

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN

INSERT PROJECT NAME

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Project Version History

Revision	Date	Description / Updates	Prepared By	Reviewed By	Approved By
001	xx/xx/20xx	Issued for use	xxx	xxx	xxx

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1. Introduction

The purpose of this document is to demonstrate Perkins Builders Pty Ltd.'s HSE Management System and its purpose for this project. The Health, Safety and Environmental Management Plan (HSEMP) will be maintained throughout the duration of the Project contract, and is designed to meet Perkins Builders HSE Policy goals, our principal's safety and environmental standards and legislative requirements. The HSEMP is provided for the purpose of:

- Defining strategies to achieve project goals.
- Providing Managers, Supervisors, Employees and Third-Party personnel with the "What to Do" information to enable them to safely and efficiently manage their areas of responsibility.
- Defining standards that are to be adopted and maintained throughout the project with the prime objective being to minimise risk to personnel and the environment.
- Meeting legislative requirements of the Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022, Environmental Protection Act 1986 and the Environmental Protection Regulation 1987.

1.1 Revisions and Amendments

The revision history of the Master Template HSE Management Plan is documented in the footer of this document. This Project HSE MP template is the document used to prepare a project specific HSE Management Plan for each Perkins Builders construction project.

The Project Version History Table provides the history of any project specific version changes to the Project HSE Management Plan and its revision.

The Project Manager, or nominated representative, reviews the Project HSE MP at a minimum of quarterly and where material change is anticipated, i.e., emergency response, change to construction method [review is documented in [217 - Project Review Meeting Minutes.docx](#)

The Project HSE MP is also reviewed as part of internal audits of the HSE management system and related compliance with legislation and Perkins Builders requirements for health and safety. Audits are completed to the requirements of the [60 - Audit and Inspection Procedure.pdf](#)).

Project related minor revisions to this HSE Management Plan, may be independently issued, but must be approved by the HSEQ Team, or their nominated representative.

On receipt of a revision:

- The required amendment is incorporated in the revised Project HSE MP.
 - The date of the revision and new revision issue are listed in the Project Version History Table including the purpose and a brief summary of the amendments and page numbers throughout the Project HSE MP.
 - The new/revised Project HSE MP is issued to the project team including relevant subcontractors and other stakeholders, where applicable to their works through Aconex or another approved format.
 - Perkins Builders employees that are required to manage health, safety and environmental as a key part of their roles and responsibilities at the project are inducted into this Plan and verified by signing the table at Appendix 4 of this Plan.
 - Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office or electronically. Superseded Project Plans are maintained (archived) by Perkins Builders for a period of at least 24 months.

1.2 Scope of Work

The scope of work entails the (Insert the scope of work)

1.3 Location of Project

The project is located at (Insert location) within the Local Government jurisdiction of (Insert jurisdiction).

1.4 Principal Requirements

Where identified by the Principal, Principal's Representative or Perkins Builders; specific WHS Standards, Environmental Standards, Procedures, Practices and Forms shall be incorporated into the Project HSE Management Plan.

This may be done by specifically referencing Standards, Procedures, Practices and Forms.

2. Perkins Builders HSE Management System (HSEMS)

2.1 Purpose

The purpose of the Perkins Builders Health, Safety and Environmental Management System (HSEMS) is to ensure that the hazards of our core and recurrent business activities are planned, directed, implemented, and controlled so that objectives and performance standards are achieved.

This document describes Perkins Builders HSEMS. Its purpose is to provide all company employees, contractors and external agencies with an effective overview of the management of safety, health and environmental issues/protection within Perkins Builders. The HSE Management Plan is intended as a reference for all staff to use to ensure awareness and compliance with:

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Airports Act (1997)

Airports (Environmental protection) Regulations 1997

Environmental Protection Act 1986

Environmental Protection Regulation 1987

National Construction Code 2022

ISO 45001 - Health and Safety Management Systems

ISO 14001 – Environmental Management System

ISO 9001 Quality Management System

Environmental Protection (Noise) Regulations 1997

2.2 Perkins Builders Policies *(Ensure latest versions attached)*



WORKPLACE HEALTH SAFETY & QUALITY POLICY

COMMITMENT

Perkins Builders is committed to delivering quality commercial construction projects while providing safe and healthy working conditions for the prevention of work-related injury and ill health.

We strive to understand and meet customer requirements, enhance customer satisfaction, and deliver quality outcomes through effective planning, competent personnel, quality workmanship, proactive risk management, and continual improvement.

Perkins Builders is committed to:

- Providing safe and healthy workplaces and eliminating hazards and reducing WHS risks so far as is reasonably practicable.
- Identifying, assessing, controlling and monitoring risks associated with our activities.
- Consulting with workers and, where they exist, worker representatives, and encouraging their participation in health, safety and quality matters.
- Meeting applicable legal, regulatory, accreditation, contractual and other compliance obligations.
- Establishing, monitoring and reviewing measurable quality and WHS objectives.
- Providing the resources, training, supervision and support necessary for workers to perform their duties safely and effectively.
- Understanding and meeting customer requirements to enhance customer satisfaction.
- Maintaining and continually improving the effectiveness of our Integrated Business Management System in accordance with ISO 9001 (Quality Management) and ISO 45001 (Occupational Health and Safety Management).

RESPONSIBILITIES

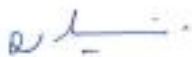
The Managing Director is ultimately accountable for the effectiveness of the Integrated Business Management System and for ensuring adequate resources are available to achieve quality and work health and safety objectives.

Managers and Supervisors are responsible for implementing policy requirements within their areas of control, promoting a positive quality and safety culture, managing risks, ensuring compliance with procedures, and leading by example.

Employees, subcontractors and visitors are responsible for complying with applicable quality and WHS requirements, participating in consultation and training activities, following approved procedures, reporting hazards, incidents, defects and opportunities for improvement, and contributing to a safe and productive workplace.

CONTINUOUS IMPROVEMENT

Perkins Builders recognises that consultation, worker participation, inspections, audits, lessons learned, customer feedback, performance monitoring and management review are essential to achieving continual improvement. We are committed to regularly reviewing the effectiveness of our systems, processes and performance to enhance customer satisfaction and improve the health, safety and wellbeing of our workers.



Managing Director
30th June, 2026



ENVIRONMENTAL & SUSTAINABILITY POLICY

COMMITMENT

This Environmental Policy aims to integrate a philosophy of sustainable development into all activities and to establish and promote sound environmental practices in our operations. The company is committed to the protection of the environment, including but not limited to, climate change mitigation and adaption, preventing pollution as far as reasonably practicable in all our activities; and we recognise our social and legal duty to design, plan and manage our activities in a manner that protects the environment and the communities in which we work.

Perkins Builders' commitment to positive environmental outcomes is demonstrated by the implementation of a documented and integrated Management System, compliant with ISO 14001 and by meeting all statutory, regulatory and accreditation requirements. We are committed to the continual improvement of our management system to enhance environmental performance and outcomes for the benefit of our clients, industry and the wider community.

STRATEGY

Our strategies to support positive environmental outcomes include:

- Identifying and implementing project specific controls to prevent pollution, protect significant environments and reduce demands on natural and material resources;
- Integrating risk management and compliance requirements into upstream design and planning, to eliminate or minimise downstream environmental aspects and impacts;
- Enhancing awareness of our Environmental & Sustainability Policy and practices among our employees, contractors, suppliers and other key stakeholders;
- Reviewing incidents and the effectiveness of corrective actions with the aim of preventing future recurrence; and
- Reviewing the effectiveness of our Integrated Business Management System on a regular basis.

MANAGEMENT RESPONSIBILITIES

The Managing Director is ultimately responsible for ensuring Environmental Management and compliance throughout the Company. All Managers and Supervisors are responsible for work conducted within areas under their control, ensuring Environmental Management procedures are in place and observed, and for communicating and implementing the necessary information and guidance for works to be conducted in a compliant manner. Managers and Supervisors are expected to continuously promote and maintain a high standard of Environmental Management in their respective work areas, to lead by example and encourage the involvement of all workers.

WORKER RESPONSIBILITIES

Employees, subcontractors and visitors are responsible for actively engaging in environmentally sound work practices and adherence to Perkins Builders' integrated Health, Safety, Quality and Environmental Management System requirements.



Managing Director
30th June, 2026



FITNESS FOR WORK POLICY

COMMITMENT

Perkins Builders is committed to ensuring a safe and healthy work environment. We believe that all work-related injuries and property losses are preventable and that safety and the prevention of injury or ill health is socially responsible and good business.

Perkins Builders acknowledge that drug and alcohol abuse presents a significant risk factor to safety, health and productivity in the workplace. The performance of Perkins Builders' personnel can be affected if working under the influence of alcohol and drugs and can pose unacceptable safety risks to themselves and other employees. Perkins Builders conducts Random Drug and Alcohol testing on all Perkins Builders properties and all personnel entering a Perkins Builders property shall be subject to this testing

RESPONSIBILITY

Perkins Builders recognises its legal responsibility under the Workplace Health and Safety Act 2020 in minimising employees' exposure to any hazard or incidents in the workplace. Additionally, the legal responsibility of the employee is such that specifically they must act responsibly at all times and not expose themselves or others to safety risks due to impairment caused by drugs and / or alcohol.

Perkins Builders shall ensure to the best of its ability that all personnel under its control and authority will not at any time, during the performance of their work, take or be under the influence of any alcoholic liquor, drug or other intoxicating substance, whilst on duty, other than for bona fide medical reasons.

It is expected that all employees, contractors, and subcontractors will:

- Report to work with a blood alcohol concentration (BAC) or breath alcohol concentration (BrAC) of 0.00%;
- Not report to work or enter places of work if they are under the influence of non-prescribed drugs and/or alcohol;
- Not perform any task whilst under the influence of drugs or alcohol;
- Not possess, use, consume, distribute or sell alcohol, illicit or un-prescribed drugs or misuse prescribed medication while performing work for Perkins;
- Inform their Manager, Supervisor or the relevant Perkins Manager when they are using prescribed medication that may impair their behavior or performance; and
- Inform their Manager, Supervisor or the relevant Perkins Manager if they are aware or suspect another person is not fit for work.

Management shall:

- Ensure to the best of their ability that all personnel under their control and authority will not at any time, during the performance of their work, take or be under the influence of any alcoholic liquor, drug or other intoxicating substance, whilst on duty, other than for bona fide medical reasons.

The use of any form of unauthorised drugs or alcohol on the job, or the arrival of any person at the work site under the influence of any form of drug or alcohol will be a cause for disciplinary action up to and including, if appropriate, dismissal.

Perkins Builders is concerned for the well-being of its employees and as such believes it has a responsibility to provide a safe, healthy and productive working environment for all of its employees.



Managing Director
30th June, 2026



YOUNG WORKER STATEMENT

Perkins Builders shall take all practicable measures to ensure that all young workers are protected from the risk of injury or illness arising from workplace hazards. Special attention will be paid to the needs of young workers due to their potential lack of industry experience and therefore, may not be familiar with workplace procedures and practices.

Young workers shall be classified as being under the age of 18 years and less than 2 years relevant industry experience.

Perkins Builders shall ensure young workers receive adequate information relevant to work hazards and safe work practices. Consideration to their age and level of exposure and experience (less than 2 years relevant industry experience) shall be given.

All young workers shall attend general industry inductions, site-specific inductions and relevant training (where applicable to conduct specific tasks) including but not limited to the following:

- Hazard identification & risk assessment;
- Manual handling;
- Emergency procedures;
- Incident reporting;
- Environmental awareness;
- Powered and non-powered equipment;
- Electrical hazards;
- Harassment and Code of Conduct;
- Hazardous substances; and
- Noise and dust management.

We shall endeavour to achieve this by ensuring adequate information and training is provided to young workers along with ongoing monitoring for each and every young worker engaged by Perkins Builders.

Supervisors shall ensure that all young persons are adequately trained to participate and / or conduct works prior to commencement of works. All works conducted by young person/s shall be conducted under adequate supervision.

Supervision shall include:

- The relevant and authorised supervisor will be required to observe and evaluate the ability of the young worker/s and / or shall be in possession of the relevant certificate for safe use of equipment.
- Work from elevated platforms (i.e. scaffold, scissor lift etc.)
- Young workers shall not be left alone to complete any task and shall be supervised at all times.
- Young workers will receive specific manual handling information to ensure they understand the correct manual handling techniques, including pushing, pulling, carrying, lifting etc. (Young workers under the age of 18 years should not be required to lift, lower or carry more than 16kg without mechanical or other assistance and / or particular training for the task).



Managing Director
30th June, 2026

2.3 Scope

The Perkins Builders HSEMS allows for the management of safety and health related hazards and environmental issues, on a continual basis.

The Perkins Builders HSEMS applies to all business activities. The aim of an effective HSEMS is to motivate and empower people to work with due regard and care for safety and health issues and environmental issues, not just simply to try to avoid accidents or incidents.

To this end, all Senior Managers, Project Managers and Site Managers have become conversant with the HSE Management Plan as it provides the framework for safety, health and environmental protection compliance and allows for appropriate planning to implement the initiatives systematically.

All employees and subcontractors are to be encouraged to pro-actively participate in the health, safety and environmental management plan.

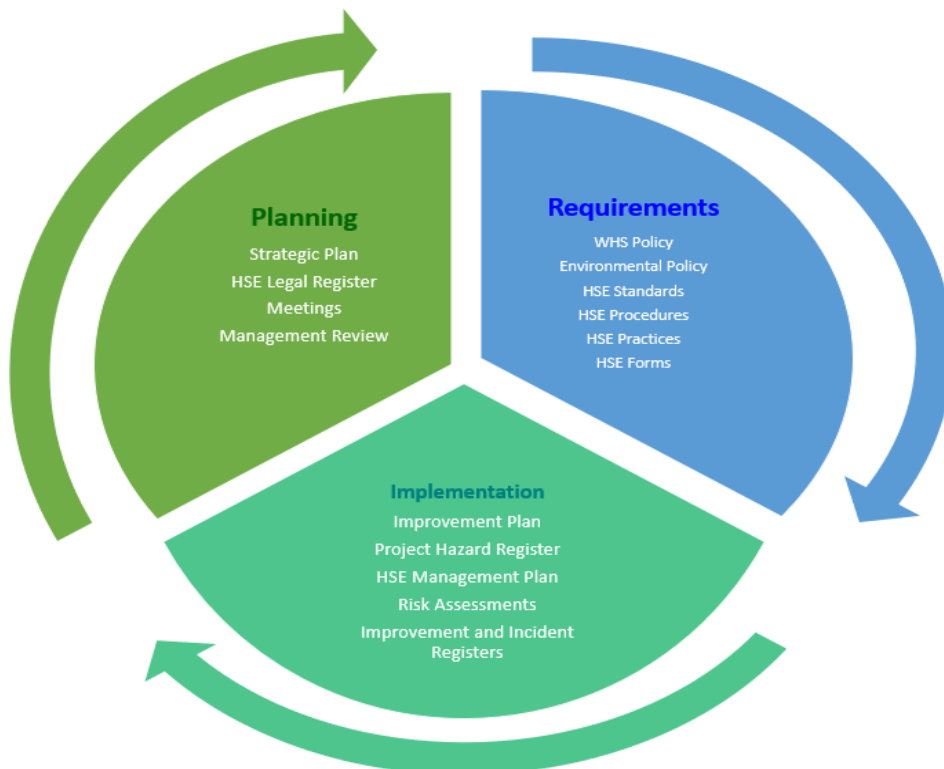
The HSEMS describes the key elements of Perkins Builders system and provides all Perkins Builders personnel including subcontractors, and external agencies, with a descriptive overview of the management of health, safety and environment protection.

The model illustrated in Figure 1, was developed, and applies a systems approach to manage each of the three (3) key HSEMS elements whilst ensuring continuous improvement. The key elements illustrated are based on the International Standard 45001.

Figure 1 Perkins Builders HSEMS

PERKINS BUILDERS HSEMS MAP

HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM



I

PERKINS BUILDERS HSE STANDARDS



The Perkins Builders HSEMS is repeatable and verifiable. The Managing Director is personally committed to its objectives and philosophies and requires commitment at all levels of the organisation. This commitment is demonstrated in the provision of adequate resources for development and implementation of the HSEMS.

