Precast Box Culvert Manufacturing

Health, Safety and Environment Management Plan

Project Name: Precast Box Culvert Manufacturing

Client: Main Roads WA

Initial Issue Date: 01/12/2024

OFFICIAL

Version Details

Version	Date	Version Details	Compiled By	Position	Project Manager	PM Line Manager
A	01/12/2024	Draft, for review	Keval	Engineer	Mihir Patel	Joseph (Willigan) Ross
B	26.04.2025	Dust, Noise Management updated, Working Hours Updated, Notification to surrounding premises updated, Waste Water Management Plan Included	Keval	Engineer	Mihir Pate	Joseph (Willigan) Ross
C	16.05.2025	Updated Environmental Management Plan section with details on PEMR, noise management plan.	Keval	Engineer	Mihir Pate	Joseph (Willigan) Ross

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Contents

1. Introduction

The purpose of this Health, Safety and Environment Management Plan is to ensure the health, safety, environment and well-being of workers involved in the manufacturing of box culverts. The plan outlines safety procedures, risk assessments, and control measures for the manufacturing process, including special focus on high-risk activities. These procedures will help prevent injuries and ensure compliance with safety regulations.

2. Objectives

- To protect workers from injury and illness in the box culvert manufacturing process.
- To ensure compliance with health and safety legislation.
- To mitigate risks through well-established safety protocols and emergency procedures.
- To foster a culture of safety awareness and continuous improvement.

3. Scope of Works

FX Civil is scheduled to manufacture reinforced box culverts for Main Roads over a two-year period, commencing on 1 January 2025. The manufacturing process will involve the following key activities:

- Procuring and storing raw materials.
- Operating a batch plant to prepare concrete.
- Assembling reinforcement cages.
- Pouring concrete into moulds.
- Conducting quality checks at various stages.
- Transporting and delivering the finished products to designated areas.

The manufacturing site is located adjacent to the Great Northern Highway on flat terrain. The site will maintain a stock of raw materials sufficient for one month's operations, with additional supplies provided directly by the supplier as needed. A diesel storage facility will be established on-site to support operations.

This Health and Safety Management Plan applies to all personnel engaged in the manufacturing process, including:

- Individuals entering the site premises.
- Raw material handling staff and visitors.
- Steel mould assembly and installation personnel.
- Concrete pouring and curing teams.
- Quality assurance and finishing teams.
- Transportation, handling, and storage staff for finished products.

4. Legislative obligations and compliance.

To ensure compliance with the Work Health and Safety Act (WA) (WHS Act), the Work Health and Safety Regulations (WA) (WHS Regulations), and the Work Health and Safety (Mines) Regulations 2022, FX Civil will implement the following plan:

4.1. Establish and Maintain Compliance Systems

- WHS Management System: Develop and implement a WHS Management Plan tailored to the project, including hazard identification, risk management, and control measures.
- Policies and Procedures: Align policies and procedures with the WHS Act, WHS Regulations, and any applicable Mines Regulations.
- Training: Provide training to all personnel to ensure understanding of legislative requirements and individual responsibilities.
- Legal Updates: Regularly monitor legislative changes to ensure ongoing compliance.

4.2. Appointment and Responsibilities of the Principal Contractor

- Appoint a qualified person responsible for ensuring all WHS duties are executed in compliance with the WHS Act and Regulations.
- Maintain a detailed WHS Risk Register and implement controls to address identified hazards.
- Establish clear communication protocols to consult, coordinate, and cooperate with the Principal and relevant stakeholders.

4.3. Compliance with Work Health and Safety (Mines) Regulations 2022

- Identify and assess whether any work falls under the Mines Regulations.
- Develop and implement specific safety measures as required, including project-specific risk controls, training programs, and emergency management plans.
- Liaise with regulatory authorities to ensure permits, licenses, or approvals are obtained where necessary.

4.4. Ensuring Safety of All Persons on Site

- Safe Work Environment: Conduct regular site inspections and audits to ensure the workplace is free from hazards and risks.
- Emergency Preparedness: Establish emergency procedures, including evacuation plans, emergency response teams, and first aid provisions.
- Safety Inductions: Conduct site-specific inductions for all workers, visitors, and contractors to communicate site rules and safety expectations.
- Monitoring and Supervision: Provide adequate supervision and monitoring to ensure compliance with safety protocols.

4.5. Incident Reporting and Management

- Develop a robust incident reporting system to ensure all incidents, near misses, and hazards are promptly recorded, investigated, and addressed.
- Conduct post-incident reviews to improve safety systems and prevent recurrence.

4.6. Documentation and Demonstration of Compliance

- Maintain comprehensive records of WHS policies, procedures, risk assessments, training, inspections, and incident reports.
- Regularly review and update the WHS Management Plan to reflect site conditions and legislative requirements.
- Provide evidence of compliance to the principal upon request, including audit results and safety performance metrics.

5. Roles and Responsibilities

- Health and Safety Officer: Responsible for overseeing the implementation of the HSMP and ensuring compliance with safety protocols. Conducts safety audits and provides necessary safety training.
- Site Supervisors: Enforce safety practices on-site and ensure workers follow the safety procedures.
- Workers: Adhere to safety protocols, use personal protective equipment (PPE), and report hazards or unsafe practices.
- Management: Allocate necessary resources for implementing the safety plan and support the safety culture.

5.1. Policies

5.1.1. Occupational Health and Safety Policy

- **Introduction**

  FX Civil Pty Ltd operates in the construction industry, specializing in concrete supply, form and pour concrete, earthworks, and precast concrete work.
  To support our operations, FX Civil Pty Ltd has implemented an Occupational Health and Safety Management System (OHSMS). This system provides a systematic and documented approach to planning and implementing Occupational Health and Safety (OHS) procedures. It ensures that our workplaces, work practices, employee awareness, and training align with Australian legislation, standards, industry codes, and community expectations.

- **Commitment and Objectives**

  FX Civil Pty Ltd is committed to ensuring:
- The prevention of occupational injury and illness by eliminating risks where possible and reducing them to as low as reasonably practicable using the hierarchy of control.
- The establishment, documentation, implementation, and maintenance of criteria and methods required for the effective operation and control of health and safety processes.

- A healthy and safe work environment for employees, suppliers, subcontractors, customers, visitors, and other stakeholders through safe work practices.
- The provision of information, instruction, and supervision to ensure health, safety, awareness, and responsibility among all workplace attendees.
- Support and assistance to employees to promote health and safety.
- The availability of first aid and emergency response measures.
- The protection of the community from the risk of illness or injury caused by our operations.
- Continuous monitoring and improvement of OHS systems and performance, including the elimination of work-related illness and injury through measurable objectives and targets.
- Compliance with legislative requirements, ISO 45001:2018 Occupational Health and Safety Management Systems, and other relevant standards or commitments.

- **Responsibilities and Accountabilities**

FX Civil Pty Ltd management is responsible for:

- Actively participating in the development, promotion, and implementation of this OHS Policy and related OHSMS procedures.
- Providing and maintaining a safe, healthy, and secure workplace environment.
- Ensuring employees are adequately trained to perform their assigned tasks safely.
- Allocating resources to meet health and safety commitments.

FX Civil Pty Ltd employees are responsible for:

- Committing to the health and safety of themselves and their colleagues.
- Implementing the OHS Policy and adhering to OHSMS procedures.

- All workers are encouraged to stop work and report immediately to supervisor / foreman if the tasked being performed is not safe.

- Proactively identifying, addressing, and reporting OHS hazards, risks, accidents, and incidents.

- **Consultation and Communication**

FX Civil Pty Ltd fosters worker participation and maintains open consultation and communication between management and employees.
This OHS Policy is communicated to all employees through office and site inductions, notice boards, project management plans incorporating Safe Work Method Statements (SWMS), and regular toolbox and pre-start meetings. It is also shared with suppliers and subcontractors via our procurement processes and site management procedures and is available to other interested parties upon request.

- **Review**

This OHS Policy and related OHSMS procedures will be reviewed annually to ensure suitability, adequacy, and effectiveness. Reviews will also be conducted in response to changes in legislation, standards, industry codes, or company operations.

5.5.2 Environmental Policy Statement

- **Introduction**

FX Civil Pty Ltd operates in the construction industry, specializing in concrete supply, form and pour concrete, earthworks, and precast concrete work.
To support our operations, FX Civil Pty Ltd has implemented an Environmental Management System (EMS). This system provides a systematic and documented approach to planning and implementing environmental protection procedures, ensuring that our workplaces, work practices, employee awareness, and training align with Australian legislation, standards, industry codes, and community expectations.

- **Commitment and Objectives**

  FX Civil Pty Ltd is committed to:

- Establishing, implementing, and maintaining the criteria and methods required for the effective operation and control of environmental processes.
- Minimizing environmental impact and preventing pollution by conducting work activities in an environmentally responsible and sensitive manner.
- Identifying the environmental aspects and significant impacts of activities under our control and influence.
- Supporting and assisting employees in fulfilling environmental responsibilities.
- Providing emergency response preparedness and procedures.
- Continuously monitoring and improving EMS performance and preventing pollution through measurable and auditable objectives and targets.
- Ensuring compliance with legislative requirements, ISO 14001 Environmental Management Systems, and other relevant environmental standards.
- Continuously improving the EMS to enhance environmental performance.

- **Responsibilities and Accountabilities**

  FX Civil Pty Ltd management is responsible for:

- Actively participating in the development, promotion, and implementation of this Environmental Policy and related EMS procedures.
- Ensuring employees are trained to perform their tasks with a focus on environmental performance.
- Providing the resources necessary to fulfill environmental commitments.

  FX Civil Pty Ltd employees are responsible for:

- Committing to environmental protection and the prevention of pollution.
- Implementing the Environmental Policy and adhering to EMS procedures.
- All workers are encouraged to stop work and report immediately to supervisor / foreman if the tasked being performed is not safe.
- Proactively identifying, addressing, and reporting environmental issues, risks, accidents, and incidents.

- **Communication**

  FX Civil Pty Ltd fosters open consultation and communication between management, employees, and external stakeholders.
  This Environmental Policy is communicated to employees through office and site inductions, notice boards, Project Management Plans incorporating Environmental Procedures, and regular toolbox and pre-start meetings. It is also shared with suppliers and subcontractors through our procurement process and site management procedures and is made publicly available to interested parties upon request.

- **Review**

  This Environmental Policy will be reviewed annually to ensure its suitability, adequacy, and effectiveness. Reviews will also be conducted in response to changes in legislation, standards, industry codes, or company operations.
  Additionally, FX Civil Pty Ltd is committed to developing the skills and knowledge of employees through inductions and ongoing training programs.

6. Consultation, Cooperation, coordination and issue resolution

6.1. Pre-Start Meetings

- Pre-start meetings will be conducted at the start of each shift and as required during shifts when personnel are transferred to new tasks or locations.
- All personnel, including workers and contractors, are required to attend pre-start meetings.
- Meeting Agenda:
  - Outline daily work tasks and requirements.
  - Review standard work procedures for tasks.
  - Discuss approved Job Hazard Analysis (JHA).
  - Address permit requirements.
  - Highlight any health, safety, and environmental (HSE) matters relevant to the task.
- Record-Keeping:
  - Meeting points will be recorded and retained.
  - Daily sign-on sheets will be kept in the site office and will form part of the Emergency Response procedure.

6.2. Toolbox Meetings

- Regular toolbox safety meetings will be conducted, at least fortnightly, to address specific HSE topics related to the project.
- Attendees will include:
  - Project management personnel.
  - Employees.
  - Subcontractor personnel.
- Purpose:
  - Provide a forum for workers to raise, discuss, and resolve HSE issues related to their work area.
  - Address any other relevant HSE matters.
- Escalation:
  - Unresolved issues will be escalated to the HSE Manager for further clarification and resolution.
- Documentation:

- Meeting minutes will include attendance records with signatures and will be recorded, authorized, and distributed by the Project Team.

6.3. HSE Notice Boards

- Designated HSE notice boards will be prominently displayed in crib rooms or other accessible locations.
- The boards will include:
  - HSE alerts and bulletins.
  - Project HSE statistics.
  - Relevant HSE information and updates.
  - HSE meeting minutes.
  - Emergency contact details.
  - Significant event summaries and performance highlights.
  - Policies, site rules, and the issue resolution procedure.
- Maintenance:
  - The Site Supervisor will ensure notice boards contain up-to-date information.

6.4. Issue Resolution

FX Civil is committed to resolving safety and health issues promptly and efficiently.

- Process:
  - Issues raised on-site will be addressed through the established Issue Resolution Procedure.
  - The process aligns with the requirements of the WHS Act (WA), ensuring workers' concerns are appropriately escalated if not resolved on-site.

6.5. Stop Task Authority

- A Stop Task Authority protocol will be implemented for the project site.
- The protocol will allow any worker to stop work if a task is deemed unsafe.
- All personnel will be trained on their rights and responsibilities under this protocol during their induction.

6.6. Employee Assistance Program (EAP)

- An Employee Assistance Program (EAP) will be provided to support workers exposed to psychological hazards or requiring psychological support.
- Integration into Communication and Consultation:
  - EAP availability and scope will be communicated during worker inductions.
  - The program will be highlighted during toolbox talks and pre-start meetings.

