



PRIME PROJECTS CONSTRUCTION

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN

REV 0

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SIGNATURE BLOCK GUIDELINES:

By: Originator of the document.

Review By: Check for, correctness and consistency, as well as grammar and spelling, by at least one of the Prime Projects Directors

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REVISION HISTORY

This table describes changes made for numerical revisions after Rev 0

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1.0 General Information

Prime Projects Construction (PPC) mission is to specialise in new home and investment property developments.

The health and safety of all staff, employees and subcontractors is a priority, and the company's commitment to this is incorporated into this plan and PPC Policies.

All work will be carried out only after assessing risks, and putting in place safe work methods that minimise possible harm or illness to anyone involved.

1.1 Scope

This plan applies to all PPC sites throughout Australia including PPC Office locations.

This detailed plan is based on relevant State Workplace Health and Safety / Occupational Health and Safety Legislative requirements.

1.2 Purpose

The purpose of this plan is to:

- Outline clear requirements for the safety and wellbeing of all personnel, equipment, and property working at a PPC workplace, and
- To establish an OHS framework so that all works at PPC workplaces are undertaken in accordance with all legislative requirements.

1.3 References

This HSE Plan was developed in accordance with:

- Victorian OHS Act 2004 and Regulations 2007
- NSW WHS Act 2011 and Regulations 2011
- Queensland WHS Act 2011 and Regulations 2011,
- Code of Practice For The Prevention of Falls In Housing Construction
- Plant Code of Practice
- Code of Practice for the Storage and Handling of Dangerous Goods 2013
- Hazardous Substances Code of Practice 2000
- First Aid in the Workplace Code of Practice
- Industry Standard – *Electrical Installations on Construction Sites*
- Worksafe Victoria – Bracket Scaffolds in Housing Construction 2005
- AS 1576 and 4576 Scaffolding
- AS 1577 Scaffold Planks

1.4 Abbreviations and Acronyms

Acronym / Abbreviation	Meaning
AS	Australian Standard
ERP	Emergency Response Plan
HSE	Health, Safety and Environmental
JHA	Job Hazard Analysis
IFAS	Individual Fall Arrest System
MSDS	Material Safety Data Sheet
OHS	Occupational Health and Safety
PHA	Plant Hazard Assessment
PPC	Prime Projects Construction
PPE	Personal Protective Equipment
SWMS	Safe Work Method Statement
VOC	Verification of Competency
WHS	Workplace Health and Safety

1.5 Definitions and Interpretations

Term	Meaning
Dangerous Goods	Dangerous goods are substances capable of causing harm to people and property because of their hazardous properties. They may be corrosive, flammable, combustible, explosive, oxidising or water-reactive or have other hazardous properties.
Hazardous Substance	Hazardous substances are substances that have the potential to harm human health. They may be solids, liquids or gases; they may be pure substances or mixtures. When used in the workplace, these substances often generate vapours, fumes, dusts and mists.
Office	PPC head office location (s)
OHS Hub	PPC online OHS database, used for the recording of inspections, incidents, inductions and hazards. Registers developed and also stored on the OHS Hub prime.ohsconnect.com.au .
Site	Any construction site where PPC are the Principal Contractor.

2.0 Policy

Where breaches of this plan occur they shall be investigated in accordance with the Incident investigation Process, refer section 5.2.

The PPC OHS requirements will be clearly communicated via the PPC site Induction at prime.ohsconnect.com.au , PPC Office Induction and onsite project signage. The PPC OHS requirements must be strictly adhered to by all personnel.

PPC maintains the following company policies:

- Occupational Health and Safety Policy
- Environmental Policy
- Sexual Harassment Policy
- Rehabilitation and Return to Work Policy
- Alcohol and Other Drugs Policy, and
- Bullying and Occupational Violence Policy

All the above-mentioned Policies shall be displayed at each PPC office location and available on the PPC OHS Hub prime.ohsconnect.com.au.

