

WHS Management Plan



Project Name:	Donnison Street Gosford		
Client Names:	Bathla		
Project Address:	136-146 & 148 Donnison Street, Gosford		
Demo Scope:			
Civil Scope:			
Site approval by (Project Manager Project Engineer):	Name (Demo):	Signature:	Date:
	Name (Civil):	Signature:	Date:
Site QSE person:	Name (Demo):	Signature:	Date:
	Name (Civil):	Signature:	Date:
Project Manager (Responsible for Implementation):	Name (Demo):	Signature:	Date:
	Name (Civil):	Signature:	Date:
Site Foreman (Approved for use on site):	Name (Demo):	Signature:	Date:
	Name (Civil):	Signature:	Date:

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Date	Description of Change	Page/s	Reviewed by	Approved by

INTRODUCTION

The Safety Management Plan identifies hazards and risks that Renville Contractors business and personnel may be exposed to during the course of work. The plan details the control measures to be implemented to regulate these hazards and risks. The risk management process involves the use of policies and procedures compliance, forms and checklists, education, training and supervision, and continual improvement in all areas required of safety.

The model in AS/NZS 4581 Management System Integration and the guidelines in Standards Australia Handbook Guidance on integrating the requirements of Quality, Environment and Health and Safety Management Systems form the basis for the Renville Contractors IMS.

POLICIES

Work Health and Safety Policy

Policy Statement:

RENVILLE believes that the welfare and safety of all its workers, contractors and service providers are essential to the successful operation of its business. RENVILLE shall ensure that work practices and business operations ensure compliance with the Work Health and Safety Act 2011 and the continual training of RENVILLE workers to mitigate and effectively control work hazards and risk.

Expectations:

It is expected that each of the company's workers is provided with a safe place to work and safe ways of work, by ensuring:

- Personnel are "Fit for Work".
- Personnel are protected from Occupational illness and injuries.
- Operations are conducted in compliance with Work Health and Safety Act 2011, and
- Operations comply with clients site safety requirements/directions.

Measure:

RENVILLE ensures elements of its Health and Safety Management system are implemented by:

- Communicating RENVILLE expectations to all personnel and holding them accountable for their performance.
- Including Health and Safety design into every project.
- Implementing risk management principles within each project life cycle phase.
- Fostering open communication with its workers and interested parties.
- Effectively managing personnel "Fitness for Work".
- Ensuring adequate training and supervision is provided, consistent with project requirements.
- Providing Health and Safety advice from professional staff.
- Measuring and evaluating Health and Safety performance and ensuring corrective actions are addressed.
- Reviewing and updating this Policy periodically.
- Ensuring that this policy is made available to all personnel and interested parties.

Scope and Responsibility:

- This policy applies to all personnel involved in RENVILLE operations.
- RENVILLE Contractors Health and Safety Management System provides guidelines for the management of Health and Safety in the workplace.
- The Director and supporting management are responsible for the implementation and enforcement of this Policy.
- Each worker, consultant, contractor, service provider and visitor are responsible for actively participating in and supporting this policy.

Environmental Policy

Refer to Environmental Management Plan

Drug and Alcohol Policy

Policy Statement:

RENVILLE has a strong interest in maintaining a safe, healthy, and efficient working environment. RENVILLE accepts that there are unacceptable risks presented by personnel under the influence of Drugs and/or Alcohol. Therefore, RENVILLE does not allow the use, sale, purchase, transfer, possession, or abuse of any such substances within its workplace.

Expectations:

It is expected that each of the company's workers is provided with a safe place to work and safe ways of work, by ensuring:

- The maximum blood alcohol level while on a RENVILLE site is a 0.00% blood alcohol limit.
- Alcohol will only be consumed at authorised functions and at approved locations.
- Entry onto a RENVILLE premises constitutes consent to, and recognition of, the right of RENVILLE to conduct unannounced general inspections, searches, or tests for drugs and/or alcohol on a RENVILLE premises, which will be taken to include RENVILLE vehicles or equipment wherever located. Workers are expected to co-operate.
- Controlled substances used by personnel under the direction of a medical physician must be reported to a Supervisor when they may affect the person's ability to carry out their work safely, allowing appropriate measures or restrictions to be considered for the safety of all personnel, plant, and operations.
- Violation of this Policy or failure to co-operate with a test or search may result in removal from the premises, counselling, and termination of employment and/or disciplinary action.
- All drug testing limits will be in accordance with Australian Standards.
- Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. RENVILLE will be entitled to turn over any seized items to the police. A worker who is found to possess contraband on a RENVILLE property or while on RENVILLE business will be subject to disciplinary action up to and including termination of employment.

Measure:

RENVILLE ensures this Policy is implemented by.

- Conducting random and with cause drug and alcohol testing.
- Monitoring and investigating RENVILLE's Ten (10) commandments rule breaches due to positive results.
- Taking disciplinary action as considered appropriate.
- Providing professional counselling and rehabilitation through a worker assistance program, as applicable, for violating personnel.
- Reviewing and updating this Policy periodically.
- Ensuring that this Policy is made available to all personnel and interested parties.

Scope and Responsibility:

- This Policy applies to all personnel involved in RENVILLE operations.
- RENVILLE Health and Safety Management System provides guidelines for the management of Health and Safety in the workplace.
- The Director and supporting management are responsible for the implementation and enforcement of this Policy.
- Each worker, consultant, contractor, service provider and visitor are responsible for actively participating in and supporting this policy.

Rehabilitation Policy

Policy Statement:

RENVILLE has a strong interest in maintaining a Safe, Healthy, and efficient working environment. Experience has shown that workplace rehabilitation assists the healing process and helps restore a person's normal function sooner.

RENVILLE recognises that there are substantial benefits to be gained from a Workplace Based Rehabilitation Program and is committed to implementing these principles in practice.

Expectations:

- Priority is placed on rehabilitation in the event a worker sustains a work-related injury or illness.
- All workers have a right to rehabilitation as a natural course of action following a workplace injury or illness.
- Injured or ill workers are assisted to achieve the best practicable level of physical, psychological, social, or vocational recovery.
- Injured or ill workers are assisted to return to meaningful and productive employment, even if previous duties are precluded.

Measure:

RENVILLE ensures this Policy is implemented by.

- Providing a Safe and Healthy work environment.
- Ensuring that, in the event of a work-related injury or illness, workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Making suitable duties available to injured or ill workers to facilitate their safe and early return to work.
- Ensuring duties are medically approved and are in association with a current medical certificate.
- Ensuring all workers are aware that in the event of injury or illness, they will be consulted to develop a structured rehabilitation plan to enable a safe return to work and that they will not be disadvantaged.
- Complying with legislative obligations with respect to the standard of rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation, as required.
- Reviewing and updating this Policy periodically.
- Ensuring that this Policy is made available to all personnel and interested parties.

Scope and Responsibility:

- This Policy applies to all personnel involved in RENVILLE operations.
- The Director and supporting management are responsible for the implementation and enforcement of this Policy.
- Each worker, consultant, contractor, service provider and visitor are responsible for actively supporting this policy.

Fit For Duty Policy

Policy Statement:

RENVILLE has a strong interest in maintaining a Safe, Healthy, and efficient working environment. To ensure the Safety and Health of the RENVILLE workforce, all personnel are required to be 'fit for duty'.

Expectations:

- Personnel are 'fit for duty' to perform job tasks without causing unacceptable risk to the safety and health of themselves, others, or to the integrity of operations.
- Measures are taken to evaluate the job risks associated with personnel who are assessed as 'not fit for duty' and to minimise those associated risks.

Measure:

RENVILLE ensures this Policy is implemented by.

- Providing a Safe and Healthy work environment.
- Ensuring that personnel are assessed as to their physical ability and capability to undertake required tasks with minimum risks to themselves, others, or the operation.
- Carrying out assessments before commencement of work, and randomly, or upon the discovery of information suggesting that there is an inability to safely perform tasks.
- Enforcing recommended measures to reduce risks identified through 'fit for duty' assessments of personnel.
- Coordinating affected personnel and supervision in a manner that develops the most advantageous and feasible application of risk minimisation measures.
- Identifying opportunities for early intervention when 'fitness for duty' is not met, and for proactive risk management.
- Performing assessments and the implementation of mitigation measures in a manner that is respectful of affected personnel and includes objective professional advice.
- Ensuring confidentiality is maintained for all 'fit for duty' assessments and implementation of mitigation measures.
- Encouraging personnel to make a sincere contribution within their working capacity.
- Reviewing and updating this Policy periodically.
- Ensuring that this Policy is made available to all personnel and interested parties.

Scope and Responsibility:

- This Policy and its supporting plans, procedures and guidelines apply to all personnel involved in RENVILLE operations. Risk minimisation measures may be recommended because of: Work-related injury or illness; stress and fatigue; physical or mental deterioration or disability; dependency of alcohol or prescribed/non prescribed drugs and injury or illness not related to work.
- The Director and supporting management are responsible for the implementation and enforcement of this Policy.
- Each worker, consultant, contractor, service provider and visitor are responsible for ensuring they are fit to perform the duties they undertake.

FOR RELEASE AUTHORISATION AND CONTROL

This Safety Plan is authorized for release by the QSE Manager and the Project Manager will sign the approval for site use. All project personnel are to ensure that their work activities and those of Project Consultants, Contractors and Suppliers are carried out in accordance with the requirements of this Plan. Renville Contractors senior management acknowledges the importance of meeting customer, statutory and regulatory requirements.

Distribution

This Plan is a Controlled Document and must be distributed and revised under the guidance of the Project Manager. People who hold controlled copies are responsible for maintaining their copies up to date. We issue this document as a guide to all those working to our safety standards.

Revision

The Project Manager will monitor the implementation of this Plan and review the need for change or improvements on an as needs basis. The master document will be reviewed annually. Document versions may be viewed in the electronic version of the document "Properties".

Contract Review (Refer QMS)

Contract Change Management (Refer QMS)

PROJECT SAFETY MANAGEMENT COMMITMENT STATEMENT

Nothing is more important to us than the safety and wellbeing of our personnel. Together, our personnel form the Renville Contractors most powerful asset - a rich and culturally diverse team of talented, enthusiastic individuals. Safety is about people, not numbers. The standards and targets we set are important and have been successful in assisting the Renville Contractors to improve our performance, but they singly they do not deliver our safety vision.

PLANNING

The Site Safety Management Plan identifies hazards and risks that workers may be exposed to; it details the control measures to be implemented to regulate these hazards. The risk management process involves the use of policies, procedures, audits, safety forms, checklists, education, supervision, and continual improvement in all aspects of our safety.

The Site Safety Management Plan identifies the hazards associated with the work to be undertaken and the control measures that are to be implemented to protect people and property across our worksites.

Overview of legal requirements

Workplace Safety Legislation is the principle legislation that applies to all places of work. Renville Contractors applies the relevant state or territory legislation to the work location of any Renville Contractors workplace. Additionally, we reference ISO 45001, ISO-18001 and Codes of Practice relevant to the work location of any Renville Contractors workplace.

Occupational safety and health (OSH) also commonly referred to as **occupational health and safety** (OHS) or **workplace health and safety** (WHS) is an area concerned with protecting the [safety](#), [health](#) and [welfare](#) of people engaged in [work or employment](#). The goals of safety in the workplace programs include fostering a safe and healthy work environment. Safety programs also protect co-workers, family members, employers, customers, and many others who might be affected by the workplace environment.

The purpose of the Workplace Safety Legislation is to outline the legal duties of employers and employees (including all onsite contractors). Under the Workplace Safety Legislation employers have two main duties: Duties relating to incidents/ duty of care (which extends to employees and others at the workplace) and a duty to consult. The Workplace Safety Legislation extends the duty of care beyond employees to cover others at the workplace. This includes contractors or members of the public. Beyond the duty of care, the Act imposes another duty on employers: The duty to consult. This requires employers to consult with their employees on safety issues. Renville Contractors will develop and implement a safety management plan for each project it undertakes. An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.

MANAGEMENT SYSTEM (IMS)

Renville Contractors:

- Maintains an up to date version of this Safety Management Plan
- Provides a copy of the current version of the Plan to the Client
- The scope of works is referenced in the Project Management Plan
- Reviews the Plan on an as needs basis to maintain its currency
- Ensures all amendments to the Plan are communicated to persons involved in the works
- Ensure all our people are involved in continuous improvement of our Safety Management System

RECORDS AND RECORD MANAGEMENT (Refer QMS)

MANAGEMENT SYSTEM REVIEW

Renville Contractors Management will conduct regular inspections of the work activities and work environment applicable to monitor the effectiveness of this Safety Management Plan. A record of all inspections / audits and toolbox talks used in communicating and reviewing will be retained on-site.

