HEALTH AND SAFETY

MANAGEMENT PLAN

	Site Details
Client:	Sydney Metro
Site Name:	Bays Road Relocation Works
Project Number:	6119
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1. INTRODUCTION AND PURPOSE

The purpose of this Management Plan is to describe how health and safety risks are to be managed so that the site and those engaged onsite will:

- Comply with Georgiou Policy and legal and other obligations;
- Minimise the impacts on the health and safety of workers;
- Minimise the impacts on the environment;
- Achieve the Company, client and site objectives and targets.

This Management Plan is written in accordance with Georgiou's health and safety management system that is 3rd party certified to AS/NZS 4801 and the Australian Building and Construction Occupational Health and Safety Accreditation Scheme (Federal Safety Commission). The development of this Management Plan has been based upon the risks and opportunities identified, and specifically addresses client, contractual, legal and other obligations.

1.1 Amendments and Authorisation

This Management Plan will be approved by the Project Manager, their Line Manager and the HS/E Business Unit Lead or their delegate.

This Management Plan and other related documents will be reviewed annually or as a result of:

- Changes to Company procedures or processes;
- Changes to key personnel or resources;
- Changes in legal and other obligations;
- Findings from an audit or inspection;
- Findings from a significant incident or near miss;
- Significant changes to site conditions and/or work methods
- Instructions from the TfNSW or the OSH Committee if established.

Reviews will be undertaken in consultation with key stakeholders to ensure all work locations and impacts are considered. A record of the date and comments relating to any revisions of this document will be included in the revision table.

The only Georgiou authorisation required to amend this document after initial approval is the Project Manager's.

1.2 Communication of Plan

The Project Manager is accountable for ensuring:

- Location and access to the management plans is communicated at induction
- Management Plans have been communicated to subcontractor personnel prior to commencement of works onsite.
- Any changes made to the management plan are communicated to affected persons on the site

1.3 Supporting Management Plans

The following plans have been developed to support this management plan:

- 6119-OPE-MP-001 - Project Management Plan
- 6119-HS-MP-003 - Incident, Crisis and Emergency Response Management Plan
- 6119-OPE-MP-002 - Construction Traffic Management Plan
- 6119-QUA-MP-001 - Quality Management Plan
- 6119-ENV-MP-001 Construction Environmental Management Plan
- 6119-OPE-MP-003 COVID-19 Management Plan

- Georgiou Crisis Management Plan (controlled by Georgiou's Perth Head Office and available on Company Intranet);

1.4 Terminology & Definitions

Terms and definitions used within this document are further explained in Georgiou's ***Terminology & Definitions Procedure***.

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2. SCOPE OF WORKS

Sydney Metro is proposing to configure the internal port road network at Rozelle to facilitate the orderly urban renewal of the Bays West area while maintaining access to the White Bay Cruise Terminal and other port operations at Glebe Island and White Bay. This includes long-term urban renewal initiatives for the Bays West area and works for various future developments within the locality, including critical works for the proposed Sydney Metro West. The proposal also provides the opportunity to improve road safety by reducing conflicting traffic movements in the internal port road network.

The proposal would be completed in two phases and would comprise the following key features:

- Reconfiguration of the intersection at Port Access Road / Sommerville Road / Solomons Way
- Relocation of Port Access Road to the south-west
- Line marking and signage at Port Access Road, Sommerville Road and Solomons Way in the east of the proposal site to establish one-way flows and reduce conflicting traffic movements
- Relocation of Cement Australia Truck Parking Licenced Area to the north-east.

2.1 Location

The proposal is located in an established industrial and port context at Rozelle, within the Inner West Council local government area.

The 'proposal site' refers to the area that would be directly impacted by the proposal as shown in Figure 1-1. The proposal site is largely disused with the exception of the Port Access Road and port related lease areas including a Cement Australia Truck Parking Licenced Area to service Cement Australia's operations at the Glebe Island Silos. The proposal site is under the ownership of the Port Authority of NSW.

To the north of the proposal site is the existing Port Access Road that supports access to the White Bay Cruise Terminal and other port operations at White Bay. To the east of the site is the existing Cement Australia and Sugar Australia Glebe Island Silos and the Gypsum Resources Australia facility. The south-eastern border of the site is vegetated land adjoining Victoria Road / Western Distributor. The proposed location for the relocated Cement Australia Truck Parking Licenced Area is currently a hardstand laydown area used by Port Authority of NSW.

Beyond the proposal site, the wider locality features a mix of land uses, including retail, commercial and urban services along Robert Street to the north, port and maritime uses to the east (Glebe Island and White Bay) and to the south, and City West Link Road and residential dwellings to the west in Rozelle.

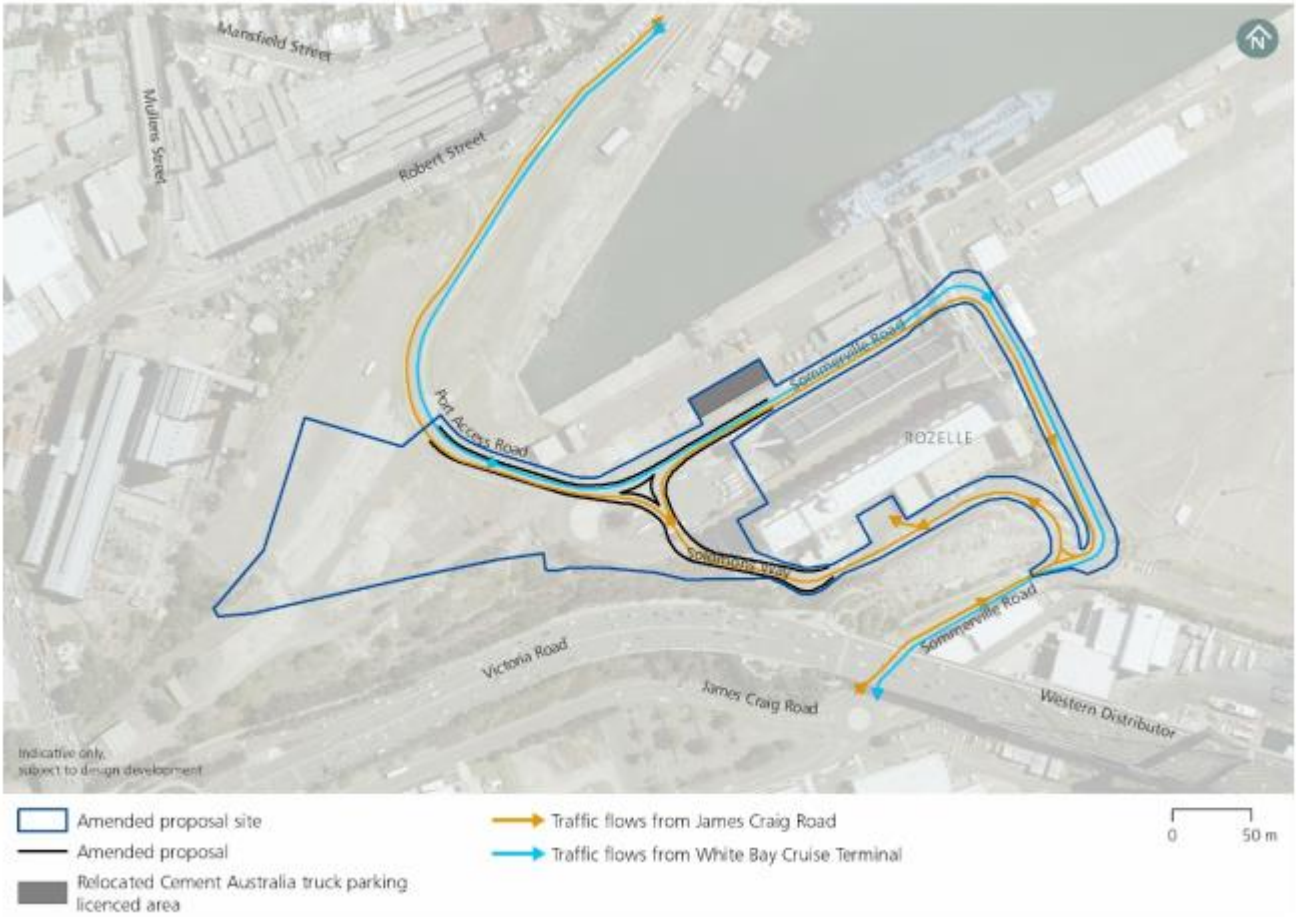


Figure 2.1 Site location

3. POLICY, OBJECTIVES AND TARGETS

The following documents provide further information in regards to this topic:

- ***Management System Standard***

3.1 Policy

This Management Plan has been prepared in accordance with Georgiou's Health and Safety Policies. All relevant works, including those conducted by subcontractors or by other companies on Georgiou's behalf, will conform to this Policy.

Georgiou's Health and Safety Policies will be communicated to all workers at their site induction and displayed in a prominent location at the site. Georgiou's Policies will be made available to any other interested party.

3.2 Objectives and Targets

Objectives and targets have been set for the site taking into account the significant hazards of the job, the group objectives and client and contractual requirements. These are documented in the ***below***

Theme	Lead Indicator	Freq	Basis of Measurement
Leadership	Field Leadership Walk	Monthly	100 % of Monthly leadership walks completed Leadership engagement framework utilises open questions to gain insight into how work is done and where work becomes difficult.
	Individual HSE Targets	Monthly	90% of assigned targets completed HSE inspection and interaction targets shall be assigned to team members in HSE Critical positions Individual performance against assigned HSE targets shall be communicated and reviewed monthly
	Reward and Recognition Program	Monthly	The Safety is My Way Program acknowledges and rewards employees and subcontractors who consistently display the Georgiou Values.
Consultation and Communication	Toolbox Meetings	Weekly	100% Toolbox Meetings conducted by a Project Management team member/per schedule Schedule of Project Management team members to conduct Toolbox Meetings to be set on a quarterly basis
	Safety Committee Meetings	Monthly	100% Safety Committee/ Forum Meetings held in accordance with the agreed schedule (Minimum 1 every 3 months)
	Safety Innovation	Six Monthly	Share a project safety innovation. Consider the following Safety in design, best practice, engineering solutions, new technology, safety and wellbeing initiatives.
	Learning Team	Six Monthly	Learning Team Activity – A Learning Team is a facilitated conversation with those that do the work to share operational learnings and continuous improvement.
Subcontractor Management	Subcontractor Interview Questionnaire	Quarterly Review	100% of Subcontractor Interview Questionnaires completed for each engaged subcontractor
	Subcontractor Deliverables	Quarterly Review	Subcontractor deliverables submitted in accordance with contract.
Training	Georgiou Internal Training	Monthly	100% compliance with project training matrix Persons identified in SQE critical roles must complete assigned HSE Training within the required timeframes SQE critical roles include the following: ▪ Management Team Members ▪ Engineers ▪ Supervisors ▪ SQE Personnel

Risk Management	CRAW	Monthly	CRAW workshops attended by area representatives to identify risks and control measures for the agreed methodology.
	Risk Management Effectiveness	Monthly	90% of planned inspections completed. HSE critical activities shall be identified and inspected in accordance with the HSE Look Ahead Meeting Inspection checklists are available via Beakon, project-specific inspection checklists shall be prepared to check compliance against agreed standards and legislative requirements relevant to the project scope of work and critical risks. These lists shall be reviewed regularly to ensure they remain relevant to the project.
Incident Management	Incident Reporting	Monthly	100% incidents notified within the defined notification timeframe
	Incident Investigation	Monthly	100% 1P incident investigations complete within the defined timeframe. Where this cannot be achived, approval must be sought from the EGM

Additional objectives and targets may be set specifically for activities identified for upcoming works. Performance against all HSE objectives will be monitored as a minimum, monthly at site meetings.

4. LEGAL AND OTHER OBLIGATIONS

The following documents provide further information in regards to this topic:

- ***Management System Standard***
- ***HSE Legal and Other Obligations Directory***

4.1 General

The statutory and contract requirements for this site have been identified within the Company ***HSE Legal and Other Obligations Directories (available on Company Intranet)*** and have been incorporated into this management plan. Infringement, Improvement and Prohibition Notices

The Project Manager or delegate will ensure any infringement, improvement or prohibition notice issued by a regulatory authority is recorded as an incident in Georgiou's Incident reporting database (BEAKON), and appropriate actions taken in a timely manner. A copy of the infringement, improvement or prohibition will be added to the BEAKON report, including any preventative actions and forwarded to the HSE Business Unit Lead.

Where served a notice or fine by SafeWork NSW, a copy of that notice or fine will be provided immediately to the Principal (Sydney Metro) also providing to the Principal details of proposed action(s) to rectify the SafeWork NSW notice or fine and advise the Principal when the action(s) have been completed and the matter closed out.

The Project Manager will notify, via email, their General Manager, Construction Manager, Operations Manager, Health and Safety Manager NSW when the infringement, improvement or prohibitions notice has been closed out.

4.2 Availability of Statutory and other Information

Georgiou's HSEQ department maintains links to current statutory documents (Acts, Regulations, and Codes of Practice) in the ***HSE Legal and Other Obligations Directories***, which are located on Georgiou's Intranet (GENIE). Georgiou subscribes to Environmental Essentials product ***SafetyLaw*** which is available to all personnel through the intranet link. ***SafetyLaw*** summarises legal obligations, provides links to legislation and guidelines as well as providing search capabilities.

Changes in legislation are monitored by the HSEQ Department and site management will be notified where a change affects a site. The Project Manager will be responsible for communicating changes in accordance with section 6. HSE will ensure the change is reflected in this Management Plan and other relevant plans and documents as applicable.

5. STRUCTURE AND RESPONSIBILITIES

5.1 HSE Organisational Structure

The site HSE organisational structure has been documented in the ***Site Organisational Chart***. The Site Organisational Chart identifies the roles that will support the site in fulfilling their HSE responsibilities.

5.2 Roles and Responsibilities

The Project Manager is accountable to the Regionl Construction Manager for the performance and implementation of the management plans. Key personnel will acknowledge their understanding and acceptance of their site responsibilities by signing Appendix 1 in this plan.

Project Manager
The Project Manager is accountable for creating an authentic safety culture and execution of the management system on their site and will: ▪ Be accountable for ensuring distribution and communication of plan ▪ Hold as a minimum, monthly meetings to review HSE performance and monitor implementation and effectiveness of the management system ▪ Ensure their direct reports fulfil their HSE responsibilities and achievement of KPI's ▪ Support workers to immediately stop any 'At Risk Behaviour' identified during their work activities ▪ Review their site personnel risk profiles monthly
Senior Project Engineer
The Senior Project Engineer/Contracts Manager is responsible for creating an authentic safety culture and ensuring adherence to the management system on their site and will: ▪ Participate in HSE performance review at site meetings ▪ Review, evaluate and update Site Risk Registers; and incorporate HSE risk controls, procedures and permits into their planning processes of design review and work method statements ▪ Assist in the identification and resolution of HSE issues arising within their construction area of responsibility ▪ Ensure their direct reports fulfil their HSE responsibilities and achievement of KPI's ▪ Supporting workers to immediately stop any 'At Risk Behaviour' identified during their work activities
Project Engineer
The Project Engineer/Contracts Manager is responsible for creating an authentic safety culture and ensuring adherence to the management system on their site and will: ▪ Participate in HSE performance review at site meetings

- Review, evaluate and update the Site Risk Registers and incorporate health and safety risk controls, procedures and permits into their planning processes of design review and work method statements
- Assist in the identification and resolution of HSE issues arising within their construction area of responsibility
- Close out of actions to address hazards/ incidents in a timely manner
- Supporting workers to immediately stop any 'At Risk Behaviour' identified during their work activities

Superintendent/Site Manager

The Superintendent/Site Manager is responsible for creating an authentic safety culture and ensuring adherence to the Management System on their site. The Superintendent/Site Manager is responsible for approving the commencement of works and to allocate necessary resources to complete a job safely in accordance with the Management Plan and will:

- Demonstrate commitment to HSE by monitoring the workplace to ensure safe work practices are adhered to by way of routine checks of the workplace compliance to the Management Plan
- Demonstrating through their actions and behaviour that safety and the environment are core values
- Hold Supervisors and leading hands (Georgiou & subcontractors) accountable for the fulfilment of their HSE responsibilities, including KPI's
- Allocating work to ensure appropriate supervision for those with lesser experience
- Ensuring appropriate and necessary plant and equipment is provided for workers to carry out their work safely and without undue harm to the environment
- Stopping, rejecting or quarantining unsafe work methods, work areas, materials, plant and equipment
- Supporting workers to immediately stop any 'At Risk Behaviour' identified during their work activities
- Participating in audits, investigations and constructability reviews
- Management and HSE performance of the subcontractors utilised on site.

Supervisor and Foreman (or delete which one is not applicable)

Supervisors and foreman are responsible for creating an authentic safety culture and ensuring workers under their supervision work in accordance to the Management System and will:

- Demonstrating through their actions and behaviour that safety and the environment are core values
- Hold workers accountable for the fulfilment of their HSE responsibilities and working in accordance to their JHA/SWMS, permit or safe work instruction
- Allocating work to ensure appropriate supervision for those with lesser experience
- Ensuring appropriate and necessary plant and equipment is provided for workers to carry out their work safely and without undue harm to the environment
- Stopping, rejecting or quarantining unsafe work methods, work areas, materials, plant and equipment
- Supporting workers to immediately stop any 'At Risk Behaviour' identified during their work activities
- Participating in audits, investigations and constructability reviews
- For ensuring site inductions are completed for all new workers
- Management and HSE performance of the subcontractors utilised on site.
- Authorising the purchase and use of any substance on site including substances to be used by subcontractors.

