

HSE Management Plan

TSM Contractors Pty Ltd

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1. DOCUMENT CONTROL

TSM Contractors Pty Ltd will:

- Maintain an up to date version of this HSE Management Plan (the Plan).
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of HSE management practices.
- Retains all HSE records including but not limited to, SWMS, JSEA, hazards registers, plant pre-start checklists, electrical equipment testing records, training records (including toolbox meeting records), HS committee minutes and agendas, employee induction records, workshop/warehouse/office inspection checklist etc. for a minimum of 7 years unless legislation requires a longer retention period. Other records stipulated by legislation will be held for the period set out in that legislation.
- Provides a copy of the current version of the Plan to *TSM Contractors Pty Ltd*
- Review the Plan every 2 years or when there are major changes to health, safety, environmental or other applicable legislation i.e. road laws
- When reviewing this Plan and all HSE policies and procedures use the checklist set in section 26, *CON-HSE-FRM-106 Management Plan Checklist*. This checklist will determine the effectiveness of the HSE Management Plan when addressing HSE in the workplace.
- Ensures all amendments to the Plan are recorded in the Register of Amendments.
- Provide a copy of this plan to every employee at induction and updated copies will be distributed upon review.

REVISION HISTORY AND VERSION CONTROL

Version	Date	Page/Section	Description	Authorised

DISTRIBUTION REGISTER

Version	Date	Name of Recipient	Position / Company

2. PROJECT DETAILS AND INTRODUCTION

The following table sets out a brief description of the work to be carried out by TSM Contractors Pty Ltd during the course of the D & C contract/agreed works on the Telstra / NBN project managed by ISGM / Tandem.

Description/Scope of Works
Asbestos pit removals / upgrades Trenching and pipelaying Vacuum excavation and jetting Cable hauling & jointing Hard surface reinstatments

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

Name	Contact Details
Tommy Murphy	0412 395 146

TSM Contractors Pty Ltd does intend to subcontract all or part of the works.

If engaged, the sub-subcontractors intended to be used on this project/site are:

Business	Contact Details

The company will ensure that the above mentioned subcontractors provide a Safe Work Method Statement (SWMS) for their specialised work, and that the company shall review the SWMS, and append the SWMS to this Plan. If they are an employer, the company will also ensure that evidence relating to a current workers compensation policy and public liability insurance (more than \$10million) is provided.

Director / Manager _____

Signature

Date ____/____/____

Name _____

	HSE Management Plan	CON-HSE-SMP-001
		Version No. 4.0 Issue Date: 09/06/2016

3. HEALTH AND SAFETY POLICY

At TSM Contractors Pty Ltd a commitment to health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, Codes of Practices, standards and guidelines;
- setting objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for health, safety and environment.

Strategies will include:

- ensuring health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the company;
- distributing health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure health, safety and environment is a central part of the company; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager _____
Signature

Date ___/___/___

Name _____

4. DRUGS AND ALCOHOL POLICY

TSM Contractors Pty Ltd

Goals

This policy shows:

- Our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers;
- Our commitment to complying with the requirements of State legislation especially those for drugs and alcohol contractors and visitors; and
- How we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at TSM Contractors Pty Ltd.

Definition

Drug and alcohol use can affect a person's ability to work safely. It creates a risk to personal and workplace health and safety.

Responsibilities

It is mandatory to adhere to the client Drug and Alcohol requirements and support implementation of their procedures, therefore no one must drink alcohol or use drugs at this workplace, except:

- For legitimate medical reasons. You must notify your manager if this medication is likely to affect your behaviour and therefore workplace health and safety. Your manager may assign you other duties while you're taking the medication; and
- At workplace-based social events. This is dealt with in more detail under Social events in this policy.

The accountable person at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your manager, who may assign you other duties or arrange for you to be removed safely from the workplace.

Managing drugs and alcohol

TSM Contractors Pty Ltd shall:

- identify all workplace factors that influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.
- consult with workers, employees' safety representatives and/or the HS committee on this issue.

Disciplinary action

If anyone is found to breach this policy, management will deliver a formal warning for a 1st offence.

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Social events

Responsible social events can be held at this workplace. To ensure everyone remains safe:

- everyone is expected to act responsibly
- drinks and food will be provided

Information and support

TSM Contractors will provide regular training and information about the effects of drug and alcohol use on personal and workplace health and safety, and on the components of this policy.

Director / Manager _____
Signature

Date ___/___/___

Name _____

5. ENVIRONMENTAL POLICY

TSM Contractors Pty Ltd is fully committed to undertaking our works in a responsible manner that achieves and maintains the highest environmental standards. Our operations will be conducted in a manner that protects our natural environment, preserves our waterways, prevents pollution generation, preserves natural resources and conserves all heritage items. In implementing this policy we will comply with all environmental laws and manage all phases of our business in a manner that minimises the impact of our operations on the environment.

To achieve this outcome TSM Contractors Pty Ltd will:

1. Comply with applicable environmental laws, regulations, contractual obligations and regulatory requirements;
2. Maintain a management system that integrates environmental considerations into management decisions;
3. Directors and Senior Managers will provide visible leadership in Environmental matters and consider the environment as an integral part of the business;
4. Eliminate, or reduce to the maximum practical extent, the release of contaminants into the environment, first through pollution prevention (material substitution and source reduction) and then recycling;
5. Work with employees and encourage their involvement in protecting the environment through training and awareness programmes;
6. Assess our activities and minimise environmental impacts of our operations by:
 - a. Managing waste disposal
 - b. Controlling releases to water systems
 - c. Preventing land contamination
 - d. Controlling emissions into the atmosphere
 - e. Reducing carbon emissions
 - f. Protecting archaeology, native and local history
 - g. Protecting native wildlife
 - h. Purchasing environmentally friendly products.
7. Document and regularly review environmental issues and review and assess processes, procedures, objectives and targets
8. Ensure environmental incidents and near misses are reported and analysed/investigated to ensure further breaches do not occur.

Director / Manager _____
Signature

Date ____/____/____

Name _____

6. DEFINITIONS AND ACROYNMS

Australian/ New Zealand Standards (AS/NZS)	Standards are published documents that set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they are intended to. They establish a common language that defines quality and safety criteria.
Client	A company or organisation that engages this company to perform a service, undertake work or supply goods to.
CMS	ISGM's Contractor Management System, a computer program developed to maintain information for subcontractors, including documents and document templates.
Competent Operator	An operator who has acquired the knowledge and skills to perform a specific task through training, qualifications or experience.
Employee	A person who is employed under a contract of service in a classification of work referred to in a prescribed industrial instrument relating to the construction industry that is a prescribed classification"; or "an apprentice
EMS	Environmental Management System
EWP	Elevated Work Platform
HSE	Health, Safety and Environment
JSEA	Job Safety Environmental Analysis
LTI	Lost Time Injuries
Manual Handling	Means using your body to exert force to handle, support or restrain any object, and includes not only lifting and carrying but also repetitive tasks. A manual handling task that has the potential to cause injury is a "hazardous manual handling task".
SDS/ MSDS	Safety Data Sheets (known as Material Safety Data Sheets in Victoria and Western Australia) is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace and details controls to be implemented when handling or using hazardous chemicals or dangerous goods.
SMP - Health and Safety Management Plan	A set of procedures and instructions relating to health and safety which is implemented at a workplace; Refers to this document.
SWMS	Safe Work Method Statements
Trade/Activity	Work activity or trade provided by the company
Worker	Anyone who performs paid work in any capacity for this company is considered a worker. A worker can also include: <ul style="list-style-type: none"> • An employee • trainee, apprentice or work experience student • outworker, contractor or subcontractor • employee of a contractor or subcontractor • employee of a labour hire company
WHS/OHS	Work Health and Safety/Occupational Health and Safety

7. OBJECTIVES AND TARGETS

The company has established the following objectives and targets to support and maintain the effectiveness of the HSE Management Plan.

Planning

Objective:

Employees are provided with regular and up-to-date information on HSE for the duration of the contracted/agreed works.

Target:

Review the content of the HSE Management Plan at yearly intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

Risk Management

Objective:

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

Target:

Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

To be acknowledged by all workers on site by their signature on the statement.

Consultation

Objective:

Employees are regularly consulted on matters that affect HSE.

All employees are provided with access to a copy of this HSE Management and Environmental Management Plans.

Target:

Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.

At induction employees are provided with access to a copy of the HSE Management and Environmental Management Plans.

When the HSE Management or Environmental Management plan is updated all employees will be provided with a copy of the updated plan

Training

Objective:

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

Target:

All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.

8. PERFORMANCE

The company promotes workplace health and safety at the workplace and promotes the adoption of “zero harm at work” culture through co-operation and knowledge sharing.

Health and safety performance is to be measured and reported to all employees on a regular basis. The audits schedule on the below table provide the basis for the information to be collated as well as the receipt of Hazard / Non-conformance Reports.

