ProjectCorp

Project Safety, Quality & Environmental Management Plan

Leichhardt Park Child Care Centre

1 Introduction

This WHSQAE Plan outlines the statutory requirements of ProjectCorp's ***Project Safety, Quality Assurance & Environmental Management Plan*** **[PSQAE]**. This PSQAE guides and manages ProjectCorp's projects based on all three [3] Australian Standards sectors: Work, Health & Safety, Quality Assurance and Environmental performances. This PSQAE is based on the requirements of the AS/NZS 4801: 2001, AS/NZS ISO 9001: 2008 & AS/NZS ISO 14001:2004 and also alongside the NSW Government 5th Ed. Work, Health & Safety Management Systems [2013 [2014]] and 3rd Ed. Environmental Management System Guidelines [2013 [2014]].

In combining the three [3] systems, ProjectCorp aims to streamline the WHS, QA & Environmental practices and documentation within ProjectCorp's operation and implementation of WHSQAE in the work environment, where that may be; office or sites. Thus, to minimize confusion, where the abbreviated is established, this represents the function of the three [3] systems as combined. However, where there are specifics that does not exists between the three [3] systems, they will be identified as individuals, for example QA Product Realization, some Environmental Monitoring, etc.

Therefore, ProjectCorp have made a commitment that the ProjectCorp adheres to the requirements of legislative and non-legislative requirements and takes into account the WHSQAE [hazards and risks, quality and environmental impact] aspects of the business so as to ensure we maximize WHSQAE practices and operations within the work ProjectCorp does.

This plan includes:

- ProjectCorp PSQAE Governance and Commitment
- ProjectCorp PSQAE Roles and Responsibilities
- ProjectCorp PSQAE Consultation
- ProjectCorp PSQAE Policies, Procedures & Forms
- ProjectCorp PSQAE Continues monitoring and assessments

2 Document Control and Records

This PSQAE is maintained by ProjectCorp and kept up to date through regular reviews carried out on a three [3] to six [6] monthly basis, whichever one comes first. At all times an up to date copy of this plan shall be kept on site and made available to all workers and contractors involved in the project.

Amendments that are made to this document are recorded on the register of amendments below and shall be approved by the Director. Superseded versions of this document shall be maintained for a period of 7 years in electronic form to demonstrate record of PSQAE management and compliance.

This document shall be created prior to commencement of the project and a controlled copy shall be supplied to all interested parties. Distribution of controlled copies shall be recorded on the distribution register below. When changes are made to this document, parties listed below shall be provided with updates.

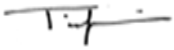
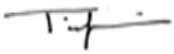
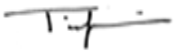
General documentation relating to PSQAE on site shall be controlled through the use of dates and version numbering as applicable.

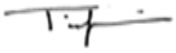
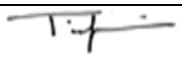
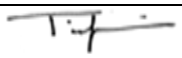
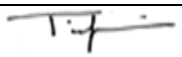
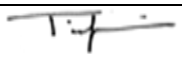
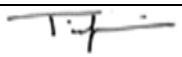
Any records produced relating to injuries, worker health monitoring or worker medical information, these shall be maintained indefinitely [in electronic version] and confidentially. Any release of such mentioned document [s] will require permission from that individual.

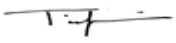
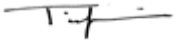
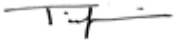
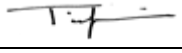
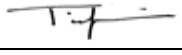
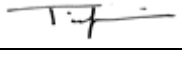
All print out are considered as “uncontrolled” as established in the Footer of this document.

2.1 Amendment Table

Below is a Table establishing the track record of “Amendments” for PSQAE to date.

PSQAE Register of Amendments					
Date	**Page/Form #**	**Version #**	**Description of Amendments**	**Prepared By**	**Approved By**
Mar-11	Full System	1	Updated to New Regulations & Legislation	M. Madden	
Dec-12	Full System	2	Updated to New Regulations & Legislation	M. Madden	
Feb-13	Full System	3	Review of Complete Documentation	A. Kendall	
Mar-13	Full System	4	Review of Complete Documentation	A. Kendall	
May-14	Full System	5	Review of Complete Documentation	H. Hua	
Jun-14	Full Systems	6	Combine WHSQAE Documentation	H. Hua	

PSQAE Distribution Register			
Version #	**Date of Issue**	**Name of Recipient**	**Position / Organisation**
1	Mar-11	T. Bigeni	 PCA [CEO]
2	Dec-12	T. Bigeni	 PCA [CEO]
3	Feb-14	T. Bigeni	 PCA [CEO]
4	Mar-14	T. Bigeni	 PCA [CEO]
5	May-14	T. Bigeni	 PCA [CEO]
6	Jun-14	T. Bigeni	 PCA [CEO]

PSQAE Authorisation and Approval				
Version	**Date**	**Name**	**Title**	**Signature**
1	Mar-11	Tim Bigeni	Managing Director	
2	Nov-12	Tim Bigeni	Managing Director	
3	Mar-13	Tim Bigeni	Managing Director	
4	Mar-14	Tim Bigeni	Managing Director	
5	May-14	Tim Bigeni	Managing Director	
6	Jun-14	Tim Bigeni	Managing Director	

2.2 Authorization and Approval Table

Below is a Table establishing the track record of "Authorization & Approval" for PSQAE to date.

PSQAE Plan Prepared by:			
Name	**Position**	**Signature**	**Date**
Dr. Hong Hua JP	WHSQAE [HR] Manager		30/10/15
The names of persons and/or nominated safety person [s] who were consulted and involved in the development of this PSQAE Plan are as follows:			
Tim Bigeni		Chris Stammers	
Dr. Hong Hua JP			
Person responsible for ensuring compliance with ProjectCorp PSQAE Plan:			
Persons responsible for Authorization & Approval of the PSAQAE Plan:			
Name	**Position**	**Signature**	**Date**
Tim Bigeni	Managing Director		30/10/15
Chris Stammers	Construction Manager		30/10/15

Table of Contents

3 Introduction - Project Details & Description

3.1 Scope

This PSQAE has been documented to describe the site management processes and guidelines for the construction of the new Leichhardt Park Child Care Centre. The client for this project is Leichhardt Council (The Principal)and Projectcorp Australia Pty/Ltd is the Principal Contractor.

All staff and subcontractors working on the project shall work in accordance with this document.

Project				
Contract Job #:	078			
Project Name:	Leichhardt Park Child Care Centre			
Project Address:	Mary Street, Leichhardt			
Foreman:	Valandy Georgakopoulos			
Phone:	**Business Hrs.:**		**After Hrs.:**	
Mobile:	0439 295 943			
Email:	valandy@projectcorp.com.au			
WHSQAE Person:	Tim Bigeni			
First Aid Officer:	Valandy Georgakopoulos			
Contact [s] #:	**Business Hrs.:**	0439 295 943	**After Hrs.:**	0439 295 943

Description of Works **Commencement Date: 1/07/2015** **Planned Completion Date: 30/08/2016**
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4 Policies

4.1 WHSQAE

ProjectCorp's commitment towards the Health, Safety and Welfare of all workers is of extreme importance within our high risk operations. The Company recognizes and accepts the responsibility and accountability to strive to continually improve on the Health, Safety and Welfare of workers in the work environment

Resources, conducive of the company's emphasis towards Workplace Health and Safety, have been made available to provide and maintain for the physical and psychological wellbeing of all workers and to ensure WHSQAE compliance at all levels within ProjectCorp.

Management will demonstrate due diligence through policy development and review, and compliance with the current harmonized Acts and Regulations, Standards and Codes of Practice that health and safety to ProjectCorp workers receives priority attention on a continual basis. Management will also establish and monitor WHSQAE objectives and targets to ensure that ProjectCorp obligations are compliant with WHSQAE laws.

Management will be responsible for the implementation and promulgation of all matters dealing with the health and safety of all workers under their control.

All workers and visitors are expected to demonstrate a willingness to embrace the concept of safe work practices and safe work environment. All workers will be required to work in a safe manner that demonstrates leadership in WHSQAE practices and discourage those that fail to comply with ProjectCorp's beliefs in maintaining a high standard in WHSQAE practices through disciplinary actions.

Education, training and informing workers and visitors on Health and Safety issues in the work environment is considered to be in the best interest of ProjectCorp's Safety Policy that ensures all are complying and meeting their obligations in their employment. These processes will be delivered on a periodic basis to workers and/or visitors to ensure they are up to date with safety laws.

All WHSQAE documentation will be kept up to date on a periodic basis through consultation, monitoring and reviewing to ensure WHSQAE compliance at ProjectCorp.

