



Occupational Health & Safety Management System

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COMPANY DETAILS

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INTRODUCTION

This Occupational Health & Safety Management System (OHSMS) describes the processes and procedures that are employed by CBAC and its contractors and subcontractors to implement high quality occupation health and safety standards on project work.

It is the responsibility of all individuals involved in a project to comply with the requirements of regulations and standards, and to also ensure compliance with this document.

The document outlines CBAC's OHS objectives and targets, together with the processes and procedures to assist in their achievement. The structure of the OHSMS is based on the 7 core elements contained in standard *AS4801:2001 Occupational Health and Safety Management Systems*.

The seven elements addressed in the sections of this OHSMS are:

1. Leadership and Commitment
2. Policy and Objectives
3. Planning
4. Organisation, Responsibilities and Resources
5. Process Management
6. Measurement and analysis
7. Review and improvement

PURPOSE

To provide a systematic approach for meeting occupational health and safety obligations, responsibilities, and regulatory and statutory requirements for projects, operations, and activities. This OHSMS applies to CBAC personnel, contractors, sub-contractors, and suppliers.

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM (OHSMS)

LEADERSHIP AND COMMITMENT

CBAC is committed to providing a safe and healthy working environment through the provision of an effective occupational health and safety management system, strong visible leadership, and an empowered culture that rigorously supports implementation and continuous improvement.

CBAC's Board of Directors believes:

- All incidents are preventable;
- Any task that cannot be done safely should not be done;
- All individuals are accountable for safety and health;
- All individuals must identify hazards, and manage associated risks;
- All individuals must have the skills, and be equipped to work safely; and,
- Legal obligations are only the first step in the setting of OHS standards.

OBJECTIVES

CBAC’s principal objective is to prevent personal injury, and to promote the health, safety, and well-being of all persons in the workplace to achieve the ultimate goal of zero injuries or incidents.

To achieve and maintain this principal objective, CBAC will utilise the following occupational safety and health controls:

- To provide a consistent and uniform approach to OHS to ensure that Australian, CBAC, client, and local community standards and statutory requirements are achieved and maintained for the duration of projects.
- Regular internal, external, and compliance audits of the workplace to identify potential problem areas.
- Analysis of work procedures and systems to identify hazards and establish the reason for their existence.
- Review of new plant, equipment, and substances prior to purchase, installation, and commissioning to ensure that all necessary safety standards are met.
- Development of safe working practices and procedures embodying correct technical practices with appropriate training in the use of these procedures.
- Align with client OHS targets.

Objectives
Zero Recordable Injuries
Zero Lost Time Injuries
Zero Safety incidents

DOCUMENT CONTROL

CBAC is responsible for: --

- Completing this OHSMS and providing a copy to the client before work commences on site.
- Maintaining an up-to-date version of the OHSMS. Providing a copy of the OHSMS to the client whenever the plan is revised.
- Issuing an initial OHSMS to all those listed on the OHSMS distribution register.
- Ensuring the OHSMS is reviewed and revised, should any deficiency become apparent.

OHS POLICY

The safety and health of all CBAC employees, and its contractors and subcontractors, and the ability to complete the project free of injury and incident is of prime importance to the Board of Directors.

Equally important is the company’s desire to ensure all relative client safety policies and procedures are complied with throughout the duration of a project to the satisfaction of the client.

CBAC acknowledges that to achieve a successful safety outcome for the project it is essential to have a planned approach to implementing and managing all safety aspects.

This will be achieved by:

- CBAC Project Management and site based team having a clear understanding of the project scope and the CBAC/client safety policies and procedures that will be implemented and maintained for the duration of the project.
- CBAC’s site based team having a clear understanding of Project documentation requirements to be completed.
- Ensuring sufficient resources are available to fulfil all safety responsibilities.
- Ensuring all major plant and equipment has been inspected and meets legislative and client site standards.

