

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN

Altrad Services Services Document ref.: HSE Management Plan

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Contents

1.	Purpose	3
2.	Project Details.....	3
2.1	Darwin Altrad Services Premises	3
2.2	Scope of Works.....	3
3.	References	4
4.	Definitions and Abbreviations	4
5.	Leadership.....	5
5.1	Our Values	5
5.2	Altrad Services Management System (AMS)	5
5.3	Altrad Services Policy Statements.....	5
5.4	Roles, Responsibilities and Authorities	5
6.	Planning	7
6.1	Hazard identification, risk assessment and control.....	7
6.2	Planning for changes	7
6.3	Legal and Other Requirements	8
6.4	Objectives	8
6.4.1	Corporate	8
6.5	Project	8
7.	Support	9
7.1	Resources	9
7.2	Competence	9
7.3	Awareness	10
7.3.1	Induction	10
7.3.2	Visitors	10
7.4	Communication & Consultation.....	10
7.5	Control of Documents and Data	12
8.	Environmental Risk Management.....	12
8.1	Chemicals and Hazardous Substances	12
8.2	Equipment	12
8.3	Waste Management.....	13
8.3.1	Disposal	13
9.	Operational Control.....	14
9.1	Management of Subcontractors.....	14
9.2	Safe Work Method Statement / Job Hazard Analysis	14
9.3	Minimum PPE Requirements	15
9.4	Signage.....	16
9.5	First Aid.....	16
9.6	Emergency Preparedness and Response	16
10.	Performance Evaluation	16
10.1	Measurement	16
10.2	Monitoring.....	17
10.2.1	Health Surveillance	17
10.2.2	Workplace monitoring activities	18
10.3	Incident reporting and investigation	18
10.4	Notifiable Incidents.....	20
10.4.1	Environmental	21
10.5	Employee Assistance Program.....	21
10.6	Non-conformance and corrective action.....	21
10.7	Provisional Improvement Notice	21
10.8	Statutory Notices.....	21
10.9	Project Reporting	21
10.10	Injury Management	21
10.11	Records management.....	22
10.12	Audits	22
10.13	Management Review	23

1. Purpose

The purpose of this Health, Safety and Environmental Management Plan (HSEMP) is, in conjunction with Altrad Services Management System (AMS) policies, procedures and forms, facilitate the successful implementation of risk management strategies to comply with the following:

- ISO 45001 - Occupational health and safety management systems;
- AS/NZS ISO 14001 - Environmental management systems;
- Health, safety and environmental legislation as relevant to Altrad Services activities and operational control.

2. Project Details

2.1 Darwin Altrad Services Premises

The Altrad Services office, workshop and yard is located at 2 Mettam Road in Wishart, Northern Territory.

This HSEMP covers the requirements for the works associated with the Maintenance Services contract for the supply of scaffolding, industrial services, sheet metal fabrication and surface treated items and skilled labour, to meet client onshore and offshore requirements across the Northern Territory and North Australia. Altrad Services also utilises this depot to store various equipment including but not limited to a Vacuum Truck used to transport waste from clients/s to approved waste facilities.

2.2 Cairns Operations

This plan also covers operations conducted in Cairns. This work is primarily ship borne and includes scaffolding, industrial services and surface treatment.

2.3 Scope of Works

The scope of works includes, but is not limited to the following:

- Scaffolding, including storage of scaffolding components.
- Abrasive Blasting
- Spray Painting
- High pressure water cleaning
- Sheetmetal work
- Lagging
- Use of overhead crane, fixed plant (cutting machines) and powered mobile plant such as a forklift, heavy goods vehicles (unloading and loading)
- Transportation of liquid/solid waste from client sites to approved waste facility

- Skilled labour hire
- Other maintenance activities as required.

3. References

Document No.	Document Title
AMS-APAC-PO-00-01	Health, Safety, Environmental & Community (HSEC) Policy
AMS-APAC-PO-00-04	Inclusivity and Diversity Policy
AMS-APAC-PO-00-07	Quality Policy
AMS-APAC-PO-00-08	Fitness for Work Policy

4. Definitions and Abbreviations

Abbreviation	Definition
AMS	Altrad Services Management System
CAR	Corrective Action Request
WHS	Work Health and Safety
HSE	Health Safety Environment
SDS	Safety Data Sheets
MYOSH	Altrad Services Training System
NCR	Non-Conformity Report
ORG	Organisation
PO	Purchase Order
SDS	Safety Data Sheets
AS/NZS	Australian/New Zealand Standards
PCBU	Person conducting a business or undertaking
QA	Quality Assurance

Abbreviation	Definition
QC	Quality Control
QMP	Quality Management Plan
ALARP	As Low As Reasonably Practicable
EPL	Environmental Protection Licence
HAZOB	Hazard Observation
JHA	Job Hazard Analysis
SWMS	Safe Work Method Statements

5. Leadership

5.1 Our Values

The following Altrad Services values lie at the very heart of our business, and guide and define the way we conduct ourselves and interact with each other:

- Integrity
- Commitment to deliver
- Relentless pursuit of excellence
- Commitment to our people
- One high-performing team

5.2 Altrad Services Management System (AMS)

The Altrad Services Management System (AMS) is available to employees via the intranet.