Should it be necessary to expand or modify the safety system, any alterations shall be reviewed and communicated to persons involved in the works. The scope of the management review includes the effectiveness of the Safety System, and the stability of the system in adapting to client and business needs and its compliance with Safety Standards and Safety System objectives.

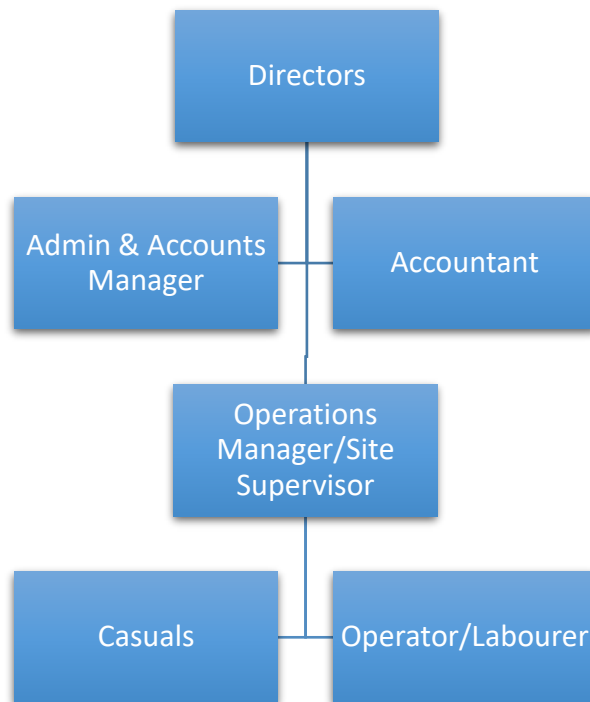
Continuous Improvement

As a minimum the continuous improvement process is comprised of audits, self-assessments, lessons-learned, procedure preparation, and training. Continuous improvement is an essential tool of our safety strategy in addressing workplace hazards and risks.

It is the intention of the process that areas of concern are assessed before problems develop, and before they have a significant impact on a project. In order to ensure the continuing efficiency and effectiveness of the Safety Management System, all members of staff have a responsibility to observe and report occasions where the organization does not meet its specified requirements. The project management will maintain an infrastructure needed to achieve contract requirements.

STRUCTURE RESOURCES AND RESPONSIBILITY

Project management will review on an as needs basis the Safety Plan against objectives and targets, the program of works, changes of work requirements and practices and/or for the potential changes or impact of legislation. To ensure the project scope of works objectives and targets are met, Renville Contractors has allocated the following resources as identified below.



ROLES AND RESPONSIBILITIES DEFINED

The principal responsibilities for WHS are outlined below.

PROJECT MANAGER is responsible for safety management at the workplace and these include:

- Implementing and maintaining the Safety Management Plan.
- Undertake a detailed review of the project documentation and prepare a Schedule of Scope Deliverables which forms the basis of the Subcontractor Inspection Test Plan (ITP) process and records.
- Ensuring that the on-site Inspection and Testing are undertaken as set out in the Inspection and Test Plan (ITPs).
- Organization of on-site personnel with regard to their responsibilities within the Safety Management System and assist with site inductions.
- Identify key safety risks and opportunities to ensure high safety outputs.
- Communicating with the principal contractor to reduce safety risks.
- Being a part of the planning and design stages of trade activities.
- Ensure that all staff under their control have adequate training and experience for the work in conjunction with operations supervisor.
- Ensure that all staff under their control has adequate equipment to carry out the works in conjunction with operations supervisor.
- Maintenance of project specific registers, forms and checklists/ITPs.
- Periodic audits of their safety management control processes.
- Manage non-conformances and initiate corrective action as required.
- Manage defects on site to reduce the number of defects at completion.
- Leading by example and promoting sound safety management practices at every opportunity.
- Reviewing safety reports and inspections and following up on recommendations.
- Regular attendance at on-site meetings to ensure safety management related issues are raised for review.

DEMO OPERATIONS SUPERVISOR _____ is responsible for safety management at the workplace and these include:

CIVIL OPERATIONS SUPERVISOR _____ is responsible for safety management at the workplace and these include:

- Work with the Site Foreman and ensure that no unnecessary delays occur.
- Develop systems for the implementation of safe and efficient work methodologies for the completion of project tasks.
- Assist in planning the daily work procedures, resourcing and allocation of labor.
- Assist in ensuring safety management procedures are adhered to.
- Ensure communication is maintained between the subcontractor representative/s and Renville Contractors operations.
- Be responsible for providing appropriately trained personnel for the project and the hiring and expulsion of personnel.
- Organize the hiring of equipment and ensure its compliance with safety requirements.

DEMO SITE FOREMAN _____ is responsible for safety management at the workplace and these include:

CIVIL SITE FOREMAN _____ is responsible for safety management at the workplace and these include:

- Implementing the Safety Management Plan.
- Understand the requirements of the contract and ensure the works are delivered in accordance with the contract.
- Ensure that ITPs are being carried out properly and nominated hold points are verified prior to works proceeding
- Providing advice and assistance on safety matters to employees.
- Deciding when training is required.
- Undertaking inspection of the contracted or planned works to ensure that safety control measures are implemented and effective.
- Ensure that all defects and incidents are identified, actioned and closed out.
- Ensure that ITPs are being carried out properly and nominated hold points are verified prior to works proceeding
- Leading by example and promoting sound safety practices at every opportunity.
- Regular attendance at on-site meetings to ensure safety related issues are raised for review.
- Assist in developing SWMS for all tasks and ensuring the work is monitored throughout. If required, amend the SWMS to reflect work activity changes.
- Take all reasonable care to maintain a high standard of care and workmanship.
- Ensure Site Inductions are conducted for all workers and Subcontractors.
- Managing the Site Folder on and ensuring all QSE documents are correctly completed – including consultation, communication checklist and registers.
- Recording all daily site activities in a site diary.
- Other safety related duties as directed by the Project Manager.

DEMO QSE ADVISOR _____ is responsible for safety management at the workplace and these include:

CIVIL QSE ADVISOR _____ is responsible for safety management at the workplace and these include:

- Conduct internal audits and inspections of the safety management system
- Assist in the implementation of the safety management plan.
- Assist where possible to communicate to the workforce including toolbox meetings & inductions
- Understand the requirements of the contract.
- Providing advice and assistance on safety matters to employees.

- Advise when training required.
- Ensure that all defects and incidents are identified, actioned and closed out.
- Leading by example and promoting sound safety practices at every opportunity.
- Regular attendance at on-site meetings to ensure safety related issues are raised for review.
- Lead the process of ensuring safety audits undertaken periodically
- Other safety related duties as directed by the project manager.

SAFETY IN DESIGN (Procedure)

Review the designed works as per the documented information provided by the client, to identify any hazards inherent in the design and/or the construction of that design. Refer to the **Project Design Hazard Assessment form**. Renville Contractors will undertake the necessary inspection, testing and verification of all high-risk plant used by it as required by Regulations and make available all necessary documentation to Authorities as required for the registration of the 'design' of such plant.

RISK ASSESSMENT (Procedure)

Risk Assessment - Civil is designed as a Civil project pre-commencement, and project wide risk assessment tool which must reasonably address all foreseeable tasks associated to the forthcoming work. This document will direct task personnel to the relevant SWMS. **Risk Assessment - Demolition** is designed as a demolition project pre-commencement, and project wide risk assessment tool which must reasonably address all foreseeable tasks associated to the forthcoming work. The HIRAC must be reviewed (and revised if necessary) whenever high-risk construction work changes or if there is a reason to believe that risk control measures are not adequate. The HIRAC review must not exceed 6 months. This document will direct task personnel to the relevant SWMS. The project wide **risk assessment** must remain onsite for the duration of the project. Audits will be conducted to confirm compliance.

The Risk Assessment must consider the use of plant to identify, assess and control mobile plant hazards to be implemented within the Project for the identification of hazards, and for the assessment and control of health and safety risks. It outlines methods for these hazard management activities and sets a minimum performance standard for Renville Contractors employees and our subcontractors.

The pre-start project must be risk assessed using **Risk Assessment**, tasks are to be risk assessed using the Risk Priority Likelihood and Consequence Table and the hierarchy of control. The risk assessment process is the legislated requirement to develop safety documents in which counter measures are identified by job step. I.e. SWMS. Legislation requires the employer to provide and maintain for employees a working environment that is safe and without risk to health. Risk Management Standard ISO 31000.

Risk assessment is the process of evaluating risks to workers' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers:

- what could cause injury or harm
- whether the hazards could be eliminated and, if not,
- what preventive or protective measures are, or should be, in place to control the risks.

A risk assessment ensures continual improvement whereby project management and designated individuals accept accountability for personnel skills and adequate resources to check controls, monitor risks, improve controls by ongoing risks assessing and communicating effectively about risks. Monitoring and review of risk controls is required to provide adequate data in the continual improvement of our risk management system, and it is an integral part of our organization's processes.

WHS Management Plan



Evaluate the Post Control Risk	Evaluate the level of risk using the risk matrix. Determine the consequence and likelihood of the incident occurring giving both numerical value and corresponding risk category.	Project Management Team
Assign Responsibility	Assign responsibility for each Control. Assigned responsibility must give consideration to the level of Risk	Project Management Team

Rank	Actions Required	ALARP	Responsible
Low Risk	The risk is acceptable, tolerable and ALARP. No further action is required.	Yes	As Delegated
Medium Risk	The risk is acceptable. However, the situation should nonetheless be monitored to ensure circumstances do not change.	Yes	Site Foreman
High Risk	The risk shall receive attention as soon as possible and with some priority. The risk must be closely and continuously monitored to ensure controls are effective. Interim measures may be adopted such as isolation of the risk. SWMS required at the worksite.	Yes	Project Manager
Extreme Risk	Do not proceed. Activity and risk requires further control and re-assessment. Shall be brought to the immediate attention of supervisor so consideration can be given to immediate interim controls until the risk has been controlled. Any decision to proceed must come from the Project Manager and must involve extraordinary care and contingency planning. Consultation shall be held with QSE Advisor and the Operations Manager, and with client if required.	No – Treat Immediately	Operations Manager

Risk Priority Table Likelihood and consequence

		Consequence				
		Trivial	Minor	Moderate	Major	Severe
Likelihood	Almost certain	L	H	H	E	E
	Likely	L	M	H	H	E
	Possible	L	M	M	H	E
	Unlikely	L	M	M	H	H
	Rare	L	L	M	M	H

E - Extreme risk, requiring immediate action.

H - High risk issue requiring additional research or some immediate action

M - Moderate risk issue that are likely to benefit from adaptation measures

L - Low risk issues that can be dealt with as and when they happen or they are considered acceptable should they happen

SAFE WORK METHOD STATEMENT (SWMS)

SWMS (Safe Work Method Statements) - A comprehensive step by step work procedure and document, essential in the Building and Construction Industry. These should be developed in consultation with the workers when relating to high risk work.

A Safe Work Method Statement (SWMS) is an activity-based process where the hazards associated with each step of a job are identified, and control measures are put in place to eliminate and /or mitigate and control the risk associated with each activity. All SWMS's (including Sub Contractors) are submitted for review by the Project Management Team (PMT) before the task begins.

A SWMS must be developed before commencing works and will be developed through consultation with workforce or workforce representative e.g. HSR's, Site Foreman and workers. Through Renville Contractors site inspections all work tasks will be subject to a safe work observation and documented in the Daily Take 5 booklet observation page. This process further consists of

reviewing stated procedure/controls in SWMS against actual undertaking of task and monitoring effectiveness. SWMS will be reviewed at a maximum duration period of 1 month, the review page is contained in the SWMS. Contractor SWMS's will be audited and recorded in the Renville Contractors [SWMS Register](#); contractor SWMS's must be reviewed monthly. The SWMS must be reviewed (and revised if necessary) whenever high-risk construction work changes or if there is a reason to believe that risk control measures are not adequate. When working as a subcontractor, Renville Contractors will provide copies of relevant SWMS's to the principal contractor prior to work commencing.

