Integrated Work Health and Safety, Quality and Environmental Management System

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Introduction

Since its inception in 2000, Integral Construction has become a respected construction industry figure in South-East Queensland. Following years of consistent growth, Integral Construction now undertakes projects in areas ranging from northern New South Wales to far North Queensland.

Integral Construction’s projects portfolio is concentrated across four key areas: aged care, commercial, industrial and interior fit-outs. Our philosophy is to deliver quality commercial construction projects, while providing value for clients.

Our services are underpinned by values and goals about delivering excellence in quality assurance, Work Health and safety and with minimal impact on the environmental and local community. This integrated management system is the culmination of rationalising and integrating our management systems in these three critical areas of service delivery. The system integrates management of Work Health and safety, quality assurance and environmental management and is underpinned by Integral Construction Pty Ltd’s mission statement to provide the highest quality product within budget, on time and without impact on Work Health and safety of its workers and subcontractors, the environment, or the community.

This system has been developed in consultation with key stakeholders within Integral Construction Pty Ltd, including subcontractors, suppliers and consultants that the company regularly deals with in the provision of its services and product to clients.

The system is based on the following Australian and International Standards:


The system takes account of the statutory and regulatory conventions that apply to Integral Construction Pty Ltd and provides for a scope to achieve standards that are above the minimum legislative standards currently set by State and Federal Governments.

The system is comprised of a master procedure manual that is underpinned by four separate manuals for WHS, quality, environmental and hazard management. These documents, procedures and forms establish the methodology for managing Work Health and safety, quality assurance and the environment within the projects and the surrounding community.

The system contains of sets of guidelines and procedures that specify ways to carry out an activity or a process; and forms stating results achieved or providing evidence of activities performed, to ensure a cycle of continuous improvement for the company. The following flow chart depicts the main components of the system and their relationships.
Overview of the Integral Construction Pty Ltd Work Health, Safety, Quality and Environmental Management System

Integrated Health, Safety, Quality and Environment Management System

- Quality Management Plan
- Environmental Management Plan
- Construction Workplace Safety Plan
- Hazard Management

Project and Site Management
WHSQEG 1.0 Policy Management

**Purpose**
This section describes the development, review, documentation and communication of Policy statements, detailing Integral Construction Pty Ltd’s goals, undertakings, objectives and measures for continual improvement in relation to Work Health and Safety; Quality Assurance and Environmental Management.

**Related Forms & Documents**
1.01.1 WHS and Environment Policy
1.01.2 Drugs and Alcohol Policy
1.01.3 Rehabilitation Policy
1.01.4 Workplace Bullying and Harassment Policy
1.01.5 Fatigue Management Policy
1.01.6 Quality Management Policy

**Responsibilities**

**Directors**
It is the responsibility of the Directors in consultation with all workers Senior Managers and workers to review and issue the policy statement.

**Senior Managers**
It is the responsibility of Senior Managers to develop and document policy statements in consultation with workers.

**Project Managers**
It is the responsibility of all Project Managers to ensure that all workers and contractors in their area of responsibility are aware of the Policy Statement, and understand the content and application.

**Workers**
It is the responsibility of all workers to ensure they are aware of the WHS Policy Statement, its content and application.

**Procedure**

**Policy Statements**
The Senior Managers will work to develop and document company Work Health and Safety, Quality and Environmental Management Policies. Policy Statements will outline the company’s goals and undertakings, be relevant to the company’s overall vision and objectives and set the framework for a process of continuous improvement.

Policy Statements will include as a minimum, statements regarding:
- Recognition of legislative compliance and obligations
- Recognition of the requirement for continuous improvement
- Identification of responsibilities and accountabilities for relevant workers
- Recognition of communication of all relevant information
- Protection of workers and others
- Expectations of Project Managers, Site Managers and workers
- Company response in respect of WHS, quality or environmental incidents in the workplace
- Recognition of a risk management approach for controlling all hazards
- Incorporation of a commitment to consultation
- Recognition of a commitment to effective rehabilitation and claims management

**Other Policies**
The Senior Managers will work to develop and document other policy statements as the need is identified. All such policy statements will outline the company’s goals and undertakings in the area, which the policy statement addresses.

All policy statements must be relevant to the company’s overall vision and objectives and set the framework for the process of continuous improvement. The Policy Statement will be ultimately developed and endorsed by the Directors and contain a date of issue.

**Review**
All Policy Statements will be reviewed every two years. This review will take place at least 12 months from the issue date. All review processes will include consultation during the review. Refer WHSQEG 4.0 Communication and Consultation.

**Display**
All Policy Statements will be displayed at various points in each workplace and at each construction project. Points of display will be selected to ensure that the Policy Statement is highly visible to all persons in and visiting the workplace. Display points will include reception areas, site offices, lunch rooms and notice boards as a minimum.

**Communication**
All persons in the workplace will be made aware of the Policy Statement display points and will be made aware of the content and application of all Policy Statements through appropriate induction and awareness sessions undertaken in Integral Construction Pty Ltd workplaces or as part of site-specific induction.

All such induction and awareness sessions will be undertaken as a part of training and induction WHSQEG 7.0 Training.

**Records Maintenance**
All records resulting from this procedure shall be maintained in accordance with WHSQEG 2.04 Record Maintenance.
Workplace Health, Safety and Environment Policy


Integral Construction Pty Ltd places the highest emphasis on Health, Safety and Environment Management in conducting its daily business. Integral Construction Pty Ltd recognises that legal compliance is regarded as a minimum standard and our objective is to ensure our activities are beyond statutory regulations, which conserve and protect the environment and support business goals, are strongly encouraged.

The Company believes this key objective will benefit all people involved in its activities and it will only be achieved through the constant promotion and improvement of working practices, control of health, safety and environment hazards, health, safety and environment awareness, and commitment to health, safety and environment on the part of every person involved including that of our contractors.

To achieve these objectives, Integral Construction Pty Ltd shall:

1. Promote health, safety and environment management at all Integral Construction Pty Ltd locations.
2. Ensure health, safety and environment practices and procedures are implemented and maintained throughout the Company, and are relevant to the operational activity, and comply with statutory requirements and promote the involvement of all personnel in the maintenance of a safe working environment.
3. Ensure appropriate emergency procedures exist in all work locations and that all personnel understand the procedures relevant to their location.
4. Provide instruction, training and supervision, dissemination of information and necessary resources to support health, safety and environment in the various areas of Company activity.
5. Ensure that there is ongoing consultation and communication with all stakeholders.
6. Ensure the establishment of measurable objectives and targets for health, safety and environment to ensure continuous improvement.
7. Provide appropriate protective equipment to comply with statutory requirements and to meet the relevant needs of each area of work activity.
8. Ensure appropriate procedures are maintained for the reporting and review of all health, safety and environment incidents and situations likely to be hazardous to a safe working environment.
9. Ensure appropriate procedures are in place to promote effective claims management and rehabilitation.

The Directors and Project Managers of all Integral Construction Pty Ltd sites are responsible for the implementation of this policy. All employees have a responsibility to follow all health, safety and environment policies and procedures and to report any hazards.

This Health, Safety and Environment Policy will be reviewed every two years as part of our Workplace Health, Safety, Quality and Environment Management System Review.

Director

Signed

Date

Justin Costanzo

30 March 2010
Drugs and Alcohol Policy

Integral Construction Pty Ltd is committed to providing a safe and healthy working environment in accordance with legislative standards and best practice.

The company recognises that alcohol or drug misuse will impair an individual’s ability to perform work safely and further, that alcohol or drug use is not permitted while operating a vehicle or attending construction workplaces. It is the policy of the company to protect its employees, Integral Construction Pty Ltd assets, the community and the environment in which it operates from hazards arising from alcohol or drug misuse in the workplace.

The consumption of alcohol and illegal or prescription drugs or having a blood alcohol content beyond ZERO while performing operation of a vehicle, plant or attending to construction workplaces is prohibited by law.

Consequently, Integral Construction Pty Ltd requires the performance of its employees, contractors and others to be unimpaired by drug or alcohol use or misuse whilst on company premises, customers premises and in the performance of work. The illegal or unauthorised possession, consumption, sale or being under the influence of alcohol or illicit drugs whilst on Integral Construction Pty Ltd premises is strictly prohibited.

Integral Construction Pty Ltd views drug or alcohol dependency as a medical condition and encourages any employee with a problem to seek confidential support and treatment.

Any employee or contractor found to be in breach of this policy shall be subject to discipline in accordance with the employee’s contract of employment.

Director Justín Costanzo

Signed

Date 30 March 2010
Rehabilitation Policy

In the event of an injury or illness, Integral Construction Pty Ltd is committed to ensuring a process whereby workers are able to achieve restoration from occupational ill health or an injury to the fullest physical, mental, social, vocational and economic usefulness for which they are capable. It is a process, which begins at the moment of occupational injury or illness and continues until the employee is as fully recovered as possible to optimum health.

Where an injury or illness does occur in the workplace, Integral Construction Pty Ltd is committed to ensuring that an injured worker is returned to safe, productive and fulfilling employment as soon as possible. In order to achieve this major goal of our policy, Integral Construction Pty Ltd will provide Occupational Rehabilitation, designed in conjunction with the worker and their Doctor, to an employee who incurs an injury or illness and in accordance with legislative standards and best practice.

To ensure the success of this policy:

Management undertakes to:
- Strive to achieve an incident free workplace.
- Appoint a Rehabilitation Coordinator to manage the rehabilitation process.
- Provide suitable duties (where available) should an employee be unable to return to their pre-injury duties temporarily as a result of the injury or illness.
- Provide vocational rehabilitation (where available) should an injured worker be unable to return to their pre-injury duties on a permanent basis.
- Ensure that legislative rehabilitation obligations are met.
- Commence rehabilitation after an injury or illness in accordance with medical advice.
- Liaise with all parties involved in planning and implementing rehabilitation.
- Monitor the progress of employees undergoing workplace based rehabilitation.

Employees will undertake to:
- Notify the Rehabilitation Coordinator of any injury or illness as soon as possible.
- To cooperate and participate fully in rehabilitation programs that are designed to assist return to work.

Alternative Duties
The provision of alternative duties would need to satisfy the following elements:
1. A program for graduated return to work will be established to meet each need.
2. The duties will be meaningful, contribute to the work environment and include task variety where this is practicable.
3. The injured employee's overall return to normal duties will be monitored to ensure that reasonable progress is being achieved.
4. Prior to provision of alternative duties being provided, the Rehabilitation Coordinator will consult with the following parties where applicable:
   a. Injured employee
   b. Treating Doctor
   c. Rehabilitation Provider

Director
Justin Costanzo

Signed

Date
30 March 2011
Workplace Bullying and Harassment Policy

Integral Construction Pty Ltd is committed to promoting courtesy, trust and respect and to a working environment that is free from workplace bullying and harassment. This organisation finds workplace bullying and harassment unacceptable and will not tolerate it under any circumstance.

Workplace bullying or harassment has a detrimental effect on an organisation and on individuals. Workplace bullying or harassment may cause the loss of trained and talented employees, loss of profits, reduced productivity and morale, an unsafe working environment and create legal risks and legal costs for our business.

Individuals being bullied or harassed can become stressed, anxious, depressed, physically ill, sleep deprived, withdrawn, aggressive and vengeful or can lose self confidence and self esteem.

Integral Construction Pty Ltd aims to eliminate workplace bullying by:

- Providing general training to all workers and management aimed at eliminating workplace bullying or harassment.
- Developing a code of conduct for all employees to understand and sign.
- Informing all employees and clients of this policy and how to make a complaint.
- Regularly reviewing the policy, grievance procedures and training of all employees.

Integral Construction Pty Ltd requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour of others, to maintain confidentiality when providing information in an investigation and to report any incidence of workplace bullying or harassment.

Managers and supervisors must ensure that employees are not bullied or harassed. They are required to personally demonstrate appropriate behaviour, promote the anti workplace bullying and harassment policy, treat complaints seriously and ensure where an employee makes or is witness to a complaint that they are not victimised.

Integral Construction Pty Ltd has grievance and investigation procedures to deal with workplace bullying and harassment. Any reports of workplace bullying or harassment will be treated seriously and investigated promptly, confidentially and impartially. A person making a complaint and/or a witness or workplace bullying or harassment will not be victimised.

Disciplinary action will be taken against a person or persons who bullies or harasses an employee or agent of this organisation, or who victimises a person who has made, or is a witness, to a complaint. A client who bullies or harasses may be banned from these premises.

Director

Date 30/03/2010
Fatigue Management Policy

Integral Construction Pty Ltd is committed to providing a safe and healthy working environment. To further this commitment the following Fatigue Management Policy details the company’s program to ensure that our workers are not subjected to conditions that expose them to fatigue.

The Company acknowledges its obligations under legislative standards and Department of Transport Fatigue Management Guidelines and is committed to acting responsibly to ensure that its employees, operations, customers and the community are not placed at risk.

Integral Construction Pty Ltd recognises that fatigue will impair a worker’s ability to perform work safely. Employees are an integral part of the business operations and further, the importance of assisting its employees to ensure that fatigue does not become an issue in the workplace through appropriate education and rostering of working hours.

Where in charge of company vehicles during working hours, all Integral Construction Pty Ltd workers and subcontractors have a responsibility to themselves and other drivers and pedestrians.

In order to assist workers to understand and recognise the issues surrounding driver and operator fatigue, Integral Construction Pty Ltd has included Fatigue Management in WHS training and all new workers will undergo the company Induction which includes this important health and safety issue prior to commencing work.

Director Justin Costanzo

Signed

Date 30 March 2010
Quality Policy

Integral Construction Pty Ltd is committed to being an ethically and morally responsible company and has developed an Integrated Management System that seeks to comply with AS/NZS ISO 9001:2008 Quality Management Systems.

The Company recognises that legal compliance is regarded as a minimum standard and actions beyond statutory regulations, which promote best practice in product and service delivery and supports our business goals, are strongly encouraged.

Integral Construction Pty Ltd is committed to establishing measurable objectives and targets and continual improvement aimed at elimination of impacts on the quality of our product.

Procedures have been developed that detail the methods for identification of critical points of delivery of the final built structure. These critical points will be used as the basis for establishing quality objectives and targets.

Identified critical points during construction will be assessed to determine their compliance with the Quality Standard through regular inspection and testing. Such testing shall be documented and corrective actions initiated where required.

All workers and subcontractors are advised of this policy during site specific inductions and are encouraged to raise any issues regarding quality management. All incidents that have a potential to impact on the quality of the final product must be reported to Integral Construction Pty Ltd immediately.

To assist in the reporting process, Corrective Action Requests will be completed and passed to the Project Manager or nominated representative for all incidents on site, including quality issues. These forms are available from the Site Foreperson.

Director

Signed

Date

30 March-2011

Justin Costanzo
WHSQEG 2.0 Accountability and Strategy for Implementation of WHS, Quality and Environment Management

This section establishes the criteria to define, document, plan and communicate the areas of accountability and responsibility (including those imposed by WHS and environmental legislation) of all personnel involved in the Work Health, Safety, Quality and Environment Management System (WHSQEMS) operation, including all contractors who work with Integral Construction Pty Ltd. Roles, responsibilities and authorities are defined, documented and communicated in order to facilitate effective environmental management.

Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialised skills, organisational infrastructure, technology and financial resources.

Directors of Integral Construction Pty Ltd have appointed a specific management representative who, irrespective of other responsibilities, has a defined role, responsibility and authority for:

- Ensuring that WHSQEMS requirements are established, implemented and maintained in accordance with AS4801, AS14001 and AS9001; and
- Reporting on the performance of the WHSQEMS to top management for review including recommendations for improvement of the WHSQEMS.

The next section describes the tools for measuring the objectives set by the Integral Construction Pty Ltd Board. These tools enable Integral Construction Pty Ltd to plan, achieve and enhance continual improvement of its processes and deliver of the final product to clients without affect on the environment or WHS of its workers and others, to a standard of excellence in building and construction. The final section provides resources for ensuring that the WHSQEMS documentation is current and controlled in a manner that ensures workers always use current guidelines and forms.

WHSQEG 2.01 Establishing Responsibilities and Accountabilities

Purpose
Integral Construction Pty Ltd has identified the importance of establishing legal, ethical and moral responsibilities and accountabilities of workers within the scope of their authority, for the performance of the health, safety, quality and environment management system. The company recognises the crucial role that Directors have in driving the OHSQE management system and the importance of leadership commitment to health, safety, quality and environmental management principles that assist the company in achieving its goals in the wider marketplace in which it operates.

This section details WHS, quality and environmental responsibilities and accountabilities for all directors, senior managers, workers, subcontractors, suppliers and consultants.

Related Documents
2.01.1 Integrated WHSQE Management System Action Plan
2.03.1 Objectives and Targets Action Plan
2.03.2 WHSQE Audit Schedule
2.03.3 WHSQE Audit Tool
2.04.1 Record Maintenance and Review Matrix
2.04.2 Document Control Register
Responsibilities

Senior Managers
Senior Managers will, in consultation with the relevant worker, develop, document and issue responsibility and accountability statements attached to job descriptions.

Senior Managers will establish an integrated management system plan that includes a timeline for actions of implementation ongoing maintenance of the system.

Project Management
Project Managers will monitor the implementation of the integrated management system at their project sites. In addition, Project Managers will undertake their responsibilities and accountabilities for the performance of the WHS, Quality and Environment System.

Site Management
Site Managers will undertake their responsibilities and accountabilities for the performance of the WHS, Quality and Environment System.

Employees
Employees will undertake their responsibilities and accountabilities for the performance of the WHS, Quality and Environment System.

Development and Review of Responsibilities and Accountabilities

Directors and Senior Managers will work to develop and document responsibilities and accountabilities for each position established in the organisation. Each job description statement will outline the responsibility and accountability for the role and must be relevant to the company’s overall vision and objectives and state the legal, ethical and moral accountabilities for the position.

Responsibility and accountability statements are established in each position description, endorsed by Directors and contain a date of issue. The document is discussed with the relevant worker and signed by the individual.

Changes to a responsibility and accountability statement will only occur at the conclusion of personnel performance reviews. Directors will approve recommendations for changes to statements and give direction to Administration Officers for Document Control and Record Maintenance procedures.

Integrated WHS, Quality and Environment Management Action Plan

Senior management has adopted an Action plan for the development and implementation of the integrated management system. Directors will review this Plan each six months to ensure that implementation is being progressed in accordance with agreed timelines established in the plan.

The Rational for the Action Plan is based on the Company Organisation Chart, which is shown next.
WHSQE 2.01.1 Integrated WHS, Quality and Environment Management System Action Plan

Integral Construction Pty Ltd is committed to providing a work environment that is safe from risk of personal injury. Our WHS, Quality and Environment Management System shall ensure that systems are in place to identify, assess and control risks within the business and provide a platform for the continuous improvement of our safety culture, quality of our product and with no impact on the environment.

The Company WHS Quality and Environment Management System (WHSQEMS) has been developed with reference to Australian Standards and, as a minimum, the elements of the standards shall be addressed as follows:

<table>
<thead>
<tr>
<th>Element of Standard</th>
<th>Task / Activity</th>
<th>Who</th>
<th>Expected end result</th>
<th>By When</th>
</tr>
</thead>
</table>
| Commitment and Policy | Leadership and commitment | Directors, Senior Managers, Project Managers | - The organisation shall determine its vision and objectives for WHSQE and identify appropriate performance measures  
- The organisation shall develop Policies that identify responsibilities for WHS, Quality and Environmental Management, its intention regarding consultation and its commitment to meeting legislative requirements  
- Policies shall be duly authorised by the Directors, be displayed in the workplace, issued to all workers and included in inductions  
- Management shall ensure that appropriate resources, both human and financial, are allocated to WHSQE at all business levels  
- The organisation shall clearly delegate responsibilities and accountabilities to personnel whose role impacts WHSQE performance within the business  
- Senior management shall regularly review the effectiveness of the WHSQEMS in achieving the company’s objectives for WHS, quality and the environment  
- Management shall identify legislative requirements in relation to its business activities and to specific workplaces and ensure that systems are in place to achieve compliance  
- Major workplace hazards associated with business activities shall be identified, the degree of risk shall be assessed and appropriate steps taken to eliminate or control the risk  
- The organisation shall undertake an initial review of its safety system status against this standard and develop a methodology to achieve required improvement | Certification of management system by third party December 2010 |
<p>| Implementation | Projects | Directors, Senior | A person with senior management responsibility shall be appointed to provide direction and support to the development and implementation of the WHSQEMS | Review meetings February, May and September 2010 |</p>
<table>
<thead>
<tr>
<th>Element of Standard Task / Activity</th>
<th>Who</th>
<th>Expected end result</th>
<th>By When</th>
</tr>
</thead>
</table>
| WHS, Quality and Environmental Hazard Identification, Risk Assessment and Risk Control | Managers Project Managers Site Managers Workers | ▪ Accountabilities for the implementation of the WHSQEMS and safety performance shall be set for Management and included in performance reviews  
▪ Projects shall establish site WHSE Committees (where required) which are to be convened and run in accordance with documented guidelines  
▪ Each project shall appoint a person who will coordinate workplace activities, including the implementation and maintenance of the WHSQEMS  
▪ Site documents and procedures shall be integrated into the Quality Management System and relevant documents controlled accordingly  
▪ Project Managers shall ensure that an initial WHSQE audit is undertaken and quarterly audits conducted thereafter  
▪ Responsibilities and accountabilities for the development and implementation of the WHSQEMS shall be delegated appropriately and included in position descriptions  
▪ Key Performance Indicators shall be agreed and targets established  
▪ An Action Plan shall be developed for the development and maintenance of the WHSQEMS  
▪ The site’s objectives and policies for WHS, Quality and Environment shall be communicated to all workers  
▪ An issue resolution procedure shall be established  
▪ All major WHS and environmental hazards shall be identified, assessed to determine the level of risk and appropriate controls implemented to eliminate or control the risk  
▪ Risk assessments shall be conducted in accordance with documented guidelines  
▪ A company Hazard Reporting system shall be established to enable all workers to report hazards as they are identified  
▪ Workplace specific Hazard Checklists shall be developed where work areas are deemed to be hazardous and audits conducted regularly  
▪ Pre-operational checklists shall be used for hazardous plant and equipment where appropriate to ensure risk is minimised  
▪ Procedures shall be developed for the safe operation of hazardous plant and equipment as well as for tasks which pose a risk to health and safety  
▪ Purchasing procedures shall be implemented to ensure that WHS considerations are identified prior to purchasing new plant, equipment, and goods, which may introduce new hazards into the workplace | Three monthly internal audits of progress of implementation of the management system  
Three monthly Directors review of audit outcomes  
Six monthly surveillance audits of system implementation by external party  
Yearly certification audits of management system  
Yearly review |
<table>
<thead>
<tr>
<th>Element of Standard</th>
<th>Task / Activity</th>
<th>Who</th>
<th>Expected end result</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Procedures</td>
<td>Contractor and Visitor Management</td>
<td></td>
<td>Procedures shall be established to ensure that appropriate instruction, training and supervision is provided for all contractors and visitors. Visitor and contractor workplace entry and exit shall be controlled to enable control of exposure to risk. Worksites shall display appropriate signage to identify specific hazards, Personal Protective Equipment requirements or areas with restricted access to non-authorized persons. Each worksite shall identify potential emergency situations in relation to its activities or location. Appropriate emergency procedures shall be established in accordance with documented guidelines. Procedures shall include responsibilities of individuals during such emergencies. Emergency contacts and phone numbers shall be documented and displayed in the workplace. Relevant emergency equipment shall be purchased and maintained in the worksite and appropriate training in its use provided to personnel as appropriate. Emergency procedures shall be tested at least annually and communicated during the induction of new workers. An appropriate Induction Training program shall be established, which includes WHS, Quality and Environmental information and expectations. Activities or tasks requiring mandatory certification or licensing shall be identified. Procedures shall be developed to ensure that the level of competency required is identified for tasks which pose a risk to health and safety. Regular reviews shall be undertaken of worker competence, certificates or licenses to ensure currency. Training needs shall be regularly assessed and appropriate training scheduled to ensure the minimisation of risk. Records of competency assessment and training shall be maintained.</td>
<td>Yearly review</td>
</tr>
<tr>
<td>Competency and Training</td>
<td></td>
<td></td>
<td>Workplaces shall display appropriate signage to identify specific hazards, Personal Protective Equipment requirements or areas with restricted access to non-authorized persons. Each worksite shall identify potential emergency situations in relation to its activities or location. Appropriate emergency procedures shall be established in accordance with documented guidelines. Procedures shall include responsibilities of individuals during such emergencies. Emergency contacts and phone numbers shall be documented and displayed in the workplace. Relevant emergency equipment shall be purchased and maintained in the worksite and appropriate training in its use provided to personnel as appropriate. Emergency procedures shall be tested at least annually and communicated during the induction of new workers. An appropriate Induction Training program shall be established, which includes WHS, Quality and Environmental information and expectations. Activities or tasks requiring mandatory certification or licensing shall be identified. Procedures shall be developed to ensure that the level of competency required is identified for tasks which pose a risk to health and safety. Regular reviews shall be undertaken of worker competence, certificates or licenses to ensure currency. Training needs shall be regularly assessed and appropriate training scheduled to ensure the minimisation of risk. Records of competency assessment and training shall be maintained.</td>
<td>Yearly review</td>
</tr>
<tr>
<td>Evaluation and Measurement</td>
<td>Corrective and Preventative Action</td>
<td>Directors Senior Managers Project</td>
<td>Incident reporting procedures shall be established and communicated to all personnel. All Lost Time Injuries and serious incidents shall be investigated in order to identify causal factors and effective corrective action required. Periodic analysis of incidents and injuries shall be undertaken to identify trends and high risk areas.</td>
<td>Daily dairies</td>
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<tr>
<td>Element of Standard</td>
<td>Task / Activity</td>
<td>Who</td>
<td>Expected end result</td>
<td>By When</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td></td>
<td>Rehabilitation and Return to Work</td>
<td>Managers Site Managers</td>
<td>Regular WHS, Quality and Environmental audits shall be undertaken corrective action taken to correct any deficiencies identified</td>
<td>inspections</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Where possible, effectiveness of the corrective action taken shall be evaluated prior to final sign off</td>
<td>Monthly senior management audits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A business Rehabilitation Policy shall be developed and implemented. The policy shall be displayed in the workplace, issued to all workers and included in Induction</td>
<td>Three monthly internal audit</td>
</tr>
<tr>
<td>Review and</td>
<td>Management Review</td>
<td>Directors Senior Managers Project Managers Site Managers Site Managers Workers</td>
<td>A trained workplace Rehabilitation Coordinator shall be appointed as required, with professional rehabilitation advice sought as required</td>
<td>6 monthly external surveillance audit</td>
</tr>
<tr>
<td>Continuous</td>
<td></td>
<td></td>
<td>Early Return to Work programs shall be implemented and alternate / light duties identified and made available to injured workers wherever possible</td>
<td></td>
</tr>
<tr>
<td>Improvement</td>
<td></td>
<td></td>
<td>Workers compensation claims and rehabilitation programs shall be dealt with in accordance with documented guidelines</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management shall review the progress of the implementation of the WHSQEMS and ensure that set time frames are met.</td>
<td>Feedback to Site Managers after monthly Senior Manager Project Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The organisation shall review the effectiveness of the WHSQEMS in meeting the objectives set for safety, as well as meeting business needs</td>
<td>Feedback from Directors on implementation and corrective measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Analysis of injury statistics shall be reviewed and opportunities for improvement identified</td>
<td></td>
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<td></td>
<td></td>
<td>Construction Safety, Quality and Environmental Management Plans shall be regularly monitored to ensure specific actions are being finalised</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Policies, objectives and targets shall be annually reviewed and amended to ensure that a continuous improvement approach to WHS, Quality And Environmental management is maintained</td>
<td></td>
</tr>
</tbody>
</table>
### Line Management Responsibilities Matrix

**Activity Description**

Legend:
- **P** = Direct Responsibility for leading or performing the task
- **S** = Provides support and assistance to the person directly performing the work

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Contractor</th>
<th>Worker</th>
<th>OHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Senior Manager</th>
<th>Key Performance Indicators are based on timeline for conduct of inspections and report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily safety walks</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Daily</td>
</tr>
<tr>
<td>Weekly site inspections</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Weekly</td>
</tr>
<tr>
<td>Monthly project mgt audits</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Monthly</td>
</tr>
<tr>
<td>Quarterly senior mgt audits</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Annual WHSO workplace audit</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Yearly</td>
</tr>
<tr>
<td>Six monthly surveillance audits</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>6 monthly</td>
</tr>
<tr>
<td>Review of weekly site inspection</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Weekly</td>
</tr>
<tr>
<td>Feedback to contractors on outcomes of weekly site inspection</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Weekly</td>
</tr>
<tr>
<td>Feedback to workers on outcomes of weekly site inspection</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Weekly</td>
</tr>
<tr>
<td>Review of monthly project audit</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Feedback to contractors on outcomes of monthly audit</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>Monthly</td>
</tr>
<tr>
<td>Feedback to workers on outcomes of monthly audit</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>Monthly</td>
</tr>
<tr>
<td>Review of WHSO Annual audit</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>Annually</td>
</tr>
<tr>
<td>Implementation of agreed actions from WHSO audit</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>100%</td>
</tr>
<tr>
<td>Report on KPIs for Project to Senior Management</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>100%</td>
</tr>
<tr>
<td>Review and feedback from Senior Management to Project Team on KPIs for Project</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Directors**

**Will provide resources to:**
- Ensure the implementation of appropriate health, safety, quality and environmental management systems in accordance with AS4801, AS9001, and AS14001.
- Successfully implement and maintain the company’s policies and implementation of this management system through not only financial commitment, but an active demonstration of leadership commitment to health, safety, quality and environmental management, placing the company in a secure position in the market place for best management practices.
• Identify hazards that present a risk to health, safety, quality assurance or environment; assess, eliminate or control the associated risks and establish systems for monitoring and reviewing the hazards and implemented controls.
• Ensure that all workers are adequately trained and competent to perform their tasks in a safe and environmentally responsible manner and without risk to health and safety of themselves or others at the workplace.

Senior Managers

• Ensure that all plant and equipment provided for use at the workplace is safe and without risk to health and safety and the environment.
• Continually improve the effectiveness of the OHSQE management system using policies, objectives, audit results, analysis of data, corrective and preventive actions and management review.
• Ensure that systems are implemented for the health and safety of other persons who are present at the workplace.
• Pre qualify Accredited Training Providers for the delivery of programs for Work Health and Safety, quality assurance and environmental responsibility.
• Oversee all workers compensation premiums for the company, premiums review, industry classifications, wages declarations, and common law reviews.
• Ensure Quality Project Plans, Project Environmental Evaluations, Construction Workplace Safety Plans, Inspection and Test Plans are prepared prior to the commencement of each project by the relevant Project Manager.
• Provide information, instruction, training and supervision to ensure health and safety, quality assurance and environmental principles within the management system are implemented.

Project Managers

Will:
• Under direction of Senior Managers, continually improve the effectiveness of the OHSQE management system using policies, objectives, audit results, analysis of data, corrective and preventive actions and management review.
• Report to senior management on the status of WHS, quality and environment management for each project under control at monthly intervals.
• Provide advice as necessary in relation to WHS and environmental issues, including legislative interpretation and compliance and advice on relevant quality assurance standards.
• Liaise with technical specialists, Government instrumentalities, industry colleagues and other service providers to ensure that all WHS and environmental issues are conducted in accordance with legal and other requirements.
• Prepare the following documents prior to commencement of each project:
  o Environmental Management Plan
  o Project Quality Plan
  o Construction Workplace Safety Plan
  o Inspection and Test Plan
  o Project Environmental Analysis
  o Aspect and Impacts Register
  o WHS Hazard Register
• Provide technical expertise in the management of claims, claims review, case management, and rehabilitation.
- Ensure that records of all injuries and illness occurring at the workplace are maintained in accordance with legislative requirements and review statistical reports prior to circulation.
- Initiate and organise education programs for all relevant members of staff in the areas of Work Health and safety, fire prevention, environmentally responsible work practices and workers compensation.
- Conduct plant fire, WHS and environmental audits, hazard identification and accident prevention programs.
- Counsel workers on health, safety and workers compensation matters.
- Ensure compliance with legislation, regulations, advisory standards, codes of practice and company policies and procedures.
- Ensure all workers are appropriately skilled, trained and, where required, hold the necessary licenses for the safe, environmentally responsible and efficient operation of plant and equipment.
- Ensure all new and transferred workers receive appropriate induction and are competent to undertake tasks prior to working without direct supervision.
- Ensure that all workers understand and adhere to safe and environmentally responsible work procedures.
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any safety or environmental concern identified in the workplace.
- Not to be, by the consumption of alcohol or drugs, in a state as to endanger their own safety or the safety of any other person whilst at work.