AMS-APAC-PR-00-01 Introduction to the HSEQ Management System describes the system structure, document type, numbering and approval of documents within the management system. The AMS is third party certified to management system standards ISO 45001 and ISO 14001.

5.3 Altrad Services Policy Statements

Altrad Services policy statements are available to employees via the intranet, displayed at workplaces and communicated to workers at induction.

5.4 Roles, Responsibilities and Authorities

At project level, the Operations Manager is ultimately responsible for project HSE performance and reports to the Business Unit General Manager, who in turn reports to the Operations Director. The Operations Director reports to the Managing Director.

The Corporate HSE Manager (Australia) has responsibility for Health, Safety and Environment at Corporate level, is independent of the projects and reports directly to the HSEQ Director who in turn reports to the Managing Director.

Employee responsibilities are defined and documented in the following documents:

	Name	Document No	Title	Region or Country	Document Type
655	AMS-APAC-PR-00-13 People Resource Management.pdf	AMS-APAC-PR-00-13	People Resource Management	APAC - Asia Pacific	PR - Procedure
656	AMS-APAC-PR-00-05 System Compliance and Management review.pdf	AMS-APAC-PR-00-05	System Compliance and Management review	APAC - Asia Pacific	PR - Procedure
657	AMS-APAC-PR-00-07 Operational Health and Safety Risk Assessment.pdf	AMS-APAC-PR-00-07	Operational Health and Safety Risk Assessment	APAC - Asia Pacific	PR - Procedure
658	AMS-APAC-RR-02-18 Training Team.pdf	AMS-APAC-RR-02-18	Training Team	APAC - Asia Pacific	RR - Roles and Responsibi
659	AMS-APAC-RR-02-19 Office Based Employees.pdf	AMS-APAC-RR-02-19	Office Based Employees	APAC - Asia Pacific	RR - Roles and Responsibi
660	AMS-APAC-RR-02-17 HR Team.pdf	AMS-APAC-RR-02-17	HR Team	APAC - Asia Pacific	RR - Roles and Responsibi
661	AMS-APAC-RR-02-15 Designers, Design Team.pdf	AMS-APAC-RR-02-15	Designers, Design Team	APAC - Asia Pacific	RR - Roles and Responsibi
662	AMS-APAC-RR-02-16 Procurement Team.pdf	AMS-APAC-RR-02-16	Procurement Team	APAC - Asia Pacific	RR - Roles and Responsibi
663	AMS-APAC-RR-02-14 HSEQ Team.pdf	AMS-APAC-RR-02-14	HSEQ Team	APAC - Asia Pacific	RR - Roles and Responsibi
664	AMS-APAC-RR-02-13 Plant, Asset, Fleet & Logistics Managers.pdf	AMS-APAC-RR-02-13	Plant, Asset, Fleet & Logistics Managers	APAC - Asia Pacific	RR - Roles and Responsibi
665	AMS-APAC-RR-02-12 BD, Estimation & Proposal Teams.pdf	AMS-APAC-RR-02-12	BD, Estimation & Proposal Teams	APAC - Asia Pacific	RR - Roles and Responsibi
666	AMS-APAC-RR-02-11 Commercial Team.pdf	AMS-APAC-RR-02-11	Commercial Team	APAC - Asia Pacific	RR - Roles and Responsibi
667	AMS-APAC-RR-02-09 Regional HSEQ Director.pdf	AMS-APAC-RR-02-09	Regional HSEQ Director	APAC - Asia Pacific	RR - Roles and Responsibi
668	AMS-APAC-RR-02-10 Technical Managers.pdf	AMS-APAC-RR-02-10	Technical Managers	APAC - Asia Pacific	RR - Roles and Responsibi
669	AMS-APAC-RR-02-08 Site Operatives.pdf	AMS-APAC-RR-02-08	Site Operatives	APAC - Asia Pacific	RR - Roles and Responsibi
670	AMS-APAC-RR-02-06 Yard Foreman, Workshop Manager.pdf	AMS-APAC-RR-02-06	Yard Foreman, Workshop Manager	APAC - Asia Pacific	RR - Roles and Responsibi
671	AMS-APAC-RR-02-07 Supervisors, Foreman, Leading Hands, Team Leaders.pdf	AMS-APAC-RR-02-07	Supervisors, Foreman, Leading Hands, Team Leade	APAC - Asia Pacific	RR - Roles and Responsibi
672	AMS-APAC-RR-02-03 General, Operational and Project Managers.pdf	AMS-APAC-RR-02-03	General, Operational and Project Managers	APAC - Asia Pacific	RR - Roles and Responsibi
673	AMS-APAC-RR-02-04 Site and Contracts Managers, Senior Reps.pdf	AMS-APAC-RR-02-04	Site and Contracts Managers, Senior Reps	APAC - Asia Pacific	RR - Roles and Responsibi
674	AMS-APAC-RR-02-05 Site Supervision.pdf	AMS-APAC-RR-02-05	Site Supervision	APAC - Asia Pacific	RR - Roles and Responsibi
675	AMS-APAC-PR-02-01-HSEQ.Policy Communication, Responsibilities and Acknowledge.pdf	AMS-APAC-PR-02-01	HSEQ.Policy Communication, Responsibilities and	APAC - Asia Pacific	PR - Procedure
676	AMS-APAC-RR-02-01 Regional CEO, Regional COO, Country Managing Directors.pdf	AMS-APAC-RR-02-01	Regional CEO, Regional COO, Country Managing Di	APAC - Asia Pacific	RR - Roles and Responsibi
677	AMS-APAC-RR-02-02 Operational Directors.pdf	AMS-APAC-RR-02-02	Operational Directors	APAC - Asia Pacific	RR - Roles and Responsibi

