

Health Safety & Environmental Policy

CLOSTER EARTHMOVING is a construction Company practicing in the fields of roads, water and sewer main reticulation construction within Estate development.

The nature of CLOSTER EARTHMOVING activities places particular emphasis on expertise, experience, capability and reliability. CLOSTER EARTHMOVING staff is committed to preventing injury and illness through safe and healthy working environment, and to ensure environmental integrity is and all share responsibility for the quality of services, creating and maintaining a safe working environment, and ensuring that projects are completed in an environmentally responsible manner.

This policy, and the associated OH&S procedure manual, applies to in all its operation and functions, including those situations where its employees or its subcontractors are required to work on site projects.

Closter Earthmoving Pty Ltd is committed to providing a safe and healthy working environment for:

- All its employees including management
- All contractors or subcontractors, and all employees of such organisations
- Any other persons. Including members of public, who may be present at or travelling through project sites

The identification and quick resolution of health and safety problems in consultation and cooperation between management and employees is Closter Earthmoving Pty Ltd objective, including maintaining and improving the environmental integrity of the areas we work in.

All Closter Earthmoving Pty Ltd employees, contractors and subcontractors and their employees have a duty and responsibility to ensure, to the fullest of their capacity, that their work is carried out as safely as is practicable at all times. It is essential that all employees and contractors be personally committed to supporting this policy and the associated procedures that are designed to implement a safe system of Work and to ensure continuous improvement of occupational health and safety objectives and implementation of procedures.

Closter Earthmoving Pty Ltd will make every endeavor to provide the necessary resources to support decisions by the OH&S Committee and honour recommendations when related to the Occupational Health and Safety of employees. This resource extends to educating staff with respect to OH&S and environmental issues and the "Staff Health, Safety and Environmental Guidelines" will be constantly monitored and upgraded as necessary. Closter Earthmoving Pty Ltd is committed to developing a workplace based rehabilitation program to assist injured employees to return to the workforce as soon as possible after an injury or illness."

Employees whose role involves supervising other employees have the additional responsibility of ensuring that all employees under their control are provided with a safe and healthy working environment and that they perform the work in a safe manner.

Closter Earthmoving Pty Ltd performance in the area of occupational health and safety is essential to its continued functioning as a quality service provider, to its reputation, to its compliance with legal requirements and to maximize employee satisfaction.

To support this objective, Closter Earthmoving Pty Ltd will establish and encourage the function of an OH&S Committee, which will comprise duly elected OH&S representatives from designated Work Groups, and ensure our suppliers and

subcontractors operate With the same objectives in mind.

1 Health & Safety Management

1.1 Introduction

CLOSTER EARTHMOVING Shepparton shall ensure that our business and project sites are run in a safe manner and staff and Subcontractors are trained in Occupational Health and Safety matters that affect their work place.

The Site Supervisors are responsible for implementing the provisions of this procedure as they relate to the projects we work on.

The appointed Site Safety Officer is responsible for the safety meeting activities on projects.

1.2 Identify project OH&S hazards/Risks

The Site Supervisor is responsible for reviewing the project plans and specifications the site and existing Site Safety Plans to identify and list the project risks with regard to Occupational Health and Safety matters. This may be done by or in conjunction with the company OH&S Manager. The categories of risk may include:

- Manual handling
- Workplace hazards
- Hazardous materials
- Plant & equipment.

These risks may be assigned to Subcontractors and details included in the subcontract packages.

NOTE: The subcontract OH&S requirements are our OH&S requirements. It is our responsibility to ensure that Subcontractors follow the fundamental guidelines in this procedure and develop their own safe work methods that we monitor under this system.

The OH&S risks identified should be listed for action. This may be in the form of a marked up Site Safety Plan.

1.3 Analyze project OH&S hazard/risks

The Site Supervisor is responsible for ensuring an analysis of the OH&S risks is undertaken by Suitably trained and informed staff. The risk assessment takes into account the probability of hazards eventuating and the impact if the hazard does eventuate to establish the level of hazards/risks.

The hazards are then to be prioritized, analyzed and acted on in order of priority. In order to obtain the best analysis, outside assistance may be required.

This is achieved through the hierarchy of controls, which are considered and adopted in the order as follows:

- (1) Elimination - eliminate the work practice, materials, plant and equipment responsible for the hazard.
- (2) Substitution - substitute the work practice, materials, plant, and equipment for a safer alternative.
- (3) Engineering Control - re-design the work practice, use of materials, plant or equipment to attain a safer alternative.
- (4) Administrative Control - changing the deployment of personnel to reduce exposure - job rotation

(5) Protective Equipment for personnel - select appropriate equipment/apparel to reduce risk/exposure. Details of the Hazards/Risk analysis are filed and maintained.

1.4 Determine Safe Work Methods

The Site Supervisor should review the project OH&S risk analysis to determine the requirements for the Site Safety Plan. This may be to:

- prepare new Safe Work Method Statements (SWMS)
- amend existing SWMS; or
- use existing information as is

Preparation of these documents may be delegated.