Project Managers are also workers and have the same responsibilities as an worker listed below.

**Site Managers**

Will:
- Ensure all workers are appropriately skilled, trained and, where required, hold the necessary licenses for the safe, efficient and environmentally responsible operation of plant and equipment.
- Ensure all new and transferred workers receive appropriate induction and are competent to undertake tasks prior to working without direct supervision.
- Ensure that all workers, including subcontractors, understand and adhere to safe and environmentally responsible work procedures.
- Ensure that all inspections and tests are undertaken at the appropriate times and results reported in accordance with Inspection and Test Plans and the Quality Project Plan.
- In line with the hazard reporting process, take immediate corrective and preventative action for any safety or environmental concern identified in the workplace.
- Contribute to the development and implementation of all policies, guidelines and programs as required.
- Report all WHS, environmental and quality incidents and non-conformances in line with the Incident Reporting procedures.
- Participate in the investigation of any workplace incident within area of control and ensure causal factors are identified and preventative action taken.
- Undertake regular workplace hazard inspections to ensure a high standard of WHS, quality assurance and environmental management is maintained.
- Take positive action to immediately stop any unsafe or environmentally irresponsible act observed at the workplace and consult with Project Manager or Directors if disciplinary action is required.
- Contribute to the development and implementation of WHSQE policies, guidelines and programs.
- Maintain first aid supplied and first aid facilities in accordance with legislative requirements.
- Maintain PPE supplied and register in accordance with legislative and site requirements.
- Ensure that personal protective equipment (PPE) is worn where necessary and that workers using the PPE are trained in its safe use.
- Not to be, by the consumption of alcohol or drugs, in such a state as to endanger their own safety or the safety of any other person whilst at work.
A Site Manager is also a worker and has the same responsibilities as a worker listed below.

**Workers and Subcontractors**

- Must understand the WHS, quality and environmental implications of their own actions and have a duty to carry out their work in a manner which does not present a risk to themselves, others, the product or to the environment.
- Perform only those tasks for which they are adequately skilled using the appropriate work instructions, Safe Operating Procedures and equipment.
- Report all incidents, dangerous events, near misses, defects, hazards and inadequacies of procedures so that appropriate review and corrective action can be taken.
- Suggest improvements and being active in the general improvement of all systems and methods of work to ensure activities are undertaken in a safe and environmentally responsible manner.
- Use appropriate personal protective equipment where required and report any breakages or failures that need replacement or rectification.
- Ensure that visitors, for whom they are assigned responsibility, are fully supervised while in the work area.
- Not be, by the consumption of alcohol or drugs, in such a state as to endanger their own safety or the safety of any other person whilst at work.

**Suppliers and Consultants**

Will:

- Provide historical and current information pertaining to their WHS, quality and environmental management history.
- Provide goods as agreed by contract or purchase order that is to required specification, and within the timeframe agreed upon.
- Provide relevant warranty documents that conform to Australian Standards and regulatory requirements.
- Provide drawings and plans in accordance with Australian Standards and Building Council of Australia requirements.
- Attend to corrections and revisions of drawings and plans in accordance with timelines established in the contract agreement.
- Provide avenues for inspection and test of product during manufacture where applicable.
- Inform Integral Construction Pty Ltd of the measures the supplier or consultant uses to minimise waste in the manufacture or production of its goods.
- Inform Integral Construction Pty Ltd of measures used to promote environmentally friendly products in the provision of goods and services.
- Inform Integral Construction Pty Ltd of WHS, environmental or quality incidents or non-conformances that might impact on the provision of the goods or service.
WHSQE 2.02 Continuous Improvement

Integral Construction Pty Ltd shall continually improve the effectiveness of the OHSQE management system using policies, objectives, audit results, analysis of data, corrective and preventive actions and management review.

Depending on the project, and on whether or not design services are involved, members of the Business Development, Design and/or Construction Groups may liaise to establish the specific client requirements and agree on the outcomes sought. All stages of the construction process will be checked for compliance against these agreed outcomes and agreed to by the client at the relevant design or project control group meetings before proceeding to the next phase of the delivery process.

Integral Construction applies the methodology of Plan, Do, Check, Act (PDCA) to the overall system and to each process included in it.

The PDCA cycle

Plan: Establish the objectives and processes necessary to deliver results in accordance with client requirements and the organisation’s policies.

Do: Implement the processes.

Check: Monitor and measure OHS, quality and environmental processes and product or services against policies, objectives and requirements for the product or services and report the results.

Act: Take actions to continually improve OHS, quality and environmental performance.

The Directors, Senior Managers, Project Managers and workers as a team, are involved in a project from conception to delivery. The team is responsible for achieving objectives and continual improvement within the scope of a project and as a part of the overall company operation. Senior Managers manage continual improvement for the company. The Directors are also responsible for decisions on the quality management system that affect the company as a whole.

At a project level, each Project Manager has control over project resourcing and responsibility for quality outcomes, as well as for meeting client’s expectations. Senior Managers review the progress and overall health of the project and client relationship management during project reviews with the Project Managers. The outcomes of this monitoring process are analysed and reported back to Project Managers and Site Managers, together with any required actions to achieve the requisite outcomes.

All components of the company’s OHS, quality and environmental management system are accessible through the OHSQE area of the Company Intranet.
WHSQEG 2.03 WHSQE Aims, Objectives and Targets

Purpose
This section outlines the Objectives and Targets of Integral Construction Pty Ltd and outlines the procedures for ensuring that objectives and targets are met in accordance with the timelines set.

The objectives and targets are specific, measurable and cover short and long-term issues. Integral Construction Pty Ltd will consider the use of best-available techniques where economically viable, cost-effective and judged appropriate. This does not imply that Integral Construction Pty Ltd and its Suppliers, Subcontractors and Consultants are obliged to use environmental cost-accounting methodologies.

The creation and use of a target programme is important to the successful implementation of the WHS, quality and environmental management system. The programme describes Integral Construction Pty Ltd's objectives and targets, including timescales, necessary resources and personnel responsible for implementing the programme. The programme addresses specific elements of the Company's operations. The programme considers planning, design, construction, commissioning and operation, and as required decommissioning for both current and new activities and Key Performance Indicators.

Related Documents
2.03.1 Objectives and Targets Action Plan
2.03.2 Audit Schedule
2.03.3 Audit Tool

Responsibilities

**Directors will:**
Ensure sufficient resources are allocated to give effect to the Objectives and Targets Action Plan

**Senior Managers will:**
- Monitor and review the Objectives and Targets Action Plan and give guidance to Project and Site Managers on achieving the targets set
- Ensure that resources are made available for nominated persons to undertake audits and inspections within the Company and at Project Sites.
- Review and approve the audit schedule
- Review and give feedback to Directors, Project Managers, Site Managers and subcontractors on outcomes of audits, close out of corrective actions and results of key performance indicators.

**Project Managers will:**
- Report key performance indicators (KPI) to senior management for each project under their control
- Undertake documented inspections and audits of each project under their control
- Assist Site Managers in performance of project inspections and audits
- Give feedback to subcontractors on performance reviewed during inspections and audits
- Ensure that corrective actions are closed out for each inspection and audit under their control
- Report to Directors on outcomes of project inspections and audits under their control and recommend corrective actions to be taken to rectify non-conformances

**Site Managers will:**
- Report key performance indicators (KPI) to senior management for each project under their control
- Undertake documented inspections and audits of each project under their control
- Record results of inspections and audits and recommend corrective actions
- Assist Project Managers in performance of project inspections and audits
- Give feedback to subcontractors on performance reviewed during inspections and audits
- Ensure that corrective actions are closed out for each inspection and audit under their control

Key relationships for managing the Objectives and Targets set by Directors are expressed in the following Matrix:

### Inspection and Audit Management Responsibilities Matrix

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Contractor</th>
<th>Worker</th>
<th>OHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Senior Manager</th>
<th>Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily safety walks</td>
<td></td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Weekly site inspections</td>
<td></td>
<td>S</td>
<td>P</td>
<td>S</td>
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<td>Review of weekly site inspection</td>
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<td>Feedback to contractors on outcomes of weekly site inspection</td>
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<td>Feedback to workers on outcomes of weekly site inspection</td>
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<td>Review and feedback from contractors on outcomes of monthly audit</td>
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<td>Review of WHSO Annual audit</td>
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<td>Review and feedback from Senior Management to Directors and Project Team on KPIs for Project</td>
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<td>Quarterly review and feedback from Directors to Senior Management on KPIs for Project</td>
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</table>
Objectives

- Ensure that all workers, contractors and third parties are aware of the Company's policies, its supporting management systems and its reporting requirements.
- Develop and maintain a work environment and system of work practices within the scope of current legislative provisions and Company requirements for health and safety, quality assurance and environmental management.
- Provide adequate resources to achieve set WHS, quality and environmental objectives and targets.
- Achieve and maintain an 'Incident Free' working environment.
- Ensure worker participation at all levels in all Company programs and meetings.
- Provide appropriate instruction, training and supervision for work practices, and Company procedures.
- Monitor contractor and supplier activities to ensure a high standard of quality in product.
- Communicate and disseminate relevant WHS, quality and environmental management information as it applies to the workplace.
- Identify and evaluate hazards and implement suitable control measures to prevent injury or illness.
- Avoid the introduction of new hazards into the workplace or a work-practice, by applying risk assessment processes.
- Develop detailed WHS Action Plans from the Annual Assessment performed by WHSO to ensure continuous improvement in the management of WHS responsibilities across the Company.
- Monitor co-operation and support of all Workers, Contractors and Visitors in following work practices and procedures that promote health and safety, quality assurance and sound environmental management.
- Monitor WHS, quality assurance and environmental activities, using inspections, audits, incident statistics, accident investigations and other systematic evaluation tools to identify non-conformances and opportunities for improvement.
- Provide appropriate injury management, reporting and rehabilitation to ensure a safe and timely return to work for injured workers.

Procedure

Setting Objectives and Targets

Objectives and targets are documented in WHSQEF 2.03.1 Objectives and Targets Action Plan. Directors will ensure that the targets are being met in accordance with agreed timelines must monitor this plan at its three monthly meetings. Where deficiencies are found, Directors will review the objective and corresponding target and deliver amendments to the programme to ensure its continued relevance.

Monitoring implementation of Objectives and Targets

The implementation of objectives and targets will be monitored through quarterly audits of the business including project works.

The audit shall include WHS, quality and environmental management objectives.
A copy of the completed audit will be forwarded to Directors to enable full discussion of outstanding items and resources - financial, time and personnel to be allocated to implement each outstanding objective and to report back to Directors on progress.

Relevant audit results shall be forwarded to each Project site and discussed at site meetings to ensure that all Integral Construction Pty Ltd managers and workers are aware of the objectives that apply to their area of control and the strategies that may be undertaken to achieve the targets set by Directors.

WHSQE Management System Audit Schedule

An Audit Schedule WHSQEF2.03.2 has been commenced that documents the audits to be conducted for periods of 12 months. The Audit Schedule will be based on a Calendar Year. The Schedule will assist to ensure that all relevant areas of Integral Construction Pty Ltd are audited to enable confirmation and review of
implementation of the integrated management system. The schedule will be maintained by Directors or their nominee.

**WHSQE Management System Audit Tool**

A WHSQE Management System Audit Tool WHSQEF2.03.3 has been developed to document findings of the quarterly audits. A senior management representative will be allocated responsibility for conducting the audit each quarter. An external party may also be engaged to conduct the audit where agreed by Directors.

**WHSQEG 2.04 Records Maintenance and Document Control**

**Purpose**

This section sets out the procedures for document control and maintenance records.

**Responsibilities**

Directors will provide resources for document control and the preservation of all records associated with the WHSQEMS.

**Project Managers, Site Manager and Workers**

Will submit all records that require review or amendments to the Senior Managers for approval. Documents must not be altered without approval from Senior Managers.

**Administration Personnel will**

Ensure that the Document Control Register and Record Maintenance & Review Matrix are current.

**Procedures**

**Identification**

Records are identified in broad categories: Guides (WHSQEG) and Forms (WHSQEF) refer WHSQEF 2.04.1 Record Maintenance Matrix. Each document has a unique identifier number contained in the footers. All forms have notation that a document is uncontrolled once printed to assist to prevent use of superseded documents.

**Traceability, Storage & Availability**

All WHSQE and related records shall be legible, identifiable and traceable to the activity, product or service involved. Records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss.

**Electronic Records**

All WHSQE and associated electronic records should be securely maintained to prevent unauthorised access, destruction, alteration or removal. Storage media and related technologies and practices for maintaining electronic records must be specified, designed, operated, and maintained in such a way that records cannot be altered.

**Programmed Disposal**

To ensure effective control of non-current WHSQE records, disposal should be programmed to be undertaken at a time when staff resources are available for the destruction or archiving of records.

**Document Control**

Administration personnel will maintain the Document Control Register WHSQEF2.04.2.

**Amendments to existing forms**

An application for review and amendment must be made to the responsible Manager in the first instance. The matter will be then reviewed with the relevant personnel. Where it is agreed that amendment is warranted, the
changes shall be submitted to the responsible Manager and Document Controller for amendment to the required document.

Authorised personnel with the authority to approve/authorise documents must check the content to confirm the accuracy and intended meaning / use is clear and concise before the document is uploaded onto the Information System and released for use.

The Document Controller shall:
- Ensure the revised issue date is recorded on the document.
- Save the document in the relevant file location.
- Remove the "Draft" copy.
- Record changes to forms on the Document Issue and Amendment Register.

If a change to a management document is considered beneficial, a request is to be made to the relevant Manager. Where the Manager finds the change appropriate, the Manager may then forward proposed changes to the responsible Manager for review.

Proposed changes must be submitted to Document Controller to ensure that formatting of document is appropriate prior to submission to Senior Managers for approval.

**Authorisation**
Responsible Manager will be nominated by Directors and will ensure that authorisation of any amendment is approved by Directors.

Senior Managers will notify Document Controller of approved documents. Document Controller will update registers and monitor the recall of obsolete documents and distribution of the newly approved document.

**Distribution**
Authorised amendments are issued to all holders of controlled copies of the WHSQE Management System. Electronic copies of the amended document are updated with superseded document file archived in the designated storage drive.

**File**
The Document Controller shall retain a copy of the superseded manual on the designated archive and destroy remaining paper copies.

**Record Maintenance**
All records will be maintained in accordance with statutory and legal requirements. The date of review and disposal of documents will be recorded in the Record Maintenance Matrix. The matrix details the storage location, method of storage, retention period, and personnel responsible for storage and method of disposal.

**Non-Controlled Copy**
Update the master copy of the WHS, Quality and Environment Management System which is held by the Document Controller.

**Creating a New Document**
All documents must be created electronically, using one of the software packages available on the Integral Construction Pty Ltd Intranet system.

Consider the following components when creating the document:

| WHO will be using/referencing the document; | WHEN will the document be used; |
| WHAT will the document be used for; | WHY is the document necessary; |
| WHERE will the document be used; | HOW i.e. the content of the document e.g. steps in a procedure, statement in a policy. |
Different types of documents will require various compulsory components; however, the following are common in all documents:

- Date of Revision
- Version Number
- Title or Reference
- File Name Reference

Prepare the document in the most appropriate format so that the meaning and function are evident, and:
- Ensure that the document is prepared in “Draft” status until final approval is obtained – if appropriate.
- Personnel with the authority to approve / authorise documents such as Senior Managers must check the content to confirm the accuracy and intended meaning / use is clear and concise.
- Record the correct revision date on the document.
- Liaise with the authorised Manager and Document Controller to arrange for addition of the document to the WHSQE Management system.
- Once approval has been given by Directors, release document for use.

Where a hard copy of the new document needs to be issued to a location where electronic access is not available, prepare a photocopy of the document and forward to the location.

**Reference Personnel List**
Prior to amending this Standard Procedure, refer proposed amendments to:
- Authorised Manager (Approves)
- Senior Managers (Authorises)
- Document Controller (Ensures amendments are distributed)

**Record Maintenance**
All records will be maintained in accordance with statutory and legal requirements. The date of review and disposal of documents will be recorded in the Record Maintenance Matrix. The matrix details the storage location, method of storage, retention period, and personnel responsible for storage and method of disposal.

**Legal and other requirements**
Integral Construction Pty Ltd will establish, implement and maintain procedures to identify and have access to all legal and other requirements that are directly applicable to the WHS, quality and environmental issues related to its activities, products or services, including relevant relationships with contractors or suppliers.

The services of an on-line subscription body are used to maintain the currency of this information. An intranet system, regular meetings and mail outs are utilised to communicate relevant information on legal and other requirements to all Integral Construction Pty Ltd employees.
WHSQE 3.0 Suppliers, Subcontractors and Purchasing Controls

This section documents the procedures to ensure that a strategic and consistent management approach is applied to the engagement of suppliers, of professional services, plant, personnel, and subcontractors at Integral Construction Pty Ltd. This procedure applies to corporate and project works.

The purchase of plant has important implications for WHS, quality and environmental management and Integral Construction Pty Ltd is committed to ensuring that all purchases of plant above a predetermined dollar value is subject to performance of a risk assessment of its WHS, quality and environmental performance prior to purchase.

Related Documents

3.01.1 Suppliers, Subcontractor and Consultant Evaluation Checklist
3.01.2 Approved Suppliers, Subcontractor and Consultant Register
3.01.3 Subcontractor OHS Plan Evaluation Checklist
3.01.4 Subcontractor Status Card
3.01.5 Project Cost Reference List
3.01.6 Project Document Register
3.01.7 Project Document Transmittal
3.01.8 Project Quality Plan
3.01.9 Inspection and Test Plan
3.01.10 Design Control Checklist
3.01.11 Environment Management Plan
3.01.12 Quality Management Plan
3.01.13 Fire Ant Management Plan
3.03.1 Construction Workplace Safety Plan Template
3.03.2 WHS&E Weekly Site Inspection Checklist
3.03.3 Work Method Statement Template
3.03.4 Work Method Statement Checklist
3.03.5 Work Method Statement Register
3.03.6 Site Visitor and Contractor Register
3.03.7 Project Staffing Schedule
3.03.8 Materials Recycle Plan
3.03.9 Contractor Works Environmental Review

5.01.1 Pre-Purchase Risk Assessment Template
5.01.2 Risk Assessment Template
5.01.3 Manual Task Risk Assessment Template
5.01.4 Hazardous Substances & Dangerous Goods Risk Assessment Template
5.02.1 Integral Construction Pty Ltd Hazard Register - Office Environs
5.02.2 Integral Construction Pty Ltd Hazard Register - Projects
5.02.4 Hazard Report (Form 4)
5.03.1 Risk Assessment Register
5.04.1 Job Safety Analysis Register
5.05.1 Safe Operating Procedure Register
5.06.1 Monthly Project Manager Project Audit
WHSQEG 3.01 Suppliers, Consultants and Subcontractor Management

Purpose
This section establishes procedures to ensure application of a strategic and consistent management approach to the engagement of suppliers of professional services, plant and personnel, and subcontractors at Integral Construction Pty Ltd. This procedure includes suppliers, consultants and subcontractors to the company and to project sites.

Responsibilities

Directors will
Set the strategic directions in relation to WHSQE performance requirements for all Suppliers, Consultants and Subcontractors to the Company and to project sites.

Project Managers will:
- Verify that all insurance certificates (public liability, WorkCover or Professional Indemnity) are current prior to engaging a subcontractor or consultant.
- Maintain Project file system and Register, Project Document Register, Inspection and Test Plan, and Project Quality Plan

Site Managers will:
- Verify that all product, equipment and personnel supplied are in accordance with purchase orders or contract.

Procedure

Evaluation of suppliers, consultants and subcontractors

All suppliers, consultants and subcontractors to be engaged in work that exceeds $20,000 will be approved prior to engagement of their services, products and works.

Evaluation of Suppliers, Subcontractors and Consultants (WHSQEF 3.01.1)
Directors and Project Managers will evaluate suppliers using the Supplier, Subcontractor and Consultant Evaluation Checklist (WHSQEF 3.01.1) prior to first engagement and record the results of the evaluation on the Supplier, Subcontractor and Consultant Register (WHSQEF 3.01.2).

The Supplier, Subcontractor and Consultant Register (WHSQEF 3.01.2)
The following details are required of each supplier, subcontractor and consultant:
- Name Address Telephone number Facsimile number
- The following will highlight the status of evaluation for each supplier, subcontractor or consultant:
  - A for approved,
  - W for withdrawn or
  - R for rejected (Any name with a "W" or "R" against it must not be used.)
- "Y" in the Corrective Action Request (CAR) column indicates that a Corrective Action Request has been raised against the supplier, subcontractor or consultant.
- The List will contain all approved, withdrawn and rejected names, tagged with an "A", "W" or "R" respectively. Where the supplier, subcontractor or consultant is on the Approved List without being tagged with an "A", "W" or "R", this indicates they have not been assessed.

The Approved List can be updated by either a Director or Project Manager or by the Document Controller for change of address etc, but only the Director or Project Manager can tag the supplier, subcontractor or consultant with "A", "W" or "R".
Assessment of a New Supplier, Subcontractor or Consultant

The Project Manager or Site Manager will verify that a supplier, subcontractor or consultant is on the approved list. Where a new supplier, subcontractor or consultant is chosen, the following assessment using WHSQEF 3.01.1 will be undertaken prior to engagement:

Where certified to the relevant Australian Standard, accept as approved, or conduct a second party audit to confirm that the supplier, subcontractor or consultant has the ability to meet requirements:

- Obtain current insurance certificates: Public liability, WorkCover or professional indemnity as relevant to the subcontractor or consultant. Note: This step must be taken prior to proceeding with any further enquiries.
- Send copy of certificates to Office Administration (or delegated person).
- Obtain a list of existing clients and ask for their opinions of the standard of work, reliability, delivery performance, any complaints and response to complaints.
- Establish if inspection certificates are supplied with goods.
- Take into account length of time in business, skills and extent of workforce for the size of the project, type of equipment utilised and standard of work displayed.
- Request samples of product for evaluation, or results of an evaluation by an independent, qualified third party.
- Notify Administration personnel of additions or alterations to the register.

Determine whether they are to be accepted or rejected and notify the Office Manager of the addition to be made to the register. A record will also be kept of any supplier, subcontractor or consultant who has failed to receive approval.

Review Supplier Performance

New CARs involving suppliers, subcontractors and consultants will be reviewed at each Project Managers meeting. Where a supplier, subcontractor or consultant is not to be retained on the Supplier, Subcontractor and Consultant Register by general agreement at the meeting, they shall be withdrawn from the Supplier, Subcontractor and Consultant Register.

The appointed Administration Officer will amend the register and ensure the withdrawn suppliers are tagged with a "W" to denote withdrawal from the Supplier, Subcontractor and Consultant Register. The Officer will prepare an updated list of Withdrawn/Rejected suppliers, subcontractors and consultants and distributes to the Project Managers and Site Managers when suppliers are withdrawn.

Reassessment of a Supplier, Subcontractor or Consultant

Where a supplier, subcontractor or a consultant is to be placed back on the Supplier, Subcontractor and Consultant Register, the person requesting the approval shall submit their case at the Project Managers’ Meeting. If agreed by the majority of Project Managers, they will be placed back on the approved list.

Selection of the Supplier

Selection of a supplier will be undertaken using the Approved Supplier, Subcontractor and Consultant Register. Verify that all insurance certificates (public liability, WorkCover or Professional Indemnity) are current prior to engaging any supplier or consultant.

Where the name is tagged with a "W" (for withdrawn) or "R" (for rejected), the supplier or subcontractor must not be engaged unless there is strong evidence to suggest recent major improvements in their quality control (e.g. the implementation of a quality assurance system) and then a re-assessment is required.

Non-Conformances and Corrective Action Requests

Suppliers, subcontractors and consultants who do not perform to the standards set by Integral Construction will be directed to rectify the product or equipment supplied, installed or the compliance required to ensure health and safety.
The Corrective Action Request provides a mechanism for recording the issue or incident and will be used by the Company to:

- Reassess the suitability of the supplier, subcontractor or consultant.
- Recommend actions about the supplier, subcontractor or consultant to Directors.
- Direct the supplier, subcontractor or consultant to take action to rectify or remedy the issue.

**Establishing Project Documents for Suppliers, Subcontractors and Consultants**

**Tender**

Senior managers and project managers who are responsible for managing the tender process associated with Integral Construction Pty Ltd projects will ensure that all tender invitations include project specific scope, drawings, specifications, contracts specifics and OHSQE policies, plans and documents.

Tender documents will include the following Integral Construction Pty Ltd OHSQEMS documentation:

1. 1.01.1-6 OHS, quality and Environmental Policies
2. 3.03.1 Construction Safety Plan developed for the project
3. 3.01.11 Environmental Management Plan
4. 3.01.12 Quality Management Plan
5. 3.01.8 Project Quality Plan
6. 5.07.1 Environmental Analysis
7. 5.06.1 Project Risk Assessment

All documentation will be supplied to the contractor, supplier or consultant by electronic form and CD-Rom. A copy of the submitted tender invitation will be stored on the Integral Construction Pty Ltd tender Database.

**Contract Letting**
Invitations for tender sent out

On receipt of documentation

New Contractors

Review of documentation received using OHSQEMS forms

Evaluate documents submitted: 3.01.1 Contractor, Supplier, Consultant Evaluation Questionnaire
Conduct review of OHS Plan: 3.01.3 contractor OHS Plan evaluation
Enter outcome on register: 3.01.2 Contractor, Supplier, Consultant Register
Enter Details on: 3.01.4 Subcontractor Status Card
Enter Details on: 3.01.5 Project Cost Reference List

Existing Contractors previously Evaluated

- Update information including licenses, insurances: 3.01.1 Contractor, Supplier, Consultant Evaluation Questionnaire
- Conduct review of OHS Plans: 3.01.3 contractor OHS Plan evaluation
- Enter outcome on register: 3.01.2 Contractor, Supplier, Consultant Register and notify if changes to Directors
- Enter Details on: 3.01.4 Subcontractor Status Card
- Enter Details on: 3.01.5 Project Cost Reference List

Decision to engage

Once decision to engage has been made complete:
IC Project trade letting advice
IC Project Budget and Letting Schedule
**Commercial Subcontract Agreement (Booklet)**
The Commercial Subcontract Agreement is held in Head Office and must be filled in for each contract where:
- The value is greater than $20,000.00. The contract must be signed by all parties and a copy held in Site files.
- Where a trade has labour content for the project, and value is greater than $10,000.00.

**Subcontractor OHS Plan Evaluation Checklist (WHSF 3.01.3)**
- Subcontractors who have been approved for commencement of work with Integral Construction Pty Ltd will be required to submit their company or individual OHS Plan prior to any work commencing. Plans will be evaluated by the Construction Manager and site personnel notified of any issues requiring rectification prior to the subcontractor and workers commencing on site.

**Subcontractor Status Card WHSQEF 3.01.4**
Once a signed contract has been received from the Subcontractor, Administration Officer will prepare a Subcontractor Status Card. The relevant Project Manager maintains this card. The Directors will approve any variations prior to acceptance. At acceptance of contract and signing by all parties, Project Managers will record contract amounts agreed and any agreed variations on the Subcontractor Status Card and ensure that the card is maintained at all times.

**Project Cost Categories for Suppliers, Subcontractors, Consultants, Labour and Plant (WHSQEF 3.01.5)**
Cost codes are applied to all project costs as per the Cost Reference Schedule maintained on the Company IT Server.

**Project Numbers WHSQEF 3.01.6**
A unique number identifier is assigned to each project at commencement and recorded in the Project Document Register.

**Project File System**
All project documents must be filed in the relevant Project File and in accordance with the following file system.

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<tr>
<th>File Number</th>
<th>Particulars</th>
<th>File Number</th>
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<tr>
<td>B</td>
<td>From the Consultant</td>
<td>B1</td>
</tr>
<tr>
<td>C</td>
<td>To/ From the Client</td>
<td>B2</td>
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<tr>
<td>D</td>
<td>Subcontractors</td>
<td>E</td>
</tr>
<tr>
<td>A1</td>
<td>Progress claims</td>
<td>G</td>
</tr>
<tr>
<td>A2</td>
<td>Variations Received/Submitted</td>
<td>H</td>
</tr>
<tr>
<td>A3</td>
<td>Architect’s Instructions</td>
<td>I</td>
</tr>
</tbody>
</table>

**Issue and Transmittal of Documents (WHSQEF 3.01.7)**
Issue and transmittal of documents is managed by entering all received drawings and documentation in the Project Document Register. Project Managers will maintain the registers and ensure that Site Managers and contractors are given complete sets of current drawings at all times.

**Project Quality Plan (WHSQEF 3.01.8)**
The Project Quality Plan contains details of project staffing, including client project contacts, meeting schedules and required attendance. The Project Manager will complete this document prior to commencement of works at a Project.

**Inspection and Test Plan WHSQEF 3.01.9**
Construction Manager / Project Managers will establish an Inspection and Test Plan for each Project and discuss its contents with the relevant Site Manager prior to Project Commencement.
Site Managers and the relevant Subcontractor or Consultant will complete the Inspection and Test Plan for nominated stages of the project works. Site Managers will ensure that all inspections and tests listed on the ITP under their control are scheduled and carried out at the appropriate time and are registered on the ITP with a reference to the original document, where issued, noted.

**Design**

Design work is not undertaken by Integral Construction Pty Ltd. All design work is the responsibility of the client and their external design consultants who will be responsible for their own assurance, review, verification and validation procedures, which may be subject to audit by the company.

This procedure details the requirements to be met when a project includes a design component such as temporary works.

Temporary works such as formwork, scaffolding and crane operation and set up are subject to verification by Integral Construction Pty Ltd of engineering details; engineering sign-off on the temporary work design; plant maintenance and test records including calibration and attachments; and safe working procedures for installers and dismantlers.

All suppliers and installers of temporary works will be subject to Integral Construction Pty Ltd procedures as set out in tender documents, contracts and Construction Safety Plan. WHSQEF 3.01.10 will be used to review design documents submitted by subcontractors for identified temporary works. Project and/or Site Managers are responsible for ensuring that the review of design of temporary works is conducted prior to contract acceptance. Subcontractors are notified of this requirement in the Construction Safety Plan.

**Client Requests for Changes to Scope of Works**

Should the client request any changes the Construction Manager, Project Manager or Site Manager will note the details on a Site Instruction (Duplicate Booklet) and where possible, obtain the client's signature on the form (unless the client gives a written instruction) which is given to the Project Manager. The original of the Site Instruction is provided to the client and a duplicate is passed onto the Project Manager.

**Change of Scope Instructions to Subcontractors**

Changes to subcontractor scope of works will be approved by the relevant Project Manager prior to works commencing. The original of the Site Instruction is provided to the client and a duplicate is passed onto the Project Manager.

**Time Scale Networks**

Work will be completed in accordance with the Project Time Scale provided by the Construction Manager. Where the project falls behind, or can be improved, advise the relevant Project Manager.

**Environment Management Plan (WHSQEG 3.01.11)**

The Environment Management Plan will be made available to each Project Manager and Site Manager. The Plan defines the scope of environmental management for Integral Construction Pty Ltd and provides the framework for setting and reviewing environmental objectives and targets, communication, management of environmental aspects of works that may impact on the environment, provision of resources, control of documents and internal audits of environmental management as part of the integrated management system.

**Quality Management Plan (WHSQEG 3.01.12)**

Integral Construction Pty Ltd has developed a Quality Management Manual that includes the scope of the quality management system, the documented procedures established and interactions between the quality management aspects of the integrated management system. The Quality Management Plan will be made available to each Project Manager and Site Manager and updated in accordance with Document Control Register procedures.
**Fire Ant Risk Management Plan (WHSQEG 3.01.13)**
A Fire Ant Risk Management Plan will be incorporated into project documents in each project area that is within the geographical Fire Ant zones reported by the Department of Primary Industries Qld. Project Managers must ensure that they identify whether a project site falls within the Fire Ant zones prior to works commencing and contact the nominated Fire Ant Inspector from the Department where the project is found to be within the infested zones.

**Product Identification**
Integral Construction Pty Ltd maintains the identity and traceability of incoming product and services throughout the duration of a project.

