

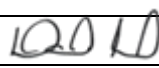


CONSTRUCTION MANAGEMENT PLAN

COVELLA ESTATE WESTERN PRECINCT EARTHWORKS AND STAGE 12 CIVILS PUB LANE, GREENBANK

06/08/2024

Approved By: Jacob Morgenrood	Position: Project Manager
Signature: 	Date: 06/08/2024

Amended By: Danilo Melo	Position: Site Engineer
Signature: 	Date: 06/08/2024
Amendments: Inclusion of Stage 12 Civil works.	

SEE CIVIL Pty Ltd
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PLANS AND DOCUMENTS
referred to in the PDA
DEVELOPMENT APPROVAL

Approval no: DEV2024/1554

Date: 20 December 2024





**CONSTRUCTION
MANAGEMENT PLAN**
**COVELLA ESTATE WESTERN PRECINCT AND STAGE 12 CIVILS – PUB LANE,
GREENBANK**
SEE Civil Pty Ltd ABN - 88 115 963 427
Level 1, 108 Siganto Drive, Helensvale QLD 4212 – Ph. 07 5671 9601

CMP

SCOPE OF WORKS

Project Management Team Contact Details	POSITION	NAME	PHONE
	Project Manager	Jacob Morgenrood	0455 220 614
	Construction Manager	Finn Rowe	0412 011 893
	Site Supervisor	Mitchell Wiggins	0408 799 507
	Superintendent	Richard Beale	0418 254 041
	HSE Officer	Chris Maher	0439 705 235
Contract Client & Consultant Contact Details	POSITION	NAME	PHONE
	Client	Avid Property Group	07 3708 0804
	Consulting Engineer	Egis Group	07 3895 3444
	Consultant Representative	Oliver Hartigan	0439 573 259
	Principal Contractor	SEE Civil Pty Ltd	07 5671 9601
	Site Office Address	Pub Lane, Greenbank	
	Start Date:	01/02/2023 (TBC)	
	Completion Date:	(TBC)	
Type of Work to be carried out:	• Earthworks • Geotechnical Testing and Site Surveying • Erosion and Sediment Control • Retaining walls • Road works • Sewer reticulation • Water reticulation • Stormwater network • Line marking and road signs • Concrete works		
Local Authority	• Logan City Council • Economic Development Queensland		
Application Reference Address	• Covella Western Precinct Earthworks and Stage 12 Civils		

Fig 1 – Western Precinct Site Layout and Access for light and veavy vehicles.

This Construction Management Plan has been prepared to comply with SEE Civil Pty Ltd Integrated Management System (IMS) and contract specifications.



Fig 2 – Vehicle Management Plan .

The main access to site is via West Sentinel Drive, Greenbank throughout the duration of the project. Drivers will be tool boxes and aware of speed limit in the area and minimal to no parking area in the road shoulders.



Any Regulations or Acts referred to in this plan are National or relevant State Government requirements.

The Government Acts, Regulations, Codes or Practice and Advisory Practices mentioned in this CMP plan may not be exhaustive and are included to be of assistance only.

This CMP plan is prepared as a site specific document and is compiled from the contract specifications or conditions.

This CMP Plan is an internal document for restricted use by SEE Civil Pty Ltd and their employees. The document when available to others is for information purposes only and may not be copied or used by a third party without consent in writing.

1.0 Introduction

1.1	Purpose
	This Construction Management Plan has been documented to describe how the Project Management Team shall implement and conduct its site management responsibilities during construction of Covella Stage 21 Civil works. The main aim of this plan is to ensure all construction is properly facilitated, integrated and coordinated to deliver certainty to the objectives of the project.
1.2	Scope of this Plan
	Advises how the Project Management Team will comply with the requirements of the contract relating to construction. Define the project objectives and targets. Describe constraints specific to the construction of the project. Describe the process for the identification and control of risks specific to project construction.
	This Plan also details the strategy for construction regarding construction organisation and construction.
1.4	Proposed Works
	All Earthworks and civil works associated with the ongoing construction of the western precinct of Covella Estate - Pub Lane, Greenbank • Earthworks • Geotechnical Testing and Site Surveying • Erosion and Sediment Control • Retaining walls • Road works • Sewer reticulation • Water reticulation • Stormwater network • Line marking and road signs • Concrete works
	These works will have distinct phases and strategies to construct them to minimise impact of surrounding neighbours, traffic and stakeholders.
1.5	Site Location
	West Sentinel Drive, Greenbank
1.6	Project Plans & Procedures
	This Plan forms part of an integrated set of Project Management Plans and should be read in conjunction with these Plans for detailed information.
1.7	Document Control
	Amendments to this Plan are approved by the Project Manager.
	Revisions to this Management Plan will be made as required to reflect current system requirements.

2.0 CONSTRUCTION MANAGEMENT

2.1	Approach Major External Constraints on the project: • Undertake all construction works with minimal impact to neighbours. • Protection of existing services. • Upon establishing confirming of all existing services, liaising with Service Providers and obtaining all relevant Permits will be finalised.
2.2	Permits & Approvals • DA Approval – to which this Plan relates. • Traffic Management Plan & Traffic Guidance Schemes (as required). • Temporary Lane/ Road Closure Permits (if required). • EDQ / LCC Roads & Drainage. • Energex. • APA. • Logan Water. • Telstra. This Plan also details the strategy for construction regarding construction organisation and construction.
2.3	Site Access & Security ALL VISITORS <u>MUST</u> REPORT TO THE SITE OFFICE – Enter via corner of Sage Street and Tivoli Avenue For site access PPE MUST be worn and persons to sign Site Visitors Register
2.4	Public/ Worker Safety



IMS – WHS MANAGEMENT PLAN
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WHS

	All site staff and subcontractors must complete a site specific induction prior to commencing work and signed in on Daily Prestarts thereafter. Induction includes site safety and amenities, covering access, emergency evacuation procedures, trained First Aid personnel and location of kits, amenities layout, site hours, material handling, as well as noise, dust and environmental management. Site management and Safety Representatives will carry out regular inspections, actively monitor and review Safety Management Plans and make recommendations on health and safety issues. Site Delineation will be task specific and assessed on best practice, utilizing temporary fencing, barriers or bollards as required and determined on site.
2.5	Policies, Plans & Procedures



	All works to be carried out in accordance with relevant Local Authority Planning Schemes, Workplace Health & Safety Legislation, Environmental Protection Act and any other legislative requirements set out by associated asset holders. All relevant internal management and workplace health and safety systems will be implemented and reviewed on an ongoing basis to ensure minimal negative impact on neighbours, surrounding services and construction personnel. PUBLIC PROTECTION: TGS & TMP EXTERNAL BODIES: Logan City Council Economic Development Queensland Department of Natural Resources, Mines and Energy DAF – Fire Ants SEE CIVIL – PERFORMANCE AND INNOVATION: Site Induction Site Live Service Controller Comprehensive SWMS System SEE Civil Site Permit System SEE Civil Fire Ant ARMP Continual assessment and improvement culture SEE CIVIL – SITE SPECIFIC PLANS: TGS & TMP Dewatering Plan SWQMP VMP RMP EMP PMP WHSP EIRP Trench Gas Test
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2.6	LCC Construction Management Plan Reference (i) Provision of Pedestrian management including alternate pedestrian routes, past or around site; ➤ Access to End of Covella Bvd throughout project construction – see Figure 1. (ii) Location of and impacts on any Council or other authority's assets on or external to the site; ➤ DBYD, extensive service location, Local Asset owner liaison, Permit to Excavate, etc. (iii) Temporary Vehicular access points and frequency of use; ➤ TMP & TGS, site signage will advise on access throughout construction phases. Site deliveries and site access only via Site Compound during working hours 6:00am to 6:00pm from Monday to Saturday. (iv) Provision for loading and unloading materials including the location of any remote loading sites; ➤ All site deliveries to report initially to Site Compound. Depending on location of material/ delivery requirement within work zone, deliveries will be directed to relevant locations. All deliveries must be loaded and loaded safely and in accordance with relevant SWMS's and handling policies. (v) Location of materials, structures, plant and equipment to be stored or placed on the construction site; ➤ Intention to keep materials, plant and equipment within or adjacent to site compound where practical, other materials may need to be stored next to location of use, all within work site zones. (vi) How materials are to be loaded/ unloaded and potential impacts on existing street trees; ➤ N/A to this site compound, all trees to be retained will have tree protection zoned to isolate from construction traffic ➤ Location of proposed external hoardings and gantries, (with clearances to street furniture and other footpath assets, Not Applicable to this project. (vii) Employee and visitor parking areas; ➤ All visitors and employee parking will be within the Site Office Compound set up. (viii) Anticipated staging, programming; ➤ Site Program included (in accompanying file). (ix) Provision of fire exit routes for other uses on the subject or adjoining sites; ➤ Muster Point at Compound as per Figure 1, all emergency and evacuation plans will be displayed in all site offices and advised to all at initial site inductions, prior to individuals commencing work (x) Notify development Assessment of construction considered necessary to be conducted outside of normal business hours; (where normal hours are defined as Monday to Saturday between 6:30am and 6:30pm excluding public holidays). ➤ If required full consultation, meetings and documentation of plans will be addressed with BCC, client, consultant, neighbours and local asset holders where relevant. (xi) The details identified in (xi) above must be accompanied by a consultation strategy for seeking, recording and addressing the impacts of the work on the affected community; ➤ If required full consultation, meetings and documentation of plans will be addressed with BCC, client, consultant, neighbours and local asset holders where relevant. (xii) Landfill gas migration (future service/ utility providers and site operators are to be made aware of the certified landfill gas migration report and the recommendations of the report when working on the site); ➤ All Gas Monitoring locations will be displayed in all site offices and advised to all workers at initial site inductions, prior to all individuals commencing work.
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3.0 SAFETY & ENVIRONMENTAL POLICIES

3.1	SITE SAFETY RULES
	Site specific safety rules are in Appendix C of this site specific Construction. Displayed on site.
	All workers must be inducted to the Site Specific Safety Rules prior to commencement of site activities.
3.2	DISCIPLINE PROCEDURE
	Refer (WHS Procedure SG-0500-WHS-PRO-00001) – Section 6.3
3.3	ONSITE REGISTERS
	SEE Civil Pty Ltd IMS requires a Project Management Plan (PMP) to be developed for each project site. The PMP contains a Record Management Plan that sets out the registers and procedures that are required to be available and maintained at the site. Records to be Stored in Electronic Project folder (SG-0500-WHS-REG-00005).
3.4	PERSONAL PROTECTIVE EQUIPMENT (PPE)
	PPE shall be issued by the SEE Civil Supervisor as required to SEE Civil employees and contract labour only.
	Contractors must provide PPE to their own workers and if required SEE Civil shall refuse site entry to any contractor who presents for work without all mandatory PPE.
	Refer to site safety rules and SWMS for required PPE.
3.5	EMERGENCY RESPONSE, INCIDENT INVESTIGATION & CLOSE OUT
	In the event of an emergency use UHF radio to advise your Supervisor immediately. Comply with all directions given by your Supervisor. UHF Channel 14 to be agreed and documented & clearly signed on site once suitable channel decided upon.
	Emergency contact numbers are displayed at site. Call 000 immediately for serious incidents with injuries or possible fatality. The procedure relating to Emergency Incident Preparedness and Response (EIP&R), which includes incident reporting, investigation and close out, is contained in SR Emergency Planning and Response (SG-0500-WHS-SR-00010).
	An Emergency Incident Preparedness and Response (EIP&R) (SG-0500-WHS-SR-00010) has been prepared for this site. It is presented to all workers during site inductions and displayed in the crib room. All workers on site are required to be informed of emergency procedures. Refer to PMP for the Project.
	All incidents must be reported and investigated with the findings documented and forwarded to the SEE Civil HSE Manager using the investigation report on Form (SG-0500-WHS-FRM-00055) Incident Investigation Report (IIR) The HSE manager is to approve Incident Reports prior to being sent to the Client.
	A verbal, text or email message containing the basic details of the incident is to be sent to SEE Civil HSE Manager within 1 hour of the incident occurring. The written incident notification report is to be sent to SEE Civil HSE Manager within 24 hours of the incident occurring. The HSE Manager will provide incident reporting to authorities and relevant parties.
	The completion of the detailed investigation report will be dependent upon the complexity of the incident and be determined by the HSE Manager in accordance with Legislative requirements. Any cases of serious personal injury shall be reported promptly to senior company management and be investigated by the HSE Manager.
3.6	WHS INSPECTIONS & AUDITS
	All workers including subcontractors must report hazards and non-compliances to Supervisors. Issues may be identified and controlled at Toolbox talks.
	Supervisors are to carry out informal daily inspections and take immediate action to rectify hazards; notes of inspections may be recorded in the Daily Site Report.
	Formal site inspections using form (SG-0500-WHS-FRM-00014) will be completed monthly or as specified in the SMP and filed in Electronic Project files.
	Supervisor to ensure Task Observations (SG-0500-WHS-FRM-00004) are performed at frequencies required by each SWMS.

