Work, Health and Safety (WHS) Management Plan

Cumberland West Mental Health Services Relocation – Early Works

Date: February 2024

Document Details

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Principal Contractor ABN	68 627 689 418
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Document Authorisation

PROJECT MANAGER	SITE MANAGER	PROJECT HSE ADVISOR
16.02.24	16.02.24	16.02.24
Date	**Date**	**Date**

This Work Health and Safety Management Plan has been authorised by the Construction Manager and / or Construction Director and HSEQ Manager.

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Key:

Management plan
Process ► Sub plan
Form Form

► **Rco-WHS-PLN-002 Emergency Response Plan**

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1 DOCUMENT CONTROL

All changes made to the Project WHS Management Plan are recorded in the amendment table below. The version number and date of revision for the current document revision are shown in the document footer.

1.1 Revision History

Revision	Date	Description of changes	Prepared by	Approved by
01	13/08/2023	Initial revision		
02	17/11/2023	Referencing the projects utilisation of RConstruct, incorporation of Work Science Safety Audit feedback regarding SiD, incorporation of feedback from Environmental Audit, Project Team structure, add links to PRA, ERP and Fatigue Management Plan, WHS initiative		
03	9/2/2024	Appendix 9 added, RConstruct functions added, PRA Rev 2, Project Org Chart updated (Luke Goldsworthy and MT Baxter), WHS initiative added to Objectives and Targets Table		

1.2 Management reviews

Review date	Details	Reviewed by
01	Initial revision	

1.3 Controlled copies

Name	Position	Date	Revision
	Project Manager	13/08/2023	01
	Project Manager	1/11/2023	02
	Project Manager	16/2/2024	03

2 PROJECT DETAILS

2.1 Project Description

The Cumberland West Mental Health Services Relocation Early Works project (CWMH Early Works) forms part of the Westmead Health and Education Precinct redevelopment. The new purpose-built Mental Health Complex will offer the potential to transform care through new holistic service models co-located with physical health services and better integrated with mental health services in the community.

The CWMH Early Works project is the first stage of the new Westmead Integrated Mental Health Complex (IMHC), with main works scheduled to commence in April 2024. The scope of the early works includes the following works split into two separate approvals:

REF

– Construction of the P14 Car Park ramp and associated access controls.
– Services diversions including private sewer and trade waste, Sydney Water sewer, water main, LV, communications fibre cabling and lighting.
– Demolition of the BIRS, WRPO and Casuarina Lodge buildings.

SSDA

– Bulk earthworks.
– Piling.
– Retention structures.
– HV conduit installation.
– Diesel tank installation.
– Trenching for inground hydraulic.
– Stormwater works.
– Bioretention basin.

2.2 Site Layout

A plan showing the site layout is included in Appendix 03 - Emergency Response Plan and is to be covered in the site-specific induction, displayed on site notice board(s) and may include, but not limited to the following:

– Site office
– Amenities – lunchrooms, change rooms, toilets etc
– First Aid Facility
– Main access and egress points and Evacuation assembly area
– Environmental Controls, i.e., location of spill kit, wash out drums, cattle grids
– Construction Zones / Material Loading and unloading Zones
– Nurse Call / Emergency evacuation system
– Pedestrian / public pathways

2.3 Site Amenities and Site Establishment

Site amenities are to be established in accordance with local requirements and are to be kept clean and tidy. Periodic inspection of the site amenities is to be carried out (e.g., as part of the weekly site inspection or consultative walk). Results of inspection and any required follow-up action are to be recorded on **RCo-FRM-101-HSE Inspection**.

Roberts Co is committed to Smoke-Free workplaces. Designated smoking areas, preferably offsite away from site offices, lunchrooms, amenities and/or any enclosed areas of the project / workplace will be allocated by the Roberts Co site management team.

2.4 Security

Site security, meeting legislative requirements, is to be sufficiently established to prevent unauthorised entry to the site and to safeguard members of the public during and outside of site operating hours. The Project Manager (or most senior person) will continually review the effectiveness and ongoing requirements for site security and implement appropriate security measures as the site layout changes.

All perimeter security fencing, hoardings and any incorporated overhead protective structure are to be inspected as part of regular site inspections. A controlled method of entry will be established on the project for Roberts Co staff, workers and visitors.

3 LEGAL REQUIREMENTS

3.1 Legislation Codes of Practice and Standards

The principal legislation relevant to this project is as follows:

NSW	– Work Health Safety Act 2011 – Work Health Safety Regulation 2017
VIC	– Occupational Health and Safety Act 2004 – Occupational Health and Safety Regulation 2017
WA	– Work Health and Safety Act 2020 – Work Health and Safety Regulations 2022

The Project Risk Assessment (PRA) (**Appendix 02 - Project Risk Assessment**) shall identify other applicable compliance requirements for the project and jurisdiction.

Applicable Legislation, Australian Standards and Codes of Practice listed in **Appendix 07 - Legal Register** is intended to assist the project in achieving compliance and shall be used as a reference when developing / reviewing the **Appendix 02 - Project Risk Assessment** and other controls. The Legal Register will be updated where changes to legislation, Australian Standards and/or Codes of Practice are identified through industry subscriptions and memberships, such as but not limited to the following:

NSW	– www.safeworknsw.nsw.gov.au
VIC	– www.worksafe.vic.gov.au
WA	– www.commerce.wa.gov.au/worksafe
National	– www.safeworkaustralia.gov.au – www.austlii.edu.au – www.worksafe.com.au/online/index.php – Australian Standards*

** Australian Standards can be accessed directly from SAI Global.*

Workers will be notified of the applicable legislative codes and standards and how to access this information at the site induction.

Monitoring and implementation of any required changes to the WHS Plan and other processes is to be carried out by the Project HSE Advisor or Manager.

4 WHS OBJECTIVES AND TARGETS

Company WHS Objectives and Targets are set by Roberts Co's Senior Management comprising of the Chief Executive Officer, and the Executive Leadership Team in consultation with the HSEQ Manager.

The Senior Management Team meet monthly which includes the review of a range of lag and lead performance indicators including incidents; injury frequency rates; audit results; training; consultation; and WHS initiatives.

Project Objectives and Targets are designed to reflect the company's Objectives and Targets and any specific objectives and targets required under the head contract.

The following WHS Objectives and Targets, have been established for the project and shall be monitored by the Project Manager, Construction Managers/Construction Directors, HSEQ Manager and / or Project HSE Advisor / Manager, as part of the project monthly review and recorded using **RCo-FRM-HSE-100-Monthly HSE Report** and / or agreed electronic system.

Where project performance is trending or has fallen below the nominated Company or Project Objectives and Targets, the Project Manager will discuss with the project team and implement corrective action measures to address any identified deficiencies.

No.	Objectives	Established by (Company or Project)	Measures	Lag or Lead Indicator	Target	Where Captured
01	SWMS Task Observations to focus on recording positive observations	Company	Number of positive observations	Lead	Positive observations recorded each month	Monthly Report
02	Training to be carried out on the project with Roberts Co /subcontractor supervisors in the use of the Roberts Co safety system	Project	Number of persons trained	Lead	Roberts Co / subcontractor supervisors completed training within 3 months of commencing on the project	Monthly Report
03	No prosecutions notices or fines for a	Company	Number of prosecutions,	Lag	No prosecutions	LT Report

	breach under WHS / OHS legislation		fines or notices		No fines No notices	Incident Reporting
04	No work related LTIs	Company	Number of Lost Time Injuries	Lag	No LTIs	Incident Reporting
05	No Workers Compensation claims (Roberts Co Staff-Employees)	Company	Number of Workers Compensation claims (Roberts Co Staff / Employees)	Lag	No claims	Reported as Workers Comp Claims through HR and Payroll
06	No Notifiable Dangerous Incidents	Company	Number of Notifiable Dangerous Incidents	Lag	No Notifiable Dangerous Incidents	Incident Reporting
07	Working Safely toward the Christmas Break and returning to work safely in the new year	Project	Workers adhering to focus areas in initiative posters and being presented with Bunnings vouchers	Lag and Lead	No injuries in December and January	At site BBQ/end of year Toolbox Talk
08	Full compliance with plant/people delineation requirements and ACM/clean zone controls	Project	Number of Actions in RConstruct or findings in HI Smartsheet	Lag	No non-compliance documented by RCo or HI for delineation of plant and people or ACM/clean zone controls	RConstruct and Weekly Safety Walk Findings (Smartsheet)

5 WHS MANAGEMENT PLAN

The WHS Plan is based on the requirements and certified against ISO45001:2018 Occupational Health and Safety Management Systems. This Plan outlines the organisational policies, procedures, How We Work Standards and other requirements, including the key WHS responsibilities for management team during the project delivery phases in order to comply with the company's legal responsibilities.

The Roberts Co's Integrated Management System (IMS), including application and implementation at the project level as outlined in this WHS Plan, will be subject to regular audits and reviews in accordance with **RCo-PROC-010-Audits, Inspections and Corrective Action** as well as periodic surveillance audits by a third-party certification organisation as part of the company's ongoing compliance to ISO45001.

5.1 Scope of the Work Health Safety Management Plan

The Project Work Health and Safety Management Plan (WHS) covers the work health and safety (WHS) aspects of the activities performed by Roberts Co (RCo), subcontractors and others that may be involved with or affected by activities carried out on the site.

The WHS Plan, in conjunction with **Appendix 02 - Project Risk Assessment**, outlines the scope of works for the project and how they will be managed.

5.2 Amendments to WHS Plan and Documentation

Changes to Roberts Co's Policies, procedures and standards requirements, as specified in the WHS plan must not be made without written authorisation of the HSEQ Manager as outlined in the IMS procedure, **RCo-PROC-007_Documents and Records Management**.

The WHS Plan is a 'live document' and shall be reviewed every 3 months (as a minimum) by the Project Manager (or most senior person on the project) and/ or otherwise in response to:

- WHS legislative changes
- Significant work health and safety incident or near-miss
- New or amended Industry Codes of Practice, Compliance Codes, Australian Standards, or industry standards relating to health, safety or environmental management
- Changes in the site management structure and or scope of works
- Results of internal or external audits

Where changes to any IMS documentation have been made, a notification will be disseminated via email and / or via the Roberts Co Intranet / server.

Where project related changes or updates are required, details of the relevant changes to the WHS Plan shall be authorised by the Project Manager (or most senior person on the project) and recorded in Section 01 of this plan.

Significant changes to the WHS Plan are to be communicated by the Project Manager (or most senior person on the project) to affected members of the project team. Where the changes constitute a re-issuing of the plan, this is to be recorded with relevant team members using the sign-off (**Appendix 10 - WHS Plan Sign Off**).

6 MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY

6.1 Management Responsibility and Commitment

Roberts Co is committed to providing a safe working environment for all stakeholders that work, visit and / or may be affected by the activities undertaken under Roberts Co's control and to ensure such activities do not impact negatively on the environment.

The most senior person on the project has overall responsibility for project WHS and for the implementation of this WHS Plan. The most senior person on this project is identified in Appendix 06 – Project Organisational Chart as well as the project organisational structure for the management of work, health and safety on the project.

Positive Health and Safety outcomes are influenced by a strong and visible leadership by personnel in the project management team. The importance of both presence and collective participation in work health and safety related activities, demonstrate an individual and personal commitment to work health and safety.

6.2 WHS Responsibilities

All members of Roberts Co's project management team are charged with the responsibility and authority to issue directions to cease work for activities that do not comply with accepted workplace health and safety controls, including where work is not being carried out in accordance with the relevant Safe Work Method Statement (SWMS) provided for High-Risk Construction Work (HRCW).

All workers (workers include officers, managers, employees, independent contractors, apprentices, trainees, work experience, volunteers etc.) have a responsibility in the workplace and must take reasonable care:

1. of their health and safety
2. that they do not adversely affect others' health and safety, and
3. to comply and co-operate with reasonable instructions (including Roberts Co's WHS policies, procedures and standards referred to in this Project WHS Plan).

6.3 Project WHS Responsibilities

The project organisational structure for the management of work, health and safety on the project is displayed in **Appendix 06 – Project Organisational Chart**. Responsibilities that are assigned to each member of the project team should be realistic and achievable and based on the individual's competencies.

The Project Manager may seek assistance from a suitable member of Roberts Co's WHS team to assist in developing an individual's competencies to carry out any task that has been assigned to them.

The following roles and responsibilities are to be read in conjunction with the requirements of this WHS Plan, position descriptions and other health and safety requirements set by Roberts Co.

Position / Role	Responsibilities on this project
Construction Manager **Construction Director**	– Implement construction sequencing solutions – Ensure leadership visits are formally recorded with sufficient dialogue on observations / improvements being documented – Show visible leadership and lead by example at all times – Allow for sufficient time and resources to implement the Company and Project WHS management systems and the Projects WHS plan – Review, approve and monitor the Project WHS Plan to ensure it remains up to date and in line with the project scope – Monitor project WHS performance, including lag and lead indicators, the timely closure of corrective and preventive action in respect of incidents and the results of WHS audits

Position / Role	Responsibilities on this project
	– Actively propose improvements where WHS management systems can be refined or enhanced – Review project training requirements for personnel.
HSEQ Manager (Regional / National)	– Show visible leadership and lead by example at all times – Actively maintain and update the IMS and ensure project teams are informed of changes – Advise and / or notify of changes to legislation, regulations, codes of practice and Australian standards – Attend industry HSEQ forums and provide feedback to relevant Roberts Co managers – Report all notifiable incidents to the relevant state and federal authorities as required under relevant acts and regulations – Establish and maintain regular contact with health and safety regulators – Promote company safety initiatives across all projects within the region – Share learnings between projects – Ensure consistency across all projects in the region in terms of safety management and reporting perspectives
Project Manager (Most Senior Person on the Project)	– Ensure a project specific WHS Plan, including the associated Appendices are developed for the project, implemented and maintained – Delivery of project contractual safety obligations – Manage safety interface between client and project – Ensure all personnel are inducted and trained – Set, monitor and review WHS objectives and targets – Show visible leadership and lead by example at all times – Ensure that Safe Work Method Statements (SWMS) for High-Risk Construction Work (HRCW) are reviewed and accepted only when the SWMS fulfil the requirements as outlined in the SWMS review – Ensure all incidents are reported internally and externally, as required, and corrective/preventive action is closed out within applicable timeframes – Ensure appropriate consultation arrangements are established with the workforce, client and other stakeholders – Ensure that Roberts Co site staff and site personnel are provided with appropriate training, information, instruction and supervision in relation to WHS, including those necessary to comply with their assigned tasks and responsibilities as outlined in this WHS Plan – Ensure the company's injury management and return to work processes are implemented and maintained at the project level – Ensure that the WHS policy and WHS management system and plans are communicated to workers as part of the site induction – Ensure the implementation of an Alcohol and other Drug testing program at the project – Manage the projects compliance with WHS legislation
Design Manager	– Ensure Roberts Co's Safety in Design (SiD) process is implemented

Position / Role	Responsibilities on this project
	– Seek to eliminate or minimise WHS hazards associated with the design as early as possible in the design process – Share learnings between projects – Reinforce with design consultants their obligations relative to designing within safe construction conventions wherever reasonably practicable – Facilitate project safety in design reviews and design team meetings
Senior Project Engineer **Senior Project Coordinator**	– Assist the Project Manager in the management and implementation of the project contractual safety obligations – Assist the Project Manager or most senior person on the project with the implementation and maintenance of this WHS Plan – Ensure everyone is inducted and licensed – Ensure adequate supervision from subcontractors and Roberts Co – Implement any corrective actions – Show visible leadership and lead by example at all times – Support the project team in the review of Safe Work Method Statements (SWMS) for High-Risk Construction Work (HRCW) only when the SWMS fulfil the requirements as outlined in the SWMS review – Assist in the preparation of WHS documentation such as standard operating procedures (SOP), risk assessments and SWMS for high-risk construction work – Issue directions to cease work for activities that do not comply with accepted safety and environmental controls or where work is being carried out contrary to the required HRCW SWMS – Provide support to supervisors in determining appropriate safe work methodology and in the selection of suitable plant and equipment – Assist supervisors in conducting and documenting weekly HSE inspections, toolbox talks and detailing responsibilities for completing corrective actions within specified timeframes – Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas, as soon as is reasonably practicable – Show visible leadership and lead by example at all times – Assist the site manager by ensuring all inspection and/or incident corrective/preventive actions are monitored and closed out within applicable timeframes – Assist the design manager to eliminate or minimise WHS hazards associated with the design as early as possible in the design process – Convene risk workshops with subcontractors, in consultation with the Project HSE Advisor / Manager and Roberts Co project team to populate the Project Risk Assessment before work packages commence onsite – Ensure temporary work aspects are adequately designed, planned, executed, completed, inspected, maintained and/or removed safely as per intended design