**Identification Rationale**
All products, materials, subcontractor and consultant services are identified through purchase orders, project numbers, product part numbers, descriptions and relevant drawings and quality plans (if applicable). Drawings, quality plans, time scale networks and inspection and test plans are controlled through the Integral Construction Pty Ltd Project Document Register Master.

**Product Traceability**
The Project Manager will assign to each product, service, or batch, a unique identifier where traceability is required by the Contract. This identification will be recorded on all, Inspection and Test Plans WHSQEF 3.01.9 and inspection and test records (to be filed for compilation of Warranty Manual).

**WHSQEG 3.02 Purchasing Product, Materials and services**
This section clarifies the processes followed when raising purchase orders for product and materials to ensure that the required product, materials or services are clearly and accurately specified on the purchase order. General office supplies and other sundry items are excluded from this procedure.

**Purchase Orders**
Purchase orders are maintained in a pre-numbered triplicate page booklet. The booklets are maintained by Finance and are held in a secure area. Purchase Order booklets will be signed out to a person. Purchase orders may be used for values of work less than $20,000 or for any supplier. When preparing and prior to signing purchase orders, the Site Manager or Project Manager will attend to the following:

- The type, class, style, grade or other precise identification are detailed adequately.
- The title or other positive identification and applicable issue of specifications, drawings, process requirements, inspection instructions and other relevant technical data, including requirements for approval or qualification of product, procedures, fixtures, fittings and personnel are detailed as necessary.
- The title, number and issue of the Australian or International Standard to be applied to the product or service are detailed if applicable.
- The price is competitive.
- Completion of all necessary information within the purchase order.
- Check the purchase order for adequacy of specified requirements prior to signing and release.

**Customer Verification of Purchased Product**
Where specified in the Contract, the Site Manager or Project Manager shall give the client or representative the opportunity to verify at source, or upon receipt, that the purchased product conforms to specified requirements. Verification of the product or the subcontractor's plant by the customer shall not absolve Integral Construction Pty Ltd's responsibility to provide an acceptable product, preclude subsequent rejection, nor shall it be used by Integral Construction Pty Ltd as evidence of effective control of quality by the supplier or subcontractor. The Site Manager or Project Manager is responsible for making the appropriate visit arrangements with the customer and supplier or subcontractor.
**Bulk Order Control**

In the case of bulk orders for materials, the Project Manager must inform accounts of bulk order details, including supplier name and dollar value. At the time of calling up parts of the order, the Site Manager must raise a Purchase Order and must include details on where the product or materials are to be used on the site.

**Changes to Purchasing Requirements**

Where the scope of work changes after issuing a purchase order, the Site Manager or Project Manager will issue a Purchase Order for the variation work or use a Variation Form. Alternatively, the Project Manager can approve the Variation when submitted on a Progress Claim.

**Processing Purchase Orders**

Purchase orders are distributed by Site Managers as follows:

- Original / white — Faxed, mailed or handed to the supplier or minor subcontractor
- Duplicate / pink — Sent weekly to the Administration for processing to CHEOPS and filing
- Triplicate / yellow — Remains in the book which is archived when completely used

**Processing Suppliers Invoices**

Suppliers invoices are filed in alphabetical order based on each financial year.

**CHEOPS**

Integral Construction Pty Ltd uses CHEOPS for the following areas of project management:

- Project budget
- Purchasing
- Sub-contracts
- Variations
- Labour costing
- Job costing
- Accounts payable
- Accounts receivable / progress claims / interim applications
- Taxation
- General / nominal ledger

**Training and competency**

Enquiries must be made prior to purchase and use of any mobile plant or other fixed plant to assess whether competency training is required.

Training requirements must be obtained and certificates of competency gained for any worker required to use the plant where specified by regulation.

**Pre-purchase risk assessment of plant, equipment and substances**

Prior to purchasing or obtaining plant, the relevant Director will verify that a pre-purchase risk assessment is conducted for all plant to be purchased (with a dollar value greater than $10,000.00) for use in the workplace to ensure that the plant, equipment or substances are without risk to health and safety, are of suitable quality and meet environmental standards. The Purchase Risk Assessment Template will be used for all such evaluations.

**Definition of Plant**

Plant is defined as:

- Machinery, equipment, appliance, pressure vessel, implement and tool; and
- Personal protective equipment; and
- A component of plant and a fitting, connection, accessory; or
### Pre-Purchase Risk Assessment

The Risk Assessment accounts for the following requirements which will apply for all purchases of plant and substances for use in the workplace at corporate or sites:

<table>
<thead>
<tr>
<th>Standards</th>
<th>Plant is designed and manufactured to acceptable Australian or International Standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training and competency</td>
<td>Training requirements must be obtained and certificates of competency gained for any worker required to used the plant where specified by regulation.</td>
</tr>
<tr>
<td>Control Devices</td>
<td>Control devices such as start / stop switches should satisfactorily perform their intended function.</td>
</tr>
<tr>
<td>Guarding</td>
<td>Where appropriate, control risk associated with some hazards with guarding.</td>
</tr>
<tr>
<td>Alarm systems</td>
<td>Provision of an effective alarm system for moving or mobile plant.</td>
</tr>
<tr>
<td>Release substances</td>
<td>Where plant releases any substances which are hazardous, the WHS and environmental risk associated with these hazards will be controlled.</td>
</tr>
<tr>
<td>Noise</td>
<td>Noise levels should not be a risk to hearing or health. If the noise levels are not controlled or cannot be controlled at the source, a risk assessment must be carried out to determine the most appropriate system to control the noise, including selection of alternative plant or equipment.</td>
</tr>
<tr>
<td></td>
<td>The impact of noise on the environment must also be controlled, hence positioning of plant in relation to neighbours should also be taken into account when purchasing.</td>
</tr>
<tr>
<td>Hot or cold plant</td>
<td>A risk assessment must be carried out, considering: friction, molten metal, hot gases, radiant heat, and plant parts at high or low temperatures.</td>
</tr>
<tr>
<td>Modification</td>
<td>Any modification of plant and equipment will only take place as recommended by the manufacturer or in other documented procedures and where applicable an acceptable Australian or International Standard. Evaluate larger plant requiring edge protection, access and egress; noise control; exhaust emissions; use of water etc. using the appropriate standard.</td>
</tr>
</tbody>
</table>
WHSQEG 3.03 Project and Subcontractor Management

Purpose
To ensure that a strategic and consistent management approach is applied to the management of Integral Construction Pty Ltd projects.

Responsibilities

Directors will:
Ensure sufficient resources are allocated to ensure implementation of this procedure for projects and subcontractors.

Senior Managers will:
- Set the strategic directions in relation to WHSQE performance requirements for all Subcontractors who perform work for Integral Construction Pty Ltd.
- Will ensure that a Construction Safety Plan is developed for each project.
- Review and sign Construction Safety Plan prior to being released to Client, contractors, suppliers and consultants.

Project Managers
Have a responsibility to:
- Ensure all Subcontractors sign and return Commercial Subcontract Agreement and attend to alterations.
- Commence documentation of Subcontractor Status Card and ensure that all variations are noted on card throughout Project.
- Prepare Construction Safety Plan specific to the Project
- Prepare Hazard Identification Checklist and Project Environmental Analysis prior to site works commencing and update WHS, Aspects and Impacts Registers in the Construction Workplace Safety Plan.
- Ensure that all Subcontractors receive or view the Integral Construction Pty Ltd Construction Workplace Safety Plan and attend a site specific induction prior to commencing work.
- Undertake site inspections with Site Manager to review OHS, quality and environmental performance on site.
- Conduct Monthly Site Audits with the Site Manager, and elected WHS Representative where elected.
- Undertake regular (monthly) management system audit for works at site.
- Obtain name of subcontractor’s elected WHS Representative to be a member of the WHSE Committee where one is established.
- Investigate all incidents including near misses and record results on the appropriate documentation and notify Directors of the incident.
- Record the incident or non-conformance and subsequent corrective action on the Incident Register
- Notify WHSO and relevant Director of WHS and environmental breaches by subcontractors and workers on the appropriate forms.
- Ensure all workers are appropriately skilled, trained, and where required, hold the necessary licenses for the safe and efficient operation of plant and equipment
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any safety concern identified in the workplace
- Ensure any changes to construction program and works are recorded in the construction safety plan and re-issued to contractors and site.
Amendments must be recorded on original document cover and distributed as per the distribution list noted on front page of plan.

**Site Managers**
- Perform Site Specific Inductions for all workers
- Register details of all inductees
- Obtain and review Work Method Statements (WMS) from Subcontractors for performance of all high-risk construction activities.
- Maintain a register of all Work Method Statements submitted for works at the Project.
- File copies of Work Method Statements – WMS Folder.
- Ensure that all Subcontractors have appropriate certificates of competency and relevant licences to perform their work.
- Ensure that all Integral Construction Pty Ltd plant and equipment brought into the workplace complies with the relevant legislation and is appropriately tagged with a current certificate of testing for all specified electrical equipment and a record of the plant made in the Project Plant Register.
- Ensure that Subcontractors comply with all Site Rules.
- Ensure that Subcontractors comply with their Work Method Statements.
- Conduct a Site Safety, Quality and Environment Inspection at weekly intervals.

**Subcontractor Management**
- Subcontractors will complete and return the WHSF 3.01.1 Suppliers, Subcontractors and Consultant evaluation form to the Integral Construction Pty Ltd head office for review at tender stage.
- Commercial Subcontractor Agreement must be signed off by all parties prior to any work commencing.
- Subcontractors will review a copy of the Construction Workplace Safety Plan and be given an opportunity to discuss issues within, prior to commencing work.
- Prior to commencement of work with Integral Construction Pty Ltd at each project, Subcontractors will undergo the Integral Construction Pty Ltd Site Safety Induction.
- Subcontractors must present a complete hazardous substance register that includes the amount of product that will be used and stored on site.
- Subcontractors must give Integral Construction Pty Ltd a copy of MSDS for all substances to be used on site.
- Subcontractors must give Integral Construction Pty Ltd a Plant Register for all plant intended for use at the Project and ensure that any plant, equipment, substances are safe and without risk to health and safety of themselves or any other worker or person at the workplace or the environment. The plant Register must include calibration and test record results and timelines.
- Subcontractors must give Integral Construction Pty Ltd a copy of safe Work Method Statements and job safety analyses for use of plant and work activities to be performed at the project.
- Subcontractors must immediately report any near misses, injuries or illnesses to the Site Manager.
- Subcontractors will be required to ensure that a ‘Spill Kit’ is held on site at the location of their works where hazardous substances are used.

All issues concerning Integral Construction Pty Ltd found during inspections will be discussed with the Site Manager in the first instance.

Hazardous substance information will be recorded on WHSQEF 8.04.1 and maintained with Site files.
Site Management Procedures

Preparation of a Construction Safety Plan OHSQEF 3.03.1

This plan is developed early in the project development, preferably at contract negotiation. The plan will be given to Subcontractors to enable them to identify OHS and environmental requirements and will assist Integral Construction Pty Ltd in estimation of project OHS and environmental costs early.

The Construction Safety Plan will include:

1. The address where the construction work is to be performed, Integral Construction Pty Ltd address, contact details, and the ABN.
2. Start date, estimate of how long the construction work will take, and the type of construction work to be performed.
3. Project personnel and their responsibilities.
4. Project Coordination, including Client / project meetings, subcontractor meetings and toolbox talks.
5. Provisions for consultation with workers and subcontractors, including: Workplace health and safety committee details; and whether there is a workplace health and safety officer appointed for the project.
6. Identifying and documenting the hazards and associated risks related to the construction site, neighbours and of the construction work for which Integral Construction Pty Ltd has a workplace health and safety obligation; and
   a. The control measures to prevent, or minimise the level of the risks;
   b. How Integral Construction Pty Ltd will ensure the proposed control measures are used;
   and
   c. How Integral Construction Pty Ltd will monitor and review the effectiveness of the proposed control measures.
7. The site rules.
8. How Integral Construction Pty Ltd will manage incidents and non-conformances and preventative actions.
9. How Integral Construction Pty Ltd will discharge its obligation to persons using areas adjacent to the place where the construction work is being performed, for example, providing a gantry with a hoarding over a footpath to protect persons from falling objects.
10. The common plant to be provided by Integral Construction Pty Ltd.
11. Provisions for emergency situations associated with the project and details including names and phone numbers of emergency contacts, a site map showing nearest medical centre and names of first aiders.
12. Site plan including traffic management, laydown areas and emergency assembly points.
13. Subcontractor and worker requirements for working at the project.
14. Provision of amenities, including tool storage areas, first aid and drinking water.
15. Monitoring and review procedures.
16. Reporting structures and regime for OHS and Environmental Management.

The construction safety plan will be written in a way likely to be understood by the persons performing the construction work; and signed and dated by Integral Construction Pty Ltd.

The construction safety plan will be amended to reflect changes to the construction process, design or any other Integral Construction Pty Ltd procedure that might impact on delivery of the finished product to the client. As changes are agreed to and adopted by all parties, the project manager or senior manager will make the necessary amendment to the plan and notify all parties who have a copy of such changes.

Identifying Hazards specific to the Project
The Estimator is generally the first person to attend sites during contract negotiation and will be reviewing supplied drawings and engineering details. OHS costs for the project will be assessed at this stage by the Estimator, Project Manager, Senior Manager, Site Manager and WHSO. OHSQE 5.02.1 Hazard Identification Checklist and OHSQE 5.07.1 Project Environmental Analysis are also important costing tools and are designed to identify OHS and environmental hazards that will require management during the project. These forms will be filled in at this time and appended to the Construction Workplace Safety Plan and Contract documentation to ensure that OHS costs are identified and budgeted early in the negotiation phase of the contract.

The hazard identification will be undertaken by Project Manager, Site Manager and Estimator using site drawings, client meeting minutes, site walks of the project location and review of contractor schedules to identify all hazards that are present at the site and will arise during the construction process. Hazards that arise throughout the project must be added to the Hazard Identification Checklist and Register and Construction Safety Plan and associated documents amended accordingly.

The Project Construction Workplace Safety Plan (WHSQE 3.03.1, Environment Management Plan (WHSQE 3.01.11) Quality Management Plan (WHSQE 3.01.12) and Fire Ant Management Plan (WHSQE 3.01.13) (where required) will be explained to all subcontractors prior to their commencement of work, including the following:

**Site Consultation**

A WHS Consultative Committee will be established where there are more than 30 workers at the site in a 24-hour period. Site Managers will call for elections of WHS Representatives from subcontractors on site and arrange WHS committee meeting times. Project Manager or Site Manager will attend all committee meetings and follow procedures established in Section 4.0 of the OHSQE Management System.

A Site Noticeboard will be established at each site in the amenities or site office. Workers will be notified at induction of the noticeboard location and the type of information available. Site noticeboards are maintained by the Site Manager. The Board will be checked daily as part of the Site Manager Safety Walk and information will be reviewed at this time.

Information to be posted on boards includes:

1. Emergency contacts
2. Emergency evacuation plan
3. WHSO for the project
4. WHS Representatives for the project (this will be updated as contractors change)
5. OHS issue, complaints and dispute resolution procedure flowchart
6. Safety alerts issued by WHS Q
7. WHS Committee Minutes and meeting times.

**Site Weekly WHS and Environment (WHSE) Inspection Checklist (WHSQE 3.03.2)**

Construction Manager, Project Managers Site Managers, or WHSO will undertake Weekly inspections and record results on the site weekly WHS and Environment inspection checklist. Construction Manager, Project Managers Site Managers or WHSO will report repeated non-conformances to the relevant Project Managers and Directors to ensure that corrective actions are undertaken. The Construction Manager / Directors will review all reports and verify that corrective actions taken are suitable for the issue.
Work Method Statements (WMS) WHSQEF 3.03.3, Checklist (WHSQEF 3.03.4 and Register WHSQEF 3.03.5)

Site Managers are responsible for receiving and reviewing Work Method Statements (WMS) prior to a subcontractor commencing works on site. This is a legislative requirement and a Checklist OHSQEF 3.03.4 has been developed to assist with the review. A Register must be kept of each WMS received from subcontractors OHSQEF 3.03.5.

Site Managers must ensure that subcontractors conduct toolbox talks with their workers, explaining the WMS and those workers sign the approved WMS acknowledging that they are aware of the proposed method of works and controls required to conduct the work safely. A file copy of each WMS is to be maintained by the Site Manager. Work Method Statements will be reviewed by the WHS Consultative Committee at its meetings where held.

A WMS must be completed for, but are not limited to, the following work activities:
- work at heights of 2m (some organisations require 1.8m);
- work on all roofs;
- work in excavations at or greater than 1.5m;
- confined spaces;
- using hazardous substances;
- using explosives;
- demolition work;
- work on or adjacent to a roadway
- disturbing and/or removing asbestos by a specialist subcontractor;
- tilt-up and precast construction work;
- structural alterations that require temporary support to prevent collapse;
- movement of powered mobile plant;
- work on a telecommunications tower; or
- work on, over or adjacent to water where there is a risk of drowning; or work on or adjacent or a road or railway.

A Material Safety Data Sheet (MSDS) for all hazardous substances and dangerous goods to be used on site must be collected from the Subcontractor along with the following information:
- Total amount to be stored on site;
- Quantity or size of container;
- Where the substance will be stored on site; and
- Storage requirements.

Site Visitor and Contractor Register (WHSQEF 3.03.6)

All visitors and contractors will be advised at first entry to site of the daily requirement to enter their details into the Site Visitor and Contractor Register. All persons entering site must sign in and out at each entry without exception. The Register contains a list of persons on site in the event of an emergency.

Project Staffing Schedule (WHSQEF 3.03.7)

The staffing schedule will be filled in by the Project Manager in the first instance or by delegation to Administrative Support staff. The schedule will be maintained by Project and Site Managers and copies stored in public locations such as amenities, site office, first aid rooms and on the Construction Workplace Safety Plan.
Materials Recycle Plan (WHSQEF 3.03.8)
All waste will be managed in accordance with the objectives and targets established by Integral Construction Pty Ltd. The Materials Recycle Plan will be implemented on larger projects with a value greater than $10M and where required by Client or their representative. The recycle program may be undertaken on site by Integral Construction Pty Ltd or the services of an Environmental Waste Management Contractor be engaged. Waste containers, skip bins or building materials must be stored within the construction site and not on road or footpath.

High standards of waste management will be ensured by:
- Ordering only the required quantities of materials
- Separating recyclable from non-recyclable waste
- Ensuring that the correct waste containers are used by all site personnel

Contractor Works Environmental Review (WHSQEF 3.03.9)
Integral Construction Pty Ltd has adopted the principles of the Australian Standard for Environmental Management. A regular review of subcontractor activities that impact on the environment will be undertaken by Project Managers at relevant times throughout designated project. The review will encompass all trades who perform works a Project where aspects of Subcontractors’ work activities may impact on the environment. This form is trade specific and can be applied as each particular trade commences on site. The review should ideally be performed once the contractor is fully established on site and working. The review in most cases will only be required once. For trades who are working on site for longer periods, the Project Manager will conduct a minimum of two reviews of environmental performance.

Review of environmental activities at each site will include the following as a general guide:

Procedures for Sediment Control

- Implement the Sediment Control Plan for the site
- Regularly check and clean silt from behind silt fences and barriers if required
- All vehicles to remain on clean all weather surfaces within the site
- Minimise water use for cleaning
- Install appropriate silt fences and other sediment control structures
- Ensure sediment controls are in place before starting clearing and excavation activities
- Minimise clearing of vegetation
- Fence off no-go areas to minimise disturbance
- Stockpile materials only in designated areas behind sediment fences
- Limit vehicle entry points and lay geotextile and blue metal to stabilize vehicle access ways
- Sweep roads free of dirt each day
- Do not disturb the nature strip between the site and the roadway

Procedures for protection of fauna, flora and cultural heritage
Project and Site Managers will address the following issues pertaining to fauna, flora and cultural heritage:
- Protection of trees during construction
- Ensure soil or other materials are not stockpiled under the canopy of a protected tree as designated by Integral Construction Pty Ltd or the local council
- Ensure site amenities such as sheds and material storage areas are not sited underneath tree canopies or in a position to disturb neighbours.
- Identify and protect heritage items present on site.
- Implement the site Construction Materials Recycle Plan (WHSQEF 3.03.8).

**Procedures for Hazardous Substance Management to reduce impacts on the Environment**

Hazardous substances will be managed in accordance with this guide and Project Managers and Site Managers will review the following issues during the course of construction:

- Minimising chemicals stored on site
- Make staff aware of emergency phone numbers (such as the Fire Brigade) to use in the case of a large spill
- Keep Material Safety Data Sheets (MSDSs) on site at all times
- Keep clearly marked booms and/or absorbent material on site to contain spills if they occur
- If a spill occurs, stop the source, contain it, clean up in accordance with MSDSs and notify relevant authorities

**Procedures for Reduction of Emissions to Air**

Project and Site Managers will reduce as far as practicable emissions to air from the construction works. Controls may include:

- Damp down dusty areas as required
- Prohibiting burn off any waste products or off cuts

Integral Construction Pty Ltd considers noise as an environmental issue as much as a WHS issue. Project and Site Managers are required to ensure that noise is managed in such a way that it does have an impact on neighbours or members of the public.

Controls of environmental noise emissions may include:

- Limiting hours of operations to suit council requirements listed in consent conditions
- Using noise suppressors on machinery
- Prohibiting loud radios where neighbours can be disturbed
- Taking appropriate care when using construction equipment adjacent to buildings
- Advising the adjoining neighbours of the work at least one week prior to commencement, including hours of work
- Ensuring site amenities such as sheds and material storage areas are not sited underneath tree canopies or in a position to disturb neighbours.

**Procedures for Monitoring and Review of Site OHS Performance**

A systematic process of monitoring will be used to manage the implementation and verification of the project Safety and Health management system using pre-planned inspections and audits.

**Planned daily/weekly construction site inspections and safety walks**

A formal inspection / safety walk of the construction site will be completed daily and weekly by the Integral Construction Pty Ltd Project / Site Manager / WHSO and relevant Subcontractors or their WHS Representatives will complete a formal inspection / safety walk of the construction site daily to ensure that the general site conditions are safe to work in and any changed conditions are noted. This inspection will be recorded using the Daily Site Diary and Weekly OHSE Inspection Checklist. All unsafe conditions will be rectified before work is allowed to commence in the area. Unplanned changes to the
work environment that may impact on a particular activity will be communicated to those involved immediately. Planned changes to work conditions or environment will be communicated at the work groups’ daily pre-start meetings.

Non-compliances will be recorded and the persons responsible to close out the action will be notified, once the action is closed out and dated, the inspection will be forwarded to the safety team to be logged on the hazard register.

Positive findings and observed improvement should all be noted and made the subject of positive feedback to those involved or responsible, especially at employee level.

The daily diary shall be frequently reviewed to ensure that it reflects the type of work taking place, the types of hazard that are present and the level of complexity of the work. Completion of daily, weekly and monthly inspections will be one of the ‘targets’ which shall form part of the Personal safety and health Key Performance Indicators that are assessed monthly against site documentation.

Personal safety and health Key Performance Indicators will be established for all project personnel, which will include set targets for an individual to achieve over a set period:

- Attend site communications
- Identify hazards
- Present toolbox talks
- Weekly WHS report to Integral Construction Pty Ltd
- Conduct weekly Site Inspections
- Conduct monthly Senior Manager Audit

**Personal key performance indicators**

<table>
<thead>
<tr>
<th>Key performance indicator</th>
<th>Snr Mgr</th>
<th>Proj Mger</th>
<th>Site Mgr</th>
<th>Foreman</th>
<th>Subcontractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend WHS Committee</td>
<td>3 monthly</td>
<td>Monthly</td>
<td>When held</td>
<td>When held</td>
<td>Attends</td>
</tr>
<tr>
<td>Identify hazards</td>
<td>Weekly</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
<td>Weekly site walk</td>
</tr>
<tr>
<td>Present toolbox talks</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Attends</td>
<td>Daily</td>
</tr>
<tr>
<td>Weekly WHS report to Integral Construction Pty Ltd</td>
<td>NA</td>
<td>NA</td>
<td>Weekly</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Conduct weekly Site Inspections</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Weekly</td>
<td>Attends</td>
</tr>
<tr>
<td>Conduct monthly Senior Manager Audit</td>
<td>Quarterly</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Monthly</td>
<td>Attends</td>
</tr>
</tbody>
</table>

**Monthly project Inspections**
The Project Manager, Site Manager or Safety Officer will conduct monthly site inspections using the WHSE Weekly Site Inspection Tool. This will provide interim feedback to the project management team on the awareness, compliance and effectiveness, of the required controls for a given range of activities and enable them to allocate resources to address system failures at the earliest opportunity. The inspection will be documented and when hazards are closed out will be logged on the hazard register.

**Project safety audits**
The project will be subject to a continual process of structured safety auditing throughout the life of the project. The audit protocol will include both System and Process compliance to be conducted as either: Internal audits conducted by site or project-related personnel; or Safety Management Audits carried out by Integral Construction Pty Ltd; or External audits conducted by third party organisations at the request of either the project or the Client.
A schedule of audits will be maintained and updated by Integral Construction Pty Ltd in accordance with the changing phases of the project.

Task observations
Task observations will be conducted by Integral Construction Pty Ltd Site Supervisors in accordance with the procedure. These observations will be carried out to ensure the compliance and effectiveness of the Work Method Statements supplied and signed off by contractors and their workers.

Other periodic monitoring
Further safety monitoring that shall be periodically undertaken by Integral Construction Pty Ltd includes:
- Material handling and storage
- Inspection and measuring equipment calibration
- Induction process
- The project office
- The design and engineering process
- Other project-related activities such as procurement and haulage
- Security
- Emergency Response Preparedness
- Sub-contractor organisations either prior to, or following, the award of a contract for the provision of services on site.

Maintenance, inspection, testing and modifications
The project will implement procedures to ensure that the maintenance, inspection and testing of plant and equipment is conducted in accordance with an appropriate schedule. These procedures will encompass:
- Mobile Plant and Equipment
- Portable electrical equipment Fixed electrical equipment
- Rigging and lifting equipment
- Ladders
- Elevated work platforms
- Test and calibration equipment
- Fire fighting equipment
- Medical / First Aid equipment
- A record will be kept for all maintenance, inspection and testing activities carried out.

Strategy Actions
The project's key objectives and targets together with strategic action targets will be monitored by Integral Construction Pty Ltd monthly to ensure the project is achieving the performance standards set out in the Company WHS management system manual.
**Incident and Non-Conformance Management**

**Subcontractor Non-conformances (WHSQEF 9.02.3)**

Corrective Action Requests (CARS) document any incidents and non-conformances that require corrective action or notification for rectification of work process, repairs, or replacement of plant. Corrective Action Requests will be recorded on the Incident and Corrective action Register.

A Corrective Action Request Notice shall be issued to any subcontractor who is observed performing unsafe acts, or breaching the policies, risk assessments or safe operating procedures established and practiced by Integral Construction Pty Ltd.

A copy of the notice shall be given to the subcontractor and original will be kept on file. The Subcontractor will be required to demonstrate compliance with the notice in a timely manner and once remedial action is taken, note the actions in writing and return the signed document to the Site Manager or Project Manager for close out of the action. Where there are multiple beach notices given to the subcontractor, that person will be required to meet with the relevant Project Manager and Senior Manager and show cause why their contract should not be terminated.

**Integral Construction Personnel Non-conformances (WHSQEF 9.02.3)**

Workers who are found to breach safety rules, policies, risk assessments or safe operating procedures will be handed a Corrective Action Request Notice. The original will be kept on the workers personnel file. Where continued breaches are observed, the directors and responsible Project Managers will attend a meeting with the worker to assess actions to be taken to rectify the breach.

Such actions may include:

- Counselling
- Training
- Re-training
- Disciplinary action

Non-conformance procedures will be discussed at all meetings to highlight issues and ensure that all contractors and workers are aware of policies and procedures.

**WHSQE Incident Register (WHSQEF 9.03.1)**

The Administration Officer will distribute the WHSQE Incident Non-conformance Register to all relevant Project Managers within the business and report status to workers and subcontractors via WHS or site meetings. The Site Manager and Project Manager will investigate all near misses, first aid injuries, minor injuries and Lost Time Injuries and initiate corrective actions that may include:

- Completing a Corrective Action Request.
- Directing the subcontractor or worker to take action to rectify or remedy the issue.
- Reassessing the suitability of the subcontractor or worker.
- Recommending actions about the subcontractor or worker to Senior Managers.

Senior management will discuss all incidents and develop future actions. Senior Management will communicate changes to policy and procedure arising from this investigation process to all workers at site meetings.

**Monthly Project Audit (WHSQEF 5.06.1)**

Project Managers will conduct a documented Project Audit of each site throughout the life of the project and report to Directors of outcomes including corrective actions and repeated non-conformances of subcontractors and workers.
The audit protocol will include both System and Process compliance to be conducted as either:
Internal audits conducted by site or project-related personnel; or Safety Management Audits carried out
by head office; or External audits conducted by third party organisations at the request of either the
project or the Client.

The report will be discussed with Site Managers and other relevant personnel at Site Meetings.
Corrective actions will be monitored by the Project Manager with Site Manager and closed out once
rectification has been confirmed.

Monthly Project audits will be reported to Directors for review and feedback

**Quarterly Senior Manager Project Audit (WHSQEF 5.06.1)**
Senior Managers will conduct a documented quarterly Project Audit of each site throughout the life of
the project and report to Directors of outcomes including corrective actions and repeated non-
conformances of subcontractors and workers.

Responsibilities for conduct of inspections and audits at Integral Construction Pty Ltd workplaces are
expressed in the following matrix:

**Inspection and Audit Management Responsibilities Matrix**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Contractor</th>
<th>Worker</th>
<th>OHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Senior Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily safety walks</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Weekly site inspections</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Quarterly senior mgt audits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Annual workplace audit</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Six monthly surveillance audits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>$</td>
<td>$</td>
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<tr>
<td>Review of weekly site inspection</td>
<td>$</td>
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<td>$</td>
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<tr>
<td>Feedback to contractors on outcomes of weekly site inspection</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Feedback to workers on outcomes of weekly site inspection</td>
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<td>$</td>
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<td>$</td>
<td>$</td>
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<tr>
<td>Review of monthly project audit</td>
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<td>$</td>
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<td>$</td>
<td>$</td>
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<tr>
<td>Feedback to contractors on outcomes of monthly audit</td>
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<tr>
<td>Feedback to workers on outcomes of monthly audit</td>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Review of WHS Annual audit</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Feedback to WHSO on corrective actions to be undertaken</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Implementation of agreed actions from WHSO audit</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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</tr>
</tbody>
</table>
WHSQEG 4.0 Consultation and Communication

Integral Construction Pty Ltd recognises that it has a duty to provide avenues for consultation and communication between all levels in the organisation. Workplace consultation will be provided through:

- Facilitating elections of Workplace Health, Safety and Environment (WHS&E) representatives
- Establishing a Workplace Health, Safety and Environment Committee
- Ensuring a process in which Integral Construction, through its Project Managers and workers, identify and resolve issues affecting, or that may affect, the environment and WHS of persons at work
- Establishing systems for consultation at its projects with subcontractors and their workers

Related Forms & Documents

3.01.1 Contractor, Supplier and Consultant Evaluation Form
3.03.1 Construction Safety Plan
4.02.1 WHSE Committee Meeting Minutes
4.02.2 Toolbox Meeting Minutes
4.02.3 WHSO Appointment Notification
4.02.4 WHSR Notice of Election (Form 11)
4.03.1 WHSO Annual Inspection
4.03.2 Weekly KPI Report to Executive
4.03.3 Quarterly KPI Report to Board

Responsibilities

Directors
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers
Are responsible for ensuring that:

- This procedure is implemented in their area of responsibility and accountability.
- Training is available to those workers who are elected as WHS Representatives.
- Currency of WHSO and WHSR certification and re-certification requirements is maintained
- Ensure that issues put forward by the WHS&E Committee are dealt with in a timely manner.

Project Managers
Are responsible for ensuring that:

- Advice is provided as necessary in relation to WHS&E issues, including legislative interpretation and compliance and advice on relevant quality assurance standards.
- Minutes of WHSE Committee meetings, where held, are recorded and Directors receive reports to ensure compliance with legislation, standards, Codes of Practice and company policies and procedures.
- Issues raised by the Workplace Health, Safety and Environment Committee or at daily pre-start or toolbox meetings are acted upon in a timely manner; resolutions are transparent and approved by the Directors.
Site Managers / Site Supervisors
Will:

- Ensure that actions proposed by the WHSE Committee (where held) that are accepted by senior management are supported and actioned.
- Ensure that toolbox and pre-start meetings are held with Integral Construction Pty Ltd workers and subcontractors and a record is made of the meeting outcomes.
- Ensure that minutes of any meeting held are passed onto the Project Manager for comment.