The company’s health safety and environmental performance is to be measured on a weekly / bi weekly / monthly basis the managing director / owner reports on the following topics:

- Jobs audited
- Worksafe issues / inspections
- Accidents, near misses or reportable incidents
- Industrial relations issues
- Current potential risks
- Issues of concern arising from recent audits
- Recurring issues of concern from recent audits
- Worksafe alerts or blitzes pending
- Subcontractor performances / repeat offenders
- WHS/OHS training requirements / refreshers
- WHS/OHS training employee requests
- Documentation – site safety plans prepared / required in near future
- Pending hazardous materials works
- General comments
- Incidents for the month/year – i.e. LTI (including industry benchmarks for same)

TASK:	FREQUENCY:	RESPONSIBILITY:	DISTRIBUTION:
Site Safety Walks	Weekly	Tommy Murphy	Employees
Toolbox meetings	Monthly	Tommy Murphy	Employees
Site Audit	Bi-Monthly	Tommy Murphy	Employees

9. LEGAL AND OTHER REQUIREMENTS

The company shall keep the information below up to date. It shall communicate relevant information on legal and other requirements to its employees.

The company reviews and considers significant relevant HSE legislation (and other codes of practice) requirements by actively reviewing links to legislation and reviewing information provided by regulators and client/s.

WorkSafe Authority ‘safety’ and ‘environmental’ alerts which may include details of changes in legislation that may impact the company are available in CMS under the tab “Documentation” and sub folders “HSEQ Management System/HSE Safe Systems of Work” and sub-sub-folders “Alerts/Worksafe Authority/Enviro Matters or Safety Matters”.

* *Note: Delete legislation and documents that does not apply to your company.*

Legislation

Refer to <https://www.legislation.gov.au> and <http://www.safeworkaustralia.gov.au>

ACTS

Australian Capital Territory (Self-Government) Act 1988
Australian Heritage Commission Act 1975
Contaminated Land Management Act 1997 - NSW
Electricity (Greenhouse Gas Emissions) Act 2004
Energy Efficiencies Opportunities Act 2006
Environment Protection Act 1970 – Vic
Environment Protection Act 1986 - WA
Environment Protection Act 1993 – SA
Environmental Assessment Act 1982 – NT
Environmental Management and Pollution Control Act 1994 – Tas
Environmental Planning and Assessment Act 1979 - NSW
Environmental Protection Act 1994 – Qld
Environmental Protection Act 1997 - ACT
Environmental Protection and Biodiversity Conservation Act 1999
Local Government Act 1989 (Vic)
Local Government Act 1993 (NSW)
Local Government Act 1993 (Tas)
Local Government Act 1995 (WA)
Local Government Act 1999 (SA)
Local Government Act 2009 (Qld)
Local Government Act 2012 (NT)
Occupational Health and Safety Act 2004 (Vic)
Occupational Safety and Health Act 1984 (WA)
Protection of the Environment Operations Act 1997 - NSW
Road Safety Act 1986 (Vic)
Rural Lands Protection Act 1998 – NSW
Soil Conservation Act 1938 - NSW

Legislation

Refer to <https://www.legislation.gov.au> and <http://www.safeworkaustralia.gov.au>

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Work Health and Safety Act 2011 (NSW, Qld, ACT)

Work Health and Safety Act 2012 (TAS, SA)

REGULATIONS

Occupational Health and Safety Regulations 2007 (VIC)

Occupational Health and Safety Regulations 1996 (WA)

WHS Regulations 2012 (SA, TAS)

Environment Protection (Industrial Waste Resource) Regulations 2009- VIC

Environment Protection Regulation 2005 - ACT

Environment Protection Regulations 2009 - SA

Environmental Planning and Assessment Regulation 2000 – NSW

Environmental Protection (Noise) Regulations 1997- WA

Environmental Protection Regulation 2008 - Qld

Environmental Protection Regulations 1987 – WA

Motor Vehicles Regulation 2012 (NT)

Occupational Health and Safety Regulations 2007 (Vic)

Occupational Safety and Health Regulations 1996 (WA)

Road Safety (Drivers) Regulations 2009 (Vic)

Road Safety (General) Regulations 2009 (Vic)

Road Safety (Vehicles) Regulations 2009 (Vic)

Road Traffic (Vehicle Standards) Regulations 2002 (WA)

Road Transport (Driver Licensing) Regulation 2000 (ACT)

Road Transport (General) Regulation 2000 (ACT)

Road Transport (Vehicle Registration) Regulation 2000 (ACT)

Road Transport (Vehicle Registration) Regulation 2007 (NSW)

Roads Regulation 2008 (NSW)

Traffic Regulation 1962 (Qld)

Traffic Regulation 2012 (NT) Work Health and Safety Regulation 2011, Commonwealth, ACT, NSW, NT, QLD,

Transport Infrastructure (State-controlled Roads) Regulation 2006 (Qld)

Transport Operations (Road Use Management Road Rules) Regulation 2009 (Qld)

Work Health and Safety Regulation 2011 (NSW, TAS, SA, Qld, ACT)

Work Health and Safety Regulation 2012 (TAS, SA)

Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)

10. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

The company will not commence construction work at a place of work unless:

- it has undertaken an assessment of the risks associated with the work activities
- provided to the client a copy of the company's Safe Work Method Statements (SWMS); and
- we have provided induction training to all employees.

Risk assessments will be completed by a competent person and when required the company will maintain and update SWMS, and provides the updated SWMS for the principle contractor.

In addition the company will identify any potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

10.1. Identify Hazards

The company breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a hazard identification checklist and controlled via a safe work method statement (SWMS).

10.2. Identified Risks

The company has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from Extreme to Low in a Risk Matrix.

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

The Director/Manager will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on the next page.

10.3. Assess Risks

In addition to the above hazard identification process the company will, prior to the commencement of work activity, complete a Job Safety Environmental Analysis (JSEA) form which will identify the hazards associated with the:

- type of work being completed that day e.g. excavation, pole work;
- chemicals that will be used as part of the works e.g. fuel, glues;
- plant and equipment that will be used as part of the works e.g. electrical tools, excavator;
- physical work environment where the work will be undertaken, e.g. site hazards, land layout, traffic, pedestrians; and
- environmental conditions of the day work is being undertaken e.g. weather.

If a work activity exceeds one day in duration a new JSEA is to be completed for each day the work activity is conducted. The client JSEA is to be utilised as directed.

10.4. Hazard Categories

The following is a list of the hazards the company has identified arising from the contracted/agreed work activities.

These hazards are to be addressed within the Safe Work Method Statement(s) that accompany this plan.

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

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

Hazards for ISGM's projects have been identified in the following ISGM documents and they are the same hazards that impact on this company when undertaking work for ISGM.

Refer to the following documents available on CMS;

- *ISGM-IMS-PAA-RGS-0265 High Level Risk Register*
- *ISGM-HSE-GRP-RGS-0288 Environmental - Aspects and Impacts Telecommunications*

10.5. Risk Matrix

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

Step 1: The company identifies the consequence for each potential risk by using the table below.

Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Step 2: The company determines how likely it is that the risk will occur

Step 3: Using the risk matrix below, the company identifies the risk class/ranking.

RISK RATING MATRIX	Effect	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood of recurrence		Report only – No First Aid or treatment required, near miss, no major impact on the environment	Incident in which first aid, treatment required. On-site environmental discharge/release and immediately contained (minor spill)	Lost time injury or medical treatment injury. Environmental impact – On-site release contained with external assistance i.e. emergency services	Extensive injury – permanent part disability. Environmental impact – Off site release with major impact on the environment	Potential death, permanent disability or major structural failure/damage. Major environmental damage. Off-site release with significant impact on the environment
Almost certain	Could happen at any time (frequently)	Medium (5)	Medium (10)	High (15)	Extreme (20)	Extreme (25)
Likely	Could happen sometime	Low (4)	Medium (9)	Medium (14)	High (19)	Extreme (24)
Possible	Could happen occasionally	Low (3)	Low (8)	Medium (13)	High (18)	Extreme (23)
Unlikely	May occur only in exceptional circumstances	Low (2)	Low (7)	Low (12)	Medium (17)	High (22)
Rare	Could happen but probably never will	Low (1)	Low (6)	Low (11)	Medium (16)	Medium (21)

Risk Control Action	Construction HSE	Other	Risk Control Action	Construction HSE	Other
(E) Extreme	Work activity cannot proceed	Immediate Action Required	(M) Medium	SWMS required or controls documented by one competent in risk management	Generally Implement a Simple Control (e.g. Manage by Exception)
(H) High	Task pre start (where more than one worker is onsite) and/or JSEA required plus SWMS	Senior Management Attention Required	(L) Low	Control optional – except where Regulatory, Region, Client or Australian Standard apply	Control optional - except where Regulatory, Region, Client or Australian Standards apply.

11. SAFE WORK METHOD STATEMENT (SWMS)

Safe Work Method Statements control the hazards associated with works on this project.

