

WHS Management Plan

Managing FDC's Safety, Quality and Environmental requirements

Project Details	
Project Name:	Barangaroo Cutaway Cultural Facility
Project Number:	200290
Project Location:	1 Merriman St, Barangaroo NSW 2000
Client:	Infrastructure NSW
Commencement date:	April 2024
Estimated completion date:	July 2025
Name of principal contractor:	FDC Construction (NSW) Pty Limited
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Acknowledgement of Country

This project is being undertaken on **Eora** land.

FDC are proud to acknowledge the Traditional Custodians of the land on which this project is located, and their connections to land, sea and community. We pay our respects to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people and all Aboriginal and Torres Strait Islander workers on this project.

FDC Commitment

“FDC are committed to a reconciled, just and equitable Australia”
(FDC Reconciliation Action Plan)

By these acknowledgements and other actions, FDC will continue to do all we can to contribute to improving the lives and communities of our First Nations People.

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1. WHSMP

This Work Health safety Management Plan (WHSMP) has been developed in accordance with FDC's integrated management system and NSW work health & Safety Management Guidelines to achieve project specific worker health and safety requirements. The WHSMP enables the project team to deliver the project in accordance with client requirements and without safety or incidents to employees, or the community.

The WHSMP links with the Site Risk Assessment and First Aid Risk Assessment to identify potential hazards and aspects at the workplace and develop appropriate control measures to eliminate or reduce potential risks. The WHSMP is a live document that is developed and communicated to interested parties at project commencement and revised throughout the project to reflect the changing nature of the project.

Throughout the WHSMP the following Legislations have been reviewed and applied to this plan

- *WHS s17 and 18: Duty to eliminate risk SFAIRP before minimising it SFARP and have documented defensible evidence to support the SFAIRP decision (also see https://www.safeworkaustralia.gov.au/system/files/documents/1702/interpretive_guideline_-_reasonably_practicable.pdf)*
- *and https://www.safeworkaustralia.gov.au/system/files/documents/2002/guide_reasonably_practicable.pdf*
- *WHSR Ch. 3 Pt 3.1: Duty to comply with WHSA s 17 & 18 using the HOC, to maintain those controls so that they are effective.*

2. PLAN REVIEW AND APPROVAL

The WHSMP shall be prepared by the Project team for the General Managers approval prior to issue and subsequent revision. Peter Colak shall be responsible for inducting the project team into the requirements of the WHSMP. Team members with assigned responsibilities and accountabilities shall sign the document through the Project Simple portal to acknowledge they have read, understood, and accepted the WHSMP requirements and are committed to complying with these.

The WHSMP will be stored within the site safety management system (Project Simple) and a further electronic copy retained on Aconex and assessable to stakeholders where requested. The WHSMP shall also be issued to subcontractors via Aconex together with the Site Risk Assessment and First Aid Risk Assessment, prior to them commencing work on site.

The ongoing suitability of the WHSMP shall be reviewed during the monthly site audit. Changes due to reviews, design meetings, site-specific outcomes and recommendations through inspections, reports, audits etc. shall be reviewed in consultation with Divisional HSEQ representatives and approved as above prior to re-issue.

The revision table in Appendix B shall record WHSMP revisions and Peter Colak shall be responsible for communicating changes to holders of copies and other stakeholders as required and recorded through project correspondence.

3. POLICIES and OBJECTIVES

FDC's WHS, Quality and Environmental policies communicate FDC's commitment to delivering this project safely, without impact to the environment and in accordance with client requirements. These policies are included in Appendix A and available on site. Additional policies are available on the Vault and include:

- | | |
|--|---------------------------------------|
| ▪ Code of Conduct and Ethics | ▪ Industrial Relations |
| ▪ Equal Employment Opportunity | ▪ Return to Work Policy |
| ▪ Unexpected Finds Protocol | ▪ Young, Inexperienced Workers Policy |
| ▪ Subcontractor Payment Administration | ▪ Training Management Policy |
| ▪ Indigenous Participation Policy | ▪ Travel Policy |

- Drug and Alcohol Policy
- Fatigue Policy
- Hot and Cold Policy
- FDC Group Motor Vehicle Policy
- Whistleblower Policy
- Modern Slavery

FDC Construction is committed to providing a workplace that enables all work activities to be carried out safely.

FDC will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

The Barangaroo Cutaway WHS Management Plan, Site risk assessment, First Aid assessment set out the safety arrangements and principles which are to be observed by INSW, EY, FDC Construction and its workers to ensure compliance with the WHS Act FDC policy's and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

4. ROLES AND RESPONSIBILITIES

General roles and responsibilities for employees are outlined in individual identified position descriptions. Peter Colak will assign project specific roles and responsibilities in accordance with the nature of the task and responsibility and the resource Training and Experience. When reading the WHSMP, the following definitions explain Responsibility and Accountability:

Define meaning within WHSMP.

Responsibility – the person with overall responsibility for ensuring the specific task is completed. Only one person can be responsible.

Accountability – the person, or persons, with delegated authority to complete the task. There can be more than one person accountable for a task.

Peter Colak has executive responsibility for safety, quality and responsible for implementation of the WHSPM requirements.

Roles – refer to Org chart to see names, roles.

FDC Project Director General manager

Are responsible for providing and maintaining a working environment in which workers and stakeholders are not exposed to hazards, be informed monthly of safety issues, stats of safety lead and Lag indicators, ensure resourcing is available for the site to assist in safety management, drive safety initiatives with the team, complete monthly site walks and attend High Risk Workshop and be actively involved. This being –

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports
- ensuring safe work practices
- participating in incident investigations
- leading by example and promoting health and safety at every opportunity.
- attend safety briefings and safety walks.

FDC Peter Colak /Luke Trochei /HSEQ coordinator

Are responsible to ensure we provide a safe, maintained workplace for the workers, visitors and public All FDC personal are all responsible to manage safety aspects on the site and identify safety issues, drive change in workers behaviours with safety issues, maintain safety and emergency equipment and records, attend High Risk Workshops and be active in discussions on its development, communicate safety aspect of the project to the workforce.

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met

- actioning safety reports and carrying out workplace inspections
- ensuring safe work method statements are completed
- ensuring safe work practices
- conducting inductions and regular safety briefings
- participating in incident investigations

leading by example and promoting health and safety at every opportunity.

Safety committee

Is to comprise of an elected committee made up of workers from different disciplines within the workforce and FDC management through a cooperative and consultation approach the safety committee will review site direct change in safety behaviours, push safety innovation and develop weekly lists and WHS actions to be actioned.

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports and carrying out workplace inspections
- ensuring safe work practices
- conducting inductions and regular safety briefings
- participating in incident investigations

Workers

Are responsible to maintain a safe working environment for themselves, other workers and the construction site, every worker is to ensure they are following their safety systems and engaging in good work practices that don't put themselves or the other workers in a unsafe environment. This being

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business or controller of the workplace.
- doing risk management activities
- Review changes that may affect the health and safety of yourself or workers
- making decisions about any health and safety procedures

5. PROJECT SCOPE & DESIGN IN CONSTRCUTION PROCESS

The Cutaway is envisaged to become one of Sydney's premier cultural facilities and be recognised globally for hosting the performing and visual arts, along with exhibitions and events – appealing and connecting with both the local community and national and international visitors.

The scope includes, but is not limited to the design and construction, and testing and commissioning of:

- Primary Use Areas inclusive of the Main Entry, Entry Foyer, Event Hall, Gallery & Exhibition Space, Education Space, Waranara Terrace, and associated amenities;
- Back of House Areas inclusive of a Security Control Centre, Loading Dock, Offices, Green Rooms, Event Kitchen, Storage Spaces;
- Service and Amenity areas inclusive of a Café and Retail/merchandising space;
- Management Offices including Precinct Management Office, Cutaway Management Office and Facilities Management Office;

- New services including upgrades, connection to and augmentation of existing services;
- New skylight structure on the existing sandstone wall (the skylight support will impact on the top of the rock shelf and the adjacent existing concrete upstand, which will require additional structural strengthening to support the new enclosure);
- Bespoke timber elements of the fitout; and
- External precinct works.

6. WORK HEALTH AND SAFETY LEAD AND LAG INDICATORS

6.1 Lead Indicator	Target	Responsibility
Peter Colak s Audit	1 per month	Peter Colak
Weekly Site Inspections	1 per week	WHS Coordinator
FDC Toolbox / Pre-start meetings	1 per week	Luke Trochei
Work Observations	1 per month	Luke Trochei
Temp works inspections – Scaffold / temp structures	1 per week	Luke Trochei
Hoarding inspections	1 per week	Luke Trochei
Task observations	4 per week	Luke Trochei
Emergency drill	Every 3 months	WHS Coordinator
Nurse call inspection	1 per week	WHS Coordinator
6.2 Site lead indicators for consultation to workforce		
Daily Pre-starts	1 per working day	WHS Coordinator
Daily CMMC	1 per working day	WHS Coordinator
Task observations	4 per week	Luke Trochei
6.3 Lag Indicator	Target	Responsibility
Recording of Medical Treatment Injury (MTI*)	MTI = 0	Peter Colak
Recording of Lost Time Injury (LTI)*	LTI = 0	Peter Colak
Non conformances	NC = 0	

* Notes In accordance with AS1885:

- A Medical Treatment Injury (MTI) is as an injury, which results in a journey to a medical facility where a medical practitioner provides treatment;
- A lost time injury / disease (LTI) is defined as a workplace injury where the injured person is not able to work for at least one full day/shift at any time after the day the injury occurred.

Implementation of *Internal Reviews*

7. WHSMP Audits Team and Nominated Audit deliverables.

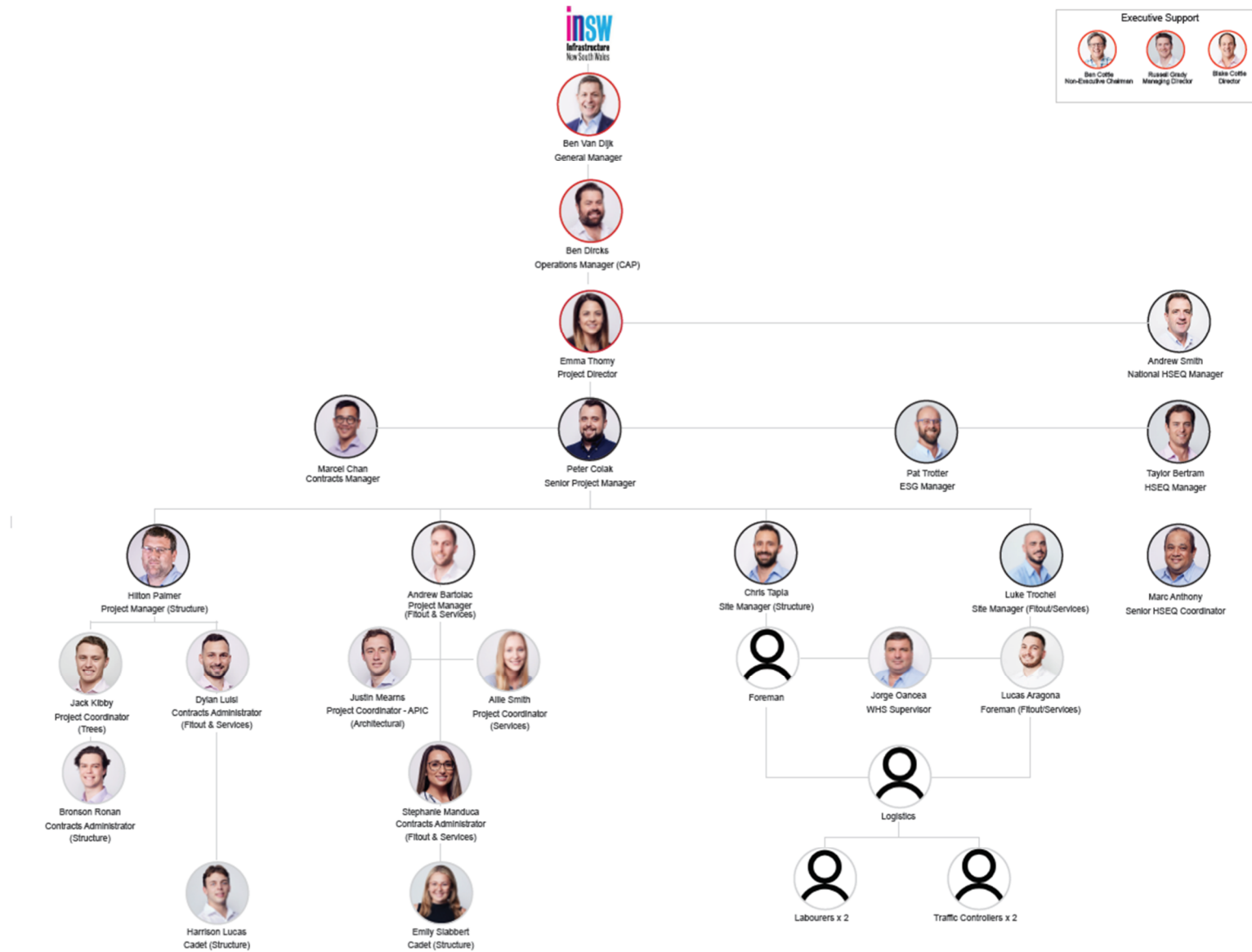
FDC Safety team will prepare the draft audit schedule and audit program to be submitted to INSW for review at which time the Audit leader will be nominated by INSW. FDC will be issued all required paperwork to satisfy the Audit process.

8 . Training

Through out the project FDC staff Subcontractor will require training, or have completed training prior to arriving to site, Licencing and tickets required by an individual worker to complete his or her works will be uploaded onto Project Simple portal through the workers personal profile, these tickets and license, will be reviewed and checked during the induction process, any new items uploaded post the induction will require the review and sign off of FDC site and safety team, prior to use.

All companies will be required to maintain an up-to-date training register for there staff of any training completed and future training required to complete future works, this is to upload on to the companies admin page on Project simple.

9. PROJECT ORGANISATION CHART



WHS management

10 RISK MANAGEMENT				
Section	Requirements	Responsibility	Accountability	Tools
10.1	The Site Risk Assessment (F001) shall be used to inform FDC, Subcontractors and other interested parties of the potential hazards and FDC's minimum controls. The risk assessment identifies high risk construction work activities and minimum requirements that shall be addressed through safety documentation SWMS, Permits or other documented safety procedures relevant to the specific tasks. These shall address the hierarchy of control and applicable legislation, codes of practice and Australian standards to establish controls to reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.	Peter Colak	Peter Colak	Site Risk Assessment (F001)
10.2	<p>The Site Risk Assessment (F001) shall be established prior to construction work commencing and be communicated with the project team to confirm potential hazards and control requirements during the project. The Site Risk Assessment shall be:</p> <ul style="list-style-type: none"> prepared by employees trained in FDC risk management procedures; approved by the Peter Colak ; approved by the Division HSEQ Manager; and issued to subcontractors prior to them commencing work and where revisions are made during the project. <p>The ongoing suitability of the Site Risk Assessment to address hazards and controls shall be reviewed at the Monthly Site Audit and changes prepared, approved, and reissued as above.</p>	Peter Colak	Luke Trochei	Site Risk Assessment (F001)
10.3	Only employees trained in FDC risk management procedures addressing the Hazard Identification Risk Assessment and Control (HIRAC) process, including the use of the Site Risk Assessment (F001), shall be responsible for managing HIRAC activities.	Divisional HSEQ Representative	Peter Colak	See HSEQ / Division Admin for Training and Experience Register (F024)
10.4	<p>The HIRAC process shall be evaluated to determine its effectiveness in managing risk through:</p> <ul style="list-style-type: none"> Task Observations; Weekly Site Inspections and Monthly Site Audits (Project team); HSEQ Assessments (Divisional HSEQ Manager); and HSEQ Management Meeting (National HSEQ Systems Manager). <p>Project safety improvements are managed through respective site activities above, and process improvements shall be raised with the National HSEQ Systems Manager.</p>	Peter Colak	Peter Colak	Task Observation (F053); Weekly Site Inspection (F049); Monthly Site Audit (F054), HSEQ Assessments
10.5	Mental Health / Psychosocial Hazards - Everyone is responsible for their own safety and of those working around them. This includes potential mental and physical safety hazards. If you have concerns for your own, or other	Peter Colak	Luke Trochei	FDC Vault Resources:

	<p>workers mental state on this site, refer them to your manager, FDC Luke Trochei or one of the professional services available as appropriate (refer Site Noticeboard and FDC Vault). Through the project the following programs are in place for the Workers to bring attention to mental health issues</p> <ul style="list-style-type: none"> - RUOK day and ongoing support - Prevention posters - Site personal with identifying helmets for mental health champions trained for the site - Ongoing team tool box talks and interactive discussions with workforce to initiate conversations about mental health. 			<ul style="list-style-type: none"> - Mental Health. - FDC Employee Assistance Program (EAP) - Mates in Construction
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11 SAFE WORK METHODS STATEMENTS (SWMS)

Section	Requirements	Responsibility	Accountability	Tools
11.1	<p>Sub Contrators SWMS shall be developed for required Licences and training, high risk construction work activities in consultation with workers. SWMS and relevant safe operating procedures shall be reviewed and accepted by FDC using the SWMS Checklist (F029) to ensure potential hazards and controls are in accordance with the Site Risk Assessment prior to works commencing on site.</p> <p>High risk construction works are identified on page 2 of the Safe Work Method Statement Checklist (F029) in accordance with legislative requirements.</p>	Luke Trochei	Luke Trochei	FDC SWMS Template (F030) SWMS Checklist (F029)
11.2	SWMS and/or safe operating procedures shall be reviewed and revised if necessary, whenever construction work changes or if there is reason to believe that risk control measures are not adequate to control the level of risk. All persons affected by the amendment must be advised of the change and retrained.	Luke Trochei	Lucas Aragona	Toolbox Talk F050. Pre-Start Meeting (F051).
11.3	<p>A Task Observation (F053) shall be used at maximum monthly intervals to evaluate and confirm SWMS for high risk construction works are being complied with, are effective, and aligned with current work activities. In addition, the observation shall determine if hazard controls measures are adequate, and that the SWMS addresses identified hazards.</p> <p>Unsafe activity shall be immediately reported to FDC and a stop work process initiated until the SWMS and/or activity is rectified.</p>	Luke Trochei	Lucas Aragona	Task Observation (F053) Non-Conformance Reports (F039)

12 WORKER CONSULTATION and COMMUNICATIONS

Section	Requirements	Responsibility	Accountability	Tools
12.1	<p>Consultation involves the sharing of WHS information with the workforce and providing the workforce an opportunity to contribute to the improvement and resolution of WHS issues including:</p> <ul style="list-style-type: none"> • Work policies, systems, procedures and consultative arrangements; • Risk assessments and control measures; • Work premises, work environment, plant, equipment or substances used for work; 	Peter Colak	Luke Trochei	Toolbox Talk F050; Consultation Statement (F047); Weekly Site Inspection (F049).

	<ul style="list-style-type: none"> Incidents, illnesses (including mental health), or injuries (in a way that protects the confidentiality of personal information); Reporting procedures; and WHS and welfare with workers. <p>Consultation occurs when:</p> <ul style="list-style-type: none"> changes to premises, work environment, work methods, plant, and substances that may affect health, safety or welfare are proposed; risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed; decisions are made about the measures to be taken to eliminate or control hazards; When introducing or altering the procedures for monitoring hazards. <p>The Luke Trochei shall facilitate a toolbox meeting with workers at project commencement to establish the consultation arrangements. Consultative arrangements may include a Health & Safety Representative, a Health & Safety Committee, or any other agreed arrangements in accordance with the legislation and documented on the Consultation Statement. The statement shall be displayed on site and referenced at site inductions. Changes to the established consultation arrangements shall be made in writing to FDC site management and any WHS disputes shall be managed per section 3.4 Dispute Resolution.</p> <p>In accordance with the following consultation arrangements, weekly inspections shall monitor the workplace and related activities (eg plant and equipment, substances, access and egress) using the Weekly Site Inspection. The inspection shall be made available and communicated to workers to enable issues to be rectified and information shared. Raised issues shall be actioned, closed out and a copy of the completed report shall be filed.</p>			<p>FDC Vault Resources:</p> <ul style="list-style-type: none"> - Mental Health. - FDC Employee Assistance Program (EAP) - Mates in Construction
12.2	<p>Health and Safety Representatives</p> <p>A worker may request the election of a health and safety representative to represent them on work health and safety matters. If a worker makes this request, work groups must be established to facilitate the election. Health & Safety Representatives shall be elected by members of the work group unless the number of nominations equals the number of vacancies whereby the Luke Trochei shall facilitate the election if requested to do so by the work group.</p> <p>Negotiations shall commence within 14 days after a worker makes the request and may involve a worker's representative (such as a union official) if requested. Workers shall be notified of the outcome of the negotiations and of any work groups determined by agreement as soon as practicable after negotiations are complete.</p> <p>Management and workers shall agree on the formation of work groups including:</p> <ul style="list-style-type: none"> The number of health and safety representatives and deputy health and safety representatives (if any) to be elected; 	Peter Colak	Health and Safety Representatives	Toolbox Talk (F050); Consultation Statement (F047); Weekly Site Inspection (F049).

	<ul style="list-style-type: none"> The workplace or workplaces to which the work groups will apply, and The businesses or undertakings to which the work groups will apply. <p>The elected Health & Safety Representatives shall hold their position whilst on the project, but no longer than 3 years, unless they leave employment, are removed from office by the members of the work group or are disqualified from holding the position as per the WHS Act.</p> <p>Health & Safety Representatives shall:</p> <ul style="list-style-type: none"> Confirm the consultation statement; represent the work group in matters relating to work health and safety, monitor the measures taken by the person conducting the relevant business or undertaking or that person's representative in compliance with this act in relation to workers in the work group, investigate complaints from the work group relating to work health and safety, and inquire into potential risks to the health or safety of the work group arising from the conduct of the business or undertaking. Not be entitled to have access to personal or medical information concerning a worker without the worker's consent, unless the information is in a form that does not identify the worker, and could not reasonably be expected to lead to the identification of the worker; Attend prescribed training to be eligible to be a Health & Safety Representatives; and Conduct a site inspection with work group representatives to identify areas for improvement. 			
12.3	<p>Health and Safety Committee</p> <p>A Health & Safety Committee must be established within two months after being requested to do so by 5 or more workers or by a Health & Safety Representative. If agreement about the Health & Safety Committee cannot be reached in a reasonable time, either party can request the regulator to appoint an inspector to decide on the make-up of the Health & Safety Committee, or whether it should be established at all.</p> <p>Health & Safety Representatives are eligible to be on the Committee and nominations shall be held for the remaining positions. At least half of the members of the committee shall be workers not nominated by management. If there are more nominations than positions, then an election shall be held, and results published.</p> <p>Each WHS Committee member within 2 months of being elected have completed their HSR Training by a accredited trainer</p> <p>Health and Safety Committees shall meet weekly, but not exceed 3 monthly intervals, with meeting minutes published on to the Site notice board and raised in the site wide Tool box. The first meeting of the Health & Safety Committee should establish the constitution for that committee with the constitution displayed on site and referenced in the site induction. Committee members shall have appropriate prescribed training to be eligible to participate as a Health & Safety Committee member.</p> <p>The functions of the Health & Safety Committee are to:</p>	Luke Trochei	Committee	Weekly Site Inspection (F049). Toolbox Talk (F050).

	<ul style="list-style-type: none"> • facilitate cooperation between FDC and workers in instigating, developing, and carrying out measures designed to ensure the workers' health and safety at work; • assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace, • develop Emergency scenarios through consultation with Committee and plan, execute these with FDC management. Refer to Emergency management plan Appendix S • address other functions prescribed by the regulations or agreed between FDC and the committee; and • Conduct a site inspection to identify areas for improvement. • Record and produce Minutes for Workforce • Minutes are to be placed for viewing on Site notice board Refer to Section 12.6 			
12.4	<p>Agreed Arrangements</p> <p>Any other arrangements for consultation shall be established to suit workers and workplace situations ensuring these are consistent with the requirements of the WHS Act. Agreed arrangements shall be determined by the workers at a meeting, records made, and Consultation Statement confirmed. The statement shall be displayed on site and referenced at site inductions.</p> <p>The agreed arrangements for this project shall be managed by the Luke Trochei and include:</p> <ul style="list-style-type: none"> • Site toolbox talk conducted Tuesdays (Weekly, as Required)); and • Site inspection conducted weekly Monday Mornings, with members of the workforce - all welcome. <p>If there are WHS issues for FDC to address, these shall be communicated at the above inspection/toolbox or directly with FDC site management. Additional toolbox talks/prestarts may be held at any time in support of worker / project needs or as directed by FDC. Where directed by FDC, evidence of subcontract toolbox talks shall be collected and maintained by FDC.</p>	Luke Trochei	Luke Trochei	Weekly Site Inspection (F049). Toolbox Talk (F050).
12.5	<p>Consultation and communication to Workers</p> <p>A daily coordination meeting will take place called Cutaway Workforce Coordination Meeting (CWCM) to align tasks and communicate exclusion zones, change of access, high risk works, issues resulting from site works and daily safety briefing to be undertaken the within the next 48hours the Subcontractors principle Luke Trochei or Forman, will attend this meeting and be involved in the implementation of the daily worker notification prestart, the daily CWCM meeting will be recorded and issued out within the daily prestart communication through Project Simple, each worker will be required to attend their designated prestart with their company Forman / Site manger to ensure that the items discussed in the CWCM are explained and any issues raised reported back to FDC site management.</p>	Luke Trochei	Luke Trochei	CWCM Minutes and Daily Prestart

12.6	Site Communication and Notice Board The site notice Board is to be installed to the Level 1 site amenities, within the notice board will be the site daily prestart, the weekly Tool box, Plan of the site noting exclusion zones - access path routes, FDC Polices , Daily weather, WHS information, Site management team photos and Numbers, Fire wardens details , First aiders detail, Safety committee members, Emergency contact information. the notice board will be updated each day after the CWCM	Luke Trochei	Luke Trochei	
12.7	Weekly WHS updates and consultation As part of the Weekly Subcontractor meeting held on site WHS items will be raised with Subcontractors management with them being encouraged to communicate any WHS issues raised from the workforce, also reviewing and setting WHS targets and timeframes for High-risk workshops, Safety Initiatives, Design workshops and Monthly workers safety awards.	Luke Trochei	Luke Trochei	
12.8	The following management plans will be made available to the workforce through Project simple and a hard copy will be presented if a worker requests it form the Project office at 1-3 Munns street <ul style="list-style-type: none"> – WHS Management plan – Site risk assessment – First aid risk assessment – Site management Plans <ul style="list-style-type: none"> ○ AQMP ○ CTMP ○ CWMP ○ CNVMP 	Luke Trochei	Luke Trochei	Management plans issued to workers through Project Simple Documents register system

13 DISPUTE RESOLUTION

Section	Requirements	Responsibility	Accountability	Tools
13.1	WHS Disputes: Where WHS issues cannot be resolved, the disputed issue shall be resolved in accordance with local legislation where the dispute has been raised. The agreed procedure to resolving WHS disputes includes: <ul style="list-style-type: none"> • Notifying the FDC Supervisor in charge of the area of the issue. The FDC Supervisor shall, where possible, organise to have the matter rectified immediately. If this is not possible the FDC Supervisor shall inform affected parties of the issue and arrange for workers affected by the issue to be relocated until rectified if necessary; 	Peter Colak	Luke Trochei	Toolbox Talk F050; Correspondence

	<ul style="list-style-type: none"> An inspection shall be then undertaken of the disputed area by the Luke Trochei per the project consultation arrangements with the FDC Supervisor and affected parties where practical. Where the dispute involves a subcontractor their Site Supervisor and HSR (where nominated) may also be present. Where the dispute cannot be resolved, the matter may be determined through the local regulatory authority. Records of the issue and agreed action shall be maintained. 			
13.2	Industrial Disputes: Potential disputes shall be notified to FDC site management. Resolution is to be sought through consultation between affected parties and in accordance with applicable regulatory and industrial instruments. Escalation of disputes beyond the directly affected parties, should not occur unless all other possible remedies and negotiations have been exhausted. Records of the issue and agreed action shall be maintained.	Peter Colak	Luke Trochei	Toolbox Talk F050 Consultation Regulatory and/or Industrial Instrument
14 INJURY MANAGEMENT				
Section	Requirements	Responsibility	Accountability	Tools
14.1	Conduct a First Aid, Emergency and Health Surveillance Risk Assessment using the First Aid, Emergency and Health Surveillance Risk Assessment (F009) to identify site first aid equipment and requirements in accordance with relevant legislation, codes of practice and Australian standards. This shall be completed prior to commencement to ensure adequate first aiders, first aid equipment and facilities are supplied. This assessment shall be completed by a qualified first aider. First aid equipment shall be listed on the FDC First Aid and Emergency Equipment Register to assist the ongoing inspection, test and maintenance of equipment on site.	Luke Trochei	Jorge Oncea	First Aid, Emergency and Health Surveillance Risk Assessment (F009); Training and Experience Register F024; FDC First Aid and Emergency Equipment Register (F060)
14.2	Locations of first aid equipment and facilities, and names of First Aiders, shall be communicated at site induction and displayed on site. First aid equipment and facilities shall be inspected weekly and maintained in compliance with manufacturers and/or legal requirements.	Luke Trochei	Lucas Aragona	First Aid Restock Request (F037). Weekly Site Inspection (F049).
14.3	<p>First Aiders shall provide first aid and coordinate additional medical assistance / emergency services as required.</p> <p>The FDC Register of Injury (F036) shall be completed when first aid has been provided through designated First Aiders. Injuries, and provision of first aid, must be notified to FDC on the day of the occurrence to be reported. Late notifications of injuries, without FDC first aid treatment, shall only be noted in the site diary.</p> <p>First aid injuries shall be verbally notified immediately per the Incident Notification Flowchart to offsite management when:</p> <ul style="list-style-type: none"> Emergency services, unions, or the media attend site; or A notifiable incident (eg serious Injury / illness or fatality) is likely. 	Luke Trochei	[First Aiders]	Incident Notification Flowchart G014; FDC Register of Injury (F036)

14.4	<p>For FDC employees – Where an injured worker seeks additional offsite medical assistance the FDC Register of Injuries shall be copied to Divisional HSEQ to assist the injured worker with the completion of workers compensation paperwork.</p> <p>For all other injured parties - The FDC Register of Injuries (F036) shall be copied to the supervisor of injured workers seeking additional offsite medical assistance.</p> <p>Where a Medical Practitioner prescribes time off work due to reported work related injuries, a clearance certificate from a Medical Practitioner must be provided prior to returning to work.</p>	Luke Trochei	[First Aiders]	FDC Register of Injury (F036).
14.5	Return to work and rehabilitation activities shall be managed in consultation with the Divisional HSEQ representative in accordance with Cor8.5-002 Injury Management.	Divisional HSEQ Representative	Luke Trochei	FDC Register of Injury (F036); Workers compensation forms

15 HAZARDOUS CHEMICALS

Section	Requirements	Responsibility	Accountability	Tools
15.1	Where Safety Data Sheets (SDS) identify chemicals to be hazardous or dangerous these shall be recorded, and risk assessed for use in accordance with the Hazardous Chemical Register. Suitable safety documentation (eg SWMS, standard operating procedures as appropriate) are developed prior to works commencing for the safe use, handling, and storing of chemicals. Current SDS shall be identified and readily accessible in either hard copy or electronic format.	Luke Trochei	Lucas Aragona	Hazardous Chemical Register (F086)
15.2	Hazardous chemicals and dangerous goods shall be stored and separated as required by the Dangerous Goods Regulation.	Luke Trochei	Lucas Aragona	Hazardous Chemical Register (F086)
15.3	The use of hazardous chemicals requiring health surveillance, as defined by legalisation, shall be managed in accordance with the Site Risk Assessment and the Health Surveillance section of this WHSMP.	Luke Trochei	Lucas Aragona	Site Risk Assessment (F001)

16 MANUAL HANDLING AND HOT AND COLD WORK ENVIRONMENTS

Section	Requirements	Responsibility	Accountability	Tools
16.1	Workers and subcontractors are encouraged to take sufficient time to assess risks before they perform manual handling tasks in accordance with the national Code of Practice for Manual Handling. Where possible, and after completion of training in the use of equipment, mechanical aids should be used for manual handling in accordance with the Site Risk Assessment. Examples of manual handling tasks include:	Luke Trochei	Lucas Aragona	Evidence of training; Toolbox Talk F050; SWMS

	<ul style="list-style-type: none"> Heavy / awkward materials, plaster board sheet, products, packages, cement bags; Moving plant, equipment and scaffolding; Using wheelbarrows and trolleys to transport materials; and Reaching and stretching tasks. 			
16.2	<p>HOT AND COLD WORK ENVIRONMENTS</p> <p>Where work is conducted in extreme temperatures these require hazard identification, risk, and control through the Site Risk Assessment in accordance with the Hot and Cold Work Environment Policy.</p>	Luke Trochei	Lucas Aragona	Site Risk Assessment F001; Hot and Cold Work Environment Policy.
17 CONCRETE CUTTING – CORE HOLES				
Section	Requirements	Responsibility	Accountability	Tools
17.1	A Concrete Cutting and Coring Permit shall be completed and issued for coring works or penetrating concrete slabs.	Luke Trochei	Lucas Aragona	Concrete Cutting and Coring Permit (F068)
18 HOT WORKS				
Section	Requirements	Responsibility	Accountability	Tools
18.1	<p>Work including oxy/acetylene welding/brazing and cutting, electric welding and cutting, grinding, works that involve the use of a naked flame or other heat-producing or spark-producing source in a hazardous environment require a Hot Works Permit. The permit shall be completed in accordance with the Site Risk Assessment when any one of the following conditions apply:</p> <ul style="list-style-type: none"> hot work is being completed within a client or user occupied area (e.g. breaking through into an occupied or completed area such as an extension to the building services / involve retro fitting in a completed area / post occupancy work); and/or hot work in a high risk zone. A high risk zone is an area containing readily flammable material below, or within 10m of works, that cannot be removed (i.e. carpet and furnishings, cardboard, paper and packaging, dry grass, straw and litter, stored flammable gas or liquids, glues, cleaners, lubricants, oils, paper, insulation, PVC plastic etc.); and/or hot work is likely to trigger thermal (heat) detectors or activate sprinklers and/or smoke detectors. 	Luke Trochei	Lucas Aragona	Hot Works Permit F062

	A permit is not required where the above conditions do not apply. In such cases, the hot works shall be managed through safe systems of work including SWMS, standard operating procedures, ensuring first attack firefighting equipment is readily available.			
19 HIGH RISK CONSTRUCTION WORK				
Section	Requirements	Responsibility	Accountability	Tools
19.1	<p>The following high risk construction work activities establish FDC minimum requirements and shall be managed in accordance with the Site Risk Assessment. Potential hazards shall be controlled through safety documentation including SWMS, safe operating procedures, permits, other documented safety procedures or a combination of these relevant to the specific tasks.</p> <p>Emergency procedures and safe systems of work, including SWMS, safe work/operating procedures, permits etc. shall be established by person's trained in and conducting high risk construction work activities.</p>	Peter Colak	Luke Trochei	Site Risk Assessment F001
20 Asbestos				
Section	Requirements	Responsibility	Accountability	Tools
20.1	<p><i>When an unexpected find of contamination is triggered in the event of identification or disturbance of contamination including asbestos containing materials (ACM) in any area of works (excluding ACM identified through the pre demolition hazardous materials surveys).</i></p> <p><i>To ensure appropriate management, process in the Unexpected Find Process Flow diagram located on the site notice Board is to be used see Appendix U</i></p>	Luke Trochei	Lucas Aragona	G009
20.2	<i>Where the removal of asbestos is required, an Occupational Hygienist shall provide an Asbestos Management Plan including types of asbestos, locations, and exposure monitoring standards.</i>	Luke Trochei	Lucas Aragona	Asbestos Management Plan
20.3	<i>Removal of asbestos shall be in accordance with the Asbestos Management Plan by licenced asbestos removal contractors in accordance with their Asbestos Control Plan and safety documentation including SWMS. Records of worker qualifications/ training and evidence that health surveillance medicals have been conducted shall be made available. The intended removal of asbestos shall be notified to the Regulator by the subcontractor prior to works commencing. Liaison with stakeholders potentially affected by removal activities shall be managed by FDC.</i>	Luke Trochei	Lucas Aragona	Asbestos Control Plan; SWMS; Regulator and stakeholder notification
20.4	<i>Air monitoring and sampling activities shall be conducted by an Occupational Hygienist that is independent of the licensed asbestos removal contractor. Clearance certificates shall be obtained from the Hygienist on completion of any asbestos removal work.</i>	Luke Trochei	Lucas Aragona	Clearance certificates
20.5	<i>Waste disposal receipts for removed asbestos products shall be obtained from the asbestos removal contractor.</i>	Luke Trochei	Lucas Aragona	Waste removal receipts

