HSE CORPORATE MANAGEMENT PLAN

KHG-PLA-HSE-1067

REV	DATE	ISSUE	PREP	CHK'D	APP'D
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2	30/01/2024	Minor updates	SR	WT	SR
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1 PURPOSE

The purpose of the Health, Safety and Environment Management Plan (HSEMP) is to establish the management controls to be followed by KHG and their Employees, sub-contractors, suppliers, and consultants.
A key component of the plan will be to ensure compliance with KHG procedures in align with the applicable Legal accountabilities and KHG's responsibilities, goals and objectives for safety performance.

The primary function of this document is to assist with the prevention of incidents that cause damage to personnel through injury or adverse health effects, equipment damage leading to personnel injury, production loss and/or increased cost to the business and actions that cause harm to people or the environment.
Compliance with this overarching HSEMP is mandatory for all KHG personnel including subcontractors, suppliers and consultants working for or under the direction of KHG.

A Project specific HSMP shall be developed for each site that KHG operates at and shall be reviewed at CRAW reviews and updates to ensure all aspects of the HSMP remains compliant.
This HSEMP or the KHG project specific HSMP will be discussed with all KHG personnel employed on the project in the KHG company induction and any project specific inductions.

2 SCOPE OF WORK

KHG has Corporate operations in their Perth head office and various projects across Australia such as civil, bulk earthworks and mechanical construction projects, Mobile and fixed plant maintenance, supply of Labor and sales and rental supply of plant and equipment to its client across Australia.
In addition to their direct managed activities KHG may manage additional contracts that may be completed by KHG with the aid of sub-contractor's suppliers and consultants

Additional contracts/works to be completed by sub-contractors, suppliers and consultants shall adhere to this HSEMP

All works undertaken by KHG will be managed, controlled and supervised by KHG management.

Any revisions to this document will be communicated to the relevant groups who must then comply with the details of the revisions.

2.1 Abbreviations

GLOSSARY OF TERMS AND ABBREVIATIONS	
Term	**Description**
AIFR	All injury frequency rate
ALARP	As Low as Reasonably Practicable
AS	Australian Standards
CRAW	Construction Risk Assessment Workshop
COP	Codes of Practice
EAP	Employee Assistance Program
H&S	Health and Safety
Hazard	Hazard to health, safety or environmental matters associated with the Site as relevant
HSE	Health Safety and Environment
HSEQMS	Health Safety Environment Quality Management System
ID	Identification
JHA	Job Hazard Analysis
KHG Personnel	Any direct employee, labour hire, sub-contractor or consultant engaged to undertake work for and on behalf of KHG
LAORS	Legal and Other Requirements System
SDS	Safety Data Sheet
SHMP	Safety & Health Management Plan
WHSA	Work Health and Safety Act
WHSR	Work Health and Safety Regulation
PPE	Personal Protective Equipment
Risk	Risk to health, safety or environmental matters associated with the works or the Site as relevant
KHG	Karratha Headland Group
WMS	Working Method Statement
WP	Work Procedure

3 DEFINITIONS

- **Act** - refers to the Western Australian Work Health and Safety Act 2020 unless otherwise specified;
- **Airborne Contaminant** - A chemical or substance in the form of a fume, mist, gas, vapour or dust, including micro-organisms.
- **Audit** - refers to a systematic, independent and documented process for obtaining audit evidence of system adequacy and compliance;
- **Consultation** - refers to the action or process of formally consulting or discussing.
- **Communication** - refers to the process of providing information.
- **Competent Person** -means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
- **Critical Incident** - A high consequence incident or series of events that threatens or has the potential to threaten any personnel on any KHG controlled workplace, KHG operations, assets or the environment, and requires immediate attention.
- **CSMP** – refers to Construction Safety Management Plan.
- **De-energised** - means in relation to a part of an electrical installation, means separated from each supply of electricity to the part in such a way that the part cannot be inadvertently energised.
- **Electrical Contractor** - means a person who carries on business as an electrician but does not include an electrician when acting in the capacity of an employee of an electrical contractor.
- **Electrical Equipment** - includes any component or part of an electrical installation.
- **Electrician** - means an electrical worker who is authorised by a licence to carry out electrical installing work and electrical fitting work.
- **Electrical Work** - means work on any electrical machines, instruments, electrical appliances, equipment or electrical installation to which energy is supplied or intended to be supplied greater than 50 volts AC or 120 volts DC, this includes assessment of an electrical installation ensuring the installation complies with the Electricity (Licensing) Regulations 1991.
- **Emergency** – an emergency can be described as an abnormal and dangerous or potentially dangerous situation (either internal or from external sources), posing a risk to the safety of persons, property, the environment or the community in general which requires immediate urgent action to control, correct and return to a safe condition.
- **Hazard** – A situation or thing that has the potential to cause harm to people, the environment or property;

- **Hierarchy of Control** refers to the priority order for types of control measures to be used to control risk.
- **HIRAC** means Hazard Identification Risk Assessment Controls and refers to the KHG process for managing hazards.
- **Incident** – Any unplanned event resulting in or has the potential to result in harm to personnel, property or the environment;
- **HRA** means Health Risk Assessment.
- **Incident** refers to any unplanned event resulting in or has the potential to result in harm to personnel, property or the environment.
- **Investigation** refers to a systematic process of gathering and analysing information about an incident/ hazard for the purpose of identifying causes and making recommendations to prevent reoccurrence.
- **KHG** refers to Karratha Headland Group PTY LTD
- **Near Miss** – Any unplanned event which did not cause, but had the potential to cause adverse consequences to people, the environment or property.
- **Non-conformity** refers to a non-fulfilment of a KHG requirement, or where there has been a deviation from the project specification, or where work fails to meet agreed quality standards.
- **Reasonably Practicable** means that, which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account the likelihood of the harm occurring and degree of harm, the knowledge of the hazard and ways of eliminating or minimizing it, the availability and suitability of controls and the cost associated with controls, including whether cost is grossly disproportionate to the risk.
- **Regulations** – refers to the Work Health and Safety (General) Regulations 2022 unless otherwise specified;
- **Risk** refers to the effect of uncertainty on objectives.
- **Risk Assessment** is a process that is made up of three separate processes: risk identification, risk analysis, and risk evaluation.
- **Risk Management** refers to the process of hazard identification, risk assessment, implementation of appropriate risk control measures and monitoring and review of their effectiveness.
- **SEG** means Similar Exposure Group – groups of workers having the same general exposure profile because of the similarity and frequency of the tasks that they perform, the materials and processes with which they work, and the similarity of the way that they perform the tasks in like locations.

- **Shall** is to be understood as mandatory. **Should** is to be understood as recommended but not mandatory.
- **Standard** refers to either an AS or AS/NZS Standard.
- **SWMS** – means Safe Work Method Statement;
- **TWA** means Time Weighted Average – The airborne concentration of a substance when averaged out over a normal eight-hour day for a five-day week.
- **WES** means Workplace Exposure Standard – The level of an agent's exposure to which, according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers.
- **Workers** - Includes all KHG employees, contractors performing work on our behalf, and any other personnel performing work on a KHG controlled worksite.

4 CORPORATE POLICIES

4.1 Workplace Health and Safety Policy

KHG Contracting Pty Ltd is committed to provide a healthy and safe workplace for all staff, contractors and guests. KHG will assign responsibilities as required to carry out all work activities safely.

All possible measures will be taken to eliminate or minimize risks to the health and safety of KHG staff, contractors and guests.

To achieve this target, KHG is committed to:

- Identify and comply with legislative requirements, current industry standards and Code of practice.
- Provide and maintain safe systems of work.
- Ensure all plant and equipment is fit for use and maintained in a safe condition.
- Provide information, instruction, training and supervision to all KHG staff, contractors and guests.
- Maintain, promote and actively participate in an open consultation process with all KHG staff, contractor and guests regarding any health and safety matter.
- Regular audits/inspections to identify occupational safety and health hazards.
- Prioritized and assigned actions to eliminate or reduce any risks identified.
- Promote a positive safety culture in all KHG operational sites.

All employees and contractors have an obligation to:

- Actively engage in their Duty of Care.
- Comply with all policies, procedures, safety working practice and legal and other site specific requirements.
- Report all hazards, unsafe behaviours and incidents to their supervisor.
- Take care for the safety and health of themselves and others.

4.2 Environmental Policy Statement

KHG recognizes the need for and supports environmentally sustainable practices including conservation of resources, waste reduction, emission control, protection of ecosystems and energy efficiency consistent with current technical knowledge and economic practicability.

Our environmental policy is to:

- Conduct all operations in accordance with appropriate and applicable legislation.
- Incorporate environmental management practices in projects undertaken by the company as necessary.
- Promote awareness of staff in environmental issues.
- Communicate and cooperate with clients, workforce, legislative authorities and the community on the environmental effects on a project-by-project basis, KHG through its management and workforce is conscious of being environmentally responsible and implements management practices to meet or exceed any specified requirements.

5 LEGAL AND OTHER REQUIRMENTS

5.1 LOAR Review and records

KHG is committed to complying with all applicable health and safety legislation, Codes of Practice and Australian Standards which are available within the company share drive.

All project personnel shall be made aware of how to access applicable health and safety legislation, inclusive of Codes of Practice and Australian Standards through the project induction and onboarding process.

The Legal Compliance Register is available on the company share drive and identifies all legislation readily available and maintained. Where specific legislative documentation is required and not available within the shared location, the HSEQ Manager shall arrange for the document to be sourced and added to the Legal Register.

The Legal Register includes the following information:

- Document Title;
- Location available;
- Referenced documentation
- Purpose of the applicable document;
- How the company is notified of any updates/ changes to the document;
- Last revision status review date; and
- Current document status.

The Directors and HSEQ Manager are responsible for maintaining the Legal Register and ensuring all referenced documentation is current. Internal Auditing of the Legal Register shall be conducted periodically as identified within Audit Procedure.

5.2 Statutory References

All KHG works shall be performed in accordance with the following as a minimum:

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Work Health and Safety (Mines) Regulations 2022

Relevant codes of practice

Environmental Protection Act (1986)

Environmental Protection Regulations (1987)

and any project specific applicable legislative requirements in the State of works being undertaken.

5.3 Australian Standards

The following Australian Standards may be referenced in this document as applicable to KHG operations.

AS 1270	Acoustic – hearing protectors
AS 1337	Eye protectors for industrial applications
AS 1801	Occupational protective helmets
AS 1891	Industrial fall arrest systems and devices
AS 1891.3	Fall arrest devices
AS 2161	Occupational protective gloves
AS 2210	Occupational protective footwear
AS 2626	Industrial safety belts and harness
AS 2919	Industrial clothing
SAA HB9	Manual of industrial personal protection
AS 1716	Respiratory protective devices
AS 1319	Safety signs for the occupational environment
AS 1418	Cranes (including hoists and winches)
AS 1418.10	Elevating work platforms
AS 1576	Scaffolding

AS 1657	Fixed platforms, walkways, stairways, and ladders
AS 1666	Wire-rope slings
AS 1674	Safety in welding and allied processes
AS 1674.2	Electrical welding safety
AS 1715	Selection use and maintenance of respiratory protective devices
AS 1892	Portable ladders
AS 1940	Storage and handling of flammable and combustible liquids
AS 2317	Collared eyebolts
AS 2319	Rigging screws and turnbuckles
AS 2397	Safe use of lasers in the building and construction industry
AS 2444	Portal fire extinguishers and fire blankets – selection and location
AS 2549	Cranes including hoists and winches – Glossary of terms
AS 2550	Cranes – Safe use (Parts 5 and 10)
AS 2741	Shackles
AS 2759	Steel wire rope – Application guide
AS 2865	Safe working in a confined space
AS 3600	Concrete Structures
AS 3610	Formwork for concrete
AS 3775	Chain slings – Grade T
AS 3776	Lifting components for Grade T chain slings
AS 3777	Shank hooks and large eyehooks – maximum 25t
AS 4360	Risk Management
AS 4576	Guidelines for scaffolding
AS 3798	Guidelines on earthworks for commercial and residential developments

6 LEADERSHIP AND COMMITMENT

KHG are committed to providing and maintaining a safe working environment including effective systems of work for our employees, subcontractors and visitors performing work on our behalf.

Our Integrated HSEQ Management System is certified to the following standards and ensures commitment to our systems and processes of work.

- ISO 45001:2018 – Occupational Health and Safety Management System;
- ISO 14001:2015 – Environmental Management System;
- ISO 9001:2015 – Quality Management System.

KHGs Policy Statements (refer to appendix) applicable to the above standards are signed by the company Directors and describe our commitment to ensure we meet and where possible exceed expectations.

All personnel are aware of our policies through training and induction. Our Policies are displayed on the site notice board and within the head office.

6.1 LEADERSHIP

The KHG Project Management Team are accountable for providing visible leadership and a commitment to the workforce to ensure continuous improvement in safety, quality, performance, and sustainability. Project Management is executed by qualified and competent personnel who strive for excellence with the following KHG values always upheld:

- **Safety** – Zero-Harm. Safety above all else!

It is our property and duty of care to provide a safe workplace for our workers, clients and community

- **People** - People are the heart and life blood of our company!

We believe in treating everyone with respect, dignity, and fairness. We foster a culture of growth, learning and career advancement within the company

- **Excellence** - Strive to exceed the average!

We are committed to achieving the highest standards of quality, performance, and commitment in everything we do.

- **Quality** - Highest standard for in all aspects of the business, start to finish!

It is crucial to ensure high quality, client satisfaction, project excellence and overall business success.

- **Accountability** - We believe in taking ownership of our actions, decisions, and results.

Our company and workers are expected to be accountable for their work and to fulfill their commitments.

The Project Management Team hold personal accountability to abiding by the KHG values and ensuring all Team Members comprehend and implement the values to become safe and effective Team Members. The Project Management Team is accountable for managing risk performance throughout the Project.

For the duration of the Project, KHG is committed to participating with any client driven Field Leadership programs. This includes regular inspections and behavioural-based observations on a range of safety topics. KHG supervision and management will regularly conduct field inspections on working groups to foster a positive, zero-harm working culture for the duration of the Project. The KHG Field Leadership initiative consists of three forms:

- KHG Planned Task Inspections
- Behaviour based safety observations
- Take Time Talk

The KHG leadership will be accountable for completing these forms as per section 19.1 HSE Objectives and Targets.

6.2 Supervision

KHG will also ensure supervision, coaching and span of control is adequate to manage the risks in Supervisor's / Leading hand's area of responsibility. The span of control does not exceed 1:10 for any high risk activity being performed. Any exemptions must be risk assessed and submitted for consideration and written approval by the Client. KHG will provide continuous supervision for high-risk work, unproven work procedures, equipment undergoing commissioning and untrained workers competent to perform their roles in HSE management, supervision and coaching.

KHG's Supervisors must be trained and assessed, before commencing in their roles, as competent by an Australian Registered Training Organisation (RTO) in the below listed units of competency:

- BSBWHS414 Contribute to WHS risk management
- BSBWHS411 Implement and monitor WHS policies, procedures and programs

In addition, KHG will conduct in-house coaching and leadership development so that all supervision can deliver and demonstrate required effective leadership skills training in relation to HSE management including:

- Understanding event management and injury classification
- Conducting event investigations
- Understanding the definition and implementation processes of Safe Systems of Work

- Communicating and implementing behaviour consequence management
- Understanding all legal requirements relevant to the project
- Conducting effective pre-shift meetings
- Effectively using risk assessment tools
- Assisting its Personnel to identify material risks and the critical controls.

7 ORGANISATION STRUCTURE AND RESPONSIBILITIES

WHS and environmental performance in the workplace is the responsibility of all personnel. KHG will execute works using qualified and experienced employees and subcontractors with demonstrated competency in their field.

All personnel assigned to the works will be required to share KHG's commitment to achieving the company's internal, regulatory and client standards of performance. KHG's organisational structure is presented below. The structure reflects clear reporting lines and responsibilities, which are discussed in the following sections.

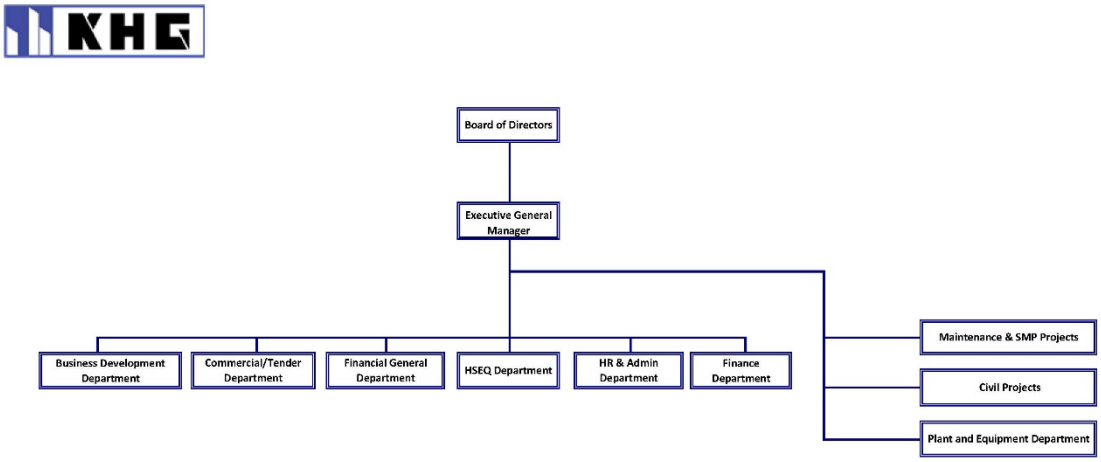


Figure 1 Organisation Chart

7.1 Project Team Structure

KHG recognises that effective leadership involves promoting commitment, communication, and involvement of all workers.