Site HSE Manager or Senior HSE Advisor

The Site HSE Manager is responsible for creating in conjunction with the Project Manager an authentic safety culture and ensuring implementation of the HSE management system and will:

- Demonstrate through their actions and behaviour that HSE is a core value
- Hold accountable their staff for the fulfilment of their HSE responsibilities, including KPI's
- Provide coaching and mentoring for behavioural change
- Work closely with Supervisors to assist them in understanding their health and safety responsibilities and the procedures they need to comply with
- Monitor HSE controls on site
- Collect and analyse data to review HSE performance
- Assist in the development and review of work method statements and JHA/SWMS's
- Immediately stop any 'At Risk Behaviour' identified during daily work activities
- Be responsible for the health monitoring.

HSE Advisor or HSE Representative

To create in conjunction with the Project Manager an authentic safety culture and implement the company's HSE management system. The HSE Advisor/HSE Representative will:

- Demonstrate through their actions and behaviour that HSE is a core value
- Hold accountable their staff for the fulfilment of their HSE responsibilities, including KPI's
- Provide coaching and mentoring for behavioural change
- Work closely with Supervisors to assist them in understanding their health and safety responsibilities and the procedures they need to comply with
- Monitor HSE controls on site
- Collect and analyse data to review HSE performance
- Assist in the development and review of work method statements and JHA/SWMS's
- Immediately stop any 'At Risk Behaviour' identified during daily work activities
- Setup and maintain the HSE notice board

All Personnel

All personnel on site are responsible for:

- Carrying out their work in a manner, which does not put themselves or others at risk of harm
- Only performing tasks for which they are competent
- Clarify with their supervisor any matter, which may put them or others at risk of harm
- Ceasing work when identified as an unsafe act and reporting
- Attending pre-start meetings
- Conducting pre-start tasks (Task Hazard Cards, plant pre-starts)
- Attending safety presentations and toolbox meetings
- Reporting incidents, illness, injuries and hazards
- Participating in Fitness for Work testing and Health and Wellness programs as requested
- Assisting in achieving the site performance goals
- Working proactively with the Client
- Ensuring compliance with the requirements of the HSE management system
- Participating and adhering to SWI's and JHA/SWMS's
- Adhering to all permit requirements
- Removing or isolating any hazard identified during daily work activities
- Immediately stopping any 'At Risk Behaviour' identified during daily work activities
- Complying with statutory and regulatory requirements

5.3 Field Leadership Visits

Senior Management with an operational role or functional support will demonstrate visible and proactive commitment by visiting a site to engage in discussion with site management and workers in regard to HSE issues relevant to the business which may include any of the following:

- Active participation and contribution in Pre-start meetings;
- Participation in Toolbox Talks;
- Participation in the delivery of site safety messages, on-site safety programs or initiatives;
- Participation in work inspections;
- One-on-one discussions;
- Behavioural observations;
- Participation in monthly meetings discussing HSEQ performance;

A record of the visit and the activity undertaken by the Senior Manager will be recorded and where appropriate feedback provided to the Site team.

6. COMMUNICATION AND CONSULTATION

The following documents provide further information in regards to this topic:

- ***Communication and Consultation Standard***
- ***Community Relationship Management Guideline***
- ***Resolution of HSE Issues Procedure***

- ***COVID-19 Management Plan***

6.1 Internal Communication and Consultation

Communication and consultative arrangements will be put in place to provide personnel with information and an opportunity to contribute to the Georgiou Management System (GMS) and HSE decision making.

Within 2 months of mobilisation or when 40% of the workforce are mobilised, whichever is first, a toolbox will be held with workers to discuss as a group how health, safety and environmental consultation is going to be achieved on the site. A record of the agreed method/s of consultation will be recorded in the Toolbox Meeting minutes. New workers will be consulted on the agreed method/s of consultation at site induction.

The Site will use the methods detailed below to communicate information and consult with workers in regard to the Georgiou Management System, this Management Plan, HSE performance and sites hazards.

6.1.1 Inductions

Inductions will be completed in accordance with section 14.2.3.

6.1.2 Site Health and Safety Committee

If a request is received to establish at Health and Safety Committee, this will be conducted in accordance with The Work Health and Safety Act 2011 (NSW). The members of a HS committee will be agreed in writing between the site and the workers at the workplace. At least one half of the members of the committee must be made up of:

- The workplace health and safety representative/s, if he or she consents. If there are 2 or more health and safety representatives at a workplace, those representatives may choose 1 or more of their number (who consent) to be members of the committee.
- Workers who are not nominated by the site management

As a minimum the committee will meet every 3 months, with a meeting agenda prepared and distributed prior to each meeting and records of the meetings including attendees, actions and due dates documented and posted on site notice boards.

6.1.3 Health and Safety Representatives

If a HS representative is elected, consultation with workers will generally be through their HS representatives, who will be included in any consultation that affects, or is likely to affect, the health and safety of workers. Health and Safety representatives will be provided with training to fulfil their role in accordance to legislation.

6.1.4 Site Meetings

The following meetings will be held on site to monitor implementation of the Georgiou Management System, review performance and communicate and consult with workers in regards to HSE:

- Site Meetings (refer to 15.2)
- Pre-Start Meetings
- Toolbox Meetings
- Look Ahead Meeting

Meeting agenda and minutes will be recorded, maintained and be made available.

6.1.5 HSEQ Notice Boards

The site will maintain a HSEQ notice board to display:

- HSEQ Bulletins/Alerts
- Site HSEQ Objectives and KPI's
- Organisational Chart
- A Site Layout Plan and Emergency Evacuation Plan, Emergency contacts and First Aiders list. These will also be posted in prominent locations throughout the site as described in the site Emergency Response Management Plan.
- Site Traffic Rules
- Resolution of Issues Flowchart
- List of HS Representatives (if elected)

<amend this sentence as applicable, need to ensure access to risk register is always provided to workers>Location of Management Plans and /or Risk Registers will be communicated at site Induction.

6.1.6 HSEQ Alerts /Bulletins

Incident Alerts will be used to communicate learning's and actions required to assist in ensuring incidents that have occurred in one workplace are not repeated in others. HSEQ Bulletins will be used to communicate information to the workplace. HSEQ Alerts and Bulletins will be developed by the Site Team using the approved templates and approved by the HS/E or Q Business Unit Lead prior to communication.

6.1.7 Shift Handover

Where there is a change of shift, the person leaving will be responsible for communicating with the person coming onto the new shift the information required for them to effectively manage their area of responsibility. The ***R and R Personal Handover Report Template*** may be used to record and communicate handover information.

6.1.8 Communication and Consultation of Risk

Communication and consultation of risk will be completed in accordance with section 7.

6.2 Resolution of HSE Issues

Within 2 months of mobilisation or when 40% of the workforce are mobilised, whichever is first, a toolbox talk will be held with workers to discuss as a group, how health, safety and environmental issue resolution is going to be achieved on the site. Georgiou's ***HSE Resolution of HSE Issues Procedure*** will be presented and an agreement made as to whether this procedure will be followed or alternative method/s determined. New workers will be consulted on the agreed method/s of issue resolution at site induction.

7. HAZARD IDENTIFICATION AND RISK CONTROL

The following documents provide further information in regards to this topic:

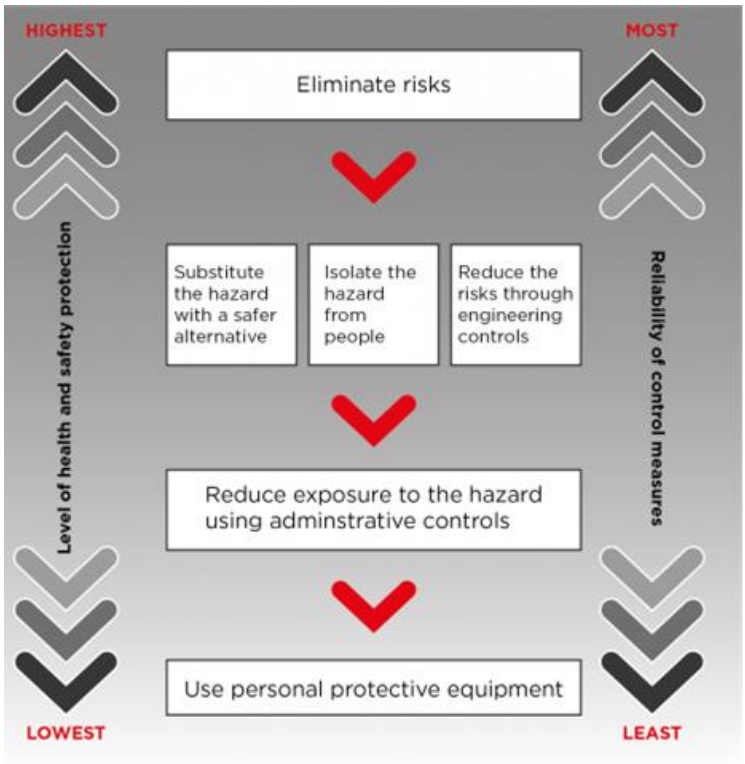
- ***HSEQ Risk and Operational Control Standard***
- ***Critical Risk Management***
- ***Task Hazard Review Cards Procedure***
- ***Job Hazard Analysis (JHA) Procedure***
- ***Permit to Work Procedure***

- *Change Management Procedure*
- *Safety in Design Procedure*
- *Personal Protective Equipment Procedure*

7.1 Hierarchy of Control

The following hierarchy of control will be applied to controlling health and safety risks within Georgiou.

Hazards/Aspects



In many instances the most effective control of risk will involve a combination of the above levels of control.

7.2 Site Health and Safety Risk Analysis

The Site Team has undertaken a construction risk assessment workshop (CRAW) and developed a ***HSEQ Risk Register***. The site ***HSEQ Risk Register*** is based on the Master Risk Register and incorporates the Company's mandatory controls and any additional site specific hazards and controls. This Management Plan and the ***Emergency Response Management Plan*** have been written to comply with the ***HSEQ Risk Register***.

Works on site will be undertaken in accordance with the ***HSEQ Risk Register***. The ***HSEQ Risk Register*** will be made available to workers.

7.2.1 Design & Risk Registers

Georgiou is not responsible for design in this site. Design will be managed in accordance with the ***Safety in Design Procedure*** and the Project Engineer will be responsible for liaising with the client's designer to obtain a risk assessment covering the occupational health and safety build ability/constructability for the design. The Project Engineer together with HSE and other technical site personnel as appropriate will review the designer's risk assessment and incorporate it into the Site's Risk Register. In the event that the client's designer is not forthcoming with a risk assessment or their provided risk assessment is found inadequate, the reviewers will undertake their own assessment to incorporate into the Site's Risk Register.

Should the site be invited to have input into the design, feedback given will include HSE threats and opportunities around build ability/constructability. This will be achieved by providing a formal risk assessment of build ability/constructability with any written design input provided. The risk assessment format will be the same as the Site's risk register.

Any changes to design by the client's designer will be assessed to identify if the design change:

- Introduces a new hazard that is not identified in the risk register
- Changes the risk of an existing hazard in the risk register

This assessment will be recorded in the Site's variation register. If the design does introduce a new hazard or changes the risk to an existing hazard, then the ***Management of Change - Event/ Design Form*** will be used to manage the design change.

7.3 Review of Risks

Hazards/aspects within the site ***HSEQ Risk Register*** will be reviewed for adequacy:

- At site meetings
- Prior to the commencement of any new construction work that involves high impact risks not already captured
- Prior to each significant work package
- After a significant incident
- Following site verification inspections
- Updates from CRAW Workshops
- Internal/ External Safety alerts/ bulletins
- Changes in legislation
- If there is a change to be made to the construction methodology or environment as per section 7.3.1.
- If there is a variation that introduces a new hazard/aspect or alters the impact of an existing hazard/aspect as per section 7.3.1.

7.3.1 Change Management

Where there is a change to the planned scope, design or construction methodology (including plant, machinery, materials, or sequence) the impact of the change must be assessed and a determination on whether the ***Change Management Procedure*** *and/or* ***Safety in Design Procedure*** applies. If so then a formal analysis of the change will be undertaken using the ***Management of Change Event/ Design Form***.

7.4 Operational Control

Operations and activities associated with significant hazards will be planned to ensure they are carried out under specific operating conditions. Critical Risk Management, Safe Work Instruction (SWI), Safe Work Method Statement (SWMS), Task Hazard Card, Hazard Report or a combination of these will be used to achieve this requirement.

7.4.1 Critical Risk Management

Critical Risk Management is how we control critical risks in our business. The main aim is to prevent fatalities and permanent disabling injuries.

Critical Risk Management is designed to ensure that each work area has a clear understanding of what potentially fatal risks are associated with work activities, and ensure there are effective and robust controls in place and verified to manage those risks. This ensures a standardised approach across all Georgiou sites and supports a proactive approach to managing critical risks.

Critical Risk Management includes a set of minimum health and safety requirements that apply to all Georgiou operations and controlled activities. This document highlights the Critical Controls required to manage Critical Risks.

Critical Risks

- Working at Height
- Working with Live Services
- Working with Electricity
- Working with Live Traffic
- Cranage and Lifting Equipment
- Excavations
- Working with Mobile Plant and Vehicles

7.4.2 Hazard Reporting

Hazard reporting will be conducted using the Beakon HSE Management System.

The Supervisor/Site Manager is responsible for ensuring hazards are addressed in a timely manner, using the hierarchy of control and communicated to those who may be potentially affected. Where hazards cannot be addressed immediately and additional controls are required they are to be reported into ***Georgiou's Hazard Management System*** for follow-up and close-out.

7.4.3 Safe Work Instructions (SWI's)

SWI's for common activities undertaken by Georgiou are available and may be referenced when developing a JHA/SWMS.

7.4.4 Task Hazard Card

TASK Hazard Review Cards are available to all workers to perform risk assessments for all work activities being performed.

7.4.5 Safe Work Method Statement (SWMS)

JHA/SWMS will be completed for all high risk construction work. JHA/SWMS developed will reflect the risks and controls identified in the sites risk register.

Subcontractors will be provided access to the sites ***HSE Risk Register*** and prior to undertaking the work will be required to submit their JHA's/SWMS to Georgiou for review and approval using the ***Subcontractor JHA/SWMS Assessment (available in Beakon).***

7.4.6 Permit to Work

The following high risk activities require written authority in the form of a "permit to work" from the Georgiou Site Team:

- Confined space entry
- Excavations classified as requiring a permit according to the ***Excavation Permit and Geotechnical Assessment***. *Note: A determination must be completed prior to undertaking any excavation*
- Hot Work (for hot work conducted outside of designated workshop areas)
- Penetrations of structures that may contain services
- Use of powered hand-held saws i.e. quickcut/demo, ring saw, chainsaw
- Work at heights where a person is exposed to a risk of falling 2 metres or more or where the level of residual risk is high for work at height below 2 metres
- High risk work to be conducted on a Georgiou site where "Authority to Commence Work" has deemed to be required by the Site's Manager

No work involving these activities will commence until the appropriate permit has been completed. Person's issuing permits on the Site will be given training in the Georgiou Permit to Work system.

A permit may be required for other high risk activities as determined by risk assessment, the Site's Manager and/or contractual requirements.

7.5 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be selected in accordance with the type of work being undertaken and the risks involved in accordance with the ***Personal Protective Equipment Procedure***. The minimum personal protective equipment on a Georgiou construction site will be:

- hard hat - Consideration should be given to fitting brims or neck flaps to hard hats,
- protective eye wear e.g. safety glasses,
- steel cap boots (lace up with non-slip soles and toe protection or other footwear as determined by risk assessment),
- high visibility long sleeve shirt or high visibility vest (if shirt /jacket is not high visibility),
- long pants, and
- hand protection where applicable and according to site requirements. Gloves shall be suitable for their intended use in accordance with Australia standards.

Personnel working outdoors, subject to sun exposure, will be a required to wear:

- UV protected eyewear, and
- Sunscreen lotion.

All tasks performed are to be assessed to determine the requirements for additional Personal Protective Equipment. Personnel will use PPE as required by Georgiou and will immediately inform their supervisor of any defects or deficiencies that occur.

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8. HEALTH AND SAFETY HAZARD MANAGEMENT

8.1 Working at Height

Working at height is where a person can fall from one level to another, both above and below ground level or where there is the potential for objects to fall from one level to another.

Fall protection is required at any time, when:

- There is a risk that personnel may fall and injure themselves
- Working from any Elevated Work Platforms in which has an anchor point or man cage

Working at height Operations will be conducted in accordance with Critical Risk Management, the ***Working at Height Safe Work Instruction*** and will only proceed if:

- A JHA/SWMS has been developed and approved
- A working at Height Permit has been issued when:
- there is a chance to a fall of 2.0 metres or greater
- a risk assessment where the level of risk is not tolerable for work at heights below 2 metres
- A fixed platform with guard or hand rails is used where practicable
- All persons are competent to perform the work
- All work at height equipment is fit for purpose, inspected prior to use, tagged and maintained by competent persons
- Fixed anchor points are engineered and approved by a competent person and records kept
- Non engineered anchor points (temporary anchor points such as beams or columns), are assessed as adequate by a Height Safety Supervisor or engineer
- Equipment found to be damaged or defective is removed from service
- All items including tools and equipment are secured

- Drop zone established under works

Fall arrest should only been used once all other options have been considered. Fall arrest equipment that has activated in the event of a fall is to be discarded.