- Ensuring Project Management monitor Personal Protective Equipment (PPE) to ensure it is compliant with expected standards.
- Providing a Project Management representative to work closely with client representatives and safety personnel on safety issues.
- CBAC's Site Management Team shall continually monitor site personnel to ensure that all personnel are fit for work.
- Actively pursue a positive approach to safety on-site through safety meetings and ongoing safety information sessions with workforce.
- Maintaining good housekeeping standards in site amenities and around all project areas.
- CBAC's Project Team actively monitoring and reviewing the Project Hazard Register to ensure hazards are eliminated or reduced to a level that is as low as is reasonably practicable (ALARP).
- Encourage hazard identification and reporting from within the workforce.
- CBAC's Site Management Team shall report all incidents and assist client representatives with any investigations.
- CBAC's Site Management Team to complete all monthly statistical information in accordance with contract requirements.

CBAC management shall:

- Give due consideration to issues of safety and health in all stages of planning, design, and construction to incorporate systems to eliminate or control hazards.
- Comply with the relevant Statutory Legislation.
- Incorporate systems to identify, eliminate and control hazards and risks associated with the scope of work.
- Ensure a system is implemented to properly manage emergencies.
- Promptly and completely investigate, correct, and report all accidents, incidents, and hazardous conditions.
- Ensure all management levels and workforce, understand and accept their safety and health responsibilities, and are held accountable for those matters within their control.
- Ensure that communication and interfaces between different organisations are properly defined and managed.
- Ensure that the CBAC workforce respect and comply with local community standards.
- Engage competent subcontractors who can demonstrate safety management systems which are consistent with our own high standards.

SUBCONTRACTOR SAFETY ALIGNMENT

Effective alignment of the OHSMS and Subcontractor OHS values will be achieved by CBAC controlling and monitoring the activities of the subcontractors engaged for this project.

The extent and level of detail to be considered shall be based on the size and specific nature of each contract and shall depend on:

- Services to be contracted
- Size and complexity of the job
- Number and experience of the workforce
- Risks and hazards associated with the work
- OHS system, record, and commitment of the subcontractor
- Pre-Qualification of subcontractors

PRE-START SUBCONTRACTOR MEETING (CBAC PRE-SITE INDUCTION)

A pre-start subcontractor meeting shall be held to clarify all details and arrangements before contractors mobilise to the project site. The content of the meeting shall cover the contract scope of work, risk assessment, mobilisation of personnel, and project specific safety issues.

PROJECT MOBILISATION

A structured process shall be established for all site personnel including subcontractors to ensure that all personnel are competent, have the appropriate qualifications, job skills, experience and, where necessary, specific training. The process shall include, but shall not be limited to:

- Pre-placement medicals
- Pre-placement alcohol and drug testing
- Evidence of necessary skills attainment and competency (certificates supplied to CBAC project management)

OHS KEY PERFORMANCE INDICATORS (KPIs)

Ongoing monitoring and evaluation of OHSMS compliance shall be carried out using KPIs. The CBAC Project manager shall present the results of KPI monitoring as part of the monthly report to the CBAC Board of Directors.

KPIs shall be established as a method of determining whether key safety objectives are being met. CBAC KPI's to be monitored as follows:

- Safety visits completed each week by all onsite supervisors/managers.
- Pre-start meetings conducted prior to employee or subcontractor group commencing work each day or prior to any major change of task.
- Job Safety Environment Analysis (JHEA) conducted for all work tasks.
- Daily Workplace Inspections.
- Workshop, amenities, and field safety inspections weekly.
- Toolbox meetings conducted weekly and recorded.
- Achieving better than 85% on self-audits.
- Zero client breach notifications.



Table 1: Key performance Indicators

Activity – Leading Indicators	Frequency	Responsible Person
Induction Compliance	100%	Project Manager
HSE Communication Meeting	Daily	Project Manager
Pre-Start meetings	Daily	Project Manager
Toolbox Meeting	Weekly	Project Manager
HSE Committee Meeting	Weekly	Project Manager
Workplace Inspections	Daily	Project Manager
Site and amenities Inspections	Weekly	Project Manager
Verification of Competencies	100%	Project Manager
JHA Review	10% per month	Project Manager
Incident Investigation & Report	Within 24 hours	Project Manager
Task Observations	Weekly	Project Manager
Safety Audits	Monthly	Project Manager
Drug & Alcohol Testing	Daily 100% compliance	Project Manager
Equipment inspections	Daily	Project Manager
Activity – Lag Indicators	Frequency	Responsible Person
Lost Time Injury	0	Project Manager
Medical treated Injury	0	Project Manager
First Aid treatment	0	Project Manager
Environmental incidents	0	Project Manager

