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Furtec Trading Trust trading as
GRANGE EARTHWORKS
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HSE MANAGEMENT PLAN

Version 1.0 May 2020

SAFETY AND ENVIRONMENTAL POLICIES SAFE SYSTEMS OF WORK SAFE WORK METHOD STATEMENTS SAFE WORK PROCEDURES

Scope of works:	Earthmoving and associated works.	
Estimated Start Date:		
Estimated Completion Date:		
Emergency Contact (WHS and Environmental Incident):	Leigh Crawford M: 0413 337 873	
Principal Contractor:		
Project Details:		
Sign off:	Signature:	
	Name:	Leigh Crawford
	Date:	



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1.0 INTRODUCTION

This HSE Management Plan applies to the site operations performed by Furtec Pty Ltd as trustee for the Furtec Tradin Trust (ABN 39 912 868 698) trading as Grange Earthworks (“Grange Earthworks”). It provides the procedures and tools for Grange Earthworks to effectively manage its health and safety duties. In particular, it contains the safe work method statements and safe work procedures to be implemented by and adhered to by all direct employees as well as all contractors engaged by Grange Earthworks.

2.0 POLICY STATEMENTS

2.1 Health and Safety Policy



Health and Safety Policy

Grange Earthworks is committed to providing a safe and healthy workplace for all persons involved in or affected by its operations.

Grange Earthworks recognises the responsibilities and requirements placed upon it by occupational health and safety legislation and will comply with all applicable laws and regulations.

We will strive to achieve our objectives by:

- making safety an integral part of our business activities;
- introducing a risk management program to identify and control hazards;
- ensuring that our work team is committed to our goals by providing adequate education, training and supervision;
- continuously reviewing the adequacy of our safety management system to ensure it remains effective.

Management are expected to fully implement our health and safety systems and are responsible for ensuring a safe work environment is provided for all persons under their direct control. Management is also expected to address promptly and adequately any health and safety issues they become aware of.

Employees are accountable for complying with safety policies and instructions as well as reporting incidents and concerns to Grange Earthworks. Employees are to take personal responsibility for guarding against injury to themselves and others by actively participating in and following procedures outlined in this HSE Management Plan.

Contractors engaged by Grange Earthworks are to have regard for our commitment to health and safety. Contractors are responsible for identifying, assessing and controlling workplace hazards that relate to their work as well as following any procedures developed by Grange Earthworks.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.2 Rehabilitation Policy



Rehabilitation Policy

Grange Earthworks recognises the importance of the rehabilitation process and is committed to assisting employees who have sustained injury to return to full and meaningful employment.

Grange Earthworks will meet this commitment by adopting the following strategies:

- Commencing an injury management program as soon as possible after an injury and in a manner consistent with medical advice.
- Providing early incident reporting systems and early intervention procedures to enable all employees to stay at work or return to work as soon as possible after an injury.
- Expecting employees to actively participate and co-operate in an agreed rehabilitation program. This is an expectation of all employees.
- Providing suitable duties where practicable, with the goal to return staff to normal duties.
- Using a team based approach for rehabilitation, where employees, management and supervisors develop, implement and monitor rehabilitation programs.
- Consulting with employees and their treating medical practitioners to ensure that the rehabilitation programs are operating effectively and safely.
- Respecting the rights and the confidentiality of employee's information during return to work and rehabilitation.

Grange Earthworks promotes rehabilitation programs that are flexible to accommodate the needs of the individual and the particular injury; however, it also recognises that return to work goals must be achieved within realistic time frames.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.3 Environmental Policy



Environmental Policy

Grange Earthworks is committed to undertaking its activities in an environmentally responsible manner and effectively managing any risks that may have an impact on the environment. Grange Earthworks recognises and is committed to environmental management being an essential element of all aspects of its operations.

In implementing this policy we will:

- Aim to achieve zero incidents through identifying potential risks to the environment before commencing a job and by establishing a program of reporting environmental hazards.
- Comply with all applicable environmental laws and regulations;
- Ensure that environmental considerations form part of our business planning and decision making processes;
- Promote a culture of responsible environmental management is promoted to all parties including employees, contractors, suppliers and customers;
- Provide clear communication through the implementation of information and training and encourage effective participation in reducing carbon emissions and wasteful practices.
- Continually improve our environmental performance.

Management are accountable for the development and implementation of this policy as well as responsible for providing leadership, resources and support to ensure that activities are undertaken in a manner that at all times considers environmental risk.

All employees and contractors have a responsibility to actively adhere to developed environmental policies and procedures as well as report any environmental impacts, hazards or potentially damaging issues to management.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.4 Alcohol and Other Drugs Policy



Alcohol and Other Drugs Policy

We are committed to providing a safe and healthy working environment, free from the risks associated with the misuse of alcohol and other drugs, which can impair the ability to work safely. We will not permit illegal drugs onto any of our sites, nor will we tolerate the use of illegal drugs on site.

Alcohol is not to be brought onto site or consumed on site without written approval from the Director. Where the use of prescription drugs or over the counter drugs could impact on the ability of an employee or contractor to perform their duties, the employee or contractor must notify the Grange Earthworks.

This policy is supported by a testing regime which encourages and sustains a zero tolerance stance in relation to Alcohol and Other Drugs in the workplace. It is our aim to ensure employees, contractors and visitors to Grange Earthworks are informed of the policy, their responsibilities, associated risks and consequences of policy breaches.

Our policy has been designed for the mutual benefit of the Company and its employees and contractors. It seeks to fully comply with relevant State and Federal Government legislation regarding Alcohol and other Drug(s) in the workplace.

In support of this policy, ongoing alcohol and other drug programs will make provision for:

1. Consultation, Training Induction & Education

Consultation through various mediums (online forum, email, verbal, group training, in person), enabling all employees and contractors to engage in the process and for the ongoing exchange of information associated with alcohol and other drug management.

2. Accountabilities and Responsibilities

Understanding roles and responsibilities in managing alcohol and other drugs.

Information relating to other requirements of the Alcohol and Other Drugs program.

3. Self-Management

The aims of self-management and self-testing methods.

4. Testing Procedures

Which are applied equitably and assist in the measurement of the effectiveness of the above strategies. The program aims to protect the privacy and confidentiality of the individual.

5. Assistance

Provision of referral services for education and confidential counselling and rehabilitation programs which prevent and manage dependency and its associated problems. Referral service via Employment Assistance Program.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.5 Equal Employment and Anti-Discrimination Policy



Equal Employment and Anti-Discrimination Policy

Our company is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or other factor not applicable to their position. Employees are valued according to how well they perform their duties, and their ability and enthusiasm to maintain the company's standards of service.

Our company does not tolerate any form of discrimination. We believe that all employees have the right to work in an environment free of discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism, and resignations.

Under federal and state anti-discrimination laws, discrimination in employment on the following grounds is against the law:

Sex and sexuality	Social origin
Pregnancy	Lawful sexual activity
Age	Trade union activity
Impairment or illness	Gender identity or history
Marital status	Criminal record
Parental or family status	Political belief
Race	Religion
Nationality or ethnic origin	Breast feeding

Sexual harassment is also against the law.

Managers and supervisors must ensure that all employees are treated equitably and are not subject to discrimination. They must also ensure that people who make complaints, or witness, are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

If dispute cannot be resolved it must be escalated to the regulator for mediation.

Our company is committed to providing an environment, which is safe for its employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.6 Health Surveillance Policy



Health Surveillance Policy

Grange Earthworks provides an extensive range of earthmoving services to the civil and construction industries. We specialise in all aspects of projects, both large and small.

Our policy is to provide a healthy work environment that protects the health of employees, visitors and other persons at our premises and on work sites.

Current position:

Our current health and safety management program includes assessments of our workplaces to identify potential health hazards and to decide if there are significant health risks to workplace personnel

Health hazards which could be of concern include Hazardous Chemical and chemical handling, hygiene and amenities, and physical hazards including Asbestos and asbestos handling, noise, dust, lighting, ergonomics, thermal work environment, vibration, workplace stress, use of alcohol or drugs and animal or insect attack.

To date there has been no health hazard identified as significant or potentially significant, as to warrant a formal health surveillance program. Also there has been no event to cause a requirement for health surveillance.

However, should our health and safety management program identify health hazards as significant or potentially significant then the business would implement a Health Surveillance Program, described below.

Health Surveillance Program:

If a program is required, it includes:

- Conduct a health surveillance assessment
- Risk assess potential health hazards
- Consult with staff, advisors and management
- Employ medical and health surveillance specialists
- Implement preventive and monitoring practices
- Report to personnel, relevant authorities and medical advisors
- Measure effectiveness of surveillance activities
- Maintain all relevant records.

At all times the company will maintain health and safety as a priority, and will not knowingly demand or expect any person to participate in any activities which are likely to be detrimental to their health or safety.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.7 Privacy Policy



Privacy Policy

Respecting your privacy

Our company is committed to complying with the *National Privacy Principles 2001*, and the *Federal Privacy Act 2009*

The Act sets clear standards for the collection, access, storage and use of personal information that we obtain as part of our business operations. This includes information we have collected from people in person, via email, from our website, over the phone and on work sites.

Your information

We will only collect information that is necessary for us to establish a trading account for you and provide products and services. As well as individual details of personnel, we may require information regarding your business operations.