4.2 Quality Assurance, Design & Improvement

In order to ensure that ProjectCorp projects are delivered with the highest level of quality to the client, we have adopted the following policy:

- All workers within our organization shall be committed to the effective and efficient implementation, management and improvement of quality. They are also responsible to identify and prevent activities occurring that do not meet specified standards.
- Products and services provided by our organization will meet or exceed customer needs and be in accordance with stated statutory and regulatory requirements.
- The current WHSQAE Manager is responsible for ensuring the compilation, distribution, effective implementation, amendment and continued maintenance of the quality system manuals. All system outcomes generated within the quality management framework are to accord with specified corporate objectives that meet stated quality, customer and statutory requirements.

- All quality system documentation is regularly reviewed to ensure that existing policies, procedures and practices are suitable, remain relevant and capable of meeting specified quality, customer and statutory requirements.
- We will assure quality through the provision of appropriate resources and provide workers with the necessary training to ensure compliance with stated quality system requirements.

Preferred suppliers are encouraged and assisted in the implementation of appropriated improvement programs that will ensure the integrity and continued preservation of the organization's quality management system.

ProjectCorp will excellence in customer service and product quality in all of our construction operations.

To ensure we are continuously improving in every way, all ProjectCorp employees are responsible for implementing the following principles:

- Achieve customer service excellence
- Seek and respond to customer feedback to assure satisfaction [e.g. defects]
- Insist on specification compliance
- Ensure we have the right tools, processes, products, and people for the job
- Promote a culture of "doing it right the first time"
- Respond to customer enquiries in a timely manner
- Continually seek options to improve - be innovative and receptive to new ideas and learn from our successes or failures
- Achieving and maintaining ISO9001 compliance
- Improve performance through systematic reviews of the QMS and Quality Objectives

ProjectCorp management are responsible for the implementation of the quality management system within the business areas. The Managing Director of ProjectCorp is accountable ensuring this Policy is implemented throughout the organisation.

4.3 Environmental

ProjectCorp is committed to protecting the environment. We are committed to ensuring our operations are conducted in a manner that prevents pollution, preserves natural resources and conserves all heritages. We are focused on pursuing our corporate responsibility to minimise impact to land, water, air, flora and fauna.

To achieve our environmental corporate responsibilities, ProjectCorp is committed to ensuring our operations:

- Comply with environmental legislative, contractual and regulatory requirements;
- Maintain a management system that conforms to ISO 14001 requirements and integrate environmental considerations into business and decision-making processes;
- Investigate, report and respond to all environmental incidents and implement corrective actions to prevent recurrence;
- Collect and analyse performance indicators and incident data to drive the continuous improvement processes of our environmental performance;
- Demonstrate appropriate leadership in our field of consulting and encourage clients to make informed decisions with respect to managing their environmental impacts, including the management of premises, plant, equipment, vehicles, substances, heritage listed items, waste management, land and water;

- Conduct an environmental aspect assessment where necessary when purchasing or using premises, plant, equipment, vehicles, substances and systems of work;
- Reinforce to workers and sub-contractors their environmental obligations through our programs of induction, education and training;
- Cause managers and supervisor to be responsible and accountable for the environmental performance of their operations and activities;
- Document, regularly review and assess processes, procedures, objectives, targets and the environmental impacts of our operations;
- Communicate our policy to workers, sub-contractors and other stakeholders including the public.

We are committed to responding to the daily environmental challenges that we encounter in our business and hope to contribute to the foundation of an environmentally sustainable future for our community and future generations. This policy shall be approved by top management, communicated and agreed to by all staff and subcontractors so that all persons working for or on behalf of ProjectCorp are committed to environmental protection while going about their work.

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Wednesday, 1 July 2015

Tim Bigeni
Managing Director

4.5 Drugs & Alcohol

It is Company Policy that no illegal or illicit drugs will be permitted at the work place. The availability and consumption of alcohol on sites will be controlled and limited to formally sanctioned site functions only. Low alcohol beer and non-alcoholic drinks will always be available at any such sanctioned functions.

At all times and without exception employees must be present in a state fit for the safe execution of their work.

Under no circumstances will any person affected by alcohol and/or drugs of any kind be permitted to work and / or operate any equipment on company projects.

Working while under the influence of alcohol or drugs is an unacceptable and dangerous safety risk to all employees, and is in breach of health, safety and welfare obligations.

If an employee is taking prescribed medicine, they must tell their supervisor prior to the commencement of work at the project site. It is their responsibility to find out from their doctor or pharmacist the effects that the medication will or may have on work performance.

Any employee who arrives at work under the influence of alcohol or other drugs, or who is found or reported using such drugs, or who is found or reported offering them to other employees whilst on the job, will,

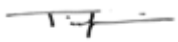
- not be allowed to work,
- not be paid whilst absent from work
- be liable for instant dismissal
- in the case of illegal substances, will be reported to the police

In these circumstances, disciplinary action that may include dismissal will be at the discretion of the Company.

An employee who believes they have a problem with excessive use of alcohol or drugs should feel free to raise this in total confidence with the Company supervisor or manager of the project site.

Through the Enterprise Agreement, each employee acknowledges their safety obligation to report to his or her Supervisor breaches of the Company Drug and Alcohol Policy.

Properly organised employee functions may be held on special occasions away from the work site where alcohol may be provided by the company under controlled conditions. On these occasions the Company will encourage and monitor the safe consumption of alcohol and remind employees of their legal and Occupational Health and Safety obligations.



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Tim Bigeni
Managing Director

Wednesday, 1 July 2015

4.6 Anti-Discrimination

This policy outlines the provisions for ProjectCorp workers' rights in the prevention of discrimination, harassment and bullying in the workplace.

Discrimination – to treat someone unfairly compared to others. Anti-Discriminations apply to the recruitment process, terms and condition.

Harassment – any type of behaviour that offends threatens or embarrasses a parson. Harassment can be verbal or physical, based on race, religion, sex, disability, age and bullying or intimidation behaviour.

ProjectCorp is committed to the provision of safe and healthy working environment for its workers with a fair and reasonable work culture where discrimination and harassment do not occur in the workplace and all employees are treated equally and with respect.

ProjectCorp recognise the responsibility and requirements placed upon it by both State and Federal Legislation in Australia that discrimination and harassment on the following grounds are prohibited:

- Race, Religion, Colour or National or Ethnic Origin
- Sex, Material Status or Pregnancy
- Disability
- Age
- Other Grounds

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986

Workers who experience discrimination or harassing behaviour in the workplace are encouraged to inform their Supervisors or Managers.

All grievances will be treated seriously and sensitively, with regards to fairness and maintaining confidentiality and privacy.

Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee who breaches the policy.

Penalties for a breach of any of the provisions of this policy and Legislative requirements can range from a formal warning through to dismissal, depending on the nature and severity of the breach.
Managers and Supervisors of ProjectCorp are responsible for the prevention, identification and addressing of discrimination and harassment in the workplace.

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Tim Bigeni
Managing Director

Wednesday, 1 July 2015

4.7 Responsibility

Person Conducting a Business or Undertaking [PCBU]

As a person conducting a business or undertaking, the PCBU must ensure, so far as is reasonably practicable, that the health and safety of workers are not put at risk from work carried out as part of the conduct of the business or undertaking through:

- The provision and maintenance of a work environment without risks to health and safety, including the means of entering and exiting the workplace and anything arising from the workplace and
- The provision and maintenance of safe plant and structures including fixtures, and fittings so that they are without risks to the health and safety of any person, and
- The provision and maintenance of safe systems of work, and
- The safe use, handling, and storage of plant, structures and substances, and
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
- Workplace monitoring so that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

As a supplier of plant that is to be used at a workplace, the Director must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risks to the health and safety of persons:

- Who, at a workplace, use the plant for a purpose for which it was designed or manufactured, or
- Who store the plant at a workplace, or
- Who carry out any reasonably foreseeable activity at a workplace in relation to the assembly or use of the plant for a purpose for which it was designed or manufactured or the proper storage, decommissioning, dismantling or disposal of the plant, or
- Who are at or in the vicinity of a workplace and who are exposed to the plant whose health or safety may be affected by a use or activity

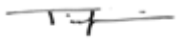
We shall carry out, or arrange the carrying out of, any calculations, analysis, testing or examination that may be necessary or ensure that the calculations, analysis, testing or examination have been carried out. We shall supply adequate information for which the plant, was designed or manufactured and any conditions necessary to ensure that the plant, is without risks to health and safety when used for a purpose for which it was designed or manufactured or when carrying out any activity.