All workers have a responsibility to ensure work performed is conducted in a manner that does not expose themselves and/ or others to hazards or risks associated with the tasks conducted onsite.

To implement and maintain an effective HSEQ management system, responsibilities, accountabilities, and duties are defined below and communicated through position descriptions, internal training and the KHG induction process.

The below identifies the Team members responsible for implementation of the HSMP.

7.2 Senior Management Responsibilities (Director / Board Member)

As a Director of KHG the following list of non-exhaustive responsibilities are essential to the role.

- Act to provide a safe workplace and maintain these conditions and standards for employees, contractors and visitors.
- Ensure adequate resource to establish and maintain the Quality, WH&S and Environmental Policies.
- Promote the use of and compliance to the KHG IMS, ensure regular audits are conducted, and findings are satisfactorily addressed.
- Promote and encourage awareness of Customer requirements at all levels.
- Provide sufficient and suitable resources to implement and maintain the IMS; and
- Ensure all serious injuries, incidents or dangerous occurrences are reported as per the relevant legislation (including regulations} and are promptly and thoroughly investigated and appropriate measures taken to prevent a recurrence.
- Ensure a process is in place for regular visits to sites are conducted by senior management to discuss WHS issues with site managers and workers

7.3 Senior Manager Responsibilities (General Manager / Operations Manager)

As an operational Senior Manager of KHG I the following list of responsibilities are essential to the role.

- Promote a culture of workplace safety and drive for continuous improvement.
- Act to provide a safe workplace and maintain these conditions and standards for employees, contractors and visitors.
- Promote and enforce the use of and compliance to the IMS and WHS requirements.
- Monitor that sufficient and suitable resources are in place to implement the IMS.
- Emergency Response Plans are in place as applicable and are adequately tested.
- Safety reporting requirements are satisfied in terms of frequency and content.
- Provide ongoing education and training to continually improve the skills of staff, awareness and knowledge of quality issues and practices.

- Ensure regular visits to sites are conducted to discuss WHS issues with site managers and workers- Information on workplace health and safety matters are communicated to employees and other persons to ensure that obligations under Health and Safety legislation are clear.
- The highest possible standard of accident prevention measures are maintained at all times.
- Workplace safety performance is regularly reviewed, and corrective measures are instigated when required, and
- The workplace and IMS procedures are audited regularly, and findings are satisfactorily addressed.

7.4 HSE / Quality Manager

The HSE / Quality Manager has primary responsibility for assisting the Director and General/Operations Managers to structure, implement and maintain the IMS to ensure compliance with KHG CONTRACTING policies, applicable legislation and ISO 9001, ISO14001 and ISO 45001 standards.

Specifically, the HSE / Quality Manager maintains an independent position and is free of cost and production restraints in carrying out the following tasks:

- Promote a culture of workplace safety and drive for continuous improvement.
- Act to provide a safe workplace and maintain these conditions and standards for employees, contractors and visitors.
- Promote and enforce the use of and compliance to the IMS and WHS requirements.
- Monitor that sufficient and suitable resources are in place to implement this HSMP and company IMS.
- Ensuring compliance of the Integrated Management System (IMS) and WHS systems across KHG operations.
- Maintaining knowledge of and communicating current legislation and obligation requirements.
- Verifying that company policies and procedures are implemented and maintained by active Monitoring of WHS and IMS requirements.
- Reporting on the performance and effectiveness of the IMS concerning quality, safety and the environment.
- Ensuring that customer focus is recognised throughout the company as paramount to its success.
- In consultation with top Management and the workforce, monitors the IMS to determine where improvements are needed and recommends any corrective actions, and
- Represents KHG CONTRACTING on required matters relating to the IMS, Quality, WHS and environmental matters.

7.5 Site / Project Manager Responsibilities

The Site / Project Manager has overall responsibility for this plan implementation as it relates to site activities.

The Site / Project Manager is required to:

- Promote a culture of workplace safety and drive for continuous improvement.

- Act to provide a safe workplace and maintain these conditions and standards for employees, contractors and visitors.
- Promote and enforce the use of and compliance to the IMS and WHS requirements at a site level.
- Monitor that sufficient and suitable resources are in place to implement this HSMP and company IMS.
- Maintaining knowledge of and communicating current legislation and obligation requirements to the site teams as required.
- Verifying that company policies and procedures are implemented and maintained.
- Allocate resources and assign responsibilities for the operation and ongoing implementation of the health and safety management processes for the site.
- Lead by example in the implementation of this HSMP, comply with all the requirements of the HSMP and support all KHG health and safety initiatives.
- Promote the health and safety vision and support a strong health and safety culture within the relevant areas of control.
- Allocation of services for HSE.
- Address unsafe behaviour and correct inappropriate health and safety performance.
- Understand and apply legislative health and safety requirements.
- Apply a working knowledge of health and safety management systems.
- Consult and resolve health and safety issues including, leading incident investigations, leading WHS communications and ensuring actions are completed.
- In conjunction with the Risk Management Process, drive contingency plans and respond to emergencies.

7.6 Superintendent Responsibilities

The Superintendents shall demonstrate a high responsibility for HSE implementation on their respective site by a commitment to and implementation of the following:

- Demonstrate leadership, and accountability for the delivery of health and safety objectives.
- Set expectations and hold direct reports accountable for the delivery of health and safety and meet the agreed HSE performance metrics.
- Review and report on health and safety performance in their functional area as required, to KHG's project management team and the KHG Health and Safety team.
- Participate in the formulation and implementation of HSE strategies on their site.
- Representation of KHG to outside parties and Government bodies.
- Active promotion of KHG's HSE program.
- Conduct workplace inspections and safety audits as per their allocated KPI's.
- Investigation of incidents and lead the implementation of corrective actions.
- Ensuring all serious injuries, accidents and incidents are reported in accordance with requirements.
- Promote the health and safety vision and support a strong health and safety culture within the company.
- Address unsafe behaviour and correct non-conformant health and safety performance.
- Understand legislative health and safety requirements as it applies to their role.

- Apply a working knowledge of health and safety management systems.
- In conjunction with the Risk Management Process, drive contingency plans and respond to emergencies.

7.7 HSE Advisors Responsibilities

The HSE Advisor will assume functional responsibility for the execution of the HSEQMP. Key responsibilities will include:

- Alignment of KHG's HSEMP ensuring KHG employees are aware of their requirements, policy, and procedures.
- Coordinate the development and implementation of HSE policies and procedures for the project.
- Monitor workplace activities to ensure personnel are safe and work is carried out safely.
- Liaise with KHG head office Safety team and site safety representatives and attend to safety-related matters.
- Participate in site HSE committees.
- Coordinate all training and induction requirements for the workforce in accordance with the requirements of the HSEMP.
- Oversight of the training matrix for all personnel.
- Conduct workplace inspections and safety audits.
- Oversee first aid and emergency response functions, including training of relevant personnel and the maintenance of facilities and equipment.
- Ensure safety targets are met and report to site management on non-conformance.
- Assist the Site Management in preparation of safety-related management reports.
- Liaison with Government inspector as required.
- Develop and maintain registers for any equipment and plant belonging to KHG.
- Attend daily prestart and toolbox meetings and actively participate in communication at these meetings.
- Accompany employees to D&A testing when needed.
- In conjunction with the Risk Management Process, drive contingency plans and respond to emergencies.
- Encourage management, supervision and others and recognize their contributions to KHGs health and safety.
- Assist in the preparation and review of JHEA's.
- Promote the health and safety vision and support a strong health and safety culture within the company.
- Address unsafe behaviour and correct inappropriate health and safety performance.
- Understand and apply legislative health and safety requirements.
- Apply a working knowledge of health and safety management systems.
- Consult and resolve health and safety issues including, supporting incident investigations, etc.

7.8 Supervisor Responsibilities

- Implementation of KHG's HSE program within their direct reports.
- Ensure all personnel hold relevant certificates of competency for duties assigned.
- Attend daily prestart and toolbox meetings and prepare minutes.
- Ensure the workforce is provided with adequate instruction regarding safe work practices, hazard identification and risk assessment/risk control.
- Ensuring compliance by the project workforce with policies and procedures.
- Actioning site inspection and audit findings in a timely manner.
- Producing management reports with assistance from the HSE Advisors.
- Undertake incident investigations to ensure timely and effective outcomes are put in place.
- Ensuring all injuries, accidents and incidents are reported in accordance with statutory and KHG requirements.
- Being visible on the worksite to encourage all aspects of HSE and work progress.
- Promote the health and safety vision and support a strong health and safety culture within the company.
- Address unsafe behaviour and correct inappropriate health and safety performance.
- Understand and apply legislative health and safety requirements.
- Apply a working knowledge of health and safety management systems.
- Consult and resolve health and safety issues including, leading incident investigations and actioning HAZOB's.
- In conjunction with the Risk Management Process, drive contingency plans and respond to emergencies.
- Provide instruction regarding safe work practices, hazard identification and risk assessment/risk control to the workforce on a day-to-day basis.
- Ensuring Job Hazard Environment Analysis (JHA) procedures are implemented.
- Ensure good housekeeping practices are carried out by all personnel.
- Stopping work if it is unsafe and putting corrective actions in place to make the work area safe.
- Supporting project HSE policies and procedures.

7.9 Employee Responsibilities

Our workforce has a duty of care towards themselves, fellow workers and the public at large to work safely and maintain a safe work environment at all times and are therefore required to:

- Work in a safe manner and comply with all legislative requirements.
- Comply with the requirements of the IMS and all lawful instruction.
- Rectify any practice or workplace condition that is unsafe
- Report to a Supervisor any situation that they cannot rectify;
- Use all safety equipment correctly and not to render them inoperative or wilfully damage them;
- Immediately report any incident or injury that arises during, or in connection with, their work;

- Suggest practical ways to eliminate hazards and warn colleagues of known hazards;
- Report site hazards and equipment defects immediately Accept safety, health, and environmental responsibilities for the tasks they perform.
- Stop, make safe and report any act or condition that may cause injury to another person, equipment or harm the environment.
- Take care of tools, plant, buildings, and equipment.
- Report defective tooling and equipment.
- Report work-related injuries, safety concerns, near miss and environmental incidents.
- Wear, utilize and maintain personal protective clothing and equipment as issued/directed.
- Follow health, safety and environment instructions and procedures.
- Attend and participate in prestart and toolbox meetings.
- Participate in company safety and environmental improvement programs.
- Stop work if it is unsafe to continue or if unsure of requirements.
- Stop work if damage to the environment could occur.
- Participate in Risk Assessments JHAs and Take 5 requirements.
- Participate in VOC and where needed conduct prestart on plant and machinery.
- Participate in drug and alcohol testing and when required.
- Participate in emergency response exercises as required.
- Dispose of all waste materials in the correct manner.
- Maintain their competence as required enabling them to contribute fully to health and safety success.
- Utilize the correct resources and the processes provided for the achievement of health and safety objectives.
- Understand and follow nominated safe working procedures.
- Take reasonable care to ensure his or her own safety and health at work and to avoid adversely affecting the Safety or Health of any other person.

7.10 Sub-Contractors, Visitors, Sub-contractors and Consultants Responsibilities.

Where KHG CONTRACTING engages contractors, they will:

- Comply with the requirements of the KHG IMS and Customer systems and processes where specified.
- Develop Safe Work Method Statements (SWMS) / Job Hazard Analysis (JHA) where applicable.
- Comply with all safe work methods prescribed for their work areas.
- Comply with all KHG safety requirements.
- Ensure all plant, equipment and appliances conform to statutory requirements.
- Take action to control hazards where appropriate.
- Report all hazards.
- Promptly investigate and report all incidents involving their own workforce.
    - All Contractors are required to immediately notify KHG in the event of an incident/injury, equipment damage or near miss.
- All subcontractors will be required to have occupational safety and health programs in place that meet the KHG IMS and WHS policy, procedures and standards or have accepted the requirement to adhere to KHG's requirements as a minimum.

7.11 Promoting Health Safety and the Environment

All personnel are responsible for actively promoting HSE excellence.

KHG recognises that a positive safety culture, open and honest communication, and information availability is integral to this step. Health safety and environmental information shall be available to all employees and subcontractors.

KHG management will provide education to all employees through the aid of inductions, prestart meetings, toolbox meetings and the promotion of a good culture towards health, safety and environmental issues.

Records of this training will be maintained in the company training matrix and refreshed as required to maintain understanding and competency.

8 HAZARD AND RISK MANAGEMENT

8.1 Hazard Identification and Controls

The Hazard Identification Risk Assessment and Control (HIRAC) process is imbedded into all aspects of KHG as well as all projects, ensuring a measured approach to work methodologies and internal processes with the intention to as far as is reasonably practicable eliminate harm to personnel, the environment and/ or property.

The below Risk Matrix (Figure 2) is used to identify risk levels when performing risk analysis with the criteria specific to the context in which the assessment is conducted.

Note. Operational risk management tools such as JHAs use a basic format of the risk criteria as opposed to the Corporate Risk Register and the CRAW.

		Insignificant	Minor	Moderate	Major	Catastrophic
Physical Impact	**Physical Injury**	First Aid Treatment	Medical Treatment	Lost Time Injury	Multiple LTI's, Permanent Disability or Single Fatality	Multiple Fatalities
	Environment	No Impact on baseline environment. Localised to point source.	Localised within site boundaries. Recovery measurable within 1 month of impact.	Moderate harm with possible wider effect.	Significant harm with local effect.	Significant impact that is widespread. Unconfined Impact requiring long term recovery, leaving major residual damage.
	Asset Damage	Up to $5k	$6k - $15,999	$16k - $30,999	$31k - $500k	Over $500K
	Reputation	Localised temporary impact	Localised, short term impact	Localised, long term impact but manageable	Localised, long term impact with unmanageable outcomes	Long term regional or national impact

		Likelyhood Description	Frequency		1	2	3	4	5
Likelihood	**Almost Certain**	*Incident is likely to occur within the life cycle of a project, possibly several times*	Occours more than once or twice a year	A	HIGH (11)	HIGH (16)	EXTREME (20)	EXTREME (23)	EXTREME (25)
	Likely	*Incident may easily occur on the life cycle of a project*	Typically occours once or twice per year	B	MEDIUM (7)	HIGH (15)	HIGH (17)	EXTREME (21)	EXTREME (24)
	Possible	*Incident has occurred on a similar project*	Typically occours in 1-5 years	C	LOW (4)	MEDIUM (7)	HIGH (13)	EXTREME (18)	EXTREME (22)
	Unlikely	*Incident is unlikely to occur during the life cycle of a project*	Typically occours in 6-10 years	D	LOW (2)	LOW (5)	MEDIUM (9)	HIGH (14)	EXTREME (19)
	Rare	*Incident is highly unlikely to occur on the project*	Greater than 10 year event	E	LOW (1)	LOW (3)	MEDIUM (6)	HIGH (10)	HIGH (15)

Figure 2 Risk Matrix

Our risk attitude below (Figure 3) ensures our risks are controlled to a level that is reasonably practicable and where risks are undesirable additional attention is taken to control the risk.

Risk	Required Action
Extreme	**Risks of this level are unacceptable and immediate attention is required to avoid or treat/ control the risk.** Avoiding the risk may require discontinuing the activity or not commencing the activity where this is practicable.
High	**Risks with this rating are undesirable and require attention to avoid or treat/ control the risk.** The company Directors and HSEQ Manager must be notified should a risk be evaluated as High and shall be responsible for making the determination if this is identified as an acceptable risk. Where the risk has been accepted in writing regular updates must be provided. ***Note**: All necessary steps must be taken to further mitigate the risk, irrespective of the acceptance of such risk.*
Medium	**Risks of this level are typically accepted and require regular monitoring.** All risk treatment measures shall be subject to monitoring by the responsible person onsite (Supervisor, Site Manager)
Low	**Risks of this level are typically acceptable.** All risk treatment measures shall be subject to monitoring by the responsible person onsite (Supervisor, Site Manager)

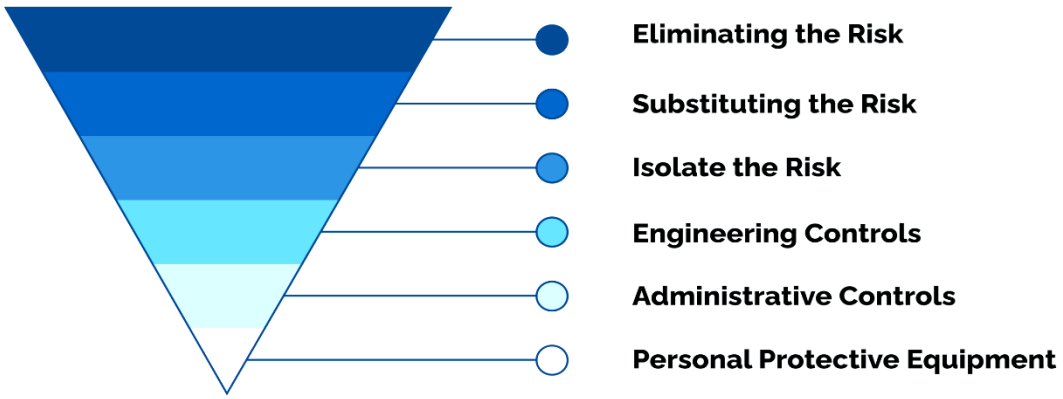
Figure 3 Risk Attitude

KHG utilise a structured approach to identify, analyse and manage areas of risk or hazard within its areas of operation and accountability.

