



WHS MANAGEMENT PLAN

Project Address:

16 Ferguson Street, Albany Creek, QLD 4035

Job Name:

Albany Creek Library

Date Developed:

25/08/2025

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WHS 0 – BUSINESS DETAILS AND DOCUMENT SCOPE

ORGANISATION DETAILS	
Business/Trading name	Tallan Group
ACN/ABN	22 649 005 096
DIRECTORS	Zane Taylor
Address	15 Nicol Way Brendale 4500
Phone	0409 498 429

The following table sets out a brief description of the work to be carried out by **Our Company** during the course of Operations.

DESCRIPTION OF WORKS & CLIENT REQUIREMENTS
<p>Construction works within the current courtyard area located on the north-west exterior of the Albany Creek Library. The project scope includes the demolition of the current outdoor courtyard area and the construction of a new, enclosed, multipurpose meeting room with after-hours access. The renovation works aim to upgrade the library's facilities and increase the usability of the space as well as provide a space for facility meetings and other hireable activities.</p> <p>At all times Tallan Group must meet all the requirements of the Work Health and Safety Act 2011, its Regulations, Codes of Practice, advisory standards, and guidelines in respect of the works undertaken under the Contract.</p>

The table below identifies the designated person on site responsible for the management of work, health and safety.

WHS RESPONSIBILITIES			
Name	Position	Contact Details	Signature
Zane Taylor	Director	0409 498 429	
Adam Henricks	WHSE Manager	0467 963 903	

Our Company may engage contractors to perform various activities. Contractors will be managed in accordance with Section 10.6 Contractor Management Procedure in this Plan.

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AMENDMENTS

Date	Version No.	Description of Amendments	Prepared by	Approved by
1 Dec 2022	001	QSEMS Forms and Registers integration	T. McGeorge	Zane Taylor
1 Dec 2023	002	Legislative Updates	A. Henricks	Zane Taylor

This plan will be reviewed and updated by the WWHs Manager in consultation with all relevant parties on a 6 monthly basis or in the event of a major incident or change.

DISTRIBUTION REGISTER

Version No.	Date of Issue	Name of Recipient	Position / Organisation
001	1/12/2022	Office	General Manager
002	12/12/2023	Office	General Manager

REVIEW REGISTER

Review No.	Date of review	Changes	Reviewer

WHS 1 – SAFETY MANAGEMENT POLICY

'OUR AIM: NO INCIDENTS'

This Workplace Health and Safety (WHS) Policy confirms the commitment of Tallan Building Group to the health and safety of its employees, contractors, subcontractors, and visitors. Health and Safety is a major priority for Tallan Building Group and therefore we are striving to achieve zero harm by having a workplace free of incidents, injuries and workplace illnesses and establishing a continual improvement to our systems of work.

Tallan Building Group will comply with the QLD Health and Safety Act 2011, the QLD Health and Safety Regulations 2011, other Workplace Health and Safety legislation, codes of practice, advisory standards, statutory requirements, and Australian Standards. Tallan Building Group expects all employees and sub-contractors to take responsibility for health and safety.

Tallan Building Group will:

- Make health and safety an integral part of every managerial position to ensure accountability for the health, safety and welfare of employees.
- Provide adequate resources to assist Project Managers in this cause.
- Ensure all employees, subcontractors and visitors endorse the zero-harm philosophy and strive to achieve an accident-free workplace.
- Implement a WHS management system which is relevant and suitable to the organisation.
- Regularly audit the WHS management system to ensure it remains current with relevant legislation, codes of practice and advisory standards.
- Identify, promote and continuously improve health and safety performance.
- Maintain relevant policies, procedures, systems, information, training and organisational structures to support health and safety practices throughout Tallan Building Group.
- Provide appropriate health and safety training to all employees.
- Encourage active regular participation, consultation and cooperation of employees, contractors, subcontractors and visitors in promoting and developing measures to improve health and safety.
- Establish an effective system of communication of WHS information.
- Effectively disseminate health and safety information to all employees.
- Provide safe plant, equipment and appropriate personal protective equipment.
- Actively respond to and investigate all incidents, and ensure injured employees are provided an effective rehabilitation management system to return to suitable work.

To achieve the requirements of this policy, Tallan Building Group will set measurable and achievable targets with respect to workplace health and safety, these include:

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- Regular site audits by a the designated WHS officer and/or Client
- Risk assessments on all high-risk activities.
- Zero near misses for the duration of the contract
- Zero notifiable incidents for the duration of the contract
- Zero loss time injuries for the duration of the contract
- Meet or exceed our Organisational WHS objectives.

This Workplace Health and Safety policy will be regularly reviewed to ensure Tallan Building Group continues to strive for best practice.

Zane Taylor

Director

Tallan Group

15 April 2022

Joel Quillan

Director

Tallan Group

15 April 2022

WHS 2 – RISK MANAGEMENT (HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL)

Our Company will ensure that a robust system of risk management is in place and functioning as is required by legislation and prudent risk avoidance.

- All members of staff at **Our Company** have an accessible copy of this workplace WHS Management Plan;
- **Our Company** has undertaken an assessment of the risks associated with the work activities and has provided to the Workforce for consultation and sign off of written Safe Work Method Statement (SWMS); and
- **Our Company** has provided induction training to all employees.

Our Company identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

IDENTIFY HAZARDS

Our Company breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS.

To assist in identifying hazards and risks, **Our Company** has considered the use of resources such as codes and standards, industry publications, workplace experience and consultation (i.e. Toolbox Talks/Staff Meetings).

ASSESS RISKS

Our Company has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

WHS 3 –HAZARD CATEGORIES

The following is a list of the hazards **Our Company** has identified arising from the work activities. These hazards are addressed within this WHS Management Plan and Safe Work Method Statements.

	Activity	Issue
1	Next of Kin (NOK)	Potential for not being able to contact NOK when serious or medium serious incident occurs
2	Pre- Existing Medical Conditions	Worker injures self and has rise to claim as we were informed and did nothing about it
3	Pedestrian movement	Pooled water; condensation; spills; trip hazards; poor lighting can lead to slips trips and falls
4	Emergency Evacuation	Emergency exits blocked, Assembly areas unknown could result in persons not being able to escape a fire or placing others at risk by their actions.
5	Fit for Duty	A range of factors including use of drugs, alcohol, medical conditions, mental state, injuries etc can lead to employees not being fit for duty. Persons who are not fit for duty are more likely to make mistakes, and deviate from safe working practices. They may lose awareness whilst performing risky tasks resulting in serious injuries.
6	Plant & Equipment	Heat; gas explosion; amputation, crushing, contusion, electric shock; asphyxiation
7	Use of electrical appliances & fittings	Water spills; condensation; faulty wiring & switches; wiring shield damage could result in electric shock.
8	Chemical use to clean equipment, etc.	Cleaning agents; fuels; accelerants could cause injury or fire if not appropriately used or stored.
9	Manual tasks	Manual lifting of stock could result in musculoskeletal injuries.
10	Working at Heights	Falls from heights on exposed edges

WHS 4 – RISK MATRIX

Our Company has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1	Identify the CONSEQUENCE for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case is selected.
Step 2	Determine how likely it is that the risk will occur and result in the consequence identified above using the likelihood table.
Step 3	Identifies the risk class/ranking using the Risk Matrix.
Step 4	Determines priority and actions to address risks. Using Risk Action Matrix

1) CONSEQUENCES	
A (Critical)	Single or multiple fatalities
B (Major)	Life threatening incident resulting in permanent disability or ongoing illness/health effects
C (Moderate)	LTI or incident that requires medical treatment by a qualified medical practitioner
D (Minor)	Injury requiring first aid treatment only
E (Insignificant)	Safety incident that does not require treatment

2) LIKELIHOOD	
A) Almost Certain	Almost inevitable. Event expected to occur in most circumstances
B) Likely	Not a certainty but such an event has been known to occur and represents credible scenario
C) Possible	Could happen, easy to imagine and feasible. Unusual but an event which could have happened in the past
D) Unlikely	Conceivable, would require multiple failures of controls but would be possible.
E) Rare	Little chance of occurrence. Would require a combination of factors and situations to result. Event has not been known to happen but is conceivable.

