activities which give rise to manual handling injuries, and advise relevant Managers.

Procedure

Hazard

Potentially hazardous manual handling tasks must be identified systematically through consultation with employees, monitoring and review of workplace incidents and injuries and direct observation of manual handling tasks.

Hazard Identification activities shall be undertaken in consultation with Health and Safety Representatives, employees or contractors who will carry out the task/s and shall take into account the following:

Before any task involving manual handling is undertaken for the first time in a workplace;

Before any alteration is made to objects used in a workplace or to systems of work which include a task involving manual handling, including a change in the place where that task is carried out;

Before an object is used for another purpose than for which it was designed, if that other purpose may result in the person carrying out hazardous manual handling.

If new or additional information about hazardous manual handling being associated with a task becomes available to the employer;

If an occurrence of a Musculoskeletal disorder in a workplace is reported by or on behalf of an employee.

Risk Assessment

For all identified manual-handling hazards, a risk assessment shall be undertaken. A risk assessment shall also be undertaken or reviewed following the report of an injury resulting from any manual-handling task (e.g. sprain/strain).

Risk Control

It is noted that in some instances Ford Civil Contracting Pty Ltd conducts work on customer premises and does not control or own the plant/equipment at the site. Therefore, it is not possible to modify a task or process design without consulting the customer.

Where any risk of a musculoskeletal disorder occurring is identified, steps shall be taken to eliminate or minimise the risks associated with the hazardous manual handling task.

Control measures shall be based on the level of risk and implemented according to the hierarchy of control specified in procedure WHS Risk Management.

The workplace, or environmental conditions, including heat, cold and vibration, where the task involving manual handling is carried out; or

The systems of work used to carry out the task involving manual handling;

Changing the objects used in the task involving manual handling; using mechanical aids.

Follow up & review

The Project Manager is responsible for arranging the assessment team and/or employee/contractors to review the controls as soon as practicable after their introduction to ensure they are appropriate. The assessment team and/or employee/contractor(s) may recommend further changes to controls where appropriate.

In addition, risk assessments and the Site Risk Control Plan shall be reviewed and revised:

When any alteration is made to objects used in a workplace or to systems of work which include a task involving manual handling, including a change in the place where that task is carried out;

Before an object is used for another purpose than for which it was designed if that other purpose may result in the person carrying out hazardous manual handling.

If new or additional information about hazardous manual handling being associated with a task becomes available to the employer;

If an occurrence of a musculoskeletal disorder in a workplace is reported by or on behalf of an employee.

Training

Training shall be provided for all Ford Civil Pty Ltd Contracting employees undertaking manual handling activities, but this shall not be the sole means of controlling manual handling risks. The training will be appropriate to the risk level associated with the tasks performed. Manual handling training needs shall be determined and delivery of training recorded in accordance with procedure Training & Induction.

Record retention

If a risk assessment determines that there is a risk of a musculoskeletal disorder, the relevant manager must ensure that the methods used to assess the risk and the results of the assessment are recorded. These records must be retained until a new risk assessment is required to be carried out, or until the task is no longer undertaken.

20. Lifting Equipment

Purpose

Ford Civil Contracting Pty Ltd recognizes that there is a potential for injury to people and damage to property that can result from faulty or inadequate lifting equipment used on the project. This operating procedure establishes a process for the inspection and testing of lifting equipment.

Definitions

Lifting Equipment – is any equipment that is used for the lifting or lowering or loads, including attachments used for anchoring, fixing or supporting it. The regulations cover a wide range of equipment including, fork lift trucks, lifts, hoists, mobile working platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

Pre-use inspections

All lifting equipment will be inspected for wear and damage prior to use, by a competent person as follows;

- The general condition of the equipment will be noted, as well as such items as attachments (swivels, safety latches etc.) for abrasions or broken strands in wires slings. Web slings will only be used if they are in perfect condition (no cuts or wear on the outer sleeve). Completed form Lifting Equipment Inspection (Appendix 25).
- If there is any doubt as to the condition or safety of an item or lifting equipment, the site supervisor is to be consulted
- Any equipment that is damaged or considered unsafe will be tagged as 'Out of Service'. The findings will be recorded in the Lifting Equipment Register, the site supervisor will arrange for the replacement of the item.
- Where a previously missing item is recovered, it will not be used until formally inspected.
- Where test certificates are supplied with new equipment, they will be forwarded to head office to file and the onsite register completed.

Scheduled inspections

Certified inspections will be conducted of all lifting hooks and shackles by a certified company.
Prior to conducting six monthly inspections, entries made into the Lifting Equipment Register maintained at the head office will be examined, making note of items reported damaged. During the inspection, the person conducting the inspection will ensure those items have been repaired or replaced.

Records

Lifting equipment inspection report ***(Form 15)***

21. Hot Works

Purpose

Ford Civil Contracting Pty Ltd recognizes that there is a potential for injury to people and damage to property that can result from fire or sparks that arises when hot work is performed on the project. This operating procedure establishes a permit authorization system to ensure that all hazards are evaluated and that appropriate safety measures and controls are taken prior to and during any operation that uses an open-flame or spark-producing apparatus.

Definitions

Fire Watch - trained personnel who are in attendance during the entire hot work operation and are immediately available to extinguish a fire or take other effective action if needed.
Hot Work - any work using an open-flame or spark-producing apparatus. Hot work includes, but is not limited to, welding, cutting, burning, grinding, and any related heat-producing jobs that could ignite combustible materials or flammable atmospheres.
Hot Work Operator - Employee or subcontractor, who operates an open-flame or spark-producing apparatus or performs any hot work on the project,
Hot Work Permit - A permit issued by the Ford Civil Contracting Pty Ltd which authorizes specified hot work at a specific location and time. ***(Form 15)***

Responsibilities for Hot Work

Requesting the hot work permit, but shall not be the actual employee(s) who is performing the hot work operation. Specific responsibilities include:

Having fire extinguishing equipment readily available and be trained in its proper use and limitations. The Site Supervisor is responsible for ensuring that the requirements of this operating procedure are understood and practiced by the employees or subcontractors:

a. Contact the Site Supervisor is responsible for the area in which the welding is to take place, inform that person of the scope of work to be performed and determine if they have any specific concerns about the procedure.
b. Determine the combustible materials and hazardous areas present or likely to be present in the work location.
c. Protect combustibles in the work location by:
   - moving the work to a designated safe hot work area or a location free of combustibles;
   - if the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition; or
   - schedule the hot work during a time when the combustibles are not likely to be in the area
d. Obtain a HOT WORK PERMIT for any work that is to be performed outside.
e. Ensure that workers are provided with and using proper safety equipment, including personal protective equipment and fire extinguishing equipment.
f. When required, designate a responsible person to serve as a fire watch.
g. Ensure that the work area is given a final inspection one-half hour after completion of the job to detect and extinguish possible hot spots or smoldering fires. The fire watch shall be released after the final inspection.

- **Fire Watch** - a fire watch shall be required whenever hot work is performed on the project **other** than designated safe hot work area. The fire watch shall be any employee or contractor designated
- Being familiar with facilities and procedures for sounding an alarm in the event of a fire.

- Correcting or stopping any conditions which may lead to a fire and reporting conditions to their department at the earliest opportunity. Attempting to extinguish fires appropriate to the available equipment and level of training, or otherwise activate the fire alarm system.
- Remain at the work site to monitor for smoldering fires while work is in progress and for at least thirty (30) minutes following job completion. If the fire watch must leave the work site, all cutting and welding must stop.

Hot Work Operators - shall obtain proper authorization to perform hot work operations via the HOT WORK PERMIT and shall handle the equipment safely and use it so as not to endanger lives and property. The operator is also responsible for:

- Ensuring full compliance with the requirements of this procedure.
- Be fully qualified to perform required hot work and verify that their equipment and tools are in good working order.
- Using appropriate safety equipment, including eye and face protection, hand protection, body protection, head protection, hearing protection and respiratory protection, as needed.
- Avoid welding or cutting operations where conditions ARE NOT SAFE.

Stop work when conditions change from those set when work was approved. If the designated fire watch must leave the work site, operations shall cease **and** the operator shall remain at the work site for at least 30 minutes following job completion to monitor for fires.

Hot Work requirements

Permit-Required - in areas where it is not practical to move the work to a designated SAFE HOT WORK AREA, hot work shall only be permitted once the area is made fire safe by removing combustibles or protecting combustibles from ignition sources.

Hot work operations are strictly prohibited under the following conditions:

a. In areas not designated as SAFE HOT WORK AREAS where a proper hot work permit has not been obtained;
b. In the presence of explosive atmospheres, such as mixtures of flammable gases, vapors, liquids, or dusts with air; On or in any drum, container or vessel that has not been properly cleaned to remove any possible explosive atmospheres that can develop inside from residual contents; or
c. In areas near the storage of large quantities of flammable or combustible materials that can readily ignite.

Hot Work permit procedures

Preparation of work area - Before a hot work permit is approved and issued the individual requesting the permit shall verify that:

a. All welding and cutting equipment to be used is in satisfactory condition and in good repair.
b. Any combustible materials such as paper clippings, wood shavings or textile fibers on the floor are swept clear for a radius of 5m.
c. All combustible materials are relocated at least 5m horizontally from the work area. Where relocation is not practical, the combustible materials shall be protected with flame-proof covers or otherwise shielded with metal or fire-resistant shields or tarps.
d. Hot work is not undertaken on pipes or other metals that are in contact with combustible materials, if the work is close enough to cause ignition by conduction.
e. Nearby personnel are suitably protected against heat, sparks, slag, etc.

Designation of Fire Watch - The individual requesting the hot work permit is responsible for designating a fire watch. The fire watch shall:

a. Have fire extinguishing equipment readily available and be trained in its use.
b. Know how to raise the alarm.
c. Watch for fires in all exposed areas, and try to extinguish them first only when obviously within the capacity of the equipment available, or otherwise sound the alarm immediately.
d. Monitor the work area for at least 1 hour after completion of the hot work to detect and extinguish any smoldering fires that may be identified.