At all stages of operation, KHG personnel shall identify activities that require the application of risk identification, assessment and management processes.

Our aim within when identifying methods to mitigate risk is to where possible eliminate and remove potential risk altogether. Where this is not possible the hierarchy of control is used ensuring administrative and PPE controls are used only after exhausting other more effective methods.

Hierarchy of Controls



Where applicable, all risk treatment controls shall be identified and implemented to comply with the requirements outlined within applicable legislation, Codes of Practice and Australian Standards.

KHG use a tiered approach to identifying and managing risk across their operations.

Risk assessments shall be arranged into Four categories being:

- Level 1 - Formal Risk Assessment - Pro-active planning risk assessment completed at the project stage utilising management and workers input to capture hazards and risks for a project, e.g., Craw's, Pre-project and new scope assessments.
- Level 2 - JHA – A task specific risk assessment completed before the task commences by the work group to assess hazards specific to the task and identify the controls required to reduce the hazards to ALARP (As LOW As Reasonably Practicable).
- Level 3 – Take 5 or Good2Go – A last minute risk assessment completed immediately prior to commencing the task, after being away from the work area for a period of time or when change may have effected the initial identified hazards.
- Level 4 - Reactionary risk assessment e.g., Risk assessment driven by a trigger, where the residual risk post control implementation remains rated as high or critical, or process change has potential for high or critical impact to people, plant or operations.

Operational risk assessment e.g., SWMS, JHA's Take5's

Note: Detailed risk assessments shall be undertaken specifically for Level 4 risks. Activities rated as high and critical risk are to be referred to the highest relevant site or corporate manager for authorisation before commencing work.

Hazards and their attendant risks are to be assessed and analysed on the basis of:

- Consequences,
- Activity occurrence, and
- Activity exposure.

Having identified potential hazards, personnel are responsible for identifying solutions to manage those hazards by applying approved controls before commencing work.

The intent is to eliminate or to minimize the risk of the hazard. These risks are to be managed according to their classification of Low, Moderate, High or Critical to achieve levels that are deemed to be As Low as Reasonably Practicable (ALARP).

All project personnel have the authority to cease work when they consider themselves to be in an unsafe situation.

8.2 Proactive Risk assessments – (CRAW)

A Construction Risk Assessment Workshop (CRAW) shall be developed prior to the commencement of each project with the aim to identify and control all project specific risks.

The CRAW shall identify all potential hazards/ issues with each activity and/ or aspect associated with the project. Each identified hazard shall be individually assessed (no grouping of hazards) to ensure sufficient control measures can be identified and the risk effectively addressed.

Initial development of the CRAW shall be conducted by the assigned project HSEQ Advisor with input from the Project Manager, and Site Supervisor/ Manager where possible, with approval provided by the HSEQ Manager.

Where required, additional personnel including but not limited to, clientele and technical specialists shall be directly involved in the development process.

Upon arriving on site, the CRAW will be further reviewed by the site-based project management team to ensure all team members are aligned with the project risks and controls that will be implemented. Works will not commence on site until the critical risk CRAW has been approved and signed off by the Engineer's or management representative.

The CRAW shall be derived from:

- Identified risks from similar projects;
- Risks identified by the Project Manager/ Contract Administrator through the contract specifications and liaison with the consultant/ client;
- Client risk workshops;
- Design risk assessments;
- Client feedback.
- Stake holder checklists

The CRAW is a live document which must be available onsite and reviewed at least every 6 months or where additional risks or controls are identified by the Project Manager, Site Manager/ Supervisor and/ or HSEQ Advisor, including those with technical knowledge where required.

All personnel involved in the CRAW development and review process shall be trained in this methodology with records of the training maintained.

The CRAW shall be provided to all contractors engaged in the project prior to commencement onsite to ensure KHG's expectations and any Risk associated with the works are adequately communicated.

The Craw shall be available for all employees to review in the site office and copies within the crib rooms

8.3 Job Hazard Analysis

Job Hazard Analysis (JHA) is a pre-task safety planning and worker engagement process that provides a framework for first line supervisors and work groups to evaluate tasks prior to commencing work in order to:

1) Identify potential hazards and critical risks associated with those tasks; and

2) Identify controls that will either eliminate or mitigate such hazards.

All KHG personnel shall be trained to correctly conduct or participate in the JHA.

All JHA's will be conducted on the KHG JHA Template or an approved client template.

A JHA shall be completed for all activities or where there is no current authorized Safe Work Procedure (SWP), or where the task will be carried out differently than described in the SWP.

- Generic typed JHA's are not acceptable.

JHA's must be developed by the personnel conducting the task and have an understanding of the task.

Once the KHA has been created it must be reviewed and if the supervisor is comfortable that all hazards are identified and applicable controls are in place it can then be signed off by the work task supervisor to authorize the task to begin,

Provided there are no changes to personnel, work process, work environment or to plant and equipment, a JHA may remain valid for a period of one week but must be reviewed daily by the task supervisor and signed daily by the personnel undertaking the work.

The JHA should be conducted in the work area the task is to be performed. Where not possible a review of the work area must be completed prior to starting the task under the JHA.

When a JHA/WMS are undertaken, it must be analysed in accordance with the following criteria:

- Steps making up the job or task (Steps);
- Hazards that could impact on each step of the job (Hazards); and
- What action is to be taken to remove or reduce the hazard (Controls).

The nominated responsible person (Supervisor) for performing the work is responsible for identifying tasks for analysis and for facilitating the conducting of JHA's/WMS's relevant for the tasks/activities of the shift.

SWMS's and JHA's must be reviewed by the task supervisor and work crew daily prior to commencement of the task/activity, Supervisor, and all crew members to sign onto the JHA/SWMS as evidence it has been reviewed.

The JHA signed by the work group must remain at the workface.

All JHA's will be conducted and recorded in a register and kept for record keeping requirements. The JHA's are to be retained for the life of the project.

8.4 Safe Work Procedures

A Safe Work Procedure (SWP) may be developed in consultation with the workforce for all repetitive and generic activities where there is a significant risk identified with the task as identified in the project risk register, the task has sequential steps, and where the task does not change or involve complex decision making.

All safe work procedures must be created using previous risk assessment information and approved for use by the relevant site management, head office HSE department and recorded in the KHG Document register.

Task based analysis shall be conducted to determine the requirements of all SWPs and SWMS prior to being developed.

8.5 Take 5

The Take 5 system is a simple and effective personal Risk Assessment tool for the management of hazards and risks. The Take 5 system is a pre-task process that facilitates involvement of the individual worker in hazard identification and control. Each person shall complete a Take 5 at the start of each task or if they have been away from a task for a period of time to review for changes in the task or area.

Where an individual undertakes a Take 5 that identifies a hazard or risk not previously identified in a JHA or Work Procedure, the existing JHA/Work Procedure is to be revised as necessary and resigned off by the supervisor and work crew.

Take 5's shall be reviewed by the Supervisors and HSE personnel during the shift and retained for recording in relevant registers.

Note: Take 5 books shall be issued to employees to facilitate positive use of the system.

8.6 Plant Risk Assessments

Plant Risk Assessments shall be completed for all machinery upon purchase and reviewed every 24 months or where additional information is made available. KHG plant Risk Assessments shall be conducted by the HSEQ Manager or delegate.

Where a subcontractor machine, a copy of a valid plant Risk Assessment must be provided prior to any machinery attending site. Where machinery is hired a copy of the plant Risk Assessment must be made available upon request and/or provided within 24 hours.

Plant Risk Assessments shall be made available to all personnel onsite upon request.

8.7 Hazard Reporting – Unsafe Act, Unsafe Condition

The supervisor is to correct the hazard or raise to appropriate person to have the hazard corrected.

KHG will utilise hazard reporting process that provides workers an opportunity to communicate an unsafe behaviour or unsafe condition so that they are recorded, assessed and resolved by the appropriate parties in a timely manner.

All KHG personnel have a responsibility and a right to stop an task or act and to correct the hazardous situation if they can, if the hazard cannot be corrected the area must be made safe and report to their supervisor.

The supervisor and where necessary the appropriate manager will be responsible for assessing the situation to determine the priority for action and resources required to eliminate the hazard or control the risk.

Where hazard elimination is not possible, the Hierarchy of Controls method will be used by management to determine the appropriate control procedures.

The hierarchy requires that the situation be addressed in the following preferred order:

- Eliminate the hazard,
- Substitute the hazard,
- Isolate the hazard,
- Engineer appropriate control measures,
- Implement administrative controls to reduce exposure to the hazard, and
- As a final option, where all the above is impractical or do not provide for adequate control, provide employees with the appropriate protection devices.

Hazard reports will be recorded in an appropriate register, an accountable person nominated to ensure the action is corrected and learnings shared across the project.

9 MONITORING, AUDITING & INSPECTIONS

KHG believes inspections and auditing play a fundamental role in ensuring compliance is maintained on the project, whilst providing an opportunity to further improve both project and company performance. Where an Audit is to be undertaken, the person conducting the audit shall be suitably trained and hold the qualifications of Lead auditor or equivalent.

9.1 Site Set Up Inspection

At the commencement of the project the Site Supervisor/Manager is responsible for conducting a Site Set up Inspection.

The inspection shall include, but not be limited to a review of the following to ensure compliance with the project HSMP:

- Site office and amenities set up and availability;
- Perimeter fencing and shade cloth installation;

- Applicable site signage is installed appropriately;
- Site containers have been provided for storage;
- Site power has been installed and is functioning;
- Suitable waste disposal is available;
- Emergency and First Aid provisions are available as per the EMP.

Where items require additional attention, an observation shall be raised within the central reporting system and assigned to the appropriate individual to be actioned accordingly. Where observations have been completed, evidence must be provided prior to close out.

9.2 Weekly Site Inspection

Weekly site inspections shall be conducted by the Site Supervisor/Manager or HSEQ Advisor and shall include, but no be limited to a review of the following items:

- Worker inductions;
- Adherence to task SWMS;
- Review of electrical equipment;
- Hazardous substance use and SDS availability;
- Housekeeping;
- Plant and Equipment pre-start inspections;
- PPE use and availability;
- First aid provisions.

Where corrective actions are to be taken, they shall be documented within the central reporting system clearly identifying the required action, a responsible person assigned and the expected completion date. All completed actions shall have evidence provided verifying the requirements have been met.

Where inspections are conducted, they must be completed by a member of the Project Management Team that has completed Schedule 26 training or be the holder of at least a Certificate IV in WHS.

9.3 Critical Risk Inspection

Critical risk inspections shall be conducted by a statutory appointed person on projects where employees are exposed to a high risk hazard to verify that the risk assessment has identified all potential high risk hazards and controls have been put in place.

The Critical Risks relevant to KHG Projects are:

- Stored Energy and Isolations
- Electricity
- Extreme Weather
- Fire and Explosions
- Lifting Operations
- Noise Pollution
- Plant/Personnel Interactions
- Vehicles
- Confined Space
- Fitness for Work
- Working at Heights

The Critical Risks highlighted above will be re-evaluated on site following the final CRAW review. To ensure each critical risk is addressed, each risk will be analysed in the CRAW and the correct controls will be implemented into the project planning and execution documents to ensure the risks are removed or reduced to as low of a risk rating as possible.

9.4 Safety Inspections

All KHG supervisors, management and HSE personnel will utilise formal and informal safety inspections during works. Safety inspections provide project personnel with a systematic process for identifying, resolving, and trending safety issues. Safety Inspections should be focused on physical conditions and/or behaviours. Actions arising from safety inspections must be recorded on the applicable action tracking register and assigned to a responsible person for timely and effective resolution.

9.5 Safety Behavioural Interactions

All KHG supervisors, management and HSE personnel will utilise safety interaction processes during work area visits.

Behavioural interactions are different from a formalised question and answer inspection and are aimed at interacting with the work team and discussing HSE issues and getting the work teams feedback on the KHG safety systems and how they are working in practice.

The most powerful aspects of this process are worker involvement and the feedback mechanism. Trending and analysis of interaction data are important aspects but are considered secondary benefits.

9.6 Prestart Inspections

The machine operator or vehicle driver shall carry out daily prestart inspections on equipment and machinery that they are responsible for. This practice is mandatory.

Defective equipment shall be tagged “Out of Service” and reported to the area supervisor. All defective small tools and equipment shall be returned to point of issue immediately.

9.7 Subcontractor SWMS Audit

The aim of the Subcontractor SWMS Audit is to verify conformance with the implementation of the approved Subcontractor SWMS onsite. Records of these audits shall be maintained within KHG central reporting system.

Subcontractor SWMS audits on the project shall be conducted by the nominated HSEQ Advisor at times specified within the project KPI’s within this plan.

Subcontractor representatives shall be directly involved in the Subcontractor SWMS Audit and required to sign their acceptance of the audit result and inclusion in the audit

Where an area of concern is identified during the audit, suitable steps should be taken to rectify the issue immediately. Where this is not possible, corrective actions shall be raised within KHG central reporting systems identifying the responsible person and required completion timeframe.

All completed actions shall have evidence provided verifying the requirements have been met.

Where Audits are performed, they must be completed by approved personnel that has completed Schedule 26 training or be the holder of at least a Certificate IV in WHS.

9.8 External Audits

Accreditation audits are conducted on an annual basis to ensure compliance of our HSEQ Integrated Management System by the following parties:

ISO Accreditation Auditors.

Federal Safety Commissioner.

Where required, external audits shall be conducted by clients, consultants and/or regulating authorities to ensure compliance to our HSMP.

Records shall be maintained against project records and available within KHG where applicable. Where corrective actions are to be taken, they shall be documented within KHG central reporting system clearly identifying the required action, a responsible person assigned and the expected completion date.

All completed actions shall have evidence provided verifying the requirements have been met.

10 PERMIT TO WORK

A permit to work must be requested prior to works being conducted and be accompanied by an approved SWMS. All workers associated with the task shall be identified on the permit and consulted in the permit requirements.
Emergency response measures must be identified within the permit and capture any specific emergency equipment to be readily available.
The following table identified the personnel authorised to issue a permit to work as well as the active permit time frames.

TASK	AUTHORISATION	PERMIT TIMEFRAME
Hot works	Site Supervisor/ Manager	1 Shift
Excavation	Site Supervisor/ Manager	1 Week
Work at Height	Site Supervisor/ Manager	1 Shift
Confined Space	Site Supervisor/ Manager	1 Shift
Electrical Isolations/ Energisations	Isolation Officer	1 Shift

Figure 4

Confined Space Entry permits must be approved by a member of the HSEQ Team prior to issue by the Site Supervisor/ Manager.

11 OPERATIONAL CONTROLS

11.1 Health

Where a project CRAW identifies increased potential workplace health exposure Hazards, such as chemical (i.e. airborne contaminants including respirable dust, respirable crystalline silica and welding fume etc), physical (i.e. noise, vibration and radiation etc), biological (i.e. microbiological, viruses, bacteria etc) and musculoskeletal, outside of KHG's acceptable Risk level as identified within or Risk Tolerance, or where exposure levels are increased outside of normal works, a Health Risk Assessment (HRA) will be required for the project.

Where a HRA is required, KHG will engage a suitably experienced and formally qualified Occupational Hygienist who will perform an assessment in line with Risk Management Plan.

11.1.1 Fitness for work

KHG have a Fitness for Work policy in place which ensures that all personnel are fit for work and have the qualifications to undertake the duties for which they have been employed on the site.

The ability of personnel employed by KHG to work safely and effectively is critical to their wellbeing and the wellbeing of others. Consequently, fitness for work includes, but is not limited to the following matters:

- Pre-employment medical,
- Drugs and alcohol screening (pre-employment, causal and random),
- Fatigue management,
- Nutrition and life style,
- Stress, and
- Mental Health and Employee Assistance Programs (EAP's).

Each of the above areas has been detailed in the KHG Fitness for work plan. However, the key issue of an individual's fitness for work and their ability to perform designated duties free of impairment of any kind and rests with themselves and KHG Management.

The below components of the Fitness for Work program which will apply to all KHG personnel:

- Education of personnel in all issues of Fitness for Work,
- Provision of suitable equipment for daily BAC testing system,
- Clarify the random selection system of personnel for Alcohol and Drug screening,
- A reliable system of blanket breath testing to be conducted prior to the commencement of daily pre-shift safety meetings,
- Medication and return to work fitness system, and
- Counselling support.

Pre-employment medical examinations are mandatory for all KHG site personnel and for Home Office or engineering personnel expected to relocate to site. The fitness for work requirements must be completed prior to mobilising to a project site to undertake works.

11.1.2 Wellbeing and Mental Health

KHG is committed to working within the guidelines of the Mentally healthy workplaces for fly-in fly-out (FIFO) workers in the resources and construction sectors – Psychosocial hazards and workplace behaviour Codes of Practice . Furthermore, KHG provides all KHG personnel access to an Employee Assistance Program (EAP) for employees that can offer confidential and professional help for any mental health concerns, including drug and alcohol related matters and personal issues. The EAP contact details are provided in crib huts, site offices, given during employment onboarding or can be provided upon request. Access Wellbeing Services 1300 66 77 00

11.1.3 Fatigue Management

Fatigue is defined as an impaired physical and mental condition, which arises from an individual's exposure to physical and mental exertion and inadequate or disturbed sleep.