DUTY OF CARE

All personnel have a common law duty towards themselves and fellow workers to work safely and provide a safe working environment at all times. Site personnel at all levels are therefore required to comply with all relevant legislation and instructions whilst on a project

Duties of Employer

Employers must, as far as practicable, provide and maintain working environments in which employees are not exposed to hazards. This duty includes:

- Provision and maintenance of a safe working environment.
- Provision of necessary information, equipment, instruction, training of and supervision of employees to enable them to perform their work in such a manner that they are not exposed to hazards.
- Consultation and co-operation with safety and health representatives, other employees at the workplace and client safety officers where required.

Duties of Employees

Employees must take reasonable care to ensure their own safety and health at work and to avoid adversely affecting the safety and health of others through any act or omission at work. This duty includes:

- Compliance, so far as they are reasonably able, with instruction given by employers for safety and health reasons; and
- Reporting to the employer of any situation at the workplace which employees believe constitutes a hazard, which they cannot correct.

CBAC PROJECT MANAGER'S RESPONSIBILITIES

The CBAC Project Manager shall:

- Review the OHSMS to ensure it complies with legislative requirements. Reviews will also be conducted when there is a significant change to the work environment.
- Ensure that the best quality person/s are employed, taking into account the type of work to be performed, the skills, licences, certificates and qualifications required to perform the works.
- Ensure that all CBAC personnel understand, accept and carry out their responsibilities for OHS matters and that they are trained and instructed in order to undertake these responsibilities.

To achieve this objective the Project Manager shall be responsible for:

- Setting a personal example and commitment to achieving the goal of zero injuries for the project.
- Ensuring that content of this document is communicated to all CBAC Site-Based management personnel
- Ensuring that all policies and procedures identified within the OHSMS are undertaken and maintained
- Ensuring that Statutory Acts, Regulations, and client safety system are complied with.
- Conduct site inspections to identify and eliminate hazardous conditions.
- Encouraging site personnel to identify safety hazards, and suggest ways to control them
- Investigating incidents and near misses and implement corrective actions.
- Encourage personnel under their control to regard safe working as a central aspect of all duties and work practices.
- Commending personnel who, by their own action or initiative, eliminate hazards.
- Counselling and appropriately educate those who fail to consider the well-being of themselves, and that of others around them.
- Advising that suitable personal protective clothing and equipment is worn, and that personnel are instructed on its correct use.
- Attending daily pre-start and weekly safety meetings, ensuring timely follow-up of corrective actions and/or necessary improvements.
- Promoting the reporting of all accidents, incidents, and near misses by employees.
- Compiling incident investigation reports detailing corrective actions to preclude a re-occurrence.
- Undertake safety audits.

SUBCONTRACTORS RESPONSIBILITIES

Subcontractors are responsible for all work activities over which they have direct control.

Subcontractors must, as a minimum:

- Use PPE as appropriate and in accordance with site requirements.
- Report all incidents.
- Attend all safety meetings.

- Co-operate in any incident investigation.
- Comply with all CBAC and client safety requirements.
- Report all hazards that they cannot or should not fix themselves.
- Participate in JSEA.

INDUCTIONS

All personnel participating in a project shall successfully complete the CBAC induction prior to commencing work on the project. Personnel may be required to undergo re-induction on an annual basis, or at the discretion of the CBAC Project Manager.

It is the responsibility of the Project Manager, or their delegate, to ensure that all participating personnel successfully complete induction requirements, and that a record of the inductions be recorded.