21 Confined Space				
Section	Requirements	Responsibility	Accountability	Tools
21.1	The Confined Space Criteria and Entry Permit (F063) shall be used to determine the presence of confined spaces. Inadvertent access to confined spaces shall be prevented by securing the confined space, installing confined space signage, and ensuring access is only by workers with a permit and training as follows.	Luke Trochei	Lucas Aragona	Confined Space Criteria and Entry Permit F063
21.2	Persons entering the confined space, and standby persons, shall hold Nationally Recognised Training in Confined Space and have SWMS for the proposed activities. Where a harness is required for access a Harness Permit shall be required.	Luke Trochei	Lucas Aragona	Training/qualification; SWMS; Harness Permit (F064).
21.3	When confined space requirements including qualifications, PPE, emergency procedures, equipment maintenance and calibration, isolations, signage, barricading, hot works, and air monitoring have been met a Confined Space Criteria and Entry Permit for the duration of the activity shall be issued. The permit shall be closed out on completion of the activity.	Luke Trochei	Lucas Aragona	Confined Space Criteria and Entry Permit F063;
22 Demolition				
Section	Requirements	Responsibility	Accountability	Tools
22.1	An Occupational Hygienists shall determine the presence of hazardous substances, including review of available asbestos registers, which may be hazardous to the health of the site personnel or the public if disturbed by the stripping or demolition. The nature, location, and proposed methods to control the hazards shall be recorded and provided to FDC and the demolition contractor prior to demolition activities. Where required by contract or Divisional requirements a Hazardous Material Management Plan may be used.	Luke Trochei	Lucas Aragona	Asbestos Register; Hazardous Material Management Plan
22.2	Notice of demolition work shall be issued by the Subcontractors to the relevant authority prior to commencement of demolition work if the demolition involves: <ul style="list-style-type: none"> • demolition of a structure, or a part of a structure that is load-bearing or otherwise related to the physical integrity of the structure, that is at least 6m in height; • demolition work involving load-shifting machinery on a suspended floor; • demolition work involving explosives. 	Luke Trochei	Lucas Aragona	Notice of demolition work
22.3	Demolition contractors shall provide FDC with SWMS and a Demolition Work Plan addressing Hazardous Material Management Plan, the building structure, including adjacent structures and materials prior to commencing works. Safe systems of work, including SWMS, shall address requirements for working at heights and protecting persons from falling objects.	Luke Trochei	Lucas Aragona	Demolition Work Plan; SWMS

22.4	Prior to commencing demolition work Dial Before You Dig requests, Electrical Safety Survey, All Services Isolation Permit or Termination of Services Permit and/or specific client, contractor or utilities permit requirements shall be completed.	Luke Trochei	Lucas Aragona	Electrical Safety Survey and Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit F070; Dial Before You Dig
22.5	Where demolition consists of non-structural strip out the Electrical Safety Survey, All Services Isolation Permit or Termination of Services Permit and or specific client, contractor or utilities permit requirements shall be completed. Safe systems of work, including SWMS, shall address requirements for working at heights and protecting persons from falling objects.	Luke Trochei	Lucas Aragona	Electrical Safety Survey and Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit (F070). SWMS
23 Electrical				
Section	Requirements	Responsibility	Accountability	Tools
23.1	<p>A Licensed Electrical Contractor shall be responsible for developing safe systems of work, including SWMS and safe work procedures for work on electrical installations (e.g. construction wiring, high voltage power, switchboards, and isolation).</p> <p>The Licensed Electrical Contractor shall ensure workers are licensed and trained in safe systems of work involving the installation, modification, testing and certification of electrical installations. Evidence of licensing and qualifications shall be reviewed during site induction. The Licensed Electrical Contractor shall be responsible for the training and supervision of unlicensed workers (e.g. apprentices, trade qualified workers) whilst on site.</p>	Luke Trochei	Lucas Aragona	Qualifications
23.2	<p>The Electrical Safety Survey and All Services Isolation Permit (for de-energising and re-energising) or Termination of Services Permit shall be completed for works involving:</p> <ul style="list-style-type: none"> isolation, de-energisation and re-energising activities; lockout and tag out of electrical isolations; and working near energised parts. 	Luke Trochei	Lucas Aragona	Electrical Safety Survey & Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit (F070). SWMS

	<p>Work on, or testing of, energised electrical equipment shall only be conducted by a Licensed Electrical Contractor in accordance with task specific procedures and legislative requirements.</p> <p>The permits shall only be issued to a Licensed Electrical Contractor when safe systems of work, including SWMS, have been developed for these specific works.</p> <p>The Luke Trochei must visually check that tags, lockouts etc. have been applied as required.</p>			
23.3	<p>The Licensed Electrical Contractor shall ensure electrical work, including switchboards, distribution boards, temporary and permanent wiring has been installed, inspected prior to use, and conforms with relevant legislation, codes of practice and Australian standards (AS3000, AS3012, AS3760) by a qualified electrician.</p> <p>Construction wiring shall be adequately secured, protected, and clearly marked accordingly with "Construction Wiring" sticker and not be tied, bundled, or grouped with permanent wiring.</p>	Luke Trochei	Lucas Aragona	Regulatory Compliance Certificates
23.4	<p>Testing and tagging of electrical equipment shall be completed at maximum 3 month intervals by a qualified electrician, or competent person with an industry recognised test and tag training course (e.g. UEENEEPO26A) in accordance with relevant legislation, codes of practice and Australian standards (AS3760).</p> <p>Records of testing and inspection activity, including Electrical registers and Compliance Certificates, shall be maintained. FDCs Electrical Test and Tag Register may be used in the absence of similar register supplied by a Licensed Electrical Contractor.</p>	Luke Trochei	Lucas Aragona	Electrical Test and Tag Register F073
23.5	RCD protection is required for portable generators, construction wiring and electrical systems to protect workers from electrical contact. RCD's shall be tested by a Licensed Electrical Contractor at maximum 3 monthly intervals and results recorded.	Luke Trochei	Lucas Aragona	Electrical Test and Tag Register F073
23.6	The Licensed Electrical Contractor shall develop safe systems of work to prevent workers from coming into contact with energised cables. Safe systems of work to ensure electrical cable ends are terminated safely shall consider taping the ends of the cables, installing a j-box, twisting and/or taping the cables during rough-in, or altering existing electrical cabling to prevent the cables from becoming live.	Luke Trochei	Lucas Aragona	SWMS, Safe operating procedures All Services Isolation Permit (F071). Termination of Services Permit (F070).

24 Excavation

Section	Requirements	Responsibility	Accountability	Tools
24.1	The Site Risk Assessment shall be used to develop safe systems of work to manage excavation activities including:	Luke Trochei	Lucas Aragona	Site Risk Assessment; SWMS, permits,

	<ul style="list-style-type: none"> - Impacts to adjacent building structures, materials and foundations; - Excavation near above ground and underground services (including liaising with asset owners); - Mobile plant working in or around an excavation; - Potential falls into the excavation; and - emergencies related to excavations. <p>Safe systems of work include the development of Permits, SWMS, drawings/plans, engineering reports or a combination of these in accordance with the below requirements.</p>			drawings/plans; haz mat, Geotech / dilapidation reports
24.2	<p>Identification and location of services by contacting Dial Before You Dig (DBYD) by telephone 1100 or visit their website www.1100.com.au. Allow at least three days from enquiry submission to receive all your DBYD information. Print DBYD plans including your Enquiry Confirmation Sheet that contains the DBYD Confirmation Number. Printed plans shall be maintained on site for the duration of the excavation activity. DBYD plans have an expiry date that can be found on the Enquiry Confirmation Sheet. A new DBYD enquiry shall be made when excavation activities exceed the expiry date.</p> <p>Relevant asset owners shall be contacted to determine potential impacts of above ground and underground services on excavation activities. Asset owner requirements shall be documented and permits, training needs, and encroachment distances complied with.</p> <p>Termination of Services F070 and the All Services Isolation Permit F071 may be required.</p> <p>Where drawings show services within 2 (two) metres of the proposed excavation/penetration, the actual location of those services must be confirmed by either a locating device or by hand excavation.</p>	Luke Trochei	Lucas Aragona	DBYD; Drawings/plans; SWMS; Termination of Services F070; All Services Isolation Permit F071; Excavation Works Permit F066;
24.3	<p>An Excavation Works Permit (F066) shall be completed for excavations prior to commencing works and issued to a supervisor / Lucas Aragona responsible for the activity. The permit and associated safety documentation shall address the nature of the works and note methods to prevent ground collapse. Drawings / plans / permits / reports relevant to the excavation activity shall be attached to the Excavation Works Permit (F066).</p> <p>Inspection of the excavation and control measures shall be conducted by a supervisor / Lucas Aragona each day the excavation is accessed and recorded on the Excavation Works Permit (F066).</p> <p>Note - Excavation Works Permits are not required for Aqua Vac exploratory excavation, potholing for services, other hand tool excavations including driving of star pickets. For these activities instructions (e.g. equipment maximum nozzle pressures) from asset owners and DBYD must be available on site for reference and implemented.</p>	Luke Trochei	Lucas Aragona	Excavation Works Permit F066; drawings/plans; Geotech reports; SWMS
24.4	Excavation support systems including hydraulic shoring, sheet piling, steel shoring/trench lining, sheeting and ground anchors shall be:	Luke Trochei	Lucas Aragona	Drawings / designs / Geotech reports

	<ul style="list-style-type: none"> designed by a qualified Geotechnical or Structural Engineer; detailed on current drawings; installed and verified by persons trained and instructed in the support system being installed in accordance with documented designs/drawings; and authorised by a qualified Geotechnical Engineer or Structural Engineer where changes to the design or installed system are made. 			
24.5	<p>Safe systems of work shall ensure:</p> <ul style="list-style-type: none"> Safe access at all times. Where a ladder is used, it must be sufficient to extend 1 (one) metre past the landing place and be secured at the top and bottom to prevent slipping; Excavations deeper than 1.5m shall be properly benched, battered or shored, or a combination of these, <i>any nominated batter designs will be supported by a Geotech engineer and the proprietary design of the system nominated.</i> Excavations shall not be left exposed if unattended. Flagging, para webbing and/or barricading must be erected at a minimum of 1m from the edge and warning signs posted to protect persons from falling into the excavation; Sufficient controls (eg signage, flagging/para webbing/barricading) are implemented where mobile plant is working in and around excavations in accordance with the Vehicle Movement Plan. 	Luke Trochei	Lucas Aragona	SWMS; Vehicle movement plan
25 Formwork				
Section	Requirements	Responsibility	Accountability	Tools
25.1	<p>FDC shall ensure formwork is designed by a qualified person, documented on drawings/plans and installed as per the plan, and changes to the design or installed system are authorised by a qualified person.</p> <p>FDC shall conduct a workshop with subcontractors to confirm formwork requirements for vertical and suspended formwork systems. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.</p>	Peter Colak	Luke Trochei	Formwork Workshop F044
25.2	<p>Subcontractors shall provide the following documentation that must be available for inspection on site:</p> <ul style="list-style-type: none"> certification of the maximum loads from stacked materials that the formwork assembly can withstand; specifications for the concrete and when formwork can be removed; back-propping details (plans and elevations including tying in); drawings for the formwork design. The drawings must be signed by a formwork designer/structural engineer or be accompanied by a certification letter that lists the drawing numbers and drawing revision numbers; and written confirmation by a structural/geotechnical engineer of the assessment of building structures / materials / foundations and identify controls required prior to commencing formwork. 	Luke Trochei	Lucas Aragona	Designs, Engineers Certificate; drawings
25.3	Subcontractors shall be responsible for developing safe systems of work and providing competent persons for the:	Peter Colak	Luke Trochei	SWMS

	<ul style="list-style-type: none"> erection, use and stripping of formwork; prevention of persons falling and the management of falling objects, including exclusion zones; management of penetrations - open penetrations such as stairwells shall include handrails, mesh, and plywood covers. Slabs shall include cast in mesh to be secured prior to pouring concrete. Penetrations on poured slabs shall be covered with form play and secured in place to prevent inadvertent removal; and correct installation and conformation of systems/structures, including the ongoing monitoring/inspections of the effectiveness of the systems/structures in accordance with legislative and manufactures requirements and applicable drawings or plans; Installation of multiple formworks systems, including how they are shown on drawings and how they interact; Verification by a competent person of the correctly installed formwork prior to use. A competent person includes someone holding Cert III Carpentry, VoC for Formwork, Formwork certificate, Licenced Builder, Qualified Carpenter, Structural engineer or equivalent; <i>these documents are uploaded within the worker Induction portal on Project Simple on the site induction with the workers company maintaining an up to date records with any training, trade based certification or task training required to complete works.</i> review design variations that deviate in the erection from the plan or that fall outside the design parameters and ensure designs/drawings are updated and approved; and review modifications to erected formwork, outside specified design parameters and ensure designs/drawings are updated and approved. 			
25.4	An Engineer with experience in structural design shall inspect and certify that the completed formwork meets the design specifications, manufacturers' instructions and relevant legislation, codes of practice, Australian standards and applicable drawings/plans and is structurally sound prior to concrete pours.	Luke Trochei	Lucas Aragona	Engineers Certificate
26 Exposure Monitoring				
Section	Requirements	Responsibility	Accountability	Tools
26.1	<p>The Site Establishment Checklist prompts the completion of site investigations. The Asbestos Registers and Hazardous material/substances survey shall be completed by an Occupational Hygienist to identify potential hazards including biological and chemical/atmospheric contaminants and products identified in legislation that require health surveillance activities to:</p> <ul style="list-style-type: none"> - determine workplace exposure standards and exposure levels; and - consider potential health hazards when developing safe systems of work for project specific activities in accordance with the Site Risk Assessment. <p>Potential physical hazards, including dust, noise and vibration shall be managed in accordance with the Work Environment section of the Site Risk Assessment.</p>	Luke Trochei	Lucas Aragona	Site Establishment Checklist; Hygienist Report; Site Risk Assessment F001; SWMS; Permits

	<p>Workplace/Worker exposure monitoring activities for work areas potentially affected by health hazards shall be developed in consultation with Divisional HSEQ representatives and Occupational Hygienists. Safe systems of work including Site Risk Assessment, SWMS, Permits or a combination of these shall address the following activities:</p> <ul style="list-style-type: none"> • Method and frequency of monitoring; • Sampling and analytical method (including exposure standards); • Interpretation and consultation of results; • Nomination and maintenance of control measures; and • The need for individual health surveillance. <p>When monitoring activities identify that exposure to potential health hazards are approaching accepted exposure standards, the suitability of nominated control measures shall be reviewed in consultation with site management and the Occupational hygienist to determine appropriate actions where appropriate.</p>			
26.2	<p>The inspection, measuring and test equipment related to health and safety monitoring shall be managed in accordance with manufacturer's specifications and legal requirements with records of calibration maintained. In the absence of registers or calibration certificates from the subcontractor, FDC shall maintain a register of project specific on the Calibration Register.</p>	Luke Trochei	Lucas Aragona	Calibration Register F080
26.3	<p>A review of monitoring activities and nominated control measures shall be undertaken when:</p> <ul style="list-style-type: none"> • a failure of nominated control measures is suspected; • accepted exposure limits are exceeded; or • when individuals are unexpectedly exposed to hazardous substances that weren't previously known to be present on-site. <p>Where potential exposure to hazardous substances has occurred, work shall cease immediately, and the area evacuated and secured. Further work activities shall be assessed in consultation with site management, Divisional HSEQ representative and the Occupational Hygienist to determine improvements to work methods and control measures.</p> <p>Access to closed secured areas due to potential health hazards shall not be permitted until certification is received from the Occupational Hygienist and the suitability of monitoring requirements and nominated control measures have been assessed, recorded, and improved as necessary.</p> <p>The HSEQ Manager shall be notified when individuals have potentially been exposed to health hazards due to absent controls or safe systems of work.</p>	Luke Trochei	Lucas Aragona	Nil.
26.4	<p>General information on health surveillance, exposure monitoring and control measures is communicated as appropriate through inductions, toolbox talks, noticeboard etc. Records of health surveillance and exposure monitoring activities however contain personal information and shall remain confidential.</p>	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018.Toolbox Talks F050. First Aid, Emergency & Health

				Surveillance Risk Assessment (F009)
26.5	AQMP – Is to be developed in line with Australian standards and legislations on completion of the Site risk assessment	Luke Trochei	Lucas Aragona	AQMP – Cutaway
27 Health Surveillance				
Section	Requirements	Responsibility	Accountability	Tools
27.1	<p>Individuals potentially exposed to hazardous substances shall be directed to seek medical treatment with a medical practitioner to assess exposure and any requirement for ongoing health surveillance.</p> <p>Where Medical Practitioners identify/advise that health surveillance is required, a review of monitoring activities and nominated control measures, including any recommendations by the registered Medical Practitioner, shall be undertaken in consultation with site management, Divisional HSEQ representatives and Occupational Hygienist to determine appropriate actions.</p> <p>The HSEQ Manager shall be notified when individuals have potentially been exposed to health hazards due to absent controls or safe systems of work.</p>	Luke Trochei	Lucas Aragona	First Aid, Emergency & Health Surveillance Risk Assessment (F009)
27.2	<p>Records of surveillance data shall be maintained and actions arising from assessment recorded. Records shall include monitoring equipment calibration records whenever the monitoring is conducted directly by FDC.</p> <p>Ongoing individual health surveillance shall be provided in accordance with the recommendations of registered medical practitioners. Health surveillance requirements shall be communicated to relevant employees in consultation with Divisional management and shall remain confidential.</p>	Luke Trochei	Lucas Aragona	Surveillance Data First Aid, Emergency & Health Surveillance Risk Assessment (F009) Calibration Register F080.
28 Mobile Plant				
Section	Requirements	Responsibility	Accountability	Tools
28.1	<p>The Mobile Plant Induction (F077) shall be completed for mobile plant prior to commencing works on site. The induction shall ensure, as a minimum, a plant risk assessment specific to the plant model, maintenance records, log books and original equipment manufacturers manuals are available.</p> <p>Plant risk assessments shall focus on higher order controls including plant specific warning devices, ROPs/FOPs, guarding, edge protection etc. Operator controls are considered lower order controls and on their own are not acceptable as a plant risk assessment.</p> <p>The mobile plant induction process aims to establish safe systems of work addressing original equipment manufacturers requirements, plant risk assessment outcomes and controls, and the need for ROP's and FOP's. Site specific requirements shall be established through SWMS, vehicle movement plans and permits related to activities.</p>	Luke Trochei	Lucas Aragona	Mobile Plant Induction F077

28.2	<p>Upon successful induction the plant shall receive a plant identification sticker and be registered on the Plant Register. Registered items shall be randomly selected, and records verified through Weekly Site Inspections and Monthly Site Audits. The Plant and Equipment Competency and Inspection Schedule is available as guidance regarding plant inspection requirements.</p> <p>The Plant Register shall record plant inspections and maintenance specific to the needs of each type of plant. Inspections shall be in accordance with regulatory inspections, registrations, and manufacturers requirements, including pre-start inspections and/or commissioning prior to commencing on site. The Plant Register shall be used to manage ongoing maintenance requirements.</p>	Luke Trochei	Lucas Aragona	Plant Register F079; Plant and Equipment Competency and Inspection Schedule G012
28.3	<p>Where a mobile crane or boom pump is required, the Mobile Crane / Boom Pump Setup form shall be completed. This is required for each new location that a Mobile Crane / Boom Pump is set up for operation. The set-up location shall be communicated to relevant parties.</p> <p>The subcontractor shall develop safe system of work, including SWMS, in addition to the above documentation.</p>	Luke Trochei	Lucas Aragona	Mobile Crane/Boom Pump Setup F078
28.4	<p>Lifting procedures for Tower Cranes – the subcontractor shall provide lifting procedures/lift plan when working outside the Original Equipment Manufacturers requirements and when multiple cranes are involved in a lift.</p> <p>Procedures shall include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.</p>	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.5	<p>Lifting procedures for Mobile Cranes - Documented lifting procedures shall be provided by persons responsible for mobile cranes, in addition to safe work method statements, for work associated with cranes in the following situations:</p> <ul style="list-style-type: none"> ▪ tilt-up panel jobs ▪ multiple crane lifts - where more than one crane is used to lift a load at any one time ▪ lifting of workboxes with persons in the boxes ▪ installation of bridge beams during bridge installation work ▪ working near live overhead powerlines ▪ lifting large pressure vessels or tanks ▪ the use of mobile cranes on barges ▪ erection of tower cranes or ▪ heavy lifts where the load is 50 tonnes or more. 	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.6	<p>The mobile cranes lifting procedures for the above situations shall include:</p> <ul style="list-style-type: none"> ▪ maximum load radius to be used for the cranes 	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS

	<ul style="list-style-type: none"> where spotter duties are required (e.g. for preventing collision or contact with powerlines), what the duty is and who is responsible for performing the duty position of the load to be lifted and the final position to which it is to be lifted, where practicable diagram that shows a plan view of the site may assist maximum wind speed where the load has a large surface area verification of the maximum allowable ground bearing pressure (this must be carried out for heavy lifts including tilt up panels and loads of 50 tonnes or more.) allowance for any factors that may require de-rating of the crane (e.g. for multiple crane lifts, additional radius caused by tilting of tilt-up panels) rigging requirements of the job. 			
28.7	Work boxes - Subcontractors shall develop safe systems of work in accordance with relevant legislation, standards, and codes of practice for using crane lifted work boxes, including crane lifted first aid work boxes. Safe Work Australia has an information sheet including reference to AS 1418.17 and AS 2550.1 crane use, design and construction requirements. The safe systems of work shall address requirements for the use of work boxes and cranes.	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.8	Operator licensing, qualifications or competency requirements shall be identified through the Mobile Plant Induction. These documents shall be verified at worker site inductions. Further guidance on competency/qualifications is available through the Plant and Equipment Competency and Inspection Schedule to assist this process. NOTE: a letter signed by an employer or supervisor claiming that the worker is competent is not acceptable.	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018; Mobile Plant Induction F077; Plant and Equipment Competency and Inspection Schedule G012
28.9	To manage the interaction between people and mobile plant a vehicle movement plan shall be maintained that illustrates work areas and pedestrian access. These plans shall be displayed and communicated through toolbox/prestart meetings and updated as necessary to reflect site activities. Plans shall take into consideration site characteristics, barricading, exclusion zones, warning devices and plant/vehicle/worker interactions.	Luke Trochei	Lucas Aragona	Vehicle Movement Plan

29 Scaffold

Section	Requirements	Responsibility	Accountability	Tools
29.1	<p>FDC shall ensure where a person or object could fall greater than 4m that scaffold is designed by a qualified person, documented on drawings/plans and installed as per the plan, and changes to the design or installed system are authorised by a qualified person.</p> <p>FDC shall conduct a workshop with subcontractors to confirm scaffold requirements for high risk scaffolds, including where an object or person could fall greater than 4 metres. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.</p>	Peter Colak	Luke Trochei	Scaffold Workshop F045

29.2	<p>Scaffold where a person or object could fall greater than 4m shall be designed by a qualified structural engineer who shall:</p> <ul style="list-style-type: none"> • provide a scaffold design/plan that includes a site layout, engineer sketch plan, engineer approved as-built or standard drawings for scaffolds; • provide documented design parameters provided by the scaffold manufacturer. These should be located on the scaffold drawings or associated documents; • provide designs and drawings that reflect interactions between multiple scaffold systems where applicable; • review design variations that deviate in the erection from the plan or that fall outside the design parameters and ensure designs/drawings are updated and approved; and • review modifications to erected scaffold, outside specified design parameters and ensure designs/drawings are updated and approved. <p>A structural/geotechnical engineer shall provide written confirmation of the assessment of building structures/materials/foundations and identify controls required prior to commencing scaffolding.</p>	Luke Trochei	Lucas Aragona	Scaffold Workshop F012; Design/drawings; qualifications
29.3	<p>Scaffold where a person or object could fall greater than 4m shall be erected by a person holding a High Risk Work Licence (Basic, Intermediate or Advanced Scaffolder) in accordance with the guidance in G012 Plant and Equipment Competency and Inspection Schedule.</p>	Luke Trochei	Lucas Aragona	G012 Plant and Equipment Competency and Inspection Schedule
29.4	<p>Scaffold where a person or object could fall greater than 4m shall not be used or accessed unless a written inspection certificate from the scaffold inspector (HRWL Intermediate or Advanced Scaffolder), has been obtained for the scaffold, or its relevant portion, and is complete, and verified as installed in accordance with the manufacturers' instructions and relevant legislation, codes of practice and Australian standards and applicable drawings/plans.</p> <p>Scaffold inspections shall be conducted:</p> <ul style="list-style-type: none"> • prior to initial use; • after repairs and alterations; • before scaffold is used after an incident (eg heavy weather events, unplanned impact to scaffold) that may affect the stability of the scaffold; and • at least every 30 days. <p>The inspections shall include methods to check base plates and sole boards are correctly installed per design and supported on solid ground. Inspection records by the scaffold inspector shall be in accordance with AS 4576:1995 and include the:</p>	Luke Trochei	Lucas Aragona	Scaffold Inspections

	<ul style="list-style-type: none"> • individual identification number or mark of the scaffold; • design, drawing, specification, or manufacturers reference; • location of the scaffold; • purpose for which the scaffold is provided; • date and time of each inspection; and the • name and signature of the person conducting the inspection. <p>Written inspections shall be maintained in site files. Where scaff tags (or similar are used), the above records of inspection are still required.</p> <p>The Safe Work Australia – Guide to scaffold inspection and maintenance can be used by FDC team to monitor scaffold suitability.</p>			
29.5	<p>The assembly, dismantling and re-assembly of fixed or mobile scaffolds where a risk of fall of a person or object is less than 4m shall be by competent persons including:</p> <ul style="list-style-type: none"> ▪ a person holding a High Risk Work Licence (Basic, Intermediate or Advanced Scaffolders) and SWMS; or ▪ persons trained in the use of the scaffold components in accordance with manufacturers requirements and SWMS. <p>These scaffolds shall be inspected to monitor the effectiveness of the system / structure in accordance with specified requirements through the Weekly Site Inspection. The Task Observation may also be used as applicable to observe the scaffold in use for a specific task. Where inspections are also conducted by competent persons records shall be maintained.</p> <p>Work platforms with no assembly requirements (e.g. Snappy Scaffold) are exempt from this process.</p>	Luke Trochei	Lucas Aragona	Evidence of training; SWMS, Weekly Site Inspection (F049). Task Observation (F053)
29.6	Swinging stages shall only be erected and operated by persons holding the relevant High Risk Work Licence in accordance with the Plant and Equipment Competency and Inspection Schedule.	Luke Trochei	Lucas Aragona	G012 Plant and Equipment Competency and Inspection Schedule
30 Structural Steel				
Section	Requirements	Responsibility	Accountability	Tools

30.1	<p>Consultation with workers for the planning and erection of structural steel shall be initiated through the Structural Steel workshop. Consultation shall address potential hazards, risks and control measures, fabrication, transportation, and erection and include structural design engineer, fabricator, and erector on:</p> <ul style="list-style-type: none"> the structural design of the building; plant and equipment to be used; erections sequence; training and qualification of workers and engineers; emergency management; and access to the structure. <p>Information from consultation activities shall be available to parties involved and reviewed and updated as required to enable for the safe erection and handover.</p> <p>The workshop shall address hazards associated to the proposed works including working at heights, falling materials, electrical and plant management. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.</p>	Peter Colak	Luke Trochei	Structural Steel Workshop F046, Site Risk Assessment
30.2	<p>Design and planning by the structural design engineer shall consider:</p> <ul style="list-style-type: none"> the effect of the erection sequence on the stability of the structure; safe access and working places including anchorage points for fall prevention/arrest systems; the ease of connections for components such as landing cleats; safe handling storing and transport of components including providing details of lifting points, and all materials, for example grades of steel and welding comply with standards specified in the design; and ensure shop drawings comply with the structural design before steel members are fabrication. <p>The erection sequence shall be documented and supplied to FDC and parties involved in the fabrication and erection of the steelwork. Structural steel shop drawings shall be reviewed by the Permanent Works Engineer, and Temporary Works Engineer where applicable, prior to fabrication and erection respectively.</p>	Peter Colak	Luke Trochei	Design Plan / Design Drawings; Shop drawings
30.3	<p>Persons responsible for structural steel fabrication shall:</p> <ul style="list-style-type: none"> Ensures the accurate detailing and manufacture of the steelwork according to the shop drawings; Ensures steel members are identifiable for the sequence of erection and fit together correctly; Structural steel shall be supported and tied to prevent movement during loading or unloading and transport; and Logistics for site delivery have been coordinated. 	Peter Colak	Luke Trochei	Shop drawings

30.4	<p>Persons responsible for structural steel erection shall ensure site specific safe systems of work are developed and:</p> <ul style="list-style-type: none"> Obtain the approved erection sequence documentation; Prepares the method of erection according to the drawings; Provide a site plan with detailed information on the location and coverage of cranes and lift plans where required, workers, unloading points and storage areas, and exclusion zones; Consider the stability requirements of all items of the structure, including temporary works; and Consider the suitability of ground conditions for the safe movement of mobile plant. <p>If the erection process is split into shifts, a defined process for beginning of a shift, and ending of a shift shall be determined by the persons responsible for structural steel erection.</p>	Peter Colak	Luke Trochei	SWMS, Mobile Plant, Mobile Crane Setup, Lift plans
30.5	Persons responsible for structural steel erection shall provide written confirmation that the structural steel erection meets design requirements in accordance with the structural steel high risk workshop.	Peter Colak	Luke Trochei	Handover inspections, ITPs'
31 Tilt-up / Precast Concrete				
Section	Requirements	Responsibility	Accountability	Tools
31.3	<p>A Design Plan for Tilt-up/Precast activities shall be developed and certified by a Structural Engineer qualified as a member of the Institution of Engineers Australia to address:</p> <ul style="list-style-type: none"> design and construction of panels including identifiers for each panel; lifting points and panel placement; erection requirements that include panel bracing and details of anchorage designs; and inspection requirements for panels, lifting points, bracing prior to, during and after installation. 	Luke Trochei	Lucas Aragona	Design Plan
31.2	<p>Prior to commencing Tilt-up/precaster activities the following must be provided to FDC:</p> <ul style="list-style-type: none"> project design engineer's certificate of compliance; manufacturer's certificate of compliance; component schedule; design drawings, including approval of proprietary or manufactured inserts and fixings; and shop drawings. 	Luke Trochei	Lucas Aragona	Compliance certificates; drawings; schedules
31.3	<p>The subcontractor shall develop safe system of work, including SWMS prior to activities commencing on site to address:</p> <ul style="list-style-type: none"> that a Lift Plan has been developed in consultation with crane crew; erection, bracing and stripping; protection of workers under and around Tilt-up/Precast; falls and falling objects; 	Luke Trochei	Lucas Aragona	SWMS; Lift Plan

	<ul style="list-style-type: none"> unloading and slinging panels and crane requirements and the protection of panels and bracing from damage by inadvertent contact with Mobile Plant or other site activities; and changes to the design approved by the design engineer 			
31.4	<p>Subcontractors shall provide FDC evidence of inspections to verify that Tilt-up/Precast panels have been installed in accordance with the manufacturers' instructions and relevant legislation, codes of practice and Australian standards and applicable drawings/plans. Changes to the design or installed system shall be approved by the design engineer.</p> <p>Ongoing inspection by subcontractors that provide FDC evidence of ongoing inspection of braces / props / fixtures / bolts conducted in accordance with the frequencies and requirements of the Design Plan.</p> <p>Daily visual inspections of braced and bracing concrete elements shall be conducted by the <i>Subcontractor representative and recorded where corrective action is required.</i></p>	Luke Trochei	Lucas Aragona	Inspection records
32 Traffic				
Section	Requirements	Responsibility	Accountability	Tools
32.1	The Site Risk Assessment shall identify who is responsible for developing and implementing the traffic management plan for roads around the site. A Vehicle Movement Plan shall be developed for onsite activities in accordance with the Mobile Plant section of this PMP.	Luke Trochei	Lucas Aragona	Site Risk Assessment F001
32.2	<p>A project specific Traffic Management Plan (TMP) shall be developed to inform, control and guide road users and to protect the safety of construction personnel and the public.</p> <p>The TMP shall:</p> <ul style="list-style-type: none"> be prepared in accordance with relevant legislation, Codes of Practice, Australian Standards, or other requirements; include location specific traffic control plans (e.g. diagrams/drawings); detail the methodology for safely implementing and dismantling traffic control devices; and be approved as specified by the relevant authority prior to implementation where required. <p>The TMP and associated control plans shall be prepared by qualified and licensed personnel. The FDC Traffic Management Plan template shall be used in the absence of any externally provided TMP. Traffic management requirements shall be communicated through Site Inductions, as a minimum, and other communication forums (e.g. Prestart Meetings) as required.</p>			Traffic Management Plan
32.3	FDC shall ensure that personnel developing, installing, using, and monitoring traffic control devices are suitably qualified and licenced with the relevant road authority. G012 Plant and Equipment Competency and Inspection	Luke Trochei	Lucas Aragona	G012 Plant and Equipment

	Schedule is available for further guidance. Evidence of specific qualifications and licensing shall be recorded through the site inductions.			Competency and Inspection Schedule
32.4	Monitoring of traffic management shall be conducted at least daily when traffic controls are active. Inspections shall ensure controls are in accordance with requirements specified in the TMP and that controls have not been vandalised or tampered with. Inspections shall be documented and maintained <i>by the Delivery coordination manager this being a FDC resource or Leading hand Traffic Controller.</i>	Luke Trochei	Lucas Aragona	Traffic control inspections
32.5	FDC shall ensure that the TMP is reviewed at frequencies specified in the plan and following an incident to determine its adequacy in managing traffic and potential hazards. Reviews shall verify that: <ul style="list-style-type: none"> Revisions to the plan have been made, approved/acknowledged, uploaded, and communicated; or the current plan remains unchanged and has been confirmed as adequate in managing project requirements. 	Luke Trochei	Lucas Aragona	TMP Review
33 Working at Height				
Section	Requirements	Responsibility	Accountability	Tools
33.1	The primary methods to prevent falls from height and falling objects shall be managed in accordance with safe systems of work for Demolition, Excavation, Formwork, Mobile Plant, Scaffold and Tilt Up / Pre Cast activities. Proposed working at heights activities not covered by those activities shall be identified, assessed, and controlled in accordance with the hierarchy of control and applicable legislation, codes of practice and Australian standards in the Site Risk Assessment and the following requirements. To reduce potential risk of harm work methods to avoid working at heights shall be considered. Where not reasonably practicable the following sections for harness use; temporary edge protection and ladder use shall apply.	Luke Trochei	Lucas Aragona	Site Risk Assessment F001
33.2	<p>Harness Use</p> <p>Training - Workers using fall restraint/fall arrest equipment shall hold Nationally recognised Work at Height training course or applicable high risk construction work license including EWP >11m, Riggers/Scaffolders tickets.</p> <p>Maintenance - Evidence of equipment maintenance and inspections shall be provided prior to works commencing, and continue throughout the project in accordance with an equipment maintenance schedule.</p> <p>Attachment Point Design - Engineering design for proprietary attachment points (e.g. eye bolts, static lines) shall be in accordance with manufacturers' requirements and provided and certified by a qualified Engineer with experience in fall restraint/fall arrest equipment and a member of Engineers Australia. Evidence of qualifications and competency must be kept on site.</p>	Luke Trochei	Lucas Aragona	Training/Qualification Equipment maintenance; Design documentation Harness Permit (F064).