Work at height which requires a harness will require a working at height permit, JHA/SWMS and emergency controls are established and site management authorisation obtained

Work from ladders is prohibited unless the ladder is specifically designed to be used as a work platform.

8.1.1 Scaffolding

Scaffolding must comply Scaffolding will be erected, modified and dismantled in accordance with the ***Scaffolding Safe Work Instruction***, and meet as a minimum, AS/NZS 1576.1 to AS/NZS 1567.4 and AS/NZS 4576 at all times. An appropriate scaffolding high risk work (HRW) licence must be held by anyone performing scaffolding work on a scaffold where a person or object could fall more than 4 metres from the platform or structure

Prior to use a Scafftag must be completed and attached at each scaffold access point. A handover certificate must be provided to Georgiou for each scaffold, and a copy of that certificate maintained in the site scaffold register.

Scaffolding must be inspected at the following intervals:

- before first use
- prior to use after alterations or repairs
- after an event (eg high winds or storms, hit by plant, unauthorized modifications) that could affect scaffold integrity or stability, and
- at regular intervals not exceeding 30 days.

For complex tasks, a methodology for scaffolding installation, modification or dismantling will be required to be submitted to the Project Manager (or nominee) for authorisation prior to the scaffold works commencing.

Scaffolding <4 metres high must be erected, modified and dismantled by a person familiar with the use of scaffolding.

8.1.2 Elevated Work Platforms (EWP'S)

Works involving an Elevated Work Platform (EWP) (Boom and Scissor) will be performed in accordance with the ***Elevated Work Platform Safe Work Instructio***n and ***Working at Height Safe Work Instruction*** and ***Working at Height Permit***.

All Elevated Work Platforms (EWP'S) to be used on site must have a Site Plant/Equipment Compliance Checklist completed on arrival and are also required to have a documented pre-start inspection completed prior to each use. Operators of Boom type EWPs are to hold a current High Risk Work Platform (WP) License irrespective of the boom length and Operators of Scissor Lifts are to have an EWP Operator License (Yellow Card) or verification of competency by a registered training organization.

Note: Being the holder of a WP High Risk Work License does not entitle the worker to also operate a scissor lift or vice versa

The EWP will have a copy of its safe operating instructions and will be operated in accordance with those instructions.

A working at heights permit will be issued for works involving EWPs (boom type & Scissor type) and emergency procedures will be identified in the permit and associated JHA/SWMS or separate rescue plan. Where controls include designated stand by person/s they shall be capable of operating the ground controls in the event of an emergency.

EWP's are to be operated, serviced and documentation maintained in accordance with the jurisdictions Registered Plant obligations.

8.1.3 Ladders

Ladders will only be used for access and egress purposes when there is no practicable alternative. A person may climb or descend a ladder without fall protection provided that they use hands and legs to do so, facing the ladder and using one step at a time (3 points of contact). Ladders will be:

- accepted on the site ensuring they conform to AS 1892
- rated for industrial use
- tied off above and supported below
- placed on a slope that is no steeper than 4 units of height to 1 unit horizontally and be 900mm higher than the exit height being assessed
- unless specifically designed as platform ladders, ladders will not be used as a work platform.
- inspected:
  - when originally purchased/received
  - prior to use
- after mishaps, drops and impacts

8.2 Falling Objects

Where there is a risk of falling objects striking someone, the extent of the exclusion zone shall be determined by a Risk Assessment to protect persons within the work area and/ or public areas to ensure:

- All practicable action is taken to prevent items from falling.
- An exclusion zone is demarcated and signposted, or, alternatively to provide overhead protection.
- The area of the exclusion zone or overhead protection shall be determined by a competent person and must account for the effects of deflection and or wind sail.
- Where overhead protection is used it must be of sufficient strength, as determined by a competent engineer, to withstand the impact force of any item that is reasonable likely to fall, in regards to both the weight of the item and the fall distance.

8.3 Temporary Works

To ensure that a risk based approach is taken to the management of Temporary Works, Georgiou adopts the ***Temporary Works Control Procedure*** classifying the Temporary Works according to safety risk. Temporary works design requires involvement of temporary works specialists including professional engineers and industry experts to identify risk and design appropriate measures to prevent failure or collapse. All Temporary Works must be designed to conform to all relevant Australian Standards, Codes of Practice and Regulations for each particular temporary work structure or technique being designed.

8.3.1 General

Temporary Works is any works that is not part of the finished structure but is required during the construction of the works as a supporting structure and/or is required for the determination of supporting structure/technique.

Temporary Works shall be identified and considered during job planning assessments including Safety in Design Review, Construction Risk Assessment Workshops (CRAW) which includes demolition works, and Safe Work Method Statements.

Examples of Temporary Works may include but are not limited to:

- Formwork/Falsework
- Scaffolding
- Excavations & Trenching Operations

- Temporary Retaining Walls
- Crane use
- Pre-Cast units (handling)
- Temporary Support Structures
- Temporary Hoisting / Materials Handling
- Floating Plant and Marine Operations
- Temporary Roads / Access
- Temporary Fall Arrest System
- Construction sediment retention basins
- Temporary waterway crossings

For Temporary Works which carry the potential consequence of single/multiple worker fatalities, public injury or major property damage in the event of collapse, the Project implements the following controls:

- Development of a detailed design in accordance with the applicable Australian Standard by an engineer with at least five years of experience and professional membership of Engineers Australia.
- Review and approval of the design by an independent engineer to verify conformance to the applicable Australian Standards and PC requirements.
- Construction of the Temporary Works in accordance with the approved design by competent workers.
- Verification that construction of the Temporary Works complies with the approved design by an independent person (not being engaged by the installer of the Temporary Works) prior to use/loading of the Temporary Works.
- Alterations, modification or amendments to the Temporary Works design post- approval are assessed and approved by the Temporary Works designer or a competent person authorised by the Temporary Works designer. Review of Temporary Works required after adverse weather conditions.
- Physical controls are used where there is a risk of Temporary Works being struck by mobile plant.
- Temporary Works designs are made available for information before works commence. Copies of the certified designs and Inspection Test Plans (ITPs) along with inspection documentation are available on site.

8.3.2 Temporary Works Qualifications Requirements Matrix

Temporary works (e.g. formwork, false work, precast, shoring, back propping, temporary structures etc.) must be identified, designed and independently verified by appropriately qualified persons. Georgiou has established a *Temporary Works Qualifications Matrix* template that defines Temporary works, their risk categories and associated level of qualification and experience required during the works process.

Upon project start-up the *Temporary Works Qualifications Matrix* template must be saved to the Project document management system (DMS) as a project specific document. The matrix requirements shall be reviewed against the scope of works and updated accordingly to address the project specific risk level i.e. nominated verifiers and validators.

The Qualifications matrix shall be approved by the Construction Manager and consulted throughout the Temporary Works activities to determine qualification/competency requirements for personnel involved.

8.4 Formwork Operations

Formwork operations will be conducted in accordance with the ***Formwork Operations Safe Work Instruction*** and only proceed if:

- A JHA/SWMS has been developed and approved
- The formwork complies with AS/NZ 3610-1995 Formwork for Concrete
- Formwork has been identified in accordance with the ***Temporary Works Control Procedure***
- A copy of AS/NZ 3610-1995 Formwork for Concrete is available on site for referral
- Lifting activities comply with the ***Slinging and Lifting Safe Work Instruction***
- Approval for the stripping of structural formwork has been received in accordance with the reviewed and approved ITP/s (all relevant hold points)
- Stripping complies with the design specification

Where formwork operations present a risk of working at heights, the ***Working at Height Safe Work Instruction*** must be applied.

8.5 Slinging and Lifting

Slinging and Lifting Operations will be conducted in accordance with Critical Risk Management, ***Slinging and Lifting Operations Safe Work Instruction*** and will only proceed if:

- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person
- A JHA/SWMS has been developed
- A trained and competent person has:
  - Checked all safety devices are operational
  - Visually inspected the lifting equipment
  - Rigged the load
  - Secured the load prior to the lift
  - Ensured lifting equipment selected is suitable for the task
- The weight and type of load is known and less than the Safe Working Load of the lifting device
- Operators of powered lifting devices are trained and competent for that equipment
- Clear communication is established and maintained between all persons involved in the lift
- No one is positioned under a suspended load or between suspended/lifted load and fixed objects
- Tag lines are secured to the load being lifted by the means of a suitable knot i.e. Bowline (shark hooks and the like are not permitted to be used on the end of any tagline).

8.5.1 Significant Crane Lifts

Significant Crane Lifts are defined as:

- Any load in excess of 20 tonnes
- Lifts that exceed 75% of the cranes rated capacity
- Multiple crane lifts
- Lifts that require maximum boom and crane configurations
- Lifts that require specific engineering design
- Non-routine and high risk lifts including all lifting over live process pipelines, all lifting over power lines, and lifting of personnel in a man cage

A documented ***Crane Lift Study Plan*** will be undertaken for all Significant Crane Lifts in consultation with the crane drivers and rigging crew and approved by the Project Manager or his nominee prior to the commencement of the lift.

The ***Crane Lift Study Plan Form*** may be used, if the crane supplier does not have a study/plan that meets the above requirements.

8.5.2 Verification of Crane Registration/ Requirements and Operators Qualifications/ Competency

Crane operations will be undertaken in accordance with the ***Crane Operations Safe Work Instruction***. Georgiou will confirm that all personnel are trained, competent and hold the relevant high risk licence if they:

- operate cranes, VLC greater than 10 metric tonnes
- are conducting dogman or rigging duties
- maintain or test cranes, hoists, personnel cages, lifting or rigging equipment

The site will confirm that all cranes on site will have:

- A load chart displayed in the operator's cabin;
- Current registration of Plant Certificate clearly displayed;
- An operators manual;
- A pre-start inspection completed and recorded in log book prior to operation;

- A service history record book;

8.5.3 Man Box / Man Cage / Lift Basket (permit)

All man boxes will be constructed to AS 1418.17Cranes (including hoists and winches) - Design and construction of workboxes and the man box design registered with the appropriate authority. They will show a SWL, and will be inspected and approved prior to being used on the Site. Any lift requiring a man box to be used will have a documented pre-start, JHA/SWMS and Working at Height permit completed prior to use, a qualified rigger with radio communications with the crane operator in control of the lift (i.e. on board the man box). A crane without a slewing capacity or with any capacity for free fall will not be allowed to be used for operations involving Man Box/Man Cage/Lift Basket.

A work cage/box will be used in accordance with AS 2550.1 Cranes, Hoists and Winches—Safe Use—General Requirements and inspected prior to each use. On receiving a Man Box/Man Cage/Lift Basket onsite they will be formally inspected and entered into Georgiou's Plant Register and documentation forwarded to the Project Manager.

8.5.4 Inspection and Testing

The Site will maintain a Lifting Equipment Register of all slinging and lifting equipment kept on site.

A visual inspection will be conducted prior to each use. All lifting equipment will be inspected in accordance to the Slinging and Lifting Operations Safe Work Instruction.

8.6 Piling

All plant used in pilling activities must be managed in accordance with the section ***8.20 Plant & Equipment***. The piling contractor must ensure that all workers involved in piling operations are trained and competent in the type of piling being carried out and all piling operations are to be under the supervision of a competent supervisor, and provide evidence of training on specific piling equipment before commencing work.

Before a piling rig is set up a Working Platform Certificate must be issued confirming that the platform has been properly designed and constructed in accordance with the ***Temporary Works Control Procedure***. The work platform must be regularly inspected in accordance with the temporary works design and following any weather event with potential to impact the integrity of the working platform, throughout all stages of the piling activity.

The piling contractor shall ensure work areas around piling rigs are cordoned off to prevent unauthorised access from personnel and vehicles. A 'Plant Operational Zone (POZ) must be established around the piling works to keep piling activities separated from other onsite construction activities and to separate mobile plant from people. Only those involved in the piling work must enter the POZ.

Exclusion zones must be established inside the POZ to identify high risk areas adjacent to or within the working radius of piling rigs that persons must not enter when the equipment is in operation. When not in use secondary winches must be securely stowed in accordance with the manufactures instructions.

Piling activities are controlled using a permit to work system in accordance with Section 7.4.7 Permit to Work

Piles and other materials are to be stacked safely with round materials such as pile casings and reinforcement cages chocked to prevent rolling and loaded onto transport vehicles pre-slung to eliminate the need for workers to climb on loads to attach lifting gear when loads are unloaded.

Open boreholes are to be covered and protected to prevent anything or anyone falling or the pile casing (if used) is to be left a minimum of 1m above ground level.

Hydraulic pile cutters/breakers and passive and active systems are to be considered before the use of manual breaking.

8.7 Demolition

Works involving a Demolition Work will be performed in accordance with the WHS Act and WHS Regulation, SafeWork NSW – Demolition Work Code of Practice and AS 2601:2001 Demolition of Structures.

The project will engage the services of a suitable contractor that holds the appropriate SafeWork NSW demolition licence to undertake demolition work.

The Demolition contractor, in conjunction with Georgiou, will be responsible for all matters relating to licencing and notifications to relevant regulatory authorities in advance of works commencing. The following must be undertaken and or verified prior to demolition work commencing;

- Undertake a risk workshop for each structure or group of structures to be demolished. Sydney Metro's representatives must be invited to the risk workshop, determine of other stakeholders and specialists are required.
- The risk workshop must be used to develop a demolition works Risk Register and Demolition Management Plan/Work Plan and determine critical path hold points to be applied throughout the demolition.
- The demolition contractor must submit a Demolition Management Plan/Work Plan to the Principal's Representative for review for compliance against this Standard and the above legislation, Demolition – Code of Practice and AS 2601.
- Demolition activities (including removal of furniture, fittings, and fixtures) must not commence prior to written approval from the Georgiou Project Manager.
- All demolition work methodologies must include photographs/sketches/schematics where available to communicate the sequence of demolition to be followed by all workers involved in the work.
- Each demolition work site must have an approved supervisor in attendance while demolition work is being carried out who holds a SafeWork NSW demolition licence.
- Confirm the disconnection of all utilities and removal of hazardous materials prior to demolition work commencing.
- The demolition contractor must develop a SWMS specific to the planned work in consultation with the workers
- Brief the crew on the Work Plan, Safe Work Method Statement and any other relevant supporting documents,

8.8 Excavations

Excavation activities must be conducted in accordance with ***Critical Risk Management – Excavation***, ***Excavation Operations Safe Work Instruction*** and SafeWork NSW – Excavation Work – Code of Practice.

Excavations include any man-made cut, cavity, trench, or movement or placement of soil or other surface materials by removing, boring or forcing objects into the ground or earth surface. Trenching, drilling, piling, driving rods or posts are examples of excavation where this procedure applies.

Where excavations are over 1.5m in depth, there is a potential for the excavation to collapse. Suitable protective systems must be in place to prevent collapse and protect every worker, service and structures.

The following conditions apply to all excavations deeper than 1.5m

- must ensure benching and/or battering is designed in accordance with the ***Temporary Works Control Procedure***

- Geotechnical engineers must provide written certification and/or verification that the proposed benching and/or battering is designed in accordance with the ***Temporary Works Control Procedure*** prior to persons entering the excavation.
- In addition, geotechnical engineers' advice related to excavation safety must include when a review must be undertaken of the proposed method and frequency of benching and/or battering by reference to both clear time periods and/or environmental or other conditions.

Protective systems such as steel shoring and trench lining equipment must be capable of withstanding all loads that could reasonably be expected to be applied or transmitted to the system. The following requirements apply where such systems are utilised;

- Steel shoring and trench lining equipment must be designed by a competent person in accordance with AS 4744.1 and/or AS 5047 and the ***Temporary Works Control Procedure***.
- Shoring systems must be certified by a qualified engineer experienced in the system used and in accordance with the Temporary Works Management procedure.
- Shoring systems are to be installed in accordance with instructions provided by designer and/or manufacturer.

The above controls may need to be implemented in excavations and trenches less than 1.5m deep if ground conditions are unsuitable.

An Excavation Permit must be completed and approved by the designated Permit Authoriser prior to the commencement of any excavation activity. Underground services within the planned excavation area must be positively identified prior to commencing mechanical excavation activities. A SWMS must be developed in consultation with workers detailing excavation support requirements.

The Permit authoriser must complete a site inspection with the Permit Acceptor to ensure the location of underground services are known and permit conditions understood.

Excavations greater than 1.5m, shall be visually inspected for stability by a competent person as a minimum daily, period to persons entering the excavation, where an inspection identifies a fault or hazard, this shall be documented using the ***DHI – Excavation***.

8.9 Electrical Work

Only qualified electricians are authorised to carry out electrical work on Georgiou sites. The qualified electrician must be licensed as required to meet the regulatory requirements of the state the work is being undertaken.