3.0 Planning

PPC will be the principal contractor for all projects and will liaise with workers, subcontractors and other stakeholders to ensure all activities are planned, risk assessed and reviewed.

In developing systems to effectively manage OHS planning activities may include but not be limited to:

- Site Establishment inspection and checklist
- OHS Coordination Plans
- Onsite and Office inspections / audits, and
- Contractor development of Safe Work Method Statements (SWMS's) or Job Hazard Analysis (JHA).

3.1 Site Establishment Inspection

Prior to the commencement of construction works on PPC sites a Site Establishment Checklist will be completed by the project supervisor, and once completed, the PPC OHS Representative and / or a PPC Director should review the checklist. The site establishment checklist is available via the PPC online OHS Hub prime.ohsconnect.com.au.

The requirements identified via the checklist shall be actioned upon completion of review to ensure that all HSE requirements are addressed and managed.

3.2 OHS Coordination Plans

It is a requirement that all construction projects have an OHS Coordination Plan developed and PPC have incorporated the OHS Coordination Plan as part of the project signage displayed on all projects. It is mandatory that the project signage is displayed at all sites and relevant information completed by the site supervisor.

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3.3 Onsite and Office Inspections / Audits

Site and office inspections are an important method of ensuring that HSE requirements outlined in the PPC induction, site / office rules and this plan are being complied with. The site and office inspections will be conducted by PPC supervisors, office OHS representative, site OHS representative, Directors or HSE Consultant, refer section 5.1.

Inspections will be completed via the PPC online OHS Hub prime.ohsconnect.com.au and corrective actions from these inspections will be actioned by the responsible person in a timely manner.

3.4 SWMS / JHA

It is a legislative requirement that any tasks to be undertaken are risk assessed prior to commencing works, and the risk assessment and development of a SWMS or JHA should be conducted in consultation with the workers required to undertake the task.

A SWMS is required for all works classed as high risk.

The primary purpose of a SWMS is to enable the PPC supervisor; workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy manner. It sets out the work activities in logical sequences and identifies hazards and describes control measures.

The SWMS must be developed in consultation with the workers who will be undertaking the work and signed by all workers required to undertake the task. The SWMS shall be kept onsite by the relevant contractor and available upon request.

A JHA must also be developed in consultation with workers for all other works not classed as high-risk construction work and signed by all workers required to undertake the task, also available upon request.

3.5 Hazard Reporting

All personnel who work or visit a PPC site or office are encouraged to report any HSE hazards that they identify. The reporting of these hazards can be conducted either verbally to the site supervisor or line manager or via the hazard reporting option available on the PPC online OHS Hub prime.ohsconnect.com.au.

Corrective actions identified will be recorded on the Hazard register and assigned a responsible person to action in a timely manner.

3.6 Plant and Equipment Risk Assessment

All major Plant and Equipment must be accompanied by a current Plant Hazard Assessment (PHA) or risk assessment. The PHA or risk assessment must be kept with the plant or equipment and available upon request. In addition to the PHA or risk assessment the following documents for major plant must also be available upon request:

- Operators manual
- Service records
- Log book / prestart book
- Evidence of operator competency

- Relevant plant registration (current).

3.7 Personal Protective Equipment (PPE)

Mandatory PPE requirements for all PPC construction sites are as follows:

- Safety Boots
- Hi-Vis top

Other PPE maybe required depending on task and hazards identified via risk assessment, such as:

- Gloves
- Safety Glasses
- Mask – dust / respiratory
- Harness
- Coveralls

3.8 Waste Management

Construction and office waste shall be disposed of in bins provided, and where provided waste should be segregated into the appropriate bins for recycling.

Effluent from onsite toilets shall be collected by an approved effluent waste collector and disposed of in accordance with State legislative requirements.