Safe Work Method Statement (SWMS) is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimize the risk to worker safety (controls).

The Director/Manager will ensure all tasks and trade activities which present a serious risk to Health and Safety are appropriately controlled by safety procedures which relate specifically to the work performed on Projects undertaken by the company.

The Safe Work Method Statement form provides a record to demonstrate compliance to Occupational and Work Health and Safety legislation. The person responsible for implementing a particular action to eliminate, or minimize, the risk of the potential hazard on Site is nominated on the Safe Work Method Statement. This will ensure responsibility for risk control is allocated and can be followed up.

For each of the work activities and associated job steps identified in the SWMS, the company has identified potential hazards and their risks via the hazard identification checklist.

To assist in identifying hazards and risks, the company has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks)

The Director/Manager and employees will be required to develop SWMS. For ISGM projects the company may be able to utilise ISGM's subcontractor template documents which are available in ISGM's Contractor Management System (CMS).

For out of the ordinary tasks, which have not been subject to documented HSE controls, external resources will be utilised and consulted to ensure that SWMS have been developed prior to that activity being carried out.

Prior to commencement of work the Safe Work Method Statement(s) will be submitted to the client for acceptance. Where job steps change from those planned, the Safe Work Method Statement will be updated to reflect the way the job will actually be done and how safety will be controlled.

No work shall commence on site unless a current Safe Work Method Statement is available on site, and all SWMS must be modified to suit client requirements at each given point in time.

All work activity SWMS are to be signed by workers as evidence that they have been inducted into the SWMS and that the workers have read and understood the SWMS and know how they are to carry out the activities listed in the Safe Work Method Statement.

A copy of the signed SWMS **MUST** be maintained by the Subcontractor for their workers. The subcontractor signed SWMS will be provided to client upon written request.

A copy of the latest version SWMS will be held at each worksite, either electronically or in hard copy. These SWMS do not have to be signed by workers. As detailed above the signed copy is held by this company.

11.1. SWMS – Instructions to Complete

SWMS must show the following:

- Title of SWMS
- SWMS number
- Version Number
- Date of Issue
- Review Date
- Name of the Subcontractor and their ABN #
- A description of the work activity or task to be undertaken
- Records if the activity is a 'High Risk Construction' activity
- Project Name, Scope of Works, Job Address.
- Specific details including:
 - Type of Work Permit Required (if required)
 - Personal Protective Equipment (PPE) Requirements
 - Special Tools or Equipment Required
 - Potential Environmental Hazards
 - Hazardous Materials
 - Fire/Emergency Equipment Requirements
 - High Risk Work Activities
- Basic description of the task or process

- Job Step - List the steps required to perform the task in the sequence they are carried out.
- Potential Hazard - Against each step list the potential hazards that could cause injury/damage when the task step is performed.
- Required Hazard Control - For each hazard identified list the control measures required to eliminate or minimise the risk of injury.
- Responsible Person
- SWMS document consultation and approval section
- Document control section
- Crew Review and Acknowledgment section
- Applicable Acts & Regulations
- Applicable Codes & Standards

11.2. Asbestos

If any asbestos work (removal/modification/repair) is carried out on the telecommunications network infrastructure ISGM the controls recorded in *ISGM-HSE-PAA-SWMS-0115 - Asbestos (ACM) Safe Work Method Statement* will be followed and adhered to at all time. The use of any other safe work method statement for this hazard is prohibited.

A daily Job Safety Environmental Analysis (JSEA) and works pre start will be carried out before activities start on site.

The JSEA will acknowledge the safe work method statements that are required to cover the scope of works.

All workers and visitors to site are required to acknowledge the JSEA every day.

Only company workers that have a Work Place Assessment and appropriate qualifications will be permitted to work on telecommunications network infrastructure (when required).

12. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Company will provide PPE to its employees and will maintain a register of all PPE supplied to employees where such PPE is specified as a control measure in the Safe Work Method Statement. The Company ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Standard compliance will be provided, e.g. labelling.

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

Each employee will inspect their PPE on a regular basis, and prior to using such PPE to ensure it is safe to use and is not damaged. A record will be maintained for working at height equipment harness and lanyards.

13. ROLES AND RESPONSIBILITIES

13.1. Roles and Responsibilities Defined

The roles and responsibilities of employees within the Company regarding HSE are below.

13.2. Director/Manager

The Director/Manager is responsible for HSE at the workplace and duties include:

- implementing this HSE Management Plan;

- responsible for ensuring all workers are aware of their obligations to work health and safety;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise HSE risks;
- communicating with the client to reduce risks;
- being a part of the planning and design stages of trade activities;
- determine the training and accreditations required, including legislative and/or client requirements;
- reviewing workers training and accreditations on a regular basis to ensure all competencies and qualifications are current
- leading by example and promoting sound HSE practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing HSE reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating HSE meetings and programs to notify the client if company engages third party subcontractor to undertake any major components of the works (if required);
- monitoring compliance with the HSE Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

13.3. Works Supervisor

Is responsible for HSE at the workplace and duties include:

- assisting in the implementing the HSE Management Plan;
- observing all HSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on HSE matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on HSE is required;
- actioning HSE reports and carrying out workplace inspections;
- setting up HSE meetings and programs;
- helping to prepare Safe Work Method Statements for the company's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound HSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that HSE control measures are implemented and effective; and
- other HSE duties as directed by the Works Manager.

13.4. Health and Safety Environment Coordinator

Is responsible for HSE at the workplace and duties include:

- communicating HSE performance to the Works Manager;

- assisting the director/Manager/Works Supervisor to develop and implement the HSE Plan;
- providing advice on HSE to all employees;
- being a part of planning and design in work activities;
- determining HSE legal requirements for the work activity or trade;
- making sure HSE work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing HSE reports and inspections;
- setting up and being a part of HSE meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound HSE practices at all times;
- setting up and conducting HSE inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on HSE matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other HSE duties as directed by the Works Manager.

13.5. Injury Management Coordinator

Is responsible for the management of injuries at the workplace and duties include:

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

13.6. Employees

Are responsible for the following:

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

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- complying with emergency and evacuation procedures.

14. INDUCTION AND TRAINING

The company will induct all employees and provide them with the necessary training to enable them to safely carry out their duties and prevent them from injury or harm. To assist in employee induction the company can use form *CON-HSE-FRM-0055 New Worker Induction* to formally record the induction process.

Induction and training will include, relevant with their duties:

- Overview of WHS/OHS Legislation
- Company's HSE and Environmental Management Plans
- Company's Policies and Procedures
- Emergency Preparedness Awareness
- Risk Assessments
- Guarding and Gas Detection
- Wearing, fitting and use of PPE
- Asbestos handling, removing and managing
- Hot work, Confined Space and Excavator Permit System
- Use of and maintenance of plant and equipment
- Hazardous Substances and Dangerous Goods
- Safe Work Method Statement (SWMS)
- Site specific induction training (i.e. Daily Job Safety Environmental Analysis DJSEA)
- Incident Reporting

Prior to commencement of work on site, all persons will be required to comply with the following induction requirements:

- Provide all information requested on the Site Requirements for Project Prior to Start of Work
- Completion of a Site Induction Checklist (JSEA)
- Presentation of evidence of completion of the relevant construction industry Induction Course. Red / White cards
- Presentation of licenses for Electrical trades (when required by work specific requirements)
- Presentation of licenses for high risk work
- Proof of competency for other tasks
- Participation in a site specific induction conducted by the Health and Safety Representative (If applicable to company).

Form *CON-HSE-FRM-116 Training Attendance Register* can be used as evidence that training has been completed within the company.

In addition all subcontractors will be required to provide evidence that they are familiar with their own safe work method statements and/or Safe Work Method Statement. Except working with Asbestos where ISGM-HSE-PAA-SWMS-0115 - Asbestos (ACM) will be used.

14.1. Safety Alerts/ Hazard Alerts/ Regulator Guides/ Changes to Legislation

Employees will be made aware of any changes to legislation that affects their work and be provided with copies of any relevant safety/hazard alert the company receives.

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Employees will sign an appropriate Toolbox / Pre-start Talks training sheet, as evidence that they have read and understood the safety/hazard alert or other notification document.

Refer section for WorkSafe Authority safety and environmental alerts.

14.2. Documentation

Evidence of training, licensing, competency and induction records will be maintained on personnel or training file/database.

Training documents will be maintained for at least seven (7) years.

14.3. Training and Competency Register

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

The company will monitor workers competencies at all times, including when there's a change to the workforce, to ensure that the workers are capable of performing the activity they have been allocated and also to ensure that the workers competencies remain up to date.

The training / skills matrix and training records of all workers will be available to the client upon request.

15. CONSULTATION

The company promotes the active participation of all employees in HSE decisions.

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

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

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the company's policies and procedures or work routines which may affect HSE;
- distribution of safety alerts;
- make up of and representation on relevant committees; and
- election of HS and employee representatives.

