

Site Induction Notes

1. EMERGENCY, ACCIDENT & EVACUATION PROCEDURES

- In the event of any of the above the Emergency, Accident & Evacuation procedure (Form 902) is to be followed. In any event all reports are to be directed to the Perkins Builders Site Manager.
- All site personnel are required to sign onto the Site by using the Site Attendance Register (Form 907), Hammertech QR Code or Kiosk upon entering and departing the site. The Site Attendance Register, QR Code or Kiosk is located within the pedestrian entrance or directly outside the site office door (unless otherwise specified).
- All accidents and incidents (including incidents that may have an impact or risk of impact on the environment, hazards and near misses) are to be recorded on an Accident & Incident Report (Form 912) via Hammertech (Subcontracting Supervisor is responsible for ensuring the report is completed within 24 hours of incident) and all incidents and hazards shall be reported to the Perkins Site Manager or Perkins Senior Office Representative immediately.
- Fire extinguishers are located in the site office and storage container.

2. FIRST AID ON SITE

- The First Aid Officer on site is the Site Manager and any persons nominated on the Emergency, Accident & Evacuation Procedure.
- First Aid facilities are located in the Site Office.
- When using first aid facilities, record the incident on the first aid register located beside the first aid box.

3. SITE LAYOUT & AMENITIES

- Smoko and lunch must be consumed where designated.
- No smoking inside toilets, lunchroom, and site office or within constructed buildings once designated by the Site Manager.
- Ensure all amenities provided are left neat and tidy, and used only for their intended purpose.
- All non-essential vehicles must be parked in the area as noted on the Site Layout Plan (Form 905). No exceptions unless authorised by the Site Manager.

4. SITE SPECIFIC HAZARDS/IMPACTS

- The Site Manager shall address specific site hazards during the induction and ongoing throughout the project.
- If a hazard is identified; isolate, barricade or make the area safe, then report the hazard to the Site Manager.
- Site toolbox meetings shall be held on a regular basis. If present at site on these days your attendance is required.
- Report any item that is uncovered during excavation that may potentially have indigenous heritage significance.
- The Site Manager will use the Hazard Board to communicate hazards on site. This board shall be updated daily.

5. CONSULTATION AND COMMUNICATION

6. Everyone has a role to play in workplace safety and health. Healthier and safer work environments and improved productivity can be more easily achieved when employers and employees talk with each other about hazards, discuss problems and work together to find solutions. In consultation with our employees, Perkins Builders have developed and implemented a Consultation and Communication Procedure (90.01.06). This procedure is displayed in the Site Office. Issue Resolution process is displayed over page.

7. FREEDOM OF ASSOCIATION

Perkins Builders are a building contractor that protects freedom of association by adopting policies that:

- a) are consistent with applicable law; and
- b) ensure that persons are:
 - (i) free to become, or not become, members of industrial associates; and
 - (ii) Free to be represented, or not represented, by industrial associations; and
 - (iii) Free to participate, or not participate, in lawful industrial activities.

8. SITE SECURITY

- The site will be secured with a chain link security fence or by other means, and is to be maintained for the duration of the works. Alteration of this barrier is not permitted without prior approval of the Site Manager.
- The site gates will be padlocked after completion of each day's work to prevent unauthorised entry.

9. WORKING AT HEIGHTS

All working at height requirements will be conducted in accordance with our Working at Heights Safety Practice (90.02.02).

It is a Perkins Group requirement that where personnel are required to perform work at height where the potential to fall and sustain injury exists a fall prevention strategy is implemented. Control measures adopted for any fall prevention strategy give consideration to the Hierarchy of Controls

outlined in the Perkins Group Risk Hazard Register.

Depending on the work situation, its frequency and duration an appropriate fall prevention strategy will generally require the provision, maintenance and regular inspection of:

- a) Elimination of the requirement to work at height, e.g. through design by prefabricating elements at ground level.

- b) If the above is not reasonably practical, the provision of a stable and secure work platform fitted with perimeter edge protection (handrail) 900 – 1100 metres in height, e.g. scaffold or some other form of portable work platform which complies with Australian Standards AS/NZS1576 and AS4576.

Note: Scaffolds must be erected by a 'competent person'. If the working deck is over 4m in height the scaffold must be erected and signed off by a ticketed (licensed) Scaffolders.