3.9 Office Safety

Workstation set up and office layout hazards shall be identified via an office inspection. Areas that shall be covered in the inspection will be:

- Mechanical hazards, such as filing cabinets that may tip over when top drawers are open due to be over laden with weight
- Physical hazards, like glare or reflections from screens; hot components of photocopiers; poorly designed chairs that do not provide the user with adequate back support, poorly designed jobs and tasks that demand prolonged work in a fixed posture.
- Chemical hazards, such as vapours in the atmosphere – for example, paint, solvents or airborne particles like photocopier toner.
- Psychological hazards, like the need to perform excessive workloads under pressure, lack of satisfaction from a job where there is inadequate recognition of work performed or repetitive work and insufficient task variety, and
- Electrical hazards such as damaged electrical cords or overloaded power points that may lead to the risk of electric shock.

Office inspection forms are located at the PPC OHS Hub: prime.ohsconnect.com.au.
Corrective actions identified from inspections and ergonomic workstation set up assessments will be addressed as soon as reasonably practical.

3.10 Electrical

Electrical leads and equipment intended for use on PPC sites and offices shall be tested and tagged in accordance with legislative requirements as follows:

Table 2 Frequency for testing			
Equipment	Test	Frequency	Who
Construction wiring including switchboards and wiring within transportable structures	Initial test and certification	Before initial introduction to service	LE (A class)
	Re-test and inspect	Six month intervals	LE (A class)
Emergency evacuation lighting	Re-test	Six month intervals	LE, trained person
Plant including portable equipment and flexible cords	Initial test and inspect	Before first use	LE, CP
	Re-test and inspect	Every three months	LE, CP
Fixed RCD eg located on permanent switchboards in transportable structures and construction switchboards	Push button	Every month	LE, CP, SR
	Operating time	Every month, except where the site can demonstrate compliance with 4.5.	LE, CP
Portable RCD eg located on generators, PSOA	Push button	After connecting to socket/before connecting equipment (minimum daily)	Operator
	Operating time	Every month	LE, CP

LE – Licensed electrician

CP – Competent person (sections 4.4, 4.5)

SR – Site representative

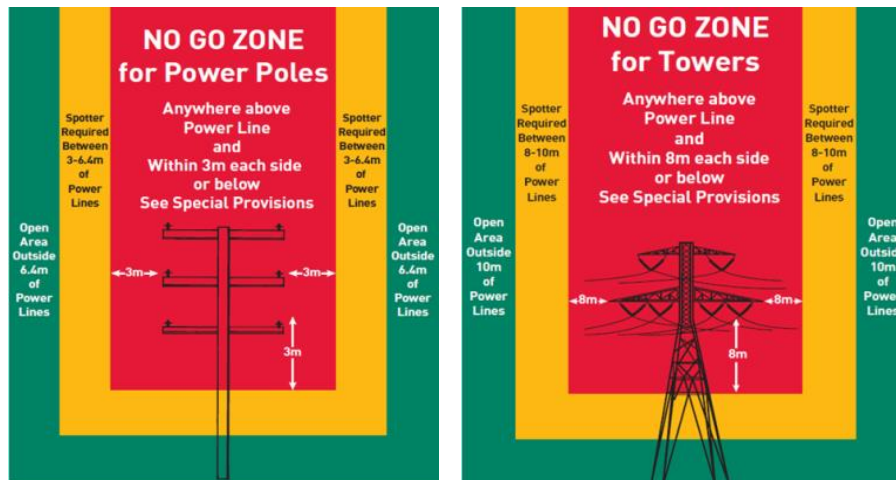
Industry Standard – Electrical Installations on Construction Sites

Electrical appliances available for use in PPC offices shall be tested and tagged annually by a licenced electrician or competent person.

Where possible leads will be suspended from the ground via insulated lead hooks or stands and kept clear of access. Electrical leads and equipment shall not run or be left in water / puddles.

Domestic power outlets are prohibited on PPC sites, leads shall not be piggy backed and damaged leads and equipment shall be removed from use.

