

Contents

0.0 INTRODUCTION	3
1.0 SCOPE	4
2.0 NORMATIVE REFERENCES	4
3.0 TERMS & DEFINITIONS	5
3.1 ABBREVIATIONS	5
3.2 DEFINITIONS	6
4.0 CONTEXT OF THE ORGANISATION	9
5.0 LEADERSHIP & WORKER PARTICIPATION	11
5.1 LEADERSHIP & COMMITMENT	11
5.2 WHS SYSTEM POLICIES	13
5.3 ORGANISATIONAL ROLES, RESPONSIBILITIES & AUTHORITES	25
5.4 CONSULTATION AND PARTICIPATION OF WORKERS	58
6.0 PLANNING	63
6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES	63
6.2 WHS OBJECTIVES AND PLANNING TO ACHIEVE THEM	78
7.0 SUPPORT	81
7.1 RESOURCES	81
7.2 COMPETENCE	81
7.3 AWARENESS	87
7.4 COMMUNICATION	89
7.5 DOCUMENTED INFORMATION	99

Proline Building Commercial Pty Ltd
Safety Management System

8.0 OPERATION	103
8.1 OPERATION PLANNING & CONTROL	103
8.2 EMERGENCY PREPAREDNESS AND RESPONSE	116
9.0 PERFORMANCE EVALUATION	138
9.1 MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION	138
9.2 INTERNAL AUDIT	150
9.3 MANAGEMENT REVIEW	152
10.0 IMPROVEMENT	154
10.2 INCIDENT, NONCONFORMITY AND CORRECTIVE ACTION	154
10.4 CONTINUAL IMPROVEMENT	173
10.5 WHSMS PROJECT HANDOVER /TAKEOVER (HOTO)	173

0.0 Introduction

0.1 Purpose

The purpose of this procedure is to provide a guide to the WHSMS that exists at Proline Building Commercial Pty Ltd (Proline) in accordance with ISO 45001:2018 Occupational health and Safety Systems. It describes the core elements of the WHSMS and their interaction and provides direction to related documentation.

0.2 The Company

The Proline Group commenced operation in 1987. In this time the company has developed to a size to cater for both large and small projects always keeping in mind the clients needs and operational requirements. Proline has earned a reputation for quality construction involving a diverse range of commercial projects. Proline is a wholly owned independent company, with the aim of providing building construction work, to both private and public sector clients, who demand responsive service and quality work.

0.3 Products & Services

Our work is primarily the construction of

- New buildings, extensions
- Fit out and renovation of existing buildings

conducted in the Sydney Metropolitan area on commercial and industrial projects with a contract value up to \$20,000,000.00.

Within the fields of:

- Aviation
- Education
- Health
- Defence
- Rail
- Retail
- Security Sensitive Areas
- High Public Profile Spaces

1.0 Scope

The scope of this procedure includes:

- Consideration of and compliance with the relevant legislative, regulatory and statutory requirements / obligations;
- Corporate governance including due diligence and duty of care;
- Hazard identification, risk assessment and risk control requirements for general construction type activities;
- Accident and incident prevention
- Training, awareness, communication and consultation requirements.

For all construction projects carried out by Proline on site/s within New South Wales.

2.0 Normative References

ISO 45001: 2018 Occupational Health and Safety management systems – Requirements.

3.0 Terms & Definitions

3.1 Abbreviations

OHS	Occupational Health & Safety
WHS	Work Health Safety
WHSMS	Work Health & Safety Management System
Doc No:	Document Number
GM	General Manager
HR	Human Resources
MD	Managing Director
Proline	Proline Building Commercial Pty Ltd
PM	Project Manager
SM	Systems Manager
SWG	Safe Working Guidelines
SWMS	Safe Work Method Statements
TP	Training Programs
AS/NZS	Australian Standard / New Zealand Standard
NSCA	National Safety Council Australia
FSC	Federal Safety Commission
HOTO	Handover Takeover
DLP	Defects Liability Period
PC	Practical Completion
ITPs	Inspection & Test Plans
OMM's	Operational Maintenance Manuals
KPI	Key Performance Indicators

3.2 Definitions

- **Acceptable risk:** risk that has been reduced to a level that can be tolerated by Proline having regard to legal obligations and the company's Health and Safety Policy.
- **As Built Drawings:** Architectural or service drawings of the completed construction project.
- **Audit:** Systematic, independent and documented process for obtaining 'audit evidence' and evaluating it objectively to determine the extent to which 'audit criteria' are fulfilled.
- **Better practice:** improvement in current work practices
- **Commissioning Plan:** a commissioning plan is a document used to ensure all installed plant, equipment, fittings, and fixtures are functioning to their designed standards into a building by the planned practical completion date.
- **Competence / competent person:** ability to apply knowledge and skills to achieve intended results.
- **Continual improvement:** year on year improvements in both Proline's health and safety performance and the Health and Safety System.
- **Consultation:** seeking views before making a decision.
- **Contractor:** external organization providing services to the organization in accordance with agreed specifications, terms and conditions
- **Corrective action:** action to eliminate the cause of a nonconformity or other undesirable situation.
- **Dissemination:** means to spread, disperse throughout
- **Dyslexia:** Dyslexia is a learning disability characterized by problems in reading, spelling, writing, speaking, or listening. In many cases, dyslexia appears to be inherited.
- **Document:** hard copy or electronic information in written, diagrammatic or pictorial form.
- **End User Training Plan:** An End User Training Plan is document used to identify relevant stakeholders to undertake training of selected equipment installed into a completed construction project, it identifies who is the trainer and what is required to ensure competency of the trainee has been achieved
- **Hazard:** source, situation or act with a potential for harm in terms of injury or ill health.
- **Hazard identification:** the process of recognizing that a hazard exists and defining its characteristics.
- **Hazardous Substance means a substance that:** is listed in the document entitled "List of Designated Hazardous Substances (NOHSC: 1005 1990) fits the criteria for a hazardous substance set out in the document entitled "Approved Criteria for Classifying Hazardous Substances (NOHSC:1008 1999).
- **Ill health:** identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.
- **Incident:** work-related event in which an injury or ill health or fatality occurred or could have occurred.
- **Injury:** Means a personal injury arising out of or in the course of employment and; includes a disease contracted by an employee in the course of employment, where the employment was a