The CBAC Induction shall be conducted at the commencement of employment. CBAC shall present:

- OHSMS
- Hours of work
- Incident Reporting
- CBAC Project Scope
- Environmental Issues
- Pre-Start Briefings
- Site Inspection/Equipment Inspections
- Manual Handling
- JSEA
- Safety Breach
- Alcohol/Drug Policy
- Employee / Employer responsibilities
- Emergency procedures and equipment
- Safe Work Procedures
- Provisional list of hazards identified in the project risk assessment
- PPE

PROJECT PERSONNEL QUALIFICATION AND COMPETENCIES

Managers/Supervisors are responsible for confirming competency to perform work tasks, and this will be determined by appropriate certification and other training documentation. Copies of licences, tickets, and other relevant training documentation will be retained at site, and in the employee's personnel file.

Verification of competency to safely operate vehicles, 'high risk' plant, and equipment will be tested by an accredited assessor.

SAFETY IN PLANT AND EQUIPMENT

CBAC will ensure that personnel are appropriately trained, qualified, and competent in the operation of required vehicles and equipment prior to its use. All vehicles and equipment used by personnel will operate effectively, be used without risk and will conform to all statutory and legislative requirements. Should CBAC lease vehicles, it is the vehicle custodian's responsibility to ensure that the vehicle undergoes scheduled preventative maintenance services. All faults or damage shall be reported to the Project Manager without delay, who shall arrange specialist assessment and repairs as soon as practicable.

OHSMS IMPLEMENTATION

The CBAC Project Manager is responsible for the successful implementation of this OHSMS. The requirements of this management system shall be communicated to all involved personnel as part of the kick-off/pre-mobilisation meeting. The effective implementation of this OHSMS shall be monitored through scheduled CBAC audits.

Successful implementation will ensure that all employees:

- Understand the relevant sections of the OHSMS; and
- Perform the required services in accordance with the OHSMS

EMERGENCY RESPONSE

Emergency response will be managed in accordance with client emergency procedures. All emergency procedures will be reviewed at the project initiation/kick-off meeting to ensure all team members are aware of responsibilities. All team members will be proficient with the use of emergency equipment within their responsibilities, and any communication devices such as handheld and/or vehicle radios used to request emergency assistance.

Muster Points shall be established and utilised during emergencies. Locations will be clarified at the daily pre-start and the CBAC induction.

Site First Aid

CBAC shall work with subcontractors to ensure that trained and certified First Aid personnel are available on site. These personnel will only provide first response first aid.

Medical Emergency

A medical emergency is a personal injury that requires treatment from a qualified medical professional; e.g. nurse, doctor, or medical specialist.

RISK MANAGEMENT

Risk management is the process of implementing control measures to minimise risks that cannot be eliminated. In a general sense, the OHSMS is about risk management. CBAC will conduct three types of risk assessment over the life of the project to identify hazards, and rank the hazard risk.

Project Risk Assessment

Prior to commencing work on site a Project Conceptual Risk Assessment is to be completed to systematically identify hazards associated with each stage of the project. The risk and probable consequences of the hazards shall also be calculated, and control measures identified and applied. The purpose of the risk assessment is to eliminate hazards and establish control measures to minimise the risk of hazards that cannot be eliminated.

Job Safety Environment Analysis (JSEA)

CBAC employees will conduct a task specific JSEA at the task location. All JSEAs are to be created at the workforce in consultation with all persons involved in task. The purpose of a JSEA is to:

- Identify the hazards of a task.
- Rank the hazards using the risk matrix.
- Implement control measures to minimise the risk of the hazards.
- Ensure that all persons working on this task are aware of the hazards, risks, and controls by involving these persons in the JSEA process.

All JSEA's will be recorded on a JSEA worksheet. Work crews must be involved in establishing the JSEA and signing the document indicating their full understanding of its contents. All JSA's must be kept on file for the duration of the project.

Personal Risk Assessment

CBAC employees shall conduct personal risk assessments ('Good-to-Go') before the commencement of all tasks. Good to Go's shall be reviewed by supervision and recorded to ensure compliance.

SAFE WORK PROCEDURES

CBAC has safe work procedures (SWP) for the tasks frequently performed. CBAC personnel will work by the procedures that have been developed and proven by CBAC over several years. Should a situation arise that requires a change to these procedures, the changes will be developed and implemented by the employees performing the work. The need to change a SWP may arise if risks or hazards identified a JSEA is not adequately addressed by the SWP. Any such change will be recorded in the minutes of the weekly toolbox meeting.