	The Project Manager is to implement changes arising from safety inspection reports or task observations to ensure compliance with regulations and safe work practises.
3.7	MANUAL HANDLING SWMS are developed for any medium to high risk manual handling works and risk controls put in place to reduce risk of injury. Ensure Purchase Risk Assessments identify manual handling risks and controls prior to delivery at site. Provide training and reminders at Pre-start meetings re manual handling for the day's activities. Comply with Code of Practise for Manual Handling and provide training.
3.8	MOBILE PLANT SEE Civil Pty Ltd requires the completion of a (SG-0500-WHS-SR-00002 - SR 01) Risk Assessment and Safety in Design to determine the most appropriate type of plant for the required works prior to the hiring or purchasing of plant, including plant owned by the company to be utilised onsite. Procurement SEE has developed appropriate assessment guidelines tools and registers for this purpose (refer SG-0500-WHS-SR-00002): SG-0500-WHS-FRM-00007 Risk Assessment Form, or a record in the same format i.e. that used in the PRR. SG-0500-WHS-FRM-00006 SEE Card SG-0500-WHS-TMP-00001 SWMS SG-0500-WHS-PS-00021 Hazardous Substances (Primary Standard 21). SG-1200-DC-FRM-00002 Design Safety Checklist (only use if the designer has not provided an SiD report). SG-0400-PROC-FRM-00001 – Tenderlet (for Vendor Assessment) In addition, the WHS Knowledge Base Library (IMS SharePoint Site) includes generic plant risk assessments to use as a starting point for risk assessments. The responsible person shall ensure the supplier is onboarded following the Subcontractor Onboarding & Monitoring Procedure and all required documentation is obtained and filed in the relevant SharePoint project folder. Daily Plant Site Inspections Mobile plant shall be subject to daily or pre-shift safety inspection by the SEE Civil operator with the results recorded on SG-1300-EQP-FRM-00009 Daily Plant Checklist. Subcontractors will also provide records of daily plant checklists. All checklists are provided promptly to the Supervisor to assess any safety defects. Supervisors to action defects from plant checklists as per SG-1300-EQP-FRM-00009 Defective equipment including delivery vehicles will not be permitted to work on site without a documented risk assessment. Light Vehicles LV drivers are required to complete form Light Vehicle Log SG-1300-EQP-FRM-00004 (prestart safety check) and present it to site management for reporting and recording purposes. Alternatively, drivers are to complete a prestart check via the Fleet Office app.
3.9	COMMON PLANT Common plant shall be inspected daily SG-1300-EQP-FRM-00009 to ensure suitability and cleanliness. Common plant will meet Code of Practise requirements. Details of common plant available at site shall be provided during site inductions. (i.e. Crib rooms, toilets, access ways, traffic controls, shared plant, etc.).

3.10	STORAGE OF PLANT SEE Civil shall wherever possible establish designated parking areas for mobile plant and heavy vehicles when it is not in use. The park up area shall be located in areas well clear of pedestrian or public traffic movements. The park up area shall have safe all weather access for re-fuelling and maintenance purposes. Plant park up areas shall be assessed to identify the most appropriate location that will: • Not pollute water ways or creeks, dry or running • Not be under trees or in areas of new vegetation • Not be on sealed pavements • Not be in areas where native fauna has been identified • Wheeled equipment should be parked: • In a fundamentally stable manner, ideally an axle set parked in a rill/depression or wheels stops provided such as a low bund to prevent roll away if brakes are released. In an area considered secure against vandalism, theft etc.
3.11	HAZARDOUS CHEMICALS No hazardous chemicals permitted on site unless registered with Site Management. Refer to WHS <i>Primary Standard 21 – Hazardous Substance Management</i> (SG-0500-WHS-PS-00021) for direction relating to this aspect. Safety Data Sheets must be available at site office and point of use and storage. SWMS and training must be completed for each hazardous chemical used. Store hazardous chemicals as per the SDS and provide bunded area.
3.12	FIRE PROTECTION A register of firefighting equipment shall be maintained using SG-0500-WHS-REG-00005 Site Registers All firefighting equipment will be serviced and maintained by competent person in accordance with Australian Standard AS-1851. Refer to SG-0500-WHS-REG-00006 Site Test Calendar (every 6 months) for frequency of servicing. Excavators, Supervisor vehicles, fitters and welders' vehicles, fuel trucks, storage areas, offices and crib rooms will have a fire extinguisher fitted. Contract conditions may require fire extinguishers be fitted to all plant. Refer SG-0500-WHS-FRM-00041 Plant Inspection Checklist for further information
3.13	LIFTING GEAR SEE Civil Pty Ltd will ensure that all lifting gear and equipment brought onto site will have a current certificate of test or a tag and are listed in SG-0500-WHS-PS-00004. Site management shall maintain the register during the contract and record in Electronic Project folders. Subcontractors to provide register of their equipment. All Lift gear must be visually inspected before each use. No untagged lift gear permitted on site. Lift plans are required. Refer to SG-0500-WHS-PS-00004.
3.14	ELECTRICAL Ensure all electrical installations including wiring, generators, portable tools and extension leads are maintained and used in accordance with AS / NZS 3000 <i>Electrical Installations and other relevant standards and Codes of Practice</i>. Regular inspections of electrical equipment used onsite will be completed to ensure continued compliance with all Legislative requirements. Refer SG-0500-WHS-REG-00005 Site Registers, Tab Electrical Equipment Register for frequency of testing & maintain test register.

3.15	TRAFFIC & PEDESTRIAN MANAGEMENT
3.15.1	Movement of Powered Mobile Plant Onsite Always minimise the movement of powered mobile plant. Where plant and ground based personnel must interact, control measures to prevent collision shall be specific to the location and task. The development of a risk assessment and subsequent SWMS for tasks utilising powered mobile plant is mandatory. Site Specific Traffic Management Plan (TMP) for the site is complete. Construction traffic to, wherever possible, establish one-way haul routes, designated parking areas for workers and visitors outside the construction area, safe access and egress points, refuelling and service areas and vehicle exclusion zones
3.15.2	Traffic Management Plans Site Specific Traffic Management Plans (TMP) is compiled to provide planning and implementation of traffic controls that will ensure safety for all workers, pedestrians and road users while minimising the impact of works on road network systems. TMP must comply with standards and be approved by authorities. Ensure all workers are aware of and understand the TMP and receive information, instruction, training and supervision. This information will be communicated during site inductions and / or toolbox talks. A copy of the plan shall be displayed in the site office / lunch room and the requirements shall be discussed regularly at toolbox talk and daily pre-start meetings.
3.15.3	Traffic Management Personnel Requirements Ensure that traffic management personnel including, TMP developers, TMP auditors, personnel responsible for the implementation of the traffic control plan and traffic controllers all hold the relevant training and the appropriate level of certification required for each of their roles.
3.15.4	Exclusion Zones (NO/GO AREAS) Exclusion zones are developed to exclude on ground workers and other personnel from possible collision zones around plant, areas where live traffic exists, areas where falling objects could occur or other hazards may be present. Workers or other on ground personnel are not permitted within 15 metres of operational plant and vehicles, or within the area of influence of revolving plant. If you need to approach the plant operator make visual contact, wait until the plant has stopped operations and implements have been grounded before approaching. It is preferable for the operator to leave the cab and talk to you at ground level. A 30-metre exclusion zone applies around scrapers, compactors, dump trucks, crushing and screening plant. Refer SG-0500-WHS-PRO-00001 section 3.15.7 for Delineation requirements.
3.15.5	Spotters/Observers Trained spotters or observers may be required; - To maintain communications with plant or vehicles - To stop work where a danger from plant or vehicles exists for workers on foot When plant is required to work within exclusion zones near services, plant or personnel
3.16	HOUSEKEEPING & DUST MANAGEMENT
	Ensure the worksite is continually free of construction waste and the build-up of materials. Empty waste bins regularly, keep amenities cleaned, ensure supply of potable water, clean and maintain signs and traffic controls. Dust Control will be through varies measures and dependant on site & weather conditions and location of works to be addressed. For this reason, individually or combined use of dust fences/ hoarding, watering of site and haul roads, stabilising exposed work areas upon completion, covering loads with off-site transport, sealing off stockpiles and minimising may be utilised to keep windblown dust to a minimum.

3.17	EROSION AND SEDIMENT CONTROL MANAGEMENT ESCP to be implemented prior to the commencement of works. ESC devices and measures shall be installed prior to earthworks and to be maintained throughout the duration of the project. Stormwater runoff from disturbed areas to be captured in a sediment basin. Basins are monitored by visual inspection and using field monitoring equipment during and after rainfall events. Sediment basins are to be treated and tested prior to discharge as per LCC Standards. Clean water drains will be used to catch and divert clean water from entering the site. After each rainfall event exceeding 10mm the “Site Environmental Inspection” is conducted. Refer to Site Environmental Inspection SG-0600-ENV-FRM-00010
3.18	WORKING WITH LIVE SERVICES Prior to excavation works, installation of star pickets or pegs along existing Live Service alignments Permit to Work – Near Services SG-0500-WHS-FRM-00022 must be issued by project management. This ensures the identification of existing services. OBTAINING “DIAL BEFORE YOU DIG” (DBYD) PLANS AND AN ENQUIRY CONFIRMATION NUMBER IS REQUIRED BY LEGISLATION. CRIMINAL PROSECUTION CAN RESULT IF DAMAGE TO SERVICES OCCURS WITHOUT OBTAINING THIS INFORMATION.
3.19	EXCAVATION Obtain all Permits and “Dial Before you Dig” prior to commencing any Excavation Works. All excavations to be compliant with Code of Practise- Excavation and PS Crane and Lifting SG-0500-WHS-PS-00004 procedures Non-Mechanical methods may be required following advise from Local Asset Holders representative, Telstra/ Energex/ SEQ Water/ APA
3.20	PERMIT TO WORK SYSTEM These permits are a written document that authorise nominated competent personnel to carry out specific work at a specific time and location. The permit also identifies risks and issues relating to the work being undertaken. Permits to Work are issued by the project management for excavation and other ground works, hot work, work at heights, lifting and confined space work.
3.20.1	Near Services Permit Permit to Work – Near Services SG-0500-WHS-FRM-00022 must be completed and signed off by the Site Engineer and/or Site Supervisor prior to any excavation works taking place. In this instance excavation works also includes driving pegs into the ground where underground services may exist. Maintain records of DBYD and permits issued. The Supervisor must advise all workers and subcontractors of the location and other information obtained pertaining to underground services. This information must be available onsite for inspection as requested and retained until all excavation works are completed. Present the relevant information at a pre-start and obtain a signoff.
3.20.2	Hot Work Permit Supervisor is to complete and issue a SG-0500-WHS-FRM-00019 Hot Work Permit for work operations pertaining to process such as welding, grinding, riveting, thermal or oxygen cutting, burning and heating and any other activities which are capable of producing heat or a source of ignition Also refer to SG-0500-WHS-PRO-00001 section 6.35 Hot Work
3.20.3	Confined Space Entry Permit Supervisor to complete and issue a Permit to Work – Confined Space Entry SG-0500-WHS-FRM-00020 for work operation in a confined space. A confined space is considered to be any area which because of its location, contents and the activities performed within it, may be deficient in oxygen or contain flammable / toxic vapours and gases. Confined spaces usually have limited openings for entry and exit, can be of any size, have unfavourable natural ventilation and are not usually designed for continuous worker occupancy. Supervisor issuing permit must have CSE training.



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	Also refer to SG-0500-WHS-PRO-00001 section 3.37 Working in a Confined Space
3.20.4	Lift Permit
	Permit to Work – Lifting Operations SG-0500-WHS-FRM-00021 will be issued for use while lifting under the delegated authority of a certified Dogger. The Dogger and SEE employee will ensure training and all other components of the Lift Plan have been completed prior to commencing the lift.
	All other lifts must be supervised by a certified Dogger or Rigger. This Lift Permit is for use only by SEE Civil employees and all subcontractor Crane hire must prepare their own Lift Plan
3.20.5	Mobile Phone Permit
	A PS Crane and Lifting SG-0500-WHS-PS-00004 is issued by the Project Manager to allow nominated employees and subcontractors to use a mobile phone on site to perform their activities. Use Site Registers SG-0500-WHS-REG-00005 to record approved users and display on site notice board.
3.21	ISOLATE HAZARDOUS ENERGY
	The Supervisor is to ensure all required safety provisions are taken into consideration in preparing SWMS and to ensure the hazardous energy is isolated, verified and de-isolated correctly and promptly. Hazardous energy sources need to be identified with all relevant parties notified and equipment secured allowing for isolation tags and locks to be put in place. Refer to SG-0500-WHS-PRO-00007 Plant Isolation Procedures.
	The person(s) performing works under the isolation is to agree in consultation with the Supervisor on the methods to be used and document those methods on Risk Assessment Form SG-0500-WHS-FRM-00007 Hazard Assessment / SG-0500-WHS-TMP-00003 Toolbox Meeting Record
3.22	WORKING IN, ON OR NEAR WATER
	The supervisor is to ensure that a SWMS is in place for operations on or adjacent to water and all personnel involved in the task are inducted into the SWMS. Ensure all control measures are in place, training has been provided and work is regularly monitored.
	All safety equipment as per SG-0500-WHS-FRM-00021 Procedures must be available as required. I.e. Personal Flotation device, rescue buoy, PPE, spotter, vessels etc.
3.23	SCAFFOLDS
	Experienced and certified scaffolders shall be used for all scaffold erection. Any scaffold subcontractor shall be required to submit for review and approval a site specific SWMS detail how the contractor shall perform the works.
	All scaffolds must be erected and maintained to AS / NZS -1576 or other relevant Australian Standards. SEE Civil Pty Ltd shall utilise experienced and certified scaffolders for all scaffold erection over 2m fall height. A handover certificate must be prepared and regular inspections as per SG-0500-WHS-FRM-00021 Procedures.
3.24	WORKING AT HEIGHTS
	Works at heights where a person could fall and be injured are considered high risk and requires the development of hazard assessment and Safe Work Method Statement.
	All personnel working at heights must be trained. EWP or Working at Heights training and all safety gear and rescue equipment available. A Work at Height Permit may also be required. Refer SG-0500-WHS-PRO-00001 section 6.28.