Notification and Approval - Once the work area has been properly prepared the department or individual requesting the hot work permit shall complete the hot work permit form ***(Form 14)*** and contact the Site Supervisor for final review and approval. The Site Supervisor shall:

a. Review the permit request and verify that all necessary precautions have been properly taken. If necessary, a visual inspection may be conducted prior to final approval.
b. Verify the location, start time and duration of the hot work operation. A hot work shall only be valid for the time duration identified. No hot work permit shall exceed an 8-hour period. If additional time is needed, the requester must notify Ford Civil Contracting Pty Ltd for an extension or issuance of a new permit.
c. Once approved, the permit shall be posted at the work area for the duration of the job.

Special precautions

Work Stoppage - When work is stopped for an extended period of time the equipment must be shut down and secured to prevent accidental sparking. If the work stoppage will exceed the original duration time of the hot work permit, the requester must notify Ford Civil Contracting Pty Ltd to have the permit extended or to request issuance of a new permit.
Welding or Cutting on Containers - No cutting, welding, or other hot work is to be performed on any drums, tanks, containers or any vessel that may have contained chemicals or materials that when heated may produce flammable, explosive or toxic atmospheres if the container has not been thoroughly cleaned and prepared.
Outside Contractors - Contractors shall perform all hot work procedures in accordance with this operating procedure or be able to demonstrate that they have a comparable procedure that meets or exceeds the requirements of this operating procedure.

Personal protective equipment

Personal protective equipment for eyes, face, head, and extremities, respiratory protection and protective shields and barriers, shall be used and maintained in a sanitary and reliable condition. Outside contractors are required to provide their own protective equipment and shields, and no equipment or tools are to be loaned to outside contractors.

22. Unexpected Finds

Un-expected finds procedure is to address any unidentified/unexpected material or substance/service which may be uncovered during the excavation process that is not part of the natural soil matrix or has been identified by geotechnical investigation (previous testing has revealed the site is contaminated and the contamination occurs at various level).

- Any unidentified/unexpected material or substance found will cause the task to be immediately stopped.
- Where unidentified services are located which are not found on service checks cause the task to be immediately stopped.
- The area is to then be tapped off and Roads and Maritime **immediately** informed by the Project Manager.
- No works can recommence until;
    - The Client approves works to re-commence

    - Disposal process will clarified and approved
    - Tip locations for the material will be approved
    - The material is identified
- All additional work in relation to unidentified/unexpected material or substances are to be documented clearly in the site supervisors diary and or any variations sheets signed by the client

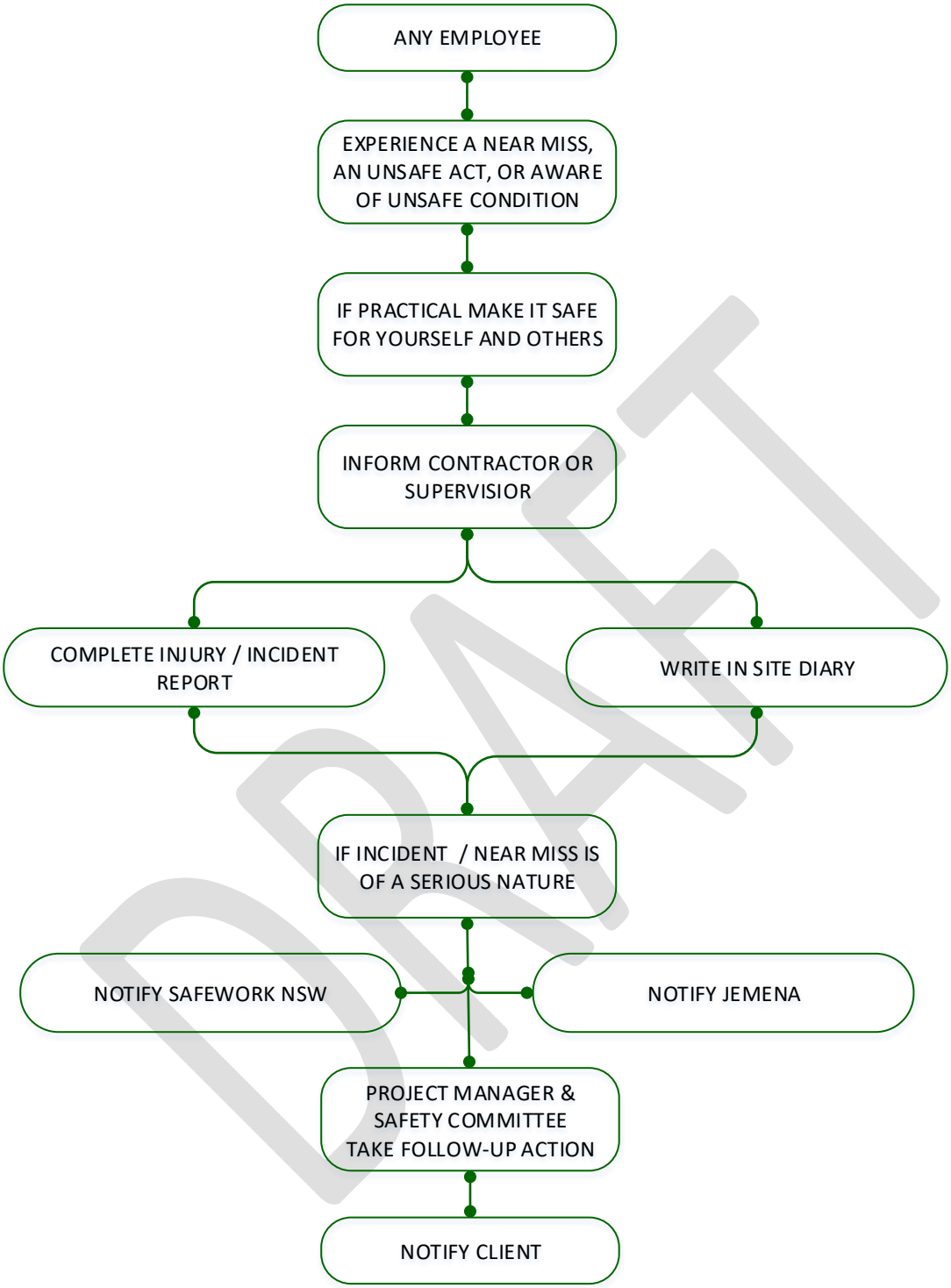
Records

Hot work permit ***Form 15***

23. Incident Reporting

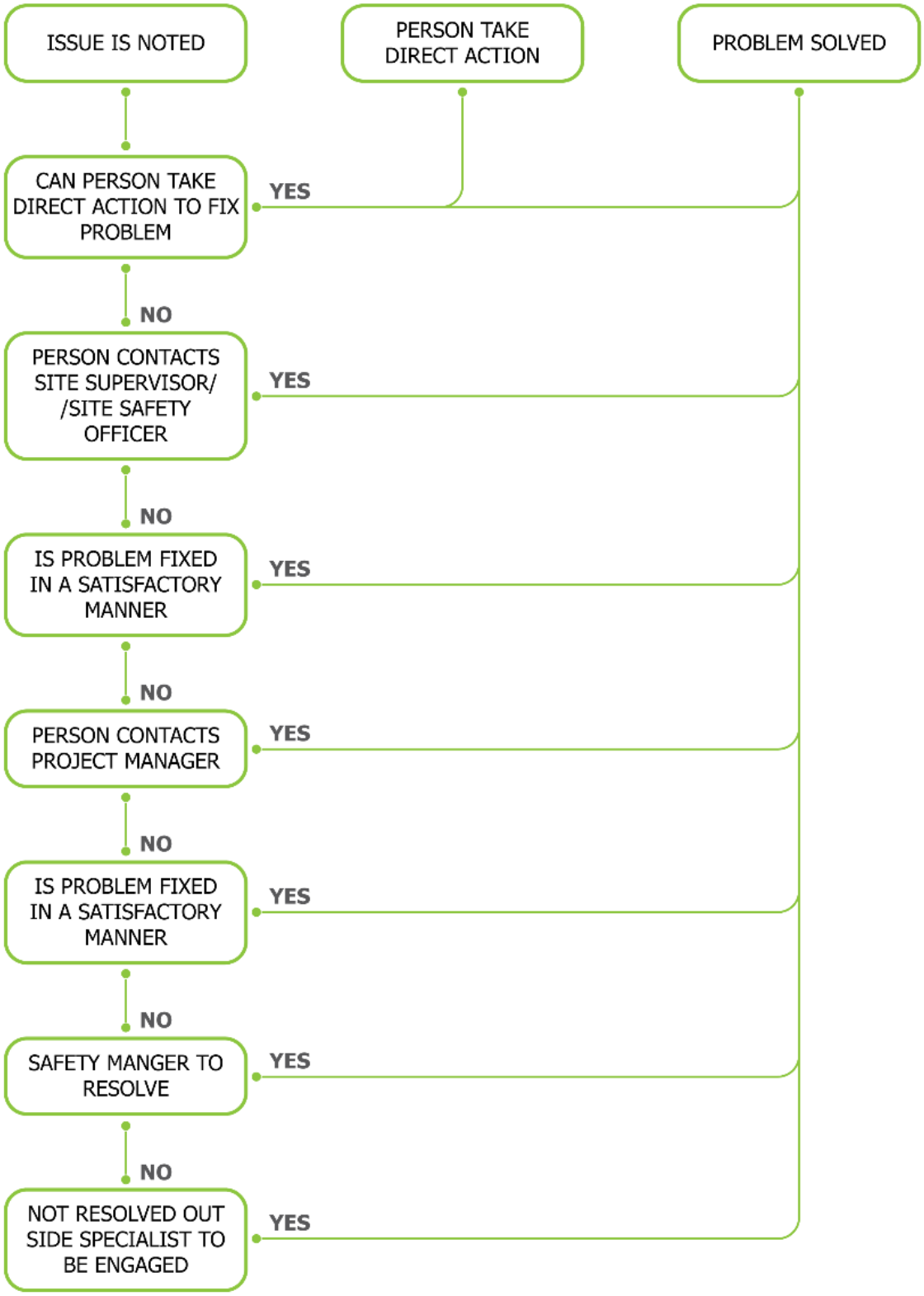
To identify who needs to be informed of an incident or emergencies and ensure that that could occur on this project and ensure that the correct emergency response equipment and training has been provided. All Ford Civil Contracting work is to conform with the following procedures at all times: Emergency Preparedness and Response and Incident Management Reporting and Investigations.

