



# Fitness for Work Safety Management Plan

*Confidentiality Notice: This document is confidential and contains proprietary information and intellectual property of Dragline Cleaning Services Pty Ltd. Neither this document nor any of the information contained herein may be reproduced or disclosed under any circumstances without the written permission of Dragline Cleaning Services Pty Ltd. Please be aware that disclosure, copying, distribution or use of this document and the information contained therein is strictly prohibited.*

Owner: Dragline Cleaning Services Pty Ltd  
Effective Date: 14/7/2015  
Review Date: 31/03/2020  
Version 5  
Authorised by Justin Goodwin – Executive Manager

## Contents

1	Introduction .....	3
2	Duty of Care .....	3
3	Promotion of a Safe Workplace and Safety Activities .....	3
3.1	Safety Induction .....	4
3.2	Communication .....	4
3.2.1	Job Pre-Start Meetings .....	5
3.2.2	Monthly Safety Meetings .....	5
3.3	Health Assessment & Fitness for Work .....	5
3.4	Occupational Health Issues .....	6
3.5	Hazard / Risk Assessment and Controls .....	6
3.6	Job Safety Analysis .....	7
3.7	Personal Protective Equipment .....	7
3.8	Manual Handling .....	8
3.9	Isolations and Tagging .....	8
3.10	Plant and Equipment .....	9
3.11	Tools and Lifting Equipment .....	9
3.12	Working at Heights .....	9
3.13	Confined Space .....	10
3.14	Electrical Safety .....	11
3.15	Company Vehicles .....	12
3.16	Vehicle and Plant GPS Tracking .....	12
3.17	Mechanical Equipment .....	14
3.18	Emergency Planning and Response .....	14
3.19	Injury Management .....	15
3.20	Hazardous Material .....	15
3.21	Assessment of Safety Performance .....	16
3.22	Incident Analysis .....	16
3.23	Safety Non-Compliance .....	16
3.24	Incident Investigation and Reporting .....	17
3.25	Dispute Resolution .....	17
3.26	Inspections and Audits .....	17
4	Safety Compliance Audit .....	17
5	Environmental Management .....	17
	ATTACHMENT 1 HSE Value Statement .....	18
	ATTACHMENT 2 Take FIVE .....	20
	ATTACHMENT 3 Vehicle Pre-Start Check List .....	21



# Safety Management Plan

ATTACHMENT 4 Risk Assessment Matrix .....22

ATTACHMENT 5 JSA .....23

References.....27

## 1 Introduction

This document sets out the Safety Management Plan for Dragline Cleaning Services Pty Ltd (DCS). All employees shall meet the requirements of this document as applicable.

The Safety and Health requirements in this Plan incorporate applicable safety state legislation and safety procedures, safe work standards and safety instructions.

Our objectives target is **ZERO INCIDENT**. Achieved through:

- Identification, assessment and control of all workplace hazards and risks
- Active commitment and involvement in Safety and Health matters by all employees
- Continually improve Safety and Health performance
- Provision of information & training for personnel to effectively meet responsibilities

DCS Systems, Procedures and Processes are guided by the Dragline Cleaning Services Pty Ltd Quality Policy. Review and investigation of quality safety reporting and systems is a part of the audit process and aligned to the Quality Policy.

## 2 Duty of Care

The Workplace Health Safety Act 2011 places responsibility through a duty of care on both employers and employees. The Duty of Care for Employers requires:

- Provision of a safe workplace, plant/equipment and safe systems of work
- Provision of information, instruction and training
- Consultation and cooperation with employees
- Provision of personal protective equipment.

This document addresses the following:

- Promotion of a safe workplace
- Hazard risk assessment and controls, Job safety analysis
- Safe work behaviour
- Incident investigation and reporting
- Environmental issues
- Fitness for work policy and procedures.

## 3 Promotion of a Safe Workplace and Safety Activities

The directors and senior management of Dragline Cleaning Services Pty Ltd recognise the importance of providing all employees with a safe and healthy work environment.

Our goal is to prevent all occupational injuries and illness. The company will seek to achieve this by:

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness
- Providing instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures
- Involving individuals in occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work

- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

DCS will implement and maintain an ongoing occupational 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.
- The Manager is responsible for supporting and authorising safety training.
- The Manager is responsible for ensuring all employees are adequately trained for the type/nature of work assigned and educated in controlling the hazards involved with the work.
- The Manager is responsible for allocating personnel for safety training and education
- The Manager will coordinate the training activities and records.

Dragline Cleaning Services Pty Ltd Safety Values and Priorities are outlined in the HSE Value Statement. An overarching guideline to our Safety ethos. The HSE Value statement is a guide to all employees and managements accountabilities to safety and safety management as a team and business.

**Management will demonstrate their commitment to safety activity by personal participation in:**

- Conducting regular safety inspections;
- Supporting & implementing improvement initiatives;
- Regular attendance at toolbox meetings;
- Participating in audits.

**All employees are expected to:**

- Follow all company safety requirements and relevant Codes of Practice
- Maintain a clean and orderly work area
- Report all injuries and safety incidents
- Actively participate in safety improvement activities.

### 3.1 Safety Induction

All workers shall receive a safety and health induction specific to the work conducted by Dragline Cleaning Services Pty Ltd. Refer to Induction Procedure Presentation for procedure and support documentation.

Records of induction attendance shall be kept on personnel files.