KHG recognises the significance of fatigue as a risk to an individual's health and safety and has implemented a fatigue management strategy that takes into consideration the influence of:

- Excessive hours of work;
- Inadequate sleep;
- Work stress and home stress;
- Activities outside of work.

All workers shall ensure:

- They are not conducting greater than 5 hours work without taking a break;
- They have at least a 10-hour break from performing any work activities prior to each shift;
- They present themselves in a state fit for work not affected by drugs, alcohol, or fatigue.

NOTE:

A swing rotation can be a 5/2, 8/6, 14/7 and 21/7 depending on the site.

The roster design shall be included RDO's and R&R day off to ensure that KHG and it's employees are able to minimis fatigue to as low as reasonable practicable.

For all employee undertaking extended shifts or rosters KHG will conduct a risk assessment and roster assessments to ensure the health and safety of its employees.

11.1.4 Commute Plan

To ensure the project is run as efficiently and effectively as possible on site, a rolling roster will be run on the project for all involved working on the project.

The site team members will fly into site the morning of their first shift and off-site the morning following the last shift of their swing. The specific travel dates and manning levels on site will be clearly communicated to the client through the regular submission of the Project Manning Roster

The team will travel between the designated airport, camp and site in KHG supplied light vehicles.

11.1.5 Drugs & Alcohol

All KHG personnel are to comply with the KHG Fitness for Work Policy.

All KHG personnel shall actively support and abide by the Company Fitness for Work guidelines. This requires every individual to make themselves available for random and for cause (in the event of an incident) alcohol and other drug screening.

Training in this procedure shall form part of the project induction/orientation process and is mandatory for all personnel.

Refusal by any individual to comply with the 'Fitness for Work' guideline requirements may result in application of disciplinary action or withdrawal of their site/location access.

11.1.6 Noise - Hearing Protection

KHG shall implement a system to ensure its personnel are not exposed to noise levels above the level prescribed. This shall be achieved by control of plant and equipment wherever possible.

JHA's are to address noise minimisation where appropriate.

All plant areas identified as generating noise above the action level shall be properly sign posted and exposure times/time weighted averages to be discussed at pre-start meetings.

KHG will ensure are to protect personnel from harmful noise by:

- Identifying exposure to harmful noise in their areas of operation,
- Control each noise hazard by taking steps such as:
    - Keeping all items of equipment in good running condition to reduce noise transmission from sources that produce noise levels in excess of the legal limit by using sound barriers, vibration mountings, padding, baffles, altering frequencies, reducing turbulence, and any other effective methods,

- Clearly marking areas where noise levels exceed the legal limit so that personnel are warned to wear hearing protection there, and
- Providing personnel with adequate hearing protection.

- Training and awareness program for noise hazard recognition, assessment and hearing conservation principles, and
- Contractors shall ensure that personnel are provided with fit testing if ear plugs are identified and used as hearing protection.

The use of any device fitted with ear phones/pieces are not permitted to be used by KHG personnel while conducting tasks unless approved by the appropriate manager.

All personnel exposed to noise risk are to be trained on hearing protection care, maintenance and use and provided with the correct hearing protection and information on the exposure standards/times.

Fit testing shall be carried out periodically to ensure adequate attenuation for those required working in or completing designated areas or tasks.

11.1.7 Noise Surveillance – Noise Control/Hearing conservation Program

Scheduled surveillance and noise monitoring checks will be implemented by KHG as required by risk assessment, including the use of an external provider as required.
If noise levels are detected during routine scheduled inspections and assessment over the 82dB/10 requirements, the requirement for validation and reassessment of controls will be actioned appropriately.
Copies of noise surveillance reports are to be available and maintained by KHG and utilised in risk treatment planning.

11.1.8 Respiratory Protection

Approved respiratory protection will be worn where airborne pollutants exceed allowable limits and in all designated area.
All KHG personal shall be required to undergo Fit testing prior to commencing works and shall wear respiratory protection in mandatory areas or where indicated on a risk assessments.

11.1.9 Heat Stress

KHG operations are conducted all year round including the summer months where high temperatures are expected.

KHG will ensure that all personnel are aware of the requirements for them to work in a potentially hot and humid environment and must manage and monitor work environments and develop a heat illness mitigation strategy.

Where there is potential for a heat illness to occur, KHG management and supervision are responsible for ensuring that arrangements are made to reduce the probability of heat illness by providing a robust system that protects personnel from hazards of working in hot environments by:

- Identifying work areas where extremes of temperatures could be a hazard, and
- Use engineering methods where practicable to adjust the temperature of these work areas so that they are reasonably comfortable for work.

If engineering methods are not feasible, use means of control such as:

- Ensuring that personnel who have to work in hot areas are in good physical condition.
- Using power tools, lifting aids and other devices to reduce the physical workload in hot areas.
- Providing barriers against radiant heat.
- Providing shelters and cool drinking water.
- The contractor shall be required to supply 30+ Sunscreen to all construction personnel to protect them from the sun's harmful UV radiation.
- Hydration testing, recording and reporting results to management for review and the work force.
- Redistributing work in hot areas so that strenuous work is done in the coolest part of the day, and
- Teaching personnel how to prevent heat illness, as well as the symptoms, causes and treatment of the illness.

Education programs will be run through the weekly toolbox meetings and pre-start meetings on the risk of thermal stress and the use of hydration testing programs.

11.1.10 UV Radiation

KHG personnel who spend all or part of the day working outdoors are at risk of skin cancer and adverse health effects to their eyes. All skin types can be damaged by exposure to solar UVR, however those with fairer skin are at an increased risk.

Damage is permanent and irreversible and increases with each exposure. Solar UVR can reach workers directly from the sun. It can also be scattered by particles in the air and reflected by ground surfaces like metal, concrete, sand and cab windows.

Where the HRA or task specific risk assessment identifies a medium or greater risk from solar UVR, KHG shall consider implementing the following controls:

• Provide shade (either permanent or portable) depending on practicability;

• Where practicable, ensure that routine work undertaken outdoors is performed early in the morning or later in the afternoon when levels of solar UVR are lower;

• Plan work routines so indoor or shaded work tasks are done during the middle of the day when levels of solar UVR are strongest;

• Workers are provided with adequately rated sun protective work clothing, sun protective attachable brims for hard hats, sunglasses and sunscreen;

11.1.11 Atmospheric Contaminants

Where KHG personnel are or may be exposed to excessive levels of atmospheric contaminants, measures will be taken to reduce contaminant levels by removal, containment, or suppression of the contaminant material.

When such measures are not practical or do not reduce contaminant levels to acceptable levels, KHG personnel will be provided with suitable respiratory protection.

Selection and use of protective equipment will be in accordance with legislative requirements, relevant Australian Standards (1715 - 1994 and 1716 - 1994).

Training and instruction will be provided to employees in the use, care, and maintenance of respiratory protection equipment at Toolbox Safety meetings.

11.1.12 Dust exposure and monitoring

Dust monitoring is to be conducted at intervals if deemed necessary (to be established in the Health Risk workshop) for the following:

- Respirable Dust and Silica analysis;
- Inspirable Dust Analysis; and
- Asbestos.

KHG Personnel who may be exposed to particulate gases and vapours will be grouped and monitored into Similar Exposure Groups (SEGs) to identify controls required.

All sampling will be carried out to the relevant AS/NZ Standards and ASCC Guidance Notes for Asbestos. Reports will be generated from the results and awareness sessions held to communicate the findings. Summarized results against health and regulatory requirements will be distributed on notice boards.

As identified by risk assessment and prior to work commencing KHG shall release management plans and procedures for the management of fibrous material and dust in order to comply with applicable Standards for the implementation of the appropriate control measures.

Current legislative compliance standards shall be rigidly adhered to for working with and/or removal of fibrous materials.

11.1.13 Hazardous Materials

All employees will be provided with advice at initial safety induction regarding potential exposure to hazardous materials.

Hazardous materials will be kept in a lockable container, well ventilated, and arranged in order to identify their compositions and segregated by class.

A register of all hazardous materials held or used by KHG will be maintained by the HSE Manager and on site. Chemicals at the workplace will be reconciled with the SDS sheets monthly.

A Chemical Register of hazardous materials is to be developed and maintained for all work areas. The Chemical Register is to include:

- An alphabetical list of all hazardous materials used,
- Labelling requirements for each hazardous material,
- Material Safety Data Sheet (SDS) for each item listed,
- Record of the maximum quantity of the chemical, and
- Storage locations of each substance on the list.

All containers carrying chemicals will be labelled correctly and appropriate containers used.

Safety Data Sheets (SDS) will be held on-site and at hazardous goods storage for all materials held or used on site. Information on hazardous materials will be readily available to employees.

Hazardous substances will be handled, stored and transported in accordance with statutory requirements, Australian Standards and approved Codes of Practice.

A risk assessment shall be conducted for each activity using chemicals through a JHA with the exposure, control and PPE information from the SDS referenced.

Compressed gases must be used in accordance with safe work procedures and manufacturers'/suppliers' instructions.

Personnel working with hazardous materials, compressed gas and chemicals must be provided with appropriate SDS, personal protective equipment in accordance with the MSDS and/or product Risk Assessment.

11.1.14 Smoking

Smoking is prohibited in any KHG area/room/vehicle that is hazardous, enclosed or within five metres of a building entrance in which smoke may affect the health of other persons. No smoking within 10 m of a ventilation air intake or air-conditioning unit supplying air to an occupied and enclosed atmosphere.

11.1.15 Personal Hygiene

KHG shall ensure that all personnel are provided with access to adequate and clean ablutions, hygiene facilities and crib rooms as necessary to ensure a high standard of hygiene.

11.2 Safety

11.2.1 Facilities

KHG project offices and crib rooms shall be maintained in accordance with the recognised industry standards and approved by the Client.

Adequate ablutions facilities will be provided at the worksite, with arrangements in place for periodic removal of waste by licensed waste disposal organizations.

Potable water supplies, refrigeration and ice machines will all be provided at appropriate locations for use by the workforce.

Smoking is prohibited in buildings, within 5 meters of external access doors, in vehicles and around hazardous substances or flammable storage areas.

Smoking is only allowed in the designated smoking areas.

First Aiders shall be identified with a green and white cross on their safety helmet and at least one person will be available for each team.

11.2.2 Personal Protective Equipment (PPE)

KHG shall provide all necessary PPE to their employees and ensure that they are trained in the care, use, fitment and maintenance of the PPE provided (e.g. how to fit hearing protection).

All PPE must be serviceable, in good condition and comply with the relevant Australian Standard.

A record of PPE training must be maintained on the training matrix.

The following PPE is the minimum standard for the Site:

- Safety helmet, worn as per manufactures requirements,
- Safety glasses (medium impact or greater specification),
- Steel cap safety footwear (lace-up boots NO elastic sided work boots),
- Gloves.
- High visibility vest or hi visibility long sleeved shirt and long trousers, reflective clothing for night shift and hours of darkness,
- Respiratory and Auditory protective devices as required,
    - Where respiratory or hearing protection devices (RPD or HPD) are required, the determination of a correct fit must be by a quantitative fit test methodology. For RPD, a system such as Porta Count or similar maybe used and for HPD, systems such as Veri PRO, Quiet Dose or the 3MTME-A-RfitTM Validation System or similar maybe used,
    - Quantitative fit testing for RPD and HPD must be performed at least annually and is a mandatory training requirement. Test fit records must be kept and supplied where requested,
- Hair restraint where there is a danger of long hair becoming entangled or catching fire, and
- Any specialised PPE required (e.g. goggles, face shield, hearing protection, PFDs).

11.2.3 Standard of Work Dress and PPE

For site-based work environments the minimum site clothing standard shall be as described above. Non-site-based office environments shall be business casual dress with closed shoes.

This standard applies to all KHG work areas, including corporate offices, villages, warehouses, workshops, storage containers and fabrication and lay down areas.

Specialised protective clothing may be required for specific tasks such as chemical handling or welding, removal of hazardous materials or as nominated within the MSDS, JHA's and/or within the PPE Matrix. Whenever using rotating machinery such as drills or grinders, operators must ensure that any loose-fitting clothing is secured against being caught in equipment. Button up shirts and shirt sleeves or jackets and tuck loose clothing in to avoid entanglement.

Long hair must be secured, if operating rotating equipment, or hairnets must be worn. All PPE supplied shall comply at minimum with the relevant Australian Standard.

11.2.4 Working Alone

Working alone and in isolation of communication is not allowed under KHG principals without appropriate communication and monitoring controls in place as identified by a risk assessment and approval by the direct manager. KHG management and supervision are to ensure that any person working on any task by themselves has either visual contact or radio communications available to them at all times.

11.2.5 Travel and Remote work

Travel has potential to present hazards and health effects can be magnified due to the remote nature of some project locations, geological and biological conditions.
KHG shall ensure that a system of travel management is in place to manage travel by KHG personnel.
This system of control will include:

- Journey management and communication protocols,
- Roster considerations and driving at night,
- Fatigue management during travel, and
- Operational prestart inspection of equipment.

11.2.6 Housekeeping, Staking and Storage

- Housekeeping is a vital component of reducing hazards in the work environment.
- All KHG and KHG personnel shall provide adequate resource and facility to ensure that their work areas are kept clean and free from rubbish, scrap or material build up that presents a hazard to personnel.
- Housekeeping and rubbish removal shall be undertaken on a continuous basis across all KHG work areas to remove hazards and prevent waste buildup.
- Housekeeping forms part of the 'Take 5' personal risk process to be conducted at the start of each job, and in the event that the task or conditions associated with the task change.
- Housekeeping shall form a part of the supervisor daily inspection process.
- All entrances, exits, roadways, gangways walkways and stairs shall be clear of obstructions and where required adequately signposted.
- Work areas shall be kept neat and tidy with bins provided.

- Materials, plant, equipment, and fabricated structures shall be stored in designated areas with adequate space for vehicle and people movement.
- All areas where materials and equipment are stored will be appropriately signposted and barricaded as required.

11.2.7 Work Area Congestion and operational interface

Due to the restrictions on schedule and volume of workforce during KHG project activities, all work must be carefully planned and coordinated with the relevant KHG management /supervision and external stakeholders as required to avoid congestion.

Work areas are to be pre-planned and established in such a way that congestion is minimised in the work area.

From time to time, KHG activities will require interaction with other site or area stakeholders. It is critical that all proposed KHG works that have an operational interface with other stakeholders is planned to reduce the risk of hazardous interface, are scheduled accordingly and agreed to by all parties concerned.

KHG personnel must ensure that interface meetings are completed in order to manage and coordinate all activities.

11.2.8 Hand Tools

KHG and KHG personnel are responsible for the supply and proper maintenance of personal supplied and company supplied hand tools and tooling.

The user are accountable for maintaining their tools and associated plant/equipment in a good state of repair.

All hand tools including electrical, compressed air tools, etc will be operated in accordance with and maintained as per the manufacturer's guidelines.

9"/230 mm grinders and 1.5 mm knifing discs are not permitted to be used at KHG projects.

The use of open bladed knives requires written approval by the Site Manager or delegate with supporting risk assessment documentation.

Personal open blade knives such as Leatherman and pocket knives are not permitted on Site. An exemption applies to members of the Site Emergency Response Teams.

11.2.9 Barricading, Demarcation & Signage

To avoid confusion and misunderstanding, symbolic safety signs shall be explained to the workforce during inductions.

Appropriate barricades shall be placed in locations where hazards exist including, excavations, vehicle paths, embankments, holes, openings, exclusion zones and overhead operation.

All barricades shall be signposted and tagged to identify the hazard, a contact person with the area Supervisor's contact information attached in a prominent place.

Lighting may also be required at night or in areas of poor visibility.

All barriers shall be of a type that is appropriate to the hazard as identified by risk assessment.

All barricades will also be fitted with appropriate illumination and signage or delineation complying with AS 1319.

Only authorized personnel shall be permitted to enter into a barricaded areas.

Personnel requiring to enter a barricaded area shall first seek approval from the person responsible for that area as identified on the attached signage of information tag.

Bunting, flagging, tape or witch's hats are not a substitute for solid/hard/rigid barriers.

Where it is proposed to substitute hard barriers with other softer type barrier (eg Berms/windrow, flagging, tape witches hats), specific approval of the relevant department or site manager shall be required in each case.

Details of barricading must be included in the JHA submission for the task. Erection will only be undertaken once formal approval/sign off has been granted.

Barricading shall be placed around the entire area where persons may be exposed to the danger or hazard to prevent inadvertent entry.

Barricading shall be maintained and removed immediately when the need for the barricade no longer exists.

Starter bars, star pickets or other similar posts shall be covered with caps to protect persons who may fall against them. (Note: Depending on site requirements, a penetration permit is required for star pickets).

Access to KHG work sites and work areas shall be restricted to authorized personnel only. The demarcation boundary shall be delineated by signage, barricades and/or fencing.

In line with KHG's Barricading, Demarcation and Signage Work Practice, the meaning of any sign must be instantly recognizable and understood. Standard symbols must be used wherever possible.

Signs shall comply with AS 1319 – Safety Signs for the Occupational Environment, however guidance in selecting appropriate signage may be obtained from AS 2342 – Development, Testing and Implementation of Information and Safety Symbols and Symbolic Signs.

Signs must be clearly visible, clean and legible.

Road signs must conform to the applicable states Road Traffic Act (refer to AS 1742 – Manual of Uniform Traffic Control Devices and AS 1743 – Road Signs – Specifications).

11.2.10 Working at Heights

Working at height training must be conducted by the person undertaking any working at heights tasks before any work is undertaken. All height training shall include a practical element. The training is to be documented and meet the National Training Accreditation Standard.