Position / Role	Responsibilities on this project
Project Engineer **Project Coordinator**	– Issue directions to cease work for activities that do not comply with accepted safety and environmental controls or where work is being carried out contrary to the required HRCW SWMS – Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas, as soon as is reasonably practicable – Show visible leadership and lead by example at all times – Obtain all required authorisations prior to commencing work – Assist WHS records are maintained on the project document management system – Monitor WHS compliance by undertaking periodic reviews / inspections of Roberts Co and subcontractor activities and take prompt corrective action when necessary – Assist in the preparation of WHS documentation such as standard operating procedures (SOP), risk assessments and SWMS for high-risk construction work – Ensure appropriate control of subcontractors is maintained as per WHS plan appropriate to the subcontractor's scope of work and risk profile – Provide support to supervisors in determining appropriate safe work methodology and in the selection of suitable plant and equipment – Ensure temporary work aspects are adequately planned, executed, completed, inspected, maintained and / or removed safely as per intended methods
Site Engineer **Cadet** **Graduate**	– Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas soon as is reasonably practicable – Assist the project engineer and / or coordinator as required – Assist with the maintenance of the WHS record management system – Monitor compliance with WHS requirements by Roberts Co and subcontractor employees and take prompt corrective action when necessary – Assist in the preparation of WHS documentation such as standard operating procedures (SOP), risk assessments and SWMS for high-risk construction work – Provide support to supervisors in determining appropriate safe work methodology and in the selection of suitable plant and equipment
Senior Site Manager **Site Manager**	– Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas soon as is reasonably practicable – Show visible leadership and lead by example at all times – Implement, monitor and review WHS objectives and targets – Assist the Project Manager or most senior person on the project with the implementation and maintenance of this WHS Plan – Assist supervisors in conducting and documenting weekly HSE inspections, toolbox talks and detailing responsibilities for completing corrective actions within specified timeframes

Position / Role	Responsibilities on this project
	– Issue directions to cease work for activities that do not comply with accepted safety and environmental controls or where work is being carried out contrary to the required HRCW SWMS – Review and Accept Safe Work Method Statements (SWMS) for High-Risk Construction Work (HRCW) only when the SWMS fulfil the requirements as outlined in the SWMS review and the requirements as outlined in the WHS Plan – Monitor the site and site activities to ensure these remain compliant with regulatory requirements and other requirements as identified in the WHS Plan – Ensure appropriate control of contractors is maintained as per WHS plan appropriate to the subcontractor's scope of work and risk profile – Ensure temporary work aspects are adequately planned, executed, completed, inspected, maintained and / or removed safely as per intended methods – Ensure any plant or equipment procured is suitable for the task
Senior Site Supervisor **Site Supervisor** **Site Foreman**	– Show visible leadership and lead by example at all times – Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas soon as is reasonably practicable – Issue directions to cease work for activities that do not comply with accepted safety and environmental controls – Review and understand SWMS for HRCW relating to work under their direct supervision – Assist in the development and review of SWMS for High-Risk Construction Work / SOP's, JSAs and the like for Roberts Co and labour-hire employees – Ensure appropriate control of contractors is maintained as per WHS plan appropriate to the subcontractor's scope of work and risk profile – Consider workers competency in relation to assigned tasks, the operation/use of plant and equipment commensurate with the risks associated with work to be performed – Ensure temporary works aspects are adequately executed, completed, inspected, maintained and/or removed as per the intended / documented methods – Ensure plant and equipment is inspected and fit for purpose prior to use on site
Project HSE Advisor **Project HSE Manager**	– Assist the project in the preparation and maintenance of the Project WHS Plan – Implement, monitor and review WHS objectives and targets – Show visible leadership and lead by example at all times – Maintain the HSEQ legislation register – Advise project staff of any legislative changes – Issue directions to cease work for activities that do not comply with accepted safety and environmental controls or where work is being carried out contrary to the required HRCW SWMS

Position / Role	Responsibilities on this project
	– Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas soon as is reasonably practicable – Undertake incident investigations and communicate lessons learnt – Ensure appropriate control of contractors is maintained as per WHS plan appropriate to the subcontractor's scope of work and risk profile – Assist in the review of Safe Work Method Statements (SWMS) for High-Risk Construction Work (HRCW) – Compile reporting statistics and develop reports for Contract Reviews – Communicate health and safety briefings and alerts to the Health and Safety Committee, posted on the project noticeboard and presented as toolbox talks, as appropriate – Complete administrative requirements associated with the filing of SWMS, Induction records, task observations, etc. – Consult each member of the Roberts Co project team on the key aspects of the company's HIRAC process relevant to their role – Review WHS plan and appendices as per frequency in plan (minimum 3 monthly) – Ensure plant is registered prior to use on site
Health and Safety Representative **HSC Committee Member**	– Represent the work health and safety interests of workers in the designated workgroup – Monitor actions taken in respect of work health and safety – Investigate work health and safety complaints from workers in the designated workgroup – Direct unsafe work to cease where there is a reasonable concern that continuation of the work in question would expose a worker within their designated group to a serious risk – Communicate the WHS concerns of workers on site to the Project Manager, Site Manager or the most senior person on the project – Represent workers on their elected work group in respect of work health and safety matters – Consider matters that might reasonably pose a work health and safety risk to the workers within their designated workgroup – Report all WHS incidents, unsafe conditions and near misses to the most senior person on the project, or in the affected areas soon as is reasonably practicable – Function collaboratively as an active participant and an effective member of the health and safety committee
Qualified First Aid Personnel	– Maintain qualifications as an Occupational First Aider – Administer first aid – Refer injured persons to the relevant medical centre for consultation / treatment where deemed necessary – Assist where possible in emergency situations – Complete and maintain the first aid reports – Maintain the first aid kit and facilities to the required level and standard

Position / Role	Responsibilities on this project
Construction Workers	– Take reasonable care that personal acts and omissions do not adversely affect work health and safety of other persons – Issue directions to cease work for activities that do not comply with accepted safety and environmental controls or where work is being carried out contrary to the required HRCW SWMS – Comply with any reasonable instructions given by the Roberts Co Supervisor – Cooperate with Roberts Co by reporting all WHS incidents, unsafe conditions and near misses to the most senior person on the project or in the affected area as soon as is reasonably practicable – Report all work related injuries and illnesses to their supervisor and the nominated First Aider – Make recommendations on how to eliminate hazards or improve WHS on site – Seek the help of the Supervisor if unsure of any aspect of WHS requirements – Do not undertake any task, operate any plant or machinery unless authorised and qualified/trained and competent to do so – Use correct tools and equipment and do not use them if they are not in good working order – Report to the Supervisor any tool / plant equipment that malfunctions and/or needs maintenance/repair – Use protective clothing and equipment provided and advise your supervisor where not appropriate or if they need to be replaced – Work in accordance with the requirements of HRCW SWMS and Roberts Co 'How We Work' Standards and procedures and other task-specific documentation

Table 01 – Project Roles and Responsibilities

Each member of Roberts Co's project team is required to complete **Appendix 10 – WHS Plan Sign Off** to acknowledge their acceptance and understanding of the roles and responsibilities assigned to their position and the requirements for the management of WHS as outlined in the WHS Plan. Where a person is appointed to a position and is unable to meet their assigned responsibilities, they shall immediately notify the Project Manager (or most senior person) or their immediate Manager / Foreman / Supervisor.

7 INDUCTION, TRAINING AND COMPETENCY

7.1 General Induction

All personnel that are required to undertake construction work on the site must have completed the General Industry Construction Induction before they are permitted to undertake any task or role on-site.

7.2 Online Inductions

Before commencing work on site, all personnel (workers, supervisors, engineers, clients, consultants and subcontract representatives) who visit the site more than once throughout the works, must register by creating a profile and completing the mandatory registration and induction content online via the preferred platform, prior to attending the site.

When registering online, each employee must upload relevant photographic proof of identity and evidence of industry General Industry Construction Induction training, and any other training qualification(s) required to perform and / all high-risk construction work and / or to operate plant / equipment on the site.

The online induction component comprises of two (2) parts;

1. General RCo Induction
2. Site specific HSEQ induction

Once the online inductions are completed, personnel can then make the necessary arrangements with the Roberts Co Site Management Team to attend site and undertake the 'Site Orientation Briefing'.

Roberts Co reserves the right to refuse induction to site, based on a lack of competency and if it appears the induction content has not been properly understood by the inductee.

7.3 Site Orientation Briefing

The site orientation briefing is designed to familiarise personnel to the site and is carried out by an Roberts Co employee. The site-specific tour may include but not limited to the following:

– amenities, first aid facilities, notice boards, etc.
– access and egress points
– site safety rules; including client/facility specific requirements
– risk management, hazard reporting arrangements
– emergency management
– hazard management and control
– availability to WHS / OHS legislation, Australian Standards and Codes of Practice / Compliance Codes
– arrangements for consultation
– other site-specific requirements relevant to those being inducted

7.4 Non-English-Speaking Background

Employees from non-English speaking backgrounds shall be offered a translator (by the employee's employer) to interpret the site orientation content.

If no interpreter is available, worker(s) may be refused entry to site until an interpreter can be found.

7.5 Task Induction

All employees are to be inducted into the relevant Safe Work Method Statement (SWMS) and / or other task safety instruction, prior to commencing work on site. Task inductions shall be carried out by the relevant supervisor or delegate.

Evidence of task inductions may include a toolbox and / or prestart record and / or a signed copy of the relevant SWMS or other task induction instruction or information as acknowledgment that the task has been understood and an agreement to carry out the work in accordance document/s.

Task induction may also provide information and instruction into any of the following or similar instructional material / information relevant to the task:

– Safe Work / Operating Procedure or Instruction(s)
– Plant Risk Assessments

– Safety Data Sheet (SDS) or Hazardous Substance Risk Assessment

7.6 Visitor Induction

The General and Site-Specific Inductions will not be required for visitors; however, they **must be accompanied at all times** whilst onsite by any person who has successfully completed the mandatory inductions as aforementioned. Visitors are not permitted to carry out any construction work whilst on site.

The person accompanying the visitor will be responsible for ensuring the visitor is made aware of the relevant site rules, PPE requirements and emergency procedures. The Visitor induction process is to be recorded on **RCo-FRM-HSE-109-Visitor Register** or equivalent.

7.7 Work Experience

Where Roberts Co Site Management is approached to provide work experience for a student/trainee this will be coordinated through the relevant Project Manager and / or Project HSE Advisor and / or Manager.

Under no circumstance is any individual on work experience permitted to carry out any High-Risk Construction Work or use any plant or equipment that poses a significant risk of personal injury (examples include, angle grinders, compressed air tools, brick saws, operating forklifts / telehandlers and / or explosive power tools).

If the individual is engaged through a subcontractor or client, Roberts Co must be issued with all relevant documentation including, but not limited to, insurances, indemnities and evidence that the student or trainee has completed the General Industry Construction Induction.

7.8 Young or Inexperienced Workers

The purpose of identifying and providing additional support for Young or Inexperienced Workers is to increase their awareness in relation to the high-risk nature of the industry, and to allow others with more experience to assist, support and encourage Young or Inexperienced Workers on site where possible.

New workers to the building and construction industry, i.e., someone who is less than 18 years of age or with less than two years of experience, may require further education through participation in separate inductions before undertaking any work on the project. Additional induction or discussions may include;

– The type of hazards and risks new workers could potentially encounter on a worksite
– What young / inexperienced workers should do if they have any concerns

Young workers will be identifiable by wearing a ‘Young Worker’ sticker on their hard hats.

7.9 Competency, Training and Experience

The Project Manager shall ensure that Roberts Co project staff have the appropriate skills sets, knowledge and training required for their nominated position and/or role in order to effectively discharge their responsibilities. The training needs for this Project will be documented in the Project Training Needs Analysis **(Appendix 04)**. Training needs will also be reviewed at Project Team Meetings as required.

Where applicable, all construction or operational personnel at this Project are to have an industry and site-specific induction and personnel assigned to specific positions are to be trained to obtain the WHS competencies required for that position and/or role.

The Training and Competency Matrix **(Appendix 08)** identifies the minimum industry training, competency, qualification and licensing requirements for WHS training (e.g., legislative, accredited and/or competency based), plant and equipment (e.g. Competency based training, High Risk Work Licences)

and skills related training. Units of competency or RTO issued Verification of Competency are both acceptable for plant operations, except where High Risk Work Licenses are required and issued.

The training and competency matrix shall be used by Roberts Co site management teams to ensure the required WHS training and competency requirements for employees, workers and subcontractors are verified for specific tasks and activities are prior to work being carried out.

7.10 Induction and Training Records

The following form may be used for induction record purposes where the online system is not in use on the project;

– **RCo-FRM-HSE-105-Site Induction Record for Employees and Contractors**

In this instance, completed site induction forms will be maintained on site for all personnel that have attended and completed the site-specific inductions.

All WHS training attended and completed by Roberts Co personnel (wages and salaried) is to be kept within the employees file and / or SuccessFactors, as well as copies of any certificates, statements of attainment, etc.

8 COMMUNICATION AND CONSULTATION

Roberts Co is committed to maintaining communication and encouraging consultation, cooperation and coordination of duties with all duty holders, work groups and subcontractors. The following methods of consultation and coordination may be utilised at the workplace to support the consultative agenda and to meet legislative requirements.

8.1 Health and Safety Policy

The current Health and Safety Policy (refer to **Appendix 01**) will be communicated to workers, subcontractors and other organisations by the following methods:

– Displayed in the project reception / visitor area and on the site noticeboard
– Included in the site-specific induction
– Included in tender documentation sent to subcontractors (contained within this Project WHS Plan).

8.2 Establishment of Consultative Arrangements

At the commencement of the project, the Project Manager in consultation with workers on the site shall establish the consultative arrangements that are to be implemented on the project. This may include:

– Establishment of work groups with a nominated Health and Safety Representative, or;
– Establishment of a Health and Safety Committee (HSC), or;
– Other Agreed Arrangements.

Where any of the arrangements list above are selected, they shall as a minimum be in accordance the requirements with the relevant selections below.

A record of the meeting where the arrangements are agreed shall be recorded on **RCo-FRM-HSE-123-Consultation Statement**.

8.2.1 Health and Safety Representatives

Roberts Co will encourage the election of Health and Safety Representatives (HSRs) from the project workforce. The process for the establishing work groups and electing HRSs is outlined in **RCo-FRM-HSE-156-Health and Safety Representation and Consultation**. It also outlines training requirements, the functions and powers of HSRs and Roberts Co obligations.

8.2.2 Health and Safety Committee

The project / workplace may decide to establish a Health and Safety Committee (HSC) for the purposes of consulting with work groups as per legislative requirements. The HSC will meet at intervals agreed by the members of the HSC documented within the **RCo-FRM-HSE-122-HSC Constitution**.

8.2.3 Other Agreed Arrangements

Other Agreed Consultation arrangements for the project / workplace will be established via a toolbox meeting with workers. Upon consultation, the Agreed consultation arrangements will be recorded on **RCo-FRM-HSE-123-Consultation Statement**.

8.2.4 General Consultation

As part of the general consultation arrangement workers or their representatives can raise any health and safety issue with Roberts Co Site Management Team as part of general daily communications, including but not limited to daily pre-start meetings (where applicable), toolbox meetings and Task Observations or as part of informal consultation at any time.

8.2.5 Communication of Consultative Meetings

The minutes of the meeting shall be recorded on **RCo-FRM-HSE-002 Meeting Minutes** and will be made available to the workforce using different methods including posted on noticeboards, multi-media and / or digital copies.

8.2.6 Dispute (Issue) Resolution

Any issue regarding a WHS matter must be resolved at the lowest level possible.

Escalation of any issue can only be made when an issue cannot be resolved between the parties in accordance with the **RCo-FRM-HSE-129-Issue Resolution Flowchart**.

If a significant safety issue is raised, a quorum of the Site Safety Committee shall be called to review the situation and issue. Consultation will then occur between members of the HSC to seek resolution of the matter and make recommendations to the Roberts Co Project Manager or Site Manager.

The Roberts Co Project Manager shall mediate on the matter and deliver the determination to the Site HSC Committee. The Site HSC shall either agree with the decision or where agreement cannot be reached the Roberts Co Project Manager shall immediately inform the Roberts Co Construction Manager / Construction Director and HSEQ Manager who will mediate.

If the issue is still unresolved after mediation by the Roberts Co Construction Manager / Construction Director and HSEQ Manager, a request for intervention from SafeWork NSW or WorkSafe VIC will be made, who will mediate and determine a suitable resolution to the issue. Roberts Co accepts where the applicable Regulator Inspector has been requested to intervene, that their decision will be binding. Any complaints received by customers or the community will be managed as per ‘Issue Resolution’ above. WHS Issue Resolution flowchart shall be displayed on site safety notice board/s.

8.2.7 Inspection

Inspections to be carried out under the agreed consultative arrangements are to be recorded on **RCo-FRM-HSE-101-HSE Inspection**.

8.3 After Action Reviews (AAR)

The project / workplace may undertake reviews into high-risk activities that are completed successfully to ascertain and understand why the works have performed well. An After-Action Review (AAR) is a simple process used by a team to capture the lessons learned from past successes and failures, with the goal of improving future performance.

The workforce plays a critical part in the process of understanding why people adapt, overcome challenges and performance variability, which in turn builds resilience within the workplace. To allow for innovative methods of capturing this information, no set form is prescribed, however completed records of the activity taking place should be recorded in monthly HSE reports.

8.4 Daily Pre-Start Meeting

Where applicable / required, the project / workplace will hold pre-start meetings to coordinate workplace activities and to highlight risks and controls pertinent to completing tasks safely. Pre-Start briefings may be recorded on **RCo-FRM-HSE-120-Pre-Start Meeting, subcontractor forms** or using other digital or multi-media methods, providing these alternative methods accurately reflect the matters discussed at the meeting and those persons in attendance.

8.5 Toolbox Meetings

The project / workplace will hold toolbox talks at regular intervals to disseminate important safety information, changes and updates. These toolbox talks will provide another venue for consultation and coordination of activities. Toolbox meetings may be recorded on **RCo-FRM-HSE-121-Tool Box Meeting, subcontractor forms** or using other digital or multi-media methods, providing these alternative methods accurately reflect the matters discussed at the meeting and those persons in attendance.