All forms of Safety Training require an assessment and signed acknowledgement of understanding to verify the attendee has understood the training materials and achieved the learning objectives.

### 3.2 Communication

The effective communication of safety issues at all levels and provides opportunity to contribute to improvement of safety management.

Safety awareness and Health and Wellbeing activities are to be driven management and contributed to by all employees.

Safety awareness will be communicated via:

- Inductions
- Toolbox meetings
- Information, bulletins, handouts and emails
- JSA preparation with the Supervisor
- Special safety awareness sessions
- Safety alerts and notices
- Training sessions.

Health and Wellbeing will be communicated as per the Health and Wellbeing Program for the current year referenced in the Health and Wellbeing Plan. Additional communications will be engaged upon identified gaps and improvement initiatives via:

- Inductions
- Toolbox meetings
- Information, bulletins, handouts and emails
- JSA preparation with the Supervisor
- Special safety awareness sessions
- Safety alerts and notices
- Training sessions.

### 3.2.1 Job Pre-Start Meetings

- Daily, start of shift planning meetings to review the day's activities, review permits, share information of hazards likely to be encountered, discuss any incidents, and identify potential conflict with other groups.

### 3.2.2 Monthly Safety Meetings

- Discuss hazards identified, procedural changes current scope of work in relation to safety, quality and production issues. Include feedback on outcomes from the previous meeting.
- Safety information can include job hazards & control measures, updates, safety and injury/incident reviews (i.e. first aid, medical treatment & lost time injury reports).

## 3.3 Health Assessment & Fitness for Work

Dragline Cleaning Services Pty Ltd is committed to creating and maintaining a safe working environment for all DCS employees. The company recognises that fatigue, stress, illness and alcohol or drugs can all potentially affect an individuals' physical and psychological performance.

In accordance with the Company's commitment to Occupational Health and Safety, individuals who are unfit for work may be required to discontinue the work they normally perform and may be required to leave the workplace if suitable duties cannot be attained.

DCS provides support and guidance to ensure Health and Wellbeing and Return to Work post injury, refer to the Health and Wellbeing Plan and Rehabilitation Policy and Procedure.

Dragline Cleaning Services Pty Ltd has a standard whereby the presence of alcohol or drugs is unacceptable on any site. Detection levels are set accordingly. Please refer to Dragline Cleaning Services Pty Ltd' *Fitness for Work Policy and Procedure and Fatigue Management Policy, Drug and Alcohol Test Procedure.*

### 3.4 Occupational Health Issues

Injuries to employees or damage to their health will adversely affect the success objectives of the business.

Education on health issues include:

- working in hot environments,
- respiratory illness,
- hearing protection,
- fatigue
- eye protection,
- skin protection from chemicals & sunlight 'skin cancer and other health issues,
- effects of alcohol and other drugs on health & work performance,
- electrocution,
- manual handling, muscle and bonestrain,
- conditions in confined spaces,
- correct use of PPE,
- housekeeping,
- chemical handling.

### 3.5 Hazard / Risk Assessment and Controls

The five steps of the Risk Management Process are:

#### Step 1 - Look for the hazards

How to look for hazards, what to look for

#### Step 2 - Decide who might be harmed and how

Assessing the risk - how might someone be harmed? What is the harm? How likely is this harm?

#### Step 3 - Decide on control measures

Is there a Regulation or Code of Practice about any hazards you have identified? What are the existing controls? Are controls as high as possible in list of control priorities? Do controls protect everyone exposed to harm? What additional controls are required?

#### Step 4 - Put controls in place

Developing a plan for improving controls, Improving controls

#### Step 5 - Review the controls

Are the controls working? Are there any new problems?

Accordingly, Hazard and Risk assessment shall be conducted. The assessment process shall identify the **significant hazards and risks** and shall determine the control measures to prevent incidents.

The Manager is responsible for ensuring:

- a review of the scope of work is conducted to identify the hazards in the workplace
- analysis of the hazards to determine risks and the control measures to be used
- recording of the assessment in a hazard/riskregister.

The assessment is to be completed prior to commencement of the work activities (see attachment 4 risk assessmentmatrix).

All hazards and near misses to be reported to the Supervisor in charge and measures taken to ensure safety procedures are followed.

### 3.6 Job Safety Analysis

A Job Safety Analysis (JSA) is to be conducted formally or verbally depending on the relative risk and competency of personnel involved. (Refer to attachment 5 DCS JSA for where site specific JSA is not provided)

For all work and where a high risk is identified a separate risk assessment will be conducted and attached to the JSA.

Prior to any work commencing a Take 5 check will be undertaken (Attachment 2).

**The Supervisor is responsible for:**

- developing the JSA
- verifying that the crew have reviewed the JSA and
- Confirm they understand the hazards and controls identified.

**The Manager will:**

- provide training for Job Safety Analysis (JSA)
- assist personnel involved to develop the JSA to identify hazards in activities at task level, and
- monitor the method and controls used for the hazards. Safe Work Behaviour

DCS requires our employees to act safely and express a positive attitude towards improving safety in their workplace. To encourage a positive and co-operative result, DCS supports the recognition of safe behaviour and practices of our people. Acting out the companies HSE Values and ethos.

Our Managers and Supervisors, those who plan and direct work, are accountable for ensuring that safe behaviour and safe practice is maintained with personnel and subcontractors. This accountability is monitored through observation, inspection, auditing.

The Take 5 approach is adopted prior to starting all work (attachment 2).

