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Health, Safety & Environmental Management Plan

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Director

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1.0 INTRODUCTION

DG Group is committed to workplace health and safety and maintaining a safe work environment for our employees and contractors.

We recognise that effective health and safety management, along with productivity and quality of work, is a critical factor for the ongoing efficiency and profitability of our Company.

Safety is not an issue for management alone. It requires active involvement, commitment and cooperation of all parties working together to create a safe and healthy working environment.

The Victorian Occupational Health and Safety Act imposes a **duty** on all employers, employees, self-employed persons and persons who manage a work place to ensure health and safety. This concept is to be met by the elimination of risks to health and safety, or, where this is not reasonably practicable, through the reduction of risks to health and safety, so far as is reasonably practicable.

DG Group's objective is to meet this **duty** at all times by the provision and maintenance of a workplace that is safe and without risks to health.

This **Health, Safety and Environmental Management Plan, (003-C01)** has been developed to assist in meeting this objective through the development, implementation and continuing improvement of safe systems of work, safe work practices and safe plant and equipment.

The Plan is intended as a practical document for easy reference by management and employees to achieve our safety objectives.

Related Documents:

Document Number	Document Type	Document name
003 – C01	Plan	Health, Safety & Environmental Management Plan

2.0 MANAGEMENT COMMITMENT

2.1 Company Policies

DG Group has developed the following policies that are relevant to the overall management of health and safety:

- **Workplace Health and Safety Policy (002-A01)**
- **Environmental Policy (010-A01)**
- **Consultation Policy (006-A02)**
- **Drug and Alcohol Policy (006-A03)**
- **Anti Discrimination and Equal Opportuntiy Policy (006-A05)**
- **Rehabilitation Policy (014-A01)**

All policies are reviewed at two yearly intervals with the exception of the Workplace Health and Safety Policy which is reviewed annually. The review process is carried out by the Managing Director in consultation with the HSE Advisor and other senior managers. The review process takes account of relevant changes to legislation, changes to the Company's scope of work and any significant incidents or noncompliances. Employees are consulted in relation to proposed changes.

2.2 Workplace Health and Safety Policy

The key aspects of the policy are as follows:

Aim

DG Group is committed to protecting the health and safety of all its employees, other people on site and the general public to the highest possible standards. DG Group has developed a health and policy which applies to all organisational activities.

Objectives

- Comply with all applicable health and safety laws, regulations and standards
- Provide and maintain a safe working environment
- Provide safe plant and equipment
- Implement risk management systems which are relevant and suitable for the organisation's risk exposure as well as identify, promote and continuously improve health and safety performance.
- Ensure all personnel receive appropriate health and safety training
- Apply procedures to reduce risks and hazards at the workplace
- Ensure that any injuries are treated and reported
- Thoroughly investigate the causes of any accidents, injuries or near misses to prevent recurrence
- Regularly review health and safety practices
- Maintain relevant policies, procedures, systems, information, training, recognition programs, and organisational structures to support and communicate effective health and safety practices throughout the Company

- Effectively consult and communicate with all employees about all health and safety matters.
- Encourage active participation, consultation and cooperation of all employees, contractors and visitors in promoting and developing measures to improve health and safety at work.

2.3 Environmental Policy

The objectives of the policy are as follows:

- To comply with all environmental legislation and regulations
- To minimise the company's environmental impact
- To protect the environment from any adverse impact which may result from work activities
- To recognise the company's contribution to environmental protection
- To work towards the minimisation and elimination of the negative impact on the environment during our work activities.

2.4 Health & Safety Promotion

DG Group actively promotes health and safety throughout the Company, in order to maximise awareness and to positively influence the behaviour and attitude towards safety of all personnel.

The most effective form of promotion is the example shown by Managers and Supervisors demonstrating their commitment to achieving a workplace that is safe and free of risks to health through consistent application of this **Health, Safety & Environmental Management Plan**.

Posters and brochures are placed in prominent positions to highlight specific safety and health issues.

Employees are trained in hazard recognition and control prior to commencement of employment. Safety talks are used as a means of reinforcing safe work practices.

2.5 Company Rules

2.5.1 Rules for employees

The manner in which you conduct yourself while working is very important to our business, your continued employment and the safety of yourself and your work mates. Our rules for health and safety are as follows:

- Always look after your own safety and your mates safety
- Follow all reasonable instructions
- Sign onto all relevant documents whenever directed

- o SWMS
- o Permits
- o Job Start Card
- Use all equipment as instructed
- See something – say something – do something
 - o Use your safety note book to report Hazards and Near Misses
- Report all injuries
- Communicate and consult - participate in daily prestart and Tool box meetings
 - o Help us make the job safer.
- Implement and monitor environmental controls as instructed
- Recycle waste if possible
- START safe - Don't take short cuts – use the **Job Start Card**

DG Group does not tolerate the following conduct:

- coming to work under the influence of alcohol or other drugs
- horse play and foolish behaviour
- theft of the Company's or any other property or equipment
- wilful damage or destruction of the Company's or any other property or equipment
- entry into restricted areas
- failure to wear, use or store correctly personal protective equipment or clothing.

2.5.2 Rules for visitors and protection of the public

DG Group protects members of the public from the operational risks at our workplace by limiting access and defining restricted areas.

When visitors are admitted to our work area, their movements are restricted to non-hazardous areas and monitored at all times.

If visitors are short term repair or maintenance contractors, they are made aware of any hazards existing in the area in which they will be working through a specifically designed contractor induction training program.

Related Documents:

Document Number	Document Type	Document name
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002-A01	Policy	Workplace Health and Safety Policy
006-A02	Policy	Consultation Policy
006-A03	Policy	Drug and Alcohol Policy
006-A05	Policy	Anti Discrimination and Equal Opportuntiy Policy
010-A01	Policy	Environmental Policy
014-A01	Policy	Rehabilitation Policy

3.0 PLANNING

3.1 System Planning

3.1.1 Health, safety and Environmental Risk Profile

At the commencement of every year the types of contracts and scopes of work being performed are assessed to determine whether the Company's risk profile has changed. In the event that new risks are identified appropriate changes are made as necessary to the Company's organisational structure, management systems and risk control methods.

The Company's current Risk Register is in Appendix 5.

3.1.2 Health, Safety and Environmental Resources

DG Group has two HSE resources as follows:

- HSE Advisor
- HSE Coordinator

The HSE Advisor is an external, part time resource, reporting to the DG Group Managing Director, with the following responsibilities:

- Provide advice to the Company's management on HSE leadership, due diligence, continuous improvement and HSE management
- Maintain the Company's HSE management system such that legal and contractual requirements and industry standards are met
- Carry out programmed inspections and audits
- Carry out staff HSE training
- Investigate serious incidents
- Advise the Company's managers on potential improvements to the HSE System

The HSE Coordinator is a full time, internal resource, reporting to the DG Group Managing Director, with the following responsibilities:

- Assist the HSE Advisor with HSE management system improvement
- Preparation of project specific HSE documentation, such as SWMSs, Emergency Response Plans, training schedules etc, in consultation with the relevant Supervisor

- Document control for the HSE Management system, including maintenance of the Company's Drop Box
- Records management of all site generated HSE records
- Carry out programmed and random inspections
- Plan and schedule HSE staff training

3.1.3 Management System

The DG Group Health and Safety Management System addresses, as a minimum, the following components of business management :

- Management commitment
- Planning
- Legal and contractual compliance
- Health and Safety risk management
- Employee management
- Construction health and safety
- Procurement
- Hazardous chemicals management
- Environmental management
- Inspections and audits
- Emergency preparedness
- Incident management
- Rehabilitation and return to work
- Document control and records management

The Management System contains the following types of document:

- Policies
- Procedures
- Forms and Checklists
- Safe Work Method Statements (SWMS)
- Safe Work Instructions (SWI)

The content of all documents is formally reviewed every two years, with the exception of the Health and Safety Policy, which is reviewed annually..

Appendix 2 contains a list of all documents in the system.

The Management System is structured as follows:



3.1.4 Performance Reporting

The Company's health, safety and environmental performance is assessed quarterly by the Health and Safety Advisor. The assessment is based on the following factors:

- Type, frequency and severity of incidents and injuries
- Trend analysis of incidents and noncompliances
- Outcomes of internal audits, inspections and reviews
- Ongoing applicability of standard documents such as Safe Work Method Statements (SWMSs), Safe Work Instructions (SWIs) and procedures
- Outcomes of external audits
- Recommendations from client organisations

The following HSE statistics are measured:

- Lost time incident frequency rate (LTIFR) – target <1
- Medical treatment incident frequency rate (MTIFR) – target <5
- Recordable incident frequency rate (RIFR) – target <2
- Near miss frequency rate (NMFR) – target >10
- Audit nonconformances – target 0

A report is prepared for consideration by the Company's management team.