For any works to be undertaken in the vicinity of overhead powerlines, a risk assessment is required and a PPC supervisor contacted, exclusion zones are to be complied with and a spotter used as required.



3.11 Ladders

The use of ladders is common practice within the housing construction industry and exposes contractors to a risk of fall from height. The following must be considered prior to use of a ladder on a PPC site:

- Use a step platform ladder, where possible, as they provide a larger, more stable work surface than ladders
- Always maintain three points of contact when ascending, descending or standing on a ladder
- Do not use ladders on balconies or other areas that increase the potential fall distance for the user.

Ensure employees do not:

- stand higher than the second tread below the top plate of any stepladder
- Use ladders when using tools that require a high degree of force or are designed to be operated with two hands
- Use ladders to work over other people
- Ensure ladders are placed squarely on firm, non-slip surfaces. Secure ladders by tying them to a support at the top and/or bottom. Alternatively, have another person 'foot' the ladder
- Inspect ladders regularly. Repair or replace ladders where rungs, steps or treads or top plates are missing, worn, damaged or loose.

3.12 Scaffold

A scaffold design for the job is to be provided by the contractor engaged to do the works and provided to the PPC supervisor prior to works commencing.

Persons undertaking scaffolding work must hold the relevant class of scaffolding high risk work licence for scaffolds greater than 4m in height as required by the WHS Regulations. Note: regardless of the height of scaffold, persons who erect scaffold are required to be competent to do so.

A Scaffold tag is to be placed on the completed or incomplete scaffold by the competent person responsible for the erection of the scaffold. Scaffold components and installation / erection must be in accordance with *AS 1576 and 4576 Scaffolding* and *AS 1577 Scaffold Planks*.

3.13 Bracket Scaffolds

Bracket scaffolds must be erected / installed by a competent person. For bracket scaffold erected / installed at height greater than 4m; bracket scaffold must be erected / installed by a person who holds at a minimum a high-risk work licence of a basic scaffolder.

Bracket scaffold to be installed / erected on PPC sites must have a copy of the suppliers "safe use information" for the system provided to PPC.

Bracket scaffold components and installation / erection must be in accordance with *AS 1576 and 4576 Scaffolding* and *AS 1577 Scaffold Planks*, also refer Worksafe Victoria - *Bracket Scaffold in Housing Construction 2005*, for guidance on safe use of bracket scaffolds.

3.14 Working at Height

Any works to be undertaken at height where there is a risk of fall must have a risk assessment conducted i.e. a Job Hazard Analysis (JHA) or a Safe Work Method Statement (SWMS) developed by the contractor, reviewed by the workers and a copy provided / available upon request to PPC.

Appropriate fall protection or prevention must be provided in relation to the identified risk of fall and nature of / complexity of works to be undertaken. Fall prevention or protection system to be provided, must be installed and used in accordance with the relevant AS or Code of Practice. Refer to the *Code of Practice for the Prevention of Falls in Housing Construction* for further information in relation to fall prevention / protection compliance requirements.

Training in the safe use of individual Fall Arrest Systems (IFAS) may also be required for workers required to use an IFAS. Evidence of training is required by PPC prior to works commencing.

3.15 Dangerous Goods and Hazardous Substances

Dangerous Goods and Hazardous Substances require the following controls prior to use on any Prime Projects site:

- MSDS must be supplied for the Dangerous Good or Hazardous Substance intended for use and be available upon request
- Containers must be in good condition and labelled

In addition to these controls it is also important that the storage, handling and use of Dangerous Goods or Hazardous Substances are in accordance with the requirements outlined in the relevant MSDS.

Use of hazardous or dangerous substances should also be addressed in the relevant SWMS or JHA and communicated with workers.

PPC offices shall maintain a MSDS register for all hazardous substances and dangerous goods used and stored.

In the event that Asbestos has been found onsite or suspected the PPC supervisor is to be informed immediately. No attempt is to be made to move or disturb the Asbestos in any way.

