

Safety and Environment Management Plan (SEMP)

for



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Reviews and Approvals					
Review			Approval		
Date	No	Description	Name	Signature	Date
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WORKPLACE HEALTH AND SAFETY POLICY

BJB CIVIL HIRE P/L is committed to providing a healthy and safe workplace for all employees, contactors, persons associated with the company and visitors. The safety policy also extends to the protection of company property from damage.

Resources commensurate with the importance attached to health and safety will be made available to comply with all relevant legislation and regulations and to ensure the health, safety and welfare of all employees and other persons.

In meeting these objectives **BJB CIVIL HIRE P/L** will:

- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees and other persons.
- Identify and reduce the risks of all types of work activities that have the potential to produce personal injury or occupational illness.
- Provide instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures.
- Involve individuals in workplace health and safety matters and consult with them on ways to recognise, evaluate and control workplace hazards.
- Ensure that everyone (including contractors and visitors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Provide adequate systems and resources to effectively manage rehabilitation and return to work processes.

BJB CIVIL HIRE P/L will implement and maintain an ongoing Workplace Health and Safety Program, including conducting regular inspections of the workplace aimed at preventing accidents and incidents.

All managers and supervisors are responsible and accountable for the safety of employees, contractors and company property under their control. Managers and supervisors are responsible for ensuring all regulations, procedures and safe work practices are followed at all times.

In return, **BJB Civil Hire P/L** requires its employees and contractors to:

- Follow all safety instructions or requirements and relevant codes of practice.
- Maintain a safe and tidy work area.
- Report any hazards and give any ideas on how to improve safety to their Supervisor
- Use and wear appropriate personal protective equipment as required.
- Co-operate with, support and promote health and safety in the workplace.

A handwritten signature in black ink, appearing to be 'B. B. B.' followed by a flourish.

Director

A handwritten signature in black ink, appearing to be 'Jany Bantley'.

Director

7/_4_/_15_

Date

Relevant safety legislation

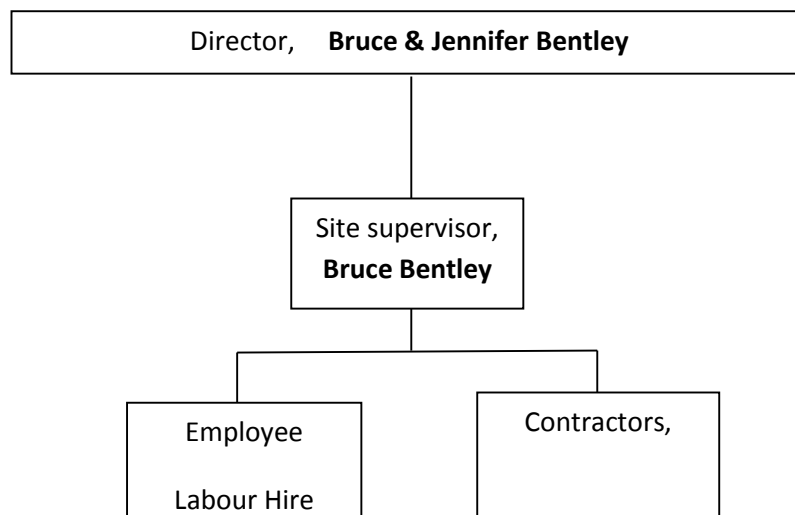
Acts and Regulations

- Work Health and safety Act 2011
- Work Health and safety Regulations 2011
- Environmental Protection Act 1994
- Environmental protection regulations 2008

Codes of practice:

- Plant 2005
- Hazardous manual tasks 2011
- How to manage work health and safety risks 2011
- Managing noise and preventing hearing loss 2011
- Managing the risk of falls in the workplace 2011
- Work health and safety consultation, cooperation and coordination
- First aid 2004
- Other Codes of Practice as required

Organisational chart



Staff responsibilities

Person Conducting a Business or Undertaking (PCBU)

- (1) A PCBU must ensure so far as is reasonably practicable, the health and safety of:
- Workers engaged, or caused to be engaged by the person; and
 - Workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking.
- (2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) A PCBU must ensure, so far as is reasonably practicable:
- the provision and maintenance of a work environment without risks to health and safety; and
 - the provision and maintenance of safe plant and structures; and
 - the provision and maintenance of safe systems of work; and
 - the safe use, handling and storage of plant, structures and substances; and
 - the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking and
 - that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
 - The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.
- (4) A PCBU with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

Officers (Directors)

An officer of the PCBU must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Due diligence includes taking reasonable steps:

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

- to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the WHS Act,
- To verify the provision and use of the resources and processes mentioned in points 3-5.