Fixed length lanyards are not permissible on any KHG activity without a risk assessment and written approval by the relevant KHG Manager.

Wherever work requires a harness to be worn, working at Heights training and a working at height permit is required.

All work at height permits require a relevant JHA, an immediate response rescue plan and prior approval by an authorized person.

When assessing if works are to be conducted at heights always assess using the **hierarchy of controls** – with **elimination** being the most effective – work on the ground instead of at heights – **substitution** – **isolation/engineering** – **Administration** and the least effective being **Personal protective equipment**.

All fall arrest system karabiners are to be triple locking type unless risk assessed and written approval by the appropriate KHG Manager is gained.

All lanyards used in fall protection systems are to be an auto retracting self-shortening type and any retractable lanyard used from low attachment points, within an elevating work platform or workbox is to be rated for use in all positions ie 360-degree type.

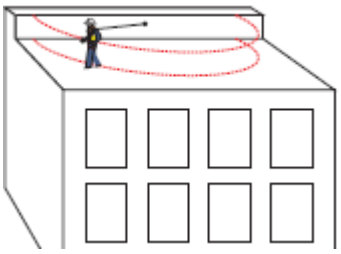
Fall prevention measures are to be documented using a JHA, inclusive of all fall arrest devices within the fall arrest system.

Where personnel working below are exposed to the risk of falling objects the area below shall be barricaded to prevent inadvertent access.

Quarterly inspection regimes in line with the RGBY methodology will be implemented by KHG and conducted by a competent person to ensure the continuing integrity of all fall prevention equipment. Equipment registers and records of inspections shall be maintained by the site team and included in the Corporate registers.

Working at height will be managed in accordance with applicable legislative requirements, national standards and state or site-specific requirements.

11.2.11 Working at Heights Category Guide

Priority	Category	Definition	Example
1	**Restraint Technique.** **A Fall not possible!**	A restraint technique controls a person's movement by physically preventing the person reaching a position at which there is a risk of a fall. It consists of a harness that is connected by a lanyard to an anchorage or horizontal lifeline. It must be set up to prevent the wearer from reaching an unprotected edge.	
2	**Restrained Fall**	A fall of the arrest of a fall where the person suffering the fall is partially restrained by a restraining device such as sliding down a slope on which it is normally possible to walk without the assistance of a handrail or hard line	

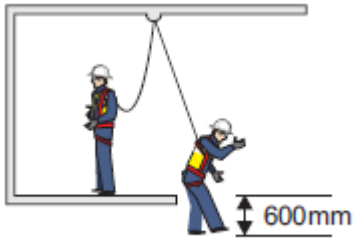
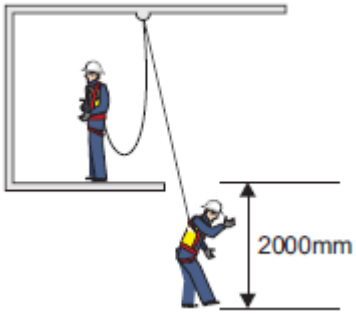
3	**Limited Free Fall**	A fall restraint system is designed to prevent the user from reaching an area where there is a risk of a fall, so that a free fall or limited fall is not possible. What is a limited free fall? A fall of a distance of less than 600mm either vertically or on a slope.	
4	**Free Fall** **NOT ACCEPTABLE TO KHG STANDARDS**	A fall or the arrest of a fall where the fall distance before the fall arrest system begins to take any loading, is more than 600mm either vertically or on a slope on which it is not possible to walk without the assistance of a handrail or hard line.	

Figure 5

11.2.12 Ladders and Platform ladders

All ladders used by KHG personnel must be inspected prior to every use.

A person may climb or descend a ladder without fall protection provided that they use both hands and legs to do so, facing the ladder and using one step at a time (three points of contact).

Straight/extension ladders shall be tied off above and supported below.

The use of straight ladders shall be limited to access and inspection.

Safety platform ladders incorporating a work platform and handrails are acceptable, provided they are engineered for the task, ladders with standing platforms greater than 1.2m shall have handrails around all four sides inclusive of a drop bar or similar device at access point.

Non-metallic ladders shall be used within or near electrical installations and when there is a potential for contact with electricity.

All ladders shall conform to AS 1892 and be inspected quarterly in line with the RGBY methodology that will be implemented by KHG.

Inspections shall be conducted by a competent person to ensure the continuing integrity of all ladders. An equipment registers and records of inspections shall be maintained by the site team and included in the KHG corporate registers.

Ladders will be inspected in line with the RGBY methodology, tagged every quarter and recorded in the site register and the KHG.

Any ladder which is found to be defective will be removed from the work area and an Out of Service tag fixed to the ladder noting the defect.

11.2.13 Scaffolding

Scaffolding shall comply with the following as a minimum:

- AS/NZS 1576:1995 Scaffolding,
- AS/NZS 1577:1993 Scaffold Planks,
- AS/NZS 4576:1995 Guidelines for Scaffolding,
- Code of Practice for the prevention of falls in general construction,
- National Standard Licensing Persons Performing High Risk Work.
- KHG Working at Heights procedure.
- KHG scaffolding procedure.

All scaffolding must be supervised, erected and dismantled by a certified and competent scaffolder and meet as a minimum, AS/NZS 1576.1 to AS/NZS 1567.4 and AS/NZS 4576 – Guidelines for Scaffolding at all times.

As a minimum, the scaffolding must have a 'Scafftag' or similar tag system completed and attached at all points of entry, and must be maintained and inspected weekly by a certified scaffolder.

As a general guide the following shall be complied with:

- All scaffolds will be fully planked, have adequate swing gate access/egress onto the work platform, handrails fitted with toe boards and mesh infill (as required) installed.
- All persons carrying out scaffolding work shall comply with the KHG Working at Height procedure.
- A competent person shall inspect all scaffolds to verify compliance with relevant and statutory requirements prior to the scaffolding being put into service.
- Scaffolds shall be erected sequentially and with short lifts to enable advancing edge protection above each lift.
- All scaffolds and scaffolding shall be recorded using the Scafftag system or equivalent and shall be inspected at least monthly.
- All scaffold equipment will be stored in approved stillage's and containers.
- All scaffolds including scaffold planks will be cleaned of any material prior to dismantling. and
- Any barrier designed to protect a person from falling meets as a minimum the relevant Australian Standard,
- The working area around a scaffold being erected modified or dismantled or around an operating EWP basket or man cage will be barricaded off and information tags attached.

11.2.14 Elevated Work Platforms (EWP and Scissor Lift's)

All KHG personnel shall ensure the safe operation of Elevated Work Platforms (EWPs) in accordance with Australian Standards AS 2550:10 Elevating Work Platforms. Mechanical elevating platforms include cherry pickers, boom lifts, scissors lifts, order pickers and building maintenance units.

Scissor lift controllers shall be fitted with a trigger or interlock switch which is required to be pressed to enable both elevation and travel functions.

The minimum requirements for operating an EWP are:

- All operators and spotters working with EWPs shall be holders of current High Risk Work License class WP and have undertaken a VOC on the particular type and brand of machine being used,
- A fall protection harness and a retractable lanyard rated for 360 degree connection anchored to an approved point within the basket shall be used when operating within the basket of an elevating work platform,
- EWPs are restricted to lifting equipment tools and materials in accordance with AS 2550.10,
- Ensure the Safe Working Load (SWL) is not exceeded by personnel, tools and material,
- A person shall not enter or exit an EWP basket in an elevated position unless there is no other practicable means of access, the access is performed in accordance with AS 2550.10, a detailed risk assessment has been completed and with the written approval of the relevant KHG manager, or in case of an emergency,
- EWPs must be escorted when travelling on roads if there is the potential for the machine to interact with other road user, and
- Elevated work platform specific pre-operational check must be completed prior to operation and provide an option for recording and reporting faults.
- Where an EWP requires access through a restrictive area, that is, where the operator must bend, crouch or squat in an EWP basket to access an area or the EWP has to protrude through tight spaces with potential for contact, the supervisor shall be notified before any work commences and review applicable controls are in place for the task.

11.2.15 Confined spaces

All KHG confined space activities must be in accordance with AS 2865 and KHG Confined Space Work Practice.

A Confined Space Entry Permit is required for all confined space work.

Prior to entry into any confined space the following are the minimum requirements that must be complied with:

- All sources of potentially harmful energy are to be identified and positively isolated and verified by the appropriate supervisor or manager,
- Gas testing methodology and immediate response rescue method must be in place for all confined space works that have potential for hazardous atmosphere,
- All KHG owned confined spaces are to be captured on the Confined Space Register and have the appropriate risk assessments, signage, rescue plans as required, and

- As required depending on work location, emergency plans that enact external emergency response shall be in place and known by the work crews before work starts.

KHGs site management or area supervision are responsible for all risk assessment, isolations, tagging and monitoring of all confined space works and each Confined Safe will have audits and or inspections undertaken.

11.2.16 Cranes and Lifting Equipment

Cranes are to be registered as per Part 2, Schedule 5 of the WHS regulations and are to be recorded in the KHG and applicable site classified plant register.

Crane operators shall be certified and deemed competent for each make and model of crane they operate with their competencies assessed, verified, documented and recorded in the KHG and site training matrix.

All lifts will be subject of a risk assessment and lift plan,

Critical lifts such as:

Any lift that is more than 70% of the safe WLL (at any radius),

Any dual or multiple crane lift,

Any lift over operating equipment (e.g. over process piping, power lines, live conveyors etc.), and

Any lift exceeding 20 tons will require a Lift Study to be completed and approved by the relevant KHG manager prior to the commencement of the lift.

The use of “Quick Release” type clamps or the like will require a Risk Assessment to be conducted and approval from the relevant KHG manager prior to use.

All operators of vehicle loading cranes (VLC) less than 10mt must be trained and deemed competent for the Vehicle Loading Crane (VLC) being used, for VLC operators over 10mt hey must hold a WorkSafe certification class CV and be deemed competent for each make and model of Vehicle Loading Crane (VLC) being used.

16 mm tag lines will be secured to all loads being lifted by the means of a suitable knot ie bowline (shark hooks and the like are not permitted to be used on the end of any tagline).

Chains are considered to be a load on a hook, Chains shall not be left suspended on an unattended hook unless settled to the ground and demarcated.

All lifts shall be carried out in accordance with safe work practices and guidelines established by legislation and the relevant codes of practice.

11.2.17 Lifting Operations

A Lift Plan will be developed for all lifts.

Any Critical lift will require a ‘Critical Lift Plan’ to be completed and reviewed and approved by the relevant KHG manager prior to the commencement of the lift.

Engineering certification and rigging diagrams shall be provided where lifting eyes have been fabricated into structural components, or where separable lifting plates or beams are used. Lifting plates shall be stamped with their rated WLL.

Tag lines or load control poles shall be used to control suspended loads which may otherwise freely rotate. The dog man/rigger shall control the load from a position out of the line of fire. All loads in pick and carry operations should be tied back with a suitably sized tag line to the crane.

The counterweight swing area of any slewing crane shall be barricaded, and sign posted to prevent access by any personnel and equipment whilst load shifting is under way.

Materials or equipment shall not be stored on the track frame or belly counterweights on a crawler crane.

Tool boxes or rigging gear shall not be accessed on the deck of any crane while the crane is operating and without fall restraint protection in place.

All Franna cranes shall have the side slope derating applied for the operating configuration unless a survey report shows that the cross fall of the cranes running surface is less than 1% (0.57 degrees) as directed by the manufacturer's load chart.

Lifting with earthmoving equipment shall only be performed where the lifting machine is rated by the manufacturer for lifting, is marked with a Maximum Rated Capacity, fitted with a rated lifting lug, if fitted with a quick detaching lift point or frame, and has a manual safety lock to prevent inadvertent disconnection.

Any telehandler or integrated tool carrier fitted with a jib shall be rated by the manufacturer for such use, shall be fitted with manufacturer approved lifting device, shall have a load chart within the cabin and if fitted with a quick detaching lift point or frame, has a manual safety lock to prevent inadvertent disconnection. An operator shall hold a High-Risk Work License class CN where the capacity of the machine is greater than 3 Ton.

11.2.18 Rigging and Lifting Equipment

Rigging and lifting equipment shall be registered and inspected and be clearly marked with the safe working load.

Rigging and lifting equipment shall be inspected in line with the RGBY methodology, tagged every quarter and recorded in the site register and the KHG register.

Any rigging and lifting equipment which is found to be defective will be removed from the work area and an Out of Service tag fixed to the equipment noting the defect, reported to KHG supervisor, registered and quarantined.

11.2.19 Loading, Transport and Unloading Materials

KHG shall have a procedure in place safe for Escorting, Loading, Transport and Unloading of Materials.

For all site deliveries, KHG shall have in place a plan to ensure that the transport company used is familiar with all KHG and site requirements.

These include as a minimum:

- Traffic Management Plan (TMP) must be developed for controlling vehicle interactions with other vehicles and pedestrians on site,

- Wide load, escort requirements, travel times and rules for travel etc. as per SHMP Road and Traffic Authority etc,
- Delineated work area for loading and unloading of trucks/trailers, ensuring signage or barricading is erected to eliminate pedestrian/vehicle interface,
- Vehicle is correctly loaded and not overloaded, (weight distribution, hazardous materials, etc),
- Loads are secured safely to take into consideration the long travel distances to the site,
- Vehicle and driver shall comply with all site and Project requirements (dress code, driver PPE, etc.) drivers not complying to the KHG or site requirements will not be permitted to leave the cab,
- Correct access procedures and routes used (site office/lay-down area location), including all required documentation,
- Imminent delivery or pick up has been adequately notified to receiving work group, and appropriate unloading or loading facilities are available,
- No person/s is permitted to be on or climb onto an open tray without fall restraint installed or other controls to prevent fall from one level to another,
- The use of over centre binders to secure loads are not permitted, ratchet type binders or webbing straps shall be used for these tasks,
- Due to the inherent risks associated with lifting, moving or relocating transportable buildings, this task shall only be conducted using a crane. The use of a 'Tilt-Tray' vehicle is permitted only once a risk assessment has been approved by the relevant KHG manager.
- Drivers are to follow the site requirements for visitors and are not to assist in the loading/unloading of freight. Truck drivers are to remove binders and straps after the load assessment checks have identified it is safe to do so, and resecure any load prior to leaving site, and
- Driver must not participate in the loading or unloading of loads unless they have been inducted and competency is verified.

11.2.20 Hot Work, Welding and Cutting

A Hot Work Permit is required for all hot work undertaken for KHG work. For all hot works undertaken appropriate type and amount of portable fire extinguishers must be in the work area where Hot Work is being undertaken.

A risk assessment must be completed for any hot work outside of designated hot work areas (e.g. designated hot works workshop). A work area may be set up as a designated Hot Work Area where a Hot Work Permit is not required, Designated hot work zones must be risk assessed, maintained in a condition that would meet the same standard as if a permit were issued and be approved by the relevant KHG manager. 9"/230 mm grinders are not permitted to be used by KHG personnel unless a risk assessment and relevant KHG manager approval is gained in writing.

Hot work includes, but is not limited to:

- Grinding;

- Hot cutting;
- Oxy acetylene welding;
- Electrical welding; and
- Any other process that produces or has the potential to cause a spark or ignition source.
- Prior to any hot work in a suspected flammable atmosphere, gas testing must be conducted to ensure an inert atmosphere prior to entry and work commencing.
- Double-eye protection (safety glasses and welding helmet/face shield) shall be worn at all times when performing a grinding, cutting, or welding task.
- Prior to use, all welding equipment, including oxy hoses and welding leads, shall be inspected to ensure that it is in good condition and suitable for use.
- Welding machines shall be fitted with a VRD (Voltage Reduction device).
- Double-eye protection include, full-face visor and safety glasses having foam backing or mono-goggles and safety glasses shall be worn when working with a grinder.
- Diesel welders shall be checked daily.
- Welding machines and oxy/acetylene bottles shall be switched/turned off when not in use and the leads and hoses shall be kept clear of walkways and vehicle paths.
- Welding screens shall be set up where appropriate around the welding zone to protect nearby workers from welding flashes and burns. Metal bins will be provided for electrode stubs.
- Oxy/acetylene bottles will be fitted with dual flashback arrestors.
- All grinders shall not exceed 7” diameter, all grinders shall be operated with a fitted handle and no cutting disc of 1.5mm or less shall be used on any KHG site without a risk assessment and written approval from the relevant KHG manager.

11.2.21 Steel Erection

All steel erection undertaken by KHG must be completed in line with Australian Standards 2550.10 and AS 1418.10 and supervised in accordance to the CRAW risk assessment and method statement approved for the works. The risk assessment must include the loading and unloading of piping, structural steel, temporary buildings, reinforcing mesh and steel, plant/equipment machinery and the safe installation of the steel work.

KHG shall plan erection methodologies to ensure that fall prevention, not fall arrest is the priority risk management process.

Where permanent stairways cannot be installed for access, the installation of access towers with stairways shall be provided to ensure safe access and egress for personnel.

The use of the crane load line to “forcibly” pull a connection into place shall not be allowed.

KHG shall provide wrist lanyards or restraints for tools and equipment where there is any possibility that the tools or equipment may be dropped to a lower level. Drop sheets shall be used.

KHG shall ensure that no loose material, nuts, bolts, tools, welding stubs, drill cuttings etc are left on any structure where they may be displaced and fall to lower levels at any stage of the working shift and must be stored in an all-weather receptacle.