	<p>Attachment Point Installation - Installation and inspection of proprietary attachment points (e.g. eye bolts, static lines) shall be in accordance with manufacturers' requirements and conducted and certified by a competent person trained in the use of the anchor points design and manufacturers requirements.</p> <p>Attachment Point Inspection – Prior to harness use, inspections of installed anchor points shall be conducted by a competent person trained in the use of the installed systems manufacturers requirements.</p> <p>Where fall restraint / fall arrest equipment is attached to a structural element (e.g. a concrete column) this shall be done so by a person holding Riggers (All) / Scaffolders (Advanced / Intermediate) high risk work license.</p>			
33.3	<p>The Harness Permit shall be issued by FDC where safe systems of work, including SWMS and associated design, installation, maintenance, inspection, and training records are developed where the risk of working at heights is identified.</p> <p>The Permit shall be approved by FDC when safe systems of work have been developed and evidence of SWMS, equipment inspections, design and installation information of attachment points and training records have been received. The Permit shall remain valid for one week from date of issue unless a new harness user is required, or equipment and attachment points change within that period.</p> <p>A permit is not required when using a harness as a secondary control measure such as EWP and Work Box.</p>	Luke Trochei	Lucas Aragona	Harness Permit (F064).
33.4	<p>Temporary edge protection systems (including proprietary and engineered systems) shall:</p> <ul style="list-style-type: none"> be installed as directed by either the designers, manufacturers, or suppliers of the system; be installed and inspected by a Ticketed Scaffolder, or a Rigger, or a worker trained in the use of the system, prior to handover. Evidence of the initial installation/inspection shall be documented; Ongoing inspections are conducted through weekly inspections by a Ticketed Scaffolder, or a Rigger, or a worker trained in the use of the system shall be documented. 	Luke Trochei	Lucas Aragona	Training/Qualification Equipment maintenance; Design documentation; SWMS
33.5	<p>Safe systems of work shall be developed to prevent people or objects falling through penetrations. Safe system may include handrails, mesh, plywood covers and signage.</p> <p>Where subcontractors are installing roof safety mesh the Roof Installation Permit shall be required in accordance with the Site Risk Assessment and SWMS.</p> <p>Safe access and egress for workers working at height shall be assessed and controlled in accordance with the Site Risk Assessment > Working at Heights. Controls may include scaffold stair access, hoist, good lift etc.</p>	Luke Trochei	Lucas Aragona	SWMS, Roof Installation Permit (F061), Site Risk Assessment F001
33.6	<p>Ladders shall primarily be used as a means of access (e.g. access to mobile scaffolds, formwork decks etc.) and not a working platform. The use of ladders (i.e. A frames/rung ladders) for other purposes shall only be considered if safer alternatives, such as scaffolding or elevating work platforms, Platform Ladders or trestles are not reasonably practicable.</p>	Luke Trochei	Lucas Aragona	Ladder Permit F065; SWMS

	The Ladder permit is required where scaffolding, elevating work platforms, platform Ladders or trestles are not reasonably practicable. The permit shall ensure safe systems, including SWMS, Site Risk Assessment or other standard operating procedure shall be developed to address potential hazards and controls relating to working from the ladder. In these cases the safe use of ladders shall only be used for light duty work of short duration. Domestic ladders are not permitted.			
34 Personal Protective Equipment (PPE)				
Section	Requirements	Responsibility	Accountability	Tools
34.1	<p>Workers must wear the mandatory personal protective equipment (PPE) including hard hats, high visibility clothing and steel capped safety footwear when performing construction work. Additional PPE shall be worn where specified in safe systems of work, including SWMS, permits or the workplace specific induction.</p> <p>Visitors must wear the mandatory personal protective equipment (PPE) including hard hats, high visibility clothing and enclosed footwear when visiting construction sites. Additional PPE shall be worn where specified in safe systems of work, including SWMS, permits or the workplace specific induction.</p>	Peter Colak	Luke Trochei	Site Risk Assessment; SWMS; Site Induction
35 Managing Subcontractors, Visitor and Consultants				
Requirements		Responsibility	Accountability	Tools
35.1	<p>Sub-contractor prestart</p> <p>Prior to the engagement of subcontractors and consultants, a pre-start meeting must be completed to review, identify, any departures from the FDC WHS, quality, NSW legislation, Insurances and environmental management plans. Any company entering the contract for work or consultancy on the project must be able to prove compliance with the above management plans and to show evidence throughout the project of maintaining compliance with these management plans.</p>	Peter Colak	Luke Trochei	Form F003 should be used to identify and departures.

35.2	<p>Prior to any contractor starting onsite the following documentation will be issued to the Sub-Contractors team to ensure Safety document issued form the subcontractor is aligned with the policies of the project –</p> <ul style="list-style-type: none"> – WHS Management plan – Site risk assessment – First aid risk assessment – Site management Plans <ul style="list-style-type: none"> o AQMP o CTMP o CWMP o CNVMP 	Peter Colak	Luke Trochei	Aconex transfer and register kept on Project simple
35.3	<p>Managing Documents to Subcontractors</p> <p>All project Management Plans, Risk assessments and Policies will be stored on Aconex documents this allowing access to these documents form sub contractors, our Communication and Document manger will transmit any updated to these plans to the Sub – Contractors and update site hard copies within the Site notice board. With any updates the Luke Trochei will communicate these to the workforce each week in the weekly tool box.</p>	Project Manger	Document and communication manager	Aconex Documents
35.4	<p>Subcontractor Performances</p> <p>Throughout the project FDC project teams will complete Sub-contractor performance reviews this is to ensure the subcontractor is completing there works within the project requirements, contractor performance will be completed at the below intervals while the contractor is completing there contract works onsite if the contractor scope limits the performance review to be completed then this will be done at completion of project.</p> <p>Contractor review timeframes Within the first month onsite</p> <ul style="list-style-type: none"> – Every 2 months during contract works – At end of practical completion 	Package manager	Luke Trochei	Aconex Documents
36 Site Specific Induction				
36.1	Nominated FDC site management shall use the Site Induction to induct workers into site specific requirements and site rules. FDC shall ensure officials, delegates, or other representatives of a building association do not undertake or administer site inductions.	Luke Trochei	Lucas Aragona	Training and Experience Register F024
36.2	Workers shall complete the site specific induction before commencing work on site. To be inducted workers must provide photographic proof of identity and evidence that they have completed the Construction Industry Induction Card (e.g. White Card/Blue card). A register of all inducted workers shall be maintained.	Peter Colak	Peter Colak	Site Induction-Site Rules F018;

	<p>Task specific training and qualifications (e.g. high risk licences etc.) required to perform tasks or operate plant/equipment shall be recorded at the site induction.</p> <p>Where it is not possible to obtain copies of the required certification the person conducting the inductions is to sight the documentation and make note on the induction form that documentation has been sighted and record the required details.</p>			<p>Site Induction Register-Construction Large Project F022; Site Induction Register F023.</p>
36.3	Workers from a non-English speaking background, or having difficulty understanding English, shall have their employer provide a translator to interpret the induction content to the person being inducted.	Peter Colak	Sub-contractor	Site Induction-Site Rules F018
36.4	Visitors to site that are not performing construction work shall sign in, be advised of emergency procedures, and be accompanied at all times by a person who has completed the site induction.	Luke Trochei	Lucas Aragona	Site Sign In Register F005
36.5	FDC shall ensure completed site inductions are secured in a lockable cabinet or site office to prevent misuse, interference or loss, and unauthorised access, modification, or disclosure.	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018
37 Work Activity Training				
37.1	<p>Workers shall undertake work activity training prior to commencing work on site. This includes being inducted into and signing Safe Work Method Statements (SWMS) or other relevant safe operating procedures covering relevant high risk construction work.</p> <p>The work activity training may be in a form of toolbox talks, development and/or review of a SWMS) / safe operating procedures/ instructions or training provided by a company, individual or a combination of these.</p>	Luke Trochei	Lucas Aragona	SWMS; Toolbox Site Induction-Site Rules F018.
37.2	<p>Training and Experience Register identifies minimum training requirements for positions and provides a record of individual's internal training and external qualifications. Training requirements are reviewed throughout the project when there's a change in project resources, where a skill gap has been identified, or as required by the Peter Colak . The register shall be made available through Divisional Management.</p> <p>Additional training for workers shall be arranged with Divisional management where there's a change in project resources, promotion, where a skill gap has been identified, or where unforeseen or special training skills have been identified (e.g. High risk licence, Confined Space, Working at Heights etc.), to ensure appropriate training and qualifications are gained.</p> <p>Copies of training documentation (certificates, statements of attainment and induction record forms) shall be held in the Personnel files.</p>	Peter Colak	Peter Colak	Training and Experience Register F024

37.3	<p>Additional training to be completed by Workers will be the following –</p> <ul style="list-style-type: none"> - Emergency scenario training - Emergency evac drills - Dust management (as required) - Fit testing (As required) - Mental health <p>Additional information on these Training items can be found in Appendix S Emergency Management Plan</p>			
38 Design in Construction				
Requirement		Responsibility	Accountability	Tools
38.1	<p>HIGH RISK Workshops</p> <p>At each phase of a project, the risk management process is to be undertaken. The HSE Risk Workshop flow chart outlines the three phases of when risk must be assessed. The purpose of the HSE risk workshop is to identify and plan how the activity is to be safety conducted. Prior to the commencement of the activity, the outcome of the HSE Risk Workshop is to be presented using the HSE Risk Workshop templates to the Construction Manager/ Project Director for approval. During the construction phase, the HSE Risk register is to be maintained.</p>	Peter Colak	Luke Trochei	<p>Design management plan</p> <p>Safety in design workshops</p> <p>High risk works flow chart</p> <p>High risk Gate register</p>
38.2	<p>Safety in Design Workshops</p> <p>During the safety and design workshops the Subcontractors and consultants will attend and identify all aspect of the design, constructability, and end user compliance, during these works shops each contractor must identify any safety and design aspect of the project and constructability issues to ensure that the workers, public and end user safety is considered, and re-design of elements are completed early to achieve the best design of the project workforce.</p> <p>During design development the Site risk assessment the Hazard identification will be used set Hierarchy of hazard controls and reduce and eliminate them through the design development phase</p>	Peter Colak	Design Manger	<p>Design management plan</p> <p>Safety in design workshops</p> <p>High risk works flow chart</p> <p>High risk Gate register</p>
39 Inspection – Testing and Servicing				

39.1	Indicated throughout the WHS Management plan there is several Inspections that have been captured this section aims to consolidate the Inspection, Testing and Servicing Deliverables	Peter Colak	Luke Trochei	
39.2	Inspections – Through out the project Inspections will be required to be completed to support key indicators, maintain a high level of Safety and communication to the workforce about safety deliverables for the project. throughout the project the inspection will be completed by FDC, Consultants, subcontractors and Client representatives. Inspections will take place in the form of daily, weekly, Monthly and 3 monthly, these constraints around Inspections will be set out in the inspection schedule to be developed with each subcontractor and consultant, FDC has a standard template of Inspection types and Site KPIs that are recorded through our live portal on Project simple. Legislation, Aust standards. Manufacture design and Building code requirements will be within the Inspection Schedule and be used to confirm and adhere Testing procedures. Section 39.2 - Appendix T	Peter Colak	Luke Trochei	
39.3	Testing - Throughout the project testing, Servicing and validations will be required to b completed for plant and equipment, Existing structure, and safety equipment, as items are inducted into the site this is recorded within the plant and equipment portal of Project Simple which will manage the notification of the Plant testing and servicing requirements for each item.	Peter Colak	Luke Trochei	
40 INCIDENT MANAGEMENT				
40.1	Incident Notification - Incidents shall be managed at the time of the occurrence in accordance with the Incident Notification Flowchart (G014). Incidents shall be verbally notified immediately per the Incident Notification Flowchart to offsite management when: <ul style="list-style-type: none"> Emergency services, unions or the media attend site; or A notifiable incident (eg serious Injury / illness or fatality or dangerous incident) is likely. INSW incident flow chart to be issued	Peter Colak	Luke Trochei	Incident Notification Flowchart G014
40.2	Critical Incidents – Class 1 incidents shall be managed in accordance with the Incident Notification Flowchart (G014) and Emergency Management Plan that addresses critical incident protocols for trauma counselling, legal privilege and media management and require senior management involvement.	HSEQ Manager	Luke Trochei	Incident Notification Flowchart G014; Emergency Management Plan
40.3	Non-disturbance – Where incidents are notifiable to the regulator the incident location shall remain unaltered until an inspection/investigation or direction has been provided by the Regulator. Work shall cease in the immediate area and appropriate barricades and signage displayed to prevent unauthorised entry and having the scene altered and/or contaminated. The non-disturbance provision does not prevent such actions as helping or removing trapped or injured persons or actions directed by the Regulator. Section 40 Section 40 Section 40	Peter Colak	Luke Trochei	Nil.

40.4	<p>Regulatory notices (e.g. Prohibition, Improvement etc.) shall be addressed in consultation with Divisional HSEQ representatives and the regulator to determine and implement suitable actions. Work related to the incident shall not recommence until the notice has been closed as advised by the regulator.</p> <p>Notices shall be copied to the General Manager, Division HSEQ and National HSEQ Systems Manager.</p>	Peter Colak	Luke Trochei	Regulatory notices
40.5	<p>Incident Investigation - HSEQ Managers, trained in FDC incident management requirements, shall be responsible for incident notification, investigation and reporting and involving the project team and senior management as required to identify causes, contributing factors and actions for improvement.</p> <p>Incident investigations shall be completed for Notifiable Incident or where an incident occurs due to an absence of safe works procedures or physical controls. Investigations, including site attendance where practical, shall include relevant project team, subcontractor members and offsite FDC senior managers. FDC senior managers must be involved in Notifiable and Class 1 incident investigations.</p> <p>Incident Reports shall be completed to assist FDC understand how the incident occurred and identify contributing factors that lead to the incident. HSEQ Manager to review report and work with project teams to close out actions. Incidents shall be communicated through monthly project, division, and group HSEQ reports and monthly HSEQ meetings and HSEQ management reports. This enables FDC to take suitable projects/system actions, including lessons learned as relevant, to prevent incident recurrence. Incident Reports shall not be distributed externally without approval from the General Manager or a Director.</p>	HSEQ Manager	HSEQ Manager	Cor-8.5-001 Incident Management
41 ENVIRONMENTAL ASPECTS AND IMPACTS				
41.1	<p>Potential environmental obligations and risks associated with the project shall be identified prior to the start of the project by commencing the Environmental Risk Assessment. The Environmental Risk Assessment identifies project specific aspects and impacts, and operational controls used to manage and monitor environmental issues.</p> <p>The Environmental Risk Assessment shall be developed, approved, and issued to subcontractors and be reviewed for ongoing suitability during the monthly project review. Where updates are required, these shall be made, approved, and reissued to relevant parties.</p>	Peter Colak	Luke Trochei	Environmental Risk Assessment F010
41.2	Information of hazardous materials, including material's potential impact on the environment and measures to be taken in the event of accidental release will be managed via the Hazardous Chemical Register.	Peter Colak	Luke Trochei	Hazardous Chemical Register F086
41.3	FDC shall notify as soon as possible the statutory authority in the event of pollution incidents that have occurred during its activities that has caused or is likely to cause serious or material environmental harm from pollution. Failure to notify may lead to a maximum penalty of \$5,500 for an individual or \$27,500 for a company.	Divisional HSEQ representative	Peter Colak	Incident Report F035
42 Purchasing and Obtaining Client purchase Plant equipment for the project				
	Purchasing and Hiring Plant and equipment	Peter Colak	Design Manger	

42.1	<p>Many injuries and illnesses associated with plant occur due to a failure to select the right equipment for the job. Before purchase plant for the project fdc will confirm the following ,check that it is suitable for the intended use, including the environment it will be used in and the workers using it. Discuss your needs with the plant supplier, who must provide you with information about:</p> <ul style="list-style-type: none"> – the purpose for which the plant was designed or manufactured. – the results of any calculations, analysis, testing or examination – any conditions necessary for the safe use of the plant – any alterations or modifications made to the plant. Before purchasing, hiring or leasing plant you should also determine: – the hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant – control measures needed to minimise these hazards and risks – the manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed – any special skills required for people who operate the plant or carry out inspection and maintenance – any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation and maintenance – any alterations or modifications to be made to the plant. You should check whether the plant includes some or all of the following characteristics: – contact with or access to dangerous parts is prevented, for example by using guards and protective structures – it is of sturdy construction and has tamper-proof design „ there are no obstructions to the plant operator – it has fail safe operation – it is easy to inspect and maintain – it does not introduce other hazards (for example, manual handling problems or excessive noise) into your workplace. – it incorporates measures to minimise risks during use (for example, low noise). 			
43 HAZARDOUS MANUAL TASKS				
43.1	<p>Hazardous manual tasks require someone to lift, lower, push, pull, carry or otherwise move, hold or restrain something involving one or more of the following:</p> <ul style="list-style-type: none"> ▪ repetitive or sustained force (eg steel fixing, formwork...) ▪ high or sudden force (eg plasterboard install...); ▪ repetitive movement (eg steel fixing...); ▪ sustained or awkward posture (eg concreting...); ▪ exposure to vibration (eg concreting, using a wacker packer). ▪ 	Luke Trochei	Lucas Aragona	Site Risk Assessment; SWMS

	The use of mechanical aids shall be considered to reduce the likelihood of hazardous manual task related musculoskeletal injuries (injuries to muscles, nerves, tendons, joints, cartilage and spinal discs). Safe systems of work (eg SWMS, standard operating procedures) shall be developed in accordance with the Site Risk Assessment to manage the risk of hazardous manual tasks.			
43.2	<p>Effectiveness of controls shall be reviewed through:</p> <ul style="list-style-type: none"> task observation; where task circumstances change; or when a musculoskeletal injury has been recorded. 	Luke Trochei	Lucas Aragona	Evidence of training; Toolbox Talk F050; Task Observation (F053); FDC Register of Injury (F036);
44 Internal Monthly Report				
44.1	<p>FDC Monthly Reporting</p> <p>The Monthly Report, including the Cost to Complete and Project Monthly HSEQ Report (F090) is submitted to Divisional management for review. The monthly meeting between the team and management shall address the report and determine actions that are minutes, to assist successful project delivery.</p>	Project Director	Peter Colak	Internal Monthly Report F191 or division equivalent (eg Divisional PowerPoint Template); Project Monthly HSEQ Report(F090)
44.2	<p>Client Monthly reporting</p> <p>Monthly reporting</p> <p>Contract Details</p> <ul style="list-style-type: none"> Contract name signature and date Contractor period covered Contractor's representative <p>Implementation of Inspection, testing and servicing procedures</p>	Project Director	Peter Colak	INSW PCG monthly reporting

Summary of WHS inspections and tests carried out for:

- plant and equipment
- work Site access and exits
- incoming products
- personal protective equipment (PPE)
- compliance with and completeness of Risk Assessments, Safe Work Method Statements and Site Safety Rules

implementation of *Incident management and corrective action* procedures re Details of:

- WHS incidents or WHS issues, including non-compliance with WHS processes and procedures and near misses
- implementation of incident management
- implementation of corrective action
- WHS statistics for the Contract including:
-


Work Health & Safety Metric	Current reporting period (Insert month)	Life of Project
1. Hours worked		
2. 1 st aid injuries (FAI)		
3. Medical treatment injuries (MTI)		
4. Lost time injuries (LTI)		
5. Days lost due to injury		
6. WHS site inspections		
7. Workers inducted		
8. Toolbox talks conducted		
9. WHS Committee meetings conducted		
10. High Risk Workshops (HRW) conducted		
11. Near misses		
12. SafeWork NSW Inspections		
13. Number of notifications to SafeWork		
14. Improvement Notices or fines from SafeWork		

		15. Total recordable injury frequency rate (TRIFR) [(Total fatalities, LTI's, MTI's x 1 ,000,000)/total hours worked] (2 decimal places)					
		16. Lost time injury frequency rate (LTIFR) (Total LTI's x 1,000,000)/total hours worked) (2 decimal places)					
45 Project Monthly HSEQ Report							
45.1	Project HSEQ performance shall be reported monthly via the Project Monthly HSEQ Report (F090) to the Divisional HSEQ representative on the 1 st working day of the following month. The report summarises the month's activities including: ▪ Incidents / LTI / MTI /First aids reports; ▪ Regulatory / statutory / union notices; and ▪ Non-conformance reports. These reports are collated into a Divisional Monthly HSEQ Report and the summary is distributed within Divisions in the interest of keeping employees informed and consulted. The summary forms part of the Divisional Monthly HSEQ Report and reviewed by the General Manager at Senior Managers Meetings Cor-5.6-002.				Peter Colak	Peter Colak	Project Monthly HSEQ Report (F090)
46 NON-CONFORMANCE							
46.1	Where a non-conformance with planned requirements (including PMP, SWMS, contract, legal requirements or repeat issues/offences, products and materials) has been identified a Non-Conformance Report (F039) shall be issued and actions agreed, monitored and closed out in consultation with the non-conformance recipient. Non-Conforming product or materials shall be quarantined and either returned to the supplier, disposed of, or used with client approval. Non-conformance can be identified through Weekly Site Inspection, Work Observations, Monthly Site Audit, internal/external audits, or general observations. Non-Conformances reports shall be included in Project Monthly HSEQ Report (F090). Where non-conformance has the potential to impact FDC's integrated management system these shall be communicated with the Division HSEQ representative for consultation with the National HSEQ Systems Manager.				Peter Colak	Luke Trochei	Non-conformance Report (F039). Project Monthly HSEQ Report (F090).

47 DOCUMENT CONTROL AND RECORDS MANAGEMENT				
47.1	Controlled documents Controlled documents shall be controlled via transmittals and may include: <ul style="list-style-type: none"> • WHSMP • Supporting Management plans • Specifications. • Design responsibilities <p>A transmittal shall be issued with the documents, when controlled documents are issued to third parties. Superseded documentation shall be marked "Superseded".</p> <p>Project collaboration tools used on this project to assist plan implementation include. Aconex, Simpel</p>	Peter Colak	Peter Colak	Transmittal – Collaboration Tool (e.g. Aconex)
47.2	Project Correspondence Received by FDC The Peter Colak shall be responsible for control of incoming correspondence. The Peter Colak shall control amendments to the specification and shall ensure that variations are received in writing, filed and the appropriate personnel advised.	Peter Colak	Peter Colak	Cor-4.2-001 Document Control
47.3	Project Documentation Received by FDC Project documentation received by FDC shall be controlled via a Document Transmittal or Register. Superseded documentation shall be marked "Superseded". Copies shall be issued to the relevant parties together with a Document Transmittal.	Peter Colak	Peter Colak	Cor-4.2-001 Document Control
47.4	Handwritten Inspections testing Handwritten changes to project documentation are allowed provided that all copies are initialled and dated by the Peter Colak , scanned and uploaded on Aconex	Peter Colak	Peter Colak	Aconex documentation naming
47.5	Filing Structure Electronic records shall be filed in accordance Aconex document management Plan	Peter Colak	Peter Colak	Aconex documentation naming
47.6	Archiving Records generated throughout the project, including records resulting from the WHSMP implementation shall be maintained in either electronic or hardcopy version. Upon project completion hard copy site records shall be collected for archiving and be kept for a minimum of 10 years unless otherwise noted. Electronic records are backed up daily and archived upon projects completion with the IT Department.	Peter Colak	Contracts Administrator	Cor-4.2-002 Records
47.7	Documentation location and storage	Documentation management Location		
	Induction and training records	Project simple induction portal		
	Skills, competency, and license register	Project simple induction portal		

	Hazard identification, risk assessments and associated safe working procedures	Project simple – Safety Portal SWMS
	Reports of incidents and illness/injury?	Project simple – Incidents Portal
	Illness/injury and incident investigation reports?	Project simple – Incidents Portal
	Illness/injury statistics, such as lost time frequency rates and duration rates?	Project simple – Incidents Portal
	Maintenance, testing, servicing and repair of plant and equipment?	Project simple – Plant Portal
	Use of hazardous substances and associated monitoring	Project Simple - SDS Register
	Inspection and test reports	Project Simple – Itps
	Particulars of qualifications held by individuals	Training register – Aconex
	Internal review reports	Project Simple – Reports
	WHS design reviews	Aconex -Documents
	Minutes of WHS meetings?	Aconex Minutes
	WHS audit reports	Project Simple – Safety inspections
	Worker injury management records	Project Simple Incidents
	Evidence of actions taken because of WHS meetings	Project Simple safety Portal
	Corrective action records?	Project Simple Incidents
	Work safety records generally	Project Simple safety Portal

APPENDIX A – Work Health and Safety Policy



Work Health And Safety Policy

The work, health and safety elements of FDC's integrated management system manages the provision of project and construction management for residential, industrial and commercial building, including ground up construction, refurbishment or additions and interior fitout to existing buildings and the provision of project management, design management, installation and maintenance of electrical, communication and mechanical services to industrial, commercial and civil buildings.


The directors and senior management of FDC are committed to ensuring the health and safety of workers and visitors and stakeholders that interact with our activities.

Our aim is to provide safe and healthy work conditions to prevent work related injuries and illness.

To achieve this, FDC is committed to the following key objectives:

- Implementing a strategic framework to enable continual improvement of systems, people and performance;
- Providing systems and resources to effectively manage work, health and safety including rehabilitation and return to work processes;
- Ensuring work is conducted in accordance with applicable WHS legislation, standards and workplace directions;
- Identifying and eliminating hazards and reducing the risks of activities with the potential to produce injury or illness;
- Consulting with workers on work, health and safety matters and ways to identify, assess and control workplace hazards;
- Providing instruction, training and supervision to enable understanding of workplace hazards, safe work practices and emergency procedures; and
- Conducting workplace inspections to identify opportunities for improvement.

FDC managers and supervisors are responsible and accountable for the health and safety of workers, visitors and company property and ensuring applicable WHS legislation, procedures and safe work practices are followed.



Bentley Cottle
Managing Director

Rev.:1 Date: 25 / 08 / 2020
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APPENDIX B – Revision Table

Rev.:	Rev. Date	REVISION DESCRIPTION	PM's INITIALS (approval of changes)
A	15/02/2024	Original Issue	PC
B	13/03/2024	Revised Issue	PC
C	04/04/2024	Revised Issue – Updates Appendices	HP
C1	26/4/2024	Updated Emergency Management Plan	HP

APPENDIX C – Site Risk Assessment



		POTENTIAL HAZARD CATEGORIES																						
		FDC Standard High Risk Construction Work Activities												Non-Standard High Risk Construction Work Activities										
		Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with 'Tab 3 - Risk Assessment and Control'												Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with OFSC Audit Criteria Guidelines, legal requirements and "Tab 4 - Hazards impacting others" in consultation with Divisional HSEQ										
Work Activity Status	Work Activity/Trade (FDC or Subcontrator)	Asbestos	Confined Space	Demolition	Electrical	Excavation	Formwork	Health Surveillance, Exposure Monitoring, Hazardous Substance	Mobile Plant	Scaffold	Structural Steel	Tilt Up/Precast Concrete	Traffic	Working at Heights	Artificial Extremes of Temperatures	Chemical, Fuel or Refrigerant Lines	Construction Work In, Over or Adjacent to Water/Liquids where Risk of Drowning	Contaminated/Flammable Atmosphere	Diving	Pressurised Gas	Telecommunication Towers	Tunnels		
		Active																						
		Scheduled																						



READ THIS INSTRUCTIONS TAB FIRST

Site Risk Assessment - Instructions The Site Risk Assessment shall be used in accordance with the requirements outlined in the Risk Management procedure on the DON.

Read this Tab before completing Tab 2, then Tabs 3, 4 and 5.

TAB 2 - Hazard Identification

Purpose: To list project specific Subcontractors / FDC Work Activities in order to determine potential hazards.

- Step 1:** List the known trades (eg ACME Scaffolding) in the **Work Activity (FDC or Sub)** column
- Step 2:** For each Work Activity, select the High Risk Construction Work Activities from the applicable Potential Hazard categories - place a tick ✓ in the appropriate column.
- Step 3:** Hazards impacting clients, public and other entities shall be added to the **Potential Hazard** Column on **Tab 4** per instructions below.

TAB 3 - Risk Assessment and Control

Purpose: To assess risk, determine consequence and likelihood, and allocate appropriate control measures to lower the risk of harm as low as reasonably practicable in line with AS/NZS ISO 31000. The hierarchy of control and applicable legislation, codes of practice and Australian standards shall be used to establish controls and reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.

Step 1: From Tab 2 - for each activity where a Potential Hazard is identified, select Yes or No from the drop downs in the **Is this a Potential Hazard?** column. Further action is only required when Yes is selected.

Step 2: Where a Potential Hazard is present, select the appropriate **Consequence** and **Likelihood** level from the drop downs in the **Risk Assessment** columns. The below Consequence and Likelihood Tables provide explanation.

Consequence and Likelihood selections auto populate the Risk Rating. The Risk Rating auto populates requirements for **FDC SWMS Signoff** and **Additional Monitoring for "HIGH" Risk Rating** in accordance with FDC acceptable risk levels identified below.

Step 3: Assign activity responsibilities from the drop downs (eg FDC or Subcontractor) in the **Activity Responsibility** column.

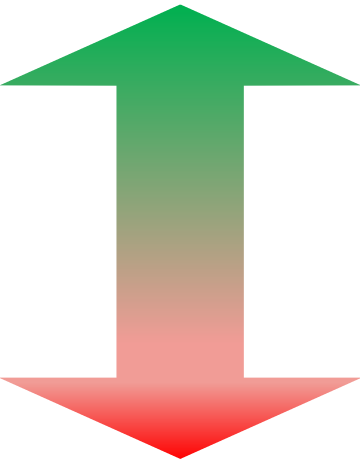
NOTE: The Actions to Control Potential Hazards in Tab 3 have been determined based on risk assessment in accordance with the Project Management Plan.

Consequence and Likelihood Tables						Risk Rating Calculator					
Consequence			Likelihood				A	B	C	D	E
1	Severe	Potential to cause fatality	A	Almost Certain	Is expected in most circumstances	1 2 3 4	CAT-1	H-2	H-3	HM-4	HM-5
2	Major	Permanent disabling injury or illness	B	Very Likely	Could happen frequently		H-6	H-7	HM-8	HM-9	HM-10
3	Moderate	Injury or illness resulting in lost time or suitable duties	C	Possible	Could happen occasionally		H-11	M-12	M-13	L-14	L-15
4	Minor	Injury or illness resulting in offsite medical treatment	D	Unlikely	May occur sometime		M-16	M-17	L-18	L-19	L-20

Site Risk Assessment - Instructions The Site Risk Assessment shall be used in accordance with the requirements outlined in the Risk Management procedure on the DON.

5	Lower Significance	Onsite First Aid	E	Rare	May only occur in exceptional circumstances	5	M-21	L-22	L-23	L-24	L-25
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Risk Acceptance		
Description	Risk Rating	Acceptable Risk Controls
CATASTROPHIC	CAT-1	Tasks scoring CAT-1 shall not proceed. Alternative construction methods and safe systems of work shall be developed to lower the Risk Rating so far as reasonably practicable.
HIGH	H-2	SWMS shall be co-reviewed by the Site Manager after the SWMS Checklist has been completed as specified in the Project management Plan. Additional monitoring shall be conducted by persons nominated in the Additional Monitoring for "HIGH" Risk Rating column. Additional monitoring may include Task Observation, Pre Start/Tool Box meeting, internal audit, internal/external inspection, Peer Review etc. The Project Manager shall be responsible for conducting, or delegating, additional monitoring activities.
	H-3	
	H-6	
	H-7	
	H-11	
HIGH MODERATE	HM-4	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	HM-5	
	HM-8	
	HM-9	
	HM-10	
MODERATE	M-12	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	M-13	
	M-16	
	M-17	
	M-21	
LOW	L-14	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	L-15	
	L-18	
	L-19	
	L-20	
	L-22	
	L23	
	L-24	
	L-25	

Hierarchy of Controls		
Elimination	Remove the hazard from the workplace. eg designing the problem out - eliminate the risk of a fall from height by doing the work at ground level.	<div>MOST EFFECTIVE CONTROLS</div> <div></div> <div>LEAST EFFECTIVE CONTROLS</div>
Substitution	Use something less hazardous. eg using water based paints rather than solvent based ones.	
Isolation	Use barriers to shield or isolate the hazard from people. eg physically separating the source of harm from people by distance or using barriers.	
Engineering Controls	Design and install physical controls, equipment or process to reduce hazard exposure. eg use mechanical devices such as trolleys or hoists to move heavy loads.	
Administrative Controls	Reduce hazard exposure by using administrative controls. Administrative controls include work methods or procedures designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.	
Personal Protective Equipment	Use personal protective equipment while near the hazard. eg hearing protection; respirators, face masks, protective eyewear, fall restraint/arrest harness.	

TAB 4 - Client or other entity

Purpose: To identify potential hazards and consult with clients, the public or other entities on control measures. Where potential hazards exist, liaison with these entities shall be managed and records of activities maintained. The hierarchy of control and applicable legislation, codes of practice and Australian standards shall be used to establish controls and reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.

Consequence and Likelihood Tables, Risk Rating and Risk Acceptance above applies.

- Step 1:** Identify potential hazards and list in the **Potential Hazard** column, then identify which entity may be impacted in the **Entity Impacted** column.
- Step 2:** Where a Potential Hazard is present, select the appropriate Consequence and Likelihood level from the drop downs in the **Risk Assessment** columns. The above Consequence and Likelihood Tables provide explanation. Consequence and Likelihood selections auto populate the **Risk Rating**. The Risk Rating auto populates requirements for **FDC SWMS Signoff** and **Additional Monitoring for "HIGH" Risk Rating** in accordance with FDC acceptable risk levels identified above.
- Step 3:** Use the **Hierarchy of Control** column to determine if the Potential Hazard can be eliminated or lowered as far as reasonably practicable. Assign appropriate controls in the **Controls** column and assign an owner in the **Activity Responsibility** column.

TAB 5 - Approval - Revisions

Purpose: To confirm review and approval of the Site Risk Assessment.

- Step 1:** Review and approval of the Site Risk Assessment shall be evidenced and the Revision table updated prior to construction work commencing, and where changes to the Site Risk Assessment have been made.



		POTENTIAL HAZARD CATEGORIES																					
		FDC Standard High Risk Construction Work Activities												Non-Standard High Risk Construction Work Activities									
		Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with 'Tab 3 - Risk Assessment and Control'												Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with OFSC Audit Criteria Guidelines, legal requirements and "Tab 4 - Hazards impacting others" in consultation with Divisional HSEQ									
Work Activity Status	Work Activity/Trade (FDC or Subcontrator)	Asbestos	Confined Space	Demolition	Electrical	Excavation	Formwork	Health Surveillance, Exposure Monitoring, Hazardous Substance	Mobile Plant	Scaffold	Structural Steel	Tilt Up/Precast Concrete	Traffic	Working at Heights	Artificial Extremes of Temperatures	Chemical, Fuel or Refrigerant Lines	Construction Work In, Over or Adjacent to Water/Liquids where Risk of Drowning	Contaminated/Flammable Atmosphere	Diving	Pressurised Gas	Telecommunication Towers	Tunnels	
Active	Installation of hoardings in basement 1																						
Scheduled	Temp services																						
	Structural demolition																						
	Demolition - strip out																						
	Temp Security Relocation incl. fibre link & fitout																						
	Installation of new services in basement 1 (cable tray, drainage, etc.)																						