TRAINING AND COMPETENCY (Procedure)

Project personnel will be trained to a sufficient level of competency that will enable each person to carry out all required tasks in a safe manner. Depending on requirements training will be provided through internal training or authorized accredited trainers / assessors.

Training will be ongoing to ensure that a continuous improvements process is maintained. Training will be awareness or competency based and provided through an authorized or accredited training agency. Competency based training is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training or based on workplace experience and learning.

Renville Contractors will provide information, instruction and training to Senior Management, Project Manager and Site Supervisor to enable those persons to perform their work in a way that is safe and without risks to health. Renville Contractors will further exercise due diligence to comply with the OHS/WHS Act thereby ensuring the provision of training and instruction to workers about work health and safety. Senior Management, Project Manager and Site Supervisors will receive training in the Renville Contractors safety management system (IMS), and verification will be maintained in the national ticket register.

Competency

Competency is best described as a collection of competencies that together define successful performance in a particular work setting. Competency skills are the foundation for important human resource functions such as work performed throughout the construction and building industry.

Renville Contractors ensures all site personnel are trained and competent to perform the work in accordance with the contract and certified to execute all works in accordance with manufactures recommendations.

Where site conditions permit, Renville Contractors will record evidence provided of minimum competencies for works to be undertaken, these records will be maintained and available at the Renville Contractors site office.

Training Needs

Prior to project commencement, the division Operations Manager and Project Manager will review the Scope of Works and determine required training and competencies of site personnel. Upon determination of requirements the appropriate personnel will be selected from the **ticket register** (skills matrix) and allocated appropriately.

If additional training is required to meet contractual needs, then Renville Contractors will arrange and facilitate relevant personnel to complete such training in accordance with task requirements. The type of training will depend on state authority and or competency required. Skills competency or regulated licenses are identified and detailed in task specific SWMS/JSEA's.

Change

During the course of the contract should a change to the project management team become necessary then those involved will carry out a suitable handover to ensure their succeeding incumbent is fully conversant with their responsibilities and work status. Personnel handing over to incumbents shall complete handover notes, which may be in the form of a diary, notes or a checklist of responsibilities. Renville Contractors will so far as be reasonably practicable consult with our workers when planning to make changes that may affect their work health and safety.

INDUCTION (Procedure)

Prior to working onsite all management, workers, subcontractors and visitors will undertake a site induction. The induction will address a range of issues including, but not limited to:

- Site Management Plans, including but not limited to Emergency, Environmental, Quality, and Dust.
- Scope of works
- Demolition Methodology
- Site traffic requirements
- Location of first aid facilities and first aid officer
- Reporting of accidents/incidents/injuries
- Certification and licensing
- No alcohol or drugs policy
- Workplace hygiene and housekeeping requirements
- Hazardous substances
- The Policies – Displayed on wall in common area.
- Legislation
- Any conditions on the site
- Safe Work Method Statements (SWMS)
- Site Emergency Evacuation
- Procedural training (SOPS) where required.
- Site hazards
- Locations of amenities
- Management and supervising personnel contact details *Displayed on a wall in a common area.*
- Site rules
- Parking

The induction will be recorded on the RENVILLE Site Induction Form (IND001), with workers Industry Induction Card (White Card) and any other relevant tickets being stored onsite. On sites where a photocopier is not present, the Industry Induction Card (White Card) number will be recorded on the induction form and tickets will be photographed for record. Where possible, tickets will be printed at the RENVILLE Head Office and brought back to site and attached to the workers induction form. Copies of the front and back of all tickets must be photocopied or photographed and attached to the induction form. The RENVILLE site representative who is conducting the induction must ensure that all tickets are current and relevant to the work the workers are completing.

At the conclusion of the site induction the RENVILLE Project/Site Management Representative that conducted the induction will enter the details of the inducted worker into the Site Induction Register (REG029).

All site inductions records will be kept on the project/site until the conclusion of the job. When the project has finished, the induction records, along with all the project documentation, will be sent back to the RENVILLE Head Office for archiving. It is the responsibility of the RENVILLE Project/Site Management Team to ensure that all project documentation is collated and delivered to the RENVILLE Head Office.

Visitors to the site will be taken through the Visitor Induction (IND008) by a RENVILLE Project/Site Management Representative, alerting them to where the amenities are, where the emergency assembly area is located, where the exits are located and informed. Visitors are not to wander around the site/project unescorted, a must always be accompanied by an inducted RENVILLE worker at all times. The visitor induction will not be a full induction, as they will not be carrying out any work on site. The visitor must also sign onto the Site Visitor Register (REG024) once they have completed their induction.

When RENVILLE are not the Principal Contractor, RENVILLE workers and RENVILLE subcontractors must complete the Principal Contractors Induction as well as the RENVILLE site induction. The Principal Contractors induction covers an overview of all works being completed onsite where RENVILLE's induction is specific to RENVILLE's scope of works and RENVILLE's Integrated Management System (IMS).

Induction Documents

RENVILLE Workers

The following documents are required to be completed and signed by all RENVILLE Workers being inducted into site:

- Induction Form
- Managements Plans
- Risk Assessment
- SWMS
- Site Consultation Arrangement Toolbox Meeting Form

Subcontractors

The following documents are required to be completed and signed by all subcontractors being inducted into site:

- Induction Form
- Management Plans
- Risk Assessment
- Subcontractor specific SWMS
- Site Consultation Arrangement Toolbox Meeting Form

Minimum Ticket Requirements

General Construction Industry Card (White Card)

Examples:



As per the Work Health and Safety Amendment (Digital Induction Training Cards) Regulation 2020 digital general construction cards may be used as proof of general construction induction training. The digital induction training card can only be accepted if it is displayed on a platform (app) approved by the state regulator. In NSW and ACT, the only approved platform is the ServiceNSW app.

The worker must refresh the app so the time and date, located in the top right-hand corner, reflects the time and date of the site induction being completed. A screenshot of the digital induction training card, showing all the required information, can be sent to the RENVILLE Project/Site Management Representative conducting the induction as evidence then printed and attached to the induction form.

A digital induction training card can be rejected if:

- The screen of the mobile phone or electronic device on which it is displayed is unable to be read by the person requesting the card due to cracking, dimming, dirt or other fault, damage, or obstruction.
- The holder of the card refuses to comply with a reasonable request by the person trying to read, copy or scan the whole or part of the card.
- The holder of the card refuses to comply with reasonable direction to refresh the display of the card.
-

Despite the allowance of a digital general construction card workers may be asked to provide a physical general construction card to satisfy other requirements of the WHS Act and Regulations.

Photo ID or Driver Licence

Examples:



If a worker is providing Photo ID evidence on a digital platform, the worker must refresh the app so the time and date, located in the top right-hand corner, reflects the time and date of the site induction being completed. A screenshot of the digital licence, showing all the required information, can be sent to the RENVILLE Project/Site Management Representative conducting the induction as evidence then printed and attached to the induction form.

A digital licence can be rejected if:

- The screen of the mobile phone or electronic device on which it is displayed is unable to be read by the person requesting the card due to cracking, dimming, dirt or other fault, damage, or obstruction.
- The holder of the card refuses to comply with a reasonable request by the person trying to read, copy or scan the whole or part of the card.
- The holder of the card refuses to comply with reasonable direction to refresh the display of the card.

Silica Awareness

The following courses are recognised as approved training in NSW and will be accepted as evidence at induction:

- TAFE NSW Course Silica Awareness Safety
- 10830NAT Course in Crystalline Silica Exposure Prevention
- Units of Competency – Silica Safety:
 - CPCSIL3001 Work with products and materials containing crystalline silica; or
 - CPCSIL4001 Supervise and manage work with products and materials generating respirable crystalline silica.

Note: All workers in occupations listed in the Work Health and Safety (Crystalline Silica Awareness Training Course and Occupations) Declarations 2023 must undergo mandatory training before they can start work.

Example:



High Risk Work Licence (HRW)

A high-risk work licence is required for working in a variety of hazardous environments and for operation of certain types of heavy or hazardous equipment. The high-risk work licencing system presently provides for 30 classes of *high-risk* work, divided into 6 categories.

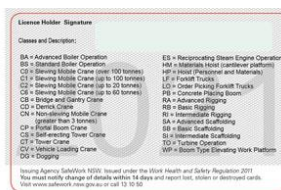
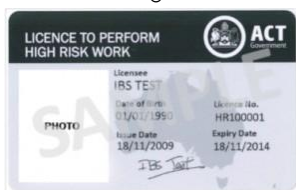
- Forklift Operation
 - Forklift Truck (LF)
 - Order-Picking Forklift Truck (LO)
- Hoist Operation
 - Boom-Type Elevating Work Platform >11m (WP)
 - Materials Hoist (HM)
 - Personnel and Materials Hoist (HP)
- Dogging and Rigging
 - Dogging (DG)
 - Rigging
 - Basic Rigging (RB)
 - Intermediate Rigging (RI)
 - Advanced Rigging (RA)
- Crane and Reach Stacker

There are 12 crane classes and 1 reach stacker class. These classes allow you to carry out work involving:

- Non-Slewing Mobile Cranes
- Slewing Mobile Cranes
- Vehicle Loading Cranes
- Reach Stackers
- Derrick Cranes
- Portal Boom Cranes
- Bridge and Gantry Cranes
- Tower Cranes
- Self-Erecting Tower Cranes
- Concrete Placing Booms

Section 47 outlines the different crane and reach stacker licence requirements in more detail.

- Scaffolding
 - Basic Scaffolding (SB)
 - Intermediate Scaffolding (SI)
 - Advanced Scaffolding (SA)
- Pressure Equipment
 - Reciprocating Steam Engine (ES)
 - Turbine Operation (TO)
 - Standard Boiler (BS)
 - Advanced Boiler (BA)
 -



Plant Operator Tickets Statement of Attainments (Not Mandatory)

A Statement of Attainment (or National Permit to Operate) is issued when a student complete one or more of the Unit of Competencies (UOC) but does not complete the full list UOC required for a full qualification.

Statement of Attainments will usually show a course code for the item of plant.

Examples of plant requiring Statement of Attainment include:

- RIIMPO317F Conduct Roller Operations (LR)
- RIIMPO318F Conduct Civil Construction Skid Steer Loader Operations (LS)
- RIIMPO320F Conduct Civil Construction Excavator Operations (LE)
- RIIMPO323D Conduct Civil Construction Dozer Operations (LZ)
- RIIMPO337E Conduct Articulated Haul Truck Operations (AHT)

SoA's do not have an expiry date. SoA's are not mandatory, but it is helpful to have. If a worker has a SoA make sure to take a copy of this too.



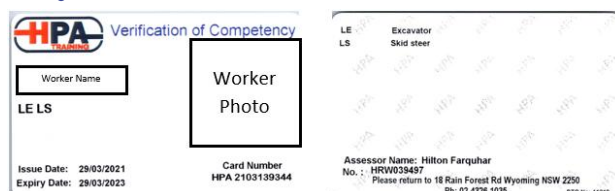
Verification of Competency (Mandatory)

A Verification of Competency (VOC) is an assessment of a person's knowledge and skills. The process assists employers with meeting their Workplace Health & Safety (WH&S) obligations to deem staff competent to perform a task or operate plant and/or equipment.

VOC requirements are site and/or company specific. If a company you work for, or a worksite you are visiting, requests a current VOC for a specific piece of plant or to undertake a particular task, you will need to comply with the request to undertake the work. VOC's last for 2 years from the date of issue, unless an expiry date is noted on the VOC.

Examples of plant requiring Verification of Competency include:

- Roller (LR)
- Skid Steer (LS)
- Excavator (LE)
- Dozer (LZ)
- Articulated Haul Truck (AHT)



CONSULTATION – COMMUNICATION – REPORTING (Procedure)

Consultation: The duty to consult is based on the recognition that worker input and participation improves decision-making about health and safety matters and assists in reducing work-related injuries and disease. Renville Contractors will consult employees (including any health and safety representatives) when deciding on the membership of the committee. At least half of the committee must be employee representatives and should be health and safety representatives where practicable.

Renville Contractors management consults with our employees and our contractors and their employees, on-hire workers, volunteers and any other people who are working for Renville Contractors sites and who are directly affected by a health and safety matter i.e. all stakeholders. Workers are entitled to take part in consultation arrangements and to be represented in relation to work health and safety by a health and safety representative who has been elected to represent their work group. If workers are represented by a health and safety representative, consultation must involve that representative.