WHS Representative WHSR (elected position)
- Has a number of responsibilities and these are outlined below.
- In addition, WHSR’s are required to meet the WHS responsibilities of workers.

WHS Officer WHSO (appointed position)
- Has a number of responsibilities and these are outlined below.
- In addition, WHSO’s are required to meet the WHS responsibilities of workers.

Workers
Will assist the WHSO, WHSR and WHS&E Committee in the performance of their roles.

Responsibilities for consultation and communication are expressed in the following matrix:

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Contractor</th>
<th>Worker</th>
<th>CHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Director/s/Senior Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment of WHSO</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Facilitate election of WHS Representatives</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Conduct of WHS Committee Meetings</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Write up and distribute minutes to committee members, contractors, project team and executive</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Feedback to Project staff on corrective actions to be undertaken</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Monitor and update OHS Noticeboard</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
</tr>
</tbody>
</table>

WHSQEG 4.01 Legislative Requirements
While the Integral Construction Pty Ltd workforce numbers are well below the Queensland legislative standard for appointment of a Workplace Health and Safety Officer (WHSO). The Company takes its consultative obligations very seriously and several senior, middle and line managers are qualified WHSO’s.
Where a construction workplace will have more than 30 workers in a 24 hour period the Company will appoint a WHSO for the project internally or through subcontract arrangements. Where a construction workplace will not have 30 workers on site in a 24 hour period, the Project and Site Managers will be responsible for the daily WHS management of the Project site.

Consultation with workers will take place with daily pre-start and subcontractor toolbox meetings, and weekly contractor meetings; and where a WHSO is appointed at the project, a WHS Committee meeting at a minimum of 3 monthly intervals.

*The Employers Responsibilities to WHSO*

Responsibilities to help WHSO (WHS Act 1995 Qld)

The Employer:

- Must display a notice in a prominent position, of the identity of a WHSO within 5 days of appointment.
- Must ensure that the person appointed is a qualified person under S57 of the WHS Regulations 2008.
- Must provide information in the employer’s possession about risks to the WHS of workers and other persons from workplaces, workplace activities to the WHSO.
- Must include the WHSO at any interview about WHS between the employer and a worker if the worker agrees.
- Must consult the WHSO on any proposed change to the workplace that affects, or may affect WHS at the workplace.
- Must help the WHSO to seek appropriate advice on issues that affect, or may affect, WHS.
- Must instruct the WHSO on action to be taken to ensure health and safety at the workplace.
- Must allow the WHSO to conduct workplace inspections and assessments during normal working hours.
- Must provide resources to the WHSO to allow the officer to exercise his or her functions as prescribed under the WHS Act 1995 Qld.
- Must take appropriate action to rectify any identified unsafe WHS conditions and practices.
- Must take all reasonable steps to ensure the WHSO performs their function under S96A of the WHS Act 1995 Qld.
- Must keep anything given to the employer by the WHSO under S96A for five years after it is given.
- The appointment of a WHSO, or act or omission by a WHSO, does not diminish the employer’s obligations for health and safety (S98).

*Integral Construction Pty Ltd’s responsibilities to WHSR*

Responsibilities to help WHS Representative (WHSR) (WHS Act 1995 Qld)

Integral Construction recognises its responsibility as the Employer and that it:

- Must consult with a WHSR on any proposed change to the workplace, or plant or substances that affects, or may affect WHS at the workplace.
- Must permit the WHSR to conduct workplace inspections allowed under S81(2) – (Inspections may be conducted at weekly intervals or other intervals negotiated between Senior Managers and workers) of the WHS Act 1995 Qld or any negotiated agreement during normal working hours.
- Must not obstruct access by a WHSR to training for the representative agreed under S70(1)(c) of the Act.
Must tell the WHSR about the following things, as soon as practicable after the things come to the Company’s attention, if they are within the representatives area of representation:

- Any workplace incident happening at the workplace.
- Any proposed changes to the workplace, or plant or substances used that the workplace that affect, or may affect, the health and safety of persons at the workplace.
- The presence of an inspector at the workplace if the representative is at the workplace.
- A notice given by an inspector about a matter.
- Must display a notice advising the identity of the WHSR within 5 days of election.
- Must tell new workers about the identity of the WHSR.
- Must allow the representative to exercise his or her entitlements during normal work hours.
- The appointment of a WHSR, or act or omission by a WHSR, does not diminish Integral Construction’s obligations for health and safety (s98).

WHS Officer

Section 96 of the WHS Act 1995 Qld and WHS Regulations 2008 prescribes the WHS Officer’s (WHSO) role:

- Conduct of workplace assessments;
- Giving advice to the employer on health and safety hazards or unsafe health and safety conditions or practices;
- Taking part as a member of the WHS committee;
- Compiling reports and statistical data for management on WHSQE as required; and
- Maintaining the records of meetings of the WHS committee.
- To tell the employer about the overall state of health and safety at the workplace.
- To conduct inspections at the workplace to identify any hazards and unsafe or unsatisfactory WHS conditions and practices.
- To report to the employer any hazards or unsafe or unsatisfactory WHS conditions and practices identified during inspections.
- To establish appropriate educational programs in health and safety.
- To investigate or assist in the investigation of all workplace incidents at the workplace.
- To help inspectors in the performance of the Inspector’s duties;
- If any workplace incident or immediate risk to WHS happens – to report the incident or risk to the employer.

Assessment functions (S96a)

The WHSO also has an additional function under the WHS Act 1995 Qld of conducting an assessment of the workplace. The assessment must be at least annually or at other specified intervals as agreed to by the WHS Committee.

Requirements placed on WHSO for the conduct and recording of the assessment & notifying results:

- To identify any hazards or unsafe or unsatisfactory WHS conditions and practices; and
- Use assessment criteria approved by the Chief Executive (Division of WHS or WHS criteria agreed to by the WHS Committee.
- The WHSO must record:
- The results of the assessment;
- Actions recommended are taken to rectify hazards, and unsafe or unsatisfactory WHS conditions and practices, identified in the assessment.

The WHSO must give a copy of the matters recorded in the assessment to each of the following:

- The WHS Committee;
The employer

Note: a copy of the approved assessment form is contained in WHSQEF 4.03.1

WHS Representative (WHSR)

Entitlements of a WHSR (WHS Act S81)

- Inspect the workplace, or part of the workplace, within the representative’s area of representation.
- To be told by the representative’s employer of any workplace incident happening at the workplace.
- Be present at an interview between management and workers involved in a WHS incident.
- To review circumstances surrounding workplace incidents.
- To advise the employer of the results of the review and to make recommendations arising out of the review.
- To be consulted by the employer on any proposed changes to the workplace, plant or substances used at the workplace, that affects, or may affect, the health and safety of persons at the workplace.
- To help in the resolution of WHS issues.
- To be told by the employer of the presence of an Inspector at the workplace if the representative is at the workplace.
- To report orally or in the approved form (WHSQEF 5.02.4 Hazard Report Form 4) to the employer or WHS Officer an issue that, in the WHSR’S opinion may affect health and safety at the workplace.
- To seek the employer’s cooperation in remedying the issue and if the issue is not remedied to the representative’s satisfaction, to report the issue to an Inspector.
- To report orally, or on the approved Hazard Report Form 4, to an Inspector an issue that:
  - Has been reported previously to the employer or WHSO; and
  - Has not been dealt with satisfactorily or remedied within a reasonable time frame.
- To ask the employer to established a WHS Committee for the workplace.
- To be a member of the WHSE Committee.
- To attend a training course prescribed under a regulation, and refresher courses for the training course, and to have all reasonable costs of the representative’s attendance at the courses, including course fees and the representative’s usual remuneration, met by the employer; and
- For a qualified workplace health and safety representative—to give a person in the representative’s area of representation a provisional improvement notice.

Integral Construction Pty Ltd acknowledges the right of a workplace health and safety representative to exercise the representative’s entitlements during the representative’s ordinary working hours..

Election of a WHSR

- The term of a worker elected as a WHSR is for 2 years from the day the worker is elected.
- A WHSR may be re-elected.
- A worker ceases to be a WHSR if the worker resigns as WHSR or stops being a worker at the workplace.

WHSQEG 4.02 Committees and Meetings

Purpose
To ensure that WHS and Environment Committees are established and members receive appropriate tools and skill to perform their roles in a manner that is conducive to best practice.
Responsibilities

Directors
Shall ensure that WHS issues are included as a standard agenda item at all meetings of management and workers.

Senior / Project Managers
- Will ensure that WHSE Committees, when established, are allocated time for meetings and to conduct workplace inspections on a regular basis
- Ensure that the WHS Committee meets every three months as a legislative minimum
- Ensure that all legislative requirements pertaining to the establishment and functions of WHS Committee are met
- Nominated Managers will attend WHS Committee
- Provide a report to WHS Committee on status of WHS at the workplace and report on results of monthly audits.

Site Managers
- Will ensure that WHSE Committees are allocated time for meetings and to conduct workplace inspections on a regular basis.
- Will attend all meetings and forward minutes of it to Project Manager for actioning.

WHSO
- Will attend all WHSE Committee meetings and assist in its enquiries into WHS matters.
- Provide the Committee with updates on incidents, hazards, corrective actions, hazard alerts and provide all related documents to the committee for review.

WHSR
Where elected will attend all WHS Committee meetings, Tool Box meetings and assist in enquiries into WHSE matters.

WHSE Committee Members
- Will hold meetings as scheduled under the WHS Act 1995 or as per Project requirements.
- Will use the issue resolution procedures WHSQEG 4.03 where issues arise within the committee.

Workers
Workers will attend all Tool Box Meetings and notify Site Manager of any health and safety or environmental issues that have arise and not previously reported. Workers will use the issue resolution procedures whsqeg4.03 where issues arise within the committee.

Procedures (WHS Act 1995 Qld)
Integral Construction Pty Ltd will establish a WHSE Committee at its projects where there are 30 or more persons working at the project in a 24 hour period. At this point a WHSO will be appointed for the project and the committee will be established in accordance with the following directions.

Composition of the Committee
- WH&S Committee shall consist of at least two members:
  - Members must be a minimum of WHSO & WHSR
  - Committee members must be an employer or worker at the workplace
• At least half the committee members must be workers other than workers nominated by the employer or principal contractor
• Integral Construction Pty Ltd will ensure that Senior and Line management is represented through designated management committee members who will attend all meetings.
• Meetings of the Committee may be at the times it decides. However the Committee must meet at least once every 3 months under the WHS Act.

Functions of Committees
Functions of WHS Committee are detailed in S90 of the Act. Specifically the primary function of a committee is to:
  • Assist cooperation between employer and workers in developing and carrying out measures to ensure WHS at the workplace
  • A committee may give advice or information to an employer about WHS

A Committee may seek to discharge its functions by:
  • Encouraging and maintaining, at the workplace, an active interest in WHS; and
  • Considering measures for training and educating persons at the workplace about WHS issues; and
  • Telling workers about the formulations, review and distribution of standards, rules and procedures about WHS at the workplace; and
  • Reviewing the circumstances surrounding workplace incidents referred to the committee for review; and
  • Telling the employer of the results of the review and making recommendations arising out of the review; and
  • Helping in the resolution of issues about WHS at the workplace.

The Purpose of the Committee
A successful Committee should seek to undertake the following issues:
  • Analyse and discuss incident reports
  • Analyse and discuss reports from workplace inspections
  • Analyse and discuss various workplace statistics
  • Discuss issues/complaints raised by workers
  • Evaluate and improve the effectiveness of the committee
  • Develop, monitor and continually improve workplace training
  • Actively promote WHS issues
  • Develop new policies and procedures
  • Monitor and act accordingly on all matters relating to housekeeping, fire prevention, guarding, protective equipment and violations of safety rules
  • Monitor and act accordingly on issues relating to general working conditions, such as lighting, ventilation and noise levels in the workplace
  • Monitor and act accordingly on longer-term Work Health problems

Scope of the Committee
The committee will assist in the development, implementation and review of the following:
  • Workplace health, safety and environmental policies
  • Workplace programs such as health, safety and environmental monitoring
  • Workplace WHS and environmental procedures and work practices
  • Incident reports
  • Hazard inspections
  • Emergency procedures
  • Education and training
Committee Business
Day to day issues should be resolved between the WHS Representatives and their immediate Site Managers rather than take up the time of the committee. If the issue(s) cannot be resolved in this way, only then should the committee become involved

- Management must ensure that feedback to the committee and hence to all workers is given high priority.
- Issues should not be dismissed without being considered and discussed.
- Major items for discussion should not be presented to the committee without giving them time to consider all aspects of the problem. The agenda should be given out prior to the meeting and include any submissions from the committee members relating to new business.
- Where the committee needs further information to properly discuss any issue, appoint a sub-committee consisting of the proposer and others to investigate and report back.
- Always appoint someone responsible for reporting back to the committee on any follow-up work.

Preparation and Post Meeting Activities

- Notify all members in advance to attend.
- Hold an inspection of the workplace prior to meeting and encourage other members to attend.
- Agendas for meeting should be prepared and ready prior to the meeting.
- Send Minutes from the previous meeting out well in advance.
- Post Minutes from previous meetings on notice boards and discuss during tool box talks within 7 days of the meeting being held.

Successful Committees

Plan

- Hold meetings at an agreed date and time nominated by the relevant legislated authority and/or requested by the safety committee. The predetermined date and time should not be postponed except in emergencies.
- All members should attend each meeting.
- Hold meetings during working hours and not in meal breaks.
- The meeting place should be a designated area that is suitable to hold meetings in. The area should be comfortable, clean, quiet and be easily accessible to all members of the committee.
- Each member should be provided with a chair and the seating arrangements should be conducive to stimulating conversation and discussion.
- Meetings should be conducted along generally accepted rules of order.
- Allow a margin of latitude for free and frank discussion.
- Steer away from non-safety or environmental issues.
- Information relating to new works to be commenced in the workplace should be made available.
- Check on language barrier problems and be aware of their existence.

Inform

- Committee members about various company safety policies.
- Committee members about safety standards.
- Committee members in advance, about any special topics to be discussed.
- Report on problems and formulate actions to resolve.
- Report actions back to workers using workplace notice boards and toolbox talks.
- Inform workers about committee programs and policies remembering that you are a Safety Representatives elected by fellow workers.
- Introduce and inform new members to the committee of their role in the team.
- Inform workers of any new nominations to the committee or other health and safety positions.
- About incident procedures.
- About evacuation procedures.
- About health and safety promotion.
- About new and existing training and health promotion programs.

**Meeting Minutes**
Meeting minutes are recorded and posted on noticeboards in amenities within 7 days of the meeting.

**Workplace Health and Safety Committee Constitution**

The committee will not override the direct lines of communication between management, staff or health and safety representatives.

**Function of the Committee:**

The primary function of the Committee as outlined in the WHS Act 1995, Section 90 is to assist cooperation between employer and workers in developing and carrying out measures to ensure workplace health and safety at a workplace.

Further, a Workplace Health and Safety Committee may give information and advice to an employer about workplace health and safety.

The Workplace Health and Safety Committee may seek to discharge its function by -

a) encouraging and maintaining at the workplace an active interest in workplace health and safety; and
b) considering measures for training and educating persons at the workplace about workplace health and safety issues; and
c) telling workers about the formulation, review and distribution (in appropriate languages) of standards, rules, and procedures about the workplace health and safety at the workplace; and
d) reviewing the circumstances surrounding workplace incidents referred to the committee for review; and
e) telling the employer of the results of the review and making recommendations arising out of the review; and
f) helping in the resolution of issues about workplace health and safety at the workplace.

**Representation**

Representation on the Committee will be drawn from employees and Managers. The representation shall be 50% employee elected representatives and 50% management appointed representatives. The Management Appointments shall have appropriate authority and approval levels to implement agreed Committee recommendations.

- There shall be 6 members of the committee.
- A quorum shall consist of no less than 4 members.
- The quorum must have at least 50% employee representation.

The committee will include a minimum of:

- 2 Management Appointments including the WHSO.
- 2 Elected WHS Representatives who have been elected as per the requirements of the Workplace
Health and Safety Act 1995 Qld, Sections 70 – 75.

The WHSO and designated Senior Manager will attend Committee Meetings in an ex-officio capacity to provide guidance and advice on all Safety matters. The Manager shall not take part in any decision-making processes.

Other appointments will be made as appropriate. Other persons may be invited to the meeting at the discretion of the Committee for the provision of advice, training, education or any other matter pertaining to the Committee’s business.

Additional Committee Responsibilities

The Committee is an advisory body with the general responsibility for coordinating Company and site safety activities. The committee is responsible for making recommendations to management regarding safety processes and issues.

Particular activities of the committee shall include but are not limited to
- Provision of a discussion forum for safety issues.
- Stewarding progress with and reviewing the implementation and success of the Management System.
- Communicating site and offsite safety activities to all employees.
- Making recommendations to management on WHS issues.
- Recommending changes to WHS processes and procedures.
- Conducting WHS publicity activities.

Any recommendation arising from the committee shall be made by consensus of members.

WHS Committee Responsibilities

Chairperson:
- Overseeing all operations of the committee.
- Calling special meetings of the committee.
- Conduct of the Workplace Health and Safety Committee meetings.
- Liaison with management and supervisors on committee activities.
- Invite any advisers, presenters, etc.
- Ensure the committee stays within its charter.
- Review and approve minutes of meetings.

Secretary:
- Administration of the committee activities.
- Recording of and distribution of meeting minutes.
- Management of follow up actions arising from the meeting.
- Liaison with the Chairperson and Vice Chairperson on all aspects of the committee operation.

Specific Committee Responsibilities

Senior Management Appointment
- Provide managerial advice and support to the Directors and the Committee.
- Approval of committee activities.
- Provide resources to allow the committee to effectively conduct its activities.
- Setting and approval of a committee budget if appropriate.
- Approval of committee action items to improve safety performance.
- Steward attendance of appointed and elected members of the committee.

**Workplace Health and Safety Representatives**
- Provide regular information on the activities of the Safety Committee to workgroups.
- Complete all Committee action items allocated to them within the required period.
- Assist in the development of the Committee’s action plan.
- Encourage the input from all team members into the activities of the Committee.
- Attend every Committee Meeting and take an active role in the operation of the Committee.
- Advise the Committee Secretary of items to be included in the agenda by the required time.

**Operation of the Committee**
The Committee shall determine the meeting frequency. The maximum time between meetings shall be 2 months.

**Standing Agenda for WHS Consultative Committee**
Standing agenda items shall include:
- Review of compliance with the WHS Management Plan.
- Review of outstanding action items.
- Review of Significant Incidents, investigation results and corrective actions.
- Review of incident and health, safety and environmental statistics and corrective actions taken.
- Review of inspection and assessment results.
- New or changed hazards on project
- Review of Work Method Statements
- Review of subcontractor issues

**Minutes**
The minutes of the meeting shall be circulated to all committee members within 1 week of completion of the meeting. Minutes shall be posted on all notice boards within 7 days of the meeting.

**Action Items**
Any agenda item requiring action shall have responsibilities for that action allocated at the meeting. The person allocated the action is to be notified of what the action is, why the action is necessary, and a target completion date. The committee shall review all outstanding action items at its meetings. The Senior Management Representative shall follow up action items, more than 1 month overdue, with the responsible person and a written report regarding its status circulated to all committee members. Closed action items shall be reviewed on a Bi-Annual basis to determine the effectiveness of the actions.

**Site Noticeboards**
Site noticeboards are maintained by the Site Manager. The Board will be checked daily as part of the Site Manager Safety Walk and information will be reviewed at this time.

Information to be posted on boards includes:
1. Emergency contacts
2. Emergency evacuation plan
3. WHSO for the project
4. WHS Representatives for the project (this will be updated as contractors change)
5. OHS issue, complaints and dispute resolution procedure flowchart
6. Safety alerts issued by WHS Q
7. WHS Committee Minutes and meeting times.

**Communication of Corrective Action**

Corrective actions notices will be issued for all non-conformances and worker and contractors compliance will be monitored with date of compliance noted on the OHSQE incident and non-conformance register.

Integral Construction Pty Ltd will undertake the following course of action for identified health and safety issues:

i. For minor issues the worker or subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level of safety that Integral Construction Pty Ltd expects.

ii. For major health and safety breaches of situations where there is imminent risk to a worker or other person, the worker or subcontractor will stop work and be issued with a written warning detailing the issue and controls expected. Work will restart when adequate safety controls have been implemented.

iii. For ongoing health and safety non-compliances of significant high-risk nature workers or subcontractors may be directed to cease work in accordance with a breach of their employment or commercial contract.

iv. A non-conformance notice will be issued for each non-conformance observed by the Integral Construction Pty Ltd Site Manager or Supervisor during inspections or on observations, or when advised by other workers or persons.
   a. The workers or subcontractor will be required to demonstrate how the non-conformance has been rectified and actions taken.
   b. The worker or subcontractor is required to document the actions taken and sign a non-conformance notice before handing a copy of the document to the Integral Construction Pty Ltd Site Manager or relevant Supervisor.

**WHSE Issue Resolution**

Where the committee is unable to resolve an issue, or where a worker or WHSR observes or is advised of an issue that has the potential to impact on WHS or the environment, the following procedure, WHSQEG4.03 will be used.
WHSQEG 4.03 Procedure for WHSQE Issue Resolution

This is Integral Construction Pty Ltd’s agreed procedure for dealing with Work Health and Safety and Environmental Issues and agreed by the Project Manager, Site Managers and the worker’s WHSQE Representatives.

<table>
<thead>
<tr>
<th>TASK / ACTIVITY</th>
<th>WHO</th>
<th>EXPECTED END RESULT</th>
<th>DOCUMENT / COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Safety Concern Identified and reported</td>
<td>Worker and Site Manager</td>
<td>The Hazard is reported to the Area Site Manager and/or reported using the local Hazard reporting system The safety concern is reported and discussed with the worker’s immediate Supervisor The Hazard is removed or controlled and procedure developed if required</td>
<td>Originating worker advised of action taken</td>
</tr>
<tr>
<td>2 Matter not resolved</td>
<td>Worker and WHS Rep</td>
<td>The originating worker shall advise their WHS Representative of the matter</td>
<td>WHS Committee will investigate the issue</td>
</tr>
<tr>
<td>3 Advise Supervisor</td>
<td>Worker and Supervisor</td>
<td>The Site Managers shall immediately investigate and rectify the matter without further delay The Site Managers shall provide feedback to the WHS Representative, either of action taken or why the matter cannot be resolved</td>
<td>The Site Managers shall discuss the matter with the relevant contractor or worker and report to the WHS Committee</td>
</tr>
<tr>
<td>4 Advise Project Manager</td>
<td>WHS Rep and Project Manager</td>
<td>The relevant Project Manager shall undertake an investigation of the matter and take appropriate action</td>
<td>The relevant Project Manager shall consult either jointly or separately with all parties concerned</td>
</tr>
<tr>
<td>5 If the matter is not resolved to the worker’s satisfaction and an unacceptable level of risk remains, the WHS Rep shall notify the relevant Government Authority for arbitration</td>
<td>WHS Rep</td>
<td>The relevant Project Manager or Senior Manager shall liaise with the relevant authority to facilitate an acceptable resolution</td>
<td>WHS Qld or Electrical Safety Office</td>
</tr>
</tbody>
</table>
WHSQEG 5.0 Management of WHS, Quality and Environmental Risk

This document provides guidelines for all workers to participate in the practical management of risks associated with WHS, environmental management and quality assurance. The effective management of workplace hazards is achieved through the identification of hazards in the workplace, and associated with work practices, the assessment of the associated risks and the determination and implementation of appropriate controls to ensure health and safety.

Related Documents

- 5.01.1 Pre-Purchase Risk Assessment Template
- 5.01.2 Risk Assessment Template
- 5.01.3 Manual Task Risk Assessment Template
- 5.01.4 Hazardous Substances & Dangerous Goods Risk Assessment Template
- 5.02.1 Integral Construction Pty Ltd Hazard Register - Office Environs
- 5.02.2 Integral Construction Pty Ltd Hazard Register - Projects
- 5.02.4 Hazard Report (Form 4)
- 5.03.1 Risk Assessment Register
- 5.04.1 Job Safety Analysis Register
- 5.05.1 Safe Operating Procedure Register
- 5.06.1 Monthly Project Manager Project Audit
- 5.07.1 Project Environmental Analysis
- 5.07.2 Environmental Aspects and Impacts Register

Responsibilities

**Directors shall:**
- Ensure resources are made available to implement this procedure.

**Senior Managers shall:**
- Ensure that a process and procedure for the systematic identification of hazards, and the assessment and control of associated risks, is implemented within the business and on all projects.
- Provide advice as necessary in relation to Work Health and safety and environmental issues, including legislative interpretation and compliance and advice on relevant quality assurance standards.
- Liaise with technical specialists, Government instrumentalities, industry colleagues and other service providers to ensure that all Work Health and safety and environmental issues are conducted in accordance with legal and other requirements.
- Allocate responsible person to conduct Purchase Risk Assessment for all purchases of plant where the value is greater than $10,000.00.

**Project Managers shall ensure that:**
- They conduct an Environmental and WHS Hazard Identification prior to a project commencing and ensure that the results are reflected in Sections 3 and 4 of the Construction Workplace Safety Plan.
- They assist Site Managers to maintain Risk Assessment Schedules and Environmental Aspects and Impacts Register for their area of responsibility.
- Subcontractors provide work Method Statements prior to any high risk activity commencing.
- Site Managers and/or Site Supervisors/WHSO carry out daily observations of site works.
- Assist the WHSO in performing annual workplace assessment where relevant.
- Attend all WHSQE meetings and Workplace Health, Safety and Environment Committee meetings to report developments with risk management strategies.

**Site Managers shall ensure that:**
- This procedure is implemented in their area of responsibility and accountability.
- Hazards are identified and risk assessments are completed using the appropriate forms.
- Those identified aspects that impact on the environment are monitored and treated in accordance with the Aspects and Impacts Register.
- Appropriate control measures are implemented in consultation with Workplace Health, Safety and Environment Committee and workers.
- All workers understand and adhere to agreed WHSQE work procedures.
- Take positive action to immediately stop any unsafe act observed at the workplace and consult with the relevant Project Manager if disciplinary action is required.
- Take positive action to immediately rectify any activity that has a potential for impact on the environment.
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any safety concern identified in the workplace.
- Undertake regular workplace safety/hazard inspections to maintain a high standard of housekeeping.
- Undertake regular inspections of subcontractors’ works to ensure that the quality of the project work is to the agreed Integral Construction Pty Ltd standard.

Workers and subcontractors will ensure that:

- They report any hazards or impacts on the environment associated with the workplace or the work practice to their Supervisor/Project Manager as soon as they become aware of them.
- Participate in the development of appropriate risk control measures for identified hazards to eliminate or minimise risk.
- Use control measures, as required and complying with any other action taken, which is designed to protect health and safety and the environment.

Definitions

Aspect Those activities or hazards present that may have an impact on the environment.
Hazard A thing or process that has a potential to cause illness, injury or death, environmental damage, or damage to plant and equipment.
Risk Assessment Procedure A documented, systematic approach used to identify and analyse an activity or specific WHS, quality or environmental hazard, enabling a full hazard analysis to be completed.
Risk The probability (likelihood) of damage or impact on the environment or injury, illness or death occurring from the exposure to a hazard, and likely consequences of exposure.
Risk Control The elimination or minimisation of the risk associated with the identified hazard.

WHSQEG 5.01 Hazard Management

Purpose
To ensure the systematic identification and assessment of hazards associated with the workplace and work practice is consistent, relevant and applicable to all company activities for WHS, environmental management and quality assurance.

Environmental hazards are specifically managed through a process of analysis of those aspects of the company’s work activities that may have an impact on the environment and maintaining a record of such aspects and impacts in a register at each Project location.

In addition to Risk Assessments the Company has developed procedures for conduct of Job Safety Analyses for those activities that are high risk for its employees. Safe Operating Procedures will be developed for activities that have been assessed for their risk to workers.
NOTE: Templates for conduct of Risk assessments, Job Safety Analyses and Safe Operating Procedures are located in the Forms Manual that is located on the Company Intranet.

Completed Risk Assessments, Job Safety Analyses and Safe Operating Procedures are stored in separate Manual - Hazard Management that is located on the Company Intranet.

The Risk Management Process

WHSQEG 5.02 Hazard Identification

The following procedures establish the parameters for assessment of all WHS and environmental hazards that the business, workers, the community and the environment are exposed to from Integral Construction Pty Ltd’s activities.

WHS and Environmental Hazard Analysis

The first step in assessing risk to the Company involves identification of all WHS, quality and environmental hazards specific to the Company and to each Project prior to commencement.

Managers, Project Managers or nominated persons will undertake hazard identification using two forms designed to assist in identifying and analysing the hazards present within the workplace and at project sites: WHSQEF 5.02.1 Identification Hazard Checklist and WHSQEF 5.07.1 Project Environmental Analysis.

The hazard identification will be undertaken using site drawings, client meeting minutes, site walks of the project location and review of contractor schedules to identify all hazards that are present at the site and will arise during the construction process.
Developing WHS Hazard Registers

WHS Hazard Registers will be developed for Integral Construction Pty Ltd (WHSQEF5.02.2) and for each project prior to its commencement (WHSQEF5.02.3). The register will list the nature of the hazard; its location (if applicable); the major risks and whether there is a legislative control or a full risk assessment is required.

Environmental Hazard Analysis and Registers

Integral Construction will conduct a review of those aspects of its activities that may have an impact on the environment prior to the commencement of projects. The review will be conducted using the Project Environmental Analysis, which covers four key areas:

- Identification of environmental aspects, including those associated with normal operating conditions, abnormal conditions including start-up and shut-down, and emergency situations and accidents;
- Identification of applicable legal requirements and other requirements that impact on the works;
- Examination of existing environmental management practices and procedures, including those associated with procurement and contracting activities;
- Evaluation of previous emergencies and incidents.

All aspects of project works that may have an impact on the environment and noted in the analysis will be recorded in the Project Aspects and Impacts Register, along with the chosen controls. The Register will be maintained at each project and reviewed during weekly and monthly inspections and audits.

The project Sediment Control Plan will be laminated and posted in the Site office and amenities.

Hazard Reporting

Hazards may be reported by the following means:

- Significant hazards where there is an immediate threat must be notified to Project Manager immediately verbally by phone or in person and recorded on the Hazard Report Form (WHSQEF 5.02.4).
- All other hazards may be reported verbally and recorded on the Hazard Report Form (WHSQEF 5.02.4).

Hazard Report Forms must be submitted to the Project Manager at the earliest opportunity for actioning.

WHSQEG 5.03 Assessment of Risk - Using Templates

Risk Assessment Templates

Risk Assessment Templates are available for:

- pre-purchase of plant and equipment;
- hazardous substances;
- manual tasks; and
- other hazards.

Example of Pre-purchase Risk Assessment for Angle Grinder 4.5"
Where appropriate, risk associated with some hazards should be minimised with guarding.