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
Asbestos									
Asbestos Procedure	Exposure to known Asbestos Containing Material (ACM)	Yes	Severe	Unlikely	HM-4	Site Establishment Checklist to identify if known hazards exist on site. Engage an Occupational Hygienist to develop exposure monitoring standards and Asbestos Manaement Plan; SWMS for tasks where health hazards are present; Request Asbestos Register from client/facilities manager/consultants where ACM has been identified or is likely to be present.	Subcontractor	PMP	PMP
	Unknown presence / location of ACM	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan by Occupational Hygienist that identifies type, presence and location of ACM.	Subcontractor	PMP	PMP
	Uncontrolled removal of ACM	Yes	Severe	Unlikely	HM-4	Asbestos Removal Control Plan; Regulatory Notifications; Clearance Certificates; SWMS by the licensed Asbestos Removalist per legislative requirements: Class A - licenses the contractor to carry out work with friable and non-friable asbestos; whereas Class B - licenses the contractor to carry out work with non-friable asbestos only. Records of worker qualifications/training/evidence of medicals through Site Inductions; SWMS.	Subcontractor	PMP	PMP
	Exposure to disturbed ACM	Yes	Severe	Unlikely	HM-4	Air monitoring activities by consultant - Occupational Hygienist that is independent of the licensed asbestos contractor removing the ACM. Asbestos Management Plan; Clearance Certificates; SWMS	Subcontractor	PMP	PMP
	Worker exposure to ACM from removal activities	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontractor emergency procedures; SWMS; 1st Aid, Emergency and Health Surveillance Risk Assessment for health surveillance and exposure monitoring activities for workers and work areas potentially affected by ACM.	Subcontractor	PMP	PMP
	Emergencies involving ACM	Yes	Severe	Unlikely	HM-4	Unexpected Finds Protocol; Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontratcor emergency procedures / SWMS; Clearance Certificates; Emergency Management Plan	Subcontractor	PMP	PMP
Confined Space									
Confined Space Procedure	Uncontrolled Entry into Confined Space	Yes	Severe	Possible	H-3	Confined space shall be secured to prevent inadvertent access - Confined Space Criteria and Entry Permit; SWMS	Subcontractor	Site Manager	Project Manager
	Unauthorised Entry into Confined Space	Yes	Severe	Possible	H-3	Site signage to identify confined space areas - Confined Space Criteria and Permit - Persons entering the confined space and standby persons, shall hold Nationally Recognised Training in Confined Space; SWMS , Where a harness is required for access a Harness Permit shall be required.	Subcontractor	Site Manager	Project Manager
	Entry into a contaminated or air quality compromised confined space	Yes	Severe	Possible	H-3	Confined Space Criteria and Permit; Calibration Register; SWMS.	Subcontractor	Site Manager	Project Manager
	Emergencies within a confined space	Yes	Severe	Possible	H-3	Rescue procedure per Confined Space Criteria and Entry Permit; Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Demolition									
Demolition Procedure	Unauthorised / unsafe demolition / removal of building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address the building structure and identified materials; SWMS	Subcontractor	PMP	PMP
	Impact to adjacent building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address adjacent structures and materials; SWMS	Subcontractor	PMP	PMP
	Exposure to hazardous chemicals and materials	Yes	Major	Possible	HM-8	Hazmat survey (including hazardous chemicals and materials) conducted and documented by Occupational Hygienist on behalf of FDC and provided to the demolition contractor; Asbestos Register; SWMS	Subcontractor	PMP	PMP
	Contact with live services	Yes	Severe	Possible	H-3	Dial Before You Dig; All Services Isolation Permit or Termination of Services Permit; SWMS (confirm project specific Client, contractor or utilities permit requirements)	Subcontractor	Site Manager	Project Manager
	Falls from height	Yes	Severe	Possible	H-3	SWMS (addressing Working at Heights fixed covers and guards on openings and penetrations, and safe access and egress is maintained etc);	Subcontractor	Site Manager	Project Manager
	Falling Objects	Yes	Major	Possible	HM-8	SWMS (addressing Working at Heights exclusion zones, scaffolding requirements; protective structures etc);	Subcontractor	PMP	PMP
	Emergencies during demolition	Yes	Severe	Possible	H-3	Demolition Work Plan; Confirm Subcontractor emergency procedures / SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Electrical									
Electrical Procedure	Contact with energised electrical services	Yes	Severe	Very Likely	H-2	All Services Isolation Permit or Termination of Services Permit issued to Licensed Electrical Contractor when safe systems of work have been developed; SWMS	Subcontractor	Site Manager	Project Manager
	Unprotected electrical systems including generators and construction wiring	Yes	Major	Possible	HM-8	RCD protection for portable generators, construction wiring and electrical systems tested by a Licensed Electrical Contractor at maximum 3 monthly intervals and results recorded; Electrical Safety Survey; Electrical Easement Permit; Electrical Test and Tag Register; SWMS Construction wiring shall be adequately secured, protected and clearly marked accordingly with "Construction Wiring" sticker and not be tied, bundled or grouped with permanent wiring; SWMS; Weekly Site Inspection	Subcontractor	PMP	PMP
	Contact with faulty electrical equipment / RCD's	Yes	Major	Possible	HM-8	Records of testing and tagging of electrical equipment at maximum 3 month intervals by competent person (Licenced Electrical Contractor or competent person with an industry recognised test and tag training course (e.g. UEENEEO26A; Electrical Register (Subcontractors or FDC); Regulatory Compliance Certificates; SWMS.	Subcontractor	PMP	PMP
	Non Compliant temporary power	Yes	Major	Possible	HM-8	Regulatory Compliance Certificates for installation of temporary works; SWMS	Subcontractor	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Unauthorised installation of electrical services	Yes	Major	Possible	HM-8	Licensed, Qualified and trained in safe systems of work involving the installation, modification, testing and certification of electrical installations; Site Induction; SWMS	Subcontractor	PMP	PMP
	Emergencies involving energised electrical services / equipment	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedure / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
Excavation									
Excavation Procedure	Impact to adjacent building structures, materials and foundations	Yes	Major	Unlikely	HM-9	Excavation Works Permit; SWMS; Dilapidation / geotech / hazardous material reports	Subcontractor	PMP	PMP
	Contact with underground or above ground services	Yes	Severe	Possible	H-3	DBYD; Asset owner requirements; Excavation Works Permit; SWMS; Termination of Services; All Services Isolation Permit	Subcontractor	Site Manager	Project Manager
	Ground collapse.	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings / Plans; inspections	Subcontractor	PMP	PMP
	Ground collapse where shoring systems or other documented methods are utilised,	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings/Plans supplied by a qualified engineer; Changes to installation design shall be approved and designs/drawings updated.	Subcontractor	PMP	PMP
	Uncontrolled excavations	Yes	Major	Unlikely	HM-9	Excavation Works Permit; SWMS; Drawings / Plans	Subcontractor	PMP	PMP
	Potential falls into the excavation	Yes	Major	Unlikely	HM-9	SWMS, flagging/parawebbing/barricading/signage	Subcontractor	PMP	PMP
	Mobile plant impacting on the excavation	Yes	Major	Possible	HM-8	Excavation Works Permit; SWMS; flagging/parawebbing/barricading/signage; Vehicle Movement Plan	Subcontractor	PMP	PMP
	Emergencies related to excavation	Yes	Major	Unlikely	HM-9	Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Formwork									
Formwork Procedure	Uncontrolled erection of formwork	Yes	Major	Possible	HM-8	SWMS; Formwork High Risk Workshop completed with subcontractors to confirm formwork requirements for vertical and suspended formwork systems.	Subcontractor	PMP	PMP
	Unauthorised design	Yes	Major	Unlikely	HM-9	Formwork Engineer/Designer signoff; SWMS Formwork design/plan to be supplied and certified by a formwork designer/structural engineer; Changes to installation design shall be approved and designs/drawings updated.	Subcontractor	PMP	PMP
	Collapse of Temporary structure	Yes	Severe	Possible	H-3	SWMS, Designs, drawings, engineer certification	Subcontractor	Site Manager	Project Manager
	Unauthorised erection of formwork	Yes	Major	Possible	HM-8	SMWS;Structural Engineer signoff prior to pouring concrete; competent persons for the erection, use and stripping;	Subcontractor	PMP	PMP
	Temporary structural support / back propping failure	Yes	Major	Possible	HM-8	Formwork Engineers/Designer signoff for stripping / back propping	Subcontractor	PMP	PMP
	Emergencies during formwork activities	Yes	Severe	Unlikely	HM-4	Confirm Subcontrator emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Health Surveillance, Exposure Monitoring, Hazardous Substance									
Health Surveillance, Exposure Monitoring, Hazardous Substance Procedure	Exposure to known health hazards: Synthetic Mineral Fibres (SMF), Polychlorinated Biphenyls (PCB), Ozone Depleting Substances (ODS), Acrylonitrile, Arsenic (inorganic), Benzene, Cadmium, Chromium (inorganic), Creosote, Crystalline silica, Isocyanates, Mercury (inorganic), 4,4'-Methylene bis (2-chloroaniline) (MOCA), Organophosphate pesticides, Pentachlorophenol (PCP), Polycyclic aromatic hydrocarbons (PAH), Thallium, Vinyl chloride, Lead (inorganic)	Yes	Major	Possible	HM-8	1. Site Establishment Checklist to identify if known health hazards exist on site; 2. Engage an Occupational Hygienist to determine workplace exposure standards/exposure levels and controls; 3. Safe systems of work (includiing SWMS, SOP's, SDS for tasks where health hazards are identified/likely to be present); 4. Health surveillance by Medical Practitioner in accordance with legislation if worker is exposed to health hazards when carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals.	Subcontractor	PMP	PMP
	Uncontrolled / absent health surveillance/exposure monitoring	Yes	Major	Possible	HM-8	SWMS / Plans to address monitoring controls in specified workplace exposure standards/exposure levels and controls.	Subcontractor	PMP	PMP
	Exposure to health hazards due to failure of measuring and test equipment	Yes	Major	Unlikely	HM-9	SWMS / Plans to identify use of equipment; maintain records of Calibration (Calibration Register OR registers supplied by third parties)	Subcontractor	PMP	PMP
	Exposure to, and Emergencies involving, hazardous chemicals	Yes	Major	Possible	HM-8	Hazardous & Chemical Substances Register shall manage the use, handling, generating and storing of hazardous chemicals. Safe systems of work (including SWMS/SOP's/SDS); Emergency Management Plan	Subcontractor	PMP	PMP
Mobile Plant									
Mobile Plant Procedure	Failure to identify hazards associated with plant	Yes	Major	Unlikely	HM-9	Plant Risk Assessment by either a Designer, Manufacturer or Supplier for all plant prior to use on site; SWMS	Subcontractor	PMP	PMP
	Contact with underground or above ground service	Yes	Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; Excavation Works Permit; All Services Isolation Permit; Electrical Safety Survey; Electrical Easement Permit; SWMS	Subcontractor	PMP	PMP
	Unsafe operation of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction; SWMS	Subcontractor	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Failure of lifting and rigging equipment	Yes	Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; SWMS, Lifting Procedures. For mobile cranes - the subcontractor shall provide a lift procedure / plan for tilt-up panel jobs, multiple crane lifts (where more than one crane is used to lift a load at any one time), lifting of workboxes with persons in the boxes, installation of bridge beams during bridge installation work working near live overhead powerlines, lifting large pressure vessels or tanks, the use of mobile cranes on barges, erection of tower cranes or heavy lifts where the load is 50 tonnes or more. For tower cranes – the subcontractor shall provide a lift procedure / plan when working outside the Original Equipment Manufacturers requirements and when multiple cranes are involved in a lift. Lift Procedure / Plan the subcontractor shall develop per regulatory requirements and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Subcontractor	PMP	PMP
	Uncontrolled movement of Plant / Vehicles	Yes	Major	Possible	HM-8	SWMS - Identify spotter; Vehicle Movement Plan - Exclusion zones, traffic routes, plant/vehicle/worker interactions. Toolbox and Pre Start Meetings shall be used to communicate activities. Weekly Site Inspection	Subcontractor	PMP	PMP
	Unauthorised use of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction evidence of plant operator licencing, training or competence. Plant / Equipment Competency and Inspection Schedule for competency requirements; SWMS Where plant is to be stored on site it must be stored in a manner that is safe and where improper / unauthorised use can not occur.	Subcontractor	PMP	PMP
	Failure of unmaintained mobile plant	Yes	Major	Unlikely	HM-9	Mobile Plant Induction; Plant Register, Weekly Site Inspection; SWMS Theplant induction and register shall be used to manage a program of plant inspections and maintenance specific to the needs of each type of plant. Inspections shall be in accordance with regulatory inspections and registrations; manufacturers requirements, including pre-start inspections and commissioning prior to commencing on site.	Subcontractor	PMP	PMP
	Emergencies involving mobile plant	Yes	Major	Very Likely	H-7	SWMS; Mobile Plant Induction to address safe systems of work includes Original Equipment Manufacturers (OEM) manuals, Plant Risk Assessments, site specific requirements and the need for ROP'S and FOPs. Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Scaffold									
Scaffold Procedure	Unauthorised design of scaffold	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Scaffold design/plan (including design parameters and drawings) to be supplied and certified by a scaffold designer (ie Structural Engineer). Scaffold High Risk Workshop - completed with subcontractors involved in scaffolding. Scaffold where a person or object could not fall greater than 4m Manufacturers requirements to be supplied for fixed or mobile scaffold.	Subcontractor	Site Manager	Project Manager
	Uncontrolled / unathorised scaffolding work and access	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for the erection and dismantling of scaffolding by scaffolders with Basic, Intermediate or Advanced high risk work licence in accordance with the scaffold design/plan including preventing access to incomplete scaffolds or scaffold unattended during erection and dismantling (eg signage, barriers etc). Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements including preventing access to incomplete scaffolds or scaffolds unattended during erection and dismantling (eg SWMS, signage, barriers etc).	Subcontractor	Site Manager	Project Manager
	Collapse / Failure of Scaffold	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for scaffold to be inspected by Intermediate or Advanced scaffolder with high risk work licence to confirm in writing that the construction of the scaffold has been completed in accordance with the scaffold design/plan: - prior to initial use; - after repairs and alterations; - before the scaffold is used after an incident that may affect the stability of the scaffold; and - at least every 30 days. Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable.	Subcontractor	Site Manager	Project Manager
	Unauthorised scaffold repair, alteration or additions	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Changes to installation design shall be approved by the scaffold designer (ie Structural Engineer) and designs/drawings updated; Repairs, alterations and additions shall only be made and inspected by licenced scaffolders in accordance with the scaffold design/plan. Scaffold where a person or object could not fall greater than 4m A competent person trained in the use of the scaffold shall ensure repairs, alterations and additions are conducted on fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable; SMWS	Subcontractor	Site Manager	Project Manager
	Emergencies involving scaffolding work / scaffold failure	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS for scaffolding work; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Structural Steel									
Structural Steel Procedure	Uncontrolled structural steel erection	Yes	Severe	Possible	H-3	Structural Steel High Risk Workshop Steel completed with subcontractors involved in structural steel erection.	Subcontractor	Site Manager	Project Manager



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Unauthorised design	Yes	Severe	Unlikely	HM-4	Structural design engineer; design drawings / shop drawings.	Subcontractor	PMP	PMP
	Collapse / Failure of structural steel	Yes	Severe	Unlikely	HM-4	Design drawings / shop drawings; documented erection sequence.	Subcontractor	PMP	PMP
	Unsafe delivery and installation of structural steel	Yes	Severe	Possible	H-3	Safe systems of work including SWMS, Mobile Plant Induction/Mobile Crane - Boom Pump Setup ; Transportation and delivery; Lifting procedures; handover inspections, ITP's, qualified riggers/operators.	Subcontractor	Site Manager	Project Manager
	Emergencies involving structural steel erection	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS; FDC Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Tilt-up/Precast Concrete									
Tilt-up/Precast Concrete Procedure	Unauthorised design and erection of Tilt up / pre cast concrete.	Yes	Severe	Unlikely	HM-4	Design Planning documents, SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site	Subcontractor	PMP	PMP
	Uncontrolled erection of Tilt up / pre cast concrete	Yes	Severe	Unlikely	HM-4	SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site. A Lift Plan has been developed in consultation with crane crew and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Subcontractor	PMP	PMP
	Panel and bracing failure due to impact	Yes	Severe	Possible	H-3	Risks associated with Tilt-up/ Precast Concrete activities are identified, assessed and controlled in accordance with Procedure Tilt-up /Precast Consultation with the relevant Tilt-up/Precast contractor prior to activities commencing on site SWMS, vehicle movement plans	Subcontractor	Site Manager	Project Manager
	Panel and bracing failure	Yes	Severe	Possible	H-3	Tilt-up/Precast contractor to provide safe systems of work for managing panels and bracing prior to activities commencing on site SWMS Installation - The Contractor shall provide FDC with documented verification that Tilt-up/Precast panels have been installed in accordance with the requirements of the Design Planning documents . Ongoing Inspection - The Contractor shall provide FDC evidence of inspection of temporary bracings that have been conducted in accordance with the frequencies and requirements of the Design Planning documents .	Subcontractor	Site Manager	Project Manager
	Emergencies involving Tiltup / precast	Yes	Severe	Possible	H-3	SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Traffic									
Traffic Management Procedure	Unplanned / Unauthorised Traffic Control.	Yes	Major	Possible	HM-8	Traffic Management Plan ; Traffic control plans (FDC Traffic Management Plan in the absence of Subcontractor Plan), Regulatory approvals; SMWS	Subcontractor	PMP	PMP
	Uncontrolled Traffic Management	Yes	Major	Possible	HM-8	Traffic Management Plan ; Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP	PMP
	Unauthorised Traffic Controllers	Yes	Major	Possible	HM-8	Site Induction, SWMS , Regulatory recognised training - e.g.Traffic Control Using Stop/Slow Bat; Introduction to Traffic Control of Roadwork's; Traffic Control Worksite Planning; Design and Audit Traffic Control Plans.	Subcontractor	PMP	PMP
	Failure or absence of Traffic Management Controls	Yes	Major	Unlikely	HM-9	Traffic Management Plan , Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP	PMP
	Emergencies involving Traffic	Yes	Major	Possible	HM-8	Traffic Management Plan; Vehicle Movement Plan; SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Working at Heights									
Working at Heights Procedure	People falling from heights	Yes	Severe	Possible	H-3	A Harness Permit and SWMS shall only be permitted for the use of Fall Restraint/Fall arrest equipment if the following controls are not reasonably practicable: 1 - the task can be performed on the ground such as pre fabrication; 2 - the use of scaffold can be utilised to complete the designated task; 3 - An EWP can be used and safely positioned to complete the task; and 4 - Another work positioning system (E.g. Man box, Swinging Stage) can be used and safely positioned to complete the task. SWMS; Harness Permit. Roof Installation Permit required when installing roof safety mesh in accordance with AS4389	Subcontractor	Site Manager	Project Manager
	Falling objects	Yes	Major	Very Likely	H-7	Safe systems of work to be documented per the Hierarchy of Controls as follows to prevent falling objects: 1 - Temporary protective structure e.g. Handrail systems; Hoarding; Nets ; Catch Deck, plywood penetration covers etc) 2 - Exclusion zones, signage 3 - PPE e.g. Lanyards, tool buckets SWMS; Harness Permit	Subcontractor	Site Manager	Project Manager
	Failure of fall prevention systems / structures	Yes	Severe	Possible	H-3	Proprietary/engineered systems (eg roof edge protection, temporary fencing panels etc) SWMS; Harness Permit ; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager
	Incorrect use of fall restraint/arrest equipment	Yes	Severe	Possible	H-3	SWMS; Harness Permit ; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager



READ THIS INSTRUCTIONS TAB FIRST

Site Risk Assessment - Instructions The Site Risk Assessment shall be used in accordance with the requirements outlined in the Risk Management procedure on the DON.

Read this Tab before completing Tab 2, then Tabs 3, 4 and 5.

TAB 2 - Hazard Identification

Purpose: To list project specific Subcontractors / FDC Work Activities in order to determine potential hazards.

- Step 1:** List the known trades (eg ACME Scaffolding) in the **Work Activity (FDC or Sub)** column
- Step 2:** For each Work Activity, select the High Risk Construction Work Activities from the applicable Potential Hazard categories - place a tick ✓ in the appropriate column.
- Step 3:** Hazards impacting clients, public and other entities shall be added to the **Potential Hazard** Column on **Tab 4** per instructions below.

TAB 3 - Risk Assessment and Control

Purpose: To assess risk, determine consequence and likelihood, and allocate appropriate control measures to lower the risk of harm as low as reasonably practicable in line with AS/NZS ISO 31000. The hierarchy of control and applicable legislation, codes of practice and Australian standards shall be used to establish controls and reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.

Step 1: From Tab 2 - for each activity where a Potential Hazard is identified, select Yes or No from the drop downs in the **Is this a Potential Hazard?** column. Further action is only required when Yes is selected.

Step 2: Where a Potential Hazard is present, select the appropriate **Consequence** and **Likelihood** level from the drop downs in the **Risk Assessment** columns. The below Consequence and Likelihood Tables provide explanation.

Consequence and Likelihood selections auto populate the Risk Rating. The Risk Rating auto populates requirements for **FDC SWMS Signoff** and **Additional Monitoring for "HIGH" Risk Rating** in accordance with FDC acceptable risk levels identified below.

Step 3: Assign activity responsibilities from the drop downs (eg FDC or Subcontractor) in the **Activity Responsibility** column.

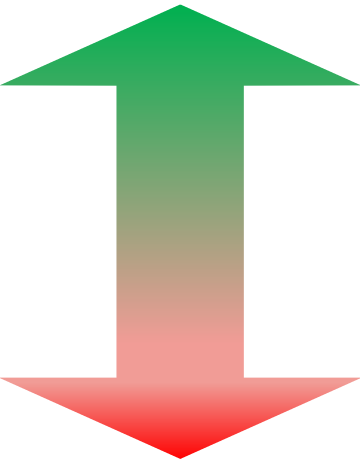
NOTE: The Actions to Control Potential Hazards in Tab 3 have been determined based on risk assessment in accordance with the Project Management Plan.

Consequence and Likelihood Tables						Risk Rating Calculator					
Consequence			Likelihood				A	B	C	D	E
1	Severe	Potential to cause fatality	A	Almost Certain	Is expected in most circumstances	1 2 3 4	CAT-1	H-2	H-3	HM-4	HM-5
2	Major	Permanent disabling injury or illness	B	Very Likely	Could happen frequently		H-6	H-7	HM-8	HM-9	HM-10
3	Moderate	Injury or illness resulting in lost time or suitable duties	C	Possible	Could happen occasionally		H-11	M-12	M-13	L-14	L-15
4	Minor	Injury or illness resulting in offsite medical treatment	D	Unlikely	May occur sometime		M-16	M-17	L-18	L-19	L-20

Site Risk Assessment - Instructions The Site Risk Assessment shall be used in accordance with the requirements outlined in the Risk Management procedure on the DON.

5	Lower Significance	Onsite First Aid	E	Rare	May only occur in exceptional circumstances	5	M-21	L-22	L-23	L-24	L-25
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Risk Acceptance		
Description	Risk Rating	Acceptable Risk Controls
CATASTROPHIC	CAT-1	Tasks scoring CAT-1 shall not proceed. Alternative construction methods and safe systems of work shall be developed to lower the Risk Rating so far as reasonably practicable.
HIGH	H-2	SWMS shall be co-reviewed by the Site Manager after the SWMS Checklist has been completed as specified in the Project management Plan. Additional monitoring shall be conducted by persons nominated in the Additional Monitoring for "HIGH" Risk Rating column. Additional monitoring may include Task Observation, Pre Start/Tool Box meeting, internal audit, internal/external inspection, Peer Review etc. The Project Manager shall be responsible for conducting, or delegating, additional monitoring activities.
	H-3	
	H-6	
	H-7	
	H-11	
HIGH MODERATE	HM-4	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	HM-5	
	HM-8	
	HM-9	
	HM-10	
MODERATE	M-12	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	M-13	
	M-16	
	M-17	
	M-21	
LOW	L-14	Implement system requirements and monitor effectiveness of controls to manage potential hazard.
	L-15	
	L-18	
	L-19	
	L-20	
	L-22	
	L23	
	L-24	
	L-25	

Hierarchy of Controls		
Elimination	Remove the hazard from the workplace. eg designing the problem out - eliminate the risk of a fall from height by doing the work at ground level.	<div>MOST EFFECTIVE CONTROLS</div> <div></div> <div>LEAST EFFECTIVE CONTROLS</div>
Substitution	Use something less hazardous. eg using water based paints rather than solvent based ones.	
Isolation	Use barriers to shield or isolate the hazard from people. eg physically separating the source of harm from people by distance or using barriers.	
Engineering Controls	Design and install physical controls, equipment or process to reduce hazard exposure. eg use mechanical devices such as trolleys or hoists to move heavy loads.	
Administrative Controls	Reduce hazard exposure by using administrative controls. Administrative controls include work methods or procedures designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.	
Personal Protective Equipment	Use personal protective equipment while near the hazard. eg hearing protection; respirators, face masks, protective eyewear, fall restraint/arrest harness.	

TAB 4 - Client or other entity

Purpose: To identify potential hazards and consult with clients, the public or other entities on control measures. Where potential hazards exist, liaison with these entities shall be managed and records of activities maintained. The hierarchy of control and applicable legislation, codes of practice and Australian standards shall be used to establish controls and reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.

Consequence and Likelihood Tables, Risk Rating and Risk Acceptance above applies.

- Step 1: Identify potential hazards and list in the **Potential Hazard** column, then identify which entity may be impacted in the **Entity Impacted** column.
- Step 2: Where a Potential Hazard is present, select the appropriate Consequence and Likelihood level from the drop downs in the **Risk Assessment** columns. The above Consequence and Likelihood Tables provide explanation. Consequence and Likelihood selections auto populate the **Risk Rating**. The Risk Rating auto populates requirements for **FDC SWMS Signoff** and **Additional Monitoring for "HIGH" Risk Rating** in accordance with FDC acceptable risk levels identified above.
- Step 3: Use the **Hierarchy of Control** column to determine if the Potential Hazard can be eliminated or lowered as far as reasonably practicable. Assign appropriate controls in the **Controls** column and assign an owner in the **Activity Responsibility** column.

TAB 5 - Approval - Revisions

Purpose: To confirm review and approval of the Site Risk Assessment.

- Step 1: Review and approval of the Site Risk Assessment shall be evidenced and the Revision table updated prior to construction work commencing, and where changes to the Site Risk Assessment have been made.



		POTENTIAL HAZARD CATEGORIES																				
		FDC Standard High Risk Construction Work Activities												Non-Standard High Risk Construction Work Activities								
		Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with 'Tab 3 - Risk Assessment and Control'												Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with OFSC Audit Criteria Guidelines, legal requirements and "Tab 4 - Hazards impacting others" in consultation with Divisional HSEQ								
Work Activity Status	Work Activity/Trade (FDC or Subcontrator)	Asbestos	Confined Space	Demolition	Electrical	Excavation	Formwork	Health Surveillance, Exposure Monitoring, Hazardous Substance	Mobile Plant	Scaffold	Structural Steel	Tilt Up/Precast Concrete	Traffic	Working at Heights	Artificial Extremes of Temperatures	Chemical, Fuel or Refrigerant Lines	Construction Work In, Over or Adjacent to Water/Liquids where Risk of Drowning	Contaminated/Flammable Atmosphere	Diving	Pressurised Gas	Telecommunication Towers	Tunnels
		Active																				
		Scheduled																				



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
Asbestos									
Asbestos Procedure	Exposure to known Asbestos Containing Material (ACM)	Yes	Severe	Unlikely	HM-4	Site Establishment Checklist to identify if known hazards exist on site. Engage an Occupational Hygienist to develop exposure monitoring standards and Asbestos Manaement Plan; SWMS for tasks where health hazards are present; Request Asbestos Register from client/facilities manager/consultants where ACM has been identified or is likely to be present.	Subcontractor	PMP	PMP
	Unknown presence / location of ACM	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan by Occupational Hygienist that identifies type, presence and location of ACM.	Subcontractor	PMP	PMP
	Uncontrolled removal of ACM	Yes	Severe	Unlikely	HM-4	Asbestos Removal Control Plan; Regulatory Notifications; Clearance Certificates; SWMS by the licensed Asbestos Removalist per legislative requirements: Class A - licenses the contractor to carry out work with friable and non-friable asbestos; whereas Class B - licenses the contractor to carry out work with non-friable asbestos only. Records of worker qualifications/training/evidence of medicals through Site Inductions; SWMS.	Subcontractor	PMP	PMP
	Exposure to disturbed ACM	Yes	Severe	Unlikely	HM-4	Air monitoring activities by consultant - Occupational Hygienist that is independent of the licensed asbestos contractor removing the ACM. Asbestos Management Plan; Clearance Certificates; SWMS	Subcontractor	PMP	PMP
	Worker exposure to ACM from removal activities	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontractor emergency procedures; SWMS; 1st Aid, Emergency and Health Surveillance Risk Assessment for health surveillance and exposure monitoring activities for workers and work areas potentially affected by ACM.	Subcontractor	PMP	PMP
	Emergencies involving ACM	Yes	Severe	Unlikely	HM-4	Unexpected Finds Protocol; Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontratcor emergency procedures / SWMS; Clearance Certificates; Emergency Management Plan	Subcontractor	PMP	PMP
Confined Space									
Confined Space Procedure	Uncontrolled Entry into Confined Space	Yes	Severe	Possible	H-3	Confined space shall be secured to prevent inadvertent access - Confined Space Criteria and Entry Permit; SWMS	Subcontractor	Site Manager	Project Manager
	Unauthorised Entry into Confined Space	Yes	Severe	Possible	H-3	Site signage to identify confined space areas - Confined Space Criteria and Permit - Persons entering the confined space and standby persons, shall hold Nationally Recognised Training in Confined Space; SWMS, Where a harness is required for access a Harness Permit shall be required.	Subcontractor	Site Manager	Project Manager
	Entry into a contaminated or air quality compromised confined space	Yes	Severe	Possible	H-3	Confined Space Criteria and Permit; Calibration Register; SWMS.	Subcontractor	Site Manager	Project Manager
	Emergencies within a confined space	Yes	Severe	Possible	H-3	Rescue procedure per Confined Space Criteria and Entry Permit; Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Demolition									
Demolition Procedure	Unauthorised / unsafe demolition / removal of building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address the building structure and identified materials; SWMS	Subcontractor	PMP	PMP
	Impact to adjacent building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address adjacent structures and materials; SWMS	Subcontractor	PMP	PMP
	Exposure to hazardous chemicals and materials	Yes	Major	Possible	HM-8	Hazmat survey (including hazardous chemicals and materials) conducted and documented by Occupational Hygienist on behalf of FDC and provided to the demolition contractor; Asbestos Register; SWMS	Subcontractor	PMP	PMP
	Contact with live services	Yes	Severe	Possible	H-3	Dial Before You Dig; All Services Isolation Permit or Termination of Services Permit; SWMS (confirm project specific Client, contractor or utilities permit requirements)	Subcontractor	Site Manager	Project Manager
	Falls from height	Yes	Severe	Possible	H-3	SWMS (addressing Working at Heights fixed covers and guards on openings and penetrations, and safe access and egress is maintained etc);	Subcontractor	Site Manager	Project Manager
	Falling Objects	Yes	Major	Possible	HM-8	SWMS (addressing Working at Heights exclusion zones, scaffolding requirements; protective structures etc);	Subcontractor	PMP	PMP
	Emergencies during demolition	Yes	Severe	Possible	H-3	Demolition Work Plan; Confirm Subcontractor emergency procedures / SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Electrical									
Electrical Procedure	Contact with energised electrical services	Yes	Severe	Very Likely	H-2	All Services Isolation Permit or Termination of Services Permit issued to Licensed Electrical Contractor when safe systems of work have been developed; SWMS	Subcontractor	Site Manager	Project Manager
	Unprotected electrical systems including generators and construction wiring	Yes	Major	Possible	HM-8	RCD protection for portable generators, construction wiring and electrical systems tested by a Licensed Electrical Contractor at maximum 3 monthly intervals and results recorded; Electrical Safety Survey; Electrical Easement Permit; Electrical Test and Tag Register; SWMS Construction wiring shall be adequately secured, protected and clearly marked accordingly with "Construction Wiring" sticker and not be tied, bundled or grouped with permanent wiring; SWMS; Weekly Site Inspection	Subcontractor	PMP	PMP
	Contact with faulty electrical equipment / RCD's	Yes	Major	Possible	HM-8	Records of testing and tagging of electrical equipment at maximum 3 month intervals by competent person (Licenced Electrical Contractor or competent person with an industry recognised test and tag training course (e.g. UEENEEO26A; Electrical Register (Subcontractors or FDC); Regulatory Compliance Certificates; SWMS.	Subcontractor	PMP	PMP
	Non Compliant temporary power	Yes	Major	Possible	HM-8	Regulatory Compliance Certificates for installation of temporary works; SWMS	Subcontractor	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Unauthorised installation of electrical services	Yes	Major	Possible	HM-8	Licensed, Qualified and trained in safe systems of work involving the installation, modification, testing and certification of electrical installations; Site Induction; SWMS	Subcontractor	PMP	PMP
	Emergencies involving energised electrical services / equipment	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedure / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager

Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
Excavation									
Excavation Procedure	Impact to adjacent building structures, materials and foundations	Yes	Major	Unlikely	HM-9	Excavation Works Permit; SWMS; Dilapidation / geotech / hazardous material reports	Subcontractor	PMP	PMP
	Contact with underground or above ground services	Yes	Severe	Possible	H-3	DBYD; Asset owner requirements; Excavation Works Permit; SWMS; Termination of Services; All Services Isolation Permit	Subcontractor	Site Manager	Project Manager
	Ground collapse.	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings / Plans; inspections	Subcontractor	PMP	PMP
	Ground collapse where shoring systems or other documented methods are utilised,	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings/Plans supplied by a qualified engineer; Changes to installation design shall be approved and designs/drawings updated.	Subcontractor	PMP	PMP
	Uncontrolled excavations	Yes	Major	Unlikely	HM-9	Excavation Works Permit; SWMS; Drawings / Plans	Subcontractor	PMP	PMP
	Potential falls into the excavation	Yes	Major	Unlikely	HM-9	SWMS, flagging/parawebbing/barricading/signage	Subcontractor	PMP	PMP
	Mobile plant impacting on the excavation	Yes	Major	Possible	HM-8	Excavation Works Permit; SWMS; flagging/parawebbing/barricading/signage; Vehicle Movement Plan	Subcontractor	PMP	PMP
	Emergencies related to excavation	Yes	Major	Unlikely	HM-9	Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Formwork									
Formwork Procedure	Uncontrolled erection of formwork	Yes	Major	Possible	HM-8	SWMS; Formwork High Risk Workshop completed with subcontractors to confirm formwork requirements for vertical and suspended formwork systems.	Subcontractor	PMP	PMP
	Unauthorised design	Yes	Major	Unlikely	HM-9	Formwork Engineer/Designer signoff; SWMS Formwork design/plan to be supplied and certified by a formwork designer/structural engineer; Changes to installation design shall be approved and designs/drawings updated.	Subcontractor	PMP	PMP
	Collapse of Temporary structure	Yes	Severe	Possible	H-3	SWMS, Designs, drawings, engineer certification	Subcontractor	Site Manager	Project Manager
	Unauthorised erection of formwork	Yes	Major	Possible	HM-8	SMWS;Structural Engineer signoff prior to pouring concrete; competent persons for the erection, use and stripping;	Subcontractor	PMP	PMP
	Temporary structural support / back propping failure	Yes	Major	Possible	HM-8	Formwork Engineers/Designer signoff for stripping / back propping	Subcontractor	PMP	PMP
	Emergencies during formwork activities	Yes	Severe	Unlikely	HM-4	Confirm Subcontrator emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Health Surveillance, Exposure Monitoring, Hazardous Substance									
Health Surveillance, Exposure Monitoring, Hazardous Substance Procedure	Exposure to known health hazards: Synthetic Mineral Fibres (SMF), Polychlorinated Biphenyls (PCB), Ozone Depleting Substances (ODS), Acrylonitrile, Arsenic (inorganic), Benzene, Cadmium, Chromium (inorganic), Creosote, Crystalline silica, Isocyanates, Mercury (inorganic), 4,4'-Methylene bis (2-chloroaniline) (MOCA), Organophosphate pesticides, Pentachlorophenol (PCP), Polycyclic aromatic hydrocarbons (PAH), Thallium, Vinyl chloride, Lead (inorganic)	Yes	Major	Possible	HM-8	1. Site Establishment Checklist to identify if known health hazards exist on site; 2. Engage an Occupational Hygienist to determine workplace exposure standards/exposure levels and controls; 3. Safe systems of work (includiing SWMS, SOP's, SDS for tasks where health hazards are identified/likely to be present); 4. Health surveillance by Medical Practitioner in accordance with legislation if worker is exposed to health hazards when carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals.	Subcontractor	PMP	PMP
	Uncontrolled / absent health surveillance/exposure monitoring	Yes	Major	Possible	HM-8	SWMS / Plans to address monitoring controls in specified workplace exposure standards/exposure levels and controls.	Subcontractor	PMP	PMP
	Exposure to health hazards due to failure of measuring and test equipment	Yes	Major	Unlikely	HM-9	SWMS / Plans to identify use of equipment; maintain records of Calibration (Calibration Register OR registers supplied by third parties)	Subcontractor	PMP	PMP
	Exposure to, and Emergencies involving, hazardous chemicals	Yes	Major	Possible	HM-8	Hazardous & Chemical Substances Register shall manage the use, handling, generating and storing of hazardous chemicals. Safe systems of work (including SWMS/SOP's/SDS); Emergency Management Plan	Subcontractor	PMP	PMP
Mobile Plant									
Mobile Plant Procedure	Failure to identify hazards associated with plant	Yes	Major	Unlikely	HM-9	Plant Risk Assessment by either a Designer, Manufacturer or Supplier for all plant prior to use on site; SWMS	Subcontractor	PMP	PMP
	Contact with underground or above ground service	Yes	Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; Excavation Works Permit; All Services Isolation Permit; Electrical Safety Survey; Electrical Easement Permit; SWMS	Subcontractor	PMP	PMP
	Unsafe operation of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction; SWMS	Subcontractor	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Failure of lifting and rigging equipment	Yes	Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; SWMS, Lifting Procedures. For mobile cranes - the subcontractor shall provide a lift procedure / plan for tilt-up panel jobs, multiple crane lifts (where more than one crane is used to lift a load at any one time), lifting of workboxes with persons in the boxes, installation of bridge beams during bridge installation work working near live overhead powerlines, lifting large pressure vessels or tanks, the use of mobile cranes on barges, erection of tower cranes or heavy lifts where the load is 50 tonnes or more. For tower cranes – the subcontractor shall provide a lift procedure / plan when working outside the Original Equipment Manufacturers requirements and when multiple cranes are involved in a lift. Lift Procedure / Plan the subcontractor shall develop per regulatory requirements and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Subcontractor	PMP	PMP
	Uncontrolled movement of Plant / Vehicles	Yes	Major	Possible	HM-8	SWMS - Identify spotter; Vehicle Movement Plan - Exclusion zones, traffic routes, plant/vehicle/worker interactions. Toolbox and Pre Start Meetings shall be used to communicate activities. Weekly Site Inspection	Subcontractor	PMP	PMP
	Unauthorised use of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction evidence of plant operator licencing, training or competence. Plant / Equipment Competency and Inspection Schedule for competency requirements; SWMS Where plant is to be stored on site it must be stored in a manner that is safe and where improper / unauthorised use can not occur.	Subcontractor	PMP	PMP
	Failure of unmaintained mobile plant	Yes	Major	Unlikely	HM-9	Mobile Plant Induction; Plant Register, Weekly Site Inspection; SWMS Theplant induction and register shall be used to manage a program of plant inspections and maintenance specific to the needs of each type of plant. Inspections shall be in accordance with regulatory inspections and registrations; manufacturers requirements, including pre-start inspections and commissioning prior to commencing on site.	Subcontractor	PMP	PMP
	Emergencies involving mobile plant	Yes	Major	Very Likely	H-7	SWMS; Mobile Plant Induction to address safe systems of work includes Original Equipment Manufacturers (OEM) manuals, Plant Risk Assessments, site specific requirements and the need for ROP'S and FOPs. Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Scaffold									
Scaffold Procedure	Unauthorised design of scaffold	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Scaffold design/plan (including design parameters and drawings) to be supplied and certified by a scaffold designer (ie Structural Engineer). Scaffold High Risk Workshop - completed with subcontractors involved in scaffolding. Scaffold where a person or object could not fall greater than 4m Manufacturers requirements to be supplied for fixed or mobile scaffold.	Subcontractor	Site Manager	Project Manager
	Uncontrolled / unathorised scaffolding work and access	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for the erection and dismantling of scaffolding by scaffolders with Basic, Intermediate or Advanced high risk work licence in accordance with the scaffold design/plan including preventing access to incomplete scaffolds or scaffold unattended during erection and dismantling (eg signage, barriers etc). Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements including preventing access to incomplete scaffolds or scaffolds unattended during erection and dismantling (eg SWMS, signage, barriers etc).	Subcontractor	Site Manager	Project Manager
	Collapse / Failure of Scaffold	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for scaffold to be inspected by Intermediate or Advanced scaffolder with high risk work licence to confirm in writing that the construction of the scaffold has been completed in accordance with the scaffold design/plan: - prior to initial use; - after repairs and alterations; - before the scaffold is used after an incident that may affect the stability of the scaffold; and - at least every 30 days. Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable.	Subcontractor	Site Manager	Project Manager
	Unauthorised scaffold repair, alteration or additions	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Changes to installation design shall be approved by the scaffold designer (ie Structural Engineer) and designs/drawings updated; Repairs, alterations and additions shall only be made and inspected by licenced scaffolders in accordance with the scaffold design/plan. Scaffold where a person or object could not fall greater than 4m A competent person trained in the use of the scaffold shall ensure repairs, alterations and additions are conducted on fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable; SMWS	Subcontractor	Site Manager	Project Manager
	Emergencies involving scaffolding work / scaffold failure	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS for scaffolding work; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Structural Steel									
Structural Steel Procedure	Uncontrolled structural steel erection	Yes	Severe	Possible	H-3	Structural Steel High Risk Workshop Steel completed with subcontractors involved in structural steel erection.	Subcontractor	Site Manager	Project Manager