Perkins Builders HSEMS, comprising of company standards, procedures, safety practices, forms and supporting documentation, which shapes the basis, and minimum criteria by which this HSE Management Plan will operate. It is not intended for this HSE Management Plan to encompass all of the Perkins Builders HSEMS however, the formulation of this document does draw upon Perkins Builders HSEMS to ensure that the HSE Management Plan meets Perkins Builders HSE objectives, Principal requirements and legislative requirements.

3. Project HSE Management Plan

3.1 Purpose

The purpose of this plan is to provide a summary of critical safety and environmental topics and includes the strategies that are used to manage them.

Perkins Builders is committed to the philosophy of striving to maintain an injury free workplace and minimise environmental impacts on and around the site. The employees are supplied with adequate resources and encouraged to achieve this goal.

Perkins Builders recognises that effective management of safety, health and environmental protection requires a system that seeks to identify any potential workplace hazards, assess the associated risks and implement, and review control measures to ensure they are effective in eliminating the hazard or reducing the risk.

The HSE Management Plan consists of seven (7) disciplines to reflect the seven HSE Standards of the Perkins Builders HSE Management System:

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- Commitment, Planning and Review
- Workplace Hazard Management
- Selection Induction and Training
- Communication, Consultation and Involvement
- Incident and Injury Management
- Monitoring and Measurement
- Continuous Improvement

4. Commitment, Planning and Review

4.1 Project HSE Management Plan

This HSE Management Plan has been developed to document the HSE management structure to be implemented and maintained by the Site Manager during the undertaking of works associated with **(Insert Project Name)**.

It defines:

- Site Manager's HSE objectives / key performance indicators (KPI's);
- HSE responsibilities;
- The framework for the administration of safety and environmental activities;
- Processes for recording and reporting of safety and environmental performance; and
- Inspection and review protocols for identification, elimination, or control of potential risk.

The HSE Management plan is specific to the project and is supplemented by the HSEMS. It is intended as a working reference, providing line management and employees with a documented resource necessary for them to achieve their objectives.

4.2 HSE Legal Requirements

The HSE Management Plan will be developed in accordance with Perkins Builders [90.01.04 Legal Requirements Procedure.pdf](#)

The HSE legal requirements directly applicable to the Perkins activities are incorporated within the HSE Management Plan and communicated to all relevant parties and continues to be monitored for any changes likely to affect legal compliance.

4.2.1 HSE Legal Requirements Identification.

The HSEQ Team (or their delegate), the Site Manager and or Project Manager will identify legal and other requirements applicable to the works during the development of the Project HSE Management Plan and **920 - Project Hazard Register.xlsm**. Applicable legal and other requirements will be located in the [942 - Project Legal Register.xlsx](#). The JHA/SWMS will reflect HSE legal requirements associated with the main hazards of the works. On reviewing and approving JHA/SWMS, the HSEQ Team, Project Manager and the Site Manager will indicate the legal requirements for the task where applicable.

4.2.2 HSE Legal Requirements Reviewing and Updating

The HSEQ Team will initiate and communicate required updates containing HSE legislative alerts, changes, amendments, or inclusions as per the [90.01.04 Legal Requirements Procedure.pdf](#)

A review of the HSE Management Plan will occur if the legislative alerts have an effect on activities and tasks performed on the works.

Immediate reviews of the HSE Management Plan will be carried out if the scope of activities and tasks performed on a works deviates significantly from that considered start-up and planning phases.

All obsolete legislative documents will be prevented from being used, either by being removed from use, or kept for record purposes (and clearly marked as superseded).

4.2.3 Access to and Communication of Applicable Requirements

Copies of all applicable legislation will be made available either electronically or in hard copy. Copies of legislation will be made available to any person upon request and in a timely manner.

The HSEQ Team are responsible for ensuring that all action-oriented requirements are clearly communicated to personnel assigned to carrying them out.

Quarterly Site Manager meetings, regular sub-contractor meetings, and monthly (as a minimum) toolbox talks are conducted and will be used to communicate HSE requirements, including legislative amendments.

4.3 Project HSE Management Plan Objectives and KPI's

Perkins Builders recognise its legislated duty of care and commitment to continual improvement in accordance with ISO 9001, 14001, 45001 & OFSC requirements. Measurable HSE Objectives and KPI's have been established in alignment with company Strategic Objectives, identified risks and compliance obligations, and informed by performance data (Including HammerTech). Progress will be monitored and reviewed to ensure ongoing compliance and improvement.

HSE MANAGEMENT PLAN OBJECTIVES AND KPI's					
ITEM	OBJECTIVE	MEASURE	TARGET	RESPONSIBILITY	TIME FRAME
1	Ensure completion of planned HSEQ inspections.	Number of HSEQ inspections completed vs planned	100% of planned inspections completed per project (minimum 1 per month or project duration if <12 months)	HSEQ Team	12-Month Period. (Or Project duration if shorter)
2	Increase visible HSEQ leadership engagement.	Number of leadership HSEQ observations completed	Minimum 4 HSEQ observations per leadership team member per year OR 1 per quarter per leader	Leadership Team	
3	Improve proactive hazard identification.	Total number of HSEQ observations (positive and negative) recorded	≥10% increase compared to 2025 baseline	Project Manager/Site Manager/HSEQ Team	
4	Increase Subcontractor engagement	Number of subcontractor HSEQ engagement campaigns conducted	Minimum 1 subcontractor HSEQ campaign per major work phase	Project Manager/Site Manager/HSEQ Team	
5	Improve environmental awareness and control.	Number of environmental observations recorded	≥10% increase compared to 2025 baseline	Project Manager/Site Manager/HSEQ Team	

Health and safety performance will be monitored using leading indicators focused on leadership engagement, hazard identification, consultation, and corrective action effectiveness rather than lagging indicators such as injury frequency metrics.

4.4 Project HSE Inspection & Monitoring Schedule

The Project HSE Inspection & Monitoring Schedule defines the planned inspection activities to be undertaken by the HSEQ Team, Site Management and Subcontractors involvement. The schedule ensures systematic monitoring of site conditions, work practices and compliance with WHS legislation, environmental requirements, ISO 45001, ISO 14001 and OFSC obligations. Inspection outcomes are recorded, corrective actions tracked, and trends reviewed to support risk management and continual improvement.

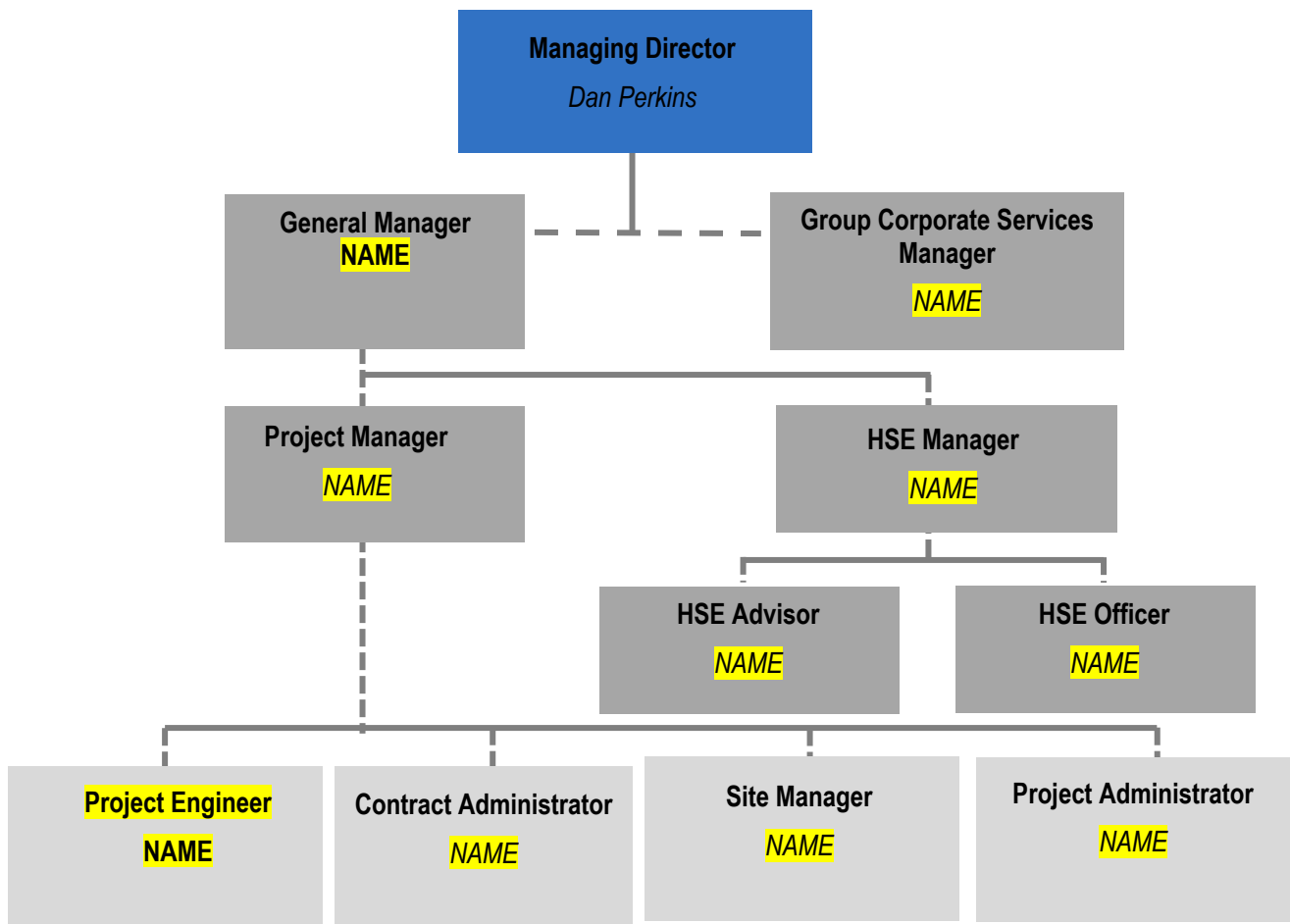
Inspection Type	Frequency	Responsible Person
Formal Inspections		
HSEMP Review	Monthly – Project Review Meeting	Project Manager or Site Manager
Monthly Inspection (973)	Monthly	HSE Team
Emergency Drill Record (935)	A minimum of two drills per project per year (including the offices)	HSE Team
Site Inspection (914)	Weekly	Site Manager
Subcontractor Focus Inspections	Minimum Completed 2 time a year (optional weekly to ensure subcontractor compliance)	HSE Team or Site Manager Designated Subcontractor
Leadership Inspections	Ad hoc	Senior Management
Site Manager Meetings	To be conducted quarterly	General Manager Project Manager Site Managers
Contract Admin Meetings	To be conducted quarterly	General Manager Project Manager/Contract Administrator
Union Activity / Worksafe Record (980)	In the event that a union is permitted to lawfully enter a Perkins site, the visit will be recorded on this form	HSE Team or Site Manager
Informal Inspections		
- Informal daily HSE Inspections conducted by the Site Manager; - Informal ad hoc HSEQ Inspections conducted by the HSEQ Team - Informal ad hoc HSE Inspections conducted by the Project Manager; - Plant and Equipment Pre-start checks conducted daily by the HSE Team;		

4.5 Management Commitment & Accountability

The Managing Director holds functional responsibility for implementing the objectives of Perkins Builders Work Health & Safety Policy and Environmental & Sustainability Policy and the minimum requirements as defined in Perkins Builders HSE Management Standards, Procedures and Practices. The Managing Director shall also ensure that the site Project Management Team have sufficient resources to perform their duties.

Any key personnel nominated on site shall give adequate notice of intended absence to the Site Manager and / Project Manager to ensure that a suitable temporary replacement can be identified (where applicable).

4.6 Project Organisational Structure



4.7 Contact Information

Project Manager: :	XXXX XXX XXX	Mobile: XXXX XXX XXX
Contract Administrator:	XXXX XXX XXX	Mobile: XXXX XXX XXX
Project Engineer:	XXXX XXX XXX	Mobile: XXXX XXX XXX
Site Manager:	XXXX XXX XXX	Mobile: XXXX XXX XXX
HSE Manager:	XXXX XXX XXX	Mobile: XXXX XXX XXX
HSE Advisor:	XXXX XXX XXX	Mobile: XXXX XXX XXX
HSE Officer:	XXXX XXX XXX	Mobile: XXXX XXX XXX

4.8 Responsibilities

Activities and responsibilities for the implementation of this plan and project specific tasks have been identified and are intended to provide continuous improvement through personal example and commitment.

4.8.1 Managing Director

The Managing Director holds ultimate responsibility for the Company's operational Work Health and Safety, and Environmental matters. To assist with meeting these obligations a so far as reasonably practicable approach will be taken when managing the health, safety and wellbeing of all workers and others who may be impacted. This includes the following.

- Ensure there is effective company policies for health, safety and environmental matters
- Ensure company policies for health, safety and environmental matters are communicated to all workers, and others to understand their individual responsibilities.
- Appoint competent persons, to assist with meeting legislative responsibilities as employers under the WHS Act 2020, and WHS (General) Regulations 2022.
- Provide adequate resources to meet the requirements of company policy and legislation
- Provide appropriate training (as required for personnel to conduct and fulfil their responsibilities and duties;
- When required, ensure notification and reporting to statutory authorities' procedures are developed, implemented and adhered to.
- Demonstrate leadership and commitment by review of both the WHS Policy and Environmental & Sustainability Policy. Develop and implement Company's strategic, business growth and developmental plans in consultation with key stakeholders.
- Demonstrate leadership and commitment through personal safety participation.
- Not accept behaviours that place workers and others at risk of harm or injury.
- Promote management accountability to undertake their responsibilities detailed in this Plan.
- Provide health, safety and environmental direction and support to the project team and functional Managers.
- Monitor progress and status of all contracts and input to issues as required.
- Determine reporting, assessment and analysis of performance processes.
- Participate in the development and implementation of the Company's strategic, business growth and developmental plans.

4.8.2 General Manager

The General Manager is accountable to the Managing Director for all matters relating to health and safety of workers and others. When required, this includes but is not limited to, managing environmental impacts from its operations. This includes the following.

- Provision has been made for resources and training necessary to carry out the project safely.
- Policies and procedures are communicated and applied throughout the project.
- Participate in the preparation and review of the Project Hazard Register.
- Implement and manage contract delivery in accordance with the BMS.
- Determining and effectively implementing contract management system procedures, and policy to ensure consistent application.
- Continue to develop the system and train workers accordingly, to promote company functional alignment.
- Overseeing project reviews. Managing project resources to meet agreed plans, budgets, and performance levels.
- Distributing/delegating work within the department, manage, and review output as required.
- Provide claims, reports etc. in conjunction with other departments operations to deliver best overall outcome.
- Liaise and assist Estimating Manager with tender compilation/submission.
- Review and monitoring of subcontractor and supplier performance.
- Implement Project HSE Management Plan.
- Facilitate satisfactory project completion and review functions.
- Conduct and document Project HSEQ Observation Record

4.8.3 Group Corporate Services Manager

The role of the Group Corporate Services Manager (or their delegate) . is responsible for ensuring the integrated Business Management System is maintained according to organisational and legislative requirements and to maintain a high level of Quality Assurance compliance and awareness amongst all personnel. This includes the following.

- Maintaining a high level of Quality Assurance compliance and awareness amongst all personnel.
- Monitoring compliance of the Integrated Business Management System with key performance indicators and report to Managing Director.
- Maintaining communications with relevant authorities (if required).
- Maintaining knowledge of current governing regulations, codes and practices.
- Facilitating the ongoing coordination, maintenance and implementation of the company's integrated Business Management System. Ensure systems are suitable and practical for current and future company operations.

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- Ensure adequate induction, training and operational capability of personnel in the use of the company's Business Management System.
- Initiating and delivering formal audit requirements regarding company health, safety, environment and quality systems.
- Facilitating and conducting internal auditing.
- Participating in external auditing ensuring continued third-party accreditation.
- Maintaining the Company's Records Management System.
- Ensuring safety training programs are in place.
- In consultation with the HSE Team assist with Employee Injury Management and the development of a suitable return to work programme in consultation with the injured employee and medical practitioners.

4.8.4 HSE Team

The HSE Team, led by the HSE Manager in the respective work jurisdiction, is accountable to the General Manager for matters relating to health, safety and environmental of workers and others affected by the Company's operations. When required, this includes but is not limited to, managing environmental impacts from its operations. This includes the following.