**Alarm systems**
Where appropriate, an effective alarm system should be provided. For instance, where moving plant may endanger any person, when plant is started and there is not a clear view of the plant from the control panel to warn people of imminent start-up.

| Attach side handle during use at all times | Not applicable | This machine does not have an alarm system |

**Release of substances**
Where plant releases any substances, which are hazardous, the risk associated with these hazards should be controlled.

| Not applicable |

**Noise**
Noise levels should not be a risk to hearing or health. If the noise levels are not/cannot be controlled at the source, a risk assessment will be carried out to determine an appropriate system to control the noise, including selection of alternative plant or equipment.

| Noise levels are dependent on the type of material |
| Minimum noise level of 108 dB |

**Modification of plant**
Any modification of plant and equipment will only take place as recommended by the manufacturer or in other documented procedures and an acceptable Australian or International Standard.

| No modifications allowed |

**Safe Operation**
Plant is used where it is capable of performing safely within the design criteria and manufacturers instructions. Also consider risks from operator fatigue, routine/repetitive tasks and misuse of plant

| See manufacturers guide for detailed instructions on safe use |
| Specific instruction for safe use in manual and to be inserted into Safe Operating Proc’ |

### Example of Manual Task Risk Assessment for lifting 20 kg bags of cement:

<table>
<thead>
<tr>
<th>Task</th>
<th>Working Postures</th>
<th>Repetition/Duration</th>
<th>Work area Design</th>
<th>Tools</th>
<th>Loads</th>
<th>Load Handling</th>
<th>Vibration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. lift bag cement from utility</td>
<td>Bending and twisting</td>
<td>Frequency of every 5 minutes for one hour</td>
<td>Ground rough</td>
<td>Wheelbarrow</td>
<td>20 kg</td>
<td>Lift by hand into wheelbarrow</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Element</th>
<th>Risk Factor</th>
<th>Cause</th>
<th>Controls</th>
<th>Action Responsibility</th>
<th>Finish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. lift bag cement from utility</td>
<td>Muscle sprain and strain</td>
<td>Bending and twisting with load</td>
<td>Use team lifts as required Limit the duration of task to 20 minute intervals Rotate workers to task</td>
<td>Site Manager</td>
<td>11/11/11</td>
</tr>
</tbody>
</table>

### Example of Hazardous Substance Risk Assessment for Ramset Chemset Injection Polyester

<table>
<thead>
<tr>
<th>Company</th>
<th>Integral Construction Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/facility</td>
<td>Caulder Park Raceway</td>
</tr>
<tr>
<td>Product Name</td>
<td>Ramset Chemset Injection Polyester</td>
</tr>
<tr>
<td>Name(s) of assessor(s)</td>
<td>Mindy Thorpe</td>
</tr>
<tr>
<td>Date of assessment</td>
<td>November 2009</td>
</tr>
<tr>
<td>Date to be reassessed</td>
<td>December 2010</td>
</tr>
</tbody>
</table>

**PRODUCT IDENTIFICATION**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Ramset Fasteners</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG Code</td>
<td>3</td>
</tr>
<tr>
<td>Hazchem code</td>
<td>3y</td>
</tr>
<tr>
<td>Packaging Group</td>
<td>III</td>
</tr>
<tr>
<td>Poisons Schedule</td>
<td>35</td>
</tr>
<tr>
<td>Un Number</td>
<td>3269</td>
</tr>
<tr>
<td>Active constituents</td>
<td>Styrene monomer Benzoyl Peroxide</td>
</tr>
</tbody>
</table>
Phthalate Phlegmatiser
Dimethyl aniline

Toxicological Data
Oral Rat LD50 6800 mg/kg

Physical State
Fluid

Physical appearance/odour/ other characteristics
Part A Grey to purple viscous fluid
Part B green paste

HAZARD IDENTIFICATION MSDS Review

Health effects (Skin/eyes/inhalation/ingestion):
Part A – animal testing indicates a carcinogenic potential in animals exposed to styrene at elevated levels. Use of this material at or below the TWA is not considered to be harmful to most workers Irritant to gastro intestinal tract.
Chemical Pneumonitis from inhalation.
Central nervous system depression – headaches, judgement impairment.
Mildly irritant to skin.
Chronic exposure (part A) may lead to dermatitis and loss of appetite.
No chronic affects noted for Part B.

Safe Handling (Compatibility, Spills, Appropriate containers, Fire fighting, Disposal):
Storage Precautions: Store on wooden pallet. Store in a cool, dry well ventilated area (15-30 Degrees C) away from sources of ignition and hot surfaces. Excessively heated drums will rupture EXPLOSIVELY. This product should be stored away from oxidising agents. Keep away from heat sources including static discharge.
Prevent spills near waterways
Wear rubber gloves and goggles in addition to respiratory protection for protection from splashes and vapours
Extinguish all ignition sources
Flammable and does represent a fire and explosion hazard
Fire fighting use foam, CO2 or dry chemical.
Dangerous decomposition – oxygen, carbon dioxide, carbon monoxide and other unidentified thermal decomposition products

Engineering Controls
Use in well ventilated area.
Extinguish all ignition sources before use.

PPE:
Organic vapour mask up to 10 x TWA Exp limit
Impervious gloves
Splash resistant goggles
Store in a well ventilated dry area away from oxidising agents.
Clean spills with non-sparking tools.
Wash hands well after use and before eating, drinking or smoking.

First Aid:
Take copy of MSDS to Doctor
Swallowed: If swallowed, do NOT induce vomiting, Give 1-2 glasses water and remove to medical treatment
Eye: Wash with copious amounts of water holding eyelids open for 15 minutes. Seek immediate medical attention.
Skin: Wet clothing before removing due to possibility of static discharge igniting vapour.
Remove contaminated clothing and wash with plenty of soap and water. If irritation occurs seek medical attention.
Inhalation: Carefully remove victim to fresh air and don’t become victim yourself. If symptoms persist seek medical advice.
Ensure eye wash stations are available

Work Environment Hazards
• What are the possible causes of exposures to people, property or the environment?
Risk of fire and explosion from vapour with flashpoint at 31°C
Workers will be using product in an area where there are not other work activities taking place. The product will be dispensed from a purpose built gun and once injected workers will move away to another area
The work area is well ventilated for two sections of the structure
The remaining two sections will require ventilation to reduce the risk of inhalation of vapours

ASSESSMENT OF RISK

Risk rising from Hazard
Swallowed: Ingestion may irritate the gastric tract causing nausea, vomiting and diarrhoea.
Eye: Eye contact may cause irritation
Skin: Skin contact may cause irritation. Skin contact may cause sensitization.
Inhaled: may cause nausea, dizziness, irritation of nose and throat and watering of eyes.
Chronic: Prolonged skin contact may cause de-fatting and skin abrasion making it susceptible to attached by chemicals. Prolonged or repeated contact may also cause eye irritation, dermatitis and oil acne.

Severity of outcome S
High
Likelihood of outcome L
Low
Relative level of risk
Low

DECISION OF ACCEPTABILITY OF RISK
Stable under normal storage conditions

CONTROL MEASURES
Control Measures Selected:
Training for workers in safe use of Product
Attend to housekeeping and remove flammable rubbish and sources of static discharge from immediate area of use.
Conducting Risk assessments

All personnel who are required to undertake risk assessments will receive training in the conduct of a risk assessment, including identification of hazards, assessment of risks, applying suitable controls in accordance with the established hierarchy of controls; and establishing a regime for monitoring and reviewing the effectiveness of the controls.

Hazard identification

The identification of hazards must be a comprehensive and systematic process and must include all aspects of the workplace and work practice. Identification can be conducted by inspections and audits using WHSQEMS tools such as Project Environmental Analysis, Hazard Registers, Site Manager WHSE Inspections, Monthly Management Audits and external audit reports.

Environmental Analysis

Those aspects of the environment that may have an impact on the environment will be analysed at the commencement of the project using Project Environmental Analysis and results recorded on the Aspects and Impacts Checklist.

Project Managers will ensure that prior to any of the following situations an appropriate risk assessment is undertaken for:

- New task being undertaken
- New plant or equipment being used
- New substance being used

Assessing the risk

To determine if a hazard exists, the nominated person (team) will complete the relevant Risk Assessment Worksheet template. The Risk Assessment Team must be familiar with the principles of Risk Management and assess all risks in accordance with the established criteria of the Australian Standard. See below for examples of the type of risk assessment template required to meet particular circumstances.

Note that a number of high risk activities are described in the Workplace Health and Safety Regulations 2008 that include work at heights, excavations, work on or near roadways, mobile plant, asbestos, tilt up panels, etc, The controls specified in the regulations must be followed at all times and used as preventative actions in risk assessments.

The risk assessment template WHSQEF 5.01.2 covers both WHS and environmental hazards. An example of filling in the form is presented below:

Example of filling in the Standard Risk Assessment Template

<table>
<thead>
<tr>
<th>Item No</th>
<th>Activity Description</th>
<th>Risk Class</th>
<th>Hazard / Risk</th>
<th>Preventative Actions (Risk Controls)</th>
<th>Action By:</th>
<th>Action When:</th>
<th>Risk Level Acceptable</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work on roof</td>
<td>P1</td>
<td>Fall &gt; 2m</td>
<td>Use edge protection installed by qualified persons</td>
<td>Site Manager</td>
<td>Immediate</td>
<td>Yes</td>
<td>C</td>
</tr>
</tbody>
</table>

All other hazards must be assessed using the standard Risk Assessment Template.
Controlling the risk

All risks assessed will have an appropriate control determined, developed and implemented in accordance with the following order of control options otherwise known as the 'Hierarchy of Controls'.

Elimination - Complete removal of the hazard;
Substitution - Replacing the hazardous plant, equipment, substance or work process with a less hazardous option;
Design / Re-design / Engineering controls include designing hazards out prior to construction, re-design of the work process or area, installing, repairing, or redesigning guards, or maintenance;
Separation of the hazard through distance or enclosure or guarding;
Administrative controls include the development of safe operating procedures, supervision, training, job rotation, or signage; and
Personal Protective Equipment (PPE) is the provision of safety footwear, goggles, hearing protection etc.
Improvement - Adjust the procedure to eliminate the risk.

In all instances, elimination is the preferred option and should be considered wherever possible (See Risk Management Code of Practice for further details)

Ongoing evaluation

Once a risk control option has been implemented, the Project Manager in consultation with the Site Manager must review effectiveness of the risk control measures implemented. Reviews will take place during weekly and monthly inspections and audits. Any hazard observed at any other time must be dealt with immediately.

A full Risk Analysis must again be undertaken if a risk control measure is determined as being ineffective as per this procedure.

When to perform a Risk Assessment

A Risk Assessment shall be performed for any job for which a procedure does not exist and the job involves a medium, high or critical risk activity, including:
- Design hazards during and post construction
- Jobs or tasks that workers have identified as risky or hazardous;
- New jobs or tasks that present unknown or unspecified hazards;
- Carrying out a task for the first time;
- Limited experience/ concerns in performing this work (new team in unfamiliar areas);
- During work, if plans or circumstances change creating new hazards;
- Task is infrequently performed;
- Where there is a number of jobs in close proximity to each other;
- Jobs involving new workers, equipment, machinery or procedures;
- Jobs that have historically presented a repeated or significant rate of injuries, illnesses, property damage, process loss or near misses;
- No written procedures exist for a complex task;
- No written isolation procedure exists;
- Existing procedures are inadequate;
- Where any permit is required (for example, confined space, high voltage, excavation, hot work);
- Jobs for which a Risk Assessment has been deemed a requirement by a Senior Manager;
- Equipment and tasks that generate an unusual hazard or high-risk activity (explosive powered tools, abrasive blasting);
- Environmental conditions change as work progresses;
- After an environmental event has occurred; or
- Where a product is imported from overseas and compliance to Australian Standards is required.

Risk assessment templates cover the following areas of hazard management:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Particulars</th>
<th>File ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Management</td>
<td>Asbestos management is to be strictly controlled in accordance with the National Code of Practice for Management of Asbestos Containing Materials (ACM) and National Code of Practice for Removal of ACM. An Asbestos Removal Checklist has been developed to assist with the management of subcontractor removal of ACM.</td>
<td>5.01.2</td>
</tr>
<tr>
<td>Confined space</td>
<td>Work in a confined space requires assessment of the specific situation, identifying standby personnel, establishing a rescue plan, provision for atmospheric monitoring and ensuring the correct equipment is available for the works. Several forms are available to assist Site Managers to ensure that confined space work is managed to eliminate or reduce risks to workers.</td>
<td>8.10.4</td>
</tr>
<tr>
<td>Design Hazards</td>
<td>Design hazards during and post construction must be considered</td>
<td>3.01.20-22</td>
</tr>
<tr>
<td>Environmental Hazards - Noise</td>
<td>A noise conservation program will be established for each workplace and noise is to be assessed using the general risk assessment template</td>
<td>5.03.4, 5.07.1</td>
</tr>
<tr>
<td>Environmental Hazards - Water</td>
<td>Earthworks, renovations, use of chemicals can each impact on the environment. The potential impacts must be identified and controlled at the commencement of the project. Construction waste and debris must not be controlled in such a way that it can impact on stormwater or trade waste drains.</td>
<td>5.01.2, 5.07.1</td>
</tr>
<tr>
<td>Excavation and Trenches</td>
<td>Risk Assessment of all excavations and trenches.</td>
<td>5.01.2, 5.02.6</td>
</tr>
<tr>
<td>Hazardous Substances and Dangerous Goods</td>
<td>Hazardous substances used on site by workers or subcontractors must work in accordance with the findings and controls specified in the current Risk Assessment for safe use of the substance.</td>
<td>5.01.4</td>
</tr>
<tr>
<td>Hot Works</td>
<td>Risk Assessment to be undertaken for hot works. A Hot Work Permit must be filled in and signed off by the Site Manager for any works where sparks or heating is a potential hazard.</td>
<td>5.01.2</td>
</tr>
<tr>
<td>Manual tasks</td>
<td>Heavy manual tasks should always be performed by mechanical means. If not, then the Manual Risk Assessment can be used for assessment of the risks involved in performing the task, training and personnel requirements.</td>
<td>5.01.3</td>
</tr>
<tr>
<td>Moving Plant – Forklifts are included in Moving Plant</td>
<td>All mobile plant must have a daily pre-start check performed. Ensure detail of all Integral Construction owned plant used on site is recorded in a register that is available for inspection. Details of maintenance / pre-start checks to be held on site. Subcontractors must supply their own records verifying that safety checks/ pre-start checks and maintenance is undertaken. Log books must be filled in during pre-start checks on plant. Plant requiring calibration must be noted in the Plant and Equipment Maintenance Schedule. Vehicle pre-start checklists will also be required for particular jobs.</td>
<td>5.01.2</td>
</tr>
<tr>
<td>Purchasing new plant / equipment</td>
<td>Use Pre-purchase Risk Assessment Template and conduct a risk assessment prior to buying or hiring the equipment. The risk assessment is brief and will assist to ensure that compliance with all relevant standards and legislation.</td>
<td>5.01.1</td>
</tr>
<tr>
<td>Work at Heights (WAH)</td>
<td>Risk assessment to be undertaken for all WAH</td>
<td>5.01.2</td>
</tr>
<tr>
<td>JSA for Work at Heights, work on Ladders or EWP</td>
<td>JSA for Work at Heights, where there is work at heights a Job Safety Analysis can be completed under the following circumstances: - For work activities that are commencing; - For works that involve high risk activities or new situation; - Where a worker has been observed working in an unsafe manner; - Where an incident has occurred, including near miss; and - To test whether a new worker can perform the task safely.</td>
<td>5.03.1-5.04.1-5.05.1-</td>
</tr>
<tr>
<td>Work process, plant</td>
<td>Use Risk Assessment Template and conduct Risk Assessment. Where hazards that are inadequately</td>
<td>5.01.2</td>
</tr>
</tbody>
</table>
Where practical, a risk assessment should be planned and prepared some time before the job is undertaken, as controls and specialised equipment may be required and organised beforehand. In this instance review of the Risk Assessment shall be conducted immediately prior to the commencement of the job/task.

Hazards may change over time. Update Risk Assessments when:

- A safety or environmental hazard that was previously overlooked or unrecognised is identified;
- An accident, near-miss or environmental incident occurs;
- Equipment, materials, environment or procedures associated with a task or job are modified; and/or
- Government regulations are introduced or amended indicating the need to re-examine a job or task and its associated safety or environmental requirements.

**Communication of the Risk Assessment**

- If practical, all employees on the job and their Supervisors should be involved in the RA.
- All people on the job shall review the RA before starting work and shall indicate their commitment to the RA via sign-off. Any Supervisor reviewing the RA shall also sign the Work Sheet as authorisation.
- Safety (Toolbox) meetings should be used to discuss the RA content with all people on the job.
- A copy of the RA(s) should be attached to the work order for on location work. It shall be kept at the workplace or site for the duration of the job for easy reference by all members of the team and for auditing purposes.
- All changes should be recorded at the end of the job. The latest copy of the RA should be available to employees, supervisors and managers.
- All hazards identified on the job shall be controlled and should be reported to the relevant Supervisor, WHSO, WHSR or Workplace Health and Safety Committee members for inclusion on the Hazard Register.
- RA(s) shall be kept up to date. The RA for a particular job should be reviewed on a regular basis to be determined by the Workplace Health and Safety Committee.
- All workers who are likely to perform the activity, use substances or be exposed to a hazard will be trained in the safe operating procedures that are the outcome of the risk assessment.

**WHSQEG 5.04 conducting a Job Safety Analysis**

Job safety analyses (JSA) check sheets have been developed for hazardous activities such as work at heights, using ladders, elevated work platforms and mobile scaffold, and excavations.

These forms will be used when a worker who is an employee of Integral Construction Pty Ltd is required to perform a new task for the first time, has not performed the task recently or after a WHS quality or environmental incident or non-conformance. The forms will be submitted to Directors for discussion at least 6 monthly intervals.

**Example of completed JSA for using stepladder to pull cable through ceiling**

<table>
<thead>
<tr>
<th>Type of Ladder used (tick box)</th>
<th>Height at which work is to be performed (tick box)</th>
<th>Are controls in place that meets compliance standards for the identified hazards?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Step Ladder ☐ Extension Ladder</td>
<td>Ladder &lt;1.8m ☑ &lt; 2m ☑ 2m ☑ Ladder &lt; 3 m ☑ Ladder &gt;1.8m ☑ &gt; 2m ☑ Ladder &gt; 3 m</td>
<td>Yes No N/A Comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity and equipment</th>
<th>Particulars</th>
<th>File ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>controlled are observed, conduct a risk assessment of the hazard and notify Project Manager of any concerns.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Unprotected open edges  | No  | Fall prevention or protection measures have been adopted. | N/A
2. Unprotected penetrations  | Yes  | Penetrations are covered, capped or barricaded. | Yes  | SM to check

**WHSQEG 5.05 Developing Safe Operating Procedures**

Safe operating procedures (SOP) are to be developed for work activities that have been risk assessed. New workers will receive training in each SOP prior to commencing tasks.

**Example of SOP for using extension ladders:**

**WHO:** Integral Construction Pty Ltd workers

**Personal Protective Equipment (PPE) Required**

- Riggers Gloves (as required)
- Approved Safety Glasses (as required)
- Safety Boots
- High visibility vests (as required)

<table>
<thead>
<tr>
<th>Job Tasks</th>
<th>Hazards and Risks</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using extension ladder for access or light tasks</td>
<td>Unprotected open edges</td>
<td>Fall prevention or protection measures have been adopted.</td>
</tr>
<tr>
<td></td>
<td>Unprotected penetrations</td>
<td>Penetrations are covered, capped or barricaded.</td>
</tr>
<tr>
<td></td>
<td>Unguarded excavations</td>
<td>Excavations have been barricaded with a system that will ensure persons are kept at a safe distance away from the structure.</td>
</tr>
<tr>
<td></td>
<td>Equipment is checked and fit for purpose</td>
<td>Daily pre-start checks carried out on all equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladder is fit for purpose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladder is rated at 120KG load</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladder is for industrial use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladder is secured or footed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ladder is set up 1:4 angle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Competent person to check 6 monthly.</td>
</tr>
</tbody>
</table>

Safe operating procedures must be reviewed where there is a change to a work procedure, new technology is introduced or after an incident.

**WHSQEG 5.06 Project Management Reviews**

As part of its commitment to maintaining the highest standards of WHS, quality and environmental management, Integral Construction Pty Ltd has developed an audit tool suitable for use at Project sites by Construction Manager/Managers, Site Managers in consultation with Subcontractors and their workers.

The tool will be used monthly and comprises an assessment of the state of WHS, quality and environment at the time of the audit. The results of the audit will be documented on the Audit Tool and presented to Directors for discussion at Board meetings. All recommended actions will be signed off by the appropriate Manager once satisfactory close out of the action has been verified.

An example of the audit tool is presented next:

<table>
<thead>
<tr>
<th>Project Name: Project Ark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time: 12.12.09 1300 hours</td>
</tr>
<tr>
<td>Present: Project Manager J Oliver, Site Manager R Standard and Subcontractors: R Tattoo, D Sling, S Earth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Satisfactory</th>
<th>Resp. for action</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company Commitment to WHS, Quality and Environment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WHSQE Management System Master Manual Approved: J Costanzo Printed: 12/04/2011
Integral Construction Uncontrolled when printed Version 2: March 2011 Page 77 of 137
WHSE and Quality Policies displayed in site office, amenities | Yes

2. Responsibility/accountability

Responsibility statements for project are current and posted on noticeboards | No | SM | 12.12.09

Roles of Site Personnel are clearly identified in Responsibility Statement | Yes

Comments

Post Staffing schedule on notice board in amenities and keep copy with induction register

5. Hazard Identification & Control

Hazards and issues raised by workers have been actioned and signed off | Yes

Subcontractor Work Method Statement Register is current | No | SM | 14.12.09

Subcontractors are working in accordance with safe work method statements | Yes

Site Managers are assessing performance of Subcontractors at least weekly and recording observations in Site Inspection Checklist | Yes | SM

Comments

SM to ensure that Register is filled in as each WMS is reviewed

WHSQEG 5.07 Environmental Analysis and Reports

Aspects of works that may impact on the environment will vary across Integral Construction Pty Ltd Project sites. Federal, State and Local Government requirements, as well as the local community may also influence management of a Project site.

Integral Construction Pty Ltd has developed a measurement tool to assists its Managers to assess all aspects of Project works that may impact on the environment. Managers will conduct an analysis of the potential environmental impacts and record results on the Project Environmental Analysis prior to a project commencing. The results of the analysis will be transferred to an Environmental Aspects and Impacts Register that will be made available to workers and others at each construction workplace.

Project Managers will prepare the Project Environmental Analysis with the Project Estimator and Site Manager. Inclusion of the Estimator will assist to ensure that there are no additional non budgeted costs to the project.

Example of Project Environmental Analysis:

<table>
<thead>
<tr>
<th>Aspects of works</th>
<th>Impact on Environment</th>
<th>Yes/No</th>
<th>Are the identified aspects controlled to prevent impacts on the environment</th>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharges to Water</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater runoff</td>
<td>Erosion of land</td>
<td>Y</td>
<td>Sediment control plan has been completed and is available on site</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undermining of works</td>
<td>Y</td>
<td>Site is isolated from stormwater system</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Siltation of stormwater systems</td>
<td>Y</td>
<td>Site drainage to be inspected at weekly intervals, or after rain and results of inspection recorded on Weekly Site Environmental Checklist</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Discuss with Site Manager</td>
</tr>
<tr>
<td>Emissions to Air</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise</td>
<td>Affect on neighbours</td>
<td>Y</td>
<td>Times of operation do not breach EPA guidelines</td>
<td>Y</td>
<td>Noise levels tested from nearest neighbour fence and found to be within daily exp limits</td>
</tr>
<tr>
<td></td>
<td>Affect on other workers</td>
<td>Y</td>
<td>Noisey areas are signed and PPE is available to workers in vicinity</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Baffles or noised reducing screens used</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Noise cannot be heard outside the site boundaries</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Plastering and sanding</td>
<td>Dust generation</td>
<td>Y</td>
<td>Use tools that have vacuum bags to collect dusts attached</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Cutting timbers and materials</td>
<td>Dust generation</td>
<td>Y</td>
<td>Use tools that have vacuum bags to collect dusts attached</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Mobile plant working on</td>
<td>Emissions of exhaust fumes</td>
<td>Y</td>
<td>Regular maintenance of plant</td>
<td>Y</td>
<td>Subcontractors pre-start checks</td>
</tr>
</tbody>
</table>
### Aspects of works

<table>
<thead>
<tr>
<th>Impact on Environment</th>
<th>Yes/No</th>
<th>Are the identified aspects controlled to prevent impacts on the environment</th>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topsoil stripping and general site preparation</td>
<td>Dust, Erosion to land, Landfill, Tree loss</td>
<td>Y Designated topsoil stockpile storage area. Topsoil is reused for revegetation works and landscape media. Designated trees have a clearly marked clear zone where stripping and stock pile activities will be strictly prohibited.</td>
<td>Y Y Y</td>
<td>See Sediment Control Plan that shows location of trees and topsoil storage areas.</td>
</tr>
<tr>
<td>Trees and shrubs to be removed from site</td>
<td>Erosion, Landfill, Habitat destruction</td>
<td>Y Trees to be mulched and waste placed back around trees marked to stay in situ. Excess mulch will be stockpiled for future use. Inspections will be carried out prior to any tree removal where there is evidence of habitat. Where habitat is identified, EPA will be notified for assistance to relocate fauna.</td>
<td>Y Y Y</td>
<td>See Sediment Control Plan for location of stockpiles. Obtain contact name of local EPA Ranger.</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>Unauthorised missions to air, or discharges to water</td>
<td>Y Additional sediment controls available for emergencies. Spill kits available and located in strategic areas and marked on Emergency Evacuation Plan. Hazardous substances and dangerous goods are stored in appropriately bunded areas and in accordance with MSDS and storage areas are noted on Emergency Evacuation Plan.</td>
<td>Y Order additional x 2 portable spill kits and keep in Site vehicles in addition to large spill kit held at Site Office.</td>
<td></td>
</tr>
</tbody>
</table>

Information gained from the Project Environmental Analysis will be used to complete the Environmental Aspects and Impacts Register. This register will be held in the site office and amenities and made available to all workers on site.

### Example of Environmental Aspect and Impact Register:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Interaction with environment</th>
<th>Impact</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel fixing</td>
<td>Excess steel and off cuts</td>
<td>Landfill</td>
<td>Recycle</td>
</tr>
<tr>
<td>Pouring concrete</td>
<td>Excess concrete</td>
<td>Landfill</td>
<td>Improve method of estimating concrete to reduce excess</td>
</tr>
<tr>
<td>Stormwater runoff</td>
<td>Siltation of stormwater systems</td>
<td>Increased risk of flooding</td>
<td>Stormwater controls to be put in place to prevent runoff in the event of rain</td>
</tr>
<tr>
<td>Clean up of paints</td>
<td>Discharge of paint waste materials</td>
<td>Drains, watercourses</td>
<td>Install a waste recycling system for paints and plaster materials that require water wash-down areas for cleaning equipment</td>
</tr>
</tbody>
</table>
WHSQEG 6.0 Provision of Information

WHSQEG 6.01 Statutory Requirements

Provision of information about health and safety, quality and environment is essential to the Integral Construction Pty Ltd integrated WHSQE management system. A method has been established to ensure that legislative requirements, manufacturers and distributors standards and information are current and displayed in the appropriate areas, disseminated to personnel and reviewed in a systematic manner. Further, the process documents a system for ensuring that visitors to the workplace and others who may be affected by workplace processes are kept informed of their rights and obligations.

This section references statutory material relied on by Integral Construction and details the processes for the documentation, storage, display, review and dissemination of health and safety documents and information.

References

Legislation

- Workplace Health and Safety Act 1995 Qld
- Workplace Health and Safety Regulations 2008 Qld
- Electrical Safety Act 2002 Qld
- Electrical Safety Regulations 2002 Qld
- Environment Protection Act 1994 Qld
- Environment Protection and Other Legislation Amendment Act (No. 2) 2008 Qld
- Environment Protection Regulations 2008 Qld
- Privacy Amendments (Private Sector) Act 2000.
- Dangerous Goods Safety Management Act 2001 Qld

Amendments to legislation is maintained through subscription to Qld Master Builders Association.

Standards

- HB 436:2004 Risk Management Guidelines
- AS 1885.1: 1990 Workplace Injury and Disease Recording Standard
- AS 3012: 2001 Electrical Installations - Construction and Demolition sites
- AS 2601-2001 Demolition of structures
- AS 2865: 1995 Confined Spaces
- A full list of Australian and International Standards is available through the Company Intranet and the SAI Global on-line subscription service.

Statutory Forms

- Form 3 Incident Report (Qld)
Codes of Practice and Guides

(Current list hyperlinked to WHS Qld)

- Abrasive Blasting 2004
- Asbestos management code (non-Queensland Government link)
- Asbestos removal code (non-Queensland Government link)
- Children and Young Workers Code of Practice 2006
- Compressed Air Recreational Diving and Recreational Snorkelling Code of Practice 2005
- Concrete Pumping Code of Practice 2005
- First Aid 2004
- Forest Harvesting 2007
- Formwork 2006
- Hazardous Substances 2003
- Manual Tasks 2010
- Mobile Crane Code of Practice 2006
- Noise 2004
- Plant Code of Practice 2005
- Prevention of Workplace Harassment 2004
- Risk Management 2007
- Rural Plant 2004
- Safe Design and Operation of Tractors Code of Practice 2005
- Scaffolding Code of Practice 2009
- Steel Construction 2004
- Tilt-Up and Pre-cast Construction Industry Code of Practice 2003
- Tower Crane Code of Practice 2006
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Tunnelling Code of Practice 2007

Guidelines

Building Code Australia
A Guide to Road Freight Transport DIR 2002
The Green Building Council Australia - Greenstar tools
Responsibilities

**Directors**
Shall provide appropriate resources to ensure that the WHSQE management system is current.

**Senior Managers**
It is the responsibility of the Senior Managers to ensure that the WHSQE Management System is current and all documentation maintained:
- Statutes and subordinate legislation
- Codes of Practice
- Industry Guidelines
- Australian (AS), New Zealand (NZS) and International Standards (ISO)
- Manufacturers’ Standards
- Visitors Information

**Project Managers**
Have a responsibility to ensure that:
- All records are kept up-to-date and that changes are approved by the Senior Managers before being implemented
- Relevant legislation, regulations, codes of practice and Australian Standards are available to all workers at the workplace
- Visitor information is current, and communicated to all visitors and others outside the workplace, who may be affected by the workplace operations

**Site Managers**
Will ensure that workers comply with relevant statutes, manufacturers’ standards, and Australian Standards.

**Workers**
Will ensure that they adhere to safe working procedures that have been developed in accordance with legislative and manufacturers’ standards.

Procedure

**Collection of information**
Integral Construction Pty Ltd maintains a subscription service that provides updates on legislative and industry best practice through the Queensland Master Builders’ Association.

**Dissemination of Information**
Provision of information to all workers, visitors and contractors shall occur through the following means:
- WHS Committee meeting minutes will be posted on Noticeboards and discussed at general Staff Meetings.
- General WHSQE Inductions and Safe Operating Procedure Training for implementation of the WHSQEMS, plant, equipment, and hazardous substances.
- Visitors information sheets / safety standards.
- All persons entering construction workplaces will undergo the ‘site induction’ or ensure that they remain in the company of a representative of the Principal Contractor at all times.

**Review**
- The legislative requirements will be kept up to date at all times through internet, or other means e.g. subscription services.
- All manufacturers’ standards will be reviewed during risk assessments and audits.
WHSQEG 6.02 Visitor Information WHS, Quality and Environmental Standards

Procedure

Visitors, suppliers and their representatives are subject to entry requirements to all Integral Construction workplaces and project sites.

The following rules apply to all visitors and suppliers when entering Integral Construction Premises:

- Visitor Register – All visitors to Integral Construction Pty Ltd premises must sign the Visitors Register on entering and exiting the workplace.

- Visitors must be accompanied by an Integral Construction Pty Ltd representative at all times when entering work areas and Project sites.

- Visitors must wear a high visibility vest, hard hat and safety shoes at all times while on Project sites.

- Visiting Contractors - must report to Reception and sign Register on entering and exiting premises.

- All Safety Management signs must be adhered to whilst on Company premises and Project sites.

- Alcohol/non-prescriptive drugs are prohibited on Project sites.

- Smoking is permissible in Designated Smoking Areas only.

- Integral Construction Pty Ltd has an active hearing conservation program in place and all visitors, and visiting contractors must ensure that their activities do not create excessive noise levels while at the site.

- Visitors and Contractors must ensure that they do not place any materials or liquids into, or allow to enter into any stormwater drains at Company premises and Project sites.

- Visitors and Contractors must report any WHS, quality or environmental incident or near miss to the Company representative responsible for their visit or works while on company premises or Project sites.

- Emergency signage is supplied at all Integral Construction premises and Project sites and visitors and Contractors are required to follow the instructions given by the responsible Company person during any emergency.
WHSQE 7.0 TRAINING

Having workers competently and adequately skilled is essential to Integral Construction Pty Ltd commitment to WHS, environmental and quality management. Training is one of the controls utilised to minimise risks associated with workplace hazards. Training will encompass organisational and project procedures, high risk and task specific activities, and emergency procedures.