If requested by a health and safety representative for a work group for that business or undertaking, Renville Contractors will allow the health and safety representative to attend a course of training in work health and safety that is:

(a) approved by the regulator, and (b) a course that the health and safety representative is entitled under the regulations to attend, and (c) subject to subsection (5), chosen by the health and safety representative, in consultation with the person conducting the business or undertaking. An **HSR** is an employee who has been elected by the members of their **Designated Work Group** (DWG) to represent them, providing a way for their views and concerns about health and safety to be heard by their employer. They are elected for a term of three years and perform an important role in helping communication/consultation between the Renville Contractors organization and workers. HSRs are the main point of contact for workers to raise health and safety issues or concerns.

Although consultation is a legal requirement Renville Contractors Management view it as an essential part of good practice in managing health and safety risks. Where it may not be reasonably practicable to consult each worker individually, **health and safety representatives or committees** may be more appropriate. On occasions, our business may engage contractors or on-hire workers to carry out specific tasks, where arrangements such as '**toolbox talks**' (short discussions on specific health and safety topics relevant to the task) may be the most practical way to consult with them.

Communication: All communication documents regards health and safety issues are to be created using the appropriate templates and are to be recorded in the site folder for future reference. Workplace Health and Safety roles, responsibilities, authorities and accountabilities are communicated to employees during induction, via email broadcast, information sheet or training session as required.

Daily pre-start (SEF 054) records and minutes of discussion shall be recorded and maintained by the Site Foreman. Discussion of any relevant safety issues shall be a mandatory agenda item for all pre-start meetings, contractors are required to attend toolbox meetings Renville Contractors will record these **in site diary**. Renville Contractors Site Foreman, Sub-contractors, suppliers and consultants (where appropriate) will ensure that safety toolbox meetings are held on site to include all project personnel.

Reporting: Renville Contractors employees work within a structured and well-defined management system. Renville Contractors joins related functions into manageable units to achieve the objectives of the organisation in the most efficient and effective manner. Satisfactory upward and downward reporting is essential for a successful organization because it closes the gap between superior and subordinates by increasing the levels of trust, support, and the frequency of their interactions. Renville Contractors personnel maintain a chain of command reporting procedure; all personnel reporting is expected to submit timely, accurate and complete reports.

Statutory Authority Reporting: Incidents at a workplace which result in the consequences described below (notifiable incidents) must be reported to statutory authority. If you are uncertain about whether an incident is notifiable under any of the legislative provisions, then contact the QSE Manager for direction.

Notification is required where an incident at a workplace results in death, or serious injury. Serious injury is used in this context to describe those incidents that result in the consequences described in the Act.

They include, but are not limited to, incidents that result in a person requiring medical treatment within 48 hours of exposure to a substance, immediate treatment as an in-patient in a hospital, immediate medical treatment for:

Amputation – serious head injury – serious eye injury – separation of skin from underlying tissue (for example de-gloving or scalping) – electric shock – spinal injury – loss of bodily function – serious lacerations.

Client reporting: The timely reporting of WHS issues to the Client including:

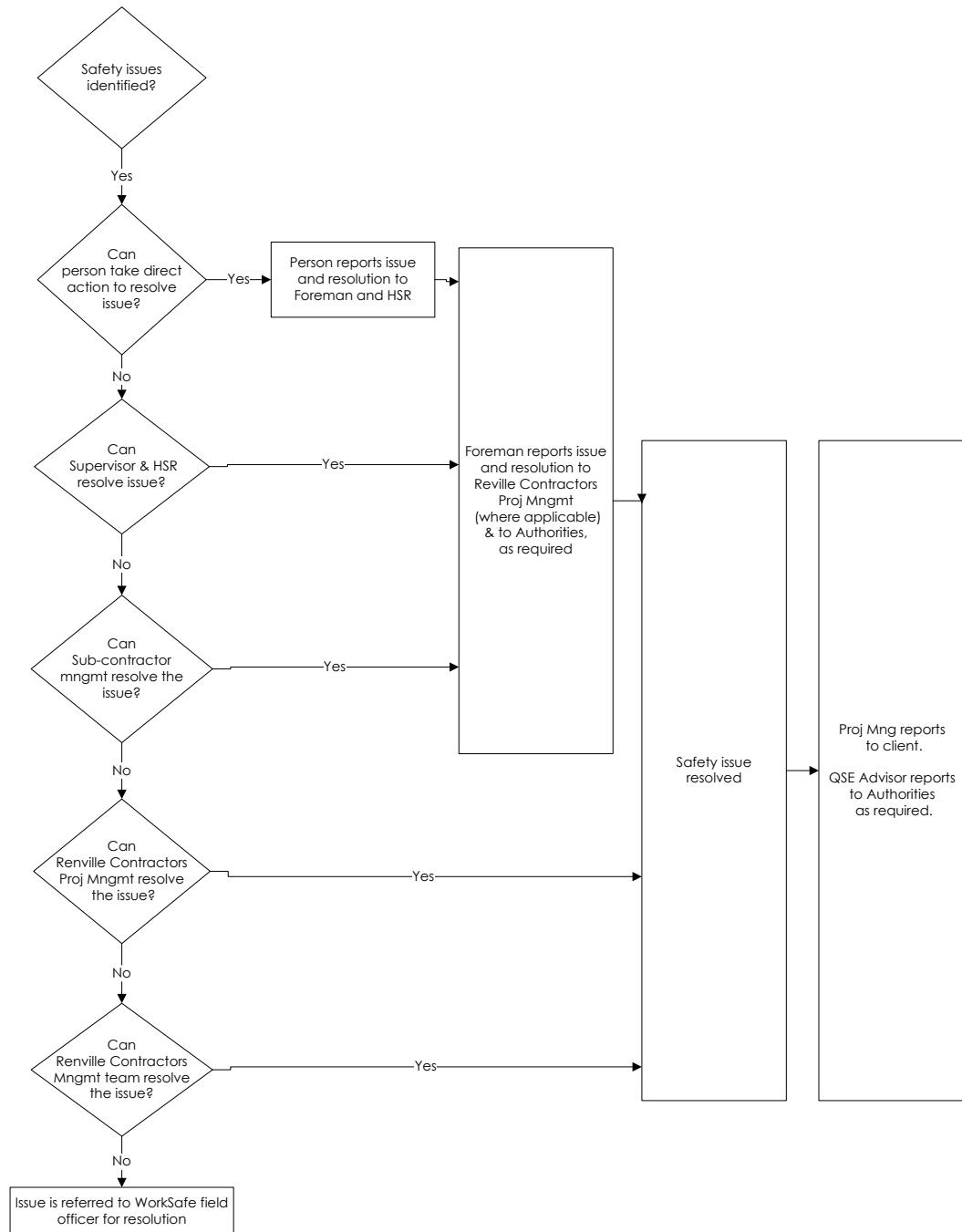
- Worksite incidents, including such things as near misses, contact with hidden services
- Regulatory Inspector/s site visit
- Regulatory Notices issued
- Visits by Unions, FSC or similar to the site
- Results of internal reviews, site inspections and implementation of inspection and testing plans
- Results of audits, including non-conformances and the implementation of corrective actions

Incident Reporting: Procedure 15. When injuries occur - no matter how minor - ensure they are reported to your Site Foreman or First Aider immediately. Seek First Aid Treatment on site if required - complete **First Aid Treatment Register** and **First Aid Treatment Notice** for minor treatment that does not require an **incident report** (e.g. small Cuts-Band-Aid, splinters). If medical attention is required, the Site Foreman must notify Project Manager and QSE Manager immediately. **first aid treatment form** once completed must remain onsite and be readily available for viewing and or auditing. Any first aid treatment must be logged into the site **first aid register** which must remain onsite for the duration of the project.

Note: If a first aid injury escalates then complete an **accident incident report** and report the matter to the RTW Coordinator. The use of **accident incident report** triggers the need for investigation information and therefore must be supported by **the investigation form**. The use of the **Accident Incident Report** automatically triggers the need to complete the **Investigation Report**.

RTW: Renville Contractors Supports all employees in the **Return to Work process** and is able to provide suitable duties with majority of restrictions. Employees also have an obligation to fulfill the duties as per medical certificate. Employees must also make all reasonable efforts to attend any follow up appointments and ensure they are issued with updated Work Cover medical certificates until GP certifies fit to resume normal duties. Subcontractors are and remain also responsible for meeting these legal obligations.

Safety issue action process (Procedure)



SITE INSPECTIONS (Renville Contractors Audits)

The Site Inspection and Compliance Team are a dedicated Team of trained and experience trades-related professionals who undertake weekly site inspection and safety control on a regular basis on Renville Contractors sites.

Daily PRE-START Inspection

This meeting is held prior to the commencement of work each shift and or during the day where the work group is transferred to a new task or location. They are particularly useful for keeping track of the rapidly changing nature of on-site works, especially during the works phase and operations.

Site safety walks

The objective of weekly safety walks is to evaluate the effectiveness of the company's safety effort and make recommendations which lead to a reduction in accidents and minimization of loss potential.

Safety walks are an important part of a company's control system and these checks ensure that deteriorating standards are detected. Examination of the defects exposed in safety walks result in hazardous conditions and potential accidents being avoided. Weekly Site Inspections are to include review/ close out of outstanding actions from previous Inspections. Site Inspections are to be conducted by Site Foreman or delegate/Safety Advisor with Safety Committee or Site Safety Representative.

Site Audits (Procedure)

Site/s will be subject to Internal and External Audits; subcontractor safety management system will be included. Safety audits are intended to promote, improve and then maintain good safety performance. Safety audits (unlike accident statistics, which only record past accidents) are an instrument for the direct prevention of accidents, as they immediately generate positive actions across the whole business activity. Safety audit practice subjects each area of a company's activity to a systematic critical examination with the object of minimizing human suffering and monetary loss.

Every component of the total system is included, e.g. management policy, attitudes training, features of the process, layout and construction of the plant, operating procedures, emergency plans, personal protection standards, accident records, etc. An audit, as in the fields of accountancy, aims to disclose the strengths, the weaknesses and the main areas of vulnerability or risk, and is carried out by appropriately trained personnel. Reference Project Audit Schedule in Procedure

Non-conformance and Corrective Action Report

Each non-conformance will be noted in the audit form and documented in the **Corrective Action Report (CAR)** The Corrective Action Report allows for up to five non-conformances to be documented. Each non-conformance and corrective action are loaded into the Audit Action Register for accountability by a set date.

Site Safety Rules

The following codes reference the Site Safety Rules: Emergency evacuation, QSE Issues, QSE site rules, Syringe Stick and Scratch, working near overhead electrical cables, Working near underground utilities.

PERSONAL PROTECTIVE EQUIPMENT

All employees have a responsibility for maintaining and wearing the appropriate Personal Protective Equipment (PPE) at all times whilst on a Renville Contractors worksite. As a minimum, the following Personal Protective Equipment (PPE) shall be worn on site at all times by all site workers.

PPE Required:

 FOOT PROTECTION MUST BE WORN	 HARD HAT AREA SAFETY HELMETS MUST BE WORN	 EYE PROTECTION MUST BE WORN	 HIGH VISIBILITY LONG CLOTHING MUST BE WORN	 HALF FACE MASK RESPIRATOR MUST BE WORN	 HAND PROTECTION MUST BE WORN	 FACE SHIELD MUST BE WORN	 SAFETY HARNESS MUST BE WORN	 DUST MASK MUST BE WORN	 HEARING PROTECTION MUST BE WORN
Mandatory	Mandatory	Mandatory	Mandatory	Task Specific	Task Specific	Task Specific	Task Specific	Task Specific	Task Specific

pants are worn at all times. Short sleeve top and short pants are not permitted to be worn on site.

Footwear: Approved steel-capped safety footwear to AS/NZS 2210.2 Occupational Protective Footwear worn at all times by all personnel whilst on-site. Lace-up over the ankle safety footwear is encouraged for all site works that form part of the project.

Hard hats: Approved safety helmets to AS/NZS 1801 Occupational protective helmets, must be worn at all times by employees working on a construction site.

