

CATEGORY 1 QHSE PLAN

Client: Dept. of Veteran Affairs (DVA)

Site address: 114 Newdegate Street

Greenslopes

Queensland 4120

Description of works: Demolition of Structures

Job number: 107143



TEMPLATE REVISION STATUS

TITLE	DATE	PREPARED BY	APPROVED BY
Category 1 Works Plan	12 April 2013	A. Snedden	S. Wyatt
Category 1 Works Plan	21 May 2013	A. Snedden	S. Wyatt
Category 1 QHSE Plan	09 May 2014	S. Solman	S. Wyatt
Category 1 QHSE Plan	10 June 2014	S. Solman	S. Wyatt
Category 1 QHSE Plan	31 March 2015	A. Snedden	S. Wyatt
Category 1 QHSE Plan	8 May 2015	S. Solman	S. Wyatt
Category 1 QHSE Plan	4 April 2016	S. Solman	S. Wyatt
Category 1 QHSE Plan	17 January 2017	S. Solman	S. Wyatt
Category 1 QHSE Plan	30 June 2017	S. Solman	S. Wyatt
Category 1 QHSE Plan	29 August 2017	S. Solman	J. Elward
Category 1 QHSE Plan	4 April 2018	S. Solman	J. Elward
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Category 1 QHSE Plan	2 May 2019	S. Solman	J. Elward
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PROJECT VERSION REVISION STATUS

DATE	COMMENTS	PREPARED / REVISED BY	SIGNATURE	REVIEW AND APPROVAL OF CONTENT BY	SIGNATURE
03/03/22	Draft for client review	Mick Merriman		Jason Cole	
20/04/22	Draft for client review	Peri Timo		Jason Cole	

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ENVIROPACIFIC SERVICES	1	

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ACRONYMS

CA	Corrective Action
HIRAC	Hazard identification, risk assessment and control
HSR	Health and Safety Representative
HV	High Voltage
ITP	Inspection and test plan
ITR	Inspection and test report
MRC	Maximum rated capacity
NCR	Non-conformance report
OEM	Original equipment manufacturer
OFSC	Office of the Federal Safety Commissioner
PCB	Polychlorinated Biphenyl
PPE	Personal protective equipment
QHSE	Quality, health, safety and environment
RTO	Registered training organisation
SDS/MSDS	Safety data sheet / material safety data sheet
SOP	Safe operating procedure
SWMS	Safe work method statement
UST	Underground storage tank
VC	Vehicle loading crane
WHS/OHS	Work health and safety/occupational health and safety
WHSE	Work health safety and environment
WPCG	Work place clearance group
WTP	Water treatment plant

1. OVERVIEW

This quality, health, safety and environment (QHSE) plan forms part of the management system under which Enviropacific undertakes Category 1 hazardous materials (Haz-Mat) removal, structural demolition, contaminated soils remediation and site reinstatement works for Dept. of Veteran Affairs (DVA) at the 114 Newdegate St, Greenslopes site .

1.1. MANAGEMENT PLAN CONTROL

This QHSE plan is issued in accordance with the distribution list on page 2. Revisions are approved, issued and dated.

The QHSE plan is reviewed at regular intervals for its continuing suitability and effectiveness in accordance with the requirements of the standards. Such revisions will be affected as required following periodic audits and/or due to evolving project requirements.

1.2. MANAGEMENT PLAN REVIEW

Scheduled auditing of the integrated management system includes internal project auditing by accredited auditors every six months.

An audit of this project is scheduled for: a date to be confirmed once final delivery program is known and approved.

Reviews of the QHSE Plan will be conducted by Project Management personnel where and when the need is identified. This is typically done when there are changes to the scope of work, project personnel and audit findings.

Copies of superseded plans are retained for reference.

2. INTRODUCTION

2.1. PURPOSE

The purpose of this QHSE plan is to specify Enviropacific policies, objectives, standards and responsibilities for the management of QHSE during site Haz-Mat removal, demolition and remediation works at the Greenslopes site.

The purpose of this QHSE plan also includes identifying and encompassing Enviropacific client's QHSE policies, systems and requirements to ensure that our workers are conversant and compliant with them.

Enviropacific acknowledges the strong commitment to health, safety, security, environment and society of DVA and other project stakeholders . For this project Enviropacific will, in addition to its own QHSE policies, systems and requirements, adopt, implement and support the following requirements of DVA, the main project delivery partners .

- Fulfilment of roles and responsibilities of a Principal Contractor (PC).
- Formulation of Project Specific Management Plans.
- Notification of intended works to relevant State and Local Authorities.
- Design, install and maintenance of demarcation barrier lines to separate works from members of the public and/or adjacent residents.
- Engagement and management of specialist sub-contractors, as needed.

- Complete the full scope of contractual works in a safe and timely manner.
- Compile and provide project closeout and handover documentation.

This QHSE plan has been developed in line with applicable legislation and standards, inclusive of international standards **AS/NZS ISO 14001, AS/NZS ISO 9001, AS/NZ 4801** and in line with Enviropacific **Start Safe Stay Safe** Management System.

This QHSE plan is designed to ensure that there is a formally documented system that shall:

- Ensure that the contract is executed without any harm to people or assets;
- Drive a culture within Enviropacific where individuals take personal responsibility for safety, where safe behaviour is reinforced and unsatisfactory behaviour is not tolerated;
- Enable unsafe activities to be stopped and corrected immediately;
- Meet the requirements of the current WHS/OHS legislation and approved WHS/OHS standards as a minimum value;
- Ensure continuous improvement in QHSE management;
- Provide guidance for the management of QHSE issues at the contract level; and
- Ensure that appropriate resources are allocated to QHSE management.

2.2. SCOPE AND APPLICATION

This QHSE plan identifies the QHSE framework and management activities that will be carried out in support of the contract and are to be applied to the services and projects provided under the contract. The focus is on:

- Formally documenting QHSE management policies, objectives and standards;
- Describing the QHSE management framework and the supporting procedures to be used;
- Addressing QHSE risk management;
- Providing an outline of the roles and responsibilities relating to the management of QHSE at the contract and project level;
- Describing the interface arrangements between Enviropacific Services Ltd, DVA, project stakeholders and relevant authorities for implementing effective QHSE management that ensures active consultation, communication and engagement in incident and hazard reporting at all levels of each organisation; and
- Describing arrangements for the monitoring and review of WHS/OHS management decisions, including action tracking.

Commencement, completion and key milestone dates/time frames are noted in the project schedule – refer to the draft programme, to be confirmed .

Client overview:

The existing structures at 114 Newdegate St, Greenslopes were the original home of the Red Cross Society for the rehabilitation of Australian Service Personnel. The site buildings have been vacant for some time and have fallen into a state of disrepair.

Ownership of the site has transferred to the DVA, who have engaged Enviropacific Services Ltd to carry out the Haz-Mat removal, demolition of structures and remediation of contaminated soils at the site.

It is proposed that DVA will transfer ownership of the land to the Brisbane City Council (BBC) following completion of the defined scope and handover by Enviropacific.

The scope of works for the project includes:

- Undertake familiarisation site visits with inspections to develop a deep understanding of the client's expectations and project requirements.
- Review and understand the client supplied tender documentation.
- Facilitate and report on a risk assessment workshop (RAW) to identify all reasonably foreseeable risks associated with the Haz-Mat removal, hand and mechanical demolition of structures, break-up and removal of slabs and building footings, prior excavation of identified volumes and extents of contaminated soil.
- Engage a registered Structural Engineer to formulate a design for retention of the Main Hall Entry Portico as a Heritage Item of interest. This will also include the original gates brickwork located to the corner of Headfort and Newdegate Streets.
- Develop and submit detailed methodologies for the works and liaise with DVA for review, works approval and delivery phase programming.
- Prepare project documentation including this detailed QHSE Plan, Work Procedures and Control Plans, Materials Tracking and Safe Work Method Statements (SWMS) for all tasks comprising the project and submit to DVA for approval.
- Utilise and ensure the existing 1.8m high temporary construction fencing is compliant and fit for purpose. This will include the replacement of shade cloth inserts as needed.
- Mobilisation and establishment of plant and equipment to site. Enviropacific have allowed to establish a temporary site compound consisting of ablutions, site office and lunchroom facilities. The compound will be powered by a generator as no power is connected to the site.
- Design, install, maintain and dismantle barrier scaffolding to provide a safe working deck for external Haz-mat removal and demolition works and provide clear demarcation from and protection for adjacent residents and members of the public.
- The controlled and methodical completion of the works with regular 'Hold Points' involving third-party inspections and relevant clearances prior to works being released to continue.
- 'Hold Point' examples will include -
 - Encapsulation scaffold - inspection following erection, with 'ScafTag' attached.
 - Asbestos (ACM) removal - independent third-party removal encapsulation inspection for Class-A (friable) ACM removal, independent third-party air monitoring and additional clearance inspection(s) following final removal works.
- To conduct works in full compliance of the applicable Australian Standards and Industry Codes of Practice, including -
 - Work Health & Safety Act 2011 - QLD.
 - Work Health & Safety Regulation 2011 – QLD.
 - Environment Protection Act 1994 – QLD.
 - Environment Protection Regulation 2019 – QLD.
 - Waste Reduction & Recycling Act 2011 – QLD.
 - Waste Reduction & Recycling Regulation 2011 – QLD.
 - AS 2601-2001: Demolition of Structures
 - National Code of Practice – Demolition
 - National Code of Practice – How to safely Remove Asbestos
 - National Code of Practice – How to Manage & Control Asbestos in the Workplace

- AS/NZS 4576:1995 28: Duties of Scaffold Erection
- National Code of Practice – Scaffolding 2021
- To conduct excavation for offsite disposal of contaminated soil volumes following the Haz-Mat removal and demolition works in accordance with the Coffey Services Australia Pty Ltd document, 'Remediation Planning Supplementary Investigation' Ref: 754-BNEEN282781

Project Dollar Value

TBA on confirmation of the scope of work and programming.

Peak Site-Worker Numbers

Up to 20 site workers including sub-contractors during scaffolding and Haz-Mat removal works.

Timing of Peak Workforce (i.e. Early, Mid or Late Works)

Early to mid programme.

Number of Enviropacific Workers and Roles (i.e. Supervisors or Labourers)

Project Manager x1

Asbestos Removal Supervisor x1

Demolition Supervisor x1

Plant Operator x2

Labour x2

Project Timeframe (Start / Finish)

Preliminary works from March 2021. Site work dates are to be confirmed and estimated to be completed over 3 months.

Basic Sequence of Works

Site mobilisation, confirm service disconnections, amend boundary fencing and enact traffic controls.

Install Erosion and Sediment (ERSED) controls prior clearance of flora and inspections for sensitive fauna.

Conduct initial Heritage retention works prior erection of scaffolding.

Haz-Mat removal works including ACM and Lead paint from the Main Hall and Accommodation buildings.

Manual demolition of salvageable materials followed by mechanical demolition of remaining above ground structures down to slab level.

Demolition waste segregation for offsite recycling and disposal at a licenced waste facility.

Removal of concrete slabs and foundations with offsite recycling at a licenced waste facility.

Excavation of identified contaminated soil volumes with the nominated project environmental consultant and offsite disposal under a Soil Disposal Permit to a licenced waste facility.

Backfill of excavations to create a level site surface and grade prior reconfiguring ERSED controls. Final reinstatement of site surfaces for hand-back of the site to DVA is to be confirmed.

2.3. DOCUMENT CONTROL

Project documentation shall be:

- Maintained in a legible condition;
- Labelled with its title and revision number where applicable;
- Authorised and current; and
- Readily available in either hard copy or electronically at the point of use.

Contract drawings and documents received from the client are controlled documents. They are recorded in the drawing register and issued to relevant stakeholders.

Amended or new drawings and documents are issued to each relevant stakeholder and the superseded ones are recalled from them. One superseded set is marked “Superseded” and is retained for future reference. The remainder of the superseded sets are destroyed. The Project Manager shall record the impacts of any changes to the work shown on the amended or new drawings and document and assign responsibility for their assessment and control.

2.4. REQUIREMENTS FOR PRINCIPAL CONTRACTORS

For projects where Enviropacific are identified as the Principal Contractor, the following requirements shall be implemented;

- A sign shall be erected in a prominent location near the main entry to the site which identifies Enviropacific as the Principal Contractor, provides both daytime and after hours contact phone number/s for the project and identifies the location of the project Site Office.
- Enviropacific shall be responsible to ensure that each person attending the project and involved in works shall receive information relating to the contents of the Project's Safety Management Plan (this plan). This shall primarily take place through the Project Induction process.
- In addition to the initial briefing regarding the Project Safety Management Plan (this plan), all workers shall be provided with a briefing concerning updates and revisions to the plan.
- A copy of the Project Safety Management Plan (this plan) shall be maintained until completion of the project. In the event a Notifiable Incident has occurred, the plan shall be kept for a period not less than 2 years from the date of the incident.
- A copy of the Project Safety Management Plan (this plan) shall be made available to all workers on the project, upon request.

2.5. LEGISLATIVE REQUIREMENTS

The work to which this QHSE plan relates must be carried out in compliance with the following legislation:

Jurisdiction	Reference	Description
NATIONAL	Acts and Regulations	Age Discrimination Act 2004 Australian Human Rights Commission Act 1986 Copyright Act 1968 Disability Discrimination Act 1992 Environment Protection and Biodiversity Conservation Act 1999 Environment Protection and Biodiversity Conservation Regulations 2000 Fair Work Act 2009 Paid Parental Leave Act 2010 Privacy Act 1988 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Superannuation Guarantee (Administration) Act 1992 Workplace Gender Equality Act 2012
	Model Codes of Practice (Safe Work Australia)	Confined Spaces (Jul 2020) Construction Work (May 2018) Demolition Work (Oct 2018) Excavation Work (Oct 2018) First Aid in the Workplace (Jul 2019) Hazardous Manual Tasks (Oct 2018) How to Manage and Control Asbestos in the Workplace (Jul 2020) How to Manage Work Health and Safety Risks (May 2018) How to Safely Remove Asbestos (Jul 2020) Labelling of Workplace Hazardous Chemicals (Jul 2020) Managing Electrical Risks in the Workplace (Oct 2018) Managing Noise and Preventing Hearing Loss at Work (Jul 2020) Managing Risks of Hazardous Chemicals in the Workplace (Jul 2020) Managing Risks of Plant in the Workplace (May 2018)

	<p>Managing the Risk of Falls at Workplaces (Oct 2018)</p> <p>Managing the Risk of Falls in Housing Construction (Oct 2018)</p> <p>Managing the Work Environment and Facilities (May 2018)</p> <p>Preparation of Safety Data Sheets for Hazardous Chemicals (Jul 2020)</p> <p>Safe Design of Structures (Oct 2018)</p> <p>Welding Processes (Jul 2020)</p> <p>Work Health and Safety Consultation Cooperation and Coordination (May 2018)</p>
<p>Guidance material (Safe Work Australia)</p>	<p>Classifying hazardous chemicals (Jul 2020)</p> <p>Cranes guidance material (Aug 2016)</p> <p>Dealing with workplace bullying - a worker's guide (May 2016)</p> <p>Fatigue management - a worker's guide (Nov 2013)</p> <p>Formwork and falsework guidance material (2014)</p> <p>Guide for managing the risks of machinery in rural workplaces (Nov 2017)</p> <p>Guidance for managing the risks of diesel exhaust (Oct 2015)</p> <p>Guidance material for the safe design, manufacture, import and supply of plant (2014)</p> <p>Guidance note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]</p> <p>Guidance on the interpretation of workplace exposure standards for airborne contaminants (Apr 2013)</p> <p>Guide for managing the risk of fatigue at work (Nov 2013)</p> <p>Guide for managing risks from high pressure water jetting (Dec 2013)</p> <p>Guide for preventing and responding to workplace bullying (May 2016)</p> <p>Guide on exposure to solar ultraviolet radiation (UVR) (Dec 2019)</p> <p>Guide to managing risks of exposure to carcinogens in the workplace (Sep 2016)</p> <p>Hazardous Chemicals Requiring Health Monitoring (Mar 2013)</p> <p>Health Monitoring - Guide for persons conducting a business or undertaking (Feb 2013)</p> <p>Health Monitoring when you work with hazardous chemicals guide (Oct 2020)</p> <p>Industrial lift trucks guidance material (2014)</p> <p>Scaffolds and scaffolding work guidance material (2014 and 2017)</p> <p>Workplace traffic management guidance material (2014)</p> <p>Workplace vibration guidance material (2015)</p> <p>Working in the vicinity of overhead and underground electric lines guidance material (2014)</p> <p>Workplace Exposure Standards for Airborne Contaminants (Dec 2019)</p>

Jurisdiction	Reference	Description
QLD	QLD Acts and Regulations	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Anti-Discrimination Act 1991 Building and Construction Industry (Portable Long Service Leave) Act 1991 Electrical Safety Act 2002 Electrical Safety Regulation 2013 Environmental Protection Act 1994 Environmental Protection Regulation 2019 Industrial Relations Act 2016 National Environment Protection Council (Queensland) Act 1994 Nature Conservation Act 1992 Transport Operations (Road Use Management - Dangerous Goods) Regulation 2018 Workers' Compensation and Rehabilitation Act 2003 Workers' Compensation and Rehabilitation Regulation 2014
	Codes of Practice	Concrete pumping (2019) Demolition work (2013) Electrical safety code of practice - Managing electrical risks in the workplace (2013) Electrical safety code of practice - Working near overhead and underground electric lines (2020) Excavation work (2013) First aid in the workplace (2014) Hazardous manual tasks (2011) How to manage and control asbestos in the workplace (2011) How to manage work health and safety risks (2011) How to safely remove asbestos (2011) Labelling of workplace hazardous chemicals (2011) Managing noise and preventing hearing loss at work (2011) Managing risks of hazardous chemicals in the workplace (2013) Managing risks of plant in the workplace (2013) Managing the risk of falls at workplaces (2018) Managing the work environment and facilities (2011) Preparation of safety data sheets for hazardous chemicals (2011) Safe design of structures (2013) Scaffolding (2009) Traffic management for construction or maintenance work (2008) Work health and safety consultation, co-operation and co-ordination (2011)

2.6. CONTROL OF RECORDS

Records shall be maintained in the relevant project folder for the duration of the project and will include:

- Correspondence;
- Records of inspection and testing and completed checklists; and
- Completion of all relevant forms.