In accordance with procedure AMS-APAC-PR-00-03 Health and Safety Management, Altrad Services' Golden Rules (figure 1 below) apply to all employees.



6. Planning

6.1 Hazard identification, risk assessment and control

Foreseeable hazards and environmental aspects have been identified and assessed during a risk assessment conducted in accordance with AMS-APAC-PR-00-07 Health and Safety Risk Assessment and AMS-APAC-PR-00-04 Environmental Management

The results are provided in Appendix 1 - Health, Safety and Environmental Risk Assessment of this Plan. For each hazard or environmental aspect, there is a stated:

- Compliance requirement i.e. legislative, Altrad Services, contract or another requirement;
- Inherent risk assessment - the consequence and likelihood of a hazard/aspect occurring in the absence of any control measures;
- Risk treatment (with risk owner) stating control measures and monitor / review activities to mitigate the risk of injury, loss or harm; and
- Residual risk assessment - the consequence and likelihood of a hazard/aspect occurring following the implementation of risk treatment controls and monitoring.

6.2 Planning for changes

The project risk assessments must be reviewed by the Project Coordinator / Operations Manager at least every 3 months during the project or when:

- New contract scope of works present new hazards/aspects to be managed (e.g. asbestos) not previously identified or known about; or

- Changes to health, safety or environmental legislation which impact on the contracted works activities. or
- Recommendations from significant incidents or audits which identify improvements required by the project to add further controls to existing hazard(s) or environmental aspects to further reduce the risk of injury, loss or harm.

6.3 Legal and Other Requirements

HSE Legislation, Regulations, Codes of Practice, Standards, Company Standards and specific and existing environmental approvals and the Contract requirements, including but not limited to the pertinent sections within:

- Work Health and Safety Act;
- Work Health and Safety Regulations;
- Environment Protection and Biodiversity Conservation (EPBC) Act 1999 (Cwth);
- Dangerous Goods Act (NT) and its subsidiary legislation;
- Water Act (NT) and its subsidiary legislation;
- ISO 14001;
- Waste Management and Pollution Control Act 1998;
- Waste Management and Pollution Control Regulations 1998.

State or Territory specific legal and other requirements are referenced in the Health, Safety and Environmental Risk Assessment against the respective hazard and aspect.

6.4 Objectives

6.4.1 Corporate

Altrad Services' vision is to create an environment where everyone can work safely and healthy and operate in an environmentally and socially responsible manner.

The HSEQ Director reports to the Altrad Services Australia Board on health, safety and environment performance against agreed objectives. Reports on HSE performance are provided to Business Unit Managers for sharing with respective project teams.

At Project level, the Project Coordinator / Operations Manager reports HSE performance to the project team as well as the client in accordance with contract requirements.

6.5 Project

The following project HSE objectives and targets apply:

	Objective	Targets / Frequency	Who	Record
1.	Site Induction	100% completion prior to starting work on site	All personnel	Record of induction in MyOSH database
2.	Eliminate the occurrence of a Level 0 or Level 1 incident	No Level 0 or 1 incidents, i.e. Zero fatality, life changing injury / illness or	Record of incidents in MyOSH	MyOSH database

	Objective	Targets / Frequency	Who	Record
		lost work day	database	
3.	Senior Management to engage with the workforce	Directors and Senior Management	Directors and Senior Management	Completed form AMS-APAC-F-0752 uploaded to MyOSH database
4.	To ensure that pollution prevention and environmental procedures and equipment are in place and effective	100% No evidence of spills in work areas No reported environmental incidents	All personnel	Incident Reports MyOSH records
5.	Potential environmental risks/impacts are identified, and provisions are made for their prevention and management	100% No reported environmental incidents Risk Assessments undertaken and risks/impacts identified for each operational site	Supervisors / HSEQ Advisor	Incident Reports Risk Assessments Toolbox talks

Altrad Services is accountable for managing HSE risks and performance through adequate and appropriate planning, resourcing and execution of work under the Contract.

To regularly review performance against objectives and targets, the Corporate HSE, or delegate, will review data from MyOSH database (e.g. incident or near miss events, leadership engagements, number of alcohol and other drug tests completed, workplace inspections completed etc.) to determine if objectives and targets are being met.