Purpose
This section details the processes to:
- Identify who should be trained and what training is required;
- Determine how to deliver the training and evaluate the training;
- Conduct Integral Construction Pty Ltd and Project Site Specific Inductions
- Maintain records of Inductions and Training

Related Procedures
7.01.1 Skills Matrix
7.02.1 Training and Awareness Register
7.02.2 Integral Construction Pty Ltd Company Induction Register
7.02.3 Integral Construction Pty Ltd Company Induction Booklet
7.02.4 Integral Construction Pty Ltd Company Induction Exam
7.03.1 Integral Construction Pty Ltd Project Site Specific Induction Register
7.03.2 Integral Construction Pty Ltd Project Site Specific Induction Booklet
7.03.3 Integral Construction Pty Ltd Project Site Specific Induction Exam
7.04.1 Training Provider Register

Responsibilities
Directors will:
- Provide adequate resources to ensure that this procedure is managed in accordance with the Integral Construction Pty Ltd policies.

Senior Managers
Will:
- Ensure all workers have the appropriate skills and knowledge to perform their work without risk to the health and safety of themselves and others.
- Identify training required as control measures to minimise exposure to a risk, and provide such training.
- Review workers training needs regularly and where deficiencies are found, actions are taken to ensure that workers receive re-training.
- Ensure that all new workers and contractors receive the full Integral Construction Pty Ltd WHSQE Induction prior to commencing work at any company facility.
- Ensure that all newly promoted workers and managers receive adequate training to fulfil their responsibilities for OHS, quality and environmental management.

Project Managers
Will:
- Ensure that workers have the necessary competencies to perform work as required under the relevant legislation, regulations, codes of practice and Australian Standards.
- Provide training for Site Managers that reflects their responsibilities for WHS, quality and environmental management.
- Ensure that all workers in their area of responsibility receive the full Integral Construction Pty Ltd WHSQE Induction prior to commencing work.

**Site Managers will:**
- Ensure that workers are competent to perform the tasks allocated to them and can perform their work safely and without risk to themselves and others.
- Participate in observation of workers to assess among other things, their training and re-training needs.
- Maintain records and ensure that changes to training programs are approved by the Senior Managers before being implemented
- Conduct the Integral Construction Pty Ltd Site WHSE Induction
- Ensure that contractors have evidence of a current Construction Industry General Safety Induction prior to commencing work
- Maintain all Induction Registers

**Workers**
Will ensure that they:
- Undertake only those tasks and activities in which they have received training and are competent to perform.
- Assist management and Site Managers to assess training needs and undertake such training as required.
- Adhere to safe working procedures and in accordance with legislative and manufacturers’ standards.

**WHSQEG 7.01 WHS, Quality and Environmental Training**

**Identifying training needs**
People who should be trained include:
- Workers, Site Managers, Project Managers;
- WHSE committee members, WHS Representatives, WHSO;
- Persons responsible for purchasing items related to particular hazards, such as control equipment or PPE;
- Persons responsible for designing, scheduling, and organising the layout of work relating to particular hazards;
- Persons who have direct involvement in emergency procedures;
- Contractors, subcontractors and regular visitors to the workplace;
- Maintenance personnel; and
- Anyone else who is potentially at risk, and capable of being trained.

Training needs may be identified through requirements derived from legislative requirements, job descriptions, specific hazards, or incident and non-conformance report recommendations.

**Training Plans and Skills Matrix (WHSQEF 7.01.1)**
The training needs of all personnel, including Directors shall be documented and prioritised using the Skills Matrix WHSQEF 7.01.1.
Training Plans will be developed for each individual and will be discussed with the relevant worker during performance appraisals. Once the Plan has been confirmed, the relevant Manager will ensure that the plan is approved by the Senior Managers.

**Mandatory Training**

Senior Managers shall arrange for the mandatory training for all personnel, including senior management and Directors in accordance with the defined priorities. This training shall consist of a range of training sessions and shall be conducted for personnel and documented in the Skills Matrix.

Such training will include:
- OHS and Environmental Legislation and its application to Integral Construction Pty Ltd
- OHSQE Management System
- Risk Management
- Project OHS, quality and environmental management requirements
- Safe Operating Procedures (SOP’s)
- Safe use of hazardous Substances and MSDS
- Sediment Control Systems
- Waste Management Systems
- Emissions to air
- Maintaining integrity of product

**Mandatory Training for Positions Matrix**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Legend: M= Mandatory Requirement</th>
<th>Labour</th>
<th>CHS Representative</th>
<th>Tradeperson</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Director/s/Executive</th>
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</thead>
<tbody>
<tr>
<td>Tertiary Qualifications</td>
<td>O O O O O O O</td>
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<td>Supervisor B Certificate</td>
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<tr>
<td>Workplace Health and Safety Officer</td>
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</tr>
<tr>
<td>Workplace Health and Safety Representative</td>
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<td>Trade qualified</td>
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<tr>
<td>Fire Warden</td>
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<td>O M</td>
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</tbody>
</table>

**Safe Working Procedures - Introductory Training**

Following the authorisation of a procedure, but prior to its issue, the Appropriate Manager or nominated person shall conduct an introductory training session for all potential users of the procedure. This session shall at least cover:
- The procedure purpose and application
• The work process requirements
• Relevant legislative and other external requirements
• Any supporting documentation (eg forms, work instructions guidelines etc.)

Attendees at these sessions shall be provided with the opportunity for questions and comments, which will enable changes or improvements to be incorporated into the procedure prior to its issue. Similar sessions shall be held for any major revision or changes to procedures. Refer 4.0 Communication & Consultation.

Registers will include:
• The names of persons receiving training;
• The dates of attendance at training sessions;
• Whether the trainee successfully completed the course;
• An outline of the course content;
• The name(s) of the trainer(s) and their Accreditation Certificate number where applicable.

Subcontractor Training
All Subcontractors will be required to undertake the appropriate ‘Integral Construction Pty Ltd Site Induction and agree to work by the Construction Workplace Safety Plan. The training required of Subcontractors shall be related to their work, responsibilities and potential to affect health and safety of themselves or others. Training records will be maintained on file for the duration of the contract.

Re-Training
Re-training for all Integral Construction Pty Ltd workers and managers shall be undertaken at least every 2 years. Re-training may take place sooner should a need be identified in the performance review, or after an incident or non-conformance. All re-training conducted shall be documented in the training register.

Frequency of training may alter, depending upon identified needs, and/or changes in the workplace.

Evaluation of Training Programs
Effectiveness of the training programs will be assessed by senior management to identify any gaps in learning and provide a focus for modification of future training.

The following assessment methods are used:
• Testing knowledge through written tests, practical demonstrations, observation and group exercises;
• Obtaining feedback through meetings;
• Observing workplace behaviour and use of inspection reports; and
• Reviewing workplace incident and non-conformance records.

License and Training Register (WHSQE 7.01.2)
Details of Licenses and completed accredited training for high risk activities will be recorded on the License and Training Register.

Training Record Maintenance
All training will be recorded on WHSF 7.01.1 Skills Matrix.

Workers will be required to sign for attendance at all training sessions conducted by and on behalf of Integral Construction Pty Ltd WHSF 7.01.2.
Project Managers, under direction of the Senior Managers, shall maintain copies of training registers on local personnel files and this record will be cross-referenced with the Skills Matrix monthly. The Skill Matrix will provide an accurate statement of the training that each person has received at any particular time.

Training records for all personnel will be maintained for 7 years for all training with exception of Hazardous Substance training where records pertaining to use of toxic substances will be maintained for 30 years.

**WHSQEG 7.02 Company Specific Training**

Induction - Integral Construction Pty Ltd has a formal induction procedure. All personnel must undertake this process and records of induction will be maintained on WHSQEF 7.02.2 Company Induction Register. A copy of the Integral Construction Pty Ltd Company Induction Booklet WHSQEF 7.02.3 will be made available to each worker at induction.

The Induction includes the following information:

<table>
<thead>
<tr>
<th>An introduction to Integral Construction Pty Ltd Policies and the integrated WHS, quality and environmental management system.</th>
<th>Document Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHS and Environmental Legislation</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Consultation</td>
<td>Risk Management</td>
</tr>
<tr>
<td>Safe Work and Operating Procedures</td>
<td>Quality Assurance systems</td>
</tr>
<tr>
<td>Incident Investigation and reporting</td>
<td>Environmental Management</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>Evacuation Procedures</td>
</tr>
</tbody>
</table>

All personnel will be required to successfully complete the Company Induction Exam (WHSQEF 7.02.4) prior to commencing work.

**Delivery of Integral Construction Pty Ltd Inductions**

- A Nominated and suitably qualified person will deliver the induction.
- All inducted persons, including managers, workers, labour hire workers and permanent contractors to the Company will personally sign Integral Construction Pty Ltd Company Induction Register.
- Induction records will be kept in the appropriate file and accessible to Project Managers and Site Managers to allow them to confirm that new workers have received the Induction.
- Copy of induction exam to be held with induction records.
- All personnel who may be required to attend project sites will provide evidence that they have successfully completed General Safety Induction (Construction) prior to commencing site works.
- All personnel who will regularly attend site will undertake the site specific induction prior to commencement and a record made on the Site Specific Induction Register.

**Safe Operating Procedures** - All personnel are required to undertake specific training on following Safe Operating Procedures for their work activities.

**Environmental Management** - All personnel are required to undertake specific training on environmental management.
Emergency Preparedness - All personnel are required to undertake specific training on emergency preparedness.

**WHSQEG 7.03 Construction Workplace / Site Specific Training**

All personnel who are working at construction workplaces are required to undertake the Site Induction program. This training includes:

| 1. Introduction to Integral Construction Pty Ltd | 2. Integral Construction Pty Ltd Policies |
| 3. Scope of works | 4. Project personnel and coordination |
| 5. Project hazards and methods of control | 6. Common plant provided by Integral Construction Pty Ltd |
| 7. Specified electrical equipment and switchboards | 8. Consultation and issue resolution procedures |
| 9. Amenities and OHS Noticeboard | 10. Subcontractor management |
| 11. Emergency Response / Evacuation procedures | 12. PPE requirements |
| 15. Incident Management and Non-conformances | 16. Inspections and Audits |

**Project Induction and Training Management Responsibilities Matrix**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Contractor</th>
<th>Worker</th>
<th>OHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Director/Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of Project Induction Package</td>
<td>S</td>
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<td>S</td>
<td>S</td>
<td>P</td>
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</tr>
<tr>
<td>Conduct of Inductions</td>
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<td>P</td>
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<td>S</td>
</tr>
<tr>
<td>Review of Induction Exam/Questionnaire</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Maintaining Induction Register</td>
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<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Monitor, review and update induction information</td>
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<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
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<tr>
<td>Report on progress of inductions to Senior Management</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
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</tr>
<tr>
<td>Feedback to Project staff on corrective actions to be undertaken</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
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</tbody>
</table>

All Integral Construction Pty Ltd workers and subcontractors will undertake the Site Specific Induction and undertake the Exam prior to commencement of work.

**Delivery of Site Specific Inductions**

- Project Managers or other nominated and suitably qualified person will deliver the induction.
- All inducted persons who are employees and permanent contractors to the Company will personally sign Integral Construction Pty Ltd WHSQE Induction Register.
- All Site personnel will sign the Site Specific Induction Register on completion of Site Induction.
- Evidence of training and licenses for all high-risk activities must be sighted by the Site Manager/WHSO prior to workers commencing high risk works.
Evidence of licenses for high-risk or prescribed activities must also be sighted by the Site Manager/WHSO prior to workers who are trainees being allowed to commence work and a copy of the license attached to the induction record.

- Site induction exam will be kept with the induction register.
- Induction records will be kept in the appropriate file and accessible to Project Managers and Site Managers to allow them to confirm that new workers have received the Induction.

**Training and Licence Evidence**

Training evidence and licences are required for all high-risk work activities to be performed at any Integral Construction Pty Ltd project. This evidence must be supplied at induction to site.

Demolition and asbestos removal licenses must be made available to Integral Construction Pty Ltd for all relevant persons prior to final contract agreement.

**Requirements for all Mobile Plant**

Subcontractors will be required to provide the following documentation to the Integral Construction Pty Ltd Project Site Manager prior to obtaining approval to bring mobile plant onto the project:

1. Documented risk assessment of the specific item of mobile plant
2. Copy of front page of maintenance manual and log book for plant
3. Copy of paperwork with results of most recent service on plant
4. Test certificates for lifting gear
5. Certificate of registration of plant
6. Plant operator assessment demonstrating qualification and competency of operator for the specific item of plant

Plant will be inspected on arrival to site by Site Supervisor for Integral Construction Pty Ltd to ensure that all requirements have been met.

*NOTE: plant will not be allowed on site until these items have been attended to and assessed by the Integral Construction Pty Ltd Site Manager.*
WHSQEG 7.04 Management of Internal and External Training Providers

**Internal Training Providers**

Integral Construction Pty Ltd personnel who perform on-the-job training for workers, trainees and apprentices will be appropriately skilled and licensed to perform the functions. Such training will be recorded on the training and awareness register and detailed in log books as required.

**External Training Providers**

Training providers will vary according to the type of training required. All persons who perform training will have the prerequisite skills and experience related to the subject matter of the training program.

Where training is based on recognised state and national competencies, training provider shall provide to Integral Construction Pty Ltd evidence of accreditation such as Certificate IV in Training and Assessment or equivalent. All details of accredited training providers will be recorded in the Training Provider Register WHSQEF 7.04.1.

**Training Record Maintenance and Document Control**

Training records are maintained in accordance with the Record Maintenance Matrix WHSQEF 2.04.1.
WHSQEG 8.0 Workplace Activities

This section provides a description of procedures for several workplace activities including management of:
- Personal protective equipment,
- Manual tasks
- Plant and Equipment
- Hazardous Substance and Dangerous Goods
- Electrical Safety
- Workplace Noise
- Drugs and alcohol
- Fatigue Management
- Bullying and Harassment
- Work at Heights
- Excavations
- Confined spaces
- Hot Works

Related Procedures
3.01.11 Environment Management Plan
3.01.12 Quality Management Plan
3.01.13 Fire Ant Management Plan
3.03.1 Construction Workplace Safety Plan Template

WHSQEG 8.01 Personal Protective Equipment

Purpose
To ensure the appropriate selection, introduction, maintenance, training and use of personal protective equipment is achieved in accordance with the specific identified risks involved in either the workplace or a work practice.

Related Procedures and Document References
8.01.1 PPE Checklist
8.01.2 PPE Register

Responsibilities

Directors
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers
Will ensure that, all requirements for PPE are appropriately assessed, and where necessary, personal protective equipment is maintained and made available to all Integral Construction Pty Ltd workers.
Project Managers
Will ensure that PPE is selected, introduced (with appropriate training) and maintained in accordance with supplier instructions and is regularly inspected for faults or damage.

Site Managers
Will ensure that personnel comply with requirements for safe use of personal protective equipment.

Workers
Will ensure personal protective equipment is used on tasks, which require such, and that the equipment is properly cared for, and maintained.

Visitors and Subcontractors
Visitors and Subcontractors must comply with the same personal protective equipment requirements as Company personnel.

Procedure
Provision of PPE
Integral Construction Pty Ltd will supply PPE as required in response to an identified hazard in either the workplace or a recommendation arising from a risk assessment.

Integral Construction recognises that the provision of PPE is only determined as an acceptable control measure if other control measures designated in the Hierarchy of Controls are not appropriate or leave an unacceptable residual risk. Refer WHSQEG 5.0 Risk Management.

Identification of Need for Personal Protective Equipment
The requirement for Personal Protective Equipment (PPE) may be determined through any of the hazard identification processes detailed in WHSQEG 5.01 Risk Management.

The need for personal protective equipment may be further identified by utilising WHSQEF 8.01.1 PPE Checklist.

Purchase and Selection of PPE
- All Personal Protective Equipment (PPE) purchased must comply with the relevant legislative requirements in each State/Territory and the applicable Australian Standard.
- All PPE selected must take into account the specific hazards encountered in the workplace or work practice.
- Such equipment must also give appropriate consideration to comfort and must not restrict movement or vision or interfere with the function of other required PPE.
- Wherever possible, workers who are required to use the PPE shall be consulted in regard to selection, and where applicable, pilot trials will be established. Refer WHSQEG 4.0 Communication and Consultation

A record shall be maintained of all selected and approved PPE for each of the specific workplace(s) or work practice(s) of:
- Type/Model including Catalogue No. as applicable
- Workplace or Work Practice
- Supplier and Central Supply Source

Issue of PPE
- Personal Protective Equipment PPE will be issued in a controlled manner, with only approved PPE being available for issue
- A PPE Register of required personal protective equipment for specific work areas or work tasks is to be maintained at all locations. Refer WHSQEF 8.01.2 PPE Register
- Where possible, personal protective equipment should be issued to workers on a personal basis, with the issue recorded in the WHSQEF 8.01.2 PPE Register
- All Integral Construction Pty Ltd workers required to use personal protective equipment will be trained in its application, use and maintenance. This training is to be recorded as per WHSQEG 7.0 Training
- Workers, once trained, will be responsible for the proper care and maintenance of all PPE assigned personally to them. A nominated person in each case will maintain other general use PPE. Personal protective equipment must be kept fit for use at all times

**Use of PPE**
- All PPE is to be used in accordance with supplier instructions and as designated by procedures
- Safe Operating Procedures will detail the PPE required to be worn for each task requiring the apparatus
- Project Managers and Site Managers must ensure that personnel consistently comply with PPE requirements in specific work areas or work tasks

**Storage of PPE**
To ensure the efficiency and reliability of PPE, it is important that all PPE is stored in a manner consistent with the manufacturer’s care and storage instructions
Where PPE is assigned to personnel, they will be personally responsible for the care and maintenance of the PPE

**Inspection and Testing**
All personal protective equipment is to be regularly inspected for faults or damage. It must be repaired or replaced where required. Any damaged or faulty equipment is to be withdrawn from service and not used under any circumstances.

**Subcontractors**
All Subcontractors, or their workers and representatives, who are required to undertake tasks on Integral Construction premises or sites, shall wear applicable PPE for that task. The contractor shall provide the PPE.

**Record Maintenance**
All records resulting from this procedure shall be maintained in accordance with WHSQEG 2.04.1 Record Maintenance and Disposal Matrix.
WHSQEG 8.02 Manual Tasks

Purpose

This section outlines the requirements for managing manual handling hazards in the workplace to promote the prevention of sprain and strain injuries and to ensure that the requirements for identification, assessment and control of manual handling risks are applied in all manual handling practices.

Integral Construction Pty Ltd recognises the significant injury rate within the industry linked to Manual handling practices and has adopted procedures to eliminate or ameliorate manual handling at all its premises in the following work practices:

- Repetitive or sustained application of force
- Repetitive or sustained awkward posture where any part of the body is in an uncomfortable or unnatural position
- Repetitive or sustained movement where the same parts of the body are used repetitively to exert or apply force where the task is difficult to perform
- Exposure of operator's body or body parts to sustained vibrations from tools or machinery
- Handling of loads that are unstable, unbalanced or difficult to hold if the load can move or change suddenly, or is uneven

Related Documents

8.02.1 Manual Tasks Checklist

Responsibilities

Directors:
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers:
Will ensure:
- Manual handling hazards are identified
- Risk assessments are completed on all manual tasks
- Will schedule and conduct manual handling training, or assist an accredited Manual Handling Trainer to conduct manual handling training as required
- Workers and WHSR’s are consulted in regard to the manual handling hazards and the development of control measures

Project Managers
- Will assist workers, the WHSO, WHSR and WHS Committee to conduct Risk Assessments and inspections
- Will report any manual task hazards to the appropriate Director
- Make recommendations on plant and equipment that may be used to control the risks associated with manual tasks
Site Managers will ensure:
- All workers under their control are appropriately skilled, trained, and where required, hold the necessary licenses for the safe and efficient operation of plant and equipment
- New and transferred workers receive appropriate induction and are competent to undertake manual tasks prior to working without direct supervision
- That all staff understand and adhere to safe work procedures
- Positive action is taken immediately to stop any unsafe act observed and consult with Project Manager if disciplinary action is required
- Immediate positive, preventative and corrective action is taken, in line with the Hazard Reporting process, for any safety concern identified in the workplace

Workers are responsible for:
- Not placing themselves or others at risk of injury
- Reporting hazards associated with manual handling and consulting with senior Project Managers in relation to appropriate control measures

WHSO and WHSR are responsible for:
Assisting the WHS Committee, Project Managers and workers in the identification and assessment of manual handling and task risks
Assisting with the implementation of risk control measures associated with manual handling and tasks

Definitions
**Manual Tasks**
Manual Tasks are those workplace activities requiring the use of force exerted by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.

Procedure
**Identification**
All hazardous manual handling tasks must be identified in accordance with the Manual Tasks Code of Practice 2000 and WHSQEF 5.01.3 Manual Tasks Risk Assessment.

The person(s) undertaking the task must be consulted and the Health and Safety Representative should also be involved.

**Assessment**
- The level of risk to the person(s) involved with the task should be assessed where the level of risk is moderate or high.
- WHSQEF 8.02.1 - Manual Handling Checklist will assist in completing and documenting the assessment. The risk of an emasculatory disorder affecting an worker must be eliminated, or, if not practicable, reduced as far as practicable using the hierarchy of control.
- The task must be reassessed before any alteration is made to the objects being handled, or a change to the workplace location.
- If additional information about a manual handling task becomes available, it should also be incorporated into the assessment.

**Controls**
• Provision of information, training, or instruction in manual handling techniques must NOT be used as the sole or primary means of controlling risk unless the following ways of controlling risk are not practicable
  • Altering the workplace
  • Altering the environmental conditions, including heat, cold and vibration, where the task involving manual handling is carried out
  • Altering the systems of work used to carry out the task
  • Changing the objects used in the task involving manual handling
  • Using mechanical aids

These controls must also be assessed for their short, medium or long-term viability.

Measures developed to eliminate or control the risk shall be documented on WHSQEF 8.02.1 Manual Handling Checklist and WHSQEF 5.01.3 Manual Tasks Risk Assessment.

WHSQEG 8.03 Plant

Purpose

This section documents requirement for the registration and/or design notification of all plant operated by the organisation in accordance with or prescribed by legislation. All plant owned and operated by the organisation is subject to this procedure. All plant (including vehicles), which is hired, leased or otherwise procured and operated by a representative/worker of the organisation, is subject to confirmation that the plant is registered as required.

Integral Construction Pty Ltd is committed to ensure all plant prior to purchase/commissioning is assessed to determine compliance with legislation and relevant standards, and hazards pertaining to plant are identified and controls developed prior to purchase and commissioning.

Related Documents

8.03.1 Plant Register & Maintenance Schedule
8.03.2 Plant Daily Pre-Start Checklist

Responsibilities

Directors:
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers:
Will ensure that all plant meet local legislative requirements (i.e. where applicable registration and completion of Hazard Assessments), and competent personnel operate plant.
Project Managers will:

- Ensure that all plant used on site is recorded in the relevant company or subcontractor plant and equipment register.
- Ensure that all hire plant obtained by Integral Construction Pty Ltd has been tested by the hirer, and has
  - A current electrical test tag;
  - Compliance plate recording details of certification; and
  - Calibration test results within the last 6 months (where required).
- Review Plant Register monthly to ensure that it is current.

Site Managers will:

Ensure workers where required, hold the necessary licenses for the safe and efficient operation of plant.

Workers will:

- Only operate plant and equipment where the have the appropriate training and skills.
- Not operate mobile plant unless they hold the appropriate skills and licence.
- Conduct daily pre-starts on all mobile and other plants prior to first use
- Report any defect or maintenance issue that could affect safety or impact on the environment

Management of Plant

Integral Construction, has a responsibility to ensure that any plant provided for use in the workplace and at Project sites is safe and without risk to workers and others at or near the workplace. The following factors require consideration:

Design and construction of plant

- Ensure that plant has been designed and constructed to an acceptable Australian Standard;
- Control devices such as start/stop switches should satisfactorily perform their intended function;
- Guarding is in place where appropriate;
- Alarm systems are in place where appropriate;
- Release of harmful substances from plant is controlled;
- Noise levels are controlled; and
- Hot and cold plant has sufficient controls to ensure the worker, or persons walking past or near the plant are not affected.

Plant is positioned in the workplace so that:

- There is sufficient space for safe access to the plant for operation, cleaning, maintenance, inspection and emergency evacuation;
- It does not obstruct doorways and emergency exits;
- It rests on a suitable foundation to ensure plant is stable and secure against movement;
- Ventilation is appropriate to the nature and volume of emission from the plant;
- Any rise in the temperature of the plant is controlled through adequate ventilation or cooling; and
- Workers and others are exposed to minimum noise levels, in any event, a noise dose not greater than 85 dB(A) in any 8 hour period.

Traffic Management at Project sites to enable safe access and egress of Plant

- Local traffic management plan for each project must be established prior to mobile plant accessing site
- The traffic management plan will highlight areas for
o traffic movement,
o speed limits,
o parking or travel restrictions,
o stowage area for plant
o materials laydown

**Operation**
Plant should be used in accordance with the manufacturer’s specifications:
- design load
- control capabilities
- maintenance schedule
- replacement period

Address the risks that may result from:
- operator fatigue
- performance of routine (repetitive tasks)
- misuse of plant

**Disengaged/Stored Plant**
Plant should be disengaged or stored:
- so that it does not hinder or interfere with the operation of any other plant;
- with guards in place and operational, as a precaution against unintentional activation;
- so that it does not obstruct access; and
- so that it does not deteriorate eg become unsafe

**Plant with Moving Parts**
- Plant must not be cleaned, maintained, or repaired while it is in operation unless risks from moving parts are controlled;
- Moving parts have suitable guarding; and
- A safe system of work must be established where plant has moving parts and persons are at risk of entanglement.

**Electrical Plant and Plant Exposed to Electrical Hazards**
- Electrical plant should be isolated from the electricity supply when cleaning, maintenance or repair of the electrically powered plant is to be undertaken or by use of ‘permit to work’ systems where power cannot be isolated;
- Plant must not be used where the conditions create an electrical risk to health and safety of any person.

**Industrial Lift Trucks**
- Should be fitted with a warning device such as a reversing alarm or flashing amber light that can effectively warn people who may be at risk of injury from movement of the truck
- Used in a way which prevents or minimises risk to health and safety of the operator which may arise from systems of work and the environment in which it is used;
- Provided with protection from falling objects by falling object protective structures; and
- Equipped with lifting attachments that have been designed for the load to be lifted or moved.

**Procedure**
**Registration, Hazard Assessment and Maintenance of Plant**
- All items of plant are to be recorded on the Plant Register and maintained in accordance with manufacturers’ maintenance program.
- All manufacturers’ standards and relevant Australian Standards to be checked to ensure compliance before new plant is commissioned.
- Risk Assessment is to be completed prior to new plant being commissioned (Refer WHSQEG 5.0 Hazard Management.
- Registration Certificates and hazard assessment of Plant to be kept with Plant Register.
- Develop Safe Operating Procedure on completion of the Risk Assessment.
- Safe Operating Procedures for Plant.
- All operators to be trained and competencies evaluated prior to operating plant.
- Training to be documented as prescribed in WHSQEF 7.0 Training.
- Documented daily pre-start checks to be performed on all plant including hire plant.

**WHSQEG 8.04 Hazardous Substances**

Integral Construction is committed to ensuring Implementation of safe management practices, in regard to use of substances to minimise the risks to health and safety from exposure to chemicals and other hazardous substances.

**Purpose**

To ensure legal requirements and obligations are being met, with regards to the handling, transportation and storage of hazardous substances and dangerous goods.

**Related Forms and Documents**

- 5.01.4 Hazardous Substances & Dangerous Goods Risk Assessment Template
- 7.02.1 Training and Awareness Register
- 8.04.1 Hazardous Substances Register

**Responsibilities**

*Directors:*
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

*Senior Managers*
Will implement this procedure in their area of responsibility and accountability to ensure:

- The identification of hazardous substances and the completion of Risk Assessments
- The provision of appropriate information to workers in relation to hazardous substances
- The implementation of appropriate risk control measures in consultation with workers

*Project Managers will:*

- Ensure all new workers receive appropriate induction and are competent to undertake tasks prior to working without direct supervision
- Ensure that all staff understand and adhere to safe work procedures
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any safety concern identified in the workplace

*Site Managers will:*

- Maintain Hazardous Substance Register
• Maintain Hazardous Substance Training Register
• Take positive action to immediately stop any unsafe act observed and consult with Project Manager if disciplinary action is required

Workers Will:
• Not place themselves or others at risk of injury
• Use control measures and other actions designed to protect health and safety
• Report spillages or contamination of hazardous substances to their Project Manager, Site Manager or Health and Safety Representative as soon as they become aware of it
• Participating in the development of appropriate risk control measures for hazardous substances
• Reporting any damaged containers or labels on containers as soon as they become aware of it

Definitions
Hazardous Substances
Any substance, which has the potential to cause harm. That is any substance which is:
1. Listed by the Australian Safety Compensation Council (ASCC) formerly known as the National Health and Safety Commission (NWHSC) on the Designated Hazardous Substances List, OR
2. Determined hazardous by the manufacturer or supplier on the basis of the ASCC (NWHSC) approved criteria for the classification of hazardous substances.

Dangerous Goods
Goods, which have been classified as dangerous goods, or contain substances which have been classified as dangerous goods.

Material Safety Data Sheets (MSDS)
Information sheets that provide technical information in relation to substances.

NOTE: a product Data Sheet is not a Material Safety Data Sheet.

Procedure
Hazardous Substance Register
All hazardous substances used and stored must be identified and MSDS maintained on the WHSQEF 8.04.1 Hazardous Substances Register.

Material Safety Data Sheets (MSDS)
A copy of current MSDS shall be maintained for all substances, considered hazardous and will form part of the WHSQEF 8.04.1 Hazardous Substances Register.

All MSDS must:
• Be available to personnel who are required to use the substance.
• Identify that the substance is a designated hazardous substance.
• Be readily accessible and easily understood by those required to use them.
• Be updated at least every 5 years.
• All contracts undertaken for the supply of hazardous substances must include provision for the supply of an appropriate MSDS and include notification of any updates or changes.
• MSDS must be written in English;
• MSDS emergency contact details must state and Australian address.

Emergency Services
The Registers of all hazardous substances must be readily available for the Emergency Services. Refer WHSQEG 10.01 Emergency Response Procedure.
**Risk Assessment**
Prior to purchasing, or beginning to use any hazardous substance, a Risk Assessment must be undertaken to assess the risks involved with the handling of that substance. A record of the date of the risk assessment will be recorded on WHSQEF 8.04.1 Hazardous Substances Register.

Risk Assessments must be undertaken using the guidelines contained in the Hazardous Substance Code of Practice. The Risk Assessment must consider all sources of information and in particular:

- Information from the applicable MSDS
- The type and quantity of the hazardous substance to be used
- The storage, handling and disposal requirements for the substance
- The need for personal or environmental monitoring
- The need for medical surveillance
- Personal and environmental surveillance must be undertaken by appropriately qualified persons

**Risk Control**
Measures to eliminate or reduce risk shall be developed in line with the Hierarchy of Control Options. Refer Hazardous Substances Code of Practice 2003 and WHSQEF 8.04.2 Hazardous Substance Risk Assessment.

Control measures chosen shall be documented using WHSQEF 5.01.4 Hazardous Substance Risk Assessment. This risk assessment must be kept by the organisation for 30 years.

**Disposal**
All hazardous substances no longer required shall be disposed of in accordance with the provision outlined in the Material Safety Data Sheet (MSDS).

**Emergency Response**
Any emergency situation arising from storage or use of hazardous substances shall be addressed through the Emergency response Procedure. Refer WHSQEG 10.01 Emergency Response.

**Contractors and Subcontractors**
All hazardous substances, which may be required to be used by contractors and subcontractors shall be identified, and the Contract Site Manager shall ensure that full risk assessments have been undertaken by the contractor or subcontractor, as per this procedure.

Each subcontractor will be required to provide the necessary Material Safety Data Sheets and all safety equipment and instructions for the job being undertaken. Refer WHSQEF 3.03.1 Construction Workplace Safety Plan.

**Training**
Records of training and induction on hazardous substances will be kept for 5 years stating the date of the session, the topics dealt with, the name of the person who conducted the session, and the names of the workers who attended.

All workers required to work with potentially hazardous substances will be properly trained in their use and be aware of the potential risks. Additional training in the use of Material Safety Data Sheets (MSDS) shall also be provided. Refer WHSQEG 7.0 Training.