Electronic records will be maintained on the project folder on the branch server, with any local data backed up on a separate drive on a daily basis.

At the completion of the project, all records will be archived at the branch office for a period of seven years and 40 years for asbestos projects.

2.7. HIGH RISK CONSTRUCTION WORK ACTIVITIES AND TIMEFRAME

Prior to commencement of the project, a specific Project WHS and Environmental Risk Assessment/Register will be developed which will include **high risk construction work activities** as defined in the regulations. The following table indicates the high-risk construction work activities and timeframes on this project.

Description	Applicable Y/N	Area where work will be performed/Trade	Risk Rating (High, med or low - use risk rank matrix)	Timeframe early/mid/late
Work that involves a risk of a person falling more than 2 metres. Examples: <ul style="list-style-type: none"> installing an evaporative cooler on a roof installing roof trusses installing roof tiles or roof sheeting working adjacent to a pit or opening with a fall height of more than 2 metres 	Yes	Work at Height to remove Haz-Mat using scaffolding and for manual demolition	Low	Early to mid
Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure. Examples: <ul style="list-style-type: none"> knocking down a load-bearing wall in a house removing bracing from a wall or roof as part of a renovation knocking down load-bearing walls as part of a warehouse conversion 	Yes	Hand demolition of timber structure to salvage selected materials then follow-up mechanical demolition	Mid	Mid
Work that involves, or is likely to involve, the disturbance of asbestos. Examples: <ul style="list-style-type: none"> removing floor tiles containing asbestos as part of a renovation cutting or drilling into an asbestos cement sheet wall demolishing a house that contain asbestos working on asbestos cement pipework 	Yes	Removal of Asbestos throughout both structures – low level and roof areas.	High	Early
Work that involves structural alterations, or repairs that require temporary support to prevent collapse. Example:	Yes	Structural retention of the Main Hall Entry Portico	Low	Early

Description	Applicable Y/N	Area where work will be performed/Trade	Risk Rating (High, med or low - use risk rank matrix)	Timeframe early/mid/late
<ul style="list-style-type: none"> using props to support a ceiling where a load-bearing wall will be removed 				
<p>Work that is carried out in or near a confined space.</p> <p>Examples:</p> <ul style="list-style-type: none"> connecting a new sewer to a sewer main in a 3-metre trench unblocking a sewer line from within a large underground sewer pit 	No			
<p>Work that is carried out in an area that may have a contaminated or flammable atmosphere.</p> <p>Examples:</p> <ul style="list-style-type: none"> removing pipework or tank that may contain the residue of hazardous chemicals demolishing a petrol station and removing old tanks decommissioning plant 	No			
<p>Work that is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel.</p> <p>Examples:</p> <ul style="list-style-type: none"> laying or repairing pipes or conduits in a trench that is more than 1.5 metres deep testing drainage pipes in a trench that is more than 1.5 metres deep working near bored piers that are greater than 1.5 metres deep building a tunnel in the course of constructing an underground railway or road 	No			
<p>Work that is carried out on or near:</p> <ul style="list-style-type: none"> ○ Pressurised gas distribution mains or piping ○ Chemical, fuel or refrigerant lines ○ Energised electrical installations or services <p>Examples:</p> <ul style="list-style-type: none"> excavating foundations near to an existing gas supply drilling into a wall where live electrical wiring may be present working near overhead or underground power lines 	No			

Description	Applicable Y/N	Area where work will be performed/Trade	Risk Rating (High, med or low - use risk rank matrix)	Timeframe early/mid/late
<ul style="list-style-type: none"> • 'near' in the above circumstances means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service • electrical installations/services do not include appliance such as power leads and electrically powered tools 				
<p>Work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.</p> <p>Examples:</p> <ul style="list-style-type: none"> • using part of the road to deliver construction materials to the site • installing drainage that involves digging up part of the road, kerb or gutter • building an additional lane on a road 	Yes	Vehicle movements with site deliveries, and waste load-out and mobile plant operation adjacent to public areas and residents	Low	Early - Late
<p>Work that is carried out in an area at a workplace in which there is any movement of powered mobile plant.</p> <p>Example:</p> <ul style="list-style-type: none"> • working in an area of a construction site that is not isolated from the movement of skid steer loaders, backhoes, mobile cranes or trucks. 	Yes	Use of EWPs, operation of excavators and heavy vehicle movements	Low	Early - Late
<p>Work that is carried out in an area in which there are artificial extremes of temperature.</p> <p>Examples:</p> <ul style="list-style-type: none"> • inside enclosed roof cavities • construction work in an operating cool room or freezer • construction work alongside an operating boiler 	No			
<p>Work that is carried out in or near water or other liquid that involves a risk of drowning.</p> <p>Examples:</p> <ul style="list-style-type: none"> • installing shade sails over a swimming pool • building a gazebo adjacent to a swimming pool • constructing a bridge over a river or restoring a wharf 	No			

2.8. OVERVIEW OF ENVIRONMENTAL IMPACTS

The following table indicates environmental impacts and risk ranking for the project. Further detail is contained in the Project WHS and Environmental Risk Assessment/Register and management sub plans in **Section 10**.

Impact	Applicable Y/N	Risk
Noise and vibration	Yes	Low
Air quality (dust and odour)	Yes	Med
Soil and water (incl. groundwater)	Yes	Low
Storm water runoff (building and sealed areas)	Yes	Low
Excavation water	Yes	Low
Contaminated stockpiles	Yes	Low
Flora and fauna	Yes	Low
Cultural heritage protection and unexpected finds	Yes	Low
Waste management (incl. recycling)	Yes	Low
Energy	No	
Traffic	Yes	Med

3. QUALITY, HEALTH, SAFETY AND ENVIRONMENTAL OBJECTIVES

3.1. COMMITMENT

Enviropacific is committed to responsible management of its operations and believes that:

- All potential QHSE incidents are preventable to all practical extent; and
- All potential adverse environmental effects can be effectively managed.

All planning, construction and operation activities shall be conducted in accordance with the work health, safety (refer to **APPENDIX A**) and environmental (refer to **APPENDIX B**) policies that outline Enviropacific commitment to ongoing sound management of WHS performance and environmental aspects.

3.2. PROJECT KEY PERFORMANCE INDICATORS

Enviropacific focus is on the completion of lead indicators over lag indicators. To achieve this, the following table lists the project requirements for the Enviropacific performance objectives and targets.

Performance Objectives	Monthly Target
Daily consultation briefings	20
Tool box talks - weekly	4
Task / SWMS observation - weekly	4
WHSE site inspections - weekly	4
Subcontractor WHS meetings - fortnightly	2
Audits by senior management	As required
Daily plant inspection report - carried out before commencing work every day	Daily
All workers inducted before starting work	100%
All incidents reported and corrective actions implemented	Every incident recorded, closed out and submitted with monthly report
All hazards identified, reported and controlled	All hazard identified and controlled
All non-conformances (quality, safety and environment) closed out	All closed out
All hold points and witness points completed	All identified and signed as per ITP

Client Performance Objectives	Target
Client Updates or Interventions	Weekly
Client Group Safety Reporting	Monthly
Client Project Control Group meetings (on site)	Monthly
Client Project Pre-Start Meetings	Before commencement of site works

3.3. RESPONSIBILITIES AND AUTHORITIES

The principal responsibilities for quality, health, safety and environmental management are outlined below.

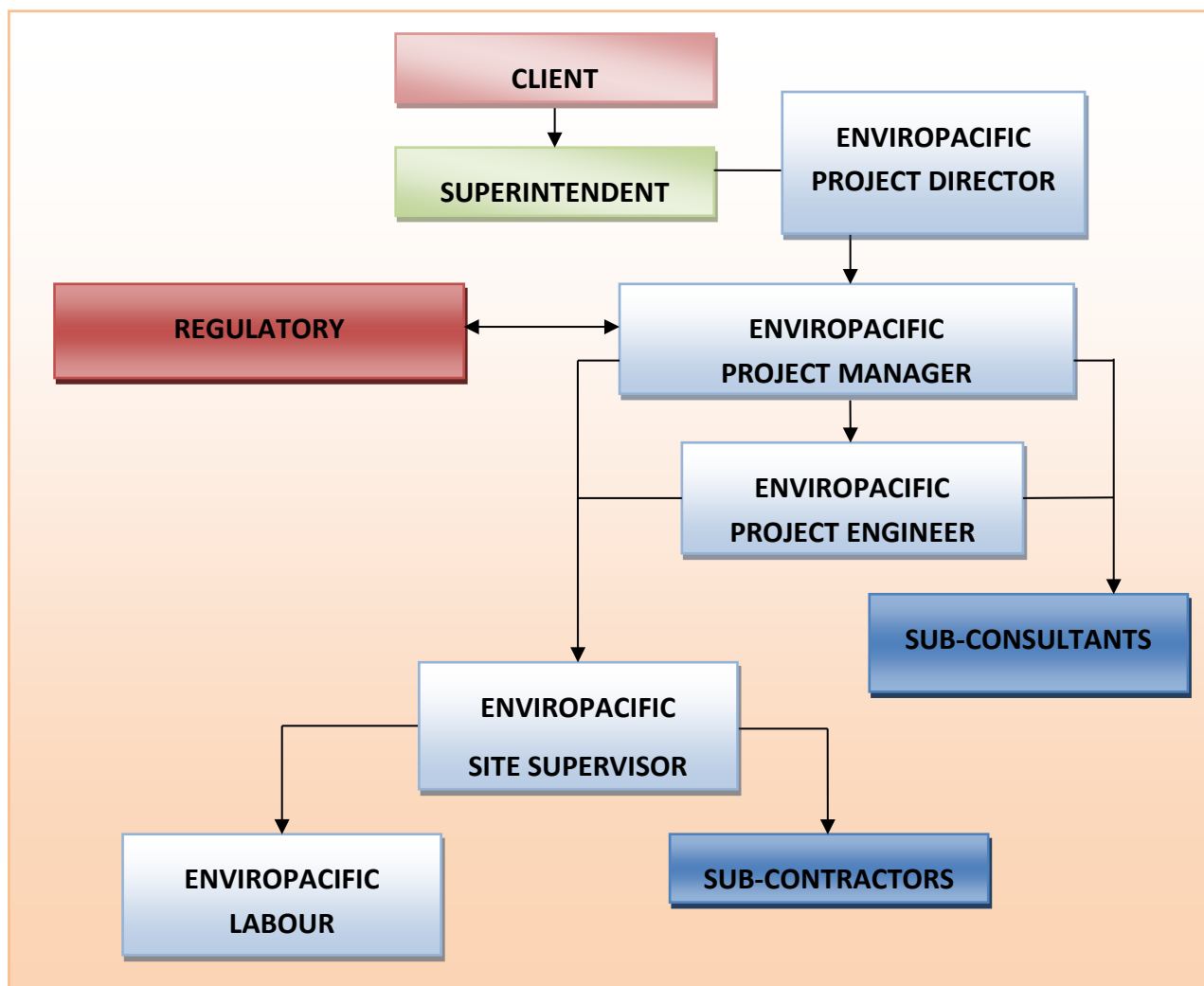
NAME / CONTACT	POSITION	FULFILLING DUTIES OF	SIGNATURE
Jason Cole	Project Director	<ul style="list-style-type: none"> Contract administration. Project oversight. 	
Mick Merriman	Project Manager	<ul style="list-style-type: none"> Licensed ACM & Demolition Supervisor. Management of safety, environment, and quality requirements of the specific management plans. Technical delivery of project. Logistical management. Resources allocation. Financial control. Allocated overall responsibility for WHS/OHS on this project. Injury management. 	
Peri Timo	Project Engineer	<ul style="list-style-type: none"> Management of site QHSE system. Management of subcontractors. 	
Rhys Boddy	Site Supervisor	<ul style="list-style-type: none"> Site operation. Nominated WHS/OHS Officer. Completion of relevant QHSE documentation. Authorised to request work to cease on the grounds of health, safety or environmental risk. 	

The above signatories acknowledge that they have read and understand their respective authorities and responsibilities as described in this plan.

3.4. PERSONNEL QUALIFICATIONS

Enviropacific project personnel are experienced and appropriately qualified in their respective areas of expertise. Records of qualifications are held in the National Training Register at head office.

3.4.1. PROJECT ORGANISATION CHART



3.4.2. PROJECT DIRECTOR

The Project Director has overall responsibility for the implementation, resourcing and ongoing suitability of Enviropacific Management Systems as well as responsibility for the control of all functions to ensure corporate objectives are achieved. The Project Director is responsible for:

- The development of document control to meet contract requirements.

3.4.3. PROJECT MANAGER

The Project Manager is the key person for the success of the company's work health and safety program and has the responsibility for the implementation and administration of associated management system procedures. The Project Manager is responsible for:

- Maintaining contact with the client and external regulatory bodies, liaising with all relevant site sub consultants and subcontractors.
- Planning for work health and safety.
- Compiling and maintaining the Project WHS and Environmental Risk Assessment/Register prior to commencement.

- Being conversant with the requirements of the Enviropacific and client procedures and legislation listed as risk controls for the project in the Project WHS and Environmental Risk Assessment/Register.
- Ensuring adherence to the company's policies and procedures.
- Ensuring adherence to the policies and project expectations of the client.
- Ensuring, where necessary, that detailed work procedures for the performance of work provides for safe work practices and reviews these procedures for adequacy.
- Ensuring all necessary plant and equipment is provided to enable work to be carried out safely and that qualified persons maintain such plant in accordance with manufacturer's specifications.
- Reviewing against the Enviropacific Safe Work Method Statement Review Checklist, and accepting as adequate before work commences, the work instructions/work methods submitted by subcontractors.
- Being aware of statutory authority regulations, acts and codes, licenses and special requirements and ensuring adherence.
- Maintaining safety induction training programs.
- Identify a suitable place where the daily consults are conducted and mount the critical risk board/magnets or posters.
- Update the Project WHS and Environmental Risk Assessment-Register as new critical risks are identified.
- Ensure the minimum standards are always in place.
- Arranging safety talks, demonstrations, posters, etc. to promote safety awareness and display the company's commitment.
- Investigating methods of minimising hazards at the workplace and promoting interest in the hazard identification and control strategies.
- Encouraging all workers to maintain acceptable standards of health and safety and foster an awareness of health and safety matters.
- Ensuring work procedures and ITPs are in place and are updated accordingly for the project.
- Identifying training needs of employees and, if necessary, release them to undertake training.
- Ensuring the subcontractor provides evidence of the experience, training, and proficiency of their workers prior to starting work.
- Identifying material that requires special handling and installation instructions and for ensuring that relevant personnel apply those instructions.
- Establishing and maintaining emergency response procedures and protocols.
- Ensuring that all appropriate fire and emergency equipment is provided to site, inspected as part of the weekly WHSE inspections and maintained during the works.
- Establishing and maintaining necessary records for the recording and reporting of accidents, incidents and non-conformances at the workplace, and ensure they are investigated and reported, and corrective actions implemented in accordance with company procedures.
- Assisting in injury management and ensure that the necessary support is given to the injured worker and his/her family to enable an early return to work as per the company Rehabilitation and Return to Work policy.
- Coordinating the response of critical incidents as detailed in **Section 9.6**. If not possible, this is delegated down to the Project Engineer/Site Supervisor.
- Conduct a thorough review of any incidents that result in injuries, and amend procedures as required.
- Ensuring that appropriate disciplinary action is applied in line with company procedures where necessary.

- Ensuring that the project first aid kit contents are determined based on a risk assessment and are provided and maintained during the project works.
- In the absence of the Project Manager, the authorities and responsibilities as detailed for the position shall be fulfilled by the Project Managers nominee after approval from the Project Manager and the Project Director. A thorough documented Change of Project Personnel Form must be conducted with records available onsite.

3.4.4. ENVIROPACIFIC PROJECT ENGINEER

The Enviropacific Project Engineer reporting to the Enviropacific Project Manager has direct day to day responsibility for managing the activities of sub-contractors under their control and for monitoring and ensuring compliance by sub-contractors with the relevant safety and environmental guidelines established for the project. These responsibilities include:

- Being conversant with the Project WHS and Environmental Risk Assessment/Register and its risk controls.
- Being conversant with the requirements of the Enviropacific and client procedures and legislation listed as risk controls for the project in the Project WHS and Environmental Risk Assessment/Register.
- Ensuring subcontractors submit appropriate documentation complying with relevant federal, state and local government regulations covering the environmental aspects, impacts and control strategies associated with their particular scope of work.
- Ensuring that all subcontractor personnel under their control are aware of their responsibilities and that all new employees are provided with initial induction and ongoing awareness training associated with their scope of work and the necessary control measures to be implemented.
- Monitoring subcontractor's performance and compliance with this QHSE plan and, ensure any corrective or preventative actions from action item requests or non-compliance reports (NCRs) are implemented and closed out within the stipulated time frame.
- Ensuring that checklists are completed correctly and on time reviewing same for accuracy prior to signing off and forwarding to the Enviropacific Project Manager.
- Ensuring also that the appropriate documentary records are maintained and /or submitted in accordance with this QHSE plan.