7. Support

7.1 Resources

Altrad Services management ensures adequate HSE resources are provided at corporate, regional and project level to meet Altrad Services Management System, legal and other requirements.

7.2 Competence

The relevant Manager and employee identify training needs / requirements and verifies competence in accordance with the following procedures:

- AMS-APAC-PR-00-10 Competency, Induction and Mandatory Training;
- AMS-APAC-PR-03-15 Training Needs Analysis Procedure;
- AMS-AUS-PR-03-08 Conduct Training and Assessment Procedure;
- AMS-AUS-PR-03-24 Verification of Competency Procedure;
- AMS-APAC-PR-00-10 Competency, Induction and Mandatory Training Procedure and

- AMS-APAC-PR-03-03 Assessment of Training Requirements Procedure.

All records of competency must be recorded in MyOSH database.

7.3 Awareness

7.3.1 Induction

All new employees must complete the online company induction in accordance with AMS-APAC-PR-03-02 New Employee Induction procedure. A site induction will explain the following as a minimum:

- Site rules and policies
- Site amenities and welfare facilities;
- Significant hazards and environmental aspects;
- How to report hazards and unsafe work practices and resolution of issues;
- How to report incidents and near-miss events; and
- What to do in the event an emergency of an incident or emergency occurring; and contact details of wardens, first aid persons and first aid supplies.

Employees may also be required to attend a Client induction in accordance with site requirements before starting work and/or visiting the site.

7.3.2 Visitors

In accordance with procedure AMS-APAC-PR-03-06, visitors to the site must enter details on the Visitors Register. A fully inducted person must accompany the visitors on site and explain to a visitor:

- Any hazards to be aware of if walking the site;
- Site emergency procedure and assembly point;
- First aid personnel and first aid supplies;
- Sites Rules;
- Amenities such as toilets, drinking water and lunchroom.

Visitors must sign out in the Visitors Register before departure.

7.4 Communication & Consultation

In accordance with AMS-APAC-PR-02-01 HSEQ Policy Communication, Responsibilities and Acknowledge procedure, below is a summary of communication methods at site.

Method	Reference	Frequency	Participants	Records
Pre-start and debrief meeting	AMS-APAC-PR-09-54 AMS-APAC-F-0619	Daily or each shift	Altrad Services employees	Pre-start and debrief meeting AMS-APAC-F0619

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN

Method	Reference	Frequency	Participants	Records
Toolbox Meeting	AMS-APAC-PR-03-04 AMS-APAC-F-0013	Minimum monthly	Altrad Services employees	Minutes of Meeting Attendance record
Hazard Identification and Reporting	WHS Regulations 2011	Identify and report to Manager/ Supervisor Discuss Pre-start /debrief	All Employees to take appropriate action to eliminate the risk of injury	Verbal report Hazard Observation HSE Inspection Checklist
Safe Work Method Statement / Job Hazard Analysis	AMS-APAC-F-0606 WHS Regs 2011, Regulation. 291	Before initial works For all high-risk works as defined in WHS Regulations	Supervisor and all employees involved in the work activity	Safe Work Method Statement Job Hazard Analysis Take 5
Elected Health & Safety Rep	WHS Act section.50, 60 to 64, 72 and 106; & WHS Regs, 2011 Regulation 18 to 20.	Election and duties as per WHS Act 2011 and WHS Regulations 2011	Workers Employer	Election Records of training Safety Committee Meeting
Health & Safety Committee meeting (where established)	WHS Act 2011 section 75 to 77 AMS-APAC-PR-04-03	At least once every 3 months or more frequent as agreed between Safety committee and Altrad Services Manager	May be agreed between Altrad Services and the workers at the workplace. Refer to WHS Act 2011, s.76	Minutes and Attendance record
Notice Board	AMS-APAC-PR-02-01	Date posted	Site Manager	HSE Alerts Policy statements Evacuation Plan Emergency Response and contacts List of First Aiders
Resolution of issues at workplace	WHS Act 2011, s.80-82 AMS-APAC-PR-04-03	As raised on site	Altrad Services to resolve with the Health and Safety Rep, Safety committee or employee/s.	Record of meeting / outcome
Reward and recognition of employees	Reward and Recognition Programs	As identified by Manager	Employees	HSEQ Award Schemes, Commendation and Suggestions.
Liaison with statutory body	AMS-APAC-PR-06-04	As required	Project / Site Manager, Health and Safety	Minutes of meeting or equivalent

Method	Reference	Frequency	Participants	Records
representative			Representative	record

7.5 Control of Documents and Data

The following documents, as a minimum, are subject to control as per AMS requirements

- Policies, Procedures and Forms
- Legislation, approved Codes of Practice and Australian Standards
- Project Plans

Where superseded versions of controlled documents are retained, documents must be identified "Superseded" to prevent the unintended use of obsolete information. The IT group backs up all Altrad Services servers daily.

8. Environmental Risk Management

8.1 Chemicals and Hazardous Substances

Altrad Services utilises the ChemAlert system to rank chemicals during the procurement process. Where a high-risk chemical or hazardous substance is identified, a review is undertaken to determine if another product with lower risk will deliver the same quality and performance.

