

## Occupational Health & Safety Management Plan

For: *Insert Client Name*  
Project: *Project Name / Description*  
Contract No. *Insert Contract or Purchase Order Number*  
Document No. **ASSETOPTZ– SMP – 01**

*“An Incident and Injury Free Project, Part of Our Shared Safety Vision”*

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## Document Revisions

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## Attachments

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| Attachment 1 | OH&S Policy Statement     |
| Attachment 2 | Performance Measurement   |
| Attachment 3 | Procedure Register        |
| Attachment 4 | Workplace Inspection      |
| Attachment 5 | Compliance Audit Schedule |
| Attachment 6 | Sample Training Matrix    |
| Attachment 7 | Safety Systems Matrix.    |

## Definitions

|                         |  |
|-------------------------|--|
| Assetoptz               | Contractor   |
| Client                  | The client's name and project  |
| Competent Person        | A person assessed as competent by Assetoptz for the tasks they shall perform and who has acquired, through training, qualifications or experience or a combination of those things, the knowledge and skills required to perform the required tasks competently. |
| Supplier/Subcontractors | Where the SMP refers to subcontractors or suppliers this shall be taken to mean any supplier of goods or services to Assetoptz.  |
| Hazard                  | A potential source of harm to life, health, environment, the community, or property.   |
| Risk                    | The combination of the potential consequences of an unwanted event and the likelihood of the occurrence.   |
| Shall                   | Means that the referenced item must be complied with.  |
| SWP                     | Safe Work Procedures   |
| JHA                     | Job Hazard Analysis  |

## 1. Introduction

Assetoptz Solutions is an asset management solutions provider. Our primary goal is to provide clients with proven methodologies aimed at creating business value from their physical assets. The purpose of this OH&S Management Plan (SMP) is to provide a reference document for Assetoptz employees to assist in delivering Assetoptz and our Client's OH&S objectives.

## 2. Purpose

The OH&S Plan will:

- ◆ Define specific strategies to achieve project goals
- ◆ Provide project personnel with the "What to Do" information to enable them to safely and efficiently manage their areas of responsibility; and to
- ◆ Define standards to be adopted and maintained throughout the project minimising risk to personnel, equipment, and the environment.
- ◆ Ensure Assetoptz occupational health & safety management systems are compliant to the current certification OHSMS ASNZS: 4801 – 2001.
- ◆ Detail how Assetoptz safety management processes align with Client's contractor requirements and the general site safety management system.
- ◆ Sets out how Assetoptz and its subcontractors will manage HSE in compliance with Client requirements



**Assetoptz Solutions is committed to achieving the highest possible performance in Occupational Health and Safety in the workplace across all of its business operations.**

**Consistent with this Assetoptz will:**

- ✓ Strive for continuous improvement in occupational safety and health performance utilising best practice procedures and taking into account evolving knowledge and technology;
- ✓ Comply with all appropriate legislation and standards;
- ✓ The establishment, implementation and maintenance of our Occupational Health and Safety Management Systems in accordance with AS/NZS 4801:2001.
- ✓ Manage risk through the introduction of hazard identification, elimination, monitoring and control procedures and by reviewing performance;
- ✓ Ensure that all employees, including sub-contractors' employees, are fully instructed, trained and assessed in the tasks each will be required to perform and in the operation of all plant and equipment each will be required to operate;
- ✓ Communicate and consult with employees, including contractors' employees, and where appropriate involve them in the development of practices and procedures aimed at the improvement of occupational health and safety performance;
- ✓ Ensure that all employees, including sub-contractors' employees, are fully aware of their responsibilities to take reasonable care to ensure their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work;
- ✓ Cooperate with government and the community on occupational health and safety issues and contribute to the development of relevant occupational health and safety policy, legislation, standards and research.



Philip Onaga  
Director  
November 2019

### 3. Project Policy Statement

Assetoptz firmly believes all incidents are preventable and join *[insert clients name]* in a shared vision of an incident and injury free project.

Assetoptz will make every effort to eliminate all incidents and injuries on the project and will promote safety as the priority.

Assetoptz is committed to achieving the Project Objectives through compliance with *[insert clients name]* HSE Policies.

All employees on the project will be accountable for the effectiveness of the occupational health and safety plan for the duration of the Contract. Assetoptz will actively encourage involvement and consultation to strive for our goal.

To assist in achieving this, the management plan has been based on safety management systems, principals and guidelines that promote continuous improvement.

### 4. Planning the Identification Hazards, Assessment & Control

Assetoptz will conduct a hazard and risk assessment to identify all activities undertaken on the project and the OHS&E risks associated with those activities. This includes all ancillary processes such as site mobilisation, plant maintenance etc.

The document shall be reviewed with project personnel who have a comprehensive understanding of the tasks to ensure all potential hazards have been recognised and suitable controls are documented.

Hazard and risk management shall be controlled through a process of hazard elimination in the first instance. The process shall follow the application of the "Hierarchy of controls".

### 5. Legal and Other Requirements

Assetoptz are committed to complying with legislative and contractual requirements. Personnel working for and on behalf of Assetoptz will be made aware of legal and other compliance requirements through inductions, specific training, and regular communication. Compliance with legal and other requirements is monitored through inspections and formal audits.

#### References

- ◆ Qld Mining Act 2005
- ◆ Qld Mining Management Act 2001
- ◆ Qld Mining Management Regulations 2001

#### Public Health (General sanitation, mosquito prevention, rat exclusion and prevention) Regulations

- ◆ Dangerous Goods Act
- ◆ Dangerous Goods Regulations
- ◆ Fire and Emergency Act
- ◆ Fire and Emergency Regulations
- ◆ Workplace Health Act
- ◆ Work Health (Occupational Health and Safety) Regulations
- ◆ Radiation Control Act and Regulations
- ◆ Workplace Injury Management and Worker's Compensation Act 1998 and Regulations
- ◆ Australian Standards (Various standards are referenced throughout this document and associated procedures).



- ◆ *[insert clients name]* Health & Safety Standards.
- ◆ Assetoptz standards and procedures.

## 6. Project Objectives and Targets

The primary safety objective is an accident and injury free project. It is the responsibility of every individual on the project to ensure that they comply and contribute to achieving an incident and injury free project. We want everyone to go home at the end of each day in the same condition in which they arrived.

Performance Indicators will be used on the project to strive towards ongoing improvement enabling Assetoptz to realistically measure the results of the improvements and to determine what level of compliance is being achieved.

## 7. Responsibility and Accountability

### 7.1 Roles and Responsibilities

All project personnel will be fully aware of their direct roles and OH&S responsibilities

#### ***General Manager (Brisbane Based)***

- ◆ Establish safety objectives & Targets.
- ◆ Provide adequate expertise for effective safety management at group level.
- ◆ Provide adequate resources for safety at group level.
- ◆ Deem all levels of management to be accountable for safety in their areas of responsibility.
- ◆ Actively promote and instigate safety by example.

#### ***Safety Manager (Brisbane Based)***

- ◆ Actively promote the Incident and Injury-Free culture.
- ◆ Assist Assetoptz Staff to meet our & our client's needs.
- ◆ Undertake audits to measure compliance to the Project Management Plan.
- ◆ Monitor, collate and publish occupational health, safety, and environmental performance statistics.
- ◆ Conduct detailed investigations when required.
- ◆ To liaise with the Client to determine their required OH&S standards and site-specific requirements.

***Assetoptz Project Manager (Site Based)***

The Project Manager is responsible for the overall OH&S performance of the project. The Project Manager is accountable to:

- ◆ Promote an incident and injury-free culture for the project.
- ◆ Be fully conversant with the OH&S Plan for the Contract and ensure it is fully implemented.
- ◆ Ensure practical compliance with the Qld Mining Management Act & Mining Regulations.
- ◆ Recognise and implement safety improvement opportunities.
- ◆ Measure successes in the continuous improvement of OH&S.
- ◆ Facilitate Pre-Start Safety Talks, Toolbox Meetings, and communications regarding OH&S information.
- ◆ Implement immediate and effective action to correct reported or observed unacceptable safety and health conditions and/or behaviours.
- ◆ Ensure safe equipment and plant is provided and maintained:
- ◆ Review regular audits of work areas and implement corrective actions to eliminate substandard practices, conditions and/or behaviours.
- ◆ Conduct safe act observations and ensure all supervisory staff conduct safe act observations on a weekly basis.
- ◆ Ensure that all incident investigations adequately address the root cause of the incident, that the report clearly details achievable corrective actions and that all corrective actions are completed on schedule and signed off.
- ◆ Enforce work rules and act as required to ensure compliance.
- ◆ Participate in the pre-job planning process and ensure that hazards are identified, Job Hazard Analysis and Work procedures are followed and developed as required.
- ◆ Responsible for the training and skills development of all equipment operators.
- ◆ Shall ensure that all equipment operators are trained and assessed to the Australian National Training Authority Metalliferous Mining Competencies for Open Cut.
- ◆ Ensure all employees are competent for their roles
- ◆ Shall ensure that all training and competency assessments are fully documented, and accurate records are maintained.

### ***Assetoptz Project Superintendent (Site Based)***

- ◆ Superintendents are responsible to Support the Assetoptz Project Manager to implement the project OH&S management plan.
- ◆ Superintendents are responsible for coordinating the activities in their designated area and therefore are directly responsible for the practical application of safety plans in the workplace.
- ◆ Comply with their legislative responsibilities, the Assetoptz OHS&E policies and objectives and the approved Safety plans.
- ◆ Encourage Supervisors and Leading Hands to participate in safety activities that promote a positive safety culture.
- ◆ Ensure adequate training records are maintained to provide inputs for training plans and meet legal requirements.
- ◆ Instruct Supervisors on the relevant safety standards to which they must conform.
- ◆ Ensure all work is progressed in a safe manner.
- ◆ Ensure their supervisors attend appropriate training courses to effectively carry out their Duties.
- ◆ Communicating the procedure for handling “Refusal to Work on Grounds of Safety and Health Hazards” to all members of the work group.
- ◆ Ensuring their compliance with Assetoptz health, safety and environmental rules and regulations.
- ◆ Consulting genuinely with the clients supervisory and safety staff as required to ensure the highest safety standards are achieved.
- ◆ Implementing disciplinary procedures when any employee fails to comply with their responsibilities.
- ◆ Consulting with the Work Group before changes are made to the work/processes or workplace, which may affect the health, safety, and welfare of members of the work group.
- ◆ Consulting with Safety Representative(s) and Safety Committee members (if appointed),
- ◆ Monitoring, evaluating, and controlling mechanisms that have been put in place to manage hazards and ensuring that outcomes are recorded and fed back into the system as part of the Continuous Improvement Process.
- ◆ Monitor employees and subcontractors to attend to hazards likely to cause injury or damage to property.
- ◆ Ensure that all employees and subcontractors are competent to undertake the work assigned to them
- ◆ Where the Superintendent is of the opinion that the potential for such hazard/s is imminent and the consequence is severe, the Superintendent may require the activity to cease immediately and report the matter to the Project Manager.