Work involving the use of electricity will be conducted in accordance with Critical Risk Management, ***Working with Electricity Procedure*** and AS/NZS 3000 Electrical installations (Wiring Rules), and will only proceed if:

- A SWMS has been developed and approved
- There has been verification of person(s) competency carrying out the electrical work
- All isolations have been completed by licenced person(s) in accordance with Georgiou's ***Isolation and Tagging Procedure*** and a test for dead completed
- At least two people are in attendance when working on or close to exposed live conductors in situations where an isolation is not practicable / possible
- A retest for dead has been completed after any break or change in conditions

Machinery operated near overhead services shall be conducted in accordance with Georgiou's ***Operating near Overhead Services Safe Work Instruction***.

8.9.1 Work on or near energised (live) electrical equipment

Work on or near energised electrical equipment is prohibited unless:

- it is necessary in the interests of health and safety that the electrical work is carried out while the equipment is energised

- it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, or
- it is necessary for the purposes of testing to ensure the equipment is de-energised or
- there is no reasonable alternative means of carrying out the work

Only a qualified electrician is authorised to make decisions, in accordance with relevant legislation, about whether it is safe to work on or near energised electrical equipment. Where isolation or the use of suitable insulating barriers is deemed impractical consideration must be given for using a safety observer who is trained in resuscitation and first aid and instructed on how the power can be isolated immediately in an emergency.

An authority to commence permit and appropriate rescue plan must be completed and in place for all work on or near live voltage electrical equipment.

8.9.2 Electrical Inspection, Tagging and Testing

A visual inspection will be completed on all portable electrical equipment prior to its use. Tagging and testing is to be completed by a competent person in accordance with the ***Working with Electricity Procedure*** and to AS/NZS 3012 Electrical Installations – Construction and demolition sites / AS/NZS 3760 In-Service safety inspection and testing of electrical equipment.

Equipment that does not have a current inspection tag, is damaged or fails any test will be withdrawn from service, tagged 'out of service' until tested and repaired by a competent person in accordance with the ***Isolation and Tagging Procedure***.

8.10 Confined Space Entry

Entry into a confined space will be undertaken in accordance to the ***Confined Space Operations Safe Work Instruction*** and will only proceed if:

- All other options to avoid the need for confined space entry have been considered
- A SWMS has been developed and approved
- A Permit to Work has been authorised and the conditions of the permit have been communicated to the work team
- The persons involved are competent to do the work associated with the confined space
- All sources of energy affecting the confined space are isolated
- Testing of atmospheres is complete, verified as safe and repeated at defined times as recorded within the permit conditions
- A standby person(s) is in place at all times to raise the alarm - they will not attempt a rescue
- A rescue plan is in place and known to all involved
- Unauthorised entry is prevented

The site will maintain a register of any confined space on the ***Site Master HSE Register*** at the workplace and appropriate signage placed at the entrance of a confined space indicating no access without permit.

8.11 Hot Work

Hot work is an activity which can generate sufficient heat to ignite materials in the work area and includes:

- Electrical welding;
- Grinding;
- Heating;
- Hot cutting;
- Oxy acetylene use; and
- Any other process that produces a spark or ignition source.

A "Designated Hot Work Area" may be requested from the Georgiou's Project Manager. This area will be compliant with all hot work requirements in ensuring the area is not posing a risk to the individual or site and be exempt from permit requirements.

Hot Work Operations will be conducted in accordance to the ***Hot Work Safe Work Instruction*** and will only proceed if:

- A SWMS has been developed and approved
- Where Hot Work is undertaken outside the Designated Hot Work Area, a Permit to Work has been authorised and conditions of the permit have been communicated to everyone involved in, or affected by the work

8.12 Hazardous Chemicals

Hazardous chemicals will be managed in accordance with the ***Hazardous Chemicals Procedure***, ***Procurement Procedure***, SDS, statutory requirements, Australian Standards and Codes of Practice.

Site Management approval will be required prior to any hazardous chemical being brought onto site

A register and inventory of all hazardous chemicals on site will be established and maintained using ***ChemAlert***.

Personnel working with hazardous chemicals will be provided with information and training concerning those materials as detailed in the SDS. Risk assessments will be completed for all hazardous chemicals.

Hazardous chemicals will be inspected in accordance with the ***Detailed Hazard Inspection – Environment***.

8.13 Heavy Vehicle Chain of Responsibility (CoR)

Heavy Vehicle Chain of Responsibility will be managed in accordance with the ***Heavy Vehicle CoR Management Plan***. Heavy Vehicle National Law (HVNL) effects all heavy vehicles over 4.5 tonne (gross vehicle mass). The law recognises that there is a chain of responsibility in regard to heavy vehicles and every party in that supply chain has a duty to ensure, so far as is reasonable practicable, the safety of their transport activities relating to the vehicle.

All Heavy Vehicle Operators engaged by the PC, including prime contractors, sub-contractors and owner-drivers, are assessed and selected, as part of the Georgiou's procurement and pre-qualification processes, to ensure that they meet the minimum requirements set out in this Management Plan. The requirements apply to all levels of the supply chain, including sub-contractors and suppliers.

Subcontractor pre-qualification and screening activities include undertaking compliance assurance assessment of sub-contractors as to their competency, capacity, qualifications, training, expertise, systems and processes in place to ensure compliance with the HVNL Law and CoR hazards and Sydney Metro provisions and their relevant compliance history. Georgiou requires all Heavy Vehicle Operators to demonstrate a safety and compliance history and current fleet safety standards.

Georgiou does not incentivise drivers or allow Heavy Vehicle Operators (including prime contractors, sub-contractors or suppliers of any tier) to incentivise their drivers, based on the number of, or speed in which, deliveries are made or in such a way that would result in a breach of the HVNL. Georgiou systems and controls ensure that the safe delivery of plant, equipment, materials and people is the overriding priority in all vehicle movements.

8.13.1 Chain of Responsibility and Reporting

The below exert is the Project Chain of Responsibility Monthly Reporting displaying the sampling that will be undertaken and reported and added to the monthly HSE Health Check and Sydney Metro's Principle Contractors Health and Safety Standard Report:

- Number of Heavy Vehicle Operators Engaged, will be measured at time of procurement and reported is section 6 of the Sydney Metro's Health and Safety Standard Report.
- Number of Heavy Vehicle Movements will be recorded daily on site using Delivery Driver Induction Form and or Chain of Responsibility Form within Beakon.
- Number of Heavy Vehicle Incidents (including traffic offences, accidents, near-misses and non-compliance) will be captured through random or targeted sampling of Suppliers scheduled to be conducted minimum twice per month.

The Georgiou Beakon Application shall be utilised to conduct regular onsite inspections of heavy vehicles utilising COR Inspection Checklist, non-conformances shall be documented and actions assigned and monitored to closeout.

8.14 Security

The project will deploy applicable signage throughout the project in accordance with;

- WHS Act 2011 & WHS Regulation 2017
- SafeWork NSW Code of Practice: Construction Work
- SafeWork NSW Code of Practice: Managing the work environment and facilities
- AS1319 Safety signs for the occupational environment

Where installed, all signage will be;

- Cleary visible to interested parties to who the signage applies (stakeholders, members of public, workforce)
- For site compounds - Identify Georgiou as the principal contractor, contact details (including 'out of hours' details) minimum PPE requirements and the location of the site office.

The site work areas and compounds will be established (where applicable) using security fencing & mesh with applicable warning signage designating construction activities with no unauthorised access. Appropriate lighting shall be provided to ensure safe access and egress to and from the work area. Signage and lighting requirements shall be monitored to ensure it remains adequate for the work environment and the planned task.

Designated Access Gates will be established that will be locked when the site is unoccupied.

The site compound and work areas will be further protected by at least one (or any combination) of the following security measures, the agreed measures shall be documented on the Site Layout Drawing;-

- Security CCTV
- Motion sensitive lighting
- Intruder warning systems
- 'Back to Base' monitoring and alert service
- Locked gates, containers, storage facilities
- Random security patrols
- Loose materials and equipment to be placed within a secure area when the site is unoccupied
- Hazardous & flammable substances to be securely locked in appropriate storage containers when not in use.
- Mobile plant & machinery to be locked and isolated when not in use with keys removed
- Where provided, security screens to fitted whilst the site is unattended
- Mobile plant, machinery & vehicles (including Utes & Trucks) are not to be left unattended whilst running / cooling down and keys removed when unattended.

Site security arrangements shall be documented on a site layout drawing and shall be continuously review and updated to meet the project needs.

All site visitors must report to the site office and complete the visitor induction in accordance with sector 14.3 Induction. Visitors must remain with their site escort at all times whilst on site.

8.15 Hazardous Manual Tasks

Manual Handling Operations will be conducted in accordance with the ***Manual Tasks Safe Work Instruction***.

Employees will be provided with information in regards to manual handling at their company induction. Manual Handling hazards will be identified through the applicable risk assessment and the risk reduced to an acceptable level prior to the activity being undertaken. The hierarchy of controls will be applied and the need to perform the task eliminated, where possible, through the use of mechanical means or changes made to the work environment.

Persons responsible for the implementation of The Bays Road Relocation Project would not be considered Officers

8.16 Public Traffic Management

The Project has multiple locations with high levels of interaction with public traffic. A ***Traffic Management Plan*** (TMP) outlines the processes for working on or near public roads including the development, review, approval and implementation of Traffic Control Plans (TCPs)/Traffic Control Guidance Schemes (TCGSs) for specific activities involving work on or near public roads. The ***Traffic Management Plan*** (TMP) for this project has been developed in accordance with;

- WHS Act 2011 & WHS Regulation 2017
- AS 1742.3 (Manual of uniform traffic control devices - Traffic control for works on roads)
- Austroads – National Approach to Traffic Control at Worksites
- RMS Traffic Control at Worksites Manual
- Load Restraint Guide – Heavy Vehicle 2018
- Load Restraint Guide – Light Vehicle 2018
- General Specification for Health and Safety Management

Road Safety Audits shall be conducted by a competent road safety auditor following each traffic switch, and daily traffic management inspections shall be performed by the Traffic Control Site Manager. Georgiou aims to remove or reduce the risks so far as is reasonably practicable in accordance with Georgiou's Risk Management processes

Georgiou employees involved in traffic management must have dashcams fitted in their vehicle.

No works are to be conducted adjacent to existing public traffic or public pedestrian flows unless permission is given by the Georgiou appointed Traffic Control Site Manager.

Traffic control at work sites on public thoroughfares will be approved by the NSW Roads & Maritime Services & Transport for NSW Traffic Management Centre.

8.16.1 Pedestrians & Cyclists

The movement of pedestrians & cyclists will be controlled with clearly defined, signposted and delineated pathways & routes to ensure the safe passage of pedestrians and cyclists within the limit of works.

At this point were are not anticipating cyclists on Sommerville Road, Georgiou shall monitor cyclist activity and response in accordance with the above requirements and Georgiou risk management processes.

8.17 Site Traffic & Operator Rules

The Project Manager will be responsible for the development and review of the ***Site Traffic & Operator Rules*** in accordance with the ***Plant and Equipment Operation Standard***. The site management team will ensure personnel are made aware of the ***Site Traffic & Operator Rules*** for the area they are working in through inductions, pre-start meetings, risk management documents and/or displaying ***Site Traffic & Operator Rules*** poster prominently on site.

Vehicle Movement Plans (VMP's) will be developed and displayed to assist in communicating access / exits, Gate numbers, movement direction, parking, pedestrian & cyclist access etc. and will be updated for changes of layout / information. Haul roads will be constructed and maintained in accordance with the ***Construction and Maintenance of Haul Roads Safe Work Instruction***.

8.17.1 General Requirements

- Amber flashing/revolving light is to be used when the plant/vehicle has entered the construction area.
- Headlights are to be on at all times the mobile plant/vehicle is mobile.
- Two-way radio contact is to be used to communicate to other operators on site.
- Light and heavy vehicles to be physically separated where practicable/possible
- Use of a mobile phone, music device and earphones in mobile plant is not permitted.
- Seat belts are to be worn at all times, passengers are only permitted in mobile plant with designated seats and seatbelts.
- A safe stopping distance shall be maintained between plant/vehicles at all times.
- Designated speed limits, signs and exclusion zones are to be complied with at all times.
- Never pass under suspended loads/cranes/work platforms.
- All hazards, damage and/or faults, regardless of severity are to be reported to Georgiou.
- No overtaking on Haul roads. Overtaking is permitted in other areas if there is clear unrestricted vision and positive acknowledgement from the operator being overtaken has been received.

8.17.2 Pedestrians

- All persons must wear high-visibility clothing in compliant with AS/NZS 4501.
- Persons must not enter the plant operating zone (POZ)
- Designated routes will be provided
- Pedestrians must follow designated pedestrian routes
- Pedestrian must not enter barricaded exclusion/ no go zones
- Pedestrians must make positive contact, either verbal or visual, with the plant operator & clearance to proceed granted before entering the immediate vicinity of operating mobile plant.

8.17.3 Driving Vehicle

- Drivers of motor vehicles must hold a current licence appropriate to the class of vehicle they are operating.
- Drivers shall drive with due care and attention, diligence and shall obey the Georgiou Procedures and the relevant State or Territory Road Traffic Legislation, and site traffic controls plans and posted speed limits.
- Drivers must immediately advise if their license is cancelled, suspended, expired or no longer valid.
- Use of a mobile phone in an LV is only permitted when the vehicle is parked up in a safe location.

8.17.4 Operating Plant

- Operators of Georgiou owned or hired mobile plant will be required to undergo a Georgiou Assessment of Competency (GAC) or VOC in accordance with client requirements.
- A documented pre-start inspection is to be completed on mobile plant prior to operation at each shift and weekly/monthly for light vehicles. All faults shall be reported.
- A physical check is to be completed before moving mobile plant to ensure no person/plant or property is in the vicinity of the machine.
- Operators to have attachments grounded & machine turned off before a pedestrian may approach.
- Only authorised personnel are permitted to enter the earthworks areas in a light vehicle. Prior to entering any earthworks area call up on appropriate UHF channel and obtain permission to enter.
- As a minimum Spotters are to be used when interfacing with personnel/plant/public or operating within confined areas.
- When spotters are used they are to maintain positive communication with the Plant Operator/s at all times in the form of verbal or visual contact and be clear of Dangerous Shadow areas. If the Operator loses contact they shall stop the machine and ground all equipment until communication is re-established.

8.17.5 Reversing

- Reversing should be eliminated wherever possible.
- Mobile Plant are to follow one-way circuit and eliminate reversing whilst parking in compound.
- All operators shall check their reversing path before engaging reverse.

8.17.6 Haulage Route Compliance

The Project will ensure that approved Heavy Vehicle haulage routes are adhered to at all times by Heavy Vehicle Operators (including sub-contractors and owner-operators) in the road transport supply chain and that systems are in place to monitor the location of the vehicle at all times.

Georgiou will investigate any non-compliance with approved haulage routes and if deemed necessary, establish and issue a corrective action plan with the heavy vehicle operator to ensure future compliance.

8.17.7 Parking

- Mobile plant are to park in the designated areas.
- Mobile plant attachments are to be lowered when parked.
- Delivery Trucks are to stop where sign posted and call supervisor on UHF Channel.
- When parked all light vehicles (including those with trailers) must be fundamentally stable with the engine turned off and handbrake effectively applied.
- No LV shall be parked in front of or behind another parked LV unless in a designated parking area.
- LV's are not to be parked directly in front or behind plant (stationary or otherwise) unless it's a service vehicle and the risk has been controlled.
- All light vehicles are to be parked in reverse in designated areas only.
- Where mobile plant or vehicles are left without an operator in the immediate area the engine is to be turned off, handbrake effectively applied, and the keys removed from the ignition.

8.17.8 Working In The Vicinity Of Plant - Plant & People Interaction

Suitable controls will be developed and implemented to mitigate the risks associated with workers on foot including;-

- Exclusion Zones & delineation
- Speed restrictions
- Vehicle Movement Plans (VMP's)

The above requirements must be communicated during the Project Induction, and communicated to the workgroups via site Toolbox Talks and Prestart Meetings.

Additionally, the project will plan and establish;-

- Vehicle parking
- Lay-down areas
- Access between site compound and work areas

The following will be applied to minimise the risk of plant and people interaction:

- Critical Risk Management - Working with Mobile Plant and vehicles.
- Works will be planned to avoid heavy plant and people working together whenever possible.
- Every effort must be made to eliminate SFAIRP the need for persons to work in and around mobile plant and construction traffic (including refuelling operations)
- Physical (solid) barriers are utilized to separate persons (workers or public) from mobile plant and construction traffic at all times (including refuelling and servicing.
- Personnel are to be made aware of vehicle/ mobile plant blind spots while moving or working around this type of equipment.
- Operators are to stop work immediately if a person or light vehicle enters the plant operating zone
- Where there is a need for workers to access the exclusion zone/operating zone of mobile plant, safe systems of work are established to control (i.e. halt/cease) the operation of mobile plant and ensure personnel are kept safe
- The Georgiou Supervisor shall outline the communication measures to manage and control mobile plant and construction traffic movements. Georgiou requires UHF Radios in all vehicles and mobile plant entering the construction zone.

8.18 Plant, Vehicles & Equipment

Plant and Equipment will be managed in accordance with the ***Plant and Equipment Control Procedure*** and ***Plant and Equipment Operations Standard***.

As part of the screening process, subcontractors' plant will be registered in accordance with local regulations and requirements prior to their commencement on the site. Subcontractor Plant that requires registration will not be used or installed if there is no registration or the registration is not current or valid.