High visibility: All persons working on the Project are required to wear long sleeve shirts and long pants at all times, complying with AS/NZS 4602 High visibility safety garments. Appropriate high visibility apparel to AS/NZS 4602 High visibility safety garments and as described in AS 1742.2 Uniform traffic control devices, must be worn at all times by all personnel undertaking traffic control duties

Safety glasses: Approved eye protection to AS/NZS 1337 Eye Protectors for Industrial Applications, appropriate to the task shall be worn at all times by all personnel using grinders, oxy / acetylene, welding, power and pneumatically driven tools and equipment. Impact rating varies with eye protection equipment and must be considered when selecting appropriate eye protection for a task.

Hearing protection: Approved hearing protection to AS/NZS 1270 Acoustics – Hearing protectors, must be worn at all times where identified by the SWMS and / or risk assessment (SEF 043 C or D). All plant and equipment that exposed an employee to noises > 85dbA is required to have mandatory hearing protection signs displayed.

Gloves: Hand protection in accordance with AS/NZS 2161.1 Occupational protective gloves – Selection, use and maintenance, must either be worn or carried whilst working on the Project. When the employee is exposed to chemical contaminants or work that has the potential to cause injury to an employee's hands for example, but not limited to, cement handling, steel fixing, rigging, welding and dogging activities, gloves must be worn. The gloves provided, must suit the task and the hazard which the employee is exposed to, the gloves must be maintained in good condition and free from excessive wear.

UVR Protection: Renville Contractors will ensure to make available to their employees 30+ sun block, UV safety glasses and a broad brim for hard hats.

Additional PPE: Additional PPE may be required to be worn by personnel undertaking tasks with additional hazards. Equipment may include goggles, face shields, fall arrest equipment, respirators, additional PPE will be identified in the relevant SWMS. The equipment requirements for a task shall be determined by the Site Foreman in consultation with the OHS Advisor and as stated in the SWMS for that work task.

All PPE will be freely available and replaced when worn, damaged, lost or stolen. All safety equipment provided must comply with the relevant Australian Standard. The Renville Contractors personnel issuing the PPE must record the Supply/Issue of PPE to personnel and this will be recorded in the onsite **PPE Register**.

PLANT (Procedure)

A Plant and Equipment risk assessment must be undertaken meeting the minimum requirements as outlined in National Standard for Plant (NOSHC: 1010 (1994)) in Particular Part 3 – General Requirements for Hazard Identification, Risk Assessment and Control of Risk and to fulfil the requirements of section 3.5.2 of OHS Regulations 2017 (Vic). Part 4 Division 3 Occupational Safety and Health Regulations 1996 (WA) Section 3.1 WHS Regulations 2011 (QLD, ACT). NSW Regs 2017. Pre-start checks, schedule of maintenance and fault reports are notified to the site Foreman, documented in plant logbooks and made available to relevant parties on request. The white copy is sent to the Renville Contractors Mechanical Workshop; the pink and yellow copies remain on site. Plant logs are submitted to Renville Contractors Plant Mechanics on a weekly basis for review and for scheduling preventative maintenance. For items requiring urgent attention the site Foreman is to contact the Workshop Manager. Where plant and equipment are hired, the same requirements as above apply.

All mobile plant must meet and be inducted onto site via the plant induction and recorded in the site Plant and Equipment Register (SEF 034). Where Renville Contractors is a contractor to a principle, plant will be inducted by the principal contractor unless instructed otherwise. All plant will still be recorded on Renville Contractors 's plant register if inducted by the principal contractor. All tasks associated to the use of plant must be **risk assessed** prior to the plant commencing work **Risk Assessment**. It is a legal requirement to wear a seatbelt at all times when operating plant

ELECTRICAL

Renville Contractors ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS/NZS3012, Electrical Installations – Construction and Demolition Sites and AS/3000, Wiring Rules. All maintenance and or alterations to electrical equipment will be done only by a suitably qualified electrician in accordance with relevant legislation.

All electrical equipment brought onsite must be listed in the site Plant and Equipment Register (SEF 034). The register is to be completed prior to commencement of works and will be maintained for the duration of project. All electrical equipment must be inspected prior to use and where damage is evident the equipment must be tagged 'DO NOT USE'.

Any tools or equipment that does not have a current inspection tag in place must not be used on the project. All site electrical tools and equipment must be inspected and tagged accordingly by a qualified electrician as required by AS/NZS 3760. RCDs are to be inspected and tagged monthly. All inspections must be logged on the [Plant and Equipment Register](#) by the company or contractor responsible for the equipment.

LIFTING EQUIPMENT

All lifting equipment and Fall Prevention Equipment (FPE) must have a valid inspection and test tag (FPE not exceeding 6 months). Prior to use, all equipment is to be inspected by user for faults. Any equipment deemed faulty must be put out of circulation immediately and handed over to Project Manager/Supervisor for disposal or further inspection with "Out of Service" or "Danger Tag" attached. All lifting gear is to be recorded in [Site Plant and Equipment Register](#) and [Lifting Equipment Register](#).

HEALTH SURVEILLANCE and MONITORING (Procedure)

Renville Contractors maintain a continuous health surveillance program which is a systematic collection, analysis, and interpretation of health data, essential to the planning, implementation and evaluation of employee health practice. Such surveillance serves as an early warning for impending negative trends and health and safety issues in the workplace. Pre-employment medicals are completed on all applicant employees. Ongoing medical care includes but is not limited to; audiometric testing and respiratory function tests for personnel working with hazardous substances like asbestos.

Health monitoring means monitoring of a person to identify changes in the person's health status because of exposure to certain substances. Health monitoring may include, consultation, for example, answering questions regarding previous occupational and medical history or lifestyle, for example dietary, smoking and drinking habits & discussing with the worker how this may affect their health, a physical examination, skin checks or a spirometry (lung function) test clinical tests, for example, urine or blood samples X-ray.

Where there is a significant risk to hazardous substance exposure, Renville Contractors will ensure that appropriate health monitoring by a registered medical practitioner with experience in health monitoring is provided to any worker who is using, handling, generating or storing hazardous chemicals. The frequency of health monitoring is to be determined by the registered medical practitioner. Where Renville Contractors commissions health monitoring for a person, Renville Contractors will pay all expenses relating to the health monitoring.

Where a worker is at risk of exposure to asbestos from asbestos work, licensed or otherwise, health monitoring must also be carried out. The need for health monitoring for these workers should be determined on the basis of the potential for exposure, the frequency of potential exposure and the duration of the work being carried out. If a worker is carrying out licensed asbestos removal work, the OHS/WHS Regulations require health monitoring to be conducted prior to the worker commencing the work.

Health monitoring is required under work health and safety laws where there is significant risk to your health due to workplace exposure to the following hazardous chemicals. „ Acrylonitrile Lead (inorganic), Arsenic (inorganic), Mercury (inorganic), Asbestos 4,4'-Methylene bis(2-chloroaniline) (MOCA), Benzene, Organophosphate pesticides, Cadmium, Pentachlorophenol (PCP) „ Chromium (inorganic), Polycyclic aromatic hydrocarbons (PAH), Creosote, Thallium, Crystalline silica, Vinyl chloride and Isocyanates

Health monitoring is also required for other hazardous chemicals not listed above where there is a significant risk to health and appropriate and valid test methods are available.

Noise Management

Workers must not be exposed to noise which exceeds the 85db exposure standards, without appropriate hearing protection (PPE).

Every two years RENVILLE workers will have their hearing tested by a qualified medical practitioner to monitor their hearing capabilities. The information will be documented and if any changes are identified with a workers' hearing that may be detrimental to their wellbeing, the worker will be notified, and a discussion will take place to determine if the hearing loss could be due to circumstances outside of the working environment and a plan will be developed to reduce any further hearing loss.

Dust Management

A comprehensive Site-Specific Risk Assessment will be carried out before project commencement to identify high-risk areas where crystalline silica exposure is possible. This includes activities involving materials with at least 1% crystalline silica, such as cutting, grinding, or polishing. Where possible, non-generating methods will be prioritised. For any task where dust generation is unavoidable, control measures, including wet suppression and local exhaust ventilation, will be mandatory to minimise exposure.

For high-risk tasks involving crystalline silica, wet suppression, on-tool extraction, and/or local exhaust ventilation will be used as mandatory control measures in both NSW and the ACT. In NSW, dry cutting or grinding of materials containing silica is only permitted if wet methods are impractical and with appropriate RPE.

RENVILLE will comply with the NSW and engineered stone ban. No engineered stone containing more than 1% crystalline silica will be supplied, processed, or installed on RENVILLE worksites. Subcontractors and external parties will be required to adhere to this policy, ensuring compliance with the engineered stone prohibition across all RENVILLE projects.

All control measures, risk assessments, and high-risk processes involving crystalline silica will be documented and managed.

FIT FOR WORK (Site Diary)

Renville Contractors personnel will present their self as fit for work to ensure that every employee or subcontractor who is engaged and under its control, attends work in a fit state to carry out all duties that may be required. Failure to identify personnel who are not fit for normal duties increases the risk of injury to those people, and in addition, to other employees within the proximity of the impaired worker.

Renville Contractors will ensure that:

- No project personnel attend work in a condition, which precludes him or her from undertaking normal duties. This may be due to illness, injury, alcohol consumption, fatigue, or through the taking of prescription or non-prescription drugs.
- On a regular basis, all project personnel shall be assessed at the commencement and throughout the duration of the shift.
- Unless otherwise assessed no Renville Contractors personnel will work more than 16 hours in one day.
- Prompt action is taken in all instances where a worker is deemed as being unfit for duty.

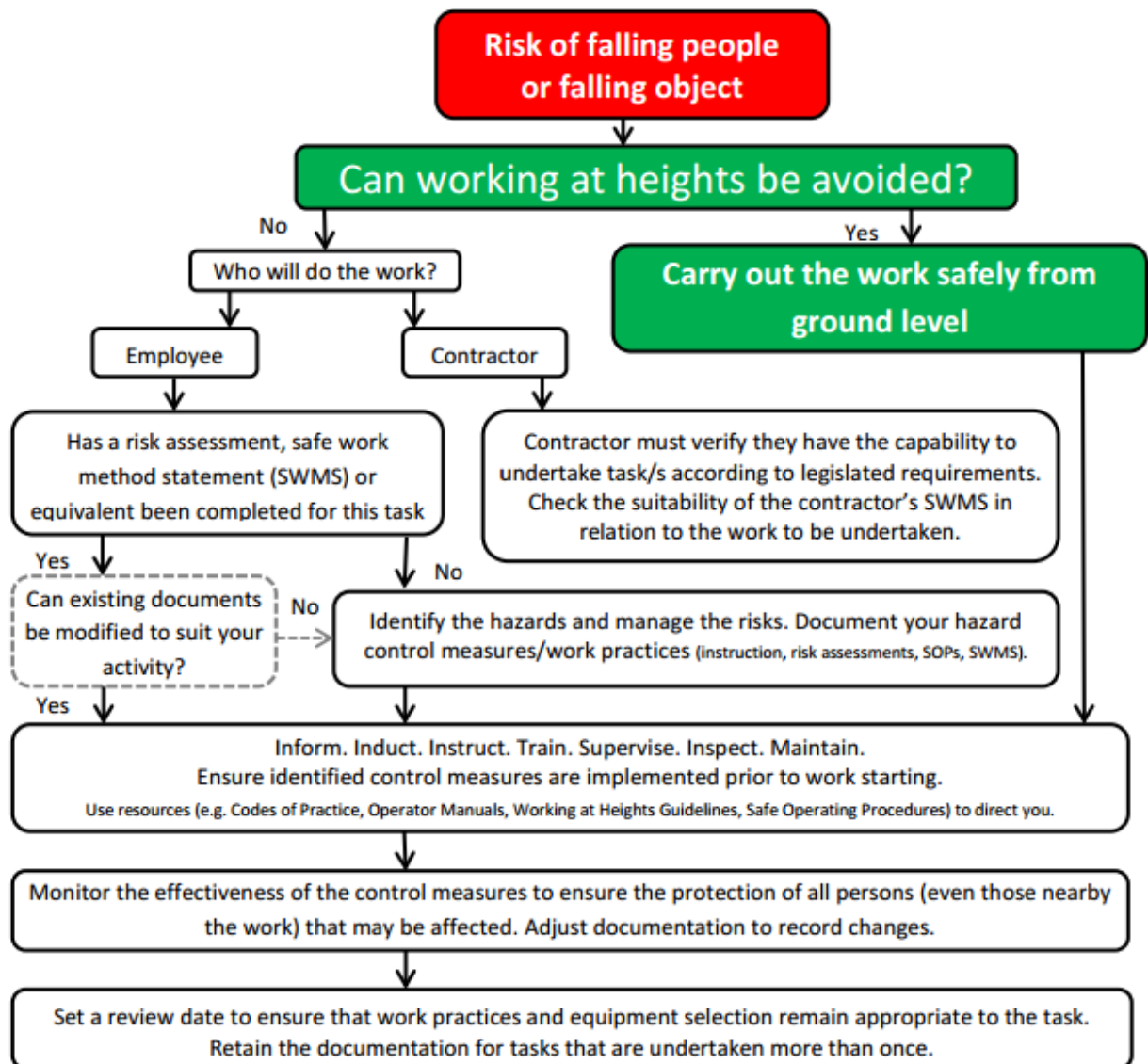
- All instances shall be documented and brought to the attention of Renville Contractors QSE department.
- A person's site access may be revoked following a negative fitness for work test result.