### 3.7 Personal Protective Equipment

The minimum PPE required unless otherwise stated is:

- Fully enclosed steel capped boots 15mm minimum from base (lace up, no zippers)
- Long Sleeve Shirts with reflective stripes
- Trousers
- gloves
- Safety glasses with side protection. Prescription spectacles must have toughened lenses, safety frames and side shields.
- Hearing protection in all areas demarcated as a noise zone.
- Hard Hats.

**Managers/Supervisors will:**

- Ensure Company and Legislative requirements are met regarding supply and use of PPE.
- Audit compliance.
- Ensure sunscreen and water will be freely available to staff.
- Arrange for and provide training.
- Determine PPE requirements.
- Audit PPE usage to ensure no alternative available
- Ensure personnel are trained appropriately.



- Set standard for compliance by example.
- Correct unacceptable behaviour.
- Arrange for and audit compliance.
- Ensure PPE is last resort measure
- Ensure face masks are to be used in dusty conditions.
- Ensure all personnel are issued with PPE for hazards.
- Ensure PPE is adequate for the hazard.
- Ensure all personnel have been trained.
- Set standard for compliance through example.
- Correct unacceptable behaviour.
- Enforce discipline requirements
- Recognise acceptable behaviour

### Employees will:

- Comply with requirements.
- Maintain PPE as required
- Ensure all personal protective equipment is worn and used correctly according to the manufacturer's instructions.

### 3.8 Manual Handling

The risk of personal injury to employees performing manual handling tasks is to be reduced to an acceptable level through risk assessments, education and training and that measures to reduce the risk of injury are implemented.

All employees who perform manual handling tasks are trained to:

- Assess the risk of manual handling tasks.
- Avoid the need to manual handle by lightening loads and using mechanical aids.
- Use correct manual handling techniques when manual handling is unavoidable.
- Actively seek assistance from other employees.

Employees are to use appropriate mechanical aids when performing handling tasks. These mechanical aids will include:

- slings
- cranes
- chain blocks

### 3.9 Isolations and Tagging

Isolation and tagging must be undertaken in accordance with JSA (page 5,6).

Tagging isolation/lockout is carried out as per the mines tag procedure' (which vary from site to site) when the equipment to be worked on is identified.

### 3.10 Plant and Equipment

Our objective is to incorporate safety and health requirements into the supply, use, maintenance and demobilisation of plant and equipment.

#### The Manager and/or Supervisor will:

- Ensure all plant meets company and legislative requirements
- Ensure inspection process in place for all plant and equipment
- Ensure isolation process in place for all plant and equipment
- Ensure persons are trained and authorised to operate plant or equipment
- Identify equipment requirements
- Ensure training needs are identified for equipment requirements
- Ensure maintenance requirements are met for equipment
- Arrange to have all equipment inspected regularly
- Ensure personnel have the appropriate training / qualifications to operate plant & equipment
- Ensure inspections are performed prior to daily use
- Ensure maintenance is scheduled and completed.

#### Employees will:

- Perform inspections on equipment prior to their use.
- Report defective equipment immediately to your Supervisor and tag out of service
- Indicate to their Supervisor where they have not had the appropriate training

### 3.11 Tools and Lifting Equipment

- All tools and lifting equipment must be inspected and tagged before use to ensure they are free from defects and are safe to use.
- All lifting equipment is to be inspected for wear, damage or distortion before use.
- Appropriate personal protective equipment must be identified and used when conducting work with tools.
- The tooling must be used, within its design capability in a safe manner and for the purposes for which they are intended
- Care must be taken to avoid damage to tools. Any tool that is not safe to use due to wear and tear or damage must be tagged out of service and must not be used until repaired or replaced as required.
- Tools should be cleaned and inspected after use and correctly stored.
- All lifting equipment should be cleaned and inspected after use and correctly stored.

### 3.12 Working at Heights

Working at Heights is when work is to be completed greater than 1.8 metres or within two (2) metres of an open edge where there is potential to fall 1.8 metres or more.

All personal trained in Working At Heights must follow the correct procedures as per each mines/clients register.

Any person performing any of the following activities must be trained and assessed as competent to carry these out:

- performing Work at Heights.
- performing Working at Heights assessments (e.g. risk assessments)
- issuing written authorities (e.g. work permits)

- designing and laying out the workplace (e.g. Barricades and signage).
- managing or maintaining responsibility for the direct control of the Work at Heights.
- maintaining equipment used for ensuring the safety of persons working at heights, providing, fitting, wearing and maintaining personal protective equipment.
- performing stand-by/spotter; or
- are involved in emergency response and first aid procedures.

Training for these persons shall include at least the following:

- the hazards of Working at Heights. (e.g. overhead powerlines)
- emergency procedures in the event of a rescue, which emergency services to contact and how to administer first aid.
- the selection use and maintenance of equipment, such as Lanyards, harnesses, fall restraints and personal protective equipment.
- There must be at least two (2) Working at Heights certified and site authorised personnel to undertake any Working at Heights works. Site authorisation must be confirmed by mine site personnel, prior to commencing any Working at Heights works.

A record must be kept of any training conducted.