Workers and Sub contractors

While at work, a worker must:

- take reasonable care for his or her own health and safety,
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act,
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Duties of other persons at the workplace

A person at a workplace, including visitors must,

- take reasonable care for his or her own health and safety,
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the WHS Act.

Risk Management

In managing work **BJB Civil Hire P/L** shall identify the hazards and systematically and consistently assess the risks arising from or associated with the work carried out at the workplace, through the application of the risk management process.

The ultimate aim of the risk management process is *to identify methods to eliminate or reduce risk* by employing suitable controls as per the hierarchy of controls.

In addition to determining the risk to which workers are exposed, the risk management shall consider risks to non-employees, such as sub-contractors, visiting employees (from other companies), neighbouring properties, and members of the public.

Risk management must be regarded as an ongoing process and should be conducted whenever a change in the workplace occurs, including work practices, procedures or equipment

Risk Management Process

The risk management procedure normally includes the following five steps:

Step One: IDENTIFY THE HAZARDS (source of injury or disease)

Step Two: ASSESS THE RISK (the frequency of the exposure in combination with the severity of the consequences)

Step Three: DECIDE ON CONTROL MEASURES (evaluate methods of removing, reducing or controlling the risk)

Step Four: IMPLEMENT CONTROL MEASURES (undertaking those activities necessary to allow the measures to function or operate effectively)

Step Five: MONITOR AND REVIEW (to ensure an unforeseen hazard has not be introduced).

Each of these steps is described in detail below:

STEP 1 - Identify the Hazards

The first step in the risk management process is to identify potential workplace hazards which can be identified through a number of methods including those listed below.

- Assessment of the project documentation
- Work observation
- Consultation with workers
- Hazard reporting by employees
- Job safety analysis (JSA)
- Hazard/risk inspections
- Accident/Incident Analysis

A Job Safety Analysis (JSA) should be conducted for any of the following tasks.

- a task which has a high potential for injury;
- a task which has produced a significant or lost time injury;
- a task has a repeated history of an undesired occurrence;
- a task which is conducted infrequently;
- a task where training has been identified.

The JSA worksheets may also be used as Safe Work Method Statements.

a) Minor Risks

If the risks associated with the hazards identified are relatively minor and/or the hazard can be easily fixed then the person shall attend to it immediately. That is it may not be necessary to work through the risk assessment process.

If the worker is unable to attend to the hazard themselves then they are to report it to the Site Supervisor, their employer.

If there is any difference of opinion or doubt regarding the level of risk, then a risk assessment must be completed by the Site Supervisor.

b) Hazards about which there is a regulation, code of practice or guidance material

If there is a regulation, code of practice or guidance material about the hazard then that relevant material should be referred to.

Regulations

If there is a regulation then as a minimum standard the organisation must do what the regulation requires. A risk assessment may still be required depending on the circumstances.

Codes of Practice

If there is a code of practice then the organisation must either follow the method provided or follow another way which gives the same level of protection. Either way a risk assessment may still be required depending on the circumstances.

Guidelines

There are a number of guides available which provide information on the many hazards within the workplace. Whilst these guides do provide valuable information on managing the risks the overall risk assessment process will still need to be applied.

c) Hazards about which there is NO regulation, code of practice or guidance material

Where the hazard does not fall within those outlined within (b) above then the risk assessment process shall be applied.

STEP 2 – Assess the Risks

Directors, supervisors, or workers may conduct risk assessments together or individually. However it is recommended that wherever possible risk assessments should be conducted in consultation with persons involved in the task, process or work. Risk assessments are best conducted by or under the guidance of trained personnel, who have basic training in the risk assessment process.

STEP 3 – Decide on Control Measures

Following a Risk Assessment, risk control options should then be evaluated and the decision recorded, using the hierarchy of controls as shown below,

- 1. Elimination** - modify the process method or material to eliminate the hazard completely.
- 2. Substitution** - replacing the material or process with a less hazardous one.
- 3. Separation** -isolating the hazard from persons by enclosing or guarding;
- 4. Engineering** -By changing the design of the equipment a hazard can be controlled
- 5. Administration** -Write a procedure that can control the interaction of the hazard with workers.
- 6. PPE** - use appropriately designed and properly fitting PPE where other controls are not an option.

STEP 4 – Implement Control Measures

The Site Supervisor shall ensure that all control measures identified are implemented.

STEP 5 – Monitor and Review

The final step in the process is to monitor and review the effectiveness of measures through consultation, monitoring of incidents, inspection and maintenance checklists and audit of the overall process.

Workplace Inspections

Workplace inspections are undertaken by a nominated person and include consultation with others in the workplace and a review of the previous inspection records to enable identification of recurring issues.