The director acknowledges, due diligence includes taking reasonable steps:

- To acquire and keep up-to-date knowledge of work health and safety matters, and to gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations, and
- To ensure the availability for use appropriate resources and processes to eliminate or minimize risks to health and safety from work carried out as part of the conduct of the business or undertaking, and
- To ensure appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information, and

- To ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act, including:
    - ~ Reporting notifiable incidents,
    - ~ Ensuring compliance with notices issued,
    - ~ Ensuring the provision of training and instruction to workers about work health and safety,
    - ~ Ensuring that health and safety representatives receive their entitlements to training.
    - ~ Verifying the provision and use of the resources and processes as provided

To consult, so far as is reasonably practicable, on work health and safety matters and with any health and safety representative for a work group of workers carrying out work for the business or undertaking, allowing access to information that the person has relating to hazards [including associated risks] at the workplace affecting workers in the work group, and their health and safety and providing any resources, facilities and assistance that are reasonably necessary or prescribed by the regulations to enable the representative to exercise powers or perform functions under the Work Health and Safety Act 2011.



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Tim Bigeni
Managing Director

Wednesday, 1 July 2015

4.8 Site

Project Manager/Foreman/Subbie Supervisor is responsible to be:

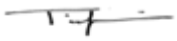
- Directly responsible for WHSQAE within areas under their control and to any area where a health and safety hazard exists by acting on actual and potential hazards

Project Manager/Foreman/Subbie Supervisor is responsible assist in:

- The development, implementation and maintenance of procedures for hazard identification, assessment and control
- Identifying legal and other requirements directly related to WHSQAE issues
- Establishing objectives and targets in measuring and improving WHSQAE performance through planning and review processes
- Ensuring WHSQAE requirements are established, implemented and maintained by reporting on WHSQAE performance to top management as a basis for improvement
- Consulting with workers in identify training needs
- Developing and implementing training programs
- Establishing consultation arrangements, for worker involvement and consultation in WHSQAE issues.
- Developing reporting procedures to ensure that occupational health and safety is monitored and
- performance improved
- Ensuring the Safety Plan is made available to all persons in its most current version
- Ensuring potential emergency situations are identified and emergency procedures documented
- Ensuring incidents are investigated and taking corrective and preventive action
- Audit and review programs
- Reviewing the Safety Plan to ensure its relevance at the Project Site

Project Manager/Foreman/Subbie Supervisor shall not:

- Deface signs or tamper with warning alarms
- Remove machine guards
- 'Skylark' , play jokes or behave in a way that results in risk to others
- Intentionally hinder or obstruct the giving or receiving of any form of aid when a person is injured at work any act to avoid or prevent a serious risk to the health and safety of a person
- Deliberately hinder or obstruct the giving or receiving of any form of aid when a person is injured at work any act to avoid or prevent a serious risk to the health and safety of a person



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Tim Bigeni
Managing Director

Wednesday, 1 July 2015

4.9 Consultation

ProjectCorp is committed to protecting the health and safety of all our employees, visitors, Sub-Contractors and the public. Injury and illness is needless, costly and preventable. ProjectCorp will consult and involve our employees and workers in implementing safety practices and systems that will ensure the health, safety and welfare of our all workers, visitors and the public. Our Worker's involvement at all levels is critical for ensuring a safe workplace.

4.9.1 The Consultation Arrangement

That ProjectCorp has met with all employees and agreed to consult and communicate through:

- **"Other Agreed Arrangements"**

The "other agreed arrangement" is:

- Regular Toolbox Meetings on WHSQAE matters
- Face to face discussions on workplace inspections
- Hazard Reporting
- Use of WHSQAE Site Noticeboard & Posters
- WHSQAE Audit Reports and Actions

Minutes of meetings will be documented, filed and distributed to all present and posted on the notice board.

4.9.2 When to Consult

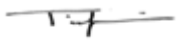
The WHSQAE ACT 2011 requires that all consultation be undertaken in the following circumstances:-

- Identifying hazards and assessing risks arising from the work being carried out or to be carried out
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about the adequacy of facilities for the welfare of workers
- Proposing changes that may affect the health and safety of our workers, and
- Making decisions about procedures for consulting with your workers; resolving health or safety issues; monitoring health of your workers; monitoring the conditions at the workplace and providing information and training for our workers

Person Conducting a Business or Undertaking are required to consult with their workers in relation to these matters to enable the workers to contribute to the making of decisions affecting their health, safety and welfare.

4.9.3 How Workers will be Consulted about WHSQAE Issues

ProjectCorp will ensure that all necessary information regarding relevant WHSQAE issues will be made available to workers. Workers should draw attention to their Foreman any health and safety concerns that they have about the workplace so the issue can be addressed. The Foreman, in consultation with management, will determine whether the issue needs immediate attention or can wait till the next Toolbox meeting. An urgent Toolbox meeting may be called by management if input from the workers is necessary. All other issues will be discussed at the next Toolbox meeting. The Foreman should be at all Toolbox meetings where possible. Workers will be encouraged to comment and to provide feedback on related WHSQAE issues.



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Wednesday, 1 July 2015

Tim Bigeni

5 WHSQAE Objectives and Targets

ProjectCorp have developed the following objectives and targets in order to comply with our WHSQAE policy and continually improve the performance of the WHSQAE management system.

Objective	Target	Responsibility	Time Frame	Resources
Comply with all relevant legislative requirements	Subscribe to WorkCover website to receive updates on legislative changes and WHSQAE alerts.	Managing Director / WHSQAE Manager	Review monthly updates	WHSQAE websites
Ensure that all workers are aware of site WHSQAE requirements	Every person working on site to be inducted, every person working on site to hold a current construction industry induction card.	Managing Director / Project Manager, Foreman	Ongoing	WHSQAE websites Training Monitoring Assessment Inspection
Zero WHSQAE incidents	Report all near hits. Report all injuries. Analyse all incidents and develop corrective action to prevent reoccurrence.	All worker and contractors	Ongoing	WHSQAE websites Training Monitoring Assessment Inspection
Ensure effective response in an emergency	Carry out site evacuation drill on 3 monthly basis Carry out corporate office drill annually.	Foreman	Site - Every 3 months Office – 1 per year	Training Monitoring Assessment
Workers are provided with regular and up-to-date information on WHSQAE for the duration of the project.	Conduct regular toolbox meetings. Communicate safety alerts through emails and meetings.	Foreman, Managing Director / Project Manager	Toolbox meetings weekly	WHSQAE websites Training Monitoring Assessment Inspection
Workers are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.	Safe Work Method Statements to be documented for each activity. SWMS to identify all potential risks associated with each activity. SWMS to be reviewed and signed off by worker.	Subcontractor to complete, Project Manager / Foreman to review.	SWMS completed for every activity	Meetings Toolbox talk
Maintain positive client satisfaction	Seek and monitor client feedback on a regular basis	Managing Director, Foreman. Contract Administrator	Meetings shall be held with the client as the project requires	Progress meeting with clients Phone call Email
Inform	Maintain Zero non-conformances for the project.	Managing Director, Project Manager, Foreman	Regular reviews of contract details, management plans, inspections of the project and	Training Monitoring Assessment

Objective	Target	Responsibility	Time Frame	Resources
			ITP's.	
Zero Defects	Identify and rectify all potential defects prior to client inspection.	Project Manager / Foreman	Prior to client inspection.	Inspections
Insure that all staff are competent in performing activities	100% induction of all staff and contractors	Foreman	On going	Training Assessment
Maintain a high quality of work	Regular review and inspections of works.	Foreman, Project Manager	Daily	Assessment Training
Maintain QA on finishes	ITP's completed for all contractual hold and witness points	Foreman	As required	Forms Assessment
Quantify and reduce our environmental footprint	Identify baseline data for environmental aspects	Managing Director	Annually	Energy Bills, Water Bills, Purchase orders etc.
Ensure all employees are aware of PEMP requirements	100% employee and subcontractor induction	Managing Director	Ongoing	Induction checklist and induction register
Report all incidents and near misses. Analyse all incidents and develop corrective action to prevent reoccurrence	Zero major environmental incidents	All staff	Ongoing	Incident report form and incident register
Employees are provided with regular and up-to-date information on PEMP for the duration of the project.	Conduct regular tool box meetings.	Project Manager Foreman WHS [HR] Manager	Tool box meetings weekly	Tool box meeting minutes

6 Authority and Responsibility

6.1 Organization Structure

7 Roles and Responsibilities

7.1 Managing Director

Tim Bigeni has the following responsibilities:

- Defining roles and responsibilities of personnel for WHSQAE MS
- Responsible for WHSQAE at ProjectCorp and existing sites
- Acquiring and communicating WHSQAE information
- Providing WHSQAE training
- Authorizing risk assessments and implementing appropriate risk controls
- Managing illness/injury and emergency procedures and facilities
- Developing and implementing project Inspection and Testing Plans
- Implementing corrective actions
- Define the organizations WHSQAE Policy, objectives and procedures
- Ensure that adequate human, technical and financial resources are allocated to implement, maintain and continuously improvement the WHSQAE MS

7.2 Construction Manager

Tim Bigeni has the following responsibilities:

- Ensuring compliance with all WHSQAE MS legislation, regulations and approval/permit/licensing conditions
- Carrying out aspect and impact assessments and establishing control activities to minimize impacts
- Communicating WHSQAE performance to the Managing Director
- Planning and coordinating WHSQAE management training
- Providing advice on WHSQAE management to all employees on site
- Being a part of planning and design in work activities

- Determining legal requirements for the work activity or trade
- Making sure WHSQAE procedures are followed
- Reviewing WHSQAE reports and inspections
- Setting up and being a part of WHSQAE meetings and programs
- Insisting on sound WHSQAE practices at all times
- Conducting incident investigations
- Making sure records are kept as required by this WHSQAE plan
- Other WHSQAE duties as directed by the Managing Director
- Planning and conducting [where applicable] training on WHSQAE MS
- Acquiring and communicating/disseminating WHSQAE MS information
- Manage WHSQAE design issues in conjunction with the design consultant and Foreman
- Identify hazards, and assessing and controlling WHSQAE risks in conjunction with the Foreman
- Assess the Subcontractors' ability to comply with WHSQAE requirements
- Monitoring legislation, identifying changes and communicating to the Foreman
- Reviewing subcontractor SWMS and Project Plans

7.3 WHSQAE [HR] *Manager –Tim Bigeni will fulfil this role*

Tim Bigeni is responsible for the management of injuries at the workplace and duties include:

- Ensure compliance with WHSQAE, Workplace Injury Management and Workers Compensation, regulations and Codes of Practice
- Ensure that the organization is compliant with its WHSQAE MS
- Planning and/or conducting WHSQAE Training, including induction, task and fresher training
- Acquiring and disseminating WHSQAE related information
- Establishing and implementing consultation arrangements with workers/subcontractors, WHSQAE Committees and WHSQAE Representatives on safety matters
- Develop, implement and test emergency procedures
- Assess the Subcontractors' ability to comply with WHSQAE requirements
- Collect quality documents from suppliers including ITPs, delivery documentation for materials, certificates of conformance etc.
- Ensure that all personnel on site are compliant with safe working rules
- Identify hazards, and assess and control WHSQAE risks
- Verify [through inspections and tests] that work areas, work methods, materials, plans and equipment comply with WHSQAE legislation, regulations, standards and Codes of Practice
- Stopping, rejecting or quarantining unsafe work methods, work areas, materials, plant and equipment
- Reporting incidents and illness/injury, and providing and collating incidents, illness/injury information and statistics
- Investigating incidents and illness/injuries and initiating corrective and preventative actions
- Acquiring, communicating and consulting on WHSQAE information such as WHSQAE policies, management systems, plans and procedures
- Keeping the work site environment safe
- Verifying and monitoring that workers and service providers implement safe work methods
- Implementing corrective actions to prevent recurrences of work site incidents and illness/injury
- Maintaining records required by the ProjectCorp WHSQAE MS

7.4 Foreman

Valandy Georgakopoulos is responsible for WHSQAE at the workplace and duties include:

- Collect and review subcontractor and suppliers work method statements and risk assessments
- Collect quality documents from suppliers including ITPs, delivery documentation for materials, certificates of conformance etc.
- Monitor subcontractor and suppliers compliance to work method statements and risk assessments
- Complete regular inspections and ensure compliance with applicable legislation
- Communicate information, policy and procedures to staff and contractors on site as required [e.g. changes to legislation, updates to management system procedures etc.]
- Carry out site inductions
- Complete ITP's as required
- Plan and conduct training as required
- Conduct regular toolbox meetings
- Ensure environmental controls are implemented and maintained [e.g. sediment and erosion controls, dust control etc.]

7.5 Injury Management Manager

Joanna Lotho is responsible for the management of injuries at the workplace and duties include:

- Assisting injured workers to return to their pre-injury duties as soon as practicable after a work-related injury
- Ensuring that, where appropriate, the injured worker is given access to occupational rehabilitation services
- Liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured worker
- Monitoring the progress of the injured worker's capacity to work
- Taking steps to prevent recurrence or aggravation of the relevant injury upon the injured worker's return to work
- Providing assistance to meet all legal requirements regarding injury management and return to work

7.6 First Aid Officer

Valandy Georgakopoulos is responsible for administering first aid and maintain the first aid kit [may be more than one person to ensure there is a first aid officer on site at all times].

7.7 Workers

Are responsible for the following:

- Working in a safe manner without risk to themselves, others or the environment
- Complying with the WHSQAE Management Plan including all Safe Work Method Statements
- Reporting all incidents to the Foreman
- Reporting all injuries and illnesses to the designated First Aid Officer
- Reporting any WHSQAE hazards to the Foreman
- Providing suggestion, through agreed consultation methods, on how to improve WHSQAE issues
- Seeking assistance if unsure of WHSQAE rules
- Reporting any faulty tools or plant to the Foreman
- Complying with site rules
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures

8 Consultation and Communication

ProjectCorp promotes the active participation of all workers in WHSQAE decisions.

8.1 Project Meetings

Project meetings are held on a regular basis to ensure that open communication is maintained and that all parties are kept informed of how the project is progressing. The Construction Manager, Foreman and when required Managing Director will meet with the client representative regularly to discuss project progress and any potential problems that may be foreseen. By maintaining constant communication with the client it enables both parties to work together to achieve the same objectives. Minutes of the project meetings will be maintained by the Project Manager / Contracts Administrator.

8.2 Inductions

All people working on or visiting the site will be inducted by ProjectCorp. More details about project inductions are included in this Plan.

8.3 Prestart Meetings

Prestart meetings will be held daily on the Project. All trades present on site will be required to participate in these meetings to discuss work that will be carried out for the day and any specific hazards that may be presented.
Records of Pre-start meetings will be documented in some of the following ways:

- Site Diary entries
- Toolbox Meeting Minutes, these will be required to be signed by all workers,

8.4 Toolbox Meetings

Toolbox meetings are at held weekly (or wherever required) onsite and documented on the *Toolbox Meeting/Pre-Start Meeting Minutes Form [Form # PC-WHSQAE-012]*. Tool box meetings are held to communicate with staff on contractors about relevant risks and controls onsite, as well as provided a method of consultation and training.

8.5 Customer Feedback

Any customer feedback that is received shall be reviewed by the Project Manager. This includes formally received written feedback and general comments and feedback received during meetings and site inspections. Where any feedback is received that may be negative or a complaint, a non-conformance shall be raised using the *Corrective Action Request Form [Form # PC*-WHSQAE *MS-007]*. This ensures that the information is recorded and can be analysed to determine appropriate corrective and preventative actions. All customer feedback will be reviewed during the management review meeting to identify any trends that may be occurring to help with continual improvement of our performance.

For all negative feedback and complaints, the contactor shall be given a formal response and kept up to date with the implementation of corrective and preventative actions addressing the complaint.

8.6 Resources

Financial, human and infrastructure resources have been allocated by the Managing Director in order to achieve the objectives of the management system. Specific resources that have been allocated to the project include:

- WHSQAE management tools including ITP's
- Allocation of WHSQAE management responsibilities to the Foreman
- Allocation of responsibility to the Project Manager for enhancing customer satisfaction
- Sufficient project infrastructure including tools and equipment

Infrastructure for the project shall be determined in planning stages of the project. Resource needs during construction shall be monitored by the Project Manager and Foreman on an ongoing basis.

8.7 Training

Training needs and competence shall be identified by the Foreman during induction and toolbox meetings. The table below [Table 1] documents the minimum competence for each position. Where deficiency is identified, staff, contractors and suppliers shall undertake training by a suitably qualified person before undertaking work on the project.

Table 1: Training

Position	Training Required
Construction Manager – Tim Bigeni	Site Specific Induction WHS General Induction for Construction [NSW]
Foreman – Valandy Georgalopoulos 11T	Site Specific Induction WHS General Induction for Construction [NSW] First Aid Certificate 11T years Industry Experience
Tradesmen	Site Specific Induction WHS General Induction for Construction [NSW] Trade Certificate First Aid Certificate
Labourers	Site Specific Induction WHS General Induction for Construction [NSW]
Visitors	Must remain with inducted person or site foreman at all times

9 Implementation

9.1 Hazards, Aspects/Impacts Identification, Assessment and Control

Before commencing works on site, an initial project aspects and impacts assessment shall be completed to consider all potential aspects and impacts that result from ProjectCorp employees and contractors activities. The *Identify Environmental Aspects and Impacts Procedure* are to be followed. The environmental categories list may be used to trigger thoughts for identifying potential aspects/impacts and the outcome of this assessment shall be recorded on the *Hazards, Risks & Aspects and Impacts Register [Form # PC-WHSQAE-008]*.