3.25	FALLING OBJECT PROTECTION
	Reduce the risk by inductions and toolbox talks to advise workers of No Go areas, Barriers & Signage, toe boards, FOPS for plant. Complete a Risk Assessment 06-B1-06 to determine controls required.
3.26	FORMWORK
	All formwork shall be erected by a competent Person. All subcontractors required to construct formwork shall submit for review and approval a SWMS.
	If the formwork is 3m or more above the surrounding area or greater than 16m ² in area, certification by a qualified engineer is required to verify safe load carrying capacity and stability as per Legislative requirements
3.27	DEMOLITION
	Before demolition is commenced, all asbestos and asbestos dust is to be removed from the building or structure by a Certified Asbestos Removalist.
	Prepare and toolbox a SWMS for the task.
	Structures less than 4m high that are to be demolished by mechanical methods (i.e. earthmoving equipment) do not require a certified demolisher to be present
3.28	STARTER BARS
	Concrete reinforcement starter bars, water pipes, electrical conduits, nails, bolts or any other object that has the potential to cause injury by a person being impaled, if unable to be removed, must be fitted with a device to prevent injury.
3.29	LASERS
	Ensure lasers are used by trained operators and in a safe manner. Only approved laser beams are permitted to be used on site.
3.30	HOT WORK
	Only competent and approved person may carry out hot work
	Ensure prior to commencing work the Permit to Work – Hot Works SG-0500-WHS-FRM-00019 has been completed and issued by the site Supervisor
	Prepare and toolbox a SWMS for the task.
	Be aware of extreme bushfire conditions when a Hot Work Permit may not be made available.
	Near grass or bushland a water tanker fitted with firefighting hose may be required to be present.
3.31	USING EXPLOSIVES ON SITE
	Explosives are not permitted to be used on site unless the client has provided all relevant authority approvals.
	Shot firers must provide licenses, permits and WHS Plan with SWMS before work on site.
	Do not store explosives on site.
3.32	WORKING IN A CONFINED SPACE
	A risk assessment is required to identify confined spaces.
	A SWMS with specific controls must be provided to site management for approval.
	A Permit to Work – Confined Space Entry SG-0500-WHS-FRM-00020 issued by site management for each work location is required.
	All workers involved in confined space entry works must be trained and hold the required certification.
3.33	NOISE
	Plant and equipment will be fitted with a green noise advice label if below 85 dBA or a red label if 85dBA or above.
	Normal working hours are between 6:30am and 6:30pm Monday to Saturday excluding Public Holidays.
	There are no plans for working after hours, should this need to be altered for any reason, consultation with Council, local neighbours and asset holders will occur prior. All works will still be required to comply with SEE systems and policies as normal.



3.33.1	Noise Testing Records Activities such as rock breaking with hydraulic hammers, jack hammers, pile driving including sheet piles, crushing and screening will be monitored with noise levels recorded in SG-0500-WHS-FRM-00008. Refer to SG-0500-WHS-FRM-00008 Plant Noise Assessment Test Record and SWA CoP Managing Noise and Preventing Hearing Loss. Controls used on site will be documented and recorded on electronic project files.
3.33.2	Personal Hearing Protectors It is essential that where personal hearing protectors are relied upon to control noise, they must be of a type and class that is appropriate for the level of noise produced by the plant or equipment. Refer to Refer SG-0500-WHS-PRO-00001 section 6.38.1 for recommended classes. Ensure records are kept.
3.34	CONTAMINATED SOILS Not applicable.



Appendix A - POLICY, LEGISLATION & RESPONSIBILITIES

Appendix B – SWMS LIST & RISK ASSESSMENT MATRIX

SWMS Number	SWMS Description
SEE Civil SWMS E001	Demolition Quick Cut Saw Operation
SEE Civil SWMS E005	Articulated Dump Truck Operation
SEE Civil SWMS E006	Backhoe Operations
SEE Civil SWMS E007	Compaction Equipment Operation
SEE Civil SWMS E009	Dozer Operation
SEE Civil SWMS E011	Excavator Operation
SEE Civil SWMS E015	Grader Operation
SEE Civil SWMS E016	Light Passenger Vehicle
SEE Civil SWMS E023	Rock Breaker Hammer on Excavator
SEE Civil SWMS E024	Water Cart Operation
SEE Civil SWMS T001	Site Safety For All Personnel
SEE Civil SWMS T002	Manual Handling
SEE Civil SWMS T003	Work Near Services
SEE Civil SWMS T004	Movement of Powered Mobile Plant
SEE Civil SWMS T005	Excavation, trenching & backfilling
SEE Civil SWMS T007	Traffic Management & Control
SEE Civil SWMS T008	Pipe Laying & Drainage Work
SEE Civil SWMS T009	Work in a Confined Space
SEE Civil SWMS T010	Trenching & Pipe Laying for Sewer over 4m Deep
SEE Civil SWMS T011	Survey
SEE Civil SWMS T012	Delivery of Plant to site
SEE Civil SWMS T015	Operator Prestart Checks & Maintenance
SEE Civil SWMS T016	Refuelling of Plant & Equipment
SEE Civil SWMS T018	Carry out Hot Work (welding, cutting, grinding)
SEE Civil SWMS T020	Installation & Removal of Temporary or Permanent Fencing
SEE Civil SWMS T021	Installation of Erosion & Sediment Controls

RISK ASSESSMENT MATRIX

		CONSEQUENCE IMPACT					
		No injury No structural failure or damage No environmental harm	First aid – no lost time Minor structural failure or damage Minor environmental harm	Medical, hospital or lost time Moderate structural failure or damage Moderate environmental harm	Permanent disability Major structural failure or damage Major environmental harm	Fatality Substantial structural failure or damage Substantial environmental harm	
RISK ASSESSMENT MATRIX		Consequence					LIKELIHOOD OCCURANCE RATE
		Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)	
Probability (Likelihood)	Almost certain (A)	M (9)	M (11)	H (18)	VH (23)	VH (25)	75-99% occurrence rate
	Likely (B)	L (5)	M (10)	H (17)	H (20)	VH (24)	50-74% occurrence rate
	Possible (C)	L (4)	L (7)	M (13)	H (19)	H (22)	25-49% occurrence rate
	Unlikely (D)	VL (2)	L (6)	M (12)	M (15)	H (21)	10-24% occurrence rate
	Rare (E)	VL (1)	VL (3)	L (8)	M (14)	M (16)	1-9% occurrence rate
		ACTION REQUIRED					
		VH – Very High DO NOT PRECEED – immediately introduce further control measure to lower the risk	H – High Review & introduce additional controls to lower the risk	M – Moderate Monitor & maintain strict measures	L – Low Monitor & manage	VL – Very Low No action required	



1.0 WORK NEAR SERVICES

Reference No	Potential Hazard & Where or how Risk occurs	Risk Assessment Before	Hierarchy of Control	Reference No	Control Measures	Risk Assessment After	Monitoring & Review Identify person/s responsible to ensure RA & controls are included in SWMS
					Document the control measures to be implemented in accordance with the HIERARCHY of CONTROLS		
					Elimination Substitution Engineering Procedural PPE		
1.1	OVERHEAD SERVICES	20				13	SWMS T003
	Electrocution		4	A	Worker training program to include safe working clearances of 3m up to 132000V and 6m up to 333000V overhead power wires		Supervisor Engineer
	Fire or explosion		3	B	Have tags fitted to live powerlines by service owner where possible		Operator
	Use trained spotter		3/4	C	Ensure competent first aid personnel are present where the risk of contact with powerlines is high		Spotters
	Contact with overhead power lines		3	D	Wherever possible have overhead electrical services de-energised or isolated by the asset owner		
	Power not isolated		3	E	Ensure the use of a spotter where work on energised electrical components cannot be avoided		
	Mobile plant		2	F	Give consideration in the planning stage to the selection of plant to be used for the project works		
			3	G	Fit "Danger Overhead Power" signs in plant operators cabins		
			4	H	Communicate electrical hazards with workers at pre-start meetings		
			4	I	All workers to be inducted to emergency procedures for damage to overhead services		
			3	J	Establish NO GO zones under overhead services		
			3	K	Erect warning signage below overhead services		
			3	L	Ensure the use of non-conductive ladders, EWP and scaffolds		
			3	M	Ensure a worker working on an energised equipment is not alone		
					Ensure compliance with the following Legislation:		
					Code of Practise – Managing Electrical Risks in the Workplace		
					Code of Practise – Excavation Work		
					Include Emergency Procedures in SWMS		
1.2	UNDERGROUND SERVICES	20				13	SWMS T003
	Electrocution		4	A	Establish DIAL-B4-U-DIG plans prior to commencing work		
	Contact with underground services		4	B	Ensure that if the scope of works change, or plan validity dates expire, that a new Dial Before You Dig enquiry is submitted prior to commencing any further works		Supervisor Engineer
	Injury to personnel		4	C	Use a competent services locator to identify underground services		Operator
	Inappropriate plant		4	D	Ensure a Permit to Work – Near Services SG-0500-WHS-FRM-00022 is completed and approved prior to commencing work ground works		Spotters
	Untrained personnel		4	E	Communicate electrical hazards associated with the works at pre-start meetings		
	Mobile plant		3/4	F	Be aware of attachments to the underground lines (i.e., branch lines, junctions, valves)		
			3	G	Identify underground services using signs or tags		
			3	H	Use non-destructive location methods to identify services using methods including hand excavation, potholing or vacuum extraction		
			4	I	All workers to be inducted to emergency procedures for damage to underground services		
			4	J	Ensure workers are trained in the correct rescue procedures in the event of a trench collapse		
			3	K	Establish NO GO zones around underground services		
			4	L	Include Emergency procedures in SWMS		
			3	M	Protect and isolate all services at all times		
			3	N	Where a service is exposed erect physical barriers for protection		
			3	O	Where any unknown underground service is located cease work immediately and notify your supervisor		
					Ensure compliance with the following Legislation:		
					SWA WHS Regulations 2011 – Part 4.7 – General Electrical Safety in Workplaces & Energise Electrical Work		
					Code of Practise – Managing Electrical Risks in the Workplace		
					Code of Practise – Excavation Work		



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1.3	UNDERGROUND GAS SERVICES	20				13	SWMS T003
	Pipeline rupture		4	A	Establish DIAL-B4-U-DIG plans prior to commencing work		
	Explosion or fire		4	B	Ensure that if the scope of works change, or plan validity dates expire, that a new Dial Before You Dig enquiry is submitted prior to commencing any works		Supervisor Engineer
	Injury to personnel		3	C	Use a competent services locator to identify gas services		Operator
	Untrained personnel		4	D	Ensure a <i>Permit to Work – Near Services SG-0500-WHS-FRM-00022</i> is completed and approved prior to commencing work ground works		
	Mobile plant		4	E	Communicate work hazards at pre-start meetings		
			3	F	Identify underground gas using signs or tags		
	Inappropriate plant		3	G	Use non-destructive location methods to identify services using methods including hand excavation, potholing or vacuum extraction		
			4	H	All workers to be inducted to emergency procedures for damage to underground gas services		
			3	I	Establish NO GO zones around underground services		
			3	J	Protect and isolate service at all times		
			3	K	Where a service is exposed erect physical barriers for protection		
			3	L	Where any unknown underground service is located cease work immediately and notify your supervisor		
					Ensure compliance with the following Legislation:		
					SWA WHS Regulations 2011 – Part 4.7 – General Electrical Safety in Workplaces & Energise Electrical Work		
					Code of Practise – Managing Electrical Risks in the Workplace		
					Code of Practise – Excavation Work		
1.4	UNDERGROUND TELECOMMUNICATION SERVICES	13				12	SWMS T003
	Failure to correctly locate services		3	A	Use a competent services locator to identify telecommunication services		Supervisor Engineer
	Contact with underground services		4	B	Ensure a <i>Permit to Work – Near Services SG-0500-WHS-FRM-00022</i> is completed and approved prior to commencing work ground works		Operator
	Injury to personnel		4	C	Communicate work hazards at pre-start meetings		Spotters
	Inappropriate plant		3	D	Identify underground services using signs or tags		
	Untrained personnel		3	E	Use non-destructive location methods to identify services using methods including hand excavation, potholing or vacuum extraction		
	Mobile plant		3	F	Establish NO GO zones around underground services		
			3	G	Protect and isolate service at all times		
			3	H	Where a service is exposed erect physical barriers for protection		
			3	I	Where any unknown underground service is located cease work immediately and notify your supervisor		
					Ensure compliance with the following Legislation:		
					SWA WHS Regulations 2011 – Part 4.7 – General Electrical Safety in Workplaces & Energise Electrical Work		
					Code of Practise – Managing Electrical Risks in the Workplace		
					Code of Practise – Excavation Work		

