



SALUS MARITIME
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23 Pipe Clay Esplanade, Cremorne.
Tasmania



SALUS MARITIME OH&S MANAGEMENT PLAN

Company OH&S Management Plan

Contract No: - Rev No: 1 - Rev Date: 30/7/2017



TABLE OF CONTENTS

			Page
1.0		PROJECT PARTICULARS	5
	1.1	Purpose	5
	1.2	Description of Works	5
	1.3	Interested Parties	5
	1.4	Identified Hazards	5
2.0		MANAGEMENT RESPONSIBILITY	7
	2.1	OHS policy / Objectives	7
	2.2	SALLUS Organisational Structure and Responsibilities	8
	2.21	<i>Contractors Principals (Directors) Responsibilities</i>	8
	2.22	<i>Project Manager</i>	8
	2.23	<i>OHS Manager</i>	8
	2.24	<i>Site Manager</i>	10
	2.25	<i>Site Operatives</i>	11
	2.26	<i>Subcontractors</i>	11
3.0		COMMUNICATION AND CONSULTATION	12
	3.1	Consultation Process	12
	3.2	Tool Box Talks	13
	3.3	Monthly OHS Management Meetings	13
	3.4	Work Site Communication	13
4.0		SERVICE PROVIDERS	14
	4.1	SALLUS as Principal Contractors	14
	4.2	Assessment and selection of service providers	14
	4.3	Service Provider Compliance	15
	4.4	Monitoring service providers	15
	4.5	Poor performance management	16
5.0		PURCHASING	17
	5.1	Purchasing and Hiring	17
	5.2	Obtaining OHS Information	17



6.0		DESIGN	18
	6.1	Management of design process	18
	6.2	Design procedures	18
7.0		RISK MANAGEMENT	20
	7.1	Risk Identification	20
	7.2	Risk Assessment	21
	7.3	Hazard Reporting	21
	7.4	Ongoing Hazard Identification and reporting	22
	7.5	Risk control	22
	7.6	Personal Protective Equipment	23
	7.7	Fire Protection	23
	7.8	Safe Work Method Statements	23
	7.9	Emergency Procedures	25
	7.10	Hazard Control in the Event of an Incident	25
	7.11	Site Safety Rules	25
	7.12	OHS Legal Requirements	26
8.0		TRAINING	26
	8.1	Consultation Training	26
	8.2	OHS Induction Training	26
	8.3	Refresher Training Needs	27
	8.4	Training to Operate Plant and Equipment	27
	8.5	Emergency Procedure Training	27
	8.6	Training Procedure	28
	8.7	SALLUS Training Policy	28
9.0		INSPECTION, TESTING & SERVICING	29
	9.1	Inspection and Test Plans	29
	9.2	Work Processes	29
	9.3	Incoming Products	30
	9.4	Plant and Equipment	30
	9.5	Electrical	30



	9.6	Plant	30
	9.7	Lifting Gear	31
	9.8	Record Keeping	31
10.0		INCIDENT MANAGEMENT & CORRECTIVE ACTION	32
	10.1	Incident Management	32
	10.2	Corrective Action	32
	10.3	Accident Investigation	33
	10.4	Workers Compensation	33
	10.5	Return to Work	33
	10.6	First Aid	34
	10.7	Incident Reporting	35
11.0		HANDLING, STORAGE, PACKAGING & DELIVERY	36
	11.1	Hazardous Processes	36
	11.2	Materials Handling	36
	11.3	Manual Handling	37
	11.4	Hazardous Substances	37
	11.5	Certification of Plant and Operators	38
12.0		INTERNAL REVIEWS	39
	12.1	Construction Work Site Check Lists	39
	12.2	Internal Reviews	39
	12.3	Internal Audits	39
	12.4	Corrective Actions	39
13.0		DOCUMENTATION AND RECORDS	40
		APPENDICIES	
	A	OHS Inspection and Test Plan	41
	B	Document/Record control Register	42
	C	Site-Specific Safety Management Plan	44
	D	Safe Work Method Statements	45
	E	Forms To Be Maintained On-Site	46



1.0 PROJECT PARTICULARS

1.1 Purpose

This plan will be issued to all people that require it and used as a guide by SALLUS staff for completion of all operations undertaken during completion of the above contract and to outline the requirements for the work area in order to minimise any risk of injuries to employees and the public

1.2 Description of Works

1.4 Identified Hazards

Assessment of the work site and project during the planning stage identified the following site-specific hazards:

- Inclement weather;
- Access and Egress;
- Traffic & vehicles;
- Public;
- Hazardous Materials (Hazardous substances / chemicals)
- Existing Services (Overhead hazards);
- Formwork;
- Hot work;
- Materials handling;
- Moving machinery and plant;
- Working near, over and on water;

2.0 MANAGEMENT RESPONSIBILITY

2.1 OHS policy / Objectives

At SALLUS our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf. People are our most important asset and their health and safety is our greatest responsibility.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.



- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular Communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees Work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.
- The success of our health and safety management is dependent on:
 - Pro-active planning of all work activities with due consideration given to implementing
 - Occupational health and safety (OHS) controls that are suitable to each given situation.
 - Understanding the total work process and associated OHS risks.
 - Ensuring the work team is totally committed to achieving our objectives.
 - Ensuring that open and honest communication exists between management and all employees.

Directors Name

Signature

...../...../.....

Date



2.2 SALLUS OHS Organisational Structure and Responsibilities

2.2.1 Contractor's Principals (Directors) Responsibilities

- a) Insert MD Responsibilities

2.2.2 Project Manager

For this particular project, the project manager has the following responsibilities:

- a) Responsible for completion of the contract in accordance with company policies and procedures including this OHS management system.
- b) Managing compliance with OHS, workplace injury management and workers compensation, legislation, standards and codes
- c) Act as Contractor's Representative in accordance with AS 2124.
- d) Ensure all employees are familiar with and understand the requirements of this Project OHS management plan.
- e) Liaise with the Superintendent and external Stakeholders concerning all day to day work practices and any relevant OHS issues.
- f) Management of design issues that effect OHS matters.

2.2.3 O H S Manager

The OHS Manager has a large amount of time to dedicate towards OHS his responsibilities are many as detailed below.