We will not give out any of your information to any third parties except in compliance with a request of a law enforcement or government department. Under no circumstances will your name, email, phone number or address or any other personal information be sold to, or given to any other parties. We will never willfully sell, lease, or rent any of your or your business' personally identifiable information to any third party without your written consent.

Access to your personal information

We will provide you with access to any of your personal information we hold (except in the limited circumstances recognised by privacy law).

If you require access or need to update your information (ie. if you change your address), please contact us so we can make the change.

More information

Our Privacy Policy is written to comply with the *National Privacy Principles 2001*, and the *Federal Privacy Act 2009*. More information about Privacy law is available from the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

In Queensland, businesses are also guided to the *National Privacy Principles 2001* and the *Privacy Act 2009*. More information is available on <http://www.business.qld.gov.au>.

Availability and review of policy

We will make our privacy policy available on request and will review it regularly.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.8 Quality Policy



Quality Policy

Grange Earthworks provides an extensive range of earthmoving services to the civil and construction industries. We specialise in all aspects of projects, both large and small.

Commitment:

- Comply with client specifications and relevant statutory requirements
- Establish and maintain objectives and targets with the aim of eliminating inefficiencies
- Define roles and responsibilities of personnel
- Comply with legal requirements as a contractor
- Comply with ISO 9001:2008
- Make available all operating instructions and directions to ensure product consistency
- Ensure that purchased equipment and materials meet required standards and do not compromise quality
- Ensure that our employees and contractors are appropriately qualified and competent

Strategies and Objectives:

- Consistently meet our client requirements
- Availability of relevant and current information and resources necessary to support our operations
- Selection and training of employees and contractors to maintain required standards
- Purchasing of materials to maintain required standards
- Routine quality inspection and testing practices to maintain required standards
- Compliance with relevant legal and other obligations
- Monitoring our clients' level of satisfaction
- Ensuring that not only our immediate clients, but also product end-users and other stakeholders are satisfied with our services
- Improving our business through business plans, goal setting and performance measurement
- Maintaining the suitability and effectiveness of our systems through continual improvement.

This statement is issued to indicate our commitment to our clients and our standards of service. The full support of our employees, suppliers and contractors is sought in meeting our commitment.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.9 Fatigue Management Policy



Fatigue Management Policy

Grange Earthworks is committed to providing and maintaining safe systems of work for all its employees and contractors, including those whose work involves shifts work, extended hours or on-call arrangements.

Grange Earthworks operations are sometimes undertaken outside ordinary working hours. Activities such as roadwork construction projects, road maintenance and utility services often involve shift work, extended hours and on-call arrangements. These working arrangements may contribute to fatigue; if not managed appropriately.

Fatigue is a mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance.

Fatigue can be caused by both work and non-work related factors. Non-work factors include family responsibilities, social activities, health issues—such as sleep disorders—study commitments, and sporting commitments. Work factors include shift work—especially night shift—and working extended hours.

Whilst not all people respond to fatigue in the same way, fatigue can cause reduced concentration, impaired co-ordination, compromised judgment and slower reaction times; ultimately increasing the risk of incidents and injuries.

Refer link for “Fatigue Calculator” - <http://www.vgate.net.au/fatigue.php>

Managers and Supervisors are accountable for:

- Applying risk management in consultation with staff.
- Provision of Fatigue Management training through Chain of Responsibility Program.
- Ensuring systems of work that minimise the risk of fatigue—for example, reasonable rosters, and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Verbal consultation with employees and contractors when introducing work or new rostering systems.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate in order to be fit and able for the next shift.
- Participating in education and training in order to gain an understanding of fatigue.
- Avoiding behaviors and practices that contribute to fatigue, and which could place themselves and others at risk.
- Recognising signs of fatigue that could place health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.10 Personal Protective Equipment (PPE) Policy



Personal Protective Equipment (PPE) Policy

Purpose

The purpose of this policy is to ensure the supply and use of personal protective equipment (PPE) where employees are required to perform their duties in an environment that involves potential hazards.

Scope

This policy applies to all employees, contractors and visitors of Grange Earthworks.

Exemptions

Any employee and/or contractor seeking an exemption from wearing approved PPE must supply a medical certificate in support of his or her claim for exemption.

Upon receipt of the medical certificate and assessment, Eagle Alliance may seek advice from an independent specialist.

The HSE Co-ordinator will periodically review exemptions and will reassess employee and contractor duties in line with exemptions.

Non-Compliance

Employees and contractors will not be permitted to start work unless they are wearing the required, compliant PPE prescribed for their intended duties.

Employees and contractors will not be deemed to have commenced work until they are wearing compliant PPE. The employee's and/or contractor's pay will be adjusted accordingly.

Breaches of this policy will result in disciplinary action being taken.

Residual Value

If an employee or contractor ceases working for Grange Earthworks for any reason within six (6) weeks of issue of any PPE (excluding consumable items), The employee or contractor will reimburse Grange Earthworks 50% of the total value of PPE issued by deductions from termination / final pay.

Guidelines

Personal Protective Equipment (PPE) Guideline

Legislation

Work Health and Safety Act 2011. Work Health and Safety Regulation 2011.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

2.11 Motor Vehicle Policy



Motor Vehicle Policy

Motor vehicles are utilised to support business activities and are to be used only by qualified and authorised employees and contractors of Grange Earthworks. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of Queensland or the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

Driver Licensing

Employees and contractors must have a valid driver's licence issued in Australia for the class of the vehicle being operated. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

Motor Vehicle Safety

The priority of the driver is the safety of all passengers, themselves, other drivers, pedestrians and the motor vehicle, care and caution must be exercised at all times.

The driver is not to use their mobile telephone while driving.

The driver must not be intoxicated with any illicit or other substances including alcohol.

The driver must adhere to the road and traffic regulations for the state and country which they drive in at all times.

The driver must always carry a valid driver's license when driving.

Motor Vehicle Usage

Employees must ensure that Grange Earthworks motor vehicles are used strictly for business purposes only and cannot be used privately for personal business.

Grange Earthworks motor vehicles, when not used, should always be parked at the designated parking area.

Grange Earthworks vehicles must not be used for business activities not directly related to Grange Earthworks related companies

Motor Vehicle Maintenance

Employees are responsible to report maintenance requirements to Management for scheduling and maintenance of Eagle Alliance motor vehicles. All vehicle maintenance work must first be approved by Grange Earthworks before taking place.

The employee is responsible for refuelling at the Company's cost and perform routine motor vehicle checks i.e. tyre pressure checks and car battery checks.

Problems and Accident Reporting

Employees and contractors must report to Grange Earthworks any motor vehicle accidents and complete an incident record form.

Employees must inform Grange Earthworks immediately of any problems that have taken place related to the Company's motor vehicles. Any foreseen problems, which may cause delays and affect the operations of the Company, must also be reported immediately.

The management of motor vehicle problems and the resolution processes are at the discretion of Grange Earthworks.

Penalties / Infringements

Employees and contractors must report any types of penalties to Grange Earthworks immediately upon receiving the first instance of notice.

Following the issuance of Penalty Reminder Notice the driver (employees only, not applicable to contractors) must immediately lodge the corresponding Statutory Declaration Form. All merit deductions will be borne by the employee. Any conduct in violation to this process may result in disciplinary action. The management of penalties and the resolution processes are at the discretion of Grange Earthworks.



Leigh Crawford
Director
Grange Earthworks
14 May 2020

3.0 LEGAL DUTIES

All parties involved in or associated with the site operations of Grange Earthworks have legal duties to comply with under the Work Health and Safety Act 2011.

3.1 Relevant WHS Duties

3.1.1 Grange Earthworks

Grange Earthworks has a primary duty of care as outlined in the Work Health and Safety Act 2011. Grange Earthworks will meet its legal obligations by following the policies and procedures as outlined in this HSE Management Plan. As a person conducting a business or undertaking Grange Earthworks will meet the following Primary Duty of Care (as stated in the Work Health and Safety Act 2011) –

19 Primary duty of care

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
 - (a) the provision and maintenance of a work environment without risks to health and safety, and
 - (b) the provision and maintenance of safe plant and structures, and
 - (c) the provision and maintenance of safe systems of work, and
 - (d) the safe use, handling, and storage of plant, structures and substances, and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
 - (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- (4) If:
 - (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
 - (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- (5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

3.1.2 Workers

Workers of Grange Earthworks have the following Duties of Workers (as stated in the Work Health and Safety Act 2011) –

28 Duties of workers

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety, and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

3.1.3 Contractors

Contractors engaged by Grange Earthworks also have the following Primary Duty of Care (as stated in the Work Health and Safety Act 2011) -

19 Primary duty of care

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
 - (a) the provision and maintenance of a work environment without risks to health and safety, and
 - (b) the provision and maintenance of safe plant and structures, and
 - (c) the provision and maintenance of safe systems of work, and
 - (d) the safe use, handling, and storage of plant, structures and substances, and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
 - (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- (4) If:
 - (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
 - (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- (5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

3.2 Relevant Environmental Duties

3.2.1 Grange Earthworks, Employees and Contractors

All parties and persons have the following general environmental duty (as stated in the Environmental Protection Act) –

319 General environmental duty

- (1) A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the *general environmental duty*).
- (2) In deciding the measures required to be taken under subsection (1), regard must be had to, for example—
 - (a) the nature of the harm or potential harm; and
 - (b) the sensitivity of the receiving environment; and
 - (c) the current state of technical knowledge for the activity; and
 - (d) the likelihood of successful application of the different measures that might be taken; and
 - (e) the financial implications of the different measures as they would relate to the type of activity.