KHG shall not use eye bolts for lifting without undertaking adequate risk assessment and ensuring that the lifting eyes/pad eyes are engineered adequately for the task, having destructive test results available and load limits clearly marked on the lifting point commensurate with the engineering of the pad eye.

11.2.22 Equipment Guarding

All plant and equipment shall be protected as far as reasonably practicable to prevent deliberate or accidental personal contact with moving parts, hot/cold surfaces or materials and flying objects. Guarding must remain in place as per manufacturer specifications at all time.
The removal of guarding for performing any works is prohibited at all times unless conducted to service machinery that is removed from any energy source.

11.2.23 Maintenance, Inspection, Testing and Modification

The maintenance, inspection and testing of plant and equipment must be carried out by a suitably qualified person and documented evidence of compliance must be retained and captured into registers for each item being inspected and tagged.

This applies as a minimum to:

- Mobile plant and equipment, - inspected by engineer
- Cranes
- Scaffolding, and other equipment capable of working at height, - inspected by Advanced scaffolder
- All lifting and rigging equipment, Inspected by Advanced Rigger
- Portable electrical equipment and power generators (power packs, generator sets, portable welding sets, etc), - inspected by electrical contractor
- All forms of light vehicles and vehicle mounted equipment, inspected by engineer
- Sand blasting equipment,
- Emergency Response equipment – inspected by safety advisor – minimum cert 4
- Firefighting equipment, inspected and tagged by competent person with test and tag qualification
- First Aid Equipment - inspected by safety advisor – minimum cert 4
- Ladders, - inspected by Advanced Rigger
- Medical/first aid equipment.- inspected by third party medical team.
- Gas cutting, flash back arrestors and welding equipment (VRD's), inspected by boilermaker
- Gas detection units, and
- Compressors / receivers / pressure vessels.

Plant and equipment certification be retained in KHG site and corporate registers.

Working at height, Electrical, rigging and lifting, ladders, VRD and Flashback protection equipment shall be inspected in line with the RGBY methodology, tagged every quarter (every three months) and recorded in the site register and the KHG register.

For quarterly inspections the below RGBY periods will; apply as follows:

Red	Green	Blue	Yellow
January to March;	April to June;	July to September	October to December
Other equipment			
Fire Equipment	**First Aid**	**Emergency Response**	**Mobile Plant**
6 Monthly	Yearly	Yearly	As Required
Cranes	**Scaffold**		
Yearly	14 days		

Figure 6

A classified plant register together with originals of the certificate and inspection documentation shall be maintained by KHG for all applicable KHG owned or rental equipment.

All vehicles, plant and equipment shall have the shut off switch clearly marked and be fitted with a mechanism to lockout energy sources, these points will be appropriately sign posted and legible at all times.

Serviceable equipment shall have the relevant and correct colour tag, entered into the relevant equipment register and be stamped or marked in accordance with the relevant Australian standards.

11.2.24 Excavation, Penetration and Minor Civil Works

All excavations and penetrations shall have a permit system in place to ensure adequate risk assessment, identification of existing services and/or hidden hazards and correct permissions are granted prior to works being undertaken.

Where services are identified within 1.5 m of an excavation, hand tools or water jetting/vacuum excavation shall be used to expose and identify the buried services prior to any excavation work proceeding.

All trenching must be to the legislative requirements and inspected daily.

All trenching must be adequately risk assessed and suitable controls in place to prevent hazards to personnel and other persons including:

- Barricading,
- Shoring and benching,
- Access egress ramps and methods, and
- Rescue planning.

Trenching shall be planned to minimise time open.

Bulk Earthworks and Civil Works

Bulk earthworks conducted by KHG will be planned with the following primary components as a minimum:

- Mobilisation and site establishment,
- HV, LV, Pedestrian interaction,
- Communication protocols,
- Operator competency and record keeping,
- Inspection and maintenance scheduling and records, and
- Vehicle collision, rollover and road design,
- Traffic management.

11.2.25 Isolation, lockout and Tags

All personnel shall follow the KHG Isolation of plant and equipment procedure for control of energy during isolations and live testing.

The purpose of the KHG Isolation of plant and equipment procedure is to prevent you and your colleagues from being killed or injured by the inadvertent or unexpected release of hazardous energies or substances.

It applies to all KHG works from installation, commissioning, operation, troubleshooting, servicing or maintenance, to decommissioning.

All employees will be trained in Lock Out and Tagout Isolation course.

As a rule, no employee should work on a “live” system until the system has been isolated and the employee has placed his/her Personal Danger Tag and lock in the designated location.

Each employee is responsible for removing his/her own Danger Tag/lock at the appropriate time.

11.2.26 Electrical - General

All employees will be advised of the dangers associated with the use of live electrical equipment. It must be noted by all employees that only qualified WA electricians are permitted to make repairs or carry out inspections of electric tools and equipment.

Power leads and equipment shall be protected with an earth leakage circuit breaker (ELCB) or waterproof residual current device (RCD). Electrical extension leads and cables shall be fixed to stands above head height (2.4mtrs) where possible and not exceeds 30 meters.

Deadman switches will be fitted to all grinders and no grinder shall exceed 7" diameter.

Leads for use with portable electrical equipment should be as short as practicable.

All portable electrical appliances (tools, extension leads) shall be inspected by a licensed electrician and colour tagged on a quarterly basis as per the RGBY methodology.

On completion of inspection by the licensed electrician, the power tool, leads or other electrical equipment is to be tagged as follows:

Red	Green	Blue	Yellow
January - March;	April - June;	July - September	October - December

Figure 7

All electrical equipment shall be recorded on the Electrical Equipment Register.

Faulty electrical equipment shall be identified by an Out of Service tag and recorded in the Out of Service Register or the Electrical Register, clearly identified as "Out of Service" and quarantined from service.

11.2.27 Electrical - Welding

KHG Management and supervision shall have a procedure in place to ensure all personnel are protected from electrical shocks or injury associated with welding and allied processes.

The inspection and use of equipment is to be performed by competent personnel.

Welding gloves shall be sound, dry and used at all times on both hands while welding and changing electrodes.

Welders shall wear appropriate dry fireproof clothing that covers the legs and arms, footwear shall be rubber soled and not have bare steel toecaps.

Only machines which have been manufactured or overhauled in the last two years are acceptable for use at the Project.

It is mandatory for any transformer or invertor type welding machine to be fitted with a Voltage Reduction Device (VRD). All other types of welding machines will be fitted with an in-line isolator or a "dead man" type switch.

11.2.28 Electrical - Generators

All generators shall be manufactured installed according to AS 3012.2010, specifically 2.4.6.3.

Socket outlets on generators must have short-circuited, over-current and 30 mA Residual Current Device Protection. The circuit breaker must be tested for correct operation prior to starting work, external outlets to be fit for purpose of a minimum rated at IP 56 or greater.

11.2.29 Pressurised Equipment - Compressed Air

All pressurised equipment shall be risk assessed to ensure the control of hazard associated with the operation of the equipment.

KHG personnel operating pressurised equipment shall be trained in the use of such equipment and be fully conversant with the hazards associated with pressurised equipment.

Pressurised equipment includes high pressure water wash equipment, compressed air equipment and compressed gases.

Compressed air tools shall be uniquely identified, inspected and registered before use and shall be maintained and re-inspected on a quarterly basis as per the RGBY Inspection methodology and in accordance with manufacturers' recommendations.

Rotary air powered tools shall be marked clearly with their rated RPM

All pressurised equipment shall undergo a documented daily pre-start.

Airlines shall be depressurized before separating connections or tools.

Double safety clips and whip-lines/whip-checks shall be used on all hose connectors, hose to air supply and hose to tool with whip-lines/whip-checks and safety clips.

Hoses shall be encased in conduit when placed over a vehicle path.

Compressed air or oxygen must not be used for cleaning clothes, work area, machinery, or equipment. Under no circumstances should a compressed air nozzle be pointed at another person.

Under no circumstances should a compressed air hose be "kinked" to stop the airflow.

All compressed gasses must be handled, stored and transported in accordance with the Australian Code for the Transport of Dangerous Goods by Road and Rail (7th Edition).

11.2.30 Manual Handling

KHG will ensure that prior to any manual-handling task a risk assessment shall be conducted.

Mechanical lifting aids will be considered as the first option in moving any load.

Awareness sessions will be provided to all employees to provide an understanding of the WHS risks associated with human energies.

These workshops will include:

- Manual Handling and Posture,
- Ensure all staff are adequately trained/aware of manual handling risks and appropriate control measures,
- Ensure manual handling and postural risks (including line of fire and directional energies identification) are adequately identified and addressed in risk assessments and JHA's.

Management and supervision will conduct behavioural observations with a manual handling/postural component to reduce at risk behaviours and likelihood of musculoskeletal injury.

Training will be provided to a KHG personnel via induction and ongoing training programs.

The provision of this information allows employees to be made aware of both personal and corporate legal responsibilities and thus to demonstrate appropriate safe ergonomic requirements.

KHG personnel will manage and monitor risk reviews and workshops in order to identify tasks within their scope of work where there is a risk of muscular-skeletal injuries and to implement appropriate control measures to reduce the likelihood of any injury occurring.

11.2.31 Vibration

KHG shall:

- Ensure all staff are adequately trained and aware of vibration risks and appropriate control measures.
- Take vibration levels into account when procuring equipment and tooling.
- Ensure vibration exposure is adequately identified and addressed in risk assessment and JHA's.
- Engage an ergonomic consultant or suitably qualified professional where required, to review identified areas of risk.

11.2.32 Ergonomics

KHG Shall:

- Ensure all staff are adequately trained and aware of ergonomic risks and appropriate control measures.
- Implement self-managed checklist for office-based workstations, mobile equipment and seated or standing fixed plant workstations, and
- Engage an ergonomic consultant/suitably qualified professional where required to review identified areas of risk.

11.2.33 Handrails

All walkways and ladders will be fitted with handrails in accordance with the relevant Australian Standard. Damaged or broken handrails must be reported to the area supervisor. Appropriate remedial action is to be taken immediately to ensure there is no risk of injury to persons walking in or moving through the affected area.

11.2.34 Traffic Management and Vehicle operation

For all KHG operational sites a traffic management plan will be developed to control vehicle and pedestrian movements.

All KHG vehicles engaged in site activities shall be inspected for mobilization and display a vehicle identification number, The identification number shall be of minimum 100mm in height.

Traffic in and around the workplace shall be kept to a minimum and restricted to authorised vehicles only.

Signposts and flags shall identify areas where KHG is working. Sufficient space will be provided in storage areas to allow safe access for people and space for loading and unloading operations.

People who drive a vehicle or operate mobile equipment must be licensed, VOC's by an appropriate trainer and their competencies captured in the KHG site and corporate registers.

All vehicles delivering materials to site must comply with applicable vehicles standards and all drivers must be competent in the vehicle operation.

Visitor and delivery driver induction shall be carried out before drivers are permitted to enter the site.

All delivery drivers shall be escorted by a fully inducted employee.

Delivery drivers shall adhere to all instructions and directions given by the escort. KHG shall advise KML of the delivery before it arrives on site.

Vehicle drivers will obey the speed limits and traffic signage and rules that apply on-site.

Vehicles will slow down when the road conditions generate visible dust until such time other controls (e.g., water spraying) are put in place.

Vehicles and mobile plant shall be licensed and conform to manufacturers specification.

KHG vehicles shall be licensed and inspected for road compliance.

Seat belts must be worn while driving in all vehicles and mobile equipment including forklift trucks.

Vehicles will be parked in designated car parking areas and unless otherwise specified reverse parking applies to all areas.

Mobile phones shall not be used whilst driving at any time.

When walking through the site or to personal work areas, only recognised walkways are to be used.

11.3 ENVIRONMENTAL

11.3.1 Waste Control

KHG shall ensure that waste does not accumulate in its work areas.

Waste will be segregated as appropriate, and all waste receptacles will be appropriately labelled.

Domestic waste shall be placed in a lined, sealed bin and removed from site to an approved area for disposal.

Regulated waste such as oily rags, paint tins, hazardous and non-hazardous chemical containers shall be placed in clearly marked bins away from an ignition source.

General waste shall not be stored with regular waste and vice versa.

Scrap metal paper & cardboard shall be placed in clearly marked separate bins.

Waste oil will be recycled.

Storage areas will be always tidy and formal inspections will cover waste control.

Tires and rubber must be taken off-site for disposal.

Contaminated soil shall be placed in tied bags and placed in bins for offsite disposal.

Windblown waste from structural steel and other materials will be controlled by cleaning and appropriate surface preparation prior to installation.

11.3.2 Spill Management

Spill management will be in accordance with the KHG and/or site procedures.

All spills no matter how small shall be contained, cleared and shall be reported.

KHG recognizes the potential for stormwater to be contaminated by interaction with oils in spill trays. Spill trays will be regularly checked and cleaned to prevent contaminate build up.

11.3.3 Hazardous Substances

- All Chemicals and hazardous substances shall be registered, have a current SDS and a register of hazardous chemicals will be held on site and in KHG corporate registers.
- No chemical or hazardous substance shall be used without a risk assessment, current SDS and approval for use by the relevant manager.
- Hazardous substances shall be stored and handled as per the Safety Data Sheets.
- Storage of chemicals will comply with AS 1940 and recommendations of the SDS.
- Empty hazardous substance containers will of as per manufacturers directions.
- Chemicals at the workplace will be reconciled with the SDS sheets.
- All containers carrying chemicals will be labelled.
- All chemicals will be decanted from containers in a designated spill containment area.
- Drums will be fitted with hand pumps to ensure that pouring is carried out in a safe and environmentally responsible manner.
- Containers shall be placed in trays during pouring to prevent spillage to the ground.
- Bins will be provided for battery storage.

11.3.4 Fuels and Oils

Where possible, vehicles shall be refuelled off-site or at designated fuel farm locations.

Welding machines and generators will be fuelled from drums fitted with a hand pump.

Fuels and oils shall be stored in accordance with AS1940.

Empty fuel containers shall be removed from site to an approved area for disposal.

Site generators, pump-sets, air compressors, diesel welders, shall be fitted with spillage drip trays.

Where possible, hydraulic equipment and gearboxes shall be filled offsite or if on-site from an approved bulk fuel carrier.

Fire extinguishers shall be located in the areas where fuel and oil are stored.

Smoking is prohibited in areas where fuels and oils are stored.

Fuel and oil containers will be tied down in heavy winds or a cyclone alert.

12 TRAINING AND COMPETENCY

KHG shall ensure that all workers have the required qualifications and/ or competencies to fulfil their duties and responsibilities. All workers are required to upload evidence of all licenses/ qualifications applicable to the work performed through the recruiting process.

KHG site Management and supervisors are responsible for verifying workers have the required licenses/ qualifications to perform the assigned tasks.

Training will be carried out by qualified people within the organisation or by an approved training authority.

A training matrix as well as a training needs analysis is managed by the site HSET identifying all relevant licenses/ qualifications applicable to KGH employees.

Verified copies of all licenses and certificates will be held securely on file by KHG and available to verify competencies.

Verification of Competency (VOC) shall be carried out by an approved assessor to ensure that the person undertaking the task is also competent.

Management and Supervisory team to undertake WHS supervisory training and obtain the units of competency prior to being appointed in a statutory position.

12.1 Training Needs Analysis

All personnel are to be assessed against their role requirements to determine their training requirements. Identified training shortfalls are to be rectified by management prior to any work being undertaken by individuals. The information is to be retained and updated as required.

12.2 Site Induction and Orientation

Prior to entering any KHG work area, all personnel are required to complete the relevant and specific inductions and any specific training related to the tasks and activity being undertaken as within their intended scope of work.

All KHG personnel and contractors shall attend the following inductions as required for their role:

12.2.1 KHG Company induction

All KHG personnel will undergo a company induction to ensure employees understand and comply with company policies and procedures.

12.2.2 KHG Site Specific Induction

As required, all KHG personnel will undergo a site-specific induction to ensure employees understand and comply with site policies and procedures.

The project specific induction is conducted in 2 parts with the first being the completion of the online PowerPoint presentation and the second finalising the process through an onsite overview of the project

with the Site Supervisor/ Manager or delegate where the worker is required to complete a site responsibility checklist verifying and acknowledging all information provided.

The onsite overview shall identify, but not be limited to the following:

- An overview of the Site HSE Management Plan
- An overview of the site rules;
- Applicable hazards onsite;
- Minimum PPE requirements;
- The methods to access applicable WHS legislation, Codes of Practice and Australian Standards.

Note: electronic versions and or hard copies of the above-mentioned documents shall be readily available for workers upon request.

12.3 Visitors Induction

All visitors are required to attend the project office and sign in/ out their attendance on the project.

The Site Supervisor/ Manager shall ensure all visitors are provided an overview of the works conducted onsite and any applicable hazards as well as an overview of the site rules and emergency response and evacuation process inclusive of emergency assembly point.

Visitors must wear all mandatory PPE and be accompanied by a designated host who has completed the project specific induction and is aware of the project emergency response processes.

12.4 Short Term Workers Induction

The Short-Term Worker Induction applies to those personnel engaged for site-specific short-term works, such as Minor repairs to services or facilities, shutdowns or other short-term work with a duration of less than 14 days. If a person is to return to site again after 14 days has expired, they will be required to re-sit the Short-Term Worker Induction.

12.5 Vehicle Driver Training

All vehicle drivers on-site shall comply with KHG light vehicle procedures and undergo competency assessment prior to driving KHG Vehicles. All vehicle drivers will comply with KHG Vehicle policy and applicable road rules.