8.6 Project Team Meetings

The project / workplace will hold project team meetings fortnightly (minimum) and shall be recorded on **RCo-FRM-HSE-002- Meeting Minutes**.

8.7 Subcontractor Coordination Meetings

Consultation shall be facilitated through Subcontractor meetings and will seek to ensure:

– cooperation between the various parties is established and maintained
– all activities are effectively coordinated
– the parties involved understand how their activities and those of other duty holders may impact on their respective activities in relation to health and safety

8.8 Pre-planning coordination meetings for High-Risk Construction Work (HRCW)

The project / workplace must undertake pre-planning coordination meetings to plan selected high-risk activities as determined by the Project Manager and scheduled in the team meeting minutes. Meetings may include, but not limited to:

- methodology
- sequencing
- roles and responsibilities
- plant and equipment
- resources and training needs
- traffic control
- risk assessments
- permits and,
- Any / all other safe work-related information and documentation.

These meetings shall be documented using **RCo-FRM-HSE-002- Meeting Minutes**. This pre-planning and co-ordination can also be undertaken as part of the pre-commencement meeting held with subcontractors **(RCo-FRM-HSE-125-Subcontractor Pre-Commencement Meeting).**

8.9 Other Workplace Specific Consultation Methods

The following table outlines various methods of consultation in order engage relevant workers in the development of health and safety processes, procedures, risk assessments (e.g. SWMS) and / or to communicate safety related information applicable to the project / workplace.

Groups	Consultation and communication
Client and Client's representative	– Meetings – Monthly report – Formal correspondence – External Communications
Designers	– Design coordination meetings – Design risk review meetings – Fortnightly meetings (or additional as required) – Formal correspondence such as document transmittal and requests for information (RFIs)
Employees, Site workers, and Subcontractors	– Inductions and Orientations – HSEQ Alerts (distributed where applicable) – Project health and safety noticeboards – Signs and posters – Conferring with elected health and safety representatives – Health and Safety Committee meetings – After Action Reviews – Task observations – HSE Inspections

	– Development and review of SWMS – Pre-Start (where applicable) and Toolbox Meetings – Risk assessments – Pre-planning coordination meetings for High-Risk Construction Work (HRCW) – Site instructions – Electronic document or memos
Site Supervision Team and Other duty holders	Coordination meetings will be held to review plant, delivery and vehicle movements and to consult, cooperate and coordinate other HRCW. These meetings will be documented and required actions communicated to the site work teams by way of the meeting minutes, pre-start or other formal documentation.

Table 02 – Methods of consultation and communication.

9 SUBCONTRACTOR MANAGEMENT

9.1 Procurement of subcontractors

The procurement of subcontractors is to be carried out in accordance with the requirements of the **RCo-GUI-002-Procurement Guidelines**. The procurement process will consider whether the Subcontractor and / or supplier can meet the Roberts Co health and safety requirements. This can be derived through Roberts Co's experience with the subcontractor, formal meetings and discussions, reliable reference checks relating to health and safety performance and other key service capability factors.

9.2 Assessment of Subcontractors Capability

Assessment of the subcontractor's ability to work safely is to occur prior to contract award. Outcomes of this assessment will assist in making decisions on engagement and level of ongoing monitoring / supervision based on the risk of the activity and subcontractor's capability. In particular, high-risk or complex packages could involve undertaking an assessment of the subcontractor's safety systems maturity, culture and performance.

Once shortlisted, the subcontractor will be issued **RCo-FRM-HSE-124-Subcontractor HSEQ Evaluation** to complete and submit to Roberts Co prior to attending the tender interview. At the interview, Roberts Co's nominated project representative (i.e. PE/SPE, PC/SPC, CA/CM) shall review the evaluation and provide comments/actions where required. Where the subcontractor is deemed high-risk (e.g., first time subcontractors, less than adequate safety records) Senior representatives from both Roberts Co and the Subcontractor along with their HSE resource/s must review this evaluation.

9.3 WHS Requirements for subcontractors

Upon award of the contract, Subcontractors will be provided RCo-FRM-HSE-191-Subcontractor Onboarding Instructions by the Senior/PC/PE and/or Senior/HSE. All attachments listed within this form must also be provided to the subcontractor.

Subcontractors are required to provide the documentation requested within RCo-FRM-HSE-191-Subcontractor Onboarding Instructions prior to commencement, and at the required intervals throughout the project. Pre-commencement Meeting with Subcontractors

The Project Manager (or their nominee such as the S/PE, S/PC, CM/CA, Senior / HSE) will organise a pre-commencement meeting between the intended subcontractor's senior management, the subcontractor's supervisor nominated for the project and relevant Roberts Co site team personnel, prior to the subcontractor's commencement on site. If the Subcontractor Senior Management is not available to attend, the meeting must be rescheduled. Where the subcontractor is deemed high-risk, the following personnel must attend:

- Subcontractor
- Subcontractor safety representation
- Roberts Co HSE,
- Roberts Co PM and/or SM

Details of the pre-commencement meeting are to be recorded on **RCo-FRM-HSE-125-Subcontractor Pre-Commencement Meeting**. The completed form is to be filed with the contract and / or the Subcontractor's site specific WHS documentation.

Note: Subject to the Project Manager's judgement, (e.g., subcontractors undertaking work not involving high-risk construction work or work that poses little or no health and safety risks and involves a short duration of time on site) subcontractors may be exempt from the pre-commencement meeting.

9.4 Control of subcontractors

All subcontractors will be required to review and comply with the following Roberts Co systems and processes pertaining to health and safety on site. This requirement also applies to any secondary or 'down-the-line' contractor engaged by the subcontractor. The subcontractor is required to review any documentation provided by any secondary subcontractor they engage against the Roberts Co requirements prior to submitting the documentation to Roberts Co for review.

Roberts Co subcontractor requirements are as follows:

– Review and comply to the provisions of the WHS Plan (this document), approved hazard and risk management processes, 'How We Work' Standards, Procedures and comply with all statutory health and safety acts and regulations, advisory standards and codes of practice as required;
– Observe all contract conditions for health and safety and follow site instructions issued by the Roberts Co project management team;
– Register their personnel and complete the online inductions (where available) (48 hours prior or at the discretion of the Project / Site Manager) before their planned start on site, including providing copies of general induction cards or other written evidence of general induction;
– Develop their SWMS (High-Risk Construction Work) or equivalent in consultation with those who will perform the activities;
– Provide copies of relevant SWMS(s) or equivalent (a minimum of seven days prior or at the discretion of the Project / Site Manager) prior their planned start on site, or as requested / instructed by Roberts Co (all SWMS must be reviewed against **RCo-FRM-HSE-102-SWMS Review** and provided on submission to Roberts Co);
– Provide adequate training to their workers and maintain a training plan / matrix in accordance with **Appendix 08** of this plan to allow them to perform their tasks safely and proficiently. Training will include a work activity induction including consultation and explanation of hazard and risk management processes;
– Supervise workers under their control at all times;
– Provide evidence that plant and equipment is maintained and instruct workers in the safe use of such equipment;

– Provide evidence that workers are trained in accordance with Training and Competency Matrix, verification must be via a training needs analysis, training plan and / or training gap analysis;
– Register Plant and equipment for site and provide relevant records for all plant required on the project;
– Ensure the orderly conduct of their scope of works so site activities do not put workers at risk or members of the public on or near the project.

Subcontractors are encouraged to contact Roberts Co project team should they have any questions regarding any of the above listed requirements.

10 PROJECT MONTHLY HSE REPORTING

The Project Manager or most senior person on the project, is responsible for the preparation and distribution of the project monthly HSE report, which is to be submitted by the 5th working day of each month (working day excludes weekends and government gazetted holidays).

The report is to include details of hours worked by Roberts Co personnel and Subcontractors, assurance related activities, events and incidents, regulator breaches and/or community complaints. This project statistical information shall be recorded on **RCo-FRM-HSE-100-Monthly HSE Report** or other alternative method (i.e., agreed electronic system, etc). The report is to be submitted to the HSEQ Manager for review and monitoring of WHS performance on the project.

The Project Manager shall ensure WHS performance information is communicated to the site management team as part of project team meetings. Typical updates include, but not limited to the following:

– Lost time injuries (LTIs)
– Medical treatment injuries (MTIs)
– Near-miss incidents
– A summary of incident data such as mechanism of injury, agency of injury etc.
– Regulatory Breaches / Notices
– WHS Initiatives

11 DOCUMENT AND DATA MANAGEMENT

All project records must be maintained in accordance with **RCo-PROC-007-Document and Record Control** and readily accessible. All confidential records will be disposed of by shredding at the expiry of the post compulsory retention period. All other records will be disposed of by paper recycling after the post compulsory retention period.

The selected document management system(s) is Aconex and will be used to register and distribute project documentation and correspondence. Soft-copy records must be maintained on the project server in accordance with the Roberts Co Filing System Structure. If hard records are to be used (this is not preferred) however they should be;

– Legible, complete, accurate and contain appropriate signatures and dates where necessary
– Identified, collected, indexed and placed in the relevant subsection of the filing system structure

The Project Manager (or delegate) is responsible for ensuring the correct process is used to archive company records. Archiving must occur following contract completion.

The records are to be maintained on site and archived on completion of works for the required period. Records are usually retained for seven years, except where specified in contract documents, legal matters or for selected documents such as personnel records, which may be held for 10 years or even longer. Health surveillance records are required to be kept for up to 40 years.

12 HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL (HIRAC)

All risk analysis, assessments and SWMSs will be conducted with full consideration of probability, consequence and the hierarchy of control (Refer to **Figure 01**).

Risk and hazard controls will comply with or exceed minimum requirements contained within legislation, standards and codes of practice and be subject to monitoring and review.

Roberts Co requires the project team to undertake specific training in Hazard Identification Risk Assessment and Control to effectively partake in the risk management process. Refer to **RCo-PROC-011- Risk Assessment for further detail**.

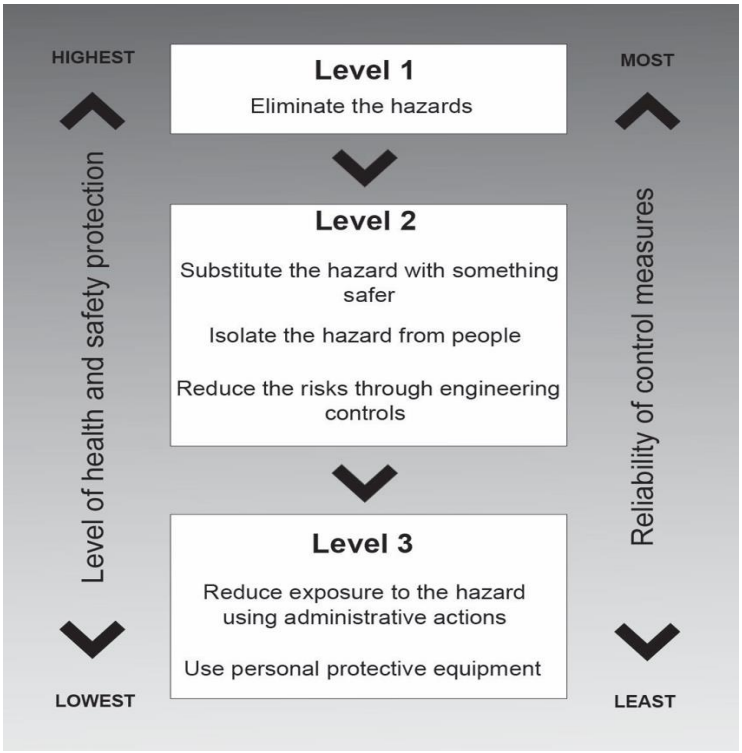

Figure 01 - Hierarchy of control, extract from the Model COP for Managing Health and Safety Risks.

12.1 Safety in Design (SiD)

Hazard Identification, risk assessment and control associated with the design is carried out in accordance with Roberts Co's SiD process, **RCo-PROC-004-Design Management** that sets out to identify, eliminate

or reduce risks so far as is reasonably practicable in the design for those persons constructing, using and maintaining the building or structure that is the subject of the design.

A SiD Workshop, facilitated by the Design Manager (or their nominee) was conducted on November 1st as soon after novation and included, as applicable, a senior Roberts Co safety representative (e.g. Project HSE Advisor / Manager or HSEQ Manager, where applicable), Client Representative, Facility Manager, Design Team, Subcontractors, Services Disciplines, Architects etc. The SiD Workshop facilitator defined the objectives and the scope for the safety in design review breaking the design down into logical elements. The design documents are to be reviewed and recorded.

Minutes were recorded and distributed with the SiD register within the PRA (**Appendix 02**) to all participants for action (if required), regular reviews and updates as the design progresses. The SiD register is reviewed and maintained to show the status of SiD issues identified from the initial workshop and subsequent additions resulting from each design meeting, in line with the SiD process.

The SiD Workshop built on the existing SiD process undertaken by the design team prior to novation and Contract Award. The existing Design risk register was distributed and referred back to during the SiD Workshop.

Any residual risks remaining at the point at which 'Approved for Construction' documentation is issued were communicated to the Project Manager for action as part of the build-ability review process and reconciled with **Appendix 02 - Project Risk Assessment**.

Any residual risks were communicated to the project team, subcontractors and workers to enable them to evaluate any work health and safety risks to persons involved in the construction works as a result of design changes. Any new risks shall be incorporated into Project Risk Assessment.

12.1.1 Construct Only Projects

Where applicable, the Project Manager is to obtain a documented SiD evaluation report from the client at contract award that includes hazards and controls relating to the design, as well as those relating to construction of the design. Where the client is unable to provide a written report, arrangements are to be made for obtaining/producing this report on the client's behalf.

Irrespective of whether a SiD evaluation report is provided or not, the Roberts Co site team are to review the design documentation to identify any hazards and risks. Roberts Co shall notify the client of any design issues which can be addressed to eliminate or reduce any hazard or risk so far as is reasonably practicable, that may affect construction, end users or maintainers of the building or structure that is the subject of the design.

In any case, where any identified hazards and risks cannot be eliminated they are to be transferred into **Appendix 02 – Project Risk Assessment** which is to include the required hierarchical type controls, so as is to minimise risks during construction.

12.2 Managing Safety Risks with the Client / Public and Other Entities

The WHS / OHS Act specifies an employer's responsibility to safeguard the public's safety whilst within the vicinity of the Project / Workplace. At the commencement of the project and as required during project delivery, Roberts Co will ensure that all safety related risks are considered in planning before engaging in activities that may pose a threat to the client, adjacent properties, public and other entities.

These hazards, risks and controls will be identified and recorded in the **Project Risk Assessment** (**Appendix 02**) for ensuring the health and safety of persons to the Project / Workplace.

12.3 'How We Work' Standards

Roberts Co's 'How We Work' Standards (WS) provide clear and concise minimum expectations and critical controls that must be in place, demonstrated and working effectively with the intent of managing key risks within our operations.

'How We Work' Standards are designed to be used at all stages of construction.

Critical controls are considered non-negotiable across all Roberts Co projects / workplaces. Roberts Co delivery teams shall cease the relevant activity and determine appropriate action when the critical controls are not in place.

These key risks include:

Work Standard No.	Work Activity
RCo-WS-01	Temporary Works
RCo-WS-02	Excavation, Concrete Penetration and Services
RCo-WS-03	Traffic, Plant and Equipment
RCo-WS-04	Cranes and Lifting Operations
RCo-WS-05	Working at Heights
RCo-WS-06	Scaffolding
RCo-WS-07	Formwork
RCo-WS-08	Electrical Safety
RCo-WS-09	Isolation
RCo-WS-10	Demolition Work
RCo-WS-11	Asbestos
RCo-WS-12	Hazardous Substances
RCo-WS-13	Confined Space
RCo-WS-14	Tilt-Up and Precast Concrete
RCo-WS-15	Permits to Work
RCo-WS-16	Environment
RCo-WS-17	Personnel Protective Equipment

12.4 Project Risk Assessment (PRA)

The Project Manager will consult with the site team to develop **RCo-REG-008-Project Risk Assessment (Appendix 02)** which is designed to assist the site team identify hazards, assess their level of risk and determine the most appropriate controls regarding the hierarchy of control. Where considered appropriate, separate workshops may be held at different stages of the project to address different trades/phases/work areas or processes not covered during the initial risk assessment workshop, providing they are held prior to the relevant activity, phase or section of work commencing.

This is a high-level risk analysis incorporating any SiD residual risks, recording the procurement and construction phase risks. This includes public safety hazards, associated with the Roberts Co operations, products, services and first aid requirements and allocating ratings, control measures and residual risk

ratings. It will be used to guide Roberts Co and subcontractors in preparing and reviewing Safe Work Method Statements.

Risk controls must comply with or exceed requirements of legislation, codes and standards.

The PRA is signed off and authorised for use by the Project Manager (or most senior person on the project).

The **RCo-REG-008-Project Risk Assessment** Probability and Consequence risk tables scoring system is a tool to measure the perceived risk level. The risk class / ranking system is:

High	**(1)**	Unacceptable
Medium	**(2)**	Acceptable with strict adherence to control measures
Low	**(3)**	Acceptable

The PRA must clearly identify the Likelihood and Consequence for each identified hazard in accordance with the risk matrix in **RCo-PROC-011-Risk Management**. Once the consequence level has been determined (i.e., High (1), Medium (2) and / or Low (3) the relevant control is to be selected with elimination of risk to health and safety, so far as is reasonably practicable, being the priority for risks ranked as 'High'.