Safety precautions that should be taken during use of cranes include:

- Over Head traveling crane - operator to have been trained and ticketed to operate (Refer to JSA page 5, 6)
- visual inspection of equipment should be undertaken before use
- harnesses are connected and worn at all times
- crane control to be with crew on crane platform
- crane crew to be seated or crouched while crane moving.
- ensure area under workplace is vacated before lowering equipment
- restrict area access under work area as required
- lock and tag crane as required. (Refer JSAs page 5, 6)

### 3.13 Confined Space

A Confine space means an enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person. It is not designed or intended to be at normal atmospheric pressure while person is in the space and is likely to be a risk to health and safety from

- An atmosphere that does not have a safe oxygen level;
- Contaminants including airborne gases, vapour and dust, that may cause a fire or an explosion;
- Harmful concentrations of airborne contaminants that could cause loss of consciousness or asphyxiation; and
- Engulfment.

All personal will be trained in confined space and follow the correct procedures as per mines/client register.

Any person performing any of the following activities must be trained and assessed as competent to carry these out:

- performing work in or on confined spaces.
- performing confined space assessments, (e.g. risk assessments and testing and monitoring atmosphere)

- issuing written authorities (e.g. work permits)
- designing and laying out the workplace.
- managing or maintaining responsibility for the direct control of the work in confined spaces.
- maintaining equipment used for ensuring the safety of persons in the confined space, providing, fitting, wearing and maintaining personal protective equipment.
- performing stand-by; or
- are involved in emergency response and first aid procedures.

Training for these persons shall include at least the following:

- the hazards of confined spaces.
- assessment procedures, such as how to monitor and assess an atmosphere, what to monitor and test for and how to assess the risks associated with confined spaces.
- control measures to be used, such as how the space is to be ventilated.
- emergency procedures, such as which respiratory equipment to wear in the event of a rescue, which emergency services to contact and how to administer first aid.
- the selection use and maintenance of equipment, such as tripods and harnesses, monitoring equipment and personal protective equipment.
- There must be at least two (2) confined space certified and site authorised personnel to undertake any confined space works. Site authorisation must be confirmed by mine site personnel, prior to commencing any confined space works.
- legislative requirements, which include the sections of AS/NZS 2865 as called up in the Regulation; and
- training for breathing apparatus it is going to be used.

A record must be kept of any training conducted.

Guideline for Confined Space Works in Extreme Conditions:

- The area must be checked for contaminated air prior to entry.
- There must always be an observer in attendance that is confined space certified.
- Appropriate signs and protective barriers must be erected as appropriate before work commences (see JSA pages 5,6)
- Observer is to record and monitor stopwatch for 15 minutes intervals while the worker is completing a confined space task.
- Confined Space worker is to not be within a confined space for a period exceeding 15minutes, with at least a 15-minute break between entry.

Conditions include but are not limited to:

- Ventilation
- Temperature/Humidity
- Fitness for Work
- Water Intake
- Fatigue Management

### 3.14 Electrical Safety

All company electrical equipment is tagged and tested 3 monthly and recorded in a logbook carried by each vehicle.

A range of control measures may be implemented to manage the safe operation of electrical equipment used in the workplace, including;

- Routine visual checks by the equipment user
- Formal visual inspections
- Maintenance
- Repair – by a qualified, licensed electrician
- Replacement
- Use of fixed or portable residual current devices (RCDs) more commonly known as safety switches
- Training and instructing employees in the safe use of the electrical equipment
- And, if determined as an outcome of a risk assessment, inspection and testing of identified electrical equipment
- Leads are to be positioned in such a way that they do not become trip hazards.

### 3.15 Company Vehicles

When driving on mine sites, staff must have the appropriate license, black coal qualifications, have completed the site -specific driving induction.

- Vehicles will be escorted by site personnel (yellow flashing light).
- Staff must possess appropriate and current licenses for the vehicles being driven.
- Any staff driving vehicles must meet all site driving induction requirements.
- Staff must not drive when tired (refer DCS Fatigue Management Policy) and must follow the company's fatigue policy.
- Staff must not consume alcohol or drugs when driving (refer Fitness for Work Policy and Procedure
- All vehicles must be checked before leaving base (Attachment 3 pre-start checklist) and must carry a fire extinguisher, first aid kit and drinking water.
- Employees are required to obey all road rules and site rules and drive in a safe manner.
- All vehicles will be identified and marked as per site regulations.

### 3.16 Vehicle and Plant GPS Tracking

DCS's legislative authority is to fulfil obligations for notification of plant and vehicle tracking under the Information Privacy Act 2009 (the Act). This policy is intended to define DCS's use of vehicle and plant tracking devices and data gathered by those devices.

The following definitions apply to this policy:

- Tracking – is the use of an electronic device such as (but not limited to) a GPS (Global Positioning System tracking device) to collect, interpret and record/store data (geographical location, movement and/or plant/vehicle function or activity);
- Act – Workplace Surveillance Act 2005

The installation and use of a plant tracking device and the data collected will comply with the provisions of the Act and this Policy and will be used only for the following purposes:

- Optimisation of assets (e.g. rotation of fleet to ensure longer asset life and utilisation).
- Asset replacement – (e.g. utilisation patterns, trends and geographical mapping).
- Addressing misuse of vehicles – alerts management to unsafe driver behaviours and vehicles being driven outside of set boundaries
- Reduction in operating costs such as wear and tear of tires, brakes and fuel consumption through more efficient use of the fleet; and
- Supervision that fleet is used at appropriate sites only and operated in optimal conditions.

DCS's resources must be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used for private purposes (except when authorised by DCS Management.).

This policy applies to all DCS plant and equipment and to all directors, managers, supervisors, employees, contractors, persons performing voluntary work or any other person that has been authorised to operate a vehicle or item of plant to undertake a DCS function or activity.