**Project Engineer (Site Based)**

- ◆ Actively promote an incident and injury-free culture for the project.
- ◆ Participate in safety meetings.
- ◆ Ensure that environmental management considerations are fully evaluated, costed, and detailed.
- ◆ Assist Supervision in the preparation of Pre-Start Safety Talks, Toolbox Meetings and communications regarding safety and health information.
- ◆ Assist in the supervision of subcontractor compliance to the management plan.

**OHS&E Superintendent (Site Based)**

- ◆ Support Assetoptz Project Manager and Project Staff with the implementation of the project OH&S management plan.
- ◆ Actively promote an incident and injury-free culture for the project- visible leadership required
- ◆ Responsible for ensuring practical compliance with the QLD Mining Management Act & Mining Regulations.
- ◆ Assist with the development of JHAs and work procedures.
- ◆ Conduct weekly inspections for compliance with management plans.
- ◆ Ensure that all incidents are accurately reported and investigated by supervision.
- ◆ Assist supervision in the conducting of pre-start meetings and toolbox meetings.
- ◆ Prepare monthly OH&S reports.
- ◆ Establish a first aid and emergency treatment capacity to service the Assetoptz workforce on the project.
- ◆ Establish and maintain the hazardous goods register.
- ◆ Ensure all employees and subcontractors attend all required induction and orientation programmes.
- ◆ Conduct project inductions for all personnel.
- ◆ Provide a weekly safety report for the weekly progress meeting.
- ◆ Review and analyse safety and behavioural observations for trends.
- ◆ Ensure all personnel are competent
- ◆ Measure successes in the continuous improvement of safety and health.

### **Assetoptz Supervisor (Site Based)**

The Supervisor is responsible for the OH&S performance and is accountable for:

- ◆ Actively promote an incident and injury-free culture for the project.
- ◆ Be fully conversant with the OH&S Management Plan for the Contract and ensure it is fully implemented.
- ◆ Responsible for ensuring practical compliance with the Qld Mining Management Act & Mining Regulations.
- ◆ Responsible for the day-to-day management and safety management and control of subcontractors on site.
- ◆ Plan to do work safely.
- ◆ Always ensure correct and safe practices.
- ◆ Carry out regular behaviour observations.
- ◆ Recognise and implement safety improvement opportunities.
- ◆ Conduct formal daily workplace inspections.
- ◆ Supervise subcontractor compliance to the management plan.
- ◆ Assist in the identification of the need for and preparation of JHAs and work procedures.
- ◆ Ensure that all employees and subcontractors are competent to undertake the work assigned to them.
- ◆ Ensure all employees are informed of hazards in their work areas and activities as they become known.
- ◆ Control storage usage and maintenance of hydrocarbon-based materials to prevent ground contamination.
- ◆ Storage, rehandling and contract disposal of waste oil by licensed contractors.
- ◆ Ensure waste oil is transported off site.
- ◆ Ensure minimal disturbance to the local environment, flora, fauna, ground conditions, etc. during any construction operations.
- ◆ Ensure the correct storage, use and disposal of chemical-based products.
- ◆ Ensure a very high standard of housekeeping is always maintained.
- ◆ Maintain proper standards of hygiene around company facilities and to prevent the attraction of feral animals / vermin to food scraps.
- ◆ Ensure rubbish is properly disposed of in accordance with stipulated requirements of the Client. All solid waste will be disposed of via an approved waste contractor.
- ◆ Ensure compliance with the *[insert clients name]* 'Permit to Work' system.
- ◆ Minimise the generation of airborne dust during the operation of mobile equipment and contract activities.

### **Site Clerk (Site Based)**

- ◆ Shall ensure that all training and competency assessments are fully documented, and accurate records are maintained.
- ◆ Actively promote an incident and injury-free culture for the project.
- ◆ Ensure full compliance with all environmental requirements.

### ***Individual Employees***

- ◆ Duty of Care -Take reasonable care for the safety and health of themselves and other personnel who are at the workplace and who may be affected by any acts or omissions on their part.
- ◆ Comply with the safe working policies, procedures and practices adopted by Assetoptz as part of the safe working system.
- ◆ Cooperate with their employer in ensuring that their workplace is as safe and healthy as is reasonably practical.
- ◆ Report to their supervisor any hazard or potential hazard in the workplace or any incident, personal injury, accident or near miss that may have occurred during the work.
- ◆ Raise safety and health issues with their supervisors and/or their Safety and Health Representative.
- ◆ Correctly use, store, and maintain personal protective equipment issued for the protection of workers against workplace hazards.
- ◆ Follow all verbal or written safe work procedures, practices, and directions.
- ◆ Participate, cooperate, and comply with supervisory instructions.
- ◆ Keep the workplace in a clean and tidy condition.
- ◆ Observe all warning signs and notices.
- ◆ Ask for specific instructions if not familiar with any job or operation of machinery.
- ◆ Wear all protective equipment provided correctly.
- ◆ Assist the project to achieve safety goals, objectives.
- ◆ Follow the project procedure for resolving S&H issues.
- ◆ Conduct Task Observation's & Take Fives.
- ◆ Participate actively in all scheduled meetings.
- ◆ Conduct Job Hazard Analysis' in accordance with the Standards developed at the project.
- ◆ Actively participate in achieving goal of an injury and incident free Project and
- ◆ To co-operate with any rehabilitation program that is arranged, to assist recovery from injury or illness for themselves or for other employees.
- ◆ Participate in *[insert clients name]* Health Monitoring Programs as requested
- ◆ Comply with *[insert clients name]* Cardinal Rules

### **Subcontractors**

- ◆ Meet their legislative obligations and the safety and health requirements as required by Assetoptz as part of their contract.
- ◆ Provide sufficient information in the form of an approved SMP or procedure that clearly outlines how the subcontractor intends to meet their legislative obligations and Assetoptz policy and objectives.
- ◆ Where a subcontractor's SMP is not submitted, the subcontractor will default and comply with the Assetoptz SMP.
- ◆ Consult and cooperate with Assetoptz personnel to ensure safety plans are effectively implemented and a safe working environment is maintained.
- ◆ Provide sufficient performance data and information that will demonstrate the subcontractor's compliance with prescribed performance targets and commitment to continuous improvement.
- ◆ Establish and submit action plans to the Project Manager detailing how they will attain safety performance goals.
- ◆ Respond positively to employee safety suggestions and take appropriate action to correct any unsafe conditions.
- ◆ Conduct Task Observations & Take Fives.
- ◆ Conduct Job Hazard Analysis' in accordance with the Standards developed at the project.
- ◆ Release their employees for safety training as required.
- ◆ Attend all intended pre-shift & toolbox meetings
- ◆ Reinforce positive safety initiatives and behaviour.
- ◆ Implement disciplinary procedures when any of their employees fail to comply with their responsibilities.
- ◆ Consult genuinely with the clients supervisory and safety staff as required to ensure the highest safety standards are achieved.
- ◆ Consult with safety representatives and safety committee members (if appointed).

## **8. Inductions, Training and Competency**

### **8.1 Pre-mobilisation**

All Assetoptz Pty Ltd will ensure the following is undertaken for all staff, employees and subcontractors intending to mobilise to site.

- ◆ *[insert clients name]* – Site Clearance
- ◆ A current Assetoptz Site Induction
- ◆ *[insert clients name]* Induction.
- ◆ Designated drivers site training course
- ◆ A current Mines Employee Health Surveillance Certificate
- ◆ Pre-employment medical.
- ◆ Drug and Alcohol testing
- ◆ Fire Extinguisher Awareness Training (Induction)

Note: 48 hours' notice required for all personnel mobilising to site.

Sub-contractors shall report to the Assetoptz Supervisor and shall attend all pre-start and toolbox meetings. Sub-contractors shall be subject to the same pre-employment reference and performance checks as prospective Assetoptz employees.

All Assetoptz employees and subcontractors will comply with the site Induction requirements prior to commencing work.

## 8.2 On Site Inductions

- ◆ Assetoptz/ *[insert clients name]* Site induction.
- ◆ On site project specific induction.

Note: The project induction will cover as a minimum:

- |                                 |  |
|---------------------------------|--|
| ◆ PPE.                          | ◆ HR/IR  |
| ◆ Workplace hazards             | ◆ Health and Safety                                    |
| ◆ Orientation of the work area. | ◆ Radiation Safety                                     |
| ◆ Radio Communications.         | ◆ Iron Safe Standard                                   |
| ◆ Fire Fighting Procedures.     | ◆ Mosquito awareness                                   |
| ◆ Driving Requirements.         | ◆ Other specific requirements relevant to the project. |
| ◆ Harassment.                   |  |
| ◆ Fitness for work.             |  |
| ◆ EAP.                          |  |
| ◆ Environmental issues.         |  |
| ◆ Smoking policy.               |  |
| ◆ Housekeeping.                 |  |

The Project Induction will be presented by the OHS&E Advisor on site and will be accompanied by an assessment.

## 8.3 Visitors

All visitors shall follow the correct *[insert clients name]* protocol for visiting site. This will include:

- ◆ 48 hours notification
- ◆ Attending a service induction.
- ◆ Signing in and out.
- ◆ Remaining with an inducted person at all times.
- ◆ All visitors will meet with the same access requirements

Level of Inductions:

Visitor – Will be accompanied in the field

A person who is conducting any task on site for less than 5 days – Will have a visitor's induction.

Anyone who is working must meet the *[insert clients name]* site entry requirements.

## 8.4 Competency & Training

Only employees and subcontractors who have demonstrated the required competency standard will be authorized to operate mobile plant and vehicles. All employees and subcontractors who are required to operate light vehicles on the work site will have undergone an onsite driver training course.

The Assetoptz Pty Ltd operator training programmes are based on the Australian National Training Authority Metalliferous Mining Competencies for Open Cut and cover all pieces of



equipment to be operated on the site. Assetoptz has several qualified workplace trainers and assessors (Certificate IV / TAA) to deliver these training programmes.

A training matrix detailing competencies obtained and training currently being undertaken, training records and competency assessments for all employees will be maintained in the Assetoptz Site office for all employees. All equipment competency assessments are valid for a period of two (2) years.

### 8.5 Process

The Assetoptz process is very simple and incorporates the following:

- The trainee undertakes a theory assessment for the machine he/ she is going to operate.
- A familiarisation of the machine and its controls is undertaken, this is carried out by either the Supervisor or qualified Trainer / Assessor.
- The trainee is then allowed to operate the machine under close Supervision, the time frame that is envisaged is approximately 14 shifts for a new starter.
- A record of training is maintained and signed off at the completion of each shift.
- When the Supervisor or Trainer/ Assessor is satisfied that the trainee has attained an adequate standard of performance the trainee will then undertake a formal competency assessment on the operation of the machine in question.
- If the trainee successfully passes the assessment, he / she will be assessed as competent, and the training and assessment records updated to reflect this.
- Where the trainee is found to be not yet competent a further period of training will be undertaken before another assessment is undertaken.
- In the case of an experienced operator who cannot provide proof of competency a practical assessment will be undertaken (Challenge test) after undergoing site familiarisation.