- a) Managing compliance with OHS, workplace injury management and workers compensation legislation, regulations, standards and codes.
- b) Verifying that employees and service providers implement safe work methods.
- c) Managing compliance with this Project OHS Management Plan.
- d) Ensure that adequate OHS planning is developed and carried out before commencing work on site and at appropriate times throughout the project.
- e) Visit the site regularly and randomly to check on OHS procedures
- f) Review all construction methods, design and procedures to detect any inherent hazards or hazards that arise during implementation.
- g) Ensure first aid is available on site.
- h) Immediately stopping, rejecting and quarantining use of un-safe work areas, work methods, materials, plant and equipment.
- i) Ensure that all workers on the site have attended a by the OHS Manager



- j) Conduct hazard appraisals of the site covering all relevant aspects of accident prevention including housekeeping, 'man overboard', fire protection, use of ladders, personal protective equipment, access and egress and other matters that develop throughout the project. Provide written notice to the Project Manager of findings and action taken for correction of those aspects.
- k) Ensure that Hazards are identified with all work processes, including review of hazards identified by service providers and clients. The OHS Manager must then make sure that all identified hazards are risk assessed with appropriate risk control measure implemented.
- l) Carry out investigations into all accidents and instigate corrective action.
- m) Ensure that this Project OHS plan is on site communicated effectively to all personnel through acquisition and dissemination of related information.
- n) Assessing the organisation's service provider's ability to comply and compliance with OHS requirements.
- o) Preparation and implementation of Safe Work Method Statements
- p) Planning and conducting OHS training, including induction, task and refresher training.
- q) Ensure that all employees receive adequate explanation of Site Safety Rules.
- r) Ensure that employees have and wear protective personal equipment; sub-contractors are required to abide by the same requirements.
- s) Development and implementation of emergency procedures.
- t) Maintain an up to date list of personal particulars for all workers on the site including sub-contractors. Details to be recorded, where appropriate are: Next of kin and emergency contact numbers.
- u) Maintain a current list of emergency telephone numbers of Emergency Services, OH&S Manager, and any other relevant persons or bodies connected with emergencies.
- v) Responsible for ensuring that the list of Site Safety Rules will be displayed at the site.
- w) Verifying (by inspection and tests) that work areas, work methods, materials plant and equipment comply with OHS legislation, regulations, standards and codes.
- x) Stopping, rejecting or quarantining unsafe work methods, materials, plant and equipment
- y) Reporting of accidents, injuries and Work Cover claims are fully completed and promptly forwarded to Head Office. Review all other reports of damage, accidents, injuries and near misses within 48 hours and ensure that all corrective action is taken, reports are submitted as per OHS Manual with the relevant information collated to provide statistical data
- z) Investigating incidents and initiating corrective and preventative actions.
 - aa) Developing and implementing injury management programs and coordinating the rehabilitation of injured personnel
 - bb) Managing OHS records and documentation as detailed in section 13.
 - cc) Acquiring, communicating and consulting on OHS information, such as OHS policies, management systems, plans and procedures.
 - dd) Undertaking internal reviews of the OHS Management System and its use on a regular basis and reporting to senior management at monthly OHS meetings



- ee) Establishment and implementation of consultation arrangements with employees and other representatives on OHS matters.
- ff) Publicise OHS consultative arrangements through verbal notification, memos, and noticeboards, with all meetings scheduled on the monthly planner and reminders documented in e-mails
- gg) Control of Hazardous substance information including MSDS and the proposed methods of controlling the associated risks
- hh) Consult with all employees prior to decisions affecting their health and safety in Toolbox meetings and Monthly Managers Meetings.
- ii) make sure all operation manuals, maintenance manuals and other relevant OHS information is provided for plant and equipment

2.2.4 Site Manager

The site manager has a large OHS responsibility. The site manager has the most on site time and is there for responsible for enforcing day-to-day OHS compliance.

- a) The Site Manager is responsible for keeping the work site environment safe.
- b) Managing sub contractors OHS issues. Issuing site instructions and warnings.
- c) Ensuring SWMS are up to date, relevant and are ACTUALLY BEING FOLLOWED
- d) Manage site specific induction training and site specific work activity training
- e) Report incidents and accidents as required
- f) Liaise with the OHS Manager over site specific issues
- g) Keep all site-specific OHS documentation up to date as detailed in section 12.1.
- h) Maintain site housekeeping of a high standard at all times.
- i) In the event of an incident, all injuries are documented in the Injury register and an accident investigation report is completed that defines the incident and proposes a method of rectification. This report is then filed on site and followed up on intervals depending on its severity.

2.2.5 Site Operatives

Employees have a responsibility to present themselves for work in an able condition and to work in a safe manner. They will:

- a) Be alert at all times to possible hazards and dangers, warn work mates of possible dangers, make suggestions to eliminate hazards and not engage in horseplay.
- b) Learn and carry out the safety rules of the site.
- c) Report any injury, damage or accident or near miss accident to the OHS Manager.
- d) Perform work safely by using correct tools, correct systems and methods of work.



- Keep work areas clean and tidy and wear protective equipment where applicable.
- e) Assist in the event of an accident, provided they are familiar with First Aid.
 - f) Assist as required in the investigation of accidents.
 - g) Not perform work in which they are inexperienced or have not been instructed or are unqualified.

2.2.7 Sub-contractors

Sub contractors shall, in accordance with Provisions of the Occupational Health and Safety Act 2000 and OHS Regulation 2001 carry out their contract works in a safe and satisfactory manner and without limiting the generality of the foregoing shall where appropriate:

- a) Supply safe work method statements for areas of operation under the contractors' control before commencing on site. Maintain at site Material Safety Data as appropriate for all materials used at site.
- b) Strictly conform to the requirements of any Act of Parliament, regulations, Codes of Practice, By-Laws or Orders made there under relating to the safety or persons on or about the site.
- c) Immediately discontinue any practice or remove any equipment considered by SALLUS to be dangerous notwithstanding that SALLUS may have previously approved such practice or equipment.
- d) Comply in all respects with SALLUS standard of accident control.
- e) Supply personal protective equipment for their employees
- f) Adequately instruct their workforce in correct working methods and safe working practices and ensure that they comply with the instruction.

3.0 COMMUNICATION & CONSULTATION

Communication and consultation are important to make sure employees and service providers share information, are provided with information about, and have input into decisions relating to OHS issues It is the responsibility of all employees to encourage a work environment where safety issues are discussed freely. If there is a safety issue it must be raised regardless of program pressures and time constraints, SALLUS has the following consultation arrangements in place to share OHS information of this project.