23.1 Incident Notification Process



Safework NSW phone number 131050

23.2 Hazard Reporting Process



23.3 First Aid and Emergency Response

Supervisor must ensure that appropriate and timely first aid and emergency response can be provided in the event of a person being injured or an incident where the threat of harm is ongoing.
The first step in managing any incident is ensuring the health, safety and welfare of any person who has been, or may be, directly impacted by the incident.

23.4 Register of Injury – Reporting Form

All incidents should be reported on the Incident report form. The incident should also be verbally notified to the Supervisor as soon as practicable.

If the hard copy of the form is filled out, the original copy is to be returned to the project folder and a copy to the HSEQ manager.

23.5 Reporting of Serious and Notifiable OHS Incidents

All personnel, including employees, contractors and onsite visitors, have an obligation to report incidents, including serious and notifiable incidents to their immediate line Supervisor or Manager as soon as practicable.

23.6 Management of Serious WHS Incidents (Incident Illness and Injury)

Additional requirements for how we manage and report these types of incidents.

Where any doubt exists about the level of response, two key questions should be asked:

- Has someone been injured or are they suffering from sickness or illness at work and do they require immediate or urgent medical attention?
- Is there a situation where no one has been injured, but there is an immediate and significant risk to the health, safety or welfare of any person?

If the answer to either of these questions is yes, then First Aid and Emergency Response protocols.

In any serious incident the key notification requirements that need to be considered are:

- Emergency Notifications (making sure people are safe and the hazard controlled)
- Supervisor notifications (direct supervisors informed)
- HSEQ Systems Manager notifications
- General Manager Notifications (relevant managers informed)
- Complete Notifications to client
- SafeWork NSW and statutory notifications (mandatory notifications)
- Initial Safety Alert – (notification of incident and immediate actions)

Records

Hazard Report ***Form 17***
Incident Notification
Suitable duties ***Form 23***
Incident register
Notice to stop work ***Form 26***

23.7 Contractors responsibilities to Jemena

Ford Civil shall:

- *Notify the Principals Representative of any high / medium potential accident or incident, LTIs or MTIs immediately;*
- *Report in writing to the Principals Representative within the work shift if possible, and in any event within 24 hours after it occurs;*
    - *Any potential serious occurrence that arises in the course of or in connection with the works; and*
    - *Any injury or harm to health suffered by any person in connection with the Works; and*
    - *Any operational event that results in a 24 hour loss in production.*
- *Develop and implement occurrence reporting and investigation procedures to the satisfaction of the Principal;*
- *In the event of any injury, inform Jemena's Emergency Service Provider by email or fax in a form directed by the Principal's Representative; and*
- *Finialise the completed investigation to the entire satisfaction of the Principals Representative within three (3) days of the incident.*

FCC shall notify the Principal of all hazards, near misses and any potentially serious accident of incident connected with the scope of works., in accordance with the Principal's incident management procedure "JEM HSE PR 0151 – Jemena Incident Investigation."

24. Incident Investigation

Due to the broad range of incidents that may occur, it is not possible to define every circumstance where an investigation is required. The list below provides a guide as to when an investigation should commence:

- Lost time injuries.
- Notifiable incidents (as per relevant WHS Legislation)
- Serious incidents (as per WHS Legislation)
- Impacts on any client- Network Incidents
- Medical treatment injuries (treated by a medical practitioner)
- Significant equipment failure
- Significant property damage
- Incidents with potential to cause significant harm to any person
- Injuries or illnesses where multiple persons are injured or exposed

The Project will comply with the Ford Civils procedures which defines the processes implemented for the initiation, tracking, and completion of corrective actions arising from various sources including, but not limited to, the investigation of incidents, system and compliance audits, monitoring of WHS performance against objectives and targets, and risk management activities

To allocate responsibility to identified personnel for the implementation, and review of the effectiveness of corrective and preventive actions.

It is important to notify, investigate and analyse a “near miss” as it may occur again and the results may be more serious. Major issues regarding the investigation process are outlined below:

1. The level of the investigation is determined by the actual or potential severity of the incident.
2. Due to the possibility of use in a court of law, inaccurate comments or those of a trivial or potentially slanderous nature must not be used anywhere in the report.
3. The Construction Manager and/or HSEQ Manager is responsible for ensuring that an investigation is conducted for **ALL** incidents and injuries, which will identify root causes of the incident as follows:
    - Definition of the problem.
    - Implementation of a short term solution (if applicable).
    - Identification of root causes/contributing factors in terms of Management System failures. A more detailed risk assessment is required where legislated (eg. Manual Handling, Plant & Equipment, Hazardous Substances, Dangerous Goods). Where a prior risk assessment has been completed, this assessment and any controls implemented must be reviewed.
    - Implementation of corrective action.
    - Evaluation and follow up of corrective actions implemented.
4. The HSEQ Manager completes the corrective action plan. The plan details the investigation outcomes of the incident and the actions planned to prevent the incident from recurring.
5. The Construction Manager and/or HSEQ Manager must sign off the report and investigation only after all corrective actions are implemented and the matter is finalised/closed off.

A copy of the finalised report shall be provided to the injured worker or the person who initiated the original report.

The Project Manager will ensure that clients and the General Manager and suppliers are notified in the event of a notifiable incident.

Should any person in the normal escalation process not be contactable (in person) then the next person in the escalation process must be contacted (as well as leaving a message for the first person) – and so on, until the incident is appropriately escalated.

Only brief information is required in the initial report.

For example:

- What injuries have occurred and to whom
- The condition of the injured person(s) and their current location
- When the incident occurred
- Where the incident occurred
- What happened in basic terms

Other personnel who may be affected should also be informed of hazards or potential risks to health and safety detailed in the investigation.

Records

Hazard Report ***Form 17***
Suitable duties ***Form 23***
Incident investigation ***Form 24***
Notice to stop work ***Form 26***

25. Return to Work

25.1 Accredited Rehabilitation Provider

Ford Civil Contracting Pty Ltd utilizes the accredited rehabilitation provider Ability Group (HSEQ Manager or General Manager to call Julie Ring – 0431 693 213).

- The selection of any additional, or alternative, providers shall be pursued in consultation between Ford Civil Contracting Pty Ltd the injured or ill employee.
- Notwithstanding the above agreed accredited provider or any agreed additional or alternative providers, employees have the right to nominate an accredited provider of their choice.
- Ford Civil Contracting Pty Ltd shall either facilitate or assist in obtaining reasonable access to the workplace or worksite by any accredited provider who may be involved in occupational rehabilitation at such workplace or worksite.

25.2 Rehabilitation Co-coordinators

Ford Civil Contracting Pty Ltd has appointed the HSEQ Manager to ensure that the rehabilitation process is undertaken.

Rehabilitation Co-coordinator will, where necessary, closely liaise with the Rehabilitation Provider with regards to the rehabilitation of any employee.

The Rehabilitation Co-coordinator will, where required, provide all necessary assistance in a smooth return to work of an injured worker. This may, or may not include further training of any staff or employee.

It will be the responsibility of site management to implement and maintain rehabilitation programs and keep records pertaining to issues relating to rehabilitation of the worker(s) involved by way of Site Instructions/File Notes.

25.3 Injury/illness on work site

Step by step procedures for the administration on an injury/illness to rehabilitation.

- An employee/contractor shall report any injury or illness sustained at work to his/her Supervisor.
- The Site Supervisor shall immediately ensure that the injured/ill person is provided with any necessary First Aid and medical treatment.
- The Site Supervisor/Site Safety Officer shall, as soon as possible, and in accordance with any relevant Act, Regulation and Code, carry out an investigation into the cause of the injury or illness and immediately introduce whatever corrective measures are necessary to reduce the risk of such injury or illness being recurrent.
- The Site Supervisor shall record all details of the injury or illness and relay such information to the HSEQ Manager by way of the Register of Injuries and Treatment Form.
- In the event of the injury or illness causing absence from work, the employee shall obtain a SafeWork medical certificate assessing with extent of the injury and the anticipated period of time the employee will be away from work due to the injury or illness. The certificate will be forwarded to the HSEQ Manager.
- Where the Rehabilitation Co-coordinator deems appropriate and in the event of the employee's expected time off work being in the excess of 48 hours, the Rehabilitation Co-coordinator shall advise the treating doctor of the existence of Ford Civil Contracting Pty Ltd.'s Rehabilitation program. The Rehabilitation Co-coordinator shall also advise the treating doctor of his/her name and telephone number.
- The Rehabilitation Co-coordinator shall advise the employee of his/her rights under any relevant Act, Regulation, Code and Agreement in regard to his/her injury or illness.
- The Rehabilitation Co-coordinator shall request the employee to provide written authority for the treating doctor and the Rehabilitation Co-coordinator to liaise and exchange information relevant to any rehabilitation process required by the employee.
- If, and when, the treating doctor recommends rehabilitation for an employee the Rehabilitation Co-coordinator shall advise the employee of the recommended Rehabilitation Providers under this program. Once the employee has agreed to one of these providers, or nominated another accredited provided as his/her preference, the provider so selected shall be contacted by the Rehabilitation Co-coordinator and furnished with all relevant details.
- The Rehabilitation Provider shall liaise with, and keep informed, the Rehabilitation Co-coordinator.
- The Rehabilitation Provider shall develop a rehabilitation plan, in developing this plan; the Rehabilitation Provider will liaise with the treating doctor and shall directly involve the employee; any other rehabilitation providers; the Rehabilitation Coordinator; any relevant union where appropriate.
- Such rehabilitation plan shall include an estimation of the period of time that the plan will take to complete and a provision for regular review of the plan.
- The Rehabilitation Co-coordinator shall maintain liaison with the employee and the employee's Supervisor to ensure that they are actively involved in the rehabilitation process and in agreement with the rehabilitation, plan, its operation and its progress.
- The rehabilitation plan shall include a strategy to return the employee to work. This may involve the selection of suitable duties should the employee, either temporarily or permanently, be unable to return to his/her previous duties.
- Any plan of duties shall identify the nature of the duties, any specific limitations, the hours to be worked, the rate of pay and the anticipated period of time that such duties will apply. Any duties plan shall also provide for a regular review and assessment of its progress and for any upgrading of duties.