In addition to consultation with employees which occurs when a JSEA is completed, other workplace consultation is documented and occurs on a monthly basis.

15.1. Toolbox/Pre-Start Talks

All toolbox / pre-start talks undertaken on behalf of the company are to be recorded on an attendance sheet which records details of the topics discussed at the talks and is signed by all participants. The form *CON-HSE-FRM-112 Toolbox Talks* form can be used for this purpose.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Manager to ensure that all corrective actions are completed and reviewed for effectiveness.

16. WORKPLACE INSPECTION CHECKLIST

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The company undertakes inspections of its work activity(s) and work area at least every every three months and documents this process. The Workplace Inspection Checklist listed in section 34 can be used for this inspection.

The Project/HSE Manager will ensure that an appropriate regime of safety inspections and audits is implemented for Projects undertaken by the company.

This regime will consist of the following: (* Delete as appropriate)

- * The weekly conduct of a documented site safety walk attended by the Site Manager and/or Site Supervisor; the Health and Safety Representative; and nominated subcontractor Client representatives.
- * Daily checks by the Site/Manager/Site supervisor and HSE Rep as part of the normal supervisory process and recorded in the site diary/JSEA.

17. EMERGENCY RESPONSE PROCEDURE

The Work Health and Safety Regulation and Occupational Health and Safety Regulations requires that the PCBU / employer shall establish an Emergency Response Procedures for every project.

This document sets out the company's procedure to be implemented as a result of an emergency.

17.1. Evacuation Point

An emergency evacuation point will be established at the following locations:

- Office/workshop/warehouse
- At each field worksite

At worksite's the ideal evacuation point will be the main vehicle as this contains, emergency numbers, first aid kit, spill kit and fire fighting equipment (when supplied).

This location will be recorded on the JSEA.

17.2. Emergency Contacts

A list of emergency contacts will be maintained in each vehicle in accordance with the legislative requirements of the relevant state the crew are working in.

This list will include the address (where applicable) and the phone number of the following emergency contacts:

- Emergency Services (Fire, Ambulance, Police) 000
- Local Hospital
- Manager's contact details
- Local Gas Authority emergency number
- Local Electricity Authority emergency number
- Local Water Authority emergency number
- Local Telecommunications authority emergency number
- Poison Information Line
- State Emergency Service (S.E.S.)

17.3. Emergency Evacuation Exercises

In accordance with the Australian Standards and to meet WHS (OHS) legislation every workplace is to conduct an emergency evacuation exercise at least once every year. The date of the annual exercise is to be duly recorded.

17.4. Personal Injury

The following actions will be taken for personnel injuries:

- The Director/Manager(s) or delegate will be notified of the injury(s);
- A qualified first aid attendant will administer first aid until medical assistance arrives;
- If required emergency services will be called and met on site;
- Should an employee become injured and require emergency off-site medical transportation, they will be accompanied by a work colleague to give pertinent information needed;
- In the event of a serious injury or death the Director/Manager will notify the SafeWork regulator and the Client immediately and organise to 'secure' the site intact. Site cannot be released until authorised by either ComCare or the State Regulator.

17.5. Fire

The following actions will be taken for personnel injuries:

- Evacuate worksite
- Emergency Services to be called
- Identify any significant hazardous exposures (i.e. gas containers)
- Set up an exclusion site
- If safe to do so extinguish small fires
- Notify Director/Manager and the Client

17.6. Personal Threat

The following actions will be taken for personnel injuries:

- Remain calm
- Contact the Police on 000
- Remove yourself to a safe location
- Notify manager

17.7. Hazardous Substance or Dangerous Goods Spill

The seven basic principles for managing hazardous substances and dangerous goods spills are:

1. Ensure the safety of all persons.
2. Eliminate / remove all potential ignition sources, if safe to do so.
3. Contain the leak and prevent it from entering storm water drains, sumps or other means for environmental release. Wear appropriate PPE for this activity.
4. Stop the leak where it is safe to do so.
5. Clean up the spill.
6. Dispose of the waste in accordance with state and local authority requirements.
7. Report all spills to your supervisor/Director/Manager and Client; and

8. Have the items used from the spill kit replaced.

17.8. Asbestos Emergencies

17.8.1. Minor Spill

When there is a minor asbestos spill (i.e. bag breaks open during movement, vehicle accident breaks bag and/or dislodges ACM from sealed bags/container) the following actions are to be implemented:

1. If necessary barricade immediate area.
2. Wear full asbestos PPE equipment.
3. Wet down asbestos spill material to limit fibres spreading.
4. Place all spilt asbestos into two clean asbestos bags or wrap in 200micron plastic sheeting.
5. Ensure old asbestos bags are also treated as asbestos waste and disposed of as above.
6. Wipe surfaces that came into contact with spilt asbestos. Dispose of rags.
7. Inform your supervisor/Director/Manager and client immediately.

17.8.2. Major Spill

When there is a major asbestos spill the following actions are to be implemented:

1. If possible evacuate and isolate immediate area warning others of the danger.
2. Immediately contact emergency services if you are unable to contain or clean up spill.
3. If workers directly exposed they are to be washed down and change cloths.
4. If not directly exposed put on full asbestos PPE equipment.
5. Wet down asbestos spill material to limit fibres spreading.
6. If possible cover spill area with plastic to contain spilt asbestos, taking care not to spread fibres.
7. Contact your supervisor/Director/Manager and client immediately.

17.8.3. Evacuation

Under the most severe weather events, a potential threat to the project property or workers such as a bomb threat or gas leak the project site area may have to be evacuated. The following actions will be taken:

- Relocate to the predetermined evacuation area. This will initially be the main vehicle on site that contains safety equipment and emergency numbers;
- If necessary a secondary evacuation point will be organised (i.e. in the event of a gas leak);
- All site workers and others in the vicinity will need to be evacuated;
- Contact emergency services;
- Contact your supervisor/Director/Manager and client immediately
- All visitors and subcontractors are to be escorted off site;
- First aid officers to apply first aid if required. Triage when a number of persons injured;
- If safe to do so manage the event. For example:
 - If a small fire use a fire blanket or an extinguisher to smother flames;
 - Clean up any spills of chemicals or fuels from leaking vehicles

17.8.4. Follow up Actions

- Investigate cause of event

- Investigate contributing factors
- Complete the Incident Report
- Review risks and controls
- Evaluate response and improve planned processes where possible
- Ensure that injury management procedures are implemented
- Consider post incident counselling and support

17.8.5. First Aid Kits

The minimum requirement for first aid will be maintained in accordance with state/territory work (occupational) health and safety legislation.

A kit will be held in the office and one at each work site (usually in head vehicle).

Depending upon the type of work undertaken the following components will also be provided:

- Outdoor work - If work is performed outside and there is a risk of insect or plant stings or snake bites;
- Remote work - Where people work in remote locations; and
- Burn injuries - If workers are at risk of receiving burns, i.e. undertake any hot works activity.

The appropriate contents will vary according to the nature of the work and its associated risks.

17.8.6. First Aid Officers

The company will evaluate its first aid requirements and train workers in first aid with an approved accredited training provider.

Under state/territory WHS/OHS legislation a first aid qualified person is required at construction sites and they will be recorded on the JSEA.

17.8.7. Fire Extinguishers

Fire control systems shall be designed, installed and maintained in accordance with the appropriate Australian Standard (AS 2444), as a minimum fire extinguisher(s) of a suitable type and capacity shall be installed and or fitted at a location that is least likely to catch fire, be easily detached by a person from ground level and have label instructions and gauges that are easily readable.

The minimum requirements of fire fighting equipment will include

- Portable fire extinguisher for each piece of powered mobile plant (excludes motor vehicles and trucks unless a work activity is deemed as 'hot' work)
- Portable and fixed firefighting equipment at office, workshop and warehouse locations.

Fire Extinguishers will be inspected and tested in accordance with Australian Standards AS 1851 (Maintenance of fire protection systems and equipment).

18. PLANT AND EQUIPMENT

The company carries out regular inspections and maintenance of all plant and equipment.

All plant brought to site will have been risk assessed by a competent person. The plant risk assessment will be made available on demand. Plant Risk Assessments may be available from the manufacturer or supplier of the equipment. The form *CON-HSE-FRM-0130 Plant and Equipment Risk Assessment* can be used to complete the risk assessment.

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Before mechanical plant is used on site a plant pre-start will be completed on a daily basis. This plant pre-start will be recorded on a report form as evidence that it was carried out.

The company will ensure that plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented and maintained by the company. There are instances where the maintenance record of plant are held by the maintenance contractor, but these records will be made available upon request.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by State Legislation.

All items of plant that is driven on roads, footpaths or nature strips will be registered (including Conditional registration where required) by State/Territory motor vehicle authority. Conditional registration is a registration scheme for non-standard vehicles that do not comply with the standard regulations for registration and have a genuine need to access the road network. All plant will be operated by a competent operator.