3) Risk Matrix		1-Insignificant	2-Minor	3-Moderate	4-Major	5-Critical
Risk Probability	A-Almost Certain	M 11	H 16	H 20	VH 23	VH 25
	B-Likely	M 7	M 12	H 17	H 23	VH 24
	C-Possible	L 4	M 8	M 13	H 18	H 23
	D-Unlikely	L 2	L 5	M 9	M 14	H 19
	E-Rare	L 1	L 3	L 6	M 10	H 15

4) RISK ACTION MATRIX	
Very High	Extreme Risk! Immediate action required.
High	High Risk. Senior Management attention required
Moderate	Moderate Risk. Management responsibility must be specified
Low	Low Risk. Manage by routine procedures.

WHS 5 – SAFETY IN DESIGN

Safe design is the integration of hazard identification, risk assessment and control methods early in the design process to eliminate or minimise risks to health and safety throughout the construction and life of the structure being designed.

The safe design of a structure will always be part of a wider set of design objectives, including practicability, aesthetics, cost and functionality. These sometimes competing objectives need to be balanced in a manner that does not compromise the health and safety of those who work on or use the structure over its life.

Safe design begins at the concept development phase of a structure when making decisions about:

- The design and its intended purpose
- Materials to be used
- Possible methods of construction, maintenance, operation, demolition or dismantling and disposal
- What legislation, codes of practice and standards need to be considered and complied with

Tallan Group is not typically involved with and does not have input into the design of the projects that we build.

In the event that Tallan Group is involved in the design of a project we are constructing we will ensure that any risks to health and safety arising from the design during the construction work are eliminated or minimised, so far as is reasonably practicable through:

- Undertaking design risk assessments
- Providing information of any identified hazards arising from an unconventional design to those who will construct or use the building
- Providing guidance on how a structure might be constructed safely
- Carrying out the above in collaboration with those who have expertise in construction safety
- Preparation of a report which includes, but is not limited to, the following information:
 - Any hazardous material or structural features and the assessment of the risks to WHS resulting from these hazards
 - Any actions taken to reduce the risk e.g. Design changes
 - Any changes to construction methods
 - Any parts of the design where hazards have been identified but not resolved
 - Any risk to the health and safety of persons in the vicinity of the workplace e.g. neighbours

Safe Design of Structures Code of Practice 2021 should be consulted to ensure that all relevant issues are identified and considered throughout the design process.

PRIOR TO COMMENCEMENT OF CONSTRUCTION ON SITE

On commencement of the project, the Project Manager will request a copy of the design risk review from the Client or designer using the request for information (RFI) process in place for the project. Prior to construction commencing, the Project Manager will conduct a review of any information supplied by the designer or the Client related to the constructability of the project, to identify potential hazards associated with the construction of the works.

In the absence of any information provided in relation to the design, the Project Manager will review the construction drawings received at the commencement of the project.

All hazards identified as applicable to the project will be risk assessed and treatment options or control measures determined. Where controls require the hazards to be managed during construction, the details will be transferred to the Project Risk Register.

AFTER COMMENCEMENT OF CONSTRUCTION ON SITE

The Project Manager will review any design changes (including changes to construction drawings) received during the project. The Project Manager will determine if the change may impact the health safety of the workers or public during construction. All hazards identified as applicable to the project that are to be managed during construction, will be recorded on the Project Risk Register.

REQUESTING APPROVAL OF CHANGES FROM THE CLIENT

Where it is identified that changes to the design, methodology or project specifications

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(that require Client approval) can be made to eliminate or reduce risk, a formal request for approval will be made to the Client in writing.

COMMUNICATION OF DESIGN CHANGES TO WORKERS

Where design changes occur, during the construction phase, workers will be informed of any WHS issues that may arise as a result of the changes. These changes will be communicated to the workforce typically through:

- Toolbox meetings
- Prestart meetings

WHS 6 – SAFE WORK METHOD STATEMENT (SWMS)

Tallan Group is committed to preparing SWMS prior to any high-risk construction work commencing. The project's Supervisor will ensure these works are carried out in accordance with the relevant SWMS.

Our Company maintains and updates the SWMS and provides the updated SWMS to the staff

Our Company breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS.

The SWMS is a list of job steps and other work-related practices.

For each of the work activities and associated job steps identified in the SWMS, **Our Company** has identified potential hazards and their risks.

A consultative process will be used to complete all SWMS. The person(s) carrying out the work activities in the SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.

Forms & Records

TG-HS-010 Safe Work Method Statement – (SWMS)

TG-SWMS-001 to TG-SWMS 040

WHS 7 – HAZARD REPORTING

Our Company encourages all employees to report hazards **immediately** to the Manager.

TG-HS029 Hazard Report Log may be used to capture details of the hazard.

Where the hazard cannot be corrected immediately,

Our Company records the details of the hazard in the **Activity Risk Assessment Form**

Our Company investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

Our Company identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

Our Company regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

Our Company will issue a copy of any completed Hazard Report form, as required.

Forms & Records

TG-WHS-029 Hazard Report Log
TG-WHS-035 Activity Risk Assessment

WHS 8 – OBJECTIVES AND TARGETS

Our Company has established the following objectives and targets to support and maintain the effectiveness of the WHS Management Plan.

PLANNING

Objective:

Employees are provided with regular and up-to-date information on WHS

Target:

Review the content of the WHS Management Plan at maximum 12-month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

RISK MANAGEMENT

Objective:

Employees are familiar with hazards and risks associated with the works that are assessed as a medium to high risk.

Target:

Safe Work Method Statement(s) outline those hazards and risks associated with the works that are assessed as a medium to high risk.

CONSULTATION

Objective:

Employees are regularly consulted on matters that affect WHS.

Target:

Toolbox/Staff Meetings or other agreed methods of consultation are undertaken on a regularly basis.

TRAINING

Objective:

Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment.

Target:

All employees involved with the work have undertaken as a minimum the two levels of induction training, i.e. (safety awareness) training, site specific training (Our Company) and work activity training as noted in the Safe Work Method