3.4.5. ENVIROPACIFIC SITE SUPERVISOR

The Site Supervisor is the nominated workplace health, safety and environment officer for this project and is responsible for:

- Being conversant with the Project WHS and Environmental Risk Assessment/Register and its risk controls and maintaining it throughout the life of the project.
- Being conversant with the requirements of the Enviropacific and client procedures and legislation listed as risk controls for the project in the Project WHS and Environmental Risk Assessment/Register.
- Advice on QHSE matters to Project Manager, Project Engineer, and all other site workers.
- Authorised to request work to cease on the grounds of health, safety, or environmental risk.
- Ensuring that all personnel are inducted in accordance with project requirements.
- Advising all site staff on overall work health and safety in the workplace.
- Conducting regular inspections of the workplace to ensure the observance of work health and safety and environmental standards and take corrective measures as required.

- Carrying out in-process inspection of all aspects identified in Inspection and Test Plans (ITP) and document all such verification on the appropriate form.
- Ensuring adequate protective clothing and equipment (PPE) is being used correctly by all workers in the workplace.
- Maintaining up-to-date records for verification of the management of the workplace health and safety in accordance with procedures identified in the Project WHS and Environmental Risk Assessment/Register and this plan.
- Monitoring of the works to ensure legislative requirements are met with respect to environmental and health impacts.
- Reporting of breaches of the legislative requirements and this QHSE plan to the Project Manager.
- Ensure that the requirements of the critical risk process are complied with.
- Ensure the minimum standards are always in place.
- Conduct checklist on minimum standards.
- Keeping the workplace well organised and tidy by establishing at the early stages correct lay down areas and rubbish removal.
- Establishing with all subcontractors the work health and safety requirements prior to work commencing.
- Facilitating and recording induction and training programs for all site personnel.
- Handling and storage arrangements of bulk material, fuels, and chemicals.
- Ensuring that SWMS are developed and maintained for project activities.
- Lead, facilitate and participate with the work teams in developing SWMS in consultation with workers.
- Ensuring that all SWMS are kept on the project file and/or other local records.
- Liaising with contractors and subcontractors to ensure work procedures/SWMS for the work that they are to perform are submitted prior to the commencement of the work.
- Receipting of incoming products from subcontractors or suppliers, and verify that supply orders are complete, identified, and undamaged, and check that any required documentation such as certificates of compliance and test results are submitted by the subcontractor or supplier.
- Updating SWMS when work practices change; and
- Implementing and promoting compliance with client QHSE requirements.

3.4.6. SUBCONTRACTORS AND SUPPLIERS

All subcontractors and suppliers shall be responsible for the conformance of their work to the specified purchasing and technical requirements. Where directed by Enviropacific, subcontractors and suppliers shall provide an individual management plan for their scope of works. All work will be carried out in accordance with any technical specification and Enviropacific requirements. In order to ensure compliance with the project, environmental and safety requirements, subcontractors will prepare the following documentation:

- Safe work method statements (SWMS) (if outside of scope of Enviropacific SWMS);
- Plant risk assessments;
- Plant pre-commencement inspections; and
- Management plans as required.

4. TRAINING

4.1. COMPETENCY

Enviropacific worker qualifications, training and competencies are recorded in electronic format on the Enviropacific Management System. Skills and competencies of all Enviropacific workers must be recorded prior to and/or upon their commencement.

Subcontractor training certificates and licenses applicable to the work they are to carry out must be sighted or copied and recorded on the "Site Induction Form and Checklist" during the induction process.

Site induction training will be conducted in reference to this management plan and the site induction plan. A register of all those inducted will be maintained on site.

Specific training for individual tasks will be conducted in accordance with the work plans and SWMS. Where a project activity requires specialised training or license, details of this will be recorded on the SWMS for the applicable activity.

Before any worker performs any of the following tasks the worker must demonstrate their task specific competency and it must be assessed and recorded by an Enviropacific supervisor at the site using the applicable competency assessment form:

- Operation of any plant for which an Enviropacific Plant Pre-Commencement Checklist and Inspection form has been completed, unless a High-Risk Work Licence is required to operate the plant and the licence has been provided to Enviropacific by the worker (use Operator Competency Assessment form).
- Angle grinder operation (use Competency Assessment – Angle Grinder form).
- Arc welder operation (use Competency Assessment – Arc Welder form).
- Oxygen/acetylene or other oxygen/fuel gas equipment operation (use Competency Assessment – Oxygen Acetylene form).
- Gas detector operation (use Operator Competency Assessment – Gas Detector form).

Any worker not deemed competent for the task by an Enviropacific supervisor must not carry out the task.

4.2. WORKERS UNDERTAKING HIGH RISK ACTIVITIES

Ensuring that all workers and especially subcontractor workers have the appropriate certification to work on site is a combination of various methods including; permit to work system, subcontractor evaluations, review of subcontractor SWMS, site induction, toolbox talks, job change risk assessment, as well as internal (company) procedures for training needs analysis and performance review.

The site induction process is particularly important in the management of subcontractor personnel as the process ensures that, despite who might be nominated beforehand for the proposed work on site, when arriving on site on the day of the work, licenses and qualifications are checked as to who is performing the works.

The Project WHS and Environmental Risk Assessment/Register will identify any high-risk construction work activities and a SWMS must be prepared for all high-risk construction work activities before work commences.

4.3. NEW OR UNFORESEEN WORKFORCE REQUIREMENTS

Unforeseen workforce requirements can be identified in a number of ways including:

- a) Formal variations assessed during the maintenance of the project Variation Register;
- b) During weekly project control group meetings – joint weekly meetings held with Enviropacific project management, client representatives and engaged consultants;

- c) During daily consultation briefings held with Enviropacific site personnel and subcontractor workers; or
- d) Through a SWMS assessment / re-assessment at any time during the days' activities when changes to plant, process or the work environment are encountered.

Work at any of these steps is suspended as part of the process and a review of the training and competency requirements to carry out the amended activities is included in the steps.

Where additional training and/or competencies are identified, depending on the timeframes for the work to be carried out and the cost and availability of training/re-training, either of the following may occur:

- A specialist service provider with the appropriate training is engaged as per purchasing and subcontractor management procedures; or
- Appropriate training for the worker(s) is arranged.

Training arranged for employees during a project is recorded in the National Training Register.

4.4. TRAINING AND COMPETENCY WITH PROMOTION

Mandatory training requirements are identified for each position in the Enviropacific Training Matrix. Training and qualification requirements are reflected in position descriptions for various key roles within the business.

Enviropacific employees identified for supervisory roles have pre-determined sets of skills and competencies readily identified in the company National Training Register and position descriptions.

Skills and competencies in WHS/OHS responsibilities are considered as part of an employee's personal review. A personal review is carried out for each Project Manager and Project Engineer by the relevant national manager annually.

Training provided for site workers during the course of a project and any certificates or licences issued are photocopied and held on site files. For Enviropacific employees this training is also recorded into the National Training Register with copies of certification held in the (electronic) training record folders.

4.5. TRAINING AND INDUCTIONS

All workers on a construction site must hold a construction induction card issued by the regulator after successfully completing general construction induction training and a worker carrying out construction work must keep available for inspection his or her general construction induction training card.

All Enviropacific personnel shall be required to attend the company induction prior to commencement of work. This applies to both administration and construction personnel.

All Enviropacific workers (including subcontractors) are required to undergo a site-specific induction prior to commencing work for the first time on the Greenslopes worksite. Re-induction to site may be deemed necessary (at the discretion of the Project Manager) where a site worker has been off-site for a significant period or where significant changes to site have occurred since that worker was last on site or following an incident on site.

Inductions will be delivered using the project induction presentation for that site which includes the emergency response plan. A Site Induction Form and Checklist and the Induction Register will be completed, recording details of training and licenses.

The contents of the project induction will include the requirements of workers outline within the Safety Management Plan, risks and controls as identified in the Project Risk Register.

Before commencing work on the project, all workers shall be inducted into the requirements of any SOP and Safe Work Method Statements that relate to their role on the project, and shall be closely supervised during the immediate period following their induction until the supervisors are satisfied the new workers, including contractors are competent to perform their role.

Workers driving a truck onto the worksite to only deliver or pick up plant or materials are not required to undergo the site-specific induction but must undergo and sign to accept the site-specific Truck Driver Induction.

Visitors shall receive an appropriate 'visitor version' of the site induction, focusing on current hazards, restricted areas, PPE, communication and hazard reporting, escort, supervision and emergency protocols.

While the Project Manager is responsible for maintaining site inductions for all workers, it will be QHSE Supervisor who will generally deliver these inductions.

5. QHSE MANAGEMENT IMPLEMENTATION

5.1. CORPORATE AND OTHER POLICIES

Enviropacific has documented policies as follows:

- Work health, safety and wellbeing
- Environmental
- Quality
- Rehabilitation and return to work

All policies are communicated to personnel via the induction process and through the display of policies in offices and/or site facilities (Refer to **Section 12 - Appendices** for policies).

5.2. PRE-EMPLOYMENT MEDICALS

All Enviropacific personnel must be certified medically fit to undertake the work they are employed to perform.

All existing and prospective employees shall be required to undergo a medical prior to employment. The purpose of the pre-employment medical shall be to:

- Establish a baseline of health status;
- Ensure any known conditions can be monitored; and
- Ensure persons are placed in positions suitable to their medical and physical conditions.

5.2.1. IN-SERVICE HEALTH SURVEILLANCE MEDICALS

An in-service health surveillance shall be conducted for personnel working on contaminated sites for durations in excess of 1 week. The medical treatment comprises of a full blood test, urine test, physical examination and chest x-ray. An occupational physician will carry out the medical examination at no expense to the employee.

Health surveillance will:

- Commence with a medical prior to employment and recorded on Enviropacific standard medical assessment form. An individual's health will be assessed, noting any pre-existing health conditions. A chest x-ray will also be conducted owing to the likelihood of each employee being involved in asbestos removal works;
- Be at determined frequencies according to relevant legislation or based on risk assessment according to specific project requirements (e.g. projects containing elevated levels of lead). The risk assessment

should contain information on the known health hazards associated with the work being undertaken; known exposure limits and risk of exposure; and any available control measures (such as PPE).

5.2.2. HEALTH SURVEILLANCE

Any incident where an employee or worker has been exposed to or is suspected to have been exposed to airborne asbestos will be treated as a serious incident and will be investigated, as exposure could only result from a breakdown of safety controls. As part of the corrective action process, appropriate medical consultation (such as chest x-rays and lung capacity tests) may be arranged with a medical practitioner.

Similarly, any exposure to (or suspected exposure to), other hazardous substance such as lead, or polychlorinated biphenyl (PCB) will be investigated with medical treatment and health surveillance sought.

While it will be the Project Manager who initiates such health surveillance it may be the HSE Manager and/or Branch / State Manager who assists with a follow up in medical treatment and health surveillance.

Health and medical information are highly confidential information and is maintained in a secure, locked location at the Head Office, under the control of the HR Manager. An employee's health information is to be made available only to that employee, and permission sought and granted by the employee before that information is released to any third-party.

5.2.3. FITNESS FOR WORK

Enviropacific require all employees and subcontractors to carry out the full range of accountabilities associated with their role. Managers and Supervisors will at times be required to make judgments regarding a worker's capacity to meet these accountabilities. In some cases, a worker's capacity to do so may be limited as a result of:

- General level of personal fitness and/or medical conditions
- Consumption of alcohol
- Effect of drugs (prescription, pharmaceutical or illicit)
- Fatigue
- Stress

Fitness for work information shall be communicated to all site workers during the induction process and during daily consultation briefings.

Fitness for work shall be managed in accordance with the Fitness for Work Procedure.

5.2.4. SITE ESTABLISHMENT, AMENITIES AND SECURITY

Enviropacific will ensure suitable amenities are provided for the works generally consisting of a site office, lunch room and ablution facilities in accordance with the relevant legislation.

Effective controls for site security will be identified and installed. Adequate perimeter fencing will be provided for all sites where a risk assessment indicates that public exposure to site-specific hazards cannot be controlled by other means. When working with a client's space, secure fencing will be installed to delineate Enviropacific workspace, in consultation with the client and their workers.

Signs that are clearly visible from outside the site will be displayed giving details of the site controller, emergency/after-hours contact and warning of construction activities.

6. PROJECT CONSULTATION

6.1. PROJECT CONSULTATION ARRANGEMENTS

The following arrangement for consultation with all site workers is proposed during:

- Daily consultation briefings involving all Enviropacific site workers (including subcontractors) either at the start of the common shift, or as workers arrive on site during any particular shift;
- Weekly toolbox talks attended by all Enviropacific workers (including subcontractors on site at the time of the meeting);
- Weekly site Task/SWMS Environmental Observations and weekly WHSE Site Inspections which solicit input from all workers on site, and
- Fortnightly WHS meetings between Enviropacific site supervision each subcontractor including all of the subcontractor's onsite workers. These meetings will document and confirm the continuing arrangements or propose alternatives and/or amendments to the process.

Each project will have a nominated WHS/OHS officer to facilitate the project consultation arrangements.

On request from a worker, a Health and Safety Representative (HSR) may be elected to represent various work groups on workplace health and safety matters, including:

- Monitor WHS/OHS actions taken by the organisation;
- Investigate WHS/OHS complaints from workers of the work group;
- Look into anything that might be a risk to the WHS/OHS of the workers they represent.

The election of a HSR will be conducted in line with legislative requirements. The workers may determine how an election will be conducted (e.g. by secret ballot or show of hands) however, it must comply with the legislated requirements of the applicable state or territory.

Where the number of nominations for HSR equals the number of vacant HSR and deputy HSR positions, an election is not required and each candidate is taken to have been elected.

HSR's are entitled to choose and attend an approved five-day training course in work health and safety and a one day refresher course each year during their term of office.

Where requested by a group of 5 or more workers a Health and Safety Committee (HSC) will be established. The role of the HSC will be to facilitate co-operation between work groups, including all workers on health and safety matters.

6.2. WHS/OHS ISSUES AND DISPUTES

Employees WHS/OHS specific issues are to be raised with the Project Engineer / Site Supervisor during either daily consultation briefings or weekly site toolbox talks. If the employees issue relates directly to the Project Engineer / Site Supervisor, they may contact the Project Manager or State / Branch Manager directly in order to raise the issue who will then canvass the issue with the Project Engineer / Site Supervisor.

Subcontractor worker WHS/OHS specific issues are to be raised with the Project Engineer / Site Supervisor during either the daily consultation briefings or weekly toolbox talks. If the subcontractor worker's issue relates directly to the Project Engineer / Site Supervisor, the worker is encouraged to contact either his/her company principal or the Project Manager in order to raise the issue. Regardless of whether the issue is raised with the Project Engineer / Site Supervisor, subcontractor company principal, Project Manager or State / Branch Manager, or whether the issue is resolved on the spot, the issue is to be noted during the relevant Project Subcontractor /

WHS/OHS Meeting where the number of issues raised and the progress of issues are to be noted on meeting minutes.

Where an issue cannot be resolved with the Project Engineer / Site Supervisor, Project Manager or Branch Manager, the issue should be escalated to the National Manager. Where satisfactory resolution can still not be reached, independent mediation may be required with an external service provider.

In the event that there is a Health and Safety Representative or Health and Safety Committee in place; and the matter is not resolved after the Project Engineer / Site Supervisor, Project Manager or Branch Manager have been given a reasonable opportunity to consider and respond to the matter, the WHS/OHS committee or WHS/OHS representative may request an investigation of the matter by an inspector. The inspector cannot determine the issue, but may exercise their compliance powers under the WHS Act or equivalent.

7. PROCESS CONTROL

7.1. REFERENCE DOCUMENTS

Client referenced documents for this project include:

- Coffey Services Australia Pty Ltd – ‘Asbestos & Hazardous Materials Pre-Demolition Assessment’ Document Ref: 754-BNEEN282781
- Tetra Tech Coffey Pty Ltd – ‘Soil Remediation Planning Supplementary Investigation’ - Document Ref: 754-BNEEN282781
- Catalyst Heritage Architects – ‘Former Australian Red Cross Centre Greenslopes, Queensland – Heritage Interpretation Strategy’ – 22 January, 2022
- Ecological Australia – Greenslopes DVA Remediation Planning – Ecology – 15 December, 2021

7.2. PROCESS CONTROL DOCUMENTATION

The Project Manager is responsible for ensuring the following work procedures, inspection and test plans (ITP) and inspection and test reports (ITR) are in place and updated accordingly throughout the project.

WORK PROCEDURES AND ITP'S		
Document Number	Title	Associated ITP
WP01	Site Establishment and Preliminaries	ITP01
WP02	Earthworks	ITP02
WP03	Asbestos Removal	ITP03
WP04	Soil Treatment	ITP04
WP05	Traffic Management	ITP05
INSPECTION AND TEST REPORTS (ITR)		
Document Number	Title	
ITR01	Offsite Load sheet	
ITR02	On Site Soil Movement Form	
ITR03	Import Load sheet Form	
ITR04	Incoming Product Inspection Form	
ITR05	Air quality report	

7.3. INSPECTION AND TESTING

Generally, incoming inspections shall be carried out to ensure conformance of all purchased products before use. In-process inspections shall be carried out as a means of process control.