The company will ensure that control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk.

The impact of all plant and equipment on the workplace has been considered and is documented in the Safe Work Method Statements.

Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply, however maintenance records will be held by the Hirer.

Maintenance records and manufacturer's manuals will be retained for the 'life' of the plant or equipment.

All mechanical plant shall be operated by competent operators trained and or licensed to operate the plant on site.

18.1. Equipment Calibration

The Australian Standards set out equipment used for inspection and testing that need to be calibrated. This includes gas detectors which require calibration every six months. A schedule of service is to be maintained by the company, however, a worker is responsible for notifying management if a gas detector requires calibration.

Records are to be held as evidence of calibration and these could be the calibration certificates.

18.2. Plant and Equipment Register

A plant and equipment register which includes details of all plant and equipment to be used by the company will accompany this HSE Plan. Examples include excavators, trenches, directional drillers, lifting equipment (i.e. fork lifts), mobile plant, fall restraint equipment.

18.3. Elevated Work Platforms (EWP)

Elevated Work Platform may have specific requirements for its operation.

While the guardrail system is the primary fall protection, a fall arrest system or restraint device is required with all boom type elevating work platforms. Fall arrest systems are not required for scissor or vertical person lifts unless a risk assessment indicates they are required. All fall arrest systems or restraint devices, must conform to the requirements of the Australian Standards.

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EWPs with boom length over 11 metres the operator must hold a high risk license to operator the equipment. Operators of EWPs with boom length less than 11 metres must be operated by a competent operator.

ISGM have developed a form to assist subcontractors in the planning process in the use of EWP in relation to the application, site conditions, operator competence/training requirements and hazard evaluation. The assessment should be conducted by a competent person(s) responsible for the safe use of plant in their work place prior to the selection of a EWP. The form *ISGM EWP – Pre Selection Form (CON-HSE-FRM-0583)* is located in CMS.

To assist users in identifying that the individual EWP supplied to the workplace has been designed and maintained to relevant Australian Standards and regulatory requirements, ISGM developed a form for subcontractors' use (*ISGM EWP Pre Acceptance form (CON-HSE-FRM-0584)*). This document should be completed by a competent person(s) responsible for the safe use of plant in their work place when the EWP(s) is supplied. The form is located in CMS.

18.4. Pre-Start Checklist

The company's workers will complete a pre-start checklist prior to initial plant operation at the workplace. Forms available in CMS can be used; *CON-HSE-FRM-0572* for Plant and Equipment and *CON-HSE-FRM-0585* for EWP.

19. HAZARDOUS SUBSTANCES/ DANGEROUS GOODS

A current Safety Data Sheet (SDS) / Material Safety Data Sheets (MSDS) will be held for each substance and dangerous goods its workers will use for a work activity or carry in their vehicles. Copies of data sheets can be located in ISGM's CMS Contractor Portal under documents tabs in sub directory *HSEQ Management Systems/HSE Systems of Work/Safety Data Sheets*. If a SDS/MSDS for substances the company uses is not in this folder the company will obtain the SDS from the manufacturer, supplier or imported. SDS/MSDS are only current for a period of 5 years from date of issue/re-issue.

Before a product or substance is used for the work activity the company will review the Safety Data Sheet (SDS) and Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use that are listed on the SDS / MSDS are followed when using the substance and are included in the Safe Work Method Statement. No products or substances, including chemicals or fibrous materials, will be brought to the workplace without a current SDS / MSDS.

The SDS / MSDS will be in either soft or hard copy format.

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

The company considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;

- Environmental hazards; and
- Storage requirements.

The storage and use of hazardous substances and dangerous goods is managed in accordance with the SDS / MSDS and legislative requirements. All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

A copy of SDS / MSDS and hazardous substances register will be maintained in the company's on-site vehicle where the hazardous substances and dangerous goods are stored.

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

When no longer used hazardous chemicals and dangerous goods will be disposed of in accordance with legislative requirements for those substances/goods. Hazardous substances and dangerous goods will not be disposed of in the general rubbish bins.

19.1. Hazardous Substances Risk Assessment

ISGM have undertaken Risk Assessments of all hazardous substances and dangerous goods and the company can utilise those assessments for substances used at our worksites. Where ISGM has not completed a Risk Assessment the company will undertake its own Risk Assessment.

Any controls identified in these risk assessments will be accepted by the company.

19.2. Hazardous Substances/Dangerous Good Register

The company maintains a register of all hazardous substances and dangerous goods held at the work site. Refer document *CON-HSE-FRM-0099 Hazardous Substances and SDS Register*.

A copy of the Register and Safety Data Sheets are held within each work vehicle and the master copy is retained in the company's office.

20. MANUAL HANDLING

Manual handling covers a wide range of activities including:

- lifting
- pushing
- pulling
- holding
- throwing and
- carrying

It also includes repetitive tasks such as:

- packing
- typing
- assembling
- cleaning
- sorting
- using hand-tools and
- operating machinery and equipment

The company aims to achieve the following outcomes in relation to manual handling tasks/activities:

- Prevent the occurrence of any injury resulting from manual handling;
- Workers are to identify and assess manual handling tasks prior to completing that task/activity;
- All managers and workers will be trained in identifying and assessing manual handling activities and the correct process for undertaking manual handling tasks/activities.
- Purchase and utilise ergonomic furniture and appropriate manual handling equipment to reduce the likelihood of injury.
- Planning the office layout and task design to minimise the risk of potential injury from manual handling.
- Investigate all incidents involving manual handling and implement solutions to any shortcoming that is identified.

20.1. Identify Manual Handling Hazards

All activities in the workplace involve some degree of manual handling activity. The activities most likely to cause an injury must be identified first, and then assessed, to decide how to manage them most effectively.

The company will identify manual handling hazards by:

- looking at injury, incident or first aid reports to see if any of these involve muscle sprains, strains or spasms; bruises; back pain; or joint aches and pains;
- observing the work tasks being done to see if the worker needs to bend, stretch, over-reach, work or reach above shoulder height, twist, carry out the task for long periods of time, handle heavy loads, work in an area that is slippery, uneven or has restricted space; and
- talking to the workers about their experience of doing the job.

21. ELECTRICAL EQUIPMENT

The company ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including *AS 3012, Electrical Installations – Construction and Demolition Sites and AS 3000, Wiring Rules*.

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

Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

When using equipment including leads, portable power tools and junction boxes that these items are connected to an earth leakage, or residual current, devices (RCD), whether fixed or portable. This RCD or earth leakage unit is to be tested as per *AS/NZS3760, In-service Safety Inspection and Testing of Electrical Equipment*.

The company records all electrical equipment brought on site in the Electrical Equipment Register.

The *CON-HSE-FRM-104 Electrical Equipment Register* listed in section 34 can be used for recording electrical equipment.

22. LADDER SAFETY

The company is committed to the implementation of processes which protect the safety of its employees. This plan endeavours to ensure the safety of employees using company issued ladders.

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All ladders will be industrial strength comply with *AS/NZS 1892.2 – 1992 Portable ladders Part 2: Timber; AS/NZS 1892.3 – 1996 Portable ladders Part 3: Reinforced plastic; and AS/NZS 1892.5 – 1999 Portable ladders Part 5: Selection, safe use and care.*

22.1.1. Defective Ladders

The company will not allow the use of defective ladders, i.e. the ladder is a missing, or there is a weakened, broken or otherwise defective rung or tread, or a broken or defective stile; or any rung or tread depends for its support solely on nails, spikes, or other similar fixing device. Defective ladders shall be immediately withdrawn from service pending repair or disposal.

"Out of Use" tags shall be firmly and conspicuously attached to all defective ladders

22.1.2. Ladder Register

A ladder register shall be maintained for all ladders stored at each workplace or work vehicle. The Ladder Register listed in section 34 can be used for maintaining ladder records. All relevant fields in the register will be completed.

Each ladder, foot step and foot stool shall be allocated a serial number or other identifier to aid in the identification process. The serial number or asset bar code shall be clearly shown on the ladder.

22.1.3. Planned Inspection and Maintenance

Ladders shall be subjected to a visual inspection prior to each use. Ladders must always have warning and safety labels affixed to the ladder. These labels must be in good condition or replaced if worn or damaged.

Every year all ladders are to be inspected using the Ladder Checklist listed in section 34 and will have an inspection sticker affixed to the ladder.

23. HAZARD REPORTING

The company encourages all employees to report hazards **immediately** to the Works supervisor. Where the hazard cannot be corrected immediately, the details of the hazard are recorded in the Hazard Register.

The company will investigate all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

All hazards identified are a risk rated by referring to the categories ranging from high to low in the Risk Matrix, refer Section 10 of this Plan. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

The company will issue a copy of any completed Hazard Report form to the principle contractor, as required.