A list of all chemicals required to execute works on Altrad Services Darwin operations is documented within ChemAlert in accordance with ALTRAD SERVICES' Hazardous Substance Assessment procedure AMS-APAC-PR-09-02.

Vacuum truck activities and Vacuum vessel wash out activities for the means of collection, transport and cleaning of the truck and vessel will be completed with licenced 3rd party waste transfer stations that have approved truck/vessel wash facilities. Such as but not limited to Veolia. No chemicals or hazardous substances in relation to these activities are stored, held or managed at ALTRAD SERVICES' Darwin yard - 2 Mettam Road, Wishart 0828.

Safety Data Sheets (SDS's) are maintained within ChemAlert and are available on each site where Dangerous Goods and Hazardous Substances exist.

8.2 Equipment

Altrad Services Darwin will provide and maintain equipment necessary to protect the environment from pollution and damage at the site in accordance with Altrad Services' Management and Control of Work Equipment AMS-APAC-PR-09-04.

Consumables such as clean up materials will be replenished and available when required.

Equipment will be maintained, serviced and calibrated to ensure its currency and effectiveness in accordance with Altrad Services' Management and Control of Work Equipment Procedure AMS-APAC-PR-09-04. Records of maintenance, servicing and calibration will be managed according to Altrad Services' AMS procedures.

On client sites requiring Dangerous Goods and or Hazardous Substances to be used, the Dangerous Goods trailer shall be utilised to transport and store during Altrad Services' operations refer to Transport of Hazardous Substances in Vehicles Procedure AMS-AUS-PR-10-06.

8.3 Waste Management

So far as is reasonably practicable, waste material shall be segregated into the following groups and a decision taken by the relevant unit manager on whether to dispose or recycle the material. In general, only cladding and scaffold boards will be reworked or recycled. Suitable containers will be supplied on site for the segregation of material.

- Non-Hazardous Waste;
- Hazardous Waste;
- Liquid Waste

The Operations Manager is responsible for ensuring that waste disposal is handled in a controlled manner in accordance with AMS-APAC-PR-10-03 and EPL Licence EPL258.

The waste generated at various locations at work site are generally collected and stored in a designated area for later collection and disposal. These waste storage area or waste collection points must be properly located and identified.

Where waste management and segregation is controlled under client/site procedures these shall be followed at all times. All Altrad Services employees shall be made aware of these procedures during toolbox talks.

Environmental impacts and aspects are identified and recorded on the Environmental Site Risk Register.

8.3.1 Disposal

- Organic food waste is disposed of daily.
- Construction waste is disposed of periodically or as directed by the client based on the size of construction site and the container capacity.
- Reusable or recyclable waste are distributed to the relevant work unit for reuse / recycle within their available time (such as before the wood waste are decomposed).
- Hazardous waste shall be disposed properly to licensed transporter/hauler/treater of hazardous waste.

To ensure that the wastes are disposed of properly and not illegally dumped, AMS PR 10-03 Waste Disposal procedure shall be followed.



9. Operational Control

9.1 Management of Subcontractors

The Project Coordinator / Operations Manager ensures the selection, approval and performance is carried out in accordance with the following Altrad Services Management System procedures:

- AMS-APAC-PR-50-01 Approval of Suppliers and Sub-contractors;
- AMS-APAC-PR-00-11 Management and Control of Approved Suppliers; and - unsure there are two listed in ref documents
- AMS-APAC-PR-50-03 Audit and Assessment of Subcontractors and Suppliers; and
- AMS-APAC-PR-50-08 Site Management of Subcontractors and Suppliers; and
- AMS-APAC-PR-50-10 Sub-contractor Performance Management.

9.2 Safe Work Method Statement / Job Hazard Analysis / START Card

In accordance with WHS Regulations 2011, Regulation 299, a PCBU that carries out high risk construction work must, before high risk construction work commences, ensure that a Safe Work Method Statement (SWMS) for the proposed work is prepared or has already been prepared by another person.

A SWMS must:

- Identify the work that is high risk construction work;
- Specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards;
- Describe the measures to be implemented to control the risks; and
- Describe how the control measures are to be implemented, monitored and reviewed.

A SWMS must be prepared considering all relevant matters including:

- Circumstances at the workplace that may affect the way in which the high-risk construction work is carried out; and
- If the high-risk construction work is carried out in connection with a construction project—the WHS management plan that has been prepared for the workplace; and
- Be set out and expressed in a way that is readily accessible and understandable to persons who use it.

In accordance with WHS Regulations 2011, Regulation 300, a PCBU that carries out of high-risk construction work must put in place arrangements for ensuring that high risk construction work is carried out in accordance with the SWMS for the work.

If high risk construction work is not carried out in accordance with the SWMS for the work, the person must ensure that the work is stopped immediately or as soon as it is safe to do so; and resumed only in accordance with the statement.

A Job Hazard Analysis (AMS-APAC-F-0606) may also be developed for any high risk construction work activity.