Proline Building Commercial Pty Ltd
Safety Management System

contributing factor to the disease the aggravation, acceleration exacerbation or deterioration of any diseases where the employment was a contributing factor

- **Injury Management Program:** The Injury Management Program is a co-ordinated and managed program that integrates all aspects of injury management (including treatment, rehabilitation re-training, claims management and employment management practices) for the purpose of achieving optimum results in terms of a timely, safe and durable return to work for injured employees.
- **Injury Management Plan:** An injury management plan is for co-ordinating and maintaining those aspects of injury management that concern the treatment, rehabilitation and re-training of an injured employee for the purpose of achieving a timely, safe and durable return to work for injured employees. An Injury Management Plan is written for all employees with significant injuries.
- **Interested party:** person or group outside the workplace concerned with or affected by the OH&S / WHS performance of the company.
- **Near Miss:** Any situation which could have resulted in a general incident / accident or notifiable or serious incident.
- **Nonconformity:** non-fulfillment of a requirement.
- **Non conformance:** An WHSMS requirement which has not been met.
- **Notifiable Incident:**
 - (a) the death of a person, or
 - (b) a serious injury or illness of a person, or
 - (c) a dangerous incident.
- **Occupational health and safety (OH&S):** conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors or any other person in the workplace.
- **OH&S / WHS management system:** part of an organization's management system used to develop and implement its OH&S / WHS policy and manage its OH&S risks.
- **OH&S/ WHS objective:** OH&S goal, in terms of OH&S performance set annually by Proline in order to achieve one of its Health and Safety Policy commitments.
- **OH&S / WHS performance:** measurable results of Proline's management of its OH&S / WHS risks.
- **OH&S / WHS policy:** overall intentions and direction of the company related to OH&S / WHS performance as expressed by the Board of Directors.
- **Operational Maintenance Manuals:** Contain information regarding the operation, servicing, decommissioning of services / equipment, fittings & fixtures installed into a completed construction project.
- **Participation:** involvement in decision making.
- **Partial Handover Plan:** A Partial Handover Plan is a document used to outline the physical scope / area of handover and define the roles and responsibilities of areas now under control of the client.
- **Requirement:** need or expectation that is stated, generally implied or obligatory.
- **Review Team:** Consists of the Managing Director, General Manager and Systems Manager
- **Return to work plan:** A written agreed and time limited plan stating "suitable duties, restrictions, hours worked, supervision arrangements" include steps that will be taken to help the injured employee return to work. This plan must be regularly monitored and reviewed.
- **Risk:** (In relation to any potential injury or harm) The likelihood and consequence of that injury or harm occurring.

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Safety Management System

- **Risk Assessment:** The process of identifying hazards and assessing and recommending methods of controlling those risks associated with a particular project.
- **Safety Alert:** means of communicating hazards, incidents and corrective actions.
- **Significant Injury:** A significant injury is when an injured employee cannot undertake their usual duties for a continuous period of 7 or more days.
- **Worker:** person performing work or work related activities that are under the control of the organisation.
- **Workplace:** place under the control of the organisation where a person needs to be or to go to for work purposes.
- **Workplace Injury management:** “The process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for employees following workplace injuries.
- **Workplace Return to Work Program:** This is a series of return to work commitments and procedures developed by the employer, aimed at ensuring timely, safe and durable return to work of injured employees that must be consistent with the Insurer’s Injury Management Program.

4.0 Context of the Organisation

The context of the organisation has been reviewed identifying relevant interested parties, their needs/expectations, including any risks or opportunities associated with including the effects of climate change. Actions have been documented and will be reviewed during Management Review Meetings.

The Organisation	Interested Parties	Needs / Expectations	Risks	Opportunities	Action
Company: Commercial construction – sole owner	Owner	Profitability, return on investment and growth in market value of organization, provide a safe work environment	Fail to be profitable Accidents / Injuries	Increased growth	Increased training of employees - Systems - Programming - Culture
Clients: Small number / high profile	Clients/Customer	Expect high quality products Projects on time in budget Zero LTI's Renewable Materials Carbon neutral products Sustainability of products	Fail to deliver projects on time, on budget and excessive defects, LTI's Harm to environment Supply chain delays / issues	Deliver on time in budget, high quality defect free in a safe environment, increased reputation	Review project planning / job in progress procedures, identify early warning / risk assessment / programming / increased training
Key Employees: Managing Director / General Manager Workforce: 10-20 employees – varied ages	Senior Management Employee/s	Company must remain financially healthy, concerned with growth of company and WHS processes must be efficient Good work / safe environment, fair compensation and appropriate training, job security	Fail to engage / promote system Incompetent employees / high turnover of employees	Increased ownership of system Long term, happy, well trained, competent employees / rewards	Increased training of employees - Systems - Programming - Culture Performance Reviews / Feedback to employees Team building exercises Review training needs Increase training - Systems
Various / high turnover	Suppliers / Subcontractors	Expect to be paid promptly and need for company to clearly	Breakdown in relationship, safety NCR's	Improve, foster	Review Trade Contract Agreements / clearly define

Proline Building Commercial Pty Ltd
Safety Management System

		defined product/service requirements, safety expectations and requirements in P.O or contract	use of Security of Payments Act	ongoing relationships	projects requirements prior. Review tender process
Accreditations	Certification Body	Level of compliance to ISO 45001 & others including amendments	Major Non conformances Loss of certification/s	Maintaining certifications	Maintain Resources - Dedicated Systems Manager
General Public	General Public	Maintain good community relationships/ reputation Environmental protection / Climate Change issues Ethical behaviour Compliance with statutory and regulatory requirements	Poor reputation	Increase reputation	Review Corporate Social Responsibility Plan / Training in CSR / Ethics / Safety Auditing of projects to ensure compliance

5.0 Leadership & Worker Participation

5.1 Leadership & Commitment

The Management of Proline demonstrates its leadership & commitment with respect to Occupational /Work Health and Safety Management System (OHMS/WHSMS), through :

1. Assigning responsibility and accountability for the effectiveness of the Safety System
2. Taking overall responsibility for the prevention of work-related injury and ill health and provision of safe and healthy workplaces and activities
3. Integrating the Safety System requirements into Proline's business processes
4. Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities
5. Ensuring the organization establishes and implements a process for consultation and participation of workers
6. Supporting the establishment and functioning of a Health and Safety Committee
7. Ensuring that Health and Safety Policy & Health and Safety Objectives are established and are compatible with strategic direction of the organization
8. Ensuring that resources needed for the Safety System are available
9. Supporting other relevant management roles to demonstrate their leadership as it applies to their area of responsibility
10. Communicating on importance of effective Safety System to all concerned. Guiding and supporting personnel to contribute to the effectiveness of Safety System
11. Promoting Risk Based and Process approach to support the intended outcomes of the Safety System
12. Promoting continual improvements
13. Ensuring that the Safety System achieves its intended results by periodic review.