The Georgiou Management System requires the following records in relation to Subcontractor plant to be submitted to Georgiou's HSEQ Management System Beakon:

- The unique plant identification number.
- Plant design registration information.
- Final and approved design drawings and calculations.
- Relevant data from commissioning.
- Compliance statements and/or test certificates.
- Manufacturer's specifications.
- Results of inspections.
- Results of tests on safety designs.
- Information on maintenance carried out.
- Information on major repairs carried out.
- Information on major modifications or ratings to original design.
- Significant deviations from normal operating or design conditions, including breakdown or other malfunction.

Additionally, Georgiou requires the following information relating to Subcontractor plant:

- Results of risk assessments carried out on plant.
- Information, instruction and training given to workers about how to use plant and the risks associated with plant.
- Work practices used where plant is involved.
- Procedures for consulting with workers.
- Competencies of operators.

This information is held in Beakon. On site, plant will be marked with the plant design registration certificate number or have the number readily accessible within the vicinity of the plant. Beakon, will alert the project if/when a licence or registration is due for expiry, prompting the Project Manager to liaise with the employee/subcontractor regarding recertification, to ensure coverage is maintained at all times. This systematic approach provides assurance to Sydney Metro that we will remain compliant with all applicable legislation and statutory requirements, at all times.

The following documents provide further information in regards to this topic:

- ***Plant, Equipment and Vehicle Maintenance Procedure***
- ***Critical Risk Management***
- ***Plant Operations Safe Work Instructions***
  - ***Articulated Dump Truck Operations***
  - ***Articulated Water Cart Operations***
  - ***Dozer Operations***
  - ***Excavator Operations***
  - ***Front End-IT Loader Operations***
  - ***Grader Operations***
  - ***Rigid Tipper Operations***
  - ***Roller Operations***
  - ***Scraper Operations***
  - ***Skid Steer Loader Operations***
  - ***Telescopic Materials Handler Operations***
  - Working near Overhead Services

8.18.1 Mobile Plant and Vehicle Standards

8.18.1.1 Light Vehicle Requirements

All light vehicles on the site must have:

- a risk assessment available
- a current, up to date service history (log book) or service sticker available
- current registration
- be appropriately insured
- an amber flashing/revolving light installed two-way radio available with the vehicle
- seat belts for all passengers
- a pre mobilisation inspection completed by a qualified and competent person (i.e. mechanic), prior to being authorised for use on Site
- a first aid kit within the vehicle

A vehicle register ***Site Master HSE Register*** will be maintained on site detailing site vehicle access approvals.

Visitor's vehicles will only be permitted on site if they meet the above conditions.

8.18.1.2 Heavy Vehicle Requirements

All trucks and plant or equipment used for the Contract must comply with the requirements in the ***Plant and Equipment Control Procedure***

8.18.1.3 Mobile Plant Requirements

All powered mobile plant on site will have as a minimum:

- a risk assessment available
- a current, up to date service history (log book) or service sticker available
- appropriate registration and certification as required
- seat belts for all passengers
- documented prestart inspections
- an Operator's manual (Original Equipment Manufacturers manual)
- a fire extinguisher
- lifting equipment tested and tagged
- regulatory authority plant registration in accordance with applicable State ***HSE Legal Obligation Directory***
- be appropriately insured
- isolator switches clearly visible to isolate the energy sources
- a pre mobilisation inspection completed by a qualified and competent person (i.e. mechanic), prior to being authorised for use on Site
- Roll Over Protection (ROP)

All Powered Mobile Plant, including subcontractors and supplier plant will be inspected using the ***Site Plant/Equipment Compliance Checklist*** prior to authorising the commencement of operations to verify the above requirements, and any additional site specific requirements have been met and that the plant is in good working order.

A plant register will be maintained on site detailing site vehicle access approvals.

8.18.2 Registered/Classified Plant

Registered/classified plant, as outlined in the ***HSE Legal and Other Obligations Directory***, will have evidence of registration displayed on the plant, and the details recorded on the ***Site Master HSE Register***.

8.18.3 Mobile Plant Maintenance

Georgiou Plant shall be managed in accordance ***Plant, Equipment and Vehicle Maintenance Procedure***. Plant operators will conduct a pre-start check that includes machine specific OEM requirements, prior to operating the machinery each shift and record in the Plant Log Book. Maintenance and servicing of mobile plant will be completed in accordance with the manufactures requirements and records maintained.

Other mobile plant working on site will be maintained by the subcontractor or supplier unless otherwise agreed to by Georgiou. Maintenance records will be obtained the site will monitor that a maintenance schedule is maintained.

Isolations will be conducted in accordance with the ***Isolation and Tagging Procedure***.

8.18.4 Towing/Extracting Mobile Plant or Light Vehicles

Snatch straps or wire slings will only be used for the purpose of towing equipment or extricating plant or vehicles from bogged conditions. Under no circumstances are chains to be used for this purpose.

8.19 Fixed Plant and Equipment Standards

8.19.1 Fixed Plant

All fixed plant will have:

- A risk assessment available
- Adequate guarding in place
- Adequate signage to identify hazards
- Isolation points clearly marked
- Operating Procedures
- Training on the operation of the plant
- Inspection /maintenance program in place
- Records of inspections/maintenance available on request

8.19.2 Hand and Power Tools

The use of hand and power tools will be conducted in accordance to the ***Hand Tool Operations and Powered Tool Operations Safe Work Instructions*** as follows:

- Georgiou and its subcontractors will be responsible for maintaining their tools and associated plant /equipment in a good state of repair.
- 9”/230mm grinders and 1.5mm (and below) cutting discs will not be permitted to be used on the site.
- Open blade knives such as Leatherman’s and pocket knives will not be permitted on Site. An exemption applies to members of the Site Emergency Response Teams.

8.19.3 Banned/ Restricted Items

The Georgiou ***Banned/ Restricted Items Register*** identifies specific items that have been banned or restricted across Georgiou sites. The Georgiou document provides justifications and alternatives for consideration.

8.20 Working in, over or adjacent to Water/Liquids

Where works will be conducted in, over or adjacent to water/liquids where there is the risk of drowning the following will apply:

Risks and controls identified within the sites ***HSEQ Risk Register***
JHA/SWMS developed and approved, taking into account:

- Nature of the work
- Use and inspection of buoyancy vests/personal flotation devices or other equipment
- Communication and supervisory requirements
- Fall prevention
- Training and competency requirements

A Permit to Work has been authorised and conditions of the permit have been communicated to everyone involved in, or affected by the work

Where applicable continual monitoring of water conditions, tides and weather shall be conducted and recorded.
Drop zone established under works
Emergency response plans/rescue plans shall be developed in accordance with Georgiou's Emergency Preparedness & Response Standard and potential scenarios identified in the sites Emergency Response Management Plan.

Where it has been identified that fall restraint/arrest equipment is required, this shall be conducted in accordance with the ***Working at Height Safe Work Instruction***.

8.21 Night Works

Intermittent Night works are anticipated as required for the duration of the works.

All personnel (Georgiou and/or its subcontractors) required to undertake night shifts will be appropriately consulted in respect of duration of work, shift length, rest breaks, time between shifts.

All workers and supervisors undertaking night shift will be appropriately trained to minimise potential adverse effects resulting from (but not limited to);-

- Fatigue
- Stress
- Diet
- Sleep patterns

Supervisors & responsible project staff will be required to monitor personnel for the duration of works for the adverse effects that personnel may display.

All shift personnel will be encouraged and supported to raise issues and concerns with supervisors and/or project management that may impact on their ability to perform their work in a safe manner and to work with project management & supervisors in addressing those matters raised.

8.22 Welfare Facilities

Georgiou shall ensure welfare facilities comply with the requirements outlined in SafeWork NSW – Managing the Work Environment and Facilities – Code of Practice.

Everyone on site must have access to adequate toilet and washing facilities, a place for preparing and consuming refreshments and somewhere for storing work clothing and personal protective equipment. Washing facilities must be located close to crib sheds and restrooms.

Welfare facilities shall be established during the mobilisation phase; the adequacy of facilities shall be reviewed throughout the project life cycle to ensure facilities meet or exceed the requirements outlined in the Code of Practice.

Workplace facilities shall be regularly cleaned and inspected to ensure that facilities remain adequate. Workers must ensure that these facilities are used appropriately, and any defects or hazards reported to their Supervisor.

8.23 Isolation and Tagging

Isolation and tagging will be conducted in accordance to the ***Isolation and Tagging Procedure*** and only proceed if:

- Controls are identified for isolations and are documented in the SWMS
- Isolations will be by positive lock out (applying a personal lock) where possible, where this is not possible personal danger tags will be used.
- After de-energising, isolation will be confirmed by conducting a test by trying to restart the plant/equipment.

Any breaches of isolation are considered a near miss and will be recorded in ***Georgiou's Incident Management System***.

8.24 Asbestos

The WHS Act & Regulations set out the mandatory responsibilities and obligations and provide specific guidance relating to Asbestos Management including the Identification, Risk Assessment and Control of Asbestos respectively.

Non-friable material containing asbestos removal will be conducted in accordance with the ***Project Construction Environmental Management Plan, Appendix 8 - Contaminated Land Management Sub Plan***, **Appendix 8A - Unexpected Finds contamination procedure,** and SafeWork NSW Code of Practice How to Safely Remove Asbestos. Health monitoring shall be conducted in accordance with Section 12.1 Occupational Health and Hygiene.

Persons involved in ACM removal work which involves the removal of friable asbestos must hold a Class A asbestos removal licence. Non-friable asbestos removal work may be carried out by persons holding either a Class A asbestos removal licence or a Class B Non Friable asbestos removal licence.

The removal or up to 10 m2 of non-friable asbestos or ACM may be performed by a company that is not a licensed asbestos removalist, observing the requirements outlined in Chapter 4, SafeWork NSW Code of Practice How to Safely Remove Asbestos.

It is the responsibility of the licensed asbestos removal contractor to notify SafeWork NSW of any planned asbestos removal work. Notification must be submitted at least 5 days prior to the commencement of the planned asbestos removal work. In addition immediate notification to the regulator is required when the respirable asbestos fibre levels exceeds 0.02 fibres/ml in the removal area.

An Authority to Commence Permit must be completed and authorised by the Georgiou Project Manager before starting any asbestos removal work.

Where licenced asbestos removal work is performed, air monitoring shall be carried out. All occupational hygienists and Licensed Asbestos Assessors used to assess asbestos are to be competent to do so. All occupational hygienists and Licensed Asbestos Assessors are to be working under the governance of a COH. Georgiou's nominated COH must approve all Asbestos Removal Control Plans before removal activities commence.

Asbestos air monitoring results must be submitted to Sydney Metro the following day of sampling. Evidence of calibration and NATA laboratory accredited must be supplied. Where a quality control error is identified in NATA accredited laboratory analytical reports, an amended laboratory certificate of analysis must be issued.

Clearance Certificates must be provided to Sydney Metro upon asbestos being removed and prior to re-occupancy of each asbestos removal work area. Where a project comprises of multiple asbestos removal work areas, a final Clearance Certificate encompassing all asbestos removal work activities must be provided to Sydney Metro.

8.25 Barricading

Barricading will be erected in accordance with the ***Barricading Safe Work Instruction***, effectively isolating areas where hazards exist that present a threat to personnel and/or equipment. Hard barricading should be erected to:

- Provide warning of the existence of a dangerous condition
- Prevent personnel/machinery from making contact with an identified hazardous condition
- Prevent access to an area containing a hazardous condition or activity
- Define boundaries of hazardous locations or restricted areas

Where the risk of injury or harm to members of the public is negligible, simple barriers and reflective plastic tape or mesh may be used.

8.25.1 Openings or Penetrations

Openings or penetrations between 20cm to 2m in diameter will be covered to prevent persons falling or falling objects. Covers are to be placed to prevent unintentional dislodgment. They will be of sufficient strength to withstand any foreseeable loading. Temporary covers placed over an opening or penetration will not be used as a working platform and can only be removed for the purposes of installing services or for the placement of a permanent lid or cover. Prior to removal of covers barricading will be erected.

8.26 Compressed Air Equipment

Compressed air operations will only be used for its intended purpose and carried out by competent personnel experienced in the operation of the equipment being used.

Additional personal protective equipment will include:

- Eye Protection - safety glasses with side shields or Mono-goggles
- Body protection - Gloves when hands are involved with work
- Hearing Protection - Ear plugs and/or ear muffs
- All pneumatic hoses and fittings will be rated for the maximum supply air pressure and volume. All hose fittings will be secured with safety clips.
- Where possible, hose fittings will be fitted with a stop flow valve. Incompatible hose fittings must be placed out of service.

8.27 Coronavirus (COVID-19)

Georgiou has developed a ***COVID-19 Management Plan*** to outline its principles and processes which will apply during the COVID-19 pandemic. Works being conducted onsite should consider the risks of COVID-19 and applicable controls outlined in the ***Site Risk Register*** and relevant risk assessments e.g. social distancing, rostered breaks.

In the event a suspected or confirmed case of COVID-19 is reported, flowcharts are available within the ***COVID-19 Management Plan*** outlining the procedure/s to be followed.

Inspection forms available in ***Georgiou's Mobile Forms System*** have been updated to incorporate criteria to assess the implementation of COVID-19 controls onsite.

8.28 Electrical Welding

Sites are to ensure all personnel are protected from electrical shocks or injury associated with welding and associated tasks. This can be achieved by:

- Ensuring only competent personnel are involved in electrical welding
- Welding gloves are of sound quality, are dry, and are used on both hands for all welding activities, including the changing of electrodes
- Welders are to wear dry fireproof clothing and rubber soled footwear
- Each welding machine that arrives onsite will have an 'out of service' tag placed on it until the machine has been electrically tested by a qualified electrician who holds the relevant jurisdiction electrical licence; then it may have the appropriate quarterly colour tag/sticker placed on the machine for use
- Earth electrodes will not be used for portable welding machines

- Leads and equipment will be inspected during the daily pre-start inspection prior to use
- Electrical welding equipment will be tested and tagged by a competent on a quarterly basis
- All transformer or inverter type welding machine will be fitted with a Voltage Reduction Device (VRD) and all other welding machines will be fitted with an isolator or 'dead man' switch'
- Welding accessories will be inspected I before use

All welding machines that are onsite will be registered on the ***Site Master HSE Register*** and include the quarterly electrical testing dates.

8.29 Loading and Unloading

The Site will ensure that the transport company used for delivery or pick up from site are familiar the following site requirements:

- Correct access procedures and routes to be used (site office/lay down area location), including all required site documentation;
- Designated loading/ unloading areas;
- Correct loading methods (load limits, weight distribution, load restrained, dangerous goods placed);
- The use of over centre binders to secure loads is not permitted, ratchet type binders or webbing straps to be used for these tasks;
- Wide load, escort requirements, travel times and rules for travel to be as per local authority/ State requirements;
- Exclusion zones where there is a risk of vehicle, property or personnel interface;
- Positive communication to be maintained between the operator and spotters at all times;
- To notify site of imminent delivery or pick up;
- No person is permitted to be on, or climb onto an open tray to perform loading and unloading, without the risk of a fall being assessed. The project risk assessment should be consulted to establish the most practicable form of fall prevention if required. Controls may include but are not limited to:
  - Loading gates
  - Curtains
  - Mobile scaffold

Note: These controls do not apply for the unloading/loading of mobile plant from open trays designed to carry mobile plant. In this instance there must be provision to maintain 3 points of contact for access/egress purposes.

8.30 Mobile Phones

The use of personal mobile phones is restricted outside of approved breaks. Only those issued with a Georgiou phone for business use or subcontractor supervision/management and sole traders may use mobile phones on site outside of these times. In these instances, the user must:

- When travelling in a vehicle onsite park the car in safe position (even if fitted with hands free)
- If a pedestrian, remove themselves from areas of plant operation and be stationary whilst using the phone

Site supervision/management phone numbers should be provided to next of kin or others where there is a need to be contacted in the case of an emergency.

8.31 Penetrations

Penetrations into surfaces where there are suspected services will only proceed if:

- A JHA/SWMS has been developed and approved
- A Permit to Work has been authorised and conditions of the permit have been communicated to everyone involved in, or affected by the work
- If services are suspected:
  - The location of the service that might be affected is established; and

- An accurate diagrammatic representation of the service that might be affected is available to the work group before the work commences
- A Permit to Work has been authorised and conditions of the permit have been communicated to everyone involved in, or affected by the work

8.32 Hand-Held Concrete and Masonry Saws

Georgiou personnel are limited to using the STIHL model TS440 unless another brand or model is available with similar or improved features.

Subcontractors may use other brands or models.

