coates

Project Safety and Environmental Management Plan

2025

Contents

1. Introduction

The detail of the Coates Signco WHS&E Management System is contained in the Coates Signco WHS&E Management System and the Project Workplace Health Safety & Environment Plan.

The Project Safety and Environment Management Plan (PSEMP) only addresses the issues that are likely to be encountered while carrying out work at sites where Coates Signco has control of Part or All of the site.

The Coates Signco Project Safety and Environment Management Plan has been developed to be compliant with all company, State and Federal legislative codes of practice, as well as 4801:2001 Occupational Health and Safety Management systems and ISO 14000:2004 Environmental Management Systems Requirements.

1.1. Overview

This PSEMP has been developed and is consistent with the following State Legislation, Regulations, National and State Codes of Practice, as well as International and Australian Standards:

NSW Work Health and Safety Act 2011
NSW WHS Regulation 2017
NSW Workplace Injury Management Act 1998
NSW Workers Compensation Act 1987
NSW Protection of the Environmental Act 1991
NSW Work Health and Safety Regulation 2017
NSW Workers Compensation Regulation 2016
NSW Protection of the Environment (General) Regulation 2009

ComLaw
Commonwealth Work Health and Safety Act 2011
Commonwealth Work Health and Safety Regulations 2011

ISO 9001:2008 Quality Management System
ISO 14001:2004 Environmental Management System
AS 4801:2001 Occupational Health & Safety Management System
ISO 31001:2009 Risk Management System
ISO 45001 Occupational Health & Safety Management 2018
OSHSA 18000 Occupational Health & Safety Management 2007

National Standard for Construction Work
National Standard for Licensing Persons Performing High risk work
National Code of Practice for the Construction Industry
National Code of Practice for the Prevention of Falls in General Construction
National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work
National Code of Practice Induction for Construction Work
National Code of Practice for Noise Management and Protection of Hearing at Work
National Code of Practice for the Storage and Handing of Dangerous Goods
National Code of Practice for the Control of Workplace Hazardous Substances

State Codes of practice
NSW COP - How to Manage Work Health & Safety Risks
NSW COP - Safe Design of Structures
NSW COP - Management the Risk of Falls in the Workplace
NSW COP - Managing Noise & Preventing Hearing Loss
NSW COP - Managing the Work Environment & Facilities
NSW COP - Managing Risks of Hazardous Chemicals in the Workplace
NSW COP - Managing Risks of Plant in the Workplace
NSW COP - Construction Work
NSW COP - First Aid in the Workplace
NSW COP - Hazardous Manual Tasks
NSW COP - Work Health & Safety Consultation

NSW COP - Managing Electrical Risk

Australian Standards

AS/NZS 1269 Occupational noise management
AS/NZS 1270 Acoustics - Hearing protectors
AS/NZS 1337 Eye protection for Industrial Applications
AS/NZS 1336 Eye and face protection - Guidelines
AS/NZS 1337 Eye protectors for industrial applications
AS/NZS 1554 Structural Steel Welding
AS/NZS 1715 Respiratory protective devices
AS/NZS 1892 Portable Ladders
AS/NZS 2161 Occupational protective gloves
AS/NZS 2210 Occupational protective footwear
AS/NZS 3000 Electrical Wiring
AS/NZS 1418 Cranes, hoists and winches - Mobile elevating work platforms
AS/NZS 1800 Occupational protective helmets Selection, care and use
AS/NZS 1891 Industrial fall arrest systems and devices
AS/NZS 2550 Cranes, hoists and winches – Safe Use
AS/NZS 2604 Sunscreen products
AS/NZS 3760 In-Service Safety Inspection and Testing of Electrical Equipment
AS/NZS 4576 Guidelines for Scaffolding

1.2. Applicable Safe Work Method Statements

- ☐ SWMS 01 - Knuckle Boom EWP - Over 11m - Non-Construction Site
- ☐ SWMS 02 - Knuckle Boom EWP - Over 11m - Construction Site
- ☐ SWMS 03 - Knuckle Boom EWP - Under 11m - Non-Construction Site
- ☐ SWMS 04 - Knuckle Boom EWP - Under 11m - Construction Site
- ☐ SWMS 05 - Mobile Scaffolding - Under 4m - Non-Construction Site
- ☐ SWMS 06 - Mobile Scaffolding - Under 4m - Construction Site
- ☐ SWMS 07 - Scissor Lift EWP - Over 11m - Non-Construction Site
- ☐ SWMS 08 - Scissor Lift EWP - Over 11m - Construction Site
- ☐ SWMS 09 - Scissor Lift EWP - Under 11m - Non-Construction Site
- ☐ SWMS 10 - Scissor Lift EWP - Under 11m - Construction Site
- ☐ SWMS 11 - Hot Works
- ☐ SWMS 12 - Non-Illuminated - Illuminated Sign - Removal and Installation
- ☐ SWMS 13 - Non-Illuminated - Illuminated Sign - Removal and Installation + EWP
- ☐ SWMS 14 - Illuminated + Non-Illuminated Sign - Installation - Using Crane + EWP
- ☐ SWMS 15 - New - Non-Illuminated - Illuminated Sign - Installation
- ☐ SWMS 16 - New - Non-Illuminated - Illuminated Sign using an EWP
- ☐ SWMS 17 - Site Audit
- ☐ SWMS 18 - Working on Roofs
- ☐ SWMS 19 - New - Pylon Installation + EWP + Crane
- ☐ SWMS 20 - Pylon Foundation Construction
- ☐ SWMS 21 - Repairs and Maintenance to Signage
- ☐ SWMS 22 - Repairs and Maintenance to Signage using an EWP
- ☐ SWMS 23 - Vinyl Signage Installation and Removal
- ☐ SWMS 24 - New - Non-Illuminated/Illuminated Sign - Installation - at Height

2 Company details

Coates Signco Pty Ltd.
ABN: 61 131 100 046

Branch	Postal Address	Phone No.	Email
Sydney	36 Doody St, Alexandria NSW 2015	(02) 9699 3122	safety@signco.com

Position	Name	Contact Number
General Manager	Tom Chapman	(02) 9699 3122
National Compliance Manager	Glenn Hain	0432 934 280

3 Plan Authorisation

I have reviewed the Project Safety and Environment Management Plan (PSEMP) along with the associated Safe Work Method Statements and I am satisfied that these documents are consistent with the requirements of Coates Signco WHS&E Management System as well as Coates Signco's Policies and Procedures and that they meet all of the Coates Signco's Safety and Environmental obligations and requirements.

I approve the use of this plan and authorise the Project Manager to use this plan and any associated paperwork including any records created. This includes any alterations required by site-based risk assessments and controlled by the risk assessment process used by the Coates Signco.

Date 04th May 2025

Glenn Hain
National Compliance Manager

3.1 Version History

Original	V1	04 05 2024
Amended	V2	30 05 2025

4 Scope of works

The work that Coates Signco has been engaged to undertake is the Installation including but not limited to the following:

□	Design	□	Alteration
□	Supply	□	Repair
□	Installation	□	Servicing of
□	Signs	□	Free Standing Structures
□	Project Management	□	Fit Out
□	Building Maintenance	□	

Of signage and other works on

□	A construction site
□	At an operating Facility
□	The Roof / Parapets of an existing structure
□	The Exterior Walls
□	The Interior Walls
□	Under Awning
□	Ceilings
□	
□	

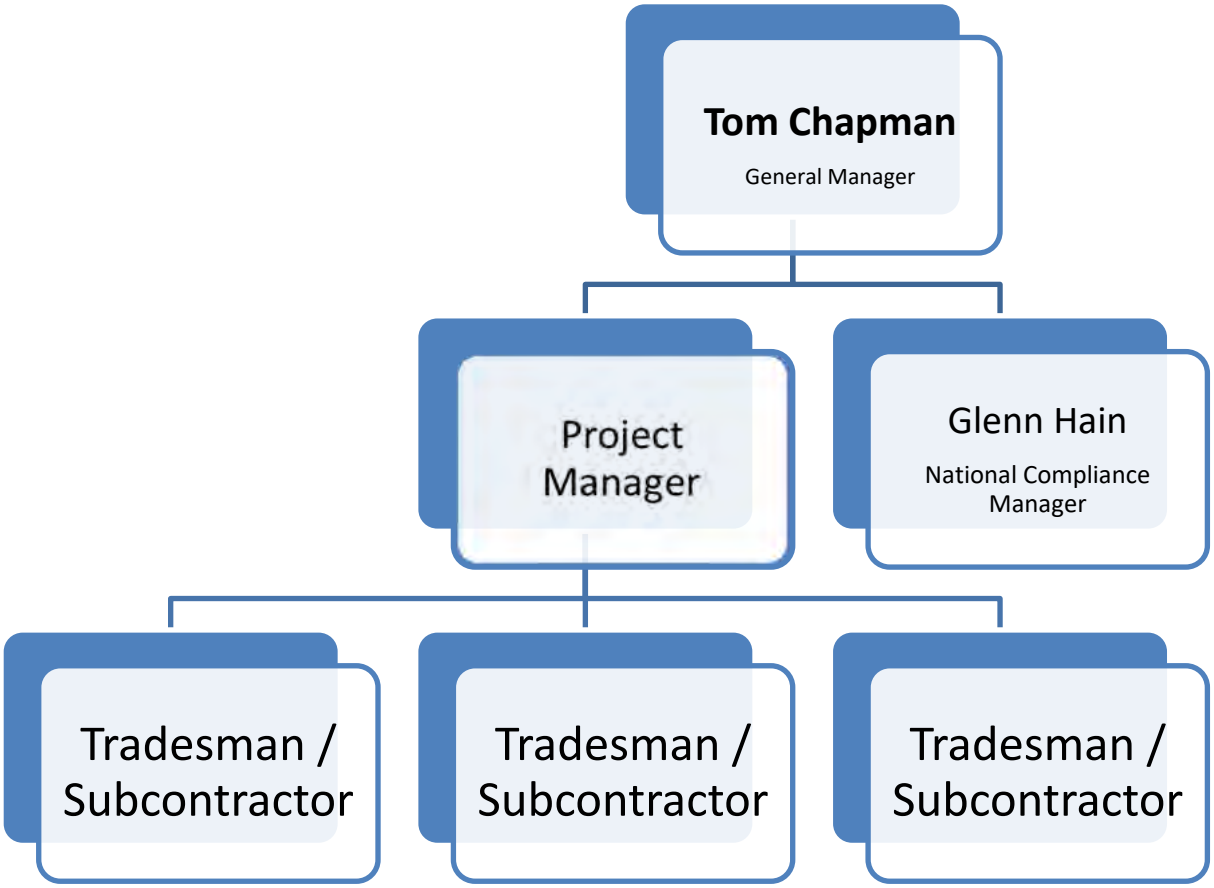
The details of which are contained within the contract.

5 Project Objectives

To deliver the work agreed to under the contract to the standard specified in the contract within the specified timeframe while:

- Ensuring that any incident accident or non-conformance is appropriately reported, investigated and actioned in a timely fashion.
- Meeting or exceeding all the Clients, the Site, and the Regulatory WHS&E requirements.

6. Coates Signco Organisation Chart



7. Policies Statements

7.1 EHS&IM Policy

Coates Group Policy and Procedures Document

Work Health Safety and Environmental Management Policy

Policy Statement

Coates Signco Pty Ltd (The Company) is a successful organization that prides itself on its Work Health & Safety, Environmental and Injury (WHSE & IM) performance and Management. The Company requires best practice in all matters relating to Work Health Safety and the Environment. The Work Health Safety and Environmental Management Policy has been developed to assist in maintaining the health, safety and well-being of its workers and the environment, as an integral part of all business operations. All works shall be undertaken using sensible planning and programming to ensure as far as reasonably practical risk to workers and the environment is minimized.

Policy scope

Coates Signco Pty Ltd requires all workers to comply with this policy and the procedures and directions that support it. The scope of this policy extends to include the business conducted by the company and its workers on other sites.

Policy Implementation

Coates Signco Pty Ltd will continually develop and enforce policies, procedures and practices in line with the current Work Health Safety, Injury management (WHS & IM) and Environmental legislation to assist and maintain the health safety and welfare of all workers and the environmental. It is the policy of the company to ensure that all risks are identified, assessed and controlled in accordance with the WHS Regulation 2011 and other relevant legislation. The company will continually review and update their WHS&E systems in line with the company policy of continual improvement. WHS&E Site Project Management Plans will be developed for all major projects and Safe Work Method Statements will be developed for all high-risk activities.

WHSE & IM Objectives

- Ø To provide a safe place of work for all workers during the course of our activities.
- Ø To maintain compliance with applicable WHS&E statutory requirements.
- Ø To co-operate with statutory and non-statutory bodies concerning WHSE & IM.
- Ø To ensure that all workers of the company are aware of the importance of conformance with statutory requirements and company policy.
- Ø Undertake a consultative approach to all WHS&E issues.
- Ø To minimize accidents and incidents
- Ø Avoid damage of vehicles plant and equipment
- Ø Ensure all workers undertake the relevant training programs required for their line of work
- Ø Maintain good relations with injured workers through a good willed, accommodating and streamlined approach to their rehabilitation.

WHSE & IM Program

- Implement and maintain a Work Health Safety & Environment management system comprisi policies and procedures.
- Provide ongoing training for all workers of the company.
- Conduct a periodic program of audits to verify the effective implementation of the WHS&E syste
- Continually review the performance of the WHS&E system to ensure its continuing suitability a effectiveness.
- The cooperation of all workers is required as a contribution to health, safety and environmen compliance and the implementation of this policy.

WHS&E Consultation Policy

The WHS&E consultation policy statement has been developed to support this policy and details the requirement for consultation between PCBUs and workers. The policy statement has been developed to facilitate participation from all in the workplace to ensure that the objectives of this policy are met.

The WHS&E policy shall be communicated to all workers by –

- Displaying copies on notice boards etc.
- Providing copies of the policy in all 'site specific' WHS&E Management Plans *and*
- Including the policy in the company inductions for all workers.

Policy Endorsement

This policy is endorsed by the General Manager ANZ of Coates Signco Pty Ltd

Signed:  **Tom Chapman**

7.2 Quality Management Policy

Coates Group Policy and Procedures Document

Quality Management Policy

QUALITY MANAGEMENT POLICY

OBJECTIVE

Coates Signco Pty Ltd (The Company) aims to continuously provide all of our customers with a quality service that is in line with the requirements of ISO 9001 that not only meets our customer's expectations but exceeds them and to continually update and improve our procedures to keep up with the latest Industry Practices and the most current ISO 9001 Guidelines.

APPLICATION

This policy applies to all, employees and contractors of as well as suppliers of material to, at any the company's office, warehouse, workshop, or worksite.

POLICY STATEMENT

Coates Signco Pty Ltd aim's is to ensure complete customer satisfaction regarding our contractual requirements in relation to the Installation, Inspection and Ongoing Servicing of signs for commercial, private and public sector entities.

It is the company's aim to manage the growth of our contracts and client base in a manner that maintains our stability and reputation with our existing customers while allowing for the development of new clients and opportunities.

The success of our Quality Management Policy will be assured by management's commitment to facilitate the highest levels of staff training, supervision and onsite management as well as actively engaging all the company's personnel in the continual development of our Quality Management Manual. That works towards sustainable and improved quality by understanding and meeting our legal obligations and our customer's expectations.

The company's management implements site specific management and reporting procedures to ensure that services are delivered that meet our Workplace Health and Safety, Environmental and Quality obligations, These procedures also ensure that our level of service delivery is not only maintained, but a culture of continual improvement is maintained in order to provide our customers with consistent and uniform standard of service that exceeds there expectation.

The company's reporting procedures encourages its customers to have input into the quality of the finished product and service. They also facilitate reasonable access to senior personnel in order to facilitate positive change.

This policy is endorsed by the General Manager ANZ of Coates Signco Pty Ltd

Signed:  **Tom Chapman**

Date: 01/05/2020 **Review date: 28/02/2021**

8. Roles and responsibilities

Senior Management Team

- Set annual WHS&E targets, objectives and goals for the business and for individual managers. These targets are to include lead and lag indicators. Monitor progress and act when performance falls short of targets.
- Provide sufficient resources to support the various WHS&E functions within the business and include provision for these in annual budgets.
- Ensure WHS&E Standards and Procedures are implemented across the business to comply with regulatory and Coates Signco corporate requirements.
- Set WHS&E Goals for each division (KPI's)

Project Manager

- Have the authority and responsibility to co-ordinate and liaises with clients and designers, external authorities or other relevant parties to ensure that the requirements of the contract are fulfilled
- Prepare, review, and monitor throughout project life the program and schedule including oversighting the identification, assessment management and monitoring of WHS and environmental hazards and the effectiveness of the control's measures being used.
- Ensure Coates Signco is compliant with all local legal requirements
- Has prime responsibility for reviewing the Site Safety and Environmental Management Plan as well as associated SWMS and SOP's. Ensuring that they address all foreseeable hazards as well as any site or client specific requirements.
- Ensure that Contractors and/or Sub contractors carrying out work for or on behalf of Coates Signco fully comply with all Coates Signco Safety Practices and Procedures or have a safety system in place which meets with the requirement of Coates Signco.
- Ensure that all workers on site hold a general construction industry induction card and are inducted into the relevant parts of the Site Safety and Environmental Management Plan and relevant SOPs and SWMS they will use
- Act as the main liaison point for all safety issues affecting Coates Signco personnel on site and the client.
- Ensure that procedures are in place to identify workplace health and safety hazards and environmental hazards, assess the hazard, consider the risks (Likelihood and Consequence) of the hazards and select the most appropriate risk controls to prevent injury to employees, contractors or others. This includes harm to the environment as well.
- Ensure that sufficient and appropriate resources (Training/Tools/Safety Equipment/Manpower) are made available so that Leading Hands, Tradespersons, Employees, Apprentice, and Trades Assistants as well Young and Inexperienced Workers can carry out the tasks allocated to them safely and efficiently in accordance with the signed SOPs and SWMS.
- Through personal involvement, support WHS&E communication and Toolbox meetings to promote employee involvement in the Safety within the Coates Signco.
- Conduct site inspections to monitor compliance with WHS&E requirements and act when non compliances are found. Track implementation of corrective actions until closure where it is a Coates Signco employee, Issue Non-conformance notifications for Subcontractors.