WORKING AT HEIGHTS (Procedure)

A Risk Assessment when employees are undertaking a **Working at Height** task must be completed prior to commencement and must ensure that there is safe access and egress for all areas where work at heights is being undertaken. The Project Manager and/or site Foreman is to conduct a risk assessment for each task which involves working at height in the workplace, where an employee is required to work at a height. All risk assessments are to be conducted in consultation with the employees; whilst considering the relevant standards, codes of practice, compliance code or legislation. Generally, ladders are not to be used as a work platform for any work activity, ladders are to be considered the lowest level of the working at heights hierarchy. A scaffold with a secured access ladder forming part of the scaffold may be used to access a working position at height. A platform ladder may be used to gain access to a working at height position. All ladders must meet the AS/NZS 1892 and be of industrial rating. Working at height plant will be installed in accordance with the manufacturers' instructions and relevant legislation, codes of practice and Australian standards, and subject to regular documented inspection as per the relevant legislation, codes of practice and Australian standards. The project wide **risk assessment** must identify potential activities on the project where objects may fall from height.

The fall from heights hierarchy of control is:

- Level 1: **Eliminate** the hazard by performing the work on the ground or on a solid construction.
- Level 2: Use a **passive fall prevention device**; e.g. edge protection which prevents falls.
- Level 3: Use a **work positioning system**; e.g. which limits movement and therefore minimises access to areas where a fall can occur.
- Level 4: Use a **fall arrest system** e.g. a harness, which does not eliminate a fall, it only prevents the person falling to the ground.
- Level 5: Use a **ladder** or implement **administrative controls**.



Working at Heights equipment

Where where fall restraint/fall arrest equipment is being used on site workers will be formally trained in the use of such equipment, the maintenance and inspection schedule for the equipment will be maintained in accordance with manufacturers' requirements. Attachment points will be approved and certified by a qualified person; attachment points will be installed by a trained person and regularly inspected by a competent person.

ELEVATED WORK PLATFORM

The Commonwealth, state and territory workplace safety regulators issue licenses in their jurisdiction. Renville Contractors personnel operating a scissor lift or <11m Boom will hold an EWPA industry card, EWP >11m Boom operators will hold a regulated license from the state or territory in which the work is being performed. Works will comply with AS2550.10, Elevated Work platforms. The Project Manager and/or the site Foreman are to conduct a risk assessment prior to working at height.

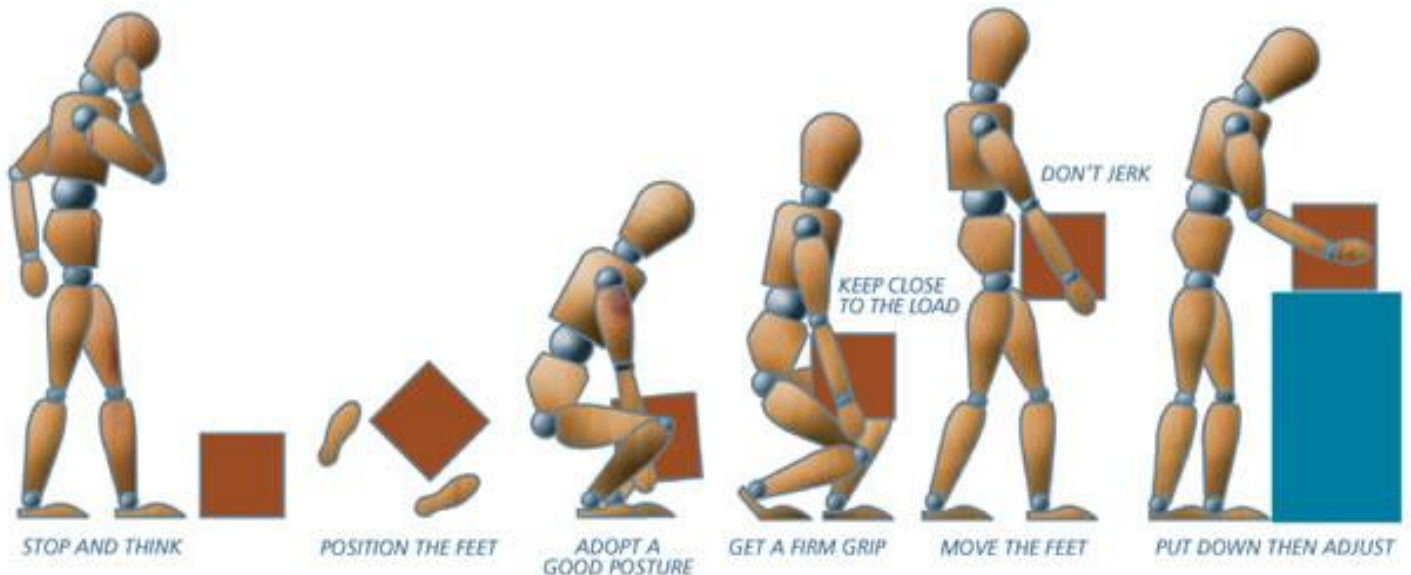
HOT WORKS

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot

work processes are welding, soldering, cutting and brazing. When flammable materials are present processes such as grinding, and drilling become hot work.

Prior to any hot works commencing the Project Manager and/or site Foreman is to conduct a risk assessment and a hot works permit will be completed by the person undertaking the works. The **Hot Works Permit** must be approved by the site controller Foreman and is only valid for 1 day.

MANUAL HANDLING



CONFINED SPACE

As per the WHS Regulations section 5 Definitions (2017 NSW) and the Dictionary section (2011 ACT) a confined space means an enclosed or partially enclosed space that:

- a) is not designed or intended primarily to be occupied by a person.
- b) is designed or intended to be, at normal atmospheric pressure while any person is in the space.
- c) is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level.
 - contaminants, including airborne gases, vapours, and dusts, that may cause injury from fire or explosion.
 - harmful concentrations of any airborne contaminants
 - engulfment

A confined space is determined by the hazards associated with the specific situation—not just because work is performed in a small space.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the model WHS Regulations.

Spaces that may meet the technical definition for a confined space include but are not limited to:

- Storage tanks, process vessels, boilers, pressure vessels and other tank like compartments.
- Pipes, sewers, shafts, tunnels, trenches, degreaser and sillage pits, ducts, and similar structures.
- Enclosed areas under structures (crawl space under a house or building)

The following workplaces are generally not confined spaces for the purposes of WHS Regulations, as per the Code of Practice Confined Spaces:

- mine shaft or the working of a mine.
- places that are intended for human occupancy and have adequate ventilation, lighting and safe means of entry and exit, such as offices and workshops.

- some enclosed or partially enclosed spaces that at particular times have harmful airborne contaminants but are designed for a person to occupy, for example abrasive blasting or spray-painting booths.
- enclosed or partially enclosed spaces that are designed to be occasionally occupied by a person if the space has a readily and conveniently accessible means of entry and exit via a doorway at ground level, for example:
 - a cool store accessed by an LPG powered forklift to move stock—although the use of a LPG powered forklift in a cool store can be hazardous, the door at ground level means that once the alarm is raised, escape and rescue can happen quickly.
 - a fumigated shipping container with a large ground level opening that will facilitate escape and rescue.

Trenches are not considered confined spaces based on the risk of structural collapse alone but will be confined spaces if they potentially contain concentrations of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation.

A space may become a confined one if work carried out in it could generate harmful concentrations of airborne contaminants.

When there is a need to enter and work in a confined space a Confined Space Permit (PER001) is required on each occasion. Workers and/or subcontractors will not be issued a confined space permit on the project/site unless they are able to provide evidence, they hold a recognised confined space ticket.

Confined Space Course Codes:

- RIIWHS202E - Enter and work in confined spaces
- MSMPER205 - Enter confined space
- MSMPER200 - Work in accordance with an issued permit

When working in a confined space a trained bystander must always be present.

Excavation & Drilling Works

RENVILLE Project/Site Management must address risks associated with any excavation work that is carried out on this project. **All excavation work will be carried out in accordance with the Excavation Work Code of Practice**

They must ensure that:

1. The excavation is planned and understood by all parties.
2. An Excavation Permit is in place and has been filled in correctly and signed off by the correct people.
3. Adequate system in place to control Instability or collapse of the excavation or an adjoining/nearby structure i.e., Shoring, Temporary supports, Benching and Battering.
4. Safe Work Method Statements (SWMS) and/or Work Procedures in place.
5. A competent person must be appointed to supervise all excavation work.
6. There is always a safe access and egress available in the excavation.
7. Safe work procedures and SWMS must be reviewed, in consultation, whenever there is a change that may cause new hazards.
8. Emergency procedures are developed for the site in advance, in case of engulfment or collapse.
9. All underground services have been identified and located using, but not limited to, Dial Before You Dig drawings, Independent Service Locator, existing site plans, "Pot Holing", Hand excavation, etc. Physical above ground markers, when required, will be used to identify underground services.
10. Benched, Battered, or shored as required by a competent person.
11. Safe means of access into and out of the excavation.
12. Suitable barriers, signage and exclusion zones are to be in place around the excavation.

13. Where required, controls in place to prevent the accumulation of fumes and gases.

14. A competent person must inspect the excavation and ground conditions surrounding the excavation after a weather event (inclement weather – rain).

If you are working in an excavation or trench, you must:

- Follow safe work procedures and your supervisor's instructions.
- Regularly inspect the excavation for stability.
- Ensure barricading and the securing of the excavation is adequate to ensure the safety of workers onsite and members of the public.
- Not work alone in or around an excavation
- Make sure help is nearby.
- Make sure that no one is working within the area around the excavation that may fall into it or collapse the excavation.

RENVILLE Project/Site Management must consult with the site workers before they are required to start work on or in an excavation and/or trench. Discussions will include, but not be limited to:

- Access, Egress conditions
- Barricade surrounding the excavation.
- Conditions of the walls
- Geotech reports
- General working conditions
- Emergency response if an incident occurred in the excavation.
- Engulfment recovery
- Works carried out above the excavation/ground collapse. Static and Dynamic Loads near the excavation.
- Shoring and or battering of the excavation
- Underground/Overhead services
- De-Watering system that will be used
- Contaminated soil
- Plant being used.

As per section 23 Design of this plan RENVILLE does not carry out design work. RENVILLE rely on the client to provide us with design information. RENVILLE will carry out a site-specific risk assessment to evaluate the risks associated with the construction of the scope of works/plans given to us by the client.

Underground/Overhead Services

Working on, near or around any underground/above ground essential services will be discussed between the RENVILLE Project/Site Management team prior to any of the work starting. These works have been deemed High Risk activities in the WHS Regulations (2017 NSW and 2011 ACT) and a SWMS must be in place prior to the work starting.

Safe distances of work from services will be followed, as per the asset owners' requirements. When required, the asset owner will be notified to instruct RENVILLE on any requirements that must be followed when working around their asset.

All efforts will be made to ensure all the underground services in the work area are identified and located using, but not limited to:

- Dial Before You Dig drawings
- Independent Service Locator
- Existing site plans
- Pot Holing (vacuum system)
- Hand excavation.

Supporting the Excavation

Civil Supervisor's will be responsible for inspecting ground conditions for excavations up to 1.5m deep. If the Civil Supervisor is unsure of ground conditions, they are to seek advice from geotechnical engineer. Once an excavation exceeds 1.5m or the ground is visibly unstable the following process will be followed.