- Workers involved in serious incidents or traumatic events will be directly offered EAP services.

- Mental Health Awareness:
  - Mental health topics and resources will be regularly communicated to all workers through toolbox talks, pre-start meetings, and notice boards.

6.7. Health and Safety Committee

- Monthly health and safety committee meetings will be held, attended by:
  - Project management team.
  - WHS Management Representative.
  - Supervisory personnel (including subcontractors).
  - Health and Safety Representatives (HSRs).
  - Selected personnel from the principal.
- The meetings will review safety performance, discuss concerns, and develop action plans for improvement.

7. Subcontractor assessment

The FX civil is responsible for ensuring that all subcontractors are approved and comply with the same Health, Safety, Environment, and Quality (HSEQ) requirements as FX Civil Pty Ltd.
Contractual arrangements with subcontractors shall include standard clauses that:

- Ensure subcontractors possess the necessary qualifications and licenses required for their work, and that these licenses are current.
- Require the review of the subcontractor's Safe Work Method Statements (SWMS) or the adoption of FX Civil-provided SWMS.
- Mandate the review of the subcontractor’s Work Health and Safety (WHS) track record in last 5 years before their appointment.
- Require subcontractors to comply with and enforce all HSEQ procedures, general rules of conduct, and applicable laws and regulations related to their activities.
- Direct subcontractors to follow HSEQ instructions issued by the Project Manager.
- Ensure subcontractors provide insurance of the type and coverage approved by FX Civil Pty Ltd, to protect against claims arising from their work.

8. Personal Protective Equipment (PPE)

While PPE is the least effective and least preferred method of hazard control, its use must be accompanied by adequate training and education. All personnel, including subcontractors, are required to use PPE to ensure the maximum level of protection.

- Appropriate stocks of PPE are maintained onsite and made available to all employees, subcontractors, and visitors.

- All employees and contractors must, always while on-site, use the PPE deemed appropriate for their specific activities.

8.1. General PPE Requirements:

- Personnel are responsible for the correct use, care, and maintenance of all PPE provided to them.
- Faulty or unfit PPE must be immediately reported to the relevant supervisor or manager.
- All PPE used on-site must comply with approved Australian Standards.
- Appropriate instruction and training will be provided for the use of prescribed PPE.

8.2. Minimum Project PPE Requirements:

The minimum PPE requirements for this project include the following; however, additional task-specific PPE may be required based on the risk assessment outlined in the SWMS.

MANDATORY PPE			TASK SPECIFIC PPE	
				
Safety Glasses	Steel Cap Boots	Hi-Viz Workwear	Hearing Protection	Safety Gloves

Personal Protective Equipment (PPE) Standards	
Means of protection	**Standard**
Safety helmet	AS/NZS 1801
Eye protection	AS/NZS 1337 and AS/NZS 1338
Gloves	AS/NZS 2161
Footwear	AS/NZS 2210
Skin protection by way of sunscreen	AS/NZS 2604
Clothing for protection against heat and flame	AS/NZS ISO 2801 and AS/NZS 4501.1
Clothing to protect skin against toxic or volatile chemicals	AS/NZS ISO 6530:2006

9. Testing for Alcohol and Other Drugs

9.1. Purpose

The purpose of this procedure is to prevent the use and misuse of drugs and alcohol on FX Civil Pty Ltd job sites. Drug and alcohol misuse impairs an individual's ability to perform work safely. This

procedure ensures compliance with workplace safety requirements and promotes a supportive culture for employees affected by substance abuse.

FX Civil Pty Ltd implements the following testing measures:

- Random Testing: Regular, random drug and alcohol testing without prior notice.
- Post-Incident Testing: Testing following any incident that raises safety concerns.
- For Cause Testing: Testing based on reasonable suspicion of impairment.
- Daily BAC Testing: Breath Alcohol Concentration (BAC) testing prior to commencing work.
- High-Risk Work Testing: Targeted testing for high-risk activities.
- Return-to-Work Testing: Testing for workers returning from extended breaks or new work cycles.

Testing is conducted using:

- Handheld Breath Alcohol Analysers for BAC testing.
- Saliva Samples for initial drug screening.
- Urine Samples for confirmatory testing where applicable.

Testing adheres to the following standards:

- AS/NZS 4308: Specimen Collection and Detection of Drugs in Urine.
- AS/NZS 4760: Specimen Collection and Detection of Drugs in Oral Fluid.
- AS 3547: Breath Alcohol Testing Devices.
- A minimum of 10% of workers are tested during each testing cycle.

9.2. Refusal to Provide a Sample

Refusal to provide a sample or tampering with a sample will be treated as a positive test result. Individuals refusing testing will be stood down and subject to disciplinary procedures.

9.3. Negative Drug or Alcohol Test

A negative test requires no further action.

9.4. Positive Test Results

Alcohol:

- A confirmed positive BAC reading (>0.00) will result in the worker being deemed unfit for duty.
- Disciplinary actions will follow FX Civil Pty Ltd's "Intoxication at Work" process.

Drugs:

- A non-negative result from an onsite drug test will be assessed further. If confirmatory testing confirms a positive result, the worker will be stood down.
- Workers may only return to duties after presenting a negative test result from an accredited centre, at their own cost.

9.5. Declared Medications

Workers must declare medications taken in the past seven days. If a positive drug test result is consistent with the declaration, workers may continue duties. Otherwise, confirmatory testing will be required.

9.6. Indicators of Substance Misuse

Indicators include absenteeism, high accident rates, difficulty concentrating, poor job efficiency, and altered presentation (e.g., slurred speech, red eyes, or smelling of alcohol).

9.7. Intoxication at Work

If a worker is suspected of being intoxicated:

Supervisor Action:

- Remove the worker from the work area and ensure they are safe.
- Request the worker to undertake a drug or alcohol test.
- Notify the Manager of the incident.

Consequences:

- A non-negative test result will result in the worker being stood down.
- Disciplinary action will follow FX Civil Pty Ltd's policy.

9.8. Disciplinary Procedures

First Positive Test:

- Worker will be stood down and provided with safe transport home.
- A negative test result is required to return to work.
- Written warning issued and counseling resources provided.

Second Positive Test:

- Employment may be terminated unless mitigating circumstances apply.

Significant Incidents

Testing must occur within:

- 32 hours for drugs.
- 8 hours for alcohol.

9.9. Confidentiality

Test results are confidential, stored in personnel files, and accessible only to authorized personnel.

9.10. Drug and Alcohol Limits

- **Alcohol:** Zero tolerance policy (BAC >0.00 is prohibited).
- **Drugs:** Zero tolerance policy (all test results must be negative).

9.11. Work-Sponsored Functions

Alcohol consumption may be approved for specific events (e.g., Christmas parties). Measures include:

- Providing food and non-alcoholic beverages.
- Discouraging excessive drinking.
- No entry in to work area after consuming alcohol.
- Ensuring safe transport options.

9.12. Guidelines for Low-Risk Alcohol Consumption

- **Males:** No more than six standard drinks per day.
- **Females:** No more than four standard drinks per day.
- At least two alcohol-free days per week.

9.13. Professional Assistance

Support services include:

- Family Drug Support: 1300 131 340
- Counselling Online: www.counsellingonline.org.au

9.14. Drug Testing Cut-Off Levels

Refer to AS 4308:2008 for initial test cut-off levels.

TABLE 1

IMMUNOASSAY SCREENING TEST CUT-OFF LEVELS

Class of drug*	Cut-off level, µg/L
Amphetamine type substances	300
Benzodiazepines	200
Cannabis metabolites	50
Cocaine metabolites	300
Opiates	300

10. Fatigue Management

10.1. Purpose:

To establish a structured approach to managing and mitigating worker fatigue to ensure safety, productivity, and compliance with contractual obligations.

10.2. Identification of Fatigue Risk Factors

The FX civil will identify and assess factors contributing to worker fatigue, including but not limited to:

- Work Scheduling: Long shifts, night shifts, and irregular rosters may result in fatigue Pre plan the working team so that no worker is engaged for more than 12 hrs a day, every worker must have rested for at least 10 hours before the start of the day.
- Roster Work: Cumulative effects of extended working periods without adequate rest. Keep track of weekly working hours of every worker and ensure it doesn't exceed 60 hrs a week for any worker.
- Fly-in Fly-out (FIFO) Arrangements: Travel-related fatigue due to extended commuting. Make sure no fly in fly out worker is engaged more than 3 weeks continuously. There must be at least 1 week break provided after the continuous 3 weeks of working.
- Job Demands: Physical, cognitive, and emotional demands of tasks. Plan the work force with enough resources.
- Environmental Conditions: Exposure to extreme weather (e.g., heat, cold, or humidity). Consider environmental factors in planning the team and task for the week. Plan the tasks and timings to suit weather conditions.
- Non-work-related Factors: Personal responsibilities or insufficient sleep that could transfer to the workplace. Discuss safety share in daily toolbox meetings.

10.3. Journey Management Considerations

To minimize risks associated with travel fatigue, the FX civil will:

- Plan and monitor daily travel requirements, ensuring they are reasonable and sustainable.
- Assess Worker travel arrangements before and after work cycles, ensuring adequate time for rest between travel and work activities.
- Provide guidance on safe commuting practices from the Worker's residence to the worksite and vice versa.

10.4. Temporary Accommodation Facilities

When temporary accommodation is required, the FX civil will:

- Ensure facilities are near the worksite to minimize commuting time.
- Provide accommodation that promotes restorative rest,

10.5. Hours of Work

- The working Hours of the project is from 7:00 AM to 7:00 PM.
- The planning team must ensure that the no worker is required to work longer than 60 hours a week.
- Every worker must have a break of 10 hours before starting the next day.

10.6. Notification to Surrounding Premises:

- The Manufacturing site is located more than 200 meters from any residential properties or sensitive receptors.
- Due to significant distance, no formal notifications to neighbouring premises are required.

10.7. Rest Facilities and Work/Rest Cycles

To manage Worker fatigue effectively:

- Rest Facilities: Provide dedicated spaces for workers to rest, equipped with appropriate amenities.
- Work/Rest Cycles: Implement work and rest schedules that comply with industry standards and allow for adequate recovery periods between shifts.
- Breaks: Schedule frequent and consistent breaks during shifts to reduce fatigue accumulation.

Review and Continuous Improvement:

The FX civil will regularly review the fatigue management system, incorporating feedback from Workers and stakeholders, and adapting measures to address emerging risks or changes in project conditions.

Responsibility:

All Workers and supervisors are responsible for adhering to and supporting the fatigue management process to ensure a safe and effective workplace.

11. Training and Competency

11.1. Site Induction

FX Civil Pty Ltd will collaborate with contractors to ensure a comprehensive site-specific induction is conducted for all workers before they commence work. The induction will cover the following:

- Location(s) of work and safe access points.
- Emergency response procedures, including contact information for first aiders and the EAP provider.
- Site-specific rules and facilities.
- Identification of site-specific hazards and associated risks.
- High-risk construction activities and corresponding controls.
- Personal Protective Equipment (PPE) requirements.
- Roles and responsibilities under this WHS Management Plan, including communication, consultation, and issue resolution processes.
- Stop-task authority/protocol for imminent harm or injury.
- A record of induction completion will be retained in the Contractor’s document management system.

11.2. Worker Training

FX Civil Pty Ltd will:

- Ensure all workers are trained and competent for the tasks they are required to perform.
- Provide task-specific training, including control measures for any associated risks.
- Verify that workers hold valid white cards or equivalent construction induction training certifications.
- Organize external training for specialized tasks as needed.
- Ensure high-risk work licenses are obtained and maintained, with a register kept for verification.
- Maintain a Training Matrix and review training needs regularly.
- Collaborate with other contractors to confirm their workers are appropriately trained and competent.

11.3. Hiring and Training

- Candidate Screening:
    - FX Civil Pty Ltd hires personnel based on their ability to perform the work effectively. Candidates are evaluated against position-specific job requirements detailed in Position Descriptions, which outline the minimum criteria for education, training, and experience, including statutory or regulatory requirements.
- New Hires:
    - New employees undergo an orientation program within 10 days of employment, including training on ISO 9001/45001/14001 standards, and Quality, OHS, and Environmental policies. Orientation covers.
    - The significance of their roles in achieving company objectives.
    - Relevant WHS and QMS requirements.
    - Completion of the orientation is documented in the employee's training file.
- On-the-Job Training (OJT):
    - OJT ensures employees acquire the necessary skills for their roles. The Training Matrix is updated as training progresses, and employees are considered qualified upon completing task-specific requirements. Supervisors oversee unqualified employees' work until qualifications are achieved.

11.4. Training Records

- Training records include:
- Training type, method, and duration.
- Completion dates and locations.
- Names of instructors.
- Certificates from third-party training providers may serve as records. Training documentation is stored in employee files, with copies provided to employees if required.