## 9. Consultation and Communications

Assetoptz will constantly encourage its employees and sub-contractors to participate in workplace safety and health matters. The election of a workplace health and safety representatives will be encouraged, and the appropriate training provided.

### 9.1 Communications

Assetoptz will put in place various initiatives for employees to participate in project OH&S matters. These initiatives will include:

- ◆ Monthly employees Occupational Health, Safety and Environment meetings to discuss safety performance, incidents, compliance issues, work procedures etc.
- ◆ Daily Pre-Start Meetings: to discuss issues including work procedures, JHA requirements, incidents, near misses, employee concerns and job progress, minutes of the meeting to be retained.
- ◆ Weekly toolbox meetings: to discuss safety performance, present safety related topics and to discuss any issues raised concerning health, safety and environmental concerns in the workplace, minutes of the meeting to be posted on the notice board with a copy faxed to Perth Office
- ◆ Monthly newsletter; and
- ◆ Presentation of OH&S information on notice boards. (Bulletins, Alerts and Safety Posters etc)

The Project Manager will sign off on all formal correspondence between Assetoptz, *[insert clients name]* and Sub-contractors.

The Assetoptz Site Supervisor or Project Manager will communicate on an informal basis with the Sub-Contractors, *[insert clients name]* and the Assetoptz Safety Advisor

## 10. Documentation

The following documentation will be held in the Assetoptz office and will be readily available to all personnel

- ◆ Safety Management Plan.
- ◆ Environmental Management Plan.
- ◆ Quality Plan.
- ◆ Emergency Plan.
- ◆ Traffic Management Plans.
- ◆ Site specific JHA's and SWP's
- ◆ Minutes of meetings.
- ◆ Inspections & Audits.
- ◆ Training & Competency Matrix (including licence details).
- ◆ Assetoptz Equipment Training Manuals and Assessment Instruments.
- ◆ Copies of relevant Acts and Regulations (hard copy and electronic).
- ◆ Standard operating procedures.
- ◆ Registers: -
  - Hazard/ Risk Register.
  - Action Register.
  - Chemical Register.
  - Induction Register.
  - Daily Visitors Register.
  - Electrical hand tools Register.
  - Pneumatic Tools Register.
  - Vehicle Register.
  - Site Machinery Register.
  - Vehicle Inspection Register.
  - Sling & Chain Register.
  - Behavioural Observations Register.
  - JHA's Register.
  - Incident Reports.
  - Permits Register.

### 10.1 Document Control

The following shall apply:

- ◆ All hardcopy and electronic documentation will be reviewed and approved by authorised personnel prior to issue or distribution.
- ◆ All project documents will be of current revision and available on site for review.
- ◆ Records shall be maintained appropriately and available for onsite inspection by *[insert clients name]* at all times.

## 11. Monitoring and Reporting

### 11.1 OH&S Performance

To monitor Assetoptz OH&S performance on the project, Assetoptz will maintain performance measures which will be provided weekly to Assetoptz & *[insert clients name]*. The following will be provided as a minimum:

| Reporting Requirement  | Project Target   |
|--|--|
| ◆ Incidents / accidents  | ◆ Zero (0)   |
| ◆ Injuries   | ◆ FAI – Zero (0)<br>◆ MTI – Zero (0)<br>◆ LTI - Zero (0) |
| ◆ Equipment Damage   | ◆ Zero (0)   |
| ◆ Hazards Reported   | ◆ 20 per month   |
| ◆ Behavioural Observations Reported  | ◆ 20 per month   |
| ◆ Take 5's   | ◆ 1 per task   |
| ◆ Man-hours worked   | ◆ Reported weekly  |
| ◆ Other information requested by <i>[insert clients name]</i> considered reportable (i.e. audits / inspections etc). |  |

## 11.2 Monitoring

Inspections of the workplace shall be undertaken on a regular basis to ensure that:

- ◆ Vehicles and equipment.
- ◆ Workplace conditions.
- ◆ Workplace facilities.
- ◆ Operating practices, procedures and environmental requirements are being maintained to the required standard.

Inspections shall be carried out as follows:

- ◆ On a daily basis: - The Assetoptz Supervisor and operators shall conduct inspections of the work site. These will be conducted throughout the course of the shift and any substandard conditions or practices, which require immediate or follow-up action, will be responded to. A record of the inspections will be retained in the site office.
- ◆ Take 5 - These will be conducted by the Project Manager, all Supervisory staff, and employees. Take Five are to be conducted by members of the work group for all new work activities with positive feedback and improvement opportunities to be discussed with work groups. All take five are to be fully documented and recorded by the Assetoptz personnel.
- ◆ Weekly Inspections: - Formal inspections of the workplace shall be conducted on a weekly basis to cover both safety and environmental matters. The inspections will be carried out using a workplace safety inspection checklist applicable to the scope of work being undertaken. The Assetoptz Supervisor will carry out the inspection, together with the Assetoptz Safety Advisor. The results of this inspection will be discussed with the workforce at the weekly toolbox meeting.
- ◆ All light Vehicle and mobile plant will have a certificate regarding weeds and seeds.
- ◆ All mobile plant will have a formal Risk Assessment of the task that they will be conducting prior to site access for *[insert clients name]* approval.

## 11.3 Hazard Reporting

All hazards shall be reported using the Assetoptz Hazard Report Form. Where the Hazard cannot be rectified immediately, it shall be barricaded to warn others and then reported immediately to the Supervisor to include the item on the OH&S Action Register to ensure it is rectified.

Any specific hazards that have been identified shall be clearly communicated to employees and sub-contractors during the daily Pre-start Meetings. Hazard control measures shall be adopted to ensure the risk of injury or harm is reduced to a satisfactory level.

The OH&S Action Register shall be updated on a weekly basis and posted on the OH&S Notice board for reference. All items listed shall be discussed during OH&S and Pre-start meetings.

#### 11.4 Incident Reporting and Investigation

A workplace incident report will be completed for any of the following:

- ◆ The existence of an uncontrolled workplace hazard.
- ◆ A near miss event.
- ◆ A property damage event.
- ◆ A physical injury or harm to health.
- ◆ A fire events.
- ◆ Environmental event including all oil/ fuel spills regardless of volume.
- ◆ Theft.

It is essential that all such incidents be reported promptly to ensure they are addressed, a record of the event is maintained and to minimize further damage and loss. The Assetoptz Supervisor will ensure the *[insert clients name]* Site Representative is immediately informed of any incident within 4 hours of occurrence and receives a copy of the completed investigation within 24 hours wherever possible.

All incidents will be subject to an incident investigation in accordance with Assetoptz and *[insert clients name]* procedures. To ensure corrective and preventative action is taken to prevent recurrence. The following will occur:

- ◆ The *[insert clients name]* Site Representative shall be notified of all OH&S incidents immediately.
- ◆ A preliminary report shall be compiled on the shift or day of the incident and forwarded to the *[insert clients name]* Site Representative. The investigation shall be appropriate to the actual and potential impacts that the incident presents.
- ◆ Corrective actions will be documented, implemented, and reviewed periodically by Project Manager to ensure control measures are adequate.
- ◆ The results of investigations shall be posted on the OH&S notice board and raised at either the daily Pre-start meeting or weekly Toolbox meeting.

### 12. Occupational Health and Hygiene

#### 12.1 Pre-Employment Medical

All persons proposed work on the project site will undergo a

- ◆ Fitness for Work medical examination.
- ◆ Drug & Alcohol screening test; and hold a current
- ◆ Mine Workers Health Surveillance Certificate.

The above will be in accordance with *[insert clients name]* requirements

#### 12.2 Fitness for Work

Fitness for work encompasses a whole range of issues ranging from a person's general state of health to fatigue or being under the influence of drugs or alcohol. The main points being that all have an obligation to present for work in a fit and healthy state such that all can perform their duties to the required standard in a safe and efficient manner.

##### a. Fatigue:

Controlling fatigue in the workplace requires cooperation between Assetoptz, employees and sub-contractors.

Prevention is the best form of control but is not always possible due to the number of factors that can cause fatigue. Not all these factors are work related.

Assetoptz will adopt the following strategies to manage the risk of fatigue

- ◆ By making sure there are adequate rest periods, so employees do not experience fatigue.
- ◆ By ensuring sufficient time off is provided between shifts.
- ◆ Assetoptz will schedule a roster of 6 days on 1 day off on the project.
- ◆ By ensuring crib breaks are taken at the lay-down area in air-conditioned facilities.
- ◆ By ensuring employees are aware of factors in their personal life that can affect their level of fatigue.
- ◆ By encouraging employees to hold up their hand and let Supervision know if they are feeling tired or unwell; and
- ◆ Having fatigue management as a Toolbox topic in the early stages of the project.

**b. Drugs and Alcohol:**

Assetoptz Pty Ltd will fully comply with the *[insert clients name]* drug and alcohol testing requirements.

It is the objective of Assetoptz to provide an effective ongoing drug and alcohol programme that assists in maintaining a safe working environment by:

- ◆ Ensuring that Assetoptz meets all legal obligations with respect to providing a safe working environment.
- ◆ Random drug and alcohol testing will be carried out during the course of the project.
- ◆ minimising the hazards associated with alcohol and drugs in the workplace.
- ◆ encouraging employees to take responsibility for their own wellbeing and present for work in a fit and healthy condition.
- ◆ Assetoptz will make available the means to and encourage employees to self-test if they have any doubts as to their fitness for work.
- ◆ Promoting a culture within the workplace that it is not acceptable for an individual to present for work under the influence of drugs or alcohol and thereby placing themselves and others at risk.

In the event of an employee returning a positive result they will not be allowed onto the work site until such times as they have tested clear. Where an employee returns a positive result their suitability for continued employment will be brought into question. Disciplinary action up to and including dismissal may occur.

### 12.3 First Aid Facilities

Assetoptz will provide sufficient first aid kits to cater for the requirements of its personnel at the site including first aid kits in light vehicles. Qualified first aid personnel will be on site for the duration of the project. A listing of Senior First Aid Certificate holders will be posted on the notice boards. All injury treatments will be recorded in a register. Any First Aid Treatment will be administered by the *[insert clients name]* Paramedic who is located at the gatehouse

### 12.4 Employee Assistance Program

Assetoptz have entered an arrangement with *[Insert EAP Advisor]* for the provision of an employee assistance program. This program will be presented as part of the Assetoptz Project Induction. EAP posters and literature will be available on site to all employees. *[Insert EAP Advisor]* can be contacted on *[Insert EAP Advisor Contact Phone]*

### 12.5 Injury Management.

Should an accident/incident occur that results in return to work with restricted duties, the injured person will be suitably rehabilitated back to work as soon as possible.