Prior to any excavation work being carried out, an assessment of adjoining and possibly surrounding properties/structures will be undertaken. This will be in the form of a Dilapidation Report (MP022), which will include photographs and a written assessment of the property.

Discussions between the client, council, neighbours and RENVILLE will take place to determine what will be put in place to prevent any structural or other damage occurring to the neighbouring properties. The methodology used by RENVILLE to carry out and complete the works will be discussed and explained to the stakeholders.

Piles, in conjunction with shotcrete panels, will be used to support the perimeter walls during the excavation work. In some cases, a different type of supporting system may be required to support the perimeter walls, (sheet piles), but that decision will be determined by the competent person that is designing the structure.

All support systems will be constructed/erected as per the site drawings and as per the engineer's report.

Where changes are made to the design or installed shoring systems to prevent excavation collapse, changes must be authorised by a qualified Structural Engineer through emails, RFI's and/or amended drawings.

Civil Supervisor's will be responsible for inspecting ground conditions for excavations up to 1.5m deep. If the Civil Supervisor is unsure of ground conditions, they are to seek advice from geotechnical engineer.

Every 2.5 meters excavated, or as mentioned in the design a surveyor will be employed to survey the project to identify if the perimeter excavation walls have moved. If movement is detected, then the emergency response outlined the Emergency Management Plan will be followed. A structural engineer, civil engineer and/or a geotechnical engineer may also be brought to site to determine how to rectify the situation or provide a methodology to help prevent or minimise any damage caused to surrounding properties.

Plant Working Near Edge

Each excavation is different in depth, size and material make up. RENVILLE Project/Site Management will assess each work site prior to the excavation starting to determine what type of edge protection will be used, what type of batter or shoring will be used and how close plant and/or people at the top of the excavation can get to the edge.

RENVILLE will comply with the Code of Practice Excavation work section 4.1 Excavated Material and Loads Near Excavations.

As a rule, before the Geotech report or an engineer's input into the project is completed, a 1 meter to 1 meter ratio is used to determine how close materials or plant can be to the edge of an excavation.

RENVILLE Project/Site Management will always have a barricade erected around the excavation to prevent workers, visitors, and/or members of the public from falling into or standing on unstable ground. Signage will be displayed on the barricade alerting people that an excavation is present.

Controlling Potential Falls into an Excavation

When an excavation and/or trench reaches the depth of 1.5 meters or greater a handrail or barricade must be put in place blocking all access the excavation. Handrails or barricades must be installed and monitored as per section 26.2 Handrail and Fall Prevention Fixtures of this document.

Shoring Systems

To be deemed competent to install an off the shelf proprietary system shoring systems and verify shoring systems have been installed as per the design, workers must have received training in the manufactures' instruction, delivered via a toolbox by the supplier of the system or an engineer with a BA in Civil and/or Structural Engineering. Where the shoring system is not a proprietary system a design is to be sought by a relevant qualified engineer and the design process ([section 23 Design](#)) is followed.

WORKING NEAR LIVE SERVICES

RENVILLE's safe systems of work aim to eliminate the risk to workers and/or subcontractors engaged in working around live services, and visitors that may be exposed to any live service.

In locations where the risks cannot be eliminated, controls must be implemented to minimise the risks.

Services include, but not limited to, underground electricity cables, overhead electrical cables, gas pipes, water pipes, sewers, telecommunications infrastructure, optic fibre cables, fire service cables and communications, and video feeds.

RENVILLE will endeavour to eliminate the risk of live services in the work area, however, there are times when a service cannot be removed or isolated due to project conditions. For example: hospitals, shopping centres, schools, and assets providing service to the community. It is intended that:

- The risk of injury to workers and subcontractors will be managed.
- Workers will be consulted in the risk management process, at Daily Pre-Start Meetings and/or Toolbox Meetings.
- RENVILLE will provide appropriate WHS training, instruction, information and supervise the work as it is taking place.
- Safe systems of work near services will be established, especially in relation to emergency planning.
- The physical and financial cost of damaging a live service will be assessed prior to the work starting and measures will be taken to avoid damaging any service.

Workers should assume that above-ground, overhead and underground services are present in their work area, until proven otherwise.

Workers are not allowed to cut wires, pipes or anything that may be considered a service. They must check with the RENVILLE Site Supervisor/Foreman prior to continuing or starting work in an area that they believe contains a live service.

Work should be designed and planned to avoid services wherever possible, or to manage the risk associated with working near them.

At the planning stage, RENVILLE Project/Site Management will apply for Dial Before You Dig (DBYD) plans to identify the presence of all underground, above ground, or overhead services in the work area, including redundant or disused services.

Services drawings must be obtained from Dial Before You Dig no more than 30 days before work begins. RENVILLE Management will always select auto renew for Dial Before You Dig plans to ensure RENVILLE are issued up to date drawings for the life of the project. Drawings will be printed and filed onsite, with the previous drawings being superseded.

RENVILLE Project/Site Management will inspect Dial Before You Dig plans, site surveys, available existing drawings, and will check with the services providers for possible services that may be in that area. Methods that can be used to identify services in the work area should be utilised, prior to work starting. Service details must be clearly marked on these documents. The detail must be clear on any photocopy, computer or phone screen or other representations of the original services drawings for the work.

The location, clearance distance, position and other relevant information relating to identified services must be shown on the drawings or provided by a service locator before work begins on the site.

Contact details for all authorities responsible for the services onsite must be displayed on the services documentation, before the work can start, where possible.

The asset owner or client must be consulted regarding any precautions to be taken to avoid damage to the asset or disruption of service to users.

CRANE/EXCAVATOR LIFTING (ONLY IF REQUIRED ON SITE)

RENVILLE do not own or operate any cranes other than excavators that have the ability and configuration to lift materials.

Burst Valves

Only excavators that have the burst vales will be allowed to lift materials. Burst protection should be fitted on excavators used as a crane where the rated capacity exceeds 1 ton. Where the rated capacity of the excavator is 1 ton or more and burst protection is not fitted, the excavator should not be used to lift loads.

The Excavator Operator should not be able to switch off burst protection devices.

Load Charts (Lifting Charts)

Load charts, also called rated capacity charts, identify what load a crane or other plant can lift safely. The load chart should be available for the Operator to ensure the plant will not be overloaded.

The load chart should show the:

- Manufacturer's name, plant model and date of manufacture
- Lifting point locations and their rated capacity
- Boom configuration—particularly where different boom configurations may be used.
- The maximum load that can be lifted for each lifting point and boom configuration.
- Stabilizer requirements—where applicable
- Side slope allowance, and
- Deductions for attachments e.g., bucket or quick-hitch devices—where applicable.

Lifting

The Excavator Operator will identify what the SWL for that item of plant is and not exceed it. Lifts will preferably be done from the front (blade end) of the tracks, or if no blade is present, the lift will take place from in front of the two tracks. Where possible, no lifts will take place over the sides of the tracks.

Loads should only be suspended from the manufacturer's designated lift point or quick hitch, if fitted, unless another designated lifting point has been designed and fitted. This point is usually a lifting lug with a D-Shackle fitted to the lug.

Lifting points (Lug) should not be attached to quick-hitch buckets or quick-hitch attachments as:

- The application of a load to the outside of the attachment can load the pins and linkages in ways other than the designer intended.
- It is easier for the operator to overload the plant by not allowing for the dead weight of the attachment or because the attachment still has material inside it.
- The sling/chain can be damaged because it may pass over the front edge of the attachment.
- The Lug may be damaged when the attachment is used for other activities.

A competent person will be used to connect the lifting attachments to the excavator and to the material being lifted.

All lifting attachments on a RENVILLE project (RENVILLE or RENVILLE's subcontractor) must have their lifting equipment inspected and tagged on a three-monthly basis. A RENVILLE Lifting Register (REG028) will be maintained for all lifting attachment equipment (both RENVILLE and/or subcontractor) on the project.

Prior to using any lifting equipment on a project, a competent person must visually inspect the item/s for any possible faults. If a fault is detected or suspected, the item will not be used.

At no time will excavators be allowed to lift people, in workboxes, as excavators are not built for precision lifting and placement. If a task requires precision lifting and placement or lifting that is beyond the capabilities of our excavators and personnel, a crane company that has the appropriate equipment, personnel and know-how will be engaged to carry out the work.

Below is a page taken out of the Australian Standard 2550.1-2011 Cranes, Hoists, and Winches – Safe Use Part 1 General Requirements. This section refers to the use of Earth Moving Equipment being used as a crane.

APPENDIX I USE OF EARTHMOVING EQUIPMENT AS A CRANE (Normative)

Where earthmoving equipment is used as a crane, the following requirements apply:

- (a) The earthmoving equipment shall be travelled only with arm and boom retracted to minimum practicable radius.
- (b) Where the earthmoving equipment requires the use of stabilizers in order to achieve stability, the equipment shall be supported by such stabilizers.
- (c) No person shall be permitted under the boom or suspended load.
- (d) All persons operating the earth moving equipment, slinging or directing the load shall have the appropriate license, certificate or training, in accordance with the National Standard for Licensing Persons Performing High Risk Work (April 2006).
- (e) No person shall be lifted by earth moving equipment being used as a crane.
- (f) Where a quick hitch is used, loads shall only be suspended from a lift point on the quick hitch that complies with AS 1418.8, with the bucket and other attachments removed.
- (g) Lift points shall be arranged such that accidental unhooking of the load cannot occur.
- (h) Operational speed shall be reduced from high-speed mode.
- (i) Where the sling or tackle is wrapped over the back of the bucket, due care shall be taken to ensure that it does not come into contact with any sharp projection or sharp edge.
- (j) Loads shall not be suspended from bucket teeth or adaptors.
- (k) The rated capacity at each lifting point shall be prominently marked at the lifting point. This shall not be exceeded under any configuration, that is, the lifted load plus any attachments (bucket, etc.) shall not exceed the rated capacity.
- (l) Deductions from the rated capacity for larger than standard buckets or quick hitch devices shall be considered to determine the maximum allowable mass of the item that may be lifted.
- (m) Reference shall be made to the manufacturer's manual for correct operation.
- (n) Quick hitches shall be used only to support items of equipment specifically designed to fit, and specifically designed for the duty to be undertaken.
- (o) Quick hitches shall be maintained in proper working order at all times.
- (p) A crane service record (logbook) shall be used to record servicing, maintenance and repair work, and details of any malfunction that may occur with the machine.

Crane Use: Workbox

If any workers must work out of a workbox, they must follow the instructions of the crane crew. They will not overextend past the boundary edge of the workbox and if required, they will wear a safety harness while in the workbox as per the crane crew's instruction.

Workboxes shall only be used where it is not reasonably practicable to use scaffold or other specifically designed temporary work platforms to conduct work at height.

A least one person in the workbox will hold a current Dogman (DG) or Rigger (RB, RI, and/or RA) High Risk Work Licence to make sure correct directions are communicated to and from the Crane Operators. Radios with dedicated channels shall be used where there is limited or no line of sight between the Dogman and the Crane Operator.

Workboxes are to be fitted with suitable anchorage capable of withstanding the fall forces specified in AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices Selection, use and maintenance.

Personnel working in workboxes shall use a fully compliant fall arrest/restraint harness system unless the workbox is fully enclosed. Workboxes shall not be suspended over people.

Lifting Plan/Study

If a load is 75% or greater of the SWL of the crane, requires a tandem/dual lift, or is requested by RENVILLE Management, a Lift Plan/Study must be in place prior to the crane carrying out the lift. The Lift Plan/Study must be developed by a competent person that is employed/engaged by the crane company carrying out the work.

No lifts will take place until a Lifting Plan/Study is in place onsite and made available to the crane crew and workers carrying out the work.

Crane Use: Exclusion Zones

Control measures shall be implemented to keep unauthorised people away from any area where lifting operations are taking place. Crane crews will provide barricading around the work area and/or spotter/s to prevent access. Barricades erected between the outriggers, must be in place before the crane can be operated onsite.

Where personnel are required to enter the lifting area, the Crane Operator will be made aware of their presence, by establishing two-way radio communication or visual contact.

Crane lifts shall not slew over the top of workers. If workers are in the slew path, they will be cleared from the area during the lift. If workers cannot be relocated during the lift, RENVILLE Project/Site Management will risk assess the task before it can proceed. If the risks are too high, other arrangements will take place to ensure the safety of all workers on the ground and the crane crew.