If elimination is not reasonably practicable, the control measures are to be selected in accordance with the 'Application of Hazard Controls and Risk Mitigation' table as outlined in **RCo-PROC-011-Risk Management**.

The PRA will be reviewed every 3 months as a minimum to ensure the hazard identified, risk assessment and control effectiveness is evaluated and recorded on **RCo-FRM-HSE-002-Meeting Minutes**. The PRA is also reviewed as part of internal and external audits, inspections and incident investigations.

Other triggers for review are as follows:

– A significant change to the design or risk assessment;
– Significant change in scope or phase in project;
– Potential Class 1 or actual Class 1 incident;
– Changes to the company, project or legislative requirements.

The PRA shall be issued to subcontractors via the project selected document and correspondence management system accompanied with a copy of the Project WHS Plan and its appendices.

Subcontractors will be required to review the risks identified in the PRA against the tasks they are to undertake so as to ensure the controls nominated in their SWMS for High-Risk Construction Work (HRCW) and other task-specific induction documentation adequately addresses or establishes higher controls to those nominated.

Where the subcontractor identifies and intends to implement alternate controls to those nominated in the register, they are to notify Roberts Co in writing so that, where required, discussions can be held, and the register can be amended accordingly and re-distributed.

12.5 Safe Work Method Statements

The SWMS review and acceptance process involves the following three (3) steps:

1. **RCo-FRM-103-Safe Work Method Statement** (risk assessment template)
2. **RCo-FRM-102-SWMS Review**
3. **RCo-FRM-104-Task Observation**

12.5.1 Step 1 – SWMS

The Project Manager and / or Site Manager shall ensure that a site-specific Safe Work Method Statement (SWMS) is provided by each subcontractor, or Roberts Co employee representative undertaking high-risk construction works on the project or where a permit to work is required for an activity.

Developing the SWMS may identify new or unforeseen workforce requirements that require additional training for a skill set, health and safety or environmental tasks, which shall be addressed prior to the works commencing.

The high-level control measures that are outlined in the PRA in Appendix 2 should be addressed in more detail in the SWMS. **RCo-FRM-HSE-103-Safe Work Method Statement** is a suitable SWMS template which shall be used by Roberts Co or Subcontractors, if required.

The SWMS will also be reviewed when there is a change in activity, system, design, plant, legislative or company requirement.

Reviews are conducted by a task observation and reviewed for suitability and effectiveness. Any changes made to a SWMS must be made in consultation with the work crew who will be performing these works.

Subcontractors and their workers are to be inducted into the SWMS relevant to the construction work they are to be undertaking. The Project Manager and / or Site Manager shall ensure that all Roberts Co personnel are inducted into any relevant SWMS for HRCW before commencing work.

12.5.2 Step 2 – SWMS review

Prior to construction work covered by a SWMS can commence, the SWMS must be reviewed and assessed as ‘approved’ to the requirements of the **RCo-FRM-HSE-102-SWMS Review**.

Any deficiencies identified during the review are to be recorded and communicated to the Subcontractor for resolution. After any deficiencies in the SWMS are corrected, the Subcontractor shall again resubmit the SWMS for review by Roberts Co. Once the SWMS meets the requirements outlined on **RCo-FRM-HSE-102-SWMS Review**, the Project Manager and / or Site Manager shall authorise the review as acceptance of the SWMS.

12.5.3 Step 3 – Task Observation

The SWMS Task Observation process is designed to assesses the implementation of the SWMS and ensure the task is being carried out in accordance with the methodology described and documented control measures and their effectiveness – work as planned vs. work as done. A Task observation can be carried out by any member of the Roberts Co site management team, Subcontractor representatives and/or Health and Safety Committee members and will be recorded on **RCo-FRM-HSE-104-Task Observation**.

As a minimum, a task observation is required to be undertaken within five (5) days of a High-Risk Work task commencing on the project. The responsibility, timing and scheduling of ongoing task observations will be determined by the Project Manager (or delegate) and will be based on inspection, subcontractor and task observation performance on the project.

Scheduled Task Observations and the results of completed Task Observations will be discussed and recorded within the Roberts Co site team and subcontractor meeting minutes or other process deemed appropriate by the Project Manager.

If the task is not being carried out as per the SWMS, the observations and corrective actions must be recorded on **RCo-FRM-HSE-104-Task Observation** and communicated with the supervisor of the work

crew immediately. Corrective actions that are not immediately addressed arising from task observations are to be managed as per **RCo-PROC-010-Audits, Inspections and Corrective Action**.

Where a serious risk has been identified, work must cease immediately until rectification has taken place. Where the work or control measures are not being adhered to, but the practices observed are acceptable or an improvement on the recorded practices, the SWMS may need to be reviewed to include these improved practices.

12.6 High-Risk Workshop

The purpose of a High-Risk Workshop is to ensure that safety is part of the planning process, and that all aspects of project delivery risk have been considered prior to that phase of works commencing. High-Risk Workshops should be undertaken prior to each phase of work (e.g., demolition, structure phase) as well as on an as-required basis depending on the risk profile of the upcoming activity/ies. The requirement for High-risk workshops will be identified by the project team through the review process of *RCo-REG-008 Project Risk Assessment* and recorded in the relevant tab.

A copy of the *RCo-REG-008 Project Risk Assessment* outlining the activities identified as requiring a High-risk workshop will then be submitted to the Construction Director/Construction Manager and HSEQ Manager for review and approval.

As a minimum, the high-risk workshops must provide a detailed buildability review encompassing methodology, logistics, site planning and other aspects which lead the project teams to identify potential hazards and risks involved in the works. From there, a thorough workshop must be presented to Senior Management for review.

Subcontractors and/or any other relevant stakeholders (i.e., engineers, consultants) must also be engaged in the development and (if required) the delivery of these workshops where they have an impact on the controls proposed to mitigate the risks involved in the activity/ies.

A template to guide the project teams in populating a high-risk workshop presentation is available on RConnect. Refer to ***RCO-FRM-HSE-190-High-Risk Workshop Template.***

12.7 Hazardous Substances

Roberts Co, Subcontractor or client supplied hazardous substance / dangerous goods items received at the project / workplace are to be inspected, handled, stored and controlled in accordance with **RCo-WS-13-Hazardous Substances**.

The procurement of hazardous substances / dangerous goods should include measures that ensure non-hazardous substances / non-dangerous goods are sought in the first instance and where practical to do so.

All information for hazardous substances / dangerous goods to be used on site, will be managed via ChemWatch. Chemwatch will be used to store the Safety Data Sheets for all hazardous substance / dangerous goods items received at the project / workplace. The first aid controls for these items will be extracted from Chemwatch and made accessible to the first aider at the workplace. Risk Assessments for ll hazardous substance / dangerous goods items will also be extracted from Chemwatch for relevant workers to be inducted in to.

12.7.1 Hazardous chemical risk assessment and safety data sheet (SDS) register

Hazardous Chemical Risk assessments must be completed on any product that has been classified as Hazardous and / or Dangerous by the Globally Harmonized System (GHS) or Australian Regulations. This can be done through ChemWatch. Alternatively, this can be documented on **RCo-FRM-HSE-151-**

Hazardous Substance Risk Assessment or subcontractor's hazardous substance risk assessment template.

Roberts Co will ensure that all hazardous substances / dangerous goods received at the project / workplace are documented online using the ChemWatch software application or manually using **RCo-FRM-HSE-152-Hazardous Substances and SDS Register**. Copies of the current safety data sheets for each chemical shall be maintained and accessible at the project / workplace.

Workers exposed to or using a hazardous chemical must sign the risk assessment to confirm they understand the appropriate controls measures required when in use, handled or stored.

12.8 Health Surveillance and Exposure Monitoring

Roberts Co will ensure that the physical requirements of specific activities are identified and communicated to affected personnel. Management must also ensure that personnel working in prescribed environments where they are applicable are assessed and monitored in accordance with National Health Surveillance Standards.

Prior to employment, Roberts Co personnel are only to be employed if their physical capabilities match the inherent physical requirements of the role. Where pre-employment assessments are considered necessary through determination by a risk assessment, assessments may include (and not limited to);

- demographic, work history and medical history checks
- functional capacity testing
- respiratory questionnaire
- lung function testing
- audiometric testing
- chest x-ray
- alcohol and other drugs screening

All expenses incurred for health monitoring must be paid by the workers employer. For Roberts Co's employees, the preferred health provider is **Kinnect**.

Kinnect coordinates all forms of health monitoring for all Roberts Co employees out of Sydney. Kinnect can be contact on (02) 8022 8579.

The level of risk to workers from exposure to hazardous chemicals depends on the hazards as well as the frequency, duration and amount of exposure, that is the dose. To determine the level of risk, it is necessary to consider the following:

- the nature and severity of the hazard for each hazardous chemical;
- the degree of exposure, taking into account;
  - actual processes and practices in the workplace where the chemicals are used;
  - the quantities of chemicals being handled;
  - work practices and procedures and the way individual workers carry out their daily tasks, and;
  - whether existing control measures adequately control exposure.

Air monitoring, which involves measuring the level of particular chemicals in the atmosphere at the workplace, can provide information about the degree of exposure in the workplace, as well as whether control measures are working effectively.

Exposure monitoring must be undertaken by a suitability qualified occupational hygienist or other person deemed competent to utilise the monitoring equipment, can interpret the results of exposure monitoring and determine the significance of the risk in accordance with the applicable exposure standards.

Where exposure monitoring has been undertaken, the project must review the results in accordance with the applicable standards and where monitoring exceeds the exposure limit subsequent monitoring must occur and be recorded to ensure the controls adequately address the hazard.

12.8.1 Health hazard assessment

Mandatory health monitoring is required for workers who are exposed to hazards from recognised physical hazards or hazardous substances used as a part of a work process or where processes have been assessed and a risk to health has been identified as a result of that exposure.

The requirement to identify potential health hazards on the project shall be risk assessed and documented in the Project Risk Assessment (Appendix 02) by any person that holds appropriate HIRAC training as a minimum.

The project risk assessment shall also detail the health surveillance and monitoring type, frequency, intervals and qualifications of formally trained personnel (e.g., occupational hygienists, medical practitioners, etc.) deemed competent to perform the health surveillance and monitoring activities in accordance with legislative and exposure standard requirements.

12.8.2 Chemical exposure including dust and fibres

Hazardous chemicals can enter the body through inhalation, ingestion (eating, drinking or smoking) or transference through the dermal layers of the skin. A worker may be exposed to atmospheric contaminants in the form of a fume, mist, gas, dust, fibre or vapour.

Discussions with an occupational physician may be needed to determine whether testing (for example biological monitoring) is available for the chemical being used. Where a chemical that requires health assessment or monitoring must be used or workers are exposed to the identified health hazard, those performing the works will be consulted and informed of the health monitoring program and requirements. A person conducting a business undertaking (PCBU) must ensure that health monitoring is provided to a worker if:

– The worker is carrying out ongoing work using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical mentioned in the table as follows:

Hazardous Chemical	NSW	VIC	WA
Acrylonitrile	X	X	X
Arsenic (inorganic)	X	X	X
Benzene	X	X	X
Cadmium	X	X	X
Chromium (inorganic)	X	X	X
Creosote	X	X	X
Crystalline silica	X	X	X
Isocyanates	X	X	X
Mercury (inorganic)	X	X	X
Organophosphate pesticides	X	X	X

Hazardous Chemical	NSW	VIC	WA
Pentachlorophenol (PCP)	X	X	X
Polycyclic aromatic hydrocarbons (PAH)	X	X	X
Thallium	X	X	X
Vinyl chloride	X	X	X
4,4'Methylene bis (2-chloroaniline) MOCA	X	X	X
Lead	X	X	X

Figure 02

- NSW Extract from WHS Regulation Schedule 14, table 14.1 (column 2)
- VIC Extract from OHS Regulations 2017 Schedule 9, tables 1 & 2
- WA Extract from WHS Regulation 2022 Schedule 14, tables 14.1 and 14.2

- The person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in the applicable regulations) and either:
  - Valid techniques are available to detect the effect on the worker's health, or
  - Valid techniques of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

Ongoing health surveillance and exposure monitoring depends on a worker's exposure to hazardous chemicals, the results of baseline health screening, atmospheric monitoring, statutory requirements and advice provided by a registered medical practitioner and / or Occupational Hygienists. Where applicable, this information will be documented and monitored in the Project Risk Assessment (Appendix 02).

12.8.3 Asbestos

Health monitoring shall be provided to workers who are;

- carrying out licensed asbestos removal work at a workplace and is at risk of exposure to asbestos when carrying out the work, or
- is carrying out other ongoing asbestos removal work or asbestos-related work and is at risk of exposure to asbestos when carrying out the work.

Health monitoring includes consideration of;

- the worker's demographic, medical and occupational history, and
- records of the worker's personal exposure, and
- a physical examination of the worker.

Where an Asbestos Management Plan is provided, the Project Manager and / or Site Manager will assign the review of the management plan using **RCo-FRM-HSE-168-Asbestos Management Plan Review.**

For more information regarding the management and control of Asbestos, refer to 'How We Work' Standard **RCo-WS-11-Asbestos**.

12.8.4 Lead

Lead Process Work is defined to include using a power tool, including abrasive blasting and high-pressure water jets, to remove a surface coated with paint containing more than 1% by dry weight of lead and handling waste containing lead resulting from the removal.

Lead risk work means work carried out in a lead process that is likely to cause the blood lead level of a worker carrying out the work to exceed;

– for a female of reproductive capacity - 10µg/dL (0.48µmol/L), or
– in any other case - 30µg/dL (1.45µmol/L).

Health monitoring shall be provided to a worker;

– before the worker first commences lead risk work, and
– One (1) month after the worker first commences lead risk work for the person.

12.8.5 Noise

The identification, assessment and control of risks associated with noise in the workplace will be undertaken and documented in the Project Risk Assessment (**Appendix 02**).

A worker who is frequently required to use hearing PPE to protect themselves from the risk of hearing loss associated with noise that exceeds 85dB(A) over an 8-hour period (or a peak noise level above 140 dB(C)) must have audiometric testing provided to them.

If hearing protection (PPE) is the primary control measure to protect workers against excessive noise levels, the PCBU must provide audiometric testing to that worker:

– Within three (3) months of commencing work
– At least every two (2) years thereafter.

Roberts Co workers are provided with audiometric testing which meets this requirement as part of their pre-employment medical examination.

Subcontractors supplying PPE as the primary control measure to protect their workers working in areas of excessive noise are required to provide their workers with audiometric testing within three months of commencing work.

Approved hearing protection to AS 1270, must be worn at all times where a worker is in a designated mandatory hearing protection area. Where a worker in carrying out a task that generates noise and exposes the worker to noises > 85dbA, then the appropriate hearing protection will be provided and must be worn by the worker and by any other worker who is affected.

All plant and equipment that exposes a worker to noises > 85dB (A) is required to have mandatory hearing protection signs displayed. Noise levels will be determined during the PHA activity and/or as outlined in the OEM manual.

The person who carries out the audiometric testing is to have received training in basic pure-tone audiometry and have acquired the knowledge and skills to perform the test, interpret the results and present the results in a manner that will enable those in the workplace to make appropriate decisions. For more information on the competency of a tester, see AS/NZ 1269.4 Occupational Noise Management – Auditory Assessment.

To ensure audiometric testing is conducted accurately, by the appropriate person and in accordance with AS/NZ 1269.4, independent service providers can be engaged to perform the testing.

12.8.6 Equipment Calibration

All exposure monitoring equipment used for the purpose of determine health risk exposure, shall be calibrated by an ISO 9001 or NATA-certified laboratory. Any equipment or instruments that are supplied by third parties (e.g., hygienists, subcontractors, etc.) for exposure monitoring and testing shall only be used after evidence of the calibration and maintenance records are cited and deemed satisfactory by Roberts Co. This evidence will be retained by the project.

12.8.7 Health Hazard Reporting and Record Keeping

Workers must be consulted in relation to the selection of the registered medical practitioner however health monitoring must be carried out or supervised by a registered medical practitioner with experience in health monitoring.

Prior to commencing work with a scheduled chemical, you should provide the registered medical practitioner undertaking or supervising the health monitoring with the following information:

About the business or undertaking and the worker;

– name and address of your business or undertaking;
– the name, date of birth, gender and current residential address of the worker;

About the work;

– a list of the hazardous chemicals that the worker is or will be exposed to and the dates that the worker last used the chemicals;
– the work the worker is, or will be, carrying out and what has triggered the requirement for health monitoring;
– how long the worker has been carrying out that work
– the SDS for the chemical(s);
– relevant risk assessment reports, details of workplace exposure standards and results of air monitoring carried out at the workplace.

All reasonable steps shall be taken to obtain a health monitoring report from the registered medical practitioner who carried out or supervised the monitoring and a copy of the report must be given to:

– The worker using, handling or storing a hazardous chemical, exposed to asbestos, lead or noise
– The Regulator, as determined by regulations
– All other PCBUs who have a duty to provide health monitoring to the worker.
– Health monitoring reports must be kept as a confidential record for at least 30 years (40 years for asbestos) after the record is made and not disclosed to another person without the worker's written consent.
– Identified as a record in relation to the worker, for at least 30 years after the record is made, and
– Not disclosed to another person without the worker's written consent.