Improvements to the system and/or levels of implementation of the system, are made as appropriate. Improvements may include:

- Training of employees
- Changes to responsibilities and accountabilities
- Changes to systems
- Improvements to plant and equipment

3.2 Projects

DG Group recognises that the risks to health and safety and potential environmental impact vary on every contract and may also vary on a day to day basis within each contract.

To ensure that these risks are adequately controlled, DG Group requires that planning to reduce risk takes place:

- at the start of the contract
- at the start of every day

The planning methods are described in detail in section 5.0 of this document.

3.3 Change Management

DG Group recognises that failure to adequately address changes can result in incidents and noncompliances.

There are two types of change that can have an impact:

- Broad changes to the company's work scope, personnel and equipment. These changes may cause a change to the Company's risk profile and are dealt with as set out in section 3.1.1 of this plan
- Local changes at the workplace on a day to day basis. These changes may introduce unseen risks to a task and therefore cannot be overlooked or ignored. All employees are required to stop work if changed circumstances arise and discuss the issue with the Supervisor. Changed circumstances are also discussed at Pre start Meetings and appropriate control methods agreed.

Related Documents: Nil



Health, Safety & Environmental Management Plan

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4.0 LEGAL & CONTRACTUAL COMPLIANCE

4.1 Legal Requirements

DG Group carries out work in Victoria and Tasmania.

The legislation relevant to the work carried out by DG Group in these States is listed in **Appendix 1** of this plan.

DG Group Managers and Supervisors recognise that compliance with all relevant Health and Safety and Environmental Acts and Regulations is mandatory. It is also the Company's policy to comply with all relevant Compliance Codes, Codes of Practice, Industry Standards and Guidance Notes.

The Health and Safety Advisor is responsible for regularly reviewing Government websites to identify any new or changed legislation, compliance codes, codes of practice or industry standards that are relevant to DG Group operations. Changes to the Company's Health, Safety and Environmental Management System are developed as necessary in consultation with employees.

Legislation, standards and codes of practice are made available to personnel upon request.

4.2 Contractual Requirements

DG Group reviews the specific health and safety requirements of each client. In the event that the client's requirements exceed legal requirements and/or the Company's standards, particular documents within the Company's Health and Safety Management System are modified for work for that particular client.

Related Documents: Documents as listed in Appendix 1

5.0 HEALTH AND SAFETY RISK MANAGEMENT

5.1 Introduction

Health and safety risk management involves the following steps:

- Hazard identification
- Risk evaluation using the DG Group **Risk Rating Table** (refer section 5.2)
- Development of risk control methods based on the **Hierarchy of Control** (refer section 5.2) to eliminate or minimise the risk to as low as **reasonably practicable** (refer to section 5.2)
- Identification of responsibilities for implementing risk control methods
- Implementation of risk control methods
- Review of effectiveness of risk control methods
- Improvements to risk control methods

The above steps are essential in providing and maintaining a safe and healthy work environment.

The DG Group approach to risk management utilises the following processes and documents:

- Hazard identification at contract commencement
- Implementation of Company Safe Work Instructions (**SWIs**)
- Development and implementation of Safe Work Method Statements (**SWMSs**) for high risk construction activities
- Use of the Company's **Job Start Card** on a daily basis
- Daily Pre Start Meetings
- Use of **Permits to Work** when relevant
- Hazard reporting
- Incident reporting

5.2 Risk Evaluation and Control

5.2.1 Risk Evaluation

Risk control methods are developed based upon the severity of the risk that is identified. High risk activities require more stringent controls than low risk activities. **The Hierarchy of Control – Appendix 4**, is used as a guide to develop suitable controls.

To ensure compliance with legal requirements the hierarchy of control must be used in descending order as follows:

- **Elimination**; or if this is not reasonably practicable
- **Substitution** and/or **minimisation** and/or **engineering**;
Or if a risk still remains
- **Administrative controls**

Or if a risk still remains

- **PPE**

5.2.2.1 Reasonably Practicable

DG Group acknowledges the definition of reasonably practicable as follows:

“.....that which is reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- (a) *The likelihood of the hazard or risk occurring; and*
- (b) *The degree of harm that might result from the hazard or risk; and*
- (c) *What the organisation knows, or ought reasonably to know, about;*
 - (i) *The hazard or the risk; and*
 - (ii) *Ways of eliminating or minimising the risk; and*
- (d) *The availability and suitability of ways to eliminate or minimise the risk; and*
- (e) *After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk”*

5.3 High Risk Construction Activities

High risk construction work is defined in legislation as construction work:

- a) Where there is a risk of a person falling more than 2 metres;
- b) On telecommunications towers;
- c) Involving demolition;
- d) Involving the removal or likely disturbance of asbestos;
- e) Involving structural alterations that require temporary support;
- f) Involving a confined space;
- g) Involving a trench or shaft more than 1.5m deep;
- h) Involving a tunnel;
- i) Involving the use of explosives;
- j) On or near pressurised gas distribution mains or piping;
- k) On or near chemical, fuel or refrigerant lines;
- l) On or near energised electrical installations or services;
- m) In an area that may have a contaminated or flammable atmosphere;
- n) Involving tilt up or precast concrete;
 - o) On or adjacent to roadways or railways used by road or rail traffic;
 - p) At workplaces where there is any movement of powered mobile plant;
 - q) In an area where there are artificial extremes of temperature;
 - r) In, over or adjacent to water or other liquids where there is a risk of drowning;
 - s) Involving diving.

A **Safe Work Method Statement** is prepared to control all work involving any of the above high risk activities.

5.4 Standard Documents for Health and Safety Risk Management

DG Group uses the following documents and forms for health and safety risk management:

5.4.1 Safe Work Instructions

There are numerous activities and processes that occur repeatedly on most construction projects. Generally the hazards and risks associated with these activities remain unaltered unless unique, project specific circumstances impact on the activity or process. For example the use of small powered plant such as grinders or saws will generally involve similar risks such as eye injury or laceration. However, if the equipment is to be used in the vicinity of combustible substances, additional controls will be required to prevent the risk of explosion.

In order to streamline the risk management process DG Group has identified a number of standard construction activities and processes that normally occur at our workplaces. The risk management process has been applied to these activities resulting in the development of a series of control methods, which are documented as **Safe Work Instructions (SWIs)**.

SWIs are used either as stand-alone control measures or can be referenced in Safe Work Method Statements.

SWIs are used as training material, particularly for use in Toolbox Meetings.

SWIs are reviewed after an incident that caused or had the potential to cause harm, or after a change to the method of work, or when it becomes apparent that the risk control measures do not adequately control the risk or have introduced new hazards. The SWI is revised as necessary.

5.4.2 Safe Work Method Statements

Safe Work Method Statements (SWMSs) are used to control risks associated with High Risk Construction Activities.

The specific contents of a SWMS are as follows:

- Specific activities to be performed (including high risk activities)
- Health, safety and environmental risks arising from the activities ranked in accordance with the Risk Rating Table (refer section 5.2.1 of this Plan), before and after the use of the risk control methods
- Risk control methods to address and mitigate the risk to employees and other persons
- Responsible persons for implementation of the risk control methods
- The control type, based on the hierarchy of controls (refer section 5.2.2 of this Plan)
- The assessed effectiveness of the controls, by comparison of initial and residual risk ratings

- Relevant legislation including Acts, Regulations Standards and Codes of Practice to be considered when developing the control methods
- Plant & equipment to be used
- Hazardous chemicals to be used
- Workplace monitoring and health surveillance requirements
- Training and competencies required to safely perform the activities safely
- Review processes
- Emergency response procedures for specific high risk activities, including rescue retrieval plans
- Supervisory personnel for the specific activities
- Evidence of acceptance of the SWMS by employees

DG Group has developed a library of SWMSs which are used as a basis for the development of site specific SWMSs (refer section 5.5 of this Plan).

Job specific SWMSs are developed in consultation with the workers who perform the activities.

All SWMSs are based on **Form 005-F01, SWMS Template**

5.4.3 Permits to Work

Permits to Work are an administrative safety control to ensure specifically identified high risk activities have adequate controls implemented and communicated to the personnel involved.

The person responsible for the work initially signs on to the permit to signify understanding and acceptance of the control methods. At the completion of the work the same person signs off the permit to signify completion of the work.

DG Group implements the following Permits to Work:

- **Form 005-F07, Confined Space Entry Permit**
- **Form 005-F08, Hot Work Permit**

5.4.4 Job Start Cards

DG Group uses **Form 005-F06, Job Start Card** as a personal hazard identification & control tool for use by crews and individuals on site.