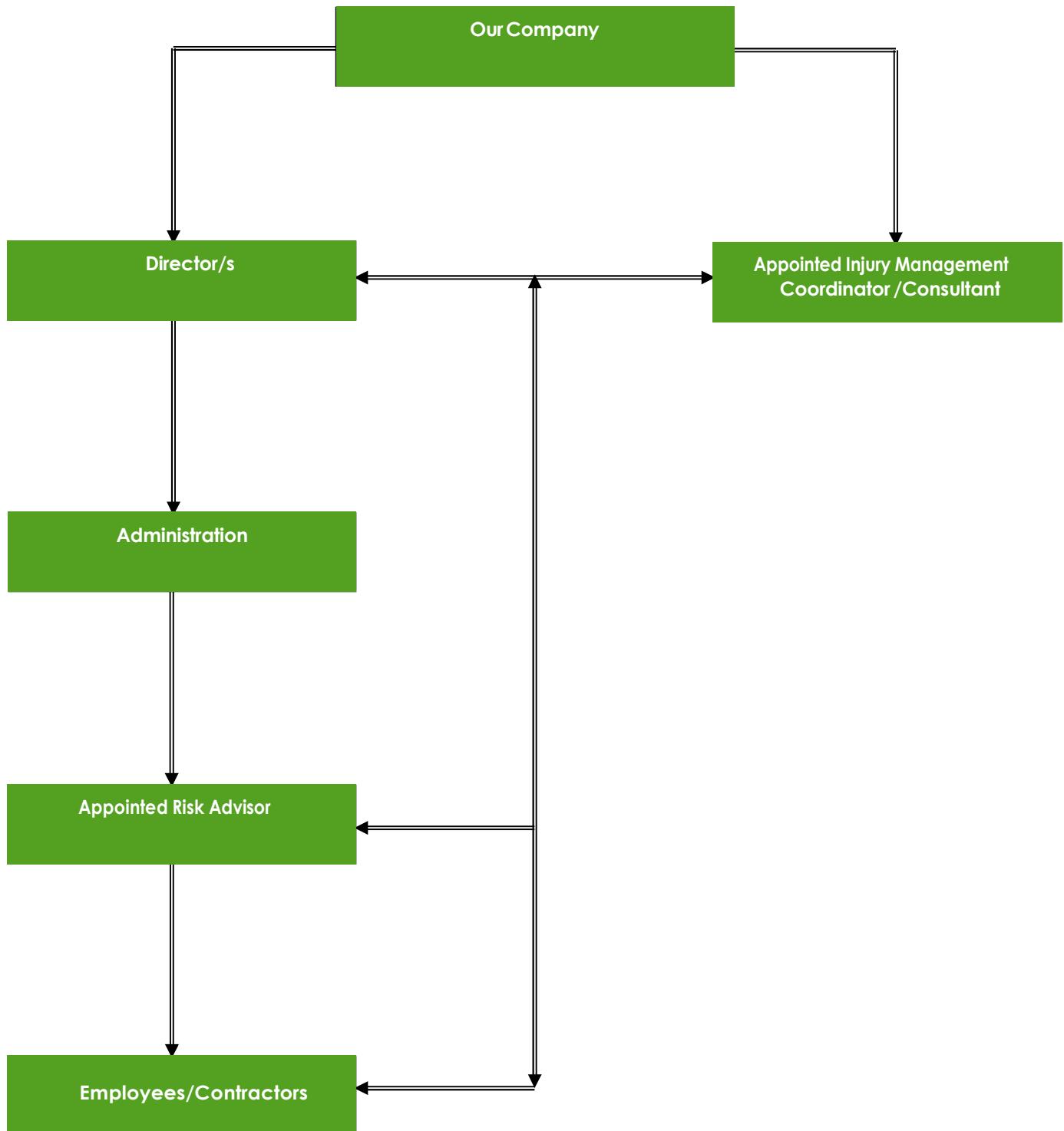
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Statement(s) specific to the works.

WHS 9 – ROLES AND RESPONSIBILITIES

Our Company provides the following key trained and competent personnel on site.



ROLES & RESPONSIBILITIES DEFINED

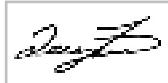
The roles and responsibilities of employees within **Our Company** regarding WHS are below.

Directors

is responsible for WHS at the workplace and duties include:

- implementing the WHS Management Plan.
- using the Hierarchy of Controls in all design, fabrication, and construct activities to minimise WHS risks.
- communicating with all relevant parties to reduce risks.
- being a part of the planning and design stages of trade activities.
- deciding when training on WHS is required.
- leading by example and promoting sound WHS practices at every opportunity.
- ensuring safe equipment and plant is provided and maintained.
- reviewing WHS reports and inspections and following up on recommendations.
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required.
- coordinating WHS meetings and programs.
- monitoring compliance with the WHS Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Signed by: Zane Taylor



Date: 01/12/23

Director and any appointed Managers are responsible for WHS at the workplace and duties include:

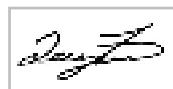
- implementing the WHS Management Plan.
- observing all WHS rules and regulations.
- making sure that work activities are carried out in a safe and environmentally sound manner.
- planning to do all work safely including any interface with other work activities.
- providing advice and assistance on WHS matters to employees.
- being part of the planning and design stages of trade activities.
- deciding when training on WHS is required.
- actioning WHS reports and carrying out workplace inspections.
- setting up WHS meetings and programs.
- helping to prepare Safe Work Method Statements for the organisation's work activities.

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- investigating hazard reports and ensuring that they are completed, and corrective actions undertaken.
- carrying out workplace inductions, Toolbox Talks and team meetings.
- being a part of incident investigations.
- leading by example and promoting sound WHS practices at every opportunity.
- undertaking inspection of the contracted or planned works to ensure that WHS control measures are implemented and effective; and
- communicating WHS performance to the Owner
- assisting the Owner to develop and implement the WHS Plan.
- providing advice on WHS to all employees.
- being a part of planning and design in work activities.
- determining WHS legal requirements for the work activity or trade.
- making sure WHS work procedures are followed.
- coordinating injury management / return to work for injured employees.
- reviewing WHS reports and inspections.
- setting up and being a part of WHS meetings and programs.
- setting up Toolbox Talks on a regular basis.
- always insisting on sound WHS practices.
- setting up and conducting WHS inductions.
- conducting incident investigations.
- communicating with the Works Manager/General Manager on WHS matters.
- making sure records are kept under these guidelines.
- being part of inspections and ensuring recommendations are completed; and
- other WHS duties as directed by the Works Manager.

Signed by: Zane Taylor



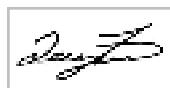
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Injury Management Coordinator

Any Appointed Manager is responsible to delegate a RTWC for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services.
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee.
- monitoring the progress of the injured employee's capacity to work.
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Signed by: Zane Taylor



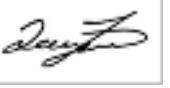
Date: 01/12/23

Employee

Are responsible for the following:

- working in a safe manner without risk to themselves, others, or the environment.
- complying with the WHS Management Plan including all Safe Work Method Statements.
- reporting all incidents to the General Manager
- reporting all injuries and illnesses to the designated First Aid Officer.
- reporting any WHS hazards to the General Manager
- providing suggestion, through agreed consultation methods, on how to improve WHS issues.
- seeking assistance if unsure of WHS rules.
- reporting any faulty tools or plant to the General Manager
- complying with site rules.
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

Signed by: Zane Taylor



Date: 01/12/23

Forms & Records

- TG-IP-005 Company Employee Induction
TG-IP-008 New Employee Checklist
TG-HS041 Internal Training Register
TG-HS001 Site Induction Record

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TG-HS002 Site Induction Register

WHS 10 – TRAINING AND COMPETENCY

Having regard to the hazards and risks associated with the work activity, **Our Company** has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others, or the environment.

Our Company performs the following training activities:

- 1) Induction (prior to commencement)
- 2) SWMS (Safe Work Method) training
- 3) Emergency Evacuation and Response training
- 4) Use of PPE (Personal Protective Equipment)
- 5) Working Safely with Chemicals
- 6) Manual Task Training
- 7) Other training as required to control identified workplace risks
- 8) High risk training

A Training and Competency register is maintained of all training records. A Training and Competency Matrix summarises the Skills and Competencies of the organisation's employees.

WHS 11 – INDUCTION

Our Company recognises that induction is required to ensure that all persons conducting work at the Business Manager have a thorough understanding of the expectations, hazards, and rules of the Business Manager. Induction is broken into 2 parts:

GENERAL INDUCTION:

A general induction provides information on:

- Hazards and controls
- Emergency response
- Reporting injuries and hazards

ON THE JOB INDUCTION:

This part of the induction includes:

1. Emergency Orientation: Showing staff the emergency exits, and assembly point.
2. Introductions to supervisors, first aiders etc.
3. Safe work procedures: These provide specific instruction about

the hazards and controls in a particular work area.