2.0 EXCAVATION WORKS

2.1	UNSTABLE PLANT	19				13	SWMS T004, T005
	Unsafe operations		4	A	Operate on level site where possible. Use suitable plant		Supervisor, Operator
	Unstable operating platform			B	Inspect ground conditions for stability prior to setting up plant		
	Sloping site		4	C	Allow safety margin if site is sloping		
	Trench collapse		4	D	Plant must not operate within areas that may collapse next to trenches or embankments		
	Exceed SWL		4	E	Safe Weight Loads (SWL) must be complied with for all lifting equipment		
	Untrained operators		4	F	Ensure plant operators are trained and competent		
	ROP's and / or FOP's not fitted		3	G	Ensure plant is fitted with ROP's and / or FOP's as required		
	Plant Roll Over		3	H	Operators are to wear seatbelts while operating where fitted		
			3	I	Operators must regularly inspect the cut or underside of the loading pad to ensure stability		
			3	J	Ensure correct placement to avoid over extension of excavator arm		
			3	K	Establish no go zones as required where there is a risk of rollover		
			4	L	Ensure UHF radios are available and operators are trained to use them		
			3	M	Do not haul or tip on soft ground. Establish haul roads and tip pads.		
2.2	TRENCH COLLAPSE	22				13	SWMS T004, T005
	Trench or embankment collapse		3	A	OBTAIN Geotechnical report. Batter banks to safe angles		Supervisor
	Insufficient shoring or benching		3	B	Use shoring or benching for trenches over 1.5m deep and in unstable ground where trench is <1m deep		
	Moving plant near open excavations		3-4	C	Provide regular inspection of banks by a competent person		
			4	D	Do not impose extra load on the banks with spoil or machinery		
			4	E	Be aware of loose ground or other trenches		
	Entrapment		3	F	Ensure plant remains required distance from trench edge to avoid cave-in and entrapment of ground personnel		



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2.3	EXCAVATIONS DESTABILISING OTHER PLANT OR STRUCTURES	22				13	SWMS T004, T005
	Structure collapse		4	A	Do not excavate near existing thrust blocks on pressure pipelines. Provide shoring as required		Supervisor Operator
	Injuries to personnel		3	B	Check footings of existing structures will not be undermined		
	Damage to plant		3	C	Provide support of excavating close to power poles or stay wire anchors		
	Trench collapse		4	D	Ensure footing near existing structures are checked after a significant rainfall event. Provide shoring as required		
2.4	PERSONS FALLING INTO EXCAVATIONS	19				8	SWMS T004, T005
	Persons falling		3	A	Provide barriers and signage around open excavations where there is a risk of persons falling		Supervisor
	Non-secure barricading		4	B	Do not leave open excavations unattended		Workers
	Insufficient emergency route		3	C	Ensure adequate emergency route is maintained at all times		

3.0 GRAVITATIONAL

3.1	WORKERS FALLING	19				8	SWMS T008
	Inadequate training		3	A	Provide ladder access to excavations		Supervisor
	Slips, trips or falls		3	B	Barricade excavations, trenches and embankments as required		Workers
	Poor housekeeping methods		4	D	Plant operators to enter and exit machinery correctly – 3 point contact		
			4	F	Check steps in manhole chambers are secure or provide ladder		
			3	G	Clearly define access pathways		
			4	H	Ensure regular housekeeping		
3.2	FALLING OBJECTS	19				13	SWMS T008, T010
	Plant not fitted with FOP's		3	A	All plant to be fitted with FOPS where falling objects could occur		Supervisor, Operator, Plant Manager
	Stockpiles not placed correctly		3	C	Place spoil clear of excavations to prevent material falling onto workers in trenches.		
	PPE requirements not met		4	D	Wear hard hats and safety boots as required by SWMS or site safety rules.		
	No identified exclusion zone		4	E	Do not stand or work under lifting equipment or suspended loads		
			3	G	Use signs and barricades to prevent other persons entering the fall zone		
			4	J	Provide training for workers loading & unloading materials from trucks		
	Rolling Objects		3	K	Provide bunding		
			3	L	Placement of material – competent operator		
3.3	FAILURE OF LIFTING EQUIPMENT	19				12	SWMS T008, T010
	Lack of maintenance of lifting gear		4	A	Comply fully with regulations. Inspect each use, tag out if damaged		
	Test and Tag lifting gear		4	B	Test and Tag each 12 months. Retest if damaged or Tag missing. Maintain register at each site of lift gear on site.		Supervisor, Plant Manager
	Incorrect plant used to lift load		4	C	Use correct slings and chains for load		
	Inadequate training		4	D	Use competent dogger to sling loads or issue Lift Plan with training to others.		
			4	E	Do not work under suspended loads		
			4	F	Use correct crane for lifting		

4.0 HAZARDOUS CHEMICALS

4.1	FIRE OR EXPLOSION REFUELLING MACHINES	13				8	SWMS T016
	Extinguish all ignition sources		4	A	Comply fully with regulations. Turn off plant		Fuel Truck Operator
			4	B	No naked flames or sparks while refuelling		
			4	C	Do not smoke. Refuel in approved area.		
	Incorrect storage of fuel and oil		3	D	Store oil in approved manner on bunded pallet. Fuel by tanker only.		
	Inadequate training		3	E	Dispense fuel with approved equipment only		
	Lack of firefighting equipment		4	F	Fire extinguishers must be available		
4.2	EXPLOSIVE GASES	19				12	SWMS T016, T018
	Ill maintained gas detection equipment		3	A	Use gas detector in confined spaces i.e. Storage areas, sewer manholes		Supervisor
	Incorrect storage and handling of cylinders		4	B	Comply with all work requirements as per SWMS		Workers
	Inadequate training		4	C	Include requirements in induction procedures for work near explosive gases		
			3	D	Ensure gas cylinders are secured when stored in a dry cool location		
4.3	ASBESTOS MATERIAL	19				12	SWMS T001
	Inadequate training		4	A	Use licensed demolishers only		Supervisor
	Incorrect use of PPE		5	B	Provide PPE		Workers
	Incorrect handling procedures		3	C	Dispose of correctly		
	Long term health effects		4	D	Where unexpected asbestos is discovered employ the services of a qualified asbestos inspector		
	Skin irritation		4	E	Samples must be sent to an accredited NATA authorised test facility		



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5.0 NOISE

5.1	NOISE	20				13	SWMS T001
	Inadequate noise reduction on machinery		4	A	Comply with EPA guidelines & COP for noise monitoring		Supervisor Worker
	Incorrect use of PPE		3/4	B	Use work methods and equipment to reduce noise		
	Long term hearing damage		4/5	C	Provide PPE equipment and training		
			4	D	Implement health monitoring for RED label plant. I.e. 85 dB(A) & above		
			3	E	Ensure plant & equipment is tested and labelled with the correct dB (A) signage. Green label for below 85 dB(A)		
			4	F	Ensure noise levels are checked regularly as per the manufactures specifications and rechecked following rectification works		
			3	H	Ensure the exhaust system is properly and regularly maintained		

6.0 POWER & PORTABLE TOOLS

6.1	POWER & PORTABLE TOOLS	22				13	SWMS T004, T018
	Nil or expired test and tag		4	A	Enforce inspection and tagging procedures		Supervisor
	Electrocution		3	B	Provide approved earth leakage power outlets		All workers
			4	C	Include daily inspection of leads and power tools by workers in induction procedures and SMP requirements		
	Damaged or faulty equipment		4	D	Damaged equipment to be removed from service immediately and 'Out of Service' tags are to be fitted		
	Lacerations, puncture wounds or other injuries to operators		1	E	Operators of power tools must be competency assessed and details recorded on VOC before commencing work		
	Operating in wet conditions		1	F	Electrical tools must not be used in wet environments		
	Blunt blades, drill bits, discs etc.		3	G	Ensure blades on tools are fully sharpened		
	Trip hazards from leads		3	H	Ensure leads are raised above the ground		
	Untrained personnel or operators		4	I	Ensure operators are trained		
			3	J	Ensure operating controls are in good working order		
	Removed or no guarding		3	K	Ensure all guards and safety covers are fitted correctly		
			3	L	Ensure ventilation inlets and exhausts are unobstructed		
	Incorrect maintenance		4	M	Ensure competent persons only service and maintain power and portable tools to the manufactures specifications		
	Conductive materials		3	N	Where possible ensure the use of non-conductive tools and equipment when working on possible energised parts		
	Untested power installation		3	O	Power to temporary buildings from generator or from mains must be carried out by authorised electrician and test certificate displayed.		

7.0 MANUAL HANDLING

7.1	MANUAL HANDLING OF MATERIALS AND PLANT	20				9	SWMS T002
	Strains and sprains		4	A	Design work procedures to reduce or eliminate manual handling including loading or unloading trucks		Supervisor
	Inadequate manual handling training		4	B	Provide training for correct manual handling practises. Refer to COP Manual Handling.		All workers
	Heavy loads		3	C	Use mechanical means or team lifting for weights over 16kg. Loads over 55 Kg. must be by mechanical lift.		
	Inadequate lift plan		2	D	Ensure the preparation of a lift plan to have goods delivered on pallets and handled with forklifts instead of manual handling.		
	Non-secure loads		3	E	Do not attempt to handle heavy unsecured loads manually. Secure the load and develop a lift plan.		
	Loading and unloading vehicles		4	F	Do not work from vehicles above 2 metre fall height. Use fall arrest. Do not perform repetitive lifting above waist height. Do not lift materials of unknown weight. When load restraints have been removed for unloading be aware of materials that could move and cause crush injuries.		
7.2	INJURIES CAUSED BY MOVEMENT OF STACKED OR STORED MATERIALS	13				7	SWMS T002
	Loading and unloading vehicles		3	A	When loading or unloading trucks chock or tie materials likely to move		Supervisor
	Handling of material stockpiles		3	B	Pipe stockpiles must be securely wedged		All workers
	Pinch point injuries		4	C	Keep clear of pinch points of lifting gear or load moving.		
	Crush injuries		3	D	Stay clear of swinging load or movement of stacked materials that may cause crush injury. Forklifts or other lift equipment also present crush injury hazards.		
			4	E	Lift correctly to avoid collapse of vertical faces or other slip areas on stockpiles of gravel, sand etc.		
			3	F	Delineate restricted area around stockpiles of wet material that could slump and cause engulfment		



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8.0 MOVING PLANT

8.1	WORKERS OR OTHER PERSONS COULD BE HIT BY MOVING MACHINERY	22				13	SWMS T001, T004
	Person to plant collision, Monitoring Personnel being hit by plant/vehicles		3	A	Restrict entry to work area of unauthorised persons		Supervisor
			4	B	Provide training during inductions to all onsite workers		Operator
	Insufficient exclusion zone		3	C	Establish 15m NO GO areas around machinery 30m behind trucks on haul roads.		All workers
	Inadequate training		4	D	Operators must be authorised to operate machinery by supervisor and be issued with a VOC for plant being operated.		
	Operators view may be hindered		3	E	If operator does not have a clear view to travel or operate plant use a competent person as a spotter and maintain UHF radio contact		
	Working around moving plant		3	F	Flashing lights and reversing alarms on machines must be operational		
			4	G	Provide training to keep workers clear of lifting equipment when loading or unloading materials on trucks		
			3	H	Operators to STOP work if unauthorised persons in NO/GO zone		
	Fatigue		4	I	Ensure all operators are aware of the signs of fatigue and are informed of the correct procedures to follow		
	Loss of control of plant, not wearing seatbelt or loose objects in cab		3	J	Ensure seatbelts are worn when operating plant where fitted		
			3	K	Ensure no loose materials or tools are stored in the cabin		
8.2	HEAVY MACHINERY CROSSING PUBLIC AREAS	22				8	SWMS T001, T004, T007
	Person or vehicle to plant collision on public area.		4	A	Operators must give way to pedestrians and public vehicles on public areas		Supervisor
			3	B	Security fences must be kept in place		Operator
	Incorrect Traffic Management Plan		4	C	Ensure correct approved Traffic Control Plans to control public traffic is fully implemented.		
	Insufficient traffic control including signage and traffic controller		3	D	Check all signage and controls remain operational		
	Inadequate training		4	E	Operators must be inducted with locations of public access across the work site and operator responsibilities		
8.3	TRANSPORT MATERIALS & EQUIPMENT	22				13	SWMS T001, T004, T007
	Overloaded transporter		4	A	Use correct vehicle for transport		Supervisor
	Motor vehicle accidents		3	B	Do not overload, know the plant details		Operator
	Inadequate securing of load		4	C	Trained persons only to secure loads on trucks		
			4	D	Trained persons only to sling materials for lifting		
	Fatigue		4	E	Comply with relevant state transport regulations		
	Slips, trips & falls		3	F	Trucks and plant to be fitted with approved steps and handrails to allow safe access		
			4	G	Do not jump from trucks		
	Inadequate training		4	H	Truck drivers must be trained, licensed and inducted		
	Inadequate maintenance of vehicle		4	I	Subcontract trucks and machinery must be approved by the Principal Contractor for use on site		

