



**Cluain Barron
Construction**

Safety Management Plan

CBC-SMP-001

Project Title

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HEALTH AND SAFETY POLICY STATEMENT

Cluain Barron Construction Pty Ltd is committed to maintaining the highest standard of occupational health and safety in relation to all work activities undertaken so as to provide a safe and healthy workplace for all our employees, subcontractors, fellow workers and visitors.

Through commitment to the principals below, our shared goal is the elimination of all hazards, practices and incidents that can result in personal injury or occupational illness:

- Gaining the total involvement and commitment of all Cluain Barron Construction Pty Ltd employees to achieve an accident free and healthy workplace.
- Proactively seeking to eliminate unacceptable risks through a systematic risk assessment process that is an integrated part of day to day operations.
- Providing a level of leadership and training to ensure that work is managed and performed safely.
- Providing an open two way communications system between management and staff for all health and safety issues.
- Compliance with applicable laws, regulations and standards.
- Use of engineering design and innovation to eliminate or minimise hazards.
- Setting measurable safety performance standards and clearly defined codes of practice.
- Ensure that Cluain Barron Construction Pty Ltd employees and contractors are informed of, and understand their obligations in respect of, this policy.

The operations of this policy and the identification of safety training requirements for employees will be monitored by the undersigned having overall responsibility for health and safety welfare.

Hugh McParlane

Managing Director

15 October 2012

1. OVERVIEW

1.1 Introduction

This plan represents a proposal for developing and implementing a Safety Management Plan for Cluain Barron Construction (CBC) site construction activities.

The plan sets out a number of components in the overall objective of sound safety management for this project. The philosophy of this plan is based upon the safe working experience of CBC and will provide a solid platform for the successful safety management of CBC personnel and work execution on the project.

1.2 Contract Description and Details

1.2.1 Project Overview

The Project – encompasses a complete package - including the supply of materials, delivery of plant, operation of Mobile Plant, installation of all project related materials, operator training of Mobile Plant and any power tools used by CBC in the construction of this project.

1.2.2 Work and Major Activities Included

The Contractors' work shall include but not be limited to supply all labour, supervision, materials, equipment, transportation, plant and services to complete the design of and supply, installation of all concrete structures.

- Transport of Equipment to / from site
- Install all deformed bar and mesh
- Install all formwork
- **Pump and placement of concrete**
- Detailed excavation

1.3 Purpose Description

CBC promote the safety and wellbeing of all employees and staff as their most important priority. CBC also believe that a proactive and shared accident prevention policy diligently applied by ALL personnel produces real results and helps minimise personal injury and consequential suffering. Hence CBC require safety to be prioritised and considered as an integral part of all company operations and as such insist upon a proactive, participative approach from management, staff and employees in a team effort to ensure a safe and healthy working environment for all.

The purpose of this Safety Plan is to ensure that, as a minimum, CBC shall comply with all appropriate statutory legislative requirements of the client, and specific site safety procedures. The Safety Plan is also promoted as a shared 'roadmap' to encourage all personnel to engage in responsible actions in order to prevent injury, ill health, damage or loss arising from their site operations.

2. KEY LEGISLATION AND RELEVANT STANDARDS

- Mine Safety and Inspection Act 1994.
- Mine Safety and Inspection Regulations 1995
- Occupational Safety and Health Act 1984.
- Occupational Safety and Health Regulations 1996.
- Environmental Protection Act 1986.
- Aboriginal Heritage Act 1972.
- AS/NZS4360: 2004, Risk Management.
- AS/NZS4801: 2001, Occupational Health and Safety Management Systems – Specifications with guidance for use.
- AS/NZS4804: 2001, Occupational Health and Safety Management Systems – General.
- AS1885.1: 1990 with Supplement 1: 1991, Measurement of occupational health and safety performance. Part 1: Describing and reporting occupational injuries and disease, known as the Workplace injury and disease recording standard.
- AS/NZS1269.2: 2005, Occupational Noise Management, Noise Control Management.
- AS1319: 1994, Safety Signs for the Occupational Environment.
- AS/NZS4501.1: 2008, Occupational Protective Clothing.

3. COMPANY SAFETY ORGANISATION

3.1 Site Safety Responsibilities

Management at all levels within CBC shall be responsible and accountable for safety management, which shall be accomplished and maintained through close attention to, procedure, materials and equipment, plus motivation and training of employees so that they will do their utmost to follow safe working practices. The CBC Site Safety Officer will be responsible for implementation of the Safety Management Plan on site. They will conduct daily site inspections to ensure safe work practices are adhered to.

The Project Manager has overall responsibility for all aspects of work on site, whether it is being performed by directly employed labour or by sub-contractors. The Project Manager therefore responsible for ensuring that site work is planned and executed at all times in a safe manner.

CBC also accepts responsibility for ensuring that all work undertaken on site, is adequately supervised by authorised company personnel.

All new employees on site are to work with an experienced person who will mentor them in all HSE and work related issues.

4. PROJECT PLAN

4.1 Project Safety Objectives

The implementation of a safety, health and welfare management plan for the project that is capable of ensuring that **no lost time injuries** occur.

In addition to this overall project objective of having no lost time injuries, the following targets have been determined to assist in the assessment and monitoring of safety on site.

4.1.1 Total Injuries

All injuries that occur on site are recorded in the work injury record book kept adjacent to the First Aid Cabinet held at the EPCM office.

Total Injuries - Project targets of zero.

Each injury will be investigated by the Safety Officer.

4.1.2 Project Safety Reporting

All safety statistics are reported and minuted at the client's weekly progress meeting on site along with findings from accident/incident investigations and any other safety or environmental issues.

A monthly Safety Report will be prepared by the Safety Officer and forwarded to the CBC Projects director and the Client. This report will include a summary of all relevant safety statistics and issues raised along with appropriate management actions during the previous month. The report is also forwarded to the Safety Committee for comment and action where appropriate.

A copy of this Safety Plan is available at the crib facilities.

4.1.3 Near Miss Reports

All employees must report 'near miss incidents' immediately in order to avoid potential problems and increase safety awareness. Near miss incidents will be placed in the following categories.

- (a) Life threatening incident - a project target of zero.
- (b) Project target is zero.

4.2 Accident Investigations

4.2.1 Accidents/Incidents

- (a) All accidents and incidents must be reported to site management and CBC Supervisor/Safety Officer immediately so that appropriate corrective action and investigation can be undertaken.
- (b) All safety incidents, near miss or actual accidents are fully investigated by a trained and competent HS&E person, in a no blame atmosphere to identify the cause or contributing factors.
- (c) When fully investigated and analysed, a program of corrective action is signed off by senior management and the safety representative(s) and the various improvement streams executed, monitored and improved (i.e. human deficiency – retraining; procedural deficiency – new procedure following on from an interim JHA; physical hazard – redesign).
- (d) All incidents will be reported to the Client advisory team following incidents Investigation and Reporting process

4.2.2 Serious Accidents/incidents

- (a) Serious accidents/incidents will be investigated by a team comprising the Project Manager, Site Safety Adviser, and other persons deemed appropriate by the Project Manager. Corrective actions arising from these investigations will be communicated to the workforce via the daily pre-start or weekly toolbox forums or, if deemed appropriate, by safety bulletin posted in the crib facilities.
- (b) Corrective action will be actioned as per requirements

4.2.3 Accidents/Incidents Reporting

All accident reports are forwarded to EPCM PM, the Client Safety Advisor and the CBC Health & Safety Manager for assessment and evaluation immediately.

Any accident or incident shall be reported respectively on the applicable Client forms as indicated below:

- (a) Property damage, incident & near miss form
- (b) Accident injury report form

5. ELEMENTS OF SAFETY PLAN

5.1 Induction Management Plan

5.1.1 CBC Induction

Before commencing work on site, each worker shall attend a pre-mobilisation induction/training session containing the following elements:

- Collection of personal and next of kin details for registration on the site personnel registry.
- Employee's presentation and examination of relevant trade certificates/first aid qualifications.
- Training on Behaviour Observation, Hazard Identification and Job Hazard Analysis (JHA). Responsibility of employees to be proactive in behaviour observations and hazard identification.
- Training on all relevant Safety Guidelines and Work Methods including an understanding of the first aid procedures, precautions to use, and safe handling of all hazardous materials on site as detailed on the provided Material Safety Data Sheets (MSDS).
- Training on the use of all relevant Personal Protective Equipment (PPE) including the use of appropriate equipment for different work/hazard circumstances.
- Promote awareness on the long term effects of exposure to noise and educate on the effective use of PPE
- Training on the use of relevant safety equipment and in what situations to use the equipment.
- Electrical tools competency training. Use of appropriate tools for various work tasks. CBC mandatory requirement to operate all electrical power tools between groin and shoulder at all times – subsequent access implications (step ladder heights, scaffold heights).
- Locations of CBC site First Aid. Location of the client's site First Aid. Introduction to CBC employee Safety Representative and First Aiders.
- These inductions will be carried out by the CBC Site Safety Officer for ALL CBC site personnel (staff, supervisors, employees and regular head office staff visitors and contractors). In addition, the company will give safety inductions to sub-contractors management, supervisors and employees prior to their commencement on site.
- On completion, every person is required to sign the CBC Pre-Mobilisation Checklist which also contains the following mandatory clause,
- *'I agree to abide by the CBC Safety Manual and Project Specific Safety Plan, all Safety Procedures and to obey without question or hesitation all instructions from the CBC Safety Manager. I also agree to obey all instructions from the client Safety Officer/Manager in a life threatening or emergency situation'. I will adhere to all requirements set out in the client's SMP and all government regulations.*

5.1.2 Visitors Induction

Visitors are required to complete the client visitor induction at the work site(s) and be accompanied for the duration of the visit.