3.1 Consulting Process

- a) The Site Manager will be present on site to provide a means of relating OHS issues that arise to from day to day works, to upper management



-
- b) Information will provided to all employees and service providers on relevant risks, risk control measures and reporting procedures through:
- Monthly management meetings
 - Tool-Box Talks
 - Monthly planner in head office
 - Site safety rules clearly displayed on all sites
 - Notice boards
 - Safe Work Method Statements
 - MSDS and a Hazardous substance register that is maintained on site
 - General, activity and site specific inductions
- c) Information regarding all OHS consultation arrangements will be recorded and related back to all workers to inform and update them of any developments, Tool-Box Talks and inductions. Monthly management meetings scheduled on monthly planner in head office and communicated electronically
- d) Specific consultation arrangement will be made prior to making any decisions that may affect the health and safety or welfare of employees, while they are at work and effected service providers.

3.2 Tool Box Talks

Tool box Talks will be held so safety issues can be discussed. They shall be conducted weekly on site or anytime a significant OHS issue arises. They are to be attended by site managers, site workers and the OHS manager. Issues are to be discussed informally, corrective measures decided upon and all information filed on the Record of tool box talks. The following toolbox meeting will visit issues from the previous meeting to make sure that OHS issues have been rectified.

3.3 Monthly OHS Management Meetings

OHS management meetings are to be held monthly on site. They are formal and are designed to get tuff on safety. Attendance is to include OHS Manager, Project Managers, Site Supervisors and Directors if available.

Detailed are to be kept on the OHS Management Meeting Minutes (Form 21) and time frames for rectifications decided upon. Adequate time must be allocated to



review all systems as outlined in this corporate OHS management plan are to be reviewed to make sure the system is effective.

3.4 Work Site Communication

SALLUS will prepare, implement and enforce Site Safety Rules and emergency Procedures for that work site. The OHS Manager assesses the site at commencement, and throughout the progress of works, then defines the most appropriate rules and procedures for that specific site. For effective communication of these rules and procedures, including all emergency contacts, SALLUS will display them on notice boards and other suitable locations on the work site. By making clear reference to these locations and their contents, during all site inductions, all workers and visitors will be adequately informed of their requirements and responsibilities.

4.0 SERVICE PROVIDERS

As a requirement of the OHS Regulation 2001 SALLUS has been appointed principal contractor, as the project involving demolition of the Coal loading structure

4.1 Assessment and Selection of Service Providers

To assure compliance with OHS requirements SALLUS has a strict selection process when determining service providers. A number of services providers are considered as preferred service providers due to proven commitment towards OHS management. For new service providers a Service Provider Assessment (form 17) is completed. This form will give an OHS rating to each of the following selection criteria:

- a) Past performance and demonstrated capability
- b) Safe work practices including past use of OHS management plans and safe work method statements
- c) Ability to comply with OHS, workplace injury management and workers compensation legal requirements
- d) All sub-contactors to provide evidence of complying with workers compensation legislation and have an average allowance of wages of at least \$40,000



- e) All sub-contactors to provide evidence of appropriate public liability insurance cover. Copies of Worker's compensation and Public Liability certificates of currency to be held at head office.

A service provider with score of 12 or less can not be used. The service provider can re-apply if they improve their OHS systems.

4.2 Service Provider compliance

Where Safe Work Method Statements are required to be developed by subcontractors, SALLUS will issue guidelines for their preparation. These guidelines detail the requirements set out in section 7.8. To ensure compliance with these guidelines the OHS manager or the Site Manager will review each Safe Work Method statement, comparing it with the SWMS review form (Form 022) and then sign off on its compliance.

4.4 Monitoring Service Providers

SALLUS monitors and reviews the performance of the service providers once they are carrying out the proposed work through continually analysing compliance of/with the following:

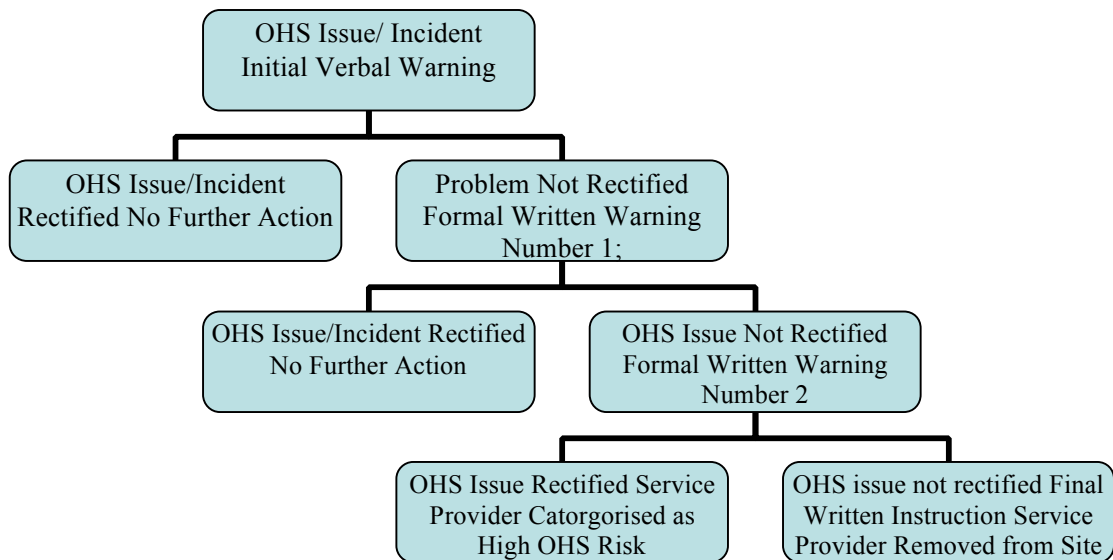
- a) Safe work method statements
- b) Workers compensation and other insurance requirements
- c) OHS workplace injury management and workers compensation requirements
- d) Induction and work activity training requirements.

The OHS Manager and Site manager have the combined duties of understanding the OHS requirements of the service providers, constantly monitoring and reviewing their compliance and implementing corrective actions. This compliance is more specifically monitored by the Site Manager physically observing the site works and comparing the processes to what is described in the SWMS. This compliance check will occur every two weeks or when specifically required for new processes and will be signed off by the Site Manager on the actual SWMS document.



4.5 Poor Performance Management

The following chart is a guide to the management of OHS issues that arise from poor performance; it is to be used for relatively low risk OHS incidents/issues. At the discretion of SALLUS management an instruction to leave site can be issued immediately in the case of a serious issue/incident. At the discretion of SALLUS management a warning may involve a *stop work till rectified notice, or time limit to rectify issue will work continues*.