This process follows these steps as outlined in the *Identify Environmental Aspects and Procedure:*

- **Identify Aspects [Hazards]:** Use the environmental categories as a guide and write down all potential aspects that exist from a broad level for delivery of the project [on the *Hazards, Risks & Aspects and Impacts Register [Form # PC-WHSQAE-008]*]. These will include things such as work activities, identified conditions [i.e. environmentally sensitive areas, threatened species], excavation, trades, members of the public, waste, materials, local conditions [proximity to water ways, slope of land, soil types etc. The purpose of this activity is to identify all activities that may require control. This is also how we know what activities we should have Environmental Control Plans [ECPs] for.

- **Assess the Impact [Risks]:** Using the Risk Matrix to assess the likelihood and consequence for each aspect and look up the corresponding risk matrix to determine the level of impact. Enter this information in the *Hazards, Risks & Aspects and Impacts Register [Form # PC-WHSQAE-008]*.

- **Put in Controls:** Controls shall then be considered following the Hierarchy of Controls [elimination, substitution, isolation, engineering controls, administration, PPE]. Where the first option is not possible; then move to the next. However, every attempt must be applied before moving onto the next control. Do bear in mind that any controls put in place does not create new hazards; in other words, taking something bad and making it worse.

10 Non-conformance & Defects

10.1 Defects

Non-conforming product shall be controlled on the project in several ways.

- ITPs shall be completed for each trade to prevent the occurrence of non-conforming product.
- Defects shall be identified through inspection by the Site Manager and recorded in the *Defects Register [Form # PC-WHSQAE-048]*.
- The Site Manager shall ensure that all defects on the *Defects Register [Form # PC-WHSQAE-048]* are rectified prior to release to the client.
- The Site Manager shall be responsible for inspecting all rectified parts of the project prior to release.

Client issued defects that are received after handover shall be entered into the register and managed by the Site Manager. The client shall be kept informed of progress with rectifying the defects. Records of the defects processes shall be maintained on the *Defects Register Form # PC-WHSQAE-048]*.

10.2 Non-conformances

For all non-conformances that are identified including customer complaints, audit findings, major defect trends, environmental non-conformances, and potential non-conformances identified, the *Corrective Action Request Form [Form # PC-WHSQAE-007]* shall be used. This report shall be raised by the person that identifies the non-conformance/Corrective Action.

The improvement process that is adopted by ProjectCorp includes carrying out root cause analysis to determine the underlying reason that the incident has occurred. Two types of action shall then be developed. Firstly corrective action shall be developed and implemented to fix the result of the non-conformance and then preventative action shall be carried out to address the cause of the non-conformance. Both types of action shall be recorded on the *Corrective Action Request Form [Form # PC-WHSQAE-007]* unless the non-conformance relates to a potential non-conformance.

After sufficient time for the action to take effect, the verification of the action shall be signed off by the Site Manager unless the Site Manager is responsible for the non-conformance, in which case the Project Manager shall sign the verification.

Records of corrective and preventative action shall be maintained in the form of the *Corrective Action Request Form [Form # PC-WHSQAE-007]*.

11 Process Management

ProjectCorp ensures that all service providers working on the project comply with WHSQAE requirements. This requirement is detailed in the individual subcontracts with each provider.

All service providers have been assessed and selected based on their ability to comply with WHSQAE requirements as per our corporate procedures. All service providers are provided with a copy of this WHSQAE Management Plan and expected to comply with its requirements.

The *SWMS Review Checklist* [*Form # PC-WHSQAE-011*] shall be completed for all subcontractors.

On a regular basis, the Foreman will carry out reviews of subcontractor performance including review of the subcontractors Safe Work Method Statement to determine compliance to its requirements. Record of this review shall be recorded in the site diary and shall include the name of the subcontractor, identification of Safe Work Method Statement reviewed and comments relating to compliance. Where subcontractors are found to be in breach of WHSQAE requirements they will be presented with a formal *Corrective Action Request Form [Form # PC-WHSQAE-007]*.

Prior to purchasing materials [from suppliers that have been assessed as being able to comply with WHSQAE requirements for supply and delivery of materials], ProjectCorp ensures that risk assessment is carried out to identify potential WHSQAE hazards associated with the material. Where hazards are identified controls are implemented based on the hierarchy of control. First control will always be to eliminate the use of the material or substitute with a different material that may be less hazardous. For every material that is brought onto site a *Safety Data Sheet [SDS]* shall be collected and kept in an SDS folder onsite. This folder shall include SDS for all chemicals onsite, not just hazardous materials and include an *SDS Register.* All SDS kept on site must be within 5 years old and comply with Australian standard requirements. For all materials identified as hazardous substances on the SDS, a documented risk assessment shall be completed and kept with the SDS. The hazardous substance shall also be recorded on the *Hazardous Substances Register [Form # PC-WHSQAE-025].*

When materials are received on site they will be inspected by the Foreman prior to acceptance to ensure that relevant WHSQAE information has been provided. If materials and equipment are found to be non-conforming, they will be returned to the suppler. A signature on the delivery docket is evidence of the inspection. All delivery dockets shall be kept and filed on site.

Plant and material supplied by the client for ProjectCorp projects will be inspected by the Foreman on delivery to the site. Where appropriate, the same rules apply to client supplied materials and plant in regard to SDS, prestart checks, maintenance records etc.

For design changes required during the project, the corporate procedures for design management and hazard identification and risk assessment shall be followed. Any design changes that occur during the project shall be assessed for WHSQAE hazards that the design introduces. See section

5.10 of the corporate WHSQAE manual and the *Hazard Identification and Risk Assessment Procedure* for more information.

11.1 Suppliers and Purchasing

All suppliers and subcontractors that are used on the project shall be assessed by the Project Manager prior to engagement. The criteria for this review include the suppliers past performance, references, price, capacity to supply, and confidence that the Project Manager has in the supplier's ability to provide quality work. Upon approval, the suppliers and subcontractors shall be entered into the approved supplier register. Continual review of suppliers shall be included in the management review.

For all purchased services and materials that are considered critical to the project, a purchase order shall be completed. The purchase order shall clearly describe the product or service to be supplied including any documentation that is required [e.g. MSDS, certificates of conformance, etc.]. For subcontractors, the contract documents will specify scope of works required, OHS and environmental responsibilities, process control requirements [e.g. ITP's, work instructions etc.] and any other relevant information.

All purchased materials shall be inspected on delivery to check that the delivery matches the purchase order. Delivery dockets will be signed by the Site Manager and kept as a record.

Work that has been completed by subcontractors shall be inspected by the Project Manager prior to approving the subcontractor's invoice/progress claim. For major works, the subcontractor shall complete and sign ITP's to be submitted with progress claims.

11.2 Process Control

All construction processes shall be controlled to ensure that the completed works meet the requirements of the client. We control our processes in the following ways:

- Employment of qualified tradesman and assessment of their competency
- Regular inspection by the Project Manager and Site Manager of works completed
- Employing a system of defects management
- Completing Inspection and Test Plans [ITP's]
- Provision of standard construction details
- Maintaining up to date project drawings

For some construction processes, the output cannot be fully verified before release of the product. The trades that this generally relates to are welding and concreting as typically the testing can only be achieved using destructive methods.

In these situations, only competent and qualified tradesman shall be used and where possible, samples will be taken for additional testing [e.g. concrete testing]. Records from any testing and inspection that are carried out shall be maintained in the project folders.

11.3 Traceability

Traceability shall be maintained on the project through either of the following methods dependant on the stage of the project and the material to be traced.

- Grid numbers and references to the drawings/plans

- Room numbering
- Floor numbering

Traceability shall be maintained for all crucial project materials and test results. This includes structural steel and fixings, concrete placement, ITP's, test results and engineers reports. Traceability shall include recording the reference on the delivery docket of the material, ITP, test results, inspection reports, and in some cases this will also be represented with shading of project drawings to indicate placement [e.g. concrete placement maps].

11.4 Customer Supplied Property

Where materials have been supplied by the client for use in the project, the Site Manager shall inspect the material on arrival to ensure that it is not damaged and that it is appropriate for incorporation in the project. If the client has ordered the material then the Site Manager shall adopt the clients purchasing procedures for inspection of purchased product. The client shall be advised that goods have been accepted.

Where any client supplied property is damaged or misplaced, ProjectCorp takes full responsibility and will replace or repair the property as appropriate.

11.5 Preservation of Completed Works

Throughout the duration of the project, all completed works shall be protected from damage. The Site Manager is responsible for ensuring that completed surfaces are covered and protected as appropriate. This will include covering floors and bench tops with plywood, plastic covering being left on surfaces such as aluminium and plastics and any other type of protection required. Should accidental damage occur, the defect shall be rectified.