- Ensure all NCR found during the Inspection and Test Program are noted investigated and corrected.
- Ensure employees report all incidents immediately, conduct incident investigations to identify root causes and appropriate corrective actions to prevent a recurrence.
- Ensure that site specific SWMS and risk assessments as required are carried out on the prescribed forms. Records of the assessments to be kept in the project folder.

Leading Hand

- Ensure and assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures, SOPs and SWMS.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Ensure others under you control and yourself use the correct Tools and equipment for each task. In the manner they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Ensure all staff under their control hold the required licences/tickets for any equipment/ task they are required to undertake
- Identify potential hazards and assess the risks of the hazards prior to commencing any task as well as assisting other under your control do the same.
- Take action to control the risk where practical or report to their supervisor where the hazard is beyond your control or expertise to control.
- Supervisors and Leading Hands have the authority to take control of a situation affecting health and safety if they are the most senior person available or the supervisor or Leading Hand deems the hazard possess an immediate risk.
- Ensure that all incidents are reported immediately to your supervisor, even if considered minor.
- Provide input, when required, to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Trades Persons Employees, Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site-specific requirements.

□ Trades Persons and Technicians are to:

- Operate within the professional rules and procedures of their specific trade.
- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures, SOP's and SWMS.
- Review the relevant Safety Plan/s, SOP and SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Use the correct Tools and equipment for each task. In the manner they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing any task.
- Take action to control the risk where practical or report to their supervisor where the hazard is beyond the individuals' control or expertise to control.
- Tradespersons have the authority to take control of a situation affecting health and safety if they are the most senior person available or the Tradesperson deems the hazard possess an immediate risk.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input, when required, to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site-specific requirements.

□ Employees

- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures SOP's and SWMS.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Review the SOP/SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- To use the correct tools and equipment for each task. In the way they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input when required to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site-specific requirements.

□ Apprentice / Trainees / Trades Assistant / Young and Inexperienced Workers:

- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures SOP's and SWMS.
- Review the SOP/SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Use the correct Tools and equipment for each task. In the way they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input when required to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Sign off and on as required and agree to comply with any site-specific requirements.
- Not undertake any task they do not fully understand or think that may be dangerous. If in doubt contact the Trades Person who is supervising, you.

□ Contractors:

- Must have completed a Subcontractors Agreement with Coates Signco
- Have had a review of their past safety performance – ***IMS_PRO_ FOR_1002***
- Must have provided Coates Signco with copies of their Certificates of Currency for Workers Compensation Public liability and where appropriate Professional Indemnity
- Attend pre project meetings and safety orientations and site inductions
- Partake in periodic review of their performance on site including Safety Walks and Audits
- Assist in maintaining a healthy and safe workplace, and an environment free from harm wherever work is being performed by complying with Coates Signco WHSE program or where approved, their own company's WHS&E procedures and by using the correct Tools and equipment for the job
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report any incident involving their staff to Coates Signco Project Manager immediately they become aware of the incident.
- Ensure all their staff hold the relevant tickets for any machinery they operate
- Ensure that their employees are competent in the tasks being assigned to them
- Ensure all their employees are inducted into Site where applicable and that they obey all site rules
- Ensure all their employees are inducted into the SWMS or SOP for the task being carried out and that their employees comply with all requirements outlined therein
- Where practical and safe to do so, make any hazard safe immediately

The above provides an outline of the roles and responsibility of those involved in directly carrying out tasks for Coates Signco.

Coates Signco has defined and document the accountability of all roles within its business and these are communicated to staff through inductions and information sessions.

9. PROCEDURE & SAFETY PLAN IMPLEMENTATION

9.1 Site Specific Inductions

When required, before commencing work for the Client on any site, a site-specific induction shall be attended by all supervisors, employees and any contractors who will be working onsite for Coates Signco. These records will be kept by the Coates Signco and will record the date and details of any site-specific inductions.

9.2 Pre-Start Safety Talks

Prestart risk assessments are to be carried out prior to commencing work onsite see ***Attachment 1.*** Should the assessment indicate the need for any special precautions or equipment & materials not addressed within the SWMS or available on site, then the Technician/Tradesperson shall contact their supervisor or the Project Manager to receive additional instructions prior to commencing such works.

This may include the alteration of SWMS, SOP and or other procedures, or the provision of specialized equipment.

If it is deemed necessary Coates Signco Management will workers onsite to hold prestart meeting each morning which all workers and sub-contractors working for Coates Signco, who are onsite must attending.

9.3 Toolbox Talks

Where Coates Signco staff are onsite for an extended period a Toolbox meeting shall be conducted at least monthly with all workers available to attend. These meetings are informal and open discussions between the Project Manager and/or the WHS&E Manager and the employees about relevant concerns they may have about Health and Safety, Environmental, and or Quality matters.

The Project Manager shall take all necessary action required to resolve any issued raised including notifying the Client if action that is required by them to rectify an identified hazard. Toolbox meetings are documented using a Toolbox meeting report form ***Attachment 3***.

9.4 Emergency Procedures

Workers carrying out work for the Coates Signco will comply with the Clients emergency procedures as outlined during the site induction. All workers know that all injuries/incidents must be reported on the day on the incident, contact details for this project Section 1. While all of our Site boxes and Vehicles should carry first aid kits, first aid facilities shall be provided by the Client for use when and if required.

9.5 Permits to Work

Coates Signco does not use a Permit to Work System for routine tasks.

However, Coates Signco does have a Hot Works Permit for use as and when required, see ***Attachment 4.***

9.6 Supervision & Enforcement

At all times, Coates Signco will be taking a responsible attitude towards supervision and enforcement of our safety requirements. Disciplinary action will be taken whenever required and will be handled by senior management in line with the Coates Signco Counseling and Disciplinary Policy and associated Procedures.

9.7 WHS&E Communication and WHS&E Committees

Where a project is schedule to run for longer than a month the Project Manager will organize for a WHS Meeting where all Coates Signco workers onsite will to attend.
Where a WHSR have been elected they will also be involved in WHS&E matters.
Coates Signco Personnel will report on, all urgent issues to their supervisor or the site contact and the Coates Signco Contacts listed in Section 1, who will take the appropriate actions, this may include notifying the Client if corrective action is required by them.
The method Coates Signco uses for internal WHS&E communication is by the method chosen by the workgroup and is by either WHS&E Committee or by communication by other means.

9.8 Plant & Machinery

The inspection and maintenance history of each item of plant and equipment is documented in the Logbook.
Coates Signco ensures control measures are implemented and documented for all plant and equipment, including its operation. The effect of plant and equipment on the workplace is considered and documented in the Safe Work Method Statement. Pre-start checks, schedule of maintenance are documented in plant logbooks. These are made available to relevant parties on request.
Fault reports are notified to the Project Manager.
Where plant and equipment is hired, the same requirements as above apply.

9.9 Site Inspections

The Coates Signco Management / Project Manager conduct and documented random site inspections, using the company Site Inspection Checklist. Through this process Coates Signco can verify compliance with minimum control requirements.

Coates Signco Management use these inspections and client feedback to monitor Health Safety, Environmental and Quality performance by documenting their own Quality and Environmental Health & Safety Inspections.

Whenever a Non-Conformances is observed or reported it is to be recorded on a Coates Signco Site Audit Form Attachment 5 with the date the Non-Conformance is to be rectified by and, who, is responsible for ensuring it is corrected.

The Non-Conformance is to be noted on the next TWO Coates Signco Site Audit forms to ensure corrective actions taken are suitable and effective

9.10 Due Diligence

The project manager and senior management will regularly carry out observations of employees checking how the task is being undertaken to ensure that it is in line with the Documented SWMS.

During these observations, the suitability of the controls are to be reviewed to see if there is a safer way to undertake the task. These reviews will also confirm PPE usage and suitability.

9.11 Document Control

The Project Manager will ensure that Safety Plans are up to date, and any amendments mentioned are attached. Any older versions of SWMS, SOP, Risk Assessments, Drawings or other out of date paperwork must be either removed or filed away after being clearly marked “SUPERSEDED” The original document must remain available until practical completion of the work involving the Coates Signco.

A copy of all superseded pages will be kept for record purposes.

- COPY
- NO.
- Location DATE ISSUED BY REVISION

These will be kept in the Superseded Docs in the Project folder

9.12 Hazardous Substances

Project Managers prior to commencement are to ensure that the site has been deemed Asbestos free or that according to the Asbestos Register NO Asbestos will be disturbed by the proposed work.

MSDSs for all Hazardous and or Dangerous Substances brought on to a Clients Site shall be stored in the project folder. Copies shall be provided to the Site Contact on request.

All workers shall refer to the MSDS Sheet if they are unsure on the correct PPE requirements or the procedures for the transport and safe handling and usage of a substance
All substances shall be transported & stored & used in accordance with the MSDS Sheet, which must be obtained direct from the manufacturer when obtaining the items from the supplier.

All Hazardous waste will be disposed of in the appropriate manner thru an accredited waste removalist and records kept for auditing purposes along with all other project documentation.

9.13 Lock Out, Tag Out Procedure

Coates Signco has developed a Lock Out, Tag Out, Procedure that is suitable for the tasks that occur on site controlled by the Coates Signco See ***Attachment 6.***

9.14 Electrical Safety

Coates Signco has in place electrical safety procedures including the testing and maintenance of electrical equipment and installations. The use and maintenance of Residual Current Devices is mandatory in all workplaces.

Before commencing work on or in the vicinity of an active service that may pose a safety hazard, all such services shall be isolated by a competent person with an out of service or danger tag being applied by each worker working on or near the system.

9.15 Personal Protective Equipment

Coates Signco has undertaken the appropriate assessments of its activities and has identified the general and specific Personal Protective Equipment (PPE) that is required. All workers should have been trained in the Selection, Fitting, Care Use, and the limitations of the PPE they are using.

9.16 Height Safety

Coates Signco employs a Working at Heights Hierarchic of Controls, see ***Attachment 2***, for workers to apply whilst undertaking work at any height above the ground or slab.

The Coates Signco Working at Heights Hierarchic of Controls considers the risks involved with doing the task and assures that the most appropriate height equipment is used to undertake the task in as safe as practical manner.

The Policy & Procedure document OP 039 Height Safety explains the safe means of accessing any workplace requiring working at Heights. It contains emergency procures and rescue methods, training of staff in retrieval of workers who may be stuck without alternate means of returning to the ground due to mechanical failure.

Part of the awareness of people working at height is those who remain on the ground who need to be protected from items falling from heights, an area designated NO ACCESS with barriers and signs shall be erected underneath workers.

At induction of workers and sub-contractors the video “melon head“ should be played so that the requirement to wear helmets on site as well as staying out of the drop zone can be understood and complied with.

9.17 Risk Management

Coates Signco has developed a system of Safe Work Method Statements and Standard Operating Procedures along with Risk Assessments and Hazard Alerts which are utilized to ensure the safety of workers carrying out work. These are available to anyone who has not got their own.

Additional Hazard Controls will be developed if site-specific hazards are identified at the commencement of work, Change of Location or following an incident or as deemed required that are not already adequately controlled.

9.18 Manual Tasks

Coates Signco understands the risk of injury from tasks involving repetitive or sustained force – high or sudden force - repetitive movement -sustained or awkward posture and exposure to vibration.

Accordingly, all tasks must have an assessment to prevent stress injury or lead to a musculoskeletal disorder and this may be undertaken at any time to ensure that any change to undertaking a work activity is assessed in line with best practice and legislation.

Management, workers and sub-contractors will participate in the process in identifying risks and use ***Attachment 17.***

Illustrated is the Coates Signco's Assessment Template

.

Consequences	Likelihood Probability		
	Unlikely Could Happen but only in exceptional circumstances	**Moderate** Could Happen Occasionally	**Likely** Has happened Could happen at any time
Low Potential to cause a person to require First Aid Damage <$1000	**1**	**2**	**4**
Medium Temporary Disability Medical Treatment Damage <$10000	**3**	**5**	**7**
High Potential death Permanent Disability Damage <$100000	**6**	**8**	**9**

- Where a risk is assessed as being in the green zone,
  - The work can precede using normal working precautions.
- Where a risk is assessed as being in the orange zone,
  - The work should not proceed until the proposed working system has been reviewed. This included considering how the work will be done and ensuring that those undertaking the work have the appropriate capability, access to the right Tools and equipment, and adequate control over the working environment to ensure a safe outcome.
- Where a risk is assessed as being in the red zone,
  - The work should not proceed until a formal risk assessment in relation to the specific site and details of the task involved has been undertaken and the appropriate control measures have been communicated to all workers involved in undertaking task and the site supervisor/project manager.

The Project Safety Plan & SWMS & SOP's will be regularly reviewed particularly at, the start of a new contract, a change of relevant Legislation, after a serious Incident or on request of an employee or concerned party.

Hierarchy of Controls

Coates Signco believes that the Hazard control process is one of the most critical steps of the risk management process. As this is the process of identifying the hazards and the instituting of appropriate control measures that will be used to control the identified hazard by either reducing the Risk or reducing the consequences. There are several risk control strategies that can be followed. A comprehensive and effective control strategy often includes a combination of control measures and mechanisms. No hard and fast rules can be given here as the most effective control measure mix will be determined by the situation prevailing at the time.

Elimination of the hazard is always the preferred method.

Coates Signco will consult with Coates Signco workers and and/or their representatives in the development of a range of controls to minimise a risk and/or consequence.
In developing the controls each of the following that is available will be considered in the following order, until the risk is reduced as far as is reasonably practicable:

1. Eliminate the hazard completely
2. Substitute the thing giving rise to the risk with something that gives rise to a lesser risk.
3. Isolate the thing giving rise to the risk from anyone otherwise put at risk.
4. Minimise the risk by engineering means.
5. Minimise the risk by administrative means including procedures for safe work practices and associated training.
6. Ensure personal protective and safety equipment is used.
7. Review of the process to ensure that
    a. The Control is effective and
    b. That no NEW hazards have been created.

It is essential to recognize than no control is 100% effective therefore part of the Coates Signco's WHS Management system includes a regular inspection program to check that the right Hazard Control Mix is in place and working.

Any suggested changes to the controls must be developed in consultation with those involved and where there is a significant change the branch Safety committee may be consulted and or the National WHS&E Manager

9.19 Fitness, Skills & Competencies

Due to the nature of the work undertaken by Coates Signco, usually No ongoing Health Monitoring needs to be undertaken.

Coates Signco will take all reasonable steps to ensure that all workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Coates Signco Project Managers ensure that all workers onsite have undertaken the Construction Industry General Induction, Site specific Induction, as well as any specific work activity induction and or training as needed.

Project Managers are required to monitor the need for ongoing training of workers. Any worker's identified as lacking the skill in a task they are the required to do will be either provide appropriate training prior to the commencement of the task or their employer will be contracted to ensure that they are appropriate training prior to the commencement of the task.

9.20 Managing Noise at depot and work sites

Workers must not be exposed to noise which exceeds the exposure standards.

When ear protection is required in a workplace the noise generated must be quantified to see if thenoise exceeds the exposure standards.

Accordingly a noise monitoring study will be undertaken to confirm levels of noise from different activities that are being performed.

Where the level of noise is excessive and hearing protection is required for long frequent periods audiometric testing of workers at 3months from start of employment and repeated at least every 2 years in line with the Code of Practice.

9.21 Working in Areas Open to The Public

Due to the nature of the work undertaken by Coates Signco, we are often required to work in areas that are open to the public.

Coates Signco will ensure that all reasonably practical steps are taken to reduce the risk to members of the public.

If the task will take less than 10 minutes and not block more than 50% of the pathway.

- Work areas are to be isolated by Witches Hats and Barrier Tape
- A safe path of no less than 1.2m width is to be maintained around work areas. The pathway is to be free of trip hazards and be suitable to be traversed by persons with mobility and vision issues

Whenever the task will take longer than 10 minutes or block more than 50% of the pathway a suitably qualified person is to be engaged to prepare and submit a Traffic Management Plan.

- All work areas are to be isolated by Witches Hats and Barrier Tape.
- A safe path of no less than 1.2m width is to be maintained around work areas. The pathway is to be free of trip hazards and be suitable to be traversed by persons with mobility and vision issues.
- When working in areas that are controlled by the local council or within a road reserve a Traffic Management Plan is to be developed by a suitably qualified person and submitted for approval prior to work commencing.
- Where there is the possibility of encountering young or intoxicated persons the work area is to be isolated with 1.2m high bollards and adjustable solid barriers and a person is to be positioned to prevent none authorized person from entering the work area.