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Unauthorised design	Yes	Severe	Unlikely	HM-4	Structural design engineer; design drawings / shop drawings.	Subcontractor	PMP	PMP
	Collapse / Failure of structural steel	Yes	Severe	Unlikely	HM-4	Design drawings / shop drawings; documented erection sequence.	Subcontractor	PMP	PMP
	Unsafe delivery and installation of structural steel	Yes	Severe	Possible	H-3	Safe systems of work including SWMS, Mobile Plant Induction/Mobile Crane - Boom Pump Setup ; Transportation and delivery; Lifting procedures; handover inspections, ITP's, qualified riggers/operators.	Subcontractor	Site Manager	Project Manager
	Emergencies involving structural steel erection	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS; FDC Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Tilt-up/Precast Concrete									
Tilt-up/Precast Concrete Procedure	Unauthorised design and erection of Tilt up / pre cast concrete.	Yes	Severe	Unlikely	HM-4	Design Planning documents, SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site	Subcontractor	PMP	PMP
	Uncontrolled erection of Tilt up / pre cast concrete	Yes	Severe	Unlikely	HM-4	SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site. A Lift Plan has been developed in consultation with crane crew and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Subcontractor	PMP	PMP
	Panel and bracing failure due to impact	Yes	Severe	Possible	H-3	Risks associated with Tilt-up/ Precast Concrete activities are identified, assessed and controlled in accordance with Procedure Tilt-up /Precast Consultation with the relevant Tilt-up/Precast contractor prior to activities commencing on site SWMS, vehicle movement plans	Subcontractor	Site Manager	Project Manager
	Panel and bracing failure	Yes	Severe	Possible	H-3	Tilt-up/Precast contractor to provide safe systems of work for managing panels and bracing prior to activities commencing on site SWMS Installation - The Contractor shall provide FDC with documented verification that Tilt-up/Precast panels have been installed in accordance with the requirements of the Design Planning documents . Ongoing Inspection - The Contractor shall provide FDC evidence of inspection of temporary bracings that have been conducted in accordance with the frequencies and requirements of the Design Planning documents .	Subcontractor	Site Manager	Project Manager
	Emergencies involving Tiltup / precast	Yes	Severe	Possible	H-3	SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Traffic									
Traffic Management Procedure	Unplanned / Unauthorised Traffic Control.	Yes	Major	Possible	HM-8	Traffic Management Plan ; Traffic control plans (FDC Traffic Management Plan in the absence of Subcontractor Plan), Regulatory approvals; SMWS	Subcontractor	PMP	PMP
	Uncontrolled Traffic Management	Yes	Major	Possible	HM-8	Traffic Management Plan ; Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP	PMP
	Unauthorised Traffic Controllers	Yes	Major	Possible	HM-8	Site Induction, SWMS , Regulatory recognised training - e.g.Traffic Control Using Stop/Slow Bat; Introduction to Traffic Control of Roadwork's; Traffic Control Worksite Planning; Design and Audit Traffic Control Plans.	Subcontractor	PMP	PMP
	Failure or absence of Traffic Management Controls	Yes	Major	Unlikely	HM-9	Traffic Management Plan , Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP	PMP
	Emergencies involving Traffic	Yes	Major	Possible	HM-8	Traffic Management Plan; Vehicle Movement Plan; SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Working at Heights									
Working at Heights Procedure	People falling from heights	Yes	Severe	Possible	H-3	A Harness Permit and SWMS shall only be permitted for the use of Fall Restraint/Fall arrest equipment if the following controls are not reasonably practicable: 1 - the task can be performed on the ground such as pre fabrication; 2 - the use of scaffold can be utilised to complete the designated task; 3 - An EWP can be used and safely positioned to complete the task; and 4 - Another work positioning system (E.g. Man box, Swinging Stage) can be used and safely positioned to complete the task. SWMS; Harness Permit. Roof Installation Permit required when installing roof safety mesh in accordance with AS4389	Subcontractor	Site Manager	Project Manager
	Falling objects	Yes	Major	Very Likely	H-7	Safe systems of work to be documented per the Hierarchy of Controls as follows to prevent falling objects: 1 - Temporary protective structure e.g. Handrail systems; Hoarding; Nets ; Catch Deck, plywood penetration covers etc) 2 - Exclusion zones, signage 3 - PPE e.g. Lanyards, tool buckets SWMS; Harness Permit	Subcontractor	Site Manager	Project Manager
	Failure of fall prevention systems / structures	Yes	Severe	Possible	H-3	Proprietary/engineered systems (eg roof edge protection, temporary fencing panels etc) SWMS; Harness Permit ; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager
	Incorrect use of fall restraint/arrest equipment	Yes	Severe	Possible	H-3	SWMS; Harness Permit ; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Working from A-Frame	Yes	Moderate	Very Likely	M-12	Where Scaffolds, EWPS, Platform Ladders or Trestles cannot be used, safe systems of work shall be provided to address the hazards and controls relating to working from an A-Frame ladder including SWMS, A Frame Ladder Permit, standard operating procedure.	Subcontractor	PMP	PMP
	Unsafe access and egress when working at heights	Yes	Major	Possible	HM-8	Where access and egress cannot be managed by Demolition, Excavation, Formwork, Mobile Plant or Scaffold procedures the following safe systems of work shall apply to provide safe access and egress from heights: THE FOLLOWING ACCESS REQUIREMENTS SHALL BE MADE SITE SPECIFIC - Minimum of 2 x scaffold stair access will be provided to all working deck levels while scaffold is present on site - Once available, internal stairs shall be utilised. - A personnel / materials hoist will be installed once the building reaches level 4; - Allocated building/goods lifts SWMS	Subcontractor	PMP	PMP
	Emergencies due to working at heights	Yes	Severe	Possible	H-3	Harness Permit; SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Psychosocial									
	High job demands	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Low role clarity	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Onboarding - New Employee and Risk Management (HIRAC) Training Consultation and task allocation via the PMP	FDC	PMP	PMP
	Poor Organisational Change Management	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Change Management Process / System Improvement Summaries /	FDC	PMP	PMP
	Low reward and recognition	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site induction / WHS Consultation Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor organisational justice	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor workplace relationships	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Remote or isolated work - office staff	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Remote Working Policy Documentation Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Remote or isolated work - Site staff	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; scheduled inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor Environmental conditions - site	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Traumatic events	Yes	Major	Possible	HM-8	Senior Management engagement (Incident Management procedures XXX) Crisis Management (Emergency Management Plan) Site PM monthly audits; inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Violence and aggression	Yes	Major	Possible	HM-8	Code of Ethics Policy, Code of Conduct and Ethics Onboarding - New Employee Induction Senior Management engagement Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Bullying, harassment or intimidation	Yes	Major	Possible	HM-8	Code of Ethics Policy, Code of Conduct and Ethics Onboarding - New Employee Induction Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP; Site Induction - Site Rules Senior Management engagement Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Subcontractors	Yes	Moderate	Possible	M-13	Subcontractor Tender Assessment; Subcontractor Prestart Checklist; SWMS Review Checklist; PMP / SRA issued to subcontractors; Consultation; Site Induction - Site Rules	Subcontractor	PMP	PMP
Design									
Design Procedure	Construction buildability hazards not identified during design planning		Minor	Possible	L-18	Design and Construct Projects: Conduct the Safety in Design Risk Assessment and transfer outstanding buildability hazards for control this Site Risk Assessment.	Subcontractor	PMP	PMP
		Yes				Non Design and Construct Projects: Review client/designer/ other third-party supplied Design Risk Assessment. If not available, conduct Safety in Design Risk Assessment and address transfer outstanding buildability hazards to this Site Risk Assessment.			
	Changes in Design	Yes	Minor	Possible	L-18	Changes in design are documented and communicated after being risk assessed to determine new hazards or changes to existing hazard controls.	Subcontractor	PMP	PMP
	Changes to design unknown	Yes	Minor	Possible	L-18	New hazards and changes to documented hazard controls shall be communicated via Toolbox/Prestarts	Subcontractor	PMP	PMP
Work Environment									
	Trades working close to others and being unaware of identified hazards	Yes	Moderate	Possible	M-13	SWMS; Pre Start / Tool Box Meetings to communicate project activities.	Subcontractor	PMP	PMP
	Dust	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Noise	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Vibration	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Communicable Diseases (eg COVID-19)		Minor	Possible	L-18	Vaccination requirements Or Covid Safety Plans per client and / or Government requirements.	Subcontractor	PMP	PMP
		Yes							
	Inadequate Lighting		Moderate	Unlikely	L-14	Emergency Lighting - minimum lighting 20 lx for a minimum of one hour following the loss of normal lighting on sites where natural lighting is insufficient (AS/NZS3012 Electrical installations - Construction and demolition sites). Access and Egress - minimum lighting 40 lx for walkways (AS/NZS3012). General work areas - minimum lighting 160 lx (AS/NZS3012).	Subcontractor	PMP	PMP
		Yes							
	Breach of Service		Major	Possible	HM-8	Services search (e.g. gas, electricity, fire, water, sewer, telecommunications, etc.) shall be conducted to identify services locations, including in walls and slabs. Investigations may include: • Electrical Contractors to investigate and complete Electrical Survey and Protection Plan (F069); • Contact Dial Before You Dig (DBYD); • Scans; and • Requesting information from client and relevant stakeholders. This information, including location of temporary lighting, shall be transferred to drawings, be displayed on site and updated throughout the project and can be used to complete other permits (eh excavation, coring etc).	Subcontractor	PMP	PMP
		Yes							
	Hot	Yes	Moderate	Possible	M-13	Safe systems of work, including SWMS, developed in consultation with workers to consider: • The nature and location of the work; • sun protection (eg shade structures, clothing, sunscreen. hats/brims); • rest breaks and adequate recovery between shifts. • alternatives to working alone.	Subcontractor	PMP	PMP
	Cold	Yes	Moderate	Possible	M-13	Safe systems of work, including SWMS, developed in consultation with workers to consider: • The nature and location of the work; • shelter (eg temporary structures, clothing, portable heating); • rest breaks and adequate recovery between shifts; • alternatives to working alone.	Subcontractor	PMP	PMP
Identify project specific hazards here		No	Severe	Almost Certain	CAT-1	Identify project specific controls here to reduce the potential hazard as low as reasonably practicable	Subcontractor	Prohibited	Prohibited
Site Security									



Category	Potential Hazard	Is this a Potential Hazard?	Risk Assessment			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
		Yes/No	Consequence	Likelihood	Risk Rating				
	Injury to public due to unauthorised entry	Yes	Major	Possible	HM-8	FDC to install fencing/hoarding to prevent unauthorised entry; Statutory safety signage to be displayed on site and entrances; Standard signage eg - Do Not Enter Authorised Personnel Only, All Visitors to report to Site Office, 24hr emergency contact details should be posted at site entrances.	Subcontractor	PMP	PMP
	Entry not secure	Yes	Major	Possible	HM-8	FDC to ensure that the site entry within the project are locked when ever the site is unattended. Site be shut at all times unless manned to prevent unauthorized entry on to site.	Subcontractor	PMP	PMP
	Identify project specific hazards here	No	Severe	Unlikely	HM-4	Identify project specific controls here to reduce the potential hazard as low as reasonably practicable	Subcontractor	PMP	PMP
Hazardous Manual Tasks									
	Non assisted lifting	Yes	Moderate	Very Likely	M-12	SWMS to address manual handling techiques where mechanical aids are not available.	Subcontractor	PMP	PMP
	Mechanical Lifting and Handling	Yes	Moderate	Very Likely	M-12	Horizontal and vertical movements by subcontractors according to SWMS or risk assessment including plant and equipment details. The use of mechanical aids shall be considered to reduce the likelihood of hazardous manual task related musculoskeletal injuries (injuries to muscles, nerves, tendons, joints, cartilage and spinal discs).per safe systems of work (eg SWMS, standard operating procedures).	Subcontractor	PMP	PMP
	Identify project specific hazards here	No	Severe	Unlikely	HM-4	Identify project specific controls here to reduce the potential hazard as low as reasonably practicable	Subcontractor	PMP	PMP
Potential Emergencies	Project specific emergencies outside the standard High Risk Construction Work Activity controls and not addressed by the Emergency Management Plan								
Example only listed		No	Severe	Rare	HM-5	Add control Measure	Subcontractor	PMP	PMP
		No	Severe	Rare	HM-5	Add control Measure	Subcontractor	PMP	PMP
		No	Severe	Rare	HM-5	Add Control Measure	Subcontractor	PMP	PMP
		No	Severe	Rare	HM-5	Add Control Measure	Subcontractor	PMP	PMP



POTENTIAL HAZARD IMPACTING OTHER PARTIES (eg Clients, Public and other stakeholders)

POTENTIAL HAZARD	ENTITY IMPACTED				RISK ASSESSMENT			HIERARCHY OF CONTROL						CONTROLS	RESPONSIBILITY		
1 - List potential hazards created by the project that have the potential to impact others eg clients, neighbours, members of the public etc identified through consultation that are not already addressed by Tab 3. 2 -Provide documented evidence of liaison/consultation with impacted entity.	CLIENT	NEIGHBOURS (business / residents)	MEMBERS OF PUBLIC	OTHERS (specify in Controls column)	Consequence	Likelihood	Risk Rating	ELIMINATED	SUBSTITUTED	ISOLATED	ENGINEERED	ADMINISTRATIVE CONTROL	PPE	Action to Control Hazard Nominated controls below MUST be developed by applying Hierarchy of Control: 1. Elimination, 2. Substitution, 3.Isolation, 4. Engineer, 5. Administrative, 6. PPE)	Activity Responsibility	FDC SWMS Sign Off	Additional Monitoring for "HIGH" Risk Rating
Unplanned / unauthorised traffic control - Interaction between public parking in Basement 1 and construction deliveries.	Y	N	Y	N	Moderate	Possible	M-13	N	N	Y	N	N	N	Consult with facilities manager and client and confirm temporary hoarding locations during refurbishment stages. FM to communicate with tenants; FDC to display plans and signage; weekly FM-FDC-Client meeting to liaise on change outside agreed staging.	FDC	PMP	PMP
Injury to public due to unauthorised entry	Y	Y	Y	NA	Severe	Possible	H-3							Consult with facilities manager and client and confirm temporary hoarding during refurbishment stages. FM to communicate with tenants; FDC to display plans and signage; weekly FM-FDC-Client meeting to liaise on change outside agreed staging.	FDC	Site Manager	Project Manager
Insert new	Y	Y	Y	Y	Severe	Almost Certain	CAT-1	N	N	N	N	N	N		FDC	Prohibited	Prohibited
Insert new	Y	Y	Y	Y	Severe	Almost Certain	CAT-1	N	N	N	N	N	N		FDC	Prohibited	Prohibited
Insert new	Y	Y	Y	Y	Severe	Almost Certain	CAT-1	N	N	N	N	N	N		FDC	Prohibited	Prohibited
Insert new	Y	Y	Y	Y	Severe	Almost Certain	CAT-1	N	N	N	N	N	N		FDC	Prohibited	Prohibited



Date:

Date:

Date:

[illegible]

APPENDIX D – First Aid risk assessment

Date:	08/04/2024	Prepared By:	FDC Project Team
Project:	Cutaway – Barangaroo	Project Address:	1 Merriman St, Barangaroo NSW 2000
Location of nearest Hospital:	390 Victoria St, Darlinghurst NSW 2010		
Location of nearest Medical Service:	508/129 Harrington St, The Rocks NSW 2000		
Time to Medical Service:	4-minute drive to the medical service and 15-minute to the hospital		

HOW IS THIS DONE?	
Access between floors	Stairs
Access to persons working at heights	Space is relatively open to access to persons working at height would have to be controlled through equipment such as an EWP.
Access to persons in confined spaces	Minimal to no confined spaces in the building, this will be controlled through partner work in these spaces to identify if any hazards occur,
Timely access to first aid	First aid available on site through trained staff, first aid kits and defibrillator on site.

Minimum Requirements												
	Applies Yes/No	First Aider	Occupational First Aider	First Aid room	First Aid kit type			Nurse call	Crane box & First Aid box	Defibrillator	Stretcher	Oxygen
					A	B	C					
1 to 25 people on site	Y	1				Y						
25 to 100 people on site	Y	2			Y							
>100 people on site	Y	2	Y	Y	Y					Y	Y	Y
Single level	N											
Multi-level	Y							Y				
Long distance from first aid, minimal communications	N							Y				
Crane	Y								Y			
Access to hospital or medical centre > ½ hour	N									Y		Y

EMERGENCY RISK ASSESSMENT AND EQUIPMENT REQUIRED			
	Applicable (Y/N)	Emergency Equipment Required	Y/N
Working on Roofs with Harness System	Y	Boom Lift	Y
	Y	Elevated Work Platform	Y
	N	Mobile Scaffold	N
	N	Man Box	N
	N	Gotcha	N
Working at Heights on Roof	Y	Crane & Crane Box	Y
	Y	Man/Materials Hoist	Y
	N	Stretcher Access	N
Fire	Y	Fire Extinguishers	Y
	Y	Fire Hose Reels	Y
Flood	N	Ladder	Y
Electrocution	N	Ropes	Y
	Y	Non-Conductive	Y
	Y	High Voltage Rescue Kit	Y
Confined Space / Restricted Space Entry	N	Tripod	N
	N	Ropes	Y
	Y	Communication Equipment	Y
	Y	Emergency Lighting	Y
Chemical Spill	Y	PPE – respirator, gloves, safety goggles, face mask (as per MSDS)	Y
	Y	Spill Kit	Y
Scaffold	Y	Stretcher access	Y
Gasses	Y	PPE – respirator	Y
Deep excavations	N	Ladders	Y
	N	Access Scaffold	N
	N	Access Ramp	N
	N	Man Box / Crane	N
Multi-story	Y	Stairs	Y
	Y	Lifts	Y
	Y	Man / Materials Hoist	Y

HEALTH SURVEILLANCE EQUIPMENT REQUIRED			
	Applicable (Y/N)	If Y, Health Monitoring Required	Y/N
Air Quality Monitoring	N	Calibrated Air Quality Monitor	N
Dust	Y	Shade Cloth on Perimeter Fencing	N
	N	Water Cart	N
Noise	Y	Signage	N
Asbestos (Unexpected Finds)	Y	Refer Hazardous Substance Report	N
Contaminated Ground	Y	Refer Hazardous Substance Report	N

APPENDIX E – Emergency Contact list



Peter Colak
Senior Project Manager
0408 314 316



Emma Thomy
Project Director
0434 221 330



Jorge Oancea
WHS Supervisor
0411 045 253



Hilton Palmer
Project Manager (Structure)
0450 101 572



Andrew Bartolac
Project Manager (Fitout & Services)
0400 294 341



Lucas Aragona
Foreman
0478 048 428



Jack Kibby
Project Coordinator (Trees)
0435 132 036



Allie Smith
Project Coordinator (Services)
0418 695 815



Dylan Luisi
Contracts Administrator
(Structural & Facade)
0450 113 773



Justin Mearns
Project Coordinator - APIC (Architectural)
0437 815 840

APPENDIX F – Induction Form

Project Name:				FDC Site Induction No.:	
---------------	--	--	--	-------------------------	--

PERSONAL DETAILS				
Company Name:			Occupation:	
Employee Name:			Contact No.:	
Employee Address:				
Date of Birth:		Status of employment: (i.e. Full-time, self-employed)		

EMERGENCY CONTACT DETAILS				
Contact Name:			Contact No.:	
Relationship: (Mother, Father, Friend, etc.)				
Are you allergic to any medication?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, please specify:				
Do you suffer from any illness or injury that could affect your work?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, please specify:				
Are you using any medication that may affect you at work?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, please specify:				

PHOTO IDENTIFICATION (attach copy where possible)			
Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> High Risk Work Licence <input type="checkbox"/> Other (provide detail) <input type="checkbox"/> :			

LICENCES, TICKETS, COMPETENCIES (attach copies where possible)			
<ul style="list-style-type: none"> Only persons who have a Construction Industry Induction Card will be inducted. Only persons with relevant licence, tickets and competencies can operate plant or machinery. 			
Training / Licencing / Qualification	Labourer <input type="checkbox"/> Apprentice <input type="checkbox"/> Licenced <input type="checkbox"/> other qualifications <input type="checkbox"/>		
Construction Industry Induction Card No.:			
Competencies / licences held: <i>E.g. Electrical, crane, EWP, forklift, dogman, rigger, scaffold, hoist, traffic controller, scaffold, Asbestos awareness; client / base building induction</i>		Expiry:	
		Expiry:	
		Expiry:	
		Expiry:	
		Expiry:	
		Expiry:	

<p align="center">PRIOR TO COMMENCING WORK YOU MUST READ, AGREE & SIGN YOUR EMPLOYER'S SWMS.</p> <p align="center">IMPORTANT:</p> <p><i>All FDC Projects: Effective 26th July 2022, Code covered entities shall comply with the requirements of the Code for the Tendering and Performance of Building Work Amendment Instrument 2022 (Amended Code) that apply on this project.</i></p> <p><i>NSW Projects only: Subcontractors shall comply with the NSW Government Industrial Relations Guidelines 2017 that apply on this project</i></p>			
--	--	--	--

The site rules listed below have been explained clearly to me.

(Tick)

1.	Introduction <ul style="list-style-type: none"> Brief explanation of the project and what stage we are at. Introduction to project team (Site Manager, Foreman, Labourer, PM, CA). Explanation of FDC's commitment to safety including the WHS Policy. As per Council requirements, work hours are 7am - 6pm. Project duration 15 months 	<input type="checkbox"/>
2.	Amenities <ul style="list-style-type: none"> Location of Toilets, Lunch Rooms, Change Rooms, Site Office. Use of facilities - clean up after yourselves. FDC compound is used for set down of goods and is secured each night. No Smoking on site in any enclosed areas. No drugs or alcohol permitted on site - No employee affected by drugs or alcohol permitted on site. (refer Drug & Alcohol policy). 	<input type="checkbox"/>
3.	Site Access/ Sign In/ Visitors <ul style="list-style-type: none"> Access to the site is via Munns street site entry. Subcontractors <u>MUST</u> always follow site sign in procedures – FULL NAME and contact details to be provided. If you do not have a mobile telephone, ensure you record the phone number of your supervisor or a colleague so that we can contact you in an emergency. Specific site information is displayed on the Site Noticeboard. When signing in at the start of each day, subcontractors and visitors acknowledge that they have read and understood this information. Visitors to site must sign in to the Sign in Register and report to the site office. 	<input type="checkbox"/>
4.	Deliveries <ul style="list-style-type: none"> Deliveries to site must be coordinated through FDC site management. 	<input type="checkbox"/>
5.	Site Rules / Project Management Plan / WRMP (eligible NSW Government funded projects only) <ul style="list-style-type: none"> Site rules have been explained to me. A copy of the site rules is displayed on site. Site rules are supported by the Project Management Plan developed for this project to manage safety, quality and environmental requirements. These plan/s are available for inspection by any person working on site. Please notify the Project Manager / Site Supervisor and a copy shall be supplied for review. 	<input type="checkbox"/>
6.	Subcontractor Responsibilities <ul style="list-style-type: none"> Everyone is responsible for their own safety and of those working with/around them. This includes both mental and physical safety hazards that may exist on this site. If you have concerns for your own or other workers mental state on this site, refer them to your manager, FDC Site Manager or one of the professional services available as appropriate (refer noticeboard). FDC believes that Bullying, Intimidation, Sexual Harassment, etc. is unacceptable. In short show respect for people you work with and those working around you. FDC believe that employees and contractors have the right to join (or not join) a union. This is called freedom of association. Workers cannot be pressured by a union or by their employer to make a decision about joining, not joining or leaving a union. All visitors are subject to Right of Entry rights and responsibilities per the Fair Work Act 2009 (part 3-4) this includes reporting of unauthorised visitors to FDC site management. The Fair Work Act 2009 (Fair Work Act) and the Building and Construction Industry (Improving Productivity) Act 2016 (BCIIP Act) remain in full effect. Code covered entities are still bound by these laws. Labour market testing requirements and a requirement to only use products that comply with relevant Australian standards, still apply on all FDC projects. NSW Projects Only: FDC and its sub-contractors shall comply with the requirements of the New South Wales Industrial Relations Guidelines: Building and Construction Procurement 2017. The CCU are responsible for monitoring the implementation of the Guidelines and may visit site to confirm and assist implementation Please refer to the guidance material / posters/ site manager for more information in regard to regulatory compliance on this project. Ensure that workers on site are eligible to work legally in Australia and provide proof if required. FDC's WHS policy is displayed on site; take some time to read it. Your company SWMS have been supplied to us, for the everyday jobs you do, each employee should have been consulted, read, understood & agreed with control measures in the SWMS. SWMS's are created for activities where the potential hazard may cause serious injury or worse i.e. working on live edges, confined spaces, near electrical or ceiling spaces once power has been turned on. Housekeeping: <ul style="list-style-type: none"> Everyone is responsible for the removal of their own rubbish, on a regular basis. If rubbish is not removed in a timely manner, the time taken to clean any rubbish on the behalf of the sub-contractor will be charged back to the sub-contractor. Working areas and walkways to be kept clean and free from hazards at all times. Tools and leads being used on site must have current electrical test tags. Lead hooks are not to be attached to ceiling grid, leads must be elevated by hooks to fixed services within the ceiling space or preferably on lead stands. Safety signage & barricades must be adhered to. 	<input type="checkbox"/>
7.	PPE Requirements <ul style="list-style-type: none"> PPE is to be supplied by subcontractor's employer. Steel capped boots and Hard Hats and Hi-Visibility Clothing must be worn at all times on site. Other PPE must be worn as required by your SWMS (i.e. eye or hearing protection). If you don't have the correct PPE, do not start the task. Ask your supervisor or FDC management. 	<input type="checkbox"/>
8.	Mobile Plant <p>A Mobile Plant Induction must be filled out for mobile plant arriving to site and the following documentation provided to FDC prior to the start:</p> <ul style="list-style-type: none"> Plant Risk Assessment. Maintenance records / Service history from a qualified mechanic/service technician (at least last service record). Log books, Operating instructions and SWMS - Cover of the operations manual and operators VOC or HR Work License. Pre-start inspections must be specific to the needs of the plant and address manufacturer's requirements of Operators Manual. 	<input type="checkbox"/>

The site rules listed below have been explained clearly to me.

(Tick)

9.	Emergency Response / First Aid / Incident Reporting <ul style="list-style-type: none"> The Emergency Evacuation Point is located on stargazing lawn. Emergency Evacuation and Emergency Response Arrangements have been explained to me. A nurse call system is installed throughout the site and identified on the Site Plans. If you ever find that the Nurse Call Alarms are in your way, please notify FDC so that they can be moved and everyone can be advised of their new locations. Never move the Alarms yourself. Unauthorised relocation of or misuse of the nurse call system may result in instant dismissal from site. In the event of an emergency contact FDC management be either attending the site office / mobile phone / nurse call / radio. Name and contact number of First Aiders is displayed on site. In the event of a First Aid incident, contact the listed First Aiders or FDC Management for assistance. Incidents causing injury or property damage, and the use of fire extinguishers, must be notified immediately to FDC management. Incidents not notified on the day of occurrence shall be recorded in the site diary. 	<input type="checkbox"/>												
10.	Reporting Hazards / Hazardous Material <ul style="list-style-type: none"> If you identify a safety hazard on site, report it immediately to FDC Site Management. Hazardous material brought to site must be accompanied by a SDS sheet and given to the Site Manager for filing in the Site Office. 	<input type="checkbox"/>												
11.	Dispute Resolution The FDC Dispute Resolution Procedure includes: <ul style="list-style-type: none"> WHS Disputes: Notifying the FDC Supervisor in charge of the area of the WHS issue. The Supervisor shall, where possible, organise to have the matter rectified immediately. If this is not possible the Supervisor shall inform affected parties of the issue and arrange for workers affected by the issue to be relocated until rectified; An inspection shall be undertaken of the disputed area by the Site Manager per the projects consultation arrangements. Where the dispute involves a subcontractor their Site Supervisor and Safety Representative (where nominated) may also be present. Where there remains any disagreements in relation to resolving the dispute, the matter may be determined through the local regulatory authority. Industrial Disputes: Potential disputes shall be notified to FDC site management. Resolution is to be sought through consultation between effected parties and in accordance with applicable regulatory and industrial instruments. Escalation of disputes beyond the directly affected parties, should not occur unless all other possible remedies and negotiations have been exhausted. 	<input type="checkbox"/>												
12.	Consultation <ul style="list-style-type: none"> Explanation of agreed Consultation arrangements on site (WHS Consultation Statement). The Site Manager will conduct weekly inspections and will check compliance with Safe Work Method Statements and site rules. A toolbox talk with all workers will take place on Tuesday each week prestart will be at 7am each morning following weekly inspections and a copy posted on the site notice board. 	<input type="checkbox"/>												
13.	Monitoring <ul style="list-style-type: none"> How FDC will monitor control measures on site e.g. Task Observations, Weekly Site Inspection etc. 	<input type="checkbox"/>												
14.	Non Conformance Reports <ul style="list-style-type: none"> FDC uses Non Conformance Reports for the following: <ul style="list-style-type: none"> When Site Rules are breached. Safe Work Method Statements are not complied with. Workers are creating risks to themselves or others. Environmental breaches. Quality related issues. Non Conformances are always issued to the Subcontractors Management.	<input type="checkbox"/>												
15.	Environmental Management <ul style="list-style-type: none"> Waste materials shall be disposed of into the bins provided at the work area. The table below indicates the environmental risks/activities on this project. <table border="1" data-bbox="199 1310 1257 1541"> <thead> <tr> <th>ENVIRONMENTAL RISKS/ACTIVITIES</th> <th>YES / NO</th> </tr> </thead> <tbody> <tr> <td>Air pollution – including dusts</td> <td><input type="checkbox"/> YES or <input type="checkbox"/> NO</td> </tr> <tr> <td>Hazardous Substances – including asbestos, lead paint, SMF</td> <td><input type="checkbox"/> YES or <input type="checkbox"/> NO</td> </tr> <tr> <td>Noise & Vibration – including demolition, vehicles, hammers</td> <td><input type="checkbox"/> YES or <input type="checkbox"/> NO</td> </tr> <tr> <td>Contaminated Soils – including excavated materials & fill</td> <td><input type="checkbox"/> YES or <input type="checkbox"/> NO</td> </tr> <tr> <td>Erosion & Sediment Control – including excavations and run off</td> <td><input type="checkbox"/> YES or <input type="checkbox"/> NO</td> </tr> </tbody> </table>	ENVIRONMENTAL RISKS/ACTIVITIES	YES / NO	Air pollution – including dusts	<input type="checkbox"/> YES or <input type="checkbox"/> NO	Hazardous Substances – including asbestos, lead paint, SMF	<input type="checkbox"/> YES or <input type="checkbox"/> NO	Noise & Vibration – including demolition, vehicles, hammers	<input type="checkbox"/> YES or <input type="checkbox"/> NO	Contaminated Soils – including excavated materials & fill	<input type="checkbox"/> YES or <input type="checkbox"/> NO	Erosion & Sediment Control – including excavations and run off	<input type="checkbox"/> YES or <input type="checkbox"/> NO	<input type="checkbox"/>
ENVIRONMENTAL RISKS/ACTIVITIES	YES / NO													
Air pollution – including dusts	<input type="checkbox"/> YES or <input type="checkbox"/> NO													
Hazardous Substances – including asbestos, lead paint, SMF	<input type="checkbox"/> YES or <input type="checkbox"/> NO													
Noise & Vibration – including demolition, vehicles, hammers	<input type="checkbox"/> YES or <input type="checkbox"/> NO													
Contaminated Soils – including excavated materials & fill	<input type="checkbox"/> YES or <input type="checkbox"/> NO													
Erosion & Sediment Control – including excavations and run off	<input type="checkbox"/> YES or <input type="checkbox"/> NO													
16.	Work Permits must be completed prior to undertaking works for the following: <ul style="list-style-type: none"> Cutting/Coring, Hot Works, Confined Space Entry, Harness, A-Frame Ladder and Excavation Works. 	<input type="checkbox"/>												
17.	Legislation Copies of legislation (Acts, Codes of Practice, and Australian Standards etc.) are available on request from the Site Manager.	<input type="checkbox"/>												
18.	Ethical Practices FDC are committed to the following ethical practices: <ul style="list-style-type: none"> All aspects of our business shall be conducted with honesty and fairness. Conformance to all legal obligations. Not engaging in practices that give one party an improper advantage over another. Preserving the confidentiality of all information provided in the course of the works. Requiring parties with a Conflict of Interest to declare that interest as soon as the conflict is known to that party. Ensuring building association logos, mottos or indicia shall not be applied to clothing, property or equipment supplied by FDC 	<input type="checkbox"/>												
19.	Risk Management The Site Risk Assessment and Environmental Risk Assessment shall be used to identify potential project specific hazards and controls. Control shall include safety operating procedures, SWMS, Permits, licenses etc.	<input type="checkbox"/>												