**Record Maintenance and Review**
All Material Safety Data Sheets (MSDS) and Registers shall be reviewed at least every 6 months.
All records shall be maintained in accordance with WHSQEG 2.04 Record Maintenance Procedure.
WHSQEG 8.05 Electrical Safety

This procedure applies to all electrical equipment either owned or operated by Integral Construction Pty Ltd, workers or a subcontractor working on the Company’s behalf.

Purpose
This section sets out the requirements for the conduct of Electrical Inspection, and testing of electrical equipment to minimise risk to health and safety, electrical safety, and to meet legislative requirements.

Please note that AS 3012 Electrical Installations at Construction and Demolition Workplaces is called up by the Electrical Safety Regulations 2002 and as such must be read as part of the legislation. Failure to follow the Standard is a breach of an obligation under the Electrical Safety Act 2002.

Related Forms and Documents
8.05.1 Specified Electrical Equipment Register

Responsibilities

Senior Managers are responsible for:
- The implementation of this procedure in their area of responsibility and accountability.
- Ensuring that electrical equipment and Residual Current Devices are tested and tagged in accordance with the Electrical Safety Regulations 2002.
- Ensuring that any person carrying out electrical testing and tagging is a competent person as identified in the Electrical Safety Regulations 2002.

Project Managers
- Ensure all workers are appropriately skilled, trained, and where required, hold the necessary licenses for the safe and efficient operation of plant and equipment.
- Ensuring that test registers are maintained in accordance with this procedure.
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any electrical safety concern identified in the workplace.

Site Managers are responsible for:
- Maintaining the WHSQEF 8.05.1 Electrical Equipment Register and the WHSQEF 8.03.1 Plant Maintenance Register.
- Ensuring that all items of specified electrical equipment are maintained in good repair during ‘Site Inspections’ and have durable tag evidence of current test by competent person (3 months).
- Removal of any identified defective equipment from use until certified as safe for use by a competent electrical person.
- Reporting any identified defective equipment to the relevant Project Manager and the WHS Committee.

Workers
- Are responsible for not placing themselves or others at risk of electrical injury.
- Reporting to the Supervisor, WHSO or WHSR, any electrical equipment or RCD’s that are defective, have not been tested, or have expired test dates on the durable tag.

Definitions (Electrical Safety Regulations 2002)

RCD’s
Are Residual Current Devices and may be portable or fixed to the main switchboard.

**Electrical Appliances**
Includes any device that consumes electricity at a voltage greater than extra low voltage and in which the electricity is converted into heat, motion, or another form of energy or is substantially changed in its electrical character. (Although a light fitting, including its bulb or tube is an appliance, the bulb or tube, taken alone, is not an appliance.

**Electrical Equipment**
Is any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire:
Used for controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra low voltage; or
Operated by electricity at a voltage greater than extra low voltage; or
That is, or that forms part of, a cathodic protection system. A cathodic protection system means a system by which a structure in contact with the ground or water is protected from electrolytic corrosion by a direct electric current flowing between the structure and an electrical conductor through the ground or water.

**Competent Person**
Person who has been identified as having the necessary training, qualification, experience or combination thereof, to enable them to inspect and test electrical equipment.

**Procedure**

**Specified Electrical Equipment**
All electrical equipment as defined in this procedure shall be electrically tested and tagged by a competent person in accordance with this procedure and the interval specified in Electrical Safety Regulations 2002 Part 5, Division 5. Records of such inspections and tests shall be maintained in WHSQEF 8.05.1 Electrical Equipment Register.

**Use of Portable electrical tools and equipment**
- Electrically powered equipment used by workers and contractors must be tested and tagged by a competent person in accordance with statutory requirements.
- RCD’s are to be installed at all switchboards including temporary site switchboards.
- Residual Circuit Devices (RCD’s) to be used for all hand held tools and movable equipment.
- All new electrically powered equipment shall be inspected and tagged prior to use.
- A licensed Electrician shall carry out maintenance and repair of electrical tools and flexible extension leads.
- Double adaptors or piggy back plugs are prohibited.

**Inspection and testing schedule**
Inspection and testing schedule shall be prepared for all registered electrical equipment (WHSQEF 8.05.1)
The schedule should nominate the month or week, which the inspection will be carried out. Notices with specific time and place for testing shall be sent to personnel 2 weeks in advance. Frequency of testing shall be in compliance with the Electrical Safety Regulations 2002.

**Equipment to be included**
The Electrical Equipment Register shall cover all cord connected electrical equipment. This shall include, but not limited to the following:
- Portable electrical tools (eg drills, saws, grinders, lamps, etc)
- Extension cords
- Portable power outlets
- Portable residual current devices
- Tea room equipment (e.g., urns, microwave ovens, refrigerators, etc)
- Office (including site office) equipment (e.g., computers, faxes, shredders, clocks, radios, etc)

**Method of testing**
Testing shall be carried out by a competent person and in accordance to the Electrical Safety Regulations 2002, Code of Practice for Electrical Work and relevant Australian Standards.

**Tagging**
Following the inspection and testing, equipment shall be tagged, with a unique identification number and include due date for the next inspection. Construction Tags to be colour coded to provide easy identification of currency of testing.

**Non-conforming equipment**
Any equipment that has failed to pass the test must not be used, and shall be appropriately tagged with 'Do not use' tag and removed from the work area. Non-conforming equipment shall be repaired or disposed of immediately.

**Work near Exposed Live Parts**
The Code of Practice 'Working near Exposed Live Parts' must be adhered to where there is a risk of workers entering the specified exclusions zones, for work near exposed live parts.
WHSQEG 8.06 Control of Workplace Noise

Purpose

To ensure that all plant and equipment and environmental noise is managed in a manner that is consistent with the Integral Construction Pty Ltd Noise Conservation Policy.

Related Documents and Procedures
8.01.1 PPE Checklist

Responsibilities

Directors:
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers:
Are responsible for ensuring that all requirements, as stated in Integral Construction Pty Ltd Noise Conservation Procedure are adhered to by all workers, visitors and contractors, and where necessary, hearing protection is maintained and made available to all relevant persons.

Project Manager will:
- Conduct risk assessments of risks associated with noise hazards.
- Oversee the maintenance of PPE stocks and register.
- Ensure all personnel who are required to wear hearing protection are instructed and trained in its safe use.

Site Managers will:
- Ensure all workers adhere to hearing protection requirements when working in noisy areas or for operation of plant and equipment where the manufacturer recommends hearing protection.
- In line with the Hazard Reporting process, take immediate corrective and preventative action for any safety concern identified in the workplace.

Workers
- Will ensure hearing protection is used on tasks which require such
- Ensure that the equipment is properly cared for and maintained.

Procedures

Noise Control
Noise emissions, whether continuous or intermittent can be a nuisance or concern to neighbouring residents and as such, must be prevented or minimised, particularly during evening and night periods.

Noise sensitive areas surrounding a project site include neighbouring residents, businesses and those workers in the existing workplace.

Noise management may require communication with neighbours to advise them of any potential noise issues and their duration which may unavoidably arise during the course of the works.
Environment Protection Authority and the relevant local government will prescribe hours of operation and those hours where noise must not be registered as a nuisance to others.

Integral Construction Pty Ltd will engage an appropriate environmental consultant as required to measure and/or monitor noise where there are concerns raised by the local community or workers.

All Integral Construction Pty Ltd workers and contractors required to work on site shall wear hearing protection while working within designated hearing protection areas as specified by the company. Any defective plant and equipment that requires noise controls must be reported to the relevant Project Manager immediately to enable rectification and or maintenance.

Provision of PPE

Integral Construction Pty Ltd accepts responsibility for the provision of Hearing Protection devices for its workers wherever it is required in response to an identified hazard in either the workplace or a work practice. The provision of hearing protection is determined as an acceptable control measure only if other control measures designated in the Hierarchy of Controls (Refer WHSQEG 5.0 Hazard Management) are not appropriate or leave an unacceptable residual risk.

PPE will not be used as the preferred control option. The use of personal protective equipment (and administrative controls), are lowest on the hierarchy of control priorities. These controls will not be relied on as the primary means of risk control until the options higher in the list of control priorities have been exhausted. (Refer to the Risk Management Code of Practice and WHSQEG 5.0 for further information)

Where personal protective equipment has been identified as one of the control measures to minimise exposure to a risk, Integral Construction Pty Ltd will ensure such PPE has been provided for its own workers. Appropriate training for personnel who will use the hearing protection will be provided prior to its use to ensure that workers receive the desired level of protection from the equipment.

Contractors are required to ensure that their workers have adequate PPE and have been trained in its correct use and maintenance.

Factors to be considered when making decisions on the suitability may include:

- The availability of the equipment;
- Whether the item can generally be used outside work;
- The need for personal fit;
- Any provisions in the relevant Industrial Award or Enterprise Bargaining Agreement regarding provision
WHSQEG 8.07 Drugs and Alcohol

Purpose

This section details the procedures and responsibilities for administering the Company policy of zero tolerance on drugs and alcohol.

Related Documents
WHSQEG 1.01.2 Drugs and Alcohol Policy

Responsibilities

Directors:
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers:
Will distribute information at tender detailing the Drugs and Alcohol Policy.

Project Managers will:
- Ensure that all staff understand and adhere to safe work procedures
- Escort and provide assistance to any worker who has been required to undertake drug and alcohol test
- Provide assistance to workers while undergoing the tests
- Liaise with counselling professionals where required
- Take positive action to immediately stop any unsafe act observed on site and consult with Senior Managers if disciplinary action is required

Workers
Will ensure they adhere to the Drugs and Alcohol Policy and ensure that they maintain a zero alcohol and drug status at work.

Definitions

Authorised Doctor means any registered medical practitioner authorised by the Company.
Drug means a Legal Drug or Illegal Drug.
Illegal Drug is any drug which it is unlawful to possess, consume or sell within the Commonwealth of Australia or in any individual state of Australia; or prescription drugs used contrary to a prescription given by a registered medical practitioner.
Impaired means being under the influence of a Drug or alcohol to the extent of being determined by an Authorised Doctor to be unfit to undertake the prescribed duties; or exceeding the Prescribed Limit.
Legal Drugs are substances that may lawfully be taken without a prescription from a registered medical practitioner; or prescription medications provided they have been prescribed by a registered medical practitioner.
Personnel include workers, contractors, consultants and visitors.
Prescribed Limits: for alcohol – the legal limit permissible for the duty required to be performed (eg. operation of a motor vehicle, heavy vehicle, forklift, etc.); or for Illegal Drugs – a level up to but not exceeding the cut-off level identified in AS/NZS 4308:2001; or
**Legal Drugs** – a level up to but not exceeding: the cut-off level identified in AS/NZS 4308:2001; or the permissible quantity if the substance were used strictly in accordance with either the manufacturer’s recommended dosage rate or the prescription given by a registered medical practitioner.

**Equipment** means any plant or equipment that is: owned and/or operated by the Company; or being used by Personnel to perform duties for the Company.

**Work Sites** relate to any premises owned or occupied by the Company.

**Drugs and Alcohol Prohibition**
Personnel must not possess or consume Illegal Drugs or alcohol; or sell or supply any Drugs or alcohol; or be impaired; whilst they are:
- on any work sites; or
- In control of any Equipment or performing work for the Company. This includes contractors performing work on and off work sites.

Without limiting the prohibition noted above, Personnel must not:
- report for work, nor remain at work if they are Impaired by Drugs or alcohol; or
- Possess, consume, sell or supply Drugs or consume alcohol in any way which might injure the company’s reputation or damage its relations with the public.

**Requirement for Testing and Assessment**
To ensure compliance with this policy, the Company will introduce a Drug and alcohol testing and assessment program.

Testing will be undertaken in accordance with relevant Australian Standards, in the following circumstances:
- Random selection – a random computer generated list of Personnel to be screened will be produced on the days(s) on which testing will be conducted. The day(s) on which testing will take place will be randomly selected. Random testing will take place all year round.
- Incident specific – all Personnel will be required to undergo testing if they are involved in any incident or accident involving actual, or the potential for, loss of life, injury to any person, or damage to property.
- Referral – where a Site Manager or Project Manager is of the reasonable opinion that any Personnel may be Impaired, the Site Manager or Project Manager may refer the Personnel for testing.

The Company will arrange testing and assessment appointment times at the earliest possible opportunity. Personnel will be stood down with pay until the results of the test and assessment are available. All test results will be assessed by an Authorised Doctor, in conjunction with taking a medical history and assessment of the affected Personnel. Personnel are required to attend the appointed testing and assessment times and to contact their Project Manager to confirm that they have attended the appointments as directed.

**Consequence of Breach**

**Refusal or falsification of a test**
- If any Personnel refuse to submit to or cooperate fully with the administration of a Drug or alcohol test or assessment, they will be counselled by the company and will be encouraged to undergo testing.
- If they continue to refuse to submit to testing without good reason then they will not be permitted to commence or continue to work and the company will arrange for them to be returned to their place of accommodation.
- Such a refusal to be tested or assessed or any attempt to falsify any Drug and/or alcohol test will result in the commencement of disciplinary action that may, depending upon the circumstances, include termination of employment or engagement.
- Test result or assessment finding of Impaired state
- A test result or assessment finding of impaired state by an Authorised Doctor will result in the commencement of the Impairment Rehabilitation Process.
- Sale, supply, possession or consumption of Illegal Drugs
- The sale, supply, possession or consumption of Illegal Drugs by Personnel while on any work sites, or in control of any equipment, or performing work for the company will result in disciplinary action. This policy includes contractors performing work for the company. Action taken by the Company may, depending upon the circumstances, include termination of employment or engagement.

Other breaches
Other breaches of the policy may, depending upon the circumstances, result in the commencement of the Impairment Rehabilitation Process and/or disciplinary action, including termination of employment or engagement.

Impairment Rehabilitation Process
Any personnel who return a test result or assessment finding of impaired state without an acceptable explanation will not be permitted to commence or continue to work and the Company will arrange for them to be returned home. Under no circumstances will such personnel be permitted to operate any equipment.

First test
A test result or assessment finding of Impaired state by an Authorised Doctor will result in the Person involved being issued with a formal warning and excluded from the workplace until an Authorised Doctor certifies that the Person is no longer Impaired and is fit to return to their prescribed duties.

Personnel temporarily excluded from the workplace under this clause may access their leave entitlements, including sick leave (if any), but will not otherwise be entitled to any payment of wages.

The Personnel involved will also be required to:
- Undertake appropriate counselling, as determined by an Authorised Doctor; and
- Undergo a follow-up test (second test) to confirm that the personnel is no longer Impaired, prior to the Authorised Doctor certifying that the Personnel is no longer Impaired and is fit to return to their prescribed duties; and
- Undergo a further follow-up test (third test) at a time to be determined by an Authorised Doctor within a 12 month period from the date of the first test.

Second test
A test result or assessment finding of impaired state by an Authorised Doctor at the second test will result in the Person involved being subject to disciplinary action which may, depending upon the circumstances, include termination of employment or engagement. A test result and assessment finding by an Authorised Doctor that the Personnel is no longer Impaired will result in the Personnel involved being allowed to return to their prescribed duties, subject to any recommendations by an Authorised Doctor.

Third test
A test result or assessment finding of impaired state by an Authorised Doctor at the third test will result in the Person involved being subject to disciplinary action which may, depending upon the circumstances, include termination of employment or engagement. A test result and assessment finding by an Authorised Doctor that the Person is not Impaired will result in the conclusion of the Impairment Rehabilitation Process.

**Other tests during Impairment Rehabilitation Process**

The commencement of an Impairment Rehabilitation Process does not in any way limit the Company’s right to refer any Personnel for testing and assessment in addition to the testing and assessment regime identified in the Impairment Rehabilitation Process. A test result or assessment finding of Impaired state by an Authorised Doctor will result in the Personnel involved being subject to disciplinary action which may, depending upon the circumstances, include termination of employment or engagement.

**Testing after completion of Impairment Rehabilitation Process**

After the successful completion of an Impairment Rehabilitation Process, Personnel will be subject to the usual testing and assessment regime.

A test result or assessment finding of Impaired state by an Authorised Doctor may, depending upon the circumstances, result in the commencement of the Impairment Rehabilitation Process in accordance with or disciplinary action, including termination of employment or engagement.

**Use of the Assistance Program**

Integral Construction Pty Ltd recommends the services of professionally trained counsellors to assist workers in the treatment of Drug and/or alcohol abuse problems. This will be the Worker Assistance Program and Worker Counselling Services provided by the Company. The names of these counselling services are to be displayed at all work sites and Personnel are encouraged to make contact to discuss such problems.

Workers experiencing problems with alcohol or Drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require disciplinary action. Workers whose job performance deteriorates may be referred to counsellors / professionals by management for diagnosis of the performance problem(s).

Participation, in itself, in a program for an alcohol/Drug problem will in no way jeopardise an worker’s job. In fact, successful treatment will be viewed positively. However, participation will not relieve an worker of the responsibility to comply with this policy.

**Company Commitment**

If requested by any of its workers, the Company will provide an assistance program comprised of:

- confidential medical services; and
- confidential counselling services.

As well as any other reasonable request for support deemed necessary to enable personnel to continue in their role with the company.

The Company will ensure that any involvement in an assistance program or any Drug and alcohol testing will be kept strictly confidential and will ensure compliance with its requirements under the Privacy Amendments (Private Sector) Act 2000.

**Training and awareness**

The Company will provide appropriate awareness education to workers on the effects of Drugs and alcohol. The Drug and Alcohol Policy (WHSQEF 1.01.2) will be provided to all Personnel at induction and Personnel must sign an acknowledgment stating that they have received a copy of the policy and
understand the requirements of the policy. The policy will also be provided to all existing workers who are required to sign an acknowledgment stating that they have received a copy of the policy and understand the requirements of the policy. Senior Managers, Project Managers, Site Managers of all business areas are responsible for ensuring adherence to the policy.

**WHSQEG 8.08 Fatigue Management**

**Purpose**

Fatigue has been recognised as a major contributing cause of incidents in the workplace, not only involving moving vehicles, but also other workers. There are many contributing factors to fatigue and Integral Construction Pty Ltd recognises that the risk of injury from fatigue can apply to all workers.

Fatigue presents as a major hazard where workers are working long hours, and/or working at night. Working irregular hours and early starting times are common work practices within the industry. The characteristics of the work activity can also contribute to fatigue and include:

- the hours worked in a day and a week
- the number and timing of breaks
- the time of day
- driving conditions
- extremes of temperature while working outdoors

Health effects that can result from working long hours are coronary heart disease and gastro-intestinal diseases. According to WHS Qld, some of the more commonly reported symptoms include:

- sleep disruption
- gastro-intestinal discomfort
- disturbances of appetite
- dizziness
- psychological symptoms such as sleepiness, persisting fatigue, anxiety, irritability, mild depression and mood disturbances

**Related Documents**

WHSQEF 1.01.5 Fatigue Management Policy

**Responsibilities**

**Directors:**

Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

**Senior Managers:**

Have a responsibility to:

- Set the strategic directions in relation to WHS performance requirements for Subcontractors who perform work for Integral Construction Pty Ltd.
- Ensure that all Subcontractors who perform work at Integral Construction Pty Ltd locations are inducted to the Company’s WHS Fatigue Management policies and safe working procedures.
- Ensure that work rostering and scheduling are developed in consultation with workers and subcontractors, and are realistic.
- Ensure that procedures are in place for dealing with excessive queuing times for delivery drivers.

**Project Managers Will:**
- Ensure that all workers are aware of the Fatigue Management policy of Integral Construction Pty Ltd during site inductions.
- Ensure that the Fatigue Management JSA is carried out regularly in the workplace.
- Ensure that delivery drivers are not forced to que for long periods and contingency plans are enacted to reduce the onset of fatigue.

**Site Managers**  
Have a responsibility to:
- Ensure that all workers are aware of the Fatigue Management policy of Integral Construction Pty Ltd during site inductions.
- Ensure that the Fatigue Management JSA is carried out regularly in the workplace.
- Ensure that delivery drivers are not forced to que for long periods and contingency plans are enacted to reduce the onset of fatigue.

**Procedures**  
Integral Construction Pty Ltd will undertake the following activities to ensure that the health and safety of our workers and subcontractors is not affected by the way we conduct our business.

**Communication Requirements and progress reports**  
There will be open and well-established communication lines including:
- informing workers of any delay that is likely to occur in materials delivery etc, and any plans that may be implemented to reduce fatigue.

**Realistic time schedules and rosters**  
Sleep deficit is evidenced by:
- difficulties in falling asleep
- being disturbed by noise during sleep
- not feeling refreshed after sleep
- greater tendency to fall asleep while at work
- more frequent naps during leisure hours
- extended sleep during days off

**Controls for fatigue include:**
- modifying sleeping behaviours
- work rostering and scheduling
- empowering workers to pull over and rest if too fatigued to continue working or drive safely
- setting realistic time schedules and rosters
- having contingency plans to address emergencies
- ongoing training

**Safe work procedures include:**
- realistic work schedules and rosters
workers’ roster and workloads will be organised to maximise the opportunity for a worker to recover from the effects or onset of fatigue
provision of adequate arrangements for rest where extended work hours are required to meet deadlines

WHSQEG 8.09 Workplace Bullying and Harassment

Purpose
Integral Construction Pty Ltd is committed to promoting courtesy, trust and respect and to a working environment that is free from workplace bullying and harassment. This organisation finds workplace bullying and harassment unacceptable and will not tolerate it under any circumstance. This section details the procedures and responsibilities for administering workplace bullying and harassment policy and procedures in our organisation.

Related Forms and Procedures
WHSQEF 1.01.4 Workplace Bullying and Harassment Policy Statement

Responsibilities

Directors
It is the responsibility of the Directors to ensure that all workers in their area of responsibility are aware of the Workplace Bullying and Harassment Policy, and understand the content and application.

Senior Managers:
Will ensure that training is provided to Project Managers in the procedure.

Project Manager will:
- Provide assistance to any worker who has reported an alleged incidence of Workplace Bullying and Harassment
- Provide assistance to workers while undergoing counselling or interview
- Liaise with counselling professionals where required

Site Managers / Site Supervisors will:
- Ensure that all workers understand and adhere to the Workplace Bullying and Harassment Policy
- Take positive action to immediately stop any bullying act observed on site and consult with Project Manager if disciplinary action is required

Workers
It is the responsibility of all workers to ensure they are aware of the Workplace Bullying and Harassment Policy and ensure that they maintain a professional and courteous relationship with colleagues, Site Managers and subordinates at all times while at work.

Procedure
Workplace bullying or harassment is the ‘repeated less favourable treatment of a person by another or others, which may be considered unreasonable and inappropriate workplace practice’. Workplace
bullying or harassment is behaviour that can intimidate, offend, degrade, or humiliate a worker. Bullying and harassment can occur between an employer/Site Manager and a worker, between co-workers, or between a worker and a client.

Such behaviours include:
- Assault, pushing or unwanted physical contact
- Yelling, screaming, swearing or abuse
- Personal insults or threats
- Inappropriate comments about appearance or slandering family members
- Offensive jokes, spreading malicious rumours or practical jokes
- Tampering with personal effects or work equipment
- Public reprimands or belittling
- Constant criticism or trivial fault finding
- Ostracising and isolating an worker
- Deliberately over-working or under-working an worker
- Deliberately withholding work related information
- Excessive supervision
- Singling out and treating one worker differently from other workers
- Inappropriately threatening the loss of employment or a cut-back in work hours

A number of behaviours do not constitute workplace bullying:
- Constructive feedback or counselling on work performance or work related behaviour that is intended to assist workers to improve their work performance or the standard of their behaviour
- Critical comments indicating performance deficiencies

Workplace bullying or harassment has a detrimental effect on an organisation and on individuals. Workplace bullying or harassment may cause the loss of trained and talented workers, loss of profits, reduced productivity and morale, an unsafe working environment and create legal risks and legal costs for our business. Individuals being bullied or harassed can become stressed, anxious, depressed, physically ill, sleep deprived, withdrawn, aggressive, vengeful or can lose self confidence and self esteem.

Strategies to eliminate workplace bullying and harassment
Integral Construction Pty Ltd aims to eliminate workplace bullying by:
- Providing general training to all workers and management aimed at eliminating workplace bullying or harassment.
- Developing a code of conduct for all workers to understand and sign.
- Informing all workers and clients of this policy and how to make a complaint.
- Regularly reviewing the policy, grievance procedures and training of all workers.

Responsibilities of all management and workers
Integral Construction Pty Ltd requires all workers to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour of others, to maintain confidentiality when providing information in an investigation and to report any incidence of workplace bullying or harassment.

Project Managers and Site Managers must ensure that workers are not bullied or harassed. They are required to personally demonstrate appropriate behaviour, promote the anti workplace bullying and harassment policy, treat complaints seriously and ensure where an worker makes or is witness to a complaint that they are not victimised.
Where workers can go for assistance to make a complaint
If a worker is being bullied, or harassed the nominated Contact Officer can provide workers with information about options through with the problem may be resolved. Other people a worker can contact for advice and assistance include their immediate supervisor, Project Manager, WHS Officer, WHS Representative, Union representative or a WHS Inspector.

Summary of options available to deal with a complaint
A worker who is being bullied or harassed in the workplace has several options. These options can be discussed with a contact officer, union representative, Site Manager or Project Manager and are:

- Taking no action.
- Speaking to the person accused of bullying or harassment, if feeling safe.
- Involve a third party speaking to person accused of bullying or harassment.
- Making an informal complaint to be conciliated.
- Making a formal complaint.
- Making an external complaint.
- Reporting client bullying to a supervisor.

Commitment to promptly investigating a complaint
Integral Construction Pty Ltd has grievance and investigation procedures to deal with workplace bullying and harassment. Any reports of workplace bullying or harassment will be treated seriously and investigated promptly, confidentially and impartially. A person making a complaint and/or a witness or workplace bullying or harassment will not be victimised.

Consequences of a breach of the policy
Disciplinary action will be taken against a person or persons who bullies or harasses and worker or agent of this organisation, or who victimises a person who has made, or is a witness, to a complaint.

A client who bullies or harasses may be banned from Integral Construction Pty Ltd premises.

Disciplinary action for workers may include:

- an apology to the person making a complaint;
- an understanding that the behaviour will cease;
- a warning;
- training;
- suspension;
- counselling;
- a demotion or dismissal, depending on the circumstances.
WHSQEG 8.10 High Risk Activities requiring a Work Permit

Purpose
Integral Construction Pty Ltd, recognises that we have a responsibility to ensure that any work activity that increases a risk of fire or explosion, damage to client or statutory assets, collapse or subsidence of a structure; engulfment; asphyxiation, electrocution or presents significant risk to other workers and structures is managed.

Integral Construction workers and Subcontractors perform work activities that involve:

- Hot works
- Confined space works
- Excavations
- Drilling into existing walls, ceilings and floors

Integral Construction Pty Ltd performs work at existing premises and workplaces as well as Greenfield sites. Work at, or adjoining existing workplaces requires management of hazards to ensure that the client’s assets are preserved in a safe manner, without affect on the quality of the client’s product or service and without impact on the ‘built’ environment.

This section specifies the permit requirements of Integral Construction Pty Ltd to ensure that its works are safe and without risk to workers, members of the public or to the environment.

Related Documents
8.10.1 Permit to Drill into Walls, Ceilings and Floors
8.10.2 Hot Work Permit
8.10.3 Excavations Permit
8.10.4 Confined Space Permit

Responsibilities

Directors will:
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers will:
- Ensure that resources are made available to implement the permit to work system within the Company.
- Ensure all workers who are required to use permits are appropriately trained in their application.

Project Managers will:
- Ensure that permits to work are issued and followed by workers and subcontractors for the high risk activities listed.
- Arrange for hire of specialized equipment if required, eg confined space rescue tripod and harness, air quality monitors etc.

Site Managers will:
- Inspect the work area prior to work commencing and before signing the permit.
- Attend toolbox meeting with workers performing the permit activity prior to work commencing.
- Ensure workers follow the relevant work permit for the activity.
- Ensure workers agree to working under the permit by signing it prior to commencing work.
- Keep a copy of the permit after completion of the works in the site file system.

Workers will:
- Perform the work activity in accordance with the permit requirements.
- Ensure that safety equipment is available and fully functional at the work area prior to work commencing.
- Report any defect or maintenance issue that could affect safety or impact on the environment

Procedure for using Permits to Work
Identification of works requiring a permit includes any work that could lead to the following:
- Fire or explosion
- Structural damage or collapse
- Electrical shock, electrical burns or electrocution
- Drowning
- Engulfment
- Suffocation or asphyxiation
- Injection of liquid or gas into body tissues

Work may include the following:
- Drilling into existing walls, floors and ceilings where ‘as built’ drawings or other historical information is not available or is not reliable and there is a reasonable expectation that live services may be present within the structure.
- Entering a place that falls under the definition of a confined space in AS 2865:
  - Not a normal workplace;
  - Normal atmosphere;
  - Limited means of access and egress;
  - Examples include ceiling spaces, plant rooms, excavations, trenches; tanks etc.
  - A risk assessment must be carried out in order to clarify whether the place is indeed a confined space.
- Performing hot works (creating a spark or flash) near flammable structures, materials or substances.
- Excavating or trenching in places where there is unstable ground and sub soils, water, foundations, stored soils and materials, moving vehicles or plant, biological matter.

Permit Issue
The following procedure will be used where a permit activity has been identified at a project:
- Project Manager or Site Manager will notify all Subcontractors that Permits are required for particular activities at Site Specific Induction;
- Permits will be issued to a Subcontractor or workers under the Site Manager’s supervision;
- Site Manager will sign the permit to acknowledge that all parts of the permit have been adequately completed and that inspections (where required) have been conducted;
- The Subcontractor or worker will:
  - maintain a copy of the permit at the work location;
  - sign off on completion of works;
  - hand the permit back to the Site Manager; and
  - conduct any inspections required under the permit with the Site Manager prior to leaving site.

Project Managers will review permit use during monthly audits.
WHSQEG 9.0 Incident Management

This section states the procedures required for management of first aid injuries, incident and non-conformance investigation and reporting, and corrective actions.

WHSQEG 9.01 First Aid

Purpose
To provide practical guidance for compliance with WHS legislation in the provision of adequate First Aid facilities for workers at the workplace.

This section sets out a procedure ensuring:
- The provision of adequate First Aid facilities
- The provision of appropriately trained First Aid attendants

Related Documents
9.01.1 First Aid Treatment Register

Responsibilities

Directors
Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

Senior Managers with relevant personnel will:
Will determine the appropriate First Aid facilities and training requirements, considering the following:
- Identify risk factors in work related injury and illness.
- Determine the most appropriate First Aid facilities.
- Determine the most appropriate number of First Aid Attendants.
- Determine the appropriate level of training required.
- Evaluate the First Aid facilities and training.
- The appropriateness and proximity of First Aid facilities to the areas of the workplace where injuries may occur.
- Monitor and review all incident and non-conformance reports at quarterly Directors meetings and ensure that corrective actions are closed out satisfactorily.

Project Managers will:
- Initiate and coordinate accredited training programs for First Aid Officers.
- Maintain records of all injuries and illness occurring at the workplace in accordance with legislative requirements, and provide statistical summaries of these records.

Site Managers
Will ensure that First Aid Kits are appropriately maintained and fully stocked.

First Aid Attendant
Will provide First Aid treatment in accordance with their training and assessment of the situation.

Procedure

Treatment - Recording and Record Maintenance
All treatment given by First Aid Attendants must be recorded in the First Aid Treatment Register.

WHSQEF 9.01.1 - First Aid Treatment Register
All treatment given and documentation is confidential and will not be kept in a public access area.

Note: The First Aid Treatment Register is only to be completed where the injury is minor and does not take the place of WHSQEF 9.02.1 Incident Notification Form (Form 3) or Incident Investigation and Non-conformance Report Form - these must still be completed as per legislative and Company requirements for all incidents that require investigation and corrective action.

**Assessing First Aid Requirements**

<table>
<thead>
<tr>
<th>Minor Injury/Illness</th>
<th>Treated by currently trained First Aid Attendant with treatment provided recorded in the treatment book</th>
<th>Record details on the First Aid Register Form 9.01.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate Injury/Illness</td>
<td>As for Minor Injury/Illness with referral for treatment or medical attention as required</td>
<td>Record details on the First Aid Register Form 9.01.1 and proceed to complete Incident Non-conformance Report with Corrective Actions and complete Corrective Action Request</td>
</tr>
<tr>
<td>Major Injury/Illness</td>
<td>Contact Ambulance or Hospital, then should be attended at the scene by First Aid Attendant</td>
<td>Record Incident Non-conformance Report with Corrective Actions and complete Corrective Action Request</td>
</tr>
</tbody>
</table>

**First Aid Kit Contents**

The Container - must protect contents from contamination, should be easily recognisable, and should not be locked.