- c) If the above is not reasonably practical, perimeter screening, fencing, coverings or nets, handrails or other physical barriers that are of adequate height or load bearing to prevent the fall of a person from an edge or through an opening.
- d) If the above is not reasonable practical, use of other physical restraints that are capable of arresting the fall of a person from height, e.g. a safety harness and anchor line or a safety net (Refer Industrial Fall Arrest Systems and Devices AS/NZS1891).
- e) Safe means of access between different levels of a workplace.

Other Risk Control measures

Other control measures may include:

- a) Use of an elevated work platform (Refer Australian Standard AS/NZS2550.10) e.g. Scissor Lift or Boom Lift must be operated by a 'competent' person. **Note:** If the reach of the Scissor or Boom Lift can extend to a height of more than 11 metres it may only be operated by a person that holds a relevant ticket of competency.
- b) Use of a swing-stage suspended scaffold operated by a 'competent' person (Refer Australian Standard AS4576).
- c) Use of a safety harness configured for fall restraint not fall arrest.

Where a safety harness is to be used as a means of fall prevention the following shall be observed at all Perkins workplaces:

- a) All anchorage points must be installed or inspected by a 'competent' person, e.g. a rigger – this is categorised as 'specified work' and therefore can only be undertaken by a competent trained professional.
- b) Anchorage points must be certified before use or have been certified 'within' the past 12 months of the date of use.
- c) If an inspection reveals the anchorage point is incapable of supporting the required loads then it must be immediately made inoperable to prevent use.
- d) All harnesses, lanyards, inertia reels and other fall arrest equipment must be inspected prior to use and on a regular basis to AS/NZS1891.4 and a record of inspection maintained.
- e) All persons using a harness must have received formal training, i.e. Work At Heights/Harness Appreciation Course which specifically deals with the selection, assembly and use of a fall restraint/arrest system with a duration of about 4 hours.
- f) If a safety harness is to configured for fall 'arrest' a minimum freefall distance of more than 6.55 metres must be available and a detailed **Retrieval Plan** (Appendix A) must be developed to enable the prompt rescue of a person, arrested after a fall by the fall arrest device, to minimise suspension trauma caused by restriction of blood circulation.
- g) At all times use of a safety harness configured as a fall 'restraint' device rather than a fall 'arrest' device shall be a priority fall prevention consideration.

10. NOISE MANAGEMENT

Formal noise management plans will be developed as required by legal or contractual requirements, or as deemed necessary as a result of internal risk assessments, audit, and inspections. The Noise Management Plan (Form 966) will be used. The Site Manager is to ensure that the appropriate authorisations (if any) have been received prior to undertaking work in sensitive areas.

The Site Manager/Contract Administrator is to provide site progress reports to ensure relevant representatives are advised of the construction program in advance so that they can be on site during construction if necessary.

The Site Manager will ensure that all requirements clearly explained to subcontractors at site inductions.

11. HAZARD REPORTING

- Hazards are to be reported to the Site Manager immediately.

12. DELIVERIES & UNLOADING

- Prior to unloading check the location with the Site Manager.
- Correct equipment and competent operators shall be used at all times to unload.

13. GENERAL

- Tag out any items not safe for use. Consult with the site manager for tagging out supplies and procedures.
- Scaffold can be erected by qualified personnel only. Only authorised licenced scaffolders can alter or dismantle scaffolds over 4 meters. Do not use incomplete scaffold.
- Under no circumstances are handrails or barricading to be removed without the site Managers authority. Do not enter barricaded areas.
- Do not remove or alter signage without the Site Managers prior approval.
- Avoid areas where heavy equipment is operating.
- No smoking inside toilets, lunchroom, and site office or within constructed buildings once designated by the Site Manager.

14. ALCOHOL & DRUGS

- Not permitted on site at any time.
- All persons who are taking prescribed medication must provide a medical certificate stating their fitness for work.
- Any person deemed to be under the influence of drugs or alcohol shall have site access revoked and not be permitted to return to site until a negative test is achieved.
- This project shall be subject to random Drug and Alcohol testing, personnel whom present non-negative test results 2 or more times shall be removed from site permanently and ability to work with Perkins in the future may be revoked indefinitely.

15. YOUNG & INEXPERIENCED WORKERS

- A young worker is defined as being under 18 years of age and has less than 2 years industry experience.
- Young workers shall wear and be identified by Fluorescent Orange Sticker on hard hat. Induction record shall possess fluorescent orange sticker and be filed in the young worker section of the induction folder.
- All young workers shall be supervised by relevant and authorised supervisor at all times.
- Young workers shall read, understand and conduct themselves in accordance with the Perkins Builders Young Worker Policy Statement.