9.22 Working on Roads and Within the Road Reserve

Due to the nature of the work undertaken by Coates Signco, we are often required to work on roads and within the road reserve.

Coates Signco will ensure that all reasonably practical steps are taken to reduce the impact on Traffic Flow.

If the task will take less than 10 minutes and is contained within a single lane. Work can be carried out by protecting the work area with a vehicle other than the EWP.

Whenever the task will take longer than 10 minutes and or cannot be contained within a single lane. A suitably qualified person is to be engaged to develop and lodge Traffic Management Plan. This may involve getting approval from Main Roads department and or State Transit.

9.23 Shifting Loads at Depot and Work Sites

Where loads are being moved with mechanical methods i.e. pallet hand carts, forklifts and reach stackers such as a Manitou, a risk assessment to evaluate weight and mass of the load to be moved so that the most appropriate and suitable plant can be used to safely lift and move the load.

Upon purchasing mechanical plant items checks to ensure load ratings have been placed in a easily visible location and that training has been given to all workers and sub contractors using them so that misuse and miss adventure does not occur.

Where powered plant is being used only accredited and trained operators are to operate them in line with the manufacturers recommendations and supervisors will undertake regular checks to ensure that plant are not overloaded or loads being lifted exceed the warning labels on plant.

Service records of plant will be maintained, and any faults rectified by a licensed mechanic and records, or repairs retained for auditing purposes.

All items supplied must have a weight assigned to it by a supplier so that the finished product can be calculated if no weighing device can be used to ascertain the combined weight and weight distribution i.e. heavy on one side.

When slinging a load only trained persons should perform the task using rated slings that have been tagged as compliant for the weight being lifted.

All items being lifted shall be wrapped or contained in a bin so that no loose items can fall out of it.

Finally when moving loads a spotter will be in attendance to make sure the ground is clear of hazards including workers, who must move from under any load being shifted.

10. Safe Work Method Statements (SWMS)

SWMS are produced for all work activities identified as having a health or safety risks, SWMS identify the measures to be used to manage those risks. Particular attention has been paid to work activities with a high safety risk (for example: working at heights, with or near hazardous substances, in tunnels or confined spaces, with cranes, compressed air, lasers or in deep excavations.)
Coates Signco SWMS have been developed to fully comply with the requirements of current Legislation, Codes of Practice and Australian Standards as listed in Section 1.

Page 2 of each SWMS lists the Legislation, Codes of Practice and Australian Standards that may apply to it.

These can be made available to subcontractor upon request.

11. Emergencies, Incidents, Near Misses and Injuries

Coates Signco has only partial control of part of the work site all workers must acquaint themselves with the location of the First Aid facilities, Emergency assemble point and the site emergency procedures during the pre-start on their first day.

All workers will report incidents and near misses immediately to Coates Signco Mangers whose contact details are listed in in Section 1, as well as the site manager.

All incidents are recorded on the Incident Report Form see ***Attachment 7***.

Where the injury requires medical attention off site they are to call an ambulance by dialling 000.

As soon as practical after the incident the injured person, person/s involved, and any witness to what happened should complete an incident report, ***Attachment 7***, and attach additional sheets as required.

1.1 Incident Levels

There are three incident levels and the extent of the investigation will depend on severity of the incident.

1.1.1 Level 1

An incident that results in major consequences, for example, fatalities, serious personal injuries, collisions or major property damage.

A Notifiable incident as outlined in the WHS Act is:

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

In this instance Worksafe would be notified immediately after the PCBU has become aware that it has occurred.

The QSHE Manager will normally lead these investigations in conjunction with subject matter experts from within the organisation or externally as required.

Following receipt of the initial “Incident Report - Form OP 015” (within 24Hrs) from the Workplace Manager/Project Manager, the appointed “lead Investigator” will generate “Preliminary Executive Summary Report” (within 48Hrs). The report will outline all known facts, those currently under investigation, immediate corrective actions and direction of the investigation team.

From known facts, a “Terms of Reference” will be developed and approved by the respective General Manager and or Managing Director as guidance for the investigation team.

A detailed final report of a systemic nature is required, including a description of the incident, the consequences that resulted, the causal and contributing factors established by the investigation, findings and conclusions and the safety actions and learning’s arising from it.

1.1.2 Level 2

An incident involving injuries that required external medical treatment and hospitalisation overnight, a lost time injury, construction safety breaches, damage to infrastructure/structures, damage to plant/equipment and near misses with an employee/contractor and significant property damage. *Refer to Appendix 1.”Severity Level Categorisation Table”*

Level 2 incidents also include an incident that had the potential to be more serious, possibly involving death.

In such cases, the investigation phase may be escalated as outlined for Level 1 incidents or as deemed necessary by the QSHE Manager. *Refer to Appendix 3(b).” Incident Flow Chart –OH&S Related Incidents”*

In consultation with the General Manager, the QSHE Manager will determine who will lead the investigation and provide guidance to the investigative team.

Following receipt of the initial “Incident Report - Form OP 015” (within 24Hrs) from the Workplace Manager/Project Manager, a “Terms of Reference” will be developed by the QSHE Manager and approved by the respective General Manager and or Managing Director as guidance to the nominated Lead Investigator. *Refer to Appendix 2.”Guide for Writing Level 1 & 2 Investigations”.*

1.1.3 Level 3

An incident resulting in minor injuries, first aid treatment, or minor property damage where it is unlikely that a more serious accident or incident would have occurred.

These investigations are conducted by the Site OH&S Coordinator/Safety Officer or delegated QSHE Co-ordinator and are to be completed within 48 hours of the incident date using the internal “Incident Report - Form OP 015”.

Definitions

Critical Incident	Multiple Injuries - Death – or Injury to member of the Public Involvement of outside government agencies – Ambulance EPA Collapse of a Structure, Scaffolding or the rollover of mobile plant Incident that delays the project Incident that stops ongoing operations on the property (if any)
Major Incident	Injury requiring attendance to an emergency department Incident resulting in Hospitalisation of injured worker Chemical Spill that extends beyond the property boundary Incident involving a member of the Public Damage to Clients property that triggers an Insurance Claim Incident that unexpectedly impedes ongoing operations on the property (if any)
Serious Incident	Injury requiring the injured worker being sent to a Medical Practitioner Injury involving Multiple First Aid Injuries Injury that results in the injured worker being unable to attend their following rostered shift Onsite Chemical Spill that cannot be contained and cleaned up immediately Property Damage Incident that unexpectedly impeded operations on the property (if any)
Minor Incident	Near Miss First Aid Onsite Chemical Spill that was contained and cleaned up immediately

11.1 Injury and incident investigation

INJURIES - All injuries are to be reported to the Coates Signco Mangers whose contact details are listed in in Section 1.

INCIDENT INVESTIGATIONS - Coates Signco completes an Incident Investigation Report for ALL incidents involving near misses, property/plant damage or injury or harm to the environment. Copies of Incident Reports/Incident Investigation can be provided to the client upon request.

NOTIFIABLE INCIDENTS - Coates Signco reports all reportable incidents to the relevant Authority. Where such an incident has occurred, Coates Signco Manager will seek advice as to whether the site needs to be preserved for investigation by the relevant Authorities and let reporting individual know by phone or email.

RECORD KEEPING - Coates Signco keeps records of incidents, Incident investigation, witness statements and other records as required by statutory requirements.

REVIEW OF INCIDENT – After the investigation and without naming persons involved a toolbox will be held across the company outlining the cause and effect and lessons learned so a reoccurrence can be avoided. The need for additional training and safety procedures may be part of the discussion.

12. Coates Signco Site Safety Rules

All Coates Signco employees, contractors, and visitors: will comply with the following condition upon entry to a Clients premises

- ✓ Be of neat and tide appearance in an approved uniform
- ✓ It is the responsibility of every person entering the site to obey the site-specific safety rules and procedures and to be involved in the prevention accidents.
- ✓ All personnel on site must obey the directions of the Site Supervisor in relation to safe.
- ✓ Follow advice given by the Safety Work Group or Safety Committee member, Site Management, and Supervisors.
- ✓ Report potentially dangerous situations or conditions.
- ✓ Alert fellow workers if you see them neglect safety.
- ✓ Watch and advise young or inexperienced fellow workers.
- ✓ All incidents, injuries and emergency situations must be reported to the site contact before leaving site and the Coates Signco Project Manager as soon as practical.
- ✓ Workers must wear correct PPE (as per work method statements, material safety data sheets or manufacturer’s recommendations) during specific work activities.
- ✓ All rubbish is to be placed in the appropriate bin or removed from site.
- ✓ Work areas to be kept clean and access ways free from hazards at all times.
- ✓ No alcohol or illegal drugs permitted on site.
- ✓ Any person affected by alcohol or drugs will not be tolerated and are not to attempt to access client site.
- ✓ Toilets are to be used and good hygiene is to be adhered to at all times.
- ✓ MSDS Sheets are to be available for all Hazardous substances taken onto a client’s site
- ✓ All personnel are to be trained in the plant and equipment being used. This includes holding certificates and licenses as required.
- ✓ No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc.
- ✓ Electrical equipment including leads are to be inspected and tagged at intervals of 3 month and maintained in locations where they are not likely to be damaged or create a trip hazard.
- ✓ As far as practical all Leads, Hoses and other material are to be kept out of walkways
- ✓ Work above a height that would result in serious injury requires a means of fall protection.

- ✓ Theft of any kind will not be tolerated and will be reported directly to the Police.
- ✓ All safety signs are to be complied with in full.

Breaches of Safety by Individuals

Breaches of safety by individuals will be handled in line with the Coates Signco's Disciplinary Policy which can lead to:

- Warning Letters
- Training
- Removal from Site
- Suspension
- Dismissal
- Cancelation of contract of engagement
- Removal from Coates Signco's Contractors Register

13. Inductions Training and Consultation

13.1 Workplace Health & Safety and Environmental training

Coates Signco management and staff are aware of the importance of the safety and environmental aspects of the work we undertake. Training programs used by Coates Signco integrate quality, safety and environment compliance required by the task. This training is usually provided within our regular Toolbox training which covers issues related to Task, SWMS, SOP and Incident related training. Coates Signco training and awareness programs are designed to ensure that the skills and knowledge are provided at the point at which proficiency is required.

Sessions include:

- Company specific induction (based on the Safety at Coates Signco Induction Booklet),
- General Construction Industry Induction,
- Task and procedure training,
- Site specific inductions
- Specific issues Toolbox talks and
- Incident based training.

Coates Signco is also aware of the need to have a consistent approach to safety and all Coates Signco workers & sub-contractors on site have attended specific training in the task required on the job.

All Coates Signco Supervisors have undertaken WHS instruction and also regular retraining by the WHS Manager who conducts auditing of their compliance with Company policies and Procedures.

This training is recorded in their personnel files along with copies of the onsite audit checklists, see ***Attachment 12***.

As part of the Project risk assessment a training needs analysis will be undertaken which will allow for both client requirements and regulatory obligations. it will also provide contractors with a guide to select the workers who have existing credentials so they can allocate work to competent staff.

13.2 Consultation and Communication

Coates Signco understands Workforce participation in planning and managing WHS&E improvements is an effective means of tapping into the knowledge of employees and service providers about their activities and the ways in which WHS&E management and performance can be improved.

Coates Signco will cooperate with all reasonable site consultative mechanisms. Site consultation and liaison between service providers is a site management responsibility. The selection process and support of a site OHS representative will be in accordance with Coates Signco Policies and Procedures. Coates Signco will manage consultation and communication with workers under our direct control.

Coates Signco will not respond negatively to any reasonable request. However, Coates Signco is required to ensure the safety of those that may be affected by our work.

The Project Manager or their nominee will be the main point of contact on safety issues. Coates Signco uses a combination of consultation through daily communication between managers and workers at Pre Starts as well as Toolbox talks for specific topics to communicate OHS issues on site.

When a Safety issue cannot be resolved immediately with the Project Manager or their nominee, workers can approach the Company's Safety Manager or the HR Manager via email or phone or face to face.

Guidance on this matter can be found in the Policy document "WHSE Issue Resolution Policy & Procedure 2025".

14. Workers Compensation and Rehabilitation

Coates Signco has workers compensation insurance for all employees and monitors the insurance cover for all subcontractors. Details of the policy are provided to clients on request and are proved to all employees at induction. The contact details for return to work and case management issue are displayed at our office and are provided to employees following an incident.

Coates Signco is committed to providing all necessary resources for the establishment of an integrated rehabilitation program for all employees, and to ensuring that any sick or injured employee enters the occupation rehabilitation process as soon as possible in a manner consistent with medical recommendations and restrictions.

Coates Signco is committed to ensuring that participation in a rehabilitation program will not, of itself, prejudice an injured or ill employee and expects all employees to co-operate with our rehabilitation efforts. Coates Signco seeks client and site management's cooperation in providing suitable working environments of workers on return to work plans in line with restrictions of the RTW plan.

Coates Signco is committed to the creation of a workplace climate that supports workplace-based rehabilitation and to ensuring that a safe return to work as soon as possible by an injured or ill employee is a normal practice and expectation.

When a return to work is not possible, Coates Signco is committed to ensuring that various agencies assist the injured or ill employee return to a meaningful and fulfilling role within the community.

Coates Signco is committed to consulting with employees and their representatives to ensure that the rehabilitation program operates effectively.

Coates Signco uses both internal and external rehabilitation officers and provider. These are available to assist in the rehabilitation of those employees who suffer workplace injury or illness and are managed by the National Return to Work manager.

15. Waste Minimisation and Recycling

To minimise the impact on the environment Coates Signco will look at recycling any material to be disposed of before considering putting it in landfill. This includes communicating with the client of the cost associated with alternate means of disposal.

15.1 Working in Environmentally Sensitive Areas

Coates Signco ensures that its employees are aware of the issues when working in an Environmentally Sensitive area.

Coates Signco employees must consult with the client on the best way to minimize the environmental impacts on the sensitive areas.

When Coates Signco staff assess an area, they are to, as far as reasonably practical, put in place suitable control measures to protect the environment from inadvertent damage. This includes any reasonable request from the client.

Should a Coates Signco worker come across a possible Historical or Culturally Sensitive or Significant Artifact or an Endangered Plant or Animal in the area they are working they will contact the client, or the National WHS&E Manager for direction, prior to disturbing it, or immediately on discovery.

15.2 Waste Disposal

All waste generated on site is to be segregated into:

- General Waste – is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location.
- Clean Landfill – is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location.
- Recyclable material - is to be segregated and placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of or if possible recycled.
- Contaminated Landfill - is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location. Coates Signco is to ensure that procedures are in place to ensure that it is transported in an appropriate manner (Load fully covered etc.)
- Hazardous Waste – is to be removed from site and disposed of at an approved disposal location.

15.3 Preservation of Natural Resources

Coates Signco Management will wherever practical, suggest the use of material sourced from environmentally sustainable practices.

16. Attachments

Registers are progressively completed as the contract proceeds. Electrical test and tag register is not available until Contract Starts because it would be invalid and or out of date.

The Test and tag register is developed three monthly and is available on request if deemed appropriate. For the same reason, the plant register is only completed when plant is brought onto site. There is no minor or hand tool register.