- Preparation and continuous revision / maintenance of the project HSE Management Plan and **Project Hazard Register**.
- Actively ensuring, the Company complies with its statutory obligations and that its procedures and practices are in conformance with relevant legislation, Australian Standards and any third-party accreditations.
- Review and monitoring of subcontractor and supplier performance.
- Identifying potential hazards, assessing related risk and implement appropriate control measures.
- Promoting and delivering safety training programs as required. (Including Inductions)
- Attending Handover, Commencement; and Project Meetings when applicable.
- Assisting with the development of a suitable return to work program in consultation with the injured person and medical practitioners.
- Communication of any current governing Regulations, Codes of Practices, Australian Standards and Guidance Notes relating to matters of HSE, to inform the Project Teams where required.
- Investigate all reported incidents, including near misses.
- Coaching and mentoring HSE Advisors, Officers and other workers of HSE issues.
- Maintaining communications with relevant authorities (as required).
- When required, prepare Project HSE reports for the Project Manager and General Manager, including HSE key performance indicators.
- Conducting site HSE Inspections as per defined frequency.
- Assisting with preparation of SWMS/JHA's, Inspections and Audits.

4.8.5 Project Manager

The Project Manager provides project direction and assistance to the Project Team on designated projects, in application of this HSE Management Plan. This includes the following.

- Overseeing the implementation and management of contract delivery and correspondence in accordance with the company's IBMS and client specifications.
- Ensuring document control on projects.
- Liaising with the Contract Administrators, **Project Engineer** and Site Managers regarding on-site project management as necessary.
- Initiating and/or conducting meetings with contractors concerning the project.
- Ensuring provision for resources and training necessary for the Project, to meet agreed plans, budgets, and performance levels.
- Ensures that Policies and contract management system procedures are communicated and applied throughout the Project.
- Participating in the preparation, implementation and review of the HSE Management Plan & **Project Hazard Register**.
- Overseeing review of specific reporting mechanisms within the designated project.
- Review and monitoring of subcontractor and supplier performance.
- Facilitating satisfactory project completion and review functions.

4.8.6 Contract Administrator

The Contract Administrator provides project direction and assistance to the Site Manager, in the application of this HSE Management Plan. This includes the following.

- Managing contracts allocated in accordance with the company's IBMS.
- Contractual correspondence as applicable to area of responsibility.
- Managing job files.
- Document control on projects.
- Liaising with the Site Managers regarding on-site project management as necessary.
- Initiating and/or conducting meetings with contractors concerning the Project.
- Establishing and updating records of all correspondence related to contract activity.
- Obtaining all permits and construction documentation and ensuring compliance with Statutory and Contractual requirements.
- Obtaining firm prices and placing orders with approved suppliers in accordance with the IBMS.
- Providing the compilation and submission of progress claims and variations.
- Collating all warranties, certificates, manuals and "as constructed drawings" for presentation to the Principal, head contractor or consultant.
- Buying/letting packages.
- Contract accounts verification.
- Providing appropriate recourses necessary to achieve project objectives.
- Providing information for the invoicing/finalizing of claims.
- Developing and understanding basic operational skills in estimating, procurement and tendering processes

4.8.7 Site Manager

The Site Manager has overall responsibility for the overall HSE performance of the project and personnel. This includes the following.

- Implementation, performance and compliance of the HSE Management Plan to Project requirements.
- Ensuring all personnel within the work area are working in a safe manner and abide by the safety, health and environmental requirements.
- All personnel within the work area are working to minimise environmental impacts on and around the Project site.
- Informing Project workers of their duties and responsibilities in regard to health, safety and environmental protection via a project induction.
- Ensure all high-risk activities have SWMS/JHA's completed.
- Completion and correct closeout of all inspections and HSE action items from the Improvement Request Register within Hammertech.
- Demonstrate leadership commitment through personnel participation at all levels of safety, health and environment on the Project.
- In collaboration with the HSEQ Team, conducting incident investigations and review reports.
- Ensuring workplace inspections are conducted in line with the inspection schedule.
- Ensuring Plant and Equipment Pre-start checks and regular routine maintenance are completed.
- Identified hazards are managed as per the **Project Hazard Register**.
- Direct control of all site elements of the construction process in accordance with specification and drawings.
- Adhere to the company's Intergrated Business Management System.
- Supervising allocated projects within the budgets for those projects.
- Compliance with Statutory Regulations and contractual obligations.
- Assisting in preparation of cost schedules for project variations.
- The security of site and equipment.
- Procurement of supplies, equipment, and plant-hire within delegated limits.
- Attending all site meetings as necessary, and liaise with Consultants, Suppliers and Management when required.
- Conducting and documenting Monthly Toolbox Meetings within HammerTech or [954 - TOOLBOX MEETING MINUTES AGENDA.docx](#)

4.8.8 HSE Advisors & Officers

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Ensuring the HSE Management System is implemented according to organisational requirements to maintain a high level of Health, Safety and Environmental compliance and awareness amongst all personnel. This includes but not limited to the following.

- Providing the Site Manager relevant HSE information.
- Preparing Project HSE Reports for the Project Manager when requested.
- Preparing, implementing and maintain the project HSE Management Plan and **Project Hazard Register**.
- Attending Handover, Commencement; and Project Meetings when required.
- Monitoring compliance with HSE key performance indicators and report to Project Manager and Principal if applicable.
- Maintaining knowledge of and provide communication on current Regulations, Codes and Practices, Australian Standards, Guidance Notes to inform the Project Team whenever revisions to the site-specific HSE Management Plan is required.
- Implementing the Project Induction training module.
- Assisting the General Manager and Corporate Services Manager in implementing HSE training programs.
- Coaching and mentoring for workers of safety, health and environmental issues when required.
- Consulting with workers and others as necessary in matters related to health, safety and environment.
- Assisting with the development of a suitable return to work program in consultation with the injured person and medical practitioners.
- Maintaining communication with relevant authorities (if required).
- Consulting with workers as necessary in matters related to health, safety and environmental protection at work.
- Identifying potential hazards, assess related risk and implementing appropriate control measures.
- Investigating injuries and reporting on all incidents, including near misses.
- Conducting Site HSE Inspections as per the determined frequency.
- Assisting with the preparation of SWMS/JHA's, Inspections and Audits.

4.8.9 First Aiders

Trained First Aiders are responsible for:

- Providing on the scene first aid assistance when required.
- Completing the [936 - First Aid Register.docx](#)
- Checking and replenishing first aid kit supplies in line with the [937 - First Aid Box Checklist.docx](#) (updating the checklist to suite project specific needs.)
- Liaising with external medical support where appropriate.

4.8.10 Workers

Workers are to so far as reasonably practicable undertake their respective tasks in a safe manner, which includes the following.

- Participating in hazard identification and elimination activities.
- Partaking in JHA/SWMS development.
- Following all reasonable HSE instructions.
- Regarding HSE as a central theme in their actions.
- Ensuring correct tools and equipment are used for all tasks.
- Using safety equipment and protective clothing supplied as appropriate.
- Effectively maintaining tools and equipment.
- Report to their Supervisor, any defects in plant or equipment and ensure they are tagged out accordingly.
- Warn other employees of known hazards.
- Actively participate in the projects HSE process.
- Report to their Supervisor, all incidents, and hazards at the time of occurrence.
- Complying with the relevant guidelines formulated and disseminated through induction, site coordination meetings and daily site instructions.

4.8.11 Subcontractors

Only approved subcontractors shall be used on the Project. All subcontractors on Perkins Builders projects will be required to:

- Comply with the requirements of the safety and health legislation.
- Produce SWMS for identified 'high risk activities' before any work is to start.
- Provide a Workers Compensation and Public Liability Certificate of Currency.
- Provide Training / competency certification in line with their activity.

- Any other relevant documentation required for the Project requested by Perkins Builders.
- Attend Perkins Builders Induction before commencing work.
- Comply with all JHA/SWMS prescribed for their particular work areas.
- Ensure that all plant, equipment, and appliances conform to statutory requirements.
- Promptly report and investigate all incidents involving their workforce to the Perkins Builders Site Manager that day.

4.9 Audits and Inspections

4.9.1 HSE Inspections and Audits

- Formal and informal HSE inspections have been identified in the Project HSE Inspection & Monitoring Schedule. ;
- Formal and informal HSE Inspections are to be undertaken by the principal and conducted at intervals as determined for the duration of the project.
- The formal monthly HSE Inspections aim to assess both site activities and project activities in relation to compliance with Perkins integrated HSE&Q Management System. Such inspections also assist with meeting compliance requirements against the Project Plan and the Project HSE Management Plan.

HSE Inspections of the workplace will be undertaken weekly by Site Managers using the Site Inspection Record ([HammerTech](#)). These inspections will examine all facets of safe work and environmental impacts on site and provide a documented process for Site Managers to identify issues and any resulting actions required.

Formal HSEQ Audits will be conducted on this Project in accordance with the project Audit Schedule as defined in the project Quality Management Plan (provided under separate cover)

Additional site HSEQ Inspections and Audits may be required to address additional hazards in consideration of the size, scope, and life of the Project. Should additional formal HSEQ inspections be required, an alternative schedule of Inspections will be determined and communicated.

HSE Inspection and Audit Tools ([HammerTech](#)) will be used for documenting HSE inspections and conducting HSE&Q compliance audits.

Site HSE Subcontractor Focus inspections and external audits (where applicable) shall involve subcontractors.

4.9.2 Project HSE Management Plan and **Project Hazard Register** Audit and Review

Audit

Upon Project commencement, the Project HSE Management Plan & **Project Hazard Register** will be audited as per the Project HSE Inspection & Monitoring Schedule [to understand if compliance has been met](#).

Review

To enable continual safety management system improvement, the Project HSE Management Plan and **Project Hazard Register** will be reviewed at the following intervals:

- Prior to commencement of works.
- At intervals progressively during the work, as determined at the first CRAW. and then in subsequent monthly project meetings and signed off on [990 - HSEMP Review Table.docx](#).
- During works, after a significant event, such as a workplace inspection hazard finding, a serious incident and or design change that may have consequential impact on operations
- After completion of works to ascertain lessons learnt and improve future planning.

To enable the HSEMP to reflect current operations any amendments required are to be communicated to the HSEQ team to reflect changes made.

To ensure effective consultation in the event changes are made, these are to be communicated to all workers on site.

4.9.3 Corrective Actions

Where a HSE issue, hazard, observation or non-compliance is identified during an inspection, or during a general site visit a corrective action will be logged within [HammerTech](#) and to be actioned by the agreed responsible person and timeframe.

The Project Manager maintains ultimate responsibility for ensuring all observations raised are actioned adequately and closed out within the required timeframe allocated.

Improvement requests and observations may also be raised as a result of an internal audit, external audit, customer complaint, incident or as an opportunity to improve a process within the company.

To promote internal/external system compliance, observations / Improvements and their corrective action shall be raised and closed out in accordance with [90.01.14 Incident Reporting Analysis and Corrective Action Procedure.pdf](#) and [65 - Non-Conformance & Corrective Action Procedure.pdf](#)

4.10 Contractor Management

To enhance Subcontractor working relationships, Perkins site personnel will work closely with all engaged Subcontractors through ongoing consultation and inclusion of site activities when practicable.

HSE Management of Subcontractors encompasses the following:

- Tender Stage;
- Pre-qualification;
- Subcontract Preparation Stage; and
- Construction Stage.

4.10.1 Tender Stage

Subcontractors are selected based on their ability to meet Perkins quality, commercial, safety, and environmental expectations.

The Managing Director and or Contracts Manager will ensure that the required information and documentation is obtained from Subcontractors.

The Subcontractor completes a Perkins Builders Contractor [P01-Prequalification.pdf](#) and achieve Pre-qualified Status as part of the evaluation of their level of HSEQ development and capacity to undertake the works, prior to engagement.

4.10.2 Pre-qualification

All subcontractors and consultants are required to complete the Perkins Pre-qualification process. Only successfully completed and approved pre-qualification's submitted by subcontractors and consultants are granted 'pre-qualified status'. Prequalification's are conducted in accordance with Perkins [20 - Job Control.pdf](#)

4.10.3 Contract Preparation Stage

Subcontractors will be required to attend a Pre-Contract Meeting with the Contracts Manager / Project Manager and Contract Administrator / Site Manager to identify and communicate Perkins requirements which will include, HSE expectations including conformance with the Perkins Builders HSEQ standards and WA WHS Legislation.

Once identified for a project, the Subcontractor will be issued a project specific HSE Management Plan, **Project Hazard Register** and draft Subcontract Agreement or Works Order and any other relevant project information documentation. The subcontractor will return and upload all documentation on Hammertech requested for review and approval prior to commencing onsite.

4.10.4 Construction Stage

The Subcontractor site representative shall be responsible for ensuring all HSE Legislative requirements are met with their employees on site and shall communicate HSE issues to employees.

The activities and work of Subcontractors will be regularly monitored by the Site Manager to ensure compliance with HSE and operational requirements.

The Site Manager will ensure a Safe Work Method Statement (SWMS) is complete for all identified high risk tasks, uploaded to Hammertech and that a SWMS Checklist via Hammertech, is completed for each SWMS.

As far as practicable, all High-Risk Activities will be identified by the Site Manager / HSE Officer and Project Manager / Site Manager. Subcontractors will then be requested to produce a SWMS for all identified activities.

A record of the SWMS will be uploaded into Hammertech, reviewed and accepted by the Site Manager, prior to the commencement of works. Where a SWMS is not adequate, the Site Manager will reject with comments via Hammertech.

Subcontractors shall be inducted before commencing any work. Subcontractor inductions shall be completed prior to arrival to site via Hammertech. A site-specific induction will be delivered by the Site Manager and/or the HSE Officer relevant to the work area in which the contract work is being performed prior to commencement.

No contractor shall commence work without completing a Perkins online induction via Hammertech, a site specific HSE induction, and signing onto the relevant SWMS.

5. Workplace Hazard Management

5.1 Hazard Management

All hazards identified will be assessed, in accordance with [90.01.01 Hazard - Risk Management Principles Procedure.pdf](#) considering the likelihood of occurrence and severity of consequences in relation to personnel and assets of the works.

An objective of hazard management is to implement a process for the identification, assessment, and control of hazards to mitigate the risk or to reduce the risk rating so far as reasonably practicable.

Throughout the duration of works, hazard identification tools and techniques will be used. Hazards that are identified will be managed by applying a risk rating and implementing agreed control measures. Identified hazards will be communicated to all site personnel by toolbox meeting as required and or via HammerTech.

The Site Manager is committed to involving personnel at all organisational levels in the hazard assessment process and will draw on the expertise of the Project Manager, Contract Administrator, HSEQ Department, and personnel directly involved in the risk area.

5.1.1 Epidemic / Pandemic

All Epidemics / Pandemics will be managed in accordance with the requirements of the [90.01.20 Epidemic Pandemic Procedure.pdf](#). An individual Action Plan will be developed by the Group Corporate Services Manager (or their delegate) and the HSEQ Team in consultation with senior management for the active or imminent epidemic / pandemic. The Action Plan will define information and management strategies implemented and monitored by Perkins Builders in accordance with the Government and Health directives relevant to its implementation.

5.1.2 Hazard Identification

Identified hazards in the workplace will consider:

- The situation or events or combination of circumstances that has the potential to give rise to injury or illness.
- The nature of potential injury or illness relevant to the activity, product or service.
- Past injuries, incidents and illnesses.
- How work is organised, managed, carried out and any changes that occur in this.
- The fabrication, installation, commissioning, handling, and disposal of materials, workplaces, plant, and equipment.
- The purchasing of goods and services.
- The inspection, maintenance, testing, repair, and replacement of plant and equipment.
- Design Risk Assessment
- Construct Only Project - Design Risk Assessment falls under the responsibility of the Principal and Principal's Representative and where provided will be incorporated into the Project HSE Management Plan and **Project Hazard Register**.
- Design and Construct Project – Design Risk Assessment falls under the responsibility of the Design Manager and where applicable shall be incorporated into the Project HSE Management Plan and **Project Hazard Register**.

5.1.3 Risk Matrix

The Site Manager is responsible for conducting a risk assessment for hazards identified on site. The risk assessment will determine the most likely consequences from a hazard and the probability of those consequences occurring.