5.0 PURCHASING

5.1 Purchasing and Hiring

As substandard materials or poorly maintained leased plant or equipment may cause serious illness/injury SALLUS defines and implements systems to safely manage purchasing and hiring for the work site. For example:

- a) All plant, equipment, goods or substances to be bought or hired are pre assessed through MSDS and operation manuals. The requirement to provide this information is stipulated and documented in purchase orders and in subcontract agreements. If this information is not provided the plant, equipment, good or substance will not be used.



- b) When plant is purchased or hired a Plant Inspection Report is filled out by a qualified person and filed
- c) Before new plant, equipment, goods or substances are introduced into the workplace, OHS hazards are identified and risks controlled along with consultation with all personnel involved. The hazard control Hierarchy (detailed in section 6) is applied in this situation and generally stopping or quarantining where OHS issues are identified
- d) It is the OHS managers responsibility to make sure all operation manuals, maintenance manuals and other relevant OHS information is provided for plant and equipment

5.2 Obtaining OHS Information

SALLUS makes sure that the products supplied to them, such as plant, equipment, materials, goods and substances, are safe and without risks to health and safety when properly used.

Adequate OHS information, contained in operation manuals and MSDS, are provided to SALLUS, through requirements stated on purchase orders which includes information about:

- a) The purpose of the product
- b) The testing and inspections required
- c) Installation, commissioning, operation,
- d) Maintenance, cleaning, transport, storage and dismantling information
- e) Systems of work needed for the safe use of the product
- f) The knowledge, training or skill needed to undertake inspection and testing
- g) Emergency procedures.



6.0 DESIGN

By influencing design decisions made at the early stages of a project SALLUS influences construction processes and the health and safety of personnel on site during and after construction.

6.1 Management of Design Process

During the design process SALLUS has various levels of input into OHS requirements, hazard identification, and the evaluation and control of health and safety risks, in relation to:

- a) Use and maintenance, especially risks arising out of the nature of the design of a facility, including operational risk management
- b) The construction method
- c) Compliance with OHS legislation, regulations and codes of practice
- d) Ensuring that site set out is proactive in maintaining a safe work environment

6.2 Design Procedures

SALLUS, their clients and designers consult about the hazards identified during all stages of the design. This includes hazards identified with construction, use, maintenance and disposal, and determining and describing how they will to be managed. The design procedures in which SALLUS are involved include:

- a) Adopting a hazard identification and OHS risk assessment approach
- b) Applying the hierarchy of hazard controls (detailed in section 6) to design out or otherwise manage hazards
- c) Where required, especially on projects with a large design element, The 'Construction Hazard Assessment Implication Review' (CHAIR) approach is adopted to assist designers, constructors, clients and other key stakeholders to come together to reduce construction, maintenance, repair and disposal OHS risks relating to design. The CHAIR framework (detailed by WorkCover) involves a 3 stage process where 'Hold points' are implemented to provide an opportunity to sit down, pause and reflect on possible OHS design problems
- d) Verifying that the designed 'product' or facility is fit and safe for purpose and meets OHS legislative requirements by providing a statement of compliance or requiring this compliance must be provided by any design consultants.



- e) All people undertaking design processes to refer to relevant codes of practice and Australian Standards, held in head office
- f) Design review meetings are to be scheduled as determined by the project manager, with a portion of the agenda dedicated to OHS. The OHS Manager determines:
 - The details of this part of the agenda
 - The people that must attend, (generally: designer/design consultant, client, relevant stakeholders, Project manager, OHS manager, Site manager, OHS Representative)
 - Who will take action on the issues that are raised
 - How these actions are to be closed out (generally signed off at the following design review meeting)
 - That Minutes have been taken and filed appropriately
- g) As modification and changes to designs occur they are to be reviewed and approved by the OHS manager. This process is performed during design review meetings or if required prior to the application of the design change.
- h) Aiming to achieve reasonable and safe 'constructability'; safety with use; longevity of 'product'; reduced, simplified and safe maintenance; and safe disposal



7.0 RISK MANAGEMENT

SALLUS is committed to controlling and mitigating risk to a level as low as reasonably practicable. Prior to undertaking specific tasks all hazards and risks identified, assessed, documented, controlled and followed up by implementing the following procedures:

7.1 Risk Identification

A detailed hazard review of all major project activities will be undertaken prior to the commencement of work and regularly reviewed to determine what risks are associated with the specific operations and how those risks may be eliminated, reduced or controlled. To help identify all potential risks the job will be broken down into activities that follow the sequence of construction. These activities will be provided in **Safe Work Method Statements (SWMS), which is a list of job procedures, and other work-related practices provided to the Principal Contractor.** The SWMS details how the Scope of Work will be carried out. For each of the work activities and associated job steps identified in the SWMS, the potential hazards will be identified. Regular tests and inspections are performed on all plant and equipment identifying any potential hazards.

To assist this process, resources such as the following will be used:

- a) Work Cover and trade based Codes of Practice and other publications, e.g. safety alerts;
- b) Hazard Profiles for specific trade groups;
- c) Workplace experience; and
- d) Consultation (e.g. Tool Box Talks), with workers experienced in the task, to be undertaken.



7.2 Risk Assessment

INSERT SALLUS RISK MATRIX HERE AND REMOVE BELOW

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
A (Almost certain)	2	1	1	1	1
B (likely)	2	2	1	1	1
C (moderate)	3	2	2	1	1
D (unlikely)	3	3	2	2	1
E (Rare)	3	3	2	2	2

Each risk classification will be used to determine the level of controls required to eliminate or minimise the potential risk. The higher the classification the more extensive the controls to be provided.