Attachment 1.	Risk Assessment/Hazard Alert
Attachment 2.	Coates Signco Working at Heights Hierarchy of Controls
Attachment 3.	Tool Box Talks
Attachment 4.	Hot Works Permit
Attachment 5.	Site Audit Form
Attachment 6.	Lock Out, Tag Out, Procedure
Attachment 7.	Accident/incident Report
Attachment 8.	Letter to Doctor
Attachment 9.	MSDS
Attachment 10.	SWMS
Attachment 11.	PPE Register
Attachment 12.	Skills Register
Attachment 13.	Plant Lifting and Fire Equipment Register
Attachment 14.	Electrical Register
Attachment 15.	Project Risk Assessment
Attachment 16.	WPCG
Attachment 17.	Sign Off Sheet
Attachment 18.	Contractor Safety Engagement Checklist
Attachment 19.	Hazardous manual task identification worksheet
Attachment 20.	Managing Noise at depot and work sites

Attachment 1 Risk Assessment / Hazard Alert

Risk Assessment / Hazard Alert

Date:	Time
Completed By:	Signature:
Site Address:	
Where on Site:	

O Confined Space	O Sprain Strain	O Hazardous Chemicals
O Restricted Access	O Electricity	O Noise/Dust/Fumes
O Working at Heights	O Fatifue	O Plant or Equipment
O Manual Handling	O Isolation	O Tools or Material
O Slip Trips Falls	O Ergonomics	O Ladders
O Asbestos/SMF	O Vehicles	O Vehiclular Traffic
O Access	O Pedistrians	O Other - Specify

Brief description of hazard:	**Risk Score**

Control Measures Implemented

Referred to
Name & Position **Date**

Manager/Supervisors Comments or Actions

Consequences	Likelihood Probability		
	Unlikely Could Happen but only in exceptional circumstances	**Moderate** Could Happen Occasionally	**Likely** Has happened Could happen at any time
Low Potential to cause a person to require First Aid Damage <$1000	1	2	4
Medium Temporary Disability Medical Treatment Damage <$10000	3	5	7
High Potential death Permanent Disability Damage <$100000	6	8	9

Date:	Time
Completed By:	Signature:
Site Address:	
Where on Site:	

O Confined Space	O Sprain Strain	O Hazardous Chemicals
O Restricted Access	O Electricity	O Noise/Dust/Fumes
O Working at Heights	O Fatifue	O Plant or Equipment
O Manual Handling	O Isolation	O Tools or Material
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O Access	O Pedistrians	O Other - Specify

Brief description of hazard:	**Risk Score**

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Attachment 1 Risk Assessment / Hazard Alert

Risk Assessment / Hazard Alert

Date:	Time
Completed By:	Signature:
Site Address:	
Where on Site:	

O Confined Space	O Sprain Strain	O Hazardous Chemicals
O Restricted Access	O Electricity	O Noise/Dust/Fumes
O Working at Heights	O Fatifue	O Plant or Equipment
O Manual Handling	O Isolation	O Tools or Material
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O Asbestos/SMF	O Vehicles	O Vehiclular Traffic
O Access	O Pedistrians	O Other - Specify

Brief description of hazard:	**Risk Score**

Control Measures Implemented

Referred to
Name & Position **Date**

Manager/Supervisors Comments or Actions

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High Potential death Permanent Disability Damage <$100000	6	8	9

Date:	Time
Completed By:	Signature:
Site Address:	
Where on Site:	

O Confined Space	O Sprain Strain	O Hazardous Chemicals
O Restricted Access	O Electricity	O Noise/Dust/Fumes
O Working at Heights	O Fatifue	O Plant or Equipment
O Manual Handling	O Isolation	O Tools or Material
O Slip Trips Falls	O Ergonomics	O Ladders
O Asbestos/SMF	O Vehicles	O Vehiclular Traffic
O Access	O Pedistrians	O Other - Specify

Brief description of hazard:	**Risk Score**

Control Measures Implemented

Referred to
Name & Position **Date**

Manager/Supervisors Comments or Actions

Consequences	Likelihood Probability		
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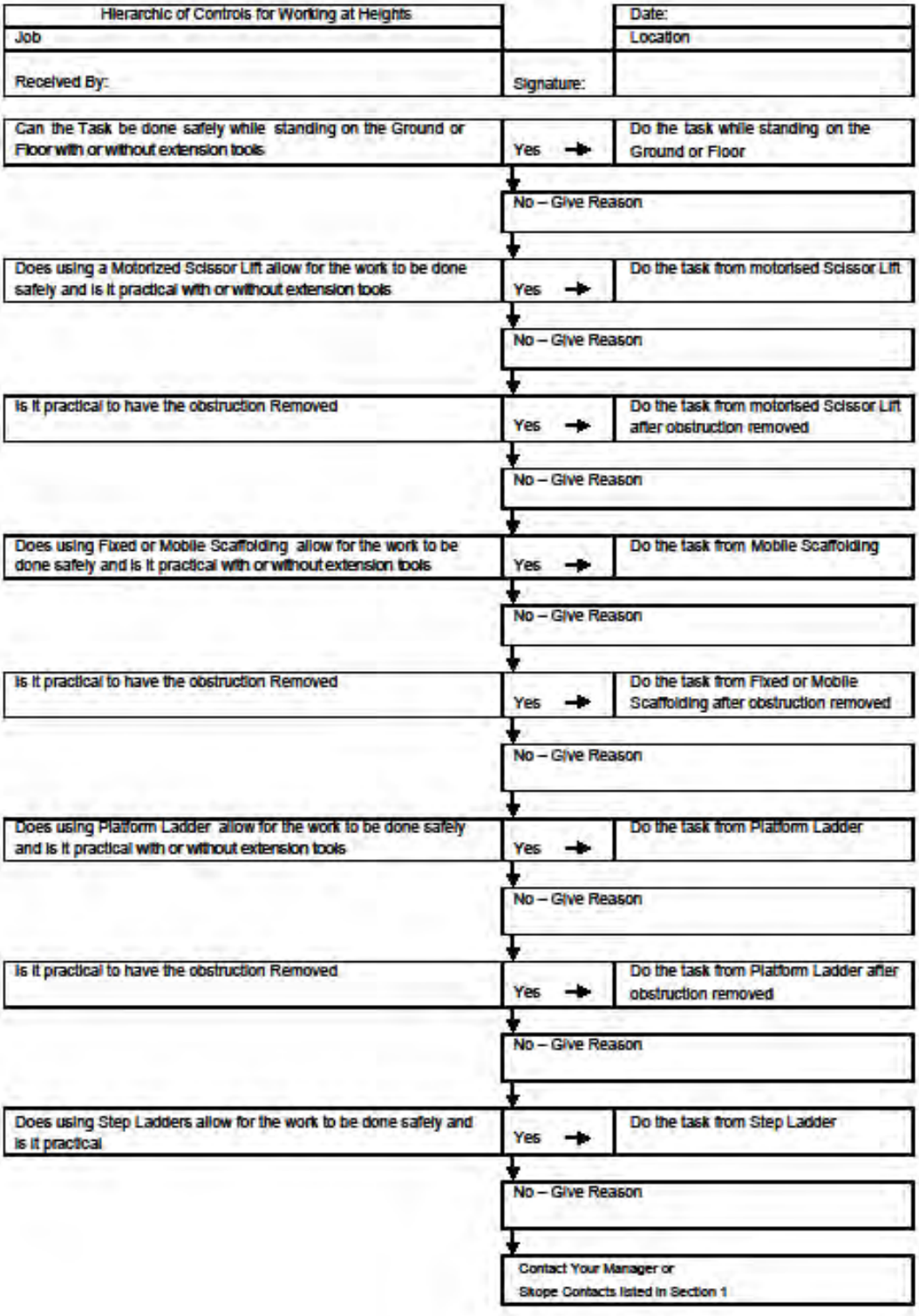
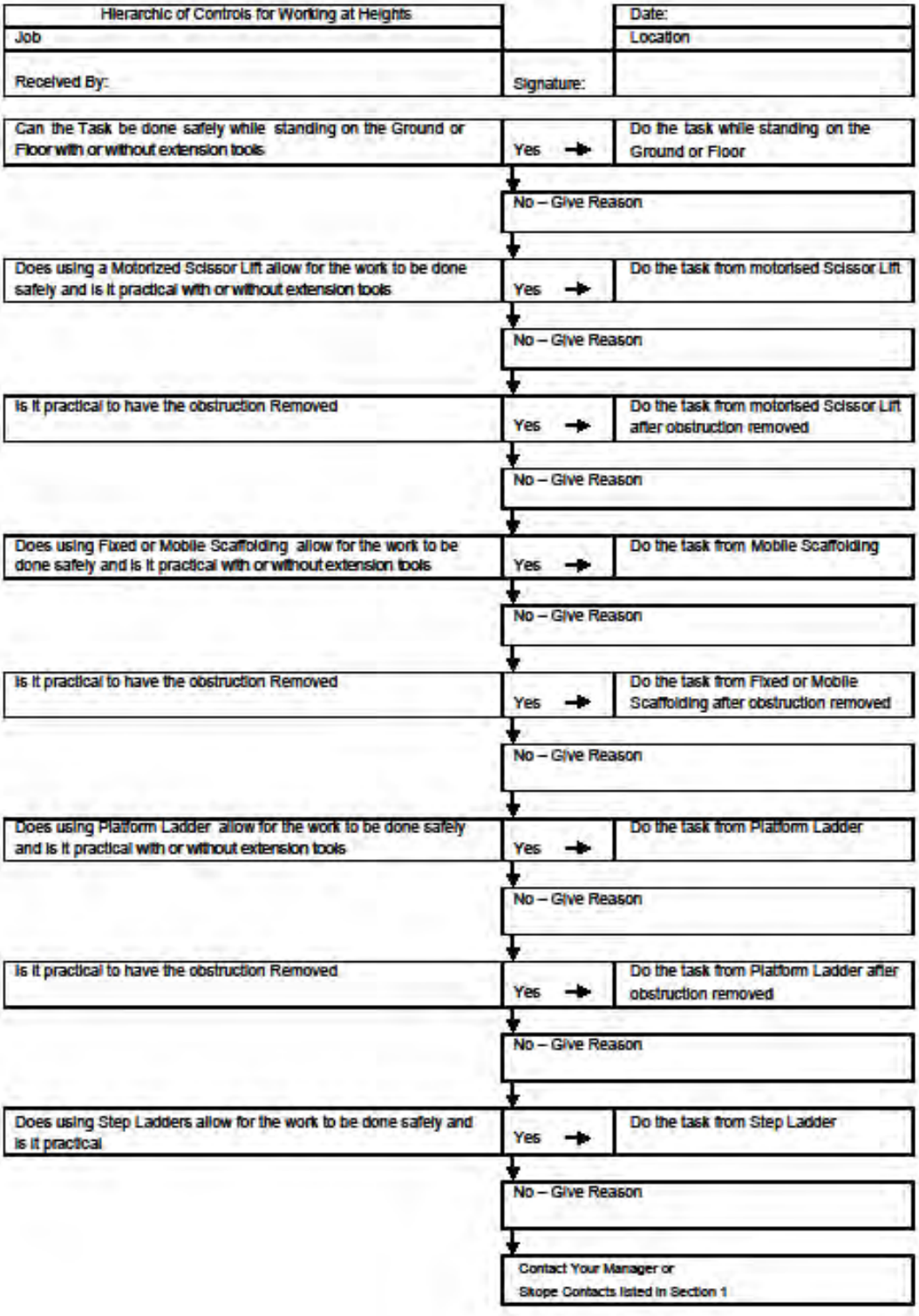
Medium Temporary Disability Medical Treatment Damage <$10000	3	5	7
High Potential death Permanent Disability Damage <$100000	6	8	9

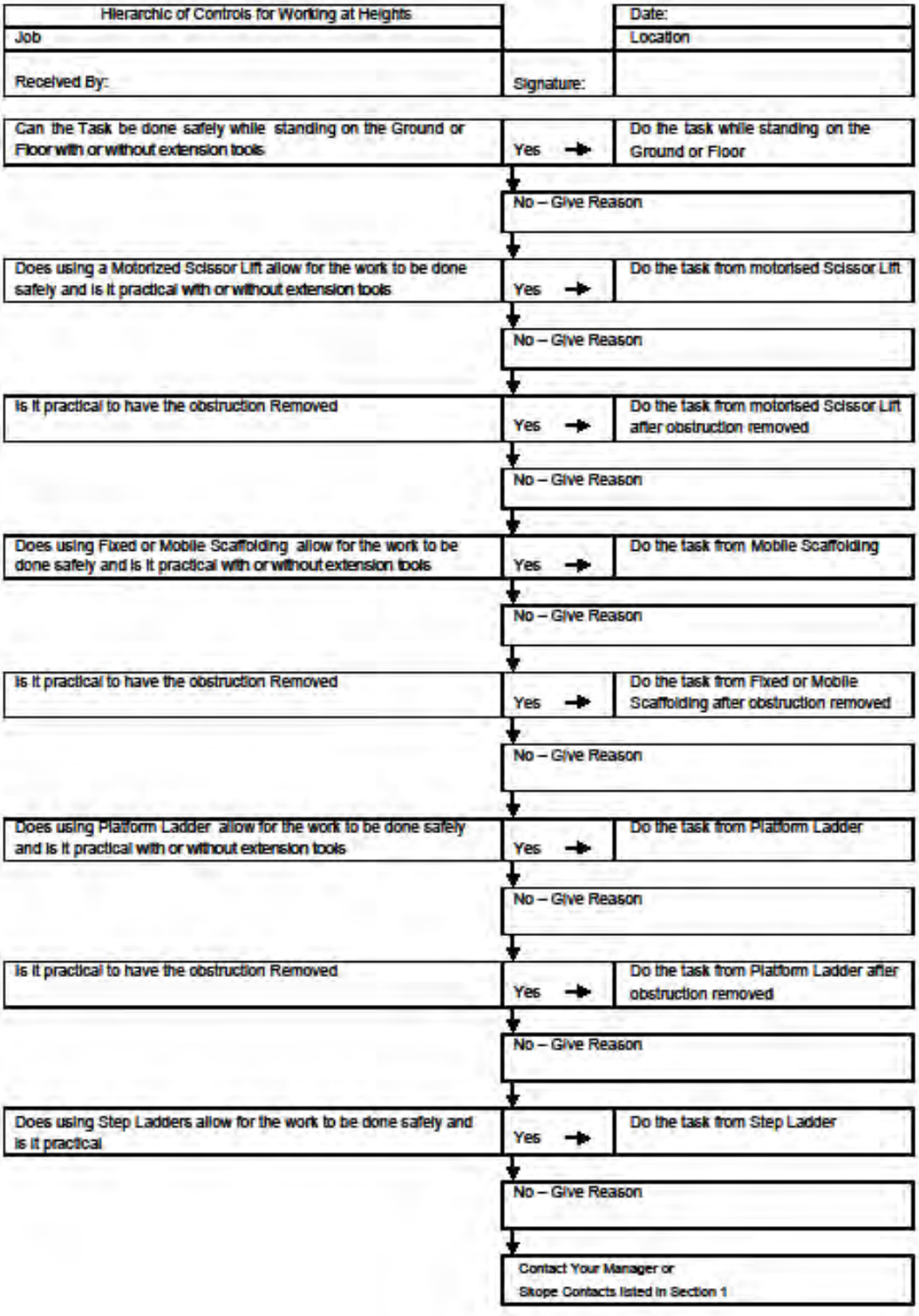
Attachment 2 Hierarch of Controls for Working at Heights



Attachment 2 Hierarch of Controls for Working at Heights



Attachment 2 Hierarch of Controls for Working at Heights



Attachment 3 Toolbox Talk

Pre-Start Toolbox Talk

Workplace	
Date	

Supervisor/presenter:

Subject: **Duration:**

Persons Present

Print Name	Signature	Print Name	Signature
POTENTIAL SITE HAZARDS			

☐	Certified operators	☐	Relevant PPE	☐	Asbestos
☐	Barricading	☐	Work at Heights	☐	Hazardous Chemical
☐	Manual handling	☐	Sun / Skin Protection	☐	Plant & Equipment Operation
☐	Pedestrian/Machine Traffic	☐	House Keeping	☐	Sprain / Strain
☐	Electrical Tools and Equip	☐	Plant & Equip working in area	☐	
☐	Environmental Protection	☐	Installed Services	☐	
☐	Penetrations	☐	Loading and Unloading Materials	☐	

Site cultural Rules

- Safety is number one
- Everyone is responsible for working safely
- We look after our work mates as if they are family
- We check for hazards before we start work
- We report all hazards, Incidents and near misses

Additional Controls Required

Work Area	Additional Controls Required

Attachment 3 Toolbox Talk

Record of Toolbox Talk

Workplace	
Date	

Supervisor/presenter:

Subject: **Duration:**

Persons Present

Print Name	**Signature**	Print Name	**Signature**

Comments & points raised:

Safety Concerns:

Is an EWP being used for this task / Is there a risk of a fall from heights	Yes	No
Has a worker not working in the Boom or working at heights been informed of the emergency procedure/s	Yes	No

Corrective Action	Action by	Action Complete	
		Sign off	Date

Attachment 4 Hot Works Permit

Hot Work Permit Sign Off Sheet

Location (area / building / floor) .....

What hot work does this permit cover? .....

What equipment is to be used? .....

Checklist	Yes	No	N/A
Verify that No Hot Work is being carried out on Foam Sandwich Panels (FSP)?	❍	❑	❑
Drains, pits and depressions have been checked, isolated and sealed?	❍	❑	❑
Combustible materials has been removed from the work area or made safe?	❍	❑	❑
Tanks, valves, vents and pipelines have been blanked off or effectively isolated?	❍	❑	❑
Is there adequate Ventilation?	❍	❑	❑
Spark / flash screens are in place (Must be used when working near FSP panels)?	❍	❑	❑
Leaks from valve / pump glands, flanges etc have been controlled?	❍	❑	❑
Pressure relief valves have been vented to safe areas?	❍	❑	❑
Contaminated ground has been covered?	❍	❑	❑
Fire equipment checked and laid out?	❍	❑	❑
If working outside ensure there are NO Fire Bans in effect?	❍	❑	❑
Fire watch required (60 minutes after completion of work) has been organised?	❍	❑	❑
Wind direction satisfactory for hot work to be done?	❍	❑	❑
Product movements have been stopped in the hot work area?	❍	❑	❑
Site of hot work been isolated / roped off?	❍	❑	❑
All wall and floor openings sealed?	❍	❑	❑
Hot work equipment is in good repair?	❍	❑	❑
Combustibles on other side of wall have been moved away?	❍	❑	❑
Construction is non-combustible and without combustible coverings?	❍	❑	❑
Has the supervisor of area been informed of the intended work?	❍	❑	❑
Has QA been informed of the intended work (mandatory requirement for any Hot Work on or in Production Building)?	❍	❑	❑

Additional controls enacted.....

.....

This permit is valid from ..... am / pm on ...../...../..... to ..... am / pm on ...../...../.....

Name of employee / contractor performing the work: .....

Permit received by: Name ..... Signature .....

Person in charge of work: Name ..... Signature .....

Permit returned / cancelled by: Name ..... Signature .....