Records of health surveillance will be maintained as secure and confidential for the statutory period by the company and results made available to any worker involved in the health surveillance program.

12.8.8 Subcontractor health surveillance programs

Where subcontractors are engaged to conduct activities at the project / workplace that have associated health surveillance requirements, the Project Manager or their delegate is responsible for ensuring that the subcontractor can demonstrate that they have a health surveillance program in place for their workers.

Where Sub-contractors have a health monitoring program and their workers may be exposed to hazards which require monitoring, the subcontractor shall supply Roberts Co with evidence of health surveillance. The subcontractor shall ensure their workers are given a copy of the health monitoring records applicable to them.

Where Sub-contractors do not have a health monitoring program, the project shall refer the subcontractor to Roberts Co's preferred health provider (Kinnect) to ensure health surveillance program requirements are understood and implemented prior to the commencement of works.

12.9 Plant and Equipment

The correct selection, operation, maintenance and administration of plant can have a very significant effect on safety of the project. Refer to 'How We Work' Standard **RCo-WS-03-Traffic, Plant and Equipment** for additional information and reference to Pre-Use Acceptance Checklists for plant and equipment.

The following requirements apply to all construction plant and equipment to be operated on site;

- Plant is inspected prior to mobilisation and before use by a competent person (**See RCo plant pre-use acceptance checklists**);
- A specific Plant Hazard Assessment (PHA) has been completed for each item of plant, all operators must be briefed on the operational outcomes and signed onto the plant risk assessment for the item/s of plant in which they operate;
- Plant is maintained and serviced as required in accordance with the original equipment manufacturer (OEM) maintenance schedules;
- Recent service report (including the license details of the mechanic or service technician) and maintenance history (previous 3 months) complying with the OEM manual's requirements (the item of plant must be accompanied by a copy of the OEM manual which must be located on the plant at all times);
- Operators are verified as trained and competent for the specific item of plant; (Plant operators training and competency to be verified as per **Appendix 09 – Training and Competency Matrix**);
- Plant item registrations (WHS regulator, State road authority) to be verified for items of plant required to operate on roadways and / or specified by regulations (i.e. concrete pumps, cranes, etc);
- All warning devices are operable, and a positive method of communication is in place;
- Where applicable, rolling object protection system (ROPS) and falling object protection system (FOPS) are verified and fitted to plant in compliance with the regulations and risk assessment;
- Where applicable, all quick-hitches are the fully automatic double-locking hydraulic type to prevent attachments from falling and swinging;
- SWMS are developed which incorporate all hazards, site conditions and controls for plant use, servicing and maintenance;
- Daily Inspection Book (logbook) specific to the needs of the OEM manual. The operator of each item of plant must conduct an inspection and record this in the logbook each day the plant is used. Where any fault that affects the operational safety of the plant is identified, the operator must isolate the plant from service until the fault is fixed;
- Plant and people are separated, and the defined work areas approved by the supervisor;
- Stability, ground bearing pressure and slab capacity are verified for plant set up and / or operation (Multiple plant loadings are considered);
- Plant and vehicles are parked in a stable condition, and;

– Plant is only used for the purpose for which it was designed unless it is determined the proposed use does not increase the risk to health and safety.

Plant on site will be recorded on **RCo-FRM-HSE-140-Plant and Equipment Register** or electronic document management system. **RCo-FRM-HSE-140-Plant and Equipment Register** indicate timeframes for plant maintenance and servicing.

12.9.1 Plant Pre-Use Acceptance Criteria

Project Management and Supervision must ensure that appropriate Pre-Use Acceptance Checklist is completed for plant prior to use on site and commencing work on the project. The Pre-Use Acceptance Criteria includes the following sections;

– Part A – Plant Selection Assessment (determines the suitability of the plant for the activity);
– Part B – Plant Compliance Documentation (mandatory plant documentation required for specific plant item);
– Part C – Minimum Pre-Use Acceptance Requirements (plant controls), and;
– Part D – Pre-Use Acceptance Declaration (safe use approval).

12.9.2 Plant Hazard Assessment (PHA)

All plant and associated structures will comply with relevant Australian Standards and be risk assessed. Where there is no relevant Australian Standard, the equivalent international standard will apply. Items of plant and associated structures where applicable, will be registered and the design registered as required under WHS or OHS legislation.

The purpose and scope of work specific to the plant must also be considered. **RCo-FRM-HSE-141-Plant Risk Assessment** may be used to undertake that assessment for Roberts Co plant, or where a subcontractor's plant risk assessment does not meet the minimum requirements as set out in the Roberts Co equivalent form. Where Plant Assessor is provided, this will be deemed as applicable.

12.9.3 Identification of ROPS and FOPS

ROPS designed and tested in accordance with AS/NZS 2294 must have a permanent label attached. The label should contain the following information:

– The name and address of the manufacturer of the structure
– The type and serial number of the structure, if any
– The make and model of the plant that the structure is designed to fit
– The number of the standard or code that the ROPS meets, its approval number under that code, if applicable, and the name of the testing station
– Any other information deemed appropriate (e.g., the installation date).

Where there is no prescribed requirement for ROPS and / or FOPS on a particular type of mobile plant, a risk assessment shall be conducted to determine the need for protective structures, accounting for the manner in which the plant is to be operated. Where any ROPS and/or FOPS are fitted as a result of either a prescribed requirement or specific risk assessment, it is expected that such structures are fitted with compliance plates that are in accordance with the relevant Australian standard or its international equivalent.

12.9.4 Plant stand-down process

Should any plant be found to be defective or require immediate repair, or the logbook, plant risk assessment or other required documentation is unacceptable, the plant is to be stood down and parked, the key removed, and the plant locked (if possible) and tagged as “out of service” or removed from site.

Reinspection by a Roberts Co Representative using the original plant pre-acceptance checklist will be conducted, before the plant can be used on site.

12.10 Heavy Vehicle National Legislation (HVNL)

The identification, assessment and control of risks associated with heavy vehicles and Chain of Responsibility (CoR) requirements will be documented in the Project Risk Assessment (**Appendix 02**).

Heavy Vehicle definition – a vehicle is a heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 4.5 tonnes. This includes trailers with an ATM of > 4.5 tonne.

Regulated Heavy Vehicle Definition – a vehicle is a regulated heavy vehicle if it has a Gross Vehicle Mass (GVM) of more than 12 tonnes.

Project teams may utilise the Project HVNL Self-Assessment tool to determine specific CoR requirements for the project during the planning phase.

Our objective is to eliminate, where reasonably practicable, all CoR-related risks throughout our organisation. To this end, the following target areas have been identified and controls are to be implemented to mitigate the associated risks;

– **Mass and dimension** – ensuring trucks leave sites within the mass carrying constraints and that the mass is distributed across the truck axles and ensuring dimension limits are adhered to.
– **Load Restraint** – ensuring that when trucks are loaded that the load is adequately secured to the vehicle.
– **Driver Fatigue** – ensuring that drivers within their hours and are given adequate time to be loaded and unloaded and taking into consideration hours work, return trips and rest breaks.
– **Speed** – ensuring that demands are not imposed on the supplier or driver that may result in a driver putting themselves or others at risk. Project delivery schedules need to take into account the distance that needs to be covered, traffic conditions and delays at receiving sites.
– **Maintenance** – ensuring that trucks are free of defects, mechanically safe and in proper working order before a vehicle enters the road network.

To ensure the above target areas are monitored, project personnel undertaking CoR roles outlined below are to enquire with Heavy Vehicle operators during loading and unloading operations at Roberts Co projects and complete **RCo-FRM-HSE-147-Heavy Vehicle – Load Safety Inspection Checklist** in consultation with Heavy Vehicle operators.

Subcontractor tender evaluations include a review and verification of the subcontractor’s heavy vehicle national legislation systems and processes in order manage their Chain of Responsibility obligations.

12.10.1 Dealing with Chain of Responsibility (COR) breaches

If a CoR breach has been identified for the target areas above (fatigue, mass, dimension, load restraint or vehicle standards) during the completion of **RCo-FRM-HSE-147-Heavy Vehicle – Load Safety Inspection Checklist**, enquiry with heavy vehicle operators and/or compliance checks, discuss the breach with the operator and advise not to proceed and communicate the breach (even if potential) with the Roberts Co Site Manager, Subcontractor and / or supplier.

Actual or potential Heavy Vehicle and CoR breaches are to be recorded as an incident / event and reported to Senior Management as per **RCo-PROC-012-Incident Management and Reporting** procedure.

12.10.2 Chain of Responsibility (COR) – Roles, Responsibilities and Training

The following responsibilities for CoR are applicable to each job role. It is essential that workers within these roles are aware of their responsibilities under the legislation. These responsibilities should be included within specific job descriptions held by CoR workers and ensure the following training has been undertaken as required.

Roberts Co has identified the following COR related roles and responsibilities in relation to our operations and project delivery;

– Loading manager of goods for transport by the vehicle
– Packer of goods to be loaded on to the vehicle
– Loader of goods on to the vehicle
– Unloader of goods from the vehicle
– Consignor / consignee of goods for transport by the vehicle

Typical Project related delivery positions that may undertake these roles are as follows;

Loading Managers	Loader / Unloader	Consignee / Consignor
Site Manager General Foreman *Anyone in charge of the loaders, unloaders and packers	Dogman Rigger Telehandler, Fork operators Crane operators	General Foreman Site Manager Engineer/Coordinator Contracts Manager *Anyone who books transport

Figure 02 – Identified project related roles and typical CoR responsibilities.

The following table sets out the training requirements for personnel that carry out these Chain of Responsibilities roles on the project (Refer to **Appendix 08 – Training and Competency Matrix**).

Training Needs	All RCo Personnel	Loading Managers	Loader / Unloader	Consignee / Consignor
Chain of Responsibility (COR) – Internal Awareness Training	X	X	X	X
Chain of Responsibility (CoR) – Level 1		X	X	X
Load / Unload / Secure Cargo		X	X	

Figure 03 – Training needs for personnel that undertake roles on the project in line with CoR requirements.

13 PERMITS TO WORK

13.1 Overview

A Permit to Work system ensures appropriate personnel are authorised to carry out designated work and that the person(s) in direct charge are aware of the work being undertaken and may be issued for a

specified limited duration that require re-issuing for a continuation of work to be undertaken beyond the specified expiry date.

If a subcontractor nominates the use of an equivalent permit defined in their organisations management system, Roberts Co shall review the subcontractor permit and determine its adequacy (is equal to or better than the Roberts Co permits) and advise the subcontractor accordingly via formal correspondence.

A SWMS must be in place for all work being performed under the control of a permit to work.

The following permits may be required to assist in the management of relevant activities performed at the project / workplace.

- **RCo-FRM-HSE-110-Permit to Excavate**
- **RCo-FRM-HSE-112-Permit to Work at Heights**
- **RCo-FRM-HSE-113-Permit to Isolate**
- **RCo-FRM-HSE-114-Hot Works Permit**
- **RCo-FRM-HSE-115-Permit to Enter Confined Space**
- **RCo-FRM-HSE-117-Permit to Cut and Core Concrete**

More information is provided in **RCo-WS-15 Permits to Work** or the respective How We Work Standard for the task / activity.

13.2 Permit Authorities

Permit Authorisers will be appointed by the Project Manager (or most senior person on the project as determined by the project organisation chart) and trained on their roles and responsibilities prior to authorising any permit. Work parties will be informed of the permit to work system in the project induction.

The following table identifies those responsible for permits at the project / workplace.

Permit Authorities	Responsibility	Permit Description Associated with the Project / Workplace
Permit to Excavate	Site Supervisor/Site Manager	All excavation related aspects.
Crane Work Box Permit	Site Supervisor/Site Manager	All use of crane work box related activities.
Permit to Work at Height	Site Supervisor/Site Manager	All work at heights related aspects.
Permit to Isolate	Site Supervisor/Site Manager	All electrical and plant isolation related aspects.
Hot Work Permit	Site Supervisor/Site Manager	All hot work-related activities.
Confined Space Entry Permit	Site Supervisor/Site Manager	All confined space related aspects.
Erect, Alter, Climb or Dismantle a Tower Crane Permit	Site Supervisor/Site Manager	All tower crane erection, alter, climb or dismantle related aspects.
Permit to Cut and Core Cutting Concrete	Site Supervisor/Site Manager	All core drilling / cutting related aspects.

Table 05 – Permits and Authorities.

14 EMERGENCY RESPONSE

14.1 Emergency procedures, evacuations and drills

Roberts Co will ensure that an Emergency Response Plan, resources, materials and equipment are to be developed, obtained and in place to prevent or mitigate damage, illness and/or injury.

The Emergency Response Plan (**Appendix 03**) contains emergency procedures, response process flowcharts for scenarios, including evacuations and drills.

Emergency Coordinators and other emergency response personnel, as required, will have clearly defined roles and responsibilities and will be appointed to their positions by the Project Manager and documented in the Emergency Response Plan.

Specific response process flowcharts are included in the Emergency Response Plan (**Appendix 03**) and designated permits to work. The response flowcharts and/or permits rescue plans will be used to ensure that emergency procedures are established for the scope of work being undertaken and communicated to those involved in the task / activity. This may occur during SWMS consultations, tool box meetings and/or via a Permit to Work process.

The project will ensure the following;

– Emergency Response and Coordination personnel are trained to respond to an emergency consistent with the workplace activities;
– Identify potential emergency and/or first aid scenarios, utilising input from competent persons to assess the suitability, location and accessibility of emergency equipment required for the project;
– Appropriate emergency response equipment and fire suppression facilities are in place and regularly inspected and persons trained in their use, utilising input from competent person. The evacuation system and nurse call systems (where installed) shall be tested weekly with the results recorded on **RCo-FRM-HSE-101-HSE Inspection**;
– Emergency evacuation and other practice drills for this Project / Workplace will be conducted in accordance with the Emergency Response Plan.

14.2 Communicating emergency procedures

Emergency Response information is communicated to employees, workers and visitors via the project induction and that up-to-date information, including emergency response arrangements, evacuation points and emergency contact personnel, will be displayed on the site noticeboard and / or posted around the workplace.

14.3 Emergency drills

An initial evacuation drill will be undertaken within 3 months of taking possession of the site and at intervals not exceeding 12 monthly. All evacuations will be conducted by the Project Emergency Response Team. Post de-briefing sessions will accompany each evacuation drill. Areas that are assessed as high fire safety risk may be required to undertake additional fire evacuation drills.

Practical application and understanding will be demonstrated during drills and documented on the **RCo-FRM-HSE-128-Emergency Response Drill Record**. Analysis of the drill record will confirm the effectiveness of the location of emergency equipment, warning devices, signage, additional training

requirements, evacuation routes, muster points and any suggested or required improvements as a result of the drill or exercise.

14.4 Fire Protection

Fire extinguishers or fire hose reels (existing premises) shall be placed within easy reach of storage areas for flammables or wherever hot works are being carried out and must be conspicuously located, readily accessible, and immediately available in the event of fire. (Refer to **Appendix 03** Emergency Response Plan for other requirements relating to fire safety).

Fire extinguishers shall be inspected every six (6) months by a competent person. **RCo-FRM-HSE-130-Fire Equipment Register** or equivalent shall be used to list fire protection equipment onsite (e.g., fire extinguishers, hose reels, blankets), identifiable by numbers and locations on site and when the fire protection equipment is placed into or out of service.

Note: Roberts Co may engage the services of a specialist consultant and or equipment supplier to assist in identifying, selecting, deploying, training and servicing emergency and rescue equipment.

15 MONITORING AND MEASUREMENT

15.1 General

The WHS Plan and all appendices must be reviewed:

– Every three (3) months (as a minimum);
– After a significant change to the design or project risk assessment;

It may also be reviewed:

– After a potential or actual notifiable incident;
– After an audit;
– After changes to project or legislation requirements;

A summary of the review, along with the names of the review attendees and date, will be recorded on the cover page of this plan. The original and subsequent revisions will be approved by the Project Manager. Copies of previous revisions will be archived to demonstrate the review process.

15.2 Routine Inspections

The Project Manager is to ensure each area of the worksite is inspected at least weekly by a Roberts Co representative in conjunction with a Subcontractor representative(s). For larger projects the inspections may involve more than one (1) Roberts Co Supervisor / Foreman and Subcontractor representative. Inspections are to be carried out covering all shifts that may be worked on the project. **RCo-FRM-HSE-101-HSE Inspection** provides a suitable format for these inspections.

Where any deficiencies are identified, the inspection form including corrective actions are distributed to the Roberts Co area supervisor and / or Subcontractor representatives to be closed out within the allocated timeframes as recorded. If correction actions are not completed within the timeframes, refer to Section 15.6 of this plan.

Each Subcontractor is required to return the inspection form to Roberts Co with completed corrective action, within the timeframe noted on the inspection report (or other agreed equivalent).

15.3 Health and Safety Non-Conformances

If the non-compliance has the possibility of resulting in serious injury or impact on person's health a **RCo-FRM-HSE-126-Health, Safety and Environment (HSE) Non-Conformance Report** shall be completed and issued to subcontractor's representative.

The subcontractor is to provide a formal response within 24 hours of the breach, addressing the concerns of the breach notice and relevant corrective / preventative actions. If the subcontractor is issued with consecutive breach notices, matters may be dealt with under Roberts Co contractual requirements. If the non-conformance is not completed within the timeframe, refer to section 15.6 of this plan.