3.3 Relevant Legislation and Legal Compliance

3.3.1 Work Health and Safety Legislation

The following WHS related legislation is relevant to operations conducted by Grange Earthworks:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical Safety Act 2002
- Electrical Safety Regulation 2013
- Workers Compensation and Rehabilitation Act 2003
- Workers Compensation and Rehabilitation Regulation 2014

Codes of Practice enacted under the WHS legislation state ways to manage exposure to risk. Relevant persons, workers, designers, manufacturers and suppliers should adopt the guidance outlined in the relevant Code of Practice including the following:

- Hazardous Manual Tasks Code of Practice 2011
- How to Manage Work Health and Safety Risks Code of Practice 2011
- Labelling of Workplace Hazardous Chemicals Code of Practice 2011
- Managing Noise and Preventing Hearing Loss Code of Practice 2011
- Managing the Risk of Falls at Workplaces Code of Practice 2011
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011
- First Aid Code of Practice 2014
- Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013
- Managing Risks of Plant in the Workplace Code of Practice 2013

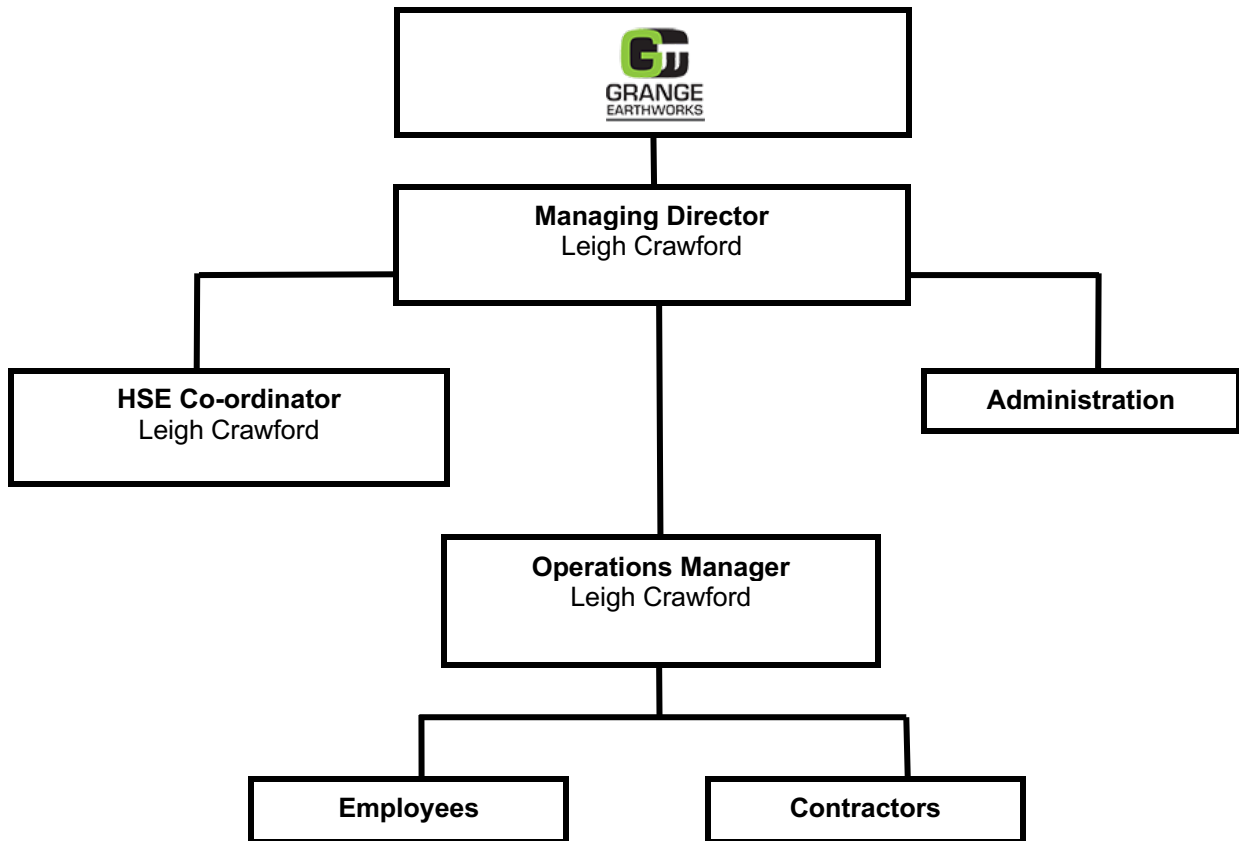
3.3.2 Environmental Related Legislation

The following environmental related legislation is relevant to operations:

- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Environmental Protection (Waste) Policy and Regulation 2000
- Environmental Protection (Water) Policy 2009
- Environmental Protection (Noise) Policy 2008
- Environmental Protection (Air) Policy 2008
- Nature Conservation Act 1992

4.0 ORGANISATIONAL FLOW CHART

The flow chart below outlines the key Grange Earthworks personnel with specific responsibilities and accountabilities for safety management. The particular Grange Earthworks personnel involved with the operational works are highlighted.



5.0 ROLES AND ACCOUNTABILITIES

In order to ensure Grange Earthworks meets its health and safety duties, all personnel are required to implement the applicable procedures contained in this document within their area of control. In addition to this, key persons in the organisation have the following specific responsibilities:

5.1 Managing Director

The Managing Director is responsible for:

- allocating sufficient resources, training and support to personnel to understand and fulfil the requirements and procedures contained in the HSE Management Plan;
- define the duties of personnel who are qualified and responsible for the implementation of the HSE Management Plan;
- to hold accountable and review the performance of these persons for their actions;
- communicate and promote safety to personnel at every opportunity;
- regularly monitor and evaluate the effectiveness of the HSE Management Plan and ensure it is enhanced as necessary.

5.2 Operations Manager

To ensure that all relevant parts of this HSE Management Plan are implemented by ensuring that:

- work practices under their control are consistent with developed procedures and standards;
- all safety issues are resolved appropriately or where this is not possible are brought to the attention of higher management;
- all documentation to be generated and records required is in place for operations under their control;
- the safety performance of employees, contractors and others is managed according to developed procedures;
- safety inspections and formal safety monitoring is performed as a key component of any visit to site and that suitable corrective action is taken wherever necessary.

5.3 HSE Co-ordinator

The HSE Co-ordinator is responsible for:

- providing advice, assistance and resources needed for the effective implementation of this system;
- constant monitoring and reviewing of operational procedures and requirements and reporting to management any deficiencies observed and any corrective action necessary to resolve these issues;
- assisting in and facilitating the co-ordination and implementation of this HSE Management Plan for Grange Earthworks at every level.

5.4 Administration

Administration staff are responsible for:

- Supporting personnel in the achievement of their safety accountabilities and responsibilities.
- Undertaking delegated safety responsibilities as required.
- Assisting with the procurement and maintenance of subcontractors that demonstrate an understanding and compliance to this HSE Management Plan.
- Assist in the maintenance of accurate safety records and archiving.

5.5 Employees

Employees of Grange Earthworks have a responsibility to:

- be familiar with and work in accordance with the relevant sections of this HSE Management Plan, in particular, developed safe work method statements, as well as any specific instructions or work procedures given to them by Grange Earthworks;
- report all incidents, safety issues or concerns immediately to their supervisor;
- use and maintain all equipment including personal protective equipment provided in the intended manner;
- actively participate in any return to work plan devised.

5.6 Contractors

Contractors engaged by Grange Earthworks have a responsibility to:

- follow and adhere to the instructions and directions given by Grange Earthworks regarding the issues for which Grange Earthworks has a safety duty;
- ensure all persons who may be engaged by the subcontractor are also familiar with and comply with these directions as well as the safe work procedures of the subcontractor;
- provide adequate supervision to monitor the safety performance of persons engaged by them to ensure compliance and take corrective action where this may be necessary.

6.0 SAFE SYSTEMS OF WORK

6.1 General

The previous sections of this HSE Management Plan have addressed the commitment and policy of Grange Earthworks regarding health and safety issues. This section details the safe system of work to be implemented by Grange Earthworks in order to achieve compliance with its legal health and safety duties.

6.2 Key Safety Documents

Grange Earthworks will meet its health and safety duties for works by compliance with the following key safety documents:

- The WHS Management Plan for the site developed and supplied by the relevant Principal Contractor / Customer to Grange Earthworks; and
- Safe Work Method Statements developed by Grange Earthworks for “high risk construction work”; as well as other activities; and
- Where a hazard exists for which a control measure is not outlined in one of the above documents, by adopting sound and recognised risk management principles as outlined in Section 6.3.

6.3 Risk Management Process

Grange Earthworks as required by legislation will implement the Risk Management Process for the safety issues for which they owe a duty. There are four basic steps to the Risk Management Process. These steps are:

1. Identify hazards;
2. Assess the risks to people and the environment that may result due to these hazards;
3. Implement the most effective control measures that are reasonably practicable;
4. Monitor and review the success of the control measures implemented.