Hazards with an Extreme (E) and High (H) risk rating are to be eliminated or have controls implemented to reduce the risk rating to an acceptable Medium (M) or Low (L). The hazards risk rating will be assessed as inherent risk rating (before controls in-place) and residual risk rating (after controls are in place). The risk assessment should be conducted using the following tables:

Likelihood Table				
Most likely probability of consequences following incident occurrence.				
Level	Likelihood	Description		
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Likelihood Table		
<i>Most likely probability of consequences following incident occurrence.</i>		
A	<i>Frequent</i>	<i>Consequence is expected to occur in most circumstances.</i>
B	<i>Often</i>	<i>Consequence will probably occur in many circumstances.</i>
C	<i>Sometimes</i>	<i>Consequence will probably occur in some circumstances.</i>
D	<i>Rarely</i>	<i>Consequence may occur in some circumstances.</i>
E	<i>Unlikely</i>	<i>Consequence may occur but only in exceptional circumstances.</i>

Consequence Table		
<i>Most likely harmful consequence expected following incident occurrence.</i>		
Level	Consequence	Description
1	<i>Major</i>	<i>Fatality or disability. High-cost losses.</i>
2	<i>Significant</i>	<i>Lost time injury. Medium to high-cost losses.</i>
3	<i>Moderate</i>	<i>Medical treatment. Low to medium cost losses.</i>
4	<i>Minor</i>	<i>First aid treatment. Minor cost losses.</i>
5	<i>Insignificant</i>	<i>Near miss (near hit) with possible minimal consequences.</i>

Risk Assessment Matrix					
Likelihood	Consequence				
	1 Major	2 Significant	3 Moderate	4 Minor	5 Insignificant
A Frequent	E (1)	E (2)	E (4)	H (7)	H (11)
B Often	E (3)	E (5)	H (8)	H (12)	M (16)
C Sometimes	E (6)	H (9)	H (13)	M (17)	L (20)
D Rarely	H (10)	H (14)	M (18)	L (21)	L (23)
E Unlikely	H (15)	M (19)	M (22)	L (24)	L (25)
<i>Likelihood x Consequence = Risk rating</i>					

Risk Score Table		
Rating	Risk	Description
E	Extreme	<i>Unacceptable level of risk. Interim corrective action required to reduce risk immediately, with permanent corrective action planned with high priority.</i>
H	High	<i>Undesirable level of risk. Interim corrective action required if practicable, with permanent corrective action required to reduce risk with high priority.</i>
M	Medium	<i>Marginal level of risk. Planned corrective action may be required to reduce risk to lower level if so far as is practicable with medium priority. Alternatively, risk may be tolerable and additional corrective action may not be required.</i>
L	Low	<i>Tolerable level of risk. Risk controlled to as low 'as reasonably practicable' and additional corrective action is not required.</i>

5.1.4 Hazard Control

Following the risk assessment process, personnel will determine the control measures. Corrective action will be taken to control the hazards with priority given to hazards with the highest risk rating of Extreme (E) and High (H).

The hazard controls will follow the 'practicable' principle as follows:

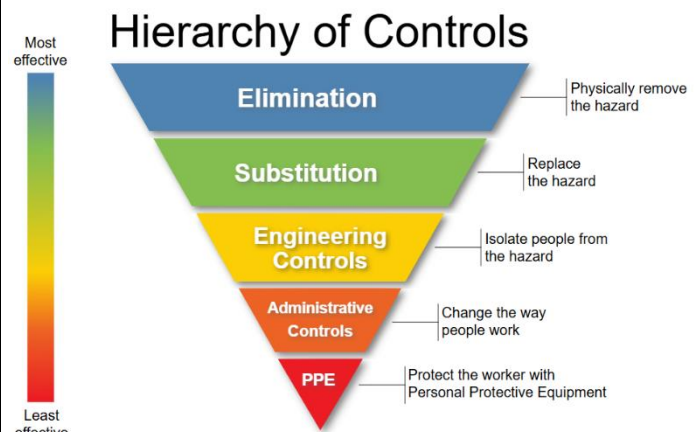
- The risk is associated with the hazard.
- The state of knowledge about the hazard.
- The suitability and availability of hazard control measures.
- The cost of control versus the cost of no control.
- Common industry practice is considered.

Control options will also be assessed on the extent of risk reduction and any additional benefits. Several options may be considered and applied individually or in combination.

To assist with determining the most appropriate control measures the following 'Hierarchy of Control' is to be applied.

The 'Hierarchy of Control' refers to the systematic strategy used to control hazard exposure. To assist with this process the controls are ranked in the order of the effectiveness and desirability commencing from 1. Elimination then proceeding downward as identified within the following Model.

Hierarchy For the Control of Hazards		
1	Eliminate	The complete elimination of the hazard. Completely remove the hazard e.g. design hazard out of environment.
2	Substitute	Replace with a safer alternative e.g. replacing a hazardous chemical with a less hazardous alternative, or one of less concentration.
3	Engineering	The use of engineering modification to reduce the hazard. This includes enclosures, automation process, mechanical or structural modification e.g. the use of a mechanical device for heavy loads to reduce manual handling injuries.
4	Administrative	WHS safe work procedures, organising activities at appropriate times, rotation of people to reduce exposure, limiting exposure times etc e.g. a documented standard work instruction for a hazardous task or process
5	Personal Protective Equipment	Provide personal protective clothing and equipment. This is a last resort measure only or short-term controls are being implemented e.g. the use of gloves to protect hands.



5.2 Project Hazard Register

The **Project Hazard Register** will be determined as per the [90.01.02 Hazard - Risk Management Practices Procedure.pdf](#)

The **920 - Project Hazard Register.xlsm** will contain as far as reasonably practicable the risks and mitigating control measures for the project.

A **Project Hazard Register** will be maintained by the Site Manager to provide an ongoing record of hazards identified during the project and made available for use by all personnel.

The Site Manager will review the **hazard management requirements** with management at Site Manager Meetings and will ensure that appropriate controls have been introduced to either eliminate or mitigate hazards where they have been identified.

The Site Manager will verify the **Project Hazard Register** within the first week of the project. Any changes to the register will be communicated to project personnel at pre-start meetings, toolbox talks and on HammerTech

5.3 Hazard Reporting

Project hazard reporting will be completed as per the [90.01.02 Hazard - Risk Management Practices Procedure.pdf](#)

Sub-contractors and employees will be encouraged to report all observed hazards. Hazards / observations will be reported on HammerTech.

The reported hazards will be investigated and assessed to ensure timely remedial / preventative action(s) are taken by the Site Manager (or authorised responsible person).

5.4 Design Review

Design and Construct projects and Construct only projects will be assessed prior to possession of site based on the design review provided by the Architect/Superintendent. The Contract Administrator/Project Manager is responsible for requesting the design review and will issue a [956 - Design WHS Request Letter.docx](#) to the Architect/Superintendent to request such prior to possession of site.

5.4.1 Design Change Management

Should a request for design changes occur from the architect or Principal, these changes will be assessed for any health, safety and environmental considerations before implementation occurs via Variation Request on Aconex.

Should design changes have a significant impact or change to the construction practises already reviewed for the project; then a further Risk Assessment will be conducted engaging relevant parties. When design changes have been made, this HSEMP and [920 - Project Hazard Register.xlsm](#) shall be reviewed and updated accordingly.

Any HSE hazards resulting from design changes during the construction phase are to be communicated to all site personnel via a toolbox meeting and changes are to be noted on the toolbox minutes on HammerTech

5.5 Job Hazard Analysis (JHA)/Safe Work Method Statement (SWMS)

When undertaking 'High Risk Activities' a JHA/SWMS will be completed in accordance with the [90.01.10 JHA SWMS Procedure.pdf](#) When developing SWMS they are to include construction methodology (a sequential) approach in consideration of hazards, risks identified, and control measures implemented to so far as reasonably practicable mitigate potential hazards and risk prior to commencement. When undertaking 'High Risk Activities' all workers are to be appropriately trained and hold a valid 'High Risk Licence'. For record keeping purposes, all "High Risk Licences" will be logged within HammerTech.

The Site Manager is responsible for reviewing all JHA/SWMS, whether prepared by Perkins or subcontractors, prior to the commencement of works. Each JHA/SWMS will be assessed for adequacy and either accepted or rejected, with guidance provided by the HammerTech JHA/SWMS Checklist.

The Site Manager will monitor the implementation and effectiveness of the identified control measures by physically observing the works and verifying that tasks are being undertaken in accordance with the approved JHA/SWMS.

Work Health and Safety (General) Regulations 2022 (Chapter 6.1 Reg 291) – High Risk Activities

					
Risk of a person falling more than 2 meters	Working on a telecommunication tower	Demolition of loadbearing structure	Work on or near chemical fuel or refrigerant lines	Work on or near energised electrical installation or services	Work in an area that may have a contaminated or flammable atmosphere
					
Likely to involve disturbing asbestos	Temporary loadbearing support for structural alterations or repairs	Work in or near a confined space	Tilt-up or precast concrete elements	Work on, in or adjacent to a road, railway, shipping lane or other traffic other than pedestrians	Work in an area with movement or powered mobile plant
					
Work in or near a shaft or trench deeper than 1.5m or a tunnel	Use of explosives	Work on or near pressurised gas, mains or pipping	Work in areas with artificial extremes of temperatures	Work in or near water or other liquid that involves a risk of drowning	Diving work

For further information please contact your HSE Team

5.6 Hazardous Substances / Dangerous Goods and Safety Data Sheets (SDS)

All Hazard Substances / Dangerous Goods and (SDS) are used or stored on site, shall be managed in accordance with the [90.02.12 Hazardous Substances - Safety Practice.pdf](#) and legislative requirements. Their use and storage shall be assessed in the relevant **Job Hazard Analysis (JHA)** or **Safe Work Method Statement (SWMS)** prior to commencement of work, with appropriate control measures implemented to minimise risk to personnel, property, and the environment. **Safety Data Sheets (SDS)** provided by the manufacturer or distributor will be uploaded to the **Perkins Hammertech project portal** before site arrival or work commencement, maintained on site for reference, regularly reviewed and updated as required, and replaced when more than five years old. An **SDS Register** will also be maintained through Hammertech for all substances on the project. All substances will be properly **labelled, stored, and handled** in accordance with legislative requirements, with designated storage areas defined by the Site Manager, appropriate **signage** displayed, and a **tested and tagged fire extinguisher** available and maintained for the duration of the project.

5.7 Asbestos

Perkins Builders recognises asbestos and asbestos-containing materials (ACM) as a high-risk hazard on construction sites. All asbestos work is strictly managed by **licensed asbestos assessors and removalists**, with Perkins Builders coordinating site access, exclusion zones, and communications to ensure the safety of workers and the public. Suspected or confirmed asbestos must be reported immediately, the area isolated, and no work undertaken until a licensed specialist has assessed the material. For detailed guidance on responsibilities, control measures, training, and regulatory requirements, refer to the [90.02.19 Asbestos or \(ACM\) Management Safety Practice.pdf](#).

5.8 Manual Handling

Manual handling includes any task that requires lifting, carrying, pushing, pulling, or restraining objects or people and can cause injuries such as sprains, strains, and back damage. All manual handling hazards are identified and risk-assessed in accordance with the [90.02.08 Manual Handling - Safety Practice.pdf](#) and incorporated into JHAs/SWMS, with low lifting avoided wherever possible. Where lifting cannot be avoided, personnel are trained to use safe techniques, including secure grips, stable bases, keeping objects close, and moving smoothly to minimise injury risk, while Site Managers ensure adequate resources, monitoring, and controls are in place. All personnel are responsible for following training, reporting hazards, and participating in risk management to ensure manual handling activities are conducted safely.

5.9 Supervision

To ensure resources are suitable, the Site Manager will monitor their adequacy and advise the Project Manager of any concerns to enable prompt action to address deficiencies so far as reasonably practicable.

5.10 Purchasing and Procurement

The procurement of subcontractors and suppliers shall be conducted in accordance with the [90.01.09 Subcontractor and Visitor HSE Management Procedure.pdf](#) – Subcontractor section, the [30 - Purchasing.pdf](#), and the [90.01.02 Hazard - Risk Management Practices Procedure.pdf](#). Only contractors who have achieved Perkins prequalification status, including assessment of commercial, safety, environmental, financial, and resource capabilities, shall be engaged unless otherwise specified by the client. Prequalification includes a HIRAC-based evaluation to identify and mitigate risks, supported by documentation, inductions, competency verification, and project-specific HSE requirements communicated via Aconex and uploaded to Hammertech. Subcontractors must accept contract terms, provide current insurance, ensure all personnel complete required inductions, and maintain records such as SDS, JHA/SWMS, certifications, licences, and medical information. Additional risk assessments may be conducted post-tender or during project engagement, and Site Managers will monitor and implement controls to ensure all subcontractor activities comply with Perkins' HSE standards and applicable legislation.

5.11 Project Record Keeping

- Project Record Keeping will be maintained in accordance with [70 - Document and Records Management Procedure.pdf](#) to promote effective record keeping practices

5.12 Security, Site Entry, Parking and Amenities

5.12.1 Site Access

- The Perkins work area will be designated by temporary fencing in accordance with the site layout plan. All workers will be required to sign in daily on HammerTech.
- Where site access will be required outside of normal operating hours, Perkins employees and subcontractors are responsible for securing gates and fences at the end of shift. To ensure the site is secured a nominated person will conduct an inspection at the end of the shift, to mitigate unauthorised access.

Security fencing, barricading, hoarding and signage will be used as a means of a barrier to control interaction with the public.

5.12.2 Parking

- Contractors, Perkins workers and visitors to park within the allocated parking area designated by **(Insert Principal)** and/or Perkins Builders.
- The only vehicles permitted in other areas of site will be for the purpose of delivery or pick up of materials., vehicles, equipment or Plant.

5.12.3 Delivery of Goods

- Access to working areas for deliveries will be defined by agreed routes via main gate access.
- All delivery drivers/truck drivers who will be visiting site on a regular basis require induction to provide understanding of site requirements. Single visit drivers may not require induction however they must not leave their vehicle and escorted by an inducted person.
- Prior to unloading, the delivery driver will check the designated laydown location with the Site Manager.
- When unloading, correct equipment and competent operators will be used.

5.12.4 Site Amenities

- Site amenities shall include a combination of the following:**
- 1 Site office (TBA)**
- 1 Site Induction / First Aid room (TBA)**
- 1 Site Lunch Room (TBA)**
- 3 Male Toilet Pans & Wash facility (TBA)**
- 1 Female Toilet Pan & Wash facility (TBA)**

The above amenities will be provided and maintained by Perkins for use during the project.

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All persons on site will make a concerted effort to ensure all amenities provided are left neat and tidy, and used only for their intended purpose.

6. Significant Aspects

6.1 Solid Waste Management

All solid waste on site will be managed in accordance with the [90.02.14 Waste Management - Safety Practice.pdf](#) relevant legislation, and any project-specific Waste Management Plan. Waste will be segregated into oily, recyclable, and general waste streams, with recycling opportunities assessed and implemented wherever practical. Where segregation on site is not viable, licensed waste contractors will be engaged to provide sorting, disposal, and recycling services.

6.2 Recyclable Waste

Recyclable materials will be removed and segregated by suitably licensed waste contractors, with ongoing records maintained to ensure traceability. Office-based recycling of paper and other materials will be encouraged, and excavated materials that are not prescribed waste will be assessed for reuse on site, transfer to other projects, or beneficial re-use as landfill cover. Preventative measures, including appropriate purchasing, material handling and minimising packaging, will be implemented to reduce waste generation, protect constructed works, and ensure efficient resource use throughout the project.

6.3 Dust Management

General dust management will be conducted in accordance with the [90.01.15 Dust Management Procedure.pdf](#) and the WA Department of Water and Environmental Regulation (DWER) guideline for managing dust and associated contaminants. The **Site Manager** is responsible for completing the [965 - Dust Management Site Assessment.pdf](#) before commencing any construction activity, classifying the site from Class 1 to 4 based on threshold scores and proximity to other land uses, with additional controls applied during the dry period (October to March). Dust control measures include **the use of water-carts, wind fencing, surface stabilisation, hydromulch, chipped vegetation, and chemical stabilisation** as appropriate to the site classification, with equipment and procedures available to implement these measures promptly. Advisory notices to adjoining land occupiers, local government, and the EPA are issued where required, and all dust-related complaints are reported to the HSE Department for recording and follow-up. Site Managers are responsible for ongoing monitoring, maintenance of control measures, and ensuring compliance with site-specific dust management requirements.