7.3.1. INCOMING INSPECTION AND TESTING

The Project Engineer or Site Supervisor shall be responsible for receipt of incoming products from subcontractors or suppliers, and verify that supply orders are complete, identified and undamaged, and check that any required

documentation such as certificates of compliance and test results are submitted by the subcontractor or supplier.

Any non-conforming products will be clearly labelled and be kept separate from conforming products pending a decision on their disposal and records shall be kept of such actions.

7.3.2. IN-PROCESS INSPECTION AND TESTING

The Project Engineer or Site Supervisor shall carry out in-process inspection of all aspects identified in Inspection Test Plans and document all such verification on the appropriate form.

7.3.3. INSPECTION, MEASURING AND TEST EQUIPMENT

NATA accredited laboratories shall be engaged for compliance testing for such elements as soil testing (chemical or geotechnical).

The nominated site environment consultant for this project is Coffey Services Australia Pty Ltd.

Equipment used for inspection, measurement or testing of the work shall be in good working order, have a current calibration certificate and be able to achieve the tolerances given in the specifications. Calibration records shall be kept on site or be made available electronically.

Inspection, measuring and test equipment shall be handled carefully to preserve its accuracy and reliability but where results suggest uncertainty then the equipment shall be re-calibrated and previous inspection and test results validated.

7.4. TRACEABILITY

Where required, works shall be divided into separate lots for the purpose of controlling production, recording conformance details and inspected as per the relevant Inspection and Test Plan (ITP), Inspection and Test Report (ITR) or checklist. Each lot closed will be recorded on the Lot Status Register.

7.5. HOLD POINTS

Each hold point identified in ITPs shall be submitted to the client's representative/superintendent in the form of the Hold Point Release Form for approval before the commencement of works. All hold points will be released as per the Hold Point Release Register.

In order for the work to proceed without interruption, the Project Manager shall obtain the client's agreement to the method of releasing hold points before work begins.

7.6. PURCHASING

Purchased products and services shall comply with the client's specifications for the work as well as the quality, safety and environmental provisions as specified in Enviropacific Procurement and Supplier Management Manual.

Products shall be:

- Subject to in-coming inspection;
- Handled and installed according to the manufacturer's specifications; and
- Compatible with other products and works where appropriate.

Products supplied by the client for incorporation in the works shall be verified, stored and maintained in good condition.

7.7. NON-CONFORMANCE

Non-conformances may come from a variety of sources, i.e. incident, inspection or review of work practices. It is the Project Manager's responsibility to ensure that:

- Any conditions that have caused or could cause non-conformance to be promptly investigated, documented, evaluated and corrected in order to eliminate future failure.
- Reworked or repaired product shall be inspected or tested as defined in the relevant ITP and to the Superintendent's satisfaction.
- Corrective / preventive action is monitored to ensure that it has been effective and the response commensurate with the risk.

Non-conformances other than simple re-work shall be notified to the Superintendent as soon as possible. Correct actions from non-conformances are addressed in **Section 8.6** of this QHSE plan.

7.8. HANDLING, STORAGE, PACKAGING AND DELIVERY

Material handling and using hazardous substances are significant hazards on projects and specific controls shall be included in relevant Safe Work Method Statements.

The Site Supervisor shall be responsible for handling and storage arrangements for:

- Bulk material shall be stored on hard stand areas in separate stockpiles to avoid premature mixing or contamination.
- Fuels and chemicals shall be stored according to regulations and the requirements of relevant Safety Data Sheets (SDS/MSDS) which shall be kept on site in a convenient location.
- All chemicals and fuels stored must be labelled appropriately if decanted.
- Material which deteriorates in adverse weather shall be stored under a weatherproof cover.

The Project Manager is responsible for the identification of material that requires special handling and installation procedures and for ensuring that relevant personnel apply those procedures.

8. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL (HIRAC)

Project construction risks are managed through a process of hazard identification, risk assessment and control, resulting in a combination of a project QHSE plan (this document) and a Project WHS and Environmental Risk Assessment/Register.

8.1. HAZARD IDENTIFICATION AND RISK ASSESSMENT

8.1.1. OVERVIEW

The hazard identification and risk assessment process begins during the tendering and contract review phase with the initial compilation of the Project WHS and Environmental Risk Assessment/Register.

A separate risk assessment is made during the design phase in situations where Enviropacific has design responsibilities (refer **Section 8.1.3 below**). If during construction Enviropacific realises that the design creates hazards that are not controlled or that the design requires alteration for it to be constructed Enviropacific will consult with the designer prior to implementing any design changes during the construction phase.

On commencement of a project, the Project WHS and Environmental Risk Assessment/Register is updated to reflect the contract scope of work. This register will transfer any 'residual' risks from the design phase over to the construction phase along with any initial hazards and risk identified during the tender and contract review process.

Hazards and risks associated with purchasing and procurement issues are identified and assessed, broadly through the construction Project WHS and Environmental Risk Assessment/Register, and more specifically through hazardous substance risk assessments and plant risk assessments.

Construction and commissioning phase hazards and risks are identified during the development of the safe work method statements for these project phases. The SWMS is an **AS/NZS ISO 31000 Risk Management – Principles and Guidelines** compliant risk assessment in that it also identifies and records the initial risk rank, the required risk controls, the residual risk and the person/party responsible for implementation of the risk controls.

Additional hazards and risks are identified and listed onto the project register during subsequent job change risk assessments, hazardous substance risk assessments and plant risk assessments.

8.1.2. LINE OF SITE







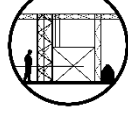

Enviropacific Line of Site critical risks are those high-risk activities with the potential to cause work place fatalities on our sites.

Enviropacific have identified the critical risks from all sections of our business and each critical risk has its own defined minimum standards that must be applied at all times.

For major projects and larger sites or longer duration, Enviropacific shall install a Line of Site Board, which is to be used to display the 4 most prevalent Critical Risks for that days activities, to be briefed to the project workforce at the Daily Consultation Briefings. In addition to this, the Line of Site Board is used to document the days activities, so visitors and the like can be briefed of the site activities occurring and the critical risks and minimum standards relevant to these.

The Project Manager is responsible for identifying a suitable place where the daily consultations are conducted and mount a critical board/magnet in this area.

Our current Critical Risks are:

Critical Risk Number	Critical Risk	
CR 01	Traffic, Plant and People	
CR 02	Excavation and Ground Penetration	
CR 03	Electrical and Services Safety	
CR 04	Work at Height	
CR 05	Asbestos and Demolition Work	
CR 06	Confined Space and Hazardous Atmospheres	
CR 07	Temporary Works	
CR 08	Fitness for Work	

The Project Manager must update the Project WHS and Environmental Risk Assessment-Register as new critical risks are identified and ensure that minimum standards are always in place.

To support the implementation of the associated Minimum Standards, Critical Risk Reviews are undertaken using the Critical Risk Review Checklists. These reviews are undertaken in accordance with the Audit and Inspection Regime for the project and all actions that are identified are raise, assigned and actioned accordingly.

8.1.3. DESIGN

Design and construct situations (if included in contract)

Where Enviropacific is engaged for a 'design and construct' contract, a hazard identification and risk assessment at the design phase shall be made as part of the design process for design and construct contracts.

Where Enviropacific, acting as head contractor, engages a designer, the designer will be requested to complete and deliver a designer's risk assessment as part of their brief of their subcontractor/professional services agreement. The designer's risk assessment must identify and document all reasonably foreseeable hazards and risks that may arise throughout the full lifecycle of the plant or structure being designed and identify risk controls incorporated in the design as well as any residual risk controls that must be applied by others during other phases of the lifecycle of the plant or structure.

The service provider must use the Enviropacific format or an acceptable equivalent to document the risk assessment.

All hazards and risks arising from the designer's risk assessment must be transferred onto the Project WHS and Environmental Risk Assessment/Register (even where a hazard and/or risk has been eliminated from the design).

Construct-only situations

Where Enviropacific is engaged for a 'construct-only' contract, a request needs to be made to the head contractor, architect or design consultant for the supply of the designer's risk assessment in relation to construction, commissioning and operational activities.

In the absence of a risk assessment being supplied, Enviropacific will review the supplied drawings and specifications as part of the development of the Project WHS and Environmental Risk Assessment/Register.

Risks associated with changes made to the design during the construction or commissioning phases are made using the Job Change Risk Assessment Form.

Hazards resulting from changes made to the design during the construction or commissioning phases will be communicated to site workers via daily consultation briefings and /or tool box talks, and to future site workers via site meetings and tender letting documents.

8.1.4. PURCHASING AND PROCUREMENT

Risk considerations during the purchasing and procurement phase includes methods of construction, selection of plant, use of products and substances, on-site plant maintenance and servicing issues, the selection of subcontractors and sourcing labour-hire.

Hazards and risks associated with purchasing and procurement issues are identified and assessed through the Project WHS and Environmental Risk Assessment/Register as well as in specific hazardous substance and plant risk assessments.

Results of these assessments shall be transferred onto the Project WHS and Environmental Risk Assessment/Register, even where a hazard and/or risk has been eliminated.

The Project WHS and Environmental Risk Assessment/Register shall be made available to each of the potential subcontractors as part of the subcontract letting process to ensure that risks are understood, appropriately costed and resourced by service providers.

8.1.5. PERMIT TO WORK REQUIREMENTS

For this project, the following types of work are subject to Enviropacific Services Ltd permit to work system:

- WP01 – Site Establishment & preliminaries
- WP02 – Earthworks
- WP03 – Asbestos Removal
- WP04 – Soil Excavation
- EP-COM-06 FRM-04 Works Agreement
- EP-HSE-12-FRM-07 Hot Works Permit
- Work at Heights WAH-001
- Work at Heights – Emergency & Rescue
- Inspection and Test Reports
- HSEQ Briefing Note – Permit to Break Ground)

8.1.6. CONSTRUCTION

A Project WHS and Environmental Risk Assessment/Register is to be compiled and issued by the Project Manager prior to the commencement of construction on any major project.

The Project WHS and Environmental Risk Assessment/Register must be maintained throughout the duration of the works and amended to reflect any new hazards and risks introduced as the works progress, particularly in regard to design changes and variations to scope of works (see below for more detail).

8.1.7. SAFE WORK PRACTICES / SAFE WORK METHOD STATEMENTS (SWMS)

SWMS are to be used for all work tasks carried out during the project to formally identify hazards, assess the risks and establish controls to ensure the risk is as low as reasonably practicable and allocate “ownership” of each risk control.

SWMS must be prepared before work commences and must be developed in consultation with personnel involved in carrying out the tasks on site.

Where there are other parties working in the same vicinity, the details will be communicated to the other parties and documented on the Daily Consultation Briefing.

Refer to **Section 8.7.3** for Subcontractor SWMS.

8.1.8. TRAINING, CONSULTATION AND COMMUNICATION

A number of processes around training, consultation and communication contribute to on-going hazard identification, risk assessment and control including:

- Induction – mandatory for all site workers, using the Site Induction Form and Checklist and Induction Register. Visitors are also taken through a ‘visitor’s version’ of the site induction and are recorded on the site visitors log;
- Daily consultation briefings;
- Toolbox talks;
- Variation register and job change risk assessments;
- Project subcontractor WHS/OHS meetings;
- Project pre-start meeting.

8.1.9. PROJECT CHANGE MANAGEMENT

All change must be managed in accordance with the Change Management Procedure. The Change Management Form and the risk assessment form applicable to the type of change must be utilised.

Project related changes to be managed by the change management process include:

- Design changes;
- Construction/manufacturing method changes;
- Project scope variations;
- Change of nominated subcontractors;
- Change of nominated Enviropacific personnel; and
- Change to this plan.

The project variation register is used to capture any design or change or additional work which may have WHS/OHS implications, either by introducing a new activity, a new hazard or increasing an existing risk. Any variation with such a potential will trigger a risk assessment using the job change risk assessment form.

New or amended hazards and risks will be reflected in an updated Project WHS and Environmental Risk Assessment/Register.

The Project Manager is responsible for ensuring that the variation register and any subsequent job change risk assessment form is completed as required.

Hazards resulting from changes made to the design during the construction phase will be communicated to site workers via daily consultation briefings and/or toolbox talks.

8.1.10. SITE INSPECTION AND HAZARD REPORTING

WHSE site inspections for each project shall be carried out weekly. WHSE site inspections shall also be carried out by the Project Manager once a month (these may be in lieu of the QHSE Supervisor's inspection). Any area requiring attention shall be raised as a corrective action on the inspection report. Any unusual/unforeseen hazards identified during inspections should be recorded on the hazard report form.

The reporting of hazards is every one's responsibility. Any worker or visitor who may identify a hazard or have a safety issue, should bring it to the attention of site management immediately. Site management shall investigate and rectify the situation as appropriate to the risk presented and it is anticipated that formal documenting of the hazard onto a hazard report form and then onto the Project WHS and Environmental Risk Assessment/Register will be completed by the Project Manager.

8.1.11. FIELD INSPECTIONS/AUDITS

To identify potential hazards and the initial corrective action to ensure compliance with the project management system, requirements and relevant legislation, the following work place inspections shall be conducted by project management, QHSE supervisor and site supervisor.

- Proactive reporting identifying areas where improvements can take place;
- Formal weekly site inspections, informal daily inspections (Supervisors);
- Weekly site walks and field inspections (Project Management).

In addition to site inspections and hazard reporting, audits will be conducted by the HSE Manager or a representative of the QHSE team. As a minimum, auditors must hold a Global-mark Auditing Skills Certificate of Attendance (or equivalent).

Audits may include one of the following audit templates:

- Project implementation checklist;
- Major project audit;
- Internal audit report.

Senior management involvement in the workplace consultation, inspection and monitoring process is a key performance indicator for persons in these positions. Senior managers are to formally visit sites in the following timeframes and as scheduled in the annual Senior Management QHSE Schedule:

- Managing Director/Regional Director - bi-annual (six-monthly) formal visits to a major project(s); and
- State/Branch Manager - quarterly formal visits to sites.

The options for these senior managers during any of these formal visits is to conduct one of the following:

- A WHSE Site Inspection Checklist with the site supervisor and a subcontractor representative; and
- A Toolbox Talk to all site workers; or
- A Task/SWMS Environmental Observation; or
- A Senior Managers Checklist.

Non-conformances and items of concern identified by inspections or audits are recorded on Non-Conformance Reports to define actions and responsibilities.

8.1.12. METHOD OF RISK ASSESSMENT

Risks of identified hazards are assessed having regard to:

- The likelihood and consequence of injury, illness or incident occurring;
- Available information on the hazard including any records of incidents, illness and disease;
- The potential for emergency situations.

Health and safety hazards are assigned risk control priorities, having regard to the identified levels of risk.

The methodology used in calculating risk rankings is based on a cross reference between probability and consequence. The matrix used is outlined in **Figure 1 – Risk Ranking Chart (matrix)** below.

RISK RANKING CHART			PROBABILITY									
				CERTAIN	LIKELY	POSSIBLE	UNLIKELY	REMOTE				
			Commonly Occurs	Has Occurred	Could Occur	Not Likely to Occur	Practically Impossible					
CONSEQUENCES												
Equipment and Operations	Environmental Impact	Personal Injury		A	B	C	D	E				
More than \$500,000 loss	Catastrophic Environmental Event (publicity)	Fatality or Permanent Disability	1	1	2	4	7	11				
Up to \$500,000 loss	Major Environmental Event (prosecution)	Major LTI (>7 days lost from work)	2	3	5	8	12	16				
Up to \$100,000 loss	Serious Pollution (temporary/permanent damage)	Lost Time Injury	3	6	9	13	17	20				
Up to \$10,000 loss	Minor Pollution (Minor spill –temporary damage)	Medical Treatment Injury	4	10	14	18	21	23				
Less than \$500 loss/No Damage	Nil Impacts / Affects	First Aid Injury/No injury	5	15	19	22	24	25				
LEGEND:				1-6	HIGH RISK		7-15	MEDIUM RISK		16-25		LOW RISK

Figure 1 – Risk Ranking Chart (matrix)

8.1.13. CONTROLS

Once listed, the risk is ranked using the company standard risk-calculator methodology, and then nominates control measures along with responsibilities and time-frames for the nominated controls.

These controls are expected to be faithfully represented and incorporated into project WHS/OHS documents, particularly SWMS for both Enviropacific and various subcontractor activities.

Specific risk controls/control measures are established in accordance with the 'hierarchy of controls' and are appropriate for all work activities to be undertaken as shown in **Figure 2 – Hierarchy of Controls (HOC)** below.