9.0 WORKING IN, NEAR OR OVER WATER

9.1	IN EXCAVATIONS	22				12	SWMS T005, T008
	Extreme rain event causing flooding		4	A	Ensure all personnel are inducted to Flood Plan if required		Supervisor
	Inrush of water		4	B	Ensure bund walls are inspected daily for stability		Workers
	Inadequate rescue training		4	C	Ensure workers are trained in emergency rescue procedures		
	Insufficient inspection of excavated walls		3	D	Ensure trenches are inspected for water seepage		
			3	E	Ensure the inspection of trenches after a rainfall event by a competent person		
9.2	WHEN WORKING IN, NEAR OR OVER WATER	19				12	SWMS T001
	Insufficient swimming experience		3	A	Use scaffolds and emergency flotation equipment if working over or near water where there is a risk of drowning		Supervisor
	Inadequate fencing or barricading		3	B	Where water or wet sediment is stored onsite the area must be securely fenced to exclude public entry		Workers
	Extreme rain event causing flooding		3	C	Working in pipes or pits may be carried out only if there is no risk of sudden flooding from a breach of a bund or other structure		
	Major flood event		3	D	Refer SEE Civil Flood Management Plan if required		
	Inadequate rescue training & equipment		3	E	Ensure two persons are involved when water testing is to be carried out		
			3	F	Ensure you remain on solid firm ground and where possible on top of the bank when placing flocculent by hand		



10.0 DUST

10.1	DUST FROM EARTHMOVING	17				8	SWMS T001
	Long term lung damage		3	A	Provide PPE and training		Supervisor
	Eye injuries		5	B	Wear eye protection		Operator
	Reduced visibility		3	C	Water area to prevent dust		
	Community complaints		4	D	Ensure initial & ongoing consultation with local communities and stakeholders		
	Not compliant with Legislation		4	E	Ensure development of Environmental Management Plan as required by contract specifications		
	Environmental impacts		3	F	Ensure protection of the environmental and constant visual inspection		
	Water contamination		3	G	Carry out water testing as required by contract specifications		

11.0 PROTRUSIONS

11.1	PROTRUSIONS, NAILS, SCREWS, BOLTS, REINFORCEMENT STEEL, PROTRUDING PIPES	13				8	SWMS T001
	Impalement		3	A	Remove all nails, screws & other protrusions that could impale		Supervisor
	Eye injuries		3	B	Provide protection over protrusions and wear eye protection		Workers
	Slips, trips or falls		3	C	Provide safety barriers around protrusions		
	Lacerations		3	D	Fix safety caps or other protection to fixed reinforcing or pipes		

12.0 ACCESS & EGRESS

12.1	ENTERING & EXITING PLANT	18				9	SWMS E005 – E023
	Inadequate training		4	A	Operators must be trained and hold a VOC for the plant being operated		Operator
	Injuries from slips and falls		4	B	Plant operators must maintain three (3) points of contact when entering or exiting machine cabs		
			3	C	Steps and handrails must be fitted to plant		
			4	D	Never jump from an item of plant		
12.2	ACCESS & EGRESS ON SITE	18				9	SWMS T001
	Access to buildings		4	A	Provide steps < 250mm and handrails as required		Supervisor
	Access to excavations		4	B	Provide ladders as per COP Excavation		All workers
12.3	ACCESS & EGRESS TO & FROM SITE	18			RMS - Spec -G22 Appendix A - Item 3, 5 & 16	9	SWMS T001
	Pedestrians entering & leaving site		4	A	Develop traffic control plan – refer to sections 14 & 15 below		Project Manager
	Vehicles & Plant entering & leaving site		4	B	Develop traffic control plan – refer to sections 14 & 15 below		Project Manager
	Private Property Access		4	C	Develop traffic control plan – refer to sections 14 & 15 below		Project Manager
	Concurrent works		3	D	Liaise with adjoining contractors to maintain safe access		

13.0 VIBRATION

13.1	VIBRATION	19				13	SWMS E005 – E023
	Damage to existing structures		4	A	Heavy vibratory equipment not to be used adjacent to existing structures		Supervisor
	Trench collapse		4	B	Vibratory equipment could collapse excavations		Operator
	Inadequate training		3	C	Roller operators must hold a VOC. Include risks in prestart meetings.		
	Injuries caused by hand held vibratory equipment		3	D	When operating hand held equipment the equipment must be fitted with vibration absorbing controls and handles. Provide training		



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14.0 TRAFFIC – PEDESTRIANS, PLANT & VEHICLES

14.1	WORKING NEAR LIVE TRAFFIC	22				13	SWMS T001, T007
	Insufficient traffic management planning		4	A	Ensure the Traffic Control Plan being used is correct for the location and fully implemented. Advise Supervisor immediately if not suitable.		Supervisor
	Injury or death from plant or vehicle to person collision		3	B	Wear high visibility clothing & required PPE. STOP/GO or other warnings to be implemented as per approved plans prior to works adjacent to traffic.		Operator
	Inadequate barricading, fencing or signage		4	C	Stop work immediately and advise Supervisor. Have changed TCP approved and implemented before recommencing activities.		
	Slips, trips or falls		4	D	Check work area is safe and establish escape path for emergency		
	Monitoring traffic control		4	E	Only certified licensed personnel are to operate as traffic controllers		
				F	Workers near live traffic must remain aware of passing traffic, changes to traffic flow, damage to traffic control equipment, public behaviour, effectiveness of traffic controllers and any other activities that may pose increased risk to themselves or others.		
14.2	TRAFFIC CONTROL INSTALLATION	20				13	SWMS T001, T007
	Insufficient traffic management planning		3/5	A	Persons erecting signage to comply with approved standards and SWMS developed for this activity.		Supervisor
	Inadequate barricading, fencing or signage		4	B	SWMS to include all temporary controls to protect workers when installing traffic control equipment.		Operator
	Injury or death from vehicle to person collision		3	C	STOP/GO or other warnings to be implemented as per approved plans prior to works adjacent to traffic.		All Workers
	Plant to vehicle accidents, highway & construction Traffic		3	D	STOP/GO or other warnings to be implemented as per approved plans prior to works adjacent to traffic.		
	Inadequate training		4	E	Workers must be site inducted, attend pre-start and be qualified.		
	Working around moving plant		3	F	Use two way radios to communicate between traffic controllers, plant operators and the Supervisor		
	Plant operators view may be hindered		3	G	Maintain safe distance from plant and remain in radio contact		
	Construction vehicle turning areas		3	H	Turning areas must be developed for construction vehicles		
	Personnel erecting barriers around monitoring equipment hit by plant		4	I	Communicate work hazards at pre-start meetings		
14.3	BARRIER INSTALLATION	22				13	SWMS T001, T007
	Working in and around plant		4	A	A Proximity Permit IMS 12-B1-18 is required		Supervisor
	Plant to person collision		3	B	Refer to Section 8.1 Moving Plant		
	Operator has restricted view of works		4	C	Ensure the use of a spotter where the operators view is hindered		
					Visual Contact or UHF radio must be maintained at all times		
					Flashing lights and reverse alarms to be operational		
	Plant to vehicle collision		4	D	Develop VMP and TCP that includes highway traffic, lane closure		Operators
					Refer to Traffic Control Plan & Risk Assessments 15.1 & 15.2		
					Refer to SEE SWMS 029 NSW – Work in or adjacent to a Roadway		
	Inadequate training		4	E	Induct relevant workers, ensure crane and plant operators are ticketed		
	Insufficient exclusion zone		3	F	Establish no go zones where barriers are to be installed		
	Equipment malfunction		4	G	Lift Permit required from Crane Company.		
					Crane Company to provide plant inspection records and SWMS for work to be completed using crane or crane truck		
					All lifting equipment to be inspected prior to use and tagged.		
	Rollover of Plant		4	H	Plant to be operated within the working load limits and in accordance with the manufacturer's recommendations.		
					ONLY licensed operators to be used (crane operator / Dogger).		
					Approved lifting points ONLY to be used and SWL to be marked. DO NOT EXCEED SWL		
					Supervisor and crane operator to check ground conditions prior to doing any lifts		
	Personnel struck by swinging load, machinery, traffic or swinging chains		4	I	Never approach any item of plant unless positive communication has been established with the operator.		Workers
					Dogman to assess the need to secure the load back to the Franna crane if walking long distances or over uneven ground		
					Use a spotter when reversing or when vision has been impaired		
					All personnel to remain within the confines of the Traffic Control Plan and obey directions issued by the Traffic Controllers		
					Licensed Dogger ONLY to be used to sling loads		
					No walking or working under suspended loads		
					All barriers to be bolted immediately after placement.		
					Reflectors to be put on all barriers before the end of shift.		
					Minimum 1 metre clearance on outer edge of barriers		
	Muscle/Back Strain		3	J	Allow the crane to place the load under the direction of the Dogman		
					Use lever bars to manoeuvre barriers into place		
	Hand Injuries/Cuts		3	K	Wear appropriate PPE – Leather Gloves		
					Never place any part of your body in between the barriers and keep hands well clear until Dogger has given all clear.		



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14.4	CONCURRENT WORKS	20				13	SWMS T001, T007
	Insufficient traffic management planning		3/5	A	Formulate Traffic Management plan in conjunction with adjoining works.		Supervisor
	Inadequate barricading, fencing or signage		4	B	Check all signage & Barricades comply with approved traffic control plans		Operator
	Access causes conflict with others		4	C	Establish construction plan to avoid conflict		All Workers
14.5	PEDESTRIANS – WORKERS & PUBLIC	20				13	SWMS T001, T007
	Injury or death from plant to person collision		4	A	Ensure inductions include risks and NO/GO or restricted areas. Check provision for pedestrians in VMP or TCP		Supervisor
	Lack of delineation		4	B	Install delineation as required to separate persons and plant		Operator
	Inadequate TMP causing incidents		4	C	Ensure pedestrian controls for the site have been approved and review as required.		
	Slips, trips or falls		4	D	Provide signage as required		
				E	Ensure paths designed for pedestrians are clear of trip and slip hazards		

15.0 WASTE DISPOSAL

15.1	WASTE DISPOSAL	13				7	SWMS T001
	Biological hazards		3	A	All workers must use bins provided onsite for refuse disposal		Supervisor
			3	B	Bins must be emptied regularly		All Workers
			3	C	Bins must be covered		
	Lacerations from broken glass		3	D	Glass bottles not permitted onsite except the lunch room		
	Environmental impact from incorrect disposal of hazardous chemicals		4	E	Hazardous chemicals must be disposed of according to SDS information or to EPA requirements		
			4	F	Garbage and sewage must be disposed of to Local Council and EPA requirements		
			4	G	A record of waste material leaving the site will be kept by the Contract Administrator as per environmental management requirements		

16.0 ATMOSPHERIC CONTAMINATION

16.1	ATMOSPHERIC CONTAMINATION	19				8	SWMS T001 and EMP
	Exhaust emissions		3	A	Ensure exhaust vapours from engines are reduced by maintaining and regularly servicing the plant and all exhaust fittings		Supervisor
			3	B	When purchasing new plant or machinery identify those with the least exhaust emissions		All Workers
	Inhalation of toxic gases		3	C	Ensure when refuelling plant & machinery the refueller operates downwind from other personnel		
	Death from asphyxiation		4	D	Ensure entry to sewer or stormwater pipes is only permitted after the concentration of gases has been determined		
	Fire or explosion from ignition of gases		3	E	Ensure all sources of ignition are extinguished prior to removing sewer or stormwater pipe coverings		
	Death or burn injuries from fire or explosion		3	F	Ensure all sources of ignition are extinguished prior to refuelling activities		
	Inadequate air quality testing		4	G	Ensure the development of an EMP as required by the PMP		
	Poor maintenance techniques		4	H	Ensure where contaminated soil has been identified and requires removal a Contaminated Soil Management Plan is developed and all appropriate site personnel are inducted into this Plan		
			4	I	Ensure the appropriate type and amount of soil testing is carried out prior to & during excavation works		
	Inadequate training		3	J	To reduce the odour emitted from the disturbance of acid sulphate soil, the dilution of acidic leachate prior to discharge into receiving ponds may assist		
	Inadequate PPE		3	K	Carry out air testing as required		
	Gas pipe rupture		4	L	Ensure all Dial Before You Dig plans are available prior to excavation works and any gas lines present are identified		
			4	M	Ensure all relevant personnel have been informed of the presence of gas lines and their location		