It is completed before starting any construction task or activity.

The Job Start Card does not replace the SWMS or other specific hazard management tools.

The Job Start Card concept is as follows:

S - STOP - step back and take a minute, observe

T - THINK – think about the task - what can hurt me? Identify the hazards

A - ASSESS – assess the hazards and identify the control methods

R - REVIEW – review and document your findings

T - TALK - it through with your mates

Completed Job Start Cards are forwarded weekly to the Company head office for review by management.

5.5 Health and Safety Risk Management at Project Commencement

At the commencement of each project an inspection of the workplace is carried out using **Form 005-F04, Job Risk Assessment Form**. This inspection is used to identify the hazards associated with the particular site and to determine the type and detail of the control methods required.

The minimum control methods used on all sites are:

- Relevant SWIs
- Job Start Cards
- Daily meetings

As applicable the following additional control methods are prepared and/or used:

- SWMS when high risk construction activity is to be carried out
- Permit to Work
- Traffic management plan
- Material Safety Data Sheets (MSDS)

On all projects a **Form 012 – F02 - Emergency and Evacuation Response Plan** is prepared (refer section 12 of this plan).

On projects involving work at height and/or work in confined space a **Form 012 – F06, Rescue Retrieval Plan** is prepared.

5.6 Daily Health and Safety Risk Management

A daily Pre Start Meeting is held. The purpose of the meeting is:

- To plan the day's work
- To identify materials and equipment required for the work

- To identify hazards associated with the work and determine control methods to be implemented

As a result of the meeting it may be necessary to prepare additional **SWMSs** based on the relevant company SWMS template, if high risk construction work is to be carried out. The personnel carrying out the work are involved in the preparation of the SWMS.

A **Job Start Card** is prepared by the work group prior to commencing work every day or prior to commencing a new task. Any changes in operations, materials or equipment are identified during this process and control measures modified accordingly. The relevant SWMS is modified if new hazards have been identified on the Job Start Card.

All sections of SWMSs that are developed for the job are reviewed as a minimum on a monthly basis, or after an incident that caused or had the potential to cause harm, or after a change to the method of work, or when it becomes apparent that the risk control measures do not adequately control the risk or have introduced new hazards. The SWMS is revised as necessary.

5.7 Hazard Reporting

DG GROUP recognises the importance of timely hazard reporting by everyone in the workplace, as a major component of the incident prevention program, as follows

- If an employee identifies a safety or health hazard at the workplace and is unable to fix the problem, it is immediately reported to the Supervisor using **Form 013-F01, Hazard Report Form**
- The Supervisor investigates the hazard and determines and applies suitable controls.
- The control measures are documented on the **Hazard Report Form**.
- **Hazard Report Forms** are forwarded to Senior Management for review
- Where relevant, the identified hazards are incorporated into **Form 011-F02, Workplace Inspection Checklist** to ensure that similar hazards are identified and controlled on other projects.

5.8 Incident Reporting

DG GROUP encourages employees and contractors to report all incidents, either verbally or using **Form 013-F02, Incident/Near Miss Report Form**, as part of the Company's risk management approach.

The information gained from incident reports is used to identify the cause of the incidents and to put in place measures to prevent the type of incident recurring. Modifications are made to standard documents such as SWIs and SWMSs to ensure these learnings are not lost.

Specific requirements for incident reporting are contained in section 013 of this Plan.

Related Documents:

Document Number	Document Type	Document name
-	-	Risk Rating Table – Appendix 2
-	-	The Hierarchy of Control – Appendix 3
005-F01	Form	SWMS Template
005-F02	Form	Hazard Register
005-F03	Form	Environmental Hazard Register
005-F04	Form	Job Risk Assessment Form
005-F05	Form	Project Risk Assessment Form
005-F06	Form	Job Start Card
005-F07	Form	Confined Space Entry Permit
005-F08	Form	Hot Work Permit
011-F02	Form	Workplace Inspection Checklist
013-F01	Form	Hazard Report Form
013-F02	Form	Incident/Near Miss Report Form

6.1 EMPLOYEE MANAGEMENT

6.2 Employment & Induction

Potential employees are interviewed prior to an offer of employment being made. Reference checks are made with previous employers and competency certificates and tickets are verified. Offers of employment are subject to a satisfactory completion of a pre-employment medical check, where required, to ensure the person is fit for designated tasks.

New employees are given a company induction, immediately upon commencement of employment. The induction includes the following:

- Introduction to the Company management personnel
- Employment conditions
- Client and contract information
- Introduction to the Company's systems, policies, rules, SWIs and SWMSs
- Issue of PPE and instructions on correct use, storage and handling of the PPE
- Task specific instructions
- Guidelines for safe lifting
- Requirements for hazard and incident reporting
- Preparation and use of the Job Start Card and SWMS

A record of the induction is made.

6.3 Competency & Training

DG GROUP understands that the key to a safe work environment is that employees are competent to carry out allocated tasks. A training needs analysis is carried out using **Form 006 – F03 Training Needs Analysis**, to ensure employees are competent for their allocated tasks. In the event that an employee is assessed as not competent, that person is given additional training prior to a reassessment of competency. Competency reviews are carried out at two yearly intervals to ensure employees have maintained designated competencies.

Generally training needs are identified based on industry requirements. However, these training needs are supplemented with additional training in the event of any new or unusual job specific requirements.

All training is provided free of charge.

After the completion of training in new equipment, a competency gap test is undertaken to ensure there is no chance of damage or injury.

To ensure that all employees are competent and adequately trained DG Group have prepared **Procedure 006-B01, Competency and Training**, which addresses the three types of training and competency assessment provided to employees:

- Task training
- Health and safety training
- Competency for high risk work

The significant risk controls contained in this procedure and implemented by DG Group personnel are as follows:

6.3.1 Task training

Training, under supervision, is conducted until it is determined that the employee is competent to work in their allocated work environment.

All employees are placed under the direct supervision of an experienced operator for a probationary period, relevant to the level of tasks competency requirements.

Any training provided and any accreditation or licence received is registered and records maintained by the Manager.

Training and competency assessments are also carried out when a new item of equipment is introduced to the workplace.

6.3.2 Health and Safety Training

The following health and safety training is provided to employees:

- Implementation of the HSEMP
- Preparation and use of SWMSs
- Preparation and use of the Job Start Card
- Work at height

- Confined space entry
- Use of MSDSs
- SWI content
- Traffic management

6.3.3 Competency for high risk construction work

All personnel carrying out high risk construction work hold a high risk work licence. The licence is verified by DG Group management.

The holder of a high risk work licence must keep their licence available for inspection at all times.

DG Group Supervisors monitor trainees who are carrying out high risk work

6.3.4 Records

Evidence of inductions, competencies and training is to be maintained for the duration of each persons employment.

Records of training are kept using **Form 006-F01, Training Course Attendance Record** and **Form 006 F04, Employee Training Register**.

6.4 Responsibilities

6.4.1 Management

It is the responsibility of Management to:

- Promote the importance of always working safely by planning work and controlling risks
- ensure policies, plans and procedures comply with legislative requirements;
- ensure that person/s with the appropriate certificates and qualifications for the task are employed
- ensure that all supervisors, employees and contractors are trained in the specifics for the tasks involved in their position and carry on in a safe manner
- ensure all incidents are promptly reported and investigated using company procedures
- improve Company performance through regular reviews and learnings from incidents and non-conformances

6.4.2 Personnel

It is the responsibility of all personnel to:

- look after their own safety and health and the safety and health of other employees
- ensure that work is carried out in compliance with legislation and the company's safe work methods and comply with instructions

- report any incident, injury or hazards to their Supervisor immediately
- only operate equipment if they are competent and authorised
- correctly use any personnel protective equipment or clothing provided
- ensure that the work area is kept clean and tidy.

6.4.3 Contractors & Subcontractors

It is the responsibility of any person contracting to DG Group to:

- look after their own safety and health and the safety and health of other employees and contractors
- ensure that they carry out their work in compliance with relevant legislation and the company's safe work methods and demonstrate an acceptable level of safety performance
- ensure that the right person is employed for each job, taking into account the type of work to be performed, the licences, certificates and qualifications required
- report any incident, injury, or hazard to DG Group as soon as possible.

6.5 Consultation & Communication

Consultation and communication with all parties in the workplace is good management. The "team approach" has proved successful in opening up communication, improving productivity, commitment and morale and giving a sense of ownership at all levels. It is also a means by which employers, employees and elected representatives of employees work together to improve their work environment and make it safer for all. The Company's commitment to effective consultation and communication is contained in **Policy 006 – A02, Consultation Policy**.