WORKPLACE INDUCTION REGISTRATION

The Workplace Induction registration captures important information about the employee including NOK, and also provides sign off and validation that they have completed and understand the induction.

VISITORS

A Site Induction Form is to be completed for persons conducting duties which do not include physical works, or high-risk access and where they are to be accompanied at all times by a Our Company employee.

Forms & Records

TG-IP-005 Company Employee Induction
TG-IP-008 New Employee Checklist
TG-HS041 Internal Training Register
TG-HS001 Site Induction Record
TG-HS002 Site Induction Register

WHS 12 – CONSULTATION, COMMUNICATION, INTERFACE

Our Company recognises that Consultation and Communication are fundamental to effective safety management.

Our Company promotes the active participation of all employees in WHS decisions.

Employees are consulted and given opportunity, encouragement, and training to be proactively involved in WHS matters affecting the organisation and their work activities.

CONSULTATION

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- risks associated with the works being carried out
- control measures being implemented
- hazard identification and risk assessment processes.
- control measures for the management of hazards and risks.

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- changes to the organisation's policies and procedures or work routines which may affect WHS.
- make up of and representation on relevant committees; and
- Election of WHS and employee representatives.
- work being carried out

TOOLBOX TALKS/ STAFF & SUBCONTRACTOR MEETINGS

To ensure effective communication, Our Company will undertake regular Staff and Subcontractor Meetings where Workplace Health and Safety will be discussed. Minutes from these meetings will be recorded on the Toolbox Meeting Record form. Any actions arising from the meeting will be recorded and followed up at subsequent meetings. It is the responsibility of the General Manager to ensure that all corrective actions are completed and reviewed for effectiveness.

Forms & Records

TG-HS008 Toolbox Meeting Record Form (including meeting minutes)
TG-IP019 Standard Meeting Record

WHS 13 – DOCUMENT CONTROL

Our Company

- Maintains an up-to-date version of this WHS Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of WHS management practices.
- Reviews the Plan on an Annual basis or if a change should be required
- Ensures all amendments to the Plan are recorded in the Register of Amendments located in section 00 at the beginning of this document.

WHS 14 – PLANT AND EQUIPMENT

Our Company ensures that all plant and equipment is safe and without risk to health and safety of personnel by performing risk assessments considering:

1. Design and Construction.
2. Positioning of Plant.
3. Operation of Plant.
4. Inspection and Servicing & Maintenance of Plant.
5. Training of Workers.
6. Development of Safe Work Procedures; and
7. Records.

See TG-HS015 Plant Risk Assessment Form and TG-HS030 Plant and Equipment Register.

DESIGN AND CONSTRUCTION

Each piece of plant should conform to an acceptable Australian Standard, if applicable. Specific plant requirements include but are not limited to Guarding of moving parts of machines

POSITIONING OF PLANT

Each piece of plant should be positioned within the workplace so that there is adequate space for personnel to use, clean, service, maintain and inspect plant. It is recommended a 'clear zone' of at least 600mm be marked around all fixed equipment to ensure the safety of the operator. Plant must also be placed in a manner so as not to impede safe egress from any work area.

OPERATION OF PLANT

Plant shall only be used in accordance with the manufacturer's specifications. Management must ensure that health and safety features such as warning devices, guarding, operation controls, emergency stops etc, associated with plant in the workplace are working adequately and effectively.

INSPECTION, SERVICE & MAINTENANCE OF PLANT

Plant will be fully inspected upon arrival on site using The Plant Inspection Form as well as visually inspected before each use during pre-start checks.

Plant shall be maintained according to the manufacturer's specifications for maintenance. In addition, plant should be isolated before maintenance commences, and a SWMS provided.

Maintenance shall be required on a range of plant including (but not limited to):

- Gas lines, regulators and associated equipment (for LPG and Carbonation – CO₂/ Nitrogen)
- Air conditioners
- Electrical equipment
- Fire Protection equipment
- Vehicles
- Racking for storage
- Generators

TRAINING OF WORKERS

Each worker **must** be provided with adequate instruction on how to use or maintain plant **before** starting work with or on the plant. The manufacturer's operation handbook should be consulted for the

training requirements and should provide the minimum training specification to ensure operator competency. Additional operator competency standards can be obtained by referring to the person's qualifications, information from past employer/s referees and the person's past work experience.

- The person conducting training should be deemed competent prior to the commencement of training.
- Where a person is deemed to be competent to operate a specific piece of plant, the training is to be documented and records held.

SAFE OPERATING PROCEDURES (SOPS)/SWMS

Safe Operating Procedures should be developed for each piece of plant deemed to be hazardous under risk assessment criteria.

These SOPs must be available to all operators, and be regularly reviewed and updated, if required.

RECORDS

A Register of Plant and Equipment should be maintained. Records should be kept current, retained for the life of the plant, and if sold, form part of the sale. The records can contain:

- (a) Plant identification, i.e. serial numbers, make model;
- (b) Compliance statements or test certificates;
- (c) Inspections; Servicing and Maintenance Records

Forms & Records

TG-HS030 Plant and

Equipment Register

TG-HS015 Plant Risk

Assessment (Form)

Register of Plant and Equipment (Containing a list of all plant and equipment along with associated records including servicing/maintenance records)

WHS 15 – SITE SAFETY

ELECTRICAL EQUIPMENT

Our Company ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, and AS3000, Wiring Rules.

Our Company ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

All electrical equipment including fixed equipment shall be tested and tagged in accordance with current legislative requirements as stipulated in AS/NZS 3760 In-service safety inspection and testing of electrical equipment

See table below.

Records

TG-HS017 Electrical Equipment Register

Our Company records all electrical equipment brought on site in the Electrical Equipment Register. Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Forms & Records

TG-HS017 Electrical Equipment Register (contains records of all electrical equipment on site, and associated testing, inspection, and maintenance).

Electrical Testing Schedule

HAZARDOUS SUBSTANCES/ DANGEROUS GOODS

Our Company provides 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, **Our Company** reviews the Safety Data Sheet (SDS) to determine if the product or substance is classified as hazardous.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current SDS.

Assessing the Risk

Our Company considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity.
- Toxicity (short and long term);

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- Carcinogenic classification if relevant.
- Chemical action and instability.
- Corrosive properties.
- Safe use and engineering controls.
- Environmental hazards; and
- Storage requirements.

Training

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.

Use

All storage and use of hazardous substances and dangerous goods is in accordance with the SDS and legislative requirements.

As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and are included in the Safe Work Method Statement.

Storage

All hazardous substances and dangerous goods are always stored in their original containers with the label intact.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

Register

Our Company keeps a register of Hazardous Materials (Hazardous Substances and Dangerous Goods) along with SDSs.

All products and substances to be brought to the workplace are to be documented.

Forms & Records

SDS Register (containing a list of all chemicals and associated SDSs) TG-HS014 Hazardous Chemicals and SDS Register (Form)

ASBESTOS

Tallan Group does not perform any asbestos work and relies on approved sub-contractors to complete tasks involving asbestos and its removal.

Only approved/qualified sub-contractors are to perform work with asbestos material or where asbestos may have been recently removed.

The Project Manager in conjunction with the WHSE Manager will regularly review the asbestos register in accordance with the regulations to ensure compliance. Asbestos Registers will be kept within the site office and be readily available to all workers including subcontractors and HSRs.

If Tallan Group workers identify potential asbestos material, they will contact the Site Foreman or WHSE Manager and seek direction prior to proceeding.

All referrals to the appropriate management and removal of Asbestos are to be conducted in compliance with the 'How to manage and control Asbestos in the workplace Code of Practice 2021' and 'How to Safely remove Asbestos Code of Practice 2021' as defined by Workplace Health and Safety Queensland.