12.6 Trade Licenses

Workers who hold applicable trade licenses, or variations of the below must ensure a copy is uploaded within the central reporting system through the induction process prior to performing any work on any KHG work site:

- Electrical Workers;
- Plumbers;

- Mechanical Fitters.
- Boilermaker/Welders

No work as identified above is to be performed on any KHG controlled worksite without the relevant licenses provided.

12.7 High Risk Work

Where a worker is engaged to perform the following works as identified within the applicable Standard, they must be the holder of a valid High Risk Work License applicable to the class of work conducted.

• Scaffolding - basic, intermediate and advanced;

• Rigging work - dogging; basic, intermediate and advanced rigging;

• Crane and hoist operation - bridge and gantry; vehicle loading; non slewing mobile; boom-type elevating work platform; vehicle mounted concrete placing boom;

• Load shifting Equipment - forklift trucks; order-picking forklift trucks;

• Miscellaneous – Concrete placing boom. The High-Risk Work License must be readily available by the license holder whilst performing the task and a copy provided to KHG through the central reporting system for recording purposes.

12.8 Non-High-Risk Licenses

Operators of equipment such as a telescopic materials handler and an overhead crane must either hold a ticket relevant to the machine operated or provide evidence of formal verification of competency.

Requirements for a HRWL may be applicable to some equipment depending attachments and on how it is to be operated.

12.9 Earthmoving Machine Operations

Earthmoving machine operators must either hold a ticket relevant to the machine operated or provide evidence of formal verification of competency.

This is not applicable to machinery where a high-risk work license is required

13 SUPPLY AND DESIGN

13.1 Purchasing

KHG shall ensure that items of equipment and materials purchased for its operations shall conform to the following:

- Sourced from an approved supplier.
- Correct design standards.
- Contractual requirements.
- All relevant legislative and Australian standards.
- Noise controls.
- Guarding controls.
- Minimal environmental impact.

Upon receival all scoured items must be:

- Checked for correctness of order.
- Received into the KHG purchasing system.
- Non-conforming items must be rejected and the order quarantined until the issue is resolved.

13.2 Design and Construct

KHG shall engage suitably qualified architects and/ or engineers as part of the design development phase who will provide a safety in design report, inclusive of risk assessment identifying any associated residual buildability hazards.

Where applicable, all identified buildability hazards shall be communicated to relevant personnel and included within the project CRAW.

13.3 Construct Only Projects

Where KHG is engaged to perform 'Construct Only' projects a copy of the projects safety in design report, inclusive of risk assessment identifying any associated residual buildability hazards shall be requested from the client.

Where this is not provided by the designer, KHG shall engage a suitably qualified Engineer to conduct a risk assessment on any buildability issues.

Where applicable, all identified buildability hazards shall be communicated to relevant personnel and included within the project CRAW.

13.4 Design Change During Construction

Prior to any design changes during the construction phase a review of all potential hazards shall be conducted as follows:

- Minor design changes shall be assessed by the Project Manager in consultation with the Site Supervisor/ Manager to verify if the change has the potential to introduce additional hazards or impact existing known hazards on the project. Where identified to have the potential to introduce additional or impact existing known hazards, the Site Supervisor/ Manager shall arrange for a review of the Project CRAW in consultation with the Project Manager, HSEQ Advisor and any other relevant workers in order to assess all additional hazards and identify effective control measures.

- Where changes in design other than those identified as minor are required, the Project Manager in consultation with the Site Supervisor/ Manager shall arrange a review of the Project CRAW in consultation with the Client representative, relevant workers and where required the HSEQ Manager or company Directors in order to assess all additional hazards and identify effective control measures.

- Where a design change is requested by the client, a formal design change report may be requested by the Site Supervisor/ Manager or Project Manager. Any Residual Risks identified within the report shall be included within the project CRAW.

Design changes during construction shall be discussed through the Construction Progress Meetings and documented within the meeting minutes recorded within Procore.

Where a review of the CRAW is conducted all updates inclusive of changes in hazards or controls shall be communicated to impacted workers via formal means including but not limited to, toolbox meetings, email correspondence, or contractor meetings.

14 SUBCONTRACTOR MANAGEMENT

Subcontractors engaged for a project shall ensure compliance with both WHS legislative requirements as well as all aspects of this HSMP. A copy of this HSMP as well as the Project CRAW shall be provided to all subcontractors companies engaged on the project.

Subcontractors are required to participate in undertaking WHS audits/ inspections as requested by the Site Supervisor/ Manager.

Where subcontractors fail to comply with requirements specified within this HSMP a nonconformity may be issued which may impact future works with KHG.

Subcontractors are required to provide all WHS information as identified within this HSMP where applicable and as specified within the contract, this includes but is not limited to:

- Safety Data Sheets for all hazardous substances to be used onsite;
- Plant risk assessment for all mobile plant used onsite;
- Evidence of scheduled maintenance for all plant;
- SWMS for tasks identified as high risk;
- Electrical registers; and
- Lifting equipment and height safety registers.

14.1 Subcontractor Prequalification and Insurances

All subcontractors engaged on the project must have completed the KHG contractor prequalification and provide copies of requested valid insurances.

Subcontractors are then required to provide all requested specific to the project which may include:

- SWMS for high risk works;
- Plant risk assessments;
- Worker details and qualifications;
- And additional information as required.

Where subcontractors engage another party to perform work on their behalf it is the subcontractors responsibility to manage all aspects of their work and provide relevant information to KHG through the central reporting system ensuring compliance onsite.

14.2 Subcontractor Worker Qualifications

Subcontractors are responsible for ensuring all workers under their control have completed the corporate induction and uploaded all relevant licenses and/ or qualifications prior to attendance on any KHG controlled work site. Where a worker has failed to provide copies of relevant licenses/ qualification for the work performed they will not be authorised to commence works until evidence is provided.

14.3 Health Assessment and Monitoring

All subcontractors shall have a system in place for pre-employment medical evaluation to ensure they are fit for their role. The medical shall as a minimum include screening for drugs and alcohol, a fitness for work assessment, Audiometric, Spirometry.

Role and site dependent testing may also include, Respiratory fit testing, Musculoskeletal.

15 CONSULTATION AND COMMUNICATION

Consultation is a cornerstone on which compliance with health and safety can be gained. It is also an important aspect of any Health and Safety improvement or program.

Regular meetings are to be held to build effective communication between management and the KHG workforce.

KHG has adopted an approach that ensures information is shared between workers and Management effectively through several differing processes such as, but not limited to the following:

- Formal face to face meetings.
- Noticeboards
- HSE Notices; and
- Safety Alerts.

These forms of communication and consultation ensure KHG have arrangements in place that are not only effective, but meaningful and ensure the following:

- Relevant health and safety information is shared with workers;
- Personnel are provided reasonable opportunity to express their views and to raise health or safety issues;
- Personnel are provided sufficient opportunity to contribute to the decision-making process relating to health and safety matters;
- Views of all personnel are considered in the decision-making process; and
- Personnel are advised of the outcome of any consultation in a timely manner.

Consultation and communication enable workers to contribute to and shape decisions about health and safety. Consultation involves the following:

- Sharing information – by providing information in a timely, accessible and easily understandable way and allowing sufficient time for feedback, expression of views and recommendations and for questions to be asked.
- Considering information – by considering the feedback, views, recommendations and questions asked and encouraging workers to participate in the review and decision-making process.
- Feedback - by communicating the decision made in a timely manner and the reasons behind the decision.

15.1 Project Communication

Communication and interaction between all parties associated with the Project is managed by the Site Manager. The site Management Team will ensure:

- Daily, weekly and monthly meetings shall be held in a structured manner to communicate issues to all levels of the workforce throughout the sites. For the Monthly meetings members of corporate management shall attend on site.

- All structured meetings are to be recorded. Minutes from safety meetings shall be communicated to all levels of the workforce.

- Immediate issues shall be communicated via rapid forms of communication such as 'Safety Alerts', signage and on-site discussion.

- Employees are consulted and given opportunity, encouragement and training to be proactively involved in HSE matters affecting the organisation and their work activities.

15.2 Communications Matrix

The Project communications matrix document is utilised for several key tasks:

- List the Project stakeholders

- Providing contact details for all key personnel on the Project

- Outline requirements for which people are to be included in communications, depending on what type of information is being conveyed

The Management Communications Matrix is a live document, run by KHG, that will be continually updated and re-distributed as changes are made.

15.3 Communication Meeting Timetable

Description	Frequency	Estimated Duration
Pre-Start Meetings	Daily	15 minutes
Toolbox Meetings	Fortnightly	30 Minutes
Management Meetings	Weekly	60 Minutes
Corporate / Site Management Meetings	Monthly	60 Minutes

Figure 8

15.4 Meetings

Meetings shall be held to communicate health, safety and environment requirements to the personnel working on the Project through daily pre-starts and weekly Toolbox Meetings.

Pre-start meetings will be held prior to the commencement of each shift.

15.5 Prestart Meetings

Site Supervisors/ Managers are responsible for ensuring pre-shift meetings are conducted daily on a project.

Pre-shift meetings shall include but not limited to the following information:

• Scope of work review and any changes.

• Review of any HSEQ related issues related to previous shifts.

• An assessment of all workers to ensure fitness for work; and

• Discussion of any hazards and operational controls related to the day's program.

All project workers must attend with records of attendance and meeting minutes maintained.

Typical Prestart

Facilitators	Supervisor, HSE Advisor, Site Manager
Attendees	Entire work crew
Agenda	Consideration is to be given to the following when formulating the agenda: • A daily safety prestart consisting of relevant notices. • The work that will be done during the shift. • The hazards and controls associated with the tasks. • Hazards raised from the previous shift or other sites.

	• PPE requirements. • Equipment issues. • Environmental issues. • Special instructions or feedback from Client. • Employee issues and physical wellbeing. • Scope of work and any change of management

15.6 Toolbox Meetings

Toolbox meetings shall be held monthly on the project with HSEQ Personnel responsible for conducting the meeting.

All site personnel inclusive of subcontractors must be in attendance.

The Toolbox meeting agenda shall include but not be limited to the following:

- Incidents and/ or Hazards raised and feedback to actions taken.
- Review of any Safety Alerts or HSEQ Notices.
- Toolbox topic presentation.
- Outcomes of project audits/ inspections.
- General discussion related to health and safety or operational processes.

All project workers must attend with records of attendance and meeting minutes maintained.

Facilitators	Site Manager, Project Manager, and HSE Advisor;
Attendees	Entire work crew
Agenda	Previous minutes Establish trends and safety targets. Accident/incidents/near misses. Group information sharing.
Frequency	Weekly / Monthly
Distribution of Minutes	Site Leadership Team HSE Committee members Supervisors. KHG Site notice boards.
Minutes	Records are to be kept. Toolbox meetings are a formal communication process, and the minutes will be recorded with people's attendance verified.

15.7 KHG Health and Safety Notice Boards

The KHG HSE Notice Boards shall be placed where all staff have access and display relevant health and safety data and information.
safety noticeboards shall at a minimum have the following information displayed:

- Company Policies;

- Project Emergency Management Plan;
- Emergency evacuation diagram;
- Project emergency and first aid contacts;
- Project management contact details;
- HSEQ Alerts;
- Where applicable Traffic Management plans.

The HSE Notice boards must be reviewed and maintained regularly to ensure the information remains up to date and relevant. HSE Notice Boards are not be used for any other purpose.

15.8 HSEQ Notices/Alerts

HSEQ Notices/ Alerts are a means of communication utilised by KHG to ensure that key learning points captured from incident investigations, hazard inspections, complaints or industry events/hazard alerts etc. are disseminated to all project workers to prevent a reoccurrence or highlight situations where effective safety systems have minimised outcomes.

15.9 Community Relations

KHG will make every effort to meet our community objectives by conducting the project risk register, ensuring reviews on affected stakeholders are conducted at the CRAW implementation stage and ensure the induction of all KHG employees and subcontractors in cultural heritage awareness to ensure that:

Zero community complaints result from their activities; and

No entry to sites of significance or sacred sites takes place.

15.10 Community Liaison

KHG shall identify through the project risk register any interactions with any potential communities prior to commencing work for the project. Reviews will also be scheduled throughout the project as well as any change of management.

Advice relating to the project shall be communicated via letter drop and/or electronic media to nearby residents and other identified stakeholders as required.

15.11 External Stakeholder Communications

KHG will not communicate with regulatory authorities on the Project environmental approvals or compliance matters unless authorised in writing by clients or required by Law

KHG will not represent any client at any industry forums or public engagements without prior written approval.

15.12 Change of Management

The objective of the KHG change management process is to identify and control risks that may result from change, through a planned approach ensuring any changes are assessed appropriately, recorded and communicated.

Where changes are required on the project the project management team are required to identify and assess all known risks ensuring change can occur without a negative impact to people, property, or the environment.

This process shall be recorded with evidence of communication maintained and available.

15.13 Health and Safety Representatives

Where appointed on the project, Health and Safety Representatives (HSR) must ensure an understanding of the above consultation methods and positively engage in the relevant forums.

Where a formal HSR request is made by a worker on the project it must be addressed to the HSEQ Manager who will ensure consultation with the relevant work group within 14 days to commence discussions on the appointment of the position.

Following the position being appointed in line with the WHS Act 2020, accredited HSR training conducted by a registered training organisation shall be provided without cost to the elected HSR within 3 months of the request for training.

15.14 Health and Safety Committee

KHG shall ensure a health and safety committee is established if requested by 5 or more workers or by a health and safety representative.

The health and safety committee is to be formed in accordance with the WHS Act 2020, with the committee constitution developed as agreed by members of the committee.

15.15 Resolution of Safety and Environmental Issues

If an employee or subcontractor fails to follow safety or environmental rules or procedures, they shall be disciplined in accordance with the KHG Issue Resolution Procedure. The guiding principles are as follows.

- Determine whether the issue is an immediate risk to the health and wellbeing of key stakeholders.
- If it is determined that the issue is a threat to employees or contractors, then the work activity should cease; and the relevant supervisor advised to address the issue.
- Raise the hazard with your supervisor and discuss with your workgroup with a view of solution.
- Where the issue remains unsolved at the workgroup and supervisor level, raise the issue with the HSE Advisor/Project Manager. Ensure all parties understand and have had reasonable opportunity to resolve the issue.
- Where the issue remains unresolved it may be escalated to the KHG Management team and then the site Health and Safety Committee. This process ensures that health, safety and environmental concerns are resolved in a consultative, prompt and effective manner. Should the issue remain

unresolved at the committee level the representative may choose to follow the next legislative steps as per the Act.

- Consultation arrangements and the resolution of safety and environmental issues are to be thoroughly documented by KHG. This may include diary notes, actions listed in the hazard register, emails, letters to relevant parties, meeting minutes, etc.

Note: Supervisors have a responsibility to act immediately to correct any health and safety issues when reported to them. When a health and safety issue creates an immediate threat to other personnel, they are to stop any work or activity until the issue is corrected.

For all KHG Employees, Sub-contractors or consultants:

- If safe to do so, the person finding the issue shall take action to rectify it.
- If they are unable to rectify the situation, they are to make the area safe and report the situation to their Supervisor.
- If the Supervisor or person involved is still unable to correct the situation the issue at this level, they shall escalate to the next KHG management level or responsible person.
- If still unable to resolve the issue it shall be raised with the relevant Client manager as required to determine a suitable solution to the issue.

Any resolution must be communicated to all stakeholders.

16 DOCUMENT CONTROL AND RECORDS MANAGMENT

Health, safety, and environmental records will be kept on file and as a minimum will include:

- Training records.
- Induction records.
- Equipment and vehicle inspection and maintenance records.
- Equipment registers.
- Risk assessments.
- JHA’s & Take 5’s
- lift studies.
- Safe Work Method Statements (SWMS).
- Safety Data Sheets (SDS).
- Disciplinary notice and drug and alcohol testing records.
- Monthly reports.
- Incident/accident and near-miss reports.
- First aid treatments and medical treatment records.
- Inspection and audit reports.
- Communications with Client or representative.
- Non-Conformance actions.

16.1 Records Management

Health and Safety System Documents including but not limited to

- KHG Health, Safety, and Other Policies
- KHG Health and Safety Management Plan (KHG-PLA-HSE-007)
- Health and Safety standards, procedures, programs, and documents this includes forms and checklists
- Records generated as completed checklists, risk assessments, training attendance records, audits, and corrective actions etc.

16.2 Document and records management

All documentation generated, whether hard copy or electronic, shall be held in a controlled filing structure as per KHGs Document control system.

17 BUSINESS RESILIENCE AND PLANNING

Project Emergency Management Plan shall be developed to help manage for all KHG work sites identifying the following requirements:

- Method of activating an emergency response;
- Emergency response training requirements;
- Evacuation diagrams;
- Emergency assembly points;
- Potential emergency scenarios;
- Emergency equipment and first aid provisions;
- Nearest medical facility.

A copy of the EMP shall be made available on the project to all workers and communicated through the project induction process.

An emergency scenario shall be conducted at the project at least with in a 12-month period.

The EMP shall identify but not be limited to the following potential emergency scenarios:

- Bushfire;
- Confined Space Rescue;
- Electric Shock;

- Environmental spill;
- Excavation collapse/ engulfment;
- Fire;
- Gas leak;
- Medical emergency;
- Rescue from height.
- Plant operations and vehicle interactions.

For sites where the client has their own emergency response team KHG will integrate and assist within the site systems and processes.