To ensure that the DG Group commitment to provide a safe workplace and to effectively manage Health and Safety, the following is carried out with personnel, clients and other parties:

- Personnel are consulted when significant changes to the DG Group Management System are proposed. These changes may result from incidents, or from changes to legislation, or when new plant or equipment is introduced, or when improvements are suggested by personnel
- Personnel are made aware of outcomes of any Management meetings and daily work distribution meetings.
- Personnel are made familiar with any Health and Safety Representatives at the workplace or site, where applicable.
- Personnel are involved in the preparation of SWMSs, if they are required

- Toolbox Meetings are held on a regular basis to discuss safety, health, environmental, quality and productivity matters. Records of meetings are prepared using **Form 006-F02, Toolbox Talk Attendance Record**
- Minutes of meetings attended by employees are maintained, displayed and are available upon request.
- Personnel are made aware of any incidents in the workplace through Safety Alerts as soon as practical after the incident and in more detail during safety meetings.
- The outcome of incident investigations are made known to personnel
- A person is delegated to follow up any issues, or to undertake agreed action. Time frames are allocated, if appropriate.
- Relevant Acts, Regulations, Industry Standards, Codes of Practice, Government Brochures and other safety related information is made readily available to all employees upon request.
- This Workplace Health, Safety and Environmental Management Plan is made available to all employees.

When an OHS issue is raised by the company and employees, consultation through the means of toolbox talks and meetings is facilitated to discuss the issue at hand. All persons taking part of the consultation provide a signature with the date of consultation as a means of record keeping.

In the first instance, employees draw to the attention of their supervisor any health and safety concerns that they have about the workplace so that the issue can be promptly addressed. Should this not occur, the issue is referred to either the HSE Advisor or an OHS Committee member.

It is important to document what is agreed at each OHS Committee meeting. The minutes reflect the agenda items taking care to include:

- Date, time and persons attending
- Issues raised and discussed
- Actions to be taken, by whom and when
- Workplace inspections conducted or to be conducted
- OHS Consultation feedback
- Information required for next meeting
- Unresolved issues

6.6 Employee Health

6.6.1 Drugs and Alcohol

DG Groups commitment to a drug and alcohol free workplace is set out in **Policy 006 – A03, Drug and Alcohol Policy**.

6.6.2 Health Monitoring and Surveillance

A Health Surveillance Assessment may be required on some projects to determine risks and implement control measures. The assessment is to consider hazards from the physical conditions (Internal & external), the materials to be used on the site and legislative requirements. Records of health monitoring checks are maintained for thirty years. The need for a Health Surveillance Assessment is determined as part of the initial site safety inspection.

DG Group has prepared Procedure 006-B02, Health Monitoring and Surveillance, to ensure that the health of employees is not adversely affected by their work conditions or environment.

6.6.3 Noise and Vibration

DG Group ensures that the effect of noise and vibration on personnel and any other persons is minimised. The significant risk controls are as follows:

- National noise exposure standards to be met
- Noise testing carried out if there is potential to exceed exposure standards and records maintained
- Suitable hearing protectors are provided when required
- Provision of a comprehensive personal hearing protection program, including information on selection, correct use and maintenance of hearing protectors
- Noise tests are carried out on new plant and equipment to ensure exposure standards are not exceeded
- Audiometric testing of personnel who are required to wear hearing protectors is carried out
- The noise risk controls as set out in the procedures are reviewed at two yearly intervals

The above control measures are described in detail in Appendix 1 of Procedure 006-B02, Health Monitoring and Surveillance

6.6 Anti Discrimination and Equal Employment

DG Group develops an employment climate and culture in which every person has the opportunity to apply and develop their abilities, free of obstruction and to achieve their potential.

DG Group is committed to providing all employees with a workplace free of discrimination and harassment. The Company has developed and complies with policy **006-A05, Anti-Discrimination and Equal Opportunity Policy**.

6.7 Issue Resolution

Issues and grievances raised by employees are dealt with in accordance with **Procedure 006-B03, OHS Issue Resolution**

Related Documents:

Document Number	Document Type	Document name
006-A02	Policy	Consultation Policy
006-A03	Policy	Drug and Alcohol Policy
006-A05	Policy	Anti-Discrimination and Equal Opportunity Policy
006-B01	Procedure	Competency and Training
006-B02	Procedure	Health Monitoring & Surveillance
006-B03	Procedure	OHS Issue Resolution
006-F01	Form	Training Course Attendance Record
006-F02	Form	Toolbox Talk Attendance Record
006-F03	Form	Training Needs Analysis
006-F04	Form	Employee Training Register

7.1 CONSTRUCTION HEALTH AND SAFETY

7.2 General Construction

DG Group implements the following requirements on all projects:

- All workers have a construction industry induction card
- A record of all induction cards is maintained
- Workers are assessed as competent to carry out their allocated tasks
- An initial workplace inspection is carried out at the commencement of every project to identify potential health and safety hazards and risks
- If possible risks are eliminated
- If it is not reasonably practicable to eliminate the risks they are minimised using the hierarchy of control as detailed in section 5.2 of this plan
- As a minimum, a job specific SWMS is prepared prior to any High Risk Construction Activity, as defined in section 5.3 of this plan, being carried out
- A Job Start Card is prepared for every task
- Job specific SWMSs are reviewed as a minimum every month, or when changes are made to the work process or when the control measures in the SWMS failed to prevent and incident occurring
- Emergency response planning is carried out on all projects
- Signage is posted to alert employees of areas where particular PPE is required. The signage is displayed where workers will see and note the requirements.
- Construction areas are strictly off limits to all visitors, and members of the public. Signage to identify these areas is required as well as signs clearly visible from outside the workplace showing the name and contact telephone numbers of the principal contractor.
- Construction areas are off limits to all other personnel including consultants, residents, students, and other personnel without prior approval and coordination through Management.
- All smoke and fire barriers are maintained for the duration of the project. If necessary, temporary barriers are constructed to assure compliance as per the National Fire Code.
- Fire protection systems, (e.g., fire alarm, sprinkler, standpipe risers, etc.), are maintained. A temporary but equivalent system of notification of fire emergencies is provided when any system is affected. Any temporary systems are inspected/tested monthly, if applicable.
- Smoking is prohibited inside the worksite. Smoking near the exterior areas shall be a minimum of 50 meters from flammable liquids and a safe distance from other combustible materials.
- Contractors/vendors must assure that storage, debris removal, and proper housekeeping practices are in place and enforced to reduce the flammable and combustible fire load to the lowest extent possible.
- Contractors/vendors must maintain materials in an orderly manner.
- Contractors/vendors must follow Lockout/Tag out procedures as per The Electrical Code.
- A "No Smoking" sign is posted in all construction sites and areas.
- Contractors/vendors are prohibited from disconnecting or interfering with existing operational systems without prior approval of DG Group.
- Welding and arc welding is not permitted without appropriate authorization from DG Group.

- Contractors/vendors must keep construction premises free from accumulation of waste materials or rubbish. Trash removal shall be daily in covered containers.
- Crib rooms and amenities shall be left in clean and sanitary condition daily.
- Manual handling in accordance with **SWI 007-D05, Safe manual handling**
- Use of personal protective equipment in accordance with **SWI 007-D06, PPE**

7.3 Electrical Work

Electrical work is a High Risk Construction Activity as defined in section 5.3 of this Plan. As such a SWMS is prepared for all electrical work. A person holding an electrical licence/registration is involved in the preparation of the SWMS.

Additionally, to ensure electrical safety, DG Group has prepared **Procedure 007-B01, Electrical Safety** which contains detailed information on the following:

- Specifications for electrical equipment
- Inspection and testing of electrical equipment
- Maintenance and repair of electrical equipment
- Use of electrical equipment
- Use of Residual Current Devices

The significant risk controls contained in this procedure and implemented by DG Group personnel are as follows:

- DG Group ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.
- Employees and contractors carrying out electrical work hold current electrical licence/registrations in accordance with Australian electrical regulations.
- All installations are verified and checked according to Australian and New Zealand wiring rules.
- All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.
- Damaged or defective electrical equipment e.g. equipment without guarding, exposed wires, is to be tagged “out of service” and removed from use
- Only qualified electricians are to make alterations or repairs to leads or equipment.
- Any incident where a person has made accidental contact with any electrical installation or received an electric shock reported to Energy Safe Victoria within 20 business days.
- All requirements in **SWI 007-D11, Using electrical equipment**

7.4 Excavations and Trenching

Excavation and trenching work is a High Risk Construction Activity as defined in section 5.3 of this Plan. As such a SWMS is prepared for all electrical work.