16. PERKINS BUILDERS HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM & DUTY OF CARE

- All Perkins Company Policies are posted on the Site Office Notice Board. Particular attention is drawn to the WHS, Environmental & Sustainability, and Business Policies.
- Available on site for your reference is a copy of the Work Health & Safety Act & Regulations, our Project Specific HSE Management Plan and Project Hazard Register. All work should be carried out in accordance with these requirements.
- Each Subcontractor and its employee's representatives on a Perkins Builders Construction site have a responsibility for safety and a duty of care to themselves and all other employees on site.
- By the terms and conditions of their subcontract the subcontractor is responsible for the safety of its employees and must comply with all applicable health and safety regulations.
- Each Subcontractor shall identify a Site Supervisor as the responsible person for the working group and shall have access to Hammertech for the purpose of obtaining and submitting permits; incident reports; and uploading, reviewing and accepting of relevant SWMS.

STOP, LOOK AND ASSESS THE RISK – NOTHING YOU DO TODAY ON THIS SITE IS MORE IMPORTANT THAN THE HEALTH OF YOU OR YOUR COLLEAGUES/WORK MATES.

TRAFFIC MANAGEMENT PLAN (onsite use only)

Note: Traffic Management external of the site boundary shall be managed by a suitably qualified consultant/contractor.

Traffic Management Site Contact: Site Manager
xxxxxxxxxxxxx Mobile: xxxxxxxxxxxxx
Perkins Builders

This plan is to be read in conjunction with the Perkins HSE Management Plan for this project.

Traffic Control Diagram – see (Site Layout) for vehicle movement routes, general parking, and any specific site requirements as may change from time to time. This diagram is to be posted in the Site Office.

Parking

- Parking is only available within the identified parking area as per the Site Layout. Parking outside of the designated areas is prohibited.
- Vehicles may be permitted to remain in operational areas with the approval of the Site Manager, only if they are required specifically as part of the work being conducted.

General Deliveries

- All deliveries are required to report in at the site office.
- The sub-contractor/person receiving the delivery is responsible for coordinating the delivery and escorting the vehicle into the site.
- Deliveries requiring special access, cramage, or public area traffic management must be coordinated through the Site Manager with suitable notice given.

After Hours Site Access

- The site gates will be locked at the end of each day.
- After Hours access may be granted by the Perkins Site Manager.

Use of Mobile Plant in public areas

- If mobile plant or a vehicle of any kind is required to be operated in any area outside the Perkins site fence, the Site Manager must be notified immediately.
- Spotters must be used during any vehicle movement in these areas.
- Exclusion zones are to be established using barricades/bunting and/or signage.

Operational Control of Mobile Plant

- Use of mobile Plant is a high risk activity under the WA WHS Regulations.
- Adequate controls must be established, documented, and communicated to all persons involved by use of a suitable Job hazard Analysis (JHA) or Safe Work Method Statement (SWMS) which must be reviewed by the Site Manager prior to commencement of the works. Refer to the HSE Management Plan for further detail.
- Plant operation in areas where pedestrian construction staff are present should ideally manage the hazard to pedestrians by scheduling works to eliminate interface with other trades and establishing exclusion zones or using spotters where this is not practical. JHA's must include adequate controls to ensure pedestrian safety.

Speed Limit – 10 km/hr or as per site signage.

ISSUE RESOLUTION PROCESS

Step 1

Any identified issues in the workplace will immediately be brought to the attention of the relevant Manager responsible.

Step 2

Where possible the issue is to be resolved between the relevant Manager and employee or subcontractor through informal discussion.

Step 3

If it is not possible to resolve the issue, the issue will be escalated to involve a senior Management Representative and the subcontractor representative. If it is not possible to immediately resolve the issue then a temporary measure will be put into place, until a long-term situation can be implemented.

Step 4

The senior management representative, subcontractor representative, employee or subcontractor will attempt to resolve the issue.

Step 5

If there is immediate threat the relevant Manager may order work cessation and allocate other work for the employee or subcontractor.

Step 6

For unresolved issues an external professional (WHS Consultant) may be called to assist with the resolution of the issue. The long-term resolution of issues will follow the hazard and risk management process.

Records will be kept of the resolution process.