5.1.3 Client Induction

CBC personnel must attend the client's induction and obtain the training and qualifications as required.

5.2 Review of Safety System

CBC will conduct regular reviews of safety performance and implementation of the Safety Management Plan.

The review shall include a report including the following:

- CBC have a Safety Management programme developed in accordance with latest transit safety management practices and/or the client guidelines.

- CBC Safety Management programme has been fully implemented.
- CBC utilized its resources to identify, track, and resolve safety program deficiencies.
- CBC Safety Management practices exist in the areas of operations, maintenance, training and inspections.

In addition to the above mentioned report, CBC will include all relevant safety supporting documentation for the client's review and assessment.

5.3 Communication

5.3.1 General

CBC ensure effective communications between the client, contractors and employees and ensure systematic control of all safety process operations.

Given the significance of human involvement in all projects it is important that interaction between the client and CBC be carefully coordinated to avoid incidents resulting from misunderstandings and lack of information.

5.4 Construction Risk Analysis Workshop

CBC seek and precipitate the active involvement of all personnel in hazard identification and management – senior management, administration staff, employees, subcontractors, and client personnel on site.

Prior to mobilization, the client approved Construction Risk Analysis Workshop (CRAW) is discussed and explained in detail along with any other relevant items.

The workshop is also designed to reinforce the workshop Safety and Environmental management process knowledge for all participants and the likelihood and need for ongoing major and common hazard identification.

Job Hazard Analysis (JHA) and Environmental Hazard Analysis (EHA) will be compiled by the people carrying out the relevant tasks with an accompanying hazard management action of hazard reduction/removal/management (e.g. additional training, changed work method, changed plant design, additional PPE etc.).

5.5 Ongoing Hazard Identification and Management

On commencement of work all personnel share equal responsibility for ongoing hazard identification (both major and minor) and all tasks are subject to our standard JHA evaluation.

The JHA's/EHA's will lead to immediate revised/new work methods and safety/environmental procedures or may become project specific JHA's/EHA's for the remainder of the project.

Ongoing hazard identification may be by formal site inspection but more likely by CBC encouraged pre-emptive informal observation and inspection by all personnel individually or jointly through ongoing Behaviour Observation exercises. Hazards are reported by any person (staff, supervisory or employee) directly to a supervisor, safety representative or directly on the floor of the daily pre start or weekly toolbox meetings.

Passive issues such as noise, humidity, heat need to be identified and appropriate measures adopted. Noise tests are to be conducted in regular work areas.

Hazards are assessed and managed initially by interim JHA's/EHA's compiled by those persons actually involved in the relevant task with the interim JHA/EHA leading to a revised/new general or site specific safety procedure immediately or remaining as a project specific JHA/EHA and on project completion being assessed by the safety manager and incorporated into the next iteration of standard safety/environmental procedures.

CBC employees shall not work for more than ten hours per day and shall have a roster day off every fourteenth day.

5.5.1 Inspections

Routine inspections are conducted on site by the Safety Officer and supervisor. An inspection check list is completed and any identified items are noted for action. All employees have a duty of care to report all HSE issues or concerns.

Identified HSE issues are communicated to the supervisor and an action plan is put in place.

If there has been failure to address the issue, a "Corrective Action Request (CAR)" is compiled. The CAR is closed out when the HSE issue has been addressed.

Senior Management must be kept informed of the progress via regular reports and communications.

A survey of the works is carried out prior to mobilisation. All stages of the works are assessed as part of the construction risk analysis workshop (CRAW). Items assessed include, but are not limited to;

- Loading and placement of equipment/ materials
- Mobile equipment
- Manual handling
- Noise
- Hazardous materials
- Working near cranes and machinery
- Installing of re-bar and formwork
- Excavations
- Concrete placement

A summary report of investigations is distributed to all employees and posted on noticeboards.

5.5.2 Risk Reduction and Ongoing Controls

The following are used to reduce risk;

- Construction Risk Analysis Workshop (CRAW)
- Client risk rating matrix
- Job Hazard Analysis
- Specific task procedures

Risk reduction is implemented where possible by removing the hazard. Identified issues are assessed at safety audits and review meetings and implemented in procedures for ongoing control. CBC conduct safety audits once per year. A consultant qualified auditor is engaged and a report is sent to management and circulated to all employees.

5.6 Evacuation & Emergency Procedure Management Plan

Evacuation and emergency procedures have been written in accordance with existing procedures and will be reviewed at the first site safety committee meeting held with the client. Site specific Emergency Procedures notices are placed on crib facility notice boards.

Emergency equipment and locations will be reviewed and notification given at the first site safety committee meeting held. CBC basic first aid kits are always located within the CBC onsite container LVs and machinery.

5.7 First Aid Management Plan

CBC will provide a suitable first aid supervisor for all workers, minimum of 1 in 20. A first aid cabinet suitably stocked to cover the number of workers on site will be supplied and stored at the Project Manager's office.

All CBC first aiders are qualified to the equivalent of St John's Senior First Aid Certificate to ensure correct first aid treatment is administered. At the end of every daily pre-start and weekly toolbox meeting, the chairperson will ask all first aiders to identify themselves and their probable work

location for that day to all other work colleagues present. All first aid boxes are to be checked on a regular basis and replenished as required.

All injuries, no matter how minor, must be reported to the site paramedic.

The injured person shall be accompanied by the CBC Safety Officer or Site Supervisor.

5.8 Personal Safety/PPE Management Plan

5.8.1 Requirements

All necessary and required safety signs, equipment and Personal Protection Equipment (PPE) will be provided by CBC with adequate training during the pre-mobilisation induction or ongoing on site as required.

5.8.2 PPE minimum standard for the Site

- Safety helmet, worn as per manufacturer's requirements;
- Safety glasses (wrap-around or with side shields)
- Steel cap safety footwear (lace-up boots above ankle height, NO elastic sided work boots);
- Gloves (to suit the task);
- High visibility yellow vest or high visibility yellow shirt;
- Reflective clothing for night shift and hours of darkness;
- Long sleeved shirt and long trousers;
- Hair restraint where there is a danger of long hair becoming entangled or catching fire;
- Any specialised PPE required (e.g.: face shield, hearing protection, etc.).
- All PPE must be serviceable, in good condition and comply with the relevant Australian Standard

Safety equipment shall comply with the following standards

- Hearing Protection - AS1269-1 & AS1270-1;
- Safety Foot Wear - AS2210;
- Eye Protection - AS1337 and the selection and use of AS1336;
- Hand Protection - AS2161;
- Head Protection complies with AS1801 and used in accordance with AS1800;
- Respiratory Protection – chosen and used in accordance with AS1715 and comply with AS1716; Protective Clothing AS3765.
- Contractors must provide all necessary PPE to their employees and ensure that they are trained in the care, use, fitment and maintenance of the PPE provided.
- A record of this training must be maintained on the training matrix.

5.9 Safety Education and Training

5.9.1 General

Safety training is obligatory for all CBC employees. Apart from specific site inductions, CBC personnel are trained in hazard identification (Behaviour Observation) and management (Job Safety Analysis (JHA)/Environmental Hazard Analysis (EHA)).

All site staff personnel and employees must either have current or attend the client Induction and Driver awareness Induction. As well as the mandatory site work pre mobilisation induction, CBC provide a programme of safety education for all supervisors and employees. This will take the form of specific training sessions, safety bulletins, tool box meetings, safety posters, daily safety awareness and JHA initiation. Tool box meetings will be held weekly and where

appropriate training videos may be utilised. These meetings will be chaired by the Site Safety Officer who will record details of the meeting.

All CBC operatives involved in working at heights and confined spaces must undergo CBC provided, accredited third party training to comply with the requirements of 'Working in Confined Space and Gas Monitoring' (AS 2865). (SRTA)

5.9.2 Trade Competency

Due to the nature of the CBC business, most CBC employees require trade certification (e.g. electrician, plumber, mechanical fitters). All personal are encouraged to update and supplement their respective industry knowledge, particularly with respect to new technologies.

Personnel development is always on-going within CBC and continual re-assessment of site personnel is made on a regular basis by the CBC Operations Manager. If necessary, CBC will arrange relevant training sessions.

A training/Personnel Matrix has been developed maintained and is included in this document.

5.9.3 Verification of Competencies

Only approved training bodies are to be used for training and assessment. Operator Competencies are obtained for the following:

- Plant operator
- Loader operator
- Confined space work
- Work at heights
- Electrician
- Plumber
- Fitter
- Isolation training

All electricians must have isolation training. Permit holders for confined space work and working at heights must have approved training and tickets.

5.9.4 Supervisors

As a minimum, all supervisors must possess current HSE Induction, DTEC registration and the St John's Ambulance Senior First Aid Certificate (or equivalent). Supervisors are also required to attend further courses for Health and Safety with suitably qualified bodies (e.g. IFAP/CCI) as per the overall Company Health and Safety development program. Supervisors are required to attend the client supervisor OHS course.