The fitting of a tracking device to an item of plant or vehicle must be authorised by DCS Management.

Tracking devices may be fitted to DCS vehicles and plant including, but not limited to:

- Heavy Rigid Trucks
- Medium Rigid Trucks
- Passenger vehicle and utility

The nature and extent of data to be recorded by any tracking device will be defined by the purposes of this policy, with the final decision by the Director Corporate Services regarding use and collection of the data. The data points to be recorded must be related to the purpose of this policy and may include ensuring security of the asset, obtaining operational statistics and collecting data that will support operational efficiencies.

DCS vehicles with private-use privileges attached will not normally be monitored outside working hours, however any recordings may be accessed at DCS Management's discretion, and in exceptional circumstances (e.g. stolen vehicle, Police investigation or any other lawful reason).

The procuring, ordering and installation of a tracking device is restricted to the Corporate Services Department. DCS Management must authorise all purchases, removals and transfers of tracking devices and must comply with this policy.

DCS will install visible signs in or on all plant and equipment fitted with tracking devices to inform all users that tracking may be performed.

DCS will comply with the notification requirements of the Information Privacy Act 2009 - Privacy Compliance.

Information obtained through GPS tracking is being used for safety and operational reasons, however, it may be utilised by DCS as part of an investigation for disciplinary purposes and as evidence during any disciplinary

interviews in compliance with DCS's disciplinary procedures.

The release of GPS tracking information, for both internal and external use, must be authorised by DCS Management.

DCS Management is responsible for the implementation and update of this Policy, including appropriate decision making in compliance with this Policy as outlined above. DCS Management is also responsible for the following:

- Ensuring that tracking devices are purchased, installed removed and maintained.
- Ensuring that the tracking information is collected, reported and utilised in accordance with this policy.
- Ensure the information is secure and only released after appropriate authorisation.
- Managing the data contract with the Supplier.
- 

While the attention of existing and new staff will be drawn to this policy, it is the responsibility of the Managers and Supervisors to support the awareness to all staff of the installation of the tracking devices.

Staff must not remove or interfere with a DCS tracking device. Staff must comply with the requirements of this policy and must notify their immediate manager or supervisor of any damage to equipment or suspected breaches of this policy.

Minor technical breaches of this policy are to be reported to and addressed by DCS Management.

### 3.17 Mechanical Equipment

The only mechanical equipment used on site are the trucks. All vehicles are fitted with lockout isolators to prevent any movement, rollover protection and fire extinguishers. *Refer company vehicles section.*

### 3.18 Emergency Planning and Response

To ensure that the project is appropriately prepared in the event of an emergency occurring on the site and to comply with any existing emergency response requirements.

#### **The Manager will:**

- ensure the project has an emergency response plan,
- provide information and co-ordinate (or conduct) training to all personnel on the emergency response plan,
- request that emergency response exercises be conducted to verify the integrity of the system. Timing of exercises (at regular intervals) will be determined by Manager.

#### **Employees will:**

- ensure they are aware of the Emergency provisions of the site-specific requirements.
- Ensure they have been fully briefed on the following issues:
- Means of raising an alarm.
- Location and type of Fire Extinguishers
- Location & access to the First Aid Facilities.
- Assembly areas and evacuation routes

## In the event of fire

- Sound the alarm
- Assist any victims and warn others of the dangers.
- If possible, without risk to themselves or other personnel, try to contain it using a fire extinguisher or other available means.
- All vehicles and the company workshop have fire extinguishers for use in emergency. In the event of injury
- Report all injury / accidents
- Record the injury / Treatment,).

## 3.19 Injury Management

All injuries are reported to the Supervisor and to management. The Supervisor responsible for the employee will:

- Follow up all injured personnel ensuring they receive treatment and the treatment records are sent to the Safety Manager.
- Complete an incident investigation form.

### The Manager will:

- Refer to site -specific procedures for responding to personnel with injuries.
- Notify the project Rehabilitation Co-ordinator (when they are not the same person) of the injury details.
- Will implement Incident Reporting Procedure
- Conduct Injury Investigation and log in Incident / Injury Register
- Will implement Rehabilitation Policy and Procedure if applicable
- Ensure follow reporting to required site/client(s)

## 3.20 Hazardous Material

To ensure that the project manages the requirements in procuring, handling, storing, using and disposal of hazardous materials in the workplace.

### The Manager will:

- Ensure an MSDS is available for each hazardous product or material.
- Conduct a scheduled inspection of the stored hazardous materials
- The inspection shall include conditions of the storage area i.e. housekeeping, compatibility, signage etc.
- Hazard assessment review of materials and substances is to be conducted during procurement, and prior to use of the substance.
- Approval to use a hazardous substance and awareness training/briefing of all necessary PPE and equipment will be in accordance with DCS procedures referenced above.
- Hazardous substances must be controlled to prevent occupational health and environmental incidents. The intent is to ensure control measures are implemented to minimise risk to personnel and environment are addressed
- The use of hazardous substances shall be kept to a minimum, to minimise risk and reduce volumes for disposal. Disposal of hazardous substances shall be in accordance with the requirements of the material safety data sheets, environmental authorities and statutory requirements.



### 3.21 Assessment of Safety Performance

A number of safety performance measurements shall be used on this project and are as follows.