6.4 Emissions from Plant and Vehicles

Perkins Builders endeavour to reduce the emissions of air pollutants from vehicles and plant operating onsite.

This may be achieved by ensuring maintenance of machinery is regular (and documented) to minimise and eliminate emissions. Operators will also be under instruction not to leave machinery idling when not in use.

6.5 Internal Air Quality Management

Activities such as drilling, coring, cutting, chasing and sanding have the potential to generate dust, silica and other airborne contaminants that may impact workers and adjacent occupied areas. Prior to commencing works, the Site Manager shall ensure hazards are identified, services located, structural integrity confirmed (including structural engineer approval where required), and a JHA/SWMS and Drilling/Coring/Cutting Permit (via Hammertech) are completed and approved in accordance with [90.02.15 Drilling, Coring, Cutting - Safety Practice.pdf](#). Construction areas will be isolated from occupied spaces where practicable using hoarding or plastic sheeting, and the hierarchy of control applied, including elimination, isolation, wet cutting, local exhaust ventilation with HEPA filtration, dust suppression, and suitable ventilation. Where airborne contaminants cannot be fully controlled, minimum P2 respiratory protection and appropriate PPE shall be worn, and vacuum systems with disposable bags used to prevent dust becoming airborne during works and clean-up. Site Managers will monitor compliance, ensure dust does not impact other workers or the public, manage complaints, and verify that all works are left clean, safe, and structurally sound upon completion.

6.6 Surface Hydrology and Drainage Management

All surfaces run off from work activities will be contained in sumps to prevent pollution and erosion. Sumps will be pushed back and rehabilitated once works are complete.

Perkins Builders will review civil designs to ensure they include appropriate drainage requirements to prevent erosion and disturbance of rehabilitated or previously undisturbed areas.

De-Watering Management Plans will be developed separately by specialist contractors if required and will address these issues specifically as it applies to the de-watering activities.

6.7 Noise Management

Work requiring noise management will be conducted in accordance with the [Environmental Protection \(Noise\) Regulations 1997](#), and section 6 of AS 2436:2010 – Guide to Noise and Vibration Control on Construction, Demolition, and Maintenance Sites in conjunction with the [90.02.13 Noise Management - Safety Practice.pdf](#)

If a Noise Management Plan is deemed necessary from results of routine monitoring, is a requirement under the contract, or is required by a relevant regulatory body, the [966 - Noise Management Plan.docx](#) will be used.

6.8 Acid Sulphate Soil Management Plan

Upon identification of Acid Sulphate on a project site, Perkins will engage a consultant to develop an Acid Sulphate Management Plan in accordance with legislative requirements and Principal specification.

6.9 Indigenous Heritage Management

For the duration of the works, the Site Manager shall maintain a visual survey for the presence of potential indigenous artefacts. During the induction process workers will be informed about the need to watch for potential artefacts and report to the Site Manager immediately if anything is discovered.

Any indigenous artefacts (actual or suspected) discovered during the works will be reported to the General Manager as soon as practicable.

The Project Manager / Site Manager will also report the incident to the (Insert Principal) nominated authority within 24 hours.

In the event of a discovery works shall be suspended in the immediate area, and the area cordoned off until advice is received from the General Manager.

6.10 Flora and Fauna

Perkins Builders Land Disturbance, Flora and Fauna work practices, shall aim to preserve all flora and fauna as identified within the specification by all lawful means and in accordance with [45 - Environmental Management.pdf](#)).

Perkins shall discourage by all legal means the possible destruction, or unnecessary development of any part of the site. We shall encourage rational site land use and ensure preservation areas within the site clearly marked and communicated to all site personal.

A direct relationship shall be developed with relative agencies to ensure best practices are maintained when flora and fauna issues, which are not predetermined, arise.

6.11 Social Environment

To minimise effects on public amenity that may be interrupted or affected by construction, residents and property owners may be notified in writing before the works commence if required. The letter would contain approximate details of the intended work, the duration of the activities, information regarding any access interruptions, traffic disruptions and details of whom to contact with questions regarding the work. Permission will be sought by the Principal Project Manager if there is any need to access private property.

Any complaints concerning construction activities on this project will be dealt with promptly by the Project team and General Manager and resolved to the satisfaction of all parties. Complaints, either verbal or written will be logged monitored, and closed out.

6.12 Vibration Management

Vibration generated by the proposed works is not expected to impinge on local buildings or the environment as there is no construction methodology that requires excessive vibration (impact driven piles, drilling/jackhammering large amounts of stone or rock bases). The geology of all of the sites does not indicate that there are rock formations that are close to the surface therefore it is anticipated that excavation works will not require impact or vibration causing methodologies.

Activities that could cause vibration are:

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Rock breaking using an excavator or a backhoe – this practice is used to break rocks that are encountered subsurface during excavation. It is unlikely that there will be a lot of rock breaking during the project as the geology of the sites is mainly clay and sand.

Bulk earthworks compaction – this would be achieved through a vibrating roller which is expected to produce the most vibration during our construction activities.

Compaction of trenches – this would be achieved through a plate whacker which is operated by hand. This is not expected to provide large amounts of vibration.

Where these activities are required to be undertaken the Site Manager will review the vibration impact and the potential effect on surrounding premises. If the vibration is considered to be detrimental the methodology will be reviewed and where possible control measures such as using a smaller machine (less vibration) to achieve the same outcome will be used.

Vibration management is mostly directed towards either preserving heritage/adjoining structures that are on/or adjoining the site that could be affected by the construction works. No heritage items have been identified on the site. Therefore, vibration management is only applicable to adjoining structures/properties.

Prior to undertaking any works on site Perkins will conduct a dilapidation report for any surrounding buildings and hard landscaped areas. This report will serve as record of current defects/damage has been sustained to adjoining properties. Perkins can then compare this record to any subsequent damage caused after the construction works to allow a determination if any subsequent damage has been caused by our construction processes.

7. Selection, Induction and Training

7.1 Training

Training and Competency requirements will be identified and incorporated into this HSE Management Plan in a manner described in the [80 - Human Resources.pdf](#) procedure. The [811 - Mandatory Training Requirements.xlsx](#) lists all competencies required for all positions within Perkins Company Structure. Therefore, there must be a consistent and comprehensive approach for investing in people as an integral part of project performance.

Perkins Builders ensures that all workers are competent on the basis of appropriate education, training, skills, and experience in consideration of the following.

- Determining the necessary competence of personnel;
- Maintain appropriate records of education, training, skills and experience; and
- Developing a training and competency matrix.

All training documentation will be archived in accordance with the [70 - Document and Records Management Procedure.pdf](#)

7.2 Employment Selection

All Perkins Builders personnel employed on the Project will have adequate work experience in the task in which they are employed and hold the appropriate qualifications/licenses for the position.

Employee Selection will be identified in a manner described in the [80 - Human Resources.pdf](#) procedure.

The Site Manager will ensure all personnel undertaking work on site are fit to undertake required duties and not affected by alcohol and drugs as per the [90.01.07 Employee Health Procedure.pdf](#) and [90.02.16 Drug and Alcohol Procedure.pdf](#)

7.3 Licenses and Certificates of Competency

Perkins licence and certificates of competency requirements will be identified and retained in a manner described in the Perkins [80 - Human Resources.pdf](#) procedure.

All Perkins workers, licenses and certificate of competencies are recorded and maintained by HR.

All project personnel, performing activities or tasks on the project that require licenses or certificates of competency will present their licences at time of induction for verification. Details of all licenses and certificates of competency will be recorded on personnel's induction record in HammerTech.

Note: To be used as a guide – minimum requirements acceptable by Perkins.

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Licence / Certificate / Competency	Skill / Competency required
Plumbing	Licence - Plumber
Gas	Licence – Gas Fitter
Electrical	Licence - Electrician
Asbestos Removal	Licence – Asbestos Removal (Restricted/Unrestricted)
Rigging	High Risk Licence
Dogging	High Risk Licence
Scaffolding	High Risk Licence
Crane	High Risk Licence
Boom Pump	High Risk Licence
Hoist	High Risk Licence
Forklift	High Risk Licence
Boom Lift > 11 metres	High Risk Licence
Tilt Panel	Competency Certificate
Loader	Competency Certificate
Telehandler	Competency Certificate
Demolition	Competency Certificate
Boom Lift < 11 metres	Competency Certificate
Scissor Lift	Competency Certificate
Excavator	Competency Certificate
Grader	Competency Certificate
Roller	Competency Certificate
Skid Steer Loader	Competency Certificate
Scraper	Competency Certificate
Quick Cut Saw	Competency Certificate

NOTE: All earthmoving equipment used to conduct a lift is considered to be a crane and crane qualifications apply to all involved (i.e. crane operator, rigger, dogman).

If you are uncertain about any other item of plant or equipment, please refer to the Work Health and Safety (General) Regulations 2022 – Schedule 4 or contact the HSE Team.

7.4 First Aid Representatives

First Aid services will be provided as described in the [90.01.13 First Aid Procedure.pdf](#) First Aid Representatives in consultation with the designated HSE Team member is responsible for ensuring their first aid boxes are replenished and available for use when required. Bulk storage of First Aid Kits are located at the Perkins site office and checked monthly.

All first aid treatments should be recorded in Hammertech.

When determining adequate numbers of personnel with appropriate 'First Aid' qualifications available on a Project a risk-based approach will be taken in accordance with site dynamics.

The names of the First Aid Representatives for the project will be placed on the notice board and named in the project induction.

7.5 Safety and Health Training Assessment

Training requirements will be identified and incorporated into the HSE Management Plan in a manner described in the [80 - Human Resources.pdf](#) procedure.

Where necessary, additional training will be arranged to ensure Perkins Builders staff are able to satisfactorily perform their duties as stated in the [80 - Human Resources.pdf](#) procedure.. Project personnel will be suitably qualified on the basis of appropriate education, training, and/or experience as is necessary to meet the requirements of the tasks they are employed to conduct.

7.6 Procedure Training

Procedures will be available to personnel via the Perkins Builders intranet or in hardcopy where computer access is not available.

Personnel will be advised of specific procedures prior to commencing the respective task. This training may occur during the Project Coordination meetings, be included within a JHA/SWMS, or through a specific training session, as required.

Critical procedures are those tasks where a procedure constitutes the main hazard control, or when non-compliance with a procedure could result in a serious injury, property damage, or environmental harm. Personnel who are required to work under critical procedures must be appropriately trained and may include a competency assessment.

All training will be delivered by personnel deemed competent to conduct the training.

7.7 Induction

7.7.1 Safety and Health Induction

The induction process in place for this project is:

1	All Project personnel must complete National Construction Safety Awareness Training (white / blue card) before commencing work on site and ensure it's readily available to view when requested.
2	All Project personnel will successfully complete the Perkins HammerTech Online Induction.
3	All personnel who attend a Project specific HSE Induction will complete and sign a 901 - Site Specific Induction Checklist.docx prior to commencing on site. All completed site induction records shall be filed and maintained in site files for the duration of the project.

7.7.2 Visitors

Visitors are to sign in on the HammerTech kiosk at the site office and be accompanied by Perkins Builders Project personnel for the duration of their visit.

Persons entering the site for visitor purposes will undergo a Visitor's Induction. The Visitor's Induction will be delivered by the Site Manager (or authorised Perkins Builders delegate) to provide basic understanding of site expectations.

A [901 - Site Specific Induction Checklist.docx](#) will be completed for each Visitor and filed on-site for the duration of the Project.

All induction records will be archived and retained in accordance with the Document and Records Management Procedure (70).

7.7.3 Young Workers

A young worker is defined as being under 18 years of age and has less than 2 years industry experience.

Young workers will wear and be identified by Fluorescent Orange Sticker on hard hat. Induction record will possess fluorescent orange sticker and be filed in the young worker section of the induction folder.

All young workers will always be supervised by the designated authorised site supervisor. Upon and during commencement of work, all young workers will read, the [Policy Statement Young Worker.pdf](#) and conduct themselves accordingly.

7.8 Issue Resolution

Issue resolution will be identified and incorporated into the HSE Management Plan in a manner described in the [90.01.06 Consultation, Communication and Issue Resolution Procedure.pdf](#)

Resolution of health, safety and environmental issues arising on the project will be managed by the Site Manager, Project Manager or HSEQ Team.

It is the intention of the Site Manager to resolve all health, safety and environmental issues whilst wherever possible maintaining productive work.

The following process will be used by the Site Manager:

Step 1 - Any identified issues in the workplace will immediately be brought to the attention of the Site Manager.

Step 2 - Where possible the issue is to be resolved between the Site 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 the Project Manager and the sub-contractor representative. Further escalation to senior management is at the discretion of the Project Manager.

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 Project Manager or delegate, subcontractor representative, employee, or sub-contractor will attempt to resolve the issue.

Step 5 - If there is an immediate threat the Site Manager may order work cessation and allocate other work for the employee or sub-contractor.

Step 6 - For unresolved issues, external Consultants may be enlisted to assist with the resolution of the issue. The long-term resolution of issues will follow the hazard and risk management process.

The Site Manager will keep records of the resolution process.

Personnel failing to comply with the HSE requirements may be disciplined and re-educated to the Project requirements. Throughout the Issue Resolution process, the Site Manager will so far as reasonably practicably maintain a consultative approach when considering disciplinary action.

7.9 Employee Health

7.9.1 Fitness for Work

Employee Fitness for work will be managed in accordance with the [90.01.07 Employee Health Procedure.pdf](#)

7.9.2 Drugs and Alcohol

All personnel on site are to comply with the [Policy Statement Fitness for Work.pdf](#).

No person shall be permitted onto the project work site or offices while under the influence of alcohol or non-prescribed drugs. In the event of a person using prescribed legal medication, they must advise the Site Manager prior to commencement of any work on the Project.

The Site Manager will so far as reasonably practicable:

- Ensure no personnel performs any work or service whilst under the influence of alcohol or illegal substances.
- Perkins reserves the right to withdraw site access of personnel suspected of being under the influence of alcohol or other illegal substances.
- Drugs and alcohol are not permitted to be stored or consumed on this site.

Perkins sites are subject to random drug and alcohol testing in accordance with [90.02.16 Drug and Alcohol Procedure.pdf](#)

7.9.3 Workplace Health Monitoring

Where the Site Manager identifies potential adverse health effects in association with the use of chemical or hazardous materials; and / or work procedure; Workplace Health Monitoring will be initiated in accordance with the [90.01.07 Employee Health Procedure.pdf](#) Strict confidentiality applies to all records and results arising from Workplace Health Monitoring.

7.9.4 Smoking & Vaping

Management of smoking/vaping on site will be in accordance the requirements of the [90.01.07 Employee Health Procedure.pdf](#)

Smoking/vaping is prohibited within all **enclosed areas**. This includes offices, meeting rooms, cribs, vehicles, amenities and all other enclosed areas.

7.9.5 Wellbeing Stations

Perkins will supply Wellbeing Stations on all projects at practical locations to ensure adequate hydration, first aid and fire suppression equipment is available to all personnel across our sites. Wellbeing Stations will be established during the mobilisation stage of a project and maintained for the duration of the project (where practicable to do so). The location of the Wellbeing Stations can be identified on the Site Evacuation/Emergency Layout posted on the Site Managers notice board and crib rooms.

7.9.6 Hygiene

High standards of personal hygiene are essential at all times. Working and sharing facilities near other workers demands cleanliness to ensure comfort for everyone and to prevent the spread of sickness or disease.

The only outlets for washing and drinking water (treated water) are in designated crib rooms, washrooms, drinking fountains, and emergency eye wash/safety shower locations.

Under no circumstances should workers attempt to wash or drink from any other outlet than those mentioned above.

7.9.7 Employee Assistance Programme (EAP)

The management of EAP on site will be to the requirements of the [88 - Employee Assistance Procedure.pdf](#)

Confidentiality of EAP services is guaranteed.

The Group Corporate Services Manager will discuss referral of employees to EAP in consultation with the Managing Director / General Manager.