The use of the saws will be conducted in accordance with ***Hand-Held Concrete and Masonry Saw Cutting Operations Safe Work Instruction*** and will only proceed if:

- All other options to avoid the need for using the saw have been considered and the site management can demonstrate there is no practicable alternative
- There has been verification of person(s) competency carrying out the work
- A JHA/SWMS has been developed and approved
- A Permit to Work has been authorised and conditions of the permit have been communicated to everyone involved in, or affected by the work

8.33 Pressurised Equipment/Cylinders

8.33.1 Storage and Handling

When storing and handling cylinders, whether they are full or empty, the following applies;

- Storage and handling will be in accordance with Code of Practice for storage and handling of dangerous goods and AS 2030 Gas Cylinders Standards.
- Stored in a secure, well ventilated place prepared and reserved for that purpose away from sources of heat or near flammable liquids or substances
- Cylinders stored in the open are to be protected from ground contact, extremes of weather and the direct rays of the sun
- Smoking or any other source of ignition is prohibited
- Cylinders are to be chained or otherwise secured in an upright position. Cylinders in transit are to be secured and must not to be dropped, thrown or dragged. They are never to be used as rollers or as a support.
- All containers of pressurised flammable gas (LPG, acetylene and oxygen etc.) will be turned off at the cylinder after each working shift
- Oxygen cylinders, because of the fire hazard, grit and grease must be prevented from entering valves.
- All valves are to be closed before a cylinder is moved. Use a trolley or special carrier where possible and remove attachments from the cylinders. If cylinders are to be lifted by a crane, specially designed cylinder holders with lifting eyes are to be used.
- Empty cylinders are to be returned to the supplier with the valves closed. Cylinders, even those marked empty, are to be treated as possible hazards and handled with great care since they still contain some gas.
- Cylinders are not to be lifted by an electromagnet.

8.34 Tilt up Work

Tilt-up and precast construction work will be conducted in accordance to the ***Tilt up and Precast Concrete Erection Operations Safe Work Instruction***, National Tilt-up and Precast Concrete Construction Code of Practice and AS 3850 Tilt-up concrete construction.

Documents to be kept on site during Tilt-up Work being carried out

A copy of the following documents must be kept at the site at all times when tilt-up work is being carried out:

- Notification to the relevant authority responsible for the regulation of concrete element construction work

- Any exemption from the requirements of a regulation granted by any authority in relation to the work
- Structural and concrete element documentation
- Current work plan setting out details of the proposed execution of the work together with a copy of any related instructions or diagrams received from the design engineer
- Inspection reports of the formwork set-up referred to in AS 3850 A copy of AS 3850 and the Tilt-up and precast concrete construction code of practice should also be available at the site
- Any report, licence or authority to carry out concrete element construction work

8.35 Working Alone

The site risk assessment has identified that people may be working alone when performing < insert working alone tasks>. Persons working alone must have access to communication equipment (mobile phone/ two-way radio). No high risk work will be performed whilst working alone. The JHA/SWMS for the working alone task will specify the procedure for maintaining regular contact with another person, and what action that person is to take when contact is not as per the procedure.

8.36 Working with Concrete Operations

Concrete operations will be conducted in accordance with the ***Working with Concrete Operations Safe Work Instruction***.

9. SUBCONTRACTOR AND SUPPLIER MANAGEMENT

The following documents provide further information in regards to this topic:

- ***Subcontractor and Supplier Management Standard***
- ***Procurement Procedure***
- ***Permit to Work Procedure***
- ***Subcontractor HSE Deliverables***

9.1 Selection of Subcontractors/Suppliers

Only approved contractors and suppliers will be used on the Site. When a contractor or supplier is sought that is not in the Georgiou approved contractor database they will undergo a prequalification evaluation using ***Vendor Pre-contract Assessment***.

The evaluation and selection of subcontractors and suppliers will be undertaken in accordance with ***Subcontractor and Supplier Management***. Subcontractors and suppliers will be engaged using the approved commercial contracts to ensure they adhere to the subcontractor HSEQ requirements included in all contracts.

9.2 Procurement

All purchasing will be completed in accordance with ***Procurement Procedure***. Procurement risks will be added to the site ***HSE Risk Register*** and will assess the hazard identification, risk assessment and control associated with the Site's purchasing.

ChemAlert will be used to identify possible alternative, less hazardous substances that could be used as a substitute.

All new tools and equipment are to be assessed prior to procurement in order to ensure that they are adequate to meet client standards and site procedures. The purchase of new plant will be assessed for suitability for application prior to asset requisition using the ***Plant Assessment for Purchase Form***.

9.3 Monitoring and Surveillance of Subcontractor Performance

To monitor work activities to ensure the site HSMP requirements are effectively implemented, a schedule of Site Inspections (DHIs) will be established for the site. The schedule will consider/include subcontractor work activities.

9.4 Management of Subcontractors at Practical Completion

Works to be undertaken after practical completion will be authorised by the Project Manager. The Project Manager will satisfy them self that reasonable measures will be undertaken by the subcontractor to perform the work safely. Works that involve high risk activities will require an Authority to Commence Permit as per section 7.4.6.

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10. INCIDENT, EMERGENCY PREPAREDNESS AND RESPONSE

The following documents provide further information in regard to this topic:

- ***Emergency Preparedness and Response Standard***
- ***COVID-19 Management Plan***

10.1 Emergency/Incident Planning and Control

The site has in place an ***Emergency Response Management Plan (ERMP)*** that addresses emergency response, control and recovery based upon credible emergency scenarios as identified in the Site ***HSEQ Risk Register***.

10.1.1 First Aid Facilities & Emergency Equipment

The Site has assessed the first aid personnel and equipment requirements based upon site demographics and its assessment of the risks and credible emergency scenarios. This assessment is recorded in the ***ERMP*** and documents who will be responsible for monitoring that first aid supplies remain adequate.

11. FITNESS FOR WORK

11.1 Drugs and Alcohol

In accordance with Georgiou's ***Fitness for Work Policy***, no worker will report to work:

- with a Blood Alcohol Content ("BAC") or Breath Alcohol Content ("BrAC") greater than 0%
- under the influence of illicit drugs
- under the influence of prescription drugs unless they have been prescribed by a doctor and are being taken in accordance with the prescription and do not have adverse side effects
- under the influence of over the counter drugs unless they are being taken in accordance with the directions and do not have adverse side effects

Workers will:

- not possess, use, consume, distribute or sell alcohol, illicit or un-prescribed drugs or misuse prescribed medication while performing work for Georgiou;
- inform their supervisor when they are using prescribed medication that may impair their behaviour or performance; and
- inform their supervisor if they are aware or suspect another person is not fit for work.

Regular testing will be conduted in accordance with the ***Drug and Alcohol Testing Procedure***. Workers returning positive results will not be permitted to return to work until they have been appropriately assessed and cleared to

return to work in accordance ***Drug and Alcohol Testing Procedure***. This may include referral to other professionals and implementation of a ***Personal Fitness for Work Plan***.

11.2 Fatigue Management

11.2.1.1 Hours of Work

Approved standard hours of construction are:

- Monday to Friday 7 am to 6 pm
- Saturday 8 am to 1 pm
- No work on Sundays or public holidays

Provision will be made on all shifts for appropriate rest breaks during and between work periods to ensure workers have adequate opportunity for rest.

Any changes to the permanent hours of work and shifts will be approved by the Project Manager. When night work is performed there will be a minimum of ten hours rest scheduled between day/night shifts.

11.3 Working Environment

11.3.1.1 Noise and Vibration

Noise and Vibration will be managed in accordance with the Environmental Management Plan- Appendix 9 - Noise and Vibration Sub Plan.

11.3.1.2 Radiation

Both ionising and non-ionising radiation will be assessed and incorporated into the SWMS if deemed as a hazard that may be encountered on this site. Applicable controls will then be implemented to mitigate or eliminate the effects of radiation.

11.3.1.3 Working in Heat

Strategies to control or minimise the effects of working in the heat on site may include, but are not limited to provision of the following:

- Shaded work areas where possible;
- Heavy, physical work scheduled for the early or cooler times of the day;
- Regular rest periods and alternate work crews where possible;
- Meetings and training conducted in cool or air-conditioned areas;
- Ample drinking water at the work location;
- Personal protective equipment (tightly woven, light coloured, loose cotton clothes are preferable);
- Hard hats fitted with broad brims and neck flaps;
- Tinted safety glasses
- 30+ SPF Broad spectrum water-resistant sunscreen;

11.3.1.4 Smoking

Smoking is only permitted in designated smoking areas and is prohibited in plant and light vehicles. Appropriate non-smoking signage will be displayed on site including areas where flammable substances are stored.

11.3.1.5 Housekeeping

All site personnel will be responsible for good housekeeping, reporting and addressing hazards. Inspections of the worksite will be regularly completed as per section 16.1.1.

12. HEALTH AND WELLNESS

The following documents provide further information in regards to this topic:

- ***Health and Wellness Standard***
- ***Injury Management Procedure***
- ***Fitness for Work Policy***
- ***Drug and Alcohol Testing Procedure***
- ***Noise and Vibration Management Procedure***
- ***COVID-19 Management Plan***

12.1 Occupational Health and Hygiene

The project will establish an occupational health and hygiene program in accordance with the Sydney Metro Health and Safety Standard (MS-GS-SA-4).

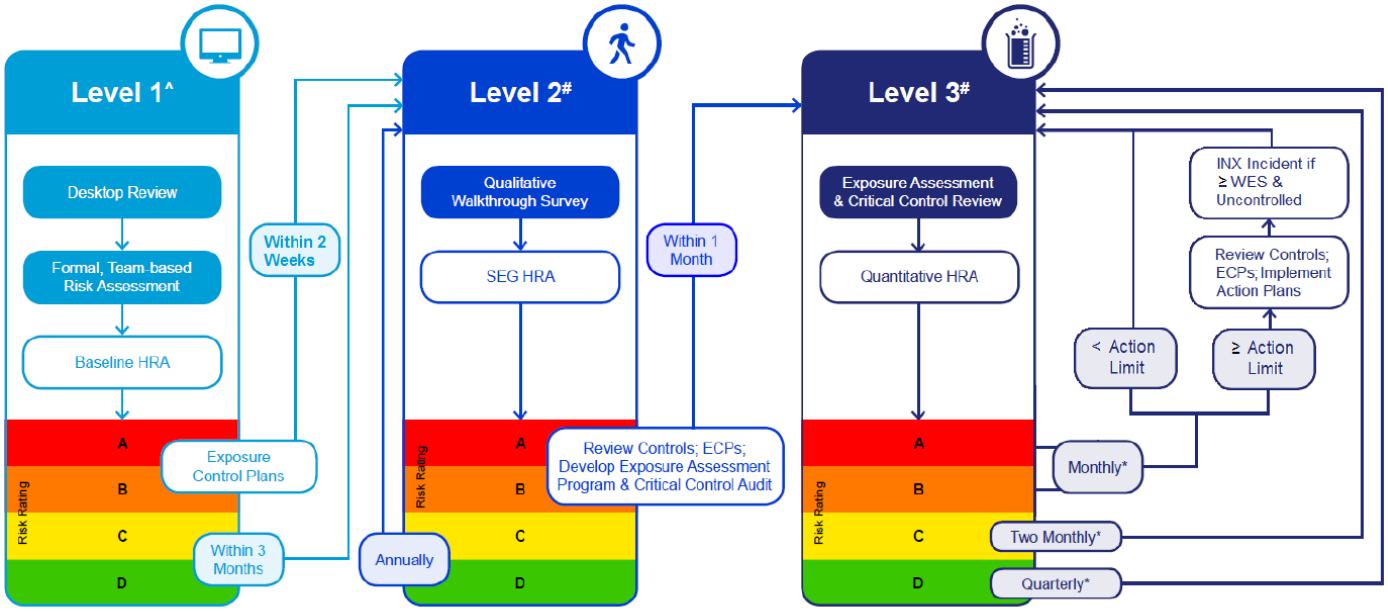
The Project will implement the following health monitoring if there is an identified significant risk to health, as defined in the above Standard and in accordance with Regulations 58 and 368 of the Work Health and Safety Regulation 2017.

These significant risks may include all or some of the following:
- Respirable dust;
- Respirable crystalline silica;
- Noise;
- Vibration;
- Diesel particulate matter (DPM);
- Thermal Stress;
- Gas concentrations;

12.1.1 Health Risk Assessments

Georgiou have appointed ADE Consulting Group Pty Ltd, Francesc Gomis MAIOH COH to provide governance over the performance of all occupational health and hygiene activities, including approval of Health Risk Assessments and Exposure Control Plans.

Health Risk Assessments shall be conducted in accordance with General Specification for Health and Safety Management Section 5.15. The below image outlines the Sydney Metro Health Risk Assessment Model.



^All Activities performed (or sub-contracted) per Contract Package.
#Per Similar Exposed Group (SEG).
*Review Frequency dependant on assessed risk without regard for PPE.
HRA: Health Risk Assessment.
ECP: Exposure Control Plan.
WES: Workplace Exposure Standard

12.1.1.1 Level 1 Health Risk Assessment (HRA)

A Level 1 Health Risk Assessment (HRA) has been completed to identify and evaluate occupational health risks associated with all activities likely to be performed.

The Level 1 HRA involved a desktop review of available information, for purposes of identifying potential health risks, Similar Exposure Groups (SEGs); appropriate control measures to reduce the risk so far as is reasonably practicable (SFAIRP); informing qualitative judgement of occupational exposures; prioritising SEGs for control; establishing quantitative exposure assessment and health monitoring activities; and to provide assurance that health hazards can be managed to an acceptable level of risk.

12.1.1.2 Level 2 Health Risk Assessment

A Level 2 HRA involves a walkthrough assessment per SEG by the COH in consultation with the Project Engineer. Level 2 HRA verifies the information from the Level 1 HRA is correct; verifies that planned control measures are in place; verifies Level 1 HRA exposure estimates including the presence and perceived effectiveness of implemented controls; and shall provide recommendations for consideration by the Bays Road Relocation Works Project.

For those SEGs estimated to have a Significant Risk to Health, the Level 2 HRAs must be conducted within 2 weeks of project commencement or at the earliest convenience pending access to site and or SEGs. Remaining SEGs must be completed within three months.

12.1.1.3 Level 3 Health Risk Assessment

Level 3 HRAs are conducted to measure personal exposure to health hazards to determine compliance with Workplace Exposure Standards; to characterise SEGs; to evaluate the effectiveness of controls; to perform observations and conduct worker interviews; to identify and quantify hazards in the workplace, and to enable workers to ask questions.

The Level 3 HRA must be performed for the following

- where Level 2 HRA demonstrates that a Significant Risk to Health exists;
- where exposures could exceed, or have exceeded, the Workplace Exposure Standard;
- where complaints or symptoms have been reported relating to health hazards or;
- Changes in activities could potentially increase exposures to health.

The Level 3 HRAs must include a documented exposure assessment strategy by the COH, and this assessment must be submitted to Sydney Metro before implementation. Level 3 HRAs are to be submitted to Sydney Metro within 4 weeks of exposure sampling occurring onsite. The ***Critical Control Audit Tool*** must be submitted with the Level 3 HRA report.

All personal exposure sampling and analysis shall be the COH in accordance with relevant Australian Standards or validated test methods.

12.1.2 Exposure Control Plans

Exposure Control Plans (ECPs) outlines how specific health risks shall be controlled in the workplace, the ECP's must be documented and implemented in all circumstances where risk assessment activities identify a Significant Risk to Health, ECPs must be approved by the nominated COH.

ECPs must contain the requirements outlined in the Sydney Metro Health and Safety Standard (MS-GS-SA-4). In all cases, ECPs must be established based on the control hierarchy principles and where practicable, are incorporated into design processes; as part of procurement of new plant and equipment; and as part of the development of new or changed processes. ECPs must be submitted to Sydney Metro before work commences.

The ECP's are used for the following

- To verify that the assessed risk can be managed to an acceptable level both prior to commencing work and during the work activity;
- Used as part of the Level 2 Health Risk Assessment to verify if the nominated control measures are in place; if they appear to be operating effectively; and to verify if there is a documented requirement for those controls to be performed. For example: is the control measure listed on a SWMS;
- As a starting point to determine which control measures are critical to prevent or mitigate the Significant Risk; and
- Used for audit and compliance purposes.

An assessment will be undertaken by a COH during the work planning phase to determine the potential risk to workers for any ground contaminants prior to ground disturbance. An exposure control plan will be developed to ensure controls are agreed and implemented to determine and monitor the level of contaminants in accordance with the Workplace Exposure Standard for workers.

12.1.3 WES Exceedance

Where monitoring for personal exposure identifies an exceedance of the Workplace Exposure Standard, this is to be recorded as an Incident in INX (refer H&S Standard, Incident Reporting & Investigation).

Following reported exceedances, the work method and control measures shall be reviewed to control the risk SFAIRP, the ECP shall be updated, communicated and implemented.

12.1.4 Risk review frequencies

Risk review frequencies, including Level 3 HRA, must be no less than

- monthly for risks assessed as High or Very High; (review following specification update)
- Two-Monthly for risks assessed as Medium; and
- Quarterly otherwise.

In all cases, the level of protection afforded through the use of PPE must not be taken into account when determining the level of risk to health.

The results of personal exposure assessment must be compared against Workplace Exposure Standards to determine compliance, evaluate occupational health risks and determine exposure acceptability for each hazard. Action Limits must be established at equal or lower to 50% of the Workplace Exposure Standard.

The Project Level 1 Health Risk Assessment Summary Report GEG-01-18607, shall detail the relevant information from the Workplace Exposure Standard (WES), time weighted adjustment based on the planned work and the action limits estabilished in accordance with the Sydney Metro General Specification for Health and Safety.

12.2 Medical Examination & Health Monitoring Program

Persons and groups of workers (SEGs) shall be identified to participate in medical assessment and health monitoring activities in circumstances where the results of Health Risk Assessments identify health hazard(s) that are anticipated to present a 'Significant Risk' to the health of those workers.