Provided that any duties selected under such plan shall take into account the capabilities of the employee; the ability of Ford Civil Contracting Pty Ltd to provide meaningful work for both the employee and for Ford Civil Contracting Pty Ltd; the nature of the employee's infirmity; the variety of duties available and the convenience of the workplace or site to the employee's residence.

- Each Ford Civil Contracting Pty Ltd workplace or worksite shall develop, through the active support of management, a climate of support for returning an injured or ill employee to work through the provision, wherever practicable, of suitable duties. Other employees should be briefed on the suitable duties program by the Rehabilitation Co-coordinator to avoid tension and confusion.
- The Supervisor and Rehabilitation Co-coordinator shall therefore be committed to, and directly involved in, the allocation of duties in consultation with all other members of the Rehabilitation Team.

25.4 Rehabilitation procedures

Procedures when a return to work involves the provision of suitable duties.

- The Rehabilitation Coordinator, with the co-operation and assistance of the employee's supervisor and Rehabilitation Provider, shall provide supervisor and support to the injured or ill employee.
- The employee shall be involved in an ongoing review of his/her rehabilitation.
- The employee shall direct any concerns, complaints or questions regarding his/her rehabilitation Coordinator.
- The Rehabilitation Provider and the Rehabilitation Coordinator, in consultation with the employee's supervisor, and the injured employee, shall monitor the progress of the injured or ill employee and the suitability of the duties being performed by the employee.
- The Rehabilitation Coordinator shall ensure that the SafeWork claim is properly managed and shall be the point of contact between all members of the rehabilitation team.
- The Rehabilitation Coordinator shall ensure that the injured or ill employee is made aware of his, or her, rights and the services available for his/her rehabilitation.
- The Rehabilitation Provider shall conduct an ongoing assessment of the injured or ill employee and provide progress reports to the injured or ill employee. The Rehabilitation Provider shall ensure that ongoing treatment of, and support for, the injured employee is maintained.
- The Rehabilitation Provider shall regularly reassess the rehabilitation plan and formulate, the implement, any necessary changes to the plan in consultation with the rehabilitation team.
- These procedures shall continue until either the employee withdraws or is withdrawn from the rehabilitation program/plan, returns to full-time employment in some new role as agreed by the rehabilitation team and Ford Civil Contracting Pty Ltd and in accordance with medical opinion

25.5 Rehabilitation procedures

Employee obligations

No rehabilitation management plan can operate without the co-operation of the individual employee and employees collectively.

The employees responsibilities include:-

- taking reasonable care in the performance of work, so as to prevent work related injury or illness to themselves and others
- co-operating with employers to enable rehabilitation obligations imposed on the employer, by the Act and by the guidelines, to be met;

- participation in a rehabilitation program is voluntary, however non-participation may result in reduced weekly benefits
- co-operating in reasonable workplace changes designed to assist rehabilitation to fellow workers
- notifying the employer of injury or illness as soon as possible, and
- co-operating with employers by providing written authority to the treating doctor to liaise and exchange information with the Rehabilitation Co-coordinator relevant to the processing of the SafeWork claim and any rehabilitation program concerning an injury or illness sustained at the workplace

Education

- The Rehabilitation Coordinator shall ensure that this program is brought to the attention of all employees.
- Sufficient time shall be allocated by Ford Civil Contracting Pty Ltd for the Rehabilitation Co-coordinator to fully explain to employees the procedures they should follow when suffering from a work-sustained injury or illness. Any changes to the program should also be the subject of similar briefing sessions.
- An induction program, along similar lines, shall be implemented for any new employee by the Rehabilitation Coordinator.
- The Rehabilitation Coordinator shall consider the multi-cultural character of his/her workforce in explaining the procedures contained in this program.

Dispute resolution

Any disputes arising out of this Rehabilitation Program, or in relation to any individual plan, shall be resolved by discussion and conciliation.

Records

Suitable duties ***Form 23***

25.6 Human Error and Disciplinary Action

Human error has been found to be a contributing factor to workplace incidents. Ford Civil utilises many levels of controls in the workplace in order to minimise the impact of errors. In order to reduce human error Ford Civil provides training, supervision and insists workers are fit for their duties.

During an investigation where a worker has been found to deliberately breach the Ford Civil System the Site Supervisor or Project Manager will implement a disciplinary process on site for persons that repeatedly commit breaches against the WHS systems implemented on the site or the WHS Act 2011 and or Regulation of 2017, Codes of practices etc.

Persons will be dealt with in accordance with the following disciplinary procedure.

First offence

Ford Civil Contracting Pty Ltd direct employee may receive a verbal warning instead of a written warning at the discretion of the Site Supervisor. The verbal warning will be followed up a written warning in the Ford Civil Contracting Pty Ltd system. A copy of the warning is to be forwarded to Head Office.

A subcontractor employee or hour hire employee may receive a verbal warning instead of a written warning and be re inducted. The verbal warning will be followed up a written warning in the Ford Civil Contracting Pty Ltd system.

In addition a copy of the warning will be sent to the individual's employer.

Second offence

Ford Civil Contracting Pty Ltd direct employee will receive a written warning and be re inducted. A copy of the warning is to be forwarded to head office.

A subcontractor employee or hour hire employee will receive a written warning and re inducted. In addition a copy of the warning will be sent to the individual's employer.

Third offence

Ford Civil Contracting Pty Ltd direct employee will no longer be allowed on site and may at the discretion of management have their employment terminated.

A subcontractor employee or hour hire will no longer be allowed on site and their employer notified.

Serious breaches –

INSTANT REMOVAL FROM SITE AND POSSIBLE FURTHER DISPLINARY ACTIONS

- Any offensive behavior such as **urinating / defecating** on site.
- Any Offensive behavior, **verbal or otherwise** directed to a member of the public.
- Interfering with equipment and/or materials provided in the interest of Health and Safety.
- Any person involved in **fighting.**
- Any person performing "**HIGH**" risk activities (i.e. putting your life or others into immediate possible fatal situations) and found to be knowingly working in an unsafe manner or directly in breach of Statutory and regulatory requirements.
- Partaking in **theft and misappropriation**.
- Operating plant or machinery while under the influence of **alcohol or other drugs.**

26. Monitoring and Inspection and Auditing

The purpose of inspection, testing and monitoring programs is to ensure Ford Civil Contracting

- Meet legal requirements
- Ensure compliance with WHS and environmental regulations and special conditions
- Ensure compliance with this Project Management Plan
- Use workplace specific checklist(s)
- Define inspection and test intervals based on identified risk
- Incorporate a reporting and corrective action process
- Monitor conformance to the Ford Civil Contracting safe working procedures
- Monitor the effectiveness of control measures.

The inspection required for this project includes:

- Daily diary
- Daily Site Safety officer self-audit
- Weekly inspection
- SWMS task observation
- First Aid and emergency equipment inspection First Aid and emergency equipment inspection
- Monthly inspection First Aid and emergency equipment inspection
- Systems audit

Based on the duration of the project and client requirements an internal audit will be carried one month from construction commencing on site and then every six months ahead of the plan review. The audit outcomes will be presented to the site staff, Senior Project Manager and Senior Management.
Any deficiencies found during the audit will be addressed within the guidelines of the Project Quality Plan, which covers non-compliance, areas of improvement and corrective actions.
The results of the audit will also be tabled to the General Manager upon the completion of the audit and a copy of the closes once they are completed in the specified time.

The SWMS observation will be carried out by the Site Supervisor or nominated representative and will be conducted as follows:

- An activity will be assessed against compliance on the approved SWMS for the works. Any nonconformance will be documented on the SWMS
- If any dangerous acts or situations are observed, they will be stopped immediately and corrected before work resumes. The reasons for the stoppage will be explained to the involved in the act.
- Any corrective actions raised as a result of the observations will be recorded on the SWMS
- At the completion of an onsite review of the SWMS against activities being conducted, the supervisor will sign of the back of the SWMS stating the date and time of review and also nominate it in the supervisors diary, reviews are to be carried out at no more than two week intervals

The resulting corrective action will need to be addressed by revising the SWMS.
The SWMS will then be reviewed in accordance to the reviewing of SWMS procedure for acceptance or rejection.
The timing of inspections will be undertaken every 2 weeks while the swms are active or after any event, change in process or risk.

Type of Inspection	Type	Frequency	Inspector	Records
Foreman Daily site diary	Safety and resourcing environment and quality	Each day	Foreman	Daily diary
Site safety	Site safety	Daily	Safety Representative	Site safety officer self-audit
Safety Inspection	Safety	Weekly	Site Engineer	Weekly site safety inspection report
First aid and Emergency equipment	Safety	Monthly	First aider	First aid and Emergency equipment
SWMS (task observation)	Safety	Fortnightly	Project manager	Task observation
Safety Inspection	Safety	Monthly	HSEQ manager	Site safety Audit
SWMS Compliance	Task observation	Fortnightly	Director or senior management	Task observation
Client inspection	All	Weekly	Client	Client inspection Report
System Audits	All	One in first month of construction and then 6 monthly ahead of plan review	Internal/External Auditor	Audit report

27. Reporting

The project will report on its performance to Ford Civil and to the client. The aim of reporting is to track performance on the project and provide details on safety, quality and environmental performance.

Reporting on the status and effectiveness of corrective and preventive action comes through scheduled client meetings.

Statutory reporting is managed by the HSEQ Manager with the support of operations management to ensure compliance with Work Safe, EPA and or other authority reporting requirements

Report prepared by	Reported to	Information	Frequency	Records
Project Manager	Construction Manager & HSEQ Systems manager	• Project profit and loss reports • Updated program noting required upcoming resources. • No. of toolbox talks carried out over the previous fortnight and the location as to where they are saved on the server. • No. of incidents reported over the previous fortnight and the location as to where they are saved on the server. • No. of near misses reported over the previous fortnight and the location as to where they are saved on the server. • Hours worked in order for LTIFR and MTIFR to be calculated	Fortnightly/monthly	Fortnightly Monthly report
Supervisor	Project manger	Incidents	Every incident (as per incident notification above)	Incident report
Project Manager	Client	Progress report Incident and system failure Hazard identifications Hazards-/risk assessment Preventative and corrective action Statutory requirements	Weekly Monthly As require	Report minutes Client report Progress claim

Records

Statistics reporting ***Form 28***

28. Document Control

The purpose of document control is to ensure the consistent and uniform management of electronic and hard copy documents relating to health and safety. Also a standard procedure shall set out the requirements for the writing and review of Safe Work Method Statements (SWMS).