COMMUNICATION AND CONSULTATION

CBAC regard effective communication with its employees' as a critical element of OHS management. CBAC will ensure effective communication with it employees through:

- Pre-start meetings
- Weekly tool box meetings
- Monthly divisional meetings
- Client OHS meetings
- Noticeboards
- Elected Safety Representatives
- Providing access to relevant legislation and other information

The minutes from safety meetings shall be distributed to site notice boards, Project Manager, and CBAC Board of Directors.

Client Safety Management Meetings

The CBAC Project Manager, and any elected Safety Representatives, shall attend the client Site Management OHS meetings, and ensure any relevant information is communicated to the relevant parties.

Weekly Safety Toolbox Meetings

A weekly forum shall be held for the discussion of health and safety. This meeting is generally referred to as a 'Toolbox Meeting'. All CBAC Managers, Supervisors, Employees, and Subcontractors on site must attend. The purpose of the Toolbox meeting is to achieve an exchange of information and ideas on safety and health matters. The meetings shall be structured to allow participation of all employees.

Details of Toolbox meetings including attendees, topics discussed, or concerns arising from the topic discussion and proposed actions (including responsibility and timeframes) shall be recorded using the standard CBAC Weekly toolbox Form. Copies shall be posted on all safety notice boards within 24 hours.

WEEKLY SAFETY MEETING STRUCTURE	
Co-ordinator	Project Manager
Chairperson	Supervisor
Attendees	Entire Work Crew
Agenda	Previous minutes, report back Incident reports, trends Safety topic Topic discussion

Frequency	Weekly
Minutes	Supervisor or nominated leading hand

Daily Pre-Start meetings

All CBAC site personnel and subcontractors shall attend a daily pre-start safety meeting. The meetings are held to discuss the day’s activities and to ensure safety procedures are in place and implemented. The meetings provide all personnel with a forum to raise safety issues that may be of concern. Personnel attending the meeting shall sign on to the Pre-Start Meeting sheet.

Pre-Start Meetings are to be conducted each morning by the supervisor with his crew. The format is to discuss the activities/tasks to be carried out for the day ahead. The Supervisor will not only discuss the technical aspects of the work but also what Safety Hazards that may exist and what precautions the crew should take to prevent incidences or injury. The Supervisor will maintain a record of the Pre Start Meetings.

Work permits will form part of the daily Pre Start Meetings. These Meetings will be where all permit restriction; instructions are explained to the work force along with the schedule of the daily work activities.

Co-ordinator	Supervisor
Attendees	Entire Work Crew
Agenda	Supervisor shall consider the following when formulating the daily agenda: JSEA review Permit conditions PPE requirements Hazard identification Equipment condition Environmental condition Emergency exit routes Employee physical well being Dissemination CBAC/Project safety bulletins Significant incidents

RESOLUTION OF ISSUES

An obligation is placed on CBAC and their sub-contractors to attempt to resolve safety issues as soon as they arise. This is particularly important if there is an imminent risk of an incident occurring that could result in serious injury.

Health and safety issues or disputes are to be addressed in the first instance with the Project Manager, who will consult with site personnel including the elected health and safety representative.

At any point in the process, all efforts will be made to minimise interruption to work in progress. The safety of personnel or the integrity of the environment will not be compromised.

INCIDENT INVESTIGATION REPORTING AND RECORDING

CBAC considers the uniform reporting and recording of occupational injuries and disease and the collection, recording and analysis of data concerning these events, essential in determining and identifying:

- Measures that need to be taken to prevent similar occurrences.
- Selection of correct priorities for preventative action.

- Evaluation of the effectiveness of these controls and preventative measures.

To ensure that all accidents are properly reported and recorded, CBAC will continually emphasise the fact that the main aim of reporting and recording accidents/injury is to obtain facts rather than to assign blame to individual employees. This approach will help ensure full reporting of all accidents/hazards.

All accidents, whether injury occurs or not, shall be reported immediately to the CBAC Project Manager, who will ensure the area is made safe, and any injured person receives appropriate care. The Project Manager will then immediately inform the client and CBAC Board of Directors.