11.5. Training Evaluation

- Management conducts periodic reviews to assess training effectiveness and ensure compliance with operational standards. Evaluations include:
- Annual employee reviews to identify areas for improvement and set growth goals.
- Testing to verify the effectiveness of training, with established passing criteria.
- Development of corrective action plans when weaknesses or deficiencies are identified.
- Internal audits evaluate the training program's impact on work quality and safety. Findings are reviewed during management meetings to drive continuous improvement.
- This revised version better aligns with the requirements in section 203.21, emphasizes specific WHS obligations, and ensures clarity and conciseness. Let me know if you'd like further refinements!

12. Site Safety Procedures

12.1. Site Rules

- Smoking:
  - Smoking is prohibited in any enclosed work area, room, or vehicle on-site where cigarette smoke may affect others' health.
  - A designated smoking area will be established and marked accordingly.
    - Mobile Phones and Other Devices:
  - Mobile phones or other devices may only be used in vehicles or mobile plant equipped with a hands-free kit. Headphone-style hands-free kits are prohibited.
  - Personnel on foot must not use mobile phones or other devices while working in or around roads, tracks, or mobile plant areas.
  - If a hands-free kit is not available, operators must stop and safely park the vehicle without causing disruption to traffic before using mobile devices.

12.2. Site Amenities (Provided by Client)

- Crib Room:
  - Facilities: Fridge, potable water supply, microwave, coffee and tea facilities, suitable chairs, tables, and covered lighting.
- Maintenance:
  - Fridge: Cleared daily.
  - Air conditioning: Cleaned/checked weekly.
  - Cleaned Daily: Food preparation surfaces, tables, floors, and bins.
  - Cleaned Weekly: Chairs, fridge, microwave, eskies, and pie warmer.
- Additional Features: Boot cleaner at the doorway and a door mat at the external step.
- Ablutions:

  Adequate self-contained facilities for male and female personnel based on project staff numbers.

Features: Hand cleaning facilities, functioning extraction fans, suitable lighting.

Maintenance: Cleaned daily.

- Offices:

  Facilities: Potable water supply, fridge (cleared every three days), boot cleaner at the doorway, and door mat at the entrance.

  Maintenance:

  - Bins: Emptied daily.
  - Wastepaper box: Used as needed.
  - Floors: Swept daily, mopped every two days.

12.3. Housekeeping

- Responsibilities:
  - Project Team members must maintain cleanliness in their respective work areas.
  - Supervisors will instruct employees to clean, store, stack, wash down, and dispose of waste regularly to maintain safety.
- Inspections:
  - Supervisors will include housekeeping inspections as part of their daily duties.

12.4. Site Security

- The FX civil will ensure site security by:
  - Keeping buildings secure during the project.
  - Installing temporary fencing to prevent unauthorized access.
  - Locking gates outside normal operational hours.
  - Requiring visitors to sign in upon arrival at the project office.
- Workers and contractors are responsible for maintaining site security, such as closing or locking gates when needed.
- External security services may be engaged outside operational hours if deemed necessary.

12.5. Site Signage

- Signage Standards:

  All signage will conform to AS 1319 and AS 1743 specifications for color and size.

- Types of Signs:
  - Regulatory, Prohibition, Caution, Mandatory, Emergency, and Limitation/Restriction signs.
- Usage: Signs will be used in alignment with their defined function under AS 1319.

12.6. Visitors

- Induction and Training:

  All visitors and short-term workers must complete a site-specific safety induction, covering:

  - Site safety rules and access protocols.
  - Emergency response procedures.
  - Identification of site-specific hazards.
  - PPE requirements.
- Escorted Access:
  - Visitors must be escorted at all times by a competent and authorized person.
- Documentation:
  - Records of completed inductions will be maintained in the document management system.
- Advance Notice and Instructions:
  - Visitors and short-term workers will receive clear instructions on site access and safety requirements before arrival.
- Monitoring and Compliance:
  - Supervisors and authorized personnel will ensure compliance with site safety rules.
  - Non-compliance will result in immediate removal from the site and potential access review.

12.7. Electrical Safety

- Power supplied to the site must only come from:
  - An electricity distributer main.
  - An existing switchboard permanently installed at the premises.
  - A compliant low voltage generator.
  - A compliant inverter.
- Switchboards and distribution boards used on site must:
  - Be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating).
  - Be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present.
  - Incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board.
  - Protect all live parts at all times.
  - Be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).

12.7.1. Portable Electrical Equipment

The Project Team will ensure all electrical equipment selected for use on the project complies with Australian Standards and is used, inspected and maintained in accordance with this Standard.

The Project Team will ensure that all users of electrical tools, appliances and extension leads visually inspect their electrical tools and equipment for signs of damage on a daily basis. In addition, regular function testing of RCD's by use of the 'test button' shall also be carried out.

- **Testing & Tagging**

  The Project Team will ensure inspection, testing and tagging of electrical equipment is carried out as follows:

  - Daily: Users of any electrical equipment. This is a daily check by all users to detect damaged leads or to report faults to competent persons.
  - Quarterly: All portable electrical equipment portable tools extension leads, generators, welders, fixed electrical plant and equipment, installations such as crib huts and workshops.
  - Yearly: Fixed and portable electrical equipment and appliances used in offices.

- **Quarterly Tag colours will comply with those listed below:**

START MONTH	FINISH MONTH	COLOUR
DEC	FEB	RED
MAR	MAY	GREEN
JUN	AUG	BLUE
SEP	NOV	YELLOW

- **Extension Leads**

The Project Team will ensure:

  - Extension cords shall not exceed 30 metres in total length and are not to be joined in lengths at which the total length exceeds 30 metres
  - All connection plugs shall be of a shrouded bonded type or made of transparent material
  - Power leads should be suitably restrained, supported above ground level using either cable stands or standard lead restraining clip, where practicable.
  - Power leads shall not be routed along access ways, walkways or handrails unless supported by lead restraining clip/s
  - Portable RCD units shall be used to distribute power directly to power tools only and not as an adapter to extend the length of power leads or for multiple distribution of power leads
  - Double adapters shall not be used in construction.

- **Generators & Welding Machines**
  - The Project Team will ensure that all generators and welding machines used on-site comply with the requirements outlined in this Plan and are equipped with voltage reduction devices (VRDs) that meet Australian Standards. Additionally, all generators will be positioned within bunds capable of containing at least 100% of the generator's fuel tank capacity.

12.8. Excavation and Trenching

All excavation work must comply with the Excavation Code of Practice and undergo daily inspections. Excavations deeper than 1.5 meters must be sloped, benched, or shored to ensure stability and safety.

For excavations conducted within 2 meters of buried existing services, the Project Team's Excavation Permit to Work must be implemented and strictly enforced.

Trenching activities must be adequately protected to mitigate hazards to others. When a fall hazard of 2 meters or greater exists, barricades must be erected at least 2 meters from the edge of the trench or excavation. Trenching should be planned to remain open for the shortest time possible to reduce risks.

If an excavation, manhole, or chamber is deemed a confined space after excavation or installation, a confined space entry permit must be obtained and adhered to before entry.

12.9. Manual Handling

Manual handling tasks will be managed in compliance with legislative requirements and the Western Australian Code of Practice for Manual Handling.

For any activity involving manual handling, a hazard assessment, such as a Safe Work Method Statement (SWMS), must be conducted to address the following:

- Is it necessary to move the load?
- Can the load be safely handled by one person, or is assistance required?
- Can mechanical lifting aids be utilized?
- Is the route to and from the destination clear and safe?

Whenever possible, mechanical lifting aids will be the preferred method for moving any load to minimize risks associated with manual handling.

Noise and Vibration

The following safety requirements apply to all work exposing individuals to excessive noise and vibration where there is a significant risk of injury or illness:

- Hearing Protection:
    - Hearing protection should be worn when noise levels are between 75 dB(A) and 85 dB(A).
    - Hearing protection is mandatory for noise levels exceeding 85 dB(A).
- Signage:
    - Appropriate signage must be erected to alert and protect others in areas with high noise levels.
- Risk Assessment:
    - Plan the job to identify and assess risks, aiming to minimize excessive noise and exposure to equipment vibration.
- Equipment Inspection:
    - Inspect all equipment before use to ensure it is in good working order. This includes verifying that large plant and machinery are equipped with functional enclosed cages.
- Alternative Methods:
    - Explore alternative work methods that eliminate or reduce exposure to vibration. Limit the use of high-vibration tools wherever possible.
- Task Rotation and Ergonomics:

- Use task rotation with more than one person or implement regular intervals to prevent injury from prolonged vibration exposure.
- Use padded gloves designed to absorb vibration and reduce the risk of injury.

- Excavation Maintenance:
  - Keep excavation floors free from loose spoil, debris, tools, and timber when using vibration equipment.
- Machinery Seats:
  - Ensure seats in large plant and machinery are secure and appropriately designed to prevent excessive vibration.

12.10. Hot Works

All hot works must be properly supervised and controlled to minimize the risk of fire. A Safe Work Method Statement (SWMS) must be completed for any hot work conducted outside designated areas (e.g., maintenance workshops). A hot works permit is required before commencing any hot work in hazardous areas or locations where flammable liquids, gases, or solids are present or potentially present.

- Hot work includes, but is not limited to:
  - Grinding
  - Hot cutting
  - Oxy-acetylene welding
  - Electrical welding
  - Any other process that generates sparks or ignition sources
- Pre-Hot Work Requirements:
  - Gas testing must be conducted in suspected flammable atmospheres to confirm an inert environment before entry and work begins.
- Fire Safety Measures:
  - Ensure appropriate fire-fighting equipment is readily available at the worksite.
  - Personnel trained in fire-fighting techniques must be present to respond effectively in case of an emergency.

12.11. Classified Plant

All classified plant must comply with the requirements outlined in Chapter 5, Part 5.1 of the WHS (General) Regulations 2022 and adhere to the relevant Australian Standards, including AS 2550 (all parts) and AS 1418 (all parts).

12.12. Equipment and Tools

The Project Team is responsible for ensuring the proper provision, selection, inspection, maintenance, and use of tools and equipment appropriate to the tasks at hand.

Compliance with inspection and maintenance requirements will be monitored through regular workplace inspections.

12.13. Explosive Power Tools

Explosive power tools are not to be used on-site without explicit approval from the Client. A comprehensive risk assessment or Safe Work Method Statement (SWMS) must be conducted prior to use. This assessment must address risk reduction measures, including noise, vibration, and the impact on personnel working in surrounding areas.

Personnel operating explosive power tools must be appropriately trained and hold the required licenses.

12.14. Machinery Guarding

All electrical, mechanical, and pneumatic machinery must not be operated unless all safety guarding is in place and in satisfactory condition. Additional barricading may be required if the residual risk identified during a risk assessment is not sufficiently reduced.

Fail-safe switches or devices must be installed on all manually operated rotating mobile plant, equipment, and power tools.

All plant, equipment, and machinery must comply with the emergency stop requirements outlined in the Western Australian Code of Practice: Safeguarding of Machinery and Mobile Plant.

12.15. Mobile Plant, Tools, and Equipment

12.15.1. Traffic Management on site

The Project Team will implement a Traffic Management Plan that defines traffic movement requirements on and around the site. Western Australian Road Rules shall apply to site roads, including the requirement for operators to hold a current driver's license with the appropriate endorsement for the vehicle being operated.

Vehicle movement and interaction with pedestrians and mobile plant on site are considered high-risk activities. The Project Team will minimize the number of vehicles entering the site to reduce risk.

All non-approved vehicles and personnel must be escorted onto the site by project personnel. Only authorized non-contractor personnel may drive on-site unescorted.

12.15.2. Deliveries to Site

The Project Team is responsible for coordinating site deliveries and ensuring the transport company is familiar with the relevant project requirements. These include:

- Compliance with Transport WA requirements for wide loads, escort requirements, travel times, and rules.

- Delivery drivers must complete the delivery driver's induction.
- Ensuring vehicles are correctly loaded, not overloaded, and comply with weight distribution and hazardous materials requirements.
- Adherence to access procedures and routes, including site office and laydown area locations, and ensuring all required documentation is available.
- Advance notification of deliveries to the site to ensure appropriate unloading facilities and escorts are arranged.
- Drivers must not participate in loading or unloading unless they are fully inducted for the site.
- Establishment of exclusion zones when using mobile equipment, such as forklifts or cranes, for loading or unloading to prevent unauthorized personnel from accessing the area.
- Revaluation of hazards and implementation of adequate controls if the integrity of a load is compromised prior to unloading.

12.15.3. Mobile Plant and Heavy Vehicles

All heavy vehicles and mobile plant operating on site must comply with site requirements. Minimum standards include but are not limited to:

- Completion of FPA access inspections.
- Documented daily equipment inspections.
- Appropriate registration and certification.
- Licensed, qualified, and employer-verified competent drivers and operators.
- Flashing amber lights.
- Reversing alarms.
- Fire extinguishers (minimum 9 kg).
- Seatbelts for all drivers, operators, and passengers (if applicable).

12.15.4. Light Vehicles

Light vehicles accessing the site must meet the following minimum requirements:

- Roadworthiness.
- Suitability for site conditions.
- Seatbelts and proper seating for all occupants.
- Rollover Protective Structures (ROPS).
- Flashing beacons and warning devices.
- Cargo barriers and load restraints.
- Supplemental Restraint Systems (SRS) airbags.

