

3 Health & Safety Procedures

3.1 Safety Plan Requirements

The Safety Plan shall consider and respond to the specific OHSE hazards and issues relevant to the contract works and shall document the systems and methods to be implemented for the term of the contract.

The Safety Plan will comprise a written document that sets out management and operations measures targeted at the provision of safe work sites for CLOSTER EARTHMOVING employees, subcontractors and the public.

The Safety Plan will identify responsibility assignment for CLOSTER EARTHMOVING management team and any subcontractors employed as well as training and induction practice and key operations to be adopted.

Elements of the Safety Plan shall be:

- **Contract Description and Scope of Work**

Summary of major activities and types of work to be performed

List of tasks or specialist procedures that may require detailed health and safety work procedures and Training

List areas of contract requiring special consideration from health and safety perspective (e.g. Presence of public. Work restrictions, work times, confined spaces), exposure to hazards (noise, dust, elevated heights)

- **Contract OHSE Structure and System**

OHSE management systems and associated procedures and

controls Company health and safety policy, to be

displayed at worksites

Management structure, responsibilities, standards and control systems applicable to the contract to ensure OHSE requirements adequately addresses

Position and/or names of senior person who will liaise with the employer on health and safety matters

- **Contract Induction and Safety Training**

CLOSTER EARTHMOVING shall document its safety training program ensuring that they have appropriately skilled and competent employees, suitable training programs and adequate supervision for the contract works

Register of names and/or positions of contact employees with authorization, permits, competency certificates, licenses etc. who may be required to supervise or undertake specialist work activity

- **Safe Work Practices and Procedures**

Existing health and safety company procedures and those developed specifically for the contract based on hazards and risks identified by the Risk Assessment

Safe work procedures and instructions should be recorded on a Safe Work Procedure / Instruction Register

Risk Assessment

Identifies hazards associated with contract tasks and activities
Determines the level of risk
Establishes appropriate risk control measures

Workplace Health and Safety Inspections

Outline the procedures and methods by which contract workplaces will be inspected on a regular basis

Health and Safety Consultation

Membership and operation of the Health and Safety Committee
Employer and employee health and safety representatives
Company OHSE issue resolution procedure

Emergency Procedures

Overall emergency plan and structure for the contract
Register of emergency equipment and locations i.e. first aid equipment.
Fire extinguishers
Register of current qualified First Aiders
Arrangements/co-ordination with other worksite occupants in the event of an emergency

Incident Recording and Investigation

All incidents associated with the contract involving personal injury, medical treatment or property damage should be recorded and investigated

Health and Safety Performance Monitoring

Details of how health and safety performance statistics associated with the contract are compiled and reviewed
Outline of auditing program to evaluate Safety Plan effectiveness in preparing or reviewing an existing Safety Plan,
CLOSTER EARTHMOVING shall ensure that the management approach and direction on the key issues listed below are clearly stated:

- A safety policy is published and made known to all employees;
- Induction and training covers site and office safety organisation, procedures and rules;
- A company liaison officer is required to liaise with the Superintendent for the contract;
- Employee training is required with a curriculum covering occupational health and safety, safety Awareness and skills training;
- A programme of safety audit or inspection is to test compliance with the safety policy and procedures and Australian Standards as appropriate;
- Consultative arrangements are necessary to allow employee input on safety mailers;
- There should be a standard procedure for post-accident investigation;

- A commitment is required for the marking of dangerous goods, hazardous chemicals or dangerous Situations on the worksite.
- An appropriate register of employee safety and first aid skills shall be available for reference by Management for emergency and ongoing workplace situations.

3.2 Environmental Plan Requirements

The key requirements listed below shall be complied with such that A. & J. Wright assist in providing a road reserve that is in harmony with the environment and operates in accordance with the principles of ecologically sustainable development.

An obligation is also implicit in these documents that CLOSTER EARTHMOVING promotes conservation of the natural environment and cultural heritage.

Key environmental requirements:

- minimise disturbance and clearance of flora and fauna;
- prevent weed infestation especially into native areas;
- avoid interruption or modification of natural or pre-existing drainage paths;
- minimise removal or lopping of trees;
- protect soil and water from contamination;
- minimise and control soil erosion;
- avoid unnecessary soil compaction;
- protect native fauna habitats;
- provide appropriate tools and well maintained machinery;
- protect sites of cultural and natural heritage significance;
- maintain the aesthetics of an area;
- use waste minimisation management techniques.