5.9.5 Safety Representative

A Safety Representative will be elected by the workforce during the first weekly toolbox meeting. In the case of any employee observing an unsafe work area, action or instruction he may elect to contact the Safety Representative or his immediate Supervisor.

The Safety Representatives partake of the weekly safety and environmental site inspection, the monthly Safety Committee safety and environmental checklist audit and follow up monthly Safety Committee meeting.

5.9.6 Safety Committee

The site safety committee will comprise the Safety Representative(s), Safety Officer, and Project Manager –Project Representative. The committee will meet every four weeks and address safety matters arising out of daily pre-start and weekly toolbox meetings, Behaviour Observations, JHAs, EHAs and the monthly Safety Committee safety and environmental checklist audit completed prior to the meeting. The committee will also review safety and environmental performance against stated objectives and foster innovative ideas to further improve performance - particularly continuous improvement suggestions with respect to the design and installation practices. Where possible, the CBC Projects Director will schedule site visits to coincide with the monthly Safety Committee safety and environmental checklist audit and meeting.

5.10 Safety Awareness Project Management Plan

CBC have implemented various safety awareness procedures to ensure that all risks associated with the contract requirements are reduced to a minimum. The below mentioned procedures are mandatory requirements which is recorded and made available to the client on request.

CBC ensures that all tasks and procedures will be assessed on a task by task basis prior to commencing work. Once all safety issues have been reviewed CBC will only then begin work on site.

All occupations are examined for occupational and health hazards and controls are implemented.

5.10.1 Daily Pre-start Meeting

Mandatory five to ten minute meeting held at the individual work places to detail the days intended work tasks; convey any information relating to housekeeping, safety or environmental issues as a prelude to the weekly toolbox meeting, work fronts and associated hazards. An opportunity is offered at the end of the meeting to allow employees to raise directly any work, housekeeping, safety or environmental issues or report issues/incidents from the previous day. Any issues raised will be actioned if deemed appropriated.

At the end of the meeting all the First Aiders present shall identify themselves and state their intended work location for the day. Prior to starting work all site radios are tested.

5.10.2 Weekly Toolbox Meeting

Mandatory weekly meeting of twenty to thirty minutes duration attended by all site personnel and the client representative and held at the one location. The meeting is run to an agreed agenda, minutes kept and circulated (posted in crib facilities), attendees recorded and chaired by the Safety Officer.

Items discussed include safety and environmental performance statistics, issues/incidents from the last week, accident/incident investigation findings, new safety/environmental issues or CBC/ the client instructions/procedures and general housekeeping issues. The floor is then open for anyone to raise a health, safety, environmental or housekeeping issue from the previous week, addressed during the current meeting or not yet raised.

The second part of the meeting includes a brief presentation from the Safety Officer, Project Manager or the client representative on a particular health, safety or environmental issue.

The final item of the meeting requires all the First Aiders present to identify themselves and state their intended work location for the day.

Prior to starting work all site radios are tested.

5.10.3 “Take 5”

A “Take 5” is to be completed for specific tasks and the numbers recorded and reported to the client.

- (a) Tool box, Pre-start and Safety meetings
- (b) JHA, EHA
- (c) Take 5
- (d) House Keeping check lists
- (e) Vehicle inspection reports

5.10.4 Daily Behaviour Observations

All staff either individually or pick an employee and make a few behaviour observations: unsafe acts, tools, access, work area etc. All observations noted on the Behaviour Observation form and lodged with the Safety Manager.

5.10.5 Project Manager daily Inspections

Informal daily inspection by the Project Manager – unsafe observations noted in the Behaviour Observation forms.

5.10.6 Daily Plant Inspections

This procedure is completed by the Project Manager or Site Supervisor along with Safety Officer and Safety Representative.

5.10.7 Monthly Safety Committee Safety Inspection

Followed by Safety Committee meeting with minutes distributed to all attendees and posted in the crib facility.

5.10.8 Hazard Identification, Behaviour Observation, JHAs and EHAs

All employees are encouraged to carry out hazard identification exercises by themselves, Take “5”, with others, and accompanied by supervisory staff during Behaviour Observation exercises during their normal work tasks. All hazards identified are removed if possible or otherwise managed through new safe working procedures, JHA/EHA recommendations and the use of PPE as appropriate.

5.10.9 Electrical Tool Maintenance Inspection checklists

All electrical equipment and flexible leads shall have current tagging as per current Worksafe requirements. These electrical tools must be checked and approved prior to any work commencing. All electrical equipment is inspected and tagged at three monthly intervals. Test Certificates and Test checklists are kept in a register.

5.11 HSE Breaches

Breaches of HSE Safety rules shall be immediately reported to supervisors and/or management. Disciplinary action can be in the form of a written letter to the employee. Continual disregard of HSE rules will result in termination of employment.

Minor breaches are addressed by implementing additional training and mentoring.

5.12 Equipment List

CBC maintain an inventory of the following equipment;

- Mobile plant or equipment
- Portable electrical tools and equipment
- Lifting equipment
- Ladders

5.13 Weed and Seed Control

All plant and equipment is thoroughly cleared with a high pressure cleaner prior to mobilisation to site. A certificate if provided indicating that the equipment is free of weeds and seeds.

6. GENERAL SAFETY POLICIES

6.1 Drug & Alcohol Policy

All CBC site personnel shall have been tested for drugs and alcohol prior to entering the work site which is valid for 28 days. Random drug testing shall continue through the project. Daily alcohol testing will be conducted at pre start meetings.

6.2 Environmental Policy

To understand and manage a changing work environment, changing tasks and a more refined hazard risk analysis of existing tasks, CBC approach to Safety and Environmental Management is one of shared responsibility and continuous improvement.

CBC is committed to manage their operations to attain, as a minimum, current environmental standards.

- (a) A zero tolerance commitment from all management and employees to any form of workplace pollution. Any such concerns may be raised by any person in total confidence through management.
- (b) Gaining the total involvement and commitment of CBC personnel to consider work and habits and practices with regard to waste production and disposal.
- (c) Conservation of energy and raw materials and the reduction or recycling of wastes.
- (d) Open, honest and transparent environmental practices to demonstrate CBC environmental commitment to our workplace colleagues, clients, suppliers and the community at large.
- (e) Pro-actively encouraging all employees to further their personal knowledge of environmental and sustainability issues through in-house training and external study.
- (f) Compliance with all applicable environmental laws, regulations and standards.
- (g) Ensure that all CBC personnel and contractors are informed of, and understand their obligations in respect of, this policy.

The operations of this policy and the identification of environmental requirements for CBC will be monitored by the undersigned having overall responsibility for environmental management.

6.3 Fit to Work Policy – Injury Management

CBC has a duty of care to ensure that all individuals are fit for work while they are on the client's sites or undertaking activities on CBC behalf.

CBC Fitness for Work Policy defines the responsibilities of CBC employees, contractors, contractor's employees, subcontractors, visitors and any other person who is on the project site or intends to enter on the project site. The Policy promotes fitness for work and how to deal effectively and appropriately with individuals in relation to fitness for work issues.

6.3.1 Objectives

The objectives of this policy are to provide and promote a safe working environment by:

- (a) improving and maintaining fitness for work; providing effective, fair and constructive procedures for dealing with people who are unfit for work
- (b) improving and maintaining CBC's ability to meet its duty of care obligations;
- (c) improving and maintaining an awareness of fitness for work responsibilities;
- (d) providing appropriate assistance to overcome problems that could impair fitness for work;
- (e) monitoring compliance with and enforcement of this Policy and its procedures, including drug and alcohol testing.

CBC Fitness for Work procedures is designed to give effect to this Policy. They set out the range of obligations on CBC and Individuals to promote the effective and appropriate management of fitness for work issues.

This Policy and its procedures will apply to all the client's sites and all Individuals and will cover a range of issues that may impact on fitness for work including fatigue, stress, physical wellbeing, medical issues, and rehabilitation to work, drugs and alcohol.

A pre-employment medical check is undertaken prior to mobilising employees to new sites. All pre-existing medical conditions are identified and noted. It is mandatory that all site based employees undergo the required Mines Health Surveillance check.

6.4 Return to Work Policy – Rehabilitation

6.4.1 Introduction

CBC recognises its legal and moral obligations to look after the health and safety of its employees. To this end CBC have implemented the following:

- (a) Has a Health and Safety Policy and specific Health and Safety Policies and Procedures in place;
- (b) Regularly distribute accident and injury prevention information to all staff;
- (c) Conducts general and specific health and safety training and information sessions;
- (d) Modifies its workplace to meet staff rehabilitation requirements where possible;
- (e) Transfers employees with disabilities to other appropriate duties where available;
- (f) Provides necessary rehabilitation care if required.

6.4.2 Definition

Occupational rehabilitation is the restoration of an injured/ ill employee to the fullest physical, psychological, vocational and economic usefulness of which he/she is capable.

The rehabilitation process aims firstly at maintaining the injured/ill employee at work. Where this is not possible then the following hierarchy of outcomes could be expected:

- (a) Returning the injured/ill employee to their pre-injury/illness duties.
- (b) Returning the injured/ill employee to modified pre-injury/illness duties.
- (c) Returning the injured/ill employee to new duties. These can include light duties and can include office work, store's inventory work and stocktaking.
- (d) Retraining the injured/ill employee to assist with employment in a new position.