The Risk Management Process is illustrated below:

(Source: *How to Manage Work Health and Safety Risks Code of Practice – Safe Work Australia*)



6.3.1 Identification of Hazards

When looking for uncontrolled hazards Grange Earthworks will consider:

- how suitable things used for a task are, and how well they are located
- how people use equipment and materials
- how people or the environment might be affected by noise, fumes, dust etc
- how people or the environment might be damaged by equipment, machinery or tools
- how people or the environment might be damaged by chemicals and other materials.

Hazards to look for will include:

- work environment (such as confined spaces)
- energy (such as electricity)
- manual handling
- noise
- substances (such as chemicals)
- plant and equipment.

6.3.2 Assessing the Risk

Risk is the likelihood that injury or illness might result because of the hazard already identified. To assess risk, Grange Earthworks will consider both likelihood and consequences. From this step a prioritised list of risks for further action will be developed.

- a) The likelihood of an incident occurring as a result of the hazard, bearing in mind existing control measures will first be assessed.

This likelihood will be rated as follows:

Likelihood Ratings		
A	Almost certain	Expected in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

- b) The consequences (if an incident did occur) will then be determined. To determine the possible consequences, a judgement on the severity of the potential outcome will be made.

The possible consequences will be rated as follows:

Consequence Ratings		
1	Insignificant	Nil injuries.
2	Minor	First Aid treatment; on-site release immediately contained.
3	Moderate	Medical treatment; on-site release contained with outside assistance.
4	Major	Extensive injuries; loss of capability; off-site release with no detrimental effects.
5	Catastrophic	Death; release off-site with detrimental effect.

- c) The likelihood and consequences estimates will then be combined to obtain a total risk score by using the following risk priority table:

Risk Priority Table			Consequences				
			Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A	Almost Certain	H 11	H 16	E 20	E 23	E 25
	B	Likely	M 7	H 12	H 17	E 21	E 24
	C	Possible	L 4	M 8	H 13	E 18	E 22
	D	Unlikely	L 2	L 5	M 9	H 14	E 19
	E	Rare	L 1	L 3	M 6	H 10	H 15

- d) The following legend will be used to determine the response and action that will be taken about each risk, which is as follows:

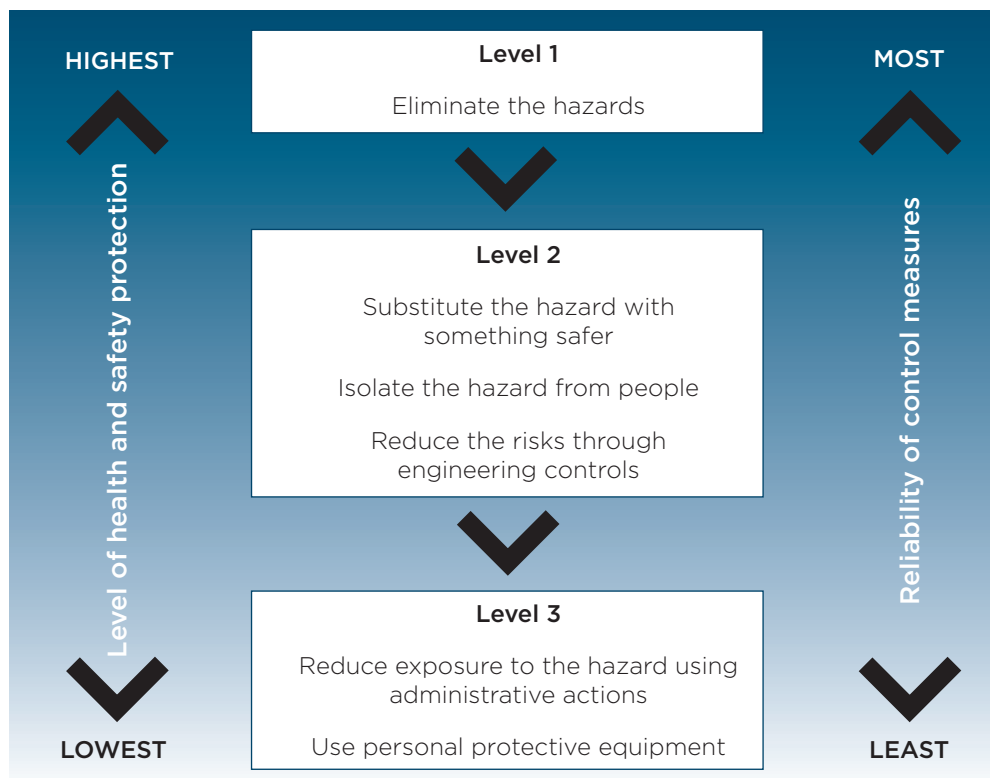
Legend		
Score	Action	
E 18 – 25	Extreme Risk. Requires immediate attention	
H 10 – 17	High Risk. Senior management attention required urgently	
M 6 – 9	Moderate Risk. Follow management instructions and procedures	
L 1 - 5	Low Risk. Record and review if processes change. Monitor	

6.3.3 Decide on Control Measures

In determining appropriate risk control measures to be introduced Grange Earthworks will consider:

- the adequacy of the control measures;
- that the measures do not create any new or additional hazards; and
- the need to introduce more than one control measure to adequately control the risk.

Wherever practicable the most effective control measures will be introduced. The effectiveness of control measures will be determined by their position in the following hierarchy of controls list. (ie. a control measure from the top of the list will be considered and selected if practicable, if not the following list will be worked down in order to find the next practicable control solution).



(Source: How to Manage Work Health and Safety Risks Code of Practice – Safe Work Australia)

6.3.4 Implementing Control Measures

As part of the process of implementing the control measures for issues for which Grange Earthworks owes a health and safety duty, Grange Earthworks will consider:

- the inclusion of these measures as amendments to the work method statements for high risk activities performed by Grange Earthworks;
- training, instruction for employees, and others in relation to the new control measures;
- the degree of involvement necessary by Grange Earthworks to ensure the ongoing effectiveness of the new control measures.

6.3.5 Monitoring and Review

The following principles and procedures will be used by Grange Earthworks to monitor and review the effectiveness of any control measures implemented:

- analyse incident and first aid records;
- direct monitoring of work performed by employees and others engaged by Grange Earthworks and taking corrective action where necessary;
- toolbox talks involving consultation with employees, contractors and others to maintain effectiveness of the measures and reduce the introduction of any new hazards.
- pre-start inspections of machines and equipment.
- inspections of work areas and processes and the results of these inspections recorded on checklists.
- daily site visits by supervisors, assessment of performance and corrective action as required.

Monitoring Schedule			
	Residual Risk Score	Monitoring Frequency	Record
E	18 – 25	n/a – work doesn't proceed	
H	10 -17	Daily	SWMS Inspection Sheets
M	6 – 9	Weekly	SWMS Inspection Sheets
L	1 - 5	Monthly	SWMS Inspection Sheets

The ***Risk Assessment and Control Form*** will be used by Grange Earthworks to where necessary document any uncontrolled risk identified. The ***Risk Assessment and Control Form*** is contained in this HSE Management Plan as ***Appendix 22.1***.

7.0 SAFE WORK METHOD STATEMENTS

7.1 Safe Work Method Statements

Safe Work Method Statements must be prepared by a person conducting a business or undertaking prior to undertaking what are called “high risk construction work”.

The Work Health and Safety Regulation 2011 defines high risk construction work as:

291 Meaning of high risk construction work

In this chapter, *high risk construction work* means construction work that—

- (a) involves a risk of a person falling more than 2m; or
- (b) is carried out on a telecommunication tower; or
- (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- (d) involves, or is likely to involve, the disturbance of asbestos; or
- (e) involves structural alterations or repairs that require temporary support to prevent collapse; or
- (f) is carried out in or near a confined space; or
- (g) is carried out in or near—
 - (i) a shaft or trench with an excavated depth greater than 1.5m; or
 - (ii) a tunnel; or
- (h) involves the use of explosives; or
- (i) is carried out on or near pressurised gas distribution mains or piping; or
- (j) is carried out on or near chemical, fuel or refrigerant lines; or
- (k) is carried out on or near energised electrical installations or services; or
- (l) is carried out in an area that may have a contaminated or flammable atmosphere; or
- (m) involves tilt-up or precast concrete; or
- (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- (p) is carried out in an area in which there are artificial extremes of temperature; or
- (q) is carried out in or near water or other liquid that involves a risk of drowning; or
- (r) involves diving work.

To comply with its duties for Site Operations, Grange Earthworks will develop and maintain Safe Work Method Statements for “high risk construction work” performed by Grange Earthworks. The Work Method Statements will be forwarded to the Principal Contractor prior to commencing work on site. A copy of the Safe Work Method Statements will also be readily accessible at all times. Prior to commencing work on site, all persons engaged by Grange Earthworks performing the “high risk construction work” will be trained in the applicable Work Method Statement; and must satisfy Grange Earthworks that they understand and are able to comply with the contents of the Work Method Statement.

Grange Earthworks adopts the policy that the measures used to control risks associated with activities other than “high risk activities” are also documented. Regarding these issues where the law may not require Safe Work Method Statement to be prepared, Grange Earthworks will ensure that Safe Work Procedures are developed for these activities.

Safe Work Method Statements and Safe Work Procedures developed for “high risk construction work” and other activities performed by Grange Earthworks are contained in this HSE Management Plan as **Appendix 22.2**.

Also contained in *Appendix 22.2* (for use where required) is a blank Safe Work Method Statement and Safe Work Procedures Templates to be used for adding to or enhancing existing documentation.