24. INJURY AND INCIDENT INVESTIGATION

24.1. Injuries

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

Where the injury requires medical attention or off site treatment an Incident Investigation Report will be completed by a senior manager. Form *CON-HSE-FRM-114 Work Incident Report* is available for this purpose.

Copies of Incident Investigation Reports are provided to the principle contractor, as required.

24.2. Incidents

For all incidents involving near misses, property/plant damage or injury to the public or the environment these will be investigated and the details recorded in the *CON-HSE-FRM-113 Work Incident Investigation form*.

Copies of completed Work Incident Investigation reports are provided to the principle contractor, as required.

24.2.1. Notifiable Incidents

All notifiable incidents will be reported to the relevant Authority /regulator immediately after the incident. Where such an incident has occurred the site to be preserved for investigation by the relevant Authority/Regulator.

Regulator notification is required immediately where an incident arising out of the conduct of a business or undertaking at a workplace results in:

- death of a person
- 'serious injury or illness', or
- 'dangerous incident'

'Notifiable incidents' may relate to any person— whether an employee, contractor or member of the public.

Notification is required of a serious injury or illness of a person if they require any of the following

- immediate treatment as an in-patient in a hospital
- medical treatment within 48 hours of exposure to a substance
- immediate medical treatment for:
 - amputation
 - serious head injury
 - serious eye injury
 - serious burn
 - separation of skin from underlying tissue (for example de-gloving or scalping)
 - spinal injury
 - loss of bodily function
 - serious lacerations
- for the following prescribed serious illness
 - Any infection to which the carrying out of work is a significant contributing factor
 - occupational zoonosis contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting 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: examples of electrical shock that are not notifiable:
 - shock due to static electricity

- extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
- defibrillators are used deliberately to shock a person for first aid or medical reasons
- examples of electrical shocks that are notifiable
 - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- 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 design or item registered under the Work Health and Safety 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, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

24.3. Record Keeping

The company keeps and maintains records of incidents and injuries in accordance with Statutory requirements.

24.4. Investigations

All incidents that occur during or as a result of work activities, or at workplaces controlled by the company will be managed in accordance with this plan. The level of investigation depends on the significance of the incident, as described below.

Accordingly, no employee will be disciplined on the basis of the information presented in an incident/ report unless it is demonstrated that, on the balance of probability, they were acting recklessly or with malicious intent.

Investigations will be completed for all incidents that become known to a company manager/supervisor. The form *CON-HSE-FRM-113 Work Incident Investigation* will be used for this purpose.

Senior Management (or Director) will sign off on significant and reportable incidents.

Non-conformances and corrective actions that arise from the investigation shall be addressed in a timely manner.

24.5. Register of Injuries

The company records all injuries on the form *CON-HSE-FRM-114 Work Incident Report*.

25. PERMIT TO WORK SYSTEM - HOT WORKS AND CONFINED SPACES

25.1. Work Not Requiring a Permit

Activities involving routine production and process operations including startup, changes in operational modes and shutdowns do not require a Permit to Work.

Normally, the activities of inspectors, surveyors, engineers, draftspersons and visitors will not require a Permit to Work, provided their presence in the operational area is approved in advance by the Manager and their activity does not interfere with plant or equipment, nor are they carrying potential ignition sources.

25.2. Hot Works

The use of welding, grinding, abrasive cutting equipment and any type of heating or burning activity using naked flames is a cause of many fires and explosions in industry. Where such work is not the part of day-to-day production processes, a hot work permit system should be used. A hot work permit is not required for routine work includes heating shrinkable cable sleeves provided it is not carried out in a confined space where additional hazards exist.

The following documents are available on CMS and can be used;

- *CON-HSE-FRM-102 Confined Space Entry Permit*
- *CON-HSE-FRM-105 Hot Works Permit*

25.3. Confined Spaces

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space.

A confined space means an enclosed or partially enclosed space that:

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

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

If a location is determined to be a confined space, by a competent person, then a permit will be required to enter that space.

25.4. Permit System

The permit system for both hot works and confined spaces ensures that:

- The work is authorised by a competent person.
- Hazards are identified, isolated, removed, protected or disconnected as appropriate.
- The operator is trained to perform the work safely.
- Appropriate protective clothing and equipment is used.
- Appropriate warning and firefighting equipment is on hand.

How the permit system functions:

- Managers are trained to ensure that all operators carrying out hot work in their area of responsibility hold either a valid "hot work" or "confined space" permit.
- Worker proposing to perform "hot" or "confined space" work should contact their manager.
- The manager checks all aspects of the proposed work ensuring all safety measures are taken.
- The manager completes and signs the relative work permit and issues it to the operator.

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- At the completion of work (or shift) the operator inspects the area for any signs of potential combustion or hazard.

To make the permit system work:

- The Manager and operators must be trained in the aims and procedures of the system.
- Hot work and confined work permit systems will be included in induction and other staff training manuals, safety procedure documents, etc.
- Contractors entering the site must be made aware of the system.
- Breaches of the system will not be tolerated

26. HSE MANAGEMENT PLAN CHECKLIST

The company reviews all HSE policies and procedures on a two yearly basis to determine the effectiveness of the HSE Management Plan in addressing HSE in the workplace.

A review checklist *CON-HSE-FRM-106 HSE Management Plan Review Checklist* will be used to undertake this review.

27. INJURY MANAGEMENT AND RETURN-TO-WORK

27.1. Our Company Commitment

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

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

27.2. Notification of Injuries

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the form *CON-HSE-FRM-114 Work Incident Report*
- Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

27.3. Recovery

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.

- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

27.4. Return to Work

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

27.5. Suitable Duties

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

27.6. Issue Resolution - Workforce HSE Issues

The company is committed to implementing and maintaining Health and Safety Management Procedures that are realistic and achievable. Through a consultative process and a strong commitment from Management, every effort will be made to provide a safe working environment and to maintain genuine safety standards.

Every person on Site or in the workplace must comply with any Health and Safety direction, order or instruction given by the Management team.

Repeated non-compliance in following instructions related to Health and Safety procedures will result in the removal of such persons or equipment from the Site or workplace.

27.7. Issue Resolution Process

The company aims to sustain a systematic procedure which is both prompt and effective in resolving issues in the workplace, as and when they arise.

On identifying an issue in the workplace it must be reported to and discussed with the immediate Supervisor/Director/Manager. The issue then must be immediately evaluated and if possible isolate the Issue/Hazard/Risk. Then it needs to be discussed with management and remedial measures and procedures documented.

The issue should then be discussed with all parties concerned and have open communication and participation with regard to the remedial procedures that are being implemented, and that they are to the satisfaction of all involved.

The agreed remedial procedure should then be implemented and overseen to ensure the issue is satisfactorily resolved.

If the issue resolution process is unsuccessful the issue may then need external mediation.

28. ENVIRONMENTAL MANAGEMENT SYSTEM

This Environmental Management Systems (EMS) is a tool for managing the impacts of an organisation's activities on the environment. It provides a structured approach to planning and implementing environment protection measures.

28.1. Objectives

The company will continually improve the management of environmental issues, to minimise the impact of the company's activities on the environment, to ensure the company meets its legislative compliance in respect to environmental legislation and to mitigate against litigation by demonstrating due diligence.

28.2. Identify Environmental Hazards

The company breakdowns specific work activities into job steps to assist in identifying all potential hazards to the environment. These work activities are detailed in a SWMS.

For each of the work activities and associated job steps identified in the SWMS identified potential hazards (including environmental hazards) and their risks. Refer section HSE 10 Hazard Identification, Risk Assessment and Control

To assist in identifying environmental hazards and risks, the company has considered the use of resources such as legislation, codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks). The Risk Matrix principles set out in this HSE Management Plan will be adopted to manage environmental risks and will not be duplicated in this document.

In addition site environmental hazards are identified in daily Job Safety Environmental Analysis (JSEA).