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17.0 WORKING IN A CONFINED SPACE

17.1	WORKING IN A CONFINED SPACE	22				13	SWMS T009
	Inhalation of toxic gases		4	A	Do not operate internal combustion engines in confined spaces		Supervisor
	Death from asphyxiation		4	B	Include in induction procedures		
	Fire or explosion from ignition of gases		3	C	Use gas detector to determine gas and oxygen levels		Workers
	Death or burn injuries from fire or explosion		4	D	No naked flames or sparks		
	Inadequate air quality testing equipment		4	E	Must be licensed for Confined Space Entry		
	Poor maintenance techniques		3	F	Provide rescue and ventilation equipment as required		
	Inadequate training		3	G	Use certified persons only and check currency of ticket or licence		
	Inadequate rescue procedures		4	H	Provide site specific training & induction		
	Inadequate PPE		4	I	Ensure all workers entering the confined space are accounted for		
	Incorrect service isolation procedures		4	J	Signs must advise all persons of confined space hazards		
	Inadequate ventilation		3	K	Barriers to keep out untrained persons and prevent objects falling into confined space		
	Inadequate oxygen supply		3	L	Check all rescue equipment is present, adequate and operating correctly before work begins		
			4	M	Use equipment that is approved by Australian Standards only		
			5	N	Check PPE requirements by permit, ensure PPE is functioning & fitted correctly		
			3	O	Isolate all services as per permit		
			3	P	Ventilate according to permit requirements		
			3	Q	Ensure fall arrest system in place for depths over two (2) metres		
			4	R	Standby person must be qualified and capable of rescuing the worker in the confined space within three (3) minutes		

18.0 PLANT OPERATIONS

18.1	PLANT OPERATIONS	22				13	SWMS E005 – E023
	Inadequate training		4	A	Ensure all operators are competent and trained. Implement VOC		Supervisor
	Damage from plant rollover		3	B	Ensure design specifications consider the overturning risks		Operator
	Death or injuries from plant rollover		3	C	Ensure the edges of the pavement are delineated or have a windrow where width restrictions are an issue on the project		
			3	D	Ensure ground conditions are inspected after a weather event		
			3	E	Never operate plant across extreme slopes		
	Uncontrolled movement		3	F	Always park on level ground		
			3	G	Ensure park brake is operational and adequate		
			3	H	Ensure all attachments are lowered to the ground when plant has stopped		
			3	I	Ensure appropriate mechanical locks are fitted to plant as per the operators manual		
			3	J	Never short across starter terminals as the plant could move unexpectedly		
			3	K	Ensure operators never leave plant running unattended		
	Entanglement and striking		3	L	Always keep clear of moving parts and attachments		
			3	M	Ensure an exclusion zone has been established and is clear		
			4	N	Ensure plant is started from the operators seat only		
			3	O	Ensure all guarding is in place prior to operation		
			2	P	Ensure the selection of the correct type of plant for the works to be carried out		
				Q	Ensure only competent trained personnel carryout maintenance and repair		
	Inadequate daily inspections and maintenance		3	R	Ensure daily plant inspections are carried out and recorded		
	Operators view may be hindered		3	S	Ensure the use of a spotter as required		
	Speeding onsite		4	T	Ensure operators travel at a minimum speed when compacting edges		
	Inadequate item of plant used for work		2	U	Ensure the correct item of plant is used for the job being done		
			4	V	Ensure all operators are aware of the signs of fatigue and are informed of the correct procedures to follow		
			3	W	Ensure seatbelts are worn when operating plant where fitted		
	Injuries from items in cab of plant		3	X	Ensure no loose materials or tools are stored in the cabin		
	Fatigue		4	Y	Ensure workers are aware of the symptoms and alert their supervisor should they feel fatigued		
			4	Z	Ensure all operators are aware the correct fatigue procedures to follow		
	Slips, trips & falls		3	AA	Ensure all personnel mount / dismount plant at locations with steps and / or handholds		
			3	AB	Ensure steps and handholds are clean and secure prior to use		
			3	AC	Maintain 3 points of contact with steps and handholds while facing unit at all times		
			4	AD	Do not mount or dismount from a moving item of plant		



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			3	AE	Ensure controls are not used as handholds when mounting or dismantling the item of plant		
			3	AF	Never jump from a machine		
	Uncontrolled discharge		3	AG	Caution must be observed – hot fluids and high pressure can exist in hoses fitted to this item of plant		
			4	AH	Ensure all hydraulic, coolant and air hoses and fittings are in good maintenance		
			3	AI	Ensure maintenance workers relieve pressure prior to conducting any repairs		
			3	AJ	Ensure all raised equipment is lowered prior to removing any hydraulic lines, fittings or pipes		
	Explosion & Fire		3	AK	Ensure when checking batteries avoid arcing to reduce the risk of fire or explosion		
			3	AL	Ensure all ignition sources are extinguished prior to refuelling		
			3	AM	Ensure plant engines are always turned off when refuelling		
			3	AN	Ensure the fuel cap is secured tightly after refuelling		
			4	AO	Ensure spilt fuel is cleaned up prior to starting engine		
	Manual handling injuries		3	AP	Ensure others assist with lifts > 16kgs or use mechanical lift.		
18.2	PLANT SAFETY EQUIPMENT	22				13	SWMS E005 – E023
	Is ROPS required due to any of the following?						Plant Manager
	Rollover due to unstable, slippery, soft ground conditions		3	A	Fit certified ROPS structure where unstable ground conditions are prevalent		Supervisor
	Rollover due to lifting operations		3	B	Fit certified ROPS structure where lifting with plant		Operator
	Rollover by collision with other plant		3	C	Implement VMP – fit ROPS if risk remains		
	Rollover due to operating on incline		4	D	Fit ROPS - Ensure plant is operated within the machine capabilities		
	Rollover from inexperienced operators		4	E	Fit ROPS - Ensure plant operators are competent and trained		
	Is FOPS required due to any of the following?						
	Falling objects from site works		3	F	Fit certified FOP's structure		
	Falling tree branches		3	G	Fit certified FOP's when clearing and grubbing		
	Injury to workers from tree branches penetrating plant window		3	H	Ensure window guards are fitted when clearing and mulching		
	Plant to plant/person collision from non-operational hazard lights, reverse alarms		4	I	Ensure completion of 12-B1-02 Daily Plant Checklist		
			3	J	Notify supervisor if flashing lights are not operational		
			3	K	Notify supervisor if reversing alarms are not operational		
			4	L	Do not operate defective plant		
	Fire in plant causing injury or damage		3	M	Ensure appropriate fire extinguisher is fitted and charged		
			4	N	Ensure operator is trained in the use of firefighting equipment		
	Injury from unsafe seat and / or belts		3	O	Ensure seats are fully functional and adjustable to the operators requirements		
			3	P	Ensure seatbelts are operational and worn where fitted		
	Falls from heights		3	Q	Ensure handrails and access ladders / steps are fitted to plant		
	Insufficient guarding causing injury		3	R	Ensure guarding is fitted to pinch points		
			3	S	Ensure guarding is fitted to hot parts of plant		
			3	T	Do not remove guarding un-necessarily & replace when work is finished		
	Plant to person, plant to plant and plant to geotechnical equipment collision		3	U	Ensure UHF radios are operational		
			4	V	Ensure operators are trained in the correct use of UHF radio's		
			4	W	Ensure operators communicate with each other as required		
			3	X	Ensure the use of a spotter as required		
			3	Y	Ensure eye contact with ground personnel is made prior to operating		
			3	Z	Ensure mirrors are fitted to plant and are functional		
	Long term hearing damage		4	AA	Ensure plant is fitted with noise emission level identification		
			5	AB	Ensure operators that are not protected by a cab wear appropriate PPE		
	Injuries to personnel		3/4	AC	Ensure all emergency stops and warning devices are operational and clearly identified		

19.0 DEMOLITION

19.1	DEMOLITION						SWMS T001
	Injuries from demolition works including crush, penetration and death		4	A	Ensure trained and competent persons carryout demolition works		
	Inadequate training		3	B	Establish NO GO areas		
	Exclusion zones compromised		3	C	Barricade and sign area as required		
	Person to plant collision		3	D	Ensure delineation between moving plant and ground personnel		
	Operators view may be hindered		3	E	Ensure the use of a spotter as required		
	Plant rollover		3	F	Fit certified ROP's structure where unstable ground conditions are prevalent		
	Falling object injuries		3	G	Fit certified FOP's structure where falling objects may occur		



20.0 ASBESTOS

20.1	ASBESTOS					SWMS
	Inadequate training	4	A	Ensure trained and licensed personnel handle asbestos only		
	Exclusion zones not established	3	B	Ensure exclusion zones are established		
	Insufficient signage	3	C	Ensure correct signage has been established		
	Incorrect handling of asbestos waste may cause environmental impacts	3	D	Ensure any asbestos containing material (ACM) is removed, packaged correctly and sent to a NATA registered laboratory for analysis		
	Long term illness from handling asbestos	5	E	Ensure correct PPE requirements are maintained		
	Manual handling injuries	3	F	Ensure waste is removed and handled correctly		
	Insufficient air quality monitoring	4	G	Ensure waste is labelled correctly		
		4	H	Ensure asbestos waste is disposed of at an approved facility only		
		3	I	Establish airborne asbestos monitoring as required		
		3	J	Ensure the use of wet down techniques as required		

21.0 UV RADIATION / HEAT STRESS

21.1	UV RADIATION	20			8	SWMS T001
	Excessive exposure to UV radiation may lead to skin cancers or death	3	A	Provide shade – canopy or cabins on machinery, Use sun screen cream		All Workers
	Non-adherence to PPE requirements	5	B	Wear wide brim with hard hats, long sleeved shirts and other protective clothing as required		
	Excessive exposure to UV radiation may have long term effects on sight	5	D	Use sunglasses to protect from glare		
	Heat stress may result in hospitalisation or death	4	E	Provide induction training for heat stress symptoms and treatment		
	Insufficient water consumption may cause dehydration and illness	3	F	Ensure cool drinking water is provided and sufficient breaks are taken during extreme heat conditions		

22.0 EXTREME WEATHER CONDITIONS

22.1	EXTREME WEATHER CONDITIONS	20			8	SWMS T001
	Materials not secured causing injuries or damage	3	A	Secure material that may become airborne during a wind event		Supervisor
	Storm events may cause injuries or damage	4	B	Avoid handling these materials in strong winds		All Workers
	Manual handling injuries from working in windy or wet conditions	4	C	Tie down unused materials when not required & at end of the shift		
	Insufficient monitoring of imminent weather conditions	3	D	Ensure surveillance of weather conditions and reports		
	Slips, trip or falls	4	E	Once weather alert has been issued bring all personnel into the site building		
		4	F	Ensure all personnel are accounted for		
	Electrocution	4	G	Switch off all unnecessary electrical items		
		4	H	Ensure first aid kit and emergency supplies are available		
	Flooding	4	I	Develop EIP&R plan including Flood Plan		
22.2	EXTREME HEAT	20			8	SWMS T001
	Inadequate training in heat stress awareness	4	A	Ensure all personnel are trained to identify the signs and symptoms of heat stress		Supervisor
		4	B	Ensure first aid kit and emergency supplies are available		All Workers
	Inadequate monitoring of workers	4	C	Monitor all personnel where heat stress risks are identified as high		
	Non-adherence to PPE requirements	4	D	Ensure daily prestart talk to discuss weather conditions		
	Heat stress may result in hospitalisation or death	4	E	Ensure workers carry sufficient drinking water to their work location		
	Insufficient water consumption may cause dehydration and illness	4	F	Drink water frequently throughout the day		
	Insufficient shade provided may result in heat stress and related injuries	3	G	Provide shade where practicable. Provide air conditioned lunchrooms for relief from heat		
	Insufficient rest breaks may result in heat stress and related injuries	4	I	Ensure frequent rest breaks in a cool protected location		
		3	J	Ensure UHF radios are operational & carried by each person		
	Lone workers not being monitored	4	K	Monitor lone workers – via UHF or drive by		
	Incorrect clothing may overheat the body & result in heat stress and related injuries	5	L	Wear light cool comfortable clothing		
		3	M	Ensure guarding or insulation to reduce radiant heat		
		4	N	Monitor yourself and others for signs of heat stress		
	Extreme heat causing bushfires	3	O	Ensure surveillance of weather conditions and reports		
		3	P	Once weather alert has been issued bring all personnel into the site building and wait for directions from authorities.		