- First aid kits.
- Fire extinguishers.
- Appropriate registration and certification.
- Reverse alarms.

13. Safe Work Method Statements (SWMS)

The Safe Work Method Statement (SWMS) is a task-specific risk assessment document developed to identify actual and potential hazards associated with tasks and activities and the controls to mitigate these risks.

13.1. Development of SWMS

- SWMS must be developed prior to the commencement of any work, particularly for all High-Risk Work or as determined by the Site Manager, regardless of the assessed risk ranking.
- The Project Team will ensure that employees and subcontractors are trained and competent in the SWMS process and are proficient in hazard identification and risk management.
- Where applicable, existing SWMS may be used for routine tasks, provided they are up-to-date and relevant. These SWMS may be customized to suit any changes in work practices.
- For unfamiliar or high-risk tasks without prior experience by FX CIVIL PTY LTD, a new SWMS must be prepared and implemented.

13.2. SWMS Preparation

- Ideally, SWMS should be prepared by the supervisor and work team immediately before commencing the task to ensure all current and site-specific conditions are accounted for.
- Environmental controls, where required, can be integrated into the overall project SWMS rather than creating a separate environmental SWMS.

13.3. Minimum Requirements for SWMS

SWMS must meet the following criteria:

- List the activities required to complete the task in sequential steps.
- Identify the hazards associated with each activity.
- Assess the risks related to each hazard including exposure to crystalline silica.
- Assign a risk ranking to each activity before implementing controls.
- Detail the control measures to be applied to reduce or eliminate risks.
- Assign a residual risk ranking for each activity after implementing controls. If the residual risk remains unacceptable, repeat the analysis and adjust controls until the risk is manageable.

Include:

- A description of plant and equipment to be used.

- Relevant standards or codes to be complied with.
- Qualifications, training, and competencies required for personnel performing the work.

13.4. SWMS Review and Approval

- A SWMS Review Checklist will be completed for each SWMS to ensure its content is comprehensive and acceptable.
- The SWMS must be signed off by employees to confirm they have read, understood, and agreed to comply with all SWMS requirements.

13.5. Training and Records

- SWMS training will be provided to all relevant personnel, ensuring they understand the processes and control measures.
- A record of training will be maintained as evidence of training and compliance.

This process ensures compliance with legislative requirements and provides a structured approach to managing risks associated with tasks and activities in the workplace.

14. Compliance Auditing and Performance Reporting Process

FX Civil is committed to ensuring compliance with WHS requirements through regular auditing and performance reporting. This process outlines the steps to fulfill the requirements of compliance auditing and performance monitoring.

- Facilitating Compliance Audits
  - FX Civil will allow the Superintendent to conduct compliance audits on any aspect of the WHS Management Plan and associated documentation.
  - The Site Manager will provide the Auditor with access to **all relevant records**, including those of subcontractors and suppliers.
  - FX Civil will make suitable facilities available on-site for the Auditor, as required.
- Audit Support and Corrective Actions

  FX Civil will:
  - Provide reasonable assistance to the Auditor, including following audit protocols and supplying necessary information related to WHS specifications.
  - Document a Corrective Action Plan for any non-conformances identified, including agreed dates for corrective actions to be completed.
  - Communicate audit findings and corrective actions to all relevant workers on-site.
- Monitoring Subcontractor Compliance:

  FX Civil will actively monitor subcontractors to ensure compliance with the WHS Management Plan and maintain acceptable levels of risk. This includes:
  - Clearly defining subcontractor duties and responsibilities under FX Civil's control.
  - Retaining specific management duties for overarching site safety issues.
  - Implementing a documented surveillance audit program to monitor subcontractor health and safety performance, conducted on a scheduled, risk-based frequency.

- Actions for Non-Compliance:

  Where subcontractors are found to be in breach of the WHS Act (WA), WHS Regulations (WA), site safety rules, the Plan, or SWMS, FX Civil will take corrective actions, which may include:

  - Issuing warnings.
  - Implementing immediate corrective measures.
  - Suspending or terminating subcontractor work if breaches persist.

- High-Risk Work Supervision:

  FX Civil will ensure that all High-Risk Work is closely supervised and complies with the Principal's Minimum WHS Control Standards and other relevant requirements.

15. Workplace Health and Safety Inspections

FX CIVIL PTY LTD is committed to maintaining a safe working environment through regular Workplace Health and Safety (WHS) inspections. The following process outlines the company's approach to fulfilling WHS inspection requirements:

15.1. Inspection Frequency

- WHS inspections will be conducted at least fortnightly for the duration of the project.

15.2. Documentation and Reporting

- Inspection findings, including any identified hazards, risks, or non-conformances, will be documented using an approved inspection checklist.
- A corrective action plan will be developed for any identified issues, specifying actions to be taken, responsible persons, and target completion dates.
- Copies of the completed inspection report and corrective action plan will be provided to the Superintendent within seven (7) days of the inspection date.

15.3. Integration with Quality Management

- WHS inspections will be incorporated into the Contractor's Inspection Test Plan (ITP) as outlined in Specification 201 QUALITY MANAGEMENT.
- The ITP will include schedules, procedures, and methods for WHS inspections, ensuring alignment with project quality standards.

15.4. Continuous Improvement

- Inspection results and corrective actions will be reviewed to identify trends and implement preventative measures.
- WHS inspection records will be retained as part of the project documentation for auditing and compliance purposes.

16. Non-Conformance and Corrective Action

FX CIVIL PTY LTD has established a structured approach to managing non-conformances and implementing corrective actions to meet the requirements of Specification 203.30 and ISO 9001 Quality Management Systems. The process is as follows:

16.1. Identification and Notification

- Non-conformances may be identified through inspections, audits, or by notification from the Superintendent.
- Upon notification of a non-conformance relating to the approved WHS Plan, WHS Management System, WHS Act (WA) or Regulations, or the Principal's Minimum WHS Control Standards, the non-conformance will be documented immediately.

16.2. Non-Conformance Management

- A Non-Conformance Report (NCR) will be raised in accordance with Specification 201 QUALITY MANAGEMENT.
- The non-conformance will be evaluated to determine its impact on safety, quality, and project objectives.
- Work associated with the non-conformance will be isolated, and appropriate measures will be implemented to prevent further issues.

16.3. Corrective Action Plan

- A corrective action plan will be developed to address the root cause of the non-conformance.
- The plan will include specific actions, responsibilities, timelines, and resources required for resolution.
- All corrective actions will be implemented within the timeframe specified by the Superintendent or as soon as practicable.

16.4. Verification and Close-Out

- Upon completion of corrective actions, the effectiveness of the measures taken will be verified.
- The corrective action close-out report, including evidence of rectification, will be submitted to the Superintendent for approval.

16.5. Continuous Improvement

- Lessons learned from non-conformances will be reviewed and incorporated into future practices to prevent recurrence.
- All non-conformance and corrective action records will be maintained as part of the project documentation for compliance and audit purposes.

17. Regulatory Orders, Notices, and Convictions management

To ensure compliance with Specification 203.31 and relevant legislation, FX CIVIL PTY LTD will follow this process:

17.1. Immediate Action Upon Receipt

- If the Contractor, a subcontractor, or a Worker is served with any regulatory document (prohibition notice, improvement notice, non-disturbance notice, provisional improvement notice, summons, conviction, or any other order or notice specified), the following steps will be taken:
  - Cease any affected activities to ensure compliance with the notice or order.

- Review and understand the requirements and implications of the notice.

17.2. Notification to the Superintendent

- A copy of the notice, order, summons, or conviction will be immediately provided to the Superintendent.
- The incident will be documented as a non-conformance in accordance with Specification 201 QUALITY MANAGEMENT.

17.3. Notification to Main Roads Safety, Health and Wellbeing Branch

- Within 24 hours of receiving the notice or order, FX CIVIL PTY LTD will send a copy and all relevant details to the Main Roads Safety, Health and Wellbeing Branch via **WHSRegulatoryNotices@mainroads.wa.gov.au**.

17.4. Corrective and Preventative Actions

- The situation will be investigated to determine the root cause.
- Corrective actions will be implemented to address the issue and prevent recurrence.
- The effectiveness of these actions will be reviewed and reported to the Superintendent.

17.5. Documentation and Compliance

- All correspondence, notices, and related actions will be recorded in the project's quality management system.
- Records will be maintained for audit and compliance purposes.

18. Incident Management and Reporting

To ensure compliance with Specification 203.32, FX CIVIL PTY LTD will manage incidents as follows.

18.1. Notifiable Incident Management

- Preserve the Incident Site: Immediately secure the site and prevent any disturbance in accordance with Section 39(1) of the WHS Act (WA) until directed by a Regulatory inspector.
- Notify WorkSafe WA: Report the Notifiable Incident to WorkSafe WA as per Section 38 of the WHS Act (WA).
- Electrical Accidents: For electrical accidents, follow notification requirements under Regulation 63 of the Electrical (Licensing) Regulations (WA) 1991.
- Report to Main Roads: Send preliminary information about the Notifiable Incident to the Main Roads Safety, Health and Wellbeing Branch via WHSRegulatoryNotices@mainroads.wa.gov.au within 24 hours.

18.2. Serious Incidents

- Immediate Notification: Notify the Superintendent immediately for any Serious Incidents involving Workers, Principal's Personnel, or the public. Provide preliminary information as soon as possible.

18.3. Incident Reporting and Investigation

- EQSafe System:
    - Log all incidents in EQSafe within 24 hours of occurrence, using the Principal's Event Type and Sub-type Contractual Requirements document.
    - Classify incidents within 72 hours per the Transport Portfolio Risk Reference table and the Principal's Incident Management Procedure.
    - Investigate all incidents within 28 days, ensuring alignment with the prescribed methodology.
    - Record corrective and preventative actions in mandatory fields and submit the completed report to the Superintendent for approval.
- Review and Resubmission:
    - Address feedback from the Superintendent if additional information or corrective actions are requested.
    - Update EQSafe and resubmit the report as per the Superintendent's instructions.

18.4. Collaboration with the Superintendent

- Facilitate the Superintendent or their nominee's participation in investigations.
- Provide all requested information to the Superintendent and cooperate fully with any independent investigations.

18.5. WHS Risk Register Update

- Update the Project WHS Risk Register within 28 days following the incident investigation.
    - Add new hazard scenarios if not previously identified.
    - Review and update existing scenarios, including residual risk rankings and implemented controls.

18.6. Health and Safety Monthly Reporting

To fulfill the requirements of Specification 203.33, FX CIVIL PTY LTD will implement the following:

- Monthly Submission:
    - The "Contractor Monthly WHS Performance Report Form" (Annexure 203A.3) will be completed in full each calendar month.
    - The report will detail WHS performance metrics and activities related to the work under the Contract.
- Deadline:
    - The completed report will be submitted to the Superintendent or their nominated representative by the 5th day of each calendar month.
- Review and Approval:
    - The submitted report will be reviewed for accuracy and completeness and must receive approval from the Superintendent.
- Ongoing Compliance:

- This process will be maintained for the duration of the work under the Contract.

19. Revision of the Health and Safety Management Plan

To meet the requirements of Specification 203.36, FX CIVIL PTY LTD will implement the following process:

19.1. Scheduled Review:

- The WHS Management Plan will be reviewed and, if necessary, revised every three months to ensure compliance with Regulation 311 of the WHS Regulations (WA).

19.2. Trigger-Based Revisions:

The Plan will also be reviewed and updated when:

- Changes occur in the scope of work under the Contract.
- Compliance audits identify deficiencies in the Plan.
- There is a change in Site WHS Management Representatives or senior Site representatives.
- Additional hazards or risks not previously identified in the Plan or Project WHS Risk Register are discovered.
- Directed to do so by the Superintendent.

19.3. Submission for Approval:

- Revised and updated Plans will be submitted to the Superintendent for approval within seven days or within a timeframe specified by the Superintendent.

19.4. Communication of Updates:

- All revisions to the Plan will be communicated to all Workers and any relevant Principal's Personnel approved by the Superintendent.

19.5. Record Maintenance:

- Updates and communication records will be documented and stored as part of the WHS documentation for transparency and compliance.

20. Hazard Identification, Risk Assessment & Control

The identification, assessment, and control of workplace health and safety hazards—both at the project start-up phase and throughout its delivery—are fundamental to ensuring a safe working environment.

The risk management process is conducted in consultation with workers and contractors. All personnel will be informed of this process during site inductions.

20.1. Hazard Identification

- Workplace hazard identification will be conducted through:
    - Development of a Project Risk Assessment (PRA or CRAW).
    - Preparation of Safe Work Method Statements (SWMS).
    - Review of contractors' SWMS.
    - Ongoing site inspections and audits.
    - Hazard reporting by all stakeholders.
- Hazard identification and subsequent risk management processes will occur:
    - When introducing new tasks.
    - When introducing new plant or equipment.
    - In the event of a change in the scope of work.
    - When purchasing new plant, equipment, chemicals, or other materials.