Workplace inspections checklists will be designed specifically for the work area or plant being inspected.

The Workplace Inspections will be undertaken on regular basis and records maintained.

Pre Start Safety Checks

BJB Civil Hire P/L also has a policy whereby under specific circumstances, a Pre start Safety Check is undertaken to ensure the safety of specified activities. This may include pre start checks for plant, machinery and tasks.

Pre start checks will be designed specifically for the plant or task being undertaken where required.

SWMS

A safe work method statement SWMS is required for any legislated high risk activity. The SWMS is to be completed prior to the start of the activity and signed off by all workers involved. A copy of the SWMS for a high risk activity is to be readily available when the high risk activity is being undertaken. SWMS are to be peer reviewed where possible before use, and have an annual review to ensure it is still accurate and effective.

Risk register

BJB Civil Hire PTY LTD will maintain a company risk register. The risk register is a list of all risks identified by the company that may affect their workers on or off site. The risk register is to be populated from entries to risk assessments, SWMS and site inspections. The risk register is to be periodically reviewed to ensure it is still accurate and effective.

SAFETY PLANNING

Skills and Competencies

BJB Civil Hire PTY LTD will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

BJB CIVIL HIRE P/L will undertake a training / competency / assessment of all employees prior to the commencement of work on the nominated site. Where skill deficiencies are detected appropriate training will be provided ***before*** work commences so that employees can perform their designated duties safely.

- Monitor and review 12 monthly to maintain appropriate skills levels;

- Workers will be selected based on their level of skill and competency to undertake the work safely;
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work.

Hazardous substances

Before any product deemed to be of a hazardous nature is brought on site, a Material Safety Data Sheet (MSDS) is to be made available to the Site Supervisor. A current list of all hazardous substances on site shall be recorded on a Hazardous Substances Register. A copy of all MSDS shall be held on site by the Site supervisor.

Employees shall be made aware of all MSDS and the precautions to take in the safe handling, storage and use of these substances (as noted on the MSDS).

Electrical

BJB Civil Hire PTY LTD will ensure that all electrical leads and portable power tools are tested as per the WHS Regulations 2011, inspected and labelled with a tag of current date by a suitably qualified person before being used on site. A list of all equipment must be recorded on an Electrical Equipment Register.

Electrical leads shall be:

- Connected to the nearest electrical point;
- Not over extended;
- Switched off at the point of power supply and removed when not in use;
- Leads in passages or access ways are to be supported clear of floor by use of stands or other suitable means where practical;
- Connected to earth leakage protection;
- Portable Residual Current Device units or extension leads with attached Residual Current Device units shall be used for all works where the safety of the power supply cannot be assured;
- All power tools will be double insulated;
- Any electrical equipment that is damaged or impaired in any way will not be used on site.

First Aid, Fire and Emergency Response Procedures

BJB CIVIL HIRE P/L will ensure our employees fully understand our First Aid, Fire and Emergency Response Procedures as explained in the site specific inductions, and comply with them on site. Emergency contact numbers will be displayed at phone locations on site and **BJB CIVIL HIRE PTY LTD** will ensure our Site Office and all our vehicles are fitted with a fully maintained First Aid Kit and Fire Extinguisher sufficient to meet the risks involved in carrying out our works.

All injuries are to be reported to the Site Supervisor. In the case of an emergency, contact will be

made with the nearest available Site Medical Officer or ambulance officer. The Site Supervisor will also be contacted.

Workplace Noise

BJB CIVIL HIRE P/L has in place a hearing conservation process through which noise exposure is managed.

Noise exposure is managed by controlling the noise, whenever possible, by reducing the noise at the source or on the path. If control of the noise source is not practicable then suitable hearing protection is provided to employees.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees shall be trained in the selection, maintenance and use of PPE and will be issued with appropriate PPE to minimise exposure to potential hazards.

We understand PPE is the last option in controlling hazards.

- Hats and safety footwear and shall be worn at all times.
- Long sleeved shirts and long pants to be worn at all times.
- Shirts shall be approved high visibility or alternatively a high visibility vest shall be worn.
- Additional PPE as specified in the relevant MSDS when handling hazardous substances
- Additional Site Specific PPE as required.

Inductions

Inductions are a critical part of health and safety training and awareness. **All BJB Civil Hire PTY LTD** employees shall:

- Have completed the Generic Safety Induction Card;
- Completed our own internal induction on commencement of employment with us;
- Have completed any Site Specific Induction.

Our Internal induction will cover:

- Workplace Health and Safety legislation;
- Our Company Health, Environmental and Safety rules;
- Organisational structure;
- Responsibilities of employees;
- Work methods;
- Monitoring;
- Project specific hazards;
- Hazardous substances.