All documents shall be legible, readily identifiable, contain an issue date (and revision date where appropriate), revision or version number, and the name of the author/owner of the document.

All documents shall be maintained in an orderly manner at each Ford Civil Contracting Pty Ltd project work site in a location that will allow easy access by all personnel with the exception of those document deemed to be confidential e.g. return to work files.

Ford Civil Contracting Pty Ltd through suitable means shall communicate any changes or updates made to the Ford Civil Contracting Pty Ltd Safety System and the Project Managers regular weekly meeting.

The effective implementation of these procedures at the workplace shall be evaluated on a periodic basis by way of an audit.

All documents that are being replaced / upgraded are to be noted on the page by a revision number and revision number.

Procedures and Safe Work Method Statements (SWMS) may be developed and implemented as a risk control following completion of a risk assessment for a particular task.

The procedure shall contain the following:

Standard header and footer containing procedure number, revision number, date from which procedure is effective, person authorising procedure, page number and numbers of pages;

- Authorisation by appropriate management level
- Purpose
- Scope
- Definitions (where appropriate)
- Responsibility
- Procedure
- References
- Records
- Attachments.

Retention of Records

It is essential that certain records be retained for prescribed periods in accordance with the legislation and procedures. Documentation will be retained in accordance with the timeframes specified within the Document Retention are in the table below

After the allocated times for document retention all documentation is shredded for disposal by approved environmental methods.

Review

All documents in the WHS Management System will, as a minimum, be reviewed annually or as the need is identified. In reviewing documentation, Ford Civil Contracting Pty Ltd will consider changes in legislation, client needs, operations, etc. As part of the process, management will seek input from employees and relevant experts such as WHS Consultants.

The document control procedures shall be evaluated periodically. Amendments to documents will be communicated to relevant staff through formal written communications or another suitable means such as meetings.

Obsolete documents shall be promptly removed from all points of issue and points of use following an update and archived documents retained for legal or system evaluation purposes shall be suitably identified, stored and managed.

- Completion of all the documents forming the Project Management Plan and providing a copy to Maintaining an up to date version of the documents forming the Project Management Plan. A record of revisions that occur will be kept. All obsolete documents will be removed from distribution.
- Providing an updated copy of any of the documents forming the Project Management Plan whenever changes occur.
- Maintaining a register of people to whom the documents forming the Project Management Plan are issued.
- Reviewing all the documents forming the Project Management Plan to ensure that they are up to date and accurate.

Record	Location during project	Frequency of updates during project	Store with project files for 25 project	Store by Corporate (not in project files)
Project Management Plan	Onsite Project vehicle	At least annual or following any incident	Yes	NA
Site plan	Onsite Project vehicle	At least annual or following any changes	Yes	NA
Dilapidation Surveys	Project office /Head office	Pre and Post construction	Yes	NA
Dial before you dig	Onsite	Every 30 days	No	NA
Geotechnical reports	Project office /Head office	As required (mobile cranes and soil conditions)	Yes	NA
Traffic management Plans	Onsite Project vehicle	As required	Yes	NA
Programme	Onsite	Each month	NA	NA
Contract Agreements	Project office /Head office	Each Contract	Yes	Yes
Contractor SWMS	Onsite	As required	Store until works are completed IF there are any related incidents store with incident file	NA
Policies	Project Management Plan	Reviewed annually	NA	Yes
WHS Meetings	Minutes on shared file	As required	7 years	NA
Client meetings	Minutes on shared file	As required	7 years	NA
Daily Prestart	Onsite Returned to project office	Daily	Yes	
Toolbox talks	Onsite Returned to project office	Weekly	Yes	
Project Approvals	Project office	As required	Yes	
Risk Assessment	Project plan	Varies	Yes	
Company Induction and Training Records	Office	As required	NA	Employee employment period Plus 20 years and kept confidential

Record	Location during project	Frequency of updates during project	Store with project files for 25 project	Store by Corporate (not in project files)
Skills Competency Register	Office	As required	NA	Employee employment period Plus 20 years and kept confidential
Copies of High risk work licence	Project office	As licenses expire	At least 12 months following the completion of works	
Injury Report and Incidents	Warehouse and Project locations	As required	Yes	Employee employment period Plus 20 years and kept confidential
Illness / Injury Statistics	Office	Quarterly reports		25 years
Maintenance and Testing Servicing	Warehouse			7 years
Hazardous Substance Register	Project vehicle	As required		Updated annually Store 25 years
Site Inspection Records including • Hazardous Substance • Plant and Equipment Inspection • Electrical • Safety Belts and Harnesses, etc.	Project files	As specified in plan	Years - 7 years	NA
Inspection and Test Reports	Warehouse Project Files Copy to client (as required)			Maintenance and warranty period for works and duration of supplied products life cycle
WHS Design	Project Minutes on shared file	As required		7 years
WHS Audits	Audit report on shared file	As required		7 years
Corrective Action	Corrective Action on shared file			7 years
Contractor Information Training Records Plan SWMS Plant Checklists ITP	Project files on shared file			7 years

Appendix 1 WHS Policy

WORK HEALTH AND SAFETY POLICY

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that our operations and activities do not place the local community or environment at risk of injury, illness or damage.

AIMS AND OBJECTIVES

We will adopt procedures to –

- provide and maintain healthy and safe workplaces, safe plant and systems of work;
- provide written procedures and instructions to ensure safe work practices;
- ensure compliance with legislative duties and current industry standards;
- provide such information, instruction, training and supervision to workers, contractors and customers as is necessary to ensure their continued health and safety; and
- provide support and assistance to workers and involve them in consultation on safety issues.

RESPONSIBILITIES

We recognise that the overall responsibility to provide a safe workplace rests with management, who will be accountable for the implementation of this policy. These responsibilities include –

- ensuring that all WHS policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injuries and illnesses; and
- providing adequate resources to meet these WHS commitments.

Workers also have responsibilities, which include –

- following all WHS policies and procedures; and
- recognising hazards which may affect the health and safety of themselves, others, or the environment.

We are committed to encouraging consultation and co-operation between management and employees, and will formally involve elected health and safety representatives in any workplace change or any matters that may affect the health and safety of workers.

AUTHORISED BY

Signed: Position: General Manager Date: 07th November 2017

Appendix 2 Rehabilitation Policy

FORD CIVIL
BULK EARTHWORKS
INFRASTRUCTURE
ENVIRONMENTAL
ROADWORKS
LANDSCAPING

REHABILITATION AND RETURN TO WORK POLICY

POLICY STATEMENT

This company encourages all workers who suffer a work-related injury, illness or disability to return to work through the process of occupational rehabilitation, and, as part of this commitment, will expedite this process by adopting appropriate rehabilitation and return to work procedures.

AIMS AND OBJECTIVES

We will strive to assist workers to return to their pre-injury or illness occupation as early as possible, or alternatively, to access the services of an approved rehabilitation provider to consider options for a return to other gainful employment either with this company or another employer.

Our objectives are:

- to establish a systematic approach to occupational rehabilitation services for all workers
- to develop and encourage the expectation that it is normal practice following work-related injury, illness or disability for people to return to meaningful, productive employment at the earliest possible time
- to establish that rehabilitation is the usual course of action, and, when appropriate, the managed, safe and early return to meaningful, productive employment should begin at the earliest possible time, and
- to appoint a case manager from within the organisation or obtain the services of an approved rehabilitation provider to oversee the workplace rehabilitation process.

RESPONSIBILITIES

We, as a company will:

- commence all actions to assist workers to stay at or return to work as soon as possible in a manner consistent with medical advice
- assist any worker who is injured or made ill because of their work to return to work in the shortest possible time provided that it is safe and practicable to do so, and
- provide suitable alternative work which will not jeopardise the well-being of the worker where practicable.

Workers are expected to:

- assist and cooperate in ensuring that this policy is followed, and
- actively participate in the rehabilitation and return to work process as agreed between the company, themselves, their treatment provider, and their rehabilitation coordinator or case manager.

AUTHORISED BY

Signed: Position: General Manager Date: 07th November 2017

Appendix 3 Alcohol and Drug Policy

FORD CIVIL

BULK EARTHWORKS
INFRASTRUCTURE
ENVIRONMENTAL
ROADWORKS
LANDSCAPING

ALCOHOL AND DRUGS POLICY

POLICY STATEMENT

It is the policy of this company to ensure that we fulfil our obligations as an employer under health and safety legislation by ensuring that workers do not place their own health and safety or the health and safety of others at risk. To achieve this, we are committed to providing and maintaining a working environment in which workers are not exposed to hazards arising from the use or abuse of alcohol or drugs either in the workplace or in other circumstances which may adversely affect the health and safety of themselves or others at work.

AIMS AND OBJECTIVES

We will strive to ensure that all workers engaged by this company, both as employees or contractors, are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of alcohol or drug use or abuse. To achieve this, no person will be allowed to enter a workplace or carry out work while suspected of being under the influence of or suffering from adverse effects of alcohol or drugs.

Instances of wilful abuse of substances, whether legal or illegal, or trafficking of substances that are illegal and/or detrimental to the safe conduct of work are prohibited, and are cause for immediate termination of employment and removal from the workplace of the person or persons involved.

RESPONSIBILITIES

All workers must comply with this alcohol and drugs policy when in a workplace covered by this policy. Workers must not exceed the blood alcohol content (BAC = 0) limit set by the company when on or in company workplaces. Random alcohol screening may be carried out to enforce this policy, as will testing of any person reasonably suspected to be affected in any way by alcohol use, and offenders subject to immediate appropriate disciplinary action. Workers must advise their supervisor if they are using any medication, and whether taking (or failing to take) the medication is likely to affect their safety of the safety of others at the workplace.