SITE ACCESS

The Project Manager will document a local traffic management plan that details the traffic controls for the worksite. The local traffic management plan and controls will be communicated to the workforce.

Access to site for both pedestrians and vehicles will be controlled by signage and a Traffic Management Plan for the site. Pedestrians and drivers **will not** enter the construction site until they have completed a site-Specific Induction and been instructed in the site Traffic Management Plan.

Pedestrians. Pedestrians will be directed to report to the site office before they enter the construction site. Pedestrians will be instructed to stay within pedestrian walkways at all times.

Light Vehicles. Drivers of light vehicles that have not been inducted will be instructed to report to the site office before entering the construction site. Light vehicle drivers will be instructed to follow the traffic management plant when accessing the construction site.

Heavy Construction Vehicles. For heavy construction vehicles access to the construction site will be controlled by signage and verbal instructions as to which gate to use to enter the construction site. Heavy construction vehicles will be instructed to follow the Traffic Management Plan unless otherwise directed by the General Superintendent.

SITE AMENITIES

The Project Manager will ensure that adequate amenities are provided on site for personnel. The Project Manager has arranged for a contractor to service the amenities on site.

The adequacy of the amenities will be regularly checked for hygiene and cleanliness by a weekly inspection.

The Project Manager will ensure that there is 1 toilet per 15 persons or part thereof.

The Project Manager will provide crib facilities, hand and face washing facilities, and drinking water.

Access to the work site will be restricted to only those personnel required to work on the site. This will be established through traffic control and suitable barricading or fencing. The Project Supervisor will be responsible for ensuring that all access restrictions required for the project are implemented on site. Delivery drivers will receive a temporary induction and will be escorted at all times whilst on site. Verification of licenses, competencies and tickets must be sighted by the relevant employee.

HOUSEKEEPING

All Supervisors are responsible for ensuring safe housekeeping practices within their work areas. A Guide to Housekeeping is available for reference. The effectiveness of housekeeping practices will be regularly monitored and review through inspections and during task observations. Safe house keeping practices will be discussed during the inductions and regularly during prestart meeting or toolbox meetings.

SIGNAGE & BARRICADING

To reduce/minimise the risk of injury/incident Tallan Group will provide safety and warning signs which are required by regulation and will provide safety and warning signs where the need for such signs is recommended in codes of practice or advisory standards. Tallan Group will also ensure that any safety and warning signs in the workplace are current, meet the needs of the workplace, are clearly visible and are in a serviceable condition.

The type of signs used shall include Regulatory, Prohibition, Mandatory, Warning, Information and Limitation signs.

Barricading and/or flagging shall be placed around all areas where persons, plant, equipment, flora or fauna may be exposed to the danger of:

- Being struck by materials
- Individuals or objects falling from one level to another
- Working above other work groups e.g. the operation of EWP's
- Removal and re-installation of Grid mesh or flooring
- Falling into open excavations or penetrations
- Hazardous, toxic or flammable substance storage areas/spills
- Struck by rotating plant/equipment (cranes/boom lifts)
- Unauthorised entry into confined spaces
- Potentially hazardous work processes (e.g. radiation, pneumatic/hydro testing, spray painting, abrasive blasting etc.)
- Where foreseeable risk exists for damage to occur to assets or the environment
- Incident site needs to be preserved for investigation purposes

EXCAVATIONS, TRENCHES & PENETRATION ACTIVITIES

Tallan Group must provide safe systems of work relating to the safe performance of penetration and excavation activities, including the Permit to Work Procedure, whilst complying with the relevant statutory requirements, codes of practice and Australian standards.

The preparation of a Safe Work Method Statement (SWMS) will establish the safest and best way to execute excavation activities, with the Project then undertaking regular inspections and task observations during the work activities to verify compliance to the safe system of work.

Ground movement shall be controlled to prevent the collapse of excavations and trenches through the systematic use of batters, benching or shoring.

For each excavation or trench being constructed, the batters, benching or shoring used shall be designed, specified and installed and inspected by competent personnel.

Penetration is defined as any process that breaks a concealing surface e.g. wall, ceiling, electrical panel, any service or similar by drilling, coring, sawing, cutting, screwing, nailing, jackhammering etc.

Working near and locating underground services

Where ground disturbance activities approach within three (3) metres of the approximate crossing or parallel location of underground services, utilities, hazards or obstructions, or when danger of accidental contact or disturbance is possible, the means to be used to identify the exact location of the underground installation must be specified before proceeding. A cable detector should be used to assist in the location of buried electrical cables.

Excavation within sand bedding, below service marker tiles or in areas otherwise indicative of the presence of underground services, utilities, hazards or obstructions are to be performed manually, to fully reveal the location and installation details before continuing with the use of powered earthmoving plant or equipment.

Equipment and tools that use the flow of compressed air to remove soil from buried services or utilities are only to be used when they have been specifically approved for this application and an accompanying risk assessment completed.

HIGH RISK WORK

The Project Supervisor and WHSE Manager will ensure that workers carrying out high-risk work hold the appropriate high-risk work license or are otherwise permitted under a regulation to carry out the high-risk work.

WORKING AT HEIGHTS

Fall protection is required at any time, when:

- There is a risk that personnel may fall and injure themselves
- Working outside of a handrail
- Working from any Elevating Work Platform (EWP) or man cage
- An employee feels that such protection is required
- Undertaking a work task closer than 2.0m to an open edge

The Project Manager in conjunction with the project team will identify and assess the areas of the project where working at heights may be required. The objective is to eliminate all fall hazards. This assessment of the project/site and the work not only helps eliminate hazards, but also identifies alternative approaches to the work that can measurably enhance safe work practices.

ERCTION, MODIFICATION AND DISMANTLING OF SCAFFOLDS

The Erection, Dismantling, Alteration, Modification and Inspection of scaffolds shall only be carried out by or under the direct supervision of a Licensed Scaffolder.

The Project Manager will ensure that scaffolding is installed and constructed with regard to the information provided by the designer, manufacturer, importer or supplier of the plant, or a competent person.

The Project Manager will ensure that scaffolding is not used until written confirmation is received from a competent person stating the construction of

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the scaffold has been completed. Appropriate signage and barricading must be in place to ensure unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended.

The Project Manager will ensure that scaffolding and any supporting structures are inspected by a competent person:

- before the scaffold is used
- before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
- before use of the scaffold is resumed after repairs
- at least every 30 days.

LOADING AND UNLOADING OF TRUCKS AND TRAILERS

The Project Manager will ensure that the project requirements for the safe loading of trucks and trailers are communicated to suppliers and subcontractors to ensure that when materials and equipment arrives on site it can be safely unloaded.

CRANE AND LIFTING OPERATIONS

Lifting operations shall be categorised, planned and appropriately managed according to the level of risk and complexity to ensure that suitable controls are applied.

PERMIT TO WORK SYSTEM

Work types which should be included in the coverage of the PTW for the Project include:

- Excavation
- Confined space entry
- Hot work
- Crane hoisted man cage/Work box activities
- High voltage/High energy areas

Where work involved more than one of the designated activities, more than one permit may be required.

WORKING NEAR WATER

Strict procedures will be followed whenever construction activities are occurring in, over or adjacent to water, where there is a risk of drowning

CONFINED SPACES

Strict procedures will be followed whenever construction activities are occurring within confined spaces, where there is a risk of asphyxiation

or other breathing restrictions.

The Project Manager will ensure no one will enter a confined space without first being issued a confined space entry permit from a competent person.

The Project Manager will ensure all instances of confined space areas on site will be signed and barricaded in accordance with the regulations.

The Project Manager will ensure that during confined space activities continual communication with the workers and safety monitoring must be in place.