A summary of notices issued shall be included as part of the project monthly WHS report for management review. Non-conformances, if issued against a Roberts Co direct employee are to be discussed with the relevant Roberts Co Construction Manager / Construction Director and Human Resources Manager.

15.4 Audits

Audits will be used to assess implementation and monitor compliance to the Integrated Management System (IMS) requirements, obtain staff feedback and identify opportunities to improve the effectiveness of system processes. Project WHS Audits shall be scheduled and carried out in accordance with the requirements outlined in **RCo-PROC-010-Audits, Inspections and Corrective Action**.

A full system audit will generally be conducted within three (3) months of project start-up. Ongoing project WHS audits shall be scheduled and undertaken six (6) monthly by the HSEQ Manager using **RCo-REG-004_Internal Audit Schedule**. Audits are to be conducted by those with an approved audit qualification.

Project WHS assessment audits will be conducted using **RCo-FRM-HSE-021-Project WHS System Assessment Audit**. The Project Manager will allocate sufficient resources necessary to assist in the auditing process in accordance with the audit schedule.

Subcontractors System Review will be carried out by Roberts Co.

Additional audits may also be carried out at any time at the discretion of the HSEQ Manager or Senior Management Team, based on previous audit results and / or risks associated with the work to be undertaken.

Where a client is undertaking an audit of the project which coincides with a planned internal audit by Roberts Co the client audit may, at the discretion of the HSEQ Manager, negate the need for an internal audit.

The audit report, outlining any corrective action to be taken is be submitted to the Project Manager as soon as possible following the audit. Any non-conformance(s), Opportunities for Improvement (OFI), or recommendations will be noted in the **RCo-REG-003-Action**.

A copy of the final audit report is to be submitted to the Project Manager and copy to the Construction Manager / Construction Director, within two (2) weeks of the date of audit. The HSE Manager shall provide a summary of project audit results to the Senior Management Team as required.

15.5 Subcontractor System Reviews

As a minimum, Subcontractor System Reviews will be conducted on each direct subcontractor using **RCo-FRM-HSE-106-Subcontractor System Review**, within the first three (3) months of commencing on the project. The responsibility, timing and scheduling of ongoing system reviews will be determined by the Project Manager (or delegate) and will based on the subcontractor and implementation performance on the project.

Scheduled Subcontractor System Reviews and the results of completed reviews will be discussed and recorded within the Roberts Co site team meetings or other process deemed appropriate by the Project Manager.

15.6 Non-conformances

The Project Manager and / or Site Manager is responsible for initiating any actions raised as a non-conformance and to ensure all actions are closed out within the agreed timeframe nominated within the audit / inspection report(s). This may be by means of a follow-up review or by submitting documentary evidence of closure of items listed for action. A record of close-out of non-conformances shall be retained as part of the site records.

The Project Manager and / or Site Manager is to ensure any non-conformance identified during audits, reviews or inspection not immediately rectified are logged on **RCo-REG-003-Action** or agreed electronic system for trending, maintenance, regular monitoring for timely close out.

The HSEQ Manager is to verify the closure of all non-conformances identified in the audit report.

15.7 Independent Third-Party Inspections / Audits

Roberts Co may engage a competent third party to review and inspect / audit significant high-risk construction related activities such as, but not limited to the following;

- geotechnical and suspended slab loading inspections, e.g.,
  - mobile cranes
  - boom pump and
  - other plant operations
- scaffolding (including scaffolding design)
- crane base design and crane installation and climbing activities
- hoist installation
- B Class hoardings
- temporary electrical installations and
- temporary works (i.e., propping).

The audits will be coordinated and prioritised during project team meetings in consultation with the site team and HSEQ Manager.

In addition to the above, and based on an assessment of the risk, independent inspections/audits shall be undertaken for activities such as:

- significant false-work / formwork
- structural steel installations
- in-situ gantries / lifting structures / crane ties.

Where required, an independent third party may be engaged to conduct reviews and audits of the Subcontractor WHS Plans, documents, etc.

15.8 Inspection and Testing Schedule Matrix

Inspection, measuring and test equipment related to health and safety monitoring needs to be identified, inspected, calibrated, maintained and stored according to specifications in relevant standards. The Inspection and Testing Schedule Matrix in **Appendix 09** of this plan outlines these requirements.

Evidence of these records for the specific plant and/or equipment is to be obtained by Roberts Co prior to the commencement of works.

Personnel conducting inspection and testing are to be suitably skilled, qualified and / or trained so that they are competent to complete the inspection and testing requirements. In most cases these competencies will be outlined in legislation, codes of practice or Australian Standards.

16 INCIDENT MANAGEMENT

16.1 Incident Notification and Reporting

All Incidents and events must be immediately reported to a Roberts Co site management representative, escalated to the Project Manager (and client representative as per contract requirements) and reported as per **RCo-PROC-012-Incident Management and Reporting**.

Incidents are classified into actual and potential from 1 to 5 depending on severity, and notification to Roberts Co senior management shall be conducted in accordance with the reporting requirements outlined in the following table;

Classification	Reporting Requirements	Notification Timeframe
A1/P1 Multiple Fatalities, Single Fatality, Multiple Illnesses Extreme risk to corporate reputation, public outrage and national media coverage, high profile litigation, class action Threat to business division viability, or expected financial impact/opportunity >$10 mil Permanent long term and extensive environmental harm	SS/SM to PM	Immediately
	PM to HSEQ, if unavailable then CM/CD (CEO, CFO, SD, Legal)	Immediately
	PM to Client	Immediately
	CEO to Board	Immediately
	HSEQ Manager to WHS Regulator (Notifiable Incident)	Immediately
	HSEQ Manager to OFSC	48 hours
A2/P2 Multiple Lost Time Injuries (LTI's), serious irreversible injury/illness Substantial risk to corporate reputation, sustained adverse media coverage Major repairs or Construction Workplace outcomes affected Financial impact of $1-$10mil Permanent localised environmental harm	SS/SM to PM	Immediately
	PM to HSEQ, if unavailable then CM/CD (CEO, CFO, SD, Legal)	Immediately
	PM to Client	Immediately
	CEO to Board	Monthly
	HSEQ Manager to WHS/ENV Regulator (Notifiable Incident)	Immediately
	HSEQ Manager to WHS Regulator (iCare/Allianz) for RCo Staff/Workers	Within 48 Hours
	HSEQ Manager to OFSC	LTI - 2 weeks (Scheme and Non-Scheme) Dangerous occurrence – 2 weeks

Classification	Reporting Requirements	Notification Timeframe
		(Scheme only)
A3/P3 Lost Time Injury (LTI), Restricted Work Injury (RWI), Serious Medical Treatment Injury Adverse media coverage, local media coverage Expected financial impact $100k-$1mil Serious medium term environmental harm	SM to PM	Immediately
	PM to HSEQ, if unavailable then CM/CD	Within 24 hours
	PM to Client	As per contract arrangements
	CEO to Board	At CEO discretion
	HSEQ Manager to WHS/ENV Regulator (Notifiable Incident)	As soon as reasonably practicable
	HSEQ Manager to WHS Regulator (iCare) for RCo Staff/Workers	Within 48 hours
	HSEQ Manager to OFSC	LTI - 2 weeks (Scheme and Non-Scheme) MTI – 2 weeks (Scheme only) Dangerous occurrence – 2 weeks (Scheme only)
A4/P4 Medical Treatment Injury (MTI) Attention from Key Stakeholders Expected financial impact $10k-$100k Minor short term environmental harm	SS/SM to PM	Immediately
	PM to HSEQ, if unavailable then CM/CD	By the end of the shift
	PM to Client	As per contract arrangements
	CEO to Board	At CEO discretion
	HSEQ Manager to WHS Regulator (if notifiable)	As soon as reasonably practicable
	HSEQ Manager to OFSC	MTI – 2 weeks (Scheme only) Dangerous occurrence – 2 weeks (Scheme only)
A5/P5 First Aid Injury (FAI) Little or no measurable impact Expected financial impact< $10k Minor environmental harm	SS/SM to PM	By the end of the shift
	PM to HSEQ, if unavailable then: CM/CD	By the end of the shift
	PM to Client	As per contract arrangements
	CEO to Board	At CEO discretion

Table 06 – Incident reporting classifications and notification guidelines.

The notification of incident and events other than those nominated in Table 06 above are at the discretion of the Project Manager. However, a summary of all incidents and events shall be included in the Project Monthly Report.

All incident reporting must be recorded in accordance with **RCo-PROC-012-Incident Management and Reporting, RCo-FRM-HSE-018-Injury and Incident Investigation Report** and **RCo-REG-009-Incident and Event Tracking Register** or agreed electronic system.

The Construction Manager / Construction Director and / or HSEQ Manger shall be advised if additional time is required to complete the report.

Where a notification is required to the Regulator, client or asset owner, the Project Manager or Site Manager shall discuss the matter with the HSEQ Manager and ensure notification is made within the prescribed manner and timeframe. The Project Manager will also notify any incidents to the Client, including a provisional report, in accordance with contractual requirements.

16.2 Incident Investigation

16.2.1 Scene preservation

The Project Manager and / or Site Manager will ensure there is no continued risk to health and safety and that the scene is not disturbed until facts are established. If the incident is notifiable to the Regulatory authority, the scene will not be disturbed until there is approval from the Regulator. Any plant, equipment, or materials relevant to the incident will be quarantined for use in the investigation.

16.2.2 Investigation

At least one (1) investigation team member will have been trained in the Roberts Co accepted investigation techniques which is Incident Cause Analysis Method (ICAM). For Fatality or Notifiable / Dangerous (actual or potential) incidents, investigations must be completed by a person trained in the chosen methodology as determined by the HSEQ Manager.

Where a Fatality or Notifiable / Dangerous actual incident has occurred, the Construction Manager / Construction Director, HSEQ Manager will initiate the investigation and allocate responsibilities. An external consultant may be engaged.

The investigator must be able to conduct the investigation autonomously without interference from other interested parties. The investigative team must have freedom to obtain evidence and to access the site as often as necessary. All incident investigations will be recorded in accordance with **RCo-PROC-012-Incident Management and Reporting**, apart from reports covered under legal privilege as determined by Roberts Co's Legal representative, all other incident investigation reports shall be distributed as required.

Findings from the investigation, such as corrective actions and recommendations, will be used by the project HSE Advisor / Manager to review all relevant risk assessments, SWMS, for required changes and their subsequent implementation and monitoring through the WHS review process.

Corrective actions will be developed to address each causal factor. The Project Manager and Project HSE Advisor / Manager will ensure all corrective actions and causal factors are logged in **RCo-REG-003-Action** or agreed electronic system. The Project Manager (or nominee) will refer any identified recommendations for IMS changes to the HSEQ Manager. Monitoring the effectiveness of corrective actions shall be carried out as part of the ongoing audit, inspection and / or task observation processes.

16.3 Notification to Regulator

The following incidents are notifiable:

– The death of a person
– A serious injury or illness of a person
– A dangerous incident

The HSEQ Manager will report all notifiable incidents to the relevant state and federal authorities as required under relevant acts and regulations. The regulator is to be notified immediately after a notifiable incident occurs on the worksite. A record of all notifications will be kept within the project / workplace filing system.

The relevant authorities include:

NSW	SafeWork NSW Phone: 13 10 50 Website: www.safework.nsw.gov.au/notify-safework
VIC	WorkSafe VIC Phone: 13 23 60 Website: www.worksafe.vic.gov.au/report-incident
WA	WorkSafe WA Phone: 1800 678 198 Website: www.commerce.wa.gov.au/worksafe/report-incident

Notifications to various other regulators and authorities are required by dangerous goods, electrical and worker's compensation acts and regulations, as well as the relevant health and safety legislation in the area of jurisdiction. The HSEQ Manager will be consulted on all regulator notifications.

Where the site has been contacted or visited by a Regulator Inspector, details of the conversation or visit are to be recorded. The Construction Manager / Construction Director and HSEQ Manager shall be notified as soon as possible of any visits to site or the receipt of any notices and recorded within the monthly report with a copy of any notice uploaded and attached to the relevant event report.

The Project Manager or their nominee shall immediately notify the HSEQ Manager of any safety notices / instructions served by a statutory authority.

All notices are to be responded to within specified timeframes. The Project Manager shall monitor the completion of all corrective action and reporting to authorities and senior management until the matter is satisfactorily resolved.

16.4 Client Reporting Requirements

In addition to reporting notifiable incidents to the Regulators, Roberts Co is also required to report specific WHS incidents to the client, Health Infrastructure NSW, and in accordance with the contractual obligations.

16.5 Employee Assistance Program (EAP)

Each person can be affected by and deal with stress and trauma differently following an incident. Some require professional assistance – either physically or emotionally or both.

Roberts Co's Employee Assistance Program services is as follows:

FOREMIND

Email: support@foremind.com.au

Website: foremind.com.au

Foremind is an organisation that specialises in employee wellbeing. They provide free and confidential access to professionally qualified counsellors and support services to assist in times of personal or family need. Counselling sessions can be provided by contacting the service listed above.

16.6 Medical Referral

In the first instance, the project first aider shall immediately advise the Project Manager, Site Manager and / or Project HSE Advisor / Manager that an injured person requires further medical examination.

Any injured worker who is required to attend a medical centre or see a specialist medical practitioner must be accompanied by a Roberts Co representative or Return to Work (RTW) Coordinator. For direct Roberts Co employees, the medical certificate and accounts for the treatment of the injured worker must be sent with the completed claim form to **IMMEX** (NSW).

NSW	**IMMEX** (NSW) Phone: (02) 8960 9133 Website: immex.com.au

If the Roberts Co employee is unable to return to work, the Project Manager, in conjunction with the RTW coordinator, will make necessary arrangements for applicable workers compensation claim forms to be completed by the injured / ill employee and a suitable return to work plan be developed.

All Subcontractors are responsible for managing their own compensation claims and developing return-to-work programs before a worker is permitted to return to the project.

Under the Workers Compensation Act and as employers, Roberts Co and subcontract employers must provide rehabilitation and a return-to-work program detailing suitable duties for all injured employees. A Roberts Co representative, the injured party and the treating medical practitioner should agree the most suitable injury management and return to work as soon as practicable.

16.7 Rehabilitation and Return to Work (RTW)

The rehabilitation of any Roberts Co employee will be in accordance with **RCo-PROC-013-Injury Management and Return to Work**. The Project Manager, RTW Coordinator or Project HSE Advisor / Manager is responsible for liaising with relevant medical provider, in the management of any RTW Program.

The program will be developed in consultation with the sick / injured Roberts Co employee and medical advisors or practitioners. Where required, Roberts Co will obtain consent from its employee to obtain medical information relating to any work-related injury or illness to assist in the development of the return-to-work program, a consent form will be used. Prior to an employee's return to work on normal pre-injury duties, a final medical clearance certificate must be provided.

Roberts Co preferred provider information is as follows:

NSW	**IMMEX** (Sydney) Clinic Address: 36-46 Cowper Street, Parramatta NSW 2150 Phone: 02 8960 9133

16.8 Communication and sharing lessons

Where an incident investigation or event warrants, a HSEQ alert will be generated by the HSEQ Manager to communicate lessons learnt and ensuring corrective actions are implemented across all projects within the organisation using **RCo-FRM-HSE-010-HSEQ Alert**. All safety alerts must be approved by the HSEQ Manager or nominee before distribution. The briefings and alerts may be distributed by email.

External industry generated HSEQ Alerts will be reviewed by the HSEQ Manager for relevance to Roberts Co operations and where applicable, disseminated to projects. All alerts that have been issued to projects require the Project Manager to provide HSEQ Alert Implementation Confirmation as detailed on **RCo-FRM-HSE-010-HSEQ Alert.**

At a project level, they should be communicated to the Health and Safety Committee, posted on the project noticeboard, and presented as toolbox talks, site meetings, as appropriate.

17 FITNESS FOR WORK

17.1 Fatigue management

Managers and supervisors must manage the operational and safety risks related to fatigue as stipulated in the **RCo-PROC-015-Fitness for Work**. Appendix 05 contains a Fatigue Management Plan that includes:

– Fatigue risk assessment
– Method for monitoring hours of work and travel
– Staffing levels
– Workload.

17.2 Alcohol and other drugs

Roberts Co's goal is to establish a framework that ensures as far as practical that workers and other people present on any Roberts Co site are protected from exposure to risks associated with a person working under the influence of alcohol or other drugs. All workers can be tested for alcohol or other drugs at any time. Types of testing will include random, post-incident, reasonable grounds to suspect impairment, targeted testing and voluntary self-testing.

The acceptable limits for workers and other drugs are:

– For alcohol, a blood alcohol concentration (BAC) of 0.00%. BAC testing will be conducted using a breathalyser that meets the relevant Australian Standard.
– For other drugs, testing may be conducted using either oral fluids (saliva) or urine instant testing. The cut-off concentrations will be those specified in AS 4760 Procedures for Specimen Collection and the Detection and Quantisation of Drugs in Oral Fluid or AS/NZS 4308 Procedures for Specimen Collection and the Detection and Quantification of Drugs of Abuse in Urine, depending on the testing method used.

All testing will be conducted using NATA-certified equipment and testing methods. Calibration records for Roberts Co testing equipment will be maintained at the workplace.

The consequences for a positive test result are set out in **RCo-PROC-015-Fitness for Work**.