— The Site Safety Plan should include, as necessary:

- Site specific emergency contacts
- Site induction requirements
- Safe Work Method Statements (or reference to these)
- Safety Committee roles and responsibilities
- Incident reporting requirements
- Monitoring! Inspection timetable
- Toolbox meeting minutes

(NOTE: The Site Safety Plan and SWMS may be stand alone documents or part of the Project Management Plan).

The SWMS's included in the Site Safety Plan should address and include details of the following, depending on the project type, size, location and timing:

- Traffic management including signage;
- Barricades, hoardings, fences and the like;
- Treatment, handling, storage, transport, disposal of contaminated/hazardous material;
- Specific competencies for personnel/operations;

Incident reporting requirements

- Emergency requirements;
- Specific maintenance of plant and equipment;
- Hot work (welding, grinding etc.. that may spark and fire- including smoking);
- Personal protective equipment;
- Non-smoking, drugs and alcohol policies;
- Monitoring, recording and reporting;
- confined space entry.

1.5 Appoint site safety committee

The *Site Supervisor* must ensure that a *Site Safety Officer*, who has the appropriate first aid/safety officer training, is appointed for each project. The *Site Supervisor* and *Safety Officers* are then responsible for forming a safety committee.

The safety committee size and compositions shall be dependent on the project size and location (it may be one person amid it could be all of the people).

The specific roles and responsibilities of the committee members should be included in the *Site Safety Plan*. All members must be trained as required to ensure they know and understand the committee duties.

The *Safety Officer* or *Site Supervisor* must communicate to all employees and subcontractors all Health & Safety requirements.

1.6 Safety & Induction training

The *Site Safety Plan* should include project specific induction training and additional/specialist OH&S training requirements. It is the *Safety Officer's* responsibility to ensure all the project based training prescribed is carried out and to maintain evidence of those trained. This includes subcontractors. The *Safety Officer* may call on specialists if necessary to provide the training.

The *Safety Manager* is responsible for maintaining the OH&S training and competency log for ongoing projects. This information may be obtained from project records or from individuals. The ongoing training requirements for specific personnel may include:

- First aid courses
- Client / Site specific safety programs
- Specific plant/ Equipment training

- Specific process or hazardous materials training

1.7 Site Safety Plan implementation

The *Site Supervisor* and *Safety Officer* are responsible for ensuring that the *Site Safety Plan* (SSP) requirements are implemented. This involves executing the safety committee's responsibilities in accordance with the monitoring/inspection timetable.

The safety committee reports on findings (or by exception), following the inspections/safety walks/safety audits.

The *Safety Manager* is responsible for carrying out assessments to verify that the SSP requirements are effective.

Any safety related incidents are reported on as below.

1.8 Incident Reporting

Through the induction training, all personnel are advised that they are responsible for reporting existing or potential hazards or incidents to the Safety Officer or Site Supervisor, either verbally or in writing.

- Action is taken commensurate to the problem, especially emergencies.

An incident / hazard report is initiated with available details.

Personnel / Subcontractors/authorities are advised as required.

- Appropriate remedies or course of action is determined and approved.
- The action proposed is implemented as required.

Statutory reporting requirements are completed by the Site Supervisor and returned to the office for completion and issue. Incident / hazard reports and registers are completed as information becomes available.

Specific follow up inspections should be described in the proposed remedy, otherwise routine monitoring / inspections should assess the effectiveness of the actions taken.

If further OH&S breaches that are the same or similar to previous Incident / Hazard Reports. The Site Supervisor may consider further action, such as:

- Meetings with the Safety Officer, the worker and their employer;
- issue warning notices to worker and employer (copies to office);
- Report to General Manager for possible termination proceedings on the employee and / or Subcontractor

1.9 Emergency Preparedness

For each project, Occupational Health and Safety emergency requirements are determined from the Job Specific Analysis (JSA). The procedures are referenced in the SSP and if necessary accompanied by Work Instructions.

AN relevant personnel are trained in the procedure accordingly.

1.10 Business Improvement Corrective & Preventative Action

During each project and as part of the Management Review, the General Manager is responsible for identifying improvements for OH&S practices and procedures.

1.11 Expert Advice

We engage the services of expert advice when required, to assist with the implementation of safety management and continuous improvement.

1.12 Reference:

- List of OHS hazards 1 risks
- General Health & Safety Checklist
- General Environmental Management Checklist
- Hazard inspection calendar
- Risk assessment
- Consultants /specialists Report
- Hazard assessment and control form
- Folder or register of hazards and control mechanism
- Project Management Plan
- Site safety plan
- Safe work method statements
- Toolbox meetings
- Personnel safety records
- Training and competency logs
- Safety reports
- Safety assessment report (e.g. diary note or other)Worksite form,
Accident incident report
- Incident notification form
- Incident report - investigation register of injuries
- Safety correspondence
- Emergency procedures
- Training procedure
- Job specific analysis forum
- Evidence of OHS practices improvements
- Reports & advice