The following safety statistics will be calculated on a monthly basis:

- Lost Time Injury Frequency Rate (LTIFR),
- Medical Treatment Case Frequency Rate (MTCFR)
- Total Recordable Injury Frequency Rate (TRIFR). (TRC = LTI + MTC)
- Environmental Incidents

### 3.22 Incident Analysis

The analysis of incident reports shall form part of the evaluation of project safety.

The weekly safety inspection, scheduled audits, observations and near/miss, hazards reports shall be used to monitor status and continuous improvement in project safety performance. The assessment of the safety performance shall include examples such as:

- Type and quality of training implemented.
- Quality of investigation reports and implementation of corrective actions.
- JSA documentation.

Non-conformances or sub-standard conditions can be identified through a range of activities such as:

- Incident investigations
- Audits
- Meetings
- Inspections
- Hazard Observations

### 3.23 Safety Non-Compliance

Safety Non-Compliance is a standard process for addressing behavioural issues with personnel who fail to comply with company or statutory safety requirements.

Application of disciplinary action for safety non-compliance by an employee shall be conducted in accordance the following.

This standard outlines a progressive approach of corrective counselling to safety compliance with Occupational Safety & Health standards. However, where an employee's conduct, performance or safety non-compliance is judged to be of such a serious nature, the group shall, after investigation, take immediate action including if appropriate, dismissal.

- The first action of Supervisory corrective intervention or action, regarding any form of non-compliance including safety, is immediate corrective counselling (informal verbal warning).

The four (4) level system shall consist of the following:

- Level 1 – Formal counselling
- Level 2 - Written warning
- Level 3 – Final written warning
- Level 4 – Termination of employment
- Serious safety non-compliance where there is a high potential for serious injury or fatality shall be responded by moving directly to levels 3 and or 4. Examples of situations where this shall occur are:
  - Knowingly working at height with no fall protection equipment engaged i.e. harness not attached

- Knowingly entering a confined space without an authorised permit in place
- Knowingly breaching a hot work permit in an explosive gas/substance area.
- Breach of isolation procedures (removing someone else's danger tag/log)

### 3.24 Incident Investigation and Reporting

All incidents, near misses and hazards with the potential to cause injury, damage, or harm to personnel, equipment or the environment shall be reported and investigated. Supervisors are required to immediately notify the Manager. Refer to Incident Reporting Procedure for Incident reporting protocol and forms and log in Incident/Injury Register.

The Manager will determine the level of the investigation. The Supervisor shall be responsible for conducting the initial investigation and delegate required duties and responsibilities.

### 3.25 Dispute Resolution

All DCS Management, Supervisors, and Employees have the right to have their concerns heard by a relevant member of the DCS Management Team. Refer to Dispute Resolution Policy and Procedure.

### 3.26 Inspections and Audits

Inspections and auditing are a necessary OHS activity to evaluate the effectiveness of work practices in preventing injury and damage. Inspections and auditing are a means of:

- assessing the compliance to safe work standards and legislative requirements,
- identifying unsafe work practices or unsafe conditions,
- shortcomings in the application of the United Group Resources safety management system; and
- verifying compliance with the Health Safety & Environment Management Plan.

## 4 Safety Compliance Audit

Three monthly workplace safety evaluation and compliance audit conducted with the Manager.

The audit includes:

- A compliance audits
- A review of incidents to date, status of injured workers, and outstanding corrective actions,
- A review of the scope of work and activities with hazards of medium to high risk.

## 5 Environmental Management

To identify all potentially adverse impacts on the environment resulting from the operations, to reduce or control the impacts and to comply with any existing environmental requirements. As per the Environmental Management Plan issues to be considered include:

- Waste and spillage
- Chemicals
- Air and water quality
- Noise
- Storm response
- Fire prevention
- Complaints
- Environmental incident response

Refer to Environmental Management Environmental Plan for procedure requirements.

## ATTACHMENT 1 HSE Value Statement



### HSE Value Statement

Safety is our number one priority. We are uncompromising in our commitment to the health, wellbeing and safety of our employees, clients, and community. We promote a continuous improvement culture to ensure up to date processes, demonstrate leadership, and promote comprehensive safe practices in the Industrial Cleaning Sector.

Our Team take individual accountability in adhering to our safety standards, and actively participate in and support the advancement of our health, wellbeing and safety practices. Safety is the priority of all employees and of those we work with, including both top management and the individual. Everyone is responsible for achieving zero Incident target and promoting of environmentally friendly practise.

Dragline Cleaning Services Pty Ltd is committed to keeping our employees informed with up to date safety practices in the Mining and Industrial Industry as well as current safety issues, obligations, and regulations.

It is the policy of Dragline Cleaning Services Pty Ltd to:

- Maintain a safe and healthy workplace for all employees in compliance with all applicable laws, regulations and serviced site practices
- Promote a positive attitude towards Safety, Health, Wellbeing and Environmental Practices.
- Commit appropriate and sufficient resources to protect and support company safety efforts including providing technical support for our field crews.
- Provide management leadership and require all employees to take responsibility and ownership for safety.
- Ensure that each employee understands that they have the obligation to stop, check, assess and questions to ensure the wellbeing of their teammates, being proactive in preventing an unsafe incident from occurring.
- To provide industry leading training to our employees ensure they are equipped for the job.
- Regularly review and evaluate Safety, Health, procedures, and practices to assure that they are effective and up to date.
- Assure timely and thorough reporting and investigation of all incidents including the identification of causal factors and the establishment of effective corrective actions.
- Promote team involvement and provide support, training and information in Safety improvement discussions, meetings and establishing changes.