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23.0 DELIVERY, LOADING & UNLOADING

23.1	DELIVERY, LOADING & UNLOADING OF PLANT	20				9	SWMS T012, T015
	Manual handling injuries		3	A	Refer 7.1 Manual handling		Supervisor
	Insufficient plant maintenance and inspection		4	B	Reversing alarms, flashing lights & horns must be operational on all plant		Operator
	Inadequate training		4	C	Driver to obey speed limits & traffic control requirements		
			4	D	Driver to be given location of load / unload area		
	Unstable ground may result in plant damage, rollover or injury		3	E	Driver to carry out visual check of ground conditions to ensure stability		
	Operator may have a obstructed view		3	F	Use a spotter and an agreed communication method as required		
	Plant to plant / person collision		4	G	The delivery driver must ensure UHF radio contact with all plant when delivering to an area where works are being carried out		
	Crush injuries when unloading		3	H	Ensure the unloading area is clear of all non-essential ground personnel		
			3	I	Driver to maintain 3 points of contact when entering & exiting float		
			3	J	Chock tyres as required		
			3/4	K	Stow away chains, straps & tie downs prior to leaving site		
			4	L	Work within manual handling procedures		
			3	M	Ensure overweight, over dimensioned plant have suitable escorts & permits arranged		
			3	N	Ensure delivery vehicle is parked on level secure ground		
			4	O	Ensure unloading procedures are adhered to		
			3	P	Ensure the plant being unloaded is checked for any damage that may have occurred during transit		
23.2	DELIVERY, LOADING & UNLOADING OF MATERIALS	22				13	SWMS T002
	Manual handling injuries		4	A	Refer 7.1 Manual Handling		
	Inadequate training and competency		4	B	Reversing alarms, flashing lights & horns must be operational on all delivery vehicles. Verify SWMS for truck loading crane if applicable.		
			4	C	Driver to obey speed limits & traffic control requirements		
			4	D	Driver to be given location of load / unload area		
	Unstable ground		3	E	Driver to carry out visual check of ground conditions to ensure stability		
			4	F	The delivery driver must ensure UHF radio contact with all plant when delivering to an area where works are being carried out		
	Vehicle / person collision		3	G	Ensure the unloading area is clear of all non-essential ground personnel		
			3	H	Ensure delivery vehicle is parked on level secure ground		
	Crush injuries when unloading		4	I	Ensure unloading procedures are adhered to including crane use		

24.0 EARTHWORKS

24.1	LOADING WITH EXCAVATOR or BACKHOE	20				9	SWMS E006, E011
	No permit to work issued may result in injury or damage		4	A	Ensure a permit to work has been issued prior to commencing		
	Lack of Dial Before You Dig information may result in injury or damage to services or plant		4	B	Ensure Dial Before You Dig plans have been inspected and the location of all underground services has been identified prior to commencing work		
	Inadequately trained plant operator		3	C	Plant operator is to ensure no loading over cab of truck at any time		
	Overloaded plant may result in injury or damage		3	D	All operators are remain in their plant cabins unless they have made UHF contact with other plant operators prior to exiting the cabin		
			4	E	Ensure trucks are loaded evenly		
			3	F	Do not overload trucks		
			3	G	Truck operators are to inspect loads for loose material resting on side rails, tailgates and drawbars and remove prior to commencing haul		
			4	H	Loaded trucks have right of way over unloaded trucks		
24.2	HAULING	20				9	SWMS E005
	Overloaded plant may result in injury or damage		3	A	Truck drivers are to ensure amber flashing lights are operational at all times		
	Inadequately trained plant operator		4	B	Ground personnel should always be excluded from haul roads		
	Insufficient delineation may result in injuries or collision		3	C	Light vehicles should be excluded from haul roads by means of delineation, where this is not possible contact with truck drivers must be established prior to entering a haul road		
	Wet slippery haul roads are hazardous		3	D	Truck operators are to ensure they maintain the appropriate spacing when travelling on haul roads		
	Speeding onsite		3	E	Ensure truck operators do not exceed the speed limit posted for the site and the specific work area		
	Operator may have hindered view resulting in injury of damage		3	F	Truck operators must slow to a speed of 10km/h if passing ground personnel and sound their horn as approaching		
	Plant to person collision		3	G	Ensure haul roads are graded after a rain event to prevent trucks slipping in wet conditions		



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	Lack of dust suppression may cause long term health effects		4	H	Ensure trucks are operated within the manufactures specifications		
			3	I	Ensure at least 1 metre clearance from the sides of haul roads when hauling a loading		
			3	J	Truck operators must ensure visual inspection of the haul road at all times and call for maintenance as required		
			4	K	Ensure all operators are aware of the signs of fatigue and are informed of the correct procedures to follow		
			3	L	Ensure seatbelts are worn when operating plant where fitted		
			3	M	Ensure no loose materials or tools are stored in the cabin		
			3	N	Ensure where hauling excessively dry material that may cause a high dust hazard, tarps are fitted		
			3	O	Where possible one way haul roads may be the best option to avoid the risks associated with reversing		
24.3	TIPPING LOADS	22				13	SWMS E005
	Unstable tipping area may result in plant rollover		3	A	Ensure tipping areas nominated are level, flat and have a secure base		
	Operator may have hindered view resulting in injury of damage		3	B	Where the operators view may be hindered the use of a spotter is required		
	Electrocution from contact with overhead powerlines		3	C	Ensure edges of fill or access ramps are delineated by means of wheel stop windrows (which are at least half the height of the largest wheel) and high visibility fencing (set at least one metre in from the windrow)		
	Lack of dust suppression may cause long term health effects		3	D	Ensure prior to commencing tipping a thorough examination of the approaches and surroundings is carried out (i.e. identify all overhead power structures)		

25.0 WORK PERMITS

25.1	WELDING / HOTWORK	22				16	SWMS T018
	Failure to obtain permit		4		Permit to Work – Hot Works SG-0500-WHS-FRM-00019 required for all activities which are capable of producing heat or a source of ignition		
	Inadequate training		4	A	Ensure only competent trained personnel carry out hot work		
	Flammable materials near hot work may result in fires		3	B	Ensure proper housekeeping regarding excess material and ensure it is removed to reduce the risk of fire		Supervisor
	Inappropriate firefighting equipment		3	C	Ensure a fully charged and operational fire extinguisher is maintained at the welding site		Workers
			4	D	Ensure relevant personnel have been trained in the correct use of fire extinguishers		
			3	E	Ensure complete access and egress to and from welding site		
	Insufficient exclusion zone may result in injuries or fire		3	F	Ensure an exclusion zone & signage have been established		
			3	G	Ensure suitable screening and barricades have been established		
			4	H	Ensure workers have been trained and inducted into emergency procedures		
	Insufficient ventilation may result in asphyxiation		3	I	Ensure sufficient lighting and ventilation around welding activities		
	Electrocution from operating in wet conditions		3	J	Ensure the welding site is free from moisture and electrical leads are protected from water and do not cause a trip hazard		
			5	K	Ensure the use of appropriate PPE & worker training		
			3	L	When grinding ensure the correct grinding / cutting disc is used		
			3	M	Ensure all guards remain fitted to equipment when in use		
	Incorrect storage of cylinders may result in fire or explosion		3/4	O	Ensure gas cylinders are stored as per Legislation requirements		
	Insufficient maintenance of welding equipment and components		3	P	Ensure a visual inspection of all parts of equipment prior to use, including hoses, clamps, cylinders, regulators		
			3	Q	Ensure all equipment is checked prior to pack up and report any faults as identified		
25.2	LIFT PERMIT	20				15	SWMS T008
	Injuries from loads dropping or slewing		4	A	Dogger /Engineer to issue lift permit for SEE Civil lifts. Permit to Work – Lifting Operations SG-0500-WHS-FRM-00020		Supervisor
	Crush injuries		3	B	All other persons lifting to supply Lift Permit and Dogger be present		
			4	C	Competent person to sling loads		
			4	D	Permit can only be issued when compliant lifting equipment has been sighted and weights of loads have been assessed, and compliant lifting plant has been approved.		
25.3	PERMIT TO EXCAVATE	20				13	SWMS T005, T010
	Damage to underground services		3/4	A	Dial Before You Dig Ensure that if the scope of works change, or plan validity dates expire, that a new Dial Before You Dig enquiry is submitted prior to commencing any further works		Supervisor
	Electrocution		4	B	Check plans & contract documents		
			3	C	Peg & Pothole all services prior to undertaking any excavations		
	Burns		4	D	Ensure a Permit to Work – Near Services SG-0500-WHS-FRM-00022is completed and approved prior to commencing work ground works		
			4	E	Permit is to remain at the excavation for its duration of the duration.		



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25.4	CONFINED SPACE	22				13	SWMS T009
	Failure to identify Confined Space.		3	A	A Permit to Work – Confined Space Entry SG-0500-WHS-FRM-00020 is required for all entry into identified Confined Spaces.		Supervisor
	Unknown persons in confined space.		4	B	Must be licensed for Confined Space Entry, controlled access egress by approved permit.		Confined Space workers
	Poor record management		4	C	Confined Space Entry Permits are required to be renewed on a daily basis		
			4	D	Confined space Permit to record all recordings, access egress movements.		
	Non approved Rescue Procedure		4	E	Confined Space Entry Permit can only be issued once an approved Rescue Procedure form Confined Spaces has been reviewed.		
	Equipment failure		3	F	All equipment to be used with Confined Space to be current tagged, calibrated, inspected and approved for use prior to Confined Space Entry Permit issued.		

26.0 PIPELAYING

26.1	EXCAVATION	22				13	SWMS T005, T010
	Trench collapse		4	A	As per Section 2 Excavation Works in this document		Supervisor
	Plant to person collision		4	B	As per Section 8 Moving Machinery in this document		All Workers
	Hazardous chemicals		4	C	As per Section 4 Hazardous Chemicals when rendering head walls		Operator
	Insufficient exclusion zone		3	D	Ensure there is a clear exit route from the trench		
			4	E	Ensure positive communication between plant operators and ground personnel		
			3	F	Machine operators must stop work when a worker enters the exclusion zone		
			3	G	Ensure the use of a spotter when placing bedding material into trench to ensure the drop zone is clear of workers		
			3	H	Ensure secure barriers are placed around or over trenches at the end of shifts		
26.2	USE OF LASERS	11				7	SWMS T008
	Inadequate training		4	A	Ensure competent trained personnel only operate lasers		Operator
	Unsafe use of lasers		4	B	Ensure lasers are not setup at eye level		
			3	C	Ensure erection of warning signs		
			3	D	No person is to look directly into the beam of the laser		
			3	E	Ensure the correct use of lasers and equipment to avoid damage to calibration and parts		
			3	F	Ensure laser is packed away correctly to prevent damage		
26.3	LIFTING PIPES	19				12	SWMS T008
	Incorrect lifting techniques used		4	A	Ensure competent trained personnel operate lifting equipment		
	Load in excess of SWL		4	B	Ensure the SWL is displayed on the plant and not exceeded		Supervisor
	Insufficient inspection and maintenance of plant may cause injury		3	C	Ensure all plant and lifting equipment is inspected prior to operation and use		Operator
	Inadequate training		3	D	Provide training to ensure loads are NEVER lifted or slewed over the heads of the ground crew		
			3/4	E	Ensure where possible pipes are lifted using lugs or eyes provided		
			4	F	Where a pipe has been cut & it is not possible to use lugs or eyes for lifting ensure the load is slung by a competent person (i.e. Dogman)		
			3	G	Ground staff including Dogman must have established positive communication with the plant operator		
			3	H	Ensure where excavators are used to lift they are fitted with burst protection		
	Insufficient exclusion zone		3	I	Ensure exclusion zones are established prior to commencing works		
26.4	CUTTING PIPES	17				11	SWMS E001, T008
	Inadequate training		4	A	Ensure saw operators are competent and trained		
	Insufficient inspection and maintenance of plant may cause injury		3	B	Ensure saw is placed on flat even surface		Supervisor
			3/4	C	Ensure saw meets current test and tag requirements		Workers
			4	D	Inspect all aspects of the saw prior to commencing works		Operator
			4	E	Do not use faulty plant or equipment		
			4	F	Refer faults to your Supervisor immediately		
	Manual handling injuries			G	As per Section 7 Manual Handling in this document		
	Crush injuries from pipes not being chocked prior to cutting		3	H	Ensure pipe to be cut is chocked or braced securely		
			3	I	Ensure where practicable pipes are cut on a solid surface		
			3	J	Avoid cutting pipes in wet muddy conditions to avoid slip hazards where possible		
			3	K	Ensure the use of sufficient water when using a wet blade to cut		
			3	L	Ensure power leads are raised from water runoff and do not create a trip or electrical hazard		
			3	M	Ensure unnecessary personnel are not within the required exclusion zone		