Incident Investigation & Analysis

CBAC promotes accident investigation procedures, which are instrumental in determining the causes of accidents and make allowances for appropriate steps to be taken to eliminate or rectify such causes. Additionally, the program enables CBAC to gain immediate and delayed value from the investigations. The immediate value allows management to plan and implement corrective actions designed to prevent re-occurrence of similar accidents. The delayed action will further allow management to analyse accident/incidents events to determine repetitive factors and trends that are not revealed by a single accident investigation.

The Project Manager shall provide the client and CBAC Board of Directors with all accident and injury reports involving CBAC employees or subcontractors within 4 days of occurrence depending on the significance/nature of the event.

Follow-up on Corrective Actions

To ensure follow-up on corrective actions occur, the CBAC Project Manager will produce corrective action reports to each responsible person for review and status update. All incident Corrective Action Reports will be recorded on CBAC Corrective action register.

Statistical Reporting

Project statistical safety data, as identified by CBAC, shall be compiled in a report and presented to the client, and CBAC Board of Directors. As a minimum data shall include:

- All site man-hours worked by CBAC employees and Subcontractors.
- Weekly Incident Register.
- Number of First Aid Incidents.
- Number of Medical Incidents (MTI).
- Number of Lost Time Incidents (LTI).
- Number of Near Miss Incidents.
- Leading indicators.

SITE SAFETY INSPECTIONS

The principle objective of work place inspections is to detect and eliminate unsafe acts, practices, and conditions in the workplace before they can cause accidents. Whilst inspections provide the vehicle for systematic periodical checks they also provide a number of side benefits. They have an effect on communication in a work area, help to improve and facilitate industrial relations, and enable employees to play a greater role in the maintenance of a safe working environment through participation.

Routine regular Inspections shall be performed by employees, elected Safety Representatives, and Supervisors, and will be scheduled so that results can be reviewed regularly by CBAC.

CBAC believe that a scheduled comprehensive inspection program is an essential element of a proactive OHSMS.

Weekly Site Safety Inspections

The CBAC Project Manager, in the company of the Safety Representative and/or client, shall carry out a formal weekly site safety inspection of the area in which they have control. The inspection will be comprehensive using a detailed checklist covering all aspects of the project. Inspection areas with deficiencies requiring action shall be recorded, and action taken to rectify any issue.

Monthly Site Safety Inspections

All site equipment, including vehicles and temporary offices will be inspected on a monthly basis. The Project Manager will carry out these inspections, and a condition report will be maintained. Inspections shall be conducted using CBAC inspection checklists

Vehicle Daily Inspections

Vehicle inspections will be performed by the nominated drivers who, as part of their driver competency verification, have been assessed in the technical aspects of vehicle inspections. Vehicle inspections consist of a daily recorded pre-start inspection using CBAC pre-start book.

- All CBAC vehicles are to be pre-start checked.
- All vehicles will be correctly maintained in good mechanical condition.
- Check all coolant and lubrication fluids, tyre pressures, and battery water regularly.
- Check all driving and safety lights are operable.
- All defects shall be reported immediately, and repair arranged by the relevant supervisor.

It is the responsibility of all drivers of company owned or hired vehicles to:

- Complete pre-start checks.
- Hold a current drivers' license for the type of vehicle being driven.
- Ensure the vehicle is driven in accordance with all statutory and site road rules.
- Not drive under the influence of alcohol or drugs.
- Ensure seat belts are fitted and worn at all times.
- Ensure there is no smoking in company vehicles.
- Ensure head lights are switched on whilst travelling on site.
- Ensure Light vehicles give way to heavy mobile equipment at all times.
- Ensure all traffic rules are obeyed.
- Ensure signposted speed limits are obeyed, and speed adjusted down to suit the road conditions and traffic.
- Ensure light vehicles are parked in a safe location, with the handbrake applied, in gear, and with the wheels turned in, when parking on a decline/Incline.