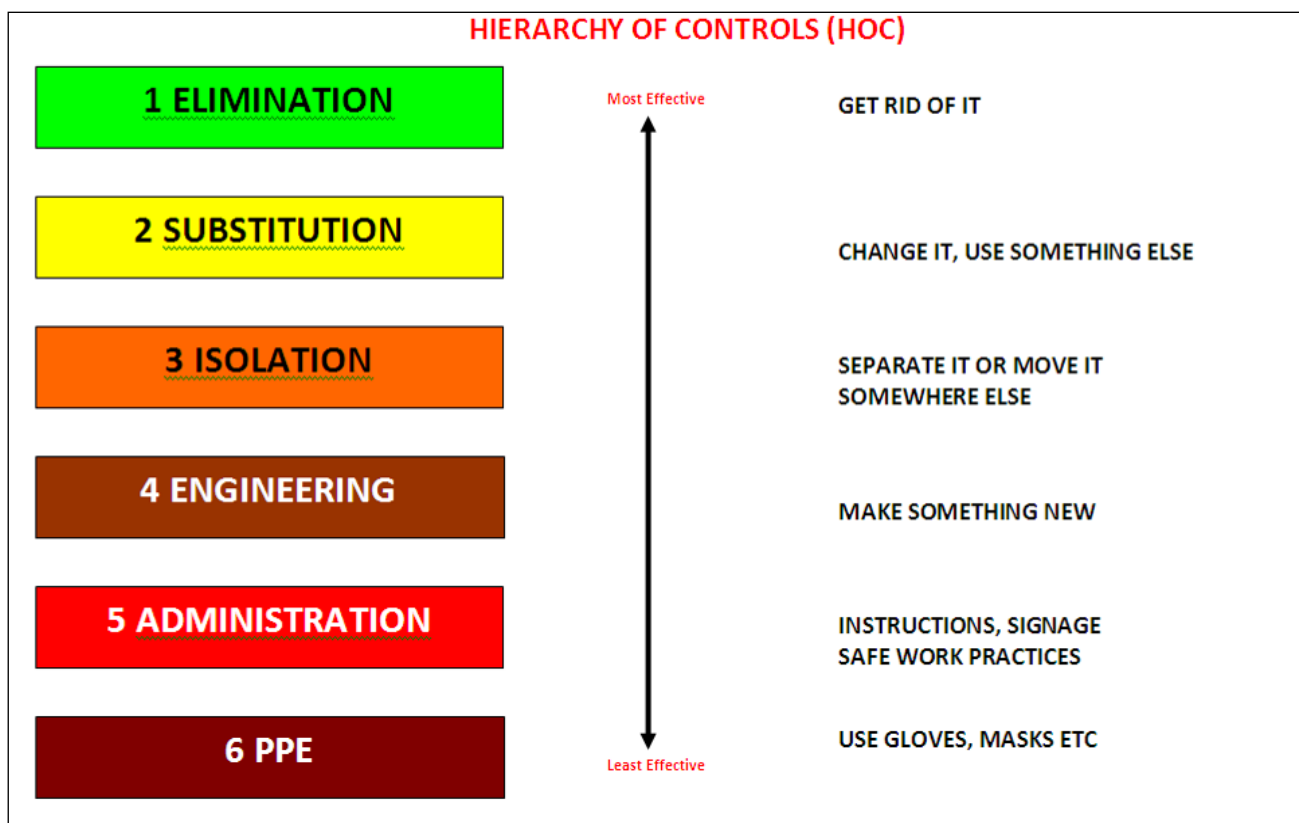


Figure 2 – Hierarchy of Controls (HOC)

8.1.14. REVIEW OF EFFECTIVENESS

Once Control Measures are identified and implemented, there shall be processes implemented to ensure that these remain fit for purpose, commensurate to the changing nature of the risk due to other workplace influences and above all are effective. These processes are undertaken through a variety of means, all of which require the information gathered to be assessed and corrective actions identified for any shortcomings or improvements identified. This is executed through;

- Project Systems Audits to ensure the integrity and thoroughness of the HIRAC process.
- Project Implementation Reviews ensuring mobilisation phase reviews are conducted and control measures implemented in the early stages of project delivery.
- SWMS / Task Observations to ensure controls that are identified have been implemented and are verified as being effective through an in-process review.

8.1.15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where required in the safe performance of the work, Enviropacific will supply all workers with adequate personal protective clothing and PPE. Workers will be trained in the selection, fit, use, maintenance and storage of PPE. Enviropacific will ensure that the issue, maintenance and inspection of PPE is in accordance with the Enviropacific personal protective equipment (PPE) procedure and Australian standards.

Subcontractors and visitors must wear appropriate PPE as requested by site management.

The following PPE is required for all site works:

- Steel capped boots.
- High visibility long sleeve shirts.
- Long trousers.
- Hard hat.
- Eye protection
- Gloves with relevant protective rating for the task.

The following extra PPE is required for non-friable asbestos removal and working around contaminated soil:

- P2 Particulate Filter (Cartridge) Half Face RPE
- Disposable gloves.
- Disposable coveralls.

The following extra PPE is required for friable asbestos works:

- P3 respirator Particulate Filter (Cartridge) Full Face RPE
- P3 respirator Particulate Filter (Cartridge) Full Face RPE – Battery powered supplied air
- Disposable gloves.
- Disposable coveralls.
- Boot covers or second pair of boots.

Enviropacific note that by adhering to the requirements for general site PPE across all sites, the risk of exposure to contaminated materials is very low. In addition to this base line PPE requirements the following controls should also be implemented for all site work relating to the handling of potentially contaminated materials:

- Good hygiene practices to be followed at all times including the washing of hands before all meal breaks.
- Ensuring that loose soil and debris is brushed or washed from boots prior to entry into lunch sheds, ablution facilities or departing site for home.
- Dust suppression techniques shall be employed during excavation to limit the potential for dust exposure.

8.1.16. SUBSTANCES AND HAZARDOUS CHEMICALS

Prior to any substance being brought onto an Enviropacific worksite a current (i.e. not more than 5 years old) Safety Data Sheet (SDS) for the substance must be provided to the Site Supervisor.

The Site Supervisor must, upon receipt of the SDS:

- record its details in the site's Substances Register; and
- review it in accordance with the Enviropacific Hazardous Substances, Spill Prevention and Response Management Procedure.

If the substance is a hazardous chemical the Site Supervisor must:

- Ensure its storage and use on site has been included and risk assessed in both the Project WHS and Environmental Risk Assessment/Register and the SWMS for all instances of its use;
- Provide and maintain proper storage for it;
- Provide or direct a subcontractor to provide appropriate PPE for it;
- Provide and keep records of any required personal or atmospheric monitoring required in relation to its use;
- Monitor and keep records of any exposure standard that applies to it;
- Provide controls for any environmental impacts that its storage and use may have this worksite; and
- Provide and maintain equipment to respond to any emergencies arising from its storage and use at the worksite.

Hazardous chemicals should only be decanted from their original container for immediate use. Where the entire amount of a decanted hazardous chemical will be used immediately, labelling of its container is not required.

If a hazardous chemical has been decanted or transferred from the container in which it was packed and it will not be used immediately its new container must be, as a minimum, labelled, in English with:

- the product identifier; and
- a hazard pictogram or hazard statement consistent with the correct classification of the chemical.

Where a container is repeatedly used for decanting as part of normal work procedures or processes, a permanent label with all the general labelling information must be attached to the container. Permanently labelled containers must not be used to contain any other substances or mixtures than those specified on the label.

8.2. HAZARDOUS TASKS

8.2.1. WORK IN HAZARDOUS AREAS (EXPLOSIVE ATMOSPHERES)

A hazardous area (also known as hazardous zone) may exist where ever workplaces produce, store, handle or consume flammable gases or liquids. Where a flammable gas or the mist or vapour from a flammable liquid is mixed with oxygen in a ratio within its explosive range an explosive atmosphere can exist. If ignition sources are introduced to or created within an explosive atmosphere fire or explosion can result.

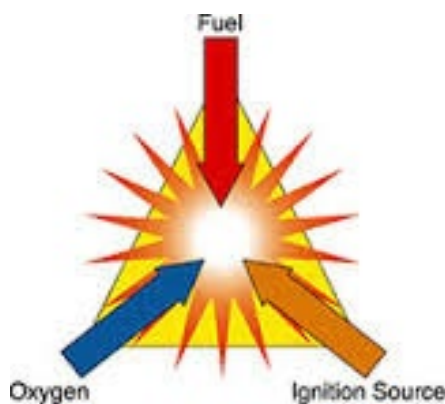


Figure 3 - The explosion triangle

Ignition sources can include:

- Flames – welding, BBQ, matches

- Grinding/cutting sparks
- Sparking from hand tool use, hammering, gas lighters
- Engines – fuel, ignition, electrical systems, hot parts
- Electrical installations and equipment – normal operation and faults
- Lightning
- Static electrical discharge
- Battery operated tools
- Incentive sparking – light metals striking rusted surface
- Hot surfaces of plant or equipment

In workplaces where the fuel source cannot be totally eliminated control of fire or explosion is controlled by elimination of either the ignition source or oxygen or both.

Where applicable, e.g. decommissioning fuel handling systems/piping, preparing disused tanks for transport, the oxygen supply can also be removed by inerting in accordance with the associated Enviropacific SWMS.

8.2.2. EXCAVATION WORKS

Excavation work must only be carried out and monitored in accordance with the Excavation Code of Practice and Enviropacific Work Procedure, Excavation.

The Enviropacific Permit to Break Ground may be applied prior to excavating on review and assessment.

Prior to excavating, the “Excavation Inspection Checklist – Pre-Commencement” form must be completed by a competent person, this may include the site supervisor and the plant operator.

Regular safety inspections are to be performed and documented by a competent person using the “Excavation Inspection Checklist - Daily”. this may include the site supervisor and the plant operator.

Excavations are “high risk construction work” for which a SWMS must be prepared.

Adequate systems of safety including, benching, battering, shoring, or other forms of earth retention shall be used to control major hazards associated with the excavation.

8.2.3. CONFINED SPACE

Confined spaces are not applicable on this project.

8.2.4. DEMOLITION WORKS

Demolition works will be undertaken by Enviropacific Services who hold a current demolition licence in accordance with **AS 2601** The demolition of structures.

8.2.5. ASBESTOS REMOVAL

Asbestos removal works will be conducted under Enviropacific Services licence, supervised by an experienced Enviropacific site supervisor and carried out by qualified Enviropacific ACM removalists supported by a select sub-Contractor licenced in QLD to the level required. All works will be managed in accordance with the QLD Code of Practice – How to Safely Remove Asbestos.

Full details will be outlined in the Enviropacific Asbestos Removal Control Plan and SWMS.

Enviropacific will supply full-time oversight of the ACM removal works in consultation with the nominated project occupational hygienist and will implement a series of ITPs and ITRs during the removal program and processes.

8.2.6. WORK AT HEIGHTS

Work at heights must be carried out in accordance with the requirements of the Safe Work Australia Code of Practice, Managing the Risk of Falls at Workplaces.

To prevent the risk of falls associated with working at heights, the following hierarchy of fall prevention controls must be applied:

1. Elimination – Wherever practicable, safe systems of work should be identified that eliminate the need for workers to perform tasks at height. This should consider the design and constructability of the activity that necessitates working at height and the potential to perform these activities at ground level (ie – the pre-construction of components at ground level prior to lifting into place)
2. Engineering – Use of Work Platforms that prevent exposure to falls. This can include;

- a. Elevating Work Platforms (EWP's)

When considering the use of an EWP, there are additional requirements that must be complied with. As an item of Plant, the EWP must comply with the requirements of the Plant Management procedures, including having a Plant Risk Assessment and compliant service history, see section 8.2.8 for requirements of Mobile Plant. The access and working area must be controlled to prevent interactions with other workers. Operators must be competent, and for EWP's with a reach >11m, a High-Risk Work Licence is required.

- b. Scaffolding

When considering the use of Scaffolding to provide working platforms and access, additional requirements must be incorporated into activity planning and risk assessments;

- Complex scaffolds shall be considered as temporary works and are subject to design and verification by a competent person.
- All scaffold's >4m in height must be erected by a holder of the appropriate class of High-Risk Work Licence. Scaffolds <4m in height must be erected by a competent person (having received training and instruction in the erection of the scaffold).
- Following completion and prior to use, written confirmation must be obtained by a competent person that the scaffold is erected in accordance with requirements and is fit for use. This written confirmation shall also include the details of the SWL and Loading Limits for the scaffold.
- The scaffold, once in use shall be subject to ongoing inspection by the competent person at intervals not exceeding 30 days and shall be further subject to inspection prior to use following any incident that is considered to have reasonable potential to affect the stability or safe use of the scaffold.
- Should inspections identify that repairs or corrective action is required to make the scaffold safe, repairs are made by a competent person before work continues from the scaffold.
- Any alterations, repairs or additions to a scaffold must be carried out by a competent person, and subject to reinspection and written confirmation provided upon completion of such that the scaffold is fit for purpose.
- Where a scaffold is under construction, repair or alteration, or at all times when incomplete or unattended, measures must be in place that prevent unauthorised access. Measures may include appropriate signage and barricading to prevent access.

3. Provision of a fall arrest system e.g. catch platform, industrial safety net, individual fall arrest system. Fall arrest systems shall be considered as a last resort for controlling the risks of falls from height, and shall only be used where all higher levels of control measures are deemed impractical to implement.

All the above risk controls must be complemented by appropriate training, competency, work methods and fit for purpose PPE. Enviropacific employee's competencies are listed in the National Training Register.

8.2.7. HAZARDOUS MANUAL TASKS

All hazardous manual tasks (previously known as manual handling) shall be carried out in accordance with:

- Safe Work Australia Code of Practice, Hazardous Manual Tasks;
- Enviropacific Manual Handling Procedure; and
- SOP – Manual Handling.

Where applicable hazardous manual tasks shall be risk assessed using the Enviropacific Risk Assessment Template – Manual Handling.

8.2.8. MOBILE PLANT

Purchasing, operating, altering, maintaining, storage and decommissioning of plant and equipment are detailed in the Enviropacific Plant and Equipment Procedure and the Site Safety Rules.

Mobile plant and earthmoving equipment present a number of hazards to site personnel and operators and it is important that all personnel be aware of the movement of plant and the limited view that operators have of their surroundings.

Controls for operating mobile plant include:

- Enviropacific are to be notified of all plant and equipment being brought to site for a pre-commencement inspection.
- A pre-commencement inspection must be conducted when plant and equipment is being delivered to site prior to any work being carried out.
- All plant delivered to site must be accompanied by a Safe Operating Procedure or Operators Manual, current Risk Assessment and maintenance records.
- All items of mobile plant are to be listed within the Mobile Plant Register with set times for scheduled maintenance requirements. The maintenance regime is controlled by the Plant Manager.
- All plant and machinery are to be operated according to the relevant Safe Work Method Statement.
- All operators of earthmoving equipment are to be competent and aged over 18 years.
- Plant and vehicles shall only be operated by personnel holding a relevant permit, license or certificate of competency issued by a recognised authority.
- Where seat belts are provided they are to be worn at all times whilst operating plant and vehicles.
- Plant shall be fitted with warning lights, mirrors and reversing alarms.
- All equipment delivered must be inspected before use (lead tagged, RCD tagged monthly).
- No magazines, portable audible devices etc. in plant or vehicles.
- Personnel are not to ride on plant or vehicles unless in a seat designed for such.
- **BEFORE COMMENCING WORK**, operators must inspect their plant daily and record the results on the "Daily Plant Inspection Report". The Daily Plant Inspection Report must remain with the plant at all times. Operators must check their surroundings before moving off each time.

- Any plant that has broken down **MUST BE ISOLATED** and an “out of service” tag placed on the ignition point. The break down is to be reported to the Site Supervisor/Project Manager immediately. Under no circumstances can the operator commence any repair work on the plant without first notifying the Site Supervisor/Project Manager.
- A “Plant Maintenance Repair Report Form” must be completed before any maintenance or repair work is performed.
- Repair and maintenance work must be carried out by appropriately trained personnel who are inducted before commencing work. A “Plant Maintenance Repair Report Form” **must** be filled out **before** and after any **repair** or **maintenance** work is carried out on site.
- Excavator Hitch/Safety Pins must be inserted whilst operating and only removed while changing attachments. If an excavator is to be operated without the Hitch/Safety Pin in place then this must be covered within the SWMS. All workers involved in the task must be involved with the development of the SWMS and sign the SWMS accordingly.
- Operators shall be advised of the underground service locations which shall be conspicuously marked on the ground.
- All plant and vehicles must keep the recommended distance away from power lines. (3m away, 1.5m with an observer).
- Lifting chains and lifting hooks must have current tags.
- All mobile cranes and concrete pumps must be registered. A copy of the registration should be witnessed before using the machine on site.
- Both ground workers and the plant operator are to make POSITIVE COMMUNICATION by way of EYE CONTACT or RADIO CONTACT.

Note: Clear hand signals are to be used once the plant operator and the ground worker have made eye contact and the plant operator has lowered the bucket/attachment to the ground. If required, use the “show of hands” method where the operator lifts his hands off the levers and shows his open hands to the ground worker. Workers are not to advance toward plant unless the operator has confirmed their presence and has parked up the machine.

Note: There are blind spots for operators of mobile plant - workers must never assume that an operator can see them, or that a machine will not move suddenly.

- All buckets/hooks are to be placed on the ground at the end of each shift.
- All keys from plant, compressors etc. are to be removed at the end of each shift.

8.2.9. PLANT, TOOLS AND EQUIPMENT

Plant, tools and equipment must comply with relevant legislative requirements and/or Australian Standards and comply with and be used in accordance with the Enviropacific plant and equipment procedure.

Enviropacific shall ensure that all plant, tools and equipment are regularly maintained, tested and recorded on a register and stored in a serviceable condition for immediate use in accordance with manufacturers’ recommendations.

A systematic method for the identification, control and compliance of all plant, tools and equipment will be adopted, which may include but are not limited to:

- Lifting equipment / gear;
- Welding equipment;

- Electrical and pneumatic tools (guarding, emergency shutdown);
- Gas monitors; and
- Hand tools and general equipment.

All mobile plant used on the site must comply with and be operated in accordance with the Enviropacific plant and equipment procedure. A plant risk assessment (Risk Assessment Template - Plant) must be obtained for all powered plant and plant operators must read and understand the risk assessment prior to their first use of the plant.

All plant must be subjected to a plant pre-commencement inspection upon its arrival at site (Plant Pre-Commencement Checklist and Inspection).