Levels of risk

- 1: Extremely dangerous, risk of death or injury senior management review required
- 2: Moderate risk of serious injury/lost time
- 3: Low risk; minor injury resulting in no lost time

7.3 Hazard Reporting

Once a hazard has been identified and assessed in terms of the risk level, an incident/hazard report form is filled out and filed by the site Manager, copied and forwarded to the OHS Manager, detailing the nature of the hazard, the determined risk class and details of corrective actions, including:

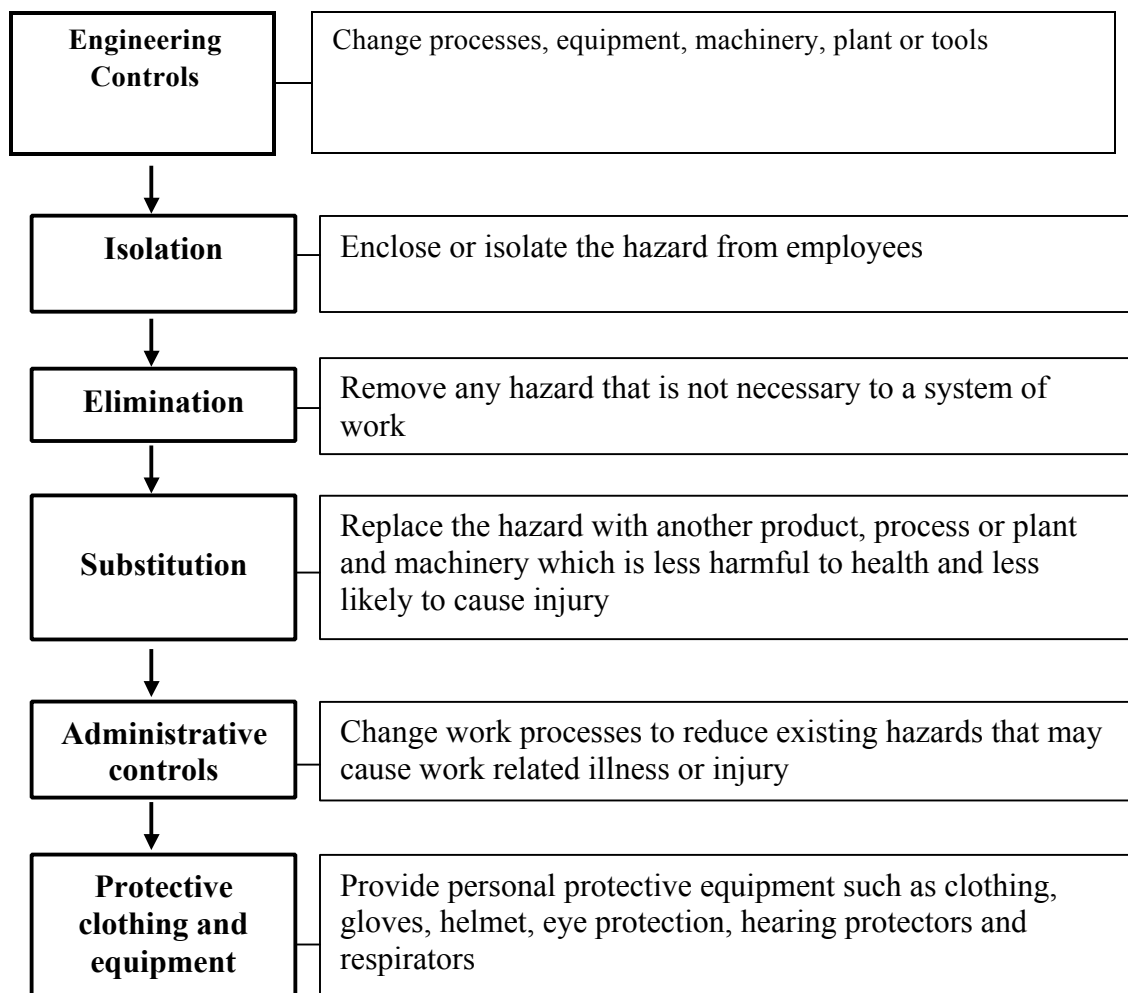
- The nature of the corrective action to be undertaken
- Person to enforce this action
- Deadline for the rectification

7.4 Ongoing Hazard Identification and Reporting

All site personnel are responsible for reporting any risks identified during the day to day operations to the Site Manager, as the Safety and Environment Representative. In turn, the Site Supervisor/Foreman will record the risk and remedial or control measure taken to rectify the situation and forward a copy of the report to the Project Manager.

7.5 Risk Control

The process of risk control will be applied to identified risks through the following risk control hierarchy, elimination being the first measure of control through to the use of protective clothing and equipment. These are:





7.6 Personal Protective Equipment

Where other means of protection are not practicable SALLUS will supply clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses.

SALLUS will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labeling. All issues of PPE to each individual will be recorded on the Personal Protective Equipment Issued Register.

7.7 Fire Protection

The Site manager shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851 (Fire Protection Register) The “charge level” of all fire extinguishers will be checked every fortnight. To aid in the prevention of fire all combustible materials will not be allowed to accumulate in work areas.

7.8 Safe Work Method Statements

Safe Work Method Statements will be prepared and implemented for all work activities assessed as having OHS risks. Particular attention will be paid to work activities with a high safety risk. When preparing Safe Work Method Statements, the personnel who are to follow them will be consulted and involved. This will help improve, and encourage their ownership of actions and procedures in the Statements. Safe Work Method Statements will:

- a) Be on the organisation’s letterhead and show the name and registered office address of the organisation
- b) Be signed and dated by a senior management representative of the organisation and those who participated in developing the Safe Work Method Statements
- c) Safe Work Method Statements must at least include:
 - A description of the work to be undertaken
 - The step-by-step sequence of activities and tasks involved in doing the work
 - The potential hazards and risks associated with each step of the work



- The safety controls that will be put in place to minimise these risks
 - All precautions to be taken to protect health and safety
 - All health and safety instructions to be given to persons involved with the work
 - Identification of the applicable sections of OHS, workplace injury management and workers compensation legislation, regulations, codes, standards and procedures applicable to the work, and where these documents are kept
 - The names and qualifications of those who will:
 - Supervise the work
 - Inspect and approve work area conditions, work methods, protective measures, plant, equipment and power tools for use
 - A description of what training is given to people involved with the work
 - The names of those who will be, or have been, trained for the work activities described in the Safe Work Method Statements, and the names and qualifications of those responsible for training them
 - Identification of the resources, plant and equipment that is most likely to be used on the work site, such as ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers, tools and materials
 - Details of any WorkCover permits required to complete the work and where they are kept
 - details of the inspection and maintenance checks that will be, or have been, carried out on the plant and equipment listed for use.
- d) Safe Work Method Statements will be maintained and kept up to date. All relevant personnel must be consulted, provided with access to copies of, and re-trained in its use, when a Safe Work Method Statement is changed.
- e) The Safe Work Method Statements provided by SALLUS will be completed in accordance with section 6.8 and then signed by an appropriately qualified person representing SALLUS who is competent in work activity to be undertaken. Work will not proceed until employees review the SWMS and sign that they understand and are willing to implement the controls required to carry out the work safely.
- f) Where Safe Work Method Statements are required to be developed by subcontractors, SALLUS will issue guidelines for their preparation. These guidelines detail the requirements set out in section 6.8. To ensure compliance with these guidelines the OHS manager or the Site Manager will review each Safe Work Method statement, comparing it with the SWMS review form (Form 022) and then sign off on its compliance.