A START card for risk assessment has been developed and is available for use

9.3 Minimum PPE Requirements

Minimum requirements for work on the site are as follows.

- Safety footwear (AS 2210)
- Safety helmet (AS1800 and AS1801) in designated areas
- Long-sleeved high visibility shirt (AS/NZS 4602) and long trousers.
- Safety glasses - medium impact (AS 1336, AS1337 and AS1338);
- Hearing protection (AS 1269.3 and 1270) must be provided for and worn by personnel working in or entering into excessive noise exposure areas.

Subcontractors must ensure their employees are provided with the necessary personal protective clothing and equipment. Where personal protective equipment is used to minimise the risk of injury or ill health, the following legal obligations apply:

- Suitable having regard to the nature of the work and any hazard associated with the work;
- A suitable size and fit and reasonably comfortable for the worker who is to use or wear it;
- Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is clean and hygienic; and in good working order;
- Used or worn by the worker, so far as is reasonably practicable.

The worker must:

- So far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PBCU.
- Not intentionally misuse or damage the equipment.
- Inform Altrad Services of any damage to, defect in or need to clean or decontaminate any of the equipment of which the worker becomes aware.

The following Altrad Services Management System requirements apply:

- AMS-APAC-PR-09-06 Issue, Inspection and Use of PPE and RPE
- AMS-APAC-PR-09-04 Management and Control of Work Equipment
- AMS-APAC-PR-17-06 Rope Access Equipment
- AMS-APAC-PR-21-21 Management of Workshop Equipment

9.4 Signage

Adequate warning signs must be displayed for hazards at the workplace that may not be clear. The signs must comply with AS 1319 Safety signs for the occupational environment.

9.5 First Aid

In accordance with WHS Regulations 2011, Regulation 42 (first aid), for workplaces under its control, Altrad Services will ensure:

- The provision of first aid equipment
- That each worker has access to the equipment;
- Access to facilities for the administration of first aid;
- An adequate number of persons are trained to administer first aid; and

- Workers have access to persons trained to administer first aid.

The resources provided must consider the number of employees at the workplace, site location and nearest medical centre and hospital (i.e. remote location or in metro region) and supplies needed to treat the type of workplace injuries. All injuries must be reported and recorded in MyOSH database.

9.6 Emergency Preparedness and Response

To comply with WHS Regulations 2011, Regulation 43, emergency information posted at site must identify (i) potential emergency situations, (ii) names and contact details of wardens and first aiders, (iii) location of nearest medical centre and hospital, (iv) emergency contact numbers, (v) location of first aid, medical and/or rescue equipment available; and (vi) what to do in an emergency event and where to go. This information must be communicated to persons at the site induction.

A test of emergency preparedness and response must be completed at least six-monthly

All site emergencies - actual or practice/drill - must be documented using Emergency Evacuation Record (AMS-APAC-F-0133).

The following procedures apply:

- AMS-APAC-PR-16-12 Emergency Response Offshore;
- AMS-APAC-PR-42-01 Emergency Response Planning;
- AMS-APAC-PR-42-03 Emergency MedEvac.

10. Performance Evaluation

10.1 Measurement

Any inspection, measuring or test equipment used for monitoring purposes must be calibrated and records maintained in accordance with procedure AMS-APAC-PR-14-01 Calibration Requirements. All testing undertaken must be in accordance with contract, manufacturer specification and/or legislative requirements.

10.2 Monitoring

Health surveillance is described in AMS procedure AMS-APAC-PR-00-15 Occupational Health Management.

In accordance with WHS Regulation 49 (Managing risks from airborne contaminants), a PCBU person at a workplace must ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture.

In accordance with WHS Regulation 50 (Monitoring airborne contaminant levels) a PCBU at a workplace must ensure that air monitoring is carried out to determine the airborne concentration of a substance or mixture at the workplace to which an exposure standard applies if:

- The person is not certain on reasonable grounds if the airborne concentration of the substance or mixture at the workplace exceeds the relevant exposure standard; or
- Monitoring is necessary to determine whether there is a risk to health.

10.2.1 Health Surveillance

Health Surveillance	Frequency	Participant(s)	Record
Pre-employment medical examination (fitness for work)	Prior to employment Also refer procedure, AMS-AUS-PR-19-01 for an asbestos type medical	Employees Appointed medical practitioner	Medical exam and hearing test record.
Medical examinations (as directed)	In accordance with WHS Regulation 371(Duty to ensure health monitoring is supervised by registered medical practitioner with experience)	Employee Appointed medical practitioner with experience in health monitoring	Medical examination
If a worker is exposed at the workplace to a substance listed hazardous chemical referred to WHS Regulations 2011 Schedule 14, table 14.1	Hazardous Chemicals In accordance with WHS Regulation 368 (Duty to Provide Health Monitoring):	Employee Appointed medical practitioner	Health Surveillance Report
Above standard exposure to Noise, Lead or Asbestos dust	Lead risk work - refer to WHS Regulations 2011, Part 7.2 Div. 4 Asbestos work - refer to WHS Regulations 2011, Part 8.5 Div. 1	Employee Appointed Consultant	Hazard Report Consultant Report