Not every injured/ill employee will need rehabilitation. Many injured/ill employees are able to return to work after a short period of recuperation. However, for some employees rehabilitation is essential for a successful return to work.

6.4.3 Policy Statement

CBC is committed to provide a workplace based Rehabilitation/Return to Work Program for all staff. To meet this objective CBC recognises the need to ensure that:

- (a) Rehabilitation/Return to Work shall commence as soon as possible after an injury/illness in a manner consistent with competent medical assessments;
- (b) Early return to work is a normal expectation even if only in stages and/or on a part time basis as part of a rehabilitation process, providing suitable assessed duties can be found;
- (c) Rehabilitation/Return to Work programs are individually developed for the injured/ill employee by the Rehabilitation co-ordinator in consultation with the employee, supervisor, medical practitioner and any other relevant parties;

6.4.4 Responsibilities

6.4.4.1. Management

The Director and Supervisors are required to:

- (a) In accordance with CBC Occupational Health and Safety Policy, provide a safe and healthy working environment for staff as far as is practicable and advise staff of any potential hazards associated with their work;
- (b) In the event of a workplace accident/injury, ensure that any necessary medical treatment has been obtained by/for the injured/ill staff member and that details of the injury/illness have been recorded in accordance with CBC Reporting, Investigation and Recording Policy and Procedures;
- (c) Report as soon as possible to the Rehabilitation/Return to Work Co-ordinator any workplace injury/illness so that the need for a rehabilitation/return to work program can be assessed and where appropriate commenced as early as possible in accordance with medical advice;
- (d) Ensure that it is a normal expectation of all staff that injured/ill workers return to work as soon as possible after injury/illness;
- (e) Provide suitable duties where practicable for a rehabilitation/return to work program even if such duties are not of the injured person's substantive position
- (f) Consult with the injured/ill employee and co-workers to ensure that the rehabilitation/return to work program operates effectively; and maintain confidentiality of medical, and other personal information for all staff.
- (g) Ensure that participation in a rehabilitation/return to work program will not, of itself, prejudice a member of staff or jeopardise his/her job conditions of employment and job opportunities; and,

6.4.4.2. Staff

Each staff member will be required to:

- (a) In accordance with CBC Health and Safety Policy, take reasonable care in the performance of his/her work, so as to prevent injuries/illness to themselves and others;
- (b) In accordance with CBC Incident/Accident Reporting Procedures, report without delay any injury/illness or incident which may be work related or affects his/her ability to perform their work;
- (c) Actively co-operate in his/her rehabilitation/return to work program;
- (d) Submit promptly all relevant medical certificates, reports leave application and incident reports;
- (e) Attend medical examinations arranged by CBC and or by its insurers for the purpose of rehabilitation/return to work;
- (f) Reasonable costs, including travel and accommodation, incurred by the worker in attending such medical examinations shall be reimbursed in accordance with the Accident Compensation Act and Regulations; and,
- (g) Co-operate in workplace changes to assist in rehabilitation/return to work of any injured fellow staff member/s.

6.4.5 Management of Contractors Policy

6.4.5.1. General principles

All contractors must comply with their obligation to actively manage their employees' safety requirements whilst on the client's site/s and this shall be consistent with the CBC Safety Management Policies and Procedures.

CBC will reserve the right in relation to its contractual arrangements with all contractors to include contractors and their employees in a Safety Management induction which is held by Cluain Barron Construction.

Where an employee / contractor is required to participate in a CBC Safety Management induction the employee will be required to sign a form of safety competency and awareness prior to going to site.

Where a CBC Supervisor believes that an employee is not fully aware of the Safety Management requirements the employee / contractor will be immediately removed from the site and prohibited from continuing with any labour. Whenever an employee / contractor are isolated from potential hazards, the Supervisor must notify CBC management as well as the employee's employer.

6.4.5.2. Nominated contractors

Nominated contractors will be required to satisfy CBC that:

- (a) they have their own Safety Management policy and procedures in place which, in the opinion of CBC, are consistent with CBC Safety Management Procedures;
- (b) prior to commencing work on site, and whenever else reasonably requested to do so, they have informed their employees that they will be subject to the nominated contractor's safety management policies and procedures;
- (c) they regularly conduct their own safety management assessment program and they have conducted appropriate education and training on the requirements of the nominated contractor's safety management policy and procedures for all their employees on CBC's sites

6.4.6 All other contractors

All other contractors will be required to:

- inform their employees that they will be subject to CBC's safety management policy whilst on CBC sites;
- conduct appropriate education and training on the requirements of the safety management Policy and Procedures for all their employees on CBC's sites; and
- satisfy the CBC Site Manager or their delegate that an appropriate safety management plan is in place.

7. RESPONSIBILITY STATEMENTS

All managers and supervisors are provided with a copy of their HSE responsibilities. All employees are informed of their roles and responsibilities relating to HSE.

7.1 Site Safety Officer

A number of key members of the project team have been allocated safety responsibilities in addition to those of the CBC Site Safety Officer

7.2 Areas of Responsibility

- (a) Safety Regulations
- (b) Project Safety Committee
- (c) JHA Project Champion
- (d) Safety Education
- (e) Housekeeping
- (f) Inspections
- (g) Emergency Readiness
- (h) Safety Improvement
- (i) Accidents/Incidents
- (j) Personal Protective Equipment
- (k) Amenities
- (l) Liaison
- (m) Drugs and Alcohol

7.3 Authority

The Site Safety Officer reports directly to the Project Manager and has the authority to advise or instruct any person on site in matters related to safety.

Instructions may be given directly to workers or may be passed to or through the CBC Site Supervisor or a Subcontractor Foreman or Leading Hands.

Under the terms of contract for each Subcontractor, the Site Safety Officer has the authority to suspend the works in the case of serious breaches. Apart from emergency situations, such actions will usually be taken in consultation with the Project Manager.

In the case of non-co-operation from Subcontractors on housekeeping, the Site Safety Officer has the authority in conjunction with the Project Manager to engage labour to clear up on their behalf and charge the Subcontractor accordingly.

In emergencies, the Site Safety Officer has full authority to issue whatever instruction and take whatever action necessary, including stopping all CBC works, to secure the safety of the works and workers. Apart from emergency situations, such actions will usually be taken in consultation with the Project Manager.

7.3.1 Initiative

The Site Safety Officer is expected to be proactive and take the initiative in the improvement of all aspects of safety rather than react only to situations and direction from others.

7.3.2 Responsibilities

(a) Regulations

- Ensure compliance with all Regulations under the Occupational Safety and Health Act as applicable to the site. Consult with the Project Manager, CBC Projects Director, Work Safe Inspector, the Mines Department, and the client Safety Advisor as required.
- Keep a copy of all Acts and Regulations pertaining to the project on site for ready reference.
- Keep a copy of the Hazardous Chemical Guidelines on site. Ensure that the employee copies of this Safety Plan and all relevant Material Safety Data Sheets are available in the crib facilities at all times.
- Further to these regulations, ensure compliance with this CBC Safety Plan the site safety work practices and any further upgraded standards which may be set by the client, Site Safety Committee or Company Projects Director / Safety Manager.
- Responsible for maintaining a statistical record of work injuries for the project and each Subcontractor and ensuring necessary notifications are then made to Work Safe.
- In addition, the investigation of all accidents and incidents, including near misses, in accordance with the projects safety objectives. Statistical records are to be collated and analysed on a monthly basis.

(b) Project Safety Committee

- Arrange for the formation of a Project Safety Committee
- Call monthly meetings.
- Use meetings and members to achieve improvement in safety standards.
- Take minutes and distribute as required.

(c) Hazard Identification and Management – Behaviour Observation, Job Hazard Analysis (JHA) and Environment Hazard Analysis (EHA)

- Become the recognised project Behaviour Observation/JHA/EHA ‘Champion’ through promotion of Behaviour Observation, JHAs and EHAs with the workforce, supervisors and senior management.
- Highlight and train Supervisors in all aspects of JHA/EHA initiation and follow up.
- Promote, train and explain the ‘workgroup’ approach of JHA/EHA initiation, preparation and implementation with the workforce.
- Act as facilitator in workgroups and help prepare JHA/EHA documentation.
- Follow up on all JHA/EHA implementation.

(d) Safety Education

- With the assistance of site staff, the client Safety Advisor and Supervisors, carry out safety inductions of all workers on site prior to the worker commencing work on site.
- Promote the continuing safety education of all persons involved in the project through Attitudes and Awareness
- Physical work methods and kinetics (avoidance of sprain, strains and back injuries etc.)
- General and specific safety - call on company or outside resources for education aids e.g. posters, videos, stickers etc., and for assistance from safety specialists.
- Set up and update the Site Safety Board on site. Implement milestone safety targets and incentives in consultation with the client Safety Manager.

(e) Housekeeping

Constantly monitor to ensure that the site is kept tidy at all times and arrange for remedial action before the situation gets to a ‘stop work and clean up’ situation.