Fire Watch checks All Ok at 5 Min Y / N 10 min Y / N 15 min Y / N 30 min Y / N 45 Min Y / N 60 Min Y / N

The work-site has been inspected by me at the expiry / cancellation of this HOT WORK PERMIT and declared SAFE for normal operations to resume.

Responsible officer: Name ..... Signature .....

Permit / Work Activity reviewed by: Name.....Signature ..... Date...../...../.....

Attachment 4 Hot Works Permit

Hot Work Permit Sign Off Sheet

Location (area / building / floor) .....

What hot work does this permit cover? .....

What equipment is to be used? .....

Checklist	Yes	No	N/A
Verify that No Hot Work is being carried out on Foam Sandwich Panels (FSP)?	❍	❑	❑
Drains, pits and depressions have been checked, isolated and sealed?	❍	❑	❑
Combustible materials has been removed from the work area or made safe?	❍	❑	❑
Tanks, valves, vents and pipelines have been blanked off or effectively isolated?	❍	❑	❑
Is there adequate Ventilation?	❍	❑	❑
Spark / flash screens are in place (Must be used when working near FSP panels)?	❍	❑	❑
Leaks from valve / pump glands, flanges etc have been controlled?	❍	❑	❑
Pressure relief valves have been vented to safe areas?	❍	❑	❑
Contaminated ground has been covered?	❍	❑	❑
Fire equipment checked and laid out?	❍	❑	❑
If working outside ensure there are NO Fire Bans in effect?	❍	❑	❑
Fire watch required (60 minutes after completion of work) has been organised?	❍	❑	❑
Wind direction satisfactory for hot work to be done?	❍	❑	❑
Product movements have been stopped in the hot work area?	❍	❑	❑
Site of hot work been isolated / roped off?	❍	❑	❑
All wall and floor openings sealed?	❍	❑	❑
Hot work equipment is in good repair?	❍	❑	❑
Combustibles on other side of wall have been moved away?	❍	❑	❑
Construction is non-combustible and without combustible coverings?	❍	❑	❑
Has the supervisor of area been informed of the intended work?	❍	❑	❑
Has QA been informed of the intended work (mandatory requirement for any Hot Work on or in Production Building)?	❍	❑	❑

Additional controls enacted.....

.....

This permit is valid from ..... am / pm on ...../...../..... to ..... am / pm on ...../...../.....

Name of employee / contractor performing the work: .....

Permit received by: Name ..... Signature .....

Person in charge of work: Name ..... Signature .....

Permit returned / cancelled by: Name ..... Signature .....

Fire Watch checks All Ok at 5 Min Y / N 10 min Y / N 15 min Y / N 30 min Y / N 45 Min Y / N 60 Min Y / N

The work-site has been inspected by me at the expiry / cancellation of this HOT WORK PERMIT and declared SAFE for normal operations to resume.

Responsible officer: Name ..... Signature .....

Permit / Work Activity reviewed by: Name.....Signature ..... Date...../...../.....

Attachment 5 Site Audit Forms

Project Name/Location: _____ Date: _____

Inspected by: _____ Signature: _____

During the inspection, record all non-conformances on appropriate check sheet.

Record summary of Non-conformances and Corrective Actions.

If required raise formal Non-conformances and Corrective Actions form.

If **High Risk,** stop work immediately, rectify hazard or unsafe practice or condition.

Item #	Non-conformance	Risk	Corrective Action	By Whom	Due date

*NCR Risk: H - High M - Medium L – Low

Site Supervisor / Project Officer: _____

Signature: _____

Item	Compliance			Comments
	Yes	No	N/A	
1. Administration and Record				
Project WHS Management Plan				
Site Specific Safety Management Plan and Revised Scope of Works on site				
Safe Work Method Statements (SWMS) for all activities on site				
Emergency/first aid procedures in place				
Induction records.				
Hazardous Substance Register				
Material Safety Data Sheets on site and accessible (MSDS)				
Incident reports (undertaken, evaluated and actioned)				
Training records				
Toolbox Meeting records available				
2. First Aid Facilities				
First Aid Kit, labelled and adequately stocked				
List of First Aiders on site				
3. Worker Awareness				
Workers aware of location of first aid kit				
Attended a Site Safety induction				
Consulted & trained in SWMS				
Workers aware of emergency contract number				
Workers aware of that they must report near misses				
Workers aware of who to contact in the event of an incident				
Workers aware of what paperwork needs to be completed in the event of an incident				
Workers aware of what to do is a work falls ad is suspended				
Workers aware of what to do is a worker cannot lower an EWP				
4. Fire Precaution				
Adequate fire extinguisher on site and in date				
Emergency procedures in place				
Housekeeping & control of combustibles				
Workers aware of nearest emergency exit & Emergency Assembly point are				
Workers aware of nearest Fire Extinguisher				

Item	Compliance			Comments
	Yes	No	N/A	
5. Personal Protection Equipment				
Footwear				
High Visibility Clothing				
Gloves				
Hard Hat				
Eye Protection				
Hearing Protection				
Sun protection				
Sun protection				
6 On site storage				
Storage areas secured (if necessary)				
Hazardous goods storage (if necessary)				
Good housekeeping and storage				
7. Electrical				
Earth leakage protection provided				
Leads and plugs in good condition tested& tagged				
8 Lighting				
Adequate electric illumination				
Adequate natural lighting				
9 Safeguarding of Work Areas/Access				
Perimeter safety barricades/hoarding				
Secured access				
Penetrations, sign posted and guarded				
10 Manual Handling Mechanical Aids				
Mechanical handling equipment available				
11 Machinery and Hand Tool				
Guards provided				
Safe working methods documented				
Correct switch				
Good condition				
Suitably installed and trained operators				
12 Fatigue				
Workers hours worked confirmed				
Workers roster system checked (prior/ongoing hours)				
Workers self-assessment confirmed				

Attachment 6 LOCK OUT TAG OUT PROCEDURE

1. Identify all power sources and isolate them.
   a. In the case of electrical equipment,
      i. Whole of circuit isolation is preferred to Unit isolation
      ii. Unit isolation is preferred to Partial isolation
      iii. Partial isolation is that last option
      iv. TESTING is the only work authorised to be done on Live Circuits

   b. In the case of Pumps and Generator - Fuel driven
      i. Refer to Manual and Engage Brake

   c. In the case of Water Systems
      i. Turn Water to building off and drain system is preferred to Turning of Isolation Valve/s
      ii. Turning of Isolation Valve/s and Drain Section
      iii. TESTING is the only work authorised to be done on charged system.

2. Lock or otherwise secure all isolating points using personal padlocks, multi-padlock and or danger tags – Each person working on the system is to attach a padlock and or a danger tag

3. If using Personal Padlocks or Multi Lock System one danger tag must be attached stating the following information about the onsite supervisors/leading hand.
   a. Name
   b. Mobile Number
   c. Date,
   d. Time,
   e. Reason for isolation and
   f. Your signature.

4. If only using danger tags each danger tag must state, the following about the person who applied the danger tag.
   a. Their Name
   b. Their Mobile Number
   c. Date,
   d. Time,
   e. Reason for isolation and
   f. Your signature.

5. Once work has been completed each person is to remove the personal padlocks, and or danger tag that they attached. Last person to remove Padlock or Danger Tag is to remove Multi Lock device
   NO EMPLOYEE IS TO REMOVE ANOTHER PERSON PADLOCK OR DANGER TAG.

Attachment 7 Incident Report

INCIDENT REPORT FORM

This form must be completed in full immediately after an incident has occurred by the persons involved and their supervisor or manager. | FORM NO:

Copy to Management – within 2 work days of the incident occurring.

PART "A" – PERSONNEL DETAILS (injured person, person involved in, or name of person reporting non injury or damage incident)

Surname:		Given Names:	Male ☐ Female ☐
Address:		Tel. (H)	Tel. (W)
		Date of Birth:	Employ. Date:
Occupation:		Emp status:	Time in current job:
Division:	State:	Location:	
Job:		Supervisor:	

PART "B" – INCIDENT DETAILS

Client/Site name:		Date/Time of incident:	
Incident site name and address:		Time:	
		Date reported:	Time reported:
		Reported to:	
Where on site:		**Incident Classification:**	**Treatment of injury:**
		Critical	No injury
Main task being performed at the time of incident:		**Major**	First Aid
		Serious	Medical treatment
Type of Incident (Check all that apply):		**Minor**	Returned to work
Safety: ☐ *Environmental:* ☐ *Damage:* ☐		Tick which applies	Did not return to work

Incident Category: Fatality / Amputation / Lost Time / Medical Treatment / First Aid / Property Damage / Dangerous Occurrence / Spill / Vehicle Accident

Brief description of incident:

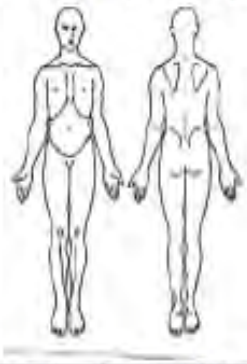
Attach as many additional sheets as required to explain exactly what happened just before and at the time of the incident

Nature of Injury/Damage: Trivial/Minor/Significant/Major/Serious	**Mechanism/Cause of Injury/Damage:**	**Agency of Injury/Damage:**

Part of body injured: R ☐ L ☐

Abdomen		Head	
Ankles		Hips	
Arms		Internal	
Back		Knees	
Chest		Legs	
Ears		Neck	
Eyes		Toes	
Feet		Shoulder	
Fingers		Multiple	
Groin		Other	
Hands		Unknown	

(If injured mark injured body part/s)



Brief description of injury or damage, if any:

By my signature below I confirm that the information I have given is correct. I also give consent that should the incident result in me requiring medical treatment that my treating doctor, employer, insurer, rehabilitation providers, Worksafe and any other medical practitioners involved in my treatment or assessment may exchange information as required to fulfill their function and/or legal obligations.

Employee Signature: **Date:**

Project Manager

Name: **Signature:** **Date:**

Regional Manager:-

Name: **Signature:** **Date:**

National QA/WHS&E Managers:

Name: **Signature:** **Date:**

Attachment 7 Incident Report

INCIDENT REPORT FORM

This form must be completed in full immediately after an incident has occurred by the persons involved and their supervisor or manager. | FORM NO:

Copy to Management – within 2 work days of the incident occurring.

PART "A" – PERSONNEL DETAILS (injured person, person involved in, or name of person reporting non injury or damage incident)

Surname:		Given Names:	Male ☐ Female ☐
Address:		Tel. (H)	Tel. (W)
		Date of Birth:	Employ. Date:
Occupation:		Emp status:	Time in current job:
Division:	State:	Location:	
Job:		Supervisor:	

PART "B" – INCIDENT DETAILS

Client/Site name:		Date/Time of incident:	
Incident site name and address:		Time:	
		Date reported:	Time reported:
		Reported to:	
Where on site:		**Incident Classification:**	**Treatment of injury:**
		Critical	No injury
Main task being performed at the time of incident:		**Major**	First Aid
		Serious	Medical treatment
Type of Incident (Check all that apply):		**Minor**	Returned to work
Safety: ☐ *Environmental:* ☐ *Damage:* ☐		Tick which applies	Did not return to work

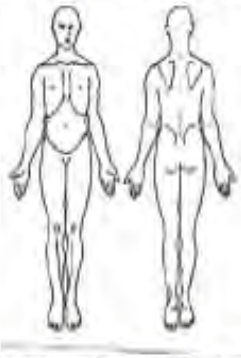
Incident Category: Fatality / Amputation / Lost Time / Medical Treatment / First Aid / Property Damage / Dangerous Occurrence / Spill / Vehicle Accident

Brief description of incident:

Attach as many additional sheets as required to explain exactly what happened just before and at the time of the incident

Nature of Injury/Damage: Trivial/Minor/Significant/Major/Serious	**Mechanism/Cause of Injury/Damage:**	**Agency of Injury/Damage:**
Part of body injured: R ☐ L ☐	**(If injured mark injured body part/s)**	**Brief description of injury or damage, if any:**

Abdomen		Head	
Ankles		Hips	
Arms		Internal	
Back		Knees	
Chest		Legs	
Ears		Neck	
Eyes		Toes	
Feet		Shoulder	
Fingers		Multiple	
Groin		Other	
Hands		Unknown	



By my signature below I confirm that the information I have given is correct. I also give consent that should the incident result in me requiring medical treatment that my treating doctor, employer, insurer, rehabilitation providers, Worksafe and any other medical practitioners involved in my treatment or assessment may exchange information as required to fulfill their function and/or legal obligations.

Employee Signature: **Date:**

Project Manager

Name: **Signature:** **Date:**

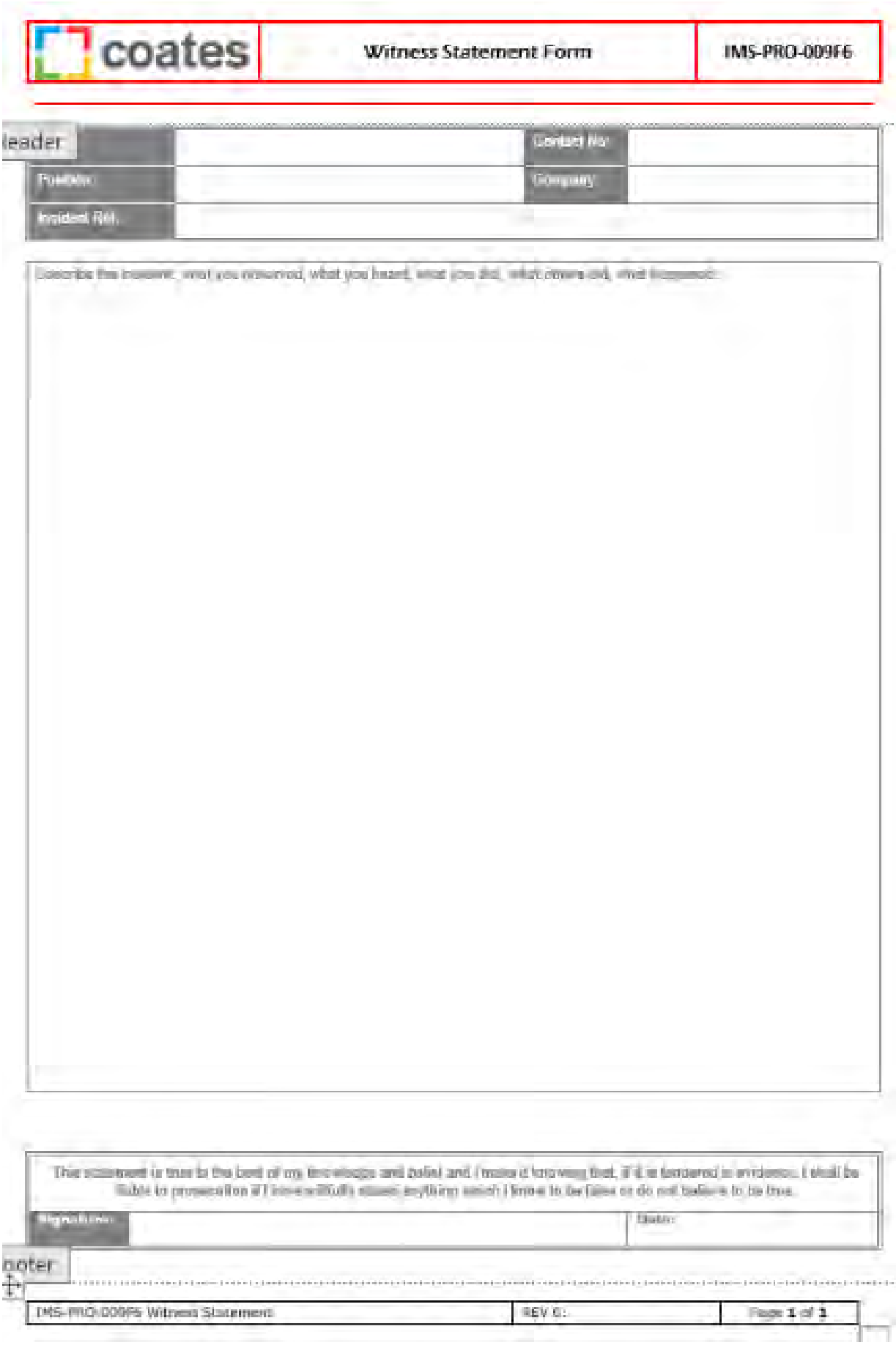
Regional Manager:-

Name: **Signature:** **Date:**

National QA/WHS&E Managers:

Name: **Signature:** **Date:**

Attachment 7 Incident Report



coates	Witness Statement Form	IMS-PRO-009F6

leader		Contact No:	
Position:		Company:	
Incident Ref:			

Describe the incident, what you witnessed, what you heard, what you did, what others did, what happened:

This statement is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature:	Date:

ooter		
IMS-PRO-009F6 Witness Statement	REV 0:	Page 1 of 1

Attachment 8 Letter to Treating Doctor

Information for treating doctor

DATE: ___/___/___

NAME: _

ADDRESS_

DEAR DOCTOR

I would like you to treat _____ A _____
Injured Workers Name — Injured Workers Classification/trade

Who works for our company and who has suffered an injury, The Company wants to assist the worker to return to their pre injury duties. In line with this the company is prepared to offer suitable duties that will meet ANY restrictions imposed by their injury

APPLICABLE	NORMAL PHYSICAL REQUIREMENT	APPLICABLE	PROPOSED PHYSICAL REQUIREMENTS

Please indicate what duties you feel are suitable and a Return To Work Management Plan will be prepared and sent over for you records

YOUR SINCERELY

GLENN HAIN

National RTW Manager
0432 934 280

Attachment 9 MSD Sheets

Attachment 10 Safe Work Method Statements

Attachment 11 PPE Register

Name	Date	Contact Number	By Signing you indicate that you have been issued with the items ticked below. That they are in good condition and will be used when required								
			Hard Hat	Safety Boots	Safety Glasses	Gloves	Clothing High Visibility	Hearing Protection	Respirator		

Attachment 12 Skills Register

Name	Role	Mobile Number	Construction Induction number	Licence / Ticket / Competence (Include Number)	Expiry Date (if applicable)

Attachment 13 Plant Lifting & Fire Register

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date on Site	Logbook Available

Attachment 14 Electrical Register

Project: Date: ___ / ___ / ___

Testing and Tagging frequency is as required by State / Territory Legislation / Codes of Practice / Australian Standards

Equipment Description	Plant or Serial No.	Date of Insp/test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next inspection/test	Electrician's / qualified persons Signature	License No.