Proline's WHS Policies include the following:

- WHS Policy
- Alcohol & Drugs Policy
- Injury Management & Return to Work Policy

Proline Building Commercial Pty Ltd
Safety Management System

- Consultation Statement
- Aboriginal Participation Policy
- EEO Policy
- Disability Policy
- Fatigue Management Policy
- ESG Policy

Each of the above policies is displayed on Proline's intranet website. Copies of the policies can also be downloaded from the Proline server. The WHS Policy is also documented within the Site Specific Safety Management Plans & communicated through the Online Site Induction completed by workers, subcontractors and other key stakeholders for each major project. The policies are reviewed annually by Senior Management to ensure they remain relevant and appropriate to Proline's health & safety objectives.

5.2 WHS SYSTEM POLICIES

WHS POLICY

Proline Building Commercial Pty Ltd “Proline” commitment towards the Health, Safety and Welfare of its employees is of paramount importance within its operations. The company recognises and accepts its responsibility towards ensuring the Health, Safety and Welfare of all our employee’s.

Resources commensurate with the company’s emphasis towards Work Health & Safety have been made available to provide and maintain for the physical and psychological well being of Proline’s employees, contractors, suppliers, clients, relevant stakeholders and the general public.

The Management will demonstrate through policy development that risk management of hazards associated with work practices undertaken by employees, sub-contractors and any hazards which may affect clients and/or visitors, in order to eliminate or minimise the risk of adverse health and safety effects to personnel, property and the environment arising from exposure to hazards in the workplace and health/safety receives priority attention on a continual basis and complies with the relevant WHS workplace injury management and workers compensation legislation & regulations.

To achieve these goals, the company will maintain the WHS Management System in accordance with ISO 45001 which will be applied to the processes we follow in order to provide products and services to our customers.

Managers, Supervisors and Forepersons will be responsible for the implementation and promulgation of all matters dealing with the health and safety and other relevant information of employee’s under their control.

All employees will be expected to demonstrate a willingness to embrace the concept of safe work practices and a safe working environment is achieved. Employees will be required to work in a healthy and safe manner whilst discouraging others from working in an unsafe manner.

Education / training of all employees on Health and Safety issues is considered to be a natural course of employment and all employees will be encouraged to embrace this concept.

Proline strongly endorses the implementation of Health and Safety Committees/Representatives on-site and fully expects these bodies to be a major influence in the prevention of occupational illness and injury through the process of joint consultation.

Proline has set WHS objectives which are reviewed annually, which reflect our commitment to continual improvement in health and safety performance and the Safety System.

This policy is but an outline of the commitment which this company places upon Work Health and Safety within the workplace, but this commitment from all concerned is necessary if the Health and Safety of all is to be achieved and maintained.



Managing Director
Scott Beynon

27.08.2025
Date

ALCOHOL & DRUGS POLICY

Proline Building Commercial Pty Ltd "Proline" commitment towards the Health, Safety and Welfare of its employees is of extreme importance within its operations. As such Proline will not tolerate any alcohol or drug use which could endanger the health and safety of staff, employees, subcontractors, clients or visitors.

It is Proline's belief that the use of illegal drugs and the misuse of other prescribed substances, on or off the worksite is not acceptable, where the abuse could affect or impair their workplace performance. Any employee or subcontractor, who is in a condition that impairs their ability to perform their duties, endangers the safety of themselves, their co-workers, visitors, the public or risks property or equipment damage and will not be permitted to continue working or to remain in the workplace.

To this end, Proline will ensure that all employees, supervisors, management and subcontractors will be educated on:

Proline's Alcohol and Drug Policy;

The danger of abusing drugs and alcohol in the workplace;

The medical treatment available for persons who seek treatment and counseling;

The action Proline will take when employees violate the Alcohol and Drug Policy.

Employees and subcontractors have the basic right to work in an environment that is free of alcohol and drugs, and to be able to rely on the fact that their co-workers are not impaired by substance abuse. In the interest of maintaining a health and safe workplace that is free of alcohol and drugs, Proline is committed to enforcing this Alcohol and Drugs Policy and will seek to support any individual employee by identifying appropriate treatment avenues, counseling and other referrals related to drug dependency. This policy is but an outline of the commitment which this company places upon Work Health and Safety within the workplace.



Managing Director
Scott Beynon/

27.08.2025

Date

INJURY MANAGEMENT & RETURN TO WORK POLICY

INJURY MANAGEMENT & RETURN TO WORK POLICY

In the event that an employee does sustain a work related injury or illness, Proline Building Commercial Pty Ltd is committed to providing an efficient workplace injury management program with the aim of restoring the employee to the fullest physical, psychological, social, and economic usefulness of which they are capable, consistent with their pre-injury status.

Proline's Management will demonstrate through policy development, that risk management and health & safety receives priority attention on a continual basis and complies with the relevant WHS workplace injury management and workers compensation legislation and regulations.

This policy is but an outline of the commitment, which this company places upon Injury Management and Return to Work Programs within the workplace, but commitment from all concerned, is necessary if the Policy objectives is to be achieved and maintained.



Managing Director
Scott Beynon

27.08.2025

Date

CONSULTATION POLICY STATEMENT

COMPANY COMMITMENT

Proline's commitment towards the Health, Safety and Welfare of its employees is of paramount importance within its operations. Proline recognises and accepts its responsibility towards ensuring the Health, Safety and Welfare of all our employees. Therefore as per legislation and Section 47 of the Act

"A person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter"

Hence, establishment of consultation arrangements has been carried out.