Mobile Plant

Mobile Plant Operators must complete pre-start checks using logbooks each day. Any damage/faults to the equipment are to be logged and reported to the Project Manager. Equipment is not to be operated if it is not safe, or safety equipment is not working. Plant Operators are to complete daily log inspection lists and forward to the CBAC Project Manager.

Portable Plant & Equipment

Operators are to inspect each day before starting the equipment, as per the manufacturers' recommendations. The inspection shall include, as a minimum, fuel, oil and coolant levels, spills and leaks, pipe and hose fittings, power points leads and plugs, and guards (fixed and moving). After starting the equipment the operator shall check that equipment is operating as intended; e.g., exhaust emissions appear normal, exhaust noise not excessive.

FITNESS FOR WORK POLICY

CBAC's Fit for Work Policy requires CBAC employees and subcontractors to present in a fit state for work. The policy covers alcohol, illicit drugs, prescription medication, and fatigue. The policy applies to:

- All CBAC premises.
- Any workplace where CBAC personnel are required to work.
- All CBAC personnel.
- All CBAC contractors, subcontractors, and persons working for or under the control of contractors and subcontractors.

Hours of Work

Where within the area of their control, the Project Manager will design, implement, monitor, and review work hours that address the potential for fatigue especially amongst employees engaged in shift work and or potentially hazardous activities.

The Project Manager will ensure that shift lengths are monitored to prevent excessive time spent working. Provision will be made on all shifts for appropriate breaks during and between shifts to ensure employees have adequate opportunity for rest. As far as is reasonably practicable, shifts will not exceed 12 hours work duration.

Alcohol & Other Drugs

No personnel shall be allowed into the workplace while under the influence of alcohol or non-prescribed drugs.

Managers shall ensure their personnel do not possess, use, distribute, or sell alcohol or other drugs in the workplace. They shall enforce the CBAC Fitness for Work Policy, and monitor personnel to ensure compliance. The Project Manager, or their delegates, reserve the right to remove employees from the workplace, if suspected of being under the influence of alcohol or other drugs.

Both CBAC and its employees have a statutory duty to ensure their workplace is safe. The possession and consumption of alcohol or drugs at any workplace or on any worksite by any individual places that individual and everyone else at risk. The possession and consumption of alcohol and other drugs (excluding tobacco) is prohibited.

Illegal & Illicit Drugs

Illegal and illicit drugs are not permitted at any workplace, or on any worksite under the control of CBAC, nor at any function arranged by CBAC. Any CBAC employee found in possession of, or suspected of being in possession of drugs, or having drugs in at any workplace or worksite will be subject to disciplinary action in accordance with CBAC and client policies. Persons caught selling drugs will be dismissed and reported to the police. Breaches of this policy, especially serious or multiple breaches will be considered as misconduct warranting instant dismissal.

Prescribed and Over-the-counter Medications

CBAC employees and contractors are advised that prescription, and over the counter medications, may affect their ability to work safely. CBAC advise its employees to:

- Ask their doctor if their prescription medication may affect their ability to work safely.
- Ask the dispensing pharmacist if the medication may affect their ability to work safely.
- Advise their supervisor of the medication that they are taking, and any known affects as provided by the doctor or pharmacist.
- Keep the packaging of the medication at hand for easy reference, if required.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

CBAC's induction shall be used to advise personnel of general PPE that shall be required for all personnel whilst they work on the project. All personnel and visitors entering work areas under the control of CBAC shall conform to the minimum site requirements for PPE.

CBAC shall ensure that employees are trained in the care, use, and maintenance of any PPE provided.

The following PPE shall be used:

- Rubber gloves.
- Breathing mask in confined spaces.
- Safety glasses.
- Shoes fully covering the feet.
- Long sleeve shirt.
- Long Trousers.

Additional PPE requirements shall be identified through Job Safety Environment Analysis activities, Material Safety Data Sheets (MSDS), conditions of permits to work, and specific site operating procedures.