3.16 Signage and Barricading

A PPC project sign must be displayed at all PPC sites in a prominent location and completed with all relevant details.

Signage erected on a PPC site must not be removed and must be followed at all times, no person is to remove a sign without approval of the person who erected the sign or a PPC supervisor. Signage displayed onsite by must be legible, relevant to the hazard and located in a prominent position.

Barricading that has been provided to isolate a hazard or to delineate a walk way or no go zone must be erected in a manner that prevents personnel from entering the area. Barricading must be maintained and inspected on a regular basis.

3.17 Traffic Management

A traffic management plan / risk assessment (SWMS / JHA) should be conducted prior to any works / deliveries e.g. unloading bricks on any roadside worksite or where works require the blocking or partial blocking of a footpath or road.

Signage should be in good condition, consistent, visible and positioned correctly in accordance with the AS 1742.3 Manual of Uniform Traffic Control Devices.

Traffic controllers shall hold the relevant nationally recognised traffic control qualification.

3.18 Perimeter Fencing

Perimeter fencing is to be provided for security and also to prevent loose material and construction waste from blowing into surrounding properties.

Perimeter fencing should not be removed without approval from the Prime Projects supervisor and should be replaced at the completion of works or end of the working day. Damaged fencing should be reported to the Prime Projects supervisor immediately.

3.19 Excavations

Prior to any excavations being undertaken on a PPC site, underground service locations are to be identified, e.g. via Dial Before You Dig: call 1100, site drawings, and manual potholing.

Earthmoving operators should be competent to operate and be aware of the location of the underground services; a spotter may also be required.

No worker is to enter a trench greater than 1.5m in depth unless the excavation has been benched, battered or shored.

Wherever an excavation is to be left unattended it should be suitably barricaded to prevent other workers, children or visitors from falling into the open excavation.

3.20 Housekeeping

All PPC sites and offices shall have waste bins provided for construction and office waste. Bins shall be collected by a registered waste disposal contractor and transported to a registered waste disposal facility.

Contractors are required to clean their work areas on a regular basis, placing all waste in the bins provided at site, ensuring that safe access and egress to the site is maintained.

3.21 Amenities

Toilets:

PPC sites and offices will have conveniently located toilet facilities. Where the toilet is not connected to the sewerage system, self-contained fresh water flushing portable toilets will be provided that are regularly serviced in accordance with the supplier's information and instructions, but not less than monthly.

Toilet must be:

- Kept clean.
- Weatherproof.
- Well lit and well ventilated, either naturally or artificially.
- Provided with a hinged seat and lid.
- Provided with a door which can be locked from inside.
- Provided with a well-drained floor above ground level that is covered with a durable waterproof material.
- Provided with a plentiful supply of toilet paper.
- Set up to remain level and stable under all working conditions.

Toilets may be shared between sites if the toilets are convenient and readily accessible to the workers on each site and there is at least one toilet per fifteen workers.

Where female workers are present on site or for female toilets in offices, appropriate measures for sanitary item disposal should be made, such as a disposal unit provided in the portable toilet or sewer connected toilet closet.

Meal and Shelter Facilities:

PPC will provide hygienic and weatherproof meal and shelter facilities in offices and in an area accessible to a building under construction at the earliest opportunity e.g. in the garage or similar covered area.

These facilities should include:

- Adequate seating (which could include a board across two trestles and other alternatives to chairs onsite)
- A clean surface upon which to place food, onsite this may include an esky provided by the worker or subcontractor or other material owned or controlled by the relevant subcontractor.
- A rubbish bin with a lid or appropriate alternatives for the hygienic disposal of food scraps.
- In office locations a fridge to store food and drinks.
- In offices a microwave for the heating of food.

At the initial stages of construction, but only until an adequate area can be made available, shelter may be provided in the form of contractors' vehicles.