By the application of the Assetoptz post injury management procedure we intend to achieve the following:

- ◆ Provide the best medical treatment and rehabilitation service possible to the injured Employee.
- ◆ Minimize the time off work following injury.
- ◆ Achieve early commencement of rehabilitation.
- ◆ Obtain the support of work mates during the rehabilitation process.
- ◆ Implement suitable alternative employment where the worker is unable to return to their usual work.
- ◆ To ensure a rapid return to full duties by the employee.
- ◆ Ensure compliance with the Workers Compensation and Rehabilitation Act.

### 12.6 Fibrous Materials Management

In the event of the discovery of or suspected discovery of any fibrous material the material will be left undisturbed, and the matter reported immediately to the *[insert clients name]* Site Representative.

Assetoptz through the induction process will raise the awareness to all personnel working on the project of the possibility of encountering fibrous material on the site.

Applicable reference: **Assetoptz-SMP-025 Fibrous Materials Management**

### 12.7 Dust Management

All activities will be carried out in a manner that limits airborne dust in the workplace to as low as reasonably practicable.

Various methods will be employed to ensure that levels are kept as low as reasonably achievable.

The usage of water trucks will be the main means of dust suppression together with vehicle speed and pre-conditioning of borrow material wherever possible.

### 13. Hazardous Materials Management

No hazardous materials/ substances shall be brought onto the work site without the prior approval of the *[insert clients name]* Site Representative. Once a requirement has been identified application shall be made 72 hours prior to arriving onsite.

Transportation of chemicals onto, around and out of the site shall be in accordance with the Transport of Dangerous Goods Act.

Flammable and combustible liquids shall be stored and handled according to Australian Standards AS 1940 and the Dangerous Goods Regulations W.A. Department of Industry and Resources.

Any bulk fuelling tank must comply to Australian Standard and to incorporate double skin bunding.

### 14. Safety on Site

#### 14.1 Hazard Identification

An assessment of risks of general site activities will be conducted as part of Assetoptz Risk Management Protocol in accordance with AS 4360. The results of this review will be documented in a project risk register. Components of the risk register include work activity, potential impacts, severity and likelihood of impacts, level of risk, and risk control measures. The management procedures for the control of significant risks are detailed in this SMP. The risk register will be regularly reviewed to reflect changes in work requirements and significant incident events, and to determine if further risk reduction is achievable through risk elimination, replacement, engineering, administration and use of personal protective equipment.

#### 14.2 Job Hazard Analysis (JHA)

A Job Hazard Analysis shall be required for each task to be performed on the project, in conducting the JHA environmental impacts are also to be considered. Where a procedure exists already the procedure is to be utilised as a guide only as conditions can and do vary from site to site. All JHA will be available for review by the *[insert clients name]* Safety Superintendent.

The Assetoptz Line Managers will provide instruction to personnel on how to conduct a JHA. Assetoptz employees will also utilise the 'Take 5' system as part of their hazard identification and control systems.

JHA's will be reviewed, and appropriate additions/ deletions made to control measures if any changes to the task conditions vary. Such alterations will be signed off by the Supervisor and work crew.

#### 14.3 Mobilisation to Site

Mobilisation to site will take place in accordance with the project mobilisation plan which consists of the following:



- ◆ Delivery to Site Procedure.
- ◆ Loading & Unloading with a Tilt Tray.
- ◆ Loading & Unloading with a Low Loader; and
- ◆ Preparation of Lay-down Area.
- ◆ Please note: No over centre chain binders are to be used for load security

#### 14.4 Change Management

Any changes effecting the operations such as: -

- ◆ Traffic management plans.
- ◆ Work procedures.
- ◆ Rosters.
- ◆ JHA requirements and updates.
- ◆ Change of line management.

Proposed changes will be hazard and risk assessed prior to implementation. The responsibility for implementing the change will be allocated by the Project Manager. Changes will be communicated to the work crews and sub-contractors by their immediate supervisors at the daily pre-shift meeting. Written communications of changes will also be posted on notice boards. The Assetoptz Project Manager will notify the *[insert clients name]* site representative of changes that are likely to affect other contractors operating on the work site i.e., changes to traffic management plans.

Applicable Reference: Assetoptz – SMP – 029Change Management

#### 14.5 Personal Protective Equipment (PPE)

The Assetoptz Pty. Ltd. shall provide for Employees to have personal protective equipment necessary for them to perform their jobs safely. Instruction on the usage and care of PPE will be provided.

The minimum PPE required for the job will be.

- ◆ Eye protection with side shields; High Impact
- ◆ Safety footwear; steel capped lace up above ankles
- ◆ Orange Reflective Collared shirt with long sleeves
- ◆ Safety helmet.
- ◆ Work gloves.
- ◆ Long Trousers

Additional PPE will be made available as required i.e., fall protection, respirators, hearing protection, etc.

#### 14.6 Tagging and Isolation Procedures

Assetoptz Pty. Ltd. will use the *[insert clients name]* Isolation Procedures in its activities on the site. A copy of the isolation regulations will be issued to all Assetoptz Pty. Ltd. Employees and Subcontractors working on the site on completion of training course. All mobile plant and equipment will also be fitted with a lockable primary isolation point.

#### 14.7 Permits and Permit to Work Procedures

Assetoptz and its subcontractors will comply with *[insert clients name]* Permit to work system

The Assetoptz Pty. Ltd. Supervisor shall liaise with the *[insert clients name]* Site Representative whenever it becomes necessary to work under the authority of permits, i.e.

- ◆ Penetration / excavation/ working at height/ hot work/ vegetation clearing permits.

- ◆ Other permits as required - to cover work activities.
- ◆ A register of permits will be maintained in the Assetoptz site office.

#### 14.8 Fire Prevention

The following protective measures and procedures shall apply:

- ◆ The Assetoptz Project Manager shall nominate an individual to be responsible for site fire prevention and protection activities.
- ◆ Lubricant/ Fuel installations will be protected by approved fire extinguishers located to be available to all Employees and shall comply with AS1940.
- ◆ All light vehicles shall be equipped with a 4.5kg capacity extinguisher.
- ◆ Mobile plant shall be protected with 1 x 9kg capacity approved portable fire extinguisher.
- ◆ Fixed facilities will be protected by portable fire extinguishers.
- ◆ Smoking will be prohibited in offices, light vehicles and equipment cabins and is only allowed in designated areas
- ◆ Water Carts may be utilised for fighting fires if required.

Applicable reference: Fire Extinguisher Register Fixed & Mobile Facilities

#### 14.9 Working at Height

Where there is a risk of injury to an employee from falling, if that risk cannot be eliminated from the workplace or system of work, fall restraint equipment and the necessary training in its usage and maintenance shall be provided.

Where a risk of falling exists that work shall not be undertaken until a JHA has been performed for the task/ job in question and appropriate measures are to be selected to control the risk, bearing in mind the hierarchy of controls (Elimination, substitution, redesign, separation, administrative and PPE)

#### 14.10 Confined Space

Only personnel who have obtained the relevant confined space qualifications set down by *[insert clients name]* will be permitted to enter such areas. No person shall enter or work in a confined space unless another person is present in the immediate vicinity outside the confined space. Persons outside and inside the confined space should have adequate means of communication. Person/s should also be trained in first aid and operation of rescue equipment.

Prior to work commencing **A confined space entry permit shall be obtained.** Client requirements shall be followed, and time limit shall not be exceeded. The entry permit should be displayed in a prominent place. All personnel entering the confined space must sign the entry permit.

#### 14.11 Heat Stress

Given the ambient temperatures that can be experienced in the area, there exists the potential for heat stress.

Headaches, lethargy, light-headedness, nausea, and later signs of shock are indicators of the onset of heat stress. Immediate action to obtain medical assistance shall be taken in such circumstances.

The following measures can prevent the onset of heat stress:

- ◆ Frequent fluid replacement – drink water frequently in hot conditions (3 –5 litres per day minimum).
- ◆ Schedule heavy work for cooler periods of the day where practicable.
- ◆ Allow time for acclimatisation.
- ◆ Personnel exposed to the elements are required to take sensible precautions, and to cover the head and shoulders.
- ◆ Broad brim hats go long way towards protecting the head.
- ◆ Where employees wear safety helmets add-on brims, or neck and side flaps shall be provided upon request.
- ◆ Long trousers and long sleeve shirts are to be worn.
- ◆ Although no substitute for proper clothing, sun block (factor 15+) is recommended for skin exposed to the sun for moderate to lengthy periods. Bulk supplies of factor 15+ sun block shall be available for use to all Employees on site.

NOTE: persons with sensitive skin may benefit from the use of barrier cream on hands to prevent irritation. Outdoor workers should also consider protection from the sun or windburn to the lips. All employees and sub-contractors with a 5-litre water esky with additional water and ice being available at the crib facilities.

Applicable reference: [Assetoptz-SMP-020 Heat Stress.](#)

#### 14.12 Traffic Management

A draft traffic management plans for the project will be developed and be finalised and submitted for approval as required to the *[insert clients name]* representative.

All employees will be briefed on the requirements of the traffic plan during their site induction.

#### 14.13 Manual Handling

Manual handling hazards will be identified while conducting JHA's and suitable controls documented to ensure the risk of personnel injury is reduced to acceptable levels.

As a great deal of injuries result from muscular load strain, Assetoptz will run periodic awareness sessions on Manual Handling as Toolbox talks.

Gloves shall be worn at times during manual handling tasks

#### 14.14 Resolution of Safety Issues

The Project Manager shall utilize, where an issue relating to Occupational Health & Safety arises in the workplace, the following procedure.

The Project Manager will act quickly to:

- ◆ Contain and control the situation.
- ◆ Communicate fully with the Employee(s) concerned.
- ◆ Act to facilitate a rapid solution to the problem.

If the work group has elected a Safety and Health Representative, they shall be invited to participate as part of the resolution process. Where the work group has not elected a safety and health representative the resolution process shall involve:

- ◆ The Employee(s) concerned.

- ◆ The Supervisor.
- ◆ Assetoptz OHS&E Advisor; and
- ◆ Nominated crewmembers.

The procedure referenced sets out in flow chart form the steps to be taken to resolve Occupational Health & Safety issues effectively and efficiently.

Applicable reference: Assetoptz-SMP-015 Resolution of Safety Issues

#### 14.15 Housekeeping

Housekeeping will be maintained at a high standard throughout the duration of the works. Workplace Inspections will ensure these standards are achieved. Non-compliances will be rectified promptly. Areas to be considered are to include:

- ◆ Adequate safety signage is erected.
- ◆ Emergency muster point identified, and sign posted.
- ◆ Lay down areas are clearly demarked and materials stored correctly
- ◆ Proper storage facilities are provided in all areas and are sufficient to cope with requirements. The effective use of storage racks, bins, pallets, etc., ensures maximum utilization of space and good housekeeping.
- ◆ General work areas shall be kept tidy and free of hazards such as discarded waste, redundant materials, rags, spillage.
- ◆ Material accumulations are effectively cleared up or eliminated.
- ◆ All surplus items are removed from the workplace.
- ◆ The inventory system is maintained to ensure minimum surplus materials in the workplace.
- ◆ Crib and toilet facilities are maintained in clean hygienic conditions

#### 14.16 Emergency Preparedness and Response

Assetoptz has an emergency procedure; this can be dovetailed into the *[insert clients name]* emergency procedures.