Electrical item	Frequency of inspection/test (in accordance with local legislation)		
Tools & leads	3 Monthly	High Risk Work - Hazardous Environments – Construction Sites	Monthly
Sub-board & RDC - Earth leakage device	Trip tested daily Tested & Tagged 3 monthly:	High Risk Work - Hazardous Environments – Construction Sites	Monthly

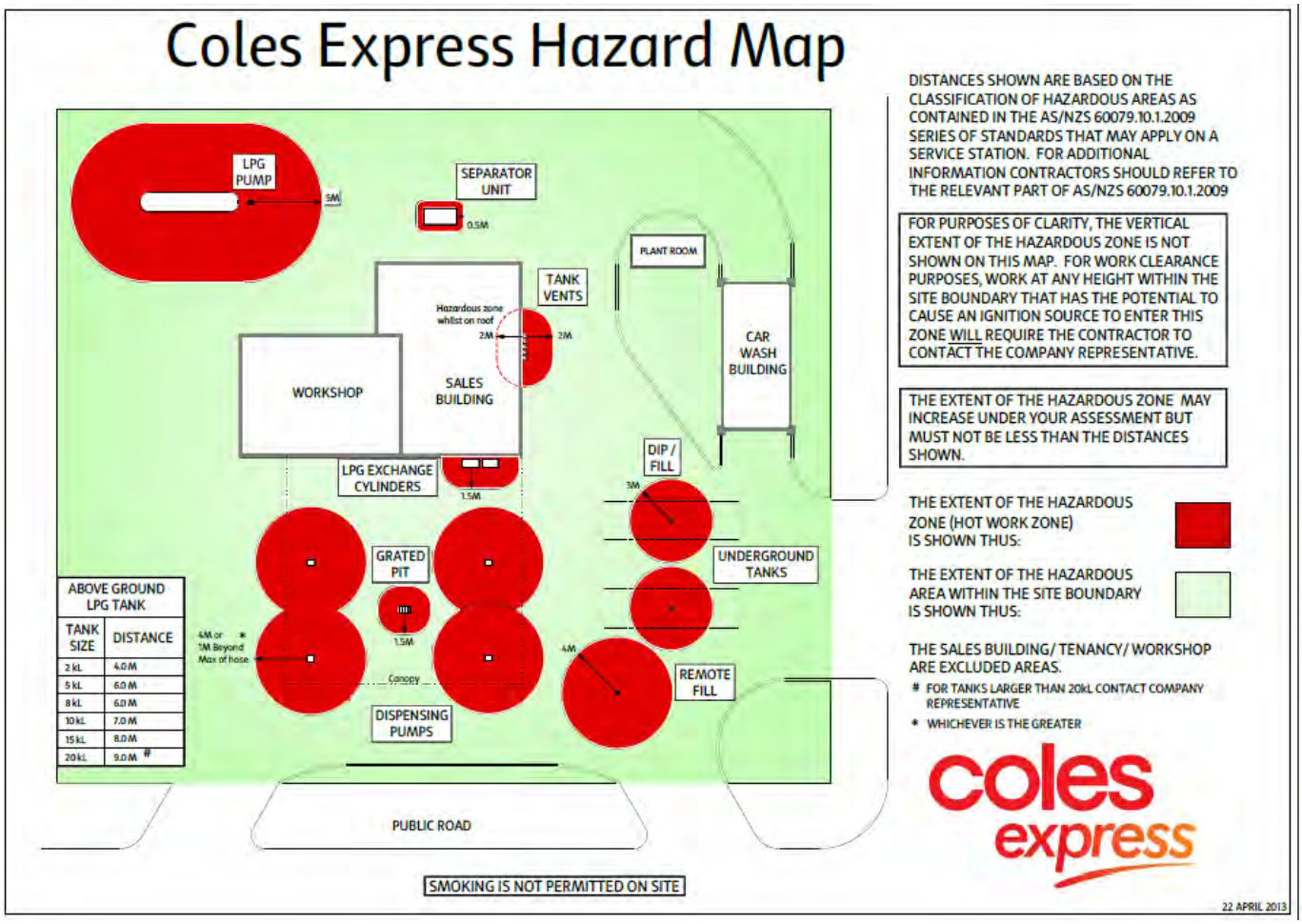
Hazards arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Wokplace Health and Safety			
☐	Access & egress	☐	Confined/enclosed spaces
☐	Coring/chasing	☐	Dangerous Goods (Oxy/other)
☐	Demolition/dismantling	☐	Electricity (power tools/other)
☐	Explosive/pneumatic power tools	☐	Fatigue (shift work/hours of work)
☐	Formwork erection/dismantling	☐	Fire/explosion
☐	Fumes/gas	☐	Hazardous substances
☐	Flying/falling objects/debris	☐	Height & falls
☐	Hazardous material	☐	Hot/cold working environment
☐	Hot work (cutting/welding/grinding)	☐	Lasers
☐	Lighting	☐	Manual handling (lifting or twisting)
☐	Machine/equipment guarding	☐	Moving plant/traffic
☐	Materials handling (crane/forklift/other)	☐	Plant & equipment operation
☐	Noise (hearing)	☐	Structural alterations/support
☐	Public (pedestrians/other)	☐	Services (underground/overhead)
☐	Subsidence	☐	Ultra Violet Light (sunlight)
☐	Trenching/excavation	☐	Stored Fuel – (WPCG)
☐	Work near/over water	☐	Other……
☐	Young workers/unskilled labour	☐	Other……
☐	Biological/bacteria	☐	Other……

Environment			
☐	Air quality (dust/emissions)	☐	Bulk excavation/spoil
☐	Concrete or paint wastes	☐	Contaminated soil/water
☐	Dewatering/pump out	☐	Habitats (protected flora/fauna)
☐	Heritage & Archaeology	☐	Noise or vibration
☐	Noisy work (neighbourhood)	☐	Spills & response
☐	Slurry or other discharges	☐	Traffic & parking
☐	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other	☐	Dangerous Goods/Hazardous Substances (use/storage/spills)
☐	Stormwater/sediment control	☐	Other……
☐	Waste disposal	☐	Other……

Attachment 16.1 WPCG Hazard Map

Any work within the Green Area that is not totally within the shown white building will a WPCG Work Clearance Form and may required one or more of the clearence forms below listed below



Form No	Form Name	YES	NO
2	WPCG - Work Clearance Form		
3	WPCG - Minor Ground Disturbance Checklist		
4	WPCG - Minor Hot Works Checklist		
5	WPCG - Minor Work at Heights Checklist		

Attachment 16.2 WPCG General Work Clearance Form

WPCG WORK CLEARANCE FORM

This form must be completed before work commences. It is valid only for work described below, for a specific site and a maximum of one day or shift (whichever is lesser).
ALL SECTIONS MUST BE COMPLETED

WORK DETAIL *Must be completed for all work*

Contractor Company Name:	Full Name of WPCG Accredited Contractor:	Contractor WPCG ID No:	WPCG Expiry Date:
Client Company:	Client Order/Job No:		No. of Workers:
Location Name:	Location Address:		
Work Description:			
Tools/Equipment to be used:			

Where are the works going to be conducted? *(tick the correct box, and refer to either site hazardous zone drawings or the standard WPCG hazardous maps)*
☐ Inside a Hazardous Area.
☐ Inside site shop, site office, or outside a hazardous area

GENERAL CONDITIONS *The following general conditions are mandatory (tick the box as acknowledgement). Works cannot start if the general conditions cannot be met.*

☐ All statutory regulations applying to the job are to be complied with
☐ All onsite work (outside of the sales building or office) will stop in the event of fuel tanker delivery (diesel, petrol or LPG) or petroleum product spill. Any hot work can only recommence thirty (30) minutes post last delivery
☐ A JSA(s)/SWMS(s) must be completed and reviewed for the works and must be made site and task specific

TASKS THAT REQUIRE A WORK PERMIT *Will any of the following form part of the work? (write **Yes** or **No**)*

	Hot work that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks **in hazardous areas.** This includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source.		Use of petrol or LPG powered/driven equipment or mobile plant **in hazardous areas**. Includes but not limited to generators, chainsaws, gardening equipment, forklifts, elevating work platforms (EWP).
	Inter-tank transfers of fuel and bulk petroleum product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products.		High pressure water blasting on live equipment containing fuel or LPG, or on structural steel.
	Erecting, modifying, or dismantling scaffolding greater than 4m above the ground		Use of Elevating Work Platform (EWP) 11m or more above the ground
	Excavations 1.2m deep or more (other than drilling or coring)		Major Working at Height within 2m of an exposed edge
	Abrasive blasting		Working from a work box (man basket) attached to a crane
	Confined space entry including any work within a confined space		Disturbance or removal of asbestos containing material
	Live electrical work (apart from fault finding)		

*If **YES** to any of the above, a **Work Permit** is required. Enter Permit number:*

TASKS THAT REQUIRE A WPCG MINIMUM CONTROL CHECKLIST *Will any of the following form part of the work? (write **Yes** or **No**)*

	Minor Hot Work in a Hazardous Area. This includes any of the following with the controls in place specified in the Minor Hot Work Checklist: • Any electrical equipment to be used in a hazardous area that is not rated for use in a hazardous area (certified to IEC 60079-11); e.g. mains, generator, or battery powered items such as cordless drills, power tools, service locators, electric gardening equipment • Diesel or electrically driven portable equipment or mobile plant in hazardous areas, e.g excavators, elevating work platforms (EWP), generators, etc		
	Minor Ground Disturbance. This includes any of the following with the controls in place specified in the Minor Ground Disturbance Checklist: • Concrete cutting drilling or coring • Soil boring, drilling or coring • Excavations to a depth less than 1.2m		**Minor Work at Height.** This includes any of the following with the controls in place specified in the Minor Work at Height Checklist: • Use of an Elevating Work Platform (EWP) less than 11m above the ground • Any work from within a scaffold of any height • Erecting, modifying, or dismantling scaffolding 4m or less above ground • Use of ladders

*If **YES** to any of the above, a **WPCG Minimum Control Checklist** is required. Minimum Control Checklist Completed* **Yes** ☐ **No** ☐ *If **No**, a **Work Permit** is required. Permit number:*

CONTROLS REQUIRED *(tick the box "Yes" or "n/a")*

YES	N/A		YES	N/A	
☐	☐	Electrical/mechanical/product/utilities isolated and tagged/locked out where required, and tested/verified before work commencing	☐	☐	Fire extinguishers in work area for all hot work outside of the shop/office. (min 2x 9kg dry chemical)
☐	☐	Traffic management in place (for vehicles and pedestrians), Effective Barricades erected around work area	☐	☐	*Other specify:*

PPE REQUIREMENTS *The minimum PPE requirements are: 1) Safety Boots, 2) Hi-vis clothing or vest, 3) Full neck to toe to wrist clothing (cotton or flame retardant/anti-static)*
Tick the additional PPE required for the task (over and above the minimum PPE requirements):

☐ Safety helmet (hard hat) ☐ Hearing protection ☐ Dust mask ☐ Fall arrest harness
☐ Safety glasses ☐ Gloves ☐ Breathing apparatus ☐ Other specify:.....

JSA / SWMS CHECK *(to be used as a final check for site based JSA/SWMS requirements)*
Make the following checks on your JSA / SWMS prior to commencing the works:

	YES	NO
- Are there any site specific risks or conditions that could impact the proposed works?	☐	☐
- If yes, have you amended your JSA / SWMS?	☐	☐

Enter JSA / SWMS Number/s:

AUTHORISATION TO START WORK

The contractor shall sign, issue and be solely responsible for all the obligations and workers applicable to the work (including discussing the content of this form to the work crew). The site operator may require work to stop if it appears that the contractor or any of its workers are failing to comply with the requirements in the applicable items of this form or other applicable safety requirements. The contractor must discuss the scope of the task and associated impact to site with the site operator

Contractor Signature:	Site Operator/Manager Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
		By signing this I agree the contractor and I have discussed the works to be undertaken and the associated hazards		

END OF DAY SIGN OFF *Prior to sign out, contractor to check the following (and tick the boxes):*

☐ Has the work area been left tidy and safe?
☐ Are site personnel aware of status of work including remaining isolations?
☐ Are changes to equipment documented and communicated?
☐ All incidents, near incidents, unsafe situations reported?

Contractor Signature:	Site Operator/Manager Name (PRINT):	Site Operator/Manager Signature:	Date:	Time:
		By signing this I agree the contractor and I have discussed the works completed and any potential impact to the site.		

Comments

White copy to be sent to the client, blue copy to be retained by the contractor.

Attachment 16.3 WPCG Minor Ground Disturbance Checklist

Version 3: 02/07/2018

MINOR GROUND DISTURBANCE CHECKLIST

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW

This form CANNOT be used for all types of Ground Disturbance. Work which requires a Work Permit includes:

- Excavations ≥ 1.2m deep other than drilling, boring and coring
- Use of petrol driven concrete cutters in hazardous areas

All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Work at Height or Minor Hot Work.

Full name	Date	Job number

GENERAL REQUIREMENTS FOR ALL GROUND DISTURBANCE

Typical services to consider in visual inspections include:

- Electrical power to or through the site
- Mains gas supply to or through the site
- Liquid fuel (petrol, diesel) storage and lines (PVC, fibreglass or steel)
- LPG storage and lines (steel)
- Water pipework and sewer lines
- Air lines
- Third party telecommunications cables (e.g. Telstra) to, or through, the site; communication lines—between Automatic Tank Gauging (ATG) and the console; or between pumps and point of sale (POS) console

Tick ✔ EVERY control below to confirm it is in place or completed for all ground disturbance work

- ☐ There will be no excavations 1.2m deep or greater (other than drilling, boring or coring)
- ☐ Site specific drawing/s have been requested. If available, they have been reviewed for known underground services and lines
- ☐ No work (other than hand digging or NDD) shall be carried out within 500mm, in any direction, of live services, lines or underground tanks, or where the depth is unknown
- ☐ Visual inspection of the work area for any other signs or indications of unidentified services

SERVICE IDENTIFICATION

ONE of the following MUST be in place.

Tick ✔ ONE to confirm which control is in place or completed

- ☐ The task involves removal of soil with hand tools or NDD
- ☐ The task is to relocate masonry anchors within 50mm of existing location to depth no greater than 130mm and diameter drill bit not greater than 12mm
- ☐ Underground service detection scanning has been performed by a competent person and checked or added to the drawing. The underground service locator has marked out all known services in the work area on the ground surface, and
  No Ground Disturbance will occur external to the shop or office without Dial Before You Dig (DBYD) obtained and checked

ISOLATION OF SERVICES

Will works other than hand digging or NDD be carried out within 500mm, in any direction, of identified services or lines, or where the depth of the service/line is unknown? No ☐ Yes ☐

Tick ✔ the following control to confirm it will be in place

- ☐ All services or lines within 500mm, in any direction or where the depth of the service/line is unknown, will be isolated prior to work in accordance with the WPCG member company standards for isolation

CONCRETE OR BITUMEN CUTTING

Will concrete or bitumen cutting be conducted? No ☐ Yes ☐

Where access permits, concrete cutting equipment shall be 'walk behind' type

Tick ✔ EVERY control below to confirm it will be in place

- ☐ Only wet cutting will be conducted, the runoff contained, and electrical hazards prevented from contacting the water
- ☐ Saw depth is set at least 10mm less than the expected concrete thickness (e.g. 90mm depth set for 100mm thickness)
- ☐ Breaking out concrete over any service line/s will be conducted using hand tools only
- ☐ A fire/traffic watch must be on site while cutting is taking place

SOIL BORING, DRILLING OR CORING

Will boring of soil be conducted? No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it will be in place

- ☐ Prior to mechanical drilling, NDD methods (air or water) will be used to clear the borehole of underground services. Hand auger should only be used by exception

Attachment 16.4 WPCG Minor Hot Work Checklist 1 of 2

Work Place WPCG Clearance Group

MINOR HOT WORK CHECKLIST

Version 2: 02/07/2018

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW

This form CANNOT be used for all types of Hot Work in Hazardous Areas. Hot Work which requires a Work Permit includes:

- Hot work that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks in hazardous areas. This includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source.
- Inter-tank transfers of fuel and bulk petroleum product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products.
- Work inside a Confined Space, or Entry to a Confined Space
- Disturbance or removal of asbestos containing material
- Live electrical work (apart from fault finding)
- Petrol or LPG driven/powered tools or equipment

All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Work at Height or Ground Disturbance.