4.0 Implementation and Operation

4.1 Responsibilities

4.1.1 Company Directors

The Company Directors are responsible for:

- Assigning responsibilities and authorities
- Periodically review of the Safety Management System
- Ensuring sufficient resources and budget are provided for the effective implementation of this plan.

4.1.2 Supervisors

Supervisors are responsible for:

- Implementation of the Plan, including encouragement of workers participation
- Ensuring that all workers are empowered to stop any act that is unsafe or is perceived to be unsafe, until appropriate control measures are implemented
- Driving continuous improvement
- Providing visible leadership and involvement in audits, inspections and incident investigations.

4.1.3 Contractors

Contractors are responsible for:

- Compliance with this plan
- Ensuring all workers have reviewed and signed relevant task SWMS or JHA
- Workers are competent / trained for the task
- MSDS's are available for all chemicals used onsite and communicated to workers
- PPE is provided to workers and in good condition
- Plant and Equipment is fit for purpose and all required documents available
- Ensuring all workers have completed a PPC induction
- A current copy of insurances is provided to PPC prior to commencing works.

4.1.4 Workers

Workers are responsible for:

- Compliance with this Plan and task SWMS / JHA
- Encouraging others to follow established safe work practices
- Warning other workers of known hazards
- Stopping and reporting any observed unsafe act or hazard, and
- Reporting immediately to the PPC Supervisor all incidents including near miss events.

4.2 Competence, Training and Awareness

All workers on a PPC site, shall complete the following induction processes:

- General Construction Industry Inductions (White Card or equivalent), and
- PPC online induction prime.ohsconnect.com.au

Records of induction shall be kept via the online induction register. Construction induction cards shall be provided by all workers / contractors when completing the online PPC induction.

No workers shall be able to complete the online PPC induction until all required contractor documentation has been submitted to PPC by the relevant contractor.

Only suitably certified competent / licensed persons may operate powered mobile Plant that requires a recognised license. Examples of work requiring a licence or certificate of competency that shall be monitored include (but are not limited to) the following:

- Rigging / Dogging
- Scaffolding
- Mobile Plant operations

In addition to holding an industrial certificate issued by an approved organisation, Verification of Competency (VOC) shall be required for any personnel required to operate mobile powered plant and certain Plant as identified by risk assessment.

4.3 Communication and Consultation

PPC shall ensure there are sufficient arrangements for providing HSE information, promotional material and workplace consultation with workers. HSE communication shall be established on the basis of each individual's "right to know" and PPC Duty of Care. The communication processes to be adopted for this shall include:

Description	Frequency	Estimated Duration
PPC Online Company Induction	Upon engagement / prior to commencing works onsite	20 minutes
Site Specific Induction (as required)	Commencement on site	20 minutes
Contractor SWMS / JHA review	As required i.e.: <ul style="list-style-type: none"> - initial task review - New plant or operator - new hazards - change to environment - new worker 	Varied depending on activity.
Safety Alerts	As required	
HSE Hazard Observation (online)	As required	
PPC HSE Meetings (internal)	Weekly / monthly	30 minutes

4.4 HSE Noticeboard

A HSE Noticeboard shall be maintained at each PPC office in a prominent location and used to display relevant HSE information for workers / employees to review. Information should include any relevant:

- Safety Alerts
- Emergency Response / Evacuation Plan
- HSE Inspections
- Other relevant HSE information

4.5 HSE Resolution Process

Where an issue arises in relation to OHS or the Environment that is not within the sphere of knowledge of site or office personnel, the PPC Directors shall be consulted to provide guidance.

PPC Directors can seek guidance and further consultation via the PPC HSE Consultant or Worksafe.

If the HSE issue onsite or in the office poses an immediate risk to the safety of workers or the environment then works shall cease in that area until a resolution to the issue has been achieved.

4.6 Documentation

Documents created such as inspection reports, minutes of meetings and incident reports will be maintained at PPC for no less than 1 year and then archived.