It was determined at an WHS Seminar held on the 19th February 2023 at 4.00pm at Proline head office, with all employees of Proline Building, that consultation be carried out via WHS Seminars, Pre-Start Briefings on site and Subcontractor monitoring and reviewing through inspections be carried out. This was carried out by way of a nomination, with the majority ruling.

Where workplace system changes, introduction of new equipment etc occurs, consultation via email to all employees will be carried out. It was determined via email consultation on the 19/02/2023, that should an WHS Issue arise Mitchell Hancock would fulfill the WHS Representative role on behalf of the workers. This will be reviewed annually.

CONSULTATION WITH OTHER DUTY HOLDERS

It has been determined by Senior Management, that ongoing consultation with other duty holders, where Proline are conducting works for clients, be carried out via weekly or fortnightly site meetings held with the projects stakeholders.

REVIEW OF CONSULTATION ARRANGEMENTS

It has been agreed by Proline Building Commercial Pty Ltd and their employees that these ongoing WHS Consultation arrangements will be monitored and reviewed on an on-going basis through WHS Re-fresher Seminars to ensure that consultation with employees is effective and that all health and safety issues are being communicated and addressed. During the WHS Seminars, workplace procedures including Safe Working Guidelines will be reviewed to ensure accuracy and changes in practices, legislation and industry standards.

This policy is but an outline of the commitment, which this company places upon WHS Consultation within the workplace, but commitment from all concerned, is necessary if the Policy objectives is to be achieved and maintained.



Managing Director
Scott Beynon

27.08.2025

Date

ABORIGINAL PARTICIPATION IN CONSTRUCTION POLICY

It is the policy of Proline Building Commercial Pty Ltd to ensure that we provide a highly skilled and motivated workforce for our clients based upon our Equal Employment Opportunity and Training Policies. Proline Building is committed to sourcing the best people for the company based on merit and without discrimination on the basis of race, colour, sex, age, religion, marital status or any other basis.

As such, Proline Building firmly support the initiatives of Construct NSW and will endeavor to create and extend opportunities for Aboriginal people and Torres Strait Islanders where the opportunity permits.

The objective of this Policy is to facilitate the achievement of positive Aboriginal participation and make Aboriginal participation a common feature of projects, which significantly impact on Aboriginal communities.

This will be achieved through management at all levels by -

- Defining clearly, relationships with all other parties concerned, for any work and activity in our workplaces and on our projects.
- Fostering a cultural awareness of the importance of E.E.O in everyone
- Instituting a continuous program of relevant education and training
- Measuring and assessing Proline and subcontractor performance on the project
- Maintaining adequate records and promoting feedback information to evaluate the effectiveness of project performance.
- Identifying and liaising with local Aboriginal communities, agencies and groups that have an interest in the project.
- Identifying potential employment and subcontract opportunities for Aboriginal participation in our projects.



Managing Director
Scott Beynon

27.08.2025

Date

ABORIGINAL PARTICIPATION IN CONSTRUCTION STATEMENT OF OPPORTUNITIES

I, the undersigned, being the Senior management of Proline Building Commercial is committed to creating and extending opportunities for Aboriginal people and enterprises through undertaking this contract.

We have examined the requirements for Aboriginal participation on this project, and are confident that we have sufficient expertise and have allocated the appropriately qualified personnel to develop, implement and monitor an Aboriginal Participation Plan for this project.

We are committed to valuing workplace diversity, incorporating Aboriginal participation as a core function in the company's project management processes, and maintaining Aboriginal cultural awareness in the workplace.

Proline Building understands the importance of is committed to sourcing the best people for the works based on merit and without discrimination on the basis of race, colour, sex, age, religion, marital status or any other basis.

Proline is familiar with the NSW Government Aboriginal Participation in Construction Guidelines and have provided opportunities for Aboriginal youth on many of our construction projects.

Previously we have worked in conjunction with the Master Builders Association of NSW, My Gateway and the Redfern Waterloo Authority to fulfil our Aboriginal and Indigenous apprentice needs. This has worked well in the past and we are more than willing to use similar services offered by local Blacktown Area.

Part of Proline's training and success with Indigenous apprentices lies with our Mentoring System. Each person that joins Proline is provided with a Mentor from our staff. This is a successful way to integrate, mentor and guide new members of our team.

In selecting sub-contractors and suppliers for this project, Proline will place greater importance on those local companies that also provide or are willing to provide opportunities for under represented groups such as Aboriginal and Torres Strait Islanders.

Kind Regards



Scott Beynon | Managing Director
Proline Building Commercial Pty Ltd

DISABILITY POLICY

Proline Building Commercial Pty Ltd is committed to creating a workplace that does not discriminate against people with a disability in accordance with the Commonwealth Disability Discrimination Act 1992. We do this by reviewing current procedures and implementing changes that promote further opportunities.

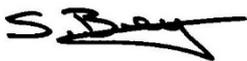
It is the policy of Proline not to discriminate against any applicant for employment, or any employee because of a disability. Proline will take affirmative action to ensure that the Disability Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, redundancy, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

Proline will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of Proline are requested to encourage qualified disabled persons, minorities, special disabled veterans and other veterans to apply for employment, on the job training for qualified disabled individuals. It is the policy of Proline that all company activities, facilities, and job sites are non – segregated. Separate or single user toilet and changing facilities are provided to assure privacy.

It is the policy of Proline to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work.

Any violation of the policy should be immediately reported to your supervisor or Proline's Managing Director or General Manager.



Managing Director
Scott Beynon

27.08.2025

Date

EEO POLICY

Proline Building Commercial Pty Ltd is committed to creating a workplace that does not discriminate against people in accordance with the Age Discrimination Act 2004, Racial Discrimination Act 1975, Sex Discrimination Act 1984 and the Australian Human Rights Commission Act 1986. We do this by reviewing current procedures and implementing changes that promote further opportunities. It is the policy of Proline not to discriminate against any applicant for employment, or any employee because of:

- Sex
- Pregnancy and potential pregnancy
- Race, ethnic background and nationality, relative or associate
- Parental status and family responsibilities: Childlessness Single /coupled parent / Carers
- Marital status: Defacto / Married / single / Divorced / Identity of spouse/ defacto
- Sexuality / sexual orientation: Heterosexual / Homosexual / Bisexual / Transsexual
- Disability: Past / Present / Imputed / Physical or sensory / Intellectual /psychiatric or psychological / AIDS / HIV / Medical record / Use of “aid/ device” / Carers relative or associate
- Age
- Irrelevant criminal record
- Political or religious conviction
- Trade union activity
- Social origin
- Transgender
- Physical appearance
- Religious Believes

Proline will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, redundancy, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade and working conditions.