- g) All the service providers utilized by SALLUS, will be directed to comply with the Safe Work Method Statements that they have developed.

7.9 Emergency Procedures

In the event of an emergency there are a number of procedures and processes that SALLUS has established in order to minimise the effect of the emergency, they include:

- a) An up to date and well maintained first aid kit will be present on-site at all times
- b) Emergency contact numbers (including local police and ambulance) will be on display at each site

In event of an emergency, if required an ambulance will be called immediately

7.10 Hazard Control in the Event of an Incident or Injury/Illness

In the event of an Incident or Injury/illness, the causing hazard is identified and assessed in terms of the risk level, an incident/hazard report form is filled out and filed by the OHS Manager, which details the nature of the hazard, the determined risk class and details of corrective actions, including:

- The nature of the corrective action to be undertaken
- The person to enforce this action
- The deadline for the rectification

To ensure that corrective actions are performed to the full extent in which they are required, an Injury register is compiled with all outstanding corrective actions being brought up at Monthly management meetings until the OHS manager is satisfied and has signed off on its completion.

7.11 Site Safety Rules

SALLUS will prepare, implement and enforce Site Safety Rules (See Site-Specific Safety Management Plan) on the work site. The OHS Manager has assessed the site defining the most appropriate rules for this particular project. For effective communication of these rules and procedures SALLUS will display them on notice boards and other suitable locations on the work site. By making clear reference to these locations and their contents, during all site inductions, all workers and visitors will be adequately informed of their requirements and responsibilities.

7.12 OHS Legal Requirements

For the purposes of risk management, copies of all OHS, workplace injury management and workers compensation legislation, standards and codes, are to be kept on site and all required employees kept up to date on developments and



changes. relevant information is communicated to other employees through monthly manager meeting and Tool box talks.

8.0 TRAINING

Training is important for SALLUS to keep employees, including management, informed about OHS risk management. SALLUS has a training program, which considers the training needs for each stage of a construction process. It allows for regular and ongoing OHS communication, for example through 'tool box' meetings and monthly managerial safety meeting, and facilitates the delivery of appropriate training by appropriately qualified personnel. Training is specifically implemented while new processes, conditions, personnel or equipment are introduced onto the work site or OHS hazards arise.

8.1 Consultation Training

SALLUS provides OHS representative consultation training, which facilitates the communication between employees and employer, providing a means of identification and addressing OHS issues.

8.2 OHS Induction Training

To improve knowledge about site safety rules, OHS issues, hazards, risks and procedures has a three-stage induction training program in place to meet OHS requirements, they include:

- a) A 'Site Induction' provides site-specific training and is a requirement for all workers when commencing work on the site. It will explain the site safety rules, relevant safe work method statements, risk management procedures and consultative arrangements on that specific site. The site induction will also communicate emergency procedures to everyone on site. Where the full extent of works on site is being carried out by a single subcontractor, That contractor is responsible for conducting site inductions for their employees
- b) Site-specific Induction training will be conducted for all visitors that enter the site, it will be conducted in the same manner as the 'Site Induction' above and will cover the same content, with certain irrelevant material omitted. While on site, all visitors must be accompanied by a fully inducted person at all times.



8.3 Refresher Training Needs

To ensure that the required knowledge and attitudes are maintained by all personnel, refresher training is implemented, when required, to provide up to date information on specific activities to ensure that OHS requirements are met. Refresher training is required on longer duration projects or for particular high risk activities such as plant operation, use of hazardous substances and manual handling.

8.4 Training to Operate Plant and Equipment

All employees are to undergo on the job training when operating plant and equipment where they do not have a current Licence (if a licence is required), or are operating plant and equipment that they are not familiar with.

8.5 Emergency Procedure Training

During the 'Site induction', which is given to all people that enter the site, training is given on the procedures required in the event of an emergency. This training will convey:

- a) The best exits to use from various areas of the site
- b) Location of gathering areas and the strict requirement to attend
- c) Locations of first aid kits and displayed emergency contact numbers
- d) Any Specific emergency information that is relevant to that site

8.6 Training Procedure

In order to ascertain the training requirements of employees, individual assessments are conducted prior to commencement of work and recorded on the Skills/Competency Assessment Register.

Where skill deficiencies are detected appropriate training will be provided and recorded in the Training Attendance Register before work commences so that employees can perform their designated duties safely.

8.7 Training Policy

- a) Although senior first aiders are not required by (legislation) on many sites, SALLUS encourages all employees to undergo senior first aid training



b)

9.0 INSPECTION, TESTING & SERVICING

SALLUS has established procedures for OHS inspections, testing and monitoring in order to verify appropriate OHS management is in place and construction work processes are in accordance with OHS management plans.

Inspection and testing will occur at key stages of the project, with check lists and records being used to measure compliance with project OHS management plans.

These compliance measures identify:

- a) OHS risks known to be present on the work site
- b) Verification that risk controls are working effectively
- c) Provision of scope for identifying and managing new or previously unforeseen OHS risks

9.1 Inspection and Testing Plans

SALLUS has inspection and test plans in place to maintain compliance with for the following work processes and equipment

- a) Electrical safety
- b) Work methods and adherence to site safety rules
- c) Work site environment including access and exits
- d) Hazard and risk control measures
- e) Incoming materials and equipment
- f) Plant and equipment

The inspection and test plan (Appendix A) details each item that is to be inspected or tested and the following:

- a) The criteria on which it is tested
- b) The inspection frequency
- c) The person who is to perform the inspection
- d) The person responsible, and
- e) The site records that are to be kept

The need for inspection and test plans to be provided by service providers is to be assessed on a contract by contract basis and will be included in the quality management plan.