- (f) Inspections
- Inspect and audit the total site works continually to monitor safety compliance and take action to rectify problems when required.
 - Carry out a weekly checklist safety audit regularly with the Project Manager or his delegate.
 - Accompany Company Management Safety Committee members or statutory Inspectors or the client Safety Advisor on site.
 - Inspections as required and initiate any follow up or rectification required.
- (g) Emergency Readiness
- As site conditions change, review emergency readiness and procedures, particularly in regard to the following:
- Evacuation of injured.
 - Evacuation of workers due to fire, collapse etc.
 - Access for ambulance.
 - Communication in emergency.
 - Access for fire brigade.
 - On-site firefighting provision.
 - On-site emergency craft.
- (h) Safety Improvement
- Apart from the ongoing Behaviour Observation/JHA/EHA methodology, the Safety Officer must use his own initiative to seek out new means of improvement in safety rather than accept the current status.
- (i) Accidents
- Very minor injuries - band aids, eye wash, etc. - Arrange treatment as required:
 - Minor injuries - requiring on-site first aid and ambulance attendance. Serious injuries - requiring on-site first aid and ambulance attendance.
 - Record, investigate and report all accidents and incidents
 - Maintain first aid store and equipment.
 - Forward accident reports and records immediately to the client and to Perth Head Office on a weekly basis.
- (j) Provision of Safety and Emergency Equipment by Cluain Barron Construction.
- Ensure that all safety and security equipment is provided and properly maintained to satisfy the standards required.
 - In consultation with site Supervisors, plan and arrange for provision of access ways (horizontal or vertical) with appropriate marking, flagging and lighting.
 - Ensure that CBC workers are issued with protective wear and equipment and use it properly without abuse.
 - Ensure that Subcontractor employees have and use appropriate safety gear.
 - Ensure that a store is kept of personal protective wear and equipment including the following:
 - i. Hard Hats
 - ii. Ear Protection
 - iii. Gloves

- iv. Eye Protection
 - v. Respirators or Filters
 - vi. Safety Harness
 - vii. Any other appropriate gear
- (k) Amenities
- Ensure that all worker amenities are provided and maintained in accordance with regulations and CBC policy.
 - Consider and recommend any improvement that could be made within company policy.
- (l) Liaison
- Liaise with various other parties with interest in safety, to co-ordinate and improve safety matters:
- Project Manager
 - Company Health and Safety Manager/Projects Director
 - The client Safety Advisor
 - Management Safety Committee
 - Work Safe Inspector
 - Mines Inspectors
 - Other Site Safety Officers
 - CBC Supervisors
- (m) Drugs and Alcohol
- Coordinate random drug and alcohol testing on site.
 - Coordinate pre-employment drug and alcohol testing.

7.4 Project Manager

- (a) Ensure all the requirements of the CBC SMP; the client Safe Standards are implemented. As the project site safety sponsor, provide leadership, motivation and example in the execution of the safety program on site.
- (b) Conduct a random daily inspection of the whole site - times and locations to be varied. Provided adequate resources to allow all the safety requirements to be adhered to.
- (c) Attend the monthly safety committee meetings.
- (d) Report at the weekly toolbox meeting with the employees on the safety performance and general project performance.
- (e) Participate in Job Safety Analysis (JHA)/Environmental Hazard Analysis (EHA) of difficult and potentially hazardous operations.
- (f) Participate in the induction of employees.
- (g) Initiate random checks of safety procedures and work operations.
- (h) Review safety performance targets on a monthly basis.
- (i) Issue Safety Bulletins (in liaison with the Company's Safety Manager and Safety Officer).
- (j) Provide reports of the ongoing CBC Site Safety Program to the client.

7.5 Supervisors

- a) Ensure only suitably qualified and experienced operators are used on all site operations.
- b) Attend and participate in site induction of employees related to the works.
- c) Inspect the site on a daily basis to identify any safety/environmental problem areas.

- d) Promote and participate in the Job Safety Analysis (JHA)/Environmental Hazard Analysis (EHA) of difficult, dangerous and potentially hazardous operations.
- e) Investigate breaches of procedures and accidents related to the works.
- f) Attend safety meetings as required.
- g) Ensure all employees are supplied with adequate and suitable protective equipment.
- h) Provide motivation to all employees in relation to safety performance and conduct Behaviour Observations with employees in a random manner.
- i) Ensure safety procedures are being adhered to and that any potential hazardous situation not addressed by the procedures is rectified.
- j) Obtain the client's excavation permits prior to commencing any excavations on the site.
- k) Conduct equipment inspections.
- l) Attend monthly Safety Committee Meetings as requested by the Project Manager.
- m) Liaise with the Project Manager.
- n) Co-ordinate site safety issues with Safety Officer.

7.6 Visitors

- a) All visitors to complete the client site induction.
- b) Visitors to have project manager's approval before entering work site.
- c) Visitors to be accompanied by CBC personnel at all times on the clients or CBC construction site.
- d) Visitors to stay within designated areas.

7.7 CBC Employee

- (a) All CBC employees must complete the client site induction.
- (b) All CBC employees must have a target for zero injuries and zero incidents.
- (c) All CBC employees are required to wear the mandatory PPE.
- (d) All CBC employees to work safely with access platforms.
- (e) All CBC employees to exercise their duty of care to themselves and other workers.
- (f) Obey the site rules and adhere to procedures.
- (g) Report all injuries and incidents immediately.

8. SAFETY STATISTICS AND TRENDS

8.1 Safety Statistics for the Past 3 Years

The following safety performance statistics are included below:

| Safety Statistics for Past 3 Years | | | |
|------------------------------------|------|------|------|
| Period of Record | 2012 | 2013 | 2014 |
| Hours Worked – On Site | 500 | 800 | 600 |
| Fatalities | NIL | NIL | NIL |
| First Aid Injuries | NIL | NIL | NIL |
| Medical Treated Injuries | NIL | NIL | NIL |
| Lost Time Injuries | NIL | NIL | NIL |
| Days Lost | NIL | NIL | NIL |
| LTIFR | NIL | NIL | NIL |
| IISI | NIL | NIL | NIL |
| Duration Rate | NIL | NIL | NIL |

Note:

LTIFR = Lost Time Injury Rate per 1 million man-hours worked

IISI = Injury Illness Severity Rate lost through sickness or injury

Total Days Lost x 1 million divided by the number man-hours worked

8.2 Workers Compensation Statistics for the Past 3 Years

The following Workers Compensation Claim statistics are included below:

| Workers Compensation Claim Statistics for the Past 3 Years | | | |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| Period of Record | 2012 | 2013 | 2014 |
| Name of Insurance Provider | QBE Insurance (Australia) Limited | QBE Insurance (Australia) Limited | QBE Insurance (Australia) Limited |
| Claim generated | NIL | NIL | NIL |

9. EMERGENCY SITUATIONS AND SAFETY PROCEDURES

The following are identified as potential emergency situations for projects;

1. Vehicle accident
2. Personal injury
3. Health issue, i.e. heart attack, stroke, etc.
4. Cyclones
5. Fire
6. Chemical exposure
7. Heat stress and dehydration

Prior to commencement on site, inductions will be carried out by the CBC Site Safety Officer for all CBC site personnel (staff, supervisors, employees and regular head office staff visitors). In addition, the company will give safety inductions to sub-contractor's management, supervisors and employees prior to their commencement on site.

Copies of the following documents/information will be available for registration of the site personnel registry if required:

- Medical
- Drug & Alcohol Test
- Mine Workers Health Surveillance
- Construction Industry induction
- Verification of Competency
- Lock holding and Personal Isolation Officer
- Employment Details (next of kin etc.)
- Drivers Licence
- Superannuation Membership
- Long Service Leave No.
- Trade Licences (e.g. operators, scaffold)
- First Aid Certificate (St John's)
- Subcontractor Workers Compensation and Public Liability Insurance certificates. (Not applicable for this project.)
- DTEC Certificate

During induction training/advice will be given in the following:

- (a) Employee's presentation and examination of relevant trade certificates/first aid qualifications.
- (b) The client Site Safety and Emergency Procedures
- (c) Training on Behaviour Observation, Hazard Identification and Job Safety Analysis (JSA). Explain responsibility of employees to be proactive in behaviour observations and hazard identification.
- (d) Training on all relevant Safety Guidelines and Work Methods including an understanding of the first aid procedures, precautions to use, and safe handling of all hazardous materials on site as detailed on the provided Material Safety Data Sheets (MSDS).
- (e) Training on the use of all relevant Personal Protective Equipment (PPE) including the use of appropriate equipment for different work/hazard circumstances.

- (f) Training on the use of relevant safety equipment and in what situations to use the equipment.
- (g) Electrical tools competency training. Use of appropriate tools for various work tasks. CBC mandatory requirement to operate all electrical power tools between groin and shoulder at all times – subsequent access implications (step ladder heights, scaffold heights).
- (h) The client site orientation and Cyclone Procedures
- (i) Location of Site Amenities - CBC site First Aid and the client site First Aid.
- (j) Introduction to CBC employee Safety Representative and First Aiders.
- (k) Employees and/or Subcontractors are informed of CBC Hydromechanics policy in relation to random drug and alcohol testing.
- (l) Issue of CBC 'Occupational Health and Safety' booklet (if applicable) and copy of Project Safety Plan including all standard safety procedures available in crib facilities.

No induction will be considered complete until the attendee completes a short multi-question type test covering the range of topics above. Re-testing and/or verbal testing shall be carried out where the inductee displays difficulty until a 100% pass aggregate has been achieved.