APPENDICES

Appendix 01 – WHS Policies

Health and Safety Policy

roberts co

Policy and Procedure
Health and Safety Policy

The Health and Safety of those who work either directly or indirectly for Roberts Co is of the utmost importance to the Executive Team and it is our goal to continually improve health and safety performance within the business.

To achieve this, the following objectives have been established:

- Communicating this policy to all existing employees and to new employees when they commence with Roberts Co.
- Complying with all health and safety legislation and other requirements which are relevant to Roberts Co.
- Making our commitment to Health and Safety visible to all interested parties.
- Involving employees and subcontractors through regular communication and consultation.
- Setting measurable objectives and targets which will be monitored to ensure continual improvement.
- Maintain a commitment to eliminate hazards and reduce risks.
- Maintaining an Integrated Management System which meets the requirements of ISO 45001:2018.

This policy together with the measurable objectives and targets will be reviewed regularly, consistent with the monitoring and audit schedule to ensure that it remains relevant and suitable to the operations of Roberts Co.

Chief Executive Officer Date: 27/03/2023

Drug and Alcohol Policy

Policy and Procedure
Drug and Alcohol Policy

Roberts Co is committed to the health, safety and welfare of people at work and reducing the risk of injury or illness due to the influence of alcohol or other drugs.

The Company recognises that the use of alcohol or other drugs may impair their ability to perform work effectively and aims to ensure that no one attending a work site to perform work does so under the influence of alcohol or drugs.

This policy is applicable to all employees, contractors and to any person or organisation that represents the Company; as well as external providers conducting activities for and on our behalf.

To ensure this policy is effective, the Company is committed to:

- Ensuring the health, safety and welfare of staff, contractors, consultants, suppliers, clients and other visitors to the Company sites by providing a safe working environment.
- Ensuring this policy is communicated to workers and explaining the outcome of policy breaches.
- Applying periodic random testing for projects requiring compliance to the Code for the Tendering and Performance of Building Work 2016, to both construction workers and site office workers and having a clear procedure for workers who return a positive result.
- Providing employees with appropriate counselling and assistance that aims to prevent and manage the inappropriate use of alcohol or drugs and the problems associated with their use.
- Maintaining effective disciplinary procedures when managing breaches of this drug and alcohol policy.

The Company has zero tolerance for people who attend work under the influence of alcohol or drugs as well as the consumption of alcohol or drugs on our worksites.

The exception to this policy is in authorised company offices, at authorised company gatherings, functions and events where alcohol may be supplied. Non-alcoholic beverages will be available at all company events.

This policy will be reviewed regularly, consistent with the monitoring and audit schedule to ensure it remains suitable for our operations and any breach.

Chief Executive Officer Date: 27/03/2023

Return to Work Policy

Policy and Procedure
Return to Work Policy

Roberts Co is committed to ensuring that each employee is covered by and understands the following workplace based occupational injury management and return-to-work (RTW) policy.

To achieve this, Roberts Co will:

- Actively seek to prevent injury and illness through the provision of a safe and healthy working environment.
- Ensure that, where necessary, the Injury Management & Return to Work process is commenced as soon as possible after an injury in a manner consistent with the medical advice given.
- Ensure that return to work by an injured employee takes place as soon as possible and that this becomes a normal expectation and practice.
- Wherever possible, provide alternative duties for an injured employee as part of the Injury Management & Return to Work process with consideration for any partial disability.
- Consult with employees and their representatives on any important matters concerning the Injury Management & Return to Work process.
- Ensure that participation in the Injury Management & Return to Work programme will not be detrimental to an injured employee.
- Ensure that documentation is properly maintained to conform with internal company procedures and statutory requirements.

This policy together with the measurable objectives and targets will be reviewed regularly, consistent with the monitoring and audit schedule to ensure that it remains relevant and suitable to the operations of Roberts Co.

Chief Executive Officer Date: 27/03/2023

Appendix 02 – Project Risk Assessment

CWMHSR Project Risk Assessment Rev 2

Appendix 03 – Project Emergency Response Plan

RCo-WHS-PLN-002-IMHC - Emergency Response Plan_IMHC-EW_Rev.04.docx

Appendix 04 – Project Training Needs Analysis

<Insert Project name> **Training Needs Analysis** **Key / Legend:** ☒ *= training identified by training needs analysis as required for the project / workplace*	Site Admin / Doc Controllers	Construction Workers	Site Foreman / Supervisor	Site Manager	Site Engineer / Coordinator	Project Engineer / Coordinator	Commercial Manager	Project Manager	Project HSEQ Advisor / Manager	First Aider	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>
Project Specific Induction (online and orientation)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HIRAC Training			X	X	X			X	X						
General Construction Industry Induction		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Incident Causal Analysis Method (ICAM) Investigation									X						
Apply First Aid										X					
Occupational First Aid										X					
WHS or OHS Committee / HSR Representative (Consultation)															
Emergency Planning and Response															
ERT Rescue Team															
Traffic Control															
Work at Height															
In ground and overhead Services															
Noise Management															
Hazardous Substances															
Confined Spaces															
Elevated Work Platforms (+ or – 11m)															
Isolation (Lock Out – Tag Out)															

<Insert Project name> **Training Needs Analysis** **Key / Legend:** ☒ = *training identified by training needs analysis as required for the project / workplace*	Site Admin / Doc Controllers	Construction Workers	Site Foreman / Supervisor	Site Manager	Site Engineer / Coordinator	Project Engineer / Coordinator	Commercial Manager	Project Manager	Project HSEQ Advisor / Manager	First Aider	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>	<Insert other specific roles>
<Insert other project training needs>															

Appendix 05 – Fatigue Management Plan

RCo-WHS-PLN-003-Fatigue Management Plan_Rev.01.docx

Appendix 06 – Project WHS Organisation Structure

Appendix 07 – Legal Register

The Project is to be conducted in accordance with all relevant health and safety legislation, codes of practice and Australian Standards applicable to Roberts Co as outlined in the Legal Register, which is extracted from **RCo-REG-005-Legal Requirements** which aligns to the company and its operations:

NSW ACTS, LEGISLATION, CODES	Year of Publication
Work Health and Safety Act	2011
Work Health and Safety Regulation	2017
Dangerous Goods (Road and Rail Transport) Act 2008 No 95	2008
Dangerous Goods (Road and Rail Transport) Regulation	2014
Heavy Vehicle National Law (NSW) No 42a	2018
Codes of Practice	
Construction Work	2019
Confined Spaces	2022
Demolition Work	2019
Managing Electrical Risks in the Workplace	2019
Excavation Work	2020
Managing the Risks of Plant in the Workplace	2022
How to manage and control Asbestos Workplace	2022
How to Safely Remove Asbestos	2022
Managing the Risk of Falls at Workplaces	2019
Managing the work environment and facilities	2019
Welding Processes	2019
Work Health and Safety Consultation, Co-Operations and Co-Ordination	2022
Labelling of Workplace Hazardous Chemicals	2022
Managing Noise and Preventing Hearing Loss at Work	2022
Managing the risks of Hazardous Chemicals in the Workplace	2022
First Aid in the Workplace	2020
Hazardous Manual Tasks	2019
How to Manage WHS Risks	2019
Safe Design of Structures	2019
Formwork	2020
Managing the risk of silica from engineered stone in the workplace	2022
Managing psychosocial hazards at work	2021
Codes of Practice (Pre-WHS Legislation)	
Amenity Tree Industry	1998
Collection of domestic waste	2005
Control of Work-Related exposure to hepatitis and HIV (Blood-Bourne) viruses	2003
Cutting and drilling concrete and other masonry products	1997
Overhead protective structures	1995
Safe handling of timber preservatives and treated timber code of practice	1991
Safe use of synthetic mineral fibres code of practice	1993

Safe work on roofs part 1 commercial industrial code of practice	2009
Work near overhead power lines code of practice	2006

VIC ACTS, LEGISLATION, CODES	Year of Publication
Occupational Health and Safety Act	2004
Occupational Health and Safety Regulations	2017
Dangerous Goods Act	1985
Heavy Vehicle National Law Application Act	2013
Electrical Safety Act	1998
Environment Protection Act	1970
Dangerous Goods (Storage and Handling) Regulations	2012
Compliance Codes	
Managing Exposure to Crystalline Silica – Engineered Stone	2022
Communicating Occupational Health and Safety across Languages	2022
Confined Spaces	2019
Demolition	2019
Excavation	2019
Facilities in Construction	2018
First Aid in the Workplace	2021
Foundries	2008
Hazardous Manual Handling	2019
Hazardous Substances	2022
Lead	2022
Managing Asbestos in Workplace	2019
Noise	2019
Plant	2019
Preventions of Falls in General Construction	2019
Preventions of Falls in Housing Construction	2019
Removing Asbestos in Workplace	2019
Workplace Amenities and Work Environment	2008
Communicating Occupational Health and Safety Across Languages	2022

WA ACTS, LEGISLATION, CODES	Year of Publication
Work Health and Safety Act	2020
Work Health and Safety (General) Regulations	2022
Environmental Protection Act	1986
Dangerous Goods Act	2004
Biodiversity Conservation Act	2016
Energy Safety Act	2006
Heritage Act	2018
Codes of Practise	
Abrasive blasting	2022

Confined spaces	2022
Construction work	2022
Demolition work	2022
First aid in the workplace	2022
Hazardous manual tasks	2022
How to manage and control asbestos in the workplace	2022
How to manage work health and safety risks	2022
How to safely remove asbestos	2022
Labelling of workplace hazardous chemicals	2022
Managing noise and preventing hearing loss at work	2022
Managing risks of hazardous chemicals in the workplace	2022
Managing risks in stevedoring	2022
Managing risks of plant in the workplace	2022
Managing the risks of falls workplaces	2022
Managing the risk of falls in housing construction	2022
Managing the risks of respirable crystalline from engineered stone in the workplace	2022
Managing the work environment and facilities	2022
Mine safety management system	2022
Preparation of safety data sheets for hazardous chemicals	2022
Psychosocial hazards in the workplace	2022
Safe design of structures	2022
Spray painting and powder coating	2022
Violence and aggression at work	2022
Welding processes	2022
Work health and safety consultation, cooperation, and coordination	2022
Workplace behaviour	2022

NATIONAL ACTS, LEGISLATION, CODES	Year of Publication
Workplace Injury Management and Workers Compensation Act	1998
Heavy Vehicle (Fatigue Management) National Regulation	2018
Heavy Vehicle (Mass, Dimension and Loading) National Regulation	2018
Heavy Vehicle (Registration) National Regulation	2018
Heavy Vehicle (Vehicle Standards) National Regulation	2018
Heavy Vehicle (General) National Regulation	2018
Heavy Vehicle National Law Application Regulation	2013

STANDARDS + NCC / BCA 2016 STANDARDS		Year of Publication
ISO 45001	Occupational Health and Safety Management System	2018

STANDARDS + NCC / BCA 2016 STANDARDS		Year of Publication
AS 1418.1	Cranes, hoists and winches - General requirements	2021
AS 1418.10	Cranes, hoists and winches - Mobile elevating work platforms	2011
AS 1418.11	Cranes, hoists and winches - Vehicle-loading cranes (EN 12999:2011, MOD)	2014
AS 1418.16	Cranes (including hoists and winches) - Mast climbing work platforms	1997
AS 1418.10	Cranes, hoists and winches - Mobile elevating work platforms	2011
AS 1418.17	Cranes (including hoists and winches) - Design and construction of workboxes	1996
AS 1418.19	Cranes, hoists and winches - Telescopic handlers	2007
AS 1418.4	Cranes, hoists and winches - Tower cranes	2004
AS 1418.7	Cranes (incl. hoists and winches) - Builders hoists and associated equipment	1999
AS 1418.5	Cranes, hoists and winches - Mobile cranes (EN 13000:2010, MOD)	2013
AS/NZS 1576.1	Scaffolding - General requirements	2019
AS/NZS 1576.2	Scaffolding - Couplers and accessories	2016
AS/NZS 1576.3	Scaffolding - Prefabricated and tube-and-coupler scaffolding	2015-2017
AS/NZS 1576.4	Scaffolding - Suspended scaffolding	2013
AS 2397	Safe use of lasers in the building and construction industry	2015
AS 2436	Guide to noise and vibration control on construction, demolition and maintenance sites	2010
AS 2550.1	Cranes, hoists and winches - Safe use - General requirements	2011
AS 2550.5	Cranes, hoists and winches - Safe use - Mobile cranes	2016
AS 2550.4	Cranes, hoists and winches - Safe use - Tower cranes	2004
AS 2550.10	Cranes, hoists and winches - Safe use - Mobile elevating work platforms	2006-2009
AS 2550.11	Cranes, hoists and winches - Safe use - Vehicle-loading cranes	2016-2018
AS 2550.15	Cranes - Safe use - Concrete placing equipment	2019
AS 2550.16	Cranes - Safe use - Mast climbing work platforms	1997
AS 2550.19	Cranes, hoists and winches - Safe use - Telescopic handlers	2007
AS/NZS 1850	Portable fire extinguishers - Classification, rating and performance testing	2009
AS 2601	The Demolition of Structures	2001
AS 2865	Confined Spaces	2009
AS 3610	Formwork for concrete	2018
AS/NZS 1270	Acoustic - Hearing Protection	2002
AS/NZS 1337	Personal Eye Protection	2020
AS/NZS 1716	Respiratory Protective Devices	2012

STANDARDS + NCC / BCA 2016 STANDARDS		Year of Publication
AS/NZS 1891.4	Industrial Fall-Arrest Systems and Devices - Selection, use and maintenance	2009-2020
AS/NZS 1891.1	Industrial fall-arrest systems and devices - Harnesses and ancillary equipment	2020
AS/NZS 1891.2	Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems	2001
AS/NZS 1891.3	Industrial fall-arrest systems and devices - Fall-arrest devices	2020
AS/NZS 1892.5	Portable ladders - Selection, safe use and care	2020
AS/NZS 1892.1	Portable ladders - Metal	2018
AS/NZS 2010.1	Safety, protective and occupational footwear Prt 1: Guide to selection, care and use	2010
AS/NZS 3012	Electrical Installation - Construction and Demolition Sites	2019-2020
AS/NZS 4431	Guidelines for Safe Working on New Lift Installation in New Construction	2019
AS/NZS 4576	Guidelines for Scaffolding	2020
AS/NZS 1269.0	Occupational noise management - Overview and general requirements	2005
AS/NZS 1269.1	Occupational noise management - Measurement and Assessment of noise emission and exposure	2005
AS/NZS 3000	Electrical Installations (known as the Australian/New Zealand Wiring Rules)	2018-2023
AS/NZS 3820	Essential safety requirements for electrical equipment	2020
AS 1657	Fixed Platforms, Walkways, Stairways and Ladders - Design, construction and installation	2018
AS 1221	Fire Hose Reels	1997-2003
AS/NZS 1270	Acoustics - Hearing protectors	2002
AS 1319	Safety signs for the occupational environment	1994
AS/NZS 1337.1	Personal eye protection - Eye and face protectors for occupational applications	2010-2018
AS/NZS 1337.6	Personal eye protection - Prescription eye protectors against low and medium impact	2012
AS/NZS 2161.1	Occupational protective gloves - Selection, use and maintenance	2016
AS/NZS 2161.2	Occupational protective gloves - General requirements	2020
AS/NZS 2161.4	Occupational protective gloves - Protection against thermal risks (heat and fire)	1999
AS/NZS 2161.7.3	Occupational protective gloves - Protection against cuts and stabs by hand knives - Impact cut test for fabric, leather and other materials	2005
AS/NZS 1801	Occupational protective helmets	1997-1999

STANDARDS + NCC / BCA 2016 STANDARDS		Year of Publication
AS/NZS 1716	Respiratory protective devices	2012
AS/NZS 1715	Selection, use and maintenance of respiratory protective equipment	2009
AS 1674.1	Safety in welding and allied processes—Fire precautions	1997
AS 1674.2	Safety in welding and allied processes—Electrical	2007
AS 1940	The storage and handling of flammable and combustible liquids	2017-2021
AS 2030.1	Gas cylinders - General Requirements	2009
AS/NZS 2293	Emergency escape lighting and exit signs	2005-2019
AS 2294	Earth-moving machinery - Protective structures	1997
AS 2436	Guide to noise and vibration control on construction, demolition and maintenance sites	2010
AS 2444	Portable fire extinguishers and fire blankets - Selection and location	2001
AS 2613	Safety devices for gas cylinders	2005
AS/NZS 2906	Fuel containers - Portable-Plastic and Metal	2001
AS/NZS 3190	Approval and test specification - Residual current devices	2016-2020
AS 3745	Planning for emergencies in facilities	2010-2018
AS/NZS 3760	In-service safety inspection and testing of electrical equipment	2022
AS/NZS 3820	Essential safety requirements for electrical equipment	2020
AS 3850.1	Prefabricated concrete elements - General requirements	2015-2019
AS 3850.2	Prefabricated concrete elements - Building construction	2015-2018
AS 5577	Electricity network safety management systems	2013
AS 4326	The storage and handling of oxidizing agents	2008
AS/NZS 4431	Guidelines for safe working on new lift installations in new constructions	2019
AS/NZS 4501.1	Occupational protective clothing - Guideline on the selection, use, car and maintenance of protective clothing	2008
AS/NZS 4501.2	Occupational protective clothing - General requirements	2006
AS/NZS 4576	Guidelines for scaffolding	2020
AS/NZS ISO 2801	Clothing for protection against heat and flame - General recommendations for selection, care and use of protective clothing	2008
AS 4332	The storage and handling of gases in cylinders	2004

Appendix 08 – Training and Competency Matrix

KEY / LEGEND:

AT = Accredited Training
CC = Certificate of Competency
LT = Legislative Training
LIC = License
ST = Safety Training / Induction
CBT = Competency Based Training / VOC
HRWL = Licence to Perform High Risk Work
T = Trade/task specific
RCo = Roberts Co (Employees / Workers)
SC = Subcontractors
# = Denotes must be verified as having completed training/assessment
☒ = training identified by training needs analysis as required for the project / workplace.