  All identified hazards must be reported immediately to the supervisor and, where necessary, to senior management.
- Responsibilities for Hazard Identification:
  The person conducting formal hazard identification must ensure:
    - The appropriate Hazard Identification and Risk Assessment template is used.
    - Hazard identification is completed before work begins and repeated whenever circumstances change. The process must include both potential and probable hazards.
    - Hazards are documented, and controls are established as required.
    - The Hazard Identification and Risk Assessment Register is reviewed by the Site Manager, particularly for specialized work.
    - All personnel involved in the work are informed of the Hazard Identification and Risk Assessment Register during pre-start meetings and toolbox talks.
- When to Perform Hazard Identification:
  Hazard identification must be conducted or repeated under the following circumstances:
    - When new systems or processes are implemented.
    - When changes to rosters occur (SWMS can be used as the risk tool).
    - When new equipment or processes are introduced.
    - When modifications to plant and equipment are made in the workplace.
    - Before changes to work practices or systems of work are introduced.
    - Following any incident, including injuries, hazard reports, near misses, or damage to plant, equipment, or property.
    - Before introducing hazardous substances into the workplace.

- When legal and regulatory requirements change.
- When new or updated information from an authoritative source relevant to workplace health and safety becomes available.

20.2. WHS Risk Assessment

To fulfill the requirements of Specification 203.48, FX CIVIL PTY LTD will implement the following process in delivering the works under contract.

- Initial Risk Assessment
  - Perform a formal qualitative health and safety risk assessment for all work under the Contract.
  - Use the Principal's Works WHS Risk Assessment Template (Annexure 203A.3).
  - Incorporate hazards identified in the Safe Design Report.
  - Assess risks associated with respirable crystalline silica for applicable activities (e.g., cold planning, rock crushing, sweeping operations).
  - Evaluate emergency response and first aid control measures as part of the risk assessment process.
  - Follow all instructions from the Principal's Works WHS Risk Assessment Facilitation Guide (Annexure 203A.3).
  - Include all required participants in the risk assessment workshop.
- Submission and Approval:

  Submit the completed Works WHS Risk Assessment to the Superintendent for approval at least 14 days before the intended start date.
- Approval Requirement:

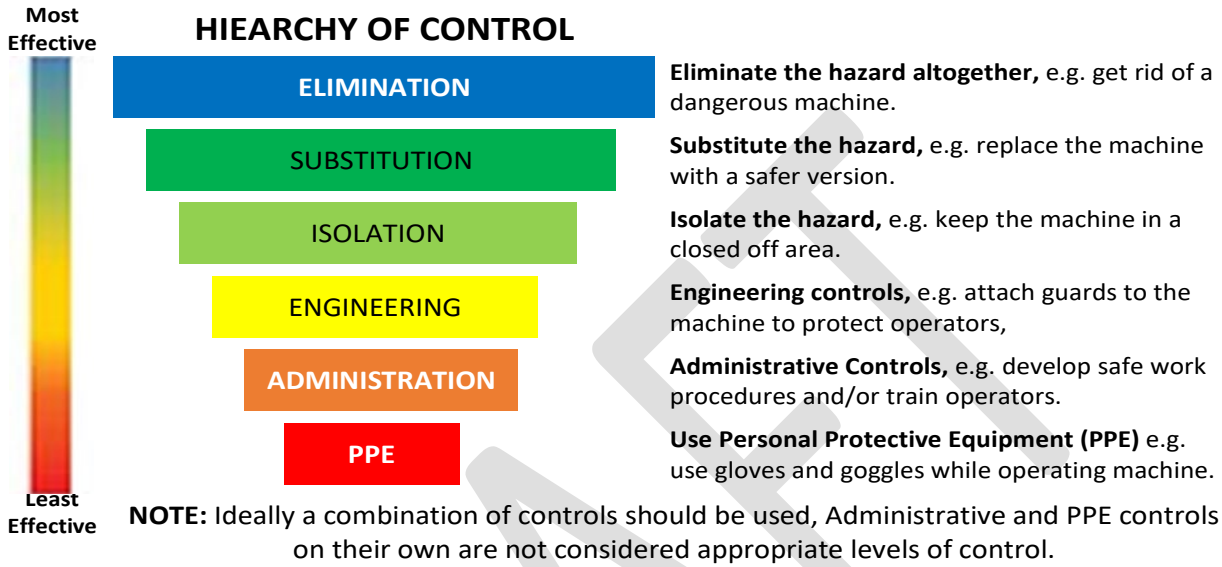
  Ensure no work commences under the Contract until the Superintendent approves the risk assessment.
- Ongoing Review and Updates:

  Review the Project WHS Risk Register every three months to ensure it remains valid and current.
- Re-evaluate, update, and communicate changes when:
  - Evidence indicates the risk assessment is no longer valid.
  - A Serious Incident occurs, requiring hazard scenario re-evaluation.
  - Additional controls are identified from incident investigations.
  - A subsequent injury highlights inadequate risk assessment.
  - Significant changes in work delivery occur.
- Document Changes:
  - Detail all changes in the Contractor Monthly WHS Performance Report Form.
  - Provide signed authorisation confirming the updated Project WHS Risk Register covers all hazards and implements controls, as far as reasonably practicable.
  - Ensure all Workers and relevant parties are informed of updates to the Project WHS Risk Register.

- Retain updated risk assessments and associated documentation for compliance and inspection purposes.

20.3. Risk Control

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary as outlined in the Hierarchy of Control table below.



21. High Risk work

To ensure compliance with Specification 203.49, FX CIVIL PTY LTD will follow this process while delivering works under contract:

- Explicitly state compliance with the Principal's Minimum WHS Control Standards in the WHS Management Plan, where applicable.
- Identify and document specific Minimum WHS Control Standards relevant to the High-Risk Work detailed in Annexure 203B.
- Where the Contractor's or subcontractor's operational procedures do not meet the Principal's Minimum WHS Control Standards, adopt these standards in full.
- In the risk assessment control column, detail the relevant Minimum WHS Control Standard section numbers and headings for each identified High Risk Work activity.

21.1. Direct Supervision for High-Risk Work:

- Assign direct supervision for all Workers performing High Risk Work unless:
  - The nature of the work makes supervision impracticable or unnecessary.
  - The safety and health of Workers or others will not be at risk without direct supervision.

21.2. Unsupervised Work Justification:

- Require written justification, authorized by a senior Site representative, before allowing any Worker to perform High Risk Work unsupervised.
- Maintain a record of all authorized justifications for unsupervised work.

21.3. Supervisor Qualifications and Responsibilities

- Ensure supervisors overseeing High Risk Work have relevant experience, knowledge, training, and qualifications (where applicable) to provide effective supervision.
- Direct, monitor, and provide oversight of High-Risk Work.
- Verify that all safe systems of work and control measures are implemented prior to and during High-Risk Work activities.

21.4. Communication and Training

- Communicate High Risk Work procedures, including supervision and control requirements, to all Workers.
- Provide additional training to supervisors and Workers to ensure they understand the Principal's Minimum WHS Control Standards and the requirements for safe performance of High-Risk Work.

21.5. High-Risk Work Assessment

The following high-risk activities have been identified for this project in addition to the legislated High-Risk Work categories. A Safe Work Method Statement (SWMS) must be developed for each high-risk construction activity. Additionally, SWMS must be created for any new high-risk work introduced or identified during the project.

Scaffolding Work (WHS (General) Regulations 2022 - Schedule 3 – high-risk work licenses and classes of high-risk work)	
Basic *(prefabricated scaffold, cantilevered materials hoist max load 500kg, bracket scaffold)*	☐
Intermediate *(crane loading platforms, cantilevered scaffolds, spur scaffolds, tube & coupler scaffolds)*	☐
Advanced *(hung scaffolds, suspended scaffolds)*	☐
Dogging & Rigging Work (WHS (General) Regulations 2022 - Schedule 3 – high-risk work licenses and classes of high-risk work)	
Dogging Work	☒
Basic (Rigging Work) *(steel members, hoists, safety nets, pre-cast concrete, cantilevered crane operations)*	☒
Intermediate *(hoists with jibs, cranes, conveyors, excavators, tilt panels, demolition and multi crane works)*	☐
Advanced *(gin poles, shear legs, flying foxes, cable ways, guyed derricks suspended & prefab hung scaffolds)*	☐

Crane & Hoist Operation (WHS (General) Regulations 2022 - Schedule 3 – high-risk work licenses and classes of high-risk work)	
The use of a tower crane.	☐
The use of a self-erecting tower crane.	☐
The use of a derrick crane	☐
The use of a portal boom crane.	☐
The use of a bridge crane or gantry crane *(controlled remotely or from a permanent cabin/control station)*	☐
Basic Mobile Crane *(vehicle loading crane with capacity over 10 tonnes, non-slewing crane with capacity over 3 tonnes, slewing crane with capacity of 20 tonnes or less)*	☐
Intermediate Mobile Crane *(as basic plus a slewing crane with a capacity of 60 tonnes or less)*	☐
Advanced Mobile Crane *(as intermediate plus a slewing crane with a capacity of 100 tonnes or less)*	☒
Materials Hoist (*vertical movement of the hoist's car, bucket or platform is more than 11 metres.)*	☒
The use of a personnel and materials hoist.	☐
Boom-type elevating work platform where the length of the boom is 11 metres or more.	☐
The use of a vehicle-mounted concrete placing boom.	☐
Forklift Operation (WHS (General) Regulations 2022 - Schedule 3 – high-risk work licenses and classes of high-risk work)	
The use of a forklift truck other than an order-picking forklift truck.	☒
The use of an order-picking forklift truck.	☒
Pressure Equipment Operations (WHS (General) Regulations 2022 - Schedule 3 – high-risk work licenses and classes of high-risk work)	
A boiler that has an output of more than 500 kW.	☐
A turbine that has an output of 500 kW or more	☐
A reciprocating steam engine where the diameter of any piston is more than 250 mm.	☐

21.6. Licenses for High-Risk Work

Workers are required to be licensed to undertake high-risk work. A register of high-risk work license holders will be maintained and kept on-site.
All personnel performing high-risk work must carry their licenses at all times.

21.7. Scaffolding

All scaffolding must be supervised, erected, and dismantled by a licensed and competent scaffolder, meeting minimum requirements outlined in AS/NZS 1576.1–1576.3 and AS/NZS 4576.5.

- Scaffolding Requirements:

Scaffolding must have a Scaff tag attached at the point of entry, maintained, and inspected weekly by a licensed scaffolder, with records documented.

- Scaffolding must:
    - Include ladder access extending 1m past the landing.
    - Be equipped with handrails, mid-rails, tied or locked decking, and toe boards.
    - Be tied in or fitted with outriggers if the height is twice the base or more.
    - Be engineer-designed and approved for non-standard scaffolds.
    - Remain free of modifications or damage to components.
- Worker Responsibilities:
    - Avoid using incomplete scaffolding.
    - Report scaffolding issues to the principal contractor.
    - Comply with scaffold tags and instructions.

21.8. Working at Heights

- SWMS must be developed for tasks involving height, and a Working at Height Permit must be enforced.
- Fall protection is required:
- When the risk of falling ≥2m exists (or at lesser heights as dictated by a risk assessment).
    - While working outside of a handrail.
    - When operating elevated work platforms or man cages.
    - All edges must be protected with rigid fencing.
- Fall Protection Systems:
    - A full-body harness must be worn and attached to a suitable anchorage point capable of withstanding 6kN in accordance with AS 1891.4:2009.
- Fall arrest/restraint systems must:
    - Be inspected, maintained, and certified, with entries recorded in a register.
    - Be used according to manufacturer instructions.
    - Include verified anchor points checked by authorized personnel.

21.9. Elevated Work Platforms (EWP)

- Requirements:
    - Pre-mobilization inspections are required before EWP arrival on-site, with pre-start inspections conducted daily.
    - Operators must be certified and competency-tested by their employer.
    - All personnel using EWPs must wear and attach fall arrest harnesses at all times.

21.10. Cranes and Lifting Equipment

- Minimum Requirements:
    - A specific SWMS must be developed for all lifting operations.
    - Cranes must be inspected daily, registered, and certified per legislative requirements.
    - Lifting gear and equipment must meet relevant Australian Standards, remain clearly marked, and be inspected and maintained regularly.
    - Damaged or overloaded lifting equipment must be removed from service until inspected by a competent person.
    - Rigging equipment must be registered, with updated certificates made available upon request.
    - A qualified person must oversee all lifting operations.

21.11. Confined Spaces

- Minimum Requirements:
    - A confined space entry permit must be issued (valid for 12 hours).
    - All potential harmful energy sources must be isolated and verified.
    - A competent person must monitor those inside and initiate emergency procedures if necessary.
    - All personnel must be trained to national accreditation standards for confined space work (certifications valid for 12 months).
- Pre-Entry Checks:
    - Complete isolations.
    - Air testing for gas.
    - Ensure adequate ventilation and lighting.
    - Verify means of access and egress.

- Validate permits, communication systems, and emergency rescue preparedness.
- Check PPE and specialist safety equipment.

21.12. Asbestos risk management

- If asbestos is identified during the planning phase, develop an AMP that complies with:
  - The *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)]*.
  - The Principal's Minimum WHS Control Standards.
- Document all potential asbestos features (sources) at the site in Annexure 203C – Asbestos Features.