The Supervisor's Emergency Response duties are to:

- ◆ Proceed to the scene, advise the Assetoptz Project Manager.
- ◆ Assess the degree of the emergency.
- ◆ Assess and identify the degree of danger to personnel at the scene.
- ◆ If safe to do so, commence aid to injured or trapped personnel or make the scene safe.
- ◆ Isolate the area.
- ◆ Ensure non-essential personnel return to work or evacuate all personnel if necessary and mark them on the roll.
- ◆ Do not remove equipment or disturb the scene unless to prevent harm or save life.
- ◆ Commence Investigation.
- ◆ Number and names of people involved.
- ◆ Names of witnesses.
- ◆ Description of equipment involved.
- ◆ Hand the scene over to the *[insert clients name]* site Representative or designated person when they arrive.
- ◆ Give further assistance as required.

The following documentation will be developed for the project

- ◆ Emergency Procedure Chart.
- ◆ Emergency Response Plan.
- ◆ Evacuation plan.

#### 14.16.1 Emergency Response Training (ERT)

Assetoptz will participate in ERT as supplied and required by *[insert clients name]* to meet the project requirements.

#### 14.16.2 Drills/ Training

- ◆ Emergency response drill (6 monthly).
- ◆ Fire extinguisher awareness training (all employees / Site Inductions).
- ◆ Evacuation plan training drill (6 monthly)

Applicable reference: **Assetoptz-SMP-019 Emergency Management**

#### 14.17 Vehicles and Mobile Plant

Sub-contractors bringing light vehicles or mobile plant onto site will comply with the Assetoptz Pty. Ltd. contractor engagement procedures and any additional requirements of *[insert clients name]* vehicle management procedures.

All persons operating a vehicle on the work site shall have a current applicable license and be certified to drive the type of vehicle they are using and shall always observe and obey site road rules except where site traffic signs impose further restrictions. All drivers of light vehicles on site must also be designated drivers as approved by the *[insert clients name]* Construction Manager.

All light vehicles will carry a first aid kit and fire extinguisher. All light vehicles will have roll over protection and will be numbered for identification. All persons travelling in vehicles on site shall wear a seat belt whenever the vehicle is in motion. All drivers shall carry out a pre-start check on their vehicle / plant each morning or start of shift. All vehicles that drive on dirt roads are to have high range 4wd engaged, flashing light, with headlights turned on and driving to the conditions of the road. Where possible night driving on the mine access road should not take place, however, if required a journey management plan shall be submitted. All plant and equipment shall have a radiation clearance issued by *[insert clients name]* prior to leaving site

##### 14.17.1 Mobile Equipment.

The following shall apply

- ◆ Refuelling of all plant shall be carried out with the engine shut down; Refer **Assetoptz-EMP-016 Fuelling Vehicles and storage tanks**
- ◆ All drivers shall carry out a pre-start check on their piece of mobile equipment each morning or shift to ensure that it is in a fit condition for operation and that all safety equipment is present and operational.
- ◆ Before leaving plant unattended, operators will ensure that the hand brake / park brake is engaged, and wheels placed in parking trenches or into a bank / berm and all attachments are lowered and the engine turned off.

- ◆ Additional restraining by chocking wheels, lowering attachments to the ground to prevent movement, or placing dirt on the downhill side of a vehicle parked on a ramp (emergencies only) are required.
- ◆ Operators shall only operate equipment that they have been assessed as competent to operate (except under training).

#### 14.18 Equipment Maintenance

Equipment maintenance will be carried out as per the manufacturers recommended service intervals and procedures. Oil sampling will also be conducted on an Assetoptz schedule. Assetoptz service personnel will comply with Assetoptz workshop maintenance procedures. Where a procedure does not already exist, the work shall be carried out under the protection of a JHA, specifically written for that task.

If a spill does occur, the contaminated material is to be removed as soon as practicable to the waste skip at the main lay-down area for disposal off site. Any spill of hydrocarbon material must be reported as an environmental incident, using the incident report form.

All maintenance equipment and hand tools are to be inspected on a weekly basis to ensure a good standard is maintained. In General, the following shall apply:

##### 14.18.1 Grinders

- Hearing and double eye protection shall be worn.
- Only those disks, buffers etc shall be fitted to the equipment as recommended by the manufacturer.
- **9” Grinders are not to be used on site (Assetoptz Policy).**

##### 14.18.2 Hoses (Air, Water & Hydraulic)

- Safety clips and retainers shall be securely installed and maintained on pneumatic impact tools.
- Where hoses are joined together, they shall be done so with the use of couplings with safety pins.
- High pressure service hoses shall be fitted with approved “whip-checks”; and
- Hoses shall be inspected daily and replaced where required.

##### 14.18.3 Jacks & Support Stands

- Stands shall be marked with the safe working load for the stand.
- Lifting support equipment shall be inspected prior to use to ensure safe operating conditions.
- Appropriate packers may be placed between the lifting support equipment and the load.

##### 14.18.4 Portable Tools

- Tools shall be mechanically sound and in a good working order.
- Electrical tools shall be of double insulated design and be used in conjunction with an RCD unit.
- Tools in poor condition shall be removed from site.
- Tools may subject to the inspection by *[insert clients name]* / site management at any time.
- Tools shall be tagged in accordance with the electrical tagging requirement colours.
- Hand tools must be inspected prior to use

**14.18.5 Gas Cylinders**

- Cylinders shall be stored in an upright and secure manner in a cool well-ventilated area.
- No-smoking – No naked lights signage shall be posted.
- Cylinders of differing gases shall be stored separately (5m separation).
- Flashback arrestors are to be fitted to all oxygen and acetylene cylinders and handpiece, Flashback arrestors will be replaced or tested at a 12month interval.
- Hoses and hand pieces are to be inspected prior to usage.

**14.18.6 Lifting Equipment**

- All wire rope slings and lifting chains shall be tagged with SWL.
- A register of all slings and chains shall be maintained.
- Chains without a tag must not be used for lifting.
- A visual inspection of slings or chains is to be conducted by a competent person prior to usage.

**14.18.7 Welding**

- When welding on machinery, disconnect the main electrical isolator and/or ECU computer before connecting the power leads on the welder. Keep earth as close as possible to weld point.
- Power supply to the power source should be switched off prior to connecting or disconnecting the output leads and when the power source is not in use.
- The work area shall be kept tidy and free from tangled leads, off cuts and electrode stubs.
- When welding the appropriate clothing shall be worn (Dry & fireproof).
- All hot work will comply with *[insert clients name]* Hot Work Permit and will include appropriate firefighting equipment is at hand

**14.18.8 Ladders**

- All stairs, fixed ladders, walkways, handrails, and stanchions shall be constructed in accordance with Australian Standard AS 1657, AS/NZ 1892.1 Portable Ladders and legislative requirements.

**14.18.9 Electrical Equipment**

- A portable or fixed RCD unit shall be used to protect all electrical equipment.
- No portable generators are to be used without an inbuilt RCD.
- A qualified electrician shall be the only approved person to carry out electrical installation, maintenance and testing on the project.
- Tagging of all electrical leads will be conducted by a licensed electrician on a quarterly basis other than offices and crib rooms which will be tagged on a yearly basis (odd years Pink and even years Black). Tag colours for quarterly tests are:

January to March



April to June



July to September



October to December



**14.18.10 Working alone**

Personnel are not to work alone on the Project at any time. The Assetoptz supervisor is to ensure that any person working on any task by him or herself has either visual, radio or



phone communications capability always. If continuous visual contact is not maintained, a regular communication check is to be put in place.

The Assetoptz Supervisor must ensure that all tasks are performed by trained and competent personnel and under a safe system of work, which includes supervision.

#### **14.18.11 Barricading**

Where work is to be conducted or a hazard is identified via inspection, the requirement for the erection of temporary barricading and/or cordon should be determined. The barricading should remain in place for the length of time that the hazard exists. If the hazard is permanent in nature, permanent barricading will be erected. Barricades and/or Cordons will be durable and erected to withstand expected winds and prolonged exposure to ultraviolet light and dust.

All barricades and/or cordons are to be erected with an information sign/tag attached detailing the nature of the hazard and who placed the barricade and/or cordon.

#### **15. Audit and Review**

Assetoptz will provide a process for monitoring the OH&S performance and effectiveness of the Assetoptz Management Plan by using a combination of measures that are relevant to our preventative strategies as well as Assetoptz Safety performance measures.

A systems audit will be carried out approximately 6 weeks after the start of the project and at 3 monthly intervals thereafter. An outline of the schedule is attached.



## 16. Attachments

|              |  |
|--------------|--|
| Attachment 1 | OH&S Policy Statement                                    |
| Attachment 2 | Performance Measurement                                  |
| Attachment 3 | Procedure Register                                       |
| Attachment 4 | Workplace Inspection                                     |
| Attachment 5 | Compliance Audit Schedule                                |
| Attachment 6 | Sample Training Matrix                                   |
| Attachment 7 | Assetoptz / <i>[insert clients name]</i> Systems Matrix. |

## 16.1 OH&S Policy Statement



**Assetoptz Solutions is committed to achieving the highest possible performance in Occupational Health and Safety in the workplace across all of its business operations.**

**Consistent with this Assetoptz will:**

- ✓ Strive for continuous improvement in occupational safety and health performance utilising best practice procedures and taking into account evolving knowledge and technology;
- ✓ Comply with all appropriate legislation and standards;
- ✓ The establishment, implementation and maintenance of our Occupational Health and Safety Management Systems in accordance with AS/NZS 4801:2001.
- ✓ Manage risk through the introduction of hazard identification, elimination, monitoring and control procedures and by reviewing performance;
- ✓ Ensure that all employees, including sub-contractors' employees, are fully instructed, trained and assessed in the tasks each will be required to perform and in the operation of all plant and equipment each will be required to operate;
- ✓ Communicate and consult with employees, including contractors' employees, and where appropriate involve them in the development of practices and procedures aimed at the improvement of occupational health and safety performance;
- ✓ Ensure that all employees, including sub-contractors' employees, are fully aware of their responsibilities to take reasonable care to ensure their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work;
- ✓ Cooperate with government and the community on occupational health and safety issues and contribute to the development of relevant occupational health and safety policy, legislation, standards and research.