The consumption of alcohol while at work is not permitted, except for authorised work functions when consumption of alcohol is sanctioned by senior management of the company, who will ensure that adequate supplies of low alcohol and non-alcoholic beverages (including water) are available. All persons attending such functions are expected to consume any alcohol in a responsible and socially-acceptable manner.

Any use of illicit drugs will be considered as rendering a person unfit for work. Random drugs screening and/or testing may be carried out of any person reasonably suspected to be adversely affected in any way by drug use to enforce this policy, and offenders subject to immediate appropriate disciplinary action. Possession or trafficking of illicit drugs will result in immediate dismissal and removal from company workplaces.

AUTHORISED BY

Signed: Position: General Manager Date: 07th November 2017

Appendix 4 Environmental Policy

FORD CIVIL

BULK EARTHWORKS
INFRASTRUCTURE
ENVIRONMENTAL
ROADWORKS
LANDSCAPING

ENVIRONMENTAL POLICY

POLICY STATEMENT

As part of our commitment to achieving the principles of responsible environmental management, sustainability and protection of the natural environment in our workplace, we recognise our moral and legal responsibility to ensure that our activities, products and services are designed to protect and enhance the environment in the communities in which we operate, and our obligations to ensuring that our operations do not place the natural environment or the local community at risk of harm.

AIMS AND OBJECTIVES

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community to adopt procedures that –

- reduce waste through innovative work practices and recycling practices
- minimise environmental impacts by reduction of polluting substances produced by our operations, activities, products or services
- minimise the impact of our operations on the neighbouring community
- increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful
- ensure that our suppliers follow acceptable environmental policies, and
- actively promote environmental awareness among workers, clients, customers and the general public.

RESPONSIBILITIES

We recognise that the overall responsibility environmental sustainability rests with management, who will be accountable for the implementation of this policy. These responsibilities include –

- ensuring that all environmental policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm;
- encouraging consultation and co-operation between management, workers and stakeholders in matters which may affect or impact on the environment; and
- providing adequate resources to meet these environmental commitments.

Workers also have responsibilities, which include –

- following all environmental policies and procedures; and
- recognising and reporting hazards which may affect the health and well-being of the environment.

AUTHORISED BY

Signed: Position: General Manager Date: 07th November 2017

Appendix 5 Workers Compensation Statement of currency

icare workers insurance

certificate of currency nsw

ALAN GORDON
FORD CIVIL CONTRACTING PTY LTD
9 HATTERSLEY ST
ARNCLIFFE NSW 2205

issue date
08/06/2018

print date
08/06/2018

Dear ALAN GORDON

statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW)*.

valid until

30/06/2019

policy number
105441501

legal name
FORD CIVIL CONTRACTING PTY LTD

trading name
FORD CIVIL CONTRACTING

abn
24 002 542 814

acn
002 542 814

industry classification number (WIC)
412100 Road and Bridge Construction

number of workers*
120

wages/units*
$13,050,000.00

* Number of workers includes contractors/deemed workers.
* Total wages/units estimated for the current period.

important information

Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the *Workers Compensation Act 1987* (NSW). Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place, i.e. compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate. A principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours faithfully,

Jason McLaughlin
General Manager, Loss Prevention and Pricing
icare Workers Insurance

Attachment 1 Project Induction

	Details		
Project	Clyde Street Gasworks Remediation Project		
Site Entry	1 Chatham Street, North Hamilton NSW 2292		
Address	1 Chatham Street, North Hamilton NSW 2292		
Client	Jemena Limited		
Approved by	Deliverable item		
Date			
Prequalification's for induction	All persons presenting for induction must be able to provide the following items: • Personal identification with photograph • General induction card (white card or **certificate** of completion **valid for 30 days** - only) • Relevant plant tickets and current VOC (VOC valid for 2 years) • ACM training previously undertaken • Valid driver's licence if operating mobile vehicles on site – Licence type to be checked against piece of plant being operated		
Precursor to the works	The project was declared a significantly contaminated land by the Environment Protection Authority (EPA) on 18th August 2011 under the Contaminated land Act 1997 (CLM Act) (Declaration No 20111101/Area No.3060)		
Scope of works	The scope of work on this project includes Ford Civil Contracting Pty Limited has been awarded the Contract as for the Clyde Street Former Gasworks Remediation Project and includes the following cope of works: • Removal of all vegetation and mulching for off-site disposal; • Relocation of existing stockpiles within the area hydraulically downgradient of the proposed; • subterranean barrier wall; • Demolition of the former office building located in the south western portion of the site; • Excavation and demolition of all gasworks related infrastructure (above and below ground); • Retention of demolished structures within the area hydraulically downgradient of the proposed subterranean barrier wall; • Grading of the site to achieve final landform design in accordance with the RAP; • Installation of 510m subterranean, low permeability barrier wall (LPBW) parallel along the western extent of the site, extending to the north-eastern and south-eastern site boundaries; • Western boundaries of the Site. The LPBW will be comprised of soil excavated from the LPBW trench which has been mixed with bentonite slurry and backfilled into the LPBW trench; • Design and installation of Low Permeability Barrier Layer (LPBL) across the majority of the site; • The LPBL will be comprised of a 350mm layer of low permeability clay overlain by 150mm road base layer and finished with two coat spray seal; • Design and installation of subsurface drainage infrastructure; and • Sealing of the LPBL with a spray seal.		
Key Personnel			
	Remediation Manager	Miguel Canas	0421 029 279
	Project Manager	**Adam McInnes**	**0438 939 870**
	Project Engineer	**Tina Lien**	**0429 150 353**
	Site Supervisor	**Will McGrath**	**0403 045 453**
Purpose of Induction	It is a requirement of entry to this workplace that all persons conform to all statutory regulations and company policies as referred to, and contained in the Work Health and Safety Plan.		

	The site rules are to set a standard of work and behavior which will not be compromised on the project. We will achieve this objective through providing the workforce with the training required to increase their safety awareness. To fairly and impartially regulate the actions of employees in order to assure the safe, orderly and efficient work environment throughout the Project.
Aboriginal significance	A site survey and investigation has been undertaken by Virtusheritage has considered the site to have low potential for intact archaeological deposits. The land in the area is considered to be the ancestral home of the 'Awabakal" and Newcastle was known as "Mulubinba". The report states. 'There is no option for conservation in the project". In the event of an aboriginal find the OEH regional archaeologist and EnviroLine is to be contacted on **13155**. The protection of any aboriginal find is protected the National Parks and Wildlife Act 1974. In the rare case bones are found the MSW Police, OEH and EnviroLand are to be contacted immediately.
Site Compound	The site compound includes ☐ Project office; ☐ Consultants offices; ☐ Toilets / change room; ☐ Lunch shed; ☐ First aid facilities; ☐ Storage facilities; ☐ Limited site parking; ☐ Smoking area; ☐ All persons on site must leave **site amenities** in a **clean, tidy and hygienic** state after use
Safety Objectives Consultation	☐ No client raised non-conformances
	Consult your site supervisor immediately if you are unsure as to the task at hand, the procedure you should follow, or the safety aspects of undertaking the work You may raise any issues ☐ During the induction ☐ Daily pre starts ☐ Weekly toolbox ☐ At any time with your supervisor ☐ At any time with your safety representative or management If in **any doubt** about **a task consult** with a member of **the site team**
Safety Representative	Will Smith
Legal Requirements	All works carried out under this scope are to comply with **Work Health Safety Act 2011 and Regulation 2017** **Protection of the Environment Legislation Amendment Act 2011** In addition to the above requirements the WorkSafe requirements under the harmonisation requirements must be followed including but not limited to the approved Codes of Practices issued by WorkSafe. This include but not limited to: CoP Induction Construction Work CoP Construction Works, CoP Excavation Works, Cop Hazardous manual tasks, CoP Managing risks of plant in the workplace, CoP Managing the risks of falls at the workplace. A full list of the current codes of Practices can be found in the front of the Project

	Work Health and Safety Plan.
Access to legal requirements	Access to Act and Regulations and Codes of Practice can be arranged electronically at any time. Project staff can provide access to • www.weblaw.com.au (Acts and regulations) • http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/codes-of-practice (Codes of Practice) • Australian Standards are available from the HSEQ Manager
PPE	The mandatory PPE for this work includes ❒ Hard hat – **red and green are not permitted on site;** ❒ Safety glasses; ❒ Long sleeve shirts; ❒ Steel cap boots / gum boots; ❒ Lung protection - P2 mask (beyond the Asbestos exclusion zone); ❒ Lung protection – ½ face respirator (within the Asbestos / contamination exclusion zone); ❒ Tyrex suits (beyond the Asbestos exclusion zone); ❒ Tyrex flame resistant suits (beyond the Asbestos exclusion zone for any person undertaking Hot Works); All PPE must be in good condition and must comply with relevant Australian Standards. Other potential PPE includes • Gloves • Hearing protection – ear muffs **Class 5** • Reflective gear for night works as required • Harnesses both for fall restraint, fall arrest, rescue • Additional eye or face protection for high impact activities - as per SWMS) • High visibility clothing • Life preserver (inflatable) Note: ½ face r**espirator** can only be worn after completion of **fit test** (Qualitative – smell test or Quantitative – pressure test.) Copies of the results must be retained with the induction records. The person wearing the respirator must be clean shaven around the sealing points.
High Risk Work	• All high risk work on this project is by conducted as per approved **safe work method statements (SWMS)**
High Risk Work SWMS	☒A person may fall more than two metres ☐Structural alterations that require temporary support to prevent collapse ☐Artificial or extremes of temperature ☒Powered mobile plant ☒Trench or shaft if the excavated depth is more than 1.5 metres or unstable ground ☒On or near pressurised gas distribution mains or piping ☒On or near energised electrical installations or services ☒ Confined space ☒On or near chemical, fuel or refrigerant lines ☒Involving removal or likely disturbance of asbestos ☐ Area may have a contaminated or flammable atmosphere ☒ On or adjacent to roadways or railways used by road or rail traffic ☒ In, over or adjacent to water or other liquids where there is a risk of drowning ☐ Work that is carried out in a telecommunications tower