Where identified and required Grange Earthworks will modify or enhance existing Safe Work Method Statements and Safe Work Procedures by adopting and using the Risk Management Principles as outlined in Section 8.3 of this HSE Management Plan.

8.0 GENERAL CONSTRUCTION INDUCTION TRAINING

Grange Earthworks will ensure that all employees and contractors engaged have undertaken general construction induction training prior to commencing on site. Persons engaged by Grange Earthworks will be required to show proof of this training. Where this training has not previously been undertaken, the person's attendance at training will be arranged by Grange Earthworks. A register will be maintained by Grange Earthworks as a record of the training attended. A copy of a ***General Construction Induction Register*** which will be used by Grange Earthworks for this purpose is contained in this HSE Management Plan as *Appendix 22.3*.

9.0 SITE SPECIFIC INDUCTION TRAINING

Grange Earthworks will liaise with principal contractor's to ensure that all employees and contractors engaged have undertaken site specific induction training provided by the principal contractor prior to commencing on site.

10.0 PLANT AND ELECTRICAL EQUIPMENT

All plant and equipment utilised by Grange Earthworks will be used and maintained in accordance with the relevant Australian Standards as well as the manufacturer's recommendations and specifications.

A ***Plant and Equipment Maintenance Register*** and an ***Electrical Equipment Maintenance Register*** to document this action are contained in this HSE Management Plan as *Appendix 22.5* and *Appendix 22.6* respectively.

11.0 HAZARD REPORTING AND INVESTIGATION

Grange Earthworks encourages and expects all employees and contractors to raise any health and safety issues that may affect them (hazards) with the Operations Manager and / or HSE Co-ordinator.

The Operations Manager and / or HSE Co-ordinator will investigate all reported hazards and document corrective actions. Where a hazard cannot be controlled immediately, a Hazard Report Form will be completed. The Hazard Report Form will outline the identified hazard, the degree of risk involved (risk class), the proposed measures to be introduced as well as the anticipated date of this action. Where required by the principal contractor, an initial copy of the Hazard Report Form will be provided through the site supervisor. Corrective actions will be signed off when completed and where required the principal contractor will then be provided with a final actioned copy.

A ***Hazard Report Form*** to document the above action is contained in this HSE Management Plan as *Appendix 22.7*.

12.0 INCIDENT NOTIFICATION AND INVESTIGATION

Where an incident results in medical treatment to an employee, contractor or other person, an Incident Record Form will be completed by the Operations Manager and a copy provided to the principal contractor through the site supervisor. An **Incident Record Form** for this purpose is included in this HSE Management Plan as **Appendix 22.8**. The Incident Record Form will be completed and forwarded to the principal contractor within 24 hours of the incident occurring.

It is a policy of Grange Earthworks that as a minimum standard, a formal internal investigation will be conducted into all incidents resulting in lost time. Where a formal internal investigation is conducted by Grange Earthworks, unless otherwise determined, the incident is to be investigated by the HSE Co-ordinator. The details and results of an investigation into an incident by Grange Earthworks will be documented using the Incident Investigation Report. A copy of the **Incident Investigation Report** is contained in this HSE Management Plan as **Appendix 22.9**. Where required, the results of an investigation will be finalised and forwarded to the principal contractor through the site supervisor within 3 days of the incident date.

12.1 Statutory Notification

Grange Earthworks will report to the relevant statutory authority particular workplace incidents.

Qld

These incidents are serious injury, serious illness and dangerous event. The statutory definitions of these incidents are below:

Definition of Serious injury or illness

serious injury or illness of a person is:

- an injury or illness requiring the person to have:
 - immediate treatment as an in-patient in a hospital
 - immediate treatment for:
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations; or
 - medical treatment within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - with micro-organisms; or
 - that involves providing treatment or care to a person;
 - that involves contact with human blood or body substances; or
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - Q fever
 - Anthrax
 - Leptospirosis
 - Brucellosis
 - Hendra virus
 - Avian influenza
 - Psittacosis.

Definition of Dangerous Event

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Incidents to be reported to Qld statutory authority and timeframes and forms

Type of Incident	Notification timeframe	Notification form
Death	Immediate	Qld - Advise WHSQ by phone on 1300 362 128 or fax Incident Notification Form to 07 3874 7730
Serious injury or illness / dangerous event	Immediately after becoming aware	Qld - Incident Notification Form faxed to 07 3874 7730

13.0 PRE-START INSPECTION

Prior to work commencing work each day a pre-start inspection will be conducted to:

- confirm the adequacy of existing safe work method statements and safe work procedures; or
- amend these procedures where necessary; and
- provide workers input into as well as maintain their awareness of procedures.

The Operator is responsible for performing the pre-start inspection as well as discussing with workers the outcomes. These outcomes and discussions will be documented using the Pre-Start Inspection Checklist. Where required, copies of the Pre-Start Inspection will be provided to the Principal Contractor. A copy of a ***Pre-Start Site Inspection Checklist*** is contained in this HSE Management Plan as ***Appendix 22.10***.

14.0 CONSULTATION

Grange Earthworks expects and welcomes employees and subcontractors to actively raise and discuss any health and safety issues with the Supervisor and / or HSE Co-ordinator. Health and safety consultation will be encouraged and will take place in the following forms:

- site visits by Director, Operations Manager and HSE Co-ordinator;
- tool box talks used to induct employees and subcontractors;
- staff meetings;
- correspondence to subcontractors;
- other forums as required.

Toolbox talks will be conducted by the Operations Manager or HSE Co-ordinator at fortnightly intervals as a minimum. These forums will give workers and subcontractors the opportunity to have input into safe work procedures. All outcomes will be recorded on the Record of Tool Box Talk Form. Participants will sign off on the talks and any agreed actions. Where requested, copies of the completed Record of Tool Box Talk Form will be provided to relevant Principal Contractors. A ***Record of Tool Box Talk Form*** is contained in this HSE Management Plan as ***Appendix 22.11***.

15.0 EXPERIENCE AND COMPETENCY

Grange Earthworks will ensure that all personnel are adequately trained and competent to undertake the scope of works. These competencies will be evaluated by on site supervision as well as formal safety training and inspection regimes. Initial and subsequent training will predominantly be given through the following methods:

- formal in-house training sessions;
- outsourced training courses;
- on the job training under supervision;
- tool box talks and discussions;
- suppliers' and manufacturers' information and forums;
- identification of deficiencies by supervisory staff and additional training as required;
- General construction induction training for the Construction Industry
- Site specific induction training provided by the principal contractor;
- Other forums as required.

Where required by law, personnel will hold the appropriate licences or certificates of competency. Grange Earthworks is committed to ensuring that all personnel continuously build on their existing knowledge, skills and competencies. Grange Earthworks will implement a formal training and assessment regime whereby workers attend practical training and perform practical tasks to continuously expand their skills and competencies.

The Training and Assessment Record Form will be used to document and record this process. The *Training and Assessment Record Form* is contained in this HSE Management Plan as *Appendix 22.12*.

16.0 SAFETY INSPECTIONS

The HSE Co-ordinator and other personnel as part of their visits to site to check the progress of works will also ensure site activities conform with:

- this HSE Management Plan; and
- the Site WHS Management Plan of the principal contractor; and
- Safe Work Method Statements and Safe Work Procedures of Grange Earthworks.

The details of these visits (including any issues addressed and the necessary corrective actions taken) will be recorded.

In addition to the above visits, formal Site Safety Inspections will be performed by the HSE Co-ordinator. The frequency of these Site Inspections will be such that each operator is assessed on at least quarterly basis. A Site Safety Inspection Checklist will be used as the basis for these inspections and all items and actions will be recorded on this form. A copy of the *Site Safety Inspection Checklist* is contained in this HSE Management Plan as *Appendix 22.13*.

17.0 HAZARDOUS CHEMICALS

Grange Earthworks will establish and maintain a register of Hazardous Chemicals used by workers. Grange Earthworks will obtain a copy of a Safety Data Sheet (SDS) for all Hazardous Chemicals that are proposed to be used.

Grange Earthworks will establish and make available:

- a register of all Hazardous Chemicals to be used on site;
- a copy of the SDS for the substances obtained from the supplier by the contractor; and
- a risk assessment outlining the controls to be used when using the product/s.

A *Hazardous Chemicals Register*, associated *Risk Assessments* and *Safety Data Sheets* are contained in this HSE Management Plan as *Appendix 22.14*, *Appendix 22.15* and *Appendix 22.16* respectively.

18.0 SOURCING AND PURCHASING

Grange Earthworks will make all efforts to identify and obtain equipment and materials which will eliminate or minimise existing environmental or health and safety hazards. Preferred suppliers will be utilised wherever possible. Any potential hazards associated with new goods and the means for controlling the associated risks will be considered and documented.

Purchasing specifications will have regard for any relevant legislation, standards and other pertinent references. Suppliers of equipment, goods and materials will be required to provide full documentation relating to any known hazards that may be known or introduced and the means of controlling them. Where appropriate this will include SDS, operating instructions and instruction manuals.

Documentation supplied by suppliers will be kept for reference and if equipment is modified updating of this information will take effect, so as records represent the current status.