Philip Onaga  
Director  
November 2019

## 16.2 Performance Measurement

|   |   |
|---|---|
| <b>Corrective Actions Completed</b>                 | <p>Number of Actions Completed / Number identified</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>OH&amp;S Report</b></p> <p>Frequency of Measurement: Monthly</p> <p>Measurement: <b>% Completed</b></p> <p>Target: <b>100%</b></p>               |
| <b>DIFR</b>   | <p>Number of Disabling Injuries / 200,000-man hours</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement: Monthly</p> <p>Measurement: <b>Rolling 12 Month Average</b></p> <p>Target: <b>0</b></p>         |
| <b>Environmental Complaints</b>                     | <p>Number of registered complaints from employees / client / community</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement: Monthly</p> <p>Measurement: <b>Total Monthly</b></p> <p>Target: <b>0</b></p> |
| <b>Environmental Incident Frequency Rate (EIFR)</b> | <p>Number of Level 1+2+3 Environmental Incidents / Million-man hours</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement:</p> <p>Measurement: <b>Number</b></p> <p>Target: <b>2.0</b></p>                |
| <b>Environmental Spills</b>                         | <p>Number of spills requiring clean-up</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement:</p> <p>Measurement: <b>Total Monthly &amp; YTD</b></p> <p>Target: <b>0</b></p>                               |
| <b>LTIFR</b>  | <p>Number of LTI's / 200,000-man hours</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement:</p> <p>Measurement: <b>Rolling 12 Month Average</b></p> <p>Target: <b>0</b></p>                              |
| <b>LTI's</b>  | <p>Number of Lost Time Injuries</p> <p><b>Measurements</b></p> <p>Method of Measurement: <b>Statistics</b></p> <p>Frequency of Measurement: Monthly</p> <p>Measurement: <b>Total Monthly &amp; YTD</b></p>  |

Target: **0**

**IISI**

Number of Shifts Lost / 200000, man hours

**Measurements**

Method of Measurement: **Statistics**

Frequency of Measurement: Monthly

Measurement: **Rolling 12 Month Average**

Target: **10**

**Monthly Workplace Inspections**

Number of Workplace Inspections / Number Scheduled

**Measurements**

Method of Measurement: **OH&S Monthly report**

Frequency of Measurement: Monthly

Measurement: **% Completed**

Target: **100%**

**OH&S Audit Score**

Compliance to Assetoptz Safe audit protocol

**Measurements**

Method of Measurement: **Audit program**

Frequency of Measurement: TBA

Measurement: **%**

Target: **90**

**Proactive Safety Measure (PSM)**

Average % for Safety Contacts, Workplace Inspections and Corrective Actions

**Measurements**

Method of Measurement: **OH&S Report**

Frequency of Measurement: Monthly

Measurement: **%**

Target: **100%**

**Total Recordable Injuries Frequency Rate (TRIFR)**

Number of Fatal+LTI+ Medical Treatment Injuries / Million-man hours

**Measurements**

Method of Measurement: **Statistics**

Frequency of Measurement:

Measurement: **Rolling 12 Month Average**

Target: **0**

***Assetoptz Safety Management Procedures***

|                       |  |
|-----------------------|--|
| Assetoptz – SMP – 001 | Hazard Analysis                                  |
| Assetoptz – SMP – 002 | Risk Assessment                                  |
| Assetoptz – SMP – 003 | Job Safety Analysis (JSA)                        |
| Assetoptz – SMP – 004 | Incident Reporting and Investigation             |
| Assetoptz – SMP – 005 | Tagging and Permit Procedures                    |
| Assetoptz – SMP – 006 | Post Injury Management & Rehabilitation          |
| Assetoptz – SMP – 007 | Manual Handling                                  |
| Assetoptz – SMP – 008 | Office Hazards                                   |
| Assetoptz – SMP – 009 | Sub-Contractor Management                        |
| Assetoptz – SMP – 010 | Transport Safety                                 |
| Assetoptz – SMP – 011 | Hazardous Substances/ Dangerous Goods Management |
| Assetoptz – SMP – 012 | Traffic Management                               |
| Assetoptz – SMP – 013 | Employee Involvement & Consultation              |
| Assetoptz – SMP – 014 | Fire Control                                     |
| Assetoptz – SMP – 015 | Resolution of Safety & Health Issues             |
| Assetoptz – SMP – 016 | Employee Amenities.                              |
| Assetoptz – SMP – 017 | Personal Protective Equipment Management         |
| Assetoptz – SMP – 018 | Drug & Alcohol                                   |
| Assetoptz – SMP – 019 | Emergency Management                             |
| Assetoptz – SMP – 020 | Heat Stress Management                           |
| Assetoptz – SMP – 021 | Housekeeping                                     |
| Assetoptz – SMP – 022 | Electrical Safety                                |
| Assetoptz – SMP – 023 | Lightning  |
| Assetoptz – SMP – 024 | Fatigue Management                               |
| Assetoptz – SMP – 025 | Fibrous Materials                                |
| Assetoptz – SMP – 026 | Travel Management                                |
| Assetoptz – SMP – 027 | Workplace Inspections                            |
| Assetoptz – SMP – 028 | Training   |
| Assetoptz – SMP – 029 | Change Management                                |

***Standard Operating Procedures***

|                       |   |
|-----------------------|---|
| Assetoptz – SOP – 001 | General Guidelines for Vehicles and Mobile Equipment. |
| Assetoptz – SOP – 002 | Environmental Management                              |
| Assetoptz – SOP – 003 | Safe Surveying  |

***Workshop Maintenance Procedures***

Assetoptz – WMP – 001      Confined Space Work  
Assetoptz – WMP – 002      Working at Heights

**16.3 Workplace Inspection**

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**1. PURPOSE**

**2. SCOPE**

**3. REFERENCES**

**4. DEFINITIONS**

**5. PROCEDURE**

**6. DOCUMENTATION**

|                              |
|------------------------------|
| AUTHORISED.<br>Phil Onaga    |
| POSITION<br>Director         |
| AUTHOR(S) NAME<br>Phil Onaga |

## 1. PURPOSE:

To provide a safe system of work where both employees and equipment are protected from injury and damage.

## 2. SCOPE:

All Assetoptz work sites.

## 3. REFERENCES:

Mines Safety and Inspection Act (1994) and Regulations (1995 – reprinted 10/97), Occupational Safety & Health Act (1984) and Regulations (1996).

## 4. DEFINITIONS:

Shall and should                      the word “shall” is to be understood as mandatory. The word “should” as recommended.

## 5. PROCEDURE:

This procedure is to be always complied with. Its purpose is to standardise the process of conducting and reporting workplace inspections on site.

### 5.1 General

1. The inspection of workplaces shall include those places defined in the ‘workplace’ definition and include all quarries, underground workings, buildings, workstations, infrastructure, equipment, and contractor areas.

2. Inspections of the workplace shall be undertaken on a regular basis and will include:

Vehicles and equipment.

Workplace conditions.

Workplace facilities.

Operating practices, procedures and environmental requirements are being maintained to the required standard.

3. Inspections shall be carried out as follows:

**Daily:** Assetoptz Supervisors shall conduct formal inspections of the work site. Any substandard conditions or practices which require immediate, or follow-up action will be responded to. A record of the inspections will be retained in the site office.

**Weekly Inspections:** Assetoptz Safety Advisors will undertake formal inspections of the workplace that address safety and environmental matters. The inspections will be carried out using a workplace safety inspection checklist applicable to the scope of work being undertaken.

**Monthly Inspections:** The Assetoptz Supervisor will carry out



inspection, together with any elected Safety and Health Representatives, or where one has not been elected, a nominated Employee.

Deficiencies requiring corrective action shall be recorded on the Workplace Inspection Checklists and forwarded to the Project HSE Manager who will update the Hazard and Action Register.

#### **16.4 Workplace Inspection**

##### **DOCUMENTATION:**

1.0 Inspection Worksheet

# HS&E INSPECTION

|  |
|--|
|  |
|  |
|  |
|  |

**Week  
Ending:**

| DISTRIBUTION               |                 |  |  |                          |
|----------------------------|-----------------|--|--|--------------------------|
| <i>ONSITE</i>              |                 |  |  | <i>OFFSITE</i>           |
| Project Manager            |                 |  |  | Assetoptz Safety Manager |
| Safety File                |                 |  |  |                          |
| Client                     |                 |  |  |                          |
| Crib Hut Notices           |                 |  |  |                          |
|                            |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Contractor:</b>         | Assetoptz       |  |  |                          |
|                            |                 |  |  |                          |
| <b>Area:</b>               |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Location:</b>           |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Project Manager:</b>    |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Supervisors</b>         |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Date of Inspection:</b> |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Time of Inspection:</b> |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Inspection Team:</b>    |                 |  |  |                          |
|                            |                 |  |  |                          |
| <b>Name</b>                | <b>Position</b> |  |  | <b>Signature</b>         |
|                            |                 |  |  |                          |
|                            |                 |  |  |                          |
|                            |                 |  |  |                          |

|   |           |  |           |                    |
|---|-----------|--|-----------|--------------------|
|   |           |  |           |                    |
|   |           |  |           |                    |
|   |           |  |           |                    |
| <b>Rating Scale:</b>                                    | <b>C</b>  | Complies in all aspects                        |           |                    |
|   |           |  |           |                    |
|   | <b>PC</b> | Partially complies - rectify by nominated date |           |                    |
|   |           |  |           |                    |
|   | <b>NC</b> | Does not comply - rectify by end of the shift  |           |                    |
|   |           |  |           |                    |
|   | <b>NA</b> | Not applicable to this site                    |           |                    |
|   |           |  |           |                    |
| <b>Inspection Report</b>                                |           |  |           |                    |
| <b>1. AMENITIES / OFFICES</b>                           | <b>C</b>  | <b>PC</b>                                      | <b>NC</b> | <b>OBSERVATION</b> |
| a) Adequate facilities.                                 |           |  |           |                    |
| b) Notice board / Safety Folder up to date              |           |  |           |                    |
| c) Fire extinguishers available.                        |           |  |           |                    |
| d) Access / Egress clearly marked / emergency           |           |  |           |                    |
| e) Bins provided / emptied.                             |           |  |           |                    |
| f) Office area clean / tidy.                            |           |  |           |                    |
| g) Toilets - clean, tidy, hand wash, paper available.   |           |  |           |                    |
| h) Muster Point / Helo Evac points marked               |           |  |           |                    |
| h) Kitchen/Meals area clean and tidy                    |           |  |           |                    |
| <b>Overall compliance</b>                               |           |  |           |                    |
|   |           |  |           |                    |
| <b>2. FIRST AID FACILITIES</b>                          | <b>C</b>  | <b>PC</b>                                      | <b>NC</b> | <b>OBSERVATION</b> |
| a) Stock list in cabinet.                               |           |  |           |                    |
| b) Emergency procedures / phone numbers displayed.      |           |  |           |                    |
| c) Treatment register at facility.                      |           |  |           |                    |
| d) Staff trained and certified.                         |           |  |           |                    |
| e) Facility easily identified.                          |           |  |           |                    |
| f) Green Cross displayed on hard hats.                  |           |  |           |                    |
| <b>Overall compliance</b>                               |           |  |           |                    |
|   |           |  |           |                    |
| <b>3. SITE CONDITIONS/ LAY DOWN</b>                     | <b>C</b>  | <b>PC</b>                                      | <b>NC</b> | <b>OBSERVATION</b> |
| a) Correct stacking of materials.                       |           |  |           |                    |
| b) Housekeeping   |           |  |           |                    |
| c) Signs, flagging & bunting erected / maintained       |           |  |           |                    |
| d) Sharp objects capped i.e.: star pickets, reo bar.    |           |  |           |                    |
| e) Area designated for vehicle parking/reverse parking. |           |  |           |                    |