Proline will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only. All current employees of Proline are requested to encourage qualified disabled persons, minorities, special disabled veterans and other veterans to apply for employment, on the job training for qualified disabled individuals. It is the policy of Proline that all company activities, facilities, and job sites are non – segregated. Separate or single user toilet and changing facilities are provided to assure privacy.

It is the policy of Proline to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or Proline’s Managing Director or General Manager.



Managing Director
Scott Beynon

27.08.2025
Date

FATIGUE MANAGEMENT POLICY

Proline Building Commercial Pty Ltd "Proline" commitment towards the Health, Safety and Welfare of its employees is of paramount importance within its operations. The company recognises and accepts its responsibility towards ensuring the Health, Safety and Welfare of all our employee's in respect to this Fatigue Management Policy.

Resources commensurate with the company's emphasis towards Work Health & Safety have been made available to provide and maintain for the physical and psychological well being of Proline's employees and contractors. Consultation with employees will occur on project basis to ensure the identification of fatigue hazards and risks have been identified and controlled, so as to ensure the Work health and Safety of employees and contractors.



Managing Director
Scott Beynon

27.08.2025
Date

ENVIRONMENT SOCIAL GOVERNANCE POLICY

Proline Building Commercial Pty Ltd is committed to ensuring that we recognise Environment Social and Governance (ESG) issues can have an impact on operations, business culture, industry groups and the broader community.

We recognise that there are a broad range of ESG topics including anti-corruption, anti money laundering, worker health and safety, climate change, environmental pollution, child welfare, modern slavery, human trafficking, pay and conditions and supply chain risk.

Proline will take affirmative action to ensure that the ESG Policy is implemented and may exclude companies from its supply chain if there is an unacceptable risk that the company / contractor may contribute to or be responsible for serious human rights violations, child exploitation, severe environmental damage, and/or other particularly serious violations of fundamental ethical norms.

Any violation of the policy should be immediately reported to your supervisor or Proline's Managing Director or General Manager.



Managing Director
Scott Beynon

27.08.2025
Date

EMPLOYEE CODE OF CONDUCT POLICY

Professional Behaviour

- Treat everyone with respect — no bullying, harassment, or discrimination.
- Follow instructions from supervisors and work cooperatively with the team.
- Represent the company professionally on and off site.

Safety First

- Follow all WHS rules, site inductions, and company safety procedures.
- Wear required PPE at all times.
- Report hazards, incidents, and unsafe behaviour immediately.
- Never work under the influence of drugs or alcohol.

Work Standards

- Arrive on time, ready to work.
- Complete tasks to required quality and building code standards.
- Keep work areas clean, tidy, and safe.
- Use tools, equipment, and materials responsibly.

Conduct on Site

- Follow site rules and respect neighbouring businesses and the public.
- No offensive language, disruptive behaviour, or unsafe shortcuts.
- Smoke only in designated areas.

Company Property

- Use company tools, vehicles, and equipment only for authorised work.
- Report damage or loss immediately.

Confidentiality

- Do not share client, project, or company information without permission.

Social Media

- Do not post photos, videos, or details of job sites without approval.