21.12.1. Superintendent Approval:

- Submit the AMP to the Superintendent for approval.
- Hold all work near identified asbestos areas until approval is obtained.

21.12.2. Management of Unexpected Asbestos Finds

- Upon discovery of unexpected asbestos-containing material (ACM) or naturally occurring asbestos:
  - Immediately notify the Superintendent.
  - Notify WorkSafe WA if required under the WHS Regulations (WA).
  - Notify the Main Roads Safety, Health, and Wellbeing Branch within 24 hours by email to WHSRegulatorynotices@mainroads.wa.gov.au, if reporting to WorkSafe WA.

21.12.3. Protection Measures:

- Implement immediate protective measures for Workers and others, in accordance with the Principal's Minimum WHS Control Standards.

21.12.4. Risk Assessment and Control

- Conduct a risk assessment for unexpected asbestos finds.
- If removal is required, follow the procedures in Section 3: Asbestos Removal and Control from the Principal's Minimum WHS Control Standards.
- If asbestos is not to be removed and presents an ongoing risk:
- Develop or update an AMP in line with clause 203.50(1).
- Complete all risk assessment and AMP requirements within seven days of the asbestos find or within a timeframe specified by the Superintendent.

21.12.5. Work Restrictions and Superintendent Approval

- Halt all work in the affected area until:
    - The AMP (or revised AMP) has been approved by the Superintendent.
    - All required control measures are implemented.

21.12.6. Communication and Training

- Communicate asbestos-related risks, procedures, and AMP requirements to all Workers.
- Provide training to relevant personnel on asbestos risk management and the principal's control standards.

21.13. Silica Risk Control Plan (SRCP)

FX CIVIL PTY LTD will implement the following process to manage the risk associated with Respirable Crystaline risk.

- Prepare an SRCP if exposure to RCS is identified as a high risk in the Works WHS Risk Assessment.
- The SRCP may be integrated into a Safe Work Method Statement (SWMS) but must meet:
- Regulation 529CB of the WHS Regulations (WA).
- The Principal's Minimum WHS Control Standards.
- Submit the SRCP to the Superintendent for approval before commencing work involving crystalline silica substances (CSS).

21.13.1. Protection Measures for Workers and Others

- Implement control measures as outlined in the Principal's Minimum WHS Control Standards to minimize exposure to RCS.
- Use engineering controls (e.g., water suppression, dust extraction) and personal protective equipment (PPE) as necessary.

21.13.2. Worker Awareness and Training:

- Provide training on RCS hazards, exposure risks, and safe work practices to all relevant Workers.
- Ensure Workers understand the SRCP and any specific control measures in place.

21.13.3. Air Monitoring

- Conduct air monitoring if there is uncertainty about whether RCS levels exceed the workplace exposure standard.
- Follow the procedures outlined in the WorkSafe Working with Crystalline Silica Substances: Guide.
- Document air monitoring results and review them against workplace exposure standards.
- Communicate results to Workers and the Superintendent.

21.13.4. Response to Exceedance of Workplace Exposure Standard

- Stop work involving CSS immediately if RCS concentrations exceed the workplace exposure standard.
- Notify the Superintendent with preliminary details of the exceedance.
- Record the exceedance in EQSafe as per Clause 203.32.
- Review the SRCP and existing control measures.
- Update the SRCP with additional or enhanced controls to address the exceedance.
- Submit the revised SRCP to the Superintendent for review and approval.
- Resume work only after approval and implementation of updated control measures.
- Maintain detailed records of:
    - The SRCP and any revisions.
    - Air monitoring results and actions taken in response to exceedances.
    - Training sessions and Worker acknowledgments.

21.14. Health Surveillance

FX CIVIL PTY LTD does not directly undertake activities such as working in confined spaces or handling asbestos or PCBs that require Health Surveillance, special licenses, or accreditation. However, where such activities are required, FX CIVIL PTY LTD will engage specialized contractors with the necessary licenses and Health Surveillance accreditations to perform the work.

Health Surveillance requirements are identified during the Project Kick-Off Meeting and reviewed periodically as the project progresses to ensure compliance with WHS regulations and project-specific needs

22. Emergency and Incident Response

22.1. Emergency Preparedness

- Identify and assess potential emergency situations based on the WHS Risk Assessment.
- Develop a clear, actionable Emergency Management Plan tailored to identified risks.
- Train personnel in emergency response procedures specific to their roles and site risks.
- Ensure access to adequate emergency response equipment, including PPE and first aid resources.

22.2. Responsibilities

- Assign clear roles and responsibilities for emergency management, including designation of emergency controllers and first aid officers.
- Maintain a current list of emergency contacts (internal and external) readily accessible on-site.

22.3. Emergency Procedures

- Emergency situations include:
    - Fire or explosion.
    - Medical emergencies.
    - Traffic incidents or vehicle rollovers.
    - External emergencies (e.g., neighbour issues, utility failures).
    - Cyclone emergencies (if operating above the 26th parallel during cyclone season).

22.4. Actions in Case of Emergency

- Evacuation:
    - Cease all activities immediately.
    - Assist others, especially visitors unfamiliar with site procedures.
    - Call emergency services at 000. Additional numbers for local emergency services (e.g., ambulance, fire, spill response) will be displayed at the site.
    - Notify the Principal Contractor and FX Civil management promptly.
- Response:
    - Initiate emergency processes: protect lives, control hazards, and secure the site.
    - Notify the Supervisor and General Manager for further escalation.
    - Conduct containment and mitigation were safe.
- Post-Incident Recovery:
    - Resumption of work will require formal approval by:
        - Relevant emergency authorities.
        - FX Civil Supervisor and client.
- Special Considerations for Cyclones
    - Be aware of weather forecasts and conditions
    - Discuss the warnings in the toolbox and evacuation locations.
    - Avoid high risk work on the day cyclone predicted days.
    - Secure the plant, equipment, and other raw materials on site.
    - Develop and communicate cyclone preparedness and response plans, including safe shelter locations and resource stockpiling.

22.5. Emergency Communication Strategy

- Maintain an up-to-date internal and external communication plan:

- Internal contacts:
    - Notify site supervisor or Manager immediately.
    - Notify CEO within 1 hour of emergency.
- The contact numbers are regularly updated in the contact list.
- External contacts:
    - Emergency services, neighbours, utility providers, and environmental agencies.
    - Notify Principal's branches and Regional Directors of potential or actual emergencies that could impact them.

22.6. Emergency Drills and Training

- Conduct emergency drills within six weeks of project start and at least every six months thereafter.
- Scenarios will vary to address identified risks, such as fire, medical emergencies, traffic incidents, and hazardous substance exposure.
- Drill participants must include first aid personnel and site-based emergency teams.
- Record lessons learned and corrective actions using the Emergency Response Review Form.
- Share results and improvement actions with Workers.

22.7. Hazardous Substances and Dangerous Goods Management

- Maintain a register of hazardous substances and their locations on-site.
- Provide Safety Data Sheets (SDS) for each substance, detailing:
    - PPE requirements.
    - First aid measures.
    - Actions for inhalation, absorption, ingestion, or injection.
- Train Workers handling carcinogenic, mutagenic, or teratogenic substances (e.g., class 1A hazardous substances).

22.8. Incident Reporting and Investigation

- All incidents must be reported using the Incident Report Form.
- Major incidents impacting the local community must be communicated through the CEO or client to ensure transparency.
- Investigations must include:
    - Incident cause and contributing factors.
    - Statements from those involved.
    - Preventive and corrective actions, which are tracked to completion.

22.9. Record-Keeping and Review

- Maintain records for:
    - Emergency contacts and equipment lists.
    - Emergency drills and reviews.
    - Incident reports and investigations.
- Evaluate and update the Emergency Management Plan regularly to address deficiencies or changing site conditions.

22.10. First Aid

To establish and implement site-specific first aid processes, equipment, facilities, and training to ensure effective first aid treatment and emergency response for all personnel on-site or traveling to the site.

22.10.1. First Aid Processes and Procedures

- Site-specific first aid processes will be developed based on the Works WHS Risk Assessment and detailed in the Emergency Management Plan.
    - These processes will include:
    - Identification of potential first aid risks and mitigative controls.
    - Steps to administer first aid promptly and effectively.
    - Procedures for escalating medical emergencies to external services.

22.10.2. First Aid Equipment and Facilities

- First aid kits will be:
    - Located at the site office, work zones, and all vehicles used on-site.
    - Stocked to meet the requirements outlined in the Code of Practice: First Aid in the Workplace.
    - Regularly inspected, restocked, and maintained by a designated first aid officer.
- Hard copies of Safety Data Sheets (SDS) for hazardous substances will be stored in the vicinity of all first aid kits for quick reference during emergencies.

22.10.3. First Aid Personnel

- A minimum of two trained Workers holding current Provide First Aid qualifications (meeting the Australian Resuscitation Council Guidelines) will always be present on-site during work.
- First aid personnel will:
    - Be identifiable to all workers through induction and site signage.
    - Conduct regular checks of first aid kits and AEDs to ensure readiness.

22.10.4. Training and Induction

- All Workers will be inducted on:
    - The location of first aid kits and AEDs.
    - Identification of first aid officers on-site.
    - Site-specific first aid and emergency procedures.
- Ongoing refresher training will be provided to ensure compliance and readiness of first aid personnel.

22.10.5. Response and Treatment

- First aid will be provided to any person on-site or traveling to the site during the duration of work.
    - In the event of an incident requiring first aid:
    - The first aid officer will assess the situation and administer appropriate treatment.
    - If necessary, emergency services will be contacted immediately (via 000).
    - The incident will be documented in the Incident Report Form and reviewed to identify corrective actions.

22.10.6. Continuous Monitoring and Improvement

- First aid processes, equipment, and training will be reviewed periodically, particularly following:
    - A first aid incident or emergency response.
    - Changes in site conditions or activities.
- Updates to first aid procedures will be communicated to all Workers through toolbox talks and site notices.

22.11. Fire Prevention and Bushfire Mitigation

22.11.1. Fire Prevention measures:

- No fires are to be lit on-site unless prior written authorization has been obtained.
- Smoking is prohibited in all offices, crib rooms, machine cabs, and designated high-risk areas.
- Fire extinguishers must be placed:
- On all plant and vehicles.
- At fuel storage sites.
- In site offices, workshops, construction areas, and flammable storage areas.
- Fire extinguishers shall be installed, maintained, and inspected in accordance with relevant Australian Standards (e.g., AS 2444).
- Records of inspection, testing, and maintenance of fire extinguishers shall be maintained and readily accessible.

- Hazardous substances will be stored and managed in compliance with AS 1940 and statutory regulations.
- All waste, including effluents, shall be disposed of at authorized waste disposal facilities.
- All employees will receive training in:
    - Basic inspection, safe use, and operation of fire extinguishers.
    - Fire prevention measures specific to the site's activities.
- Fire prevention and response will be included as a core topic during site inductions.

22.11.2. Bushfire Mitigation and Control

- Risk Assessment and Controls
    - Identify activities that could initiate a bushfire (e.g., hot works, machinery use) and implement controls to mitigate risks.
    - Bushfire risks shall be assessed in alignment with Section 14 Bushfire Management of the Minimum WHS Control Standards.
    - Ensure that machinery and vehicles operating in vegetation or dry conditions have spark arrestors, heat shields, and other required protective measures.
- Monitoring and Alerts
    - Fire Danger Forecasts, Total Fire Bans, and Harvest and Vehicle Movement Bans will be monitored daily.
    - Workers will be notified of:
        - Current Fire Danger Forecast levels.
        - Total Fire Ban declarations and associated restrictions.
        - Harvest and Vehicle Movement Bans in the area.
        - Any nearby bushfires.
- Communication and Notifications
    - Changes to Fire Danger Forecasts, Total Fire Bans, and bushfire situations will be communicated promptly to all Workers via:
        - Toolbox talks and daily pre-start meetings.
        - SMS or email alerts where appropriate.
        - On-site noticeboards.
- Preparedness
    - Ensure all vehicles and machinery on-site carry portable fire extinguishers and basic firefighting equipment (e.g., water tanks, hoses, or knapsack units).
    - Maintain adequate firebreaks and access routes around work zones and storage areas.
- Induction and Awareness:

  Fire prevention and mitigation will be a mandatory topic in the site induction.

- This will include:
    - Understanding Fire Danger Forecast levels and their implications.
    - Restrictions during Total Fire Bans and Harvest/Vehicle Movement Bans.
    - Procedures for responding to nearby bushfires.

22.11.3. Emergency Response in the Event of Fire

- In the event of a fire:
    - Stop work immediately.
    - Evacuate the area following the site's Emergency Management Plan.
    - Contact emergency services at 000 and notify the Principal Contractor.
- On-Site Response Equipment:
    - Deploy firefighting equipment (extinguishers, hoses, water tanks) only if safe to do so.
- Post-Incident Actions:
    - Investigate the fire's cause and review mitigation processes to prevent recurrence.
    - Document the incident and corrective actions using the Incident Report Form.