The following list of hazards set out typical control measures that may be considered to reduce the risk of harm to the environment for that particular hazard

Air pollution	
Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> Air contamination due to excavating near utilities (i.e. gas, water, sewerage) Release of gases from enclosed pits, manholes or other underground sealed structures. Fire and/or contamination of air due to spills/bulk release of chemicals. Natural disasters such as bushfires and earthquakes Offensive odours from broken sewerage, garbage, bacterial contamination and the like Air quality pollution due to emissions from plant such as; white goods, generators, vehicles or machinery, or use of ozone depleting substances Air quality pollution due to construction works e.g. dust, asbestos fibres or fumes 	<ul style="list-style-type: none"> Employees and Contractors inducted SWMS developed On site risk assessment completed (JSEA) Use gas detectors to monitor manholes and pits and underground structures prior to entry. Minimise dust on site, water down if necessary Safety Data Sheets (SDS) maintained for all chemicals Observe SDS requirements for storage and safe use of chemicals. When excavating do not damage existing infrastructure i.e. sewerage/storm water pipes Plant and equipment to have appropriate air When working indoors provide mechanical ventilation or access to fresh air Use appropriate PPE when dealing with air pollutants, i.e. P2 mask or AS approved respirator Dispose of equipment appropriately when they have finished their life cycle or are damaged. i.e. white

	<p>goods may contain CFC's which harm the environment</p> <ul style="list-style-type: none"> Do not light unauthorised fires for cooking or heating.
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Asbestos and Hazardous Materials

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> Exposure to hazardous materials: <ul style="list-style-type: none"> asbestos lead polychlorinated biphenyl (PCB's) Asbestos and hazardous material waste disposal 	<ul style="list-style-type: none"> Engage licensed asbestos contractors/removalist if required Asbestos and hazardous materials register maintained for premises Asbestos management plan implemented Signage Restricted access, authorised persons only Appropriate PPE, disposable suit, mask, glasses, gloves Asbestos disposed of appropriately, i.e. double bagged Hazardous waste disposal as per State/Territory legislation. Licensed transporters required (applicable States)

Chemicals - Hazardous Substances or Dangerous Goods

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> Chemical exposure - acute or chronic <ul style="list-style-type: none"> inhalation absorption ingestion injection Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals Production of hazardous wastes Contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground Asbestos contamination 	<ul style="list-style-type: none"> Chemical risk assessed prior to purchase of hazardous substances or dangerous goods. MSDS Register and sheets. Substances stored as per MSDS. SWMS developed Employees and contractors inducted on safe use of chemicals Licensing agreements and requirements Engineering controls such as: <ul style="list-style-type: none"> gas cylinder safe/cupboard mechanical ventilation extraction gas detection device Cylinders and compressed gases to be stored upright and secured in vehicles and workplaces Vehicle inspections undertaken Restricted site access to authorised personnel Correct labeling, storage and segregation. Scheduled workplace assessments that include chemical assessment Emergency procedures for accidental release/spillage Personal protective equipment supplied Hazardous waste removal, trade waste agreements

	<p>implemented</p> <ul style="list-style-type: none"> • Asbestos bins provided • Spill kit available • Fire extinguishers provided
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Contaminated Waste and Soil Disposal

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> • Land, water and/or air contamination due to excavating near utilities (i.e. gas, water, sewerage) or pumping out manhole/excavations • Excavating near utilities (gas, water, sewerage, electricity) or pumping out manhole excavations that have socially negative impacts • Fire and/or contamination of soil, air or water due to spills/bulk release of oil, fuel, lubricants, battery acid etc. • Decommissioning of equipment that may contain hazardous material or waste e.g. Batteries; PCB's; Asbestos, contaminated soil, pesticides, petroleum products, but excluding wastewater • Natural disasters such as floods, earthquakes, cyclones, severe storms and bushfires • Pollution, contamination, damage due to poor waste, energy and recycling practices • Pollution from release of Polychlorinated Biphenyls (PCB) and other hazardous materials 	<ul style="list-style-type: none"> • Employees and Contractors inducted • SWMS developed • All contaminated waste and spoil to be disposed of at a licensed facility • Trucks/vehicles transporting waste/spoil transported to have their loads covered. • Asbestos to be disposed of in two sealed bags and deposited at a licensed asbestos waste disposal facility. • Clean up any spills that occur on the work site e.g. oil/fuel spill. Collect and dispose of contaminated soil appropriately. • Utilise recycling facilities for decommissioned equipment. • Carry spill kits in vehicles

Cultural or Natural Heritage sites

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> • Public and specific community concerns with accessibility to Aboriginal/European cultural or natural heritage sites • Damage to Aboriginal/European cultural or natural heritage sites • Transport of weeds, seeds, pests and diseases when using mechanical aids, vehicles, shoes etc. into cultural or national heritage sites • Works creating visual disturbance to sensitive areas or interested stakeholders (e.g. National Parks, heritage buildings, ridge tops, landowners, etc.) 	<ul style="list-style-type: none"> • Employees and Contractors inducted • SWMS developed • Contractors aware of Cultural or Natural Heritage sites prior to commencing work. • If items or a cultural or heritage nature are discovered during works, work is to stop immediately and TM notified – follow lawful directions from TM • Manage plant and workers to ensure of weeds, seeds, pests and diseases are not introduced into cultural or national heritage sensitive sites

Destruction of Flora and Fauna

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> • Damage to flora and fauna during and after deployment of communications network facilities e.g. trenching/ ploughing/reinstatement • Fire destroys flora and fauna due to spills/bulk release of oil, fuel, lubricants etc. • Natural disasters such as floods, earthquakes, cyclones, severe storms and bushfires • Transport of weeds, seeds, pests and diseases when 	<ul style="list-style-type: none"> • Employees and Contractors inducted • SWMS developed • Work is not to be performed in identified protected site unless formal (written) permission is granted. • Minimise disturbance of local habitat. Excess disturbance of vegetation may destroy wildlife habitats. • Trees, bushes, grasses provide substantial part of

Destruction of Flora and Fauna

Description of Hazard	Typical Control Measures
<p>using mechanical aids, vehicles, shoes etc.</p> <ul style="list-style-type: none"> • Clearance resulting in permanent losses in native or protected vegetation e.g. sea grasses, native grasses, shrubs and regrowth • Works creating visual disturbance to sensitive areas or interested stakeholders (e.g. National Parks, heritage buildings, ridge tops, landowners, etc.) • Land degradation caused by poor reinstatement e.g. erosion and sedimentation 	<p>fauna habitat and need to be protected and preserved.</p> <ul style="list-style-type: none"> • Native vegetation including, trees, shrubs and grasses are valuable and their preservation is important because it: <ul style="list-style-type: none"> ○ Gives protection for plants and animals ○ Provides a movement corridor for native animals ○ Gives shelter and a food source for animals ○ Provides a source of seed for re-vegetation ○ Protects soil from salinity and erosion ○ Provides an attractive landscape • Minimise machinery movement in vegetation. • Retain or relocate tree hollows, where practical. • Be alert for native fauna movements. • Retain dead trees in areas of native vegetation if possible. • Clear or disturb only the vegetation that must be disturbed • Confine vehicle movements and avoid movement on undisturbed areas. • Avoid storing or parking equipment under trees. • Limit removal of vegetation from site to reduce risk of spreading weeds • Protect trees when working in close proximity with physical protection or a limiting fence.

Land Contamination

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> • Land, contamination due to excavating near utilities (i.e. gas, water, sewerage) • Contamination of soil due to spills/bulk release of chemicals. • Decommissioning of equipment that may contain hazardous material or waste. Disposed of in land fill • Natural disasters such as floods, earthquakes, cyclones, severe storms and bushfires • Contamination from broken sewerage, garbage and the like • Transport of weeds, seeds, pests and diseases when using mechanical aids, vehicles, shoes etc. • Clearance resulting in permanent losses in native or protected vegetation e.g. sea grasses, native grasses, shrubs and regrowth • Works creating visual disturbance to sensitive areas or interested stakeholders (e.g. National Parks, ridge tops, landowners, etc.) • Land degradation caused by poor reinstatement e.g. 	<ul style="list-style-type: none"> • Employees and Contractors inducted • SWMS developed • Minimise disturbance of local habitat. • Confine vehicle movements and avoid movement on undisturbed areas. • Limit removal of vegetation from site to reduce risk of spreading weeds • Use a Vacuum Excavator / Sucker Truck/ pump truck to remove waste water from manholes, pits and trenches. • When disposing of small amounts of waste water onto surrounding grass verge use a filter system to collect solids • Dispose of waste products in licensed waste disposal facilities and in accordance with State/Territory legislation • Asbestos to be disposed of in two sealed bags and deposited at a licensed asbestos waste disposal facility.

<ul style="list-style-type: none"> erosion and sedimentation Unlawful dumping of contaminated waste/spoil Disposal or generation of wastewater e.g. pumping out pits/manholes, boring, wash downs, concrete cutting, etc. Pollution, contamination, damage due to poor waste, energy and recycling practices 	<ul style="list-style-type: none"> Clean up any spills that occur on the work site immediately e.g. oil/fuel spill. Collect and dispose of contaminated soil appropriately. Utilise recycling facilities for decommissioned equipment. Trucks/vehicles transporting waste/spoil to have covered load. Spill kits available on site.
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Noise

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> Noise in excess of the exposure standards Distracting noise Noise impact on surrounding community 	<ul style="list-style-type: none"> SWMS developed Pre-purchasing checklist Acoustic engineering controls Workers not involved as spotter to remain 3m away from operating plant. Personal protective equipment Signage

Water Contamination

Description of Hazard	Typical Control Measures
<ul style="list-style-type: none"> Land and/or water contamination due to excavating near utilities (i.e. gas, water, sewerage) or pumping out manhole/excavations Fire and/or contamination of water due to spills/bulk release of oil, fuel, lubricants, battery acid etc. Natural disasters such as floods, earthquakes, cyclones, severe storms and bushfires Pollution, contamination, damage due to poor waste, energy and recycling practices Inappropriate disposal of resources such water wastage, gas and fuel Land degradation caused by poor reinstatement e.g. erosion and sedimentation Disposal or generation of wastewater e.g. pumping out pits/manholes, boring, wash downs, concrete cutting, etc. 	<ul style="list-style-type: none"> Employees and Contractors inducted SWMS developed Use a Vacuum Excavator / Sucker Truck/ pump truck to remove waste water from manholes, pits and trenches. Do Not dispose of waste water into storm water drains or gutters When disposing of small amounts of waste water onto surrounding grass verge use a sock or filter to collect solids When decommissioning plant and equipment remove any surplus contaminants, fuels oils etc. If required erect silt fence to control sediment run-off Place sand bags or socks in gutters to protect storm water run-off Dispose of waste water products in accordance with State/Territory legislation Spill kits available on site.