	☒ Work that involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure ☐ Work involved Explosives ☐ Involved tilt up or precast concrete ☐ Work involves diving work
Risk	Controls
Site Entry	• No personnel are to enter / access the Site without prior notice to the site supervisor or representative. • All VISITORS (i.e. Persons NOT Inducted) must report to the site office upon arrival and must be accompanied at all times on-site by an Inducted person. • Vehicle access to the site will be coordinated with the site supervisor, all vehicles entering the site will travel at a maximum speed of 20km/hr. or slower as directed or sign posted. • Parking for private vehicles is permitted on site, in designated areas ONLY. • All trucks entering the site are to follow the site road rules and not block the access roads at any time. • Be aware of the impact this project can have on the surrounding environment if good work practices are not adhered to i.e. dust suppression, disturbance to local fauna/flora, disturbance to local businesses. • At no times are building / plant / equipment to be stored outside of the works boundaries where the general public may be able to access • Be aware of signs and barricades at all times. If a barricade or warning sign has been knocked do not ignore it, fix it.
Alcohol and drugs	• **DO NOT** take or consume **ANY** alcohol or illicit drugs before **OR** during work hours (as per the law) • **ZERO Tolerance** – if found to be taking or under the influence of alcohol or illicit drugs during work hours, you will be subject to disciplinary action (this may include instant dismissal) • The site will be subject to random drug and alcohol testing • Urine tests will contain trace of substances for up to and beyond 90 days • If you are taking any prescription/over the counter medication you **MUST** discuss your work activities with your Supervisor / Project Manager. **You** will be required to carry a copy of the prescription or have the medication in the original packaging with your and the doctors details clearly visible. This must be present prior to undertaking any testing.
Site Hours	The site is available for over the shutdown weekend. Working hours will be determined per section of works and employees advised of start and finish times in advance. The general site hours are from **7am to 6pm Monday to Friday, 8am to 1pm on Saturday** All works must be ceased outside of these hours, barriers and equipment must be secured and safety stored. **All general site delivers must be within work hours, large plant deliveries that arrive outside of curfew will park up on site and not be unloaded to site working times** **No works to be done on Sunday or on a Public Holiday without express written approval from the Client.** **Emergency works can be done carried out side of work hours** but they must be deemed emergency works – not programmed or works that have over run.
Behaviour on site	• All works carried on the project must be conducted as per approved **safe work method statements (SWMS)** • Do not indulge in **horseplay / practical jokes** on site • No-one is to work alone on site

	• Bullying, violence and harassment are NEVER acceptable • All personnel are expected to behave in a manner where everyone is treated with dignity and respect • Any person who experiences bullying, violence or harassment is encouraged to speak to their Supervisor, this will not be tolerated on site
Administration	• Completed induction. • Completed Asbestos awareness training. • Provided copies of training and competencies (relevant to work being performed). • Signe relevant SWMS. • Signed Project plans. • Attended daily prestart / weekly toolbox. • Complete all training as required.
Permits	FCC Permits are required for the following work • Excavation • Hot work • Confined space • Lock out / tag out permit • **No permit no work** Additional permits / approvals may be required from providers as required.
Slips/trips and fall	• Keep work areas free from rubbish and debris • Use rubbish & recycle bins provided • Clean up any spills **immediately** • Keep walkways, doorways and platforms clear at all times • De-nail timber or plywood progressively • Stack materials in an orderly, accessible and maintained manner • Empty trucks of drink bottles and general rubbish at the end of each shift
Contaminated soils /Asbestos	• Asbestos has been found on stock piles that are covered on site. • Asbestos may be found in areas being excavated, if identified in existing ground conditions or loose on the ground works must stop immediately • Any breaches of the asbestos controls (failure to wear the PPE) will result in you being sent back for re-induction or removal from site. • During excavation contaminants such as petroleum hydrocarbons, polycyclic aromatic hydrocarbons (PAHs) and heavy metals may be unearthed, if this occurs works are to immediately stop, assessment and controls will be implemented. • All person working in contaminated zones are to be briefed on the use of the decontamination unit/s being utilised on site and to wear the appropriate PPE.
Work near traffic	• No personnel are to work on the roadway until all traffic control measures are in place and direction from the supervisor • All works involving traffic must be undertaken as per approved traffic controls plans • All traffic control measures are to be inspected prior to works being undertaken by the appropriately trained traffic controller.
Electrical	• All electrical registers will be presented by all persons using electrical items on site to the site safety officer. Tags will be checked for currency. • All electrical tools, leads, etc. must be inspected and tagged prior to use. Inspection and tagging is to be strictly maintained in accordance with the Managing Electrical Risk Code of Practice for Construction Work. All electrical tagging is to be taken at maximum of 3 month intervals. A maximum one week overlap period to be maintained. This includes Site Amenities. • All electrical work must also comply with WHS and electrical safety legislation, regulations and standards. • All electrical leads to be elevated and supported on insulated hooks or stands at all times.

	• Electrical danger tags must not be removed, other than by the person (a qualified licensed electrician) working on the electrical board. • Extension leads are not be joined (pigged backed) the maximum lead length permitted on site is 30m • **Live work** on Electrical installations is **'PROHIBITED'**
Confined Space	A confined space means an enclosed or partially enclosed space that: o is not designed or intended primarily to be occupied by a person; and o is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and „ is or is likely to be a risk to health and safety from: o an atmosphere that does not have a safe oxygen level, or o contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or o harmful concentrations of any airborne contaminants, or o Engulfment Many confined spaces contain dangerous gasses • Workers may be overcome by Carbon Monoxide Poisoning while combustion engines are working nearby. • Symptoms include: o Irritation to eyes o Persistent tiredness and sleepiness o Shortness of breath o Mild to severe headaches o Nausea o Vomiting o Weakness • BEFORE entering a Confined Space: o You MUST be correctly trained in confined space entry (certified); o You MUST be inducted into the confined space SWMS; o A Confined Space Risk Assessment and Entry Permit MUST be completed; o A rescue plan must be established and trialed; o All equipment must be inspected prior to use o All processes / associated documentation shall comply with the CoP for Confined Space and the Australian Standard for Confined Space • IF uncertain about whether an area is a confined space, you MUST treat it as a confined space until its status can be verified • IF the area IS NOT designated a confined space but is determined a restricted access area the confined space procedure shall be complied with.
Driving	Australian road rules apply on site: o seat belts must be worn; o no riding in the back of utes; o stay on designated access roads / areas. • Slow down to walking pace if passing pedestrians or plant • All site vehicles (those that drive into the work areas out of the car park) must have a flashing amber light (beacon) & fire extinguisher that displays a current test tag available on the item • All entrances and exits shall be kept clear at all times
Electrical	• All electrical leads, tools and generators must be tested and tagged every three months. **No tag, no use!** • All electrical supply including portable generators must be protected by a fitted RCD which must be trip tested prior to each use. • Multiple outlet boards cannot be used onsite. • Electrical leads cannot be joined together or more than 30m long. • All leads/cables shall be kept 2m off the ground by use of stands, hooks or

	other suitable methods whenever practical. • Inspect ALL tools / equipment prior to use for any visible signs of damage or wear, tag out damaged equipment.
Battery power tools	• All charger units must comply with the electrical requirements. • All batteries are to be charged in designated battery charger units. • Batteries are to be inspected prior to charge and during use. • Batteries charging stations are to be established, not in lunch rooms / offices. • All battery tools are to be inspected prior to use.
Hazardous Substances	• Bund all Hazardous substances. • **SDS** (safety data sheets) must be adjacent to the material and copy filed in the site records. • Persons using chemicals must understand the risks associated with the hazardous materials being used. • Spills kits are to be located adjacent to all storage areas for hazardous / flammable.
Working at Height	• Working at height with no protection from fall is not permitted on site. • Ladders should only be used for access and egress. • Platform ladders are preferred on site. • Step ladders should not be used on site as a first option for access. • All ladders shall be in accordance with Australian Standards and stamped or otherwise plated for **INDUSTRIAL USE**. (rated above 120kg use) • **DO NOT** use Domestic ladders on site at any time. • **BEFORE** USE ladders are to be inspected for defective rungs, warping, damaged feet, cracking or other damage. • Ladders **MUST** be placed on firm, level ground and secured top and bottom. • When climbing ladders you **MUST** always maintain three (3) points of contact, the ladder is to be secured, set at correct angle 4:1, and extend 1m past the landing.
Hot works	• Any Spark generating work is classified as hot work. • A Hot Work Permit from the site supervisor is required prior to commencing any hot work. • **NO** hot work is to be conducted on a Total Fire Ban day. • Correct PPE including face shields and appropriate gloves must be worn at all times while generating sparks. • A fire extinguisher (ABE: Powdered Chemical or Water) must be provided within three (3) metres whenever activities may generate a spark. • Flash back arrestors must be fitted to both ends of the oxy acetylene hoses. Along with fire extinguisher to be position adjacent to the bottles.
Lifting	Lifting equipment includes o chain slings o synthetic slings o flexible steel wire ropes o Shackles o chain blocks o D-hooks • All lifting or fall arrest equipment to be used onsite **MUST** be tagged and registered. • Inspection and test certificates or tags are required for each item. • Report any damaged equipment immediately to your Supervisor. • **No** certificate no use. • Harnesses must have pre inspection carried out prior to each use – documented. • All confined space equipment must be tested annually (tripod, winch)
Manual Handling	Poor Manual Handling techniques are the Number One cause of workplace injuries.

	• Wherever possible you need to eliminate manual handling by utilising mechanical aids such as cranes, excavators, telehandler, wheel barrows, HIAB trucks, forklifts or trolleys.
	• When you do have to lift, pull, push or move a load:
	  o Back straight / Lift with the thighs;
	  o Keep the load close to your body & legs either side of the load;
	  o Avoid twisting, reaching & bending movements;
	  o Ensure the path is clear of hazards;
	  o Bend at the knees to lower a load.
	• If too heavy - team lift or use mechanical aid to lift.