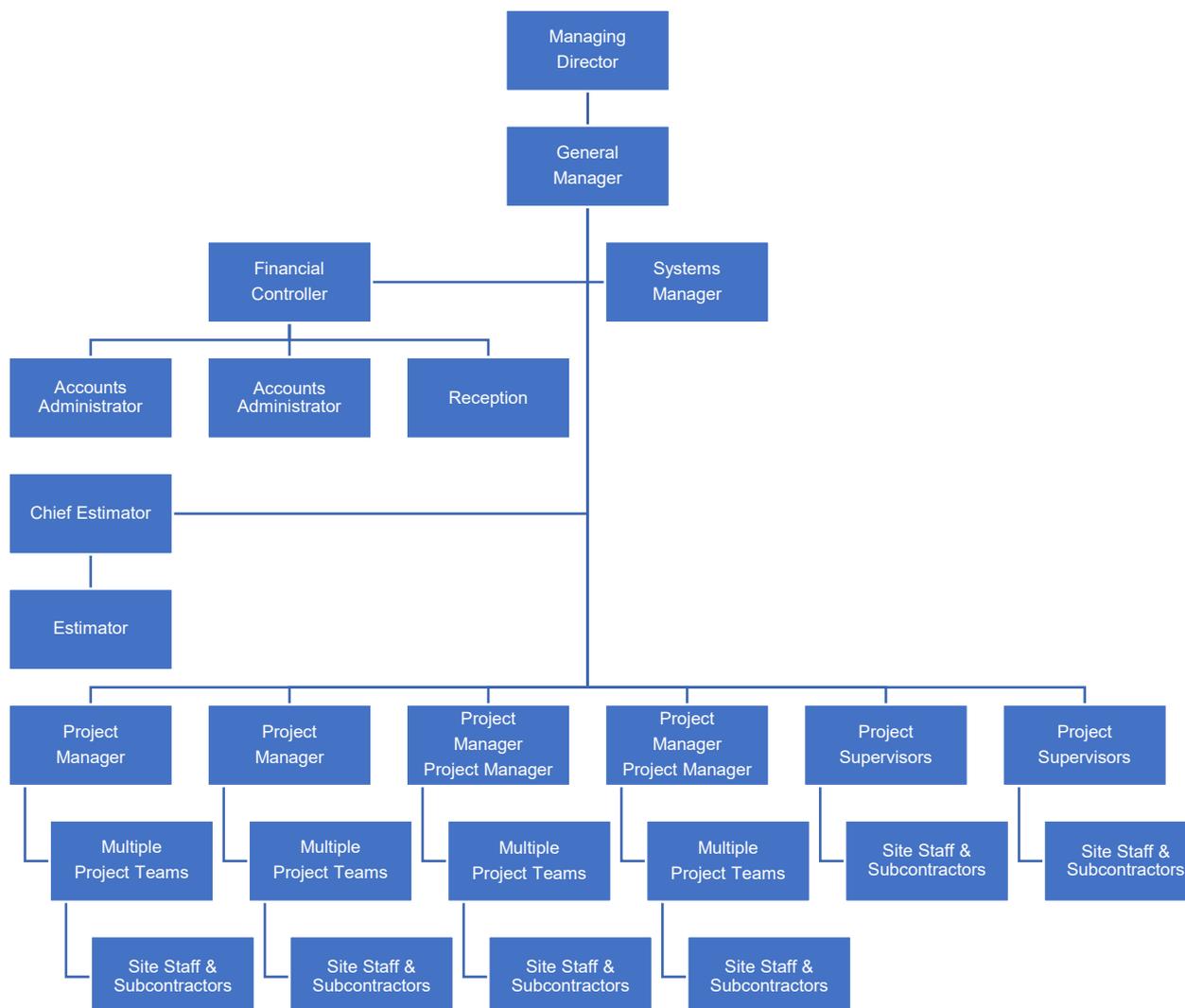
Consequences

- Failure to follow this Code of Conduct may result in disciplinary action, including removal from site or termination.

5.3 ORGANISATIONAL ROLES, RESPONSIBILITIES & AUTHORITIES

Proline is committed to providing a safe and healthy workplace for employees, subcontractors and visitors. As such, all of these parties have WHS Responsibilities, authority and accountabilities. By recognizing, reporting and addressing potential hazards on site, these parties can assist Proline in providing a safe work environment. Responsibilities and authorities are defined in Job Descriptions documented below. These are communicated to the relevant functions through their role appointment and can be viewed on the Proline intranet.

5.3.1 Organizational Chart



5.3.2 Management Representative

The Systems Manager is the currently appointed Management Representative and has responsibility and authority for, ensuring that the:

1. Safety System is established, implemented, and maintained in accordance with the requirements of ISO 45001.
2. Safety System processes are delivering their intended outputs.
3. Reporting performance of the Safety System and opportunity for improvements to the management.
4. Integrity of the Safety Systems is maintained when changes to the Safety System are planned and implemented.
5. Reporting on the performance of the Safety System to top management for review and as a basis for improvement.

5.3.3 Job Descriptions

Managing Director

As of 2025

Reporting to: Board of Directors

Roles & Responsibilities

Supervision:

- Supervision of the General Manager, Systems Manager, Project Managers, Estimator/s
- Supervision via Construction / Project Managers of Site Supervisor
- Supervision of Financial Controller

General:

- Defining WHS Policies, objectives and procedures
- Defining responsibilities of personnel responsible and qualified for WHS matters.
- Identification of system verification requirements and allocation of human, technical and financial resources adequate to meet those needs.
- Managing compliance with WHS Legislation, Regulations, Standards and Codes.
- Provide the Board of Directors a review of the organisational Work Health and Safety performance on a regular basis.
- Establish and implement consultation arrangements with employees, workplace safety committees and other representatives on WHS matters.
- Development of Procedures & Systems as required
- The identification of hazards, assessment and risk control process has been developed for the organisation.
- Demonstrate commitment to the injury management & return to work process & continuous improvement
- Ensure that a suitably qualified and experienced person is designated to carry out duties of an Injury management co-ordinator, it has been nominated that this will form part of the company's Systems Manager Role.
- Provide information and/or training to employees regarding the workplace injury management program, principles and procedures, to encourage employee's support.
- Attendance, review and participation in Management Review Meetings
- Ensure compliance with relevant Australian Standards, Legislation & Codes of Practices
- Promoting awareness of WHS, QA, Environment, Industrial Relations issues
- Ensure a safe and health work environment is maintained for all staff, subcontractors, clients and/or visitors
- Dispute resolution with contractors and staff and/or staff and staff.
- Overall approval of all invoices and payments
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service
- Conducting interviews for new Management staff, Site Supervisor and Supervisors.
- Identification and allocation of resources required
- Ensure staff receive appropriate training and education
- Ensure overall continual improvement of works

Proline Building Commercial Pty Ltd
Safety Management System

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times

Proline Building Commercial Pty Ltd
Safety Management System

General Manager

As of 2025

Reporting to: Scott Beynon, Managing Director

Roles & Responsibilities

Tendering:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.

Project Manager:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Issue contracts to subcontractors, request for work method statements, insurances etc
- Planning and initially starting the works of projects assigned.
- Creation of a Critical Path programme and amending during the project as required.
- Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific work, assessment of subcontractors' abilities to comply with WHS requirements, review of subcontractors SWMS.
- Estimate and Order of materials.
- Approving weekly timesheets for all Proline site staff.
- Approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Invoicing of projects on a monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors
- Liasing with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending all site meetings held.
- Develop and issue Inspection & Test Forms and Safe Work Method Statements
- Carry out inspections and tests
- Raise non conformances and instigate corrective actions
- Verify the implementation of solutions
- Control further work until deficiency or problem is corrected
- Authorise handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.
 - Clients.
 - Site staff
 - General public.

Proline Building Commercial Pty Ltd
Safety Management System

- Ensuring all works carried out on-site are being undertaken in accordance with Proline's WH&S Policy.
- Complying with Proline's full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Ensure compliance with legislative requirements for all work activities under their responsibility
- Review the WHS Management System & Procedures annually
- Ensure notification of serious WHS risks during construction have been made available to the designer for review
- To encourage reporting of all incidents and mishaps as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events. Review collated accident and injury statistics.
- Ensuring health surveillance and air monitoring is carried out as required and records maintained
- Reviewing and resolving of any issues that may arise in relation to WH&S.
- Dispute resolution with contractors and staff.
- Estimating and presenting costs for all variations as required. Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

GENERAL MANAGER MAIN DUTIES

Supervision:

- Supervision of Construction Manager, Project Managers, Estimator/s, Systems Manager, Contracts Administrators, Building Cadets, other staff as required
- Supervision via Construction / Project Managers of Site Supervisor

TECHNICAL REQUIREMENTS

- Proficient in the Microsoft Office package including Word, Excel, Outlook.
- Proficient in the use of MYOB for Payroll, Accounts Payable and Accounts Receivable.
- Proficient in the use of Buildsoft

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Project Manager

As of 2025

Reporting to: General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Tendering:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.