|  |          |           |           |                    |
|--|----------|-----------|-----------|--------------------|
| f) Hazards.  |          |           |           |                    |
| g) Signs appropriate and visible.  |          |           |           |                    |
| h) Lay down areas defined.   |          |           |           |                    |
| i) Bin locations prominent, adequate, emptied regularly.                     |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>4. ACCESS / EGRESS</b>  | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Ladders secured, to AS Standard on tanks etc.                             |          |           |           |                    |
| b) Clear access / egress points  |          |           |           |                    |
| c) Clear delineation between LV and HV/HP                                    |          |           |           |                    |
| d) Ready Line Parking as per procedure                                       |          |           |           |                    |
| e) Roads unobstructed  |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>5. LIGHT VEHICLES</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Daily inspection checklist completed by drivers                           |          |           |           |                    |
| b) Radios working correctly  |          |           |           |                    |
| c) Operator competencies - D/L, D-Tec, Site Approval                         |          |           |           |                    |
| d) Safety devices fitted - seat belts / fire extinguishers / reverse beeper. |          |           |           |                    |
| e) Maintenance Records up to date  |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>6. LIFTING GEAR / HARNESSSES</b>  | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) All lifting gear recorded on register.                                    |          |           |           |                    |
| b) Safe working loads marked on gear.  |          |           |           |                    |
| c) Tag lines used as required [16mm fibre rope].                             |          |           |           |                    |
| d) Gear inspected regular / good condition.                                  |          |           |           |                    |
| e) Adequate storage facility [off ground level].                             |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>7. WELDING / CUTTING / GRINDING / HOT WORK</b>                            | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Housekeeping  |          |           |           |                    |
| b) Fire extinguisher - prominent position.                                   |          |           |           |                    |
| c) Sparks encapsulated from fellow workers.                                  |          |           |           |                    |
| d) Adequate PPE for task   |          |           |           |                    |

|   |          |           |           |                    |
|---|----------|-----------|-----------|--------------------|
| e) Cylinders secured, gauges operative, flashback arresters fitted. |          |           |           |                    |
| f) Earth proximity to work piece                                    |          |           |           |                    |
| g) Welding screens, fire blankets in use                            |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>8. WORKSHOP AND STORE</b>  | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Aisle and access ways kept clear.                                |          |           |           |                    |
| b) Fire Extinguishers.  |          |           |           |                    |
| c) Storage tidy and safe.   |          |           |           |                    |
| d) Spill Kit in Place and ready for use                             |          |           |           |                    |
| e) Housekeeping: internal and external.                             |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>9. HAND AND PORTABLE TOOLS</b>                                   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) General condition of tools.                                      |          |           |           |                    |
| b) Proper storage.  |          |           |           |                    |
| c) Guards and safety devices fitted.                                |          |           |           |                    |
| d) Power leads undamaged.   |          |           |           |                    |
| e) Grinders have corrected disk fitting tool.                       |          |           |           |                    |
| f) Handles fitted to drills and grinders.                           |          |           |           |                    |
| h) Inspection and test register.                                    |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>10. ELECTRICAL</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Earth leakage used on all tools / equipment.                     |          |           |           |                    |
| b) Cords elevated above ground level / where practical.             |          |           |           |                    |
| c) Identification tag fitted with correct information               |          |           |           |                    |
| d) Temporary power boxes marked and located clear of hazards.       |          |           |           |                    |
| e) Leads not obstructing walkways.                                  |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>11. GENERAL SAFETY</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Policies displayed   |          |           |           |                    |

|   |          |           |           |                    |
|---|----------|-----------|-----------|--------------------|
| b) Safety manuals and information available.                                  |          |           |           |                    |
| c) Employee inductions, certifications and training up to date.               |          |           |           |                    |
| d) Toolbox and safety meetings held regularly, matters resolved and reported. |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>12. HAZARDOUS SUBSTANCES</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Register of substances kept MSD Sheets available - used.                   |          |           |           |                    |
| b) Access to register MSDS sheets by employees.                               |          |           |           |                    |
| c) Segregation from other works warning signs displayed.                      |          |           |           |                    |
| d) Compliance with MSDS / JSA   |          |           |           |                    |
| e) Emergency equipment accessible.  |          |           |           |                    |
| f) Procedures clearly visible in case of fire, spills, etc                    |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>13. EMPLOYEE ACTIONS</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Exposure to overexertion / Heat stress.                                    |          |           |           |                    |
| b) Exposure to falling objects.   |          |           |           |                    |
| c) Exposure to caught between.  |          |           |           |                    |
| d) Exposure to fall below.  |          |           |           |                    |
| e) Exposure to struck by machinery or objects.                                |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>14. EMPLOYEE CONDUCT</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Qualified for the operation of equipment                                   |          |           |           |                    |
| b) Vehicle speeding? (Lower score for observed speeding)                      |          |           |           |                    |
| c) Throwing of gear / tools / horseplay.                                      |          |           |           |                    |
| d) Running.   |          |           |           |                    |
| e) Appears confident in his/her duties.                                       |          |           |           |                    |
| f) Tools being used are right for the job, used correctly.                    |          |           |           |                    |
| g) Adjusting or correcting PPE on observation.                                |          |           |           |                    |
| h) Inadequate PPE for task.   |          |           |           |                    |
| <b>Overall compliance</b>   |          |           |           |                    |
|   |          |           |           |                    |
| <b>15. PERMIT TO WORK / JHA's</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |

|  |          |           |           |                    |
|--|----------|-----------|-----------|--------------------|
| a) Permits understood by relevant persons.   |          |           |           |                    |
| b) Displayed at location of work   |          |           |           |                    |
| c) Standard operating procedures in plant etc..  |          |           |           |                    |
| d) Traffic Management plans in place   |          |           |           |                    |
| e) TMP adhered to.   |          |           |           |                    |
| f) Danger tag/lockout procedures complied with.  |          |           |           |                    |
| g) Approved JSA in place.  |          |           |           |                    |
| h) JSA reviewed regularly  |          |           |           |                    |
| i) JSA reflects the task in progress   |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>16. Confined space, scaffolding, heights</b>  | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Permit valid.   |          |           |           |                    |
| b) Permit requirements complied with - access, gas monitoring, isolation, housekeeping, ventilation etc. |          |           |           |                    |
| c) Safe work procedures, JHA's, MSD Sheets developed, attached to permit and complied with.              |          |           |           |                    |
| d) Scaffolding - tagged, checked, not overloaded.  |          |           |           |                    |
| e) Communications in place, suitable and understood by employees.  |          |           |           |                    |
| f) Access - internal & external, ladders suitable and tagged   |          |           |           |                    |
| g) Checklist - completed and in order.   |          |           |           |                    |
| h) Emergency evacuation in place.  |          |           |           |                    |
| i) Standby person identified, in position, understands his responsibilities.                             |          |           |           |                    |
| j) Responsible person identified and understands his responsibilities.                                   |          |           |           |                    |
| k) Correct signage in place "No Unauthorised Access", "Confined Space No Unauthorised entry".            |          |           |           |                    |
| l) Emergency lighting installed & functional   |          |           |           |                    |
| m) PPE requirements complied with including harnesses, rescue ropes etc.                                 |          |           |           |                    |
| <b>Overall compliance</b>  |          |           |           |                    |
|  |          |           |           |                    |
| <b>17. ENVIRONMENTAL</b>   | <b>C</b> | <b>PC</b> | <b>NC</b> | <b>OBSERVATION</b> |
| a) Oil/Distillate/Petrol and waste oil held in sealed leak proof containers.                             |          |           |           |                    |
| b) Chemicals/Paints/Solvents held in sealed leak proof containers.                                       |          |           |           |                    |
| c) Evidence of spillage of chemicals and oil.  |          |           |           |                    |
| d) Areas where decanting of oil/chemicals/distillate is undertaken fully bunded and sealed.              |          |           |           |                    |
| e) Bunded areas not damaged and no evidence of accumulated spillage in bunded areas.                     |          |           |           |                    |
| f) Dust suppression adequate.  |          |           |           |                    |

|   |  |  |  |  |
|---|--|--|--|--|
| g) Materials being recycled, and adequate bins supplied.          |  |  |  |  |
| h) Housekeeping satisfactory.                                     |  |  |  |  |
| i) Temporary work areas being place on pre-disturbed areas.       |  |  |  |  |
| j) Erosion from stockpiles of waste and topsoil.                  |  |  |  |  |
| k) Evidence of unauthorised off-road activity.                    |  |  |  |  |
| l) Dead or injured fauna in trenches or excavations.              |  |  |  |  |
| m) Fauna escape ramps provided in trenches and other excavations. |  |  |  |  |
| n) Aboriginal sites protected.                                    |  |  |  |  |
| o) Employees not exposed to excessive noise on site.              |  |  |  |  |
| p) General compliance with Environmental Procedures.              |  |  |  |  |
| <b>Overall compliance</b>   |  |  |  |  |
|   |  |  |  |  |



Work Area:

Date:

Name:

Signature:

ALL HEALTH, SAFETY AND ENVIRONMENTAL aspects in the work environment must be assessed.