INDUCTEE DECLARATION			
(1) I hereby declare that all of the information provided by myself is, to the best of my knowledge truthful. (2) I fully understand all the information contained in this OH&S Induction and I will adhere to all Site Safety rules procedures and information provided to me during the induction. (3) I can read and understand English and do not require an interpreter. If NO, signature of interpreter required. (4) I hereby declare that I have been consulted, read and understood my Company's SWMS. (5) I understand and agree with the consultation arrangements put in place by FDC.			
Are you an apprentice or construction worker under 24?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a construction worker with less than two years in the construction industry?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee Signature:		Date:	
Interpreter's Name & Signature (if applicable)		Date:	
YOUNG / INEXPERIENCED CONSTRUCTION WORKER DECLARATION			
Name of workers supervisor			
Is the worker competent?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, list reasons for competency below. If No, complete Form 025		
List reasons for competency (eg trade certificate, third year apprentice etc)			
Workers supervisors signature		Date:	
FDC DECLARATION			
(1) ID sighted (i.e. Drivers Licence, Passport, High Risk Work Licence etc)	<input type="checkbox"/> YES		
(2) Construction Industry Induction Card verified and/or sighted	<input type="checkbox"/> YES		
(3) Worker Qualifications/Training/Competencies verified and/or sighted	<input type="checkbox"/> YES		
(4) A supervisor for the young / inexperienced construction worker has been identified	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
(5) The Young / Inexperienced Construction Worker Management Plan (F025) has been completed	<input type="checkbox"/> YES <input type="checkbox"/> N/A		
Inductor's (FDC) Name:		Date:	
Inductor's Signature:			

1. **Safety Rules** are to be displayed on noticeboards and other suitable locations at the work site and must be provided to all personnel who may work on the site, or visit the site. The site shall comply with the requirements of the Work Health and Safety Act, Construction Safety Act and Safe Work Regulations and Codes of Practice. Unsafe acts or conditions are required to be reported without delay.
2. **Induction and safety training**
Before starting work on site all personnel must:
 - Attend General Induction training in Work Health and Safety aspects of general construction and fitout work.
 - Attend adequate site-specific induction training and trade specific induction training for the particular work activity being undertaken.
 - Ensure every employee shall act in such a way as not to affect the health and safety of other persons.
3. **All personnel** on the work site must attend appropriate refresher training and be involved in regular discussion of work site WHS matters.
4. **All visitors** when on the work site must be accompanied by a person who has received the above training.
5. **Personal protective equipment**
All personnel and visitors must wear appropriate personal protective equipment (PPE) when on the work site. Personal protective equipment is to be supplied by the Sub-contractor to its employees and sub-contractors.
PPE required on the site is:
 - Safety Helmet shall be worn at all times by all persons working on site.
 - Suitable approved safety footwear to be worn at all times on site.
 - High visibility vest/clothing.
 - Hearing protection (where required).
 - Safety glasses or eye protection (where required).
 - Sun protection – UV cream, protective clothing.
 - Welding protection screens.
6. **Site access and security**
All entry to, movement on, passage adjacent to, and exit from, the work site of persons, vehicles and equipment will be controlled in accordance with required procedures.
7. **Illness/injury and emergency procedures**
First aid facilities will be located at the site office and nominated positions as per Emergency Management Plan.
8. **All Injuries/Illnesses and near misses** must be reported to the Site Foreman/FDC Representative immediately. All details of the incident and treatment are to be recorded.
Emergency procedures for the site are: as per the site specific emergency plan. Unsafe acts or conditions are required to be reported without delay to FDC Management.
9. **Protection of all workers and the public**
Effective barricades, fencing and overhead protection will be used. Walkways must be even or correctly ramped and covered (so people will not trip).
10. **Elevated work**
All work at heights will be done in accordance with the relevant legislation, regulations, standards, codes and procedures – see the "Safe Working At Heights" guide 2006.
11. **Electrical work, overhead wiring, installations and equipment**
All electrical work, plant and equipment must comply with WHS and electrical safety legislation, regulations, standards, Code of Practice, including inspection and tagging of leads and power tools.
 - No lead will be longer than 30 metres.
 - All leads to be kept off the ground, except within 4 metres of work area.
 - All plugs on leads and power tools shall be either clear re-wireable or moulded type.
 - No piggy-backs or multi-point power boards allowed.
 - All power shall be obtained from the same floor as work area.
 The presence and location of all electrical cables will be identified before commencing adjacent work.
12. **Adequate task specific lighting** must be provided by the sub-contractor.
13. **Handrails, toeboards and or approved fencing** shall be installed in any place where a person could fall more than 1.5m including openings in floors, stairs, lift shafts, excavations, trenches, mezzanine areas etc. All handrails and fencing shall not be removed unless approved by FDC representative.
14. **Demolition, excavation, formwork and other structural frames**
All demolition, excavation, formwork and work with other structural frames will be done in accordance with the relevant legislation, regulations, standards, codes and procedures.
15. **Hazardous materials and dangerous goods**
A register of hazardous substances must be kept and maintained for all hazardous substances brought onto the work site. A copy shall be provided to the Site Foreman. All hazardous substances and dangerous goods must be used, handled and stored in accordance with requirements.
16. **Drug and Alcohol Policy**
The consumption or use of alcohol, drugs or any other substances that may affect a person's ability to work safely or efficiently is not permitted on the site. People taking prescription or over-the-counter medications that may impair performance are to advise the Site Supervisor. Such advice will be treated confidentially.
17. **Fire Prevention** must be employed by all persons. Hot Works Permit is required for any hot work. An appropriate fire extinguisher must be on hand for each item of hot work performed on site.
18. **Work Areas and the Site** must be kept clean tidy and safe with all rubbish and other hazards cleaned and removed promptly. All protruding nails shall be removed from timber.
19. **Dropping or throwing** down of materials or gear from a height is prohibited except where suitable means has been installed to catch, retain, control such items.
20. **Formwork** shall be stripped in a safe manner. Drop stripping is prohibited.
21. **Explosive Power Tools** to be operated by a qualified and licensed person and can only be used on site after written permission is given by FDC.
 - Only low velocity piston type tools shall be used on Site.
 - Charges are to be kept in a locked metal box.
 - A warning sign must be displayed at the place where the tool is being used.
22. **Ventilation** must be adequate so as to render harmless all fumes and dust that may be injurious to the health, safety and welfare of workers on site.
23. All actual or potential Confined Spaces must be identified by appropriate signage, irrespective of whether works will be conducted within that confined space.
24. All actual or potential Confined Spaces must be locked and secured, irrespective of whether works will be conducted within that confined space.
25. **Breach of these rules may result in removal from site at the discretion of FDC without prior warning.**

APPENDIX G – Subcontractor prestart checklist

Project Name:	
Subcontractor Company:	

PART A: (for completion by Contracts / Site Administrator or Site Manager)		
Evidence of current Workers Compensation (As a guide, cover should be minimum of \$50,000 per worker)	YES <input type="checkbox"/>	
Evidence of current Public Liability Insurance (Minimum of \$10 million)	YES <input type="checkbox"/>	
SWMS for High Risk Construction Work	YES <input type="checkbox"/>	
Safe Operating Procedures or equivalent documentation	YES <input type="checkbox"/>	
Electrical Test & Tag Register (F073)	YES <input type="checkbox"/>	
Safety Data Sheets for all hazardous substances	YES <input type="checkbox"/>	
Confirmation of licences/tickets/competencies required to perform tasks or operate plant and equipment safely	YES <input type="checkbox"/>	
Management Plans (Asbestos & Demolition only - per the Site Risk Assessment)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Provided ABCC letter/Determination of Compliance, confirming compliance with Section 11 of the Code (Required for eligible Commonwealth funded projects only).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
Sign off & verification by: (Name & Signature)	[Insert Name]	
PART B: (for completion by Site Manager / Site Foreman)		
Insurances		Expiry Date
Confirm and file current Workers Compensation Insurances	YES <input type="checkbox"/>	
Confirm and file current Public Liability Insurances	YES <input type="checkbox"/>	
Safe Work Method Statements		
SWMS for high risk construction work reviewed and accepted using the SWMS Checklist (F029)?	YES <input type="checkbox"/>	
Safe Operating Procedures / Task Specific Training		
Safe Operating Procedures / Task Specific Training evidence received and visually reviewed? <i>I.e. safe operating procedures or methodologies for Welding, grinding, patching, painting etc.). Note that this content may be included in the SWMS.</i>	YES <input type="checkbox"/>	
Pre-Start Toolbox / Site Risk Assessment		
Pre-Start Toolbox Talk (F050) / Site Risk Assessment (F001)	YES <input type="checkbox"/>	
Sign off & verification by: (Name & Signature)	[Insert Name]	
PART C: (for completion by Site Manager / Site Foreman)		
VERIFICATION FOR SITE INDUCTION		
PART A & PART B MUST BE COMPLETED AND SIGNED OFF PRIOR TO INDUCTION		
PART A Complete:	YES <input type="checkbox"/>	
PART B Complete:	YES <input type="checkbox"/>	
OK for Induction by:		
Name: _____ Title: _____ Date: _____		

APPENDIX H – Sample FDC training register

APPENDIX I— Injury and Incident Form

RECORD NUMBER

Date _____

Project Name _____ Project Number _____

State ☐ NSW ☐ VIC ☐ QLD ☐ SA ☐ WA ☐ ACT

Please select ☐ Construction ☐ Fitout & Refurbishment ☐ Mech

Injured Worker's Details / Worker Involved

Surname _____ Given Names _____ Sex (M/F) _____

Address _____

Suburb _____ State _____ Postcode _____ Phone _____

Date of Birth _____ Occupation _____

Employer _____

Address _____

Suburb _____ State _____ Postcode _____ Phone _____

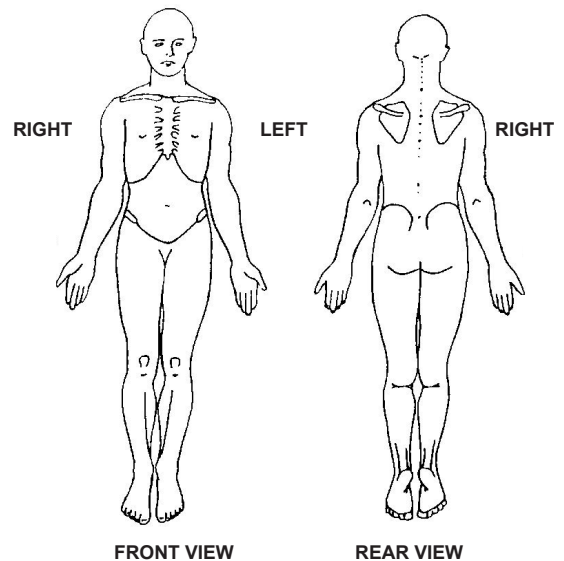
Injured Worker's Details / Worker Involved

Date of Event _____ Time _____ am / pm

Activity and area in which the person was engaged at the time

Type of injury and part of the body injured / nature of the injury

(Indicate location of physical injury on the diagram, or ☐ psychosocial)



Cause of injury / treatment given

Action taken to prevent repeat (review task hazard controls):

Name of person administering First Aid _____

Any referral for further treatment _____

Did the injured person cease work? ☐ yes ☐ no

Signature of person completed this form _____

Name of person completing this form _____

APPENDIX J – Weekly Inspection Form

Project Name:		Week Commencing:	
---------------	--	------------------	--

Note: This procedure is used to assist you in your weekly tasks and is not mandatory

WEEKLY	SITE TASKS	Y/N <input type="checkbox"/>	DAILY	SITE TASKS	DAILY CHECK <input type="checkbox"/>					
					M	T	W	T	F	S
		Weekly Site Inspection (F049)		<input type="checkbox"/>		Complete Site Attendance Register				
	Test Nurse Call System	<input type="checkbox"/>		Conduct inspection of fire egress						
	Update Site Specific Safety Noticeboard (located at Induction Shed)	<input type="checkbox"/>		Issue Permits to Work						
	Ensure all SWMS Checks have been completed	<input type="checkbox"/>		Log Deliveries for next working day						
	Check Subcontractor Insurances	<input type="checkbox"/>		Daily Entry in Site Diary						
	Check SDS expiry dates and update if required	<input type="checkbox"/>		Update Plant & Equipment Registers						
	Complete appropriate ITPs	<input type="checkbox"/>								

SUBCONTRACTOR COMPANY (List Below)	WEEKLY TASKS <input type="checkbox"/>								
	Conduct Toolbox Talk (F050)	Collect Subbie Toolbox Talk	At random, monitor SWMS Compliance (Task Observation – F053)	Inspect completed Log Books for all plant	Collect current Electrical Test & Tag Register (F073)	Hot Works Permits (F062)	Harness Permits (F064)	Excavation Permits (F066)	Confined Space Permits (F063)

APPENDIX K – Hazardous substance register



HAZARDOUS CHEMICAL REGISTER

Project No:

Project Name:

	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	To be completed ONLY if substance is classified as hazardous			
										Risk Rating (Base on Risk Matrix last page)	Controls (Will be based off what is actually being done onsite not from MSDS. i.e. use of PVC glue the control would be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
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12.													
13.													
14.													
15.													
16.													
17.													
18.													
19.													
20.													



HAZARDOUS CHEMICAL REGISTER

	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	To be completed ONLY if substance is classified as hazardous			
										Risk Rating (Base on Risk Matrix last page)	Controls (Will be based off what is actually being done onsite not from MSDS. i.e. use of PVC glue the control would be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls
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22.													
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38.													
39.													
40.													
41.													
42.													



HAZARDOUS CHEMICAL REGISTER

	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	To be completed ONLY if substance is classified as hazardous			
										Risk Rating (Base on Risk Matrix last page)	Controls (Will be based off what is actually being done onsite not from MSDS. i.e. use of PVC glue the control would be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls
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62.													
63.													
64.													



HAZARDOUS CHEMICAL REGISTER

	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	To be completed ONLY if substance is classified as hazardous			
										Risk Rating (Base on Risk Matrix last page)	Controls (Will be based off what is actually being done onsite not from MSDS. i.e. use of PVC glue the control would be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls
65.													
66.													
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83.													
84.													
85.													
86.													



HAZARDOUS CHEMICAL REGISTER





	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	To be completed ONLY if substance is classified as hazardous			
										Risk Rating (Base on Risk Matrix last page)	Controls (Will be based off what is actually being done onsite not from MSDS. i.e. use of PVC glue the control would be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls
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88.													
89.													
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91.													
92.													
93.													
94.													
95.													
96.													
97.													
98.													
99.													
100.													
101.													
102.													



Risk Assessment Matrix

LIKELIHOOD		
	Descriptor	Description
A	Very Likely	Happens frequently
B	Likely	Happens occasionally
C	Unlikely	Could happen but rare
D	Very Unlikely	Could happen but probably never will

CONSEQUENCES related to activities, products & services			
	Descriptor	Occupational Health & Safety	Environment
1	Catastrophic	Death	Possibility to cause long term environmental issue (harm), clean up cost >\$10,000, non compliance/breach of planning conditions with potential for legal, stop work notice issued due stakeholder concerns
2	Major	Serious injury or disease. Extended medical treatment required.	
3	Moderate	Medical treatment required. Lost time.	Possible short term issue, exceedence in license/DAmonitoring parameters, potential for stakeholder disruptions/complaints
4	Minor	Medical treatment required. No lost time.	Minor short term environmental impact Council Fine
5	Insignificant	No lost time (Report only)	Insignificant environmental impact

RISK CLASSES						
		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD		Catastrophic	Major	Moderate	Minor	Insignificant
A	Very Likely	1	3	6	10	14
B	Likely	2	5	9	13	17
C	Unlikely	4	8	12	16	19
D	Very Unlikely	7	11	15	18	20
	 = 1-3 or Extreme Risk		 = 4-6 or High Risk		 = 7-13 or Medium Risk	
					 = 15-20 or Low Risk	

Hierarchy of Controls

1. **ELIMINATION**, can the risk or hazard be totally eliminated?
2. **SUBSTITUTION**, can the risk or hazard be replaced with a less hazardous method, material or system?
3. **ISOLATION**, can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
4. **ENGINEERING CONTROLS**, can the hazard or risk be guarded or made safe by engineering methods?
5. **ADMINISTRATIVE CONTROLS**, can training, increased supervision, rotation or signage assist?
6. **PERSONAL PROTECTIVE EQUIPMENT**, can PPE protect the worker from the hazard or risk?

Risk Priority	Actions Based on the Residual Risk Level
Extreme (1-3)	No work allowed until the residual risk has been reduced. This may be by re-engineering or by using alternate construction methodologies.
High (4-6)	SWMS must be provided for activity that addresses all required controls, Workers must be trained in SWMS. Tool box meeting must be held prior to start of activity to review hazards and controls
Medium (7-13)	SWMS must be provided for activity that addresses all required controls, Workers must be trained in SWMS
Low (15-20)	SWMS not required.

APPENDIX L – Asbestos Lead register



Project No:

Project Name:

	Product	Sub-Contractor	size	Location
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

LIKELIHOOD		
	Descriptor	Description
A	Very Likely	Happens frequently
B	Likely	Happens occasionally
C	Unlikely	Could happen but rare
D	Very Unlikely	Could happen but probably never will

CONSEQUENCES related to activities, products & services			
	Descriptor	Occupational Health & Safety	Environment
1	Catastrophic	Death	Possibility to cause long term environmental issue (harm), clean up cost >\$10,000, non compliance/breach of planning conditions with potential for legal, stop work notice issued due stakeholder concerns
2	Major	Serious injury or disease. Extended medical treatment required.	
3	Moderate	Medical treatment required. Lost time.	Possible short term issue, exceedence in license/DA monitoring parameters, potential for stakeholder disruptions/complaints
4	Minor	Medical treatment required. No lost time.	Minor short term environmental impact Council Fine
5	Insignificant	No lost time (Report only)	Insignificant environmental impact

RISK CLASSES						
		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD		Catastrophic	Major	Moderate	Minor	Insignificant
A	Very Likely	1	3	6	10	14
B	Likely	2	5	9	13	17
C	Unlikely	4	8	12	16	19
D	Very Unlikely	7	11	15	18	20
		= 1-3 or Extreme Risk		= 4-6 or High Risk		= 7-13 or Medium Risk
						= 15-20 or Low Risk

Risk Priority	Actions Based on the Residual Risk Level
Extreme (1-3)	No work allowed until the residual risk has been reduced. This may be by re-engineering or by using alternate construction methodologies.
High (4-6)	SWMS must be provided for activity that addresses all required controls, Workers must be trained in SWMS. Tool box meeting must be held prior to start of activity to review hazards and controls
Medium (7-13)	SWMS must be provided for activity that addresses all required controls, Workers must be trained in SWMS
Low (15-20)	SWMS not required.



Hierarchy of Controls

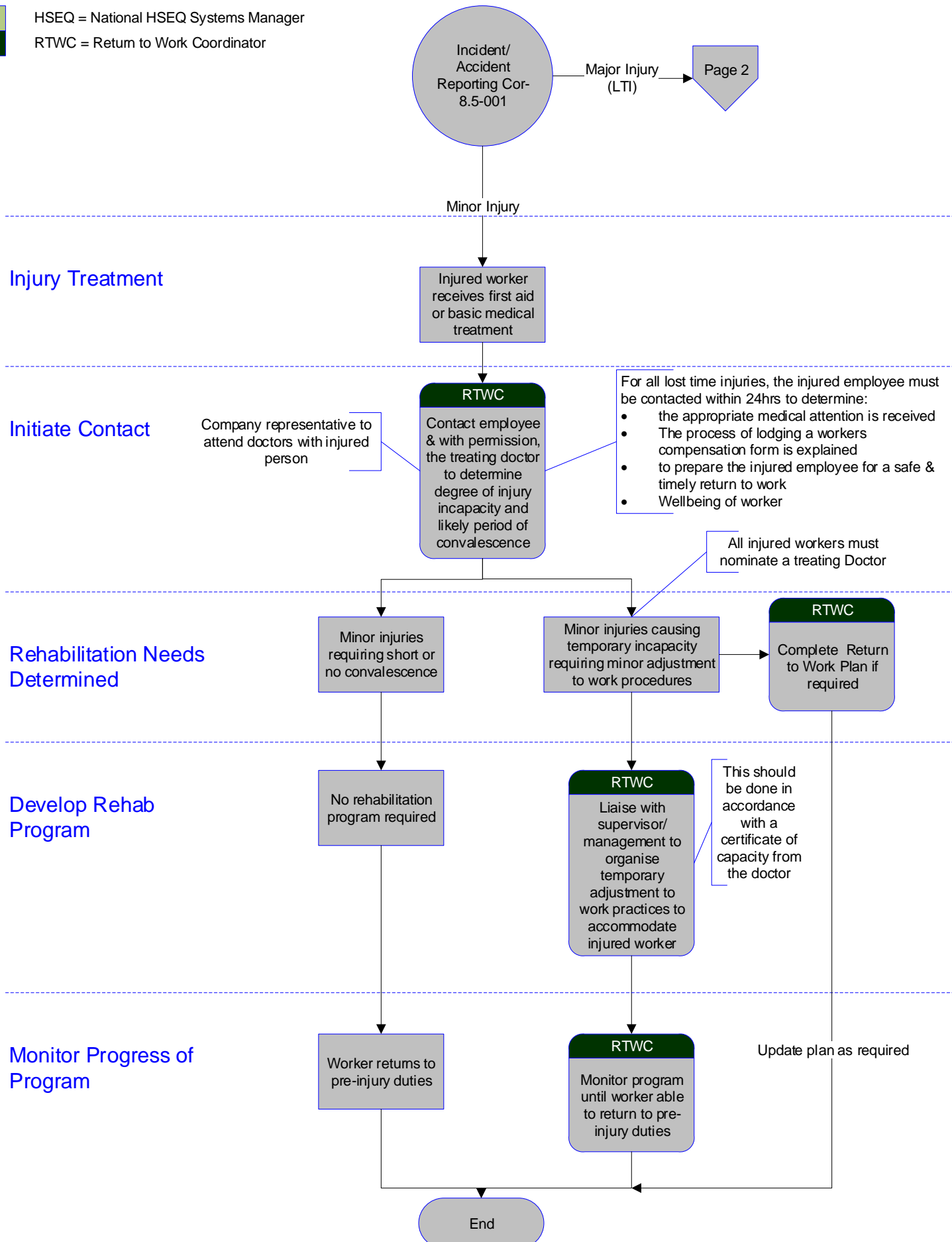
- ELIMINATION, can the risk or hazard be totally eliminated?
- SUBSTITUTION, can the risk or hazard be replaced with a less hazardous method, material or system?
- ISOLATION, can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
- ENGINEERING CONTROLS, can the hazard or risk be guarded or made safe by engineering methods?
- ADMINISTRATIVE CONTROLS, can training, increased supervision, rotation or signage assist?
- PERSONAL PROTECTIVE EQUIPMENT, can PPE protect the worker from the hazard or risk?

APPENDIX M – Injury management

No.	Cor-8.5-002	Injury Management	Rev: 8/03/19
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Minor Injuries

-  HSEQ = National HSEQ Systems Manager
-  RTWC = Return to Work Coordinator



No.	Cor-8.5-002	Injury Management	Rev: 8/03/19
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Major Injuries

 HSEQ = National HSEQ Systems Manager
 RTWC = Return to Work Coordinator

Page 1

Major injury = LTI

Injury Treatment

All injured workers must nominate a treating Doctor

Injured worker requires major treatment/hospitalisation

Initiate Contact

For all lost time injuries, the injured employee must be contacted within 24hrs to determine:

- the appropriate medical attention is received
- The process of lodging a workers compensation form is explained
- to prepare the injured employee for a safe & timely return to work

RTWC

Contact employee & with permission, the treating doctor to determine degree of injury incapacity and likely period of convalescence & rehabilitation if needed

RTWC

Complete Return to Work Plan if required

Rehabilitation Needs Determined

Significant incapacity requiring a professional rehabilitation program & organisation of a suitable duties program for an extended period before worker is able to resume pre-injury duties

Permanent incapacity rendering injured worker unable to resume pre-injury duties & requiring a rehabilitation program involving vocational training to equip injured worker for alternative employment within the organisation or outside

Incapacity which renders worker incapable of resuming any duties within the organisation

Develop Rehab Program

RTWC

Liaise with treating doctor, rehab provider & workplace to develop rehab program & suitable duties

RTWC

Liaise with treating doctor etc to determine appropriate rehabilitation suitable duties & vocational training schedule to develop to the fullest extent the workers mental, physical & vocational abilities

RTWC

Liaise with injured worker & rehab provider etc to determine appropriate rehabilitation & vocational training to develop workers capacity to obtain alternative employment

Update form as required

Monitor Progress of Program

HSEQ

Monitor program until worker able to return to pre-injury duties

HSEQ

Monitor program until worker is able to carry out appropriate or alternative work duties

HSEQ



Monitor program & assist worker to seek and find alternative employment

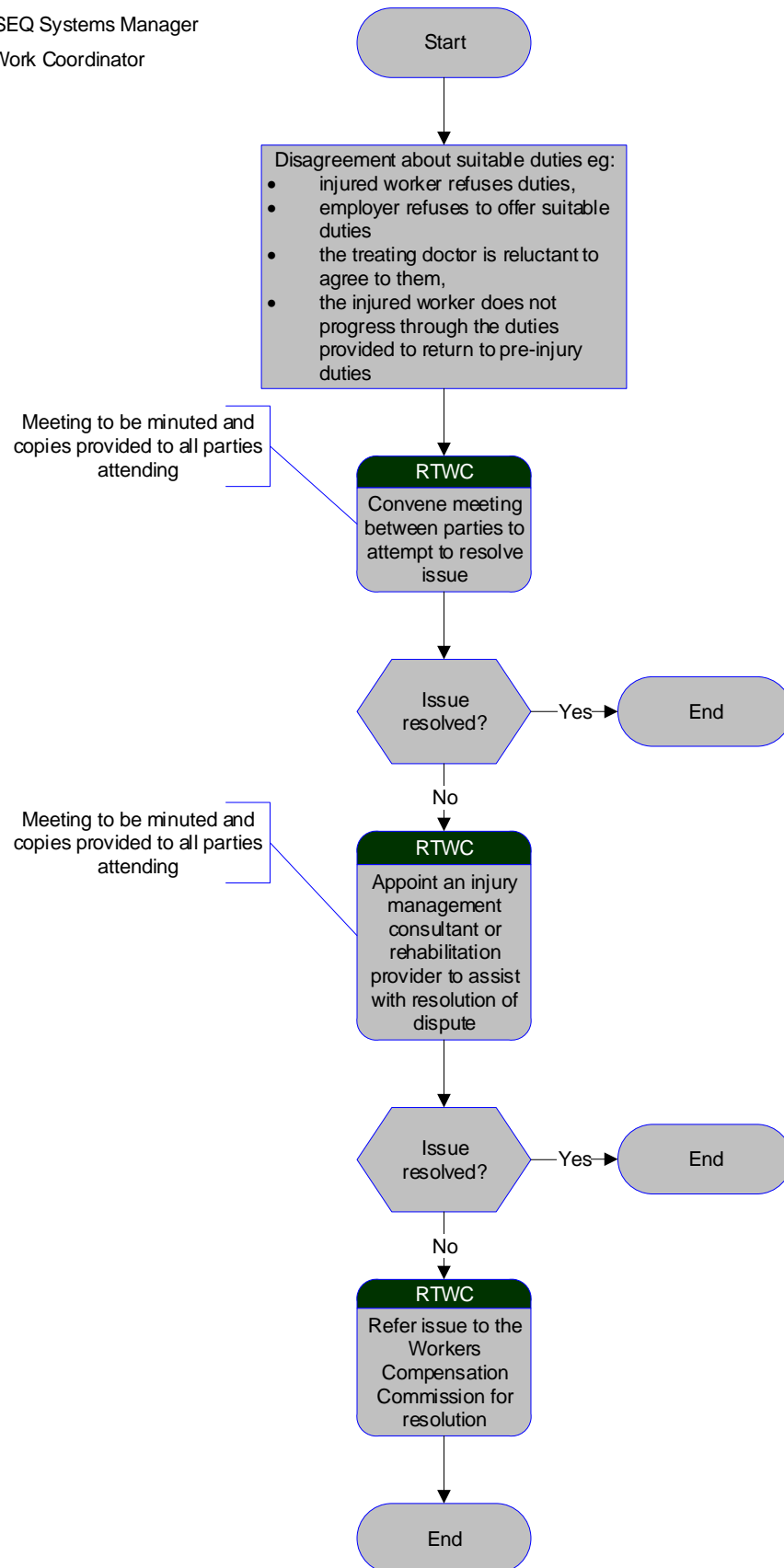
RTWC or nominated representative to contact injured person weekly to monitor wellbeing

End

No.	Cor-8.5-002	Injury Management	Rev:	8/03/19
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Rehabilitation

 HSEQ = National HSEQ Systems Manager
 RTWC = Return to Work Coordinator



No.	Cor-8.5-002	Injury Management	Rev:	8/03/19
Records				

Record Name	Location	Indexing Method	Access	Responsibility for filing Record	Min Retention Period
Return to Work Plan & associated documents	Q: Corporate	Date	HSEQ	HSEQ	10 Yrs

APPENDIX N– Return to work Policy

Return to Work Policy

Introduction

Workplace rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

FDC commitment:

FDC is committed to the prevention of illness and injury by providing a safe and healthy working environment in accordance with the FDC WHS Policy.

FDC is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured FDC workers have the opportunity to recover and return to work by:

- Ensuring that a return to work as soon as possible is a normal practice and expectation;
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers or similar professionals, for all who need them;
- Providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- Consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- Informing workers of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider;
- Providing access to interpreter services;
- Ensuring that participation in a return to work plan will not of itself prejudice an injured worker;
- Ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

Return to Work Coordinator:

The Return to Work Coordinator shall be a division HSEQ Representative whom shall:

- Determine the injured worker's needs;
- Identify suitable duties for the injured worker;
- Coordinate and monitor return to work plans;
- Liaise with all parties including the rehabilitation provider where appropriate;
- Provide information and support to the injured worker; and
- Maintain confidentiality.

Confidentiality:

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis.

Procedure:

Procedure for the management of injured workers:

- If any work related injury or illness occurs it must be reported to a responsible staff member, e.g. RTW Coordinator, an incident report form completed and treatment arranged;
- The Company will notify the insurer within the specified timeframe;
- Claims for compensation are to be forwarded to the insurer within the specified timeframe as per statutory requirements. For example there is a requirement to notify the WorkCover Agent (Insurer) within 48 hours of any injury where workers compensation may be payable on receipt of the claim;

Return to Work Policy

- FDC will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:
 - Assist in filling out Workers Compensation forms;
 - Explain rights, obligations, benefits and rehabilitation procedures to the injured worker;
 - Ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used); and
 - Where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

Providing suitable duties/employment

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties FDC shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Coordinator or Rehabilitation Provider can identify suitable duties in the workplace.

Consultation

FDC will consult with the injured worker and other workers on the rehabilitation process.

Resolving disputes

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the employee and management.

Responsibilities of workers

Every worker shall:

- Take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- Cooperate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- Notify the company on the day the injury occurs; and
- Cooperate in reasonable efforts by the company to rehabilitate the person.

Rights of workers

Each worker who sustains an injury shall have the choice of a treating doctor or an accredited Rehabilitation Provider, and access to an interpreter where necessary.

Nominated Rehabilitation Providers

The Nominated Rehabilitation Providers for this company are sourced when and if required.

A handwritten signature in black ink, appearing to read 'Bentley Cottle'.

Bentley Cottle
Managing Director

APPENDIX O – SWMS Checklist

This checklist must be completed, signed and accompany the SWMS prior to works commencing on site.

Project Name:		Subcontractor:	
Trade:		Subcontractor Supervisor:	
SWMS Number:		SWMS Revision Date:	
SWMS Title / Activity:			

SECTION 1 – MANDATORY HIGH RISK CRITERIA

Item	Requirement	Complies	If NO- What action is required? If YES – Identify which page of SWMS	Closed Out by and Date
1	Does the work being undertaken fall into the 18 High Risk Work Categories identified on page 2)? If No, proceed to Section 2 below.	<input type="checkbox"/> Y <input type="checkbox"/> N		
2	Does the SWMS provide the Project Name and Address?	<input type="checkbox"/> Y <input type="checkbox"/> N		
3	Does the SWMS provide the name and address of the relevant Subcontractor?	<input type="checkbox"/> Y <input type="checkbox"/> N		
4	Does the SWMS provide the date the SWMS was prepared?	<input type="checkbox"/> Y <input type="checkbox"/> N		
5	Have the names of workers who have been consulted in the development of the SWMS been identified?	<input type="checkbox"/> Y <input type="checkbox"/> N		
6	Are the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS identified?	<input type="checkbox"/> Y <input type="checkbox"/> N		
7	Does the SWMS identify the specific high risk construction work that will be undertaken?	<input type="checkbox"/> Y <input type="checkbox"/> N		
8	Does the SWMS describe the specific hazards, risks and controls related to the work?	<input type="checkbox"/> Y <input type="checkbox"/> N		
9	Are control measures in accordance with the Site Risk Assessment?	<input type="checkbox"/> Y <input type="checkbox"/> N		
10	Does the SWMS describe how control measures are to be implemented, monitored and reviewed?	<input type="checkbox"/> Y <input type="checkbox"/> N		
11	Includes a provision for workers to sign off and acknowledge they have been provided with information and instruction/ training and that understand the hazards and risks arising from the work?	<input type="checkbox"/> Y <input type="checkbox"/> N		
12	Does the SWMS describe the plant and equipment that will be used?	<input type="checkbox"/> Y <input type="checkbox"/> N		
13	Does the SWMS provide for emergency procedures including rescue requirements?	<input type="checkbox"/> Y <input type="checkbox"/> N		
14	Is the SWMS set out in a way that is readily accessible, understandable and easy to read?	<input type="checkbox"/> Y <input type="checkbox"/> N		

SECTION 2 – NON HIGH RISK CRITERIA

15	Does the SWMS / Safe operating procedure identify specific low risk construction work that will be undertaken?	<input type="checkbox"/> Y <input type="checkbox"/> N		
16	Does the SWMS / Safe operating procedure describe the specific hazards and risks that are related to the work?	<input type="checkbox"/> Y <input type="checkbox"/> N		
17	Does the SWMS / Safe operating procedure describe how the risks will be controlled?	<input type="checkbox"/> Y <input type="checkbox"/> N		

SECTION 3 – FDC ACCEPTANCE

The undersigned accepts that the SWMS meets the criteria of this form and actions identified have been resolved.

Reviewed and accepted by FDC:

Name:		Signature:		Date:	
The below sign off is only required by the FDC Site Manager where activities have been risk assessed as HIGH in the FDC Site Risk Assessment.					
Co-accepted by:					
Name:		Signature:		Date:	

High Risk Construction Work Activities

As defined under WHS Legislation, High Risk construction work means construction work that:

Involves a risk of a person falling more than 2m
Is carried out on a telecommunication tower
Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure
Involves, or is likely to involve, the disturbance of asbestos
Involves structural alterations or repairs that require temporary support to prevent collapse
Is carried out in or near a confined space
Is carried out in or near: <ul style="list-style-type: none"> ▪ Shaft or trench with an excavated depth greater than 1.5m; or ▪ A tunnel
Involves the use of explosives
Is carried out on or near pressurised gas distribution mains or piping
Is carried out on or near chemical, fuel or refrigerant lines
Is carried out on or near energised electrical installations or services
Is carried out in an area that may have a contaminated or flammable atmosphere
Involves tilt up or precast concrete
Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
Is carried out in an area at a workplace in which there is any movement of powered mobile plant
Is carried out in an area in which there are artificial extremes of temperature
Is carried out in or near water or other liquid that involves a risk of drowning
Involves diving work

APPENDIX P – Contractor performance report

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2.3 Responsibility 3

2.4 Review and Assessment..... 3

2.5 Contractor’s Response 4

3. PERFORMANCE RATINGS..... 4

4. FINAL PERFORMANCE REPORT..... 5

CONTRACTOR PERFORMANCE REPORT SCORING GUIDE

1. Application

This scoring guide provides minimum requirements for a Sub contractor performance reporting.