On completion of the pre mobilisation induction, every person is required to sign the CBC Pre Mobilisation Checklist which also contains the following mandatory clause;

'I agree to abide by the CBC Safety Manual and Project Specific Safety Plan, all Safety Procedures and to obey without question or hesitation all instructions from the CBC Safety Manager. I also agree to obey all instructions from the client Safety Officer/Manager in a life threatening or emergency situation'.

Depending on the project size and CBC expected site duration, all induction attendees will be given a designated CBC Project specific site handbook with a tear out form at the back to be signed and kept as a record of that site specific induction attendance.

Any visitors to the work site(s) will require this CBC induction or be accompanied for the duration of the site visit without interruption by an inducted person approved by the Project Manager.

9.1 Amenities

All buildings shall be constructed to the current Australian Standard applicable for cyclone prone areas (if applicable).

All buildings shall be wired for single point mains supply with lights and GPOs in each room, and have earth leakage protection.

(a) Lunchroom

Facilities will be provided at the construction site. Furnishings and fittings shall comprise the following

- Laminex covered tables and chairs sufficient for the maximum of the room
- Wall mounted air-conditioner (cooling only) and strip heaters
- Wall mounted extractor fan
- Hot water urn
- Pie warmer
- Refrigerator
- Notice Board

(b) Toilet and Ablution Facilities

Toilet facilities will be provided at the construction site. Furnishings and fittings shall comprise the following:

- Separate Male/Female toilets and toilet paper available.
- Adequate ventilation.
- Cold water connected to hand basin.
- Soap along with paper towels with dispenser and waste baskets.
- Cleared out regularly.

9.2 Bomb Threat Procedures

(a) Introduction

This procedure sets out the main steps to be taken in the event of a bomb threat.

When a bomb threat is received, the management team will inform all personnel as quickly as possible. They will be given all information available regarding the threat, i.e. time, location etc. The emphasis will be on individuals checking their own work areas as they will be the most qualified to spot any unusual items.

CBC Contracting recognises that this cannot be compulsory and some individuals may not wish to participate in these site checks.

(b) Action by Recipient of Threat Message

- Write down precise details of message for future reference.
- Note details of voice, e.g. age, accent, clear precise.
- Keep caller engaged in conversation on the phone as long as possible for further identifications and allow second person to be contacted. Do not hang up, but go to another phone and call the CIB of the Local Police. The police can then trace the call.

(c) Action by Project Manager

Call a meeting of the Foremen/Supervisors to evaluate the validity of the threat. If the threat is considered valid, the following actions are implemented immediately:

- Co-ordinate action with the client Safety Advisor.
- Arrange with Foreman for appropriate action within the site. Agree on how to inform staff, organise area search.

(d) Action by Supervisors/Foremen

On completion of the meeting in 9.2(c), Foreman/Supervisors will keep all of their employees and contractors informed of the current situation and arrange for area searches. When the searches are complete the Project Manager is advised of the results.

(e) Action by Foremen/Leading Hands

- Continues to run the site.
- Co-ordinate search by people familiar with area.
- If NO suspicious items are found, work may continue until twenty minutes before the time specified in the bomb threat. Twenty minutes before the specified time, Supervisors will instruct all personnel to leave the process area and go to a safe location.
- When the specified time has passed, a proper area search has been completed and no suspect objects are found then the all clear signal will be sounded.

(f) Action by Subcontractor Foremen/Leading Hands

- Co-ordinate searches in and around their areas and locations where they have been working on the site.
- Report to the Project Manager.

- Twenty minutes before the specified time, all personnel will leave the site and go to a designated muster point
 - Supervisors will account for all people under their control.
- (g) Action if a Suspected Bomb is Found
- If a suspected bomb is found, the Project Manager is to be informed and will direct further action which will include the following:
 - Immediate withdrawal of all personnel to a safe Muster Point.
 - Check count of personnel at Muster Point.
 - Inform the Police that a suspect 'bomb' has been found.
 - Inform the client Safety Advisor.

9.3 Construction Facilities

CBC Construction Facility consists of a portable storage/workshop container.

9.4 Cyclone Procedures

CBC have a cyclonic procedure in place to accommodate this should this requirement be stipulated within the contract. However this may not be included in this current contract.

(a) Cyclone Warning System

There are two cyclone warning systems in use in Western Australia:

- (i) Bureau of Meteorology
- A cyclone watch is issued if a cyclone or potential cyclone exists, but there is no strong indication that winds above gale force will affect coastal or island communities within 24 hours. Watch messages are renewed every 6 hours.
 - A cyclone warning is issued as soon as gales are expected to affect coastal or island communities within 24 hours. Cyclone warnings are issued every three hours. When a cyclone is under radar surveillance close to the coast and poses a severe danger, more frequent advises may be issued.
 - A flash cyclone warning is the first warning issued to an area. It is also issued when major changes to previous warnings are necessary.
- (ii) State Emergency Services (via Police)
- 'Stage Blue' - a cyclone has formed and may affect the area within 48 hours.
 - 'Stage Yellow' - the cyclone is moving closer to the area and may affect the area within 12 hours.
 - 'Stage Red' - the cyclone is imminent.
 - CBC and the client use the State Emergency Service alert stages for their sites.
- (b) Responsibilities
- The Project manager will, prior to the start of the cyclone season, instigate the following:
- Set overall policies regarding cyclone preparation and clean up
 - Ensure all medical, firefighting and emergency rescues equipment is ready and available for us.
 - Check that adequate emergency rations are available.
 - Provide direction to all project personnel and contractors to enable the effective use of resources.
 - Visit all facilities and accommodation areas relating to the project and consider emergency accommodation for cyclone shut-down.

- Ensure all window and door screens are serviceable.
 - Inspect all rubbish collecting areas, remove all rubbish and maintain a low accumulation of rubbish build-up throughout cyclone season.
 - Check that there are adequate stocks of torches and batteries.
 - Check that adequate supply of rope and plastic covers sheets are available.
 - Confirm that there is emergency tie-down equipment on hand.
 - Ensure that fuel supplies are sufficient in the event of road closure
 - Have cyclone tracking map available.
 - Consider contingency plan for closing down project.
 - Prepare a demobilisation contingency plan of non-essential personnel.
 - Consideration for labour requirements for post-cyclone activities.
- (c) On Alert (Blue)
- Analyse Bureau of Meteorology and Ocean routes forecasts and pass to contractors with recommendations when updates arrive.
 - Arrange meetings of staff and contractors as required
 - Act as focal point for collection of status information from project personnel and contractors.
 - Coordinate site inspections by project personnel and contractors.
 - Check adequate first aid supplies.
 - Ensure a detailed log of events is maintained.
 - Make provisions for the demobilisation of non-essential personnel.
 - Provide a list of all personnel remaining on site.
 - Authorise the setting of cyclone alert status applicable to the project facility.
 - Make provisions for temporary accommodation in the safest place if necessary
 - Organise the storage of provisions i.e. water, food etc.
 - Liaise with all available services whose assistance may be required.
- (d) Warning (Yellow)
- Organise final checks of tie-downs.
 - Organise the stowing of all remaining equipment in a safe place.
 - Make final site inspections.
 - Review shut-down if it is deemed necessary for safety reasons.
 - Check all temporary accommodation items are in place.
 - Commence final batten-down.
- (e) Stage Red
- Make sure all personnel are accounted for and in a safe place and complete battening down.
 - Notify Perth Office of battening down/shut-downs.
- (f) After All Clear
- Coordinate all post cyclone activities which will include damage assessment and actions to be taken.
 - Authorise the return of personnel to work.
 - Release reports of personnel injured and facility damage to CBC and the client.
 - Commence bringing project back on schedule.

- (g) Cyclone Preparation (Pre cyclone season)
- An inspection of the site is carried out and a report furnished.
 - Drains are to be cleared of rubbish to prevent water back-up.
 - Have all rubbish removed from site by the first week of cyclone season and then maintain a low accumulation of rubbish.
 - Check that all tie-down on all temporary buildings are correct and tight.
 - Make sure that all loose objects are safely secured and stowed.
 - Check cyclone screens on buildings are operational and can be adequately secured.
 - Check roof and wall cladding for security.
 - Consider accommodation or demobilisation of non-essential personnel.
- (h) Worksite Cyclone Inspection Checklist
- Are buildings properly tied-down?
 - Is there any plant or equipment requiring tie-downs?
 - Are sufficient tie-downs available for all contingencies?
 - Are there any unstable materials?
 - Is housekeeping up to an acceptable standard?
 - Is rubbish required to be transported to the tip?
 - Is there formwork and accessories and are they effectively tied down?
 - Building cladding - is it effectively secured for cyclone conditions - if not effect remedial action.
 - Scaffolding - is it adequately secured - have planks been removed to lessen wind loading and is there any partially erected structures requiring tie-downs?
 - Are all turning buckles fitted with double eyes and not hooks (because of wind directional changes that occur during cyclonic blow, hooks tend to become detached)?
 - Are there stockpiles of material that need to be removed from site or can they be adequately tied-down?
 - Is there sufficient waterproof material to cover any electrical equipment to protect it from water in case of damage?
 - Are there enough anchors for securing building and equipment?
 - Works to be carried out in accordance to the client Emergency Response Plan.