11.6 Equipment calibration

Equipment that requires calibration [e.g. dumpy levels, lasers, theodolites] is documented on the calibration register. The Site Manager is responsible for maintaining the calibration register. All measuring equipment that will be used on the project shall be recorded on the register. This shall include serial number of instrument, date of calibration completed, and date calibration is due. All instruments shall be calibrated by a laboratory that is NATA accredited against appropriate and traceable measuring standards. Copies of calibration certificates shall be kept on site.

Equipment that has been calibrated is kept in the site office and only accessible to suitably experienced users to ensure that it is safeguarded from adjustments that would invalidate measurement results. Any instrument where calibration has lapsed shall be tagged as being out of service and removed from use.

If measuring equipment is found to be damaged or out of calibration, the previous measurements that have been recorded from the instrument shall be rechecked and recorded to ensure accuracy.

Maintenance of equipment also includes testing and tagging of electrical equipment as required by WorkCover codes of practice. This is defined in our WHS management system.

11.7 Inspection and Testing

Monitoring and measurements of our product and processes forms a vital part of the ProjectCorp's QMS. A combination of completing Inspection and test plans [ITP's] and carrying out inspections, audits and management reviews ensures that all works that are released to the client meet or exceed the client's requirements.

11.8 Inspection and Test Plans

An ITP shall be developed for all trades on the project using the *Inspection and Test Plan Template [Form # PC-WHSQAE-049]*. ITPs that have been developed for the project shall then be recorded on *the ITP register [Form # PC-WHSQAE-057]*.

Completed ITPs shall include identification of the works to which they relate [so as to maintain traceability], identification of witness and hold points and a breakdown of the critical steps in the process. All ITPs shall also consider any trades that they may restrict access to. An example of this is the ITP for plasterboard shall include consideration of electrical, mechanical, hydraulic etc. Work areas shall not be considered closed or complete until the ITP has been completed and signed off by the Site Manager. Subcontractors shall complete and submit ITPs with their progress claims.

12 Plant and Equipment

12.1 Plant

Prior to plant arriving on site the following records must be supplied to ProjectCorp:

- Copy of plant WorkCover Registration [if applicable]
- Copy of detailed plant risk assessment and work method statements detailing that prestart inspections will be carried out on the plant each day it is used
- Copy of plant maintenance records
- Copy of operators tickets / training records / competence records for persons that will be operating the plant
- Copy of MSDS for fluids associated with the plant [diesel, grease etc.]

Prior to operating plant on site, the above documents must be available in the site office. All operators will be observed by the Foreman operating the plant to assess competency prior to commencing work. No person shall operate plant without a valid ticket and being assessed as competent. Operator tickets shall be photocopied and filed during inductions. The above records will be maintained.

All plant in operation must contain a completed pre-start inspection for the day of use [provided by the subcontractor]. All plant that is brought on site shall be recorded on the *Plant & Equipment Register [Form # PC-WHSQAE-032].*

Prior to commencing excavation work, a *Permit to Excavate Form [Form # PC-WHSQAE-015]* must be completed and signed off by the Foreman.

12.2 Equipment

All lifting equipment on site shall be recorded on the *Lifting Equipment Register [Form # PC-WHSQAE-029]*. All lifting equipment shall be inspected as per the inspection schedule.

All electrical equipment shall be tested in accordance with the WorkCover Code of Practice and recorded on the *Electrical Tools and Equipment Register [Form # PC-WHSQAE-021].*

13 Materials

13.1 Handling and Storage of Materials

Where hazardous materials such as asbestos, hazardous chemicals, lead etc. are present on site, specialised contractors or qualified people will be used to handle these materials. Hazmat personnel will be inducted into the site as per the planned arrangements and copies of tickets and licenses shall be maintained in the site office. Where required, individual management plans for hazardous materials shall be developed.

Consideration of general material handling including manual handling shall be identified and assessed in the applicable SWMS. Where materials have been identified as presenting significant risk, controls shall be developed to manage these risks, such as two man lifting, mechanical aids, PPE etc. Controls shall be developed using the Hierarchy of control as defined below.

All hazardous substances and dangerous goods stored on site shall comply with legislative requirements. This includes correct signage, correct protection [cages], correct labelling, SDS and risk assessment. An SDS must be maintained in the office for all chemicals on site. Hazardous substances must be recorded on the *Hazardous Substance Register [Form # PC-WHSQAE-025]*.

14 Approval and Licensing Requirements & Reporting

A site-specific *Hazard, Risk and Aspects and Impacts Register [Form # PC-WHSQAE-024]* is developed and implemented for each project to assist ProjectCorp employees and subcontractors/service provides manage legal compliance and conformity with the environmental conditions of the contract. The *Hazard, Risk and Aspects and Impacts Register* includes a column to list applicable legal and other requirements, which may include approval/consent/licence/permit conditions for the relevant project/contract.

Environmental regulatory requirements may include those identified in a Statement of Environmental Effects or Review of Environmental Factors, development consent conditions under the Environmental Planning and Assessment Act, and authority licence and permit conditions for contract work. The *Hazard, Risk and Aspects and Impacts Register [Form # PC-WHSQAEn-024]* is available to ensure all employees/subcontractors and service providers are aware of and address all statutory obligations attached to their activities.

15 Hazard Identification, Risk Assessment and Control

15.1 Hazard Identification and Risk Assessment

In order to comply with the NSW Workplace Health and Safety regulation, ProjectCorp requires that all potential hazards and risks shall be identified, assessed and controls shall be developed based on the hierarchy of controls.

Before commencing works on site, an initial P*roject Risk Assessment [Form # PC-WHSQAE-043]* shall be completed to consider all potential hazards that ProjectCorp staff and contractors will be exposed to. This must be completed by either the Project Manager or Foreman as per the Corporate *Hazard Identification and Risk Management Procedure*. The *Hazard categories* list may be used to brainstorm in identifying potential hazards and the outcome of this assessment shall be recorded on the *Hazard and Risk Register [Form # PC-WHSQAE-024].* This risk assessment will also include the design and layout for the site so that it can be set up to reduce hazards and risk. This risk assessment

forms part of planning for the project including identifying what SWMS will be required and what training needs may exist.

This process follows these steps:

- **Identify hazards:** Use the Hazard categories as a guide and write down all potential hazards that exist from a broad level [in addition where possible, unforeseeable hazards that may have the potential to occur without notice as this will allow a more specific RA to the site] for delivery of the project [on the *Hazard and Risk Register [Form # PC-WHSQAE-024]*]. These will include things such as use of plant, use of electricity, excavation, trades, members of the public, etc. The purpose of this activity is to identify all activities that may require control. This is also how we know what activities we should have SWMS for.
- **Assess the risk:** Using the Risk Matrix assess the likelihood and consequence for each risk and look up the corresponding risk rating to determine the level of risk.
- Enter this information in the Hazard and Risk Register [Form # PC-WHSQAE-024].
- **Putting in controls:** Controls shall then be considered following the Hierarchy of Controls [HoC] [elimination, substitution, isolation, engineering controls, administration & PPE]. If the hazard cannot be eliminated then the next step in the HoC should be applied and so on until the hazard has been lowered to as low as reasonably practicable [ALARP].

Safe Work Methods Statements [SWMS] shall be completed for all activities that are carried out by any worker on site. No worker may commence work unless a SWMS has been completed and reviewed [where applicable re-review until ProjectCorp deems the SWMS as satisfactory] and ProjectCorp will require the SWMS to be signed off by all concern in the SWMS. The *SWMS Form [Form # PC-WHSQAE-010]* shall be used for developing SWMS in consultation with all people carrying out the activity [equivalent SWMS forms may be used by subcontractors provided they contain all the same information as the form as in this plan]. The *SWMS Checklist [Form # PC-WHSQAE-011]* will be used by the Foreman to review all SWMS.

The procedure for completing a SWMS is as follows:

- Complete the information on page 1 of the *SWMS Form [Form # PC-WHSQAE-010]*;
- Identify applicable legislation and codes of practice and record on page one of the *SWMS Form [Form # PC-WHSQAE-010]*;
- Break the activity down into steps and record on the *SWMS Form [Form # PC-WHSQAE-010]*;
- Write down the hazards associated with each step;
- Use the Risk Matrix to assess the risk associated with each hazards and enter into the *SWMS Form [Form # PC-WHSQAE-010]*;
- Using the Hierarchy of control as detailed above [for risk assessment], develop the best control that is reasonably practicable. Write the control on the SWMS;

In the case of an incident or emergency situation, all SWMS and RA applicable to the incident shall be reviewed to consider lessons learnt.

15.2 Reporting Hazards

When Hazards are identified through day to day activities, staffs are required to complete the *Hazard Report Form [Form # PC-WHSQAE-008]*. This from shall be completed to alert site management to the hazard and ensure that the hazard is removed or control.