| ITEM  | Yes | No | N/A | Action Required | Date | SIGNED |
|---|-----|----|-----|-----------------|------|--------|
| <b>JOB START</b>  |     |    |     |                 |      |        |
| JHAs appropriate and completed                              |     |    |     |                 |      |        |
| TAKE 5s have been undertaken                                |     |    |     |                 |      |        |
| Permits appropriate and completed                           |     |    |     |                 |      |        |
| Work areas demarked and sign posted                         |     |    |     |                 |      |        |
| Access/egress to work area                                  |     |    |     |                 |      |        |
| <b>HOUSEKEEPING</b>   |     |    |     |                 |      |        |
| Caps on star pickets  |     |    |     |                 |      |        |
| Rubbish bins provided and used                              |     |    |     |                 |      |        |
| Butt bins provided and used                                 |     |    |     |                 |      |        |
| Materials stacked neatly                                    |     |    |     |                 |      |        |
| Correct signage in place and readable                       |     |    |     |                 |      |        |
| <b>PPE</b>  |     |    |     |                 |      |        |
| PPE available at the worksite                               |     |    |     |                 |      |        |
| Correct and applicable PPE being worn                       |     |    |     |                 |      |        |
| <b>Services</b>   |     |    |     |                 |      |        |
| Turkey's nest fenced and fauna escape mats / ropes in place |     |    |     |                 |      |        |
| Gensets in bunds and no hydrocarbon leaks                   |     |    |     |                 |      |        |
| Toilets clean and emptied regularly                         |     |    |     |                 |      |        |
| <b>ROADS &amp; SURFACES</b>                                 |     |    |     |                 |      |        |
| Surface in Good Order                                       |     |    |     |                 |      |        |
| Windrows / delineation in place                             |     |    |     |                 |      |        |
| Dust Controlled   |     |    |     |                 |      |        |
| Signage in Place / TMP                                      |     |    |     |                 |      |        |
| <b>EXCAVATION &amp; TRENCHING</b>                           |     |    |     |                 |      |        |
| Battered back or benched correctly                          |     |    |     |                 |      |        |
| Barricaded correctly  |     |    |     |                 |      |        |
| Signage in place  |     |    |     |                 |      |        |
| Easy entry and exit to trench                               |     |    |     |                 |      |        |
| <b>VEHICLES &amp; MOBILE EQUIPMENT</b>                      |     |    |     |                 |      |        |
| Parking area delineated                                     |     |    |     |                 |      |        |
| Vehicles reverse parked                                     |     |    |     |                 |      |        |
| Weekly pre-starts undertaken                                |     |    |     |                 |      |        |
| Site compliance being adhered too                           |     |    |     |                 |      |        |

|                  |  |   |                                       |
|------------------|--|---|---------------------------------------|
| Form Ref: FM 093 | <h1 style="margin: 0;">ENVIRONMENTAL<br/>INSPECTION CHECKLIST</h1> | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly | <b>AssetOptz</b><br>Solutions Pty Ltd |
| Revision: 0      |  |   |                                       |
| Date: 18-May-06  |  |   |                                       |

**Project Name:**

**Date:**

| AS 1940 Clause                      | Inspections to be completed  | N/A                      | Acceptable (tick one box) |                          | List any Corrective Action(s) Required | Action by / date | Date Complete |
|-------------------------------------|--|--------------------------|---------------------------|--------------------------|--|------------------|---------------|
|                                     |  |                          | Yes                       | No                       |  |                  |               |
| <b>HAZARDOUS SUBSTANCES CONTROL</b> |  | <input type="checkbox"/> |                           |                          |  |                  |               |
|                                     | Stored properly  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Adequate ventilation   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Labels legible   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Chemalert system available and Material Safety Data Sheets maintained for products stored                        | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Up to date Hazardous Chemicals Register maintained   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Acids stored separately from caustics  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Spill preventive measures (e.g., drip trays) utilised  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
| <b>WASTE MANAGEMENT - SOLID</b>     |  | <input type="checkbox"/> |                           |                          |  |                  |               |
|                                     | <u>Offices</u> – Clean & Tidy  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | <u>Toilets</u> - Clean & Tidy  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | <u>Crib Rooms</u> - Clean & Tidy   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Roads & tracks free of litter  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | Workshop free of litter  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | <u>Designated Waste Bins</u> used correctly (as applicable):   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | scrap steel  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | waste oil filters  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | general waste  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | other  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | <u>Batteries</u> –Stored above ground on pallet  | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
|                                     | <u>Subcontractors</u> – verify waste contractors engaged hold current disposal license from EPA, (if applicable) | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |

| Area                             | Inspections to be completed  | N/A                      | Acceptable (tick one box) |                          | List any Corrective Action(s) Required | Action by / date | Date Complete |
|----------------------------------|--|--------------------------|---------------------------|--------------------------|--|------------------|---------------|
|                                  |  |                          | Yes                       | No                       |  |                  |               |
| <b>WASTE MANAGEMENT - LIQUID</b> |  | <input type="checkbox"/> |                           |                          |  |                  |               |
|                                  | <u>Sewerage system</u> approved by the local health authority maintained in good working order disposal of septic waste in accordance with local council regulations | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |
| <b>HYDROCARBON MANAGEMENT</b>    |  | <input type="checkbox"/> |                           |                          |  |                  |               |
|                                  | <u>Pumps/Hoses</u> stored off the ground to prevent damage and no leaks evident from hoses   | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |  |                  |               |

|                              |  |                          |                          |                          |  |  |  |
|------------------------------|--|--------------------------|--------------------------|--------------------------|--|--|--|
|                              | <u>Fuel farm /Bunded area</u><br>adequate to meet AS1940 legislative requirements  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | – no leakage evident from bund   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | –free of combustibile vegetation & material  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Appropriate signage in place   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <u>Oil Spills</u><br>evidence of any spillage<br>spills satisfactorily cleaned-up without delay                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <u>Waste Oil</u> – stored in labelled drums/pods in bunded area  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <u>Spill Response</u><br>spill equipment available & readily accessible on site<br>spill action plan shown in prominent location | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <u>Drip trays</u> – actively used when servicing vehicles/machinery  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Drums on stands have drip tray   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Contaminated material (soil, kitty litter) for disposal to landfarm in contaminated material bin or designated area.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Fuel farm pipes in culvert in good condition   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
| <b>SERVICE TRUCK</b>         |  | <input type="checkbox"/> |                          |                          |  |  |  |
|                              | Dispensing points have appropriate means of containing leaks/spills  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Spill equipment located on the vehicle   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | No evidence of spills on the floors of the service hose housing and/or housing for the main fill-up points                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Overall appearance of the vehicle clean  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Any rags, rubbish, or other fire hazards on the vehicle  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Hoses in good condition (i.e. free from fractures, breaks and worn areas)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Isolation valves installed, operational and in good condition  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Emergency shut-off switches accessible and easily identifiable   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | Drip trays / buckets on vehicle  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
| <b>VEGETATION MANAGEMENT</b> |  | <input type="checkbox"/> |                          |                          |  |  |  |
|                              | <b>Approvals to clear (PEAHR form) submitted/approved</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <b>Cleared vegetation stockpiled for rehabilitation</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <b>Topsoil correctly handled/stored</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <b>Progressive rehabilitation undertaken where required</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
| <b>WEED MANAGEMENT</b>       |  | <input type="checkbox"/> |                          |                          |  |  |  |
|                              | <u>Weed certificates</u> – up to date register maintained  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
| <b>WATER MANAGEMENT</b>      |  | <input type="checkbox"/> |                          |                          |  |  |  |
|                              | <u>Taps/water lines</u> – evidence of leaks  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | <u>Washdown pad/bay</u><br>pad clean   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | wash down water effectively collected  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                              | sump water collected   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |

|                        |  |                          |                          |                          |  |  |  |
|------------------------|--|--------------------------|--------------------------|--------------------------|--|--|--|
|                        | sump silt regularly removed  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | oil/water separator system serviced and maintained                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | discharge point clear of choking weeds                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | water quality at discharge point into evaporation pond regularly monitored | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | drains free of rubbish/silt  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
| <b>GENERAL ASPECTS</b> |  | <input type="checkbox"/> |                          |                          |  |  |  |
|                        | Road and site drains/culverts free of silt &/or choking vegetation         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | Dust satisfactorily suppressed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | Housekeeping of the workshop & other areas satisfactory                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | Laydown area neat and organised  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |
|                        | Sub-contractors in compliance with environmental contract conditions       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |  |

**General Comments/Observations:**

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.....

.....

.....

Assetoptz Representative  
(Person completing inspection)

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(signature)

Client Representative  
(If involved or witnessed inspection)

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(signature)

Project Managers Signature:

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(signature)

| Item and description | By Whom | Date | Comments |
|----------------------|---------|------|----------|
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## 16.7 Mapping Matrix Safety Management System – OHSMS ASNZS 4801: 2001

| <b>Matrix: Occupational Health &amp; Safety Management System AS/NZS 4801 2001</b>     | <b>Assetoptz Safety Management Plan Reference</b>                                 | <b>Client Safety Management Plan References</b>                                   |
|--|---|---|
| 4.1 General Requirements   | Section 1   | Section 2   |
| 4.2. OHS Policy  | Section 2   | Section 3   |
| 4.3.1<br>Planning, identification of hazard/risk assessment & control of hazards/risks | Section 3   | Section 5.11  |
| 4.3.2<br>Legal & other requirements  | Sections 4  | Section 4.5   |
| 4.3.3<br>Objectives & targets  | Sections 5  | Section 4.4   |
| 4.3.4<br>OHS Management Plans  | Assetoptz Safety Management Plan signed off by senior Management / Clients        | Client Safety Management Plan   |
| 4.4.1<br>Structure & responsibility  | Sections 6  | Section 5.5   |
| 4.4.1.1<br>Resources   | Project based Safety Superintendent.<br>Regional Safety Manager<br>Brisbane based | Project based Safety Superintendent.<br>Regional Safety Manager<br>Brisbane based |
| 4.4.1.2<br>Responsibility & accountability   | Section 6   | Section 5.5   |
| 4.4.2<br>Training & competency   | Sections 7  | Sections 5.1  |
| 4.4.3<br>Consultation, communication & reporting                                       | Sections 8  | Sections 5.2  |
| 4.4.3.1<br>Consultation  | Sections 8  | Sections 5.2  |
| 4.4.3.2<br>Communication   | Section 8   | Sections 5.2  |
| 4.4.3.3<br>Reporting   | Sections 10   | Sections 6.0  |
| 4.4.4<br>Documentation   | Sections 9  | Sections 5.6  |
| 4.4.5<br>Document & data control   | Sections 9.1 & 6  | Sections 5.6  |

| <b>Matrix: Occupational Health &amp; Safety Management System AS/NZS 4801 2001</b> | <b>Assetoptz Safety Management Plan Reference</b> | <b>Client Safety Management Plan References</b> |
|--|---|---|
| 4.4.6<br>Hazard identification, hazard/risk assessment & control of hazards/risks  | Section 3 & 13.1 – 13.2                           | 5.11 & 5.8                                      |
| 4.4.7<br>Emergency preparedness  | Section 13.4                                      | Section 5.7                                     |
| 4.5.1<br>Monitoring & measurement  | Section 10 & 11                                   | Section 6.0                                     |
| 4.5.1.1<br>General   | Section 13  | Section 5.8                                     |
| 4.5.1.2<br>Health surveillance   | Section 11  | Section 5.14                                    |
| 4.5.2<br>Incident investigation, corrective & preventive action                    | Section 10.4                                      | Section 5.7                                     |
| 4.5.3<br>Records & record management   | Section 9.1                                       | Section 5.6                                     |
| 4.5.4<br>OHSMS Audit   | Section 15.5                                      | Section 7                                       |
| 4.6<br>Management review   | Section Sections 9.1                              | Sections 4.0                                    |