9.5 Equipment Maintenance

Each operator of plant shall inspect the plant and complete an 'Operators Daily Checklist' prior to commencement of work on a new shift.

A more detailed inspection will be carried out monthly where the Site Supervisor, Maintenance Supervisor and Company Plant Manager shall be present.

On site equipment list

- Site Container / Portable Workshop Tools
- Concreting equipment etc.

All equipment held within the Site Container / Portable Workshop is maintained not only via 'Operators Daily Checklist' whilst on site but via CBC Pre-mobilisation & Demobilisation Checklist.

Equipment held within Site Container / Portable Workshop including the Portable Workshop is placed on a thorough cleaning schedule at our Factory upon returning from site location.

9.6 Housekeeping

- a) Work areas are to be kept clean and tidy.
- b) Material will be stacked neatly in the designated areas.
- c) Before commencing welding or cutting operations, clean all adjacent areas of flammable materials.
- d) Keep lunch room and toilets in a clean and healthy condition and place food scraps in the food bin.
- e) All rubbish/waste materials to be collected from work areas at the end of each shift and securely stored in bins for disposal off site by CBC.
- f) Workplace inspection shall be conducted on a regular basis.

9.7 Personal Protective Equipment / Clothing

The following personal protective equipment shall be worn:

- (a) Long sleeve shirts and long trousers or overalls.
- (b) Safety hats, safety footwear with steel cap toes and lace ups.
- (c) Gloves.
- (d) Other personal protective equipment shall be worn for specific tasks, as required by the CBC safety procedure or site safety regulations or as a designated outcome of a JSA.
- (e) Eye protection, safety glasses with side shields or goggles where dusty conditions prevail or appropriate eye protection for welding, grinding, cutting, drilling or where using curing compounds, retarders or release agents.
- (f) All in accordance with the client SMP

9.8 Working at Heights

Working at heights is currently not a requirement for this project; however should the situation arise that personnel will be required to work at heights, CBC ensures that all working at height activities will be in accordance with the client Procedure for Working with Heights.

Before any work is undertaken on portable access platform or scaffold a JHA is prepared. Portable access platforms which include hand rails and safety rails are to be utilised for access where required.

All access platforms to be checked and approved prior to use.

9.9 Transport

- a) Personnel will only ride in a vehicle where seating using seat belts is provided.
- b) A light vehicle parking area will be designated by the Project Manager.
- c) Daily pre-start checks will be undertaken on all light vehicles.
- d) No riding is permitted in the back of open vehicles.
- e) All operators of plant or machinery will be licensed and have appropriate operators tickets under State Legislation and will be competent in the operation of the individual machine allocated. Competency Verification (VOC) will be made available.

9.10 Travel on Site

- (a) Travelling Practises
 - All personnel to obey site road rules and stay within speed limits.

- Aim to minimise dust generated while driving.
 - Park in designated parking areas.
 - Give way to earth moving equipment.
 - Loaded earthmoving equipment will have right of way over unloaded equipment.
 - All vehicles to have two way radios, fire extinguishers, warning light and flags to and be approved for use by the client.
 - Vehicles must not be left unattended while engine is running.
 - Each vehicle must have a risk assessment carried out.
 - All drivers must have a current WA drivers licence and must have attended a 4WD driving course such as D TECH or DECA.
 - No travelling after dark.
- (b) Refuelling Practice
- Engines must be stopped before refuelling commences.
 - No machine is to be left idling within 10 metres of a refuelling point.
 - No smoking within 10 metres of a refuelling point.
 - All refuelling points are to be signed posted with signs stating the above three points
 - All spills are to be reported as per the client's Environmental Management Plan.

9.11 Safety and Awareness Observations

The thrust of the programme is to have a group of two to three persons drawn from management and employees to make random five minute observations around their work area and make observations of selected items where safety procedures have been implemented along with observations of selected items of concern and list all the non-compliances. The objectives of this program are as follows:

- (a) All personnel working on the project will be involved with aspects of the safety behaviour inspection devoted to matters of safety and environmental concerns only.
- (b) The opportunity to enhance employee knowledge of statutory and site requirements.
- (c) Motivation through praising of the positive observations and coaching for a more diligent approach to safety and adoption of a sensible approach to rectifying problems that arise during normal day to day activities.
- (d) General across the board improvement.

Items requiring attention initiate a JHA/EHA or if not urgent are reported to the Safety Officer for further actions as per the Hazard Identification program.

9.12 Random Alcohol and Drug Testing

- (a) Pre-employment pre-induction testing

All potential employees of the client must undergo drug and alcohol screening as part of the pre-employment medical process. An offer of employment or access to the project given shall not be made prior to the testing results becoming available.

All potential employees and persons requiring access to the project must present evidence of a negative drug urine test. The negative drug urine test result must be dated no earlier than 28 days prior to the date of induction and be performed by a NATA accredited laboratory (or equivalent) to Australian Standard AS/NZS 4308:2001.

- (b) General site testing

Daily alcohol testing at the Pre-Start meeting will be undertaken and random drug tests will be carried out from time to time with or without notice at the discretion of the

Registered Mine/Construction Manager (or delegate). General site testing may include every person on site or particular individuals or groups of people. A method of selecting particular people or groups of people for testing will be approved by the Registered Mine/Construction Manager.

Where a company already has an existing testing process in place, that process may also continue provided it is approved by the Registered Mine/Construction Manager (or delegate) and meets the fitness for work requirements.

Employees who are ordinarily assigned and scheduled to be at the site for work on the day of an unannounced test, but are not present due to sickness or other absence, may at the discretion of the Registered Mine/ Construction Manager (or delegate) will be required to submit to testing on their return to work.

(c) For Cause testing

Testing may be carried out where there are reasons to suspect that a person may be impaired by alcohol or other drugs including, but not limited to where:

- an individual is involved in an accident, incident or near miss;
- causes injury to any other person, commits an act of negligence or carelessness or shows disregard for safety;
- an individual displays any signs of impaired performance or unsafe behaviour;
- an individual who has previously tested positive is being monitored to ensure safe practice;
- evidence testing must be approved by the Registered/Mine Construction Manager (or delegate). The person being tested must be Informed of the reason or the decision;
- evidence of alcohol or drug use on site is discovered, and the individual or individuals concerned can be identified with reasonable certainty;
- For cause testing must be approved by the Registered/Mine Construction Manager (or delegate). The person being tested must be informed of the reason or the decision.

(d) Self-Testing

Alcohol and drug testing equipment will be available upon request from the Registered Mine/Construction Manager (or delegate) for self-testing at any time. Any person who believes that they may be affected by alcohol or drugs is encouraged to request a self-test prior to commencing work.

Self-testing cannot be undertaken when any other testing regime which includes that individual is in place.

In the event that a person obtains a positive result from a self-test prior to commencing work, the following procedure will apply:

- The person will take sick leave if accrued or otherwise authorised unpaid leave, depending upon their entitlements
- This action by the individual will not be treated as a positive result under this policy
- Consistent or regular absence from work as a result of the Fitness for Work issues or alcohol will be treated as an attendance/performance issue and be dealt with accordingly.

(e) Alcohol Testing Procedures

Equipment Selection and Maintenance

Breathalyser test units will be used and maintained in accordance with the manufacturer's instructions or the appropriate Australian Standard AS3547 – 1997

(Breath alcohol testing devices for personal use).

(f) Administration of Testing

Breathalyser testing will be conducted by people suitably trained and approved to do so using calibrated equipment. The results of each test will be recorded from the breathalyser read out as Blood Alcohol Content expressed as a percentage. Any reading of greater than 0.00% BAC will be regarded as a positive result under this policy.

(g) Drug Testing Procedures

Equipment Selection and Maintenance

The collection and testing of samples will be carried out in accordance with the appropriate Australian Standard AS4308:2001 (Procedures for the collection, detection and quantisation of drugs of abuse in urine) or the requirements of the National Association of Testing Authorities, Australia or manufacturers recommendations where applicable.

(h) Administration of Testing

Urine samples will generally be collected on site. Testing of samples may be conducted by an initial test on-site followed, if necessary, by an off-site confirmatory test of any not negative results or by all testing occurring off-site.

Collection of urine samples and any initial testing will be conducted by people suitably trained and approved to do so. All confirmatory testing will be conducted by an accredited drug testing facility. The registered Mine/Construction Manager (or delegate) will co-ordinate testing.

(i) Privacy and Confidentiality

Appropriate steps will be taken to ensure that the collection site is secure, private and properly equipped. The testing procedures will seek to protect the privacy and confidentiality of the individual being tested at all times.

(j) Sample Collection Procedures

The following procedures will apply for urine sample collection.

The person collecting the urine sample will take the particulars of the person to be tested and complete a test form and sample container label. The individual is required to submit proof of identification acceptable to the collector.

9.13 Signage and Barricading

- To avoid persons, plant or equipment falling into excavations or areas where fall potential exists, solid/hard barricading approved by the client Senior Safety Advisor must be used.
- All barricades will be fitted with appropriate illumination and signage complying with Australian Standards.
- Bunting, flagging, tape or witches hats will not be accepted as a substitute for solid/hard barriers.
- Details of barricading must be included in the JHA submission for the task. Erection will only be undertaken once approval has been granted.
- Appropriate signage must be visible at all times.