Pre-employments medicals must be conducted to ensure workers are deemed fit for duty for the type of work to be performed. Georgiou and Subcontractor's employee medical examinations and health monitoring requirements outlined in the table below must be completed before commencing work on the Bays Road Relocation Project.

Hazard	Occupations	Health Monitoring
Respirable Crystalline Silica (RCS)	- Spotter - Cutting crew with roadsaws and handsaws - General Laborers	A medical certificate (no older than 1 year) provided by a registered medical practitioner for RCS. - Work history; - Medical history; - Physical examination; - Lung function investigation consisting of standardised respiratory function tests for example, FEV1, FVC and FEV1 /FVC; and - A chest X-ray.
Asbestos	- Hygienists - Hazmat Identification/Removal Team	A medical certificate (no older than 1 year) provided by a registered medical practitioner for asbestos.
Noise	- Engineers - Site Supervisors - Asphalt Milling Operator - Bitumen crew - Pavement Laying machine operator - Spotter - Cutting crew with road saws and handsaws - Road construction, ground workers - General Labourers	A medical certificate confirming that an audiometry test has been done within a period no longer than 1 year.

The Bays Road Relocation Works Project requires:

1. Ensure that all person(s) required to wear RPE as protection from inhalation of dust and fibres (including asbestos and/or crystalline silica) are at all times to be clean-shaven.
2. Ensure that all person(s) required to wear negative pressure respiratory protection RPE are fit-tested.
3. Communicate this requirement to their subcontractor workers before they attend site.

4. Ensure that the medical includes a clearance to wear respiratory protection based on lung function\
5. Undertake health monitoring, as outlined in the above table. and/or termination of employment

12.3 Health Surveillance

The Site Level 1 Health Risk Assessment (L1 HRA) assesses the requirement for health surveillance arising from the construction works to be performed, the L1 HRA requires no additional health surveillance requirements following the initial medical assessments outlined in section 12.2 above.

Where health issues specific to an individual have been identified, an individual health management plan may be developed if deemed necessary, which may include health surveillance.

12.3.1 Similar Exposure Groups and Significant Risks

SEG Number	SEG Name	Number of Workers in SEG	Significant Risks Identified
SEG-01	Surveyors and Support workers	Up to 8	N/A
SEG-02	Services	Up to 3	N/A
SEG-03	Heavy Plant Operator/s	Up to 11	N/A
SEG-04	Traffic Controller/ Spotters	Up to 9	N/A
SEG-05	General Laborers	Up to 4	N/A
SEG-06	Concrete Crew	Up to 6	N/A
SEG-07	HazMat Removal	Up to 2	N/A

12.4 Injury Management

Work-related and non-work related injuries including illness will be reported, treated and recorded in accordance with the ***Injury Management Procedure***.

All first aid treatments will be carried out by the nominated First Aiders located at the site. If an injured person is to be transported to outside medical facilities, the Project Manager or Engineer will nominate a responsible person to accompany the injured person to the doctor or hospital and remain in attendance.

Georgiou's Injury Management Coordinator will be contacted as soon as practical to assist in the coordination and management of the injury.

Workers who are placed on restricted duties will have a ***Return to Work Plan*** developed for them in consultation with the treating doctor and the Injury Management Coordinator. The nominated responsible person will discuss with the treating doctor the alternate duties available for the most medically appropriate early return to work and recuperation of the injured worker.

The Injury Management process is described for workers in the ***Care Plan*** developed for this site.

12.5 Employee Assistance Program

The Employee Assistance Program is a confidential counselling service available to employees and their families. This service may also be offered to subcontractors if they are involved in an incident on a Georgiou Site and their employer does not provide the service.

12.6 Prevention Programs

The site will participate in the Company Health and Wellbeing programs as required. Site specific targeted education programs may be developed as required addressing high risk areas.

12.6.1 Nut 2 Guts

Georgiou's Nuts 2 Guts musculoskeletal injury prevention program comprises of an initial training session, daily prestart warm up routines and refresher sessions periodically.

13. HSE REPORTING AND INVESTIGATION

The following documents provide further information in regard to this topic:

- ***HSE Reporting and Investigation Procedure***
- ***COVID-19 Management Plan***

13.1 Notifications & Reporting

The Project Manager is accountable for ensuring all necessary reporting and notifications take place in accordance with this plan, ***HSE Reporting and Investigation Procedure*** and ***'General Specification, Health & Safety Management MS-GS-SA-4.***

13.1.1 Internal

The HSE Advisor or their delegate will be responsible for reporting all incidents into Georgiou's Incident Management System. Incidents reported will be reviewed by the Responsible Manager and approved within five working days or before month end in which the incident occurred.

13.2 Sydney Metro Incident Reporting and Close-out Requirements

All safety incidents & hazards will be reported on the Georgiou incident database in the applicable timeframe nominated in the ***Incident Notification & Investigation Flowchart***.

Additionally, the project is responsible for reporting and investigating all safety incidents to the Principal (Sydney Metro) within the following timeframes,

- Within two hours of incident occurrence, a notification (e.g. text message) must be sent by the PC to the nominated Sydney Metro contact point that specifies the date and time of the incident, geographic location, known facts about the incident that will enable appropriate decisions about escalation and or reporting to regulators, potential consequences and whether further information will be provided.
- Where an incident is or has the potential to escalate to a Significant Incident or crisis, an immediate phone call must be made by the Project Manager or HSE Representative to the Sydney Metro Principal's Representative and/or Safety Manager.
- For Significant Incidents (Actual or Potential Consequence of C1-C3 or where determined by the PC, Safety) preliminary findings and corrective actions must be presented to the Sydney Metro Representative within two weeks of incident occurrence.
- Within 24 hours, a written notification must be provided by the PC to Sydney Metro, confirming details of the incident, using Sydney Metro's approved Incident Reporting and Investigation Database. For Significant Incidents, additional information must be provided to the Sydney Metro upon request, including, but not limited to witness statements, interim investigation details, safe work method statements pre-start briefs, etc.

Note; (for Sydney Metro reporting) an incident investigation report is deemed to have been submitted when it has been submitted into the INX system for approval within the required timeframe and the report as submitted is accepted by the Principal. For the sake of clarity, it is not necessary to have the report approved within the 7 calendar days and 28 calendar day timeframes, it is only necessary to have the report submitted and the report submitted & formally approved at a later date.

Once the investigation is complete, all findings including root causes, will be entered to the initial Beakon report and specific and measurable actions will be assigned to person(s) who will be responsible for their timely execution. Actions should only be assigned to a person after that person has been consulted on the proposed action. The Responsible Manager is responsible for approving the draft incident and the proposed preventative actions.

The Close-out Manager is responsible for reviewing the incident report when all actions have been completed. Upon being satisfied with the content of the report and the preventive actions that have been executed they will close out the report within Beakon.

Outstanding actions will be reported and monitored at site level on a monthly basis. In the event that a corrective or preventative action is ineffective the original action will be closed and a new action/s assigned.

13.2.1 Comparative Guide of Georgiou / Sydney Metro Incident Reporting Classifications and Definitions

Georgiou Incident Classification			
Consequence	Level 3 Insignificant / Minor Report only	Level 2 Moderate	Level1 Major / Catastrophic
Sydney Metro Incident Reporting Classifications and Definitions			
Category	Contained - Low Risk Level 1	Uncontained - Medium Risk Level 2	Uncontrolled - High Risk Level 3

13.2.2 Statutory Notifications

Notifications to regulatory authorities will be conducted after consultation with the HS/E Business Unit Lead who will ensure Sydney Metro has been informed of our intention to notify the authority.

13.2.2.1 Health & Safety

NEW SOUTH WALES

The following incidents must be reported to WorkCover NSW:

- the death of a person
- a serious injury or illness of a person that requires the person to have—
  - immediate treatment as an in-patient in a hospital; or
  - immediate treatment for—
    - the amputation of any part of his or her body; or
    - a serious head injury;
    - a serious eye injury;
    - a serious burn;
    - the separation of his or her skin from an underlying tissue (for example, degloving or scalping);
    - a spinal injury;
    - the loss of a bodily function;

        - serious lacerations; or
    - medical treatment within 48 hours of exposure to a substance;
- a dangerous incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
    - an uncontrolled escape, spillage or leakage of a substance; or
    - an uncontrolled implosion, explosion or fire; or
    - an uncontrolled escape of gas or steam; or
    - an uncontrolled escape of a pressurised substance; or
    - electric shock; or
    - the fall or release from a height of any plant, substance or thing; or
    - the collapse, overturning, failure or malfunction of, or
    - damage to, any plant that is required to be authorised for use under a regulation; or
    - the collapse or partial collapse of a structure; or
    - the collapse or failure of an excavation or of any shoring supporting an excavation; or
    - the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
    - the interruption of the main system of ventilation in an underground excavation or tunnel; or
- any other event prescribed under a regulation;

13.2.3 Utility Provider/Network Operator Reporting Requirements

Where an asset is damaged or has the potential to cause further harm the Utility Provider/Network Operator is to be contacted and the incident reported in accordance to their requirements.

13.3 Investigations

Investigations regarding the incident will be completed in accordance with the ***HSE Reporting and Investigation Procedure*** and commence in accordance with the ***Incident Notification and Investigation Flowchart***.

Subcontractors and Suppliers may complete their own investigations. The Project Manager, or equivalent, is responsible for close out of investigations below a class 2 level. The General Manager, or equivalent, is responsible for close out of all actual and high potential incidents.

13.4 Review and Communication of Incidents

Incidents will be reviewed to check that causal factors and root causes were identified and that the findings have been effectively addressed through assignment of action/s at the:

- Site monthly meetings
- Business Unit meetings
- OHS Committee Meeting (if established)

Actual/Potential Class 1 incidents will be reviewed by senior management to ensure adequacy of closeout. HSEQ incidents and their preventative actions/learnings will be communicated at pre-start meetings, toolbox meetings and through HSEQ alerts/bulletins as per section 6.

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14. TRAINING, COMPETENCY AND RESOURCING

The following documents provide further information in regard to this topic:

- ***Training and Assessment Procedure***
- ***Development, Review and Approval of Training Procedure***
- ***Training and Development Requests Procedure***

14.1 Identification of Site Position, Role Skills & Qualification

The site will develop and maintain a ***Site Training Needs Analysis (see Site Training Matrix Template)*** to identify the roles required for their works and the specific training, awareness and qualifications required to:

- undertake the role's duties competently
- meet legal and contractual obligations
- meet Company requirements

14.2 Site Training Needs

The ***Site Training Matrix*** will be monitored for outstanding training needs and expiry of Georgiou personnel certificates and tickets at Site meetings.

14.2.1 Communication and Consultation with Workers

Workers will be consulted in identifying training needs in relation to performing their work activities in a competent and safe manner by:

- HS Committees being consulted in safety training requirements for the site (if established)
- Participation in creation and sign off applicable Job Hazard Analysis, that identifies qualifications and licenses required to perform the job safely

14.2.2 Verification of Skills & Competency

Georgiou will verify workers hold the required skills and qualifications for the role they will be assigned prior to authorising them to perform their work. Verification of Subcontractors skills and qualifications will be captured and monitored through ***Georgiou's Online Induction system***. Prior to operation of mobile plant, operators of Georgiou owned or hired plant will be required to undergo a ***Georgiou Assessment of Competency (GAC)***.

Any training needs will be recorded and monitored on site. Training needs will be discussed at site meetings.

Records of skills and qualifications of workers will be maintained in the Company's Databases which are accessible to site.

Each worker will be required to review and sign onto their JHA/SWMS which will stipulate the licenses, certificates and assessments for the role the individual is signing onto. A person signing onto a role is verifying they hold the current skills and qualifications for the role they have been allocated. If a person does not hold a current and valid skill and qualification as identified for the role in they will not sign onto the JHA/SWMS and they will inform their Supervisor.

14.2.3 Georgiou Assessed Competency (GAC)

Recognition of competency shall start at the induction. Certification of competency will be collected at induction. In addition to this all operators of Georgiou owned or hired plant, regardless if they hold a certification, are to also complete a Georgiou Assessed Competency (GAC) prior to commencement of plant operations. Subcontractors operating their own plant or undertaking specialised activities must provide internal or external evidence of competency.

Georgiou Assessed Competency is to be conducted by a Georgiou subject matter specialist, which can include operators, who hold certification or a GAC for that piece of plant or a Georgiou Foreman/Supervisor with knowledge or experience in the use of that piece of plant. The assessor shall:

- Explain assessment process (conditions, objectives and performance measurement)
- Observe and assess all criteria for the practical assessment

- Complete GAC assessment results
- Sign and have the operator sign the assessment
- Obtain supervisor comment and sign off

Only operators who have satisfactorily completed the assessment for the plant they have been assigned are authorised to operate Georgiou owned or hired plant on Georgiou sites. Labour Hire whom are deemed not competent or have been involved in an incident as a result of negligence, are to be identified on the labour hire register and are not to return to a Georgiou site.

14.3 Induction

Georgiou Inductions will be conducted in accordance with ***Induction & Orientation Procedure***.

14.3.1 Subcontractor Inductions

Subcontractors are to refer to ***Subcontractor HSE Requirements Procedure GC-HSC-Ref-308***.

All Subcontractor are required to complete the HSE General Induction through Georgiou's Online Induction system prior to commencing works onsite, (Note: this only needs to be completed once every year unless otherwise specified). Subcontractor personnel are required to keep their profile and competencies up to date at all times.

Access to Online Induction is available through Georgiou's website - http://www.georgiou.com.au/online-induction-portal/.

Subcontractor employees are required to complete the Online Induction a minimum 2 working days prior to arrival onsite.

Personnel will be assessed require that inductees demonstrate the necessary level of competence before they are permitted to access site.

- Inductees will be reviewed by the Project Workforce Development Manager and as instructed by the Project Manager or delegate the person will be checked for particular competencies by referring to the ***Site Training and Competency Matrix, Georgiou Delivery Assurance System Competency Profile Training & Competency Matrix as a guide***.
- A VOC must be provided in line with the Fact Sheet: "Verification of Competency – Mobile Plant" issued by the Office of Federal Safety Commissioner. Where a VOC has an expiry date, this will be adhered to. If the issue date is more than 2 years old, a verification of currency must be provided by the employer that states the workers has been active in the role described within the last 2 years.

Once the Project Manager and the Workforce Development Manager is satisfied then they are able to confirm the online induction has been successful and issue a unique number against the inductee. The subcontractor may access and print the online Induction Certificate of Completion and present this certificate at the Site Specific Induction.

On arrival to site, Subcontractor personnel will be checked for having completed the required Online Induction and undertake a site specific induction. Subcontractors are required to confirm the attendance of employees prior to attending site. Subcontractors must ensure that all workers understand that they are required to have access to items to verify competencies at any time.

On completion of the Site Specific Induction, inductees will be provided with numbered helmet sticker and a numbered emergency contact card which the Project Workforce Development Manager has assigned them and is given to the inductor to use. This to be kept on their person at all times when on site. Failure to produce the Induction sticker on the helmet or Emergency Contact Card with number will result in the person being temporarily suspended from work or removed from site.

14.3.2 Company Inductions

Inductions will be conducted in accordance with the ***Georgiou Induction & Orientation Procedure***.

14.3.3 HSEQ General Induction

All workers will be required to complete the HSEQ General Induction as part of their on-boarding process prior to commencing work at site which includes information regarding:

- Georgiou Policies
- Legal and Other Obligations
- Risk Management
- Incidents & Emergency's Response
- Fitness for Work Requirements
- Manual Handling
- Communication and Reporting Processes
- Correct use and selection of PPE
- Environment Management
- Quality Management

14.3.4 Site Induction

All workers will be required to undertake the Site Induction prior to commencement of work on site. This will be organised by the Site's Administration team/HSE Advisor/HSE Representative/Site Engineer.

All workers will be required to undertake the Georgiou site induction before being authorised to commence work which will include:

- HSEQ policies
- Brief Project/Facility Scope
- Site objectives and targets
- Emergency response procedure, personnel & evacuation procedure
- Site specific hazards/risks and controls, significant environmental aspects, traffic rules and conditions
- Consultation and reporting arrangements
- Introduction to Site Team
- Building Code

A ***Site Induction Checklist*** will be completed and records kept for in accordance with section 16.5.

Persons undergoing this induction will be provided with an induction sticker to place on their safety helmet, which will have a unique number, date of issue and person's name.

All delivery drivers requiring access to the construction site will be required to complete the driver-side ***Delivery Driver Induction Checklist***. This excludes delivery drivers accessing the site compound only.

14.3.5 Visitor Inductions

Visitors will be escorted at all times during their site visit and are not permitted on site unattended unless approved by a senior Georgiou representative.

The visitor will be required to sign onto the Prestart Meeting minutes so they are made aware of the site activities and relevant hazards during their site visit. In addition, they will be required to sign a Visitor Book/Register.

14.4 Training Delivery

14.4.1 Creation of Site Training Materials

Training packages that are created for the delivery on site, excluding toolboxes, will be approved by the Learning and Development Department prior to delivery in accordance with the ***Development, Review and Approval of Training Procedure***.

14.4.2 Recording of Training and Assessment

Records of training and assessment will be maintained by the HSE Advisor and will be readily available for verification.