22.12. Emergency Contact Details

Emergency Contact details - Local		
Utility or Service provider	**Name/Location**	**Phone number(s)**
Police,Fire,Ambulance	Emergency Life threatening	000
Fitzroy crossing – Police station	Lot 68 McLarty road – Hours: Mon-Fri 8am-4pm	(08) 9163 9555
Fitzroy crossing – Fire & Emergency services	67 Fallon road	(08) 9191 5163 or 0407 915 066
Fitzroy crossing Hospital	82 Fallon road – Hours 24hrs 7 day	(08) 9166 1777
Worksafe WA	24-hour serious incident notification	1800 678 198
Environmental Pollution response	DWER – Northwest region – 111 Herbert street,Broome	(08) 9157 9810
Electricity Authority	Horizon power – hours24hrs 7 days	132351 (Faults/damage)

Water Authority	Water corporation – Hours 24hrs 7 days	131375 (Faults/damage)
Telecommunication	Telstra	132200

22.13. Review of the Emergency Management Plan (EMP)

To ensure the Emergency Management Plan (EMP) remains current, comprehensive, and effective by conducting regular reviews and updates based on project changes, incidents, and identified risks.

22.13.1. Review Schedule

The EMP will be reviewed on a three-monthly basis to confirm its alignment with the Project WHS Risk Register and site-specific requirements.

- The EMP will also be reviewed and revised immediately if any of the following occur:
- Evidence indicates the Project WHS Risk Register is no longer valid.
- New hazards are identified that are not covered in the EMP or WHS Risk Register.
- A serious incident, injury, or occupational illness reveals inadequacies in emergency arrangements.
- Changes in project planning, safe design, or resources impact the EMP's effectiveness.
- The type or quantity of hazardous substances or dangerous goods on-site changes significantly.
- Directed by the Superintendent to update the EMP.

22.13.2. Update and Submission

- Any revisions or updates to the EMP will be completed within seven days (or a timeframe specified by the Superintendent).
- The updated EMP will be submitted to the Superintendent for approval before implementation.

22.13.3. Communication and Implementation

- Revised EMPs will be communicated to all site personnel through toolbox talks, site inductions, and updated notices.
- Training and resources will be adjusted as necessary to align with the revised EMP.

22.13.4. Record-Keeping and Continuous Improvement

- All EMP reviews, updates, and approvals will be documented and maintained for auditing purposes.
- Lessons learned from incidents or testing will be incorporated into subsequent EMP reviews to ensure continuous improvement.

23. Environment management

23.1. General

The Project Team will conduct all operations to minimize environmental impact and comply with Project standards by ensuring the following:

- Environmental aspects will be addressed in the project risk register, with appropriate controls in place.
- Land disturbance will be minimized and restored to pre-disturbed conditions wherever practicable.
- Prevention of pollution of surface and groundwater of natural origin will be prioritized. Suitable equipment, facilities, and precautions will be provided to prevent the discharge of contaminants that may pollute the atmosphere, water bodies, or land areas, or harm aquatic life and wildlife.
- Native flora and fauna ecosystems will be protected as far as practicable.
- Waste generation will be minimized, and waste will be assessed for hazard rating and type.
- Resources will be recycled, re-used, or recovered from waste wherever practicable.
- Hazardous materials will be managed effectively.
- All workers and contractors will be trained on environmental aspects relevant to the project.

For further information on general environmental control measures and notwithstanding the details provided in this management plan, refer to ‘PEMR – Principal Environmental Management Requirements’ contained in the Appendix.Main Roads WA has lodged a works approval application with DWER given the proximity of contract operations to nearby businesses/residents, locality over public drinking water source and also exceeds the production of concrete/cement products threshold of 100 tonnes per year.

23.2. Waste Management

The objective of waste management is to minimize the health and environmental impacts associated with the generation and disposal of waste during construction and operational activities (e.g., disposal of oils, general waste, etc.).

- All waste materials generated by the project will be adequately contained and regularly removed to designated recycling and disposal facilities.
- All waste material will be segregated into designated areas for recycling purposes. Waste segregation will include concrete, wood, metals, plastics, paper, hydrocarbons, general waste, and food waste.
- Toolbox meetings will be conducted to emphasize the importance of recycling, and additional recycling opportunities will be explored as they arise.

23.3. Hazardous Materials Management, Dust, Noise & Vibration

23.3.1. Hazardous Materials Management

- No chemicals or materials that are potentially hazardous shall be brought onto the site without prior approval from the Project Team.
- The Project Team will maintain a register and ensure that Safety Data Sheets are available for all chemicals brought to the site.

- The Project Team will ensure that all substances are handled, stored, and used in accordance with the relevant Safety Data Sheet.

23.3.2. Dust Management

Dust control measures will be implemented throughout the project duration to minimise environmental impact and safeguard worker health. These measures include:

- Water carts or sprinklers used to suppress dust on access roads and work areas during dry and windy conditions.
- Stockpiles and exposed soil will be wetted down and/or covered to prevent dust emissions.
- Limiting vehicle speed on unsealed roads to reduce dust generation.
- Routine visual monitoring of dust levels and visible dust plumes, particularly during material handling and batching activities.

23.3.3. Noise Management

FX Civil will implement noise mitigation strategies to limit the impact of construction noise on the surrounding environment and personnel:

- All plant and equipment will be maintained in good working order and fitted with appropriate noise suppression devices (e.g. mufflers).
- Engine idling will be minimized.
- Workers will be trained to use machinery and tools in a noise-conscious manner.
- Noise management plan will be prepared to demonstrate practical control measures that will be implemented to reduce disturbance to nearby residents/businesses.
- Works notification letter will also be sent out to nearby residents and businesses.

23.4. Waste Water Management- Concrete Washout

FX Civil is committed to implementing effective wastewater management practices to prevent environmental contamination from concrete washout activities.

23.4.1. Concrete Washout Area Design and Location

- Designate a concrete washout area near the site boundary, ensuring it is situated away from stormwater drains, drainage lines, and bodies of water.
- Construct the washout area with a watertight bund or impermeable liner to contain all washout water and solids.
- Ensure the area is clearly marked and easily accessible for equipment washout

23.4.2. Operational Controls

- Scrape off excess concrete from equipment before washing to minimize the amount of washout water generated.
- Use high-pressure, low-volume water spray nozzles to reduce water usage during equipment cleaning.
- Contain all wash water within the designated washout area; do not allow discharge into the environment.

23.4.3. Disposal and Recycling

- Hardened concrete waste should be collected and crushed to gravels as a recycling or disposed of in designated concrete and masonry receptacles.
- Washout water should be treated and reused on-site where possible, or disposed of in accordance with local regulations

23.4.4. Incident Reporting

- Any environmental incidents, such as washout occurring outside the designated area, must be reported immediately and managed according to the Environmental Incident Reporting Procedure.

23.5. Hydrocarbon waste handling

- All hydrocarbons and hazardous materials used on-site must be stored in a safe, isolated environment (e.g., bunding and hazmat cupboards) in accordance with AS/NZS 1940-2004, Section 5.9.3.
- Hydrocarbons and chemicals (regardless of capacity and volume) must be secondarily contained. This containment must be capable of holding 110% of the material stored and preventing pollution in the event of container failure.
- A list of all hydrocarbons and chemicals on-site, along with Safety Data Sheets (SDS), must be readily available.
- Spill trays or other secondary containment must be placed under generators, welders, pumps, and other stationary engines on-site.
- Spill kits should be easily accessible in workshop areas and on service vehicles.
- Spill rags should be kept on major machinery.
- All spills must be reported and cleaned up immediately. Contaminated soil must be transported to the nearest bioremediation facility.

24. ANNEXURE 203A

SCHEDULE OF HOLD POINTS, IDENTIFIABLE RECORDS AND SUPPORTING DOCUMENTS

203A.1 Schedule of Hold Points – The scheduled Hold Points in association with Specification 203 subject to Superintendent approval and the time in which the submission is due by, prior to commencement of work.	
Clause No.	**Description**
203.35 (2)	Health and Safety Management Plan (14 days)
203.48 (3)	Works WHS Risk Assessment (14 days)
203.50 (2)	Asbestos Management Plan (where applicable) (N/A for supply of RCB)
203.50 (8)	Asbestos Management Plan (where applicable) (N/A for supply of RCB)
203.64 (2)	Emergency Management Plan (14 days)
203A.2 Schedule of Identifiable Records – Following is the list of identifiable records detailed within Specification 203, which are subject to suitability audit assessment and Superintendent approval.	
Clause No.	**Description**
203.35 (1)	Health and Safety Management Plan
203.33 (1)	Contractor Monthly WHS Performance Report Form
203.48 (2)	Works WHS Risk Assessment
203.50 (1)	Asbestos Management Plan (where applicable to the work) (N/A for supply of RCB)
203.50 (8)	Unexpected find of asbestos(N/A for supply of RCB)
203.61 (2)	Emergency Management Plan
203A.3 Schedule of Supporting Documents – The following documents referred to in this Specification are available on the Main Roads WA website at the following address: Contracting to Main Roads - Health and Safety Management	
Clause No.	**Description**
203.32 (3)	EQSafe Contractor On-boarding Process
203.32 (3)	EQSafe Contractor User Manual
203.32 (3)	Main Roads Incident Management Procedure
203.32 (3)	EQSafe Event Type and Sub Type Contractual Requirements
203.33 (1)	Contractor Monthly WHS Performance Report Form
203.48 (1)	Works WHS Risk Assessment Template
203.48 (1)	Works WHS Risk Assessment Facilitation Guide
203.18 (3)	Minimum WHS Control Standards

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25. ANNEXURE 203B

HIGH RISK WORK AND PRINCIPAL IDENTIFIED HIGH RISK ACTIVITIES

1. Column 1 details the High Risk Work in accordance with Regulation 291 of the WHS Regulations (WA). Column 2 details the equivalent term used as defined by the Principal. Column 3 represents the section number in the Principal's Minimum WHS Control Standards document, which relate to the High Risk Work in the Regulations (WA).

TABLE 203B.1 – HIGH RISK CONSTRUCTION WORK

1. High Risk Construction Work – Regulation 291 of the WHS Regulations (WA)	2. Equivalent Minimum WHS Control Standard	3. Section Number
(a) involves a risk of a person falling more than 2 metres;	Work at Height	Section 1
(b) is carried out on a telecommunication tower; (N/A for supply of RCB)		
(c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; (N/A for supply of RCB)	Demolition Work	Section 2
(d) involves, or is likely to involve, the disturbance of asbestos; (N/A for supply of RCB)	Asbestos Removal and Control	Section 3
(e) involves structural alterations or repairs that require temporary support to prevent collapse; (N/A for supply of RCB)	(multiple standards)	Section 1, 2, 5, 9, 15
(f) is carried out in or near a confined space; (N/A for supply of RCB)	Confined Spaces	Section 4
(g) is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel; (N/A for supply of RCB)	Excavation and Trenching	Section 5
(h) involves the use of explosives; (N/A for supply of RCB)	Explosive Blasting	Section 6
(i) is carried out on or near pressurised gas distribution mains or piping; (N/A for supply of RCB)		
(j) is carried out on or near chemical, fuel or refrigerant lines; (N/A for supply of RCB)		
(k) is carried out on or near energised electrical installations or services; (N/A for supply of RCB)	Above and Below Ground Services	Section 7, 8
(l) is carried out in an area that may have a contaminated or flammable atmosphere; (N/A for supply of RCB)	Respirable Crystalline Silica Management	Section 21
(m) involves tilt-up or precast concrete; (N/A for supply of RCB)	Pre-Cast Concrete Tilt Up Concrete	Section 9
(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; (N/A for supply of RCB)	Interaction with Live Traffic	Section 10

1. High Risk Construction Work – Regulation 291 of the WHS Regulations (WA)	2. Equivalent Minimum WHS Control Standard	3. Section Number
(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant;	Mobile Plant Operation	Section 11
(p) is carried out in an area in which there are artificial extremes of temperature; (N/A for supply of RCB)		
(q) is carried out in or near water or other liquid that involves a risk of drowning; (N/A for supply of RCB)	Work On, Over or Adjacent to Water	Section 12
(r) involves diving work. (N/A for supply of RCB)		
	Vehicles and Driving	Section 13
	Bushfire Management (Ignition causing Bushfire)	Section 14
	Crane and Lifting Operations	Section 15
	Dropped Objects from Height	Section 16
	Exposure to Thermal Stress	Section 17
	Hazardous Substances and Dangerous Goods	Section 18
	Electrical Work	Section 19
	Piling Rig Operations	Section 20

26. ANNEXURE 203C

(N/A FOR SUPPLY OF RCB)

ASBESTOS LOCATIONS

1. The locations detailed in this Annexure 203C are known or suspected to contain asbestos containing material (ACM) or naturally occurring asbestos.

TABLE 203C.1 – EXISTING CULVERT LOCATIONS THAT MAY CONTAIN ACM

Works Item (Section No.)	Chainage / SLK	Culvert Type	No. of Barrels	Barrel Length	Horizontal Size (m)	Vertical Size (m)	Diameter (m)	Comments
Road Name 1		Circular / Box						e.g. Testing has not been conducted to confirm ACM
Road Name 2		Circular / Box						e.g. Testing has confirmed presence of ACM
Etc.		Circular / Box						

TABLE 203C.2 – OTHER LOCATIONS THAT MAY CONTAIN ACM

Works Item (Section No.)	Chainage / SLK	Description of Location	Anticipated Quantity (if known)	Comments
Road Name 1		e.g. within Abutment 1 of Bridge No. XXXX		e.g. Testing has confirmed presence of ACM. Further details included in Information for Tenderers
Road Name 2				
Etc.				