10.2.2 Workplace monitoring activities

Workplace	Frequency	Participant(s)	Record
Fitness for work - use of alcohol breathalyser units and drug testing kits	Random and for cause as per AMS-AUS-PR-32-03 Fitness for work procedure	Employees	Register AMS-APAC-F-937
Health, Safety and Environment Inspection	Minimum monthly	Project / Site Manager HSE Representative	Monthly HSE Inspection Checklist AMS-APAC-F-0408
Electrical equipment	Quarterly (powered electrical tools / leads)	Competent person to test and tag. Licensed	Electrical Tag (as per AS3012) and Register of

Workplace	Frequency	Participant(s)	Record
	Other -refer AS3012	Electrician for installations	Electrical Equipment
Fire Extinguishers	6 monthly	Competent person	Fire Extinguisher Tag (as per AS1851)
Fire Hose Reels	6 monthly		
Fall Protection Equipment (e.g. harness, static line)	Prior to use and as stated in Australian Standards / AMS 3 monthly	User of safety harness Competent person to inspect equipment and tag	Harness and Lanyard Register, Rope Access Equipment
Lifting equipment	Prior to use and as stated in Australian Standards 3 monthly	User of lifting equipment Competent person to inspect and tag	Lifting Equipment Register (AMS-APAC-F-0746) Gin wheels, etc.
Powered Mobile Plant	Daily Pre-start inspection Maintenance as per manufacturers Specifications	Plant operator	Plant Risk Assessment Daily Pre-Start or Logbook and Plant maintenance records
Scaffold	Prior to use and as stated in AS1576 Monthly	Competent person to inspect equipment	Scaff tag
Spill Kits	Quarterly	Competent person	Tagged inside bin/spill container

10.3 Incident reporting and investigation

Any employee who observes an unsafe act or condition which has the potential to cause or result in an incident, must report it to supervision as soon as is reasonably practicable. Actual and near miss incidents must be reported to management using MyOSH database and categorised as per AMS-APAC-PR-00-08 - Reporting Investigation Classification of Accidents and Incidents.

A summary of the levels of classification of incidents are tabled below:

Classification	Health and Safety	Environment
Extreme - Level 0	Fatality	Permanent damage land, flora fauna
Major - Level 1	Significant Injury or Illness Major Injuries, Reportable Diseases Specified Dangerous Occurrence. Lost Workday Case	Significant damage Long term impact
Serious - Level 2	Restricted Work Case	Significant effect,

Classification	Health and Safety	Environment
	Medical Treatment Case First Aid with potential for serious loss Near miss with potential for serious loss	Short/medium term impact
Minor - Level 3	First Aid Near Miss	No significant change

Reporting of accidents and incidents is fully described in procedure AMS-APAC-PR-00-08.

Witness statements are recorded using AMS-APAC-F-0105b and injured party statements are recorded using AMS-APAC-F-105a.

For Level 3 incidents, Altrad Services Manager / Supervisor on site must, as soon as possible, instigate an on-site investigation to collect basic facts about the incident.

For Level 2 and above incidents, root-cause analysis must be carried out for all incidents as specified in procedure AMS-APAC-PR-00-08.

When the investigation has been completed, a final report must be published (AMS-APAC-F-0104 'Adverse Event Investigation Report') and an appointed member of the investigation team uploads information to the MyOSH system. Lessons learned from near miss or actual major or serious incidents are shared across Altrad Services operations.

In accordance with WHS Act 2011, section 39 (Duty to Preserve Incident Sites), the person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

However, this does not prevent any of the following action:

- To assist an injured person; or
- To remove a deceased person; or
- That is essential to make the site safe or to minimise the risk of a further notifiable incident; or
- That is associated with a police investigation; or
- For which an inspector or the regulator has given permission.

10.4 Notifiable Incidents

Altrad Services will notify the Regulator and Client immediately after becoming aware of any notifiable health or safety incident arising out of the conduct of work activities on site. In accordance with WHS Act 2011, s.35 to 37 inclusive, definitions are provided below:

Notifiable Incident means:

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

Serious injury or illness to a person means:

- Immediate treatment as an in-patient in a hospital; or

- Immediate treatment for:
 - The amputation of any part of his or her body; or
 - A serious head injury; or
 - A serious eye injury; or
 - A serious burn; or
 - The separation of skin from an underlying tissue (degloving or scalping); or
 - A spinal injury; or
 - The loss of a bodily function; or Serious lacerations; or
 - Medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

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

- An uncontrolled escape, spillage or leakage of a substance; or
- An uncontrolled implosion, explosion or fire; or
- An uncontrolled escape of gas or steam; or
- An uncontrolled escape of a pressurised substance; or electric shock; or
- The fall or release from a height of any plant, substance or thing; or
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- The collapse or partial collapse of a structure; or
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- 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; or
- Any other event prescribed by the regulations, but does not include an incident of a prescribed kind

Note: Unless directed otherwise by an Inspector from NT WorkSafe at the time of notification, the scene of an incident must not be disturbed before an inspector arrives. An exemption to this is when the site must be disturbed (or made safe) for the purpose of protecting the health and safety of a person, aiding an injured person involved in an incident or taking action to make the site safe or to prevent a further occurrence of an incident.