Additionally, to ensure safety in trenching and excavation work, DG Group has prepared **Procedure 007-B02, Excavation and Trenching Safety**, which contains detailed information on the following:

- Prevention of collapse, shoring, benching, battering, trench shields
- Placement of spoil
- Prevention of objects and persons falling into the excavation
- Work in the excavation
- Access and egress
- Air quality
- Groundwater
- Public protection
- Inspection of excavations and trenches
- Competency of workers
- supervision

The significant risk controls contained in this procedure and implemented by DG Group personnel are as follows:

- The relevant Government Authority is given written notice of excavation or trenching work at least three days prior to commencement of work.
- Ground support systems are chosen based on an assessment of ground conditions, including whether the ground has been previously disturbed.
- Daily inspections of ground support systems and surrounding surfaces are carried out using **Form 007-F07, Trench and Excavation Inspection Record**
- In the event of failure of ground support systems or unusual disturbance of surrounding surfaces work is halted and the advice is sought from a Geotechnical Engineer.
- All requirements in **SWI 007-D07, Trenching and excavation**

7.5 Plant & Equipment

7.5.1 Plant and Equipment Inspections

DG Group carries out regular inspections and maintenance of all plant and equipment in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Pre-start checks, schedule of maintenance and fault reports are notified to the Supervisor, documented in plant log books and made available to relevant parties on request.

Prior to each shift, the operator carries out a pre start inspection of the piece of plant, in accordance with the manufacturers requirements. The inspection is recorded.

In the event that faults or defects are detected that may impact on the safe operation of the plant or mobile equipment then that plant or mobile equipment is to be tagged out and stood down until it is deemed safe to use by the Manager.

Plant and equipment inspections are recorded on the following forms:

- **Form 007-F01, Powered Mobile Plant Inspection Record**
- **Form 007-F02, Plant and Equipment Register**
- **Form 007-F03, Tipper/Excavator Inspection Record**
- **Form 007-F04, Electrical Equipment Register**
- **Form 007-F05, PPE Register**
- **Form 007-F06, Portable Ladder Inspection Record**

7.5.2 Plant and Equipment Use

Control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

All Plant & Equipment is to be operated in accordance with relevant operational guidelines & manuals at all times. Including but not limited to the use of safety equipment ie seat belts.

Any plant that is used to lift or suspend people, equipment or materials must be specifically designed to lift or suspend those loads.

A sufficient clear working area (perimeter protection barrier's) should be provided around plant and equipment (physical barriers) that make machines safe by preventing access to dangerous parts.

Employee's trained in the hazards and safety procedures associated with the plant.

DG Group has also developed the following Safe Work Instructions to assist personnel understand the basic control measures to be implemented when operating plant:

- **SWI 007-D09, Using oxyacetylene**

- SWI 007-D10, Using compressed air
- SWI 007-D11, Using electrical equipment
- SWI 007-D12, Using angle grinders

7.5.3 Plant and Equipment Maintenance

Plant and Equipment owned and operated by DG Group is inspected and maintained by a competent fitter or mechanic. Maintenance is as per manufacturer's instructions. Repairs and defects are noted and recorded as a maintenance history for that machine and repairs carried out as per manufacturer's recommendations and procedures.

All repairs and services are logged in the machine plant log book

Subcontractors and Suppliers are responsible for ensuring that all manufacturers' requirements for planned preventive maintenance are completed.

In the event that Plant or Equipment is found to be defective following daily inspections, it is to be immediately isolated and removed from operations.

7.5 Working at Height

Working at height is a High Risk Construction Activity as defined in section 5.3 of this Plan. As such a SWMS is prepared for all work where there is a risk of falling 2 metres or more.

Additionally, to ensure safety when working at height, DG Group has prepared **Procedure 007-B03, Working Safely at Height**, this contains detailed information on the following:

- Job planning and risk assessment
- Hierarchy of fall prevention controls
- Training of personnel
- Equipment maintenance and inspection
- Passive fall protection
- Work positioning systems
- Fall injury minimisation systems
- Use of ladders

DG Group has also developed the following Safe Work Instructions to assist personnel understand the basic control measures to be implemented to prevent the risk of falling:

- **SWI 007-D01, Work at height**
- **SWI 007-D02, Using ladders**
- **SWI 007-D03, Mobile scaffold**
- **SWI 007-D04, Fixed Scaffold**

The significant risk controls contained in the above documents and implemented by DG Group personnel are as follows:

- Hazard identification processes identify all possibilities of falling from height (working on roofs, working on scaffold, working from an elevated work platform, working close to an excavation or trench)
- The choice of control methods is based on the hierarchy of control at all times (i.e. Elimination, substitution, engineering, administrative, PPE)
- Control measures for each work at height activity are documented in the job specific SWMS
- Plant (such as elevated work platforms) is specifically designed to lift personnel
- Plant (such as fixed or mobile scaffold) is inspected and approved for use
- Fall prevention and fall restraint equipment is inspected prior to use
- Faulty plant and equipment is removed from service and not used
- Ladders are fit for the task and location
- Emergency procedures, including rescue retrieval, are prepared prior to work at height

7.6 Hazardous Manual Handling

Potential manual handling hazards are assessed during the daily preparation of the Job Start Card.

All personnel are trained in controlling the risks in accordance with the hierarchy of control as follows:

- Changing the workplace layout or environment
- Changing the method of work
- Changing the materials being used in the task
- Using mechanical aids

Additionally all employees have been trained in manual handling techniques, as described in **SWI 007-D05, Manual Handling**. This SWI is used to reduce the risk of musculoskeletal disorders so far as is reasonably practicable.

7.7 Personal Protective Equipment

The requirement for Personal Protective Equipment (PPE) is risk assessed during the initial workplace inspection and daily, as part of the completion of the Job Start Card.

Personnel are trained in the selection, correct use and cleaning and maintenance of PPE.

Appropriate signage is prominently displayed such that it is visible from outside the site. The signage shows the name of the company, contact phone numbers and PPE required on the project.

The Supervisor checks that PPE is being correctly worn on a daily basis.

Additionally all employees have been trained in manual handling techniques, as described in **SWI 007-D06, PPE.**

Related Documents:

Document Number	Document Type	Document name
007-B01	Procedure	Electrical Safety
007-B02	Procedure	Excavation and Trenching Safety
007-B03	Procedure	Working Safely at Height
007-F01	Form	Powered Mobile Plant Inspection Record
007-F02	Form	Plant & Equipment Register
007-F03	Form	Tipper/Excavator Inspection Record
007-F04	Form	Electrical Equipment Register
007-F05	Form	PPE Register
007-F06	Form	Portable ladder Inspection record
007-F07	Form	Trench and Excavation Inspection Record
007-D01	SWI	Work at height
007-D02	SWI	Use of Ladders
007-D03	SWI	Mobile Scaffold
007-D04	SWI	Fixed Scaffold
007-D05	SWI	Manual Handling
007-D06	SWI	PPE
007-D07	SWI	Trenching and Excavation
007-D08	SWI	Hazardous Substances
007-D09	SWI	Oxyacetylene
007-D10	SWI	Compressed Air
007-D11	SWI	Electrical Equipment
007-D12	SWI	Angle Grinders
007-D13	SWI	Confined Space Entry
007-D14	SWI	Exposure to Noise

8.0 PROCUREMENT

8.1 Purchasing

DG GROUP recognises the importance of workplace safety and health in its purchasing decisions.

Australian and New Zealand Standards and legislative requirements are specified within purchasing and tendering documents.

Safety and health criteria within purchasing documentation include, but are not limited to, the following:

- All plant and equipment will be required to meet ergonomic considerations of the intended users;
- Machinery will be maintained to ensure that it runs as quietly as possible. e.g. noisy machinery will be transferred to other areas or noise barriers or baffles fitted to the equipment; and
- All plant and equipment will be provided with sufficient guarding, labelling of controls and warning signs, where appropriate.

8.2 Subcontractors

To ensure subcontractors work safely DG Group addresses the following:

- Selection and engagement of subcontractors
- On site management of subcontractors
- End of job review

The significant risk controls implemented are as follows:

a) Selection and Engagement Criteria

- Proof of business and workers compensation insurance (Mandatory)
- Assessment of previous safety performance including:
 - o Lost time incident frequency rate (LTIFR) – preferred target <1
 - o Medical treatment incident frequency rate (MTIFR) – preferred target <5
- Assessment of type and severity of any statutory notices and convictions including Prohibition Notices, Improvement Notices and Environmental Breach Notices. Assessment to include adequacy of sub-contractors response to the notice.
- Assessment of documented health and safety program and/or procedures
- Evidence of competency of personnel including plant operators (Mandatory)
- **Form 008 – F01, Contractor Prequalification** is used as a guide during the selection process

b) On site Management

- Subcontractors are expected to comply with DG Group safety standards and rules
- Subcontractors either prepare a job specific SWMS or participate in the preparation and implementation of the DG Group SWMS
- Subcontractors are involved in daily and other regular site meetings held by DG Group
- Subcontractors are inducted to the site and made aware of emergency procedures
- Subcontractors are required to report all hazards and incidents to DG Group
- Subcontractors are required to investigate incidents and provide a report to DG Group

c) Review

- At the completion of a project DG Group evaluate the performance of subcontractors based on quality of work, timeliness, cooperation and health and safety program implementation
- **Form 008 – F02, Contractor Performance Monitoring** is used to record Contractor performance.