9.2 Work Processes

In order to ensure that processes being carried out on site are consistent with OHS management plans, the following activities are performed by the site manager in conjunction with the OHS manager:

- a) Ensuring that the work site is generally laid out appropriately, including access and exits
- b) Ensuring that the work methods are of a satisfactory OHS standard
- c) Ensuring that the work environment is complementary to OHS requirements
- d) Confirming that Safe Work Method Statements are complied with by all service providers and employees. Non compliance is documented and corrective action performed
- e) Construction work site checklists are completed on a fortnightly basis by the site manager. These systematically assess each of the work processes being carried out onsite and identify areas where OHS requirements have not been met. Non conformances are rectified and actions documented

9.3 Incoming Products

All incoming materials, manufactured products, plant and equipment will be inspected and tested upon arrival unless written evidence that inspection has been carried out by the supplier has been provided

Incoming materials inspection will be conducted and checked for correct type and quantity, safe packaging, correct labeling, correct documentation, provision of OHS information, and that no transit damage has occurred.

9.4 Plant and Equipment

SALLUS has a regular inspection and maintenance schedule for all equipment to ensure regulatory requirements are met, including keeping equipment up to standards specified by the designers, manufacturers or suppliers. Through Construction Work Site Check Lists conditions and test status of plant and equipment are identified. All inspections are carried out by qualified personnel, then labelled or tagged to certify their compliance.

9.5 Electrical

All electrical equipment will be listed in the Electrical appliance test tag log book. All electrical leads, portable power tools, junction boxes and earth leakage devices will



be tested, inspected by a suitably qualified person and labelled with a tag of current date before being used.

9.6 Plant

Maintenance schedules are kept for all plant detailing when and what maintenance is required. Maintenance reports are filled out and signed by qualified personnel then filed.

Inspection Schedules are maintained for all plant, it is the OHS managers responsibility to ensure inspections are carried out when programmed on the schedule. Plant inspection reports are completed and detail the findings of the inspections. Inspection and registration details and dates are recorded in the Plant Registration and Inspection Register. Where hazards are identified a hazard report is filled out, filed and brought up in Tool Box Meetings until rectified.

9.7 Lifting Gear

Lifting gear must display a current tag showing safe working load as per OHS regulations. Lifting gear that does not have a current test certificate will be disposed of or re-tested.

9.8 Record Keeping

In accordance with regulatory requirements the following records of inspection testing and servicing are kept:

- a) Electrical equipment inspection records (Electrical appliance test tag log book)
- b) Plant inspection and testing records
- c) Plant maintenance records
- d) Maintenance and calibration equipment records for measuring equipment
- e) Construction Site Check Lists

10.0 INCIDENT MANAGEMENT AND CORRECTIVE ACTION

10.1 Incident Management

When OHS issues arise, such as non-compliance with OHS requirements or in the event of illness or injury being caused onsite, SALLUS has specific procedures in place to deal with such issues, such as:



- a) Prompt identification of any non-compliance or non-conformance with OHS requirements, by keeping all personnel adequately trained and up to date on the OHS management system, making the management system available to all workers and providing the consultation and documentation system to facilitate such a process.
- b) Upon occurrence of an incident SALLUS has the Management system in place to ensure that the documentation, investigation, corrective action implementation, Statistical analysis and review of the incident management system are all in place to minimise the occurrences of Incidents or Injuries.
- c) Where incidents result in illness or injury to workers and are considered serious, SALLUS facilitates the workers compensation and return to work processes to ensure workers welfare.

As well as aiding in the implementation and maintenance of the above systems, the site manager has the following duties:

- a) Eliminate unsafe work practices and unsafe areas, where ever they have been identified
- b) Ensuring that all non-complying materials, plant and other products are identified, disposed of, removed or quarantined, that is placed in a designated secure area, taped off or otherwise disabled from implementation or operation until signed off by the qualified person
- c) Advise appropriate parts of the organisation, its service providers, clients and relevant authorities
- d) Rectify irregularities, non-conformances and non-compliances
- e) Consult with personnel about proposed changes that may affect their health, safety or welfare at work, through such things as tool box talks.

10.2 Corrective Action

Where Hazards or issues of non-compliance or non-conformance with OHS requirements are identified, the details are recorded on a Hazard/Non-compliance report, which specifically identifies the:

- Details of the identified issue
- The person responsible for implementing the corrective actions, and
The date required for the corrective action.

To ensure implementation of corrective actions, a Hazard/Non-compliance register is compiled, with all management being notified of any updated information.

Corrective actions are brought up, their progress monitored and then reviewed at



monthly management meetings and Toolbox talks, or depending on severity, when The OHS Manager stipulates. Not until the OHS Manager is satisfied that the appropriate corrective action has been performed to a satisfactory level, will that item in the Hazard/Non-compliance register be signed off. Once signed off the corrective actions that have been undertaken are reviewed for effectiveness in the following Monthly Management Meeting.

10.3 Accident Investigation

To aid in the process of implementation of corrective action, where an accident has occurred an Accident Investigation Report is completed by the OHS Manager. This report is completed with the aim of determining the direct cause of the accident, so that corrective actions can be implemented in the most effective manner.

10.4 Workers Compensation

SALLUS provides Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. The trade and occupation of each employee within the company will be recorded in the Skills Competency register. A record of the insurance will be provided on Workers compensation and rehabilitation form, together with an attached current copy of the policy details issued by the insurer.

10.5 Return To Work

As a requirement of the Workplace Injury Management and Workers Compensation Act, SALLUS facilitates an early and safe return to work of all employees who have been injured or become ill. This return to work program addresses:

- a) Treatment of injury and illness
- b) Rehabilitation and return to work
- c) Retraining
- d) Claims management

10.6 First Aid

First aid facilities will be provided that are adequate for the immediate treatment of injuries and illness that may arise at the place of work, with regard to the location, number of employees at a particular location and the type of work being undertaken. For This construction site at which fewer than 25 persons work a “First Aid Kit B’ will be provided, To ensure that these Kits are maintained a list of its



contents will be printed and attached to the cover to aid in the Site managers monthly checks. The contents and quantity of each item, for the kit are detailed below:

Item	Quantity
Adhesive plastic dressing strips, sterile, packet of 50	1
Adhesive dressing tape, 2.5cm 5cm	1
Bags, plastic, for amputated parts	
Small	1
Medium	1
Large	1
Dressings, non-adherent, sterile, 7.5cm 7.5cm	2
Eye pads, sterile	2
Gauze bandages:	
5cm	1
10cm	1
Gloves, Disposable, single	4
Rescue blanket, silver, space	1
Safety pins, packets	1
Scissors, blunt, short nosed, minimum length 12.5cm	1
Splinter forceps	1
Sterile eye wash solution, 10ml single use ampules or sachets	6
Swabs, prepacked, antiseptic, pack of 10	1
Triangular bandages, minimum 90cm	4
Wound dressing, sterile non-medicated, large	3
First aid pamphlet as approved by WorkCover	1

10.7 Incident Reporting

All injuries will be reported to appropriate management with all injuries recorded in the Injury Register. Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form. Where Incidents which result in illness or injury to workers and are considered serious will result in immediate notification to work cover on 13 10 55 and are reported to our workers compensation insurers within 48 hours. Clients and subcontractors are to be informed on the nature and severity of incidents, their



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causes and the progress of corrective actions. Clients will be updated monthly with the provision of the Injury register, and subcontractors will be informed immediately, if serious, or during Toolbox talks and inductions.