9.14 Use of Angle Grinder

- (a) Ensure that a JHA is compiled for the job.
- (b) Complete a "Take 5" before commencing the task.
- (c) No 9" grinders are to be used as they are a banned item on the client site
- (d) CBC policy is to utilise battery operated grinders only to reduce risk of electrical shock.

- (e) Ensure that the work is adequately secured in a vice or clamped in position.
- (f) Prior to use of the tool, a thorough inspection of the disc is required. Check that the disc is secure and undamaged. Check that the guard is correctly aligned and that the tool handles are in good condition.
- (g) Check for uneven wear on the disc.
- (h) Ensure that a hot work permit is in place.
- (i) Ensure that no flammable materials are present.
- (j) Check the area for other personnel including above and below the work area.
- (k) If excessive vibration is left while using the tool, stop immediately and change the disc.
- (l) Before applying the disc to the work piece, it must be rotating at full speed.
- (m) Maintain a firm grip with two hands and firm footing at all times.
- (n) Wear a full face safety shield with double eye protection, hearing protector and leather gloves. Ensure that ear plugs are correctly fitted and that hearing protection is adequate.
- (o) The grinder is to be used for work on steel only and check that the correct size disc is fitted

9.15 Use of Electrical Tools

Wear Appropriate PPE where possible. CBC will minimise the use of 240 volt electrical tools and utilise battery operated equipment. All electrical tools are tested and tagged and included on the CBC Electrical Tagging register. Where 240V equipment must be used, the following points apply:

Extension Leads

- Extension leads must not be greater than 15m in length.
- Extension leads must have an earth braid.
- Extension leads must be run at a safe height above ground level.
- An RCD box must be used for extension leads and all 240 volt equipment.
- Extension leads must be inspected prior to use. Look for damage to sheath and look for fraying of the cable.
- Extension leads must be fully un-coiled before applying load.
- CBC will use leads with a 10 amp plug and outlet.

Electric Drills

- Before use, the drill is to be inspected for signs of damage particularly to the cable or plug.
- Ensure that the work piece is secure before drilling.
- Ensure that there is sufficient room to comfortably operate the appliance.
- Ensure that the safety handle is in place.
- When drilling large holes, use a pilot drill initially followed by intermediate and full size drill bits.
- Use correct drill speed for each drill size.
- Take particular care when using large hole saws as they can “grab” and cause the drill to twist. Do not use excessive force on the hole saws.
- Maintain a firm grip on the drill with both hands.

9.16 Confined Space Entry

A Confined Space Entry Permit is required for all confined space work. A minimum of Seventy Two Hours (72) notice will be applied for prior to CBC entry into any confined space.

The following minimum requirements will be adhered to by CBC at all times:

- Permits to be raised approved by the client and adhered to.
- All sources of potentially harmful energy are to be positively isolated and verified by duly authorised Isolation officer;
- Personnel entering a confined space, including the standby person, must meet the client Confined Space requirements; Training of all personnel involved with the Confined Space Entry (SRTA Training) must meet the National Training Accreditation Standards and the training scope be recognised against AS 2865 Safe Working in a Confined Space (certification validation period 12 month from date of issue);
- Hazard identification session (to include identification of required isolations);
- Gas testing with a current calibrated gas detector; Ventilation and lighting checked;
- Means of access and egress (e.g. scaffolding);
- Current JHA has been read, understood and signed; Completed and approved:
- Communications provided; Emergency rescue preparedness;
- Controlled access/egress; Senior first aid person;
- Standby (spotter) person;
- PPE and safety/rescue equipment;
- Specialist equipment (e.g. breathing apparatus for welding fumes, etc) if required.
- Confined space permit can last only for the duration of one shift.
- Entry into a Confined Space is a special skill, and therefore requires special skills training, that is nationally accredited.
- CBC personnel have been assessed at appropriate intervals to maintain competency to perform these activities in accordance to Standard specifications.

9.17 Working at Heights

Working at heights is sometimes a requirement for CBC projects; should the situation arise that personnel will be required to work at heights, CBC ensures that all working at height activities will be in accordance with the client Procedure for Working with Heights.

Before any work is undertaken on portable access platform or scaffold a JHA is prepared. Portable access platforms which include hand rails and safety rails are to be utilised for access where required. All access platforms to be checked and approved prior to use. All work at heights to be undertaken by trained and competent operators.

9.18 Chemicals and Dangerous good on site

Prior to mobilisation, approval is to be sought to bring chemicals and dangerous goods to site. A register of proposed chemicals is submitted for approval along with MSDS Sheets.

- All flammable materials including paints are to be stored in an approved flammable material cabinet located outside the CBC site workshop facility.
- The enclosure must have appropriated warning signs and be lockable.
- An inventory of chemicals, flammable materials is to be submitted to the client for approval prior to mobilization.
- CBC are responsible for ensuring that chemicals and other hazardous materials proposed for use during the service are authorized for use by the client's Registered

Mine/Construction Manager or nominee prior to arrival on site. This will include Labeling; Signage; and Transport; Handling; Storage and disposal requirements.

- A register of all hazardous materials shall be established and maintained. Access to this register will be available to any person on request. Contractors will supply copies of all MSDS sheets to the Registered site Nurse and maintain their own register and inventories of hazardous materials.
- Personnel working with hazardous materials are to be provided by the Contractor with information and training concerning those materials as detailed in the MSDS.
- Hazardous substances will be handled, stored and transported in accordance with statutory requirements, Australian Standards and approved Codes of Practice.
- All unused chemicals and hazardous substances are to be returned to Perth for safe disposal.
- All empty containers for hazardous or flammable substances are to be sealed and returned to Perth for safe disposal. Disposal on site is not permitted.
- All chemicals must be transported in accordance with the recommendations of the relevant MSDS sheets. The truck must contain a copy of MSDS sheet for each hazardous material. The plant process chemicals are transported in a purpose built chemical enclosure with spill containment.

9.19 Isolation

Isolation and tag-out is an important component of CBC's safety philosophy. When working on a client's site, CBC personnel will adopt the isolation and tag-out procedure specified by the client for that specific site. If CBC personnel are working on a site which has no isolation and tag-out procedure, then CBC procedure will be adopted.

9.20 General Procedures

CBC employees shall use pre-written work procedures for the following tasks;

- Unloading/loading of mobile plant
- Exposing underground services
- Unloading/ loading of materials to and from site
- Erecting of scaffolding
- Use of power tools
- Tool changing on mobile plant
- Formwork construction
- Concrete placement
- Steel fixing

Employees are issued with written risk assessments for the operation of plant and machinery and various installation tasks for concrete structures.

9.20.1 Banned Tools

CBC employees shall note the list of banned tools on the client's sites. These tools shall not be used without client approval.

9.21 Noise

All CBC employees are to be made aware of the long term damaging effects of noise exposure. Appropriate PPE must be made available in the form of effective ear plugs and ear muffs. All employees must undergo regular health surveillance checks which includes hearing tests.

Where possible, any procured equipment such as generators, compressors which generate continuous noise, must include sound proof enclosures. All mobile plant must have effective mufflers and noise reducing cabins.

The minimisation of noise generation must be considered by CBC for all mechanical and electrical equipment. This applies to equipment such as pumps, saws, concrete vibrators and air blowers. Air blowers must include noise reducing features where possible.

Regular tests for noise levels must be conducted on site using an approved decibel meter. The results are to be recorded on the CBC log sheet S240 which is assessed by an approved mechanical engineer who recommends remedial action.

Appendix 1 - Supporting Documentation

A-1.1 CBC Standard Safety Forms

1. Form S010 Behaviour Observation
2. Form S011 Bomb Threat Checklist
3. Form S012 Chemical & Dangerous Goods Inventory CBC Construction
4. Form S013 Application to Bring Hazardous Materials to Site CBC
5. Form S014 Incident Log CBC
6. Form S015 Incident Report CBC
7. Form S020 Incident Investigation CBC
8. Form S022 PPE Checklist CBC
9. Form S025 Worksite Cyclone Inspection Checklist CBC
10. Form S026 Site Receival Report CBC
11. Form S028 Load Assessment Form
12. Form S030 Pre-Mobilisation Safety Checklist CBC
13. Form S035 Pre-Mobilisation Induction Checklist CBC
14. Form S040 Pre-Start Meeting Minutes CBC
15. Form S045 Weekly Toolbox Meeting Minutes
16. Form S050 Safety Committee Meeting Minutes CBC
17. Form S054 Job Hazard Analysis Register CBC
18. Form S055 Job Hazard Analysis
19. Form S060 Electrical Appliances Checklist
20. Form S070 Vehicle / Plant Daily Inspection Sheet CBC
21. Form S071 Gen Set Daily Inspection Sheet
22. Form S072 Weekly Housekeeping Checklist
23. Form S075 Electrical Inspection and Tagging
24. Form S076 Lifting Equipment Register
25. Form S080 Induction Register CBC
26. Form S100 Working at Heights Checklist CBC
27. Form S110 Confined Space Entry Log CBC
28. Form S111 RCD Log Book CBC
29. Form S116 Pre-Employment Reference Checklist
30. Form S200 Operator Assessment CBC
31. Form S223 Site Personnel Training Register CBC
32. Form S228 Mobile Construction Plant Weekly Worksheet
33. Form S240 Noise Testing Log Sheet

Approved by: J Horgan
Date: 28.11.14