Related Documents:

Document Number	Document Type	Document name
008 – F01	Form	Contractor Prequalification
008 – F02	Form	Contractor Performance Monitoring

9.0 HAZARDOUS CHEMICALS MANAGEMENT

DG Group recognises the risks in using hazardous chemicals and whenever possible eliminates such risks through the use of alternative substances that are less harmful. When the use of hazardous chemicals cannot be eliminated, the risk to health and safety is minimised to as low as reasonably practicable.

DG Group has prepared **Procedure 009-B01, Hazardous Chemicals Management** to ensure the safe use of hazardous chemicals. The procedure contains information on the following:

- Purchase of hazardous chemicals
- Risk assessment using the hierarchy of control
- Reference to hazardous chemicals in the relevant SWMSs
- Hazardous chemicals register
- Availability and use of Material Safety Data Sheets (MSDSs)
- Handling, storage and disposal of hazardous chemicals
- Decanting of hazardous chemicals
- Training of personnel
- Emergency procedures
- Review of controls
- Exposure standards and health surveillance

The significant risk controls contained in this procedure and implemented by DG Group personnel are as follows:

- A risk assessment is carried out for every hazardous chemical purchased
- An MSDS, written in English, is obtained prior to supply of the chemical
- MSDSs are rejected if they have not been reviewed in the previous five years
- A register of hazardous chemicals is prepared and is available to personnel, **Form 008 – F01, Hazardous Substances and Dangerous Goods Register**
- MSDSs are filed centrally in the DG Group office, are available in storage areas and are issued to personnel using the chemical
- MSDSs are available via the Company's drop box
- Handling, storage and use of hazardous chemicals is as per instructions on the MSDS
- All containers used for hazardous chemicals are appropriately labelled, including when chemicals are decanted
- Hazardous chemicals are disposed of in accordance with manufacturers instructions
- Control measures are to be reviewed at least once every five years or when changed circumstances arise, or when existing control measures are identified as inadequate
- Exposure to concentrated levels of atmospheric substances generated in the workplace above acceptable levels (as detailed in the MSDS or register) is avoided by use of extraction fans, fume cupboards or similar devices.



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- Any employee exposed to a hazardous chemical is provided with health surveillance as necessary.

DG Group has also developed the following Safe Work Instruction and Environment Protection Instruction to assist personnel understand the basic control measures to be implemented when using hazardous substances and dangerous goods:

- **SWI 007-D08, Storage and use of hazardous substances and dangerous goods**
- **EPI 010 – G01, Storage and use of hazardous substances**

Related Documents:

Document Number	Document Type	Document name
009-B01	Procedure	Hazardous Chemicals Management
009-F01	Form	Hazardous Substances and Dangerous Goods Register

10.0 ENVIRONMENTAL MANAGEMENT

DG Group is committed to the State and Federal Government principles of ecological sustainable development and prevention of environmental harm. The Company has in place the following documents to support this commitment and to establish procedures to ensure compliance:

- **Policy 010-A01, Environmental Policy**
- **Procedure 010- B01, Waste Management Procedure**
- **Environment Protection Instruction 010 – G01, Storage & use of hazardous substances**
- **Environment Protection Instruction 010 – G02, Maintenance, refuelling & storage of machinery**

The Waste Management Procedure identifies and sets out controls for the three waste streams that impact DG Group, namely:

- Building waste
- Office waste
- Hazardous waste

The Plan describes the waste disposal methods to be used for each waste stream. It also sets out procedures to be used to prevent accidental spills to the environment.

Disposal of waste is recorded on **Form 010 – F01, Waste Disposal Record**.

Related Documents:

Document Number	Document Type	Document name
010-A01	Policy	Environmental Policy
010-B01	Procedure	Waste Management Procedure
010-F01	Form	Waste Disposal Record
010 – G01	EPI	Storage & use of hazardous substances
010 – G02	EPI	Maintenance, refuelling & storage of machinery

11.0 INSPECTIONS AND AUDITS

11.1 Inspections

Site health and safety inspections are carried out as follows:

- Daily by the DG Group Supervisor
- Monthly by a DG Group manager

11.1.1 Daily Inspections

Daily safety and environmental inspections are carried out by the Supervisor. The items to be inspected include, but are not limited to:

- Work at height controls
- Trenching controls
- Plant and equipment conditions and use
- Electrical equipment conditions and use
- Storage and use of hazardous chemicals
- Housekeeping
- Storage of materials
- Access and egress
- Signage
- Emergency equipment
- Correct use of PPE

In the event that any unsafe condition or environmental impact is observed the Supervisor ensures that it is rectified and records the issue on **Form 013-F01, Hazard Report Form**.

11.1.2 Monthly Inspections

Monthly inspections are carried out by a DG Group Manager and recorded on **Form 011-F01, Workplace Inspection Form**.

The monthly inspection comprises an inspection of site conditions, a review of documents and records required by the Health, Safety and Environment system and discussions with personnel on work processes and risk controls.

The Workplace Inspection Form is reviewed by the Managing Director and the Health and Safety Advisor. As necessary corrective actions are developed and advised to the relevant Supervisor with a timeframe for rectification.

The Health and Safety Advisor monitors the close out of the corrective actions by the due date.

11.2 Audits

An audit is carried out annually to assess compliance with the Health, Safety and Environmental system as set out in the Workplace Health and Safety Management Plan.

The audit is carried out by the Health and Safety Advisor and a report is prepared for review by the Managing Director.

As necessary, corrective actions are prepared to address noncompliance with the system; and to identify potential areas for improvement to the system.

The audit comprises:

- Site safety and environmental inspections at various project locations
- Review of documents and records from various project location and head office
- Discussions with employees, managers and clients
- Review of performance records for the previous year

Related Documents:

Document Number	Document Type	Document name
011-F01	Form	Hazard Identification Checklist
011-F02	Form	Workplace Inspection Checklist
011-F03	Form	Manual Handling Assessment Checklist
011-F04	Form	Slips, Trips, Falls Assessment Checklist

12.0 EMERGENCY PREPAREDNESS

Dg Group prepares an Emergency Response Plan (ERP) for all projects and offices based on **Procedure 012-B01, Emergency Preparedness**.

This procedure contains information on the following:

- Identification of potential emergency situations, using **Form 012-F01, Emergency Assessment Checklist**
- Preparation of location specific Emergency Response Plans, including phone numbers for emergency services, emergency personnel and closest medical centres
- Coordination with client and /or Principal Contractor emergency procedures
- Appointment of Emergency Response Coordinator
- Provision of emergency response equipment, including first aid equipment
- Induction and training
- Display of emergency response information
- Testing of emergency response procedures

The procedure includes the following specific requirements for first aid:

- At least one person trained in first aid to be on every site
- First aid kit in every company vehicle and workplace
- Signage to indicate location of first aid kits
- Number of first aid kits on site determined by the size and layout of the site
- Specific contents for first aid kits
- Contents regularly checked and replenished as necessary
- First aid kits kept in secure and dust free container
- Reuseable items thoroughly cleaned with soap or alcohol after use
- Names and phone numbers of trained first aiders prominently displayed on site and mentioned in the site induction
- Records of first aid treatment to be recorded

The emergency response plans comprise the following documents:

- **Form 012 – F02, Emergency and Evacuation Response Plan**
- **Form 012 – F03, Emergency Personnel and Equipment**
- **Form 012 – F04, Emergency Reporting Instructions**
- **Form 012 – F05, Bomb Threat Checklist**
- **Form 012 – F06, Rescue/Retrieval Plan**

As a minimum the ERP contains standard information on the following potential emergency scenarios:

- Medical emergency
- Fire
- Explosion
- Bomb threat
- Hazardous chemical emergency



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Related Documents:

Document Number	Document Type	Document name
012-B01	Safety Procedure	Emergency Preparedness
012-F01	Form	Potential Emergency Identification Checklist
012-F02	Form	Emergency and Evacuation Response Plan
012-F03	Form	Emergency Personnel and Equipment
012-F04	Form	Emergency Reporting Instructions
012-F05	Form	Bomb Threat Checklist
012-F06	Form	Rescue/Retrieval Plan

13.0 INCIDENT MANAGEMENT

Incident management includes hazard reporting, near miss reporting and equipment damage reporting, as well as response to incidents causing harm to personnel or the environment.