TILT-UP AND PRECAST CONCRETE

All tilt-up and precast concrete works on site must follow the Risk Identification Process and associated controls. Tilt-up and Precast Concrete is an identified high-risk activity, therefore a SWMS must be produced, communicated/ consulted and implemented for these types of site works.

The Project Manager must ensure all works conducted are in accordance with Tallan Group's organisational procedures with consideration given but not limited to the following:

- Detailed design drawings and specifications by registered professional engineer (structural)
- Installation methods, bracing configurations and lift plans/ pick and carry logs
- Exclusion zones, protection from falls and falling objects
- Inspection and monitoring of implementation and protection from adjoining works

PSYCHOSOCIAL RISK

Tallan Group is committed to establishing, promoting and maintaining the psychological safety and wellbeing of all employees through workplace practices and encourage employees to take responsibility for their own mental health and wellbeing.

Tallan Group believe that our employees' psychological safety and wellbeing are essential to organisational success and sustainability. Our goals include:

- Building and maintaining a workplace environment and culture that supports psychological safety and wellbeing and prevents discrimination (bullying and harassment).
- Increase employee knowledge and awareness of psychological and wellbeing issues and behaviours.
- Reducing stigma around depression and anxiety in the

workplace.

- Facilitating employees' active participation in various initiatives supporting psychological health and wellbeing in the workplace.

Responsibilities

All employees are encouraged to:

- Understand the Psychosocial Safety and Wellbeing Policy and seek clarification from management where required.
- Consider the Psychosocial Safety and Wellbeing Policy while completing work-related duties and at any time while representing Tallan Group to support fellow workers in their awareness of this policy.
- Support and contribute to Tallan Group's aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health.
- take reasonable care that their behaviours and actions do not affect the health and safety of other people in the workplace.

Managers and Supervisors have a responsibility to:

- ensure that all workers are made aware of this policy.
- actively support and contribute to the implementation of this policy, including its goals.
- manage the implementation and review of the Psychosocial Safety and Wellbeing Policy.

Communication and Collaboration

Tallan Group will ensure that:

- all employees receive a copy of the Psychosocial Safety and Wellbeing Policy during the induction process.
- The Psychosocial Safety and Wellbeing Policy is easily accessible to all members of the organisation.
- employees are informed when a particular activity aligns with The Psychosocial Safety and Wellbeing Policy.
- employees are empowered to contribute and provide feedback to The Psychosocial Safety and Wellbeing Policy actively.
- employees are notified of all changes to The Psychosocial Safety and Wellbeing Policy.

To support the growth and development of employees clear exchange of information is required. Leaders need to be transparent in decision-making, change management, feedback and what an employee needs to do their job successfully.

Management will encourage inclusion by getting to know their teams and inviting contributions from all team members. Regular and timely feedback and

recognition significantly contribute to employees wellbeing in the workplace. Also encouraging collaborative efforts will also help to support an employee's success and wellbeing, as well as a positive workplace culture.

Consultation and Intervention Procedures

Management shall demonstrate calm, clear, fair and consistent approaches by facilitating effective discussion and consultation seeking employee contributions to problem-solving. It will be a two-way discussion to identify what levels of intervention and or prevention is required for the employee by the company.

- Primary Intervention - are targeted at the organisational level, emphasising the need to identify and manage causes and practices that may contribute negatively to worker wellbeing.
- Secondary interventions are primarily aimed at improving worker strengths and capability, including education and training, as well as providing resources to assist individuals with stress management, resilience, interpersonal skills and conflict management.
- Tertiary interventions are supportive steps implemented after an injury or illness has occurred, including facilitating appropriate rehabilitation or return to work programs, provision of UPRISE Employee Assistance Program.

Our goal is to manage the risk at the source rather than rely only on interventions to assist workers after an injury has occurred.

The effectiveness of the policy will be assessed through:

- Feedback from workers and management
- Review the policy by management to determine if objectives have been met and identify barriers and enablers to ongoing policy implementation.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Our Company maintains the following register of all PPE provided for use by employees where such PPE is specified as a control measure in the Safe Work Method Statement. Our Company ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of Standard compliance will be provided, e.g. labelling.

Each employee has been instructed and trained in the correct use of the PPE issued.

PPE Item Supplied	Purpose/ Use	Where Stored	Maintenance	Person Responsible
Disposable Latex Gloves	Use when pouring , handling and	Under sink	Discard after use	Office Manager

WHS MANAGEMENT PLAN

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	using chemicals			
Safety Boots	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Hi Vis Shirt/Vest	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Trousers	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Hard Hat	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Safety Gloves	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Safety Glasses	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Safety Mask	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager
Vehicle First Aid Kit	Project Site requirement	Issued to applicable person/s	Annual re-issue of PPE as required.	General Manager

Supervisor to Complete - Please Add additional items as required.

WHS 16 – EMERGENCY PREPAREDNESS AND RESPONSE

EMERGENCY PREPAREDNESS

The Project Manager will ensure that potential emergency situations for the site are identified and that the risks associated with these potential emergency situations are assessed and recorded in the Project Risk Register.

An Emergency Response Plan (ERP) will be documented to cover the potential emergency situations identified for the site. The ERP will be approved by the Project Manager and communicated to the workforce via inductions and toolbox meetings.

Emergency response plans will be tested in accordance with the schedule detailed in the ERP. A review of the effectiveness of drills will be conducted.

EMERGENCY RESPONSE PERSONNEL

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The Project Manager will designate the persons responsible for participating in emergency response on site and ensuring that they hold the relevant qualifications/experience and are training in, or have communicated to them, the emergency response requirements for the site. The Project Manager will ensure that designated emergency response personnel have read and understand their responsibilities and the content of the ERP.

EMERGENCY RESPONSE EQUIPMENT

The Project Manager will ensure that suitably qualified or otherwise competent persons assess the suitability, location and accessibility of emergency equipment.

FIRE PROTECTION EQUIPMENT

The Project Manager will be responsible for ensuring that fire protection systems and hardware are provided at all locations where there is a risk of fire. Fire extinguishers will be located and distributed in accordance with the requirements of AS2444 Portable fire extinguishers and fire blankets - Selection and location. Appropriate signage will also be installed.

The Supervisors will ensure the following:

- That an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.
- All personnel who may-be required to use a fire extinguisher will be trained and competent in their correct use.
- All mobile plant will be fitted with an appropriate fire extinguisher.
- A list and current service history of all firefighting equipment on site will be documented on a register.
- All firefighting equipment will be properly maintained and serviced at the prescribed interval by suitably qualified subcontractors / individuals.
- The location of all fire protection equipment is included on the Emergency Response / Evacuation Plan.

CRITICAL INCIDENT RESPONSE

The Project Manager will ensure that site specific requirements for critical incident response are detailed in the ERP.

PROJECT READY, RESPONSE AND RECOVERY STANDARDS

The Project Manager will ensure that the required personnel actively participate in any emergency response activities designated by the project or Client for the duration of the project.

WHS 17 – CONTRACTOR MANAGEMENT

It is Our Company's responsibility to ensure that contracted works do not adversely affect its workers, visitors, patrons, property, and operations. To achieve this, Sub- Contractors will be asked to provide evidence of safety management systems in place. This will be achieved by

1. Requesting contractors complete an TG-TC011 Subcontract Conditions Checklist Form.
2. Requesting contractors supply a copy of their SWMS (Safe Work Method Statements) for any works undertaken at the Business Manager.
3. Requesting contractors supply all relevant documentation to ensure all parties are suitably qualified, licensed, and insured.

All contracted companies that supply workers to undertake work for Our Company will be required to 'induct' their workers into the terms outlined in the **TG-TC011 Subcontract Conditions Checklist**

During the work where significant works are undertaken, Our Company will use the **TG-HS028 SWMS Observation Form** to verify that all required controls are in place.