2. Reporting

2.1 Objectives

- Promote the process of continuous improvement in the delivery of the Cutaway project.
- Recognise good and superior performance and manage poor performance.
- Encourage cooperative relationships between Sub- contractors, Client and Workers
- Obtain a measure of the contractor's performance under the contract, to allow FDC Management to make informed decisions related Contractor performance.
- Enable the meaningful exchange of contractor performance reporting information under the contract.

2.2 Frequency

Contractor Performance Reports are required to be completed as a minimum:

- 1 Within 1 month of contractor starting onsite
- 2 Every 2 months during their programed contract work .
- 3 Immediately after Non-conformance Issued.
- 4 At FDC Construction management discretion e.g. when there is a continuing period of unsuitable performance on a contract by the contractor, or incidents as a result of performance.

Note: The performance criteria and a preliminary assessment should be discussed with the contractor prior to allocating final scores.

2.3 Responsibility

Responsibility for completion of Contractor Performance Reports should be assigned to the person best able to make accurate and factual assessments in accordance with the evaluation criteria. For most contracts, this will be the person who has day-to-day liaison with the contractor and would generally be the site and package managers

It is important to have all relevant facts and documentation to justify the assessment made, particularly if the assessment is negative.

2.4 Review and Assessment

When specified by FDC, a review of the reporting person's credentials and involvement with the contractor may be made by a reviewing teams experienced in contract management at a more senior level. The reviewing persons task is to ensure that the report is objective and accurate to the extent that it can be relied upon by Senior management General manager to make accountable decisions related to performance of contractor to continue to work on of for FDC Construction

Any disagreements with the reporting Teams report must be capable of substantiation and supported by facts

2.5 Contractor's Response

The contractor must be given a copy of each Contractor Performance Report. The report is to be discussed with the contractor, who must be given the opportunity to comment on the assessment within 10 working days or another period as may be determined by the Participating Authority.

In all cases, the reporting and/or reviewing officer must address any issues raised by the contractor and respond in writing. The contractor's comments and the written response by the reporting and/or reviewing officer form part of the report.

3. Performance Ratings

The contractor's performance is to be assessed against the performance criteria and scored in line with the descriptions outlined in Table 1 and Table 2 to promote consistency across Participating Authorities.

There should be no unsatisfactory performance rating unless evidence exists to demonstrate lack of achievement of the required standard of performance. Each criterion has an overall score that is made up of the average of the sub criteria (total score = average of sub criteria scores).

Table 1: Contractor performance scoring generic rating descriptions

Score	Rating	Descriptor (the extent to which the contractor meets performance requirements)
10	Superior	Exceptional. Always well above the required standard of performance. Demonstrated strengths and use of innovation where appropriate. No errors, risks, weaknesses or omissions.
9	Good	Often exceeds the required standard of performance. Demonstrated strengths and use of innovation where appropriate. Negligible minor errors, risks, weaknesses or omissions which are acceptable as offered.
8		Sound achievement of the required standard of performance. Minimal minor errors, risks, weaknesses or omissions which are acceptable as offered.
7	Acceptable	Reasonable achievement of the required standard of performance. Some minor errors, risks, weaknesses or omissions which may be acceptable as offered.
6		Reasonable achievement of the required standard of performance standard of performance. Some errors, risks, weaknesses or omissions which can be corrected/overcome with minimum effort.
5		Minimal achievement of the required standard of performance. Some errors, risks, weaknesses or omissions which are possible to correct/overcome and make acceptable.
4	Unacceptable	Moderate weaknesses. Does not always meet the required standard of performance.
3		Significant weaknesses. Performance is often below the required standard of performance.
2		Major weaknesses. Rarely meets the required standard of performance.
1		General non-compliance. Has not met the required standard of performance.
0		Severe non-compliance. Does not meet the required standard of performance and is not recommended to carry out this type of work.

GUIDE NOTE:

It is possible that not all sub criteria will be assessed for every contract. Where a sub criterion is not assessed, the remaining sub criteria will be averaged to provide a score at the criterion level. For example, for Criteria 5, Quality of Work, sub criteria (a) Design will not be assessed if the contract does not include design works. The overall score for Criteria 5 will be the average of the remaining sub criteria (b) to (d).

4. Intermate Performance report

Once the performance report is completed any poor performing contractors' reports are to be issued to Senior management, the contractor is to attend a meeting with the project Senior Project manager, WHS Coordinator, Site manager and Project Director to discuss results of the poor performance report and agree on key activities, Initiatives to be corrected and updated management systems to be put in place to correct Poor performance. Meeting is to be recorded and a close out date for tasks is to be set, agreement on a follow up Subcontractor performance report date is to be set and completed as part of the close out.

5. Final Performance Report

The final Contractor Performance Report on each completed contract will be the main source of data for evaluation of the performance of a contractor. For this reason, the final report should reflect the performance of the contractor during the whole of the contract. When performance is unsatisfactory, the report must be accompanied by backup evidence and all relevant details of the unsatisfactory performance.

Documentary evidence supporting reports, including minutes of meetings with the contractor, should be referenced in the report. Care should be taken not to destroy the evidence whilst it is still relevant to a performance report.

Table 2: System contractor performance criteria and detailed rating descriptions

Criteria	Sub criteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
1. Time management and progress	(a) Program	<ul style="list-style-type: none"> Inadequate planning, coordination and execution of activities, work processes and critical operations. 	<ul style="list-style-type: none"> Satisfactory planning, coordination and execution of activities, work processes and critical operations. 	<ul style="list-style-type: none"> Good planning, coordination and execution of activities, work processes and critical operations. Good effort made to keep on schedule. 	<ul style="list-style-type: none"> Excellent planning, coordination and execution of activities and work processes. Very proactive in keeping ahead of schedule. 	<ul style="list-style-type: none"> Program.
	(b) Progress of work against program	<ul style="list-style-type: none"> Contractual obligations not met within the prescribed time limits on many occasions and having a moderate-to-significant impact on the contract. 	<ul style="list-style-type: none"> Contractual obligations generally within the prescribed time limit. Some notices/claims etc. lodged late but minimal impact on contract. 	<ul style="list-style-type: none"> Contractual obligations met by the prescribed time limit. Issuing of notices etc. by the prescribed time. 	<ul style="list-style-type: none"> Contractual obligations met ahead of the prescribed timeframe. Issuing of notices etc ahead of the prescribed time. Early warning of potential design errors or omissions. Early warning of possible variations. 	<ul style="list-style-type: none"> Copies of dated correspondence confirming time obligations met or not met. Site meeting minutes. Letters advising missed time limits. Certificate of Practical Completion.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
2. Contract management	(a) Management of subcontractors	<ul style="list-style-type: none"> ▪ The contractor exercised some contractual responsibility for all of its consultants, subcontractors and suppliers. ▪ Inadequate management and coordination of all of consultants, and suppliers. ▪ The contractor exercised inadequate control of the performance and work processes of each consultant, and supplier. ▪ 	<ul style="list-style-type: none"> ▪ The contractor exercised a satisfactory level of contractual responsibility for all of its consultants, subcontractors and suppliers. ▪ Satisfactory management and coordination of all consultants, and suppliers. ▪ The contractor exercised satisfactory control of the performance and work processes of each consultant, and supplier. ▪ 	<ul style="list-style-type: none"> ▪ The contractor exercised a high level of contractual responsibility for all of its consultants, subcontractors and suppliers. ▪ Good management and coordination of all of consultants, and suppliers. ▪ The contractor exercised good control of the performance and work processes of each consultant, and supplier. ▪ 	<ul style="list-style-type: none"> ▪ The contractor exercised an exceptional level of contractual responsibility for all of its consultants, subcontractors and suppliers. ▪ Excellent management and coordination of all of consultants, and suppliers. ▪ The contractor exercised excellent control of the performance and work processes of each consultant, and supplier. ▪ 	<ul style="list-style-type: none"> ▪ Audit reports, internal and 2nd party. ▪ Daily diaries. ▪

	(b) Contract resources (plant and personnel)	<p>Plant</p> <ul style="list-style-type: none"> ▪ Inadequate condition and availability of plant. ▪ Inadequate selection of plant for the tasks involved in the contract. ▪ Plant use was below the acceptable standard and moderately effective. <p>Personnel</p> <ul style="list-style-type: none"> ▪ Contractor's representative has limited knowledge and experience. Performance met the acceptable standard. 	<p>Plant</p> <ul style="list-style-type: none"> ▪ Satisfactory condition and availability of plant. ▪ Satisfactory selection of plant for the tasks involved in the contract. ▪ Plant use met the acceptable standard and was effective. <p>Personnel</p> <ul style="list-style-type: none"> ▪ Contractor's representative has satisfactory knowledge and experience. Performance met the acceptable standard. 	<p>Plant</p> <ul style="list-style-type: none"> ▪ Good condition and availability of plant. ▪ Good selection of plant for the tasks involved in the contract. ▪ Plant use was above the acceptable standard. <p>Personnel</p> <ul style="list-style-type: none"> ▪ Contractor's representative has good knowledge and experience. Performance was above the acceptable 	<p>Plant</p> <ul style="list-style-type: none"> ▪ Excellent condition and availability of plant. ▪ Excellent selection of plant for the tasks involved in the contract. ▪ Plant use was well above the acceptable standard. <p>Personnel</p> <ul style="list-style-type: none"> ▪ Contractor's representative has excellent knowledge and experience. Performance was 	<ul style="list-style-type: none"> ▪ Monthly progress reports. ▪ Daily dairies. ▪ Interim Contractor Performance Reports. ▪ Prestart checklist or Plant Condition Reports.
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Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<p>experience. Performance was below the acceptable standard. Qualifications did not meet requirements.</p> <ul style="list-style-type: none"> Contractor's representative sometimes off-site for critical operations. Construction manager has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Construction manager sometimes off-site for critical operations. Design manager has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Key operational personnel have limited knowledge, experience and performance. Qualifications did not meet requirements. Inadequate number of key operational personnel. Some difficulty in delivering 	<p>Qualifications met requirements.</p> <ul style="list-style-type: none"> Contractor's representative on site at most times but always on-site for critical operations. Construction manager has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Construction manager on site at most times but always on-site for critical operations. Design manager has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Sufficient key operational personnel. Little difficulty in delivering the contract. Insignificant adverse effect on processes and outcomes. Insignificant adverse effect on progress and quality caused by turnover in key operational personnel. Key operational personnel on-site at most times but always for critical operations. 	<p>standard. Qualifications exceeded requirements.</p> <ul style="list-style-type: none"> Contractor's representative almost always on-site but always on site for critical operations. Construction manager has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Construction manager almost always on -site but always on-site for critical operations. Design manager has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Key operational personnel have good knowledge, experience and performance. Qualifications exceeded requirements. More than sufficient key operational personnel. No difficulty in delivering the contract. No adverse effect on 	<p>well above the acceptable standard. Qualifications exceeded requirements.</p> <ul style="list-style-type: none"> Contractor's representative always on-site and present at all critical operations Construction manager has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Construction manager always on-site and present at all critical operations. Design manager has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Key operational personnel have excellent knowledge, experience and performance. Qualifications exceeded requirements. Exceptional number of key operational personnel. No difficulty in delivering an excellent contract. A 	

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<p>the contract. Some adverse effects on processes and outcomes.</p> <ul style="list-style-type: none"> Some adverse effect on progress and quality caused by turnover in key operational personnel. Key operational personnel sometimes off-site during critical operations. <p><i>Note: Key operational personnel includes:</i></p> <ul style="list-style-type: none"> Project manager Site engineers Foremen 	<p><i>Note: Key operational personnel includes:</i></p> <ul style="list-style-type: none"> Project manager Site engineers Foremen 	<p>outcomes and processes.</p> <ul style="list-style-type: none"> No adverse effect on progress and quality caused by turnover in key operational personnel. Key operational personnel almost always on-site but always for critical operations. <p><i>Note: Key operational personnel includes:</i></p> <ul style="list-style-type: none"> Project manager Site engineers Foremen 	<p>significant positive effect on processes and outcomes.</p> <ul style="list-style-type: none"> A positive effect on progress and quality due to turnover in key operational personnel. Key operational personnel always on-site and present at all critical operations. <p><i>Note: Key operational personnel includes:</i></p> <ul style="list-style-type: none"> Project manager Site engineers Foremen 	
	(c) Contract administration	<ul style="list-style-type: none"> Compliance with the administrative and legal requirements of the contract was below the acceptable standard. Contract records system was inadequately maintained. Some difficulty in ensuring that up-to-date drawings and specifications are used on-site. Some as-built records were 	<ul style="list-style-type: none"> Compliance with the administrative and legal requirements of the contract met the acceptable standard. Contract records system was satisfactorily maintained. Usually ensured that up-to-date drawings and specifications are used on-site. As-built records were submitted in time and mostly complete. Satisfactory follow-up action on minutes of site meetings. 	<ul style="list-style-type: none"> Compliance with the administrative and legal requirements of the contract was above the acceptable standard. Contract records system was maintained well. Almost always ensured that up-to-date drawings and specifications are used on-site. As-built records were submitted ahead of time, and 	<ul style="list-style-type: none"> Compliance with the administrative and legal requirements of the contract well above the acceptable standard. Maintenance of the contract records system was excellent. Always ensured that up-to-date drawings and specifications are used on-site. As-built records submitted complete and well ahead of 	<ul style="list-style-type: none"> Monthly progress reports. Daily dairies. Statutory declarations. Minutes of meetings. Interim Contractor Performance Report.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		submitted on time, with some incomplete. ▪ Inadequate follow-up action on minutes of site meetings.		complete. ▪ Good follow-up action on minutes of site meetings.	time. ▪ Excellent follow-up action on minutes of site meetings.	

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
	(d) Management of construction works/site	<ul style="list-style-type: none"> Inadequate management structure and reporting procedures. Inadequate supervision of contractor's own site personnel. Inadequate support of inexperienced construction personnel by experienced senior on-site personnel. 	<ul style="list-style-type: none"> Satisfactory management structure and reporting procedures. Satisfactory supervision of contractor's own site personnel. Satisfactory support of inexperienced construction personnel by experienced senior on-site personnel. 	<ul style="list-style-type: none"> Good management structure and reporting procedures. Good supervision of contractor's own site personnel. Good support of inexperienced construction personnel by experienced senior on-site personnel. 	<ul style="list-style-type: none"> Excellent management structure and reporting procedures. Excellent supervision of contractor's own site personnel. Excellent support of inexperienced construction personnel by experienced senior onsite personnel. 	<ul style="list-style-type: none"> Monthly progress reports. Daily dairies. Interim Contractor Performance Reports.
3. Utilisation of management systems <i>(Note: Assessment will focus on both quality of system and whether it was utilised successfully on the subject contract)</i>	(a) WH&S management	<p>Personnel</p> <ul style="list-style-type: none"> WH&S representative has limited knowledge and experience. Performance was below the acceptable standard. <p>Preparation</p> <ul style="list-style-type: none"> An initial Safety Plan that did not meet the minimum requirements. Initial Safety SWMS finalised and accepted later than required or after some delays and later than the time required <p>Implementation</p>	<p>Personnel</p> <ul style="list-style-type: none"> WH&S representative has satisfactory knowledge and experience. Performance met the acceptable standard. <p>Preparation</p> <ul style="list-style-type: none"> A satisfactory initial Safety Plan. Initial Safety Plan finalised and accepted on time or in the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Satisfactory safety induction program. Holds toolbox meetings in accordance with the Safety Plan. Adequate safety performance. S 	<p>Personnel</p> <ul style="list-style-type: none"> WH&S representative has good knowledge and experience. Performance was above the acceptable standard. <p>Preparation</p> <ul style="list-style-type: none"> A good initial Safety Plan. Initial Safety Plan finalised and accepted earlier than required or earlier than the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Good safety induction program. Holds toolbox meetings in accordance with the Safety 	<p>Personnel</p> <ul style="list-style-type: none"> WH&S representative has excellent knowledge and experience. Performance was well above the acceptable standard. <p>Preparation</p> <ul style="list-style-type: none"> An excellent initial Safety Plan. Initial Safety Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Excellent safety induction program. Holds toolbox meetings in 	<ul style="list-style-type: none"> Copies of safety audit reports. Internal and 2nd party. Non-compliance with contract requirements and contract Safety Plan. Monthly progress reports. Daily dairies. Incident/accident reports. Worksafe improvement notices. Interim Contractor Performance

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<ul style="list-style-type: none"> Limited safety induction program. Holds toolbox meetings but not in accordance with the Safety Plan. Inadequate safety performance. Non-conformances, incidents and accidents often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate consequences. 2nd party audits identified an inadequate level of compliance. 	<p>reports adequate.</p> <ul style="list-style-type: none"> Internal audits and inspections mostly carried out as per the Safety Plan. Non-conformances, incidents and accidents nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non-conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. 	<p>Plan, sometimes more frequently.</p> <ul style="list-style-type: none"> Good safety performance. Good standard of monthly WH&S reports. Internal audits and inspections almost always carried out as per the Safety Plan. Non-conformances, incidents and accidents almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. 	<p>accordance with the Safety Plan, usually more frequently.</p> <ul style="list-style-type: none"> Excellent safety performance. Internal audits and inspections always carried out as per the Safety Plan. Non-conformances, incidents and accidents always reported and always actioned promptly and effectively. No repetition of the same non-conformance type. 2nd party audits identified an excellent level of compliance. 	Reports.
	(b) Quality management	Personnel <ul style="list-style-type: none"> Quality management representative has limited knowledge and experience. 	Personnel <ul style="list-style-type: none"> Quality management representative has satisfactory knowledge and experience. 	Personnel <ul style="list-style-type: none"> Quality management representative has good knowledge and experience. 	Personnel <ul style="list-style-type: none"> Quality management representative has excellent knowledge and experience. 	<ul style="list-style-type: none"> Copies of suitability and compliance audit reports, internal

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<p>Performance was below the acceptable standard.</p> <ul style="list-style-type: none"> Quality management representative sometimes off-site for critical operations. <p>Preparation</p> <ul style="list-style-type: none"> An initial Quality Plan that did not meet the minimum requirements. Initial Quality Plan finalised and accepted later than required or after some delays and later than the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Execution of work process was below the acceptable standard. Inadequate execution of Inspection and Test Plans. Many lots not visually inspected and assessed before submitting for acceptance. Non-conformances often poorly reported and not satisfactorily addressed. Repetitions of the same non-conformance type with 	<p>Performance met the acceptable standard.</p> <ul style="list-style-type: none"> Quality management representative on-site at most times but always on-site for critical operations. <p>Preparation</p> <ul style="list-style-type: none"> A satisfactory initial Quality Plan. Initial Quality Plan finalised and accepted on time or in the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Execution of work process met the acceptable standard. Satisfactory execution of Inspection and Test Plans. Most lots visually inspected and assessed before submitting for acceptance. Non-conformances satisfactorily reported and generally satisfactorily addressed after some prompting. Repetitions of the same non-conformance type with minor consequences. A low level of rework. Satisfactory observance of hold points. Internal audits mostly carried out 	<p>Performance was above the acceptable standard.</p> <ul style="list-style-type: none"> Quality management representative almost always on-site but always on-site for critical operations. <p>Preparation</p> <ul style="list-style-type: none"> A good initial Quality Plan. Initial Quality Plan finalised and accepted earlier than required or earlier than the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Execution of work process was above the acceptable standard. Good execution of Inspection and Test Plans. Almost all lots visually inspected and assessed before submitting for acceptance. Non-conformances almost always reported and addressed promptly and effectively. Low number of repetitions of the same non-conformance type. A very low level of rework. Good observance of hold 	<p>Performance was well above the acceptable standard.</p> <ul style="list-style-type: none"> Quality management representative always on-site and present at all critical operations. <p>Preparation</p> <ul style="list-style-type: none"> An excellent initial Quality Plan. Initial Quality Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. <p>Implementation</p> <ul style="list-style-type: none"> Execution of work process was well above the acceptable standard. Excellent execution of Inspection and Test Plans. All lots visually inspected and assessed before submitting for acceptance. Non-conformances always reported and addressed promptly and effectively. No repetition of the same non-conformance type. An insignificant level of rework. Excellent observance of hold 	<p>and 2nd party.</p> <ul style="list-style-type: none"> Non-compliance with contract requirements and contract Quality Plan. Monthly progress reports. Lot records, test results survey and other measurements and non-conformance reports Daily diaries. Interim Contractor Performance Reports. Copies of meeting minutes. Non-conformance register. Correspondence. Statutory declarations.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<p>moderate-to-significant consequences.</p> <ul style="list-style-type: none"> A medium level of rework. Observance of hold points inadequate. Internal audits not usually carried out as per the Quality Plan. Internal audits identified an inadequate level of compliance. 2nd party audits identified an inadequate level of compliance. 	<p>as per the Quality Plan.</p> <ul style="list-style-type: none"> Internal audits identified a satisfactory level of compliance. 2nd party audits identified a satisfactory level of compliance. 	<p>points.</p> <ul style="list-style-type: none"> Internal audits almost always carried out as per the Quality Plan. Internal audits identified a good level of compliance. 2nd party audits identified a good level of compliance. 	<p>points.</p> <ul style="list-style-type: none"> Internal audits always carried out as per the Quality Plan. Audits identified an excellent level of compliance. 2nd party audits identified an excellent level of compliance. 	
	(c) Environmental management	<p>Personnel</p> <ul style="list-style-type: none"> Environmental management representative has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Environmental management representative often off-site for critical times and/or events. 	<p>Personnel</p> <ul style="list-style-type: none"> Environmental management representative has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Environmental management representative on-site at most times but always for critical times and/or events. 	<p>Personnel</p> <ul style="list-style-type: none"> Environmental management Representative has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Environmental management representative almost always onsite but always on-site at critical times and/or events. 	<p>Personnel</p> <ul style="list-style-type: none"> Environmental management representative has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Environmental management representative always on-site and present at all critical times and/or events. 	<ul style="list-style-type: none"> Copies of environmental audit reports, internal and 2nd party. Non-compliance with contract requirements and contract Environmental Management Plan. Inspection reports. Monthly progress reports. Non-

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		Implementation <ul style="list-style-type: none"> Significant damage and/or blatant disregard for sensitive and/or significant features. Internal audits not usually carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate consequences. 2nd party audits identified an inadequate level of compliance. 	Implementation <ul style="list-style-type: none"> May not proactively manage environmental, cultural or heritage issues. Non-conformances, incidents and accidents in environmental, cultural and heritage matters nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non-conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. 	<p>Management Plan finalised and accepted earlier than required or earlier than the time required by the contract.</p> Implementation <ul style="list-style-type: none"> Environmental, cultural and heritage matters approached proactively and sensitively. Internal audits almost always carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. 	<ul style="list-style-type: none"> Initial Environmental Management Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Implementation <ul style="list-style-type: none"> Environmental, cultural and heritage matters approached proactively and with great sensitivity. Internal audits always carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters always reported and always actioned promptly and effectively. No repetition of the same non-conformance type. 2nd party audits identified an excellent level of compliance. 	<p>conformance reports and registers.</p> <ul style="list-style-type: none"> Daily diaries. Interim Contractor Performance Reports.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
	(d) Traffic management	Personnel <ul style="list-style-type: none"> Traffic management representative has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Traffic management representative sometimes off-site for critical times and/or events. <ul style="list-style-type: none"> Initial Traffic Management Plan finalised and accepted later than required or after some delays and later than the time required by the contract. Other traffic management personnel have fair knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. 	Personnel <ul style="list-style-type: none"> Traffic management representative has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Traffic management representative on-site at most times but always for critical times and/or events. Implementation <ul style="list-style-type: none"> Other traffic management personnel have good knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Satisfactory individual traffic control diagrams. Maintenance of daily diaries met the acceptable standard. Satisfactory communication and 	Personnel <ul style="list-style-type: none"> Traffic management representative has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Traffic management representative almost always on-site but always on-site at critical times and/or events. Implementation <ul style="list-style-type: none"> Initial Traffic Management Plan finalised and accepted earlier than required or earlier than the time required by the contract. Other traffic management personnel have very good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Good individual traffic control diagrams. Maintenance of daily diaries 	Personnel <ul style="list-style-type: none"> Traffic management representative has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Traffic management representative always on-site and present at all critical times and/or events. Implementation <ul style="list-style-type: none"> Initial Traffic Management Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Other traffic management personnel have excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Excellent individual traffic control diagrams. Maintenance of daily diaries 	<ul style="list-style-type: none"> Reports of major incidents or accidents. Copies of notices or reports issued by Police or Coroner. Copies of audit reports, internal audit and 2nd party. Copies of inspection reports. Monthly progress reports. Non-conformance reports and registers. Daily diaries. Interim Contractor Performance Reports. CVs for traffic management representative and other traffic management

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		<ul style="list-style-type: none"> Limited individual traffic control diagrams. Maintenance of daily diaries was below the acceptable standard. Limited communication and consultation with all stakeholders. Internal audits and inspections not usually carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate-to-significant consequences. 2nd party audits identified an inadequate level of compliance. Limited complaints management. With some exceptions, complaints usually handled with respect and consideration. Some delays in achieving 	<ul style="list-style-type: none"> consultation with all stakeholders. Internal audits and inspections mostly carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non-conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. Good complaints management. With few exceptions, complaints mostly handled with respect and consideration. A few small delays in achieving resolution. 	<ul style="list-style-type: none"> was above the acceptable standard. Good communication and consultation with all stakeholders. Internal audits and inspections almost always carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. Very good complaints management. Complaints almost always handled with respect and consideration and nearly always resolved without delay. 	<ul style="list-style-type: none"> exceeded the acceptable standard. Excellent communication and consultation with all stakeholders. Internal audits and inspections always carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents always reported and always actioned promptly and effectively. No repetition of the same non-conformance type. 2nd party audits identified an excellent level of compliance. Excellent complaints management procedure and attitude to the resolution of complaints, but few, if any, complaints received. 	personnel.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		resolution.				
4. Relationship management	(a) Cooperative relationships with principal	<ul style="list-style-type: none"> Inadequate commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues mostly resolved slowly and inefficiently due to generally ineffective communication and attitude. 	<ul style="list-style-type: none"> Satisfactory commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues resolved in a timely and efficient manner through open and effective communication. 	<ul style="list-style-type: none"> Good commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues always resolved quickly and efficiently through open and very effective communication. 	<ul style="list-style-type: none"> Excellent commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues always resolved very quickly and efficiently through excellent communication. Very pro-active in maintaining an excellent relationship. 	<ul style="list-style-type: none"> Daily diaries. Correspondence. Interim Contractor Performance Report.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
	(c) Other stakeholders e.g. government	<ul style="list-style-type: none"> Stakeholder liaison almost always fails to meet contract/specification requirements. 	<ul style="list-style-type: none"> Stakeholder liaison often fails to meet contract/specification requirements. Late responses to enquiries from 	<ul style="list-style-type: none"> Stakeholder liaison almost always complies with contract/specification requirements. 	<ul style="list-style-type: none"> Stakeholder liaison often exceeds contract/specification requirements. Proactive management of 	<ul style="list-style-type: none"> Daily diaries. Complaints register. Commitment

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
5. Quality of work	(a) Design	<ul style="list-style-type: none"> Frequent significant design errors/omissions resulting in increased costs of supervision to measure up and agree new quantities. Significant impact on constructability and maintainability. Plans difficult to interpret. Significant contribution to approved variations. Significant impact on contract completion timing. Errors/omissions caused significant difficulties to construction contractor. 	<ul style="list-style-type: none"> Some errors and omissions. Minor delays to program as a result of the errors/omissions. Minor increase in cost to Principal. Design queries were answered in accordance with the contract documents. 	<ul style="list-style-type: none"> Minor errors/omissions. No significant impact on overall quality of contract. Design errors/omissions did not cause any difficulties for the construction contractor or subcontractors. Design errors or omissions did not result in any significant variations to the contract or increase in cost. Design queries were answered promptly by the designers. 	<ul style="list-style-type: none"> No design errors/omissions or those that did occur could not be foreseen/were minor. Extra effort made by designers to make plans easy to interpret by construction personnel. Innovative design. 	<ul style="list-style-type: none"> Monthly progress reports. Daily dairies. Interim Contractor Performance Reports. Correspondence.
	(b) Construction	<ul style="list-style-type: none"> Inappropriate construction techniques used on many 	<ul style="list-style-type: none"> Occasionally inappropriate construction techniques used 	<ul style="list-style-type: none"> Contract fully meets specification requirements. 	<ul style="list-style-type: none"> Innovative and advanced construction techniques used 	<ul style="list-style-type: none"> Inspection test results.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
		occasions with significant impact on the contract. <ul style="list-style-type: none"> Excessive supervision required. Contractor seeks guidance by FDC on frequent occasions. 	with minimal impact on overall contract. <ul style="list-style-type: none"> Supervision required was in line with expectations for this type of contract. Minor and infrequent issues relating to equipment and resources. 	<ul style="list-style-type: none"> Adequate equipment and resources. Effective use of available equipment and resources. Supervision required was slightly less than expected. Average down time due to illness/injury or equipment breakdowns. 	to deliver a superior product, modern equipment and highly skilled resources. <ul style="list-style-type: none"> Backup resources to cover for illness/injury. Supervision required was minimal compared to industry norms. Proactive maintenance of equipment with better than average down time. 	<ul style="list-style-type: none"> Monthly progress reports. Daily dairies. Interim Contractor Performance Reports.

Criteria	Subcriteria	Score				Examples of documentation to support assessment
		0-4	5-7	8-9	10	
		Unacceptable	Acceptable	Good	Superior	
	(d) Defects	<ul style="list-style-type: none"> ▪ Maintenance and defects rectification after practical completion almost always fails to comply with specification requirements. ▪ Minimal effort in rectifying defects and omissions. ▪ Accident or near-miss occurs due to failure to address maintenance or defects. ▪ Contractor does not rectify safety hazards that could cause an accident. 	<ul style="list-style-type: none"> ▪ Maintenance and defects rectification after practical completion often fails to comply with specification requirements. ▪ Defects and omissions completed later than the time nominated by the FDC. ▪ Multiple prompts required to rectify maintenance defects. 	<ul style="list-style-type: none"> ▪ Maintenance and defects rectification after practical completion almost always complies with specification requirements. ▪ Defects and omissions completed within the time nominated by the FDC. 	<ul style="list-style-type: none"> ▪ Maintenance and defects rectification after practical completion often exceeds specification requirements. ▪ Defects and omissions completed earlier than the time nominated by the FDC. ▪ Contractor proactively rectifies maintenance and defects issues without prompting from the FDC. ▪ No non-compliances issued regarding maintenance after practical completion. 	<ul style="list-style-type: none"> ▪ Monthly progress reports. ▪ Daily dairies. ▪ Interim Contractor Performance Reports. ▪ Correspondence.

APPENDIX Q – WHS Risk Workshops flow chart

HSE Risk Workshops

Phase	Workshops	
1. Tender	1. Workplace RiskAssessment 2. Safety in Design RiskAssessment 3. Identify Project specific HSE gates 4. Populate Gates Register	– Accountable Project Director – Accountable Design Manager – Responsible Project Manager – Responsible Site Manager – Consult HSEQ Coordinator
2. Pre Commencement	1. Review Workplace Risk Assessment, Safety in Design Risk Assessment and Project specific HSE Gates Register. Review of Lessons Learnt from previous projects 2. Safety in Design Workshop – Design Manager to discuss risks that have been identified. Review of Lessons Learnt from previous projects 3. Logistics 4. Subcontractor Selection 5. Capabilities 6. Review project specific HSE gates in 1.3 7. Estimating to Construction	– Accountable Project Director – Responsible Design Manager – Responsible Project Manager – Consult HSEQ Coordinator
3. Construction	1. Review Workplace Risk Assessment, Safety in Design Risk Assessment and Project specific HSE Gates Register. Review of Lessons Learnt from previous projects 2. Safety in Design RiskAssessment 3. HSE RiskWorkshops <ul style="list-style-type: none"> 3.3.1 Enabling Works / Demolition 3.3.2 Civil / Excavation 3.3.2 Site Logistic (gantries, public protection, cranage, hoisting, static pumps etc.) 3.3.3 Containment & Perimeter Protections (handrail, formwork screens) 3.3.4 Structure / Façade 3.3.5 Finishes / Services & Commissioning 3.3.6 Project specific HSE Gates Register as per 2. 	– Accountable Project Director – Responsible Design Manager – Responsible Site Manager – Consult HSEQ Coordinator

APPENDIX R – Incident Management Flow chart

INCIDENT ESCALATION / NOTIFICATION

- Safety Incident – SafeWork reportable
 - Who to be contacted – PAP - **Stephen Baker** - Mob - 0476 823 141
 - Target notification time frame - **2HR Target** (or as soon as reasonably practical for significant incidents that may require comms response)
 - WhatsApp group - Yes. Team identified as follows:
 - **Infrastructure NSW (INSW)**
 - Stephen Baker - **PAP**
 - Kate Holmes
 - Benjamin Henry
 - Stephen Barton
 - Wayne Robertson
 - **EY**
 - Julian McGarth
 - Aram Jelenkerian
 - Mikayla Bayliss
 - **FDC**
 - Ben Dircks - **CAP**
 - Emma Thomy
 - Peter Colak
 - Hilton Palmer
 - Andrew Bartolac
 - Taylor Bertram (HSEQ)
 - **PMNW**
 - Crystal Young
 - Method of contact
 - Phone call to advise - PAP – **Stephen Baker**
 - Phone Call to advise - **PMNSW control room** - 0498 033 066
 - WhatsApp group notice
 - Paperwork
 - Primary Incident report to be undertaken within 24 hrs.
 - Closed out Incident report 72 hrs. More serious incidents as soon as practicable pending investigation however updates to be provided in 72-hour increments until incident is closed.
 - FDC to provide INSW with an abridged copy of the investigation report and distributed via Aconex.
- Safety Incident - not SafeWork reportable / near miss:
 - As above with **24hr** target
- Major incident Precinct Procedure (as led by PMNSW)
 - FDC issue Emergency Response Plan and coordinate meeting time
- Environmental incident / near miss:
 - As above with **24hr** target
- Union Visit (CFMEU) or right of entry notice received:
 - Who to be contacted, PAP - **Stephen Baker** - Mob - 0476 823 141
 - Target notification time frame - **24 hrs**
 - Method of contact, Phone call via **Ben Dircks** – Mob – 0405 276 223
 - Notification issued for information only via Aconex Platform.
 - **Not** to be issued on WhatsApp
- Visits from CCU Construction Compliance Unit
 - Who to be contacted, PAP - **Stephen Baker**
 - Target notification time frame - **24 hrs**
 - Method of contact, Phone call via **Ben Dircks**

- Notification issued for information
- **Not** to be issued on WhatsApp
- Member of public becomes troublesome
 - Who to be contacted – Project team to be advised as an FYI only. Team to include.
 - **Infrastructure NSW (INSW)**
 - Kate Holmes
 - Benjamin Henry
 - **EY**
 - Julian McGarth
 - Aram Jelenkerian
 - Mikayla Bayliss
 - **FDC**
 - Emma Thomy
 - Peter Colak
 - Hilton Palmer
 - Andrew Bartolac
 - Target notification time frame - **2HR** Target or as soon as possibly practical for significant incidents that may require comms response.
 - Method of contact - Phone call to PMNSW control room + WhatsApp group text.
 - Notification to **PMNSW control room** - 0498 033 066.
 - Incident report to be issued as lodge and published to Aconex within 48 hours of incident.

PLACEMAKING AND BARRANGAROO SECURITY COMMUNICATIONS

Permits (inclusive to works in public domain):

- **Placemaking**
 - Craig Rivera (Address To)
 - Xavier Guilherme (CC Only)
 - Crystal Young (CC Only)
- **Infrastructure NSW (INSW)**
 - Kate Holmes (CC Only)
 - Benjamin Henry (CC Only)
- **EY**
 - Julian McGarth (CC Only)
 - Aram Jelenkerian (CC Only)
 - Mikayla Bayliss (CC Only)
- **FDC**
 - Peter Colak (CC Only)
 - Hilton Palmer (CC Only)
 - Andrew Bartolac (CC Only)
 - Emily Slabbert (Issuer)

Interruption notices

- **Placemaking**
 - Craig Rivera (Address To)
 - Xavier Guilherme (CC Only)
 - Crystal Young (CC Only)
- **Infrastructure NSW (INSW)**
 - Kate Holmes (CC Only)
 - Benjamin Henry (CC Only)

- **EY**
 - Julian McGarth (CC Only)
 - Aram Jelenkerian (CC Only)
 - Mikayla Bayliss (CC Only)
- **FDC**
 - Peter Colak (CC Only)
 - Hilton Palmer (CC Only)
 - Andrew Bartolac (CC Only)
 - Emily Slabbert (Issuer)

APPENDIX S – Emergency Management Plan

Emergency Management Plan

Project Details

Project Name: Barangaroo Cutaway Cultural Facility

Project Number: 200290

Project Location: 1 Merriman St, Barangaroo NSW 2000

Client: Infrastructure NSW (INSW)

Name of principal contractor: FDC Construction (NSW) Pty Ltd

Company address: 22-24 Junction Street, Forest Lodge

ABN: 72 608 609 427

Prepared
Signature

[Insert Name]

Chief Warden

Approved
Signature

[Insert Name]

Project Manager

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1.1 PURPOSE OF THE EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan (EMP) shall be implemented in accordance with the Project Management Plan. The purpose of this plan is to identify potential project specific emergency situations and describe the actions, roles and responsibilities should those situations occur.