Project Manager:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Entering new projects into the computer system – informing Quality Manager so update of Job Register can be undertaken.
- Maintain project files – ie filing in accordance with QA Standards
- Issue contracts to subcontractors, request for work method statements, insurances etc
- Planning and initially starting the works of projects assigned.
- Creation of a Critical Path programme and amending during the project as required.
- Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Estimate and Order of materials.
- Organising on a daily basis Proline staff and plant for works on all sites.
- Approving weekly timesheets for all Proline site staff.
- Approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Invoicing of projects on a monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors
- Liasing with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending all site meetings held.
- Develop and issue Inspection & Test Forms
- Carry out inspections and tests
- Raise non conformances and instigate correct actions
- Verify the implementation of solutions
- Control further work until deficiency or problem is corrected
- Authorise handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.

Proline Building Commercial Pty Ltd
Safety Management System

- Clients.
- Site staff.
- General public.
- Ensuring all works carried out on-site are being undertaken in accordance with Proline's WH&S Policy.
- Complying with Proline's full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Reviewing and resolving of any issues that may arise in relation to WH&S.
- Dispute resolution with contractors and staff.
- Estimating and presenting costs for all variations as required. Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Conducting interviews for new site staff.
- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Systems Manager

As of 2025

Reporting to: Scott Beynon, Managing Director

Roles & Responsibilities

DUTIES

General Office:

- Prepare Expressions of Interest as required.
- Tenders as required & assistance to Senior Estimator
- Staff / Client Functions
- Travel- Arrange travel and accommodation as required.
- Archiving as required – maintain archive room and register
- General duties as required

Marketing:

- Company Profile
- Arranging of printing and distribution for the folder and profile.
- Update, re-print and distribute as required
- New Initiatives
- Update and maintain company profile
- Update and maintain photo library
- Website Management
- Direct marketing to possible new clients.
- Maintain company relationship with present clients by conducting follow-up calls etc.
- Issue of Project Satisfaction Surveys

WHS:

- Managing overall compliance to Proline's WHS Management System
 - Maintain the company safety manual to comply with WHS Corporate Accreditation
 - Conduct WHS On site/s audits
 - Conduct WHS Project audits
 - Conduct WHS Management System audits
 - Staff Induction's
 - Arrange induction's for new employees.
 - Arrange Qantas Inductions for new employees/subcontractors as required
 - Safety Policies and Procedures
 - Monitor that company policies and procedures are being adhered to.
 - Develop WHS Project Safety Plans as required.
 - Develop Work Method Statements as required.
 - Ensure inspection and test plans are implemented.
 - Ensure that safe work practices are maintained.

Proline Building Commercial Pty Ltd
Safety Management System

- Raise Non Conformances and instigate corrective actions.
- Investigate accidents/incidents, with Project Manager and Site Safety Representative.
- Review sub-contractor work method statements as required.
- Issue of Safety Alerts to all staff.
- WHS Registers
 - Maintain WHS Register/s
- Maintain WHS Statistics
- Issue WHS Monthly Status Reports to clients
- Organise sign off books for Site Supervisor
- Maintain first aid stock lists and registers
- Maintain and order PPE and company clothing for staff
- WHS Reporting to Key Stakeholders ie Senior Management
- Ensure compliance to the Injury Management & Return to Work Program and to manage overall workplace injury management and rehabilitation of workers, including investigation of incidents / injury or illnesses.
- Interpretation of Health & Safety Information and disseminating of that information to the personnel, including ensuring means are in place for alerting of new and changed legislative requirements
- Acquiring, communicating and consulting on WHS Information, includes policies, procedures and generally the overall WHS Management System
- Ensure a Training Needs Analysis has been carried out for existing and new employees, this includes training needs for WHS Representatives
- Ensure all Management and employees undertake Proline's Internal Training Programs, Induction Training, SWMS Training and ongoing Health & Safety Seminar training
- Overall Management of maintaining WHS, Plant & Equipment & Training records
- Ensure the Site Supervisor, WHS Representative or persons conducting the toolbox meetings, safety talks have received training to enable them to facilitate sessions in an effective manner;
- Ensure Consultation arrangements are publicized through WHS Management Plans, Site Inductions and Toolbox box talks
- Communicate with HSR on a regular basis.
- Ensure issues, improvements and corrective actions are being addressed and implemented by the Site Supervisor / Supervisor;
- Ensure better practice is being undertaken;
- Ongoing review of internal WHS procedures and compliance to the WHS Management System
- To encourage reporting of all incidents and mishaps as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events. Collate accident and injury statistics.
- Ensure notifiable incidents are reported to the relevant authorities ie Safework NSW / Insurer
- Ensuring health surveillance and air monitoring is carried out as required and records maintained

Quality Assurance

- Implement and maintain a quality system to ISO 9001
- Establish and maintain company files and job files (project setup)
- Maintain Quality Registers as required

Proline Building Commercial Pty Ltd
Safety Management System

- Conduct Project Audits as required
- Chair Management Review audit as required
- Ensure inspection and test plans are adhered to
- Maintain legislative and regulatory requirements are meet and disseminated to staff

Environmental

- Ensure Environmental Plans are developed and implemented into projects as required
- Ensure waste management plans are carried out as required
- Ensure Site Supervisor train personnel during the Site induction on Environmental Management
- Environmental statistic data reporting
- Maintain legislative and regulatory requirements are meet and disseminated to staff

Industrial Relations

- Ensure an industrial relation plan has been developed and implement for projects as required.
- Ensure Site Supervisor train personnel during the Site induction on industrial relations
- Maintain legislative and regulatory requirements are meet and disseminated to staff

Environmental Social Governance

- Support the implementation of the company's Environmental, Social and Governance (ESG) Policy and commitments, including responsible resource use, ethical procurement and sustainable work practices.
- Monitor compliance with relevant environmental, safety and modern-slavery legislation, and report any risks, breaches or improvement opportunities to management.
- Contribute to sustainability initiatives by promoting waste reduction, efficient use of materials and adherence to environmental management procedures on all projects.
- Uphold ethical conduct standards by ensuring subcontractors and suppliers meet ESG requirements, including modern slavery checks and environmental performance expectations by reviewing tender evaluation questionnaires.