15.3 PPE

Workers shall be provided with the required PPE. This shall be recorded on the *PPE Register [Form # PC-WHSQAE-031]*.

15.4 Site Safety Rules

Site safety rules are prepared by the Foreman and includes in the "Site Induction Info Pack" [hard copy version but soon an online version will be created] for workers working on site. The *Site Induction Record [Form # PC-WHSQAE-001]* includes site rules that the inductee agrees to and sign off on it when read. Site rules shall also be displayed on the site notice board.

16 Training & Site Induction

16.1 Induction

All workers working onsite shall be inducted into the site and this Management Plan. The site induction provides an opportunity to communicate site specific requirements and hazards, emergency procedures, site rules, amenities, consultation, identify training needs and ensure that the inductee has signed their SWMS and is aware of their WHSQAE responsibilities.

The Foreman shall complete the induction using the *Site Induction Record [Form # PC-WHSQAE-002]* for each inductee. The *Site Induction Record [Form # PC-WHSQAE-002]* shall be kept as a record of the induction, plus a photocopy of the inductee's induction card and relevant tickets. A register shall be maintained that identifies all persons inducted into the site.

Visitors that will not be carrying out construction work shall be inducted using the *Visitor Induction Form [Form # PC-WHSQAE-004]*.

All people entering the site shall sign in and out using the *Site Attendance Register [Form # PC-WHSQAE-003]*.

16.2 Training

Training needs shall be identified during the induction, tool box meetings, and through day to day activities. Appropriate training shall be provided as required by the WHSQAE Regulation and WorkCover Codes of Practice. Training shall be provided by suitably qualified people [i.e. the WHSQAE Manager: Hong Hua]. All training that is provided on site shall be recorded on the *Training Register [Form # PC-WHSQAE-036]*. This includes training for plant and equipment that does not require a Work cover operators ticket such as small scissor lifts, power tools etc.

No person may operate equipment or carry out a task without receiving training from a suitably qualified person or being assessed as competent.

Toolbox meetings shall also be used to provide training and refresher training. This is a good opportunity to discuss procedure requirements and training needs with all present.

Record of training will be maintained in the form of Toolbox meeting minutes, training register, induction records, photocopies of tickets, licenses and certificates.

17 Inspection and Testing

Various levels of inspection and testing are required to be carried out on ProjectCorp projects. Inspection and testing includes regular site safety inspections, scaffold inspections, excavation inspections, testing and tagging of electrical and firefighting equipment as well as lifting chains, slings, harnesses and other applicable activities to control risks and comply with WHSQAE legislation.

The following inspection schedule defines the requirements and frequency for inspection, testing and approvals on the project. This schedule shall be updated on commencement of the project and then on a regular basis to ensure that all requirements for testing and inspections are being met. This schedule must be implemented on the project and shall be regularly checked by the Foreman to ensure inspection and testing is being completed. Items defined in the records column shall be maintained in the site office.

Equipment that does not pass inspection and testing shall be labelled DO NOT USE and kept in the site office or disposed of to prevent unintended use.

All equipment used for testing of equipment shall be calibrated to the manufacturer's recommendations.

Item	Frequency	Record	Responsibility	Standards / Guidelines
Site Safety Inspections	Weekly	Workplace inspection checklist	Foreman	NA
Prestart work areas inspection	Daily	Visual, recorded in site diary	All staff and contractors	NA
General inspection of subcontractor work method statement compliance	Daily	Visual, recorded in site diary	Foreman	SWMS for activity
Project internal audit	3 months	Project audit report	WHSQAE Manager	The WHSQAE MS Plan
Plant inspection	Before each days use of plant	Plant prestart checklist	Plant operator	Excavation Code of Practice, Risk assessment
Plant Maintenance	As required by manufacturer	Maintenance records and log books	Mechanic	Excavation Code of Practice
Electrical Equipment Testing and Tagging	Monthly	Electrical equipment register [may be provided by contractor or use form in this plan]	Licensed electrician or person who has completed accredited course in testing and tagging	Electrical Practices for Construction Work Code of Practice
Fire Fighting Equipment	6 Monthly	Fire equipment register [provided by fire testing contractor]	Licensed contractor	AS1851:2005
Emergency Procedures [evacuation drill]	3 monthly	Record on Toolbox meeting minutes	Foreman	Risk Assessment, WHSQAE Regulation
Scaffolding	Before use, then monthly or after an incident / storm etc.	Scaffold certificate	Holder of Scaffold ticket	WHSQAE Regulation, Safe working at heights guides.
Excavations	Before use and then at frequency determined by risk assessment	Daily diary	Suitably qualified person	Excavation Code of Practice, WHSQAE reg.

Lifting chains	Before each use, regular inspection for wear and cracks monthly, proof load every 12months by NATA lab.	Plant prestart checklist	Plant operator	Work cover Dogman guide, Work Cover Rigging guide
Lifting Slings	Before each use, monthly inspection, proof load test every 12 months			
Harnesses	Anchorage points inspected before use and then on regular basis	SWMS	Suitably qualified person	Safe work at heights guide
Harnesses	Visual inspection before each use, hooks inspected before each use.	Not recorded	User	
Incoming Materials	On arrival includes materials, plant and equipment	Record on delivery docket and file. Plant inspection use plant checklist	Suitably qualified person	
Form Work	Before pouring concrete	Engineer inspection	Concrete contractor, Foreman	
Insert additional items such as, engineers, cranes, boom pumps etc.				

18 Incident Management/Corrective Action and Reporting

18.1 Incidents

All incidents and injuries that occur on ProjectCorp projects shall be reported to the First Aid Officer and recorded on the *Injury & Illness Register [Form # PC-WHSQAE-027]*. This includes all major and minor injuries / incidents. The reason that minor injuries are recorded is to enable ProjectCorp to analyse the data to identify trends that occur in injuries / incidents. By identifying these trends preventative action can be implemented to prevent further injury.

All incidents that require medical treatment or involve damage to plant/equipment/materials shall be investigated and documented on the *Incident Investigation Form [Form # PC-WHSQAE-009]*. Corrective action shall be immediately determined and implemented following an incident. Root cause analysis shall then be carried out following the principal of the "5 Whys". To complete this, five [5] iterations of "Why" are carried out to determine the underlying cause of the incident *[e.g. Why did the car break down; Flat battery, bad alternator, drivebelt broke, drivebelt worn and loose, car wasn't maintained?]*. When the cause [s] is/are identified, preventative action shall be determined and recorded on the *Incident Investigation Form [Form # PC-WHSQAE-009]*.

Following implementation of the corrective and preventative actions, the follow up section of the *Incident Investigation Report [Form # PC-WHSQAE-009]* will be completed to verify that the action taken has been effective.

Corrective action, preventative action and information about the incident shall be communicated to staff and service providers through tool box meetings and recorded on the *Toolbox/Pre-Start*

Meeting Minutes Form [Form # PC-WHSQAE-012]. Where the client requires, monthly reports will include this information.

18.2 Notification

WorkCover shall be notified of serious injuries immediately on 13 10 50 following the incident. For less serious incidents WorkCover must be notified within 7 days. Insurers shall be notified within 48 hrs.

18.3 Non-conformance

Non-conformances may be received as a result of an audit, incident, or safety inspection or issued by ProjectCorp. Non-conformances shall be recorded on the *Corrective Action Request Form [Form # PC-WHSQAE-007]* and entered into the *Corrective Action Request Register [Form # PC-WHSQAE-033]*. This shall include record of the non-conformity, who it was raised by, what action will be taken, who is responsible for the action and the due date for completion. All non-conformances shall be closed out in a timely manner. Non-conformances issued to subcontractors shall be through the use of the *Corrective Action Request Form [Form # PC-WHSQAE-007]***.**

18.4 Injury Statistics

Injury statistics shall be recorded and monitored on an ongoing basis to identify trends that ProjectCorp can use to aid in its endeavour to achieve "zero harm" in the work environment.

18.5 Return to Work

The injury management coordinator will be arranged to explain the return to work process to the injured worker. The injured worker will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices. An individual return to work plan will be developed when the injured worker, according to medical advice, is capable of returning to work. The injured worker will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured worker's physical and psychological condition. Depending on the individual circumstances of the injured worker, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

All records relating to the management of injuries such as meeting minutes, investigations, doctors certificates and insurance records will be maintained indefinitely.