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15. CONTINUAL IMPROVEMENT REPORTING

15.1 HSE Reports

15.1.1 Monthly Reports

The Project Manager will provide the Principal's Representative with monthly safety statistics in Sydney Metro's Monthly Health and Safety Reporting template (as provided by the Principal's Representative) by the fifth working day of the month following the reporting period.

The ***Project HSEQ Performance Report*** and client report shall be submitted to the Regional Construction Manager, Operations Manager and Health and Safety Manager.

The report as a minimum will provide the following

- Incidents during the month,
- Injury statistics,
- Performance against inspection KPIs
- WHS concerns/ NCRs/ Issues raised by Sydney Metro or other external stakeholders
- Lessons Learnt/ Initiatives/ WHS Innovation

In addition copies of communications to any external authorities shall be provided to Sydney Metro including SafeWork NSW, OFSC, RMS, NSW Ports Authority, Ausgrid, Inner West Council, etc.

15.2 Site Meetings

The Site will hold meetings in accordance with section **Error! Reference source not found.** to monitor:

- Performance against HSEQ objectives, targets and initiatives
- The implementation of the key elements of the Georgiou Management System
- Close-out of incidents, non-conformances, audit and inspection findings and identify trends
- Implementation and effectiveness of HSE Management Plans

The meeting will comprise of management, key personnel and major subcontractors where possible. Records of meetings will be kept.

15.3 Site Performance Review

At completion of the Project, the Project Manager is responsible for arranging a review of site performance which will include HSE management performance and lessons learnt for the purpose of continually improving Georgiou

Management Systems. This review will be in accordance with the ***Project Close-Out Procedure***.

16. AUDITING, REVIEWS AND INSPECTIONS

The following documents provide further information in regards to this topic:

- ***Auditing, Reviews and Inspections Standard***

16.1 Inspections

16.1.1 Workplace

The HSE Advisor is responsible for ensuring the workplace inspections schedule is maintained and inspections are completed in accordance with ***Auditing, Reviews and Inspections Standard***. Workplace inspections and observations will be conducted weekly to assess compliance with the Georgiou Management System, Sydney Metro Standards and legislation. Inspections shall also focus on safe/unsafe acts, conditions and behaviours.

Project team members in safety-critical roles are required to conduct and participate in site inspections and audits. Each month inspection targets are agreed, and performance against agreed targets are tracked and monitored. Georgiou has adopted a risk-based approach when determining the activities and the type of inspections to be conducted, decided during the weekly planning meeting.

Georgiou expects individual(s) conducting inspections to have open discussions open with the workgroups to understand the team's challenges and constraints and identify opportunities to improve. Good practices and positive behaviours must also be acknowledged, documented and where relevant shared with the broader team and Georgiou Group.

Inspections and audits are captured in the Georgiou Beakon system via mobile device in the field, trends shall be identified, and actions plans developed to address emerging trends.

The following inspections will take place on-site:

- Hazard Observations
- Workplace Inspections - recorded on the Inspection checklist
- Daily Inspections - daily by the Supervisor and recorded on SWMS where relevant
- Detailed Hazard Inspections -considering timing/availability of activities

16.2 Audits & Reviews

The Georgiou Quality Manager is responsible for maintaining an Audit Programme for the organisation (including projects/facilities) in accordance with the Georgiou ***Auditing, Review and Inspections Standard***.

An audit schedule for the project will be established using the ***Project Audit Schedule Template***. The schedule will include a programme of project HSEQ internal audits and audits of key subcontractors/suppliers.

The Regional Operations Safety Manager shall audit the Project Safety Management System every 6 months.

16.3 Sydney Metro Audits

Sydney Metro may carry out surveillance inspections at any time, once coordinated with the Georgiou Project Team. Access will be provided to workplaces, people and supporting documentation to enable the conduct of the surveillance inspection. In carrying out surveillance inspections, Sydney Metro must comply with all site requirements.

Georgiou shall

- Allow the Principal's Representative to conduct an audit following the provision of a minimum five days' notice on any or all aspects of the Safety Management Systems.
- Make available all resources, including documentation and personnel to support these audits as well as make suitable facilities available at the construction site to accommodate an audit team.
- Make available all relevant information and records, including those of subcontractors and suppliers for the purposes of an audit.
- Provide all reasonable assistance to the Sydney Metros Representative's nominated audit team.

16.4 Corrective Actions

Corrective actions identified through hazards, inspections, incidents, auditing will be recorded in ***Georgiou's Incident/Hazard/NCR Management System***. Closeout of corrective actions are monitored through Site meetings, and reported to senior management through the monthly and quarterly board reports.

16.5 General Maintenance, Inspection and Testing

The maintenance, inspection and testing of plant and equipment must be carried out and documented evidence of compliance must be retained on the ***Site Master HSE Register***. This applies to:

- marine vessels;
- sand blasting equipment;
- scaffolding, and other equipment capable of working at height;
- all lifting and rigging equipment;
- portable electrical equipment and power generators (power packs, generator sets, portable welding sets, etc.);
- all forms of light vehicles and vehicle mounted equipment;
- emergency equipment;
- medical/first aid equipment;
- gas cutting, flash back arrestors and welding equipment;
- gas detection units;
- compressors/receivers
- <insert other inspection requirements as applicable>

A classified/registered plant register together with copies of the certificate and inspection documentation will be maintained with copies and documentation available on demand.

Electrical equipment will be inspected as per section **Error! Reference source not found.**.

17. DOCUMENT AND RECORD CONTROL

Georgiou's Health and Safety Policies, Standards, Procedures, Work Instructions, References, Guidelines, Forms, Templates are all accessible via the Company's Intranet - GENIE. GENIE will maintain the current and only authorised versions for use.

Health and Safety documentation that has been specifically developed for the Site, including this plan, will be controlled on site and recorded on the ***Site Document Register*** in accordance with the ***Site Quality Management Plan***.

The Project Manager is the owner of this plan and will apply change control to ensure the most recent plans are approved and executed.

18. CLOSURE AND COMMISSIONING

At completion of this project, Georgiou will hand over the site in an environmentally sound and safe state in accordance with legislative & contract requirements.

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19. APPENDICES

Appendix 1 - Health and Safety Policy

COMPANY POLICY

HEALTH AND SAFETY

The safety and wellbeing of people at work, or people affected by Georgiou's work, is a priority for the business. At Georgiou, people are the most important asset and work health and safety is everyone's responsibility.

Safety is My Way is Georgiou's commitment to proactively driving the behaviours needed to create an environment which inspires leadership, engagement and recognition of safety within Georgiou.

In order to achieve this commitment, Georgiou will:

- identify, recognise and reward individuals and teams who demonstrate the behaviours that underpin Georgiou's safety culture;
- set health and safety objectives and targets to drive continued improvement;
- identify hazards and risks throughout their operations, take action to implement necessary controls and ensure changes are effectively managed;
- promote awareness of Georgiou's Critical Risks to ensure high-risk activities are planned and completed with robust controls in place;
- communicate, consult and engage with workers, leaders, clients, subcontractors and stakeholders on health and safety matters;
- ensure the continued effectiveness and improvement of Georgiou's management system in meeting business needs, providing safe systems of work and compliance with legal and other obligations; and
- continually innovate to eliminate hazards and reduce any potential risks to health and safety.

Achieving these commitments is fundamental to Georgiou's culture and continuously improving their safety performance.

Individuals working for Georgiou must:

- take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions;
- immediately report any hazards, incidents, injuries or unsafe behaviours;
- ensure they do not work in a manner which is dangerous to either themselves or others; and
- cooperate with, support and promote occupational health and safety in the workplace.

All employees, and persons who work with Georgiou, have a personal responsibility for implementing this Policy.

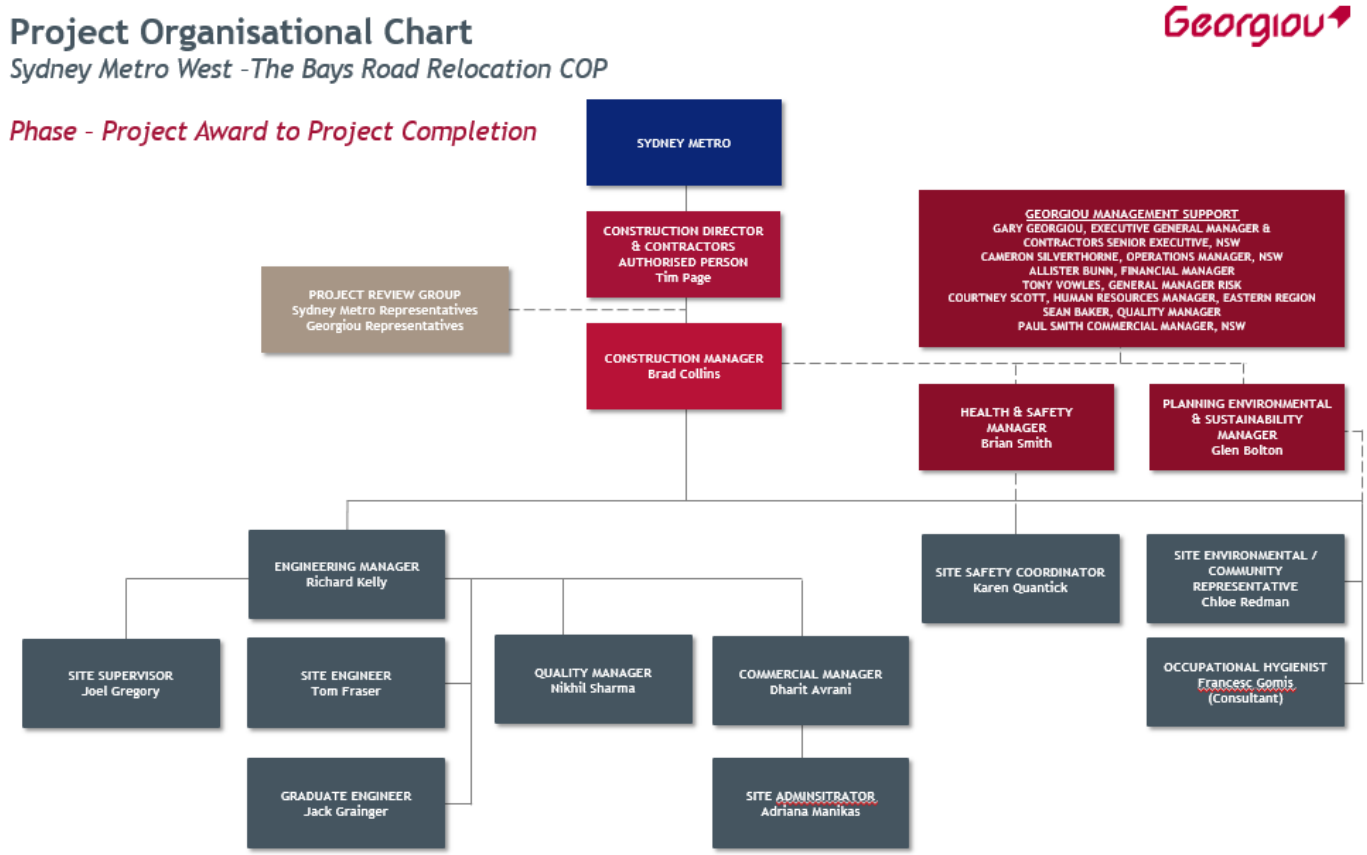
SAFETY | PROFIT | RELATIONSHIPS | PEOPLE | INNOVATION

Rob Monaci
Chief Executive Officer
Georgiou Group
September 2020

Appendix 2 Plant and Equipment Inspection Frequency

Item	Frequency	Reference	Inspection By	Record
Industrial Powered Lift Trucks	At Pre-start	AS2359.6	Georgiou Group	Pre-start Checklist
	Daily when in use	AS2359.6	Plant & Equipment Operator	Log Book
Static Plant	At new	WHS (Safety Standards) Regulations 2011	Owner	Risk Assessment
	Site Mobilisation	As per Manufacturer requirements	Georgiou Group	Pre-start Checklist
	As used	As per Manufacturer requirements	Plant & Equipment Operator	Log Book
Electrical Tools & Equipment	Site Mobilisation	AS/NZS 3760 AS/NZS 3012	Georgiou Group	Pre-start Checklist
	Daily when in use	AS/NZS 3760	Worker	Log Book
	Monthly – RCD Trip Test	AS/NZS 3012	Georgiou Group	Test Tag
	3 Monthly Inspection and Test	AS/NZS 3760 AS/NZS 3012	Georgiou Group	Test Tag
	3 Monthly RCD Calibration	AS/NZS 3760 AS/NZS 3012	Georgiou Group	Test Tag
Rigging Equipment	Before Each Use	AS 2550.5	Owner	Inspection Records
	Annual	AS 2550.5	Owner	Inspection Records
Scaffolds	Monthly	AS/NZS 4576	Georgiou Group (Competent person)	Log Book
Fire Extinguishers / Fire Hoses	6 monthly	AS/NZS 1841.1	Georgiou Group	Tag on Extinguishers
Fire detection and alarm system	Weekly	AS/NZS 1851	Georgiou Group	Essential Services Safety Manual
Cranes General & Mobile Cranes	After Assembly – Commission Test	AS 1418.1	Owner	Inspection Records
	Before Use – Inspection Test	AS 1418.1	Owner	Inspection Records
	At Pre-start	AS 1418.1 AS 2550.5	Georgiou Group	Pre-start Checklist
	Daily when in use	AS 1418.1 AS 2550.5	Plant & Equipment Operator	Log Book
Vehicle Loading Cranes	Pre-start Check	AS 1418.11	Plant & Equipment Operator	Log Book
	Post Operational Check	AS 1418.11	Plant & Equipment Operator	Log Book
EWP	At Pre-start	AS 2550.10	Plant & Equipment Operator	Pre-start Checklist

	Daily		Plant & Equipment Operator	Log Book
	3 Monthly Routine Inspection	AS 2550.10	Owner	Inspection Records
	12 Month Periodic Inspection	AS 2550.10	Owner	Inspection Records
Concrete Pumps	Site Mobilisation	AS 2550.15	Georgiou Group	Pre-start Checklist
	Daily when in use	AS 2550.15	Plant & Equipment Operator	Log Book
	Routine Maintenance Program – 3 Month	AS 2550.15	Owner	Inspection Records
	Annual Inspection	AS 2550.15	Owner	Inspection Records
	Major Inspection – At six years	AS 2550.15	Owner	Inspection Records
Industrial Fall Arrest Equipment (IFAS)	6 monthly	AS/NZS 1891.4	PCBU	IFAS Register
	Daily when in use	AS/NZS 1891.4	Worker	Not Required
Pressure vessels and Boilers	Annual	AS/NZS 1200	Owner	Inspection Records
Building Emergency Evacuation Alarms	Weekly	AS 3745	Owner	Log Book
Building Evacuation Test Drills	Annual	AS 3745	Georgiou Group	Evacuation Records
Oxy acetylene sets	Annual	AS4603 AS4839	Owner	Inspection Records
Noise Monitor	Annual	AS/NZS 2399	External Provider	Calibration Records
Breathalyser Test Units	Annual	AS/NZS 3547	External Provider	Calibration Records
Lux Meter	Annual	AS/NZS 1680.1	External Provider	Calibration Records
Lifting Devices	In service Inspection - Prior to each use or Shift (Visual Inspection)	AS4991	Plant & Equipment Operator	Visual Inspection
	Periodic Inspection as per Manufacturer Requirements – (Visual Inspections)	AS4991 or AS2550.1 (where frequency unknown)	Competent Person	Inspection Record
	Prior to each use – (Visual Inspections)	AS 1666.2	Plant & Equipment Operator	Visual Inspection

Wire Rope Slings	Periodic Inspection - Based on Use & Working Environment	AS 1666.2	Competent Person	Inspection Record
Round Slings – Synthetic Fibre	Before Each Use – (Visual Inspections)	AS4497.2	Plant & Equipment Operator	Visual Inspection
	Periodic Inspection – (Not more than 3 months)	AS4497.2	Competent Person	Inspection Record
Synthetic Webbing – Flat Slings	Prior to Use – Visual Inspection	AS 1353.2	Plant & Equipment Operator	Visual Inspection
	Periodic – (Not more than 3 months)	AS 1353.2	Competent Person	Inspection Records
	Periodic – (12 month Destruction Test)	AS 1353.2	Competent Person	Inspection Records
Chain Slings – Grade T	Prior to Use – Visual Inspection	AS3775.2	Plant & Equipment Operator	Visual Inspection
	Periodic Inspection	AS3775.2	Competent Person	Inspection Records
Cranes, Hoists and Winches	Prior to Commissioning Test	AS1418.2	Competent Person	Visual Inspection
	Commissioning Test	AS1418.2	Competent Person	Inspection Records
	Pre-Operation Inspection – Visual Inspection & Functional Test	AS 2550.1	Plant & Equipment Operator	Visual Inspection & Functional Test
	Routine Inspection - In accordance with the manufacturers recommendation – (Visual Inspection and Functional Test)	AS 2550.1	Competent Person	Inspection Records
	Periodic Third Party Inspection – (Not more than 12 months)	AS 2550.1	Competent Person	Inspection Records
	Major Inspection – After 7 years where not known	AS 2550.1	Competent Person	Inspection Records
Shackles	Before Use – Visual Inspection	AS 2741	Plant & Equipment Operator	Visual Inspection
	Periodic – Dependent on Use	AS 2741	Competent Person	Inspection Record

Appendix 3 Project Organisational Chart