Sites that are under sole control of KHG the site manager owns the responsibility to adequately plan for emergencies, provide sufficient resources to respond to any emergency that would be reasonably expected to occur in the workplace as per Emergency management Plan.

Emergency personnel shall be inducted in the site-specific emergency procedures/plans; and an process will be established to ensure Emergency Personnel have obtained any qualification or formal training defined by KHG as required to fulfill the role.

I.E trained as the Emergency warden, first aid and trained in the use of fire extinguishers.

17.1 Emergency Planning and Response

The KHG Project Emergency Response Plan details specifics on how KHG handles various emergencies. The emergency response plan shall be followed in the case of the following:

- Medical response
- Fire response
- Evacuation
- Vehicle incident response
- Environmental threat response.

This Emergency Response Plan shall be communicated to personnel through site inductions, at Toolbox Talks and Pre-Start Meetings and will be displayed on site and contained within the Health Safety Management Plan. Site Specific Evacuation Procedures (incl. muster points and the identities of ERT personnel) will be displayed within the Site Office.

The site team will work to follow the procedures and protocols during emergency situations and maintain close contact with the Site Supervisor in charge of the works. All emergency management on the Project will be managed to the requirements of the Company's Emergency Management plans.

17.2 Objectives

The Emergency Response Plan aims to:

- Minimise consequences of an emergency situation.
- Protect the health and safety of any employees, contractors, subcontractors, and the community.
- Define the roles, responsibilities and actions of the Emergency Response Team.
- Work with and support contractors implementing approved emergency procedures to control or minimise any effect that any emergency may have on the mine and decrease the risk of injury and/or damage to employees, neighbouring land users, property, the environment and the general public.
- Provide guidelines on determining the severity of any emergency and the response that is required.
- Establish formal communications protocols during emergency response.

17.3 Declaring an Emergency

17.3.1 Communication Procedure

In the event of an emergency, the following communications will be applied:
Two-Way Radio
"Emergency, Emergency, Emergency"
State your name, location, nature of the emergency and assistance required.
All other radio activity must cease immediately until further notice is given by the ESO
Site Phone Contact the ESO on the number listed in 9

17.3.2 Emergency Contact Details

Figure 9 – Summary of site emergency contact details.

Emergency Service	Detail
Emergency Radio Channel	**TBC**
Emergency Phone Number	**TBC**
ESO Location	TBC
Alternate Muster Point	TBC
First Aid Kits	In all KHG vehicles and container

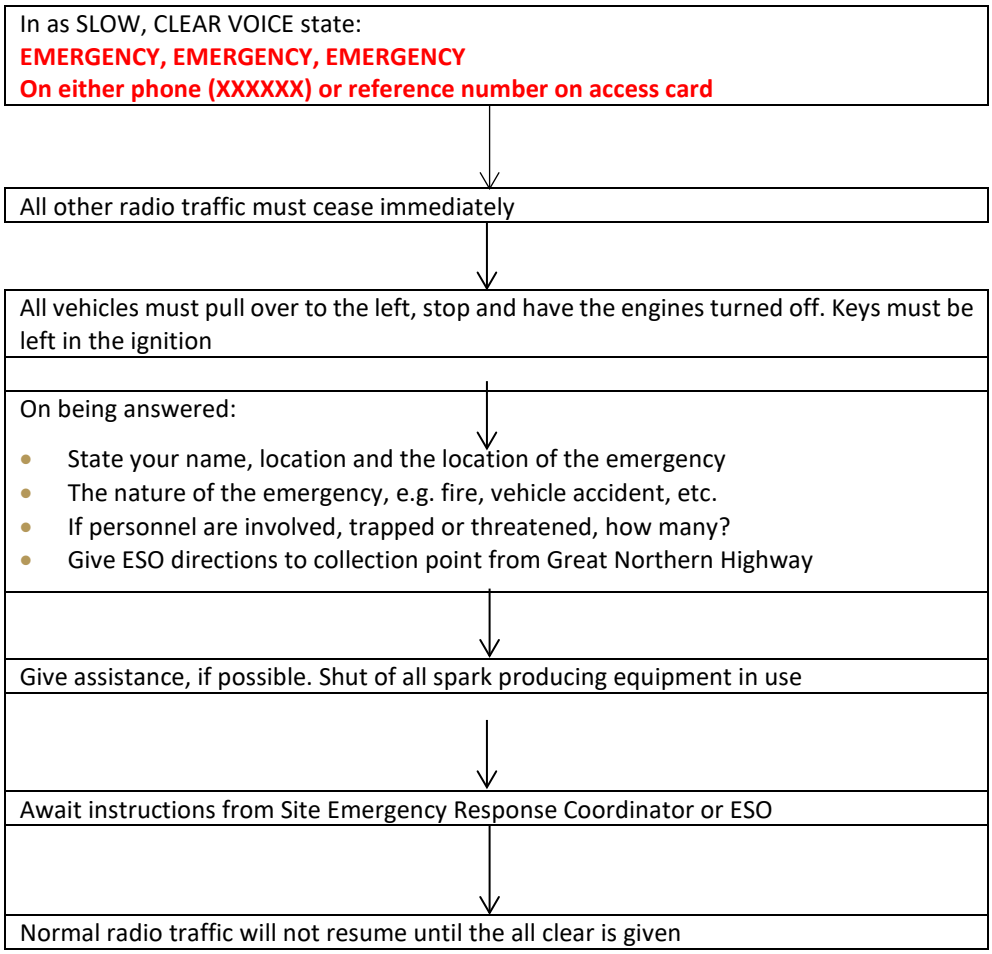
Fire Fighting Equipment	In all KHG vehicles and container

KHG will provide adequate site personnel who are first aid trained,

17.3.3 Integration with the site ESO

10 demonstrates the protocol that will be voiced over the Tetra Radio in the unlikely event there is an emergency on site.

Figure 10– Summary of radio protocol in an emergency.



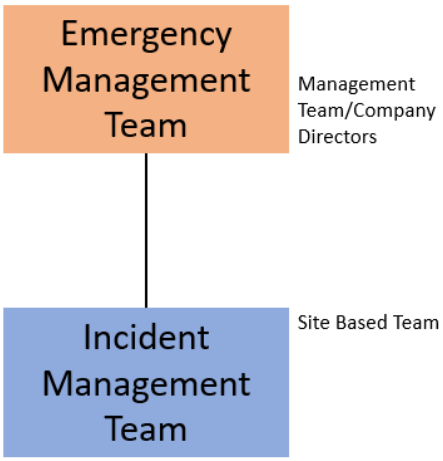
17.4 Roles and Responsibilities

The accountabilities for each role in an emergency are as per above roles and responsibilities.

Figure 11 – Summary of roles on the project and the accountabilities of each during an emergency.

Role	Responsibilities
Project Manager	• Report any emergency situations as soon as is practicable to the relevant Company contact. • Inform KHG site personnel of this plan and all relevant information to combat emergency situations.
Project Supervisors and Leading Hands	• Provide training to all site personnel to ensure knowledge of this ERP. • Report any emergency situations to the KHG Project Manager and Site Superintendent. • Ensure the implementation of this ERP whilst on site. • Monitor and report any discrepancies with the ERP to the KHG Project Manager and take the relevant action to amend. • Record any incidents that occur to KHG personnel, sub-contractors, visitors, and others whilst on site.
All Personnel (including sub-contractors and visitors)	• Ensure compliance to the ERP whilst on the KHG project site. • Report any incident or injury to the KHG Site Supervisor. • Report any hazardous situations which may have the opportunity to escalate to an emergency.

18 TEAM STRUCTURE, ROLES AND RESPONSIBILITIES



An actual or potential event must be classified to determine an appropriate response as the level of escalation determines which team is accountable. The figure above shows the structure of these levels. The Emergency Management Team (EMT) manages the emergency from a strategic perspective, with a

focus on safety, continuity of business and liaising with Client responsible personnel, while providing support to Emergency Management Team. The Emergency Management Team comprises of:

- General Manager
- Operations Manager
- HSEQ Manager

The Incident Management Team (IMT) will implement the Emergency Procedures whenever there is a required emergency response. These are site-based personnel who will deal with the emergency as dictated by procedural response. KHG will be supported by on-site Client Emergency Response personnel The Incident Management Team comprises of:

- Project Lead
- Project HSE Advisor
- Supervisor
- First Aid Personnel

The accountabilities for each role in an emergency are as per above roles and responsibilities

18.1 Significant Weather Events

The Australian cyclone season runs from November through to April each year.

Many KHG projects operate in Cyclone susceptible regions, as such there is a reasonable risk that a KHG project site may be impacted by significant weather events over the course of the project.

Any KHG project within a Cyclone susceptible region shall have a significant weather plan in pace and the requirements of this plan will be included into the project specific induction.

KHG will closely monitor the presence and progress of these events via the Bureau of Meteorology and through communication with local agencies, Clients and KHG management.

18.2 Fire Protection

Fire extinguishers shall be selected in accordance with the table below.
All KHG personnel shall have the correct emergency contact information and have authority to initiate emergency response.
Emergency response exercises may be held biannually to ensure:

- Personnel are prepared for emergencies.
- Evaluate the effectiveness of the response, and
- Any changes that can be made to improve emergency response are recognised and acted upon.

18.3 First Aid and emergency risk assessment

A first aid and emergency risk assessment shall be conducted as part of the development of the Project Emergency Response Plan and include all required first aid and emergency equipment required on the

project. This is to be conducted by a suitably qualified person who holds minimum of Certificate 4 in work health and safety or equivalent in accordance with relevant legislations, code of practice and Australian standards.

18.4 First Aid Personnel

The number of first aid trained personnel onsite at any time with minimum of Provide First Aid training or similar shall be at least 1 for every 25 personnel onsite as the minimum where KHG in the principle for the contract. Where a site consists of subcontractors only, a nominated subcontractor representative can be identified as the first aider when the Supervisor is unavailable.

Posters displaying the nominated emergency and first aid personnel shall be displayed onsite, inclusive of any subcontractor representative.

19 INCIDENT AND NON-CONFORMANCE MANAGMENT

All incidents, inclusive of near misses that occur on any KHG controlled worksite must be reported immediately to the Site Supervisor/ Manager in order to:

- Prevent a reoccurrence of the incident;
- Prevent harm to people, property or the environment;
- Ensure effective first aid/ medical treatment is provided should a worker be injured;
- Take all necessary steps to make the area safe.

When referring to an incident this means any unplanned event resulting in or that has the potential to result in harm to personnel, property or the environment. This includes Dangerous Incidents as identified within section.

Where an incident has been reported, the Site Supervisor/ Manager must ensure work is to cease, incident scene is preserved and notification to the relevant personnel is conducted as per the below table:

Level 1	Level 2	Level 3
No treatment or First Aid Treatment, minor environmental and/ or budgetary impact / damage	Requires treatment at a medical centre, moderate environmental or budgetary impact/ damage or minor injury to a member of the public. Is identified as a Dangerous Incident as specified within section	Fatality or serious life-threatening injury, Significant environmental or budgetary impact/ damage, Serious injury to member of the public.
Routine	**Urgent**	**Critical**
Site Manager/ Supervisor to report incident to HSEQ manager and enter into central reporting system prior to end of shift.	**Site Manager/ Supervisor** to immediately notify HSEQ Manager and complete incident report within central reporting system prior to end of shift.	**Site Manager/ Supervisor** to immediately notify HSEQ Manager. **HSEQ Manager** to gather Critical Incident Management Team.

The Project Manager shall ensure the client is notified as specified within contractual requirements.

19.1 Dangerous Incident

As identified within the Work Health and Safety Act 2020, section 37, a Dangerous Incident refers to an incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

1. An uncontrolled escape, spillage or leakage of a substance; or
2. An uncontrolled implosion, explosion or fire; or
3. An uncontrolled escape of gas or steam; or an uncontrolled escape of a pressurised substance; or
4. Electric shock;
5. The fall or release from a height of any plant, substance or thing; or
6. The collapse, overturning, failure or malfunction of, or
7. Damage to, any plant that is required to be authorised for use in accordance with the regulations; or
8. The collapse or partial collapse of a structure; or
9. The collapse or failure of an excavation or of any shoring supporting an excavation; or
10. The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
11. The interruption of the main system of ventilation in an underground excavation or tunnel; or
12. Any other event prescribed by the regulations.

19.2 Regulatory Reporting – Notifiable Incidents

Where an incident has occurred on the project resulting in one of the following, it must be reported to the regulator by both KHG as well as the subcontractor company representative where the incident involves a subcontractor worker:

The death of a person; or

- Serious injury or illness of a person; or
- A dangerous incident as defined in section 19.1.

As specified within the Work Health and Safety Act 2020, Section 36 a serious injury or illness includes the following:

- An injury that requires the person to have immediate treatment as an in-patient in a hospital; or
- That requires the person to have immediate treatment for:
- The amputation of any part of the person's body; or
- A serious head injury; or
- A serious eye injury; or
- A serious burn; or
- The separation of the person's skin from an underlying tissue (such as degloving or scalping); or
- A spinal injury; or
- The loss of a bodily function; or
- Serious lacerations; or
- That requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance; or
- That occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment; or
- That, in the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Where notification to the regulator is required, the HSEQ Manager will provide the notification on behalf of KHG

19.3 Incident Scene Preservation

Where an incident has occurred onsite resulting in a notifiable incident the Site Supervisor/ Manager must ensure the scene is not disturbed until a regulatory representative arrives at the scene or provides direction otherwise.

This does not prevent action to the following:

- Assistance to an injured person; or
- Removal of a deceased person; or
- That is essential to make the site safe or to minimise the risk of a further notifiable incident; or
- That is associated with a police investigation; or
- For which an inspector or the regulator has given permission.

19.4 Failure to Report an Incident

Personnel who fail to report an incident within the specified timeframe may face disciplinary action or removal from KHG controlled worksites.

19.5 Incident Investigation

Following an incident, the assigned HSEQ Advisor (Certificate 4 or above) shall commence investigation of the incident in consultation with the Site Supervisor/ Manager and any other relevant personnel.

Where required statements shall be requested from personnel directly involved or where personnel witnessed the occurrence to further understand the events leading up to and at the time of the incident.

The investigation shall identify details as to the root cause of the incident as well as necessary corrective or preventative measures to be actioned to prevent a reoccurrence.

Where a serious incident occurs an ICAM investigation shall be conducted with the HSEQ Manager responsible for leading the investigation.

An investigation is to be conducted as soon as practicable after an incident occurs to determine underlying causes.

The nominated HSEQ Advisor shall undertake incident investigations, in consultation with the Site Supervisor/ Manager responsible for the project.

The incident investigation shall be documented, sent to management for review. Completed investigations shall have identified the root cause, Root Cause Analysis and detailed report is to be provided to senior management for review and comment.

where in the contributing factor section either process or procedural has been identified a review shall be conducted with the relevant process or procedure.

19.6 Critical Incident

KHG as well as all subcontractor companies engaged on the project are responsible for ensuring that any person who is affected by a critical incident at the project has the following available:

- Appropriate counselling services;
- Employee assistance program

Immediate notification and contact with their family or next of kin; and

- Direct access to communications (phones, etc.).

All information provided is to be treated with the strictest confidentiality.

Should a critical incident occur on the project actions will be taken as per Incident Management Procedure.

19.7 Injury Rehabilitation

KHG supports the rehabilitation of injured persons by making the return to work a part of the recovery process. The rehabilitation program will be run in accordance with any specified RTW program for all injured employees to enhance recovery.

Cooperation with the treating Medical Practitioner will be maintained to enable selection of duties that will benefit the injured employee both in the physical and psychological sense.

Support will be offered by KHG during the recovery of all injured employees in an attempt to minimise the trauma associated with accidents.

Where a person suffers an "incapacitating injury" should the injury warrant absence from the job and depending upon the nature of the injury, the injured person will be informed before leaving the workplace for treatment that alternative duties may be made available, if possible, and when necessary, on his/her return

20 PERFORMANCE OBJECTIVES AND REVIEW

The objective of the HSEMP is to assist with the prevention of incidents that cause damage to personnel through injury or adverse health effects, equipment damage leading to production loss and/or increased cost to the business and actions that cause harm to the environment.

20.1 Company Targets

KPI	Measure	Target
Safety	LTIFR (Lost Time Injury Frequency Rate)	0
Safety	MTIFR (Medical Treatment Injury Frequency Rate)	0
Safety	FAIFR (First Aid Injury Frequency Rate)	< 25
Health and Safety	TRIFR (Total Recordable Injury Frequency Rate)	0
Health and Safety	Occupational Illness Frequency Rate	0
Environment	Environmental Incidents 0 < Level 3	0
Safety	Hazard Reporting	One per worker, per week
Safety	Take 5's Completed per Shift	3 per person per day
Safety	Workplace Inspections completed daily	95%
Safety	Field inspections – Behaviour based observations	**Supervisor** 1 per day **Management** 1 per day

		HSE Advisor 1 per day
Safety	Risk Assessment Audits	**Supervisor** 2 per week **Management** 2 per week **HSE Advisor** 3 per week
Site Management	Monthly Inspection and reports by Safety Advisor	>95%
Resources	Retention of key site and office personnel named on first approved project organisation chart	>70%

KHG shall set out employee KPI's and report monthly against the allocated targets for management review.

KHG shall keep records of all KPI's and regularly review the KPI compliance and place improvement action for items of non-conformance.

All weekly safety statistics shall be sent to the KHG safety manager every Monday for review prior to communicating via the company fortnightly meeting.

KPI requirements shall be communicated to employees through the induction process and pre-start meetings