11.0 HANDLING, STORAGE, PACKAGING AND DELIVERY

11.1 Hazardous Processes

Where hazardous processes are required on site, certain risk control measures are implemented, such as: specialised facilities, proven work methods and specialised training. Where these risk control measures are needed, Safe Work Method Statements are developed and the appropriate licensing, certification and qualification of anyone engaged in the Hazardous processes is checked and monitored randomly and through the Construction Site safety Check List.

Particular attention will be given to but not limited to the following hazardous processes:

- a) Spray painting
- b) Abrasive blasting
- c) Welding
- d) Electroplating
- e) Work with molten metal
- f) Lead work
- g) Electrical work
- h) Traffic control
- i) Excavations
- j) Deep excavation
- k) Work in confined spaces
- l) Scaffolding
- m) Formwork
- n) Work at heights
- o) Work with dangerous goods/explosives
- p) Lifting, handling, loading and unloading

11.2 Materials Handling

Materials handling is limited to the transportation, receipt, unloading, storage and placement of permanent and temporary construction material, equipment and plant.

Prior to materials being delivered to site the OHS Manager, in conjunction with the Site Manager and/or subcontractor shall plan the handling of materials, taking into consideration the following:



- a) Access to and/or from the area for the removal, storage and placement of the materials;
- b) Weight/mass, length, quantity, width and type of material being handled (e.g. Steel, concrete, PVC);
- c) Method(s) used to handle the materials (e.g. Manual handling, crane, forklift, teleporter, excavator);
- d) Devices utilised for lifting of the material;
- e) Condition, capacity and suitability of the mechanical lifting equipment e.g. platelifter, quick-lifts, soft slings;
- f) Skills/competency of the personnel involved in the material handling activity;
- g) Overhead power lines that may be encroached on during the material handling activity;
- h) Structural integrity of the location where the materials are to be placed;
- i) Suitability of the area where the material are to placed (e.g. firm, level, clear of other activities);
- j) Security of the material once placed at the storage location and/or temporary storage prior to installation and/or use;
- k) Barricading erected to material storage area;
- l) Hazardous substance in banded, caged or other approved storage facility etc.
- m) Interfaces with other activities occurring during the material handling process addressed:
- n) Protection of the public and others from the material handling activity.

11.3 Manual Handling

To identify potential manual handling risks the Site Manager inspects all products as it arrives onsite and allocates suitable equipment or machinery for its movement, and resources for its storage. To ensure safety until the product is in its final position or has been removed from the site, Safe Work Method Statements are developed and implemented with appropriate guidance is given, by management, to all site personnel.

11.4 Hazardous Substances

For every hazardous substance that is required on site, the details are recorded on the Hazardous substance register, which also defines the risk class and proposed control measures. Material Data Safety Sheets (MSDS), which are used for initial assessment to verify that the proposed work methods are in accordance with the



manufacturer's instructions are filed along with the Hazardous Substance Register and maintained on every work site.

Where initial assessment indicates significant health risks the OHS Manager performs the following tasks:

- a) Labels the substances or goods appropriately
- b) Ensures the personnel using them have the appropriate training, experience, licences or qualification.
- c) Arranges any special requirements for transport and storage
- d) Conducts monitoring to determine levels of exposure and minimise them as much as possible.
- e) Maintain a register of hazardous substances along with the associated MSDS, on every work site

11.5 Certification of Plant and Operators

The registration details of all Plant, vessels and equipment, are kept on file at head office in the Plant ID Register. Site managers have the duty of ensuring that all registration requirements are kept up to date and that plant, vessels and equipment are not utilised for tasks not encompassed by its registration. During induction training, relevant plant operators are required to present their licence certificates, which are copied and filed. As a requirement of Work Cover licence certificates are to be kept on the person of each employee whilst operating plant. Random checks are to be carried out by the OHS Manager to confirm that plant operators possess this documentation.

12.0 INTERNAL REVIEWS

To confirm that the OHS management plans are being complied with, SALLUS has an internal audit and review program.

12.1 Construction Work Site Check Lists

The construction work site check list is a powerful tool used to ensure OHS standards are maintained on site. The Check list is to be filled out fortnightly by the Site Manager.

12.2 Internal Reviews

SALLUS has quarterly internal review meetings chaired by the OHS manager to deal with deficiencies in OHS managements systems and plans. An internal review report



is compiled by the OHS Manager, which documents the findings. Where Issues of Non-compliance or Non-conformance are identified they are recorded on a Hazard/Non-compliance report.

12.3 Internal Audits

To confirm compliance with OHS Management systems and plans the OHS Manager conducts random audits of OHS activities, he has a quota of conducting 3 per year. A Internal audit report is compiled by the OHS Manager with any Non-compliance or non-conformance being recorded on a Hazard/Non-compliance report.

12.4 Corrective actions

Where issues are identified through either: internal Audits or reviews, details are recorded on a Hazard/Non-compliance report, which also specifies the: details, person responsible for implementing, and date required of all corrective action. To ensure implementation of corrective actions, a Hazard/Non-compliance register is compiled, with all management being notified of any updated information. Corrective actions are brought up, progress monitored and reviewed at monthly management meetings, or depending on severity, when The OHS Manager stipulates. Not until the OHS Manager is satisfied that the appropriate corrective action has been performed to a satisfactory level, will that item in the Hazard/Noncompliance register be signed off.

13.0 DOCUMENTATION & RECORDS

Outlined in the Document/Record Control Register (appendix B) are the details for the documentation and Record keeping processes that are required for this Project OHS management plan. Where responsibilities are detailed in this table, it is that person's requirement to maintain the accuracy and upkeep of the documents and ensure the availability to all persons, required by this plan.