7.10 Prohibited Activities

Indulgence in practical jokes, fighting, possession of firearms, while on the project site, are strictly prohibited, and may result in the immediate withdrawal of site access.

A mobile phone must not be used, where its use could cause a safety hazard, such as but not limited to:

- Operating any form of mobile machinery,
- Dogging or guiding suspended loads,
- Working with rotating or moving/mobile machinery, such as drills; and
- Traffic Management.

7.11 Safe Practice Rules

Safe Practice rules included herein have been established as the Minimum Rules, applicable to the work. The contractor may have similar/or additional rules for each specific discipline. In case of conflict between the contractor's rules and these regulations, the more stringent shall apply:

- All necessary steps shall be taken to ensure the Site and the temporary facilities are maintained in a clean, healthy and sanitary condition. Rules of cleanliness and orderliness will be enforced amongst all workers working on site.
- It is prohibited to bring onto Site, firearms, lethal weapons, or explosive powered tools without written authorisation for use.
- Assault, intimidation, or abuse of any person will result in the removal from Site and / or dismissal and / or prosecution.
- Vehicle drivers will have a valid vehicle Drivers' Licence. Equipment operators will provide valid appropriate certification and records of experience.
- Personnel found breaching rules may be subject to disciplinary action.

7.12 Psychosocial Management

Perkins Builders is committed to providing a mentally healthy and safe workplace by identifying and managing psychosocial hazards that may arise during the project. Psychosocial risks, including work-related stress, bullying, harassment, fatigue, high job demands, poor communication and exposure to traumatic events, will be managed through project planning, consultation with workers, effective supervision, workload management, incident reporting and access to employee support services where required. Psychosocial risks will be monitored throughout the project and addressed in accordance with the [WorkSafe WA Code of Practice: Psychosocial Hazards in the Workplace](#).

8. Communication, Consultation and Involvement

One of the most important elements of the management of HSE is the open communication of information between levels of management and their workers.

Communication, consultation and involvement requirements will be identified and incorporated into the HSE Management Plan in a manner described in the [90.01.06 Consultation, Communication and Issue Resolution Procedure.pdf](#)

Perkins Builders will consult with their workers about procedures for consultation at the workplace. Managers will involve workers in decisions about the procedures for consultation.

The options for undertaking consultation are through, but not limited to:

- The Site Manager consulting informally on a daily basis with employees and sub-contractors.
- Pre-start meetings between the Site Manager and subcontractors at the beginning of work.
- Quarterly Site Managers meetings where Site Managers can discuss specific safety and health issues relating to their site work as a group.
- Hazard Board
- Alerts, bulletins, notices, posters etc. erected in the crib room and Site Managers office.

Monthly Toolbox Meetings Communication Meetings

Project Coordination Meetings may take the form of Toolbox Talks, Site Manager and Contract Administrator or Principal Meetings. These meetings will be held and documented at regular intervals with consideration to the size and scope of the works of which HSE will be an agenda item.

8.1 Project Coordination

Project Coordination agenda items will include:

- Incidents and Hazards;
- Results of workplace inspections;
- Design changes;
- Legislative changes;
- Outstanding corrective actions;
- HSE related topics; and
- Environment related topics.

8.2 Reference Material

To promote the sharing of information on-site, access to the following documentation will be provided. This includes, HSE Policies, Registers, Toolbox Meeting Minutes, Bulletins, Safety Data Sheets (SDS), Procedures, and legislative information. In the event some documents have restricted access therefore not readily available, workers are to seek Site Manager approval.

8.3 Senior Management Commitment

Senior Managers will regularly visit the site and discuss HSE issues with the Site Manager, employees and sub-contractors. Senior Managers are required to sign onto site via the HammerTech kiosk. During attendance Senior Management may undertake HSE observations or inspections to record positive interactions and or areas requiring

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improvement. To ensure awareness, all outcomes are then communicated to the Site Manager, Project Manager and HSE team to enable further action if required.

8.4 Health, Safety and Environmental Notice Board

The Project work site will have a designated HSE notice board placed in a prominent position to promote effective communication of HSE information. To maintain currency and relevance the HSE Noticeboard is updated regularly by the Site Manager / HSE Team and may include (but not limited to) HSE Policies, Procedures, Toolbox Meeting Minutes, Bulletins, Legislation information etc. and mitigate re-occurrence.

9. Accident and Incident Management

Accident / Incident reporting and investigation will be carried out in accordance with [90.01.14 Incident Reporting Analysis and Corrective Action Procedure.pdf](#)

All injuries and incidents on the Project will be reported to either the Site Manager or HSE Team immediately.

All incidents will be reported using HammerTech.

Minor injuries are to be treated by the First Aider on-site. If a serious injury occurs, medical treatment at a General Practitioner or [Bunbury Regional](#) Hospital may be required. For incidents significant in nature follow [902 - EMERGENCY RESPONSE PROCEDURES.docx](#)

Investigation

Where possible, incident investigations will be conducted by the Site Manager and HSE Team trained in incident investigation.

Upon notification the Site Manager will immediately contact the Perkins Builders Project Manager and HSE Team Member to commence investigation.

All events significant in nature will be escalated to the Senior Leadership Team immediately and may require an ICAM Investigation as defined below at their discretion.

ICAM Investigation

Upon notification of a major or significant incident and / or at the discretion of the Managing Director and / or HSE Team, an ICAM Investigation will be conducted. Where an ICAM Investigation is conducted the [946 - ICAM Investigation Tool.xlsx](#) will be used. Completed [947 - ICAM Investigation Report.docx](#) will then be uploaded by the (HSE Department) to the Incident Report logged in HammerTech. To ensure thorough investigation, ICAM Investigations are to only be conducted by authorised and trained personnel.

9.1 Injury Management

The project Injury Management requirements will be managed as per the [90.01.05 Injury Management and Workers Compensation Procedure.pdf](#) Injury Management for Perkins workers shall be referred to and managed by the Group Corporate Services Manager.

9.2 Emergency Management

Project emergency management will be developed for the project using the [977 - Emergency Response Management Plan.docx](#) inline with the [90.01.12 Emergency Management Procedure.pdf](#)

Emergency Evacuation Plan

Perkins workers and visitors, must:

- Follow any direction given in the evacuation message and/or from the fire warden;
- Move to the designated emergency assembly / muster point;
- Evacuation Plan; and wait for further direction from the Site Manager.
- Evacuation Plans and Procedures are posted in the Site Managers office and crib room. Perkins workers must familiarise themselves with all relevant assembly / muster points prior to commencing works.

Determining Emergency Management Involving Neighbouring Premises

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Upon possession of site/premise the Site Manager shall approach the neighbouring premises and discuss their emergency evacuation plans with the occupants so that they understand our plan and signals and we understand theirs.

All Perkins site/office personnel are to be informed of emergency procedures during their induction.

9.3 Restricted Access/Egress

Where access and or egress on a project is restricted, the following measures will be applied to ensure an injured person/s can be accessed and removed/rescued from the work area safely:

All personnel are advised on the [90.01.12 Emergency Management Procedure.pdf](#) at the time of their induction.

- The Site Manager will be aware of all personnel and regularly communicate with them when working within an area of restricted access/egress.

9.4 Fire

In the event fire occurs on-site [90.02.24 Fire Safety - Safety Practice.pdf](#) is to be applied.

Bushfires

For Projects in rural or a bushland, the threat of bush fires is to be considered. To assist with this process a **Bushfire Management Plan** is to be developed.



During the bushfire season, the following measures should be taken:

- Site Manager to daily monitor the area is Fire Danger Rating.
- If the Fire Danger Rating is catastrophic and / or a Total Fire Ban is in place for the area no Hot Works can be completed without notifying DEFS in accordance with Perkins Builders Total Fire Ban Site Manager Requirements complying with regulations as listed in [90.02.07 Hot Work - Safety Practice.pdf](#) and Hot Works Permit ([HammerTech](#)).
- If the Fire Danger Rating is catastrophic or extreme and the Site Manager sees smoke or fire within the vicinity of the project site, alert people working in the area of the fire. Consider the need to stand the site down; and
- Site Manager will monitor the radio for any changes and determine best course of action i.e. whether to work or evacuate the site.

Bushfire or Fire on Project Site:

- Ensure your own safety by evacuating immediate area and follow valid instruction from designated wardens.
- Inform Site Manager and call fire brigade on "000".
- Evacuate site to the muster point
- Attempt to extinguish the fire using the correct extinguisher for the fire type, if safe to do so.
- If injuries have occurred, attend to and assist injured personnel following [977 - Emergency Response Management Plan.docx](#)

- Site Manager to alert Project Manager of event.
- Complete incident form and Site Manager to investigate.

Plant Fires

In the event of Plant fires, the following measures should be taken:

- If you see smoke or fire coming from the plant and it is safe to do so, turn off plant.
- Ensure your own safety by evacuating plant and removing yourself to a safe distance.
- Alert the Site Manager and people working in the area of the fire.
- Attempt to extinguish the fire with a fire extinguisher, if safe to do so.
- Call fire brigade on "000" if fire cannot be contained.
- If injuries have occurred, follow [977 - Emergency Response Management Plan.docx](#)
- Site Manager to alert General Manager / Operations Manager of event.
- Complete incident form and Site Manager to investigate,

9.5 Natural Disaster

Natural disasters include tempest e.g. storms, cyclones, floods, other climatic conditions.

In the event of plant and equipment, being affected by natural disasters the following measures are taken:

- Site Manager to check weather forecasts daily.
- In the event of a natural disaster occurring plan to move plant and equipment to a safe position.
- Project Personnel are to follow the instructions of the Site Manager.
- If sufficient warning Site Manager is to organise removal of project personnel.

9.6 Medical Emergency

In the event of a medical emergency, the following procedure will be adhered to:

- Check the area for danger before approaching to yourself, others, and the injured person.
- Call for help by contacting Site Manager/First Aider.
- Give assistance to the injury person and Site Manager/First Aider as requested.
- Based on their training, the Site Manager/First Aider will provide assistance to the injured and make them comfortable. The Site Manager/First Aider will decide if medical assistance is required.
- If an Ambulance is needed. Call 000. Be prepared to give the following details:
 - Details of the injured person.
 - Address of Site.
 - Description of injuries and symptoms.
- If the injury is serious, do not move the person and do not leave them unattended.
- The Site Manager/First Aider will remain with the injured person until they have been transported from site.
- Site Manager will ensure that an incident report is completed as soon as possible.
- Site Manager will notify the General Manager of the incident.

9.7 Fire Prevention and Protection

The Project has dry powder and water extinguishers located at the project Office and storage containers.

All fire extinguishers will have been checked by a recognised organisation before including on the project and included on the Fire extinguisher register. Tags on extinguishers are to be correctly stamped.

Portable extinguishers are to be provided in work areas where Hot Work is being undertaken.

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Portable extinguishers are provided in crib rooms, offices on mobile plant, vehicles and other designated equipment wherever combustibles or fuels are stored.

9.8 Emergency Drills

Emergency drills are a training activity designed to simulate an emergency event by activating the alarm and having personnel evacuate to the muster point. The purpose of the emergency drill is to:

- Review the planning process;
- Identify inadequacies; and
- Demonstrate capabilities and communication.

Emergency drills will be scheduled to be carried out on site a minimum of two times within the life of the project, additional emergency drills may be conducted at the Site Managers discretion. A schedule of when such emergency drills take place on a project is determined by the project team.

9.9 Environmental Incidents

All incidents that have the potential to cause localised environmental impacts will be managed by Perkins builders and other key stakeholders as required using designated spill kits provided and engaged Subject Matter Experts (SME) when required.

9.10 Critical Incident Response

Critical incident response (CIR) is required to ensure Perkins can respond effectively and efficiently to a critical incident and mitigate the adverse impact on Perkins operations by planning for continuity of business and return of affected communities to normality.

A critical incident is,

- Traumatic event or situation, or the threat of such, which causes or is likely to cause severe physical injury or harm or severe emotional distress, fear or harm for personnel involved in responses.
- Major occurrence that either severely threatens or disrupts or prevents Perkins ongoing operations.
- Incident causing:
 - Fatality or serious injury to persons on a Perkins site.
 - Significant damage to property or equipment.
 - Severe impact on operations which causes negative media attention.
 - Adverse legal consequences for Perkins or personnel.

9.10.1 Critical Incident Response Plan (CIRP)

Planning

The CIRP must have a risk management approach to planned activity, operational and post-operational phases of Perkins operations.

While endeavours can reduce the likelihood of critical incidents, it is recognised certain incidents may occur, thereby requiring personnel to be trained and prepared, working to plans prepared prior to incidents that address risk management and adopt recognised, systematic management responses.

The Site Manager and Project Manager will identify critical incident response at project. Identified potential adverse events will be pre-empted through the implementation of effective controls at project planning and operational phases.

General categories are (ranking likely to vary according to event),

- a. Professional and public reputation of Perkins.
- b. Financial.
- c. Safety, health, and well-being.
- d. Legislative and legal issues.
- e. Social, community and environmental.

The activities are required to address the Critical Incident Response categories include the following:

- a. Verify the details of the incident confirm and maintain records.
- b. Assessment of personnel health and well-being.
- c. Adequate and appropriate resources.
- d. Maintain or restore business continuity.
- e. Investigation methods to determine how the incident happened.
- f. Review processes to prevent future incidents.
- g. Improve operations and incident response.
- h. Cooperate in formal external investigations.

Critical Incident Actions

Upon a Critical Incident occurring the Site Manager will implement the following for immediate response:

- a. Preserve life of uninjured employees and subcontractor, provide first aid for any injured personnel.
- b. Except for the immediate rescue of personnel, preserve the scene and evidence for investigative teams.
- c. Outline authority at accident scene, i.e. WorkSafe, Police, Fire Brigade, and Coroner.
- d. Ensure appropriate records are maintained, verified, and collated.
- e. Respond to Perkins procedures, First Aid, Emergency Management, Incident Report, Incident Analysis and Corrective Action and Employee Health - Employee Assistance Program (EAP).

Post Incident Response

The Site Manager with a Senior Management Representative will assess the site to determine any changes to allow recommencement of operations with an acceptable level of risk using the highest level of control possible according to the 'hierarchy of control' to ensure the event will not reoccur.

Authority to resume or terminate activities rests with the Managing Director.

Options available in response to a critical incident include:

- Continue operations with no significant change – increased awareness of risks or other actions but do not prohibit, suspend or restrict operations.
- Prohibit operations- permanently cease operations of a particular type or in a particular location.
- Suspend operations – temporarily cease operations of a particular type or in a particular location.
- Restrict operations – impose restrictions on operations of a particular type or in a particular location. Restrictions may follow suspension of operations.
- Resume operations – may follow suspension or restriction of a particular operation after appropriate risk assessment and the implementation of a new or amended risk treatment strategy.

Note: To enable works to re-commence, some circumstances may require intervention and clearance by external subject matter experts (SME)'s due to the response type.

Review CIRP post incident

- a. Plan to be reviewed and corrective actions initiated where required.
- b. Revised plan to be communicated to response personnel.

10. Works Hazard Controls

10.1 Permit to Work

A permit to work may be required for work on the project that may constitute a significant safety and health risk. When required, a "Permit to Work" must be implemented before starting to ensure the work has been adequately planned and safe work practices are observed.

The nominated Subcontracting company supervisor will maintain a Perkins HammerTech project portal login and is responsible for completing and submitting all permits to the relevant Site Manager for approval prior to commencing the works using the HammerTech system.

"Permit to Work" implementation will be in accordance with Perkins Builders and the Principals requirements.

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The objectives of the permit systems include, but are not limited to ensuring:

- A safe system of work and all necessary precautions are in place and implemented.
- The proper authorisation is obtained for all work to be performed.
- Substances which endanger personnel and/or the environment are isolated.
- Potential hazards are identified and precautions necessary to minimize any risks are implemented.
- Permit to Work examples include (but not be limited to) the following:
- Hot Work Permit;
- Confined Space Entry Permit;
- Excavation Permit;
- Energisation Permit;
- Drilling Coring and Cutting Permit;
- Crane Operation Permit;
- Concrete Placement Pump Permit
- Isolation Permit: and
- Working at Heights Permit.

Hot Work Permit

Hot Works are conducted in accordance with the [90.02.07 Hot Work - Safety Practice.pdf](#) and using the Hot Work Permit template in HammerTech where any work activity produces heat or spark. A Hot Work Permit shall be authorised by the Site Manager and is valid for the period indicated by the Site Manager. All Hot Work Permits will expire daily.