DG Group uses incident reports to learn how to prevent similar incidents recurring and to improve performance. It does not use them to assign blame.

13.1 Hazard Reporting

DG Group encourages all personnel, including subcontractors, to report any hazard that they observe at the workplace. If possible, the person observing the hazard is to make the situation safe immediately. If this is not possible, contact the DG Group Supervisor and advise him/her of the hazard and its location. The Supervisor is to enter the hazard on **Form 013-F01, Hazard Report Form** and on **Form 005-F02, Hazard Register**.

DG Group Health and Safety Advisor reviews Hazard Registers on a quarterly basis to identify any adverse trends. In the event that unsatisfactory trends occur control measures contained in SWMSs, SWIs and procedures are reviewed and amended as necessary.

13.2 Near Miss Reporting

A near miss is an incident that did not cause any harm but could have done so if circumstances had been different. It is imperative that all near misses are reported so that the circumstances can be investigated and corrective actions developed to prevent recurrence.

**A near miss is a free lesson
No one was hurt
But next time you, or your workmate, may not be so lucky**

Near misses are to be reported on **Form 013-F02, Incident/Near Miss Report Form**.

The potential severity of a near miss is assessed by the Health and Safety Advisor to determine the level of investigation to be carried out.

A register of near misses is maintained, **Form 013-F03, Incident Register** and reviewed on a quarterly basis to identify any adverse trends. In the event that unsatisfactory trends occur control measures contained in SWMSs, SWIs and procedures are reviewed and amended as necessary.

13.3 Incident Response and Investigation

DG Group has prepared **Procedure 013-B01, Incident Response and Investigation** to ensure effective response to safety and environmental incidents that cause harm. The procedure contains information on the following:

- Immediate incident response (refer Emergency Response Plan)
- Assessment of the severity of the incident
- Preservation of the scene
- Notification to the relevant Statutory Authority of Notifiable Events
- Investigation process, including appointment of investigator
- Contents of investigation report, **Form 013-F05, Incident Investigation Report**
- Development of corrective actions
- Implementation of corrective actions
- Review of effectiveness of corrective actions
- Feedback to personnel on the cause of and the learning from the incident
- Incident recording on the **Incident Register**

Related Documents:

Document Number	Document Type	Document name
013-B01	Procedure	Incident Response and Investigation
013-F01	Form	Hazard Report Form
005-F02	Form	Hazard Register
013-F02	Form	Incident/Near Miss Report Form
013-F03	Form	Incident Register
013-F04	Form	First Aid Report
013-F05	Form	Incident Investigation Report

14.0 REHABILITATION & RETURN TO WORK

DG Group recognise that providing appropriate and adequate rehabilitation assistance to an injured employee is essential to enable a quick and productive return to original duties.

It is important that all lost time injuries are managed, to ensure that employees understand their value to the employer and the benefits of an early return to work. Returning to work is beneficial to both the employee and DG GROUP.

Policy 014-A01, Rehabilitation Policy reflects the Company's commitment to rehabilitate injured employees if possible.

All cases are dealt with the upmost discretion and confidentiality, in accordance with **Procedure 014-B01, Rehabilitation**.

If required **Form 014-F01, Return to Work Plan** is used to plan and monitor the progress of the injured person.

Related Documents:

Document Number	Document Type	Document name
014-A01	Policy	Rehabilitation Policy
014-B01	Procedure	Rehabilitation
014-F01	Form	Return to Work Plan

15.0 DOCUMENT CONTROL & RECORDS MANAGEMENT

15.1 Document Control

All documents in the DG Group Health, Safety and Environmental management system are controlled by inclusion of the following information on the document

- Unique document number
- Document title
- Date of preparation and approval
- Revision status
- Page numbering
- DG Group company logo

Controlled copies of documents are filed electronically on the DG Group server. Generally, paper copies are uncontrolled.

All documents are approved for use by the Company's Managing Director.

The structure of the DG Group health, safety and environmental management system is based on the following breakdown of process carried out by the Company:

- 001 – management system establishment
- 002 – management commitment
- 003 - planning
- 004 – legal and contractual compliance
- 005 – health and safety risk management
- 006 – employee management
- 007 – construction health and safety
- 008 - procurement
- 009 – hazardous chemicals management
- 010 – environmental management
- 011 – inspections and audits
- 012 – emergency preparedness
- 013 – incident management
- 014 – rehabilitation and return to work
- 015 – document control and records management

The system contains the following types of document, identified by the letter shown:

- A - Policies
- B - Procedures
- C - Plans
- D - Safe Work Instructions
- E - Safe Work Method Statements
- F – Forms

- G – Environment Protection Instructions

Each document is given a unique number based on the process to which it relates and the type of document as shown below:

XXX(process) – X(document type)XX(sequential number).

For example: **003 – C01** (this document)

- the document relates to planning (**003**)
- the document is a plan (**C**)
- the document is the first plan prepared (**01**)

15.2 Records Management

The following records are compiled to demonstrate compliance with the DG Group Health, Safety and Environmental system:

- Job specific SWMSs
- Job Start Cards
- Permits to work
- Induction
- Quarterly performance report
- Risk assessment form

All records are maintained for seven years, with the exception of health surveillance records which are maintained for thirty years.

Related Documents: Nil

APPENDIX 1 – RELEVANT LEGISLATION

1.0 VICTORIA

1.1 Legislation

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Dangerous Goods (Storage and Handling) Regulations 2012
- Electrical Safety (Installation) Regulations 1999
- Workplace Injury and Rehabilitation and Compensation Act 2013
- Workers Compensation Act 1958
- Environment Protection Act 1970

1.2 Compliance Codes, Codes of Practice and Industry Standards

Compliance Codes

- First Aid in the Workplace
- Confined Space 2009
- Prevention of Falls in General Construction
- Workplace amenities and Work Environment

Codes of Practice

- Building and Construction Workplaces – CoP13, 1990
- Demolition – CoP14, 1991
- Hazardous Substances – CoP24, 2000
- Manual Handling – CoP25, 2000
- Plant – CoP19, 1995
- Safety Precautions in Trenching Operations – CoP8, 1988
- Storage and Handling of Dangerous Goods – CoP27, 2013

Industry Standards

- Concrete Cutting and Drilling, 2010
- Electrical Installations on Construction Sites, 2011

APPENDIX 1 - RELEVANT LEGISLATION

2.0 Tasmania

2.1 Legislation

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Workers Rehabilitation and Compensation Act 1988
- Workers Rehabilitation and Compensation Regulations 2011
- Dangerous Goods Act 1998
- Dangerous Goods (General) Regulations 1998
- Plumbing Regulations 2004
- Environmental Management and Pollution Control Act 1994

2.2 Codes of Practice

- Confined Space 2012
- Construction Work 2012
- Demolition Work 2012
- Excavation Work 2012
- First Aid in the Workplace 2012
- Hazardous Manual Tasks 2012
- How to Manage Work Health and Safety Risks 2012
- Managing Electrical Risks 2012
- Managing Risks of Hazardous Chemicals
- Managing Risks of Falls at Workplaces
- Managing Risks of Plant in Workplaces
- Managing the Work Environment and Facilities
- Work Health and Safety Consultation, Cooperation and Coordination



Health, Safety & Environmental Management Plan

Doc. No: 003 - C01
Revision:06
Date: 2ND June 2017

APPENDIX 2 – SYSTEM DOCUMENTS

Document Number	Document Type	Document name
002-A01	Policy	Workplace Health and Safety Policy
006-A02	Policy	Consultation Policy
006-A03	Policy	Drug and Alcohol Policy
006-A05	Policy	Anti Discrimination and Equal Opportuntiy Policy
010-A01	Policy	Environmental Policy
014-A01	Policy	Rehabilitation Policy
003–C01	Plan	Health, Safety & Environmental Management Plan
006-B01	Procedure	Competency and Training
006-B02	Procedure	Health Monitoring and Surveillance
007-B01	Procedure	Electrical Safety
007-B02	Procedure	Excavation and Trenching Safety
007-B03	Procedure	Working Safely at Height
009-B01	Procedure	Hazardous Chemicals Management
010-B01	Procedure	Waste Management
012-B01	Procedure	Emergency Preparedness
013-B01	Procedure	Incident Response and Investigation
014-B01	Procedure	Rehabilitation
005-F01	Form	SWMS Template
005-F02	Form	Hazard Register
005-F03	Form	Environmental Hazard Register
005-F04	Form	Job Risk Assessment
005-F05	Form	Project Risk Assessment
005-F06	Form	Job Start Card
005-F07	Form	Confined Space Entry Permit
005-F08	Form	Hot Work Permit
006-F01	Form	Training Course Attendance Record
006-F02	Form	Toolbox Talk Attendance Record
006-F03	Form	Training Needs Analysis
006-F04	Form	Employee Training Register
007-F01	Form	Powered Mobile Plant Inspection Record
007-F02	Form	Plant and Equipment Register
007-F03	Form	Tipper/Excavator Inspection Record
007-F04	Form	Electrical Equipment Register
007-F05	Form	PPE Register
007-F06	Form	Portable Ladder Inspection Record
007-F07	Form	Trench and Excavation Inspection Record