18.6 Dispute Resolution

Disputes that arise regarding decisions that relate to the health and welfare of workers and contractors shall be handled in the following way:

i. The problem shall first be reported to the Foreman
ii. If a satisfactory resolution does not occur, the problem shall be reported to the WHSQAE committee [if elected] or Director
iii. The WHSQAE Committee or Director shall attempt to resolve the issue
iv. If a satisfactory resolution is not made, then WorkCover may be contacted
v. WorkCover's decision will be accepted and changes implemented

19 Emergency Management

ProjectCorp ensures that plans are in place on the project for management of emergency situations that may arise. In most cases, emergency situations such as fire, atmospheric contamination, gas leak etc. will result in site evacuation. A *Site Evacuation Plan* and *Emergency Contact Form [Form # PC-WHSQAE-041]* shall be completed prior to commencing work on site and updated on a regular basis as the project evolves. The evacuation plan shall identify two muster/assembly points that allow for contingency should it be unsafe for personnel to get to one muster point. The evacuation procedure shall include planned route for evacuation of the site taking into consideration areas where emergency is likely to originate [e.g. confined spaces, areas requiring hot works, flammable material storage etc.]. The evacuation procedure shall be tested by carrying out drills at a frequency of 3 months; this will be recorded on the *Emergency Evacuation Record Form [Form # PC-WHSQAE-013].*

Firefighting equipment shall be provided onsite including portable fire extinguishers and fire blankets as appropriate. All firefighting equipment shall be tested every 6 months as per the Australian standard. This testing shall be carried out by a licensed contractor and a **register** shall be maintained of testing and tagging.

A folder shall be maintained in the site office containing SDS for every chemical and substance on site. This shall also include a register at the front of the folder to assist with quick access to SDS. All SDS shall be within 5 years old and shall be available in hard copy [not just electronic].

First Aid kits [Type A] shall be maintained on site and a qualified first aid officer shall be present at all times.

The *Hot Works Permit [Form # PC-WHSQAE-014]* shall be completed for any hot works that is carried out on side. This includes use of Oxy acetylene, welding, etc.

All fall arrest and emergency rescue equipment that is kept on site shall be recorded on the *Fall Arrest and Emergency Rescue Equipment Register [Form #PC-WHSQAE-022]*.

Other emergency situations, i.e. where there is a failure of existing controls in the aspects/impacts register or ECPs [such as major spills, intensive dust, large scale failure of sediment/erosion controls, impact on environmentally sensitive lands] are to be controlled though the following step:

i. notify Project Management [i.e. Site Manager]
ii. dial 000 and ask for the NSW Fire Brigades – state the nature of the emergency;
iii. assess the situation [check for danger and ensure area is safe to access] and isolate the area/activity/aspect to prevent further release/damage, if qualified to do so [utilise appropriate equipment and/or materials to reduce the spread of the hazard] and assist the injured to safety [establish any [DR] ABC First Aid, if required] or if it's just you vacate the area;
iv. project Management will organise further assistance if required [including notification of authorities as appropriate];
v. complete *Incident Report [Form # PC-WHSQAE-009]* and submit to Project Manager;
vi. incident to be recorded, investigated and corrective/preventative actions implemented; and
vii. aspect/impact controls that are identified in the aspects/impacts register;
viii. follow up corrective and preventative actions to ensure effectiveness; review if not

If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release. If adequate resources are not available to contain the release and if it threatens public health, property or the environment, the NSW Fire Brigades should be contacted for emergency assistance immediately - phone 000.

In addition, if you need urgent advice on cleaning-up the incident or on the disposal of any resulting waste materials, DECCW staff can be contacted 24-hours/day via Pollution Line on 131 555.

20 Inspection, Monitoring, Internal Review

20.1 Internal Audits

Internal audits of ProjectCorp site [s] shall be completed by the WHSQAE Manager on a 3 monthly basis to ensure compliance with the WHSQAE Plan. The audit shall include reviewing the requirements of the manual and sighting records and evidence to support implementation. The *Project Audit Report Form [Form # PC-WHSQAE-016]* shall be used to record the audit. Where deficiency in the implementation of this management system is identified, the issue shall be recorded on the *Corrective Action Request Form [Form # PC-WHSQAE-007]* an entered into the *Corrective Action Request Register [Form # PC-WHSQAE-033]* and managed in accordance with non-conformances defined in Section 6.5 & 7 of the WHSQAE MS Manual.

20.2 Inspections

Site safety inspections shall be completed by the Foreman using the *Weekly Safety Inspection Checklist [Form # PC-WHSQAE-020]*. Any unsafe activity or safety issue shall be addressed using the *Corrective Action Request Form [Form # PC-WHSQAE-007]*.

20.3 Monitoring

Noise level monitoring shall be carried out in areas where the environment is perceived to present a noise hazard. Noise assessment is to be carried out using a noise level meter that has been calibrated by an accredited laboratory or using a consultant. As reference for determining when noise monitoring is needed, an area where a raised voice is required to communicate with someone 1 metre away will require monitoring.

Various levels of inspection and monitoring are required to be carried out on ProjectCorp projects. Environmental inspection and monitoring may include regular site environmental inspections, sediment/erosion control monitoring and water quality monitoring as well as other applicable activities to control risks and comply with regulatory requirements.

The following Inspection schedule defines the requirements and frequency for environmental inspection, monitoring and approvals on the project. This schedule shall be updated on commencement of the project and then on a regular basis to ensure that all requirements for inspections and monitoring are being met. This schedule must be implemented on the project and shall be regularly checked by the Project Manager to ensure inspection and monitoring is being completed.

Item	Frequency	Method / Form	Responsibility	Reference/Notes
Site Environmental Inspections	Weekly	Environmental Inspection Checklist [*Form # PC-WHSQAE-020]*	Site Manager	Past inspections

Sediment and Erosion Control	Weekly [as include in site inspection] and/or daily after/during rainfall	Visual, no record required. May be noted in toolbox talks or site notes.	All relevant employees and contractors. Site Manager	Past reports
Internal Audit	Monthly	Project Internal Environmental Audit Report [*Form # PC-WHSQAE-016*]	Site Manager	Audit Schedule
Insert additional items such as requirements from DA Conditions, Licences etc.				

20.4 Health Surveillance

Exposure to high temperatures and humidity may result in worker [s] suffering from heat exhaustion which can be detrimental to their health and well-being. This goes for high winds and heavy down pour situations as well. Thus, ProjectCorp have protocols to ensure that workers are not put in situations that could severely affect their ability to work which they in turn can become a hazard to themselves and others. For example, ProjectCorp will provide information during site induction to ensure workers are aware of certain environmental conditions. Secondly, ProjectCorp will stop any work where hazardous environmental elements that could pose a high risk to the workers on site in accordance with WHSQAE laws, Code of Practice and Standards.

ProjectCorp have First Aiders and amenities on site to treat workers who may suffer from such environmental exposure that are within the thermal norm while working on site. In addition, ProjectCorp will in its best interest screen prospect workers to ensure they are fit for the job. For example, tolerance level to heat, vertigo, strength, etc. This can be in the form of an open question during an interview, the attainment of a doctor's physical examination certificate, etc.

ProjectCorp will continually monitoring weather forecasts on a daily basis and inform subcontractors as soon as possible where weather changes may arise.

All types of health surveillance resulting from environment impacts on worker [s] are documented under *Incident Investigation and Reporting Procedure [#6]* and *Corrective and Preventative Action Procedure [#5]* and the "Daily Report" at the construction site.

21 Management Review

The Director, Construction Manager and the WHS [HR] Manager will carry out management reviews on ProjectCorp's WHSQAE MS on a 3-6 monthly schedule.

The management review includes a review of project management plans, corporate procedures, monitoring of objectives and targets, review of customer feedback, review of audit and inspection results, subcontractor and supplier performance, project progress and future planning.

The management review meeting is recorded using the *Management Review Meeting Minutes Form [Form # WHSQAE-043]*.

22 Document Control & Records Management

22.1 Document Control

All project documentation is required to be controlled in a manner that ensures updates to documentation are approved and communicated to relevant parties and that superseded documents are removed from use. All documents used on the project shall be identifiable through the use of dates and version numbers.

Controlled copies of this document are identified on the front cover. Whenever changes occur to this document they shall be approved by the Project Manager and all holders of controlled copies shall be advised of the change and provided with updates.

The Project Manager has the responsibility of ensuring that changes to contract documents [e.g., drawings, specifications etc.] are delivered to relevant stakeholders and that superseded documents are labelled 'superseded' and removed from use.

22.2 Records Management

Records that are required by the contract shall be maintained. These include engineer's certificates and inspection reports, material delivery dockets and certificates of conformance, induction records, drawings, specifications etc.

Project records shall be kept onsite in the project folder for the duration of the project. Critical documents shall be either, scanned and kept electronically or hard copy backups shall be made and kept offsite. On completion of the project, project records shall be maintained for durations applicable to the record. As a minimum all records shall be kept for a minimum of 7 years in a suitable environment to minimise deterioration or damage and prevent loss. Typically these records will be maintained in a designated area of our head office.

After the retention period has lapsed, the records shall be destroyed in a manner that is suitable to the content of the record [i.e. confidentiality].

23 Appendix: Forms