Crane Use: Overhead Services

The Crane Operator and Dogman will observe safe approach distances and exclusion zones for overhead powerlines and implement controls in accordance with asset owner's requirements and industry standards for safe distances.

Workers will inspect any work area for overhead services prior to engaging the equipment. If overhead services, especially electrical services, are in the work area, work will not start until a risk assessment has been carried out and the workers are informed of the situation and are controls put forward to help prevent contact with the services.

If overhead electrical services are identified prior to the work starting, the asset owner will be notified of the work that is being proposed for the area. The asset owner must review the work and

advise on what precautions, assessments, possible training and/or any other requirements, approvals, and/or permits are required before the work can start.

Tiger tails will be required on all overhead electrical lines unless deemed unnecessary or not required by the asset owner. Tiger tails are not an insulation device, they are only in place to provide visual identification of the electrical lines.

The workers must approve of the control measures before any work can proceed.

Crane Use: Underground Services

Prior to a mobile crane arriving on site, the RENVILLE Project Manager will organise for the crane company representative to attend the site.

At this site visit, some of the things they will discuss and take into consideration will be:

- The type of crane required.
- The ground surface quality
- Stability of the ground surface
- If there any underground services in the area that may be affected by the weight of the crane and/or the cranes outriggers.
- If bog mats are needed under the outriggers.

HAZARDOUS SUBSTANCES (Procedure)

Renville Contractors and its subcontractors will provide a current (within 5 years of the date of issue) SDS for all products and substances to be used for the work activity. Before a product or substance is used for the work activity, Renville Contractors will review the Safety Data Sheet (SDS). All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task. As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and will be included in the Safe Work Method Statement. All products and substances requiring an SDS brought onto the workplace will be documented in the [Hazardous Substances Register](#). Refer to SOP for Portable Oxy-Fuel Gas. <https://jr.chemwatch.net/chemwatch.web/home>

UNEXPECTED FINDS FOR HAZARDOUS SUBSTANCES/CONTAMINATION (Procedure)

An asbestos clearance for the work area must be provided prior to work commencing, if required. If asbestos or a suspicious material is found, the following procedures must be followed:

1. If potential asbestos containing material is encountered during work activities, STOP all work in the immediate affected area.
2. Notify the site foreman. Isolate the area as a no-go zone.
3. Isolate affected personnel and area within 10m exclusion zone from the affected area.
4. Remain in the evacuated area, (minimum 10 meters) do not move around site to common areas such as toilets, change rooms, lunchroom etc.
5. If exposure is suspected and following direction from the foreman, remove affected work wear and place in a plastic bag then put on a disposable coverall suit (blue suit).
6. Affected workers should proceed to an area for (wet) decontamination i.e., amenities and shower to remove any particulates.
7. Renville Foreman will organise for a new issue of clothing to be delivered to the site. Do not remove old work clothes from the area until a clearance of the suspected material has been issued by a Hygienist.

Any suspected substance will be tested. Test results must confirm before further work can continue in the isolated area.

HAZARD REPORTING

When a hazard is identified it is brought to the attention of the site Project Manager, site Foreman, the HSR or the QSE Advisor. The **hazard report** form is completed, and work may be stopped in the immediate area until an appropriate control has been implemented. Renville Contractors investigates all reported hazards and implements control measures to eliminate and/or minimize the likelihood of an incident or injury. Following a hazard report – the site risk assessment will be reviewed to determine if further controls are required and if the risk assessment needs to be updated. Any changes to the site risk assessment will be communicated to site personnel via toolbox talks and notice boards.

INCIDENT REPORTING (Procedure)

In the event of any person sustaining an injury or illness, near miss, property damage, unsafe act, increased environmental impact, non-conformance service/product or similar, they are required to report the matter immediately to their supervisor – **Accident/incident Report**. No matter how minor the incident it must also be reported to the QSE department (24HR) so an action of investigation; corrective action or root cause analysis can take place.

INCIDENT CLASSIFICATION (Guide)

Minor

An occurrence usually minor event or condition that is subordinate to another something resulting in or a near miss with the potential to cause:

- One injury requiring no more than First Aid treatment (FAI) on site
- Property damage with a value less than \$1,000
- Negligible Impact to the Environment

Medium

An Incident resulting in or a near miss with the potential to cause:

- Medical Treatment Injury (MTI) or multiple First Aid treatments
- Property damage with a value greater than \$1,000 but less the \$10,000
- Minor on site impact to the Environment

Major

An Incident resulting in or a near miss with the potential to cause:

- Lost time Injury (LTI) or greater, alternate work duties, multiple MTI
- Property damage with a value greater than \$10,000
- Derailment of rolling plant, collision or explosion
- Moderate onsite and minor offsite impact to the Environment

STATUTORY AUTHORITY REPORTING (Procedure)

Renville Contractors will notify the Authority immediately after becoming aware that a notifiable incident has occurred at a Renville Contractors workplace. Renville Contractors will report all notifiable incidents to the regulatory body in a timely manner, and within 48 hours after notifying the Authority, Renville Contractors will also give the Authority a written record of the incident, in the form approved in writing by the Authority

A notifiable incident will also require the site to remain undisturbed until advised otherwise by the Regulatory Authorities field officer. When a notifiable incident occurs, the Project Manager or Supervisor will immediately notify the Renville Contractors QSE Manager so a report can be made to Workplace Services within the prescribed period.

When a Regulatory Inspector visits a Renville Contractors worksite, the Renville Contractors QSE Advisor/Foreman (as a minimum) shall accompany the Inspector, recording details of all discussions and events. A copy of the entry report must be uploaded into the Renville Contractors system for reporting purposes.

INCIDENT REPORTS AND INVESTIGATION (Procedure)

All accidents/incidents, property damage, near misses or work-related illness must be documented and reported to the Renville Contractors QSE Manager **Accident/incident report** (including immediate reporting to the client). The incident investigation must be completed in a timely manner and submitted to the Renville Contractors QSE Manager – **Investigation Report**. The investigator must provide in writing the following information relating to activities and those of any secondary contractor that Renville Contractors has engaged:

1. Any lost time injury/illness.
2. Details of any employee that is unable to continue with their normal duties and has returned to work on alternate duties as part of the return to work plan.
3. Details of any "serious incident" or "incident" (as defined by legislation) reported to the local Statutory Authority.
4. Copy of an accident, property damage or near miss report.
5. Name of the nominated person responsible for notifying the QSE department of any accident, "serious incident" or "incident".
6. Copy of any improvement/prohibition notice or confirmation of advice report issued by the local Statutory Authority

The investigation is intended to identify a root cause of an incident and any actions required by Renville Contractors personnel then recorded in the **Corrective Action Report** and logged into the Renville Contractors system. The investigation procedure should be a logical and intelligent collection of information through inquiry and examination for the purpose of developing evidence which supports the root cause corrective action.

Corrective Action Report

The investigation process should determine the corrective action required to prevent an incident/non-conformance from re occurring. For each non-conformance, a **Corrective Action Report** must be completed, up to five non-conformances can be documented on one Corrective Action Report. Corrective actions will be listed in site **Action Register** for completion by nominated person within a set timeframe. Nominated person is to provide evidence of the close out of the corrective action item.

If a Corrective Action requires a review/update of Policy, Procedures, the IMS Manager will be immediately notified. The IMS Manager will review report and determine appropriate action.

RECORDS AND RECORD MANAGEMENT (Procedure)

A system (on-site) shall be established for the identification, collection, indexing, filing, storage and maintenance of all records pertaining to the provision of objective evidence that:

- The safety system is being implemented in accordance with this safety plan and ISO 45001.
- The products and services provided meet the requirements of the project specification.
- The records shall be available when required for review and audit by the Client.
- The records referred to in this section, will be all records generated by Renville Contractors personnel, their subcontractors and consultants for the project which may include:
 - Inspection and test records.
 - Inspection reports.
 - Non-conformance notices.
 - Safety memos.
 - Written approvals for changes to specifications by structured engineers.
 - Subcontractor's records.
 - Final safety reports including test and commissioning report.

As each section of the work is completed, copies of the safety record shall be collated and made available for hand-over. Renville Contractors will maintain records for a period in accordance with statutory requirements.

Outdated documents are to remain onsite for the duration of the project as a reference point for their time of use. If a notifiable incident occurs the SMP must be retained for at least 2yrs after the incident occurs.

HANDLING, STORAGE AND PROTECTION OF MATERIAL PRODUCTS AND WORK

All products delivered to this project will be identified to ensure that no confusion arises between similar products where a product could be inadvertently used for an incorrect application. Products are identified by using the applicable drawings, specifications. The handling and storage of all items will be controlled to prevent misuse, abuse, damage, deterioration or loss. All items will be clearly identified and shipped with a delivery docket itemizing the content of the delivery. All items will be packed suitably to prevent damage during delivery.

Disposal of records

On completion of a project all site file documents will be returned to the Renville Contractors office for confidential document disposal.

EMERGENCY MANAGEMENT (Procedure)

Project personnel will as part of their induction will receive contact details of relevant site personnel regarding emergency management information. During the preparation stage of a project Renville Contractors will allocate suitably qualified personnel to fill the required roles in emergency management. A Renville Contractors supervisor and/or a Renville Contractors QSE Advisor will ensure there are wall posters with up to date names and numbers of emergency management personnel posted around the site in plain view.

Renville Contractors management will ensure on each project that a competent first aid officer available at all times whilst work is in progress. This person is responsible to ensure first aid cabinets are maintained and fully stocked. Where the assessment of a workplace location has identified significant risk, additional trained personnel shall be assigned as appropriate. This information will be communicated through inductions, pre-start meetings and safety noticeboards. Each Sub Contractor may nominate an employee on site as their First Aid Representative and must have a current First Aid certificate. Adequately stocked First Aid kits relevant to the nature and size of the project will be provided by Renville Contractors. Where more than one project location is present during the project, first aid kits will be made available at each site to ensure easy and quick access to a kit when required.

The site Foreman and the first aid representative should ensure records are maintained for every first aid treatment given at the workplace. If a minor injury occurs then the first aid treatment notice must be completed, and the injury logged in the [First Aid Register](#) notification of the incident must be sent to the QSE Department within 24 hours of the injury occurring. If a serious injury occurs then the incident report form must be completed and the injury logged in the site [First Aid Register](#), notification of the incident to the QSE Department must be immediate, with a written [report](#) forwarded to the QSE Manager within 24 hours of the occurrence.

TRAFFIC MANAGEMENT

Refer to TMP and Traffic Management

INJURY MANAGEMENT and RETURN TO WORK (Procedure)

Renville Contractors is committed to the prevention of illness and injury by providing both a safe and healthy working environment for all its workers. The company aims to proactively manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and either stay at or return to work at the earliest date following any injury or illness.

In our policy "transitional" work means temporary modified work assignments within the worker's physical abilities, knowledge, and skills. Where possible we will make transitional positions available to injured employees in order to aid rehabilitation and minimize or eliminate time loss.

Renville Contractors employs a dedicated Return to Work Coordinator to manage the process of rehabilitation in the workplace. The injured person will be assisted by either, the QSE / RTW Coordinator, First Aider or site Foreman to attend a medical Centre, where the medical management of the injury will assist in planning the return to work process.

An injured worker will be provided with duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured worker's physical and psychological condition. **Letter to Doctor** to accompany injured worker.

BEHAVIOURAL SAFETY PROGRAM

The Renville Contractors "Right 1st Time" corporate safety program is supported by our 5 safety essentials of,

THINK BEFORE YOU START, FOLLOW THE RULES, WEAR THE CORRECT PPE, STOP WHEN YOU FEEL SOMETHING IS UNSAFE and INTERVENE WHEN YOU SEE AN UNSAFE ACT.

The "Right 1st Time program is the corporate safety program generated and maintained by Renville Contractors to effectively manage health and safety of our employees and contractors for all Renville Contractors projects.

ISSUE RESOLUTION

Refer to Procedure

WHS Management Plan



ACCEPTANCE OF SAFETY MANAGEMENT PLAN

This Safety Management Plan has been developed and viewed in consultation with the workers and it is read and signed by all persons involved in the plan. If a variation occurs to this Plan, then management will communicate and re-induct the change to the work group whilst adjusting the work method accordingly.

I hereby confirm that I have read and understand this Safety Management Plan and I will ensure my work process is completed accordingly.

Inductor Name:			
Position:			
Inductee Name	Company/Title	Signature	Date