Full name	Date	Job number

SAFETY PRECAUTIONS

Check the following:	Tick ✔ the corresponding control to confirm the control will be complied with	
	No breaking containment to occur within the work area during the use of the equipment covered by this Hot Work Checklist. Breaking containment is the opening of fuel lines by removal of fittings, draining fuel lines, or other fuel system work that has the potentially to release fuel or vapour to the atmosphere rather than the normal operation of 'keeping it in the pipe'.	☐
	No materials classified as explosive, flammable or combustible Dangerous Goods are to be brought into the work area in bulk quantities. Packaged goods (eg flammable paint cans/tray or bottles of flammable cleaning solvents) must not be within 0.5m of ignition sources covered by this checklist and the SDS consulted.	☐

REVIEW THE WPCG HAZARDS MAP				If YES, tick ✔ the corresponding control to confirm the control will be complied with	
Is the work within the hazardous area of the following:	Separator units	No ☐	Yes ☐	Thoroughly checked for fuel leaks, any fuel present is removed, and covered with wet hessian, fire blanket or leather which must be kept wet until all work is completed.	☐
	Pits/drains or dip/fill points	No ☐	Yes ☐	Thoroughly checked for fuel leaks, any fuel present is removed, and covered with wet hessian, fire blanket or leather which must be kept wet until all work is completed.	☐
	Dispensers/ pumps	No ☐	Yes ☐	Thoroughly checked for fuel leaks, any fuel present is removed. Use of dispensers is prevented by either de-energising at the switchboard, cable tying the dispenser nozzle to the pump, or a dedicated spotter controlling the barricaded work area.	☐
	LPG exchange cylinder cabinets	No ☐	Yes ☐	LPG exchange cylinder cabinets to be locked shut. Site informed that they cannot be accessed during the work.	☐

DIP/FILL POINTS

			Tick ✔ EVERY control below to confirm the control will be complied with	
Are you performing minor hot work within the fill box or dip/fill points?	No ☐	Yes ☐	All dip/fill (and vapour recovery where applicable) caps have been inspected to ensure seals are in place for each cap, and all caps in place.	☐
			Fill box or dip/fill point has been left open for a minimum of 5 minutes to allow airing.	☐
			All areas of the fill box or dip/fill point that are not being worked on have wet hessian, leather or fire blanket applied over them (vapor recovery compartment is still open to allow access to earth stake if required)	☐

BATTERY OPERATED TOOLS

			Tick ✔ EVERY control below to confirm the control will be complied with	
Are battery operated tools to be used? Note: Air tools should be used in preference when reasonably practicable.	No ☐	Yes ☐	Where battery operated tools are used the battery is securely fastened to the tool casing.	☐
			Battery changes will be completed outside Hazardous Areas of the site.	☐

MAINS OR GENERATOR SUPPLIED POWER TOOLS

			Tick ✔ EVERY control below to confirm the control will be complied with	
Are mains or generator supplied power tools to be used?	No ☐	Yes ☐	Power tools are double insulated, have been tested and tagged, and are within date.	☐
			Power supply has been sourced from outside Hazardous Areas.	☐
			All portable 240 volt electric equipment is connected to mains power outlet via a commercial residual current device (RCD) that has been tested, in date and tagged. Where an extension cord is used it is connected to the RCD.	☐
			Where an extension cord is being used it is continuous from the RCD to the cord on the equipment and is connected to the equipment cord by a mechanical device to prevent accidental disconnection.	☐
			All electrical and extension cords are protected from damage and positioned on the ground to mitigate trips and falls or where run aerially have been installed and secured in a manner that does not restrict the passage of people and or vehicles across the site.	☐

CONTINUED OVERLEAF

Attachment 16.4 WPCG Minor Hot Work Checklist 2 of 2

MINOR HOT WORK CHECKLIST

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

DIESEL POWERED EQUIPMENT

Is diesel powered equipment to be used? (e.g. concrete saw, compressor, generator)

No ☐ Yes ☐

⚠ **Note: whenever reasonably practicable portable equipment, such as generators or compressors, are to be positioned outside Hazardous Areas unless this introduces more significant hazards to the site or work.**

Tick ✔ the control below to confirm the control will be complied with

Maintenance logs are available, equipment inspected (including any emergency stop), and confirmed to be maintained in accordance with manufacturer's specification.	☐

SELF-PROPELLED POWERED MOBILE PLANT

Is self-propelled powered mobile plant to be used?

Examples include: crane, forklift, EWP, cherry picker, boom lift, HIAB, etc

No ☐ Yes ☐ **Tick ✔ EVERY control below to confirm the control will be complied with**

Self-propelled powered mobile plant is not petrol or LPG driven if it is to be operated in a Hazardous Area.	☐
Maintenance logs are available, equipment inspected (including any emergency stop) and confirmed to be maintained in accordance with manufacturer's specification.	☐
Operators of self-propelled powered mobile plant have any required licences.	☐
Workers understand all relevant oil company requirements for lifting operations (e.g. crane lifts, forklifts, etc.) and will be complied with. Examples include requirements for lift plans, risk assessments, and spotter for certain equipment and activities	☐

GAS TESTING REQUIREMENTS

Which hazardous areas are identified as being impacted by the work on the WPCG Hazards Map?

All dip and fill points (including both remote fill boxes and dip/fill points) ☐	Above ground storage tank (LPG or other fuel) ☐	Depot road or rail tanker loading/unloading area ☐
LPG remote fill ☐	Drains/pits ☐	LPG tank pump ☐
Dispensing pumps ☐	LPG decant cylinders ☐	Vents ☐
Depot drum filling or storage ☐	Oily water separator units ☐	LPG exchange cylinders ☐

For all areas ticked above, tick ✔ EVERY control below to confirm the control will be complied with

Achieved a 0% LEL reading prior to commencing work for the full extent of the hazardous area.	☐
Continuous gas monitoring will be in place throughout the work with the gas detector located in the work area, between the work front and the most likely source of fuel vapour or downwind of the potential source of fuel vapour.	☐
Repeat gas testing after work breaks or tanker delivery will be conducted to confirm 0% LEL prior to restarting work.	☐
Work will be stopped if the gas detector alarms or if it is observed that LEL readings are detected in the work area. Work will not recommence until sources of potential vapour and controls are checked, and a re-test confirms sustained 0% LEL reading is achieved.	☐

Gas detector make, model and serial number

	Time	%O_2	%LEL	Other (specify)	Other (specify)
Bump test					
Gas testing:					
Initial test prior to work					
30 mins post tanker delivery					

DECLARATION

Gas testing was conducted by myself using a calibrated detector which was bump tested prior to use. I am trained and competent in the use of the gas detector. ☐

Full name _____ **Company** _____ **Signature** _____

Attachment 16.5 WPCG Minor Work at Heights Checklist 1 of 2

MINOR WORK AT HEIGHT CHECKLIST

Version 2: 02/07/2018

Work Place WPCG Clearance Group

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW

This form CANNOT be used for all types of Work at Height. Work which requires a Work Permit includes:

- Use of an EWP 11m or more above the ground
- Erection, modification and dismantling of scaffolding >4m
- Working from a workbox (man basket) attached to a crane, or forklift.
- Major Working at Height within 2m of an exposed edge.

All sections must be completed. Additional WPCG Checklists may be required if the work involves Minor Hot Work or Ground Disturbance.

Full name	Date	Job number

GENERAL REQUIREMENTS FOR ALL WORK AT HEIGHT

Tick ✔ EVERY control right to confirm it will be in place	
	Work will comply with work health and safety regulations. ☐
	People are appropriately trained and competent to work at height. ☐
	Safe means of access to, and exit from, the work area/work platform has been provided. ☐
	Raised work area/work platform will support the required load (including workers and all tools/equipment) ☐
	The drop zone below the work area/work platform will be barricaded to prevent personnel from entering or working in the line of fire. ☐
	A rescue plan is in place to respond to an incident that may occur at height ☐

USE OF TOOLS AT HEIGHT

Will tools be used above ground level as part of this job? No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it will be in place

- The use of electrical tools (mains or battery operated) at height requires the use of a lanyard or lockable clips to prevent the tool from falling. ☐
- When not in use, all tools shall be protected from falling with toe board provided on the scaffold/EWP or stored within a secure tool box/bag. ☐
- Tools and equipment will be transported to and from a height safely, e.g. via a rope, pulley system, EWP, tool bag, tool belt or similar. ☐

WORK FROM AN ELEVATING PLATFORM (EWP) e.g. scissor lift, cherry picker, boom lift less than 11m

Does the task involve using an EWP less than 11m above the ground?

Note this form cannot be used for work 11m or more above the ground.

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

- Maintenance logs available and pre-use inspection completed to confirm equipment is fit for service. ☐
- Operators are competent, have any required licence, and will wear a harness if required either by local regulations or the manufacturer's instructions for the equipment/activity. ☐
- A spotter is in a prominent position to view hazards from overhead structures, changes in conditions or any emerging hazards during operation of the EWP and can communicate with EWP operator. ☐
- Workers will not exit the EWP when elevated. ☐

WORK FROM ANY SCAFFOLDING or erecting, dismantling or modifying scaffolding 4m or less

Will work be conducted from a scaffold of any height or will scaffolding be erected, modified or dismantled that is 4m or less above the ground?

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

- Scaffold is level, and on firm foundation. ☐
- Guard rails (hand rail and mid rail) provide perimeter protection to all exposed edges of the platform. ☐
- Adequate platforms are provided. ☐
- Bracing and connections in good condition. ☐
- Toe boards in place and secure. ☐

Will any scaffolding greater than 4m be accessed?

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

- Scaffolding status tag (e.g. scafftag) is in place and within date to confirm it has been built and checked by a licensed scaffolder. ☐

SAFE APPROACH DISTANCES

Will work be conducted in or near powerline exclusion zones as defined by local regulators?

No ☐ Yes ☐

Tick ✔ the following control to confirm it will be in place

- All regulatory requirements are in place and will be complied with which may include spotter, network operator approval, special provisions, as applicable ☐

CONTINUED OVERLEAF

Attachment 16.5 WPCG Minor Work at Heights Checklist 2 of 2

MINOR WORK AT HEIGHTS CHECKLIST

EVERYONE HAS THE AUTHORITY AND OBLIGATION TO STOP UNSAFE WORK **VALID ONLY ON DATE OF ISSUE**

WORK ON ROOF WITHIN 2M OF EXPOSED EDGE

Will work be conducted on a roof within 2m of exposed edge excluding accessing and exiting?

Examples include: preventative maintenance on HVACs, gutter cleans, roof leak detection, signage lighting and CCTV

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

No work on the roof to be done during inclement weather.	☐
Work is on a single story roof that is flat or almost flat and structurally stable.	☐
Fall restraint system will be used in accordance with the SWA Code of Practice for Prevention of Falls.	☐
A minimum of two personnel are present on site to enable one to activate the response in the event of an incident on the roof.	☐
Only minor maintenance or repair work will be conducted.	☐

LADDERS

Will a ladder be used as part of this job?

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

The information below, explaining the selection of a ladder as an appropriate control has been read and understood.	☐
Ladders comply with AS/NZS 1892 series, a pre-use inspection has been performed to confirm they are in good condition, and they have a load rating of at least 120kg.	☐
Only one person will be on each ladder at a time.	☐
Personnel are to maintain 3 points of contact with ladders at all times during the work unless standing on the platform of a platform ladder.	☐

Will an extension or single ladder be used?

No ☐ Yes ☐

Tick ✔ EVERY control below to confirm it has been completed or will be in place

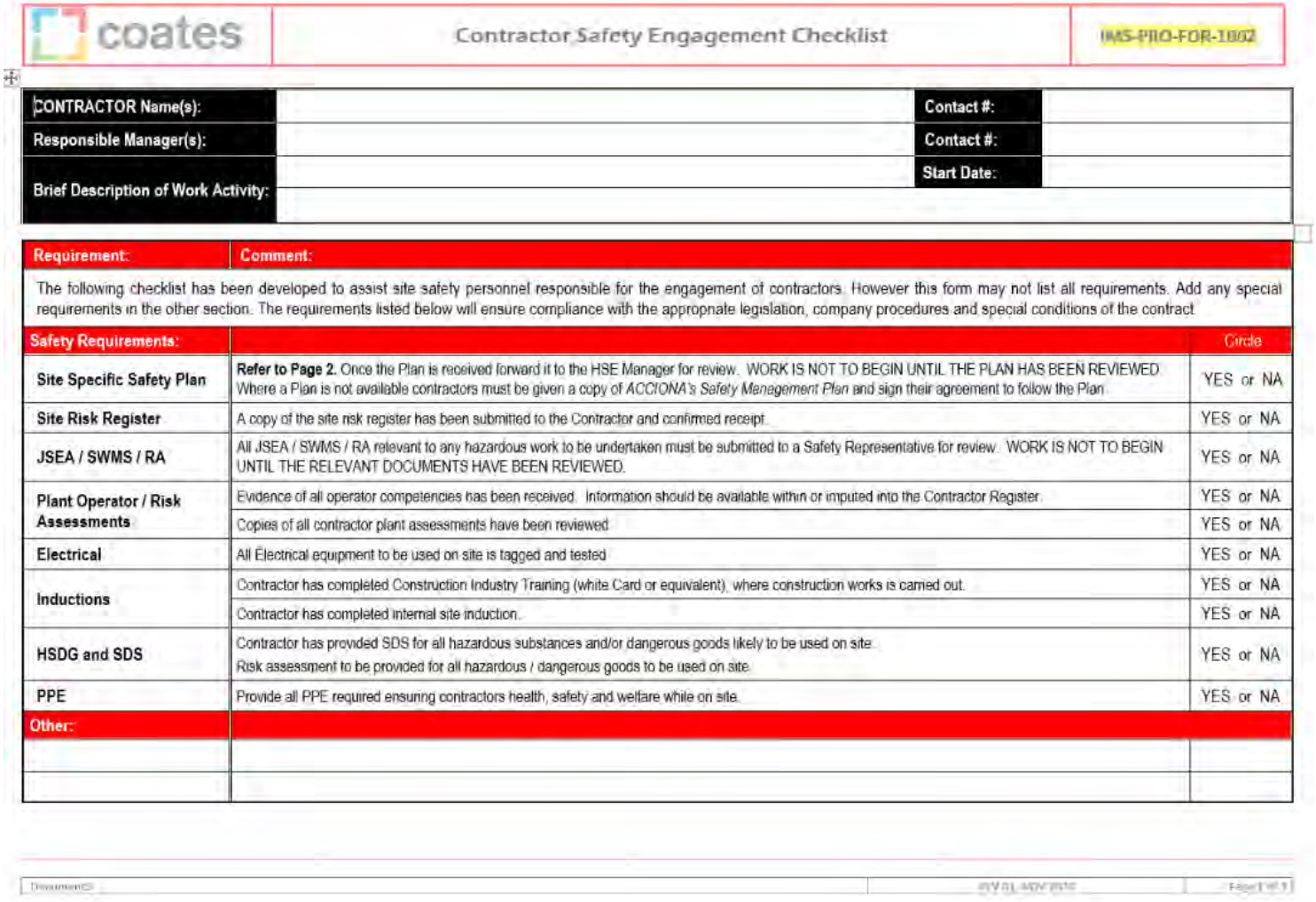
Extension or single ladders are secured, on firm foundation, level surface, properly fastened at the top, side rails extend at least 1m above the upper landing surface if exiting the top, and with adequate inclination (i.e. the distance between the ladder base and the supporting structure should be about one metre for every four metres of working ladder height).	☐
A person is footing the extension or single ladders to ensure it does not slip (whilst in use) or the ladder is secured at the ground (as well as the top).	☐

Any type of ladder should only be used if it is not reasonably practicable to use a higher level of control to access height, e.g. EWP, or scaffolding. Ladders are primarily a means of access and egress. Many falls take place when people are working from ladders. Consider whether an elevating work platform or scaffolding would be safer and more efficient. A step platform or platform ladder shall be utilised in preference to working off an extension or single ladder if it is reasonably practicable to conduct the work from a step platform or platform ladder. Extension or single ladders should only be used as a means of access to or from a work area unless it is light work of short duration that can be carried out safely compliant with the Safe Work Australia Code of Practice for the Prevention of Falls.