Safe Work Methods supplied may be evaluated using the **TG-HS028 SWMS Observation and TG-HS009 SWMS Review**

RECORDS

Records provided by each contractor should be maintained in a Register of Contractor Control.

This should include:

1. Signed and Completed Contractor Agreement
2. SWMS from the contractor
3. A list of Hazardous Chemicals and any Safety Data Sheets used on site
4. Completed Contractor Safety Conditions Checklists (where completed)
5. Completed SWMS Observation Forms (where completed)

Forms & Records

Contractor Agreement
TG-TC011 Subcontract Conditions Checklist
TG-HS009 SWMS Review
TG-HS028 SWMS Observation
Register of

WHS 18 – FIT FOR DUTY

Our Company Supervisors and duty managers are responsible to ensure that workers attending for the shift are fit to work.

Workers may become unfit for work for a variety of reasons ranging from:

- Physical injuries
- Health issues
- Emotional stress
- Fatigue
- Drugs and alcohol use
- Effects of prescription medicine

Staff shall be informed of their obligations to ensure they are fit for work and will be encouraged to self-report should they find they are not in a fit state. Staff should be encouraged to disclose any conditions which may have an impact on their fitness to work so that supervisors can monitor these conditions and take appropriate action as required.

Supervisors (with permission of Business Manager) have the right and obligation to stand staff down from duties should they feel the person is not fit for duty and could pose a risk to themselves or others. Should the staff member wish to contest this, a medical review is required.

HOURS OF WORK

To prevent fatigue due to excessive hours, no employee shall work more than 55 hours per week over a 3-month period.
A break of 10 hours between shifts shall be provided.

WHS 19 – MONITORING, INSPECTIONS & AUDITS

The Business Manager shall ensure controls outlined in the WHS Management plan are appropriate, in place and working effectively.

To achieve this the Business Manager will engage in:

1. Workplace Inspections – to verify that existing controls are in place and effective, and review opportunities to improve hazard control.
(TG-SM012 Weekly QSE Inspection Checklist and TG-SM011 Corrective Action Register)
2. WHS Management Plan Reviews- to verify that the WHS management plan is current and adequate for managing the risks within the

organisation. (**WHS Management Plan Checklist**)

3. WHS Audits- a periodic independent audit will verify that risks are being effectively management and the system is in place and functioning as required to meet legislative requirements. This should be performed by a person with expert knowledge of the WHS legislation.
4. Corrective Action Register – used to record and monitor corrective actions and non-conformances resulting from inspections, incident investigations, hazard reports and audits

Forms & Records

TG-SM012 Weekly QSE Inspection

TG-SM011 Corrective Action

Register

WHS Management Plan Checklist

WHS 20 – INJURY AND INCIDENT MANAGEMENT

INJURIES

All injuries are reported to the designated First Aid Officer in the workplace.

Our Company records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment, **Our Company**

completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to all relevant parties as required.

INCIDENTS

For all incidents involving near misses, property/plant damage or injury to the public or the environment, Tallan Group investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to all relevant parties as required.

Corrective actions will be developed from the investigations findings and actioned as soon as possible.

NOTIFIABLE INCIDENTS

Our Company reports all notifiable incidents to the relevant Authority.

See Section 21 Notifiable Incidents

Where such an incident has occurred, **Our Company** takes advice from the Department Inspector as to if the site needs to be preserved for investigation.

RECORD KEEPING

Our Company records all injuries Maintains a Register of Injuries by keeping copies of all completed Incident Report Forms (WHS-FRM-001 Incident Report Form)

Our Company keeps records of incidents and injuries in accordance with Statutory requirements.

FORMS & RECORDS

WHS-FRM-001 Incident Report Form
Register of Injuries (Consists of All Completed Incident Report Forms)

WHS 21 – FIRST AID

FIRST AID PERSONNEL

The Project Manager will ensure that at all times while work is in progress at the site there are persons trained in first aid and holding a current Apply First Aid or relevant Occupational First Aid Qualification.

The number of first aid personnel in the work force will be determined according to the hazards identified, the number of employees and the size and layout of the work place as detailed in the Workplace Health and Safety Queensland – First Aid Code of Practice 2021.

A list of the nominated first aid personnel shall be forwarded to the Client along with the name of their supervisor and where they work. This list shall be updated as necessary to ensure that, at any given time, the first aid personnel detailed on the list are available on site at that time.

FIRST AID KITS

First Aid Kit quantities and locations shall be deemed by risk assessment and in accordance with Workplace Health and Safety Queensland – First Aid Code of Practice 2021.

First Aid Kits shall be supplied and maintained current and complete of content and must:

Ref. No.: TG - PLN-002 Issue Date: 12.12.2023 Rev No: 002 Rev Date: 12.06.2024

- Be immediately accessible to all employees
- Have emergency numbers located in the kits along with resuscitation charts, a content list, treatment log and pen
- Be clearly marked and numbered for identification and the contents inspected once every week for acceptability and completeness. The checker is responsible for checking the contents of the kit, cleaning the outside and inside of the kit and tidying up the contents. To assist employees in knowing the location and content of the first aid kits, it is recommended that the supervisor delegate the job of checker to a different employee every week
- Records shall be maintained of the content checks indicating the kit number, location, date, by whom it was checked and the replacement of any items

TRAINING

First aid information will be provided to all persons working on site and this shall include the following:

- Photographs, names and work location of all first aid personnel and H&S representatives on the delegated notice boards. Information on delegated notice boards shall be current at any given time, and details of first aid personnel and H&S representatives shall be updated to reflect the personnel available on site at that time.
- Location of all first aid kits
- Procedures to be followed when first aid is required
- Emergency numbers and the location of the muster points
- Notification of change to any of the facilities, nominated first aid personnel or H&S Representatives

WHS 22 – NOTIFIABLE INCIDENT

WHEN DO I NEED TO NOTIFY?

Incident Type	Specifically Nominated
A PCBU must notify WHSQ (or relevant State/Territory WHS regulator) as soon as they become aware of a death	
Or a serious injury or illness that results in:	<ul style="list-style-type: none">• immediate hospital treatment as an in-patient• immediate medical treatment for injuries (e.g. amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head or eye injury),• medical treatment within 48 hours of exposure to a substance.

WHS MANAGEMENT PLAN

Ref. No.: TG - PLN-002 Issue Date: 12.12.2023 Rev No: 002 Rev Date: 12.06.2024

<p>Serious illness (regulation 669) is:</p>	<ul style="list-style-type: none"> • any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work: <ul style="list-style-type: none"> (i) with micro-organisms (ii) that involves providing treatment to a person (iii) that involves contact with human blood or body substances, or (iv) involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products. • Q fever • Anthrax • Leptospirosis • Brucellosis • Hendra Virus • Avian Influenza • (vii) Psittacosis.
<p>WHSQ (or relevant State/Territory regulator) must also be immediately notified of any dangerous incident that exposes a person to a serious health or safety risk from immediate or imminent exposure to</p>	<ul style="list-style-type: none"> • the uncontrolled escape, spillage or leakage of a substance • an uncontrolled implosion, explosion or fire • an uncontrolled escape of gas, steam or a pressurised substance • an electric shock • the fall or release from height of any plant, substance or thing • the collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered • the collapse or partial collapse of a structure, including an excavation or of any shoring supporting an excavation • the inrush of water, mud or gas into an underground excavation or tunnel • the interruption of the main system of ventilation to an underground excavation or tunnel • other incidents as stated in the WHS Regulation.
<p>Notice of an incident must be given by the fastest possible means. If notice is given by telephone, workplace Health and Safety Queensland may request a written notice of the incident. This must be provided within 48 hours of the request and the PCBU must keep a copy of this record for at least five years.</p>	
<p>The person with management or control of a workplace at which a notifiable incident has occurred must ensure the site of the incident is not disturbed until an inspector arrives at the site or directs otherwise. This does not prevent any action required to protect a person's health or safety, help someone who is injured or make the site safe.</p>	

How to notify: QLD:

<http://www.deir.qld.gov.au/workplace/incidents/incidents/notify/index.htm>

Refer to Schedule 1d "Contact Details for Regulators" to notify relevant regulators in other jurisdictions.