- Basic First Aid Kit - should include as a minimum:
  - Emergency service telephone numbers and addresses
  - Name, telephone number and location of First Aid Attendants
  - Basic First Aid notes
  - Individually wrapped sterile adhesive dressing
  - Sterile eye pads and covering for serious wounds
  - Triangular and Crepe bandages
  - Safety pins
  - Small, medium and large sterile un-medicated wound dressing
  - Adhesive tape
  - Disposable gloves
  - Scissors
  - Disposable resuscitation mask
  - An additional Burns Module for vehicles where Heat is used
  - Corrosive chemicals are used or handled
  - Flammable liquids are used or handled

NOTE: First Aid Kits must be compiled after a risk assessment has been performed to ensure that its contents are adequate for the type of work being performed.
When work is being performed at heights where there is potential for a fall and full body safety harnesses are worn, a competent Safety Observer must be present and ‘Rescue Kit’ designed for Safety Harness Rescue and First Aid must be present at all times.

**First Aid Attendant Numbers and Training**

It is necessary in every workplace to determine the number of First Aid Attendants to ensure adequate coverage. Consideration is required of:

- The size of the workplace, project site and the number of workers.
- Shift arrangements in place.
- Leave and other absence coverage.

All First Aid Training must be provided by any appropriately authorised training provider and the course must be certified. Upon completion of the training, a copy of the Certificate of Competency must be maintained on the personnel file and refresher-training requirements should be noted in WHSQEF 7.03 Skills Matrix. The level of training required is at Senior First Aid Attendant or Occupational First Aid Attendant (Level 2).

**Hazardous Substances**

MSDS must be available and accessible to the First Aid Attendants where an injury or illness has involved, or potentially involved, the use of such a substance. The MSDS should also be provided in any referral to seek further medical attention and must be transported with the injured person.

---

**WHSQEF 9.02 Requirements for Reporting and Recording Incidents**

**Purpose**

This section establishes the procedures to ensure that all WHS incidents and accidents are properly reported, investigated and analysed so that corrective action can be identified and taken to prevent recurrence. This section sets out procedures for the reporting and investigation of all accidents, incidents and potential hazards.

**Related Documents**

- WHSQEF 9.01.1 First Aid Register
- WHSQEF 9.02.1 Incident Report Form
- WHSQEF 9.02.2 Incident and Non-Conformance Investigation Report
- WHSQEF 9.02.3 Corrective Action Request
- WHSQEF 9.03.1 Incident and Non-Conformance Register

**Responsibilities**

**Directors**

Will provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.

**Senior Managers:**

Are responsible for:

- Preparing the Incident Report (Form 3) and liaise with the relevant Project Manager to ensure that all documentation is available, and appropriate persons including WHS Qld (serious incidents), are notified of relevant incidents.
- Preparing notification to Environmental Protection Authority of any activity that has caused or threatens to cause environmental harm, unless exempt (see classification table below).
- Ensuring that processes and resources are available to enable the full reporting, investigation, action and review of all workplace incidents.
- All persons assigned to undertake investigations are competent to do so.
- The collection, maintenance and analysis of incident investigation reports and the development of strategies to reduce hazards identified.

**Project Managers are responsible for ensuring that:**
- All workplace accidents and incidents are investigated and reported.
- Contractors submit the appropriate forms for all incidents at the workplace.
- Maintaining records of all injuries and illness occurring at the workplace in accordance with legislative requirements, and provide statistical summaries of these records.

**Site Managers / Site Supervisors are responsible for ensuring that:**
- Must immediately report all incidents and injuries in line with the Incident Reporting procedures.
- Contractors submit the appropriate forms for all incidents at the workplace.
- Participating in the investigation of any workplace incident within area of control and ensure causal factors are identified and preventative action taken.

**Subcontractors and Workers**
Are responsible for ensuring they report all workplace incidents, near misses, and accidents to their Supervisor/Project Manager and they fully co-operate during any incident investigation.

### Incident Management Responsibilities Matrix

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Legend:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P= Direct Responsibility for leading or performing the task</td>
</tr>
<tr>
<td></td>
<td>S = Provides support and assistance to the person directly performing the work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Contractor</th>
<th>Worker</th>
<th>OHS Representative</th>
<th>Leading Hand</th>
<th>Site Manager</th>
<th>WHS Officer</th>
<th>Project Manager</th>
<th>Senior Manager</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage the incident</td>
<td></td>
<td></td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Invoke emergency response and ensure people are safe (if required)</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Preserve the scene</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Reporting of WorkCover / WHS Qld notifiable incidents</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Initial notification of a Lost Time Injury to Senior Management</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial notification of a MTI</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Initial notification of a First Aid</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Initial notification of a near miss</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>First Aid Treatment</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Fill in Incident Non-conformance Record Form</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Obtain witness statements</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Fill in Corrective Actions Taken / Required</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Investigation of Incident</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Write up of Incident Investigation Report</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Implement corrective actions</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Record incident on Incident Non-Conformance Register</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Discuss at Executive Meeting</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Discuss at WHS Committee Meeting</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Training and/or Retraining</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>P</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
</tbody>
</table>
Procedure

WHS Incidents

All Incidents involving serious bodily injury, dangerous event or work caused illness requiring 4 days away from the workplace are to be reported to WHS Qld on the Approved Form – Incident Notification (Form 3). The notice must be given within 24 hours of the employer becoming aware of the incident and retained for a period of not less than 12 months.

Where incidents results in death of a person, the WHS Qld must be notified promptly (phone or fax), after becoming aware of the death, and notify the death on the approved form (Form 3) within 24 hours of becoming aware.

All Incidents (resulting in injury or work caused illness, or dangerous event) are recorded, on the Incident Non-conformance Report within 3 days of the employer becoming aware of the incident and retained for a period of not less than 12 months.

Serious accidents, incidents and deaths must be immediately reported to the relevant Senior Manager and Project Manager. The person directly involved in the incident, (i.e. the injured person) in conjunction with the WHSO, WHSR, and Project Manager shall raise an Incident Report (Form 3). For incidents, which constitute an emergency, refer Emergency Response Procedure WHSQEG 10.0.

Notifying Relatives in case of serious event

1. In the event of a serious injury/illness occurring, the injured workers' immediate family must be advised. The Police, where they have been involved, and the relevant Senior Manager should ensure that they have accepted to undertake this task.

2. In the event of a serious injury/illness occurring where there has been no involvement by the Police, the injured workers' immediate family must be advised by the relevant Senior Manager in conjunction with a Trauma Counsellor where required.

3. In the event of a fatality occurring, the Police must be involved and should in all instances undertake to advise the immediate family.

4. Where the Police have advised the immediate family, the relevant Senior Manager must contact the family, to offer condolences and assistance, wherever possible. Contact with the family must be maintained to ensure that the immediate family are aware of all the steps being taken.

Trauma Debriefing & Counselling

Where there has been a serious injury/illness or fatality in the workplace, the company will provide to all associated workers appropriate trauma debriefing and counselling, as required.

This service will be established by contacting the relevant Senior Manager, Project Manager and Site Manager.

Environmental Incidents

The Environment Protection Act 1994 imposes a duty requiring any person engaged in an activity that has the potential to cause environmental harm to take all reasonable care and practicable measures to prevent or minimise environmental harm. Where Integral Construction Pty Ltd becomes aware of an activity that has caused or threatens to cause environmental harm that is not authorised (by and environmental licence, and is not trivial, will report the matter to the administering body, generally the
Environment Protection Authority. Note that in some cases the relevant local government authority may be responsible for the management of particular environmental aspects.

The responsible Project Manager shall have the authority to suspend all work in the area or similar work, until an investigation has been completed, where there is a risk of a similar incident occurring.

**Quality Incidents**

Site Managers and other workers will report all Incidents involving quality of supplied products or services or the finished product to the relevant Project Manager as soon as practicable after becoming aware of defects or defective installation. Project Managers or a Senior Manager will notify the supplier, subcontractor or consultant of the defect or defective works and arrange for remediation to an acceptable standard.
### Types of WHS or Environmental incidents that must be recorded and/or reported to the relevant authority

<table>
<thead>
<tr>
<th>Injury Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grievous bodily harm</strong></td>
<td>As defined in the Criminal Code:</td>
</tr>
<tr>
<td>(a)</td>
<td>The loss of a distinct part or an organ of the body; or</td>
</tr>
<tr>
<td>(b)</td>
<td>Serious disfigurement; or</td>
</tr>
<tr>
<td>(c)</td>
<td>Any bodily injury of such a nature that, if left untreated, would endanger or be likely to endanger life, or cause or be likely to cause permanent injury or ill health; whether or not treatment is or could have been made available.</td>
</tr>
</tbody>
</table>
| **Work caused injury**          | An injury to a person that requires First Aid or medical treatment if the injury was caused by work, a workplace, a workplace activity, or specified high risk plant; or The recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if –  
  (a) First Aid or medical treatment is required for the injury; and  
  (b) Work, a workplace, a workplace activity or specified high risk plant caused the recurrence, aggravation, acceleration, exacerbation or deterioration; or  
  (c) Any serious bodily injury, if injury was caused by work, a workplace, workplace activity or specified high risk plant.                                                                                                                                                                                                |
| **Work caused illness**         | An illness caused by a person to which work, a workplace, workplace activity or specified high risk plant was significant contributing factor; or The recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, a workplace activity or specified high risk plant was significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.                                                                                                                                                             |
| **Serious bodily injury**       | Means an injury to a person that causes –  
  (a) The injured person’s death; or  
  (b) The loss of a distinct part or an organ of the injured person’s body; or  
  (c) The injured person to be absent from the person’s voluntary or paid employment for more than 4 days.                                                                                                                                                                                                                                                                                       |
| **Dangerous event**             | Means an event caused by specified high risk plant, or an event at a workplace caused by a workplace activity, if the event involves or could have involved exposure of persons to risk to their health and safety because of—  
  (a) Collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant; or  
  (b) Collapse or failure of an excavation or of any shoring supporting an excavation; or  
  (c) Collapse or partial collapse of any part of a building or other structure; or  
  (d) Damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator; or  
  (e) Implosion, explosion or fire; or  
  (f) Escape, spillage or leakage of any substance, including any hazardous material or dangerous goods; or  
  (g) Fall or release from a height of any plant, substance or object; or  
  (h) Damage to a boiler, pressure vessel or refrigeration plant; or  
  (i) Uncontrolled explosion, fire or escape of gas or steam.                                                                                                                                                                                                                                                                 |
| **Major accident under the Dangerous Goods Safety Management Act 2001** | Major accident under the Dangerous Goods Safety Management Act 2001 (DGSM Act) is a sudden occurrence (including, in particular, a major emission, loss of containment, fire, explosion or release of energy) leading to immediate or delayed serious harm or with the potential for serious harm from hazardous materials. Serious harm is harm that—  
  (a) causes the death of a person; or  
  (b) impairs a person to such an extent that because of the harm the person becomes an overnight or longer stay patient in a hospital; or  
  (c) results in costs of more than $50,000 being incurred to prevent, minimise or repair harm to property or the environment.  
 Major hazard facility is a facility that is classified by the chief executive under Part 4 Division 1 of the DGSM Act.                                                                                                                                                                                                |
| **Serious electrical incident** | Is an incident involving electrical equipment if, in the incident—  
  (a) a person is killed by electricity; or  
  (b) a person receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor; or  
  (c) a person receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.                                                                                                                                                                                                  |
| **Duty to notify environmental harm** | Applies to a person who, while carrying out an activity (the primary activity), becomes aware that serious or material environmental harm is caused or threatened by the person’s or someone else’s act or omission in carrying out the primary activity or another activity being carried out in association with the primary activity. However, this section does not apply if the harm is authorised to be caused under—  
  (a) an environmental protection policy; or  
  (b) a transitional environmental program; or  
  (c) an environmental protection order; or  
  (d) an environmental authority; or  
  (e) a development condition of a development approval; or  
  (ea) a standard environmental condition of a code of environmental compliance for a chapter 4 activity; or  
  (f) an emergency direction.                                                                                                                                                                                                                                                                 |

WHSQEF 9.03 Incident Investigation

The main aim of investigating incidents is to:
- Prevent similar incidents recurring;
- Identify causal hazards; and
- Identify and choose suitable preventative control options.

Integral Construction Pty Ltd is committed to reducing damage to the environment and the cost in pain, suffering, disruption to work, and loss of earnings of all workers, contractors and visitors. Senior Managers, with assistance of nominated personnel, will investigate fully and accurately the circumstances and contributing factors of all accidents and incidents in order to develop systems and processes that are safe and without risk to:
- Health and safety of all personnel, visitors, and contractors;
- Quality of the product; or
- Damage to the environment.

When to Investigate?
It is critical that an investigation occurs as soon as possible after the accident or incident. The less time that elapses between the accident or incident and the ensuing investigation, the more accurate the information and details will be. While concern for any injured person shall take precedence over everything else, when incidents involving injury or illness occur, early investigation is essential.

What to Investigate?
Any incident, which involves injury, illness, or significant property damage, shall be investigated. There are also events usually referred to as ‘near misses’, or ‘lucky escapes’. Such incidents have the same contributing factors as more serious incidents. Only the outcomes vary. The investigation of these incidents will therefore help to identify factors, which will help to prevent incidents that affect the health and safety of personnel occurring in the future.

How to Conduct an Investigation?
It is important to examine the contributing factors and results of any incident objectively. The investigator must begin the investigation with an open mind. No assumptions should be made and any judgement should be based on information that is known to be full and accurate. It is important to ask open-ended questions and not to put words into witnesses’ mouths. It is also important not to blame people but rather to emphasise the importance of seeking the reasons for the incident to prevent a recurrence.

It is far less effective to attempt to change people, to ask them to be better, to be less human, than it is to change their environment so that the consequences of an error on their part are either eliminated or reduced. Rather than an emotive discussion of patterns of behaviour, a more positive approach attempting to modify the environment is needed. That is, it is more effective to alter the situations producing an error than to attempt to change human nature.

Investigation Personnel
The Senior Managers shall identify a person or team with the responsibility for undertaking the investigation. This person or team shall be selected based on their training, and also knowledge of the workplace or work practice. The WHSO, WHSR and WHS Committee shall be included as part of that team.

Accident/Incident Investigation Guidelines
During the investigation the following shall be undertaken:

- A complete analysis of the incident details. Refer WHSQEF 9.02.2 Incident and Non-conformance Investigation Report - including details of what happened, where it happened and what was involved (i.e. substances, products, equipment models, etc.).
- Appropriate Corrective Action must be established and taken to prevent recurrence. Proposed action must be outlined to address each contributing factor. Responsibility for actions must be delegated and a date for completion assigned.
- Corrective Action is to be determined using the Hierarchy of Control Options. Refer Hazard Management Procedure 5.0.
- The relevant Manager will complete a Corrective Action Request and a copy delivered to the Supplier, Subcontractor, Consultant or worker.
- The relevant Manager will review of the Corrective Action as at the date set. The Incident and Non-conformance Investigation Report is considered a live document until this review process has been undertaken.
- Each incident and its review shall be entered into WHSQEF 9.03.1 Incident and Non-conformance Register.

Subcontractors
Any Subcontractor, Subcontractor worker, or representative involved in an incident at an Integral Construction Pty Ltd work location shall immediately notify the relevant Site Manager and Project Manager.

Non-Integral Construction Pty Ltd Sites
This procedure shall apply in all instances, including where Integral Construction Pty Ltd personnel and subcontractors are working at premises, which are not owned by Integral Construction Pty Ltd.

Additional requirements for reporting and investigation of accidents and incidents may be required by the owner/occupier(s). These shall be documented at site level and carried out in addition to the requirements outlined in this procedure.

Training
All persons required to be involved in undertaking accident/incident investigations shall be trained and this training shall be recorded in WHSQEF 7.01.1 Skills Matrix and WHSQEF 7.02.1 Training and Awareness Register

Record Maintenance
Records of all accident and incident notification, investigation and corrective actions shall be maintained in accordance with the WHSQEG 2.04 Record Maintenance Procedure.

Conduct of an Investigation
NOTE: A serious incident scene is not to be interfered with until directed by a WHS or Environmental Protection Agency Inspector, unless the interference is to save a life, relieve suffering, or to prevent injury to a person or property damage.

Where First Aid is administered, a record should be made of the First Aid management given. This record can be made on WHSQEF 9.01.1 First Aid Register. The contents of the record are private and cannot be displayed or discussed with other workers.
An investigation may require photographs, sketches, or another's technical expertise before the final causes of an incident can be determined and adequate controls considered and chosen.

When commencing the investigation:
- Make sure any injured person receives appropriate medical attention immediately
- Control the incident scene, place barriers, turn power off, etc.
- For Environmental incidents take immediate action to reduce leaks, spills and commence clean-up of area, including waterways
- Start the investigation as quickly as possible
- Conduct interviews at the scene of the incident if possible
- Ensure that the witnesses discuss the incident in relative privacy. Begin with those who can contribute most
- After each interview, repeat the witness' statement to ensure that you have correctly understood.
- Request that each statement is signed and dated
- Take immediate corrective action where warranted
- Complete report with recommendations
- Ensure follow-up action occurs

Key Issues during the Investigation and Interviews
- Obtain the names of everyone involved, near, present, or aware of possible contributing factors
- Describe materials and equipment involved, check for defects, get an exact description of chemicals involved, etc.
- Describe exact location; note all relevant facts, lighting, weather, floor conditions, etc.
- Note exact time, date and other factors, work cycle, break period, etc.
- Describe usual sequence of events and actual sequence of events before, during, and after the incident
- Find all possible direct and indirect causes AND recommend how to keep it from happening again

Fundamental Concepts
- Causes of incidents are rarely simple when circumstances are examined closely
- Behind every incident there are many contributing factors.
- The key is to identify those that can be most effectively acted upon to prevent recurrences in the long term.
- Investigations should concentrate on the long-term elimination of injury, loss, or damage. The focus should be on systems deficiencies, in preference to human factors.
- After identifying causes and factors, suitable improvement actions must be identified, utilising the 'Hierarchy of Controls', and implemented by the dates set.

Investigation Steps
The immediate Site Manager of the person(s) involved in the incident should ensure that the scene is left undisturbed until the investigation is completed. The Project Manager shall identify those responsible for undertaking the investigation, including the investigation team as applicable.

All incident investigations should be completed within 24 hours. In exceptional circumstances, 48 hours is acceptable.
- A statement from the injured worker may be collected at a later date, if necessary.
- All incident investigations must be thorough, with sufficient detail to enable an accurate assessment of the circumstances to ensure appropriate action is then taken.
- The Incident and Non-conformance Investigation Form must be completed for all sections.
Please note that in completing the investigation requirements, the incident investigation forms will need to remain active until the corrective action is completed and the review has been undertaken.

A copy of the Incident Investigation Report Form should be maintained at the relevant workplace or site, with the original forwarded to the Project Manager, or nominated person.

The WHSR and WHS Committee will be involved in the investigation of the incident (if instituted).

The relevant Senior Manager will be responsible for ensuring that all parties are fully involved in the investigation and liaise with the WHS or Environmental Protection Agency Inspector as required.

**WHSQEG 9.04 Corrective Action Requests**

Corrective actions are required for all incidents and non-conformances. Project and Site Managers are responsible for the management of Corrective Action Requests and ensuring that the CAR is recorded on WHSQEF 9.03.1 Incident and Non-conformance Register.

The Supplier, Subcontractor/worker or Consultant is responsible for reporting in writing on the CAR of remedial and preventive actions taken in response to any incident. The completed form must be delivered back to the Project Manager.

The Senior Manager / Project Manager will review the corrective actions taken and note whether the action is satisfactory, sign the CAR and deliver a copy to Integral Construction Pty Ltd Head Office to enable the incident to be entered onto WHSQEF 9.03.1 Incident and Non-conformance Register by Administration personnel. All reports will be submitted to Directors for review at quarterly meetings.

The Register will be reviewed during weekly, monthly inspections and at quarterly Directors meetings to monitor close out of all incidents and non-conformances.

**Types of Corrective Actions available**

Corrective actions undertaken may include one or a combination of the following:
- Review of existing hazard register and risk assessment for the work activity, item of plant or procedure
- Re-training of workers and subcontractors
- Re-induction of workers and subcontractors
- Counselling
- Disciplinary action
WHSQEG 10.0 Emergency Response

Purpose
This section of the WHSQE Management System Manual provides guidance on planning, documentation and communication of the Emergency Response procedures, for all Integral Construction Pty Ltd workers and contractors. This procedure applies to all business premises and construction workplaces.

Related Forms & Documents
9.02.1 Incident Notification (Form 3)
9.02.2 Incident and Non-Conformance Investigation Report
9.02.3 Corrective Action Request
10.01.1 Emergency Response Guide
10.01.2 Emergency Contact List
10.01.3 Evacuation Response Evaluation Sheet
10.01.4 Bomb Threat Checklist

Responsibilities

Directors will:
- Provide adequate resources to ensure this procedure is implemented within Integral Construction Pty Ltd.
- Conduct quarterly reviews of all incidents and non-conformances that have occurred in the previous quarter.

Senior Managers:
Will ensure that all workers in their area of responsibility are aware of, and understand, the content and application of the Emergency Response procedures for Integral Construction Pty Ltd.

Project Managers will
- Ensure that a copy of the Integral Construction Pty Ltd Emergency Response Guide, with current emergency telephone numbers, is kept at work locations throughout the project site.
- Maintain local emergency telephone numbers and ensure that the information is available on notice boards, with administrative personnel and all workers.
- Conduct plant fire and safety audits, hazard identification and accident prevention programs.
- Ensure that Wardens undertake emergency evacuation drills regularly.

Site Managers / Emergency Controllers
- Will ensure all workers are aware of the Integral Construction Pty Ltd Emergency Response Guide at site-specific inductions.
- Ensure that a copy of the Integral Construction Pty Ltd Emergency Response Guide, with current emergency telephone numbers, is kept at all work locations.
- Conduct plant fire and safety inspections weekly.

Workers
It is the responsibility of all workers to ensure they are fully aware of, and understand, the application of Integral Construction Pty Ltd Emergency Response Procedures.
**Wardens / Emergency Controller**
Will ensure that WHSQEF 10.01.3 Emergency Response Evaluation is completed after each drill or situation and notify the Project Manager of any issues that arise from the evacuation process.

**WHSQE 10.01 Planning for Emergencies**

**Procedure**
Integral Construction Pty Ltd has developed emergency preparedness and response procedure(s) that are specific to our particular needs. The following issues have been considered in developing this procedure:

- The nature of on-site hazards, e.g. flammable liquids, storage tanks and compressed gases, and measures to be taken in the event of spillages or accidental releases
- The most likely type and scale of an emergency situation or accident
- The most appropriate methods for responding to an accident or emergency situation
- Internal and external communication plans
- The actions required to minimise environmental damage
- Mitigation and response actions to be taken for different types of accident or emergency situation
- The need for a process for post-incident evaluation to establish and implement corrective and preventive actions
- Periodic testing of emergency response procedures
- Training of emergency response personnel
- A list of key personnel and aid agencies, including contact details (e.g. fire and emergency services, spillage clean-up services)
- Evacuation routes and assembly points
- The potential for an emergency situation(s) or accident(s) at a nearby facility (e.g. plant, road, railway line), and
- The possibility of mutual assistance from neighbouring organisations.

**Risk Assessment**
Risk assessment will be undertaken to identify the hazards that present emergencies to Integral Construction Pty Ltd and controls developed to ensure that the Company is prepared to deal with those identified emergencies.

**Consultation**
The Integral Construction Pty Ltd Emergency Response Guide is discussed at Site establishment meetings and reviewed during Senior Manager Monthly Audits.

**Training**
All contractors, subcontractors, workers and Project Managers will receive training in emergency response procedures at Company and Site Specific Inductions.

Site Managers are trained as Emergency Controllers / Fire Wardens and will have yearly refresher training provided by an external training provider. Designated personnel will receive training as First Aid Officers.

**Review**
Emergency drills and situations will be reviewed using WHSQEF 10.01.3 Emergency Response Evaluation after each drill or emergency event.
The Integral Construction Pty Ltd Emergency Response Guide will be reviewed prior to the commencement of each project to ensure that emergency telephone numbers are current.

**Display**

A copy of the Integral Construction Pty Ltd Emergency Response Guide will be displayed at various locations at each workplace including construction workplaces eg lunch rooms, offices, toilets and other public areas and notice boards in addition to vehicles.

**Communication**

All persons in the workplace will be made aware of the Emergency Evacuation Procedure and Emergency Contacts display points and will be made aware of the content and application of the Integral Construction Pty Ltd Emergency Procedures through Company and site specific inductions.

**Records Maintenance**

All records resulting from this procedure shall be maintained in accordance with WHSQEG 2.04 Record Maintenance.

**WHSQEG 10.02 Emergency and Evacuation Procedures**

In the event of situation arising that may require site evacuation (including a fire, bomb threat, gas leak, chemical spill or any other threatening situation) the person discovering the emergency, is to contact the Site Manager and advise them of:

- The nature of the emergency; and
- The location of the emergency.

The Site Manager will direct all relevant Supervisors and Site WH&S Representatives, who will direct workers to evacuate the workplace;

On receiving an instruction, all workers and site personnel are required to leave their work areas and assemble at the emergency assembly point indicated on the site plan.

All workers and site personnel are to remain at the assembly point until their name has been checked off by their Supervisor or Site Manager.

**Incidents involving Injury to Persons**

*Minor accidents involving injury to persons*

The person involved in the accident is to report the accident to his Supervisor or Site WH&S Representative, and the First Aid Attendant on site.

The First Aid Attendant is to either administer first aid, or make a decision as to whether treatment over and above first aid is required and if so, initiate.

The First Aid Attendant is to notify the Site Manager who shall if required, record the incident on the Incident Non-conformance Investigation Report.

*Major accidents involving injury to persons*

The nearest person to the accident is to provide aid, and if possible, contact the Emergency Controller and / or the nearest Supervisor or Site Manager.
The Emergency Controller is to:
- In the event of a serious injury, structural damage or environmental spill or leak, ensure the accident scene is not interfered with;
- In the event of a fire or spill, make a decision as to whether the fire brigade is required, and is so, provide appropriate notification;
- Order an emergency vehicle
- Notify the First Aid Attendant;
- Notify the Site Manager;
- Organise a person, who knows where the incident is, to meet the ambulance at the entrance to the site and act as a guide;
- Notify the Project Manager;

The Site Manager is to record the accident on the incident notification form, and fax copy to Integral Construction Pty Ltd head office.

On evacuating, the following procedures should be observed:
- Stay calm and encourage others to remain calm and orderly.
- Shut down any plant and equipment.
- Once evacuation has started, do not go back for valuables or tools.
- If escaping through a smoke filled area, keep low to the ground or floor.
- Feel the surface of closed doors before opening them.
- Do not use lifts of material hoists.
- Close doors to fire escapes behind you.
- If trapped, go to an outer room where the door can be shut and try and attract attention from a window or balcony.
- Proceed to Emergency Evacuation Assembly area and remain until advised safe to return to work.

**Fall from Height**

In the event of a fall from height:

- Alert all persons nearby and request assistance.
- NO-ONE IS TO ENTER A WORK AT HEIGHTS AREA UNLESS TRAINED IN WORK AT HEIGHTS AND THE APPROPRIATE EQUIPMENT IS AVAILABLE.
- Assist any person in immediate danger (only if safe to do so).
- DO NOT MOVE someone who has fallen and struck an object or the ground unless CPR is required or they are unconscious.
- Call 000 if someone is trapped/hanging clearly describing the status of the incident.
- Control the movement of workers around the area.
- DO NOT move the plant if a person has been injured unless it is required for safety reasons.
Dangerous Goods/Hazardous Materials

On discovering a dangerous goods/hazardous materials spill personnel should contact Site Manager advising the following:
- location of the spill
- size of spill
- type of spill (i.e. what has been spilt?)

Site Manager will SMS Broadcast to all Subcontractors’ Supervisors advising of the type and extent of the fire and contact Emergency Services.

If the spill gives off toxic or noxious fumes Emergency Controller / Site Manager will:
- Turn off air conditioning and recirculation fans – ventilate to the open air if possible.
- If threat to life exists, evacuate as per emergency evacuation procedure

If the spill is a suspected flammable material:
- Remove any ignition sources (only if safe to do so).
- Evacuate all persons in immediate danger as per emergency evacuation procedure
- Do not attempt to re-enter the affected area.
- Remain at the Evacuation Assembly Area until advised by Emergency Services.

Gas Leakage

In the event of a gas leak:

On discovering a Gas leak personnel should contact Site Manager advising the following:
- location of the leak
- size of leak
- type of leak

Site Manager will SMS Broadcast to all Subcontractors’ Supervisors advising of the type and extent of the emergency and contact Emergency Services; and:

- Isolate the gas supply at the source (if safe to do so).
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gases.
- Remove all ignition sources (if safe to do so). Turn off the electrical supply.
- Report to Security regarding any actions taken.
- Evacuate all persons in immediate danger as per emergency evacuation procedure
- Remain at the Evacuation Assembly Area until further advised by Emergency Services.
Confined Space Incident

In the event of a Confined Space Incident, Emergency Controller should:

- Alert all persons nearby and request assistance.
- NO-ONE IS TO ENTER A CONFINED SPACE UNLESS TRAINED IN CONFINED SPACE RESCUE AND THE APPROPRIATE EQUIPMENT IS AVAILABLE.
- Assist any person in immediate danger (only if safe to do so).
- Call 000 if someone is trapped clearly describing status of the incident.
- Control the movement of staff around the area.
- DO NOT move the plant if a person has been injured unless it is required for safety reasons.

Mobile Plant Incident

In the event of a Mobile Plant Incident, Emergency Controller should:

- Alert all persons nearby and request assistance.
- Assist any person in immediate danger (only if safe to do so).
- Call Security on Ext 262 if someone is trapped.
- Control the movement of staff around the area.
- DO NOT move the plant if a person has been injured unless it is required for safety reasons.

Structural Collapse

In the event of Structural Collapse, Emergency Controller should:

- Alert all persons nearby and request assistance.
- Assist any person in immediate danger (only if safe to do so).
- Call 000 describing situation.
- Evacuate as per emergency evacuation procedure.
- Maintain control of persons at the Evacuation Assembly Area.

Personal Threat

In the event of a civil disturbance Emergency Control Controller shall:

- Ensure Chief Warden is notified immediately of location and describe situation.
- Do not do or say anything that may encourage irrational behaviour.
- Initiate action to:
  - Restrict entry to building if possible.
  - Confine or isolate the threat from building occupants.
  - Report to the Chief Warden regularly regarding the status of the occupant’s safety.
  - Evacuation should be considered (only if safe to do so).
  - Document a description of the offender.
  - Notify the Police by dialing 0,000 and requesting assistance.
  - On notification that the incident is not controllable locally Broadcast message to all personnel indicating which Emergency Assembly Point to evacuate to.

Bomb Threats

<table>
<thead>
<tr>
<th>TELEPHONE BOMB THREAT:</th>
<th>IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the 'BOMB THREAT'</td>
<td></td>
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</tbody>
</table>


CHECKLIST. Refer Appendix ‘4’

- Important details include –
  - Do not touch
- Exact wording of the threat.
  - Clear the area
- Location of the device.
  - Notify an Area Warden immediately
- Time of detonation.
  - Follow the directions given
- Sex and other details of the caller, such as estimated age.
  - Prevent all persons from entering the area where the device is located
- Details of speech, accent, delivery and background noises.

Action to be taken by Recipient:

- Complete ‘BOMB THREAT CHECKLIST’ WHSQEF 10.01.4
- DO NOT HANG UP THE PHONE
- Notify Communications Officer who will notify the Police and all Wardens but do not do or say anything that may encourage irrational behaviour.
- The Emergency Control Organisation will take further action required.

Action to be taken by Emergency Controller if directed by Police:

- Ensure that the Chief Warden is notified immediately.
- Do not do or say anything that may encourage irrational behaviour.
- Chief Warden will conduct a routine search based on the available information.
- Search to be conducted systematically, concentrating on the most likely places such as: rest rooms, equipment rooms, stairwells, fire hose cabinets, potted plants and ceilings where tiles are out of place.
- Ensure that doors are left open.
- DO NOT touch any suspicious object found.
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.