All powered mobile plant must be subjected to a daily inspection prior to use (Daily Plant Inspection Form).

All plant and equipment (mobile, fixed or temporary) must be included in the planned maintenance system to ensure safety of personnel who are responsible for its operation. Enviropacific shall ensure that subcontractors maintain copies of all test and maintenance certificates relating to cranes, lifting gear and slings.

Enviropacific will ensure that all operators of plant, tools and equipment are trained and competent. The Site Supervisor shall maintain copies of certificates of competency and licences and be readily available upon request.

8.2.10. WORK AROUND OVERHEAD AND UNDERGROUND SERVICES

The process of work around underground services will be to:

- Identify the services located in the proposed work using all available plans (Dial Before You Dig or other drawings). If necessary, engage a trained service locator to identify services, physically mark depths and locations and handover a services sketch.
- Mark the location of the services (based on information on the drawings). This can be done via line marking, signage or use of pegs or markers. Consult with the relevant local authorities and asset owners.
- Determine the type of service (including details of the voltage in the case of power) and composition of construction (direct buried, concrete encased etc.).
- Ensure that all drawings are current and seek replacement of plans as per the expiration dates.
- Prepare a SWMS for affected works.
- Consult with workers on the SWMS and ensure that this instruction is issued to workers.
- Pothole and expose all services before commencing excavation. All services must be physically located first.

The process of work around overhead services will be to:

- Identify the overhead services (usually overhead power lines).
- Conduct a risk assessment, incorporating all reasonable controls that may be implemented to reduce the risk of contacting power lines in doing the planned task.
- Minimising approach distances which must be adhered to.
- Display in work areas “danger / warning” signage which indicates overhead power lines are in the area.

8.2.11. WORKING NEAR OR WITH ELECTRICITY

Work on energised electrical installations or equipment must never be carried out by Enviropacific workers.

All electrical work by Enviropacific workers must be carried out with the electrical installation isolated in accordance with **Section 8.3 Isolation** and in accordance with the requirements of the Enviropacific Electrical Procedure.

Work near energised electrical installations must only be carried out:

- By competent persons;
- In accordance with the Safe Work Australia Code of Practice, Managing Electrical Risks at the Workplace;
- In accordance with Enviropacific Electrical Procedure;
- With plant positioned such that its operating envelope is always outside of the ordinary persons approach zone i.e. at least 3.0 m from overhead power lines;
- In consultation with the Electricity Supply Authority (Energex, if or) when working closer than the ordinary person approach distance to overhead lines i.e. 3 m; and
- After contact with Dial Before You Dig and location of all underground electrical services.

Electrical equipment and appliances must comply with the requirements of the Enviropacific Electrical Procedure and be used in accordance with that procedure.

8.2.12. ELECTRICAL EQUIPMENT

- All electrical equipment is to be tagged according to relevant legislation and standards.
- Electrical equipment must be regularly inspected and tested by either a licensed electrician or a competent person who has undertaken a structured training course, depending on the equipment being examined.
- A site plan of all electrical services must be drawn up prior to any work commencing and the plan must be displayed on site.
- All temporary power boards must be located within 30 metres of work station.
- Extension leads must not exceed 30 metres in length and joining leads prohibited.
- Power tools only (no leads) to be connected to portable lightweight power boxes (Clipsal type).
- All portable generator sets must be fitted with a residual current device (RCD) and must be tagged.
- The outer sheath of an extension lead cannot contain the colour green.

8.2.13. LIFTING AND HOISTING

Persons must never enter the area under a suspended load.

A suspended load must never be moved or positioned over a person or a place inhabited by person.

Whenever suspended loads are lifted near persons, an exclusion zone must be established.

Suspended loads must be kept low to the ground when being transported and when required controlled by tag lines of a length that keeps the tag line operator clear of the load.

Lifting loads using an excavator or other form of earthmoving equipment or a fork lift must only be carried out:

- For lifts where a lift plan is not required;
- With plant fitted with controlled lowering devices (i.e. hose burst protection valves);
- Using an original equipment manufacturer (OEM) designed and supplied, or competent person certified, lifting attachment point or device;
- Within the maximum rated capacity (MRC) of the lifting plant;
- Using adequately rated and certified lifting gear; and
- By competent persons.

Lifting loads using a vehicle mounted crane (e.g. Palfinger) must only be carried out:

- Within the maximum rated capacity (MRC) of the crane;
- Using adequately rated and certified lifting gear;
- With stabilisers appropriately deployed and adjusted; and
- By competent persons and, if the crane is rated at 10 metre tonnes or greater, by a person holding a current High-Risk Work Licence endorsed for vehicle loading cranes (VC).

Lifting loads using a mobile crane must only be carried out:

- Using cranes for which the Plant Item Design Registration documentation has been sighted and copied;
- Within the maximum rated capacity (MRC) of the crane;
- Using adequately rated and certified lifting gear;
- In accordance with a lift plan; and
- By competent persons.

Dogging for lifts must only be carried out by persons holding a current High-Risk Work Licence endorsed for dogging (DG).

In only the following circumstances may a person not holding a current a High-Risk Work Licence endorsed for dogging connect a load to lifting plant:

- The weight of the load to be lifted is predetermined by a competent person (e.g. may be marked on the load, in the delivery documentation or installation instructions);
- The selection of the sling and slinging techniques for the load is predetermined by a competent person;
- The lifting gear is subject to inspection program requiring it to be inspected regularly by a competent person and be fit for use;
- Lifting points are predetermined by a competent person and marked on the load or in associated documentation;
- The load is lifted within the view of the lifting plant operator at all times (this does not prevent a person giving directions, e.g. for final alignment); and
- The work is carried out in accordance with a standard lifting procedure that has been documented and signed-off by a competent person.

8.2.14. HIGH PRESSURE WATER JETTING

High pressure water jetting equipment, associated hoses and pumping equipment and work methods must be compliant with **AS/NZS 4233** Parts 1 and 2 and the Safe Work Australia Guide for Managing Risks from High Pressure Water Jetting.

8.2.15. WORK AROUND CONTAMINATED SOIL OR VAPOURS

The following contaminants are known and expected to be encountered on the project:

- Organochlorine Pesticides (OCPs) in soil.
- Asbestos 'fines' and other ACMs in soil.
- Heavy Metals (Lead) in soil.

The contamination type and level vary between each area of site and the known 'Hot Spot' areas will be targeted for excavation initially. This will remove the most highly contaminated soil from the site at an early stage in the

program. Controls to be implemented for the handling of ACM impacted soil if encountered will be addressed in specific work procedures and SWMS.

The contamination, waste handling and remediation procedures will be dictated by the recommendations as listed in the Client based Soil Survey Analysis Report as produced by Coffey Ref: 754-BNEEN 282781

8.2.16. JOURNEY MANAGEMENT

Enviropacific workers engaged on the project may be working away from home and consequently will make, at the beginning and end of the working week, journeys that will be longer than the average daily to/from work journeys of the general worker.

Enviropacific workers engaged on the project on a working away from home basis shall manage the risks of their journeys between their home and the work site in accordance with the most stringent requirements of the Enviropacific Remote and Isolated Work Procedure, Journey Safety and Risk Management Procedure and Plans and Fatigue Management Procedure or, if they are more stringent than the Enviropacific requirements, the journey and/or fatigue management requirements of the client. Vehicle long haul travel is not anticipated to be required for this project.

8.2.17. WORK NEAR THE GENERAL PUBLIC

Projects requiring Enviropacific workers to carry out work at retail outlets will require interfacing with the general public regardless of whether the work is carried out with a total or partial closure of the site.

The public will be protected from exposure to most risks arising from the project by exclusion from the site by the erection of a sound proofed, construction site perimeter fence complete with access control and safety signage. Where high pressure water jetting processes on site may impact upon pedestrians on the footpaths adjoining the site boundaries, traffic controllers will supervise pedestrian traffic in liaison with site personnel.

All Enviropacific workers at the site must:

- Ensure that the perimeter fencing and its access ways are secured to prevent inadvertent entry by members of the general public at all times;
- Ensure that their work or the plant and equipment used for that work does not adversely impact upon members of the public;
- Be considerate to and mindful of the general public during the execution of their work;
- Avoid conflict with the general public; and
- Report any conflict (potential or actual) with or concern expressed by the general public by use of the Incident Report Form.

8.2.18. NOISE

Workers should not be exposed to noise at any level greater than the exposure standard, being the time-weighted average of 8 hours at 85dbA. Work areas, plant and equipment exposing workers to noise levels greater than this shall be identified as requiring additional control measures to be implemented, including noise attenuation for work areas and /or Hearing Protection for workers.

The specific control measures shall be detailed in the Project Risk Register, Safe Work Method Statements, Plant Risk Assessments and Safe Operating Procedures. Signage will be used to indicate areas where hearing protection is mandatory.

Where required by contract or regulatory requirements noise monitoring will be carried out routinely and the results used to ensure control measures are maintained as effective..

8.3. ISOLATION

The Enviropacific Isolation Procedure must always be applied to eliminate the risks to people and the environment associated with the inadvertent release of a hazardous energy source during the execution of a work task.

No work shall commence unless all damaging energy sources have been identified, listed on the Isolation Certificate, isolated, proven to be isolated, and locked.

The Isolation Certificate must be displayed prominently at the related work area.

8.4. JOB CLOSE OUT

The project Manager is responsible for the close out of projects, this includes all project documentation to be completed, signed and uploaded to the project folder. The Job Close Out Form is to be completed by the Project Manager and filed within the project folder.

8.5. INCIDENT REPORTING AND INVESTIGATIONS

8.5.1. INCIDENT REPORTING

Enviropacific is committed to ensuring that safe systems of work are planned and implemented in an effort to minimise safety risks, incidents and injuries.

Enviropacific expects that workers and visitors involved in our operations are to report all incidents, near hit events and injuries, regardless of how minor the incident appears and without exception, as soon as practicable after the event to the Project Manager or Project Engineer / Site Supervisor.

All incidents must be recorded on the **Incident Report** form and be completed by the person(s) involved in the incident together with either the Site Supervisor or Project Manager within the relevant timeframes. Incidents are investigated to determine what happened and why, so that appropriate corrective actions can be implemented to prevent re-occurrence.

Revised work practices and re-issued procedures will be communicated throughout the company management by the HSE Manager. Communication of new or revised requirements at a project level is the responsibility of the Project Manager. Such communication can be adequately recorded in a tool box talk forum.

It is the responsibility of the Project Manager to ensure that notifications and completed Incident Report forms are issued to the HSE Manager within the timeframe detailed in the Incident Reporting, Investigation and Emergency Management Procedure for further action, reporting and close out.

Senior managers shall be trained and competent in company investigation procedures and the HSE Manager shall hold formal training in investigation from a registered training organisation (RTO).

Preservation of an incident site

Where a serious incident occurs, the area(s) where the incident occurred and or the equipment and machinery involved must not be disturbed for 36 hours after notification, in order for the regulatory authority to investigate.

The surrounding area (within 4 meters or other prescribed distances as directed) must be barricaded off and no equipment is to be moved unless to free a trapped person or to make the area safe.

Incidents must also be reported to the client's superintendent and/or the client in accordance with their requirements.

8.5.2. INVESTIGATIONS

All incidents are reviewed by the HSE Manager with the decision made on further investigating of significant incidents in consultation with the relevant manager. Significant incidents are determined by the level of consequence and/or potential injury or harm to personnel, damage to plant, vehicle or property, and/or potential of harm to the environment.

The HSE Manager will advise relevant management if the incident requires further investigation by the HSE Department. The investigation may have different purposes, but the investigation process is the same. The investigation process shall include a commitment to identifying the root cause. If required, a root cause analysis tool or technique method such as Five Whys, Icam, TapRoot, Cause and effect (fishbone) diagram may be used.

Any incident which requires reporting to a statutory authority is classed as a notifiable incident. All notifiable incidents require a review by project management in conjunction with the HSE Manager. Alternatively, an internal training session may be arranged by the HSE Manager.

An internal Safety Alert and/or internal training session may be arranged by the HSE Manager to communicate to employee's lessons learned, results, and information and WHS issues from the investigation.

8.6. CORRECTIVE ACTIONS

Formal corrective actions may be generated by a number of means, principally, as a result of investigations, audits and/or inspections.

Informal corrective actions are generally the minor and less significant issues addressed within a shift as a result of a workplace inspection. These will be recorded on the inspection checklist in use at the time.

Should a significant issue be identified during a routine workplace inspection a non-conformance report will be issued.

Formal 'systems-type' non-conformances, are raised for non-compliances that relate to non-safety, internal process and general procedures (i.e. purchase orders not completed as required, meeting not held as required etc.). These are managed through the 'Change Management' process – a continual improvement process used across the business.

Non-compliance with safety procedures or with legislative requirements on site will result in a safety non-conformance report being raised. For a subcontractor, a safety non-conformance report may be issued in conjunction with a standard site instruction.

The Non-Conformance Report (NCR) is a reporting pro forma which includes a corrective action component. An NCR may result from a number of monitoring activities including inspections, incident investigations, hazard reports or internal audits. The corrective action process sets target completion dates and assigns responsibility for implementing and reviewing the effectiveness of corrective actions. Corrective actions from non-conformances are entered into the Non-Conformance Report (NCR) Register allowing traceability back to the project and transparency by senior management.

While all site workers are encouraged to report all hazards as well as any safety non-conformance, NCRs are raised by Enviropacific QHSE Supervisor, Site Supervisor or higher.

All NCRs are reviewed by the HSE Manager and contribute to the periodic evaluation of the subcontractor or the performance evaluation of any Enviropacific management involved.

NCRs may be closed out on the receipt of reliable evidence by either the HSE Manager or Enviropacific personnel responsible for raising the issue.

8.7. SUBCONTRACTORS

8.7.1. SUBCONTRACTOR ENGAGEMENT

All subcontractors will be evaluated and engaged as per Enviropacific Procurement and Supplier Management Manual and any additional head contract requirements that apply to the subcontractor works. The Site Requirements for Contractors form shall be used for the engagement of subcontractors. Specific WHS/OHS requirements are detailed throughout this plan.

To ensure subcontractors have acceptable WHS/OHS, environmental and quality management systems all subcontractors must have been evaluated by an Enviropacific director, area manager or project manager in accordance with the Enviropacific Procurement and Supplier Management Manual. The results of the subcontractor evaluation must be recorded on the New Supplier Form.

Subcontractors shall only be engaged by either:

- Issue of purchase order number (number only); or
- Issue of a purchase order form, including conditions; or
- Subcontractor Agreement – Minor Works; or
- Subcontractor Agreement – Standard.

8.7.2. GENERAL

The required health and safety documentation for each activity shall be prepared by the supplier/subcontractor and submitted to the Project Manager for review prior to commencement on that activity.

Enviropacific, as the Principal Contractor, shall issue or make available the project QHSE plan and/or Project WHS and Environmental Risk Assessment/Register and any other relevant project documentation to the subcontractor before they commence on site.

Subcontractors are to provide relevant documentation which may include work procedures, safety plans, safe work method statements, risk assessments, current insurances prior to commencement of work.

The **Subcontractor Engagement Checklist** is to be used at the time of contractor engagement to ensure the above requirements occur.

All Subcontractors will be inducted on project sites before commencement of work. Subcontractor licences, competencies etc. must be sighted by Enviropacific at the time of the project site induction.

8.7.3. SUBCONTRACTOR SAFE WORK METHOD STATEMENTS

All subcontractors must provide SWMS or similar for their work tasks (unless specifically advised that they are working under an Enviropacific SWMS). All work must be carried out in accordance with the SWMS.

For major subcontract packages / activities, a full QHSE Management Plan is required in addition to relevant SWMS.

All contractor and subcontractor SWMS must be formally reviewed using the **Safe Work Method Statement Review Checklist** before the work commences. If the SWMS is unacceptable, they must be returned and request the subcontractor review and re-submit. Alternatively, Enviropacific may assist the subcontractor in completing the SWMS on site before they start work.

Minimum requirements for any SWMS include:

- An accurate description of the scope of work and a step-by-step sequence of activities involved in the work.
- Hazards associated with each step of the work.
- Risks associated with each hazard for each step.
- A rating of the risk using a recognised (and stated) method of calculation.
- Nominated controls for each risk for each step including the timings and persons responsible for the actions.

In addition to this the SWMS needs to include information relating to a range of headings including:

- Relevant legislation, regulation, codes of practice or safety standards applicable to the scope of work.
- Nomination of personnel for the project including supervisory and project management as well as operational personnel.
- Training requirements for the scope of works for the project.
- Plant and equipment required for the project and the scope of work.
- Emergency equipment and personnel required for the work.

SWMS Compliance

- **Task/SWMS Environmental Observations** must be conducted on the project each week. The observations are for observing workers and supervisors to see if the control measures outlined in the SWMS are being implemented. The observations must be conducted by the Project Engineer/Site Supervisor and can also be used by senior managers during scheduled senior management visits.
- The person conducting the observations must be satisfied the control measures are implemented, monitored and reviewed to ensure the health and safety of the workers.
- If the work is not being carried out in accordance with the SWMS then the work must stop immediately or as soon as it is safe to do so. Work must not resume until the work can be carried out in accordance with the SWMS. If work is stopped, the work and the SWMS should be reviewed to identify non-compliance and ensure that the method in the SWMS is the most practical and safest way of doing the task. If another method is identified as being a reasonably practicable option, the SWMS should be revised to take this change into account before re-commencing work.