Notification must be by the fastest possible means. The options for notifying are:

Business hours – 8.30am to 4.45pm, Monday to Friday (excluding public holidays)

- by telephone on 1300 369 915
- by completing and submitting the [online incident notification form](#)
- by submitting a copy of the completed [Incident Notification form](#) (PDF, 189 kB) to facsimile number (07) 3247 0297; or
- by submitting a copy of the completed [Incident Notification form](#) (PDF, 189 kB) via email to whsq.aaa@justice.qld.gov.au.

Outside of business hours

- by telephone on 1300 369 915 (press 1 at the prompt) to be connected to WHSQ's after-hours messaging service. Your notification details will be referred to a WHSQ on-call inspector who will contact you within a timeframe that has regard to the seriousness of the incident.

If you make the notification by telephone, written notification is not required, WHSQ will provide the person notifying for the business or undertaking with details of the information received.

Other notifications required

In addition to the notification of incidents, PCBs are required to notify Workplace Health and Safety Queensland of the following matters:

- asbestos removal work (licensed asbestos removalist)
- asbestos fibre levels greater than 0.02 f/ml (licensed asbestos removalist – for Class A removal work)
- asbestos emergency work - domestic premises (PCBU with management or control of the workplace – for demolition work)
- asbestos emergency work - non-domestic premises (PCBU who is to carry out the demolition work – for demolition work)
- hazardous chemicals exceeding manifest quantities at a workplace
- lead risk work commencing
- changes to information regarding lead risk work
- worker who is removed from carrying out lead risk work
- health monitoring reports
- abandoned tanks
- pipelines
- demolition work
- health and safety representatives.

<http://www.deir.qld.gov.au/workplace/businesses/notice/index.htm>

Schedule 1a: Incident Notification – NSW

If there is a serious injury or illness, a death or a dangerous incident, you must report it to SafeWork NSW immediately on 13 10 50 as an urgent investigation might be needed. Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50.

You must also:

- provide first aid and make sure the worker gets the right care
- take care not to disturb the incident site until an inspector arrives. You can help an injured person and ensure safety of the site.
- record it in the register of injuries
- notify your insurer within 48 hours

What incidents need to be notified?

A 'notifiable incident' under the work health and safety legislation relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident

Examples of these incidents are available in the Incident notification fact sheet. If you're still unsure, call us on 13 10 50.

How SafeWork NSW will respond

Our customer service standard outlines the process we follow when responding to incidents, what you can expect from us, and how we can help.

When we don't notify fine of \$50,000 for a body corporate and \$10,000 for an individual.

Schedule 1b: Incident Notification – Victoria

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 section 37(1) of 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

If a workplace incident occurs, an employer, occupier or person in charge must:

- **contact the WorkSafe Incident Notification Unit on 132 360**
- **ensure incident scene is not disturbed** until an inspector arrives. Sites can only be disturbed to protect a person's health or safety, help someone who is injured or to make the site safe
- **complete and send** an incident notification form to WorkSafe within the following 48 hours.

To lodge an incident notification form you can either:

- complete an Online Incident Notification Form using the reference number issued to you when you notified WorkSafe of the incident. The on-line incident notification form consists of six screens. When you have completed the last screen you will be able to:
 - submit it to WorkSafe via the internet, and
 - print a copy of the submitted form for your records

You must keep a **record of the incident notification form** for at least 5 years.

Queries should be directed to the Incident Notification Unit on 132 360, or to the Incident Notification Coordinator at incidentnotification@worksafe.vic.gov.au

Schedule 1c: Incident Notification – Western Australia

Types of injuries that must be reported:

- A fracture of the skull, spine or pelvis.
- A fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot.
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.
- The loss of sight of an eye.
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Types of diseases that must be reported

Infectious diseases: tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.

Occupational zoonoses: Q fever, anthrax, leptospirosis and brucellosis where these diseases are contracted during work involving the handling

of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

How to report

Notification will be accepted either in person, in writing, by fax, by telephone or email. You can download copies of the forms from the website:

[http://www.docep.wa.gov.au/WorkSafe/Content/Services/Report_an_a ccident_or_i ncident/index.htm](http://www.docep.wa.gov.au/WorkSafe/Content/Services/Report_an_accident_or_incident/index.htm)

Schedule 1d: Contact Details for Regulators

To notify a 'notifiable incident' contact the regulator in the relevant jurisdiction (see table below).

Jurisdiction	Regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	Not applicable for notifications
Victoria	WorkSafe Victoria	1800 136 089	worksafe.vic.gov.au
Queensland	Workplace Health and Safety Qld	1300 369 915	worksafe.qld.gov.au
South Australia	SafeWork SA	1300 365 255	safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	worksafety.act.gov.au
Tasmania	Workplace Standards Tasmania	1300 366 322 (Tas) (03) 6233 7657 (External)	wst.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	worksafe.nt.gov.au
Commonwealth	Comcare	1300 366 979	comcare.gov.au

WHS 23 – INCIDENT INVESTIGATION REPORT

Our Company completes an Incident Investigation Report in the event of any injury involving medical attention or off-site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

All relevant parties will be informed **immediately** in the event of the above. Following discussions with any relevant party, a decision will be made as to who will conduct the incident investigation. Any relevant party will be provided with a copy of the completed Incident Investigation Report.

Following an incident, it is a requirement that a formal risk assessment is carried out based on the likelihood of the incident reoccurring and the potential consequence if nothing is done. Depending upon where this potential consequence rating lies, between Critical and Insignificant, the Action.

Priority Matrix should be followed to determine the required short-, medium- or long-term action.

IN THE EVENT OF A RISK RANKING GREATER THAN H18, A SIGNIFICANT INCIDENT ALERT

MUST BE GENERATED. Further information on this process is outlined in WHSQ Incident Investigation and Trigger Action Response Plan (TARP)

Forms & Records

TG-HS011 Incident Report Form

WHSQ Incident Investigation and Trigger Action Response Plan, [TARP]

WHS 24 – INJURY MANAGEMENT AND RETURN-TO-WORK

OUR COMMITMENT

Our Company is committed to the return to work of injured employees. As part of this commitment, we will:

- prevent injury and illness by providing a safe and healthy working environment.
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured.
- support the injured employee and ensure that early return to work is a normal expectation.
- provide suitable duties for an injured employee as soon as possible.
- ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible.
- maintain the confidentiality of injured employee's records.
- not dismiss an employee as a result of a work-related injury within six months of becoming unfit for employment.

To support the above, **Our Company** has established the following procedures.

NOTIFICATION OF INJURIES

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

RECOVERY

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

RETURN TO WORK

- A suitable person will be arranged to explain the return-to-work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties or cannot do so without changes to the workplace or work practices.

SUITABLE DUTIES

- An individual return to work plan will be developed when the injured employee, according to medical advice, and can return to work.
- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive, and appropriate to the injured employee's physical and psychological condition.
- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

DISPUTE RESOLUTION

- If disagreements about the return-to-work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.
- If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

CONTACTS

Our Company workplace contacts for the return-to-work are:

Name	Organisation	Contact Details
Jane Benson	Tallan Group	0416 141 010
Zane Taylor	Tallan Group	0409 498 429
Joel Quillan	Tallan Group	0412 806 156
Adam Henricks	Tallan Group	0467 963 903