The table below outlines the HSE registers that shall be established and maintained:

Document	Responsibility	
	PPC	Contractors
Incident Register	Yes	
MSDS Register	Yes - Office	Yes
Electrical Tagging Register	Yes - Office	Yes
Lifting Equipment Register	N / A	Yes
Safe Work Method Statements (SWMSs) / Job Hazard Analysis (JHA)	Yes - Office	Yes
Induction Register	Yes	
Fire Fighting Equipment Test and Tag Register	Yes	Yes (where required)
Corrective Actions Register	Yes	
Waste disposal records	Yes	

4.7 Emergency Preparedness and Response

An emergency response and evacuation plan shall be developed and communicated for all PPC offices and sites where required based on a risk assessment. A copy of the ERP shall be displayed on the office HSE Noticeboard and in prominent locations.

4.7.1 Fire Management

PPC Directors and Site Supervisors shall ensure that:

- Adequate fire protection precautions are in place
- An adequate number of different types of firefighting equipment are provided to meet requirements
- Personnel are made aware of the hazard of ignition sources
- Appropriate personnel are trained and competent in the use of firefighting equipment.

Fire equipment shall be maintained in accordance with AS1851 including a test and tag undertaken. Maintenance records shall be kept in the site office for review.

4.7.2 Security

The names of all personnel visiting a PPC office shall be recorded in the Daily Visitor Log located in the site office.

All plant including containers must be securely locked, with all keys removed. Site offices and front security gates must be locked prior to leaving the site. Weekly HSE inspections should include a fence perimeter inspection for damage.

Security cameras and a monitored alarm system form an important deterrent and surveillance component to site security.

Any security breaches or thefts must be reported to the PPC Directors immediately.

4.8 Fitness for Work

PPC sites and Offices will be managed in accordance with the PPC Alcohol and Other Drugs Policy.

4.9 First Aid and Injury Management

4.9.1 First Aid Requirements

The number of first aid trained personnel required at a PPC office or site will be assessed in accordance with the First Aid in the Workplace Code of Practice.

PPC Supervisors will have a first aid kit provided to be kept and maintained in their vehicle. A first aid kit may also be required to be located onsite in the site office / meal facility where required. A first aid kit is also available in the PPC offices, located and maintained in a prominent location.

4.9.2 Injury Management

Recognising that injury may occur; PPC OHS systems include injury management and rehabilitation systems. The PPC Rehabilitation and Return to Work Policy ultimate objective is to achieve the best injury management outcomes for the injured worker.

In the event of any person sustaining an injury or illness, they shall be required to report it as soon as possible to the Supervisor or PPC Director and promptly be assessed and receive any treatment required.

An appropriate medical practice has been identified on project signage to handle all injuries requiring medical treatment or assessment and also within close proximity to the PPC offices. Where medical treatment or assessment is required for PPC employees a PPC representative will accompany the injured worker to the medical centre in order to:

- Discuss the injured workers' medical status and proposed treatment
- Advise that PPC's Rehabilitation and Return to Work Policy promotes an early return to suitable duties following injury (suitable duties to be discussed with a PPC Director or HSE Consultant who is PPC's accredited Return to Work Coordinator)
- Obtain agreement for the worker to commence a Return to Work Program based on medical advice
- Schedule the next medical appointment if required.

An Incident Report shall be completed in all cases where a person is injured to the extent that the person requires first aid assistance and / or medical treatment, Regardless if any time off work or not resulted from the incident.

PPC Incident report forms are located at prime.ohsconnect.com.au.

Workers that have had time off work shall not be permitted to return to work unless a Medical Certificate or Certificate of Capacity is provided stating that the doctor considers them fit to return to work.

Any required Worker's Compensation Claim shall be initiated by the PPC employee or PPC where any time off work or any excessive medical costs have been incurred because of work related injury or illness.

In the case of PPC employees all Worker's Compensation Claims are managed by PPC's accredited Return to Work Coordinator who will liaise with PPC to devise a suitable return to work plan of the affected worker.