8.7.4. DISSEMINATING WHS/OHS INFORMATION TO SUBCONTRACTORS

Following the initial site induction, ongoing communication with subcontractors for key WHS/OHS information is in accordance with the project consultation arrangements (refer **Section 6.1**).

A less formal but still important element is the distribution of relevant WHS/OHS bulletins and alerts from a range of sources including SafeWork/WorkSafe/EPA authorities, private subscriptions and clients and industry bodies. Such notices are distributed to site for post on notice and communication boards.

8.7.5. INSPECTIONS

Weekly WHSE Site Inspections require the input and meaningful involvement from subcontractors on site evidenced by comments (where supplied) and signatures.

Subcontract workers and/or representatives are required to be involved in the inspection and monitoring the safety of plant, substances, equipment and temporary structures used by themselves, and where possible, other contractors on site.

The same weekly WHSE Site Inspection Checklist is also used by various levels of management at various intervals (i.e. quarterly by State/Branch Manager and Bi-annual for National Manager) giving the subcontractor personnel access to senior Enviropacific management and vice versa.

Specialist inspection and testing should be identified as controls in both the Project Risk Assessment (such as for scaffolding) and standard WHS/OHS procedures (such as air monitoring) as required.

9. EMERGENCY PREPAREDNESS AND RESPONSE

9.1. OVERVIEW

The QHSE plan provides an emergency response strategy to effectively manage all significant emergencies as deemed appropriate for site operations.

The objective of this section is to ensure that all potential emergencies are adequately identified, assessed and planned for.

The Project Manager is the person responsible for establishing and maintaining emergency response procedures and protocols.

A project specific detailed emergency response plan will be developed and communicated via a toolbox talk with all site personnel during the site establishment phase.

9.2. FIRST AID ASSESSMENT, REQUIREMENTS AND PROTOCOLS

It is the responsibility of the Project Manager to ensure that the requirements for qualified First Aiders and appropriate first aid supplies and equipment are provided to site and are maintained during the works. First aid supplies may be in addition to the requirements of the applicable codes of practice or standards depending on the work environment, situation, location and other risk elements.

The required number of First Aiders shall be determined by the type and nature of the works and the maximum number of workers under the control of the company at any one time. The number of Trained First Aiders made available to the workplace shall not be less than the recommended ratios in the Code of Practice, being;

- For Low Risk Workplaces – One first aider per 50 workers.
- For High Risk Workplaces – One first aider per 25 workers.
- For remote and High Risk Workplaces – One first aider per 10 workers.

First aiders shall be identified to workers during the Induction Process and shall be identifiable on site by way of helmet stickers. All first aiders will be qualified with the competency-based qualification HLTAID003 - Provide first aid and shall follow the instructions during an emergency given by the QHSE Supervisor. First aiders shall ensure all treatments they carry out are recorded on the First Aid Record Form. The project first aider names and contact details are:

	NAME	CONTACT
First Aider	Mick Merriman	0438 386 774
Alternative First Aider	Rhys Boddy	0439 030 138

The project first aid kit contents will be determined based on a risk assessment. The risk assessment will consider:

- The nature of the work being carried out at the workplace
- The nature of the hazards at the workplace
- The size, location and nature of the workplace
- The number and composition of the workers at the workplace

Additional first aid kits or specialised contents may be necessary where works involve the handling of hazardous chemicals, exposure to infectious materials, high risk areas for snake or spider bites and where welding, cutting and machinery operation is carried out resulting in higher risks of burns.

The first aid kit will be maintained by the primary First Aider for the duration of project works.

Medical treatment for work related injury is obtainable from the nearest public hospital or the worker may choose to consult your own GP. Regardless, the injury must be reported on site.

All employees are to notify the Project Manager prior to any medical treatment to obtain (if applicable) company injury management program information for the medical practitioner.

9.3. EMERGENCY EQUIPMENT ASSESSMENT, REQUIREMENTS AND PROTOCOLS

It is the responsibility of the Project Manager to ensure that all appropriate fire and emergency equipment is provided to site, inspected as part of the weekly WHSE Site Inspections and are maintained during the works.

Fire and emergency equipment may be in addition to the requirements of the state code of practice or standards depending on the work environment, situation, location and other risk elements. Details of fire extinguisher types and quantities are:

	TYPE	QUANTITY
Fire extinguisher	ABE Powder Type 9kg	3
Fire extinguisher (other)	CO2 3.5kg Carbon Dioxide	1
Other emergency equipment	Potable water supply with spray nozzle	2

Declaration: No other fire or emergency equipment and resources are expected to be required on this project.

Fire extinguishers requiring testing and tagging will be entered onto the Fire Extinguisher Register.

Fire extinguishers fitted to buildings, worksites, plant and light vehicles on the project are inspected and tagged on a 6-monthly basis in accordance with **AS1851** *Routine service of fire protection systems and equipment*. The continuing maintenance, access and suitability of fire and emergency equipment on the project site will be reviewed as part of the weekly WHSE Site Inspection Checklist.

Used fire extinguishers are to be reported immediately to the Site Supervisor / Project Engineer who shall organise to have them recharged and replaced.

All workers shall familiarise themselves with the location and type of extinguishers at their workplace and these requirements will be presented during the site induction.

An emergency drill is planned for the beginning of the project and at 6 month intervals thereafter.

9.4. INCIDENT RESPONSE PROTOCOLS

Instructions, based on the site's emergency response plans, will be given verbally during an emergency by responsible persons controlling the situation and emergency services are to be contacted by telephone.

Site Evacuation Protocol

- The primary emergency assembly area for this site is the footpath on the far side of Headfort Street opposite the site. .
- The secondary/alternative emergency assembly area for the site is the footpath adjacent to 112 Newdegate Street .
- The alarm signal to initiate a general evacuation from site is three blasts of an air horn.
- Local evacuations from a particular work area (within the overall site) may also be called for. A local evacuation may be called by way of verbal or two-way communications.
- Check and ensure the safety of yourself and fellow workers.
- Inform the closest supervisor of the nature of the emergency, location on site and potential hazards/injuries.
- Make certain that the site office personnel are informed so that relevant emergency services can be informed.
- Stay calm and obey all directions given by the supervisor in charge.
- Do not leave the site until cleared to do so by your supervisor unless you are under immediate threat of serious injury or your life is in danger.
- Assemble at the designated emergency assembly point and await further direction.

Task Specific Emergency Protocols

Task specific emergency response protocols will be required for high risk or other tasks e.g. confined space entry, work at heights, energised electrical work.

As these emergency response plans are task specific, may vary from task to task and are often required to be appended to permit to work documents they are not defined in this plan but must be developed on a task by task basis in accordance with the requirements of the related Permit to Work.

9.5. EMERGENCY CONTACT OPTIONS

Type	Description / Contact
After hours contact	Mick Merriman - 0438 386 744
Client/Superintendent	Dave Binny – 02 6289 6320
Electrical company	13 12 53 - Energex
Emergency assembly area	Opposite footpath to Headfort Street

EPA (Environmental line)	1300 130 372
Exit routes from offices	Move westward towards the Newdegate Street site entry gates
Federal Safety Commission (FSC) hot line	1800 652 500
Gas company	N/a
Hospital	(Greenslopes Private Hospital Emergency Centre – (07) 3394 7654
Neighbours	TBA
Police, ambulance, fire brigade	000 (or 112 from a mobile phone)
Telecommunications company	13 22 00
Water company	13 23 64
WIRES (animal rescue line)	1300 094 737
Regulator	1300 362 128

9.5.1. DIRECTIONS AND MAP TO NEAREST HOSPITAL

Name of nearest hospital: Greenslopes Private Hospital Emergency Centre – 07 3394 7654

Address of nearest hospital: Newdegate Street, Greenslopes, QLD, 4120

Directions and map to nearest hospital:

114 Newdegate St Greenslopes, QLD, 4120

Head north on Newdegate St towards Hunter St - 66 m

Turn left at Hunter St - 66 m

Greenslopes Private Hospital Emergency Centre

Greenslopes Private Hospital, Newdegate St, Greenslopes, QLD, 4120



Figure 4 - Map to closest hospital

9.6. CRITICAL INCIDENT RESPONSE

9.6.1. OVERVIEW

A critical incident differs from an emergency situation in that while an emergency situation will trigger an evacuation of site, it does not necessarily result in a fatality or serious injury, whereas a critical incident will be, by definition, a serious injury or fatality.

9.6.2. ROLES AND RESPONSIBILITIES FOR INITIATING CRITICAL INCIDENT RESPONSE

In general, the Project Manager has responsibility for the management of emergencies, but when dealing with critical incidents in which a serious injury or fatality has occurred; other members of senior management have an important role to play.

It will be the Project Manager who initiates the critical incident response arrangements in consultation with senior management.

Critical incident response arrangements may include (but not limited to) contact with emergency services, statutory authorities, police, next of kin, critical incident counselling services and media. EnviroPacific Directors will contact (or delegate responsibility) for contact with police, next of kin and media.

If the Project Manager is indisposed then a member of senior management (such as the Branch Manager, Regional Manager, HSE Manager or a Director) may be contacted and initiate the critical incident response arrangements.

9.6.3. COUNSELLING ARRANGEMENTS

Assistance such as trauma counselling is provided to workers who are exposed to critical incidents at work is also reviewed in light of site and contract specific requirements by the Project Manager for the works as part of the development of the project QHSE Plan.

This review will determine if new or different arrangements need to be in place for the project, based on the geographic location or potential for emergency situation.

9.6.4. CRITICAL INCIDENT COUNSELLING SERVICES

In the event of serious injury or fatality onsite, arrangements for counselling will be made by the Branch Manager and HSE Manager. Counselling will be arranged with off-site follow up de-briefing by a counselling service as required.

9.6.5. REVIEW OF CRITICAL INCIDENT RESPONSE PROCESSES

Following the occurrence of any critical incident (serious injury or death) the effectiveness of the critical incident response procedures will be reviewed by senior company, project and WHS/OHS management representatives.

This evaluation may be conducted during a subsequent scheduled management review meeting or by an extraordinary meeting of the management review team, convened for this specific purpose. Any deficiencies identified during this evaluation of the critical response processes will result in the amendments to the documented procedure through the Change Management process.

9.7. EMERGENCY RESPONSE SCENARIOS

Emergency response scenarios, possible causes, possible hazards during emergency and response to control the emergency are as follows:

Situation	Possible cause	Possible hazards during emergency	Response to control the emergency
Person hit by operational plant	<ul style="list-style-type: none"> Employee/subcontractor or pedestrian not seen by plant operator Plant operators view restricted Plant operating in close proximity to road siding 	<ul style="list-style-type: none"> Person injured, possible fatality 	<ul style="list-style-type: none"> Call 000 (or 112 from a mobile phone) for ambulance to attend site. Implement traffic control measures until emergency services attend scene. Stop cars accessing the danger area and consider access for emergency services vehicles. Ensure that pedestrians have safe passage around worksite. Render First Aid if safe to do so. Have personnel in place at a safe distance to prevent any access by media or onlookers.
Ruptured gas main	<ul style="list-style-type: none"> Gas main/pipe struck by plant (auger, excavator, piling rig etc.) 	<ul style="list-style-type: none"> Fire Explosion Gas build up, overcome 	<ul style="list-style-type: none"> Clear area of all personnel. Establish a clearance zone. Keep all vehicles away from the gas source. Clear an access way for emergency services vehicles. Implement traffic control measures to prevent a vehicle pile-up until emergency services attend scene. Stop cars accessing the danger area and consider access for emergency services vehicles. Have personnel in place at a safe distance to prevent any access by media or onlookers. Call the utility owner for emergency assistance. Ensure that no person's smoke or carries out any spark-generating activities. Shut down any electrical items such as generators if safe to do so. Advise any nearby residents or businesses of situation if they are at risk.
Damage underground electrical services	<ul style="list-style-type: none"> Electrical cables struck by plant (auger, excavator, piling rig etc.) 	<ul style="list-style-type: none"> Fire Electrocution Traffic lights disrupted Explosion (HV) Persons electrocuted Live electrical cables exposed 	<ul style="list-style-type: none"> Clear area of all personnel. Have personnel in place at a safe distance to prevent any access by media or onlookers. Call the utility owner for emergency assistance. If safe to do so, move machine away from contact with lines (if possible and safe to do so).

Situation	Possible cause	Possible hazards during emergency	Response to control the emergency
Damage overhead / underground electrical services	<ul style="list-style-type: none"> Hit by plant (auger, excavator, piling rig etc.) Powerlines falling onto road with live traffic. 	<ul style="list-style-type: none"> Fire Electrocution Traffic lights disrupted Explosion (HV) Persons electrocuted Live electrical cables on ground 	<ul style="list-style-type: none"> Clear area of all personnel. Have personnel in place at a safe distance to prevent any access by media or onlookers. Call the utility owner for emergency assistance. Advise any nearby residents or businesses of situation if they are at risk. Implement traffic control measures until emergency services attend scene. Stop all work in the vicinity of the incident. Keep everyone at least 8 metres clear of the machine and conductor. Evacuate if necessary. Try to break the machine's contact if advised by utility owner. If contact can't be broken, the operator should stay in the cabin (unless there is a fire or other emergency) until the power has been switched off and the all clear is given. Maintain an exclusion zone of at least 8 metres, until the power has been switched off and the all clear is given. Unless there is a fire or other emergency, don't try to jump clear, until the power is off and the all clear is given because simultaneous contact with the machine and the ground will result in an energy transfer, and an energy transfer to earth may occur even without direct contact being made with the ground. If you do need to jump...Don't make simultaneous contact with the machine and the ground; jump clear, preferably in one jump from the vehicle to the ground, land on your feet, do not roll; keep both feet together and hop away.
Damage water / sewer main	<ul style="list-style-type: none"> Hit by plant (auger, excavator, piling rig etc.) Exposure to biological hazards 	<ul style="list-style-type: none"> Property damage Environmental damage Exposure to biological agents Persons exposed to water under high pressure Personal injury 	<ul style="list-style-type: none"> Clear area of all non-essential personnel. Have personnel in place at a safe distance to prevent any access by media or onlookers. Do not touch any effluent escaping from pipes. Call utility owner for notification and for emergency assistance. Get water supply isolated as soon as possible. Advise any nearby residents or businesses of situation. Ensure if water is creating a hazard by flooding road, that traffic control is implemented. Prevent high pressure water for dislodging structures, foundations etc.

Situation	Possible cause	Possible hazards during emergency	Response to control the emergency
Fire (including bushfires)	<ul style="list-style-type: none"> Incorrect storage of flammable goods Hot work or smoking in inappropriate areas Plant fire 	<ul style="list-style-type: none"> Property damage Personal injury 	<ul style="list-style-type: none"> Use fire-fighting equipment on fire if safe to do so. Clear area of all personnel – raise alarm. Call 000 (or 112 from a mobile phone) for emergency services to attend. Advise evacuation of any nearby residents or businesses of situation if they are at risk. Have personnel in place at a safe distance to prevent any access by media or onlookers.
Electrocution	<ul style="list-style-type: none"> Faulty electrical equipment Using electrical equipment incorrectly, such as in damp conditions 	<ul style="list-style-type: none"> Fatality (rescuers also at risk) Electric shock 	<ul style="list-style-type: none"> DRABC – administer first aid if safe to do so. Shut off power supply if safe to do so. Call 000 (or 112 from a mobile phone) for emergency services to attend. Any electric shock must receive medical attention.
Excavation collapse	<ul style="list-style-type: none"> Shoring collapse Unstable batters 	<ul style="list-style-type: none"> Fatality (rescuers also at risk) 	<ul style="list-style-type: none"> Call 000 (or 112 from a mobile phone) for emergency personnel. Caution must be given to the possibility of further collapse. Site operatives are to stay clear of the collapsed excavation until it has been assessed as safe for further operatives to enter the excavation. If the trapped person is positioned in a manner that allows operatives to communicate with, the site operatives are to keep the trapped person calm and reassure them that help is on its way. If the trapped person is not visible and cannot be communicated with, mark the area adjacent to where the person is trapped, record the time and provide assistance to rescue personnel on arrival. Call 000 (or 112 from a mobile phone) for emergency personnel.
Chemical spills	<ul style="list-style-type: none"> Leaking from plant Container failure Incorrect storage 	<ul style="list-style-type: none"> Contamination of surrounding areas Personnel exposure to chemicals, injury 	<ul style="list-style-type: none"> If able, stop the source of the spill/leak. Contact the site supervisor immediately and notify that a spill/leak has occurred and request assistance if required. If applicable, warn others of the spillage and contain the spillage until it can be cleaned up. Obtain a copy of the SDS/MSDS for the chemical in question. Arrange for the spill/leak to be contained and cleaned up by the operator reporting the spill/leak site. Follow the guidelines shown in the SDS/MSDS. If applicable, arrange for the repair of the fault prior to further operation of the plant or equipment. Arrange for all spilt material to be disposed of appropriately ensuring all correct disposal requirements

Situation	Possible cause	Possible hazards during emergency	Response to control the emergency
			<p>are met. Disposal shall be reported on the corrective action section of the Incident Report.</p> <ul style="list-style-type: none"> • If a major spill occurs the following should be carried out: • If able, stop the source of the spill, if not, call emergency services. • Contact the site supervisor or nominee immediately and notify that a spill has occurred and to what extent. • Warn others of the spillage, and if able, contain the spill until the emergency services arrive. • Answer all questions and follow all directions issued by the emergency services.
Unexpected potentially toxic or hazardous material encountered during excavation	<ul style="list-style-type: none"> • Unknown contamination 	<ul style="list-style-type: none"> • Exposure to contaminated soil/vapour • Personnel injury due to exposure 	<ul style="list-style-type: none"> • Cease work and evacuate area of work immediately. • Contact the site supervisor immediately who will initiate contact with the Project Manager and the Superintendent. • Evacuate the work area to the up-wind side of the excavation. • Erect barricades to isolate the immediate area, with at least 10m between the suspect material and the barrier. • No person shall enter the barricaded area unless expressly permitted by the Site Supervisor. • Sampling of the suspect material is to be carried out by appropriately qualified personnel, under instruction from the Superintendent. • Remedial work may be undertaken, as required, to ensure work activities can recommence.
	•	•	•

10. ENVIRONMENTAL MANAGEMENT

10.1. ENVIRONMENTAL IMPACTS AND RISK ASSESSMENT

The objectives of the risk assessment carried for the works are as follows:

- Identify the activities, aspects and possible environmental impacts associated with the works;
- Consider these activities in isolation of any controls and determine a raw risk rating;
- Identify any controls required to minimise the potential for environmental impacts to reduce the risk.