Confined Space Entry Permit

Work within confined spaces are conducted in accordance with the [90.02.06 Confined Space - Safety Practice.pdf](#) and Confined Space Permit completed in HammerTech. The Site Manager shall be responsible for the risk assessment; isolation, tagging and monitoring of all confined spaces in operational areas and those spaces directly connected to existing services.

All confined space entries will comply with AS 2865 Confined Space.

Note: Personnel supervising Confined Space entry shall be adequately trained in Confined Space rescue.

Excavation Permit

Excavation works are conducted in accordance with [90.01.17 Excavation Procedure.pdf](#) and completion of an Excavation Permit in HammerTech for approval by the Site Manager. The information contained within the Excavation Permit shall be incorporated into the risk assessment for the scope of works. A copy of Dial before you dig must be kept on site and should the scope of works change or the plan validity date expires a new dial before you dig enquiry must be submitted and the updated version kept on file on site.

A work area inspection will be conducted prior to the commencement of any excavation. If it is suspected that there are underground services in the work area that are not shown on the Dial before you dig or As-con drawings then ground scanning will be conducted and potholing of the work area to locate services and a spotter will be used at all times during the use of mobile plant to excavate, which will not take place until all underground utilities have been located and identified.

Energisation Permit

All energising and de-energising practices are undertaken by qualified electricians in accordance with the [90.02.23 Electrical Energisation - Safety Practice.pdf](#) and Perkins Builders Energisation Permit completed in Hammertech.

Drilling Coring and Cutting Permit

Drilling, Coring and cutting of any fixed structural element are conducted in accordance with the [90.02.15 Drilling, Coring, Cutting - Safety Practice.pdf](#) and Drilling, Coring and Cutting Permit to be completed in HammerTech:

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Prior to any drilling, coring and cutting taking place, the responsible person will consult any available As-Con drawings showing location of known services from the Site Manager. Where this information is known to be inaccurate or is not available, scanning will be undertaken by a competent person to ascertain existence of services in area to be cut.

For walls/slabs with structural properties, an engineer may have to be consulted before any works can commence.

Crane Operations Permit

Crane Operations are conducted in accordance with the [90.02.03 Crane - Boom Pump Operation - Safety Practice.pdf](#) and a Crane Operation Permit in HammerTech for approval by the Site Manager. The information contained within the Crane Operations Permit will be incorporated into the risk assessment for the scope of works.

Concrete Placement Pump Permit

Concrete Boom Pump Operations are conducted in accordance with the [90.02.03 Crane - Boom Pump Operation - Safety Practice.pdf](#) and a Concrete Pump Placement Permit via HammerTech for approval by the Site Manager.

Isolation Permit

Any works, plant or tools requiring Isolations are conducted in accordance with the [90.02.11 Isolation - Safety Practice.pdf](#) and an Isolation Permit in HammerTech for approval by the Site Manager.

Working at Heights

Any works at height shall be conducted in accordance with the [90.02.02 Working at Heights - Safety Practice.pdf](#) and a Working at Heights Permit is required to be completed in HammerTech for any work requiring access to any unprotected area above 2 metres where there is a risk of a fall occurring (i.e., no edge protection or other engineering control). Any person requiring the use of a fall arrest or fall restraint system shall have a nationally recognised statement of attainment in working safely at heights.

NOTE:

A worker cannot wear a harness and work at heights if they have only been trained for wearing a harness in an EWP as this does not meet the requirements for any other working at heights scenario. Wearing a harness in an EWP is only specific for that work.

Involved works where there is a risk of a fall (from one level to another) the Site Manager will ensure the appropriate controls are put in place.

A SWMS will be completed for all works where there is a potential to fall from one level to another. A working at height permit is required for any work requiring access to an unprotected area where there is a risk of a person falling from one level to another more than 2 metres and or if a fall protection system is required to be worn. (i.e. no edge protection or other engineering control).

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 consider 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 reasonably 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

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Other Risk 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 Boom Lift can extend to a height of more than 11 metres it may only be operated by a person that holds a relevant HRWL.
- 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. A competent person is considered anyone who through training, education and experience is capable of assessing compliance. However, most manufacturers of systems require a person to be authorised by them to be considered competent to install and assess their systems.
- b. Anchorage points must be inspected and marked compliant annually by a qualified height safety certifier. Anchorages should be tested and approved by a competent person before use. For insert type anchors this should include pull-out testing as the grip on the concrete below the surface cannot be assessed by a visual inspection. AS 1891.4 clearly states that anchor points should have details of the installer, install date and other data relevant to the user. If an anchor point has not been tagged, it must not be used.
- 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/NZS 1891.4 and a record of inspection maintained.
- e. All persons using fall arrest and/or fall restraint equipment must have received a nationally recognised statement of attainment in working safely at heights.
- f. If a safety harness is configured for fall 'arrest', a minimum freefall distance of more than 6.55 metres must be available and a detailed **Retrieval Plan** 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.

10.2 Personnel Danger Tags

Personnel Danger Tags protect persons working on a particular job.

These can only be placed and removed by the person who is undertaking the work. No one else may remove a danger tag, unless under special circumstances and only then by a supervisor who has the authority and has made the necessary checks.

10.3 Out of Service Tags

Out of Service Tags are used to tag out unserviceable equipment. Anyone may put these tags on equipment that is broken or requiring attention. All defective equipment must be reported to the Site Manager. Only authorised personnel who are allowed to carry out the repairs may remove the tag once the equipment has been repaired.

Project personnel will be familiar with the Isolation and Tagging procedures via the project Induction. All tags are available in the Site Office.

10.4 Scaffolding

Perkins will ensure that any scaffolding used is erected, modified and dismantled in accordance with the requirements of the Australian Standard 1576 Parts 1-4 and AS/NZ 4576 – Guidelines for Scaffolding in conjunction with [9.001 - SOP Scaffolding.pdf](#) Work on scaffolding will only be on complete scaffolding, unless the work involves erection or dismantling of the scaffolding. Handover certificates shall be provided to the Site Manager to confirm compliance and completion prior to scaffold use.

All personnel involved in scaffolding work shall hold the appropriate 'Licence to Perform High Risk Work'.

10.4.1 Mobile Scaffolds

Basic rules for using mobile scaffolding:

- Only use the scaffold on a hard, flat surface.
- For castors with no height-adjustment, the surface must also be level.
- For castors with adjustable legs, scaffold must not be used on surface gradients greater than 5 degrees, unless provision is made to take the load off the castors during the use of the scaffold.
- The scaffold must be kept well clear of live electrical powerlines. See section of "Working in the vicinity of Overhead power lines".
- The scaffold must not be positioned closer than 1 m to any slab edge, penetration or step-down unless a positive means to prevent it crossing the edge is in place, such as a fixed fence or rail.
- The scaffold must not be accessed until all its castors are locked to prevent movement.
- The scaffold must not be moved or relocated while anyone is on it.
- The scaffold must not be covered with containment sheeting such as shade cloth, unless, it has been specifically designed for the purpose, and it is only used in an enclosed, wind-protected environment.

Scaffold guardrails should never be used to gain extra height or to support equipment or loads.

10.4.2 Platform Ladders

Platform ladders are the only ladders permitted for use on a Perkins project unless otherwise authorised by the Site Manager. Where the use of a portable ladder is authorised, the portable ladder must comply with the following:

- They shall be single ladders complying with the industrial-grade requirements of AS 1892.1 or AS 1892.2;
- Ladders shall not be used as working platforms to support personnel when working at height without due consideration of alternative methods of access. The correct type of ladder should be used for the appropriate task.
- Before using a ladder inspect it to see that it is undamaged and there are no defects. Do not use one with cracked or damaged styles or where any of the rungs are broken, cracked, or missing;
- To prevent a ladder from slipping, make sure the bottom is on firm, level ground and tie it at the top. Ask someone to foot the ladder if possible. The angle of inclination should be approximated one-quarter of the supported length measured horizontally at the base;
- Use a canvas bucket or carrier if you have to use tools whilst up the ladder. Use a rope to haul it up or down;
- When climbing up or down a ladder, face the rungs and always use three points of contact;
- Do not use a ladder as scaffolding or to support a plank on which people work;
- When using a ladder do not over-reach to either side and always keep both feet on the rungs; and
- The base of a ladder shall be offset from the head of the ladder below it, so that ladders do not take the form of a single, continuous ladder.

10.4.3 Inspection and Maintenance

- Ladders will be inspected before mobilisation to site.
- Defective ladders should be immediately removed from service and conspicuously tagged: "Out of Service"

10.4.4 Fall Protection

Fall arrest equipment is provided to employees if the risk of injury from falling cannot be eliminated. The potential to fall shall be eliminated as far as practicable before relying on fall arrest systems.

The potential to fall shall be eliminated where possible by the provision of safe working platforms and barricades or travel restriction devices before considering the use of fall arrest systems.

Only full body safety harnesses and lanyards with integral shock absorbers are used with fall arrest systems. Lanyards shall not be longer than 600 mm. Work belts shall not be used as safety harnesses.

Personnel travelling from one location to another in elevated positions shall utilize auxiliary fall protection equipment such as static lines and inertia reels.

Personnel must be adequately trained before wearing fall arrest equipment. Fall arrest equipment test and inspection registers shall be provided to the Site Manager via HammerTech upload quarterly.

10.5 Barricades and Signage

The project site will be barricaded to exclude non-essential personnel having access to the working area.

Other areas will be barricaded to restrict personnel gaining access to the site.

The hazard will be identified either by barricades or a visual barrier including but not limited to, danger tape, caution tape, flagging/bunting, or solid barricades for penetrations or holes in the ground/floor (natural or manmade) relevant to the type of hazard.

All signage on the project site, including warning, information, and directional signage, will comply with legislative requirements.

The Site Manager will ensure that warning signs will be displayed within the workplace or in an area where there is a hazard, which may not be readily apparent to a person working at or entering the area.

Warning signs will comply with AS 1319. This sets the specific requirements regarding shape, colour coding, and wording for various signs in the workplace.

Signs will be set in a prominent place i.e. at the entrance of the site and/or adjacent to the hazard by the Site Manager.

10.5.1 Principal Signage requirements

Project signage board and banner mesh is produced and displayed in accordance with (Insert Principal) and/or Perkins Builders requirements.

10.6 Lone, Isolated and Remote Workers

Project personnel are not permitted to work alone on this project where there is a considered risk to the individual's health or safety, or they are required to conduct High Risk Work activities to conduct and/or complete a task.

10.7 Housekeeping

The Project sites will be maintained to a high standard of cleanliness, and the Site Manager will be expected to review and rectify work areas as required on a daily basis.

10.8 Vehicle Operation

Western Australia road rules shall apply to the site, in addition to any specific site rules declared at the site Induction.

All vehicle drivers and plant operators shall possess the appropriate current WA or national driving license relevant to the machinery being operated.

Personnel shall not be permitted to ride on any moving equipment unless the manufacturer has provided an appropriate seat with seat belt. This includes cranes, boom pumps, telehandlers, forklift trucks, front-end loaders, trailers, trucks, or utility beds.

Seat belts will be provided and worn in all vehicles and mobile equipment including forklift trucks, according to relevant Australian Standard or Australian Manufacturers Design Code.

All mobile plant shall be fitted with roll over protection approved for use on the equipment by the manufacturer.

The use of mobile phones where the operator is required to touch or hold the phone is prohibited whilst operating any vehicle on a Perkins project.

10.9 Personal Protective Equipment

Every practical measure shall be taken to eliminate or control hazards through proper risk management and in accordance with the hierarchy of control.

In controlling hazards, the use of PPE is the least favoured option and must be covered by adequate training.

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All PPE will be worn and used in the manner in which designers/manufacturers intended. All PPE will comply with the following;

- AS 2210 - Safety Footwear – Selection, care & use (2-part series).
- AS 1337 - Eye Protectors for Industrial Applications.
- AS 1270 - Acoustics: Hearing Protectors.
- AS 2161 - Occupational Protective Gloves General requirements (5 Part series).
- AS 1801 - Occupational Protective Helmets.

10.10 Project PPE

Standard Perkins site signage will advise that the minimum Site PPE Standards are:

- Hard Hat
- High Vis Clothing
- Steel Cap Safety Footwear
- Additional task specific PPE as identified in the SWMS/JHA.

Add in additional PPE requirements (i.e. long and longs, safety glasses etc.) Hearing protection shall be carried with the person in identified noisy areas, i.e. next to operational plant etc. as applicable.

Perkins promotes the use of additional PPE to be used on our construction sites to reduce the exposure to hazards. Additional PPE may be required in accordance with Principal Specification (i.e. long trousers and long sleeve shirt, safety glasses etc.) This will be communicated at subcontract engagement and induction.

10.11 Electrical Equipment

The Electrical Safety, [90.02.05 Electrical Safety - Safety Practice.pdf](#) will be used by the works. When undertaking Electrical Energisation practices the [90.02.23 Electrical Energisation - Safety Practice.pdf](#) is applied.

Battery operated tools, task lighting and portable generators are to be used on site. Perkins will supply a charging station for use on site for recharging the batteries during site operating hours. The subcontractor (at their discretion) have the use of a charging locker within the charging station container. Each locker is lockable and Subcontractor is to provide their own padlock/s to ensure the security of their equipment whilst being charged. Perkins shall not accept any liability for loss or damage to batteries or battery charging equipment whilst left in the battery charging station container. Charging of batteries shall not be permitted elsewhere on site. Power to the charging station container will be isolated out of hours to prevent risk of fire (remove if not applicable).. Temporary distribution sub boards will be provided on site at locations determined by Perkins for the charging of EWP's only.

All portable, semi portable and transportable electrical power tools, equipment, leads, earth leakage boxes etc. must be inspected, tagged, and tested by a competent person quarterly (in accordance with the Tagging Colour Codes table below):

	December - February
	March - May
	June - August
	September - November

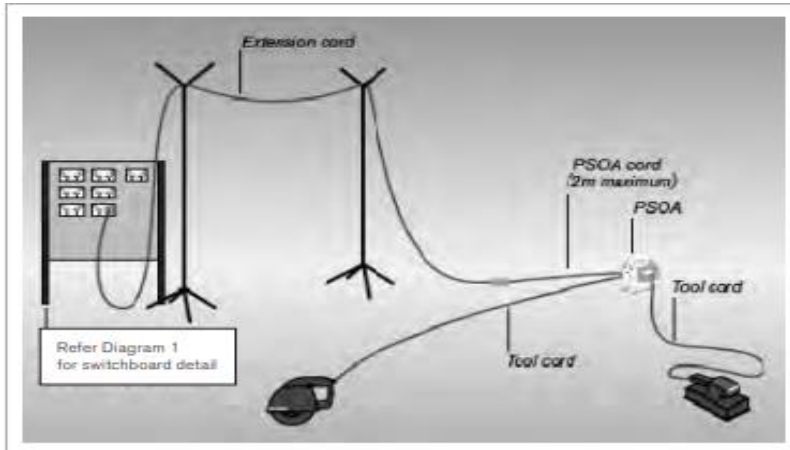
Only qualified electrical trades personnel are permitted to make repairs to electrical equipment.

Electrical equipment is fitted with an inspection tag to show when the inspection has been complete. To capture electrical equipment used on-site, an Electrical Register will be uploaded to the Perkins HammerTech project portal for review by the Site Manager every **three (3) months**.

All RCD's are to be inspected monthly and recorded on the register. All portable power leads and equipment must be protected against earth leakage by appropriately protected circuits using RCD's (residual current devices). RCD's used for construction must be waterproof.

Electrical leads shall be kept off the ground on insulated hangers or on insulated lead stands where leads are not visible to the operator, exceed a length of 4 metres, could be damaged or present a trip hazard to others in the immediate area in accordance with AS3012.

Extension leads shall not be joined together. The maximum allowable length of extension lead from the protected power outlet is 30 metres. All plugs and sockets shall be tampering proof (moulded) or transparent. A portable RCD power board or PSOA (Portable Socket Outlet Assembly) shall not be used in between extension leads. Refer diagram below for authorised use of a portable RCD or PSOA.



Electrical equipment shall not be placed on, or near wet areas unless the equipment is designed for the specific purpose. Electrical Installations shall be in accordance with AS3012 (2010). Grace periods shall NOT be permitted.