4.9.3 Smoking

Offices and sites are a limited smoking workplace. This means that smoking is only allowed in designated and signposted areas. Smoking in areas such as offices, crib rooms, and toilets is prohibited. Smoking on site (open air) is restricted to those areas where it is safe to do so and where non-smoking personnel will not be affected.

4.9.4 Bullying and Harassment

PPC recognises that all workers have a legal right to protection from harassment / discrimination as defined in the Federal Sex Discrimination Act 1986, Equal Employment Opportunities Act (Commonwealth Authorities) 1987 and Fair Work Act 2009.

Harassment is any behaviour, verbal or physical, which is offensive to a person and unwelcome. It includes bullying and any other offensive behaviour from one worker to another.

Discrimination is treating a person less favourably than someone else, in the same or similar circumstances, because of: sex; race; parental or marital status; disability; religion; political beliefs; age; sexual preference; industrial activity; physical features; or pregnancy.

Complaints of harassment will be dealt with in a prompt, sensitive and confidential manner with impartiality provided to the complainant, the person against whom the allegation has been made, and / or witnesses. No one shall be victimised in any way as a result of the complaint or for providing information in relation to the matter. This is outlined in the PPC Bullying and Occupational Violence Policy and the Sexual Harassment Policy.

5.0 Checking

5.1 Performance, Measuring and Monitoring

5.1.1 Workplace Inspections

Formal workplace inspections shall be conducted on a weekly basis by PPC Supervisor's and PPC OHS representative, visit the PPC OHS Hub at prime.ohsconnect.com.au to locate PPC inspection forms.

These inspections are important methods by which PPC:

- Measure the effectiveness of the compliance with this plan
- Detect and eliminate any unsafe acts, practices and conditions.

Workplace inspections shall include:

- Sites
- Offices
- Worker amenities
- Storage area.

Inspection findings of the inspections shall be recorded in the PPC Corrective Action Register.

5.1.2 Audits

HSE audits shall be conducted annually. The objectives of audits shall be:

- To determine the extent to which legal and other requirements are being met
- To determine the effectiveness of PPC's HSE System
- To continually improve PPC's HSE performance.

Audits shall incorporate document review, interviews with key personnel, field inspection, collection of evidence and preparation of a report outlining the audit findings and recommendations.

Documents reviewed should include:

- Previous audit documentation including any outstanding audit findings
- Corrective Actions Register
- Incident notification and investigation reports
- SWMS's / JHA's
- HSE meeting records
- Training records including inductions.

Audit reports should include:

- Completed audit checklists
- Collected evidence of instances of both good practice and areas for improvement (e.g. photographs)
- A summary of key findings
- Recommendations for improvement, where necessary.

A PPC Audit shall only be undertaken by approved and suitably qualified person(s).

5.1.3 Breaches of this Plan

Where breaches of the Plan occur they shall be investigated in accordance with the Incident investigation Process, refer section 5.2.

5.2 Incident Management

All incidents shall be reported as soon as reasonably practicable to the following personnel:

- PPC Director
- PPC Supervisor, or
- PPC OHS Representative (office or site),

All incidents shall be investigated; corrective actions to prevent the recurrence of the incident shall be identified, implemented and tracked within the Corrective Actions Register. Details of the incident shall be stored in the Incident Register and shall be summarised in the PPC Weekly HSE meetings.

Upon completion of an investigation, the findings and recommendations shall be distributed to the relevant workers for discussion.

Incident reports and register located at prime.ohsconnect.com.au.

5.3 Statutory Reporting

HSE incidents may require reporting to the relevant statutory authority, Should statutory reporting apply in relation to any incident this shall be the responsibility of the PPC Director or delegate.

6.0 Management Review

This HSE Management Plan shall be reviewed annually at a minimum. The annual review shall consider any changes required as a result of any:

- Legal or other requirements
- New or changed health and safety hazards
- New or changed significant environmental impacts, etc.