008-F01	Form	Contractor Prequalification
008-F02	Form	Contractor Performance Monitoring
009-F01	Form	Hazardous Substances & Dangerous Goods Register
010-F01	Form	Waste Disposal Record
011-F01	Form	Hazard Identification Checklist
011-F02	Form	Workplace Inspection Checklist
011-F03	Form	Manual Handling Assessment Checklist
011-F04	Form	Slips Trips Falls Assessment Checklist
012-F01	Form	Potential Emergency Identification Checklist
012-F02	Form	Emergency & Evacuation Response Plan
012-F03	Form	Emergency Personnel & Equipment
012-F04	Form	Emergency Reporting Instructions
012-F05	Form	Bomb Threat Checklist
012-F06	Form	Rescue/Retrieval Plan
013-F01	Form	Hazard Report
013-F02	Form	Incident/Near Miss Report Form
013-F03	Form	Incident Register
013-F04	Form	First Aid Report
013-F05	Form	Incident Investigation Report
014-F01	Form	Return to Work Plan
007-D01	SWI	Work at height
007-D02	SWI	Using ladders
007-D03	SWI	Mobile scaffold
007-D04	SWI	Fixed scaffold
007-D05	SWI	Manual Handling
007-D06	SWI	PPE
007-D07	SWI	Trenching and excavation
007-D08	SWI	Hazardous substances and dangerous goods
007-D09	SWI	Oxyacetylene
007-D10	SWI	Compressed air
007-D11	SWI	Electrical equipment
007-D12	SWI	Angle grinders
007-D13	SWI	Confined space entry
007-D14	SWI	Exposure to noise
005-E01	SWMS	SWMS Use of Angle Grinder
005-E02	SWMS	SWMS Use of Electric Drill
005-E03	SWMS	SWMS Use of Welder
005-E04	SWMS	SWMS Safe use of Oxy-Acetylene

005-E05	SWMS	SWMS Using Portable Ladders
005-E06	SWMS	SWMS CCTV Drain Camera
005-E07	SWMS	SWMS Concrete Cutting
005-E08	SWMS	SWMS Electric Eel
005-E09	SWMS	SWMS Jack Hammer
005-E10	SWMS	SWMS Jet Blaster
005-E11	SWMS	SWMS Excavator
005-E12	SWMS	SWMS Working on Rooftops
005-E13	SWMS	SWMS Scissor Lift Operations
005-E14	SWMS	SWMS Boom Lift Operations
005-E15	SWMS	SWMS Elevated Work Platform

APPENDIX 3 – RISK RATING TABLE

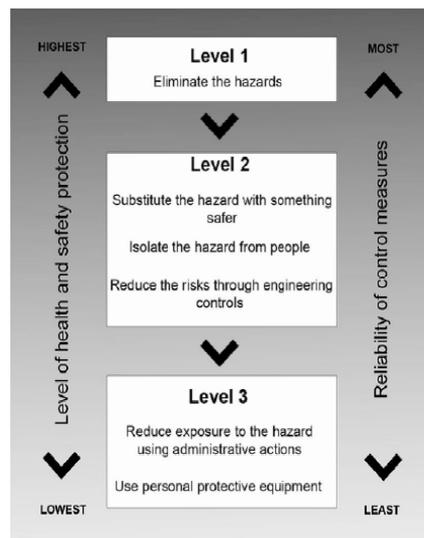
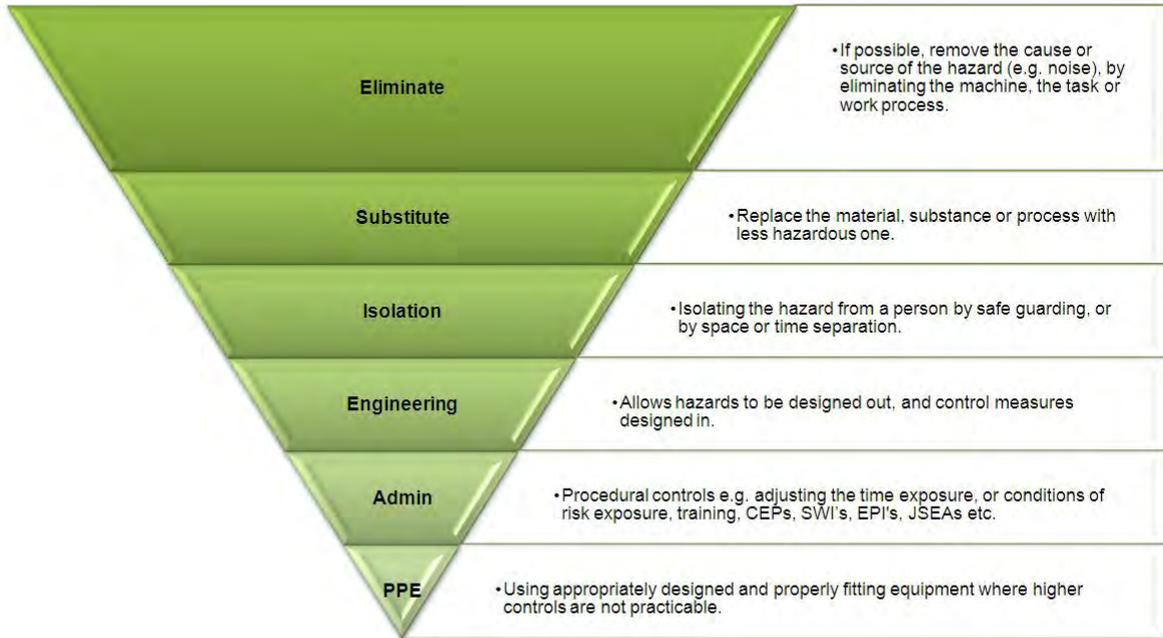
CONSEQUENCE

	Insignificant First aid treatment Potential financial impact less than \$2000	Minor Medical treatment injury Potential financial impact \$2000 to \$9999	Significant Lost time injury Potential financial impact \$10000 to \$20000	Major Single fatality, multiple injuries, life threatening injuries Potential financial impact \$20000 to \$49999	Crisis Multiple fatalities Potential financial impact in excess of \$50000
L Almost I Certain	H	H	E	E	E
K Expected to E occur in most L circumstances					
I Likely	M	H	H	E	E
H					
O					

O Probably						
D occur in most circumstances						
Possible Should occur sometimes	L	M	H	E	E	
Unlikely Could occur at some time	L	L	M	H	E	
Rare May occur in exceptional circumstances	L	L	M	H	H	

L	LOW RISK Broadly acceptable - Manage by routine procedures	SWIs, Job Start Card, Operator competency
M	MODERATE RISK Tolerable – With identified controls fully implemented	SWMS, Procedures
H	HIGH RISK Undesirable - Additional controls to reduce risk	Management Intervention
E	VERY HIGH RISK Intolerable - Do not start activity	Replan, change method, eliminate the task

APPENDIX 4 – HIERARCHY OF CONTROL



APPENDIX 5 - RISK REGISTER

Date: 31 July 2015

RISK	CONTROLS
Working at height generally	Procedure 007-B03, SWMS, SWIs 007-D01, 007-D02, 007-D03, 007-D04
Working on roofs	Procedure 007-B03, SWMS, SWIs 007-D01, 007-D02
Working in EWPs	Procedure 007-B03, SWMS, SWIs 007-D01
Working from scaffolding	Procedure 007-B03, SWMS, SWIs 007-D01, 007-D02, 007-D03, 007-D04
Trenching and excavation	Procedure 007-B02, SWMS, SWI 007-D07
Using hazardous substances and dangerous goods	Procedure 009-B01, SWMS, SWI 007-D08
Working on energised equipment	SWMS
Working in confined space	SWMS, Permit to Work, SWI 007-D13
Using electrical equipment	Procedure 007-B01, SWMS, SWI 007-D11
Using oxyacetylene	SWMS, SWI 007-D09
Welding cutting and grinding	SWMS, SWIs 007-D09,007-D10, 007-D12
Working near powered mobile plant	SWMS
Using powered plant	SWMS
Lifting materials with a crane	SWMS
Working adjacent to traffic	SWMS