10.4.1 Environmental

Any environmental incident will be reported through to the Client for review and assessment. The Client will report any notifiable incidents in accordance with any licence conditions and regulatory requirements that apply to the site.

10.5 Employee Assistance Program

Each person can be affected and deal with stress, trauma and relationships differently. Where employees, or their immediate family members, require professional physical or emotional

assistance or both, qualified counsellors and support services from BSS Psychology services are available 24 hours, 7 days a week - free call 1800 303 090.

10.6 Non-conformance and corrective action

Altrad Services Managers / Supervisors will act on any observed or reported health, safety or environment non-conformance in contravention of its rules, legal or other requirement. Non-conformance, near miss or actual incident events are recorded in MyOSH database.

10.7 Provisional Improvement Notice

Elected Safety and Health Representatives can issue provisional improvement notices (PINs) where they believe there is a breach of the WHS Act 2011.

A PIN is like an improvement notice issued by an Inspector, except for its 'provisional' nature. The requirements of issuing a PIN are set out in WHS Act 2011 Division 7, s.90 to s.102 inclusive. Before issuing a PIN, the Health and Safety Representative must consult with the person to whom the notice is to be issued, about the matter that needs remedying.

10.8 Statutory Notices

Under the WHS Act 2011, s.191, an Inspector may issue an improvement notice.

The improvement notice must contain the information listed in s.192 and may include directions referring to any code of practice. The issue and giving of the notice must be compliant with section 209 of the WHS Act 2011.

WHS Act 2011, s.210 states that a person who has been issued an improvement notice must as soon as practicable display a copy of the notice in a prominent place at or near the workplace.

When there is a risk of imminent serious injury or illness, an inspector may issue a prohibition notice to stop the work that creates the risk [WHS Act 2010, s.195].

The prohibition notice must contain the details listed in section 196 and may include directions referring to any code of practice [WHS Act 2010, section 195].

A person issued with a notice must comply with its directions.

An inspector may return to the workplace to check that the actions have been taken.

Failure to comply with a notice may lead to a court order to secure compliance with notices served.

10.9 Project Reporting

The Operations Manager completes a weekly report to Management

10.10 Injury Management

All employees who have work-related injuries are eligible for rehabilitation. Any person who is injured at work should be referred for medical assessment as soon as practicable.

The Operations Manager ensures:

- appropriate arrangements are made for the injured person to travel to the medical appointment;
- documentation (e.g. incident report) is completed as soon as practicable;
- monitoring a worker's progress during their Return to Work Plan phase until project or subcontract completion.

Where an employee is required to attend a medical centre the Corporate HSE Manager must be notified. The injured person must be accompanied by an Altrad Services representative with knowledge to discuss suitable duties available with the treating Doctor where agreed.

All medical certification, related accounts and/or receipts must be forwarded to the National Workers Compensation Claims Manager within 24 hours of receipt.

Refer AMS-APAC-PR-32-04 Injury Management Procedure.

10.11 Records management

Records must be maintained to provide evidence of conformance with customer requirements and AMS-APAC-PR-06-03 Transmittal Control Process.

HSE records include, but are not limited to:

- Safe Work Method Statements
- Correspondence to /from client and interested parties
- Permits, Licenses and Approvals
- Induction and Training Records
- Minutes of meetings
- HSE inspections,
- Maintenance and calibration records
- Monitoring / test records, such as noise and dust.
- Plant and Equipment inspections and maintenance
- Incidents, Complaints and Audits (internal and external)

All hard copy records should be:

- Legible, complete, accurate, and contain signatures and dates where necessary.
- Identified, collected, indexed and placed in the relevant section of filing system

HSE records must be maintained for a minimum period of 7 years. Workers Compensation and Health Surveillance records must be retained indefinitely. Refer to procedures AMS-APAC-PR-01-09 Retention of records and AMS-AUS-PR-19-18 Retention of Asbestos Records.

10.12 Audits

Internal audits aimed at evaluating the conformance of the system, process or product, as appropriate, will be carried out as detailed in AMS-APAC-PR-05-01 Internal Audits and Inspections by the Corporate HSE Manager, or delegate, who is independent of the project.

Job Freeze audits are also carried out by management in accordance with AMS-APAC-PR-05-02.

Where an audit is completed, a report will be issued within one week. Any deficiencies identified will be recorded in the audit report. The Project / Site Manager must take timely corrective action on the deficiencies highlighted in an audit report.

10.13 Management Review

In accordance with AMS-APAC-PR-05-05 Regional Management Review procedure, the HSEQ Director arranges a meeting with Managing Director and Business Unit General Managers and other key personnel on a six-monthly basis to review the Altrad Services Management System to determine its continuing suitability, adequacy and effectiveness and provide recommendations for improvement. Meeting minutes identify any actions.

Altrad Services approach to continual improvement is described in AMS-APAC-PR-00-12 Continual Improvement.