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Asbestos Awareness Training	RCo & SC	AT	10675NAT						X
Asbestos Removal Class A	RCo & SC	LT	CPCCDE3015A						X
Asbestos Removal Class B	RCo & SC	LT	CPCCDE3014A						X
Asbestos Removal (Supervisor)	RCo & SC	AT	CPCCBC4051A						X
Backhoe (LB)	RCo & SC	CBT #	RII30815 / RIIMPO319A						X
Bridge & Gantry Crane Operation (CB)	RCo & SC	HRWL	TLILIC3003A					X	X
Chain of Responsibility (COR) – Awareness Training (HVNL)	RCo	ST							X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Chain of Responsibility (CoR) – Level 1 (HVNL)	RCo & SC	AT	TLIF0001						X
Concrete-Placing Boom Operation (PB)	RCo & SC	HRWL	CPCCLBM3001A						X
Confine Small Workplace Emergencies	RCo	AT	PUAWER008B						X
Demolition	SC	LIC	DE1 / DE2						X
Derrick Crane (CD)	RCo & SC	HRWL	TLILIC3004A						X
Diploma of Work Health and Safety	RCo	AT	BSB51315						X
Dogging (DG)	RCo & SC	HRWL	CPCCLDG3001A						X
Drilling and Boring Rig	RCo & SC	CBT #							X
Cut and Core Concrete	RCo & SC	CBT #	CPCCCO3047						X
Electrical Spotter / Observer (OHW)	RCo & SC	AT	UETTDREL14A						X
Enter and Work in Confined Space	RCo & SC	AT	RIIWHS202D					X	X
Elevated Work Platform >11M (WP)	RCo & SC	HRWL	TLILIC2005A						X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Elevated Work Platform < 11M (VL, SL, BL, TL, TM, AB)	RCo & SC	CBT #	RIIHAN301D						X
Excavator (LE)	RCo & SC	CBT #	RII30815 / RIIMPO320D						X
Fire Protection Inspection and Testing (Certificate II)	RCo & SC	AT	CPP20511						X
First Aid Training (Provide First Aid)	RCo & SC	AT	HLTAID001 (2,3)					X	X
First Aid Training (CPR Refresher)	RCo & SC	AT	HLTAID001					X	X
First Aid Training (Occupational First Aid)	RCo & SC	AT	HLTAID003, (6,7,8)					X	X
Forklift Training (LF)	RCo & SC	HRWL	TLILIC2001A						X
General Construction Industry Induction	RCo & SC	AT	CPCCOHS1001A	X					X
Hazard Identification, Risk Assessment and Control	RCo & SC	ST	Internal						X
Hazardous Chemicals	RCo & SC	LT	External					X	X
Health and Safety Representative	RCo	LT	External						X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Health and Safety Committee Training	RCo	ST	Internal						X
Heat Stress Awareness	RCo & SC	ST	Internal						X
Lead an emergency control organisation	RCo	AT	PUAWER006B						X
Loader (LL)	RCo & SC	CBT #	RII30815 / RIIMPO321D						X
Load and Unload (HVNL)	RCo & SC	AT	TLID2004						X
Low Voltage Rescue	RCo & SC	AT	UETTDRRF06B						X
Non-slewing Mobile Crane (CN) (>3 tonnes)	RCo & SC	HRWL	TLILIC3006A						X
Non-slewing Telehandlers - up to 3 tonne rated capacity	RCo & SC	CBT #	RIIHAN309E						X
Manual Handling Training	RCo & SC	LT / AT	MEM11011B				X		X
Materials Hoist Operation (HM)	RCo & SC	HRWL	CPCCLHS3002A						X
Operate as Part of an Emergency Control Organisation	RCo	AT	PUAWER005B						X
Participate in a Rescue Operation	RCo	AT	PUASAR022A						X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Permit Issuer / Authorisation Training	RCo & SC	ST	Internal						X
Personnel and materials hoist (HP)	RCo & SC	HRWL	CPCCLHS3001A						X
Pile Driver	RCo & SC	CBT #	RIICFW304A						X
Plant Safety Training	RCo	ST	Internal				X		X
Plant Spotter / Observer	RCo & SC	AT	RIIRTM203D						X
Portal Boom Crane Operation (CP)	RCo & SC	HRWL	TLILIC3007A						X
Rigging Basic (RB)	RCo & SC	HRWL	CPCCLRG3001A						X
Rigging (RI)	RCo & SC	HRWL	CPCCLRG3002A						X
Rigging (RA)	RCo & SC	HRWL	CPCCLRG4001A						X
Road Roller	RCo & SC	CBT #							X
Scaffolding Basic (SB)	RCo & SC	HRWL	CPCCLSF2001A						X
Scaffolding Intermediate (SI)	RCo & SC	HRWL	CPCCLSF3001A						X
Scaffolding Advanced (SA)	RCo & SC	HRWL	CPCCLSF4001A						X
Self-erect Tower Crane Operation	RCo & SC	HRWL	CPCCLTC4002A						X
Site Induction	RCo & SC	ST	Internal						X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Skid Steer (LS)	RCo & SC	CBT #	RII30815 / RIIMPO318D						X
Slewing Mobile Crane Operation (C2) (up to 20T)	RCo & SC	HRWL	TLILIC3008A						X
Slewing Mobile Crane Operation (C6) (up to 60T)	RCo & SC	HRWL	TLILIC4009A						X
Slewing Mobile Crane Operation (C1) (up to 100T)	RCo & SC	HRWL	TLILIC4010A						X
Slewing Mobile Crane Operation (C0) (over 100T)	RCo & SC	HRWL	TLILIC4011A						X
Spill Response Training	RCo & SC	ST	Internal						X
Tower Crane Operation (CT)	RCo & SC	HRWL	CPCCLTC4001A						X
Traffic Controller (Control traffic with stop-slow bat)	RCo & SC	AT	RIIWHS205D						X
Traffic Controller (Implement Traffic Management Plans)	RCo & SC	AT	RIIWHS302D						X
Traffic Controller (Prepare Work Zone Traffic Plans)	RCo & SC	AT	RIICWD503D						X
Trainer and Assessor (Certificate IV)	RCo & SC	AT	TAE40116						X

Type of Training	Workers Required to Receive Training	Training Type	Training / Competency Unit	Frequency of Training / Retraining					
				Start	Weekly	Half Yearly	Annually	> Annually	As Required
Vehicle Loading Crane Operation (CV) (>10 tonnes)	RCo & SC	HRWL	TLILIC0012A						X
Visitors Safety Induction	All	ST	Internal	X					X
WHS Management System / Plan	RCo	ST	Internal	X					X
WHS/OHS Obligations and Due Diligence	RCo ELT	ST	Internal / External	X					X
Work Safely at Heights	RCo & SC	AT	RIIWHS204D					X	X

Appendix 09 – Inspection and Testing Schedule / Matrix

Item	Frequency	Reference	Inspection By	Record
First Aid Kits, facilities and supplies	6 monthly	Model COP – First Aid in the Workplace	Roberts Co	First Aid Log Book / Record
Automated External Defibrillator	Monthly check	AS/NZS 3200.2.4:2006	Roberts Co	User inspection checklist
Air Samplers / Gas Detection Monitors	Daily (when in use)	AS/NZS 60079.29.2:2008	Roberts Co / Subcontractor	Log Book
	6 monthly	AS/NZS 60079.29.2:2008	External Provider	Calibration Records
Work at Heights Rescue Equipment	6 monthly	AS/NZS 1891.4:2009	Roberts Co / Subcontractor	IFAS Register
Low Voltage Rescue Kits	6 monthly	AS/NZS 4836:2011	Subcontractor	Equipment Register
Industrial Powered Lift Trucks	At Pre-start	AS2359.6:1995	Roberts Co / Subcontractor	Pre-start Checklist
	Daily (when in use)	AS2359.6:1995	Plant and Equipment Operator	Log Book
Static Plant	At new	NSW: WHS (Safety Standards) Regulations 2011 VIC: OHS Regulations 2017 WA: WHS Regulations 2022	Owner / Supplier / Qualified Mechanic	Risk Assessment
	At Pre-start	As per Manufacturer requirements	Roberts Co / Subcontractor	Pre-start Checklist
	As used	As per Manufacturer requirements	Plant and Equipment Operator	Log Book
Mobile Plant	At new	NSW: WHS (Safety Standards) Regulations 2011 VIC: OHS Regulations 2017	Owner / Supplier / Qualified Mechanic	Risk Assessment

Item	Frequency	Reference	Inspection By	Record
		WA: WHS Regulations 2022		
	At Pre-start	As per Manufacturer requirements	Roberts Co / Subcontractor	Pre-start Checklist
	As used	As per Manufacturer requirements	Plant and Equipment Operator	Log Book
Support Systems (e.g., shoring box)	At new	NSW: WHS (Safety Standards) Regulations 2011 VIC: OHS Regulations 2017 WA: WHS Regulations 2022	Owner / Supplier / Qualified Mechanic	Manufacturer's certification
	As used	As per Manufacturer requirements	Plant and Equipment Owner	Inspection Records
Electrical Tools and Equipment	At Pre-start	AS/NZS 3760:2010 AS/NZS 3012:2010	Roberts Co / Subcontractor	Pre-start Checklist
	Daily (when in use)	AS/NZS 3760:2010	Worker	Log Book
	Monthly – RCD Trip Test	AS/NZS 3760:2010	Roberts Co / Subcontractor	Test Tag
	3 Monthly Inspection & Test	AS/NZS 3760:2010 AS/NZS 3012:2010	Roberts Co / Subcontractor	Test Tag
	3 Monthly RCD Calibration	AS/NZS 3760:2010 AS/NZS 3012:2010	Roberts Co / Subcontractor	Test Tag
Rigging Equipment	Monthly	AS 2550.5:2016	Roberts Co / Subcontractor	Log Book
	3 Monthly Check	AS 2550.5:2016	Owner / NATA or LEEA Inspection Provider	Inspection Records
	Annual	AS 2550.5:2016	Owner / NATA or LEEA Inspection Provider	Inspection Records

Item	Frequency	Reference	Inspection By	Record
Scaffolds	Monthly	AS/NZS 4576:1995	Roberts Co / Subcontractor (Competent person)	Log Book
Fire Extinguishers / Fire Hoses	6 monthly	AS/NZS 1841.1:2007	Roberts Co / Subcontractor	Tag on Extinguishers
Fire detection and alarm system	Weekly	AS/NZS 1851:2005	External Provider / Competent Person	Building Services Records
Cranes General and Mobile Cranes	After Assembly – Commission Test	AS 1418.1:2002	Owner / Supplier / Qualified Mechanic	Inspection Records
	Before Use – Inspection Test	AS 1418.1:2002	Competent Person	Inspection Records
	At Pre-start	AS 1418.1:2002 / AS 2550.5:2002	Roberts Co / Subcontractor	Pre-start Checklist
	Daily when in use	AS 1418.1:2002 / AS 2550.5:2002	Plant and Equipment Operator	Log Book
Vehicle Loading Cranes	Pre-start Check	AS 1418.11:2014	Plant and Equipment Operator	Log Book
	Post Operational Check	AS 1418.11:2014	Plant and Equipment Operator	Log Book
EWP	At Pre-start	AS 2550.10:2006	Roberts Co / Subcontractor	Pre-start Checklist
	Daily		Plant and Equipment Operator	Log Book
	3 Monthly Routine Inspection	AS 2550.10:2006	Owner / Supplier / Qualified Mechanic	Inspection Records
	12 Month Periodic Inspection	AS 2550.10:2006	Owner / Supplier / Qualified Mechanic	Inspection Records
Concrete Pumps	At Pre-start	AS 2550.15:1994	Roberts Co / Subcontractor	Pre-start Checklist

Item	Frequency	Reference	Inspection By	Record
	Daily (when in use)	AS 2550.15:1994	Plant and Equipment Operator	Log Book
	Routine Maintenance Program – 3 Month	AS 2550.15:1994	Owner / Supplier / Qualified Mechanic	Inspection Records
	Annual Inspection	AS 2550.15:1994	Owner / Supplier / Qualified Mechanic	Inspection Records
	Major Inspection – at six years	AS 2550.15:1994	Owner / Supplier / Qualified Mechanic	Inspection Records
Industrial Fall Arrest Equipment (IFAS)	6 monthly	AS/NZS 1891.4:2009	Roberts Co / Subcontractor	IFAS Register
	Daily (when in use)	AS/NZS 1891.4:2009	Worker	Not Required
Pressure vessels and Boilers	Annual	AS/NZS 1200:2000	Roberts Co / Subcontractor	Inspection Records
Building Emergency Evacuation Alarms / Sirens	Weekly	AS 3745:2010	Roberts Co / External Provider	Inspection Records / Log Book
Building Evacuation Test Drills	Annual	AS 3745-2010	Roberts Co / Subcontractor	Evacuation Records
Emergency Lighting	Monthly	AS/NZS 3012:2010	Roberts Co / Subcontractor	Inspection Records
Nurse Call	Weekly (when in use)	AS 3745-2010	Roberts Co	Inspection Records
	Commissioning Test	AS 3745-2010	External Provider	Inspection Records
Oxy acetylene sets	Annual	AS4603:1999, AS4839:2001	Roberts Co / Subcontractor	Inspection Records
Noise Monitor	Annual	AS/NZS 2399:1998	External Provider	Calibration Records
Breathalyser Test Units	Annual	AS/NZS 3547:1997	External Provider	Calibration Records
Lux Meter	Annual	AS/NZS 1680.1:2006	External Provider	Calibration Records
Lifting Devices	In service Inspection - Prior to each use or Shift (Visual Inspection)	AS4991:2004	Plant and Equipment Operator	Visual Inspection

Item	Frequency	Reference	Inspection By	Record
	Periodic Inspection as per Manufacturer Requirements – (Visual Inspections)	AS4991:2004 or AS2550.1:2011 (where frequency unknown)	Competent Person	Inspection Record
Wire Rope Slings	Prior to each use – (Visual Inspections)	AS 1666.2:2009	Plant and Equipment Operator	Visual Inspection
	Periodic Inspection - Based on Use and Working Environment	AS 1666.2:2009	Competent Person	Inspection Record
Round Slings – Synthetic Fibre	Before Each Use – (Visual Inspections)	AS4497.2:1997	Plant and Equipment Operator	Visual Inspection
	Periodic Inspection – (Not more than 3 months)	AS4497.2:1997	Competent Person	Inspection Record
Synthetic Webbing – Flat Slings	Prior to Use – Visual Inspection	AS 1353.2:1997	Plant and Equipment Operator	Visual Inspection
	Periodic – (Not more than 3 months)	AS 1353.2:1997	Competent Person	Inspection Records
	Periodic – (12-month Destruction Test)	AS 1353.2:1997	Competent Person	Inspection Records
Chain Slings – Grade T	Prior to Use – Visual Inspection	AS3775.2:2004	Plant and Equipment Operator	Visual Inspection
	Periodic – (Not more than 3 months)	AS3775.2:2004	Competent Person	Inspection Records
	Periodic – (12-month Destruction Test)	AS3775.2:2004	Competent Person	Inspection Records

Item	Frequency	Reference	Inspection By	Record
Cranes, Hoists and Winches	Prior to Commissioning Test	AS1418.4:2004	Competent Person	Visual Inspection
	Commissioning Test	AS1418.4:2004	Competent Person	Inspection Records
	Pre-Operation Inspection – Visual Inspection & Functional Test	AS 2550.1:2011	Plant and Equipment Operator	Visual Inspection and Functional Test
	Routine Inspection - In accordance with the manufacturer's recommendation – (Visual Inspection & Functional Test)	AS 2550.1:2011	Competent Person	Inspection Records
	Periodic Third-Party Inspection – (Not more than 12 months)	AS 2550.1:2011	Competent Person	Inspection Records
	Major Inspection – After 7 years where not known	AS 2550.1:2011	Competent Person	Inspection Records
Shackles	Before Use – Visual Inspection	AS 2741:2002	Plant and Equipment Operator	Visual Inspection
	Periodic – Dependent on Use	AS 2741:2002	Competent Person	Inspection Record

Appendix 10 – WHS Plan Sign Off

I have read and understand the requirements of the role, processes, responsibilities, and accountabilities as outlined within this Project WHS Plan.

NAME	POSITION	DATE REVIEWED	SIGNATURE
E.g., John Smith	*E.g., Site Supervisor*	*E.g., 01/07/2022*	*E.g., John Smith*
	Project Manager	16/02/24	
	Senior Services Manager	16/02/24	
	Senior Site Manager	16/02/24	
	Senior Site Supervisor	16/0/24	
	Project Engineer	16/02/24	
	Contract Administrator	16/02/24	
	Project Engineer	16/02/24	
	Cadet	16/02/24	
	HSEQ Advisor	16/02/24	
	Occupational First Aider	16/02/24	
	Site Supervisor	16/02/24	