Plant and Equipment	• Operator **MUST** inspect plant / equipment **DAILY** before commencing work and pre-start inspection checklists submitted to the site supervisor. • All faults must be immediately reported to Site Supervisors and the plant manager. • All excavators are to be fitted with fully automatic quick hitches. • **No** excavator is to be used as lifting device with an attachment on the hitch. • Ensure keys are removed from plant when not in use. • **DO NOT** reverse without a Spotter if there is potential to crush or damage infrastructure. • Park in designated parking areas **ONLY**. • **DO NOT** use plant you are not trained / qualified to operate. • Where plant is fitted with slew & height restrictors and are required for an activity, they are to be checked each time the operator enters the plant and confirmed by a spotter or another person that they are active.

Site safety Rules	• All workers must:
	  o Take responsibility for their own health and safety at work, including rectifying any controls that is within their ability to do, and reporting any controls or incidents;
	  o Report to work physically, mentally and not affected by drugs or alcohol. Nor will they possess, or use while on site;
	  o Implement, utilise and maintain controls as outlined in HRW SWMS, Work method statements and the project plans;
	  o Wear the correct PPE for the project and task and ensure it is in good conditions, tagged and tested, stored, maintained and replaced as necessary;
	  o Actively participate in consultation during the daily prestart, weekly toolbox talks, project inductions and with the site safety representative;
	  o Observe safe work practices and use controls outlined in SWMS, and procedures;
	  o Maintain safe and tidy workplace, by cleaning up after myself, place all waste in the bins provided and keep my work area neat at all times;
	  o No glass on site (outside of crib sheds) Glass containers are not allowed on the site other than in the lunchroom.

Small tools	• Extreme care is to be taken when using Angle Grinders and Quick Cut Saws • No **9 inch angle grinders** to be used on site at any time. • DO NOT WORK ALONE - Blades can shatter, units can Kick Back. • You MUST wear PPE - full face high impact visor, particle mask, gloves and hearing protection. • Use the handles as supplied with the unit – Keep a firm grip – 2 points of contact. • Never use grinders above your chest. • Direct sparks away from the body and ensure that no-one is in the line of sparks. Do not direct toward flammable materials. • Never use grinders where flammables are stored.

	• Never use grinder if the guard is missing.

Traffic	• Always work to the current approved Traffic Management Plan.
	• Work on or near roads MUST be conducted with regard to:
	  ○ Risk of being struck by private or construction vehicles / plant;
	  ○ Risk of collision between private vehicles and construction vehicles / plant;
	  ○ Works affecting passing traffic / vehicles;
	  ○ No jumping over traffic barriers;
	  ○ Public motorists will have right of way over construction traffic;
	• **ANY work near a roadway IS considered HIGH RISK**

Right Of Entry	**There are many rules for when a union official may enter a workplace.** Entry permit requirement When a union official arrives at a workplace, they must show their right-of-entry permit if the employer asks to see it. They also have to show it when they want to access documents. If the official has a valid permit and has complied with the relevant rules below, an employer must not stop them from entering the workplace. If they do stop the official, they will be in breach of the legislation and can be fined. **Notice of the visit** When entering a workplace, a union official must give written notice of at least 24 hours but no more than 14 days before the intended visit, unless the Commission allows otherwise. In the event of an unexpected visit notify the site supervisor, who can escort them as required.
Vulnerable people	Ford Civil Contracting Pty Ltd in their ability as the Principal Contractor and their sub-contractors will not employ or permit to be employed on work at the Site a person who poses unacceptable risks to vulnerable people. Ford Civil Contracting Pty Ltd and their sub-contractors will not employ or permit to be employed for the project any person who has been convicted of a serious sex offence and is prohibited person under the *Child Protection Act 1998 (NSW)* **Code of behavior** Ford Civil Contracting Pty Ltd will ensure that all persons working on the Site, including but not limited to Ford Civil Contracting Pty Ltd employees and managers, consultants, subcontractors and suppliers understand and comply with the requirements shown below: • Prohibited persons declarations must state that no convicted people of any child offences will be allowed on site. • Contractor Employees should avoid talking with, touching or interacting with any children or residents or other users the facilities except where the work requires it or in an emergency or safety situation. • The work area must not be able to be used or accessed by children, or residents or other end users. Clear signs and barricades (where applicable) must be used to prevent an inadvertent or unauthorized access. All **young workers** employed by Ford Civil Contracting Pty Ltd or its subcontractors who are deemed to have **less than six (6) months site experience** will not be allowed to **work** on site at any time **unsupervised**.
First Aid	• A first aid kit is located in the site office. • A low voltage rescue kit is located in the site office. • A list of all current first aiders is displayed on the site notice board. • All first aid treatments must be recorded (in the event they become a workers compensation injury later). • In the event of further treatment beyond the capabilities of the first aider (off

	site treatment is required) the Project Manager and HSEQ Manager is to immediately informed. • All incidents resulting in offsite treatment must be investigated.
Emergency Preparedness	• A first aid kit is located at the project site office. • All accidents/incidents will be reported to the site supervisor at the earliest practical time. • Emergency and evacuation procedures consist of an air horn blast, verbal or mobile phone alert. Workers are to make their way to the nominated Muster Points. They are to wait there until further instructions are received. • Trial emergency response exercises will be conducted throughout the length of the project and your cooperation will be require to ensure positive leanings will be achieved.
In case of an incident	• In the event of an emergency all persons are to follow the directions of the supervisor, please ensure that if you are not in direct danger that you leave your area safe when leaving (i.e. cover any penetrations, remove extension leads, etc.) • During an emergency or evacuation do not contact the media or use social media to advise of an event, this causes unnecessary duress for other parties.
Smoking	• All employees, contractors and visitors are entitled to work in a smoke free environment. • Smoking is not permitted within: o 5m of an enclosed / semi enclosed workplace o 6m of a confined space o 10m of a designated flammable or combustible goods store. • All cigarette butts must be disposed of in allocated locations • A designated smoking area has been established, signage is posted nominating the area • **No smoking will be permitted in the dirty zone.**
Security	• Site fencing must be secured at all times and checked regularly. Report any damage to perimeter fencing to the FCC supervisor. • In the event of damage to the fence line adjoin the rail corridor no person is to enter the rail corridor to carry out repairs. • The access to the site is through nominated access points only, should you see anyone / anything that you consider unusual please advised your supervisor immediately. • Do not interfere with Jemena's security systems on site.
Waste	• Rubbish will be placed into containers provided. • Littering will not be tolerated on site or surrounding areas. • Waste is to be separated for recycling. • ACM waste must only go into skips that are nominated as ACM collection points. • All areas will be maintained in a tidy condition at all times. • Do not light fires or burn any material on site.
Dust	• Dust must be kept to a minimum by the aid of water suppression. • Water suppression systems must be established before works commence. • Water carts are not to track mud onto site during filling operations. • Sweepers are to ensure any material that has left site is quickly collected – last option material is to be stopped from leaving site.
Environment	Ford Civil Contracting has implemented an Environmental Management Plan for this project. The key issues on this project are: o Sedimentation and erosion control; o Dust and air quality; o Noise and vibration; o Minimisation, recycling and disposal of waste and unsuitable materials including building waste;

	○ Oil/fuel/chemical & hazardous substances spillage including storage and handling. • All incidents where damage, potential damage and /or contamination may have occurred must be immediately reported to site management and contained as soon as possible. The spread of contamination should be managed in accordance with the corresponding SDS. • Maintain all erosion control measures at all times. • Additional erosion controls must be placed around stockpiles. • Do not allow containments or free running water to enter the existing storm water system or run into Styx Creek. • Mud must not be tracked off site onto public roads by site vehicles. Regularly checks are to be carried out after driving across the rumble grid to ensure all material has separated from the vehicle. • The Department of Environment and Conservation can now legally impose expensive fines/penalties on offending parties/persons for causing pollution. • Procedures, Inspection Test Plans (ITP's) and checklists are used to control and document environmental controls; you may be required to assist in their completion. • Sub-Contractors and their employees have a responsibility to comply with the Environmental Management Plan. • All subcontractors are responsible for removing their rubbish from the work areas and placing in the appropriate recycling and/or waste bins provided. Failure to do so will result in Ford Civil removing the rubbish and back charging the subcontractor.
Quality	Ford Civil Contracting has implemented a Quality Management Plan for this project. The key issues on this project are: • Time - 100% of critical dates met (or early). • Workman ship - 100% defect free handover • Customer service - No client raised non conformance • Competence - Training needs for project meets actual training • Product Records - 100% of close out lots have all documented competed
Rail	• No persons are to enter the rail corridor. **No Go Zone.** • All persons working adjacent to the rail corridor must complete additional training. • **No direct contact** with rail persons or **waving** at the train drivers.

Page / Sect	Jemena Comment	FC Response	Jemena Acceptance
Pg 10	Typo - Principal Contractors - should be Principal Contractor.	completed	
Pg 10/Sect 2.6	Previous comment not addressed: "No reference provided to any waste / recycling receptacles (skip bins etc) or shipping containers."	Updated	
Pg 17/Sect 5.2.3	Typo - WHS requires - should be WHS requirements.	Updated	
Pg 29/Sect 11.1	Question: Previous checklist comment: Will there be doggers + riggers on this job or only doggers? Please advise. If there are also riggers, the Table in Section 11.1 requires amendment.	Both are now included in the table	
Pg 31/Sect 10.8	Typo - external stakeholder - should be external stakeholder**s**.	Updated	
Pg 50/Sect 17.1	Still a reference to Work Safe (old department name). This should be SafeWork NSW.	Table replaced	
	Question: Jemena Gas Distribution/Transmission has work permits to control high risk activities for: Cold Work; Hot Work; Excavation; Confined Space; Critical Work (Hot Taping; Welding; Lifting or pipework; Energised Electrical; Soft bolting pressurised vessel). It appears that Ford Civil has work permits for: Hot Work and Confined Space (as defined in the table in Sect 10) and excavation (Ground Disturbance Permit Sect 14.6). Other high risk activities are controlled by: Asbestos - Asbestos Removal Control Plan; Energised Equipment - Lock out tag out SOP; Pressure Vessel - Lock Out Tag Out. Please confirm / advise permits vs procedure controls for key safety risks.	Permits are issued as a control of the works The procedures document the process.	
Pg64/Sect 23.1	Amendment to flowchart and Sections 16.3 and 17.1 as detailed above to comply with contract requirements.	Updated	