19.0 ENGAGING CONTRACTORS AND CONTRACTOR SAFETY MANAGEMENT

Grange Earthworks will implement the following procedures to ensure that contractors comply with their health and safety duties as well as ensuring that Grange Earthworks meets its health and safety duties regarding the engagement of contractors.

All potential contractors are to be issued with start up documentation prior to work being undertaken by them on site. The start up documentation is the mechanism for

- Grange Earthworks providing information and documentation to contractors which Grange Earthworks has an duty to provide. (ie. general site rules and expectations);
- requesting and receiving documentation from contractors that contractors have an duty to prepare and provide to Grange Earthworks (ie. Safe Work Method Statements, Induction Training Evidence, Certificates of Competencies) and
- ensuring that contractors have adequate current insurance cover and licences in place to minimise damages in the event of an incident.

Start up documentation is to be issued to the potential contractor by the Operations Manager. The Operations Manager is responsible for the issue, collection and assessment of the returned package from the contractor prior to the contractor performing works on site. The Operations Manager is to ensure that all required information has been received and is complete. The completed information is then to be forwarded to Administration for verification. All collected documentation from the contractors is to be filed securely.

20.0 IDENTIFICATION AND CLOSING OUT OF NON-CONFORMANCES

Non-conformances with this HSE Management Plan will be identified or may arise from the following activities:

- On site supervision by the Grange Earthworks management;
- Continuous monitoring and evaluation by workers and contractors on site;
- Performance of formal site safety inspections by the HSE Co-ordinator and / or others;
- Formal and informal inspections by the principal contractor / customer.

Where non-conformance is identified action immediate corrective action wherever possible will be taken to rectify the situation. Any immediate corrective action will be recorded on the following previously discussed forms:

- Pre-Start Inspection Checklist;
- Record of Toolbox Talk Form;
- Site Safety Inspection Checklist.

Where it is not possible to immediately rectify the issue a Hazard Report Form will be generated and used to report the issue to the site foreman / manager. The Hazard Reporting and Investigation procedures previously outlined will be followed to close out the non-conformance.

Any Safety Notices issued by the Principal Contractor / Customer for non-conformances will wherever possible be rectified immediately. The Principal Contractor will be advised once the corrective action has been taken in accordance with the Principal Contractors procedures.

Grange Earthworks will not tolerate misconduct that results in harm to employees, subcontractors or others. In the event that parties are found to have failed to discharge their duties or acted contrary to procedures, Grange Earthworks will initiate disciplinary and other procedures in accordance with its WHS Management System. This will include:

- Re-training and re-skilling personnel or amending procedures and systems of work where considered necessary;
- Verbal warning and counselling of employees and contractors for a first offence;
- Further counselling and a written warning to employees and contractors where a significant improvement has not been achieved; and
- Grange Earthworks reserves the right to give a written direction to the contractor to stop work and to initiate breach of contract procedures.

21.0 ONGOING EVALUATION OF PROCEDURES

Grange Earthworks will actively measure, monitor and evaluate its operations to ensure that it is performing in accordance with the objectives contained in this HSE Management Plan and its OHS Management System. Where evaluation shows that corrective or preventative action is required to be taken, this action will occur. Measurement and evaluation will be an ongoing process performed principally by:

- on site monitoring by supervisors;
- formal site safety inspections by HSE Co-ordinator against pre-determined criteria;
- formal incident investigations; and
- consultation with employees and contractors.
- annual review (as a minimum) by upper management of the effectiveness of this HSE Management Plan.

22.0 Appendices

- 22.1 Risk Assessment and Control Form
- 22.2 Safe Work Method Statements
- 22.3 General Safety Induction Register
- 22.4 Safe Work Method Statements Training Register
- 22.5 Plant and Equipment Maintenance Register
- 22.6 Electrical Equipment Maintenance Register
- 22.7 Hazard Report Form
- 22.8 Incident Record Form
- 22.9 Incident Investigation Report
- 22.10 Pre-Start Inspection Checklist
- 22.11 Record of Tool Box Talk Form
- 22.12 Training and Assessment Record Form
- 22.13 Safety Inspection Checklist
- 22.14 Hazardous Chemicals Register
- 22.15 Risk Assessments for Hazardous Chemicals
- 22.16 Safety Data Sheets

APPENDIX 22.1

RISK ASSESSMENT AND CONTROL FORM

RISK ASSESSMENT AND CONTROL FORM

Completed by (Name):	Date assessment performed:
HAZARD IDENTIFICATION	
Activity / task:	
Details of hazard:	
Person/s at risk:	
Additional comments:	
RISK ASSESSMENT	
Existing control measures (if any):	
Likelihood (tick box): Almost Certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare <input type="checkbox"/>	
Consequences (tick box): Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic <input type="checkbox"/>	
Circle risk score: (refer risk priority table below): Extreme <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/>	
RISK CONTROL	
Possible control options considered:	
Control option decided (and why):	
Date implemented / date to be implemented:	
Responsible person:	
Review date:	

Risk Priority Table		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A Almost Certain	H 11	H 16	E 20	E 23	E 25
	B Likely	M 7	H 12	H 17	E 21	E 24
	C Possible	L 4	M 8	H 13	E 18	E 22
	D Unlikely	L 2	L 5	M 9	H 14	E 19
	E Rare	L 1	L 3	M 6	H 10	H 15

Legend		
Score	Action	
E 18 – 25	Extreme Risk. Requires immediate attention	
H 10 – 17	High Risk. Senior management attention required urgently	
M 6 – 9	Moderate Risk. Follow management instructions and procedures	
L 1 – 5	Low Risk. Record and review if processes change. Monitor	

APPENDIX 22.2

SAFE WORK METHOD STATEMENTS

Insert relevant Safe Work Method Statements, which are attached as separate files for ease of implementation.

APPENDIX 22.3

GENERAL CONSTRUCTION INDUCTION REGISTER

APPENDIX 22.4

SAFE WORK METHOD STATEMENTS TRAINING REGISTER

APPENDIX 22.5

PLANT AND EQUIPMENT MAINTENANCE REGISTER

APPENDIX 22.6

ELECTRICAL EQUIPMENT MAINTENANCE REGISTER

APPENDIX 22.7

HAZARD REPORT FORM

Hazard Report Form

Project Details:		Date:	
Submitted by (name):			
Submitted to (name):			
The following WHS hazard or potential environmental risk has been identified in relation to work (list details):			
Risk Level:	<input type="checkbox"/> Class 1 – Death, loss of capability, off-site release.		
	<input type="checkbox"/> Class 2 – Medical treatment, on-site release.		
	<input type="checkbox"/> Class 3 – First aid treatment, minor incident		
Location:			
Corrective action required (list details):			
By whom (name):		By when (date):	
Corrective action completed (details):			
By whom (name):		Date:	
			Time:
Confirmed by (details):			
Name:		Signature:	

APPENDIX 22.8

INCIDENT RECORD FORM

INCIDENT RECORD FORM

Details of Injured / Involved Person:									
Name:									
Surname:		Given Name/s:		Sex:	<input type="checkbox"/> M	<input type="checkbox"/> F			
Address:									
No.		Street:		Suburb:		Postcode:			
Contact No:				Email:					
Details of Employer / Contractor:									
Business Name:									
Address:									
No.		Street:		Suburb:		Postcode:			
Contact No:			Contact Name:			Email:			
Incident Details:									
Date of Incident:				Time of Incident:					
Task / operation undertaken at time of incident:									
Physical location where incident occurred (area):									
Nature of incident:									
<input type="checkbox"/> Property damage			<input type="checkbox"/> Personal injury			<input type="checkbox"/> Environmental damage		<input type="checkbox"/> Nil – near miss.	
Type of injury / Outcome of incident (eg. bruise, cut, fracture, spill, release)									
Part of body injured / Environmental damage caused (eg. arm, torso, head, contamination of waterway)									
Cause of incident (what happened?)									
Treatment Given / Remedial Action Taken									
Did the person cease work?				<input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated time lost:		day/s	
Person Completing this Form:									
Name:				Date:		Signature:			

APPENDIX 22.9

INCIDENT INVESTIGATION REPORT

INCIDENT INVESTIGATION REPORT

Reference Number			
Nature of incident	<input type="checkbox"/> Property damage	<input type="checkbox"/> Personal injury	<input type="checkbox"/> Environmental damage <input type="checkbox"/> Nil – near miss.
Incident Location:			
Site Address			
Details of Injured / Involved Person:			
Name:			
Surname:		Given Name/s:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address:			
No.	Street:	Suburb:	Postcode:
Contact No:		Email:	
Date of birth:	/ /		
Details of Employer / Contractor:			
Business Name:			
Address:			
No.	Street:	Suburb:	Postcode:
Contact No:		Contact Name:	Email:
Date and Time of Incident:			
Date:	/ /		Time:
Date and Time Incident Reported:			
Date:	/ /		Time:
To whom (name):		Position / Company	
Incident Outcome:			
<input type="checkbox"/> Property damage	<input type="checkbox"/> Personal injury	<input type="checkbox"/> Environmental damage	<input type="checkbox"/> Nil – near miss.
Type of injury / Outcome of incident (eg. bruise, cut, fracture, spill, release)			
Part of body injured / Environmental damage caused (eg. arm, torso, head, contamination of waterway)			
Witness Details:			
Full Name	Residential Address	Contact Number	