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	Insufficient use of PPE		5	N	Ensure training and use of correct PPE		
			3	O	Ensure when operating the saw you always cut away from the body to avoid personal injury		
			3	P	Ensure the saw is never left unattended and running		
			4	Q	Ensure correct shut-down method as per the manufactures specification		
	Blunt blades require extra force and may result in injuries		3	R	Ensure blade replacement, adjustment and maintenance are carried out as per the manufactures specifications		

27.0 VEGETATION MANAGEMENT

27.1	CLEARING & GRUBBING	22				13	SWMS T001
	Electrocution		3	A	Ensure prior site inspection for overhead and underground service locations		Supervisor
			4	B	Ensure dial b4 you dig drawings are available prior to commencing work		Workers
	Ground surface may be uneven constituting possible plant rollover		3	C	Ensure prior to clearing the operator walks through the area to determine the layout of the land and assess any hazards		Operator
	Injuries or reactions sustained from bites or stings			D	As per Section 31 Bites & Stings in this document		
	Injuries from falling trees and branches		4	E	Ensure machinery & operator are clear of dead hazardous branches		
	Rebound forces when felling tree by pushing		3	F	Ensure operator digs around tree roots to ease pressure		
			4	G	Ensure a trained competent person operates plant		
			2	H	Ensure the item of plant used is sufficient for the job		
			3	I	Ensure an exclusion zone has been established		
			3	J	Ensure all ground personnel are clear of the exclusion zone		
	Crush or striking injuries from falling trees, trees falling on road		4	K	Ensure person responsible for felling trees has the knowledge of where and how falls will land		
	Windy weather conditions		4	L	Ensure the felling of trees is not carried out where windy weather conditions may cause an unnecessary hazard		
	Injuries from incorrect use of chainsaws		4	M	Ensure trained saw operators are used		
			3/4	N	Ensure saws and other plant and equipment is maintained		
	Damage to existing foundation services		3	O	Operate chainsaws and other equipment within their operating range		
	Injuries to eyes, lacerations etc.		5	P	Ensure the correct use of approved PPE		
	Fuel spills when refuelling plant or equipment		3	Q	Ensure correct techniques are used when refuelling		
	Environmental damage		4	R	Ensure protected flora has been identified		
			3	S	Ensure waterways are protected as per contract specifications		
	Fauna injury or death		3/4	T	Ensure fauna is identified and protected or relocated as required		
			4	U	Ensure emergency contact details are available should any species of fauna be injured		
	Falling tree branches		3	V	Fit certified FOP's when clearing and grubbing		
	Injury to workers from tree branches penetrating plant window		3	W	Ensure window guards are fitted		
27.2	CHIPPING AND GRINDING	20				13	SWMS T001
	Insufficient exclusion zones may result in injuries from ejected objects.		3	A	Establish adequate NO GO zones around chipping and mulching equipment where material could be ejected causing injury		Supervisor
	Crush injuries or death may result from being pulled into the grinder or chipper		4	B	Workers feeding material into grinders or chippers manually must be trained and certified		All Workers
	Incorrect use of PPE may result in long term ill health effects		5	C	PPE equipment must be worn		Operators
	Injuries from defective equipment		4	D	Ensure all plant and equipment is checked daily		

28.0 BITES & STINGS

28.1	BITES & STINGS	21				16	SWMS T001
	Unchecked stored materials may be a haven for spiders, snakes etc		3	A	Ensure stored materials are checked for spiders, snakes and other insects		All Workers
	Insufficient emergency training may result in death if a worker suffers a snake bite		3	B	Ensure trained personnel are available at site. Include in emergency procedures		
	Severe allergic reactions may result in illness or death		3/4	C	Ensure if you are allergic to any sort of insect or plant that your Supervisor and work college are aware of this and are trained to assist you in case of a severe reaction		
			3	D	Ensure debris laying around the site is cleaned up regularly		
	Incorrect use of PPE		5	E	Ensure protective clothing is worn to guard against bites and stings		
			3/4	F	Ensure if you see a snake, do not approach it, let it move away on its own and alert your co-workers		



29.0 FIRST AID

29.1	FIRST AID						
	Heat stroke / sunburn			A			
	Snake, spider & other bites			B			
	Eye injuries			C			
	Bleeding			D			
	Sprains & strains			E			
	Bone fractures & dislocations			F			
	Electrocution			G			
	Shock			H			
	Unexplained unconsciousness			I			
	Fire & chemical burns			J			
	Confined space rescue			K			
	Asphyxiation			L			
	Medical emergency			M			
	Poisoning			N			
	Drowning			O			

30.0 VARIATIONS

30.1	VARIATIONS						

Appendix C – Site Safety Rules

1. All personnel must report to the site office and be inducted before entering the site.
2. All employers are to induct their employees in the Work Health and Safety Plan and Safe Work Method Statement that relates to their work. Evidence is to be provided to SEE Civil of such induction prior to commencing work onsite.
3. All personnel are to be aware of the following:
 - a. *WHS&R Policy*
 - b. *Drugs, Alcohol and Fatigue Policy*
 - c. *Location of first aid facilities*
 - d. *PPE location and use*
 - e. *Worker obligations (i.e. reporting incidents, breaches of WHS procedures)*
 - f. *Emergency procedures*
 - g. *Location of Firefighting equipment*
 - h. *Site amenities*
 - i. *Location of phones*
 - j. *Location of waste bins and clean-up requirement.*
4. Upon arrival at site all personnel must sign in / sign out prior to entering / leaving the site. Visitors must be accompanied (by a project inducted person) at all times on the project. Visitors must wear personal protective equipment at all times when onsite.
5. All workers are required to attend pre-start meetings and Toolbox Talks when requested. Meetings may be daily, at the commencement of each new task or location and will discuss the safety aspects of the work to be undertaken.
6. Any person found deliberately tampering with health and safety equipment or facilities will be instantly removed from site; subsequent legal action may be taken.
7. In accordance with SEE Civil Fitness for Work Procedure any person found to be unfit for work, consuming alcohol or using drugs on site or found to be affected by drug or alcohol will be removed from the site. All personnel on site are required to comply with drug and alcohol testing requirements.
8. Any person or persons involved in fighting on site will be instantly removed from site.
9. Any person found stealing will be removed from site and if SEE Civil employee they shall be terminated from employment.
10. SEE Civil Pty Ltd assumes no responsibility for personal items, valuables or personal tools left stored in amenities.

11. NO SMOKING in the amenities, offices, fuel storage areas and enclosed spaces including machine cabins with air conditioning or company vehicles.
12. Food scraps and all other types of waste are to be deposited into rubbish bins by all personnel; they are not to be left for the cleaner.
13. Housekeeping. All materials and waste are to be stacked in safe locations. All exits, walkways, stairs and other access or egress areas must be kept clear at all times.
14. No glass containers are to be brought into work areas
15. Site personnel must observe safety signs at all times.
16. Supervisors are responsible for ensuring that adequate PPE is available and all personnel comply to the wearing of PPE. Ensure all PPE is kept clean and in good repair.
17. Minimum PPE required to be worn at all times on the project except in buildings or plant cabs;
 - a. Safety boots – Laces and Zips done up
 - b. Reflective High visibility long sleeve shirt
 - c. Work/Drill full length pants and a long sleeve shirt at all times i.e. no singlets or vest with no shirts underneath
 - d. Safety helmets that comply with AS/NZS: 1801.
18. Gloves, Safety Glasses and hearing protection to be accessible at all times and used as outlined in the clauses below.
19. Gloves must be worn whenever there is increased risk to hand injuries i.e. when;
 - a. Performing housekeeping
 - b. Carrying steel
 - c. Stripping formwork
 - d. Concrete patching or rendering
 - e. Handling chemicals
 - f. Refuelling
 - g. As stipulated in SWMS and or Safety Data Sheet (SDS)
20. Safety Eyewear must be worn if;
 - a. Any activity that requires compressed air, jack hammering, scabbling, blow pipe
 - b. Using grinders, power saws, demolition, quick cut or chainsaws
 - c. Vibrating concrete during a pour
 - d. Handling chemicals
 - e. In periods of high winds when dust cannot be controlled
21. Hearing Protection must be worn at all times if;
 - a. You are operating plant with a RED DBA noise rating exceeding 85dBA
 - b. You are operating any mobile plant with the doors or windows open
 - c. Working within 10m proximity to mobile plant
 - d. Any activity that requires compressed air e.g. jack hammering, scabbling, blow pipe

- e. Using grinders, power saws or whacker packers
 - f. Using demolition, quick cut or chainsaws
 - g. Vibrating concrete during a pour
 - h. Pile driving or removal
22. All site vehicles and mobile plant are to be equipped with flashing hazard warning light, Reversing alarms and UHF radios. Fire extinguishers are required to be fitted to hydraulic excavators, Supervisor Vehicles, crushing and screening plant, service vehicles including welders, flammable goods storage and office buildings.
23. Where hazard warning lights are fitted to road registered vehicles the **06-A1-08 Qld Letter of Authority for Warning Lights on Road Registered Vehicles** from SEE Civil is to be carried in the vehicle at all times. It is to be ensured that the vehicle light (where it is still mounted) is turned off when it is not required.
24. All trucks must have an audible reversing alarm. Personnel not permitted in areas where trucks are reversing unless directing the truck. Reversing trucks must be guided by a competent person.
25. A 15m or 30m exclusion zone applies around all plant, trucks, light vehicles and on ground workers. DO NOT walk or drive within these exclusion zones without contacting the operator and ensuring they have acknowledged your presence and stopped the operation.
26. You are not permitted to operate plant and equipment on site without the Supervisor's approval.
27. A Daily Plant Inspection Checklist is required to be completed for each item of plant being operated prior to commencing work. Checklists must be given to the Supervisor before operating the plant. Defect items must be closed out.
28. Do not operate plant with safety defects. Stop the plant and check with your Supervisor immediately.
29. All plant must be mechanically isolated prior to any maintenance or servicing commencing.
30. Quick-hitch or machine support safety pins and props must be used at all times during operation and maintenance. Operators must ensure lock pins are in place for quick hitches and use only correctly fitted buckets. Quick hitches designed without a safety pin must have test procedures to determine bucket is securely locked displayed within the cab. Operators must comply with test procedures.
31. No person may ride in the back of any ute or item of plant, nor shall they ride on any part of a vehicle or plant that is not fitted with approved seat belt.
32. Refuelling must only be undertaken in designated areas. The plant operator must vacate the cab.
33. Do not operate with suspended loads over other workers.
34. Plant operators must comply with SWMS and maintain minimum clearance from overhead power lines:

- a. 3m clear for voltages up to 132,000V
 - b. 6m clear for voltages over 132,000V
 - c. 8m clear for voltage over 330,000V
35. All workers involved in excavation works or driving pegs into areas where underground service could exist are required to obtain and comply with the conditions of a Permit to Work – Near Services issued by SEE site management.
36. If working near water where there is a risk of drowning you are required to wear a flotation device.
37. When using hand tools they must be in good condition. Remove mushroomed or split steel particles from punches and drifts. Do not strike hardened steel pins or other items with a steel hammer. (The results of a flying steel chip can be the same as a bullet from a gun).
38. Ensure all power tools, generators and leads are tested and tagged before use.
39. You must be trained to use power tools and be approved by the Supervisor.
40. All construction employees are to hold current OH&S General Induction Training certification evidence e.g. White Card/ Red Card/Blue Card.
41. Entry to confined spaces (i.e. sewer or stormwater manholes and pump wells) is not permitted without training certification, Supervisor approval and a confined space entry permit.
42. You must not enter the construction area without obtaining permission from the work supervisor.
43. All injuries and incidents are to be reported to the SEE Civil site Supervisor as soon as is practicable.
44. All workers must attend emergency drills undertaken each 3 months covering a range of situations as organised by the Supervisor.
45. UHF Radios are to be used for work related purposes only. No swearing, racial or derogatory comments to be made on UHF.
46. No AM/FM broadcast radios/IPods are permitted on site or in mobile plant, including headphones.
47. Mobile phone use is banned from all sites except crib room and offices unless authorised by the Project Manager.
48. Amenities are provided for eating and drinking only, tools, dirty boots or clothing, chemicals must not be stored in amenities.
49. All excavations must be barricaded at the end of each shift or at all times if there is public or pedestrian access in close proximity to the excavation.
50. Any excavation over 1.5m in depth must be benched, battered or shored. All excavations over 1m deep to be monitored by the operator, workers and supervisors.
51. SDS (Safety Data Sheets) that are not more than 5 years old and relevant PPE are to be available to the user of any chemical product.



52. All chemicals and hazardous substances are to be safely stored, handled and used in accordance with the SDS and SEE Civil Pty Ltd safe work procedures.
53. All trades are to assess their work areas following inclement weather and ensure suitable de-watering requirements are undertaken before starting work.
54. Work is to cease in advised cyclone conditions. SEE Civil shall utilise the forecasting of the Australian Bureau of Meteorology (BOM) and evacuate the site if a cyclone warning for the site area is advised.