29. ENVIRONMENTAL TRAINING AND COMMUNICATION

As part of the process of inducting new employees the company will induct all new starters into the Environmental Management systems and discuss any environmental issues associated with the tasks they are to perform as part of their employment with the company.

All employees must be familiar with the EMS including their roles and responsibilities detailed in the EMS (this document) and be aware of the impact on their job.

Employees involved in activities that involve environmental issues, such as excavator operators, persons involved in asbestos removal etc. will be appropriately trained in such activities prior to commencement of those tasks. In addition in line with legislative requirements all field workers will be trained in Asbestos Awareness procedures.

All other employees will be trained in environmental incident and emergency management procedures.

Items of environmental significance will be communicated to all employees; this includes; hazard alerts, new products introduced into the company, new training requirements and new environmental legislation that will impact on the company's business.

All training activities involving environmental issues will be recorded in a training record (*CON-HSE-FRM-116 Training Attendance Register*) and retained for a period not less than seven years.

30. ENVIRONMENTAL INCIDENT AND EMERGENCY MANAGEMENT

The company is aware that the works it performs may lead to an environmental incident. Whilst all measures have been considered and put into place to prevent such an environmental mishap the following processes have been implemented should an environmental incident occur.

30.1. Spill of Chemical including Asbestos

The following actions are to be taken:

- raise the alarm
- contain the spill
- isolate/evacuate the immediate area
- use appropriate personal protective equipment (PPE)
- use absorbents (i.e. spill kit); and
- waste control and disposal

30.2. Release of Gas into the Atmosphere

The following actions are to be taken:

- raise the alarm, emergency services and gas authority (if a result of damaged gas pipe)
- isolate/evacuate the immediate area
- DO NOT move any plant, equipment or vehicles
- DO NOT smoke in area

30.3. Discovery of Asbestos

The following actions are to be taken:

- contact project manager
- take photographs
- barricade area
- use appropriate personal protective equipment (PPE)
- if authorised remove of asbestos material; and
- remove all contaminated spoil
- disposal at a licensed contaminated waste facility

30.4. Emergency Equipment

The following items will be carried and maintained in all vehicles to assist with an emergency:

- emergency contact list
- spill kits (where surplus fluids are carried on vehicles or plant used on site)
- fire extinguishers (where hot works undertaken or plant used on site)
- first aid kits
- PPE

All environmental incidents will be managed as per the company's Incident and Investigation procedures set out in the company's HSE Management Plan.

31. STORAGE AND PLACARDING OF SUBSTANCES

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

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

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

Placards are not required on vehicles transporting small quantities of dangerous goods where a single receptacle has a capacity of less than 500 litres or an aggregate capacity of less than 1000 litres or kg.

32. ENVIRONMENTAL PERMITS AND LICENSES

Prior to conducting any activity the company will be responsible for obtaining all licences, approvals, permits and certification required to perform the work activity if required under Environmental Legislation. Copies of these approvals will be maintained at the work site.

The client is to notify the company, in advance, if they are aware of any environmentally or historically sensitive areas the contractor is required to undertake work in.

33. ENVIRONMENTAL WASTE MANAGEMENT PLAN

Whenever practical waste material produced by the company will be recycled. This procedure applies for all office and construction generated waste materials.

Waste material may include:

- Excess packaging from office and construction sites
- Garbage waste from office and construction sites; including PET bottles and aluminum cans
- Excess materials, unused products
- Spoil from excavations
- Sediment caught in sediment traps

NOTE: Contaminated waste materials such as asbestos containing materials and contaminated waste water will not be recycled but disposed of at a licensed waste disposal facility.

 <p>TSM CONTRACTORS PTY LTD 0412 395 146</p>	<h2>HSE Management Plan</h2>	<p>CON-HSE-SMP-001</p> <p>Version No. 4.0</p> <p>Issue Date: 09/06/2016</p>
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All waste materials/spoil from construction sites will be loaded onto appropriate trucks which will cover their loads during transportation. Upon departure from site the roadway is to be cleaned removing any spoil from the roadway.

The company will ensure minimal waste creation through the following channels:

- Employee induction
- Worker training including toolbox talks
- Purchasing materials with minimal packaging
- Use recycled bins at office/workshop/warehouse
- Clear signage of general waste and recycled bins

34. RESOURCE DOCUMENTS

WorkSafe Authority safety and environmental alerts are available in CMS under the tab “Documentation” and sub folders “HSEQ Management System/HSE Safe Systems of Work” and subfolders “Alerts/Worksafe Authority/Enviro Matters or Safety Matters”.

When working for ISGM subcontractors have available to them certain documents they can use to assist them manage their HSE Management Plan. These documents are available from ISGM’s contractor Management System (CMS) under the tab “Documentation” and sub folders “HSEQ Management System/Subcontractor Management” and sub sub-folders, “Resource Documents” and “SWMS”.

34.1. Resource Documents

- *CON-HSE-SMP-001 HSE Management Plan*
- *CON-HSE-GUD-021 Creating Your Safety Plan*
- *CON-HSE-FRM-0055 New Worker Induction*
- *CON-HSE-PRO-061 Emergency Evacuation Procedure*
- *CON-HSE-RGS-081 Contractor Document Control Register*
- *CON-HSE-RGS-082 Height Safety PPE Inspection Checklist*
- *CON-HSE-RGS-083 High Level Risk Register - D and C*
- *CON-HSE-FRM-0099 Hazardous Substances and SDS Register*
- *CON-HSE-FRM-101 Height Safety PPE Inspection Record - Part 2 of 2*
- *CON-HSE-FRM-102 Confined Space Entry Permit*
- *CON-HSE-FRM-104 Electrical Equipment Register*
- *CON-HSE-FRM-105 Hot Works Permit*
- *CON-HSE-FRM-106 HSE Management Plan Review Checklist*
- *CON-HSE-FRM-107 Ladder Checklist*
- *CON-HSE-FRM-108 Ladder Register*
- *CON-HSE-FRM-110 Plant and Equipment Regular Checklist*
- *CON-HSE-FRM-111 Safety Observation Record*
- *CON-HSE-FRM-112 Toolbox Talks*
- *CON-HSE-FRM-113 Work Incident Investigation*
- *CON-HSE-FRM-114 Work Incident Report*
- *CON-HSE-FRM-115 Workplace Inspection Checklist*

- *CON-HSE-FRM-116 Training Attendance Register*
- *CON-HSE-FRM-0130 Plant and Equipment Risk Assessment*
- *CON-HSE-FRM-0572 Plant Pre-Start Checklist*
- *CON-HSE-FRM-0583 EWP Selection Form*
- *CON-HSE-FRM-0584 EWP Pre Acceptance Form*
- *CON-HSE-FRM-0585 Pre Operational Inspection Checklist*
- *CON-OPS-RGS-0257 Supplier Plant and Equipment Register*

34.2. Safe Work Method Statements

- *CON-HSE-SWMS-0110 Directional Boring*
- *CON-HSE-SWMS-0111 Rod, Roping, Cable Hauling and Cable Recovery*
- *CON-HSE-SWMS-0112 Site Establishment*
- *CON-HSE-SWMS-0113 Use of Tools and Equipment (Excluding Plant)*
- *CON-HSE-SWMS-0114 Manhole - Pit Work*
- *CON-HSE-SWMS-0116 Excavation and Trenching*
- *CON-HSE-SWMS-0117 Surveying and Scoping Work*
- *CON-HSE-SWMS-0118 Pole Work - Working at Heights*
- *CON-HSE-SWMS-0119 Use of Plant and Equipment*
- *CON-HSE-SWMS-0121 Track Safety - Rail Corridor Working*

34.3. Fire Ant Documents (For Queensland Only)

- *CON-HSE-PLN-0086 Fire Ant Approved Risk Management Plan*
- *CON-HSE-PLN-0086-A1 Logbook for On-Site Monitoring for New Build Sites Only*
- *CON-HSE-PLN-0086-A2 Wash-Down Checklist*
- *CON-HSE-PLN-0086-A3 Approved Waste Facility*
- *CON-HSE-PLN-0086-A4 Removal of Soil Register*

DOCUMENT END