Rehabilitation

BJB CIVIL HIRE P/L promotes rehabilitation of employees injured in the course of their employment by facilitating their early return to work:

- On alternative duties; and / or

- On a part time basis.

Injured workers have the responsibility to actively participate in any return-to-work program under the QLD Workers' Compensation Legislation. Failure to actively participate in a return to work program may lead to an employee's compensation entitlements being suspended. The return to work plan is to assist injured workers to resume his/her normal duties in the workplace as soon as possible after injury or illness.

Lighting

BJB Civil Hire PTY LTD will ensure the work place has adequate lighting for workers to perform their duties in a safe manner. Where additional lighting is required consideration of the surrounding area and neighbours is to be taken into consideration.

Manual handling

BJB CIVIL HIRE P/L Employees are to adhere to the Manual Tasks COP 2011 when performing manual tasks. Potentially hazardous manual handling tasks may include lifting, stacking, pulling, pushing, moving, carrying and twisting, should be identified during the risk assessment process. Where possible any mechanical devices to reduce manual handling hazards should be used to prevent injuries.

Working at heights

Any work at a height that is great enough to cause an injury needs to have suitable controls put in place to prevent a fall and In place a "No gone zone" signage. Access to tipper floor area can only be gained by a swinging tailgate and appropriate locking of swung door position, then a use of a step ladder provided for rear of truck for purpose only to clean. Under no circumstance access to tipper by climbing over side.

The use of Elevated Work Platforms (EWP's) is registrable plant and as such must carry appropriate certification. Before using any EWP, operators are to ensure that the machinery is properly registered and that all maintenance has been carried out. EWP operators must have a valid high risk license

Where work has to be undertaken from ladders, the ladders shall be aluminium, timber or fibreglass industrial rated stepladders, no greater than 3 metres in height. The loading rate as indicated on the industrial sticker on the ladder must never be exceeded.

Falling object protection

Where there is a risk that objects may fall onto workers there must be adequate controls in place to prevent injuries. The best option is not to have workers in a position where they won't be struck by objects. This includes exclusion zones and protective devices.

Housekeeping / cleanliness

BJB CIVIL HIRE P/L employees / contractors are responsible for maintaining the cleanliness of the areas they use by removing their rubbish and food scraps and placing them in appropriate bins.

In order to eliminate slips, trips and falls a clean and tidy site needs to be maintained at all times.

BJB CIVIL HIRE P/L employees / contractors are responsible for keeping their work area clear by ensuring all rubbish / off-cuts etc are removed regularly in an appropriate manner House keeping

Site Access

BJB Civil Hire PTY LTD will ensure workers; contractors and visitors have safe access to the site. Appropriate signage is to be used to show where walkways, haul roads and exclusion zones are.

Sub-Contractor Management

Sub-Contractors to **BJB Civil Hire PTY LTD** must adhere to this Health, Safety and Environmental Plan.

Sub-Contractor Leading Hands and workers have the same obligations for safety **BJB Civil Hire** staff and management.

All hazards and incidents are to be reported immediately to **BJB CIVIL HIRE P/L** supervisors.

Sub-Contractors are to be involved with the risk assessment and controls development process for tasks they are involved in with **BJB CIVIL HIRE P/L**

Environmental

Environmental Plan

This Environmental Plan reflects the commitment by **BJB CIVIL HIRE P/L** to provide and maintain, as far as is reasonably practicable, a clear and workable Environmental Plan where employees, contractors, persons associated with our business activities and the environment will not be exposed to hazards

Erosion and sediment control

BJB CIVIL HIRE P/L employees will ensure best practice is carried out when performing activities that have the potential to cause erosion and sediment run off from site. The use of suitable controls need to be decided during the planning phase of an activity and the maintenance of these controls needs to be monitored by the site supervisor in accordance with legislative requirements throughout the project.

Hazardous Material / Chemical Disposal

BJB Civil Hire PTY LTD employees will ensure the disposal of all hazardous materials / chemicals shall be carried out in a strict regulated manner that complies with all environmental laws, regulations and permits.

Liquid waste shall be identified and labelled, stored in appropriate containers (bunded if applicable) and disposed of by an Approved Licensed Contractor.

Air Quality

At **BJB CIVIL HIRE P/L** sites all imported and exported materials such as fill, soil, sand, gravel and landscaping supplies shall be transported to the project sites under covered loads.

Plant and equipment engaged on site shall be required to be maintained to acceptable industry standards to minimise exhaust emissions to the atmosphere.

Where an activity is identified during the risk assessment phase to create large volumes of dust, water trucks are to be used as a control.