Incident Details:			
Exact location / work area of the incident:			
What was the person doing at the time? (include any particular tool, equipment, chemical, materials the person was using)			
How exactly did the incident happen? (describe in detail how the incident resulted)			
Reconstruct the sequence of events that led to the incident			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
Corrective / Remedial Action (what action has been taken and scheduled to prevent a recurrence)			
	Action taken / scheduled	Responsible Person/s	Anticipated Completion Date
1.			/ /
2.			/ /
3.			/ /
4.			/ /
5.			/ /
HSE Co-ordinator's Comments:			
Signature:		Date:	/ /
Operations Manager's Comments:			
Signature:		Date:	/ /
Managing Director's Comments:			
Signature:		Date:	/ /

APPENDIX 22.10

PRE-START INSPECTION CHECKLIST

PRE-START INSPECTION CHECK SHEET

*This is a mandatory safety requirement and must be completed prior to operating machine daily.
Return to Grange Earthworks on a weekly basis with time sheets.*

Operator Name: Week starting:

Machine: Plant No:

Engine HRS / KM (Tues night):

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Before Start Up							
1. Operator understands machine and tasks							
2. Fluid levels – hydraulic / oils / water / air / fuel							
3. Fluid leaks - hydraulic / oils / water / air / fuel							
4. Damage to machine / guards							
5. Tyres / tracks							
6. Warning / safety signs visible							
7. Wear surfaces							
8. Area suitable and clear for machinery (walk around)							
9. Steps / Handrails / Handholds							
10. Cabin / Machine deck clear – loose objects secured / removed							
11. Fire extinguisher							
12. Seat / seatbelt							
13. Windows / mirrors clean							
14. Conditions safe to operate							
After Start Up							
15. Gauges / Lamps / Warning systems							
16. Lights – front / rear / stop / turning / beacons							
17. Horns / reversing alarms							
18. Throttle operation							
19. Steering controls							
20. Brakes – park / foot / emergency							
Operator initials: ☞							

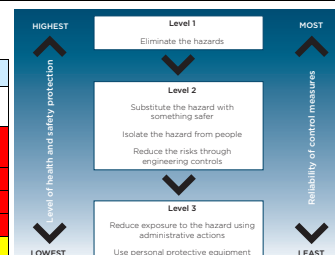
Use below to note any minor defects or faults found on the machine. Do not operate machine if serious or major defects are found.
Comments

Part B – Additional Hazards Identified (not addressed in SWMS)

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	



Risk Priority Table		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A Almost Certain	H 11	H 16	E 20	E 23	E 25
	B Likely	M 7	H 12	H 17	E 21	E 24
	C Possible	L 4	M 8	H 13	E 18	E 22
	D Unlikely	L 2	L 5	M 9	H 14	E 19
	E Rare	L 1	L 3	M 6	H 10	H 15



APPENDIX 22.11

RECORD OF TOOL BOX TALK FORM

RECORD OF TOOLBOX TALK FORM

Site / Workplace Details:			
Supervisor / Presenter Name:		Date:	/ /
Duration of talk:	mins.		

Persons Present		
Name	Company	Signature

Comments / Points Raised / Action		
Comments	Action by:	Action When:

Actions from Previous Tool Box Talk	
Comments	Completed (Y / N)

Supervisor's / Presenter's Signature:		Date:	/ /
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APPENDIX 22.12

TRAINING AND ASSESSMENT RECORD FORM

TRAINING AND ASSESSMENT RECORD FORM

Date:	/ /	Duration of Training:	
Location of Training:			
Worker / Contractor Name:			
Detailed description of Activities / Tasks:			
Trainers / Assessors Comments:			
Assessed as competent:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no – proposed re-assessment date	/ /
Re-assessed as competent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Trainer / Assessor signature:			
Worker / Contractor signature:			

APPENDIX 22.13

SAFETY INSPECTION CHECKLIST

APPENDIX 22.14

HAZARDOUS CHEMICALS REGISTER

HAZARDOUS CHEMICALS REGISTER (INCLUDES HAZARDOUS CHEMICALS AND DANGEROUS GOODS)

Chemical	Company/Contact	UN #	Haz Subs	Class	Dangerous Goods	PG	Hazchem	SDS Issue Date	Risk Assessment Date	Actual	Max
Diesel	BP Australia Pty Ltd Ph: 03 9268 4111	n/a	Yes	n/a	No	n/a	n/a	07/04/16	12/05/18	varies	100 l
Diesel Engine Oil	BP Australia Pty Ltd Ph: 03 9268 4111	n/a	No	n/a	No	n/a	n/a	08/11/15	12/05/18	varies	50 l
Hydraulic Fluid	BP Australia Pty Ltd Ph: 03 9268 4111	n/a	No	n/a	No	n/a	n/a	06/01/16	12/05/18	varies	50 l
Grease	Caltex Australia Ph: 02 9250 5000	n/a	No	n/a	No	n/a	n/a	06/01/16	12/05/18	varies	3 cartridges








APPENDIX 22.15

RISK ASSESSMENTS FOR HAZARDOUS CHEMICALS

Risk Assessment for Hazardous Chemical

Notes: All information needed to complete this risk assessment will be available in the relevant SDS. Complete a Risk Assessment for each Hazardous Chemical. Copy this page if additional copies are required. Attach the relevant SDS to the back of this HSE Management Plan. Include the name of the Hazardous Chemical in your Hazardous Chemical register.








(Place an **X** in appropriate boxes)

Product Name:	Diesel	Date of Assessment:	14May 2020	
Supplier Name:	BP Australia Pty Ltd	Supplier Phone No:	03 9268 4111	
Form:	<input type="checkbox"/> Solid, <input checked="" type="checkbox"/> liquid, <input type="checkbox"/> gas, <input type="checkbox"/> fine dust, <input type="checkbox"/> coarse dust, <input type="checkbox"/> paste, <input type="checkbox"/> other	SDS Date:	7 April 2016	
Description of use:	Fuel	Route of entry:	<input checked="" type="checkbox"/> Inhalation, <input checked="" type="checkbox"/> Ingestion, <input checked="" type="checkbox"/> Absorption	
Fire and Remedial:	<input type="checkbox"/> Water <input checked="" type="checkbox"/> Carbon dioxide(CO ₂) <input checked="" type="checkbox"/> Foam <input checked="" type="checkbox"/> Dry powder <input checked="" type="checkbox"/> Spill Kit			
RISK CONTROLS				
Isolation	<input checked="" type="checkbox"/> Containers stored away from work area when not in use		<input checked="" type="checkbox"/> Containers stored in well ventilated / suitable containers	
	<input checked="" type="checkbox"/> Containers kept closed when not in use		<input checked="" type="checkbox"/> No ignition sources / no smoking	
Ventilation	<input checked="" type="checkbox"/> Ensure natural ventilation	<input type="checkbox"/> Use of mechanical ventilation	<input type="checkbox"/> Use of extraction devices	
	<input checked="" type="checkbox"/> Training in safe use	<input type="checkbox"/> Job rotation to reduce exposure	<input checked="" type="checkbox"/> Avoid contact with skin and eyes	<input type="checkbox"/> Use of barrier creams
Other Controls	<input checked="" type="checkbox"/> Good personal hygiene – wash hands before eating, drinking, smoking, toilet			
PERSONAL PROTECTIVE EQUIPMENT				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Additional PPE:
				
				
LEVEL OF RISK				
<input checked="" type="checkbox"/> Risks not significant and are not likely to increase in future			<input type="checkbox"/> Risks are significant and not effectively controlled	
<input type="checkbox"/> Risks are significant but effectively controlled (but could increase in the future)			<input type="checkbox"/> Uncertain about the risks	
MONITORING				
Is Atmospheric Monitoring required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Is Health Surveillance required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Assessment performed by:	Name:	Leigh Crawford	Signature:	
			Date:	14 May 2020

Risk Assessment for Hazardous Chemical

Notes: All information needed to complete this risk assessment will be available in the relevant SDS. Complete a Risk Assessment for each Hazardous Chemical. Copy this page if additional copies are required. Attach the relevant SDS to the back of this HSE Management Plan. Include the name of the Hazardous Chemical in your Hazardous Chemical register.