Attachment 17 Sign Off Sheets

ID	Name	Signed	Date	Company	Contact Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Attachment 18 Contractor Safety Engagement Checklist first page



coates | Contractor Safety Engagement Checklist | IMS-PRO-FOR-1002

CONTRACTOR Name(s):		Contact #:	
Responsible Manager(s):		Contact #:	
Brief Description of Work Activity:		Start Date:	

Requirement:	Comment:	
The following checklist has been developed to assist site safety personnel responsible for the engagement of contractors. However this form may not list all requirements. Add any special requirements in the other section. The requirements listed below will ensure compliance with the appropriate legislation, company procedures and special conditions of the contract.		
Safety Requirements:		Circle
Site Specific Safety Plan	**Refer to Page 2.** Once the Plan is received forward it to the HSE Manager for review. WORK IS NOT TO BEGIN UNTIL THE PLAN HAS BEEN REVIEWED. Where a Plan is not available contractors must be given a copy of *ACCIONA's Safety Management Plan* and sign their agreement to follow the Plan.	YES or NA
Site Risk Register	A copy of the site risk register has been submitted to the Contractor and confirmed receipt.	YES or NA
JSEA / SWMS / RA	All JSEA / SWMS / RA relevant to any hazardous work to be undertaken must be submitted to a Safety Representative for review. WORK IS NOT TO BEGIN UNTIL THE RELEVANT DOCUMENTS HAVE BEEN REVIEWED.	YES or NA
Plant Operator / Risk Assessments	Evidence of all operator competencies has been received. Information should be available within or imputed into the Contractor Register.	YES or NA
	Copies of all contractor plant assessments have been reviewed.	YES or NA
Electrical	All Electrical equipment to be used on site is tagged and tested.	YES or NA
Inductions	Contractor has completed Construction Industry Training (white Card or equivalent), where construction works is carried out.	YES or NA
	Contractor has completed internal site induction.	YES or NA
HSDG and SDS	Contractor has provided SDS for all hazardous substances and/or dangerous goods likely to be used on site. Risk assessment to be provided for all hazardous / dangerous goods to be used on site.	YES or NA
PPE	Provide all PPE required ensuring contractors health, safety and welfare while on site.	YES or NA
Other:		

Attachment 19 —Hazardous manual task identification worksheet

Work area: Click or tap here to enter text.

Management representative: Click or tap here to enter text.

Health and safety representative and workers taking part: Click or tap here to enter text.

Date: Click or tap here to enter text.

Does the task have any of the characteristics of a hazardous manual task? (tick any of the following that apply).

Task	Repetitive or sustained force	High or sudden force	Sustained or awkward postures	Repetitive movement	Exposure to vibration
Click or tap here to enter text.	☐	☐	☐	☐	☐
Click or tap here to enter text.	☐	☐	☐	☐	☐
Click or tap here to enter text.	☐	☐	☐	☐	☐
Click or tap here to enter text.	☐	☐	☐	☐	☐
Click or tap here to enter text.	☐	☐	☐	☐	☐

If you ticked any boxes for a particular task, you should do a risk assessment of that task.

Attachment 20—Noise hazard identification checklist

Description of work location: Click here to enter text.

Assessed by: Click here to enter text.

Activities at workstation: Click here to enter text.

Date: Click here to enter text.

'Yes' to any of the following indicates the need to carry out a noise assessment if exposure to the noise cannot be immediately controlled.

Hazard identification questions	Yes	No
1. Is a raised voice needed to communicate with someone about one metre away?	☐	☐
2. Do your workers notice a reduction in hearing over the course of the day? (This may only become noticeable after work, for example needing to turn up the radio on the way home.)	☐	☐
3. Are your workers using noisy powered tools or machinery?	☐	☐
4. Are there noises due to impacts (such as hammering, pneumatic impact tools) or explosive sources (such as explosive powered tools, detonators)?	☐	☐
5. Are personal hearing protectors used for some work?	☐	☐
6. Do your workers complain that there is too much noise or that they can't clearly hear instructions or warning signals?	☐	☐
7. Do your workers experience ringing in the ears or a noise sounding different in each ear?	☐	☐
8. Do any long-term workers appear to be hard of hearing?	☐	☐
9. Have there been any workers compensation claims for noise-induced hearing loss?	☐	☐
10. Does any equipment have manufacturer's information (including labels) indicating noise levels equal or greater than any of the following:		
– 80 dB(A) $L_{Aeq,T}$ (T = time period over which noise is measured)	☐	☐
– 130 dB(C) peak noise level	☐	☐

Hazard identification questions	Yes	No
– 88 dB(A) sound power level	☐	☐
11. Do the results of audiometry tests indicate that past or present workers have hearing loss?	☐	☐
12. Are any workers exposed to noise and ototoxins in the workplace?	☐	☐
13. Are any workers exposed to noise AND either hand-arm vibration (HAV) or whole-body vibration (WBV)?	☐	☐

Height Safety Policy & Procedure

1.0 PURPOSE

This procedure sets out the requirements in relation to working at heights on construction sites as per the compliance codes and company processes.

2.0 SCOPE

All workplaces where working at heights is applicable.

3.0 RESPONSIBILITIES

The Workplace/Project Manager is responsible for overall safety on the site. All workers working in the work crew that will be working at height must be involved in the consultation processes when determining the controls before works at height commence.

4.0 ACTIONS

4.1 FALL PROTECTION

4.1.1 All access openings, hatchways or holes must be securely covered or protected by an approved guardrail.

4.1.2 When working above ground level the requirements of the Code of Practice for Prevention of Falls in the Housing Construction (COP OCTOBER 2018) will apply as a minimum standard.

The Compliance Code states:

"Whenever work is to be carried out within two metres of any edge on a new or existing roof from which any team member could fall a distance of 1.8 metres or more, provisions should be made to prevent team members falling."

4.1.3 Provisions to prevent team members falling may include:

- Safety Mesh
- Individual Fall Arrest Systems eg. Safety harnesses in accordance with AS2626
- Scaffolding
- Safety Nets
- Guardrails
- (or any combination of the above)

When determining the provisions for working at heights the "Prevention of Falls Hierarchy of controls" should be taken into account.

Level 1 - Undertake work on the ground
Level 2 – Undertake work using a passive fall prevention device
Level 3 – Undertake work using a work positioning system
Level 4 – Undertake work using a fall arrest system, and
Level 5 – Undertake work from ladders or implement an administrative control.
(Refer to Prevention of falls Compliance Code for further details)

4.1.4 Guardrails must have an intermediate rail and be 900mm (min). height above the working surface. Where the slope exceeds 15 degrees from the horizontal, a toe board should be installed. Guardrails should withstand a force of 0.445 kN applied at any point.

The minimum size of timber for temporary guardrails should be 100mm x 75mm hardwood (pine is not acceptable).

4.1.5 Warning signs shall be placed in position and the area roped off when carrying out overhead work.

Safety nets or chutes may be required to prevent injuries from falling material/debris.

Ladders must be tied off at the top to prevent slippage.

Team members are reminded that client practices will prevail when on site; however, reliance on client practices alone may not always be sufficient. Where any doubt exists, the client's representative must be consulted to develop an acceptable standard.

4.2 WORKING AT HEIGHTS OF 2 METRES OR HIGHER ABOVE THE GROUND CANNOT PROCEED UNLESS

- A fixed platform is used with guard or hand-rails verified by a competent person, or
- Fall arrest equipment is used that has
  - A proper weight rated anchor mount, preferably overhead
  - Full body harness using double latched self locking snap hooks at each connection
  - Synthetic fibre lanyards
  - Shock absorber
- Fall arrest equipment will limit free fall to 2 metres or less
- All harnesses must be in accordance with AS 1891
- All harnesses must be inspected by a qualified rigger at least annually, if conducted internally refer to Standard Form " Harness Inspection" located in Q:\Geotech Group\C. Standard Forms\A. Current Forms.
- A visual inspection of the fall arrest equipment and system is completed and any equipment that is damaged or has been activated is taken out of service.
- Person(s) are competent to perform the work.

4.3 SCAFFOLDING/WORK PLATFORMS (for more comprehensive details refer to Safe Work Australia's Guide to Scaffolding works as per references in Section 5.

4.3.1 The Scaffolding Regulations require that for the perimeter work on any building/structure, a scaffold shall be provided for team members required to carry out work at heights greater than 1.8 metres.

- Scaffolding shall only be erected or dismantled by qualified team members, or trainees under supervision as per local statutory requirements.
- Written confirmation from the qualified high risk license holder must be received before works may commence on the scaffold. A scaf-tag must be attached to the scaffold at each entrance, and be signed off by the qualified scaffolder who erected and authorised the use of the scaffold.
- Guardrails and Toe boards must be installed where a team member or an object could fall more than 1.8 metres. Scaffolding planks may be used as tow boards. Guardrails must have an intermediate rail and be 900 mm min. height above the working surface. Where the slope exceeds 15 degrees from the horizontal, a toe board should be installed. Guardrails should withstand a force of 0.445 kN applied at any point.
- The minimum size of timber for temporary guardrails should be 100mm x 75mm hardwood (pine is not acceptable).
- Scaffolding planks shall be in accordance with:
  - AS 1577 – Solid Timber Scaffolding Planks
  - AS 1578 – Laminated Timbre Scaffolding Planks

- AS 1664 – Aluminium Structures Code
- AS 1038 – Cold Formed Steel Structures Code

- All scaffolds and scaffolding materials shall conform to the requirements of The Scaffolding Regulations 1992. (Statutory Rule No 1997/1992) and AS1576 – SAA Metal Scaffolding Code.
- Rolling scaffolds shall only be used on firm level surfaces.
- Controls must be put in place to prevent unauthorised access to unattended and/or incomplete scaffold.

Scaffolds must be inspected:-

- before use,
- every 30 days ongoing, and
- after an incident involving the scaffold

If scaffold is deemed unsafe, and alterations are required, details must be recorded. Alterations must be approved by a competent licensed scaffolder before being reinstated for use.

CAUTION: Care must be taken at all times to prevent rolling scaffolding coming into contact with power lines.

Scaffolding should be no closer than 5 vertical metres and 4.6 horizontal metres from power lines unless permission has been obtained from the power authority and a SWMS has been developed.

- Team members are not permitted to ride on rolling scaffolds when being moved.
- When moving rolling scaffolds, care must be taken to prevent gear/equipment falling from the scaffold.
- Scaffolding shall contain protection to prevent objects falling from the scaffold into areas below or around the scaffolded area.
- Ladder shall be securely tied and/or supported at the base by an additional team member.
- Ladders shall rise to a minimum distance of 1.1 metres above each access platform.

4.4 LADDERS

4.4.1 All ladders must conform to:

- AS 1688 – Portable Timber Ladders
- AS 1689 – Use and Maintenance
- AS 1892.1 – Portable Ladders Part 1: Metal

Metal ladders or ladders with wire reinforced components and metal fittings present a serious hazard when used in close proximity to electrical power lines.

Team members are cautioned that on some worksites, aluminium ladders or timber ladders which have wire reinforced components and metal fittings are not permitted.

General guidelines for the safe use of ladders are as follows

4.4.2 Single and extension ladders

- A team member should always have two hands free to ascend and descend a ladder (i.e. All materials and tools which cannot be safely secured from the team member's belt should be independently transferred or hoisted to the work location).
- Ladders should be secured against movement and be supported from a firm, level, nonslip surface.

- Small, light loads of tools or material easily handled by one team member only, may be raised or lowered with a handline.
- Single and extension ladders must have safety feet.
- All work from a ladder should be performed while facing the ladder.
- Team members working from a ladder should be wearing a full body harness with lanyard attached to a secure anchor point. Preferably, the anchor point should be above the team members head height.
- Single and extension ladders must be tied off at the top before work commences.
- Ladders used for access must either be held at the foot or tied off at the top. While climbing the ladder to tie it off, another team member must hold it rigidly at the foot.
- A team member's feet should not be higher than 900mm from the top of a ladder.
- Where work is performed from a single or extension ladder, the ladder shall rise to a height of at least 1 metre above the highest rung to be reached by the feet of the team member working from the ladder.
- No task should require over-reaching (i.e. the belt buckle should always be within the stiles of the ladder.)
- There should be no danger of crane-lifted loads trapping or striking a team member on a ladder.
- No team member on a ladder should work over another team member.
- Only one team member should be on a ladder at any time.
- Ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision or hot work (such as welding or oxy-cutting) should ot be performed from a ladder.
- Ladders should not be set up on scaffolding or elevated work platforms to gain extra height.
- Ladders should not be handled or used where it is possible for the ladder or user to come into contact with electrical power lines. In particular, metal or metal reinforced ladders should not be used in the vicinity of live electrical equipment. Such ladders should be permanently marked in a prominent position with "DO NOT USE WHERE ELECTRICAL HAZARDS EXIST", in accordance with AS 1892.1.
- The use of power tools on a ladder should be restricted to those which are easily operated one-handed.
- Single and extension ladders should be placed at a slope of between 4 to 1 (minimum) and 6 to 1 (maximum).
- The team member working from a single or extension ladder should be able to brace himself or herself at all times.
- A team member ascending or descending a ladder shall face the ladder.
- Ladders must be inspected before use and deficiencies corrected before work starts.
- Extension ladders shall not be used extended to greater than 15 metres.
- Ladders are not to be used as guys, braces, struts or beams or for any other purpose than their proper use.

4.4.3 Step Ladders

- Step ladders should only be used in the fully opened position.
- Whilst using a step ladder, a team member's feet should be no higher than the third tread from the top plate.
- Step ladders should be supported on a firm, level, non-slip surface.
- All work from a step ladder should be performed while facing the ladder.
- A step ladder should not be used near the edge of an open floor o penetration where, if the ladder toppled, a team member could fall over that edge. Where a team member is required to work on a step ladder within 2 metres of the edge of a pit or penetration then that team member must wear a full body harness with a lanyard attached to a secure anchor point. Preferably, the anchor point should be above the team member's head height.
- No task should require over-reaching (i.e. the belt buckle should always be within the stiles of the step ladder.)
- There should be no danger of crane-lifted loads trapping or striking a team member ona step ladder.

- No team member on a step ladder should work over another team member.
- Only one team member should be on a step ladder at any time.
- Step ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision or hot work (such as welding or oxy-cutting) should ot be performed from a step ladder.
- Step ladders should not be set up on scaffolding or elevated work platforms to gain extra height.
- Step ladders should not be handled or used where it is possible for the ladder or user to come into contact with electrical power lines. In particular, metal or metal reinforced ladders should not be used in the vicinity of live electrical equipment. Such ladders should be permanently marked in a prominent position with "DO NOT USE WHERE ELECTRICAL HAZARDS EXIST", in accordance with AS 1892.1.
- The use of power tools on a step ladder should be restricted to those which are easily operated one-handed. No team member shall perform "heavy duty" work from a step ladder.
- If it is possible for a team member to fall a greater distance than 1.8 metres, "medium duty" work shall not be performed from a step ladder.
- Step ladders must not be used as straight ladders.
- Step ladders must be inspected before use and deficiencies corrected before work starts.
- Step ladders greater than 5.4 metres in length shall not be used.

4.5 SIGNS/BARRICADES/FLAGGING

4.5.1 Team members are to ensure that all hazards are securely barricaded and appropriate approved warning signs are prominently displayed.

Guardrails are an effective fall protection system when they are 900-1100mm above the working surface. They should NOT however be the sole means of fall protection when the gradient of the roof exceeds 40 degrees. In these instances guard railing should be used in conjunction with individual fall protection and ladders

Note:

Full length (floor/ground level to top of handrail) shall be the approved barricading. Single barricading tape shall not be the approved company method of barricading work areas.

Particular attention must be paid to situations where team members are working above work areas. Signs must be prominently displayed.

All signs shall be in accordance with:

- AS1216.1 and AS1216 Parts 2, 3 and 4; Classification, hazard identification and information systems for dangerous goods.

- AS1319 Safety signs for the occupational environment.

4.6 FALL ARREST AND TRAVEL RESTRAINT SYSTEMS

Prior to use all employees using a fall arrest system or travel restraint system should be trained in its use and a fall rescue plan should be developed.

When using a fall arrest system all employees must ensure:

- Lanyards and inertia reels are attached to the rear shoulder attachment point of the harness.
- That Lanyards are installed so that the maximum distance a person equipped with a harness would free fall before the fall arrest system takes effect is 2 metres.
- Energy or shock absorbers must be used with all lanyards, harnesses and inertia reel systems
- That they do not directly attach a lanyard snap hook to an anchorage point. Instead they must use a karabiner passed through the eye of the lanyard thimble to make the connection.

Note:
Fall arrest systems are a type of plant and must be subject to hazard identification prior to use.

Where practicable select a travel restraint system in preference to a fall arrest system.

4.7 POST FALL RESCUE AND RETRIEVAL

A retrieval or rescue plan must be adequately put into place before any works at heights are undertaken. The rescue plan should include:

- Risk Assessment.
- Available medical assistance and notified.
- Rescue procedure for specific site
- Anchorage points
- Equipment testing
- A point of safety to move the fall victim to
- Inductions
- Competencies
- Available communications
- First Aid facilities

It is important to keep the fallen person in the upright or seated position to reduce sudden back-flow of deoxygenated blood into the heart. Competent rescuers should aim to remove the injured person from the suspended position as soon as possible. Preferably within 10 minutes to ensure pressure is taken off the groin and harness area. A trauma strap should be provided to fall victim if the rescuer is unable to get to the fall victim within this time.

5.0 REFERENCES

Relevant OHS Act, Regulations and Compliance Codes in the applicable States
E.g.: Compliance Code – Prevention of Falls in general construction.
Safe Work Australia General Guide for scaffolds and scaffolding work
Safe Work Australia Scaffold inspections and maintenance
Safe Work Australia Suspended (swing stage) scaffolds

6.0 DOCUMENTATION

Project Management Plan,
Safe Work Method Statement, and
Project Risk Register

7.0 DOCUMENT HISTORY

Date	Rev	Amendment Description	Amended by	Approved by
	0	Original Issue	Greg Petley	Glenn Hain