# Safety Management Plan

Dragline Cleaning Services Pty Ltd takes pride in its relationships with employees, clients and community and is committed to being a leading Industrial Cleaning service provider and employer of choice.



Executive Manager: Justin Goodwin



Date: 6<sup>th</sup> January 2020

The Executive Manager of Dragline Cleaning Services Pty Ltd has formulated the HSE Value Statement. The policy is explained and discussed at the general orientation training given to all new employees and has been reviewed with all current employees. All employees are expected to know what the HSE Value Statement means to them as it affects their job or position within the company. The Value Statement is posted in prominent locations throughout the facility.

## ATTACHMENT 2 Take FIVE

### Take FIVE

<p><b>Step One</b></p>	<p><b>Stop, Step Back, Observe</b></p> <p>(BEFORE YOU START ANY JOB, YOU SHOULD TAKE TIME TO LOOK AROUND THE AREA YOU ARE GOING TO BE WORKING?)</p>
<p><b>Step Two</b></p>	<p><b>Walk – Through Task</b></p> <p>(THINK ABOUT WHAT NEEDS TO BE DONE, WHAT TOOLS AND EQUIPMENT YOU WILL NEED, WHAT ARE GOING TO BE CRITICAL ASPECTS OF THE JOB)</p>
<p><b>Step Three</b></p>	<p><b>Identify Hazards</b></p> <p>(REFER TO THE HAZARD IDENTIFICATION CATEGORIES ON THE BACK OF THE TAKE FIVE CARD AND TRY TO ANTICIPATE WHAT COULD GO WRONG)</p>
<p><b>Step Four</b></p>	<p><b>Control and Communicate</b></p> <p>(HOW ARE YOU GOING TO CONTROL THE HAZARDS YOU HAVE IDENTIFIED, IS THE RISK ACCEPTABLE, TELL YOUR SUPERVISOR WHAT YOU HAVE DONE, WHAT THE HAZARDS ARE AND WHAT YOUR CONCERNS ARE, BE PREPARED TO PUT EFFORT INTO CONTROLLING THE HAZARDS)</p>
<p><b>Step Five</b></p>	<p><b>Safely Complete Task</b></p> <p>(HAVING IDENTIFIED THE HAZARDS, IMPLEMENTED CONTROLS AND COMMUNICATED YOUR ACTIONS, FOLLOW THE PLAN YOU HAVE PREPARED FOR COMPLETING THE TASK, SHOULD YOU NEED TO DEVIATE FROM YOUR PLAN GO BACK THROUGH STEPS 1-5 TO ENSURE YOUR PERSONAL SAFETY)</p>



**ATTACHMENT 3 Vehicle Pre-Start Check List**

Vehicle Pre-start Check List

Vehicle Call Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Odometer Reading \_\_\_\_\_

<b>Check</b>	<b>Yes</b>	<b>No – action required</b>
Tire inflation, including spare(s) is at correct level and tread in good condition		
Oil level is at appropriate level		
Wiper fluid level is at appropriate level		
Head lights operational		
Signal indicators operational		
Brake lights operational		
Two-way radio working		
Reflective strip and ID number displayed, flashing lights working		
First aid kit (properly stocked) and emergency equipment		
Wipers and sprayers operational		
Horn operational		
Parking brake operational		
Engine sounds in good working condition, battery charged		
Brakes sound and good working condition		
Windscreen clean and undamaged		
Check under vehicle for leaks		
Fuel		
Coolant/radiator		
Mirrors		
Rollover protection		
Any load secured correctly		
Seat belts		
Cabin clean		
Other		

COMPLETED BY: \_\_\_\_\_

Office Use only:	Workshop Received date: _____
ACTION LOGGED By WORKSHOP:	

## ATTACHMENT 4 Risk Assessment Matrix

RISK LEVEL MATRIX						
RISK LEVEL	CONSEQUENCES OF EXPOSURE	RISK LEVEL CALCULATOR				
		LIKELIHOOD OF OCCURRENCE	CONSEQUENCES OF EVENT OCCURRING			
			Death or permanent disability	Long-term illness or serious injury	Medical attention, time off work	First Aid treatment required
<b>H (1)</b> (High level of harm)	Potential death, permanent disability or major structural failure or damage. Off-site environmental discharge or release not contained and significant long-term environmental harm. <b>Will require detailed pre-planning. Record actions on SWMS.</b>					
<b>M (2)</b> (Medium level of harm)	Potential temporary disability or minor structural failure or damage. On-site environmental discharge or release contained, minor remediation required, short-term environmental harm. <b>Will require operational planning. Record actions on SWMS.</b>	<b>Very Likely</b>	1	1	2	3
		<b>Likely</b>	1	2	3	4
<b>L (3-6)</b> (Low level of harm)	Incident has the potential to cause persons to require first aid treatment. On-site environmental discharge or release immediately contained, minor level clean-up with no environmental harm. <b>Will require localised control measures.</b>	<b>Unlikely</b>	2	3	4	5
		<b>Very unlikely</b>	3	4	5	6