(Place an **X** in appropriate boxes)

Product Name:	Engine oil	Date of Assessment:	14 May 2020
Supplier Name:	BP Australia Pty Ltd	Supplier Phone No:	03 9268 4111
Form:	<input type="checkbox"/> Solid, <input checked="" type="checkbox"/> liquid, <input type="checkbox"/> gas, <input type="checkbox"/> fine dust, <input type="checkbox"/> coarse dust, <input type="checkbox"/> paste, <input type="checkbox"/> other	SDS Date:	8 November 2015
Description of use:	Fuel	Route of entry:	<input checked="" type="checkbox"/> Inhalation, <input checked="" type="checkbox"/> Ingestion, <input checked="" type="checkbox"/> Absorption
Fire and Remedial:	<input type="checkbox"/> Water <input checked="" type="checkbox"/> Carbon dioxide(CO ₂) <input checked="" type="checkbox"/> Foam <input checked="" type="checkbox"/> Dry powder <input checked="" type="checkbox"/> Spill Kit		
RISK CONTROLS			
Isolation	<input checked="" type="checkbox"/> Containers stored away from work area when not in use	<input checked="" type="checkbox"/> Containers stored in well ventilated / suitable containers	
	<input checked="" type="checkbox"/> Containers kept closed when not in use	<input checked="" type="checkbox"/> No ignition sources / no smoking	
Ventilation	<input checked="" type="checkbox"/> Ensure natural ventilation	<input type="checkbox"/> Use of mechanical ventilation	<input type="checkbox"/> Use of extraction devices
	<input checked="" type="checkbox"/> Training in safe use	<input type="checkbox"/> Job rotation to reduce exposure	<input checked="" type="checkbox"/> Avoid contact with skin and eyes
Other Controls	<input checked="" type="checkbox"/> Good personal hygiene – wash hands before eating, drinking, smoking, toilet		
PERSONAL PROTECTIVE EQUIPMENT			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Additional PPE:
			
			
LEVEL OF RISK			
<input checked="" type="checkbox"/> Risks not significant and are not likely to increase in future		<input type="checkbox"/> Risks are significant and not effectively controlled	
<input type="checkbox"/> Risks are significant but effectively controlled (but could increase in the future)		<input type="checkbox"/> Uncertain about the risks	
MONITORING			
Is Atmospheric Monitoring required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is Health Surveillance required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Assessment performed by:	Name: Leigh Crawford	Signature: 	Date: 12 May 2018

Risk Assessment for Hazardous Chemical

Notes: All information needed to complete this risk assessment will be available in the relevant SDS. Complete a Risk Assessment for each Hazardous Chemical. Copy this page if additional copies are required. Attach the relevant SDS to the back of this HSE Management Plan. Include the name of the Hazardous Chemical in your Hazardous Chemical register.








(Place an **X** in appropriate boxes)

Product Name:	Hydraulic Fluid	Date of Assessment:	14 May 2020	
Supplier Name:	BP Australia Pty Ltd	Supplier Phone No:	03 9268 4111	
Form:	<input type="checkbox"/> Solid, <input checked="" type="checkbox"/> liquid, <input type="checkbox"/> gas, <input type="checkbox"/> fine dust, <input type="checkbox"/> coarse dust, <input type="checkbox"/> paste, <input type="checkbox"/> other	SDS Date:	6 January 2016	
Description of use:	Lubricant oil	Route of entry:	<input checked="" type="checkbox"/> Inhalation, <input checked="" type="checkbox"/> Ingestion, <input checked="" type="checkbox"/> Absorption	
Fire and Remedial:	<input type="checkbox"/> Water <input checked="" type="checkbox"/> Carbon dioxide(CO ₂) <input checked="" type="checkbox"/> Foam <input checked="" type="checkbox"/> Dry powder <input checked="" type="checkbox"/> Spill Kit			
RISK CONTROLS				
Isolation	<input checked="" type="checkbox"/> Containers stored away from work area when not in use		<input checked="" type="checkbox"/> Containers stored in well ventilated / suitable containers	
	<input checked="" type="checkbox"/> Containers kept closed when not in use		<input checked="" type="checkbox"/> No ignition sources / no smoking	
Ventilation	<input checked="" type="checkbox"/> Ensure natural ventilation	<input type="checkbox"/> Use of mechanical ventilation	<input type="checkbox"/> Use of extraction devices	
	<input checked="" type="checkbox"/> Training in safe use	<input type="checkbox"/> Job rotation to reduce exposure	<input checked="" type="checkbox"/> Avoid contact with skin and eyes	<input type="checkbox"/> Use of barrier creams
Other Controls	<input checked="" type="checkbox"/> Good personal hygiene – wash hands before eating, drinking, smoking, toilet			
PERSONAL PROTECTIVE EQUIPMENT				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Additional PPE:
				
				
LEVEL OF RISK				
<input checked="" type="checkbox"/> Risks not significant and are not likely to increase in future			<input type="checkbox"/> Risks are significant and not effectively controlled	
<input type="checkbox"/> Risks are significant but effectively controlled (but could increase in the future)			<input type="checkbox"/> Uncertain about the risks	
MONITORING				
Is Atmospheric Monitoring required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Is Health Surveillance required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Assessment performed by:	Name:	Leigh Crawford	Signature:	
			Date:	12 May 2018

Risk Assessment for Hazardous Chemical

Notes: All information needed to complete this risk assessment will be available in the relevant SDS. Complete a Risk Assessment for each Hazardous Chemical. Copy this page if additional copies are required. Attach the relevant SDS to the back of this HSE Management Plan. Include the name of the Hazardous Chemical in your Hazardous Chemical register.








(Place an **X** in appropriate boxes)

Product Name:	Grease	Date of Assessment:	14 May 2020			
Supplier Name:	Caltex Australia	Supplier Phone No:	02 9250 5000			
Form:	<input type="checkbox"/> Solid, <input type="checkbox"/> liquid, <input type="checkbox"/> gas, <input type="checkbox"/> fine dust, <input type="checkbox"/> coarse dust, <input checked="" type="checkbox"/> paste, <input type="checkbox"/> other	SDS Date:	18 October 2017			
Description of use:	Anti seize grease	Route of entry:	<input checked="" type="checkbox"/> Inhalation, <input checked="" type="checkbox"/> Ingestion, <input checked="" type="checkbox"/> Absorption			
Fire and Remedial:	<input type="checkbox"/> Water <input checked="" type="checkbox"/> Carbon dioxide(CO ₂) <input checked="" type="checkbox"/> Foam <input checked="" type="checkbox"/> Dry powder <input checked="" type="checkbox"/> Spill Kit					
RISK CONTROLS						
Isolation	<input checked="" type="checkbox"/> Containers stored away from work area when not in use		<input checked="" type="checkbox"/> Containers stored in well ventilated / suitable containers			
	<input checked="" type="checkbox"/> Containers kept closed when not in use		<input checked="" type="checkbox"/> No ignition sources / no smoking			
Ventilation	<input checked="" type="checkbox"/> Ensure natural ventilation	<input type="checkbox"/> Use of mechanical ventilation	<input type="checkbox"/> Use of extraction devices			
	<input checked="" type="checkbox"/> Training in safe use	<input type="checkbox"/> Job rotation to reduce exposure	<input checked="" type="checkbox"/> Avoid contact with skin and eyes	<input type="checkbox"/> Use of barrier creams		
Other Controls	<input checked="" type="checkbox"/> Good personal hygiene – wash hands before eating, drinking, smoking, toilet					
PERSONAL PROTECTIVE EQUIPMENT						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Additional PPE:
						
LEVEL OF RISK						
<input checked="" type="checkbox"/> Risks not significant and are not likely to increase in future			<input type="checkbox"/> Risks are significant and not effectively controlled			
<input type="checkbox"/> Risks are significant but effectively controlled (but could increase in the future)			<input type="checkbox"/> Uncertain about the risks			
MONITORING						
Is Atmospheric Monitoring required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Is Health Surveillance required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Assessment performed by:	Name:	Leigh Crawford	Signature:		Date:	12 May 2018

Risk Assessment for Hazardous Chemical

Notes: All information needed to complete this risk assessment will be available in the relevant SDS. Complete a Risk Assessment for each Hazardous Chemical. Copy this page if additional copies are required. Attach the relevant SDS to the back of this HSE Management Plan. Include the name of the Hazardous Chemical in your Hazardous Chemical register.

(Place an **X** in appropriate boxes)

Product Name:		Date of Assessment:	
Supplier Name:		Supplier Phone No:	
Form:	<input type="checkbox"/> Solid, <input type="checkbox"/> liquid, <input type="checkbox"/> gas, <input type="checkbox"/> fine dust, <input type="checkbox"/> coarse dust, <input type="checkbox"/> paste, <input type="checkbox"/> other	SDS Date:	
Description of use:		Route of entry:	<input type="checkbox"/> Inhalation, <input type="checkbox"/> Ingestion, <input type="checkbox"/> Absorption
Fire and Remedial:	<input type="checkbox"/> Water <input type="checkbox"/> Carbon dioxide(CO ₂) <input type="checkbox"/> Foam <input type="checkbox"/> Dry powder <input type="checkbox"/> Spill Kit		
RISK CONTROLS			
Isolation	<input type="checkbox"/> Containers stored away from work area when not in use	<input type="checkbox"/> Containers stored in well ventilated / suitable containers	
	<input type="checkbox"/> Containers kept closed when not in use	<input type="checkbox"/> No ignition sources / no smoking	
Ventilation	<input type="checkbox"/> Ensure natural ventilation	<input type="checkbox"/> Use of mechanical ventilation	<input type="checkbox"/> Use of extraction devices
	<input type="checkbox"/> Training in safe use	<input type="checkbox"/> Job rotation to reduce exposure	<input type="checkbox"/> Avoid contact with skin and eyes <input type="checkbox"/> Use of barrier creams
Other Controls	<input type="checkbox"/> Good personal hygiene – wash hands before eating, drinking, smoking, toilet		
PERSONAL PROTECTIVE EQUIPMENT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Additional PPE:
			
			
LEVEL OF RISK			
<input type="checkbox"/> Risks not significant and are not likely to increase in future		<input type="checkbox"/> Risks are significant and not effectively controlled	
<input type="checkbox"/> Risks are significant but effectively controlled (but could increase in the future)		<input type="checkbox"/> Uncertain about the risks	
MONITORING			
Is Atmospheric Monitoring required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is Health Surveillance required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment performed by:	Name: Leigh Crawford	Signature: 	Date:

APPENDIX 22.16

SAFETY DATA SHEETS

Insert relevant Safety Data Sheets after this page.