Details of the Environmental Risk Assessment are attached in the Project WHS and Environmental Risk Assessment/Register.

11. APPENDICES

APPENDIX A – WORK HEALTH, SAFETY AND WELLBEING POLICY

ENVIROPACIFIC

WORK HEALTH, SAFETY AND WELLBEING POLICY

OUR GOAL

Enviropacific strives to continuously improve the health, safety and wellbeing of employees and prevent injury and illness to employees, contractors, clients and the communities. Enviropacific aims to send all workers and visitors to sites home healthy and unharmed each day.

OUR COMMITMENTS

Enviropacific commits to:

- Operating in accordance with Enviropacific's values, policies, minimum standards and procedures continually striving for improvement in health and safety outcomes
- Setting meaningful and realistic objectives, targets and standards of behaviour for the health, safety and wellbeing of our people and regularly monitoring, reviewing and improving performance
- Complying with all applicable workplace health and safety laws, regulations, codes of practice and standards that relate to Enviropacific's undertakings
- Establishing, implementing and maintaining a Workplace Health and Safety Management system that is suitably accredited, and certified in accordance with AS/NZS 4801
- Consulting with employees and stakeholders on matters relating to workplace health and safety, where they may be affected
- Providing appropriate information, instruction and training to ensure employees can competently and safely execute their duties
- Engaging with clients and external stakeholders (such as customers and sub-contractors), where required, to ensure appropriate standards of workplace health and safety are established so that Enviropacific's standards are not diminished
- Applying appropriate methods of Risk Management at all stages of project lifecycle throughout operations
- Ensuring that all health and safety incidents are reported and investigated to identify causes and opportunities for improvement
- Promoting all health and safety learnings and improvements across the organisation
- Conducting regular audits and inspections of workplaces to maintain and improve performance and verify compliance
- Providing a framework to empower all employees and stakeholders to cease works where threats to the health and safety of themselves or others are identified



David Tucker
Chief Executive Officer

APPENDIX B - ENVIRONMENTAL AND SUSTAINABILITY POLICY

ENVIROPACIFIC

ENVIRONMENTAL AND SUSTAINABILITY POLICY

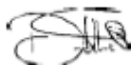
OUR GOAL

Enviropacific strives to identify and act on opportunities to make a positive impact on the environment, leaving it in a better state for future generations. Enviropacific seeks to recognise the importance of environmental protection and sustainability in everything it does.

OUR COMMITMENTS

To prevent, stop and reverse environmental damage, Enviropacific commits to:

- Operating in accordance with the organisation's values, policies, minimum standards and procedures and continually strive for improvement in environmental and sustainability outcomes
- Setting meaningful and realistic objectives and targets in relation to the prevention of environmental harm and adoption of sustainable practices aligned to the principals of the UN's Sustainable Development Goals with regular monitoring and review to improve performance
- Complying with all applicable Environmental laws, regulations and statutory obligations
- Establishing, implementing and maintaining an Environmental Management system that is suitably accredited, and is certified in accordance with ISO 14001
- Promoting amongst employees, stakeholders and supply-chain a culture of positivity in relation to managing environmental impacts and sustainable practices
- Improving knowledge, awareness and skills of employees and sub-contractors in relation to environmental and sustainability practices
- Taking responsibility for the efficiency of energy, waste and resource use and taking measures to prevent pollution, reduce wastes and avoid environmental harm
- Applying appropriate methods of Environmental Risk Management at all stages of project lifecycle throughout operations
- Ensuring that all environmental incidents are reported, and investigating to identify causes and opportunities for the continual improvement of the management system
- Promoting all environmental and sustainability learnings and improvements across the organisation
- Conducting regular audits and inspections of workplaces to maintain and improve performance and verify compliance
- Identifying opportunities to engage positively with stakeholders, clients and local communities on environmental protection and sustainability initiatives



David Tucker

Chief Executive Officer

APPENDIX C - QUALITY POLICY

ENVIROPACIFIC

QUALITY POLICY

OUR GOAL

Enviropacific strives to consistently provide clients with services and solutions that meet agreed requirements and satisfy their expectations.

OUR COMMITMENTS

Enviropacific commits to:

- Operating in accordance with Enviropacific's values, policies, minimum standards and procedures and continually striving for improvement in performance and delivery outcomes
- Delivering successful projects and services by:
 - delivering on commitments
 - delivering value-for-money solutions, and
 - enhancing Client relationships with each engagement
 - providing appropriate training and career development to all employees to improve organisational capability and performance
- Assigning the right employees to each assignment based on skills, experience, qualifications and attitude
- Empowering all employees to make a positive difference within the business
- Building high-performing teams through competent leadership, meaningful engagement and collaboration
- Recognising and celebrating high-quality performance and commitment
- Encouraging continual innovation and risk-based thinking aimed at optimising outcomes
- Involving and consulting with employees and other stakeholders on quality management matters, such as work practices and systems
- Establishing, implementing and maintaining an Integrated Management System that is suitably accredited, and is certified in accordance with ISO 9001, and ensuring compliance with relevant regulations, legislation, industry licences and standards
- Using quality tools, leading technology and reliable and professional sub-contractor services to deliver projects



David Tucker

Chief Executive Officer

APPENDIX D –REHABILITATION AND RETURN TO WORK POLICY

ENVIROPACIFIC
REHABILITATION AND RETURN TO WORK POLICY
1.OUR GOAL

At Enviropacific, we are committed to minimising the social and economic effects of work-related injury and illness, by assisting our workers to achieve a safe return to work. In keeping with best practice injury management, we believe the workplace is the most appropriate and effective place to rehabilitate most injured or ill workers, as such we focus on early intervention, active case management and outcomes-based rehabilitation to enable optimal return to work.

2.OUR COMMITMENTS

We commit to:

- › Comply with all relevant State Workers Compensation Legislation, and all other applicable acts, regulations, guidance material, policies and procedures
- › Foster a culture that strive towards preventing work-related injury and illnesses by providing a safe work environment and promoting safe work practices
- › Support employees, ensuring the rehabilitation and return to work program and injury management activities commence as soon as possible and is tailored specifically for the individual
- › Develop, implement and regularly review a return to work plan for injured or ill employees, which supports their recovery and return to work and provide suitable and meaningful modified duties, where possible, when an individual is restricted from undertaking their normal duties
- › Maintain regularly communication with an injured or ill employee to monitor their progress and to ensure they are receiving their entitlements and the appropriate medical assistance
- › Collaborating with key parties to provide an employee with access to suitable treatment to assist with their recovery and support throughout the return to work process, to help minimise the effects of the injury or illness.
- › Ensure the equitable and fair management of claims and provide an employee with information, regular communication and support throughout their claim and rehabilitation
- › Communicate with workers to ensure they are aware of their rights and responsibilities under this Policy and its supporting documentation
- › Continuously review and improve Enviropacific's policies and procedures in relation to work health and safety, injury management and return to work program

3.REVIEW AND PUBLICATION OF THIS POLICY

The CEO will review this Policy in two years or as otherwise required to check that it is operating effectively and whether any changes are required to this Policy. This Policy may be amended by resolution of the CEO.

Approved by the CEO on 01 August 2019

Enviropacific

Rehabilitation and Return to Work Policy

Issue Date: 01 August 2019

Review: 01 January 2022

Page 1 of 1

APPENDIX E - LIST OF STANDARD ENVIROPACIFIC FORMS:

Calibrated Equipment Register	Lifting Gear Register
Competency Assessment - Operator	Lot Status Register
Confined Space Determination Form	Meeting Minutes
Confined Space Entry Permit	Mobile Plant Register
Confined Space Rescue Plan - Excavation	Non-Conformance Report
Confined Space Rescue Plan - General	Offsite Loadsheets
Confined Space Risk Assessment	Office - Workshop WHS Inspection Checklist
Contract Administration form	Plant Maintenance Repair Report
Contract Administration Register	Plant Pre-Commencement Checklist and Inspection
Daily Consultation Briefing Form	PPE Register
Daily Plant Inspection Report Form	Project Authority Levels Form
Day Works-Site Instruction Sheet	Project WHS and Environmental Risk Assessment-Register
Drawing Register	Risk Assessment Templates (various)
Electrical Equipment Register	Safe Work Method Statement (SWMS) Blank
Environmental Complaint Form	Safe Work Method Statement Review Checklist
Excavation Inspection Checklist – Daily	Site Establishment Checklist
Fire Extinguisher Register	Site Induction Form and Checklist
First Aid Record Form	Site Requirements for Subcontractors
Hazard Report Form	Subcontractor Agreement – Minor Works
Hazardous Substance Risk Assessment and Control Worksheet	Subcontractor Agreement - Standard
Hold Point Release Form	Subcontractor Post Job Review
Hold Point Release Register	Substances register
Hot Work Permit	Task SWMS Environmental Observation
Import Loadsheets Template	Toolbox Talk
Incident Investigation Checklist	Training Attendance Sheet
Incident Register - Project	Training Evaluation Form
Incident Report	Truck Driver Induction
Induction Register	Visitors Log Form
Inspection and Test Plan (ITP)	WHSE Site Inspection Checklist

Inspection and Test Report (ITR)	Working at Heights Equipment Register
Internal Audit Report	
Job Change Risk Assessment Form	
Job Close Out Form	

CLIENT REQUIRED FORMS:

Cultural Heritage retention design	
Copies of Waste Disposal receipts	
Copies of Asbestos Removal Clearances (3 rd Party contractor)	
Copies of final soil test results	

Checklist: HSE Site Inspection - Weekly



Summary

ID#		Group	Environmental Services
Branch / Major Project	10701 - QLD/NT Operations	Project / Contract	All
Building	All	Inspection Type	
Inspection Date		Checklist Introduction	

Comments

NA

1.0 Inspection Details

Question	NA	Yes	No	Findings/Comments
1.1: Are additional personnel involved in this inspection? <small>Guidance: If yes, add names to the comments. If No, choose Not Applicable.</small>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

2.0 Site Appearance and Housekeeping

Question	NA	Yes	No	Findings/Comments
2.1: Is all appropriate construction site and authorized entry signage in place at site entry points? <small>Guidance: All sites should display Construction Site, mandatory PPE and general hazard signage. Principal Contractor projects must display signage which indicates the Principal Contractor Site Representative and contact numbers.</small>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
2.2: Is the site neat, tidy and free from general debris? <small>Guidance: There should not be rubbish and materials strewn over the site. Materials should be stored in dedicated areas and staked materials should be restrained to prevent toppling.</small>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
2.3: Is the site boundary secured and site entry controlled to prevent unauthorized access? <small>Guidance: Site fencing is secure and entry to site is controlled.</small>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
2.4: Parking and traffic areas are delineated (wherever practical - parking is drive-through or reverse parking only)?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
2.5: Access ways and pedestrian ways are segregated from vehicular areas and materials storage?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

Question	NA	Yes	No	Findings/Comments
<p>2.6: Site amenities are provided. Amenities are clean and facilities are maintained?</p> <p>Guidance: Toilets and lunchrooms must be kept clean, offices are suitable and are not used to store inappropriate materials.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

3.0 Emergency Response and First Aid

Question	NA	Yes	No	Findings/Comments
3.1: Emergency posters are displayed, identifying emergency instructions, muster point and First Aiders on site?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
3.2: First aid locations are signposted and trained First Aiders are nominated and available?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
3.3: Emergency equipment, including first aid kits are maintained and accessible. Emergency equipment such as air horns and rescue equipment are visible and not obstructed?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

4.0 Personal Protection

Question	NA	Yes	No	Findings/Comments
<p>4.1: Mandatory PPE is being worn by all workers on the work site and is in a serviceable condition?</p> <p>Guidance: Mandatory PPE includes Hi Vis Clothing, Safety Eye wear, Hard Hats and Occupational Protective Footwear. Note: Sunglasses and standard eye wear is not acceptable. Hi Vis clothing should not be faded or excessively dirty.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
4.2: Hand protection is being used by workers handling materials and equipment. The hand protection is suitable for the tasks including where required, cut or chemical resistant etc.?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
4.3: Hearing protection is identified in Noisy Environments and is being worn by workers exposed to these areas?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
<p>4.4: TAKE 5s are being used by workers to assess risks prior to commencing assigned tasks?</p> <p>Guidance: Select several workers and discuss the Take 5 with them.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

5.0 Electrical Safety

Question	NA	Yes	No	Findings/Comments
5.1: Are all portable electrical devices and extension leads tested and tagged within the required date?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
5.2: All electrical supplies, including temporary power supplies and generators are fitted with an RCD which has been tested and tagged?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
5.3: Electrical installations and power leads are elevated and positioned away from the risk of damage and/or mechanically protected as required?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

6.0 Plant and Equipment

Question	NA	Yes	No	Findings/Comments
<p>6.1: Mobile plant has been subject to Pre-Commencement Inspections and verified compliant before being permitted to operate?</p> <p>Guidance: All Mobile Powered Plant and Equipment must a Plant Risk Assessment, Operator Manual and be compliant with pre-commencement requirements for safety controls and maintenance records before being operated on site.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
6.2: Daily pre-start inspections are being conducted and recorded by operators of plant and equipment?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
<p>6.3: Operators of mobile plant are competent and authorized for the plant and activity being performed?</p> <p>Guidance: Check sample of operators for evidence of competency and training.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
6.4: Plant and equipment has adequate guarding and safe guards to prevent contact with moving parts?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
6.5: Scaffolds have current inspection (monthly) and are complete and have not been modified without additional sign-off?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
6.6: Lifting equipment in use or available for use has a current inspection and test completed?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
6.7: Equipment used for measurement monitoring activities has been calibrated?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
<p>6.8: Equipment and tools being used complies with the Restricted and Prohibited Items Register?</p> <p>Guidance: 9 inch Grinders not in use, all powered tools have dead man switch, inspect tools and pneumatic equipment has safety clips and whip-checks, all guarding in place etc.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

7.0 Excavation Works

Question	NA	Yes	No	Findings/Comments
<p>7.1: Permit to Break Ground is in place, appropriate for the works, authorized and has been communicated to workers involved?</p> <p>Guidance: Permit to Break Ground is specific to the location of the excavation works, all Services drawings are attached and available and workers involved in the works have been briefed on the conditions and requirements of the permit.</p>	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
7.2: Appropriate signage, fencing and/or barricading is in place to prevent unauthorized access to open excavations?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
7.3: Excavations are battered, benched or shored appropriately?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
7.4: Daily inspections of open excavations are being conducted and recorded?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

8.0 Traffic Management

Question	NA	Yes	No	Findings/Comments
8.1: Traffic Control devices are in place in accordance with an approved Traffic Control Plan? Guidance: Check implementation against the approved TCP for all arrangements implemented on public roadways.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
8.2: Personnel performing duties as Authorized Traffic Controllers hold the appropriate Accreditation, and are undertaking regular reviews of the traffic control arrangements? Guidance: Where Authorized Traffic Controllers are implementing Temporary Traffic Controls (non-permanent signage and traffic control) inspections should be conducted regularly throughout the shift.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

9.0 Other Safety Items

Question	NA	Yes	No	Findings/Comments
9.1: Undertake a check of Chemicals on site to ensure current SDS's are easily available to workers on site? Guidance: Sample Chemical substances and ensure that SDS's are available and are less than 5 years old.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
9.2: All chemicals are stored in suitable containers that are clearly labelled?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
9.3: Suitable Spill Kits are available and readily accessible?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
9.4: Compressed gas cylinders are stored in a secured way to prevent toppling and where required suitably segregated?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

10.0 Environmental Controls

Question	NA	Yes	No	Findings/Comments
10.1: Erosion and sedimentation controls are installed and are maintained? Guidance: Controls required to all site boundaries and storm-water inlets to prevent sediment laden water entering the storm-water system and leaving site.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.2: Site Entry/Exit points have effective controls in place that prevent dirt and mud from being transferred off site? Guidance: Rumble grids and or wheel washes are effective, there is no visible tracking of dirt, dust or mud off site.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.3: There are no visible sources of dust being generated and leaving site, with dust suppression available on site as/when required?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.4: Stockpiles are being managed to prevent run off and dust. Contaminated stockpiles are segregated from clean areas of work sites?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	

Question	NA	Yes	No	Findings/Comments
10.5: Areas of protected trees and flora are clearly identified and segregated from work areas?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.6: All waste generated on site is being segregated into waste bins or skips on site? Guidance: Waste types being segregated for recycling where possible.	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.7: Waste bins are being regularly serviced and are not overflowing?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	
10.8: Cultural heritage and environmentally sensitive areas are identified and protected against damage or interference?	<input type="radio"/> NA	<input type="radio"/> Yes	<input type="radio"/> No	