10.12 Rigging

All slings and lifting equipment will be inspected, identified with a legible tag and listed on the Lifting Gear Register ([Form 911/HammerTech](#)) **every three (3) months** (as applicable) by the relevant subcontractors.

Before being used all lifting, equipment will be inspected by a competent person.

Only licensed and certified doggers or riggers will be used for the slinging and controlling of loads. All slings, hooks, shackles etc. shall be tagged as inspected and usable.

Only under circumstances where a person does not have to exercise judgement can they dog a suspended load, which must always remain in clear view of the crane operator.

10.13 Plant & Machinery

Plant operation is conducted in accordance with [90.02.22 Plant Operation - Safety Practice.pdf](#)

The Site Manager, so far as practicable ensure all machinery brought onto site will have undergone inspection by a suitably competent person.

The Site Manager will inspect all plant for,

- Service / Maintenance and Pre-start logbook;
- Current insurance certificates;
- Licencing (where applicable);
- Tagged and tested fire extinguisher;
- Risk Assessment;
- OEM (Original Equipment Manufacturer) Manual; and
- Any obvious plant defects.

Any plant or machinery in possession of any defect that may affect its safe operation, the plant must be shut down and an Out of Service tag attached.

Plant and equipment shall be regularly inspected and maintained by the operator. All plant will have a pre-start inspection complete and recorded in the plant's pre-start book. Sub-contractors will complete pre-start checks on their own plant and are responsible for providing copies to the Site Manager when requested.

Plant inspections are the responsibility of the plant operator or sub-contractor when operated by the sub-contractor. Details of plant scheduled inspections or maintenance are to be recorded in the plant logbook.

Pre-start inspections will be completed by the operators at the beginning of each shift.

A JHA/SWMS is required by the Site Manager for operation of plant on the site.

All earthmoving equipment is to be fitted with compliant ROPS/FOPS (Rollover Protection System/Fall On Protection System) where required by legislation. All other earthmoving equipment shall have a Plant HSE Risk Assessment ([Form 921/HammerTech](#)) completed to determine the need for ROPS/FOPS. Seat belts are to be fitted and are compulsory.

A Plant HSE Risk Assessment on HammerTech will be conducted by the Site Manager / competent person upon arrival to site.

Additionally, Plant & Equipment shall be uploaded to the Perkins HammerTech project portal by the Subcontractor along with the relevant plant compliance documentation (as detailed above). The Plant & Equipment Risk Assessment Register ([Form 945/HammerTech](#)) shall be used to record all plant and equipment used on site by the Site Manager.

NOTE: Any earthmoving plant used to lift materials/equipment shall be considered a crane and all personnel involved in activity shall be suitably qualified in accordance with the Work Health & Safety (General) Regulations 2022 Sch 4.

10.14 General Tools

10.14.1 Quick Cut Saw

Cutting work is to be properly assessed prior to commencing work, to ensure it is carried out safely and so as not to give rise to any issues regarding structural integrity and other hazards such as silica dust or toxic exhaust fumes.

A relevant JHA/SWMS is required by the Site Manager for the operation of quick cut saws on the site

Where there is a risk of services being present in the area to be cut, scanning reports and/or services drawings must be consulted before cutting. If required services may need to be isolated. The Site Manager is responsible for ensuring the area has been made safe for the task to continue. A Drilling, Coring and Cutting Permit will be required via HammerTech ([Form 981](#)).

All Quick Cut Saw should be inspected before use: water system operational; effective guards must be in place; blade must be in good condition and correct type for saw and material to be cut. Water must be used to suppress dust from ALL cutting operations.

Appropriate personnel protective equipment (PPE) will be used when completing cutting works. PPE shall include safety helmet, safety glasses, gloves to improve grip and reduce force and vibration, steel capped boots, and hearing protection. Where hazardous dusts or fumes cannot be eliminated, a minimum P2 dust mask and or other respiratory protection must be worn. Where fumes are generated, the correct filter must be selected for the fume / vapour. When cutting works are completed the area is to be tidied up and all rubbish, dusts and slurry are cleaned up and placed securely in the bin. When cleaning up dust, it must be done in a manner to not become airborne. A vacuum system with a disposable bag should be used.

(Remember, dust can drift and impact other workers in your vicinity and controls MUST be implemented to ensure other workers do not become exposed to any airborne dust.)

10.14.2 Angle Grinders

The use of angle grinders **for cutting should be avoided** wherever possible as the disc is prone to grabbing or binding.

All grinders must not be operated without effective guards in place. The grinder must be inspected before use to ensure guards are in place and all parts are in good condition, the blade is not worn, and the grinder has been tested and tagged.

A Hot Work Permit or Drilling, Coring and Cutting Permit may be required for the use of grinders should the task produce sparks or dust.

A relevant JHA/SWMS is required by the Site Manager for the operation of angle grinders on the site.

Eye protection and hearing protection are mandatory when using angle grinders. If cutting or grinding cement products, Drilling, Coring and Cutting Permit ([Form 981, Hammertech](#)) must be completed and the [90.02.15 Drilling, Coring, Cutting - Safety Practice.pdf](#) followed.

10.14.3 Lasers

Use of lasers in the Workplace must be in accordance with Statutory Requirements. Safe Work Procedures are to be established for use of lasers.

Class 3B or Class 4 lasers or laser products must not be used for construction work.

All use of lasers and laser products in construction work must comply with Australian standard [AS 2397 Safe use of lasers in the building and construction industry](#)

At all times, people should avoid looking into a laser beam or a laser reflection, even if the exposure limit is not exceeded.

Use of warning signage is required when using lasers.

10.14.4 Explosive Power Tools/Nail Guns

A nail gun must not be used unless it is in accordance with the WHS (General) Regulations 2022 and the manufacturer's specifications.

PPE required for use of EPT's and nail guns includes safety glasses and hearing protection. In some instances, a full-face shield may be appropriate.

Use of warning signage is required when using nail guns or EPTs i.e. danger, nail guns/EPT in use.

10.15 Vehicle Loading Crane (Hiab)

Elements to consider when planning for Hiab operations include:

- Ensuring the Hiab lifting capacity is suitable for planned lift;
- Ensuring the ground conditions and supporting structures are adequate to support the weight of the Hiab truck, outriggers and loads while conducting the planned lifts;
- Ensuring the Hiab is compliant and safe to conduct works e.g. maintained in accordance with manufacturer's instructions, service history current, and pre start checklists have been conducted.
- Ensuring the crane operator holds the relevant licence and is competent to sling the load and operate the Hiab (see licensing requirements below)
- Weather conditions, e.g. the likelihood of high winds;
- Identifying the location for the Hiab to carry out the planned lifts is suitable, e.g. overhead obstructions, underground services and plant at the worksite;
- Erect an exclusion zone;
- Ensuring there is adequate room for the Hiab, equipment, people and other mobile plant and vehicles to enter and exit the workplace safely; and
- Ensuring there are enough people supporting safe crane operations e.g. additional people required to support taglines or act as spotters.

Licensing requirements for Vehicle Loading Cranes

- All Vehicle Loading Cranes will be required to be operated by a certified dogman or rigger to ensure that all loads are slung correctly.
- When operating Vehicle Loading Cranes with a lifting capacity of 10 tonnes or greater, the operator must also have an appropriate Crane High Risk Licence (CV category as a minimum).
- The Site Manager should ensure that the operator's licences are sighted prior to the use of the Hiab.

10.17 Traffic Management Plan

Where required; a Traffic Management Consultant will be appointed to provide formal Traffic Management Plans or services and / or qualified services personnel for project traffic control, both within the site and in any area which may be affected outside the site.

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During mobile plant operations, pedestrians will always keep clear.

If pedestrians are required to enter the mobile plant area, the plant operator will cease work until the pedestrian is clear.

Operators of all mobile equipment shall always be aware of pedestrians.

Traffic between different work groups will be discussed at the pre-start meetings and controls communicated to project personnel.

All mobile plant will have at a minimum, a yellow flashing light and reversing siren.

General traffic management requirements for this project are defined as part of the Site Induction Notes.

10.18 Tilt Panel Erection

The [90.02.01 Concrete Tilt Up Panels - Safety Practice.pdf](#) will be used by the works.

Safe erection of pre-cast and tilt up concrete elements depends on the pre-planning process. All personnel will be aware that erection of any pre-cast element is potentially hazardous and that the purpose of the pre-planning process is to identify hazards and control any risk in the erection process.

The planning process is to ensure the on-site provision of:

- Adequately trained and competent staff for the pre-casting of panels and the erection,*
- Adequate site access for the type of construction methods,*
- Adequate access for the size of the crane to be used,*
- Serviceable height access equipment appropriate to the construction methods.*

A SWMS will be completed before the erection of any panel on site and approved by the Site Manager. All personnel will have an understanding of the SWMS and the hazard controls.

A [916 - Precast Concrete Panel Procedure Checklist.docx](#) and [208 - Panel Concrete Pour Checklist.docx](#) will be complete for each job.

Exclusion zones shall be erected around precast concrete panels (when forming, pouring and stripping form, and while awaiting relocation or lift). Exclusion zones shall be erected around all lifting panel activities with appropriate movement and fall allowances – including vacating of neighbouring premises and road closures were located within the fall zone.

While Tilt-Up Works are being undertaken, no personnel shall be permitted within an exclusion zone without holding the competency – Identify Requirements for Safe Tilt-Up Works and having a requirement to be within the zone. An exclusion zone and relevant signage shall be erected and maintained for the duration of all tilt-up panel works (including the casting of panels on a site).

Any person that does not hold the competency in safe Tilt-Up Works and is requiring entry within the Tilt-Up Exclusion Zone after the erection works have been completed must have the Site Managers approval and MUST not engage in any works that pertain to any Tilt-Up Panel or associated Temporary Props. If any mobile plant is to be used within in the Tilt-Up Exclusion Zone, the workers and tasks MUST be risk assessed through a SWMS process to identify adequate controls and be supervised by a person who holds a nationally recognised certificate in Supervision of Tilt-Up work. Once the structural engineer has signed off the release of temporary props the training requirements are negated irrespective of the removal of the props being present.

Daily Site Diary entries in HammerTech shall be maintained for all works, including documenting specifically other workers who have worked in the Tilt-Up Exclusion Area, outlining who and what works have been undertaken.

10.19 Working in The Vicinity of Overhead Power lines

When working near live overhead powerlines, minimum safe clearances must be maintained.

No items of plant, mobile equipment, load, or person are to enter the 'Danger Zone' of an overhead power line.

If Perkins requires crane or boom pump use, the Site Manager will ensure that the crane / boom pump use will not enter the danger zone of an overhead power line.

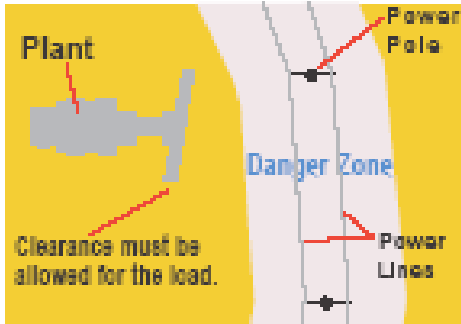
A "danger zone" means anywhere that:

- a. Is within 0.5 metres of a live insulated overhead power line or aerial bundled conductor line of a voltage of not more than 1,000 volts.*

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- b. Is within 1.0 meter of a live uninsulated overhead power line of a voltage of not more than 1,000 volts.
- c. Is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1,000 volts but not more than 33,000 volts, or
- d. Is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33,000 volts.

"Overhead power line" means an overhead line for the transmission of electrical energy.



If work is required within the "danger zone" of an overhead power line the Site Manager will contact the power utility to organise isolation and the inclusion of such within the relevant JHA/SWMS with the relevant personnel. Tiger Tails shall be requested and installed by the relevant utility owner, where works shall encroach a "danger zone".

"Add any project specific if Working in The Vicinity of Overhead Power lines"

10.20 Working in the Vicinity of General Public

All care will be taken by the Site Manager to ensure the public is not exposed to hazards associated with the construction Projects. Security fencing, barricading, hoarding, and signage will be used as a means of a barrier to control interaction with the public.

The Project Hazard Register will contain the project works controls regarding public interaction.

The Site Manager in consultation with the HSE Team and Project Manager are responsible for the implementation of controls to prevent public being exposed to hazards associated with project works.

10.21 Fatigue Management

Fatigue shall be managed in accordance with the [90.02.17 Fatigue Management - Safety Practice.pdf](#)

10.22 Demolition/Structural Support

When undertaking structural alterations and temporary support structures [90.02.20 Demolition - Safety Practice.pdf](#) is to be implemented. Given potential associated risk involved, works shall not proceed until Perkins has an approved SWMS.

10.23 Formwork

Formwork handover certificates will be provided by the Formwork subcontractor to the Perkins Site Manager upon completion of installation and prior to any person walking on or placing equipment or materials on the formwork.

Formwork shall be inspected and signed off by a suitably qualified Engineer (including staircases) by way of report, prior to any concrete pours. Copies of Engineers reports shall be attached to the relevant ITP/pour checklist.

10.24 Lighting

Perkins Builders will provide suitable lighting for general access to site only. If required subcontractors shall provide all task lighting necessary to complete the scope of works.

All lighting arrangement lux levels will be in accordance AS1680.2 Table E1.

10.25 Refuelling

Perkins Builders will aim to minimise refuelling activities onsite where possible. However, where refuelling onsite must occur, the following precautions should be adhered to:

- Refuelling must only occur in a designated area on site.

- All Hot Works Permits in the vicinity of refuelling must be cancelled.
- Never refuel near an open flame, anyone smoking or while the engine is running.
- Move equipment away from refuelling location before starting the motor.
- Spill kit shall be available onsite.

10.26 Penetrations or Holes

All penetrations such as lift openings are to be protected until such times as lockable lift gates are fitted.

Approved guardrails or covers must protect floor openings or holes larger than 200mm x 200mm but less than 2m x 2m (excluding lift shafts, staircase/stairwells and vehicle inspection pits). If covers are used, they must be strong enough to support the loads to be imposed on them, must be secured to prevent accidental displacement and must be marked "Danger – hole beneath". Holes or penetrations in concrete floor/slabs of 200mm x 200mm or 200mm in diameter but less than 2m x 2m (excluding lift shafts, staircase/stairwells and vehicle inspection pits) shall have mesh of 4mm in diameter and 75mm x 75mm aperture installed into the edge of slab at a minimum of 200mm. Holes or penetrations shall be covered with material strong enough to support the loads to be imposed on them, must be secured to prevent accidental displacement and must be marked "Danger – hole beneath".

10.27 Existing Installations

All existing electrical installations shall be confirmed as in good conditions and tested at appropriate intervals to the standard AS3000:2007 Clause 8.3. In particular, this should include a record of testing within 6 months for testing of RCDs.

Contracts Administrator shall be responsible for obtaining this information from the Principal and shall ensure it is assessed by competent person such as an electrician for appropriateness and completeness. Where the Principal is unable to provide a copy of such testing, we must engage our electrical contractor to undertake testing.

The Site Manager shall be aware that no works shall commence onsite until this confirmation has been received.

10.28 Underground Services

Site Manager shall obtain Dial Before You Dig (DBYD) and if necessary, As-Con drawings and/or ground scanning as required to identify presence of any services within work areas. Where existing underground services are identified in close proximity to work areas, the services shall be potholed to locate accurately and identified with markers. Should services cross known excavation areas the services shall be appropriately protected, and only manual excavation shall occur within 600mm of all known services.

All ground disturbance/excavation works shall be controlled via the Excavation Permit to Work process as per above Section.

Appendix 1 – Site Layout

(Attach Site Layout for project)

Appendix 2 – Site Specific Induction Checklist

(Attach Site Induction Checklist for project)

Appendix 3 – Perkins Hammertech – Getting Started Introduction

(Attach Perkins Hammertech – Personnel Induction Quick Start Guide)

Appendix 4 – Plan Signatures

Perkins Builders employees that are required to manage health and safety as a key part of their roles and responsibilities at the project are inducted into this Plan and verified by signing the table below.

We, the undersigned, confirm that we have participated in consultation on the contents of this document, read and understood its contents, and agree to implement the requirements of this Plan on this project site.

Name	Position	Signature	Date