## ATTACHMENT 5 JSA

### Job Safety Analysis worksheet – Dynavane Specific

Job: Dynavane cleaning	Team Supervisor:	Date:
Site:	Dragline:	Hours:
Team:		
Description of job	Potential hazard/incident	Safe condition or activity required
1. Travel to dragline.	Heavy moving equipment – road condition	<ul style="list-style-type: none"> <li>Escort by site personnel – yellow flashing light</li> <li>PPE to be worn</li> </ul>
2. Isolation	Dragline in motion	<ul style="list-style-type: none"> <li>Wait until dragline is parked and access approved</li> </ul>
	Intake/bleeder fans rotating	<ul style="list-style-type: none"> <li>Lock and Danger tag fan isolation points</li> </ul>
	Overhead crane moving	<ul style="list-style-type: none"> <li>Lock and tag when in position at isolator on crane platform</li> </ul>
3. Position cleaning equipment	Falling objects/ personnel	<ul style="list-style-type: none"> <li>Position overhead crane outside rear dragline doors and lift equipment onto crane platform</li> </ul>
	Moving crane	<ul style="list-style-type: none"> <li>Advise mine personnel in the area of overhead activities</li> <li>Restrict personnel access under area as required</li> <li>Crane control to be with crew on crane platform</li> <li>Harnesses to be worn and fixed if required.</li> </ul>
4. Washing filters	High pressure water	<ul style="list-style-type: none"> <li>Use experienced personnel and blast away from others</li> <li>Appropriate PPE to be worn at all times</li> </ul>
	Water run-off	<ul style="list-style-type: none"> <li>Ensure water is run away from dragline access steps</li> <li>Ensure hoses and leads are positioned so that they do not become trip hazards.</li> </ul>
5. Removing cleaning equipment	Falling objects	<ul style="list-style-type: none"> <li>Ensure area under workplace is vacated before lowering equipment.</li> <li>Remove equipment via rear dragline doors with observer positioned on ground near dragline.</li> <li>Remove all danger tags and notify dragline supervisor that the job is complete and all equipment removed</li> </ul>
6. Travel from dragline	Heavy moving equipment – road condition	<ul style="list-style-type: none"> <li>Escort by site personnel – yellow flashing light</li> <li>PPE to be worn</li> </ul>





# Safety Management Plan



DCS - Job Step Analysis Form

## DCS JOB STEP ANALYSIS FORM

1. General Information								
Site: Dragline Cleaning Services Pty Ltd	Department:	Crew:	Day:	Date:	Time:	This JSA will expire after job completion, during a shift or at the end of the shift. A new JSA must be completed for an on-coming crew.		
Describe in brief the job which is being analysed		Describe the specific location where this job will take place		List the main tools and equipment involved				
2. JSA questions: Please tick Yes or No to the following questions. For all No answers proceed to the next line								
Does a current Work Instruction or procedure describe ALL job steps, hazards and controls?				<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes = JSA is not required Document No:			
Is the task a change to current process, procedure, design or work environment?				<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes = JSA required. Check if change management required.			
List all permits required for this job: <input type="checkbox"/> Permit to Work <input type="checkbox"/> Hot Work <input type="checkbox"/> Working at Heights <input type="checkbox"/> Confined Space <input type="checkbox"/> Digging/Excavation/ Penetration <input type="checkbox"/> Diving Operations <input type="checkbox"/> High Voltage Access <input type="checkbox"/> Cranes Lift Study <input type="checkbox"/> Other _____								
3. Team Members: Sign below if you are involved in the job and will comply with the JSA requirements.								
Personnel involved in the job must be involved in developing the JSA and all team members must view the job site before starting the JSA. Workers joining the team for the job after the JSA is approved must sign the JSA only after they have read, understood and agreed with the JSA.								
Full Name (Print)	Position	Years of task JSA Development Team member	Signature		Full Name (Print)	Position	Years of task JSA Development Team member	Signature



# Safety Management Plan



## DCS - Job Step Analysis Form

4. Analysis					
No.	Job Steps List the tasks required to perform the activity in the sequence they are carried out.	Hazards - What can cause harm? Refer to BMA-Safe book for assistance	Agreed Controls How will the hazards be managed? List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Person responsible for ensuring control is in place	Is the hazard effectively managed? (circle)
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N

If more rows are required please use the back of the JSA form



# Safety Management Plan



DCS - Job Step Analysis Form

## Working at Heights Rescue Plan

In the event that the person working in the basket of the EWP shall fall, the following rescue plan will be put in place :-

1. Initiate Emergency Response procedure by calling control via two-way
2. Lower EWP to ground via ground controls
3. Proceed with first aid if necessary
4. Await Emergency Response Team's arrival and monitor victim's condition.

**If any hazards are not managed, work should not commence and the supervisor must be contacted**

<b>5. JSA Approver: The person who approves the JSA must complete this section (Approver shall be a Supervisor or Delegate)</b>			
Should this JSA be transferred into a Work Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Why? Changing Tasks	If yes, nominate the person who will perform this activity* : *Action to be assigned as a task in the system	
In signing below I acknowledge that I understand the current hazards present in the area where the work is being performed, have reviewed the JSA and that all sections have been completed correctly.			
Approver Full Name:	Position:	Signature:	Date:

Completed forms are to be forwarded to the supervisor for recording and filing.

## References

- HSE Value Statement
- Quality Policy
- Environmental Management Plan
- Incident Reporting Procedure
- Incident Reporting Form
- Incident/Injury Register
- Fatigue Management Policy
- Fitness for Work Booklet
- Drug and Alcohol Testing Procedure
- Health and Wellbeing Plan
- Rehabilitation Policy and Procedure
- Dispute Resolution Policy and Procedure
- Induction Procedure Presentation