Employee PPE Responsibilities

Employees, as part of the duty of care, must use the correct PPE provided, and care for the PPE as per the manufacturers' instructions. All personnel are directly responsible for:

- Ensuring their equipment is kept clean and in good order.
- Asking their supervisor for new PPE to replace lost or damaged PPE.
- Placing all disposable items in the bins provided; i.e. ear plugs, breathing masks.
- Laundering their work clothes

WORKING IN A HOT ENVIRONMENT

CBAC shall ensure adequate supply of potable drinking water is available on site at all times. This is to ensure site personnel can maintain fluid levels. Personnel are to ensure that water containers are kept clean at all times.

CBAC will present working in hot environments as tool box talk topic. CBAC will also ensure that posters with information about working in hot weather; e.g. fluid intake, urine colour chart are displayed in appropriate areas.

HOUSEKEEPING

CBAC is committed to providing a work environment that is as safe as reasonably practicable. Good housekeeping is an integral part of good safety. Both management and employees have a shared responsibility for maintaining high housekeeping standards. Housekeeping includes safe entry and exits, fire prevention, storage, and hygiene.

CBAC expects that all employees ensure that their work area is clean and tidy, and that they do not impact on others who may access the area. Scrap product will be disposed of in the appropriate manner.

Storage of all plant, product, records, supplies, etc. will be in a safe and tidy manor to ensure that items being stored:

- Do not obstruct walkways.
- Do not obstruct emergency exits or routes.
- Do not obstruct firefighting devices.
- Cannot fall on people or damage property.
- Can be accessed in a safe and ergonomic manner.

HAZARDOUS SUBSTANCES

Prior to hazardous substances being mobilised to the project, CBAC will submit Material Safety Data Sheet (MSDS) to the client.

CBAC shall consider the following when selecting hazardous substances: Where practicable the material with the lowest possible hazard capability, that meets the technical requirements for the job, will be used.

Hazardous Substance Register shall be maintained, this will list all hazardous substances kept by CBAC on the site. This will be updated for each substance brought onto the site.

Material Safety Data Sheets (MSDS)

CBAC will ensure that it has an appropriate MSDS for each hazardous substance that it has on site. The MSDS will be kept in a central location, and will be freely available to CBAC employees and contractors. CBAC will ensure that the MSDS is compliant, and within date. CBAC and its subcontractors shall ensure that the supplier for any hazardous chemicals or substances brought onto the work site provides MSDS.

Storage of Hazardous Substances

CBAC shall consider the following:

- All storage and use of hazardous substances will be in accordance with the MSDS and site requirements.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds, or offices

Use of Hazardous Substances

Prior to using the hazardous substance, all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task.

Waste products that pose a significant environmental problem, such as oils and paints, including empty containers, shall be collected on site and appropriately disposed, or transferred to a disposal facility designated by CBAC or local council authorities.

MOBILE PLANT AND EQUIPMENT

All CBAC personnel who operate mobile plant and equipment will be trained in its operation by a recognised training provider, and hold the appropriate certificate of competency.

The inspection and maintenance history of each item will be documented and recorded on the CBAC project Equipment Register.

Where a relevant Australian Standard is appropriate the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use, and maintenance of the plant will comply, as a minimum, with the Manufacturers recommendations.

CBAC will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk, and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of

workers. This process will include the plant and/or equipment itself, and its impact on the surrounding workplace and environment.

When identifying potential hazards, consideration will be given to all aspects of the plant and equipment, including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning use, operator competencies, dismantling, and disposal.

PLANT OPERATION AND TRAFFIC CONTROL

Plant and equipment used on site shall, as a minimum, conform to the manufacturer's specification. In addition to this requirement, regulatory authority standards for the particular plant or equipment shall be adhered to prior to the operation of the plant or equipment on the site. Inspection and maintenance activities inclusive of breakdowns shall be recorded using the logbook provided for the relevant item of plant.

Items of plant shall be provided with:

- Current registration and copy of certificate or license, where applicable.
- Operation manual.
- Pre-start inspection checklists.
- Maintenance records for prior history and provision for future entries.

A maintenance program shall be formulated and adhered to for vehicles, plant, or equipment to ensure their continued and ongoing safe use and reliability. Only those personnel holding required licenses/tickets shall be permitted to operate the particular vehicle, plant, or equipment. Barricading will be erected to protect personnel, where operating plant, work areas, or condition may create a hazard or risk to personnel.