TABLE 203C.3 – LOCATIONS OF NATURALLY OCCURRING ASBESTOS

Works Item (Section No.)	Chainage / SLK	Description of Location	Anticipated Quantity (if known)	Comments
Road Name 1				e.g. Testing has confirmed presence of asbestos. Further details included in Information for Tenderers
Road Name 2				
Etc.				

27. Annexure 203D

CONTRACTOR'S HEALTH AND SAFETY MANAGEMENT PLAN CROSS REFERENCE KEY.

Clause No.	Heading Title (in the Contractor's Health and Safety Management Plan)	Section	Page No.
	PART A – HEALTH AND SAFETY MANAGEMENT PLAN		
203.10 (1)	General Requirements (203.10)		6
203.11 (1)	Scope of Works (203.11)	3	8
203.12 (1-2)	Contractor Requirements (203.12)		
203.13 (1-4)	Compliance (203.13)	4	9
203.14 (1-2)	Leadership, Commitment and Management Responsibility (203.14)	5	10
203.15 (1-6)	Consultation, Cooperation, Coordination and Issue Resolution (203.15)	6	13
203.16 (1-4)	Subcontractor Health and Safety Assessment (203.16)	7	15
203.18 (1-2)	Personal Protective Equipment (203.18)	8	15
203.19 (1-7)	Testing for Alcohol and Other Drugs (203.19)	9	16
203.20 (1)	Management of Fatigue (203.20)	10	20
203.21 (1-3)	WHS Induction and Training - General Requirements (203.21)	11	21
203.26 (1)	Visitors and Short-term Workers (203.26)	12.6	24
203.27 (1-3)	Safe Work Method Statement (SWMS) (203.27)	13	25
203.28 (1-3)	Compliance Auditing and Performance Reporting (203.28)	14	26
203.29 (1)	Workplace Health and Safety Inspections (203.29)	15	27
203.30 (1-2)	Non-Conformance and Corrective Action (203.30)	16	28
203.31 (1-2)	Regulatory Orders, Notices and Convictions (203.31)	17	29
203.32 (1-6)	Incident Management and the Principal's Incident Reporting System (203.32)	18	29
203.33 (1)	Health and Safety Monthly Reporting (203.33)	18.6	30
203.34 (1)	Documentation and Record Management (203.34)	15.2	27
203.35 (1-2)	Submission of the Health and Safety Management Plan (203.35)		
203.36 (1-3)	Revision of the Health and Safety Management Plan (203.36)	19	31
	PART B – HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL		
203.48 (1-5)	Works WHS Risk Assessment (203.48)	20	32
203.49 (1-4)	High Risk Work and Principal Identified Hazards (203.49)	21	34
203.50 (1-8)	Asbestos Risk Management (203.50)	21.12	39
203.51 (1-4)	Respirable Crystalline Silica Risk Management (203.51)	21.13	40
	PART C – EMERGENCY MANAGEMENT PLAN		
203.61 (1-4)	Planning and Response (203.62)	22	41
203.62 (1-3)	Fire Mitigation and Control (203.62)	22.11	45
203.63 (1-3)	First Aid Treatment (203.63)	22.10	44

Clause No.	Heading Title (in the Contractor's Health and Safety Management Plan)	Section	Page No.
203.64 (1-2)	Submission of the Emergency Management Plan (203.64)		
203.65 (1-3)	Revision of the Emergency Management Plan (203.65)	22.13	47

28. Appendix 1

28.1. List of Plant and equipment

ITEM	Location in Site Map	Make	Model
Batch Plant 1	Spare not on site	Batchcrete	Mobile
Batch Plant 2	Batch Plant	CPI 5 Cumber	CTI 1
25KVA Generator	Genset	Olympian	N/A
Airquip Compressor	Batching Plant	Rotary Screw	Airquip
Steel Mould 2400-	Lay down Slab	Barclay	2400
Steel Mould 1200-	Laydown Slab	Barclay	1200
Water chiller	Batching Plant	Thermex/TC30A	TC30A
Kenworth Agi Truck	Car Park	Kenworth	XV36HS
Isuzu Agi Truck	Car Park	Isuzu	1CPY348
950 cat Loader	Car Park	Cat	1BX0872

28.2. Legislation

Relevant Legislation	Tick if Applicable
WHS Act 2020	☒
WHS (General) Regulations 2022	☒
Workers' Compensation & Injury Management Act 1981	☒
Workers' Compensation & Injury Management Regulations 1982	☒
Environmental Protection Act 1986	☒
Environmental Protection Regulations 1987	☒

28.3. Codes of Practice

Codes of Practice and Guidance Notes			
Abrasive blasting	☐	Control and Safe Use of Inorganic Lead	☐
Concrete and masonry cutting and drilling	☐	Control of Scheduled Carcinogenic Substances	☐
Control of Workplace Hazardous Substances	☐	Excavation	☐
First aid-workplace amenities-personal protective clothing	☐	Labelling of Workplace Substances	☒
Management and control of asbestos in workplaces	☐	Managing noise at workplaces	☒
Manual tasks	☒	Precast, Tilt-up and Concrete Elements Construction	☒
Prevention of falls at workplaces	☒	Safe design of buildings and structures	☒
Safeguarding of machinery and plant	☒	Safe Removal of Asbestos	☐
Spray painting	☐	Violence aggression and bullying at work	☒
Working hours	☒	Health and safety in welding	☐

28.4. Guidance Notes

Guidance Notes

Alcohol and other drugs at the workplace	☐	Assessment Health Risks Arising From Hazardous Substances	☒
Competency Standards for the Operation of Load shifting Equipment	☒	Controlling Isocyanate hazards at work	☐
Dealing with bullying at work	☒	Elimination of environmental tobacco smoke	☐
Exposure Standards for Atmospheric Contaminants	☐	Fall prevention for scaffolders	☒
Formal Consultative Processes at the workplace	☒	Gas welding safety flashback arresters	☐
General duty of care in Western Australian workplaces	☒	Isolation of plant	☐
Material safety data sheets (MSDS)	☒	Plant in the workplace	☒
Powered mobile plant	☒	Preparing for emergency evacuations	☒
Safe movement of vehicles	☒	Safe use of chemicals in the woodworking industry	☐
Safe use of woodworking machinery	☐	Soldering in the workplace - rosin fluxes	☐
Working alone	☐	Working safely with forklifts	☒

28.5. Australian Standards

Note: Only primary Standards are listed below; sub-standards may be applicable for some activities

Australian Standards			
AS/NZS 1269 Occupational noise management	☒	AS 1319-1994 Safety Signs	☒
AS/NZS 1337.1:2010 Eye protectors for industrial applications	☒	AS 1418 Cranes (including hoists and winches	☒
AS/NZS 1576 Scaffolding	☒	AS 1674 Safety in welding and allied processes	☒
AS/NZS 1716:2012 Respiratory protective devices	☒	AS/NZS 1801:1997 Occupational protective helmets	☒
AS/NZS 1841 Fire Extinguishers	☒	AS/NZS 1850 Fire Extinguisher Maintenance	☒
AS/NZS 1873 Powder-actuated (PA) hand-held fastening tools	☒	AS/NZS 1892 Portable ladders	☒
AS 2030 Compressed gas cylinders	☒	AS/NZS 2161 Occupational protective gloves	☒
AS/NZS 2210 Occupational protective footwear	☒	AS/NZS 2211 Laser safety	☒
AS 2294 Earth-moving machinery — Protective structures	☒	AS 2397: Safe use of lasers in the building and construction industry	☒
AS 2444-2001 Portable fire extinguishers and fire blanket	☒	AS 2550 Cranes — Safe use	☒
AS 2601-2001 Demolition of structures	☒	AS/NZS 2604:2021 Sunscreen products	☒
AS/NZS 2865:2009 Safe working in a confined space	☐	AS 2985-2009 Workplace atmospheres	☒
AS/NZS 3000:2018 Electrical installations	☒	AS/NZS 3012:2019 Electrical installations — Construction and demolition sites	☒
AS 3640-2004 Workplace atmospheres — Method for sampling and gravimetric determination of inhalable dust	☒	AS 4503.1:1997 Clothing for protection against hazardous chemicals	☒
AS 3850.1:2015 Tilt-up concrete construction	☒	AS 3873-2001 Pressure equipment — Operation and maintenance	☒

28.6 Principal Environmental Management Requirements (PEMR)

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Principal Environmental Management Requirements:
Concrete Batching and Cement Product Manufacturing

Legislative Framework: *Concrete batching and the manufacture of cement products is a regulated activity under the Environmental Protection Regulations 1987. Adherence to this PEMR is required to ensure compliance with the Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998, and Water Quality Protection Notes (WQPNs).*

Potential Environmental Risks

TABLE 1: STANDARD MANAGEMENT REQUIREMENTS
Pre Works ✓ Nominate designated locations for the storage of construction material, cement sand, aggregate and steel ✓ All cement must be kept stored in their bags or in a compliant cement storage silo ✓ Sand and aggregate must be kept stored within designated bins or bays to minimise dust generation or be otherwise contained to minimise dust generation (e.g. covered or kept wet). ✓ Develop stormwater/wastewater containment system to ensure all wastewater/stormwater is kept within the confines of the premise and not leached into the ground (e.g. settling pond/slurry pit) ✓ Process water containment systems must be large enough to contain all water which might drain into it for long enough to allow particulates to settle out. ✓ Ensure that nearby sensitive receptors (residential facilities) are notified of the works, and provided with a contact person for complaints
During Works General Management ✓ Prevent damage to any retained vegetation within or adjoining the limits of clearing ✓ Ensure truck movements do not disturb vegetation and heavy vehicle turnaround is limited to designated areas Stockpile Management ✓ Stockpiles will be free from stones, soil, rubbish, and other materials, and shall not be contaminated with matter toxic to plant growth ✓ Stockpiles and other materials will be stored in designated areas and kept in a neat and tidy condition at all times ✓ Stockpiles must not exceed the height of the bins or bays they are stored in Hazardous Materials ✓ Chemicals and hazardous materials shall be stored in purpose-built containers/tanks in accordance with their Safety Data Sheet ✓ The Contractor must develop processes and procedures to prevent hydrocarbons, site erosion and sedimentation from the Site causing environmental pollution especially to surface and ground water sources ✓ The Contractor must ensure that spill trays and spill response equipment is available near fuel storage or refuelling areas. ✓ The Contractor must ensure that all hazardous materials are stored in bunded areas and that those bunds are sufficient in site to contain the full capacity of the storage facility. ✓ Vehicle servicing and refuelling will be undertaken at designated areas ✓ The Contractor must maintain an emergency response plan Dust Management ✓ No visible dust must escape from the premises. ✓ Any material spilt during concrete batching or manufacturing must be immediately cleaned up

- ✓ All running surfaces that may generate dust must be treated with water or surfactants as often as necessary and kept clean of any loose materials
- ✓ If stockpiles are stored on the ground without bays, the stockpiles must be wetted down to minimise dust generation
- ✓ Ensure that a complaints management process is maintained
- ✓ If visible dust escapes from the premises during loading or unloading of aggregates or sand, stop works immediately until further dust controls are implemented.
- ✓ Cement slurry and dust must be washed off vehicles prior to leaving the premises

Noise Management

- ✓ All plant and machinery must be kept maintained to ensure design noise specifications are not significantly exceeded
- ✓ Ensure that a complaints management process is maintained

Caution - Remember

- Monitor stockpiles for weed growth
- Don't stockpile close to vegetation
- Ensure compliance with all applicable statutory requirements
- Stockpiles located within the project approval area
- A spill kit is to be maintained on-site and be utilised to contain and clear up any spills
- Maintain the complaints register and respond as soon as possible
- Report any environmental incidents to the Main Roads Contract Manager

Related References

- Specification 203 (Health and Safety Management)
- Specification 820 (Concrete)
- Environmental Protection Regulations 1987
- *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*
- Water Quality Protection Note 10: Contaminant Spills – Emergency Response Plan
- Water Quality Protection Note 25: Land use compatibility tables for public drinking water source areas
- Water Quality Protection Note 26: Liners for containing pollutants, using synthetic membranes
- Water Quality Protection Note 25: Stormwater management at industrial sites
- Water Quality Protection Note 93: Light industry near sensitive waters

Related References

- Main Roads Contract Manager: Matt Chong (08 9323 4522)
- Main Roads Environment Officer: JJ Rao (08 9158 4304)

The Contractor will have to develop specific Operational Control based on the additional Environmental Management Requirements identified below.

TABLE 2: SPECIFIC ENVIRONMENTAL MANAGEMENT REQUIREMENTS

Environmental Management Requirements	Responsibility	HOLD POINT
No clearing of native vegetation is permitted under this contract	Contractor	No
Compliance with the Works Approval will be required	Contractor	Maybe