This plan addresses project site specific emergencies identified in Appendix B, and provides support to task specific emergency situations identified within the Site Risk Assessment. Task specific emergencies shall be coordinated managed through Appendix C controlled through task specific safety documentation including SMWS, safety procedures, permits or a combination of these. The plan provides:

- Emergency equipment and first aid requirement assessments;
- Emergency procedures for potential emergency situations;
- The frequency of testing of the emergency procedures (i.e.; Emergency Drills);
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

The plan, including the emergency procedures, has been developed based on:

- The nature of the work being carried out at the workplace;
- Emergency and first aid requirement assessments;
- The nature of known hazards at the workplace;
- The size and location of the workplace; and
- The number of the workers and other persons at the workplace.

1.2 EMP REVIEW AND APPROVAL

The EMP shall be prepared by the Chief Warden for approval by the Project Manager prior to issue and subsequent revision. At least one EMP hard copy shall be available and accessible on site in addition to the electronic copy retained in the Project drive.

The ongoing suitability of the EMP shall be reviewed during the monthly site audit and through incident investigations. Changes as a result of reviews, meetings, site-specific outcomes and recommendations through inspections, reports, audits etc. shall be reviewed in consultation with Divisional HSEQ representatives and approved as above prior to re-issue.

The revision table in Appendix D shall record revisions and changes shall be communicated to holders of copies and other stakeholders as required and recorded through project correspondence.

1.3 DEFINITIONS

Incident	An unplanned event resulting in, or has the potential for, personal injury, loss of productivity, environmental damage or property damage. Work related incidents may involve a work injury and/or non-injury occurrence
Notifiable Incident	<ul style="list-style-type: none"> ▪ the death of a person; or ▪ a serious injury or illness of a person; or ▪ a dangerous incident.
Serious Injury or Illness	<p>this part, serious injury or illness of a person means an injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> ▪ immediate treatment as an in-patient in a hospital; or ▪ immediate treatment for:— <ul style="list-style-type: none"> - the amputation of any part of his or her body; or - a serious head injury; or - a serious eye injury; or - a serious burn; or - the separation of his or her skin from an underlying tissue (for example, degloving or scalping); or - a spinal injury; or - the loss of a bodily function; or - serious lacerations; or - medical treatment within 48 hours of exposure to a substance.
Dangerous Incident	<p>An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> ▪ an uncontrolled escape, spillage or leakage of a substance; or ▪ an uncontrolled implosion, explosion or fire; or ▪ an uncontrolled escape of gas or steam; or ▪ an uncontrolled escape of a pressurised substance; or ▪ electric shock; or ▪ the fall or release from a height of any plant, substance or thing; or ▪ the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation; or ▪ the collapse or partial collapse of a structure; or ▪ the collapse or failure of an excavation or of any shoring supporting an excavation; or ▪ the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or ▪ the interruption of the main system of ventilation in an underground excavation or tunnel.
Near Miss (or Dangerous Occurrence)	Any unplanned event in the workplace that, although not resulting in injury or significant equipment, property and/or environmental damage, had the potential to do so.
Emergency Services	Police, ambulance, fire brigades, state emergency services, hospital or other specialist groups.

<p>Incident Class</p> <p>Class 1 (Critical)</p>	<p>People: Causes or has the potential to cause damage which permanently alters the future of the individual (fatality, quadriplegia, amputee, disabled or psychological disturbance).</p> <p>Environment: Causes or has the potential to cause permanent environmental damage and results in remediation costs of > \$50,000.</p> <p>Plant / Equipment / Property: Causes or has the potential to cause damage to plant / equipment and / or property > \$50,000.</p> <p>Section 2.1 of this plan only applies to Critical (Class 1) Incidents</p>
<p>Class 2 (Non Critical)</p>	<p>People: Causes or has the potential to cause an injury or disease resulting in temporary disability or time lost from work of one or more complete days or shifts.</p> <p>Environment: Causes or has the potential to cause damage to the environment which can be rectified and results in remediation costs of > \$10,000 and < \$50,000.</p> <p>Plant / Equipment / Property: Causes or has the potential to cause damage to plant / equipment and / or property > \$10,000 and < \$50,000.</p>
<p>Class 3 (Non Critical)</p>	<p>People: Causes or has the potential to cause an injury which inconveniences the individual such as minor cuts or sprains, but allows the person to continue to carry out normal duties.</p> <p>Environment: Causes or has the potential to cause damage to the environment which can be easily rectified and results in remediation costs of < \$10,000.</p> <p>Plant / Equipment / Property: Causes or has the potential to cause damage to plant / equipment and / or property < \$10,000.</p>

1.4 ROLES AND RESPONSIBILITIES

The Chief Warden shall be responsible for inducting designated emergency personnel into the requirements of the project specific EMP. Designated emergency personnel shall initial the below table acknowledging their role requirements. Minimum qualifications through accredited registered training organisations for the below roles shall be managed in accordance with the Training and Experience Register.

Designated Emergency Roles		
Position	Name	Initials
Chief Warden	TBC	
Warden (Deputy Warden)	TBC	
Warden	TBC	
Warden	TBC	
First Aider	TBC	
First Aider	TBC	
Occupational First Aider	TBC	
Occupational First Aider	TBC	

Note: Where work is conducted in an occupied facility, with an existing emergency management system/personnel, an employee with Fire Control qualifications shall assume the role of the Chief Warden.

1.4.1 Chief Warden

Minimum requirements

- Chief Warden qualifications;
- Fire Control qualifications; and
- Provide First Aid qualifications.

Key Responsibilities

- Complete the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure project roles are allocated and recorded in Section 1.4.
- Conduct emergency drills at the frequencies noted in Section 1.7;
- Ensure first aid and emergency equipment is installed, maintained and tested;
- Coordinating responses to identified emergencies; and
- Perform roles defined in Appendix B “Site Emergency Procedures” and Appendix C “Task Specific Emergencies”.

Note: If the Chief Warden cannot be contacted, then the Deputy Warden shall act as the Chief.

1.4.2 Warden

Minimum training requirements

- Warden qualifications;
- Fire Control qualifications;
- Provide First Aid qualifications; and
- Inducted into this EMP.

Key Responsibilities

- Assist the Chief Warden as directed;
- Perform roles defined in Appendix B “Site Emergency Procedures” and Appendix C “Task Specific Emergencies”; and
- Assist in FDC emergency drills.

1.4.3 Occupational First Aider (OFA)

Minimum training requirements

- Occupational First Aid qualifications; and

- Inducted into this EMP.

Key Responsibilities

- Complete the first aid equipment section of the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure first aid equipment is installed and maintained;
- Assist in FDC emergency drills; and
- Provide first aid in emergencies.

Note: where projects do not require an Occupational First Aider, a First Aider shall be appointed to perform first aid duties in accordance with the First Aider section below.

1.4.4 First Aider (FA)

Minimum training requirements

- Provide First Aid qualifications;
- Inducted into this EMP;

Key Responsibilities

- Complete the first aid equipment section of the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure first aid equipment is installed and maintained;
- Assist in FDC emergency drills; and
- Provide first aid in emergencies.

1.5 EMERGENCY EQUIPMENT NEEDS ASSESSMENT

An emergency equipment needs assessment using the First Aid, Emergency and Health Surveillance Risk Assessment (F009) shall be completed prior to commencement. The required first aid and emergency equipment shall be listed on the FDC First Aid and Emergency Equipment Register (F060) to assist the ongoing inspection, test and maintenance of equipment on site.

The assessment shall be completed by the Chief Warden to ensure the suitability and location of emergency equipment. The assessment shall be reviewed:

- after an emergency situation (including evacuation, fire or task specific emergency); or
- where there are significant changes to the workplace and/or size of the work force.

Changes to emergency requirements shall be communicated through toolbox/prestart or other project meetings.

1.6 COMMUNICATION OF EMERGENCY AND FIRST AID REQUIREMENTS

Workers and Visitors shall be advised of emergency and first aid procedures during the site induction and when visitors are signed in by a site inducted person. The emergency evacuation plan, site layout plan and emergency contact details are displayed throughout the site sheds to communicate emergency numbers and evacuation points are easily referenced.

1.7 EMERGENCY DRILLS

Testing of the Emergency Management Plan, including potential Task Specific Emergencies, and emergency equipment shall be conducted within 1 month of commencement of works, then at maximum 3 monthly intervals per the below schedule. The initial drill shall be an evacuation. In addition to Weekly Site Inspections, emergency drills ensure emergency preparedness and response procedures and equipment remain suitable.

Drill date	Scenario (select from Site Emergency Procedures Appendix B and Task Specific Emergency Procedure Appendix C)
TBC	Evacuation drill
TBC	Scenario drill – e.g. working at heights, confined space
TBC	Scenario
TBC	Scenario

- Drills coordinated by an external party where FDC works are in an occupied facility can be included in the emergency drill schedule.
- The Chief Warden shall be responsible for recording training/drills and lessons learned on the Emergency Drill (F040);
- Where drills identify improvements to project emergency procedures, these shall be made in consultation with the Chief Warden and Divisional HSEQ personnel;
- Lessons learnt, including changes to project requirements, shall be communicated to workers on site via a Toolbox Talk Record (F050);
- Where drills identify improvements to the DON these shall be communicated to the National HSEQ Systems Manager through the Systems Change Request (F056); and
- Emergency drills are not required for projects with durations less than 3 weeks unless specified in the contract or as directed by the Chief Warden.

2.1 CRITICAL INCIDENT MANAGEMENT

The following sections are required in the event of a critical incident. These actions are in addition to the Incident Management procedure (Cor-8.5-001) and the Injury Management procedure (Cor-8.5-002).

2.1.1 Legal Advice

The Project Manager shall be responsible for advising the HSEQ Manager and General Manager in accordance with the Incident Notification Flowchart (G014) to trigger further action in the event of a potential or actual Critical (Class 1) Incident. The National HSEQ Systems Manager shall be responsible for organising legal privilege and further legal advice where required.

2.1.2 Media

All statements to the media concerning emergencies at a FDC workplace shall be made by the General Manager after consultation with the client and the Managing Director. Media attending site without notice shall be treated courteously but should not be allowed free access to the site. All media enquiries and/or releases shall be referred to the Managing Director.

In case of a fatality, the name of those involved shall not broadcast until next of kin have been notified by the police.

2.1.3 Trauma Counselling

Employee Assistance Programme - Counselling shall be made available by the General Manager through the FDC Employee Assistance Programme that provide appropriately qualified Counsellors.

Support of Family of Injured or Deceased Employee - The family of the injured worker must be advised of the accident. Where an employee is deceased, the Police will inform the next of kin. The task of advising a family member of an injured employee should preferably be performed by two people, one of whom is a senior company representative. They will be assisted by the Police and/or a Counsellor if necessary. The advice will be factual and appropriate counselling assistance be made available.

Support of Co-workers and Witnesses - Co-workers and witnesses shall be supported and trauma counselling made available. People affected will be debriefed and be provided with relevant FDC Employee Assistance Programme contact details.

The workforce will be advised of the accident and trauma counselling made available through the FDC Employee Assistance Programme. Consistent and factual information will be given quickly to prevent the grapevine generating rumour and innuendo.

2.1.4 Critical Incident Review

Incident Reports for Critical Incidents shall be reviewed by senior management including representatives from divisional management, the National HSEQ Systems Manager and project management representatives. The review shall be used to determine the effectiveness of the critical incident procedures (incl the Incident Notification Flowchart, Emergency Management Plan, and

Incident Management procedure) and areas of improvement. Improvements shall be documented, and any system improvements managed through the improvements register by the National HSEQ Systems Manager.

APPENDIX A – SITE EMERGENCY DETAILS

SITE EMERGENCY DETAILS IN APPENDIX A SHALL BE MADE SITE SPECIFIC AND DISPLAYED ON SITE

EMERGENCY CONTACT DETAILS

General Manager	<i>Ben Van Dijk</i>	Mobile: 0478 877 971 Head Office: 02 6222 881
Divisional HSEQ	<i>Taylor Bertram</i>	Mobile: 0498 143 333 Head Office: 02 8117 5158
Project Director	<i>Emma Thomy</i>	Mobile: 0434 221 330 Head Office: 02 8117 5158
Senior Project Manager	<i>Peter Colak</i>	Mobile: 0408 314 316 Head Office: 02 8117 5158
Project Manager	<i>Hilton Palmer</i>	Mobile: 0450 101 572 Head Office: 02 8117 5158
Project Manager	<i>Andrew Bartolac</i>	Mobile: 0400 294 341 Head Office: 02 8117 5158
Chief Warden	<i>TBC</i>	Mobile:
Deputy Warden	<i>TBC</i>	Mobile:
First Aid Officer	<i>TBC</i>	Mobile:
National HSEQ Systems Manager	<i>Andrew Smith</i>	Mobile: 0434 130 015 Head Office: 02 8117 5158
Regulatory authority	<i>SafeWork NSW</i>	<i>13 10 50</i>
Poisons Information Centre		13 11 26
Ambulance, Fire Station, Police	Emergency Services	000 or 112 from mobiles
HAZMAT		13 15 55
Medical Centre	<i>George St Medical Centre</i>	<i>(02) 9231 3211</i>
Hospital	<i>St Vincents Hospital Sydney</i>	<i>(02) 8382 1111</i>
OEH/EPA– POLLUTION LINE		13 15 55
State Emergency Service		13 25 00
Telstra – Underground Services		1100
Telstra – Damaged Cables		13 22 03

EVACUATION DIAGRAM

Insert site map with evacuation paths and assembly points.

*Awaiting Fire and Egress management plan to
be issued form red fire*

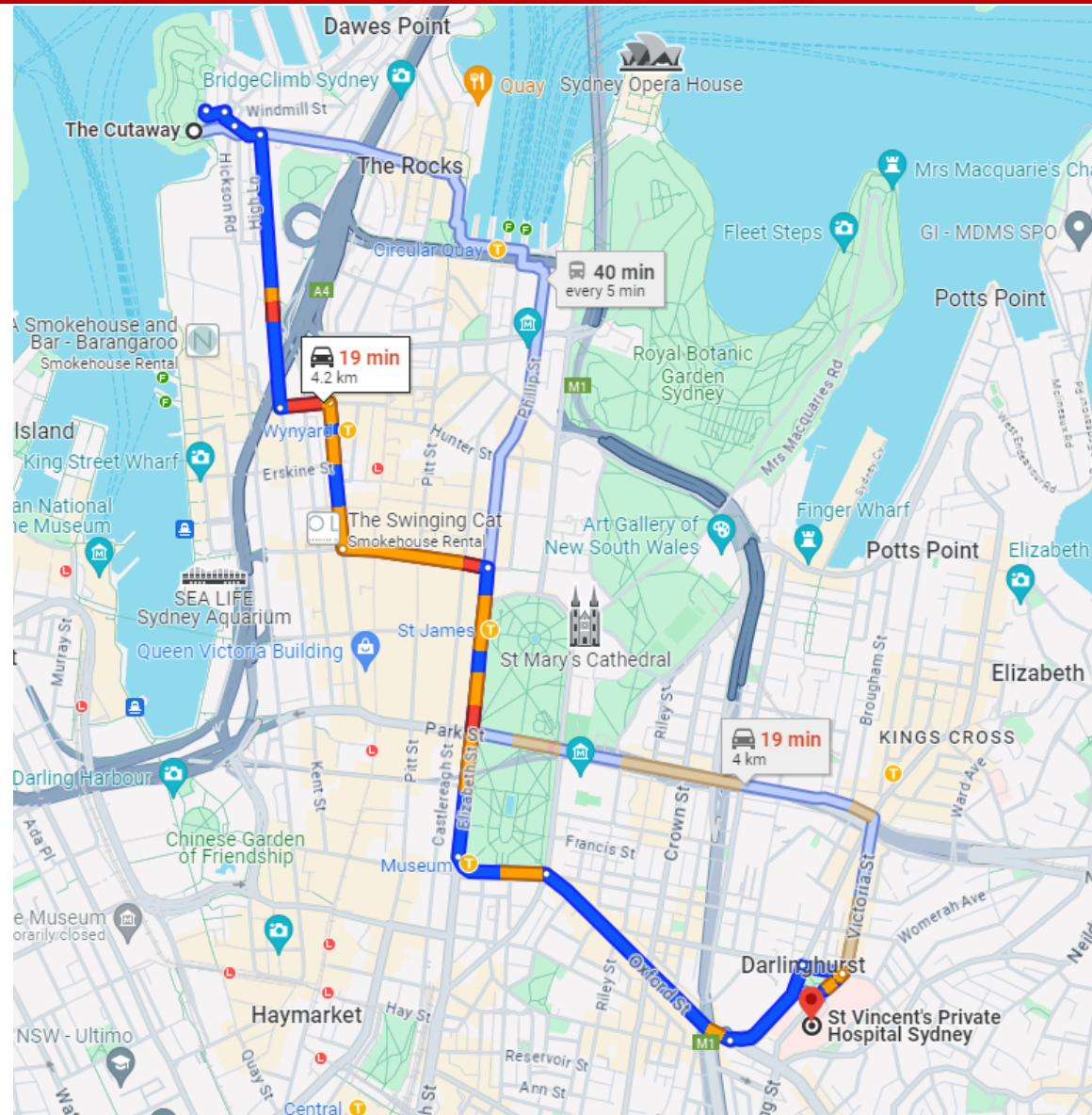


AS BUILT

LOCATION OF MEDICAL CENTRE - 333/339 George St, Sydney NSW 2000 (George Street Medical Centre)



LOCATION OF HOSPITAL - 390 Victoria St, Darlinghurst NSW 2010 (St Vincents Hospital Sydney)



APPENDIX B – SITE EMERGENCY PROCEDURES

The following ☒ potential emergency procedures have been assessed and may be applicable to this project.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Evacuation | <input checked="" type="checkbox"/> Injury / Illness | <input type="checkbox"/> Fire / Explosion |
| <input type="checkbox"/> Breach of Utility / Service | <input checked="" type="checkbox"/> Vehicle / Plant Incident | <input type="checkbox"/> Structure Collapse |
| <input type="checkbox"/> Bomb Threat | <input checked="" type="checkbox"/> Electrocutation | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Task Specific | <input type="checkbox"/> Unexpected Find of Asbestos
or known Health Hazard | |

EVACUATION PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Activate the site emergency response alarm;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Coordinate all activity prior to arrival of Emergency Services;
- All equipment, machinery must be switched off immediately and "Live" electrical equipment must be disconnected where possible;
- Cranes with suspended loads must, with the consideration of the safety of all persons (including themselves), bring the load to rest in a safe manner without exceeding the normal operating capacity of the crane;
- Stop work and direct personnel to the evacuation assembly point;
- Mark workers off the site access sheet;
- Inform Chief Fire Warden and emergency services of missing persons;
- Instruct personnel to remain at the evacuation assembly point; and
- Await instruction of emergency services before moving from the emergency assembly point.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location.

INJURY OR ILLNESS PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an injury or illness emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assist the first aider by coordinating emergency services;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location.

Fire Warden

- The First Aider assesses and stabilises the injury / condition;
- Contact or confirm ambulance and give the injury details and site location;
- Follow directions of the Emergency Services;
- If the patient is unconscious:
 - **D**anger – do not enter an area that could be unsafe for you
 - **R**esponse – establish the patient's level of consciousness
 - **S**end for help – call 000 for an ambulance
 - **A**irway – check for blockages and keep airway open
 - **B**reathing – check for breathing (look, listen, feel)
 - **C**irculation - CPR until help arrives or patient recovers
 - **D**efibrillation - Apply defibrillator if available and follow voice prompts.
- If the patient is conscious:
 - Check for bleeding and control with direct pressure
 - Do not move patient except where the location is not safe and secure
 - Monitor vital signs
 - Provide First Aid to the level of your training

FIRE / EXPLOSION PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Sound the site emergency response alarm;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Coordinate all activity prior to arrival of Fire Brigade;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location

BREACH OF UTILITY / SERVICE PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Notify the utility / service provider and coordinate termination of the source;
- If caused by plant, instruct operator to remain in plant and not to touch metal surfaces;
- Where safe to do so, isolate the area and prevent access;
- Shut down possible sources of ignition within the controlled area (e.g. mobile plant, vehicles, electrical devices, switchboards, pilot lights or gas appliances);
- Consider evacuation of nearby buildings, if buildings are within 30 metres controlled area, notify building security of buildings to be evacuated and use exits that do not open to controlled area;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.

VEHICLE / PLANT INCIDENT PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Ensure vehicle is stable before assisting personnel;
- Stop work around the incident areas;
- If traffic is a hazard implement traffic management;
- Look out for leaking/spilling fuel or other flammable substances and avoid anything that could cause ignition of fuel or fumes (e.g. cigarette's);
- Coordinate appropriate fire extinguisher in case of fire;
- If necessary contact emergency services where danger exists to the public or employees;
- If required, activate **FIRE / EXPLOSION PROCEDURE**;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.
- Once the scene has been vacated do not disturb the vehicle/plant if the incident is identified as notifiable.
- Secure the site until after the investigation

STRUCTURE COLLAPSE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- If safe to do so, coordinate rescue of trapped workers;
- If safe to do so, provide support to unstable structure;
- Assist Subcontractors with the implementation of task specific emergency procedures related to affected workers (eg confined spaces; demolition; working at heights);
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.

UNEXPECTED FINDS PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Stop work in the area and direct unnecessary personnel away from the location;
- Establish an exclusion and containment zone around area;
- Communicate the unexpected find and immediate control measures to potentially affected workers and the regulator (for Asbestos Only) and engage Occupational Hygienist;
- Implement further directions from Occupational Hygienist;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.

BOMB THREAT PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.
-

Chief Warden

- Call Emergency Services on 000 and advise site location and nature of the incident;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

BOMB THREAT CHECKLIST		THEIR LANGUAGE	
QUESTIONS TO ASK <ul style="list-style-type: none"> • WHEN IS THE BOMB GOING TO EXPLODE? • WHERE DID YOU PUT THE BOMB? • WHEN DID YOU PUT IT THERE? • WHAT DOES THE BOMB LOOK LIKE? • WHAT KIND OF BOMB IS IT? • WHAT WILL MAKE THE BOMB EXPLODE? • DID YOU PLACE THE BOMB? • WHAT IS YOUR NAME? • WHERE ARE YOU? • WHAT IS YOUR ADDRESS? 		Well spoken: _____ Incoherent: _____ Irrational: _____ Taped: _____ Message read by callers: _____ Abusive: _____	
REMEMBER TO KEEP CALM – DON'T HANG UP AND NOTE THE EXACT WORDS OF THE CALLER		BACKGROUND NOISES	
CALLERS VOICE		<input type="checkbox"/> Street noises <input type="checkbox"/> Music <input type="checkbox"/> House noises <input type="checkbox"/> Machinery <input type="checkbox"/> Aircraft <input type="checkbox"/> Local Call <input type="checkbox"/> Voices <input type="checkbox"/> Long Distance <input type="checkbox"/> Other.....	
Accent (specify): _____ Voice (loud, soft etc.): _____ Diction (clear, muffled etc.): _____ Any impediment (specify): _____ Speech (fast, slow etc.): _____ Manner (calm, emotional etc.): _____ Was the caller familiar with the area? _____ Did you recognise the voice? _____ If so, who do you think it was? _____		OTHER	
		Duration of call: _____ Number called: _____	
		RECIPIENT	
		Name (print): _____ Telephone Number: _____ Signature: _____	
		ACTION	
		Report call immediately to: _____	
		Phone Number: _____	

ELECTROCUTION PROCEDURE

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and incident severity;
- Coordinate the termination of the electricity source;
- Do not touch the person until the electrical service has been isolated/turned off;
- If power cannot be terminated, separate the victim from the power source, if safe to do so, by using a dry object made of non-conducting material (eg dry wood or plastic object) to separate the power source from the person;
- Activate first aid treatment through the **INJURY / ILLNESS PROCEDURE**;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.

ENVIRONMENTAL INCIDENT

Task specific emergencies identified through the Environmental Risk Assessment shall be managed by supervisors responsible for the task and supported by FDC site team. Task specific documentation including SMWS, Safety Data Sheets, safety procedures, permits or a combination of these shall be implemented by personnel with instruction and training in those procedures. The below actions shall be implemented in the event of a task specific emergencies including:

- Spills;
- Release of waste / odours;
- Failure of erosion and sediment controls;
- Contaminated material identified on-site; and
- Discovery of an item of aboriginal or heritage significance.

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- If safe to do so stop the task causing the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident if not contained on site;
- If emergency not contained on site notify the Environmental Protection Authority;
- If safe to do so, implement containment measures (eg spill kit; suppression agents);
- Minimise disturbance to heritage or culturally sensitive areas;
- Implement controls specific on Safety Data Sheets for hazardous chemicals / dangerous goods;
- Dispose of clean-up material according to SDS and regulatory requirements.
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**;
- If required, activate the **INJURY / ILLNESS PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.

APPENDIX C – TASK SPECIFIC EMERGENCIES

TASK SPECIFIC EMERGENCY PROCEDURE

Task specific emergencies identified through the Site Risk Assessment shall be managed by supervisors responsible for the task and supported by FDC site team. Task specific documentation including SMWS, safety procedures, permits or a combination of these shall be implemented by personnel with instruction and training in those procedures.

The below actions shall be implemented in the event of task specific emergencies including:

- Asbestos;
- Confined spaces;
- Demolition;
- Excavation / trench collapse;
- Harness use;
- Mobile Plant;
- Working at height (eg MEWP); and
- Tilt-up/Precast.

Immediate Response – ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Assist Task Supervisor / Subcontractor implement task specific emergency procedure identified through the Site Risk Assessment;
- If required, activate the **INJURY / ILLNESS PROCEDURE**;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location

APPENDIX E – REVISION TABLE

[illegible]



Peter Colak
Senior Project Manager
0408 314 316



Emma Thomy
Project Director
0434 221 330



Jorge Oancea
WHS Supervisor
0411 045 253



Hilton Palmer
Project Manager (Structure)
0450 101 572



Andrew Bartolac
Project Manager (Fitout & Services)
0400 294 341



Lucas Aragona
Foreman
0478 048 428



Jack Kibby
Project Coordinator (Trees)
0435 132 036



Allie Smith
Project Coordinator (Services)
0418 695 815



Dylan Luisi
Contracts Administrator
(Structural & Facade)
0450 113 773



Justin Mearns
Project Coordinator - APIC (Architectural)
0437 815 840

APPENDIX T – Testing and Inspection Register



Unique Identifier	Estimated Date W.C.	DETAILS	Consultant	Subcontractor	ACONEX Inspection #	Date for Close Out	Action By	Date Closed	COMMENTS
STONEWORK									
		Further development in DD workshops							
MASONRY									
		Further development in DD workshops							
STRUCTURAL STEEL									
Design									
P-L2M-SS	TBC	L2 Mezzanine Steel	TTW	TBC					
P-L1M-SS	TBC	L1 Mezzanine Steel	TTW	TBC					
P-RR-SS	TBC	Roof Rigging Steel	TTW	TBC					
P-SK-SS	TBC	Skylight Steel	TTW	TBC					
P-PF-SS	TBC	Pre-Function Wall Frames	TTW	TBC					
P-EH-SS	TBC	Event Hall Wall Frames	TTW	TBC					
P-ES-SS	TBC	External Steel Elements	TTW	TBC					
P-FT-SS	TBC	Event Hall Feature Tree	TTW	TBC					
Construction									
Area 1 - Pre-Function									
Z1A&B-L2-SS	27/07/2024	Level 2/ Zone 1 (A&B) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z1A-L1-SS	6/8/2024	Level 1/ Zone 1 (A) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z1B-L1-SS	28/08/2024	Level 1/ Zone 1 (B) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Sky-SP	16/01/2025	Southern Pre-function Skylight - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z1-Prefunction	15/08/2024	Pre-Function Structural Steel Wall Framing Install Witness Inspection Hold Point	TTW	TBC					
Area 2 - Mezzanine									
Z1A&B-L2-SS	9/9/2024	Level 2/ Zone 1 (A&B) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z2A-L2-SS	21/09/2024	Level 2/ Zone 2 (A) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z2B-L2-SS	10/2/2024	Level 2/ Zone 2 (B) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z2A-L1-SS	10/3/2024	Level 1/ Zone 2 (A) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Z2B-L1-SS	10/15/2024	Level 1/ Zone 2 (B) - Structural Steel Install Witness Inspection Hold Point	TTW	TBC					
Area 3 - Event Hall									
Z1-EH-RR (South)	9/27/2024	Zone 1 - Event Hall Roof Rigging Beams Structural Steel (South) Hold Point Inspection	TTW	TBC					
Z1-M-SS (South)	8/17/2024	Zone 1 - Mezzanine Structure (South) Hold Point Inspection	TTW	TBC					
Z1-EH-WF (South)	11/1/2024	Zone 1 - Event Hall Wall Framing (South) Hold Point Inspection	TTW	TBC					
Z2-EH-RR (North)	11/19/2024	Zone 2 - Event Hall Roof Rigging Beams Structural Steel (North) Hold Point Inspection	TTW	TBC					
Z2-M-SS (North)	12/11/2024	Zone 2 - Mezzanine Structure (North) Hold Point Inspection	TTW	TBC					
Z1-EH-WF (North)	1/9/2025	Zone 2 - Event Hall Wall Framing (North) Hold Point Inspection	TTW	TBC					
Area 4 - Southen Entry									
Z2-GRC-SS	8/26/2024	Zone 3 - GRC Structural Steel Support Hold Point Inspection	TTW	TBC					
CONCRETE									
Construction									
Area 1 - Pre-Function									
Z1A&B-L2-FRP	8/9/2024	Level 2/ Zone 1 (A&B) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Z1A-L1-FRP	8/16/2024	Level 1/ Zone 1 (A) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					



Hold Point and Inspection Register

Unique Identifier	Estimated Date W.C.	DETAILS	Consultant	Subcontractor	ACONEX Inspection #	Date for Close Out	Action By	Date Closed	COMMENTS
Z1B-L1-FRP	9/6/2024	Level 1/ Zone 1 (B) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Area 2 - Mezzanine									
Z2-GF-N-Lift	6/18/2024	Zone 2 - Ground Floor Lift Pit Hold Point	TTW	AGS					
Z2-GF-Stair	6/26/2024	Zone 2 - Ground Floor Stairs Hold Point	TTW	AGS					
Z1A&B-L2-FRP	9/21/2024	Level 2/ Zone 1 (A&B) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Z2A-L2-FRP	10/2/2024	Level 2/ Zone 2 (A) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Z2B-L2-FRP	10/17/2024	Level 2/ Zone 2 (B) -Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Z2A-L1-FRP	10/15/2024	Level 1/ Zone 2 (A) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Z2B-L1-FRP	10/23/2024	Level 1/ Zone 2 (B) - Reinforcement Install Witness Inspection Hold Point	TTW	AGS					
Area 4 - Southern Entry									
Z3-GF-BW	7/26/2024	Zone 3 / Ground Floor - Witness Hold Point	TTW	AGS					
Z3-L1-BW	8/7/2024	Zone 3 / Level 1 - Witness Hold Point	TTW	AGS					
GUARDRAILS & BARRIERS									
GRC									
		Further development in DD workshops							
FEATURE TREES									
Design									
TREE-001	5/20/2024	LOD300 Model Submission	FJC/TTW/FDC	Hess					
TREE-002	7/22/2024	LOD400 Model and Shop Drawing Submission	FJC/TTW/FDC/INSW/BG&E	Hess					
Construction									
TREE-101	2/24/2025	Initial Architectural Inspection of Finishes	FJC	Hess/Xcel					FJC to confirm inspection schedule/requirements.
TREE-201	2/24/2025	Structural Install Witness Inpsection/s	TTW	Xcel					TTW finalising inpsection schedule.
TREE-301	2/24/2025	Supplier Installation Inspection	Hess Timber	Xcel					FDC to confirm requirements to Hess.
TREE-401	2/24/2025	INSW Peer Review Site Install Inspection	BG&E/INSW	Hess/Xcel					INSW to confirm peer reviewer inspection requirements.
MECHANICAL									
MECH 001	TBC	Prior to final evacuation and before charging refrigerant	Webb	New Edge					
MECH 002	TBC	Installation of insulation for steel piping for cold applications	Webb	New Edge					
MECH 003	TBC	Installation of insulation within thermal plantrooms	Webb	New Edge					
MECH 004	TBC	Hydrostatic testing	Webb	New Edge					
MECH 005	TBC	Prior to starting of plant ≥ 30kW electrical input	Webb	New Edge					
ELECTRICAL									
		Nil in specification further development in DD workshops							
SPECIALIST LIGHTING LUMINAIRES									
		Consultant engaged for construction phase							
FIRE									
FIRE 001	TBC	Services penetrations completed and ready for fire-stopping	JHA	Precision Fire					
FIRE 002	TBC	Finished fire stopping, before being concealed	JHA	Precision Fire					
HYDRAULICS									
		Nil in specification further development in DD workshops							



Hold Point and Inspection Register

Unique Identifier	Estimated Date W.C.	DETAILS	Consultant	Subcontractor	ACONEX Inspection #	Date for Close Out	Action By	Date Closed	COMMENTS
AUDIO VISUAL									
		Nil in specification further development in DD workshops							
THEATRE & STAGE EQUIPMENT									
Design									
STAGE-001	TBC	Stage Engineering Shop Drawings and Other Documentation	ARUP	TBC			ARUP		
STAGE-002	TBC	Draft Comissioning Plan	ARUP	TBC			ARUP		
Construction									
STAGE-101	4/14/2025	Pre-commissioning Witness Inspection	ARUP	TBC					Awaiting procurement of contractor
STAGE-102	4/28/2025	Comissioning Witness Inspection	ARUP	TBC					Awaiting procurement of contractor
LIFTS									
		Nil in specification further development in DD workshops							
STAIRCASE									
		Nil in specification further development in DD workshops with TTW							
SPECIAL ROOFING									
SP-001	TBC	Shop Drawing Review	TTW/ FJC	TBC					
SP-101	TBC	Hold Point Inspection	TTW/ FJC	TBC					
SKYLIGHT ROOFING									
Design									
SKY001	10/9/2024	Glazing Shop Drawing Review	FJC	TBC					
SKY002	9/17/2024	Skylights Shop Drawing Review	TTW/ FJC	TBC					
Construct									
SKY101	1/23/2025	Pre-Glazing Installation Hold Point	TTW/ FJC	TBC					
SKY201	2/13/2025	Closure Hold Point	TTW/ FJC	TBC					
FINISHES									
PARTITIONS, CEILINGS & DOORS									
		Further development in DD workshops							
FLOOR TILES									
		Further development in DD workshops							
POLISHED CONCRETE									
		Further development in DD workshops							
PAINTING & RENDER									
		Further development in DD workshops							
WALLPAPER									
		Further development in DD workshops							
JOINERY FINISHES									
		Further development in DD workshops							



Hold Point and Inspection Register

Unique Identifier	Estimated Date W.C.	DETAILS	Consultant	Subcontractor	ACONEX Inspection #	Date for Close Out	Action By	Date Closed	COMMENTS
JOINERY UNITS									
		Further development in DD workshops							
CLADDING & WALL PANELS									
		Further development in DD workshops							
KITCHEN EQUIPMENT									
		Further development in DD workshops	MACK Group						

APPENDIX U – Unexpected Finds

What does Asbestos look like?



In the event you find asbestos, or suspect the presence of asbestos or cannot identify a substance that may be unidentified asbestos, you must:



STOP WORK IMMEDIATELY



Report the suspected find to FDC Management for assessment and/or action



FDC Management shall set-up exclusion zone around suspect area to prevent unauthorised access



FDC shall undertake verification of the suspected material



Work must not recommence until you have received instructions from FDC Management that it is safe to do so.

Failure to adhere to the above procedure may result in disciplinary action and your removal from site

If in doubt – ASK.