Training

- Determine training needs of employees and develop individual training plans
- Monitor and review training plans
- Ensure WHS Induction training has been conduct prior to working on site
- Develop and deliver ongoing re-fresher WHS training to site employees
- Ensure Tool Box Talks are conducted by Site Supervisor – showing consultation and training with employees

Human Resources:

- Company Procedures
- Create and maintain the Company Procedures Manual
- Job descriptions
- Create and maintain staff job descriptions

Proline Building Commercial Pty Ltd
Safety Management System

- Recruitment of staff
- Staff Reviews
- Arrange staff reviews between staff and management.
- Annual leave
- Maintain the staff annual leave chart.
- Personal Records
- Maintain personnel records as for each employee/contractor

Assistant to Project Managers as required

- Invoicing
- Ensure approval of invoices on a monthly basis
- Ensure Payment Schedules are developed and distributed for invoices on contracts
- Invoice clients as required
- Dilapidation reports for projects

TECHNICAL REQUIREMENTS

- Proficiency in the Microsoft Office package include Word, Excel, Outlook, PowerPoint, Internet Explorer, Project, Flowcharter.
- Preferable knowledge of Autocad.
- Basic knowledge of the outline of Accounts Packages MYOB.

PERSONAL REQUIREMENTS

- Strong organisational skills.
- Ability to work with your own initiative.
- Ability to multi-task.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Estimator

As of 2025

Reporting to: General Manager

Roles & Responsibilities

Tendering/Estimating:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.
- Contract interpretation
- Measure and estimate
- Ensure general compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program.
- Ensure a Design Risk Assessment is carried out during tender stage

TECHNICAL REQUIREMENTS

- Proficient in the Microsoft Office package including Word, Excel, Outlook.
- Proficient in the use of Buildsoft

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Site Supervisor

As of 2025

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Attendance on site to check performance and correctness of works by contractors.
- Attending all site meetings held, if and where required

Work Health & Safety

- Displaying and making Site Safety Rules available to personnel on, and visitors to, the work site
- Managing the WHS communication and consultation provisions in accordance with the regulatory and other requirements.
- Site Supervisor have a responsibility to follow requirements communicated to them ie through Memo's, Safety Alerts during their weekly toolbox talk meeting;
- Site Supervisor has a responsibility to pass on the WHS information to employees / subcontractors. Communication should be carried out in the form of a Toolbox Talk/Safety Talk
- Conducting site-specific induction, specific work activity safety training
- Making sure that before starting work on site all personnel attend suitable induction training courses
- Preparing, maintaining and making accessible the register of hazardous substances
- Maintaining first aid stocks and providing first aid
- Maintaining fire equipment and conducting review/s (through evacuation drills) of emergency procedures
- Managing illness/injury and emergency processes to suit procedures
- Implement corrective actions to prevent reoccurrences of injuries / incidents on site
- Ensure that the procedures for contacting project personnel are communicated and clearly advertised on the work site so that all personnel and are aware of the contact names
- Ensure compliance to the Injury Management & Return to Work Program
- Implementation and Review of the WHS Management Plan on site
- Developing Safe Work Method Statements. Review Work Method Statements and amend as required.
- Review Safe Work Method Statements issued by sub-contractors
- Ensure compliance with legislative requirements for all work activities under their responsibility
- Issue non-conformances to contractors for any safety breaches.

Proline Building Commercial Pty Ltd
Safety Management System

-
- Ensure compliance to Proline's Purchasing & Subcontracting Procedure
- Identify training needs of employees under their supervision and ensure training is conducted and attended
- To ensure that all persons on site receive induction training and arrange other health, safety and on the job training when required. Ensure all personnel hold a current Safework Induction card, prior to entering site.
- Ensure use of Proline's WHS Issue Resolution Procedure is utilized as required
- Ensure compliance with Proline's Safe Working Guides to ensure that safe working practices and procedures are implemented and ensure the work site environment is kept safe.
- To ensure that plant and equipment is maintained in a safe condition, with guards and safety devices in place and a regular programme of maintenance occurs in accordance with WHS Management Plan and that logs and checks are undertaken
- Through regular inspections as detailed in WHS Management Plan, identify potential problems and hazards. When necessary, arrange assessment of possible hazards and implement control measures.
- Quarantining unsafe work areas, materials, plant and equipment;
- Ensure first aid is available to all persons on-site when required and a register of persons receiving first aid treatment is kept. Ensure any near misses are reported to the Project Manager and Systems Manager.
- Verify by Inspection and Test Plans that work areas, work methods, materials, plant and equipment comply with WHS Legislation, Standards and Codes.
- Ensure Proline's Site Safety Rules are adhered to.
- Ensure amenities on site are in accordance with the relevant legislation.
- Ensure emergency procedures are in place and evacuation drills/review of procedures is carried out
- Ensuring health surveillance and air monitoring is carried out as required and records maintained where required
- Encourage involvement of all personnel in achieving a safe and healthy workplace, by personally being involved in WHS Committee/Representative, arranging tool box meetings and inviting input from people on matters relating to work processes as well as to the health and safety on the site.
- Ensure all PPE is worn by all. (Hard hats, safety boots, safety vests to be worn every site)
- Ensure Inspection and test forms and ITP's are completed as required
- Investigate incidents and accidents and initiating corrective (preventative) actions
- Ensure Plant and Equipment have been checked by operators prior to commencing on site, obtain completed checklist and hand copy into Project Manager or Systems Manager

Labourer's

- Co-ordinate and supervise labourers as required
- Ensure adequate training has been provided to labourers as required.
- Ensure site induction and work method statement training has been undertaken prior to commencing of work practice.

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Proline Building Commercial Pty Ltd
Safety Management System

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc
- Ensure documentation is regularly sent into Head Office.

Job Closures/Defects

- Review and repair any defects
- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications, inspection and test forms etc)
- Ensure HOTO procedures are utilised during end of projects / handover

General

- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Perform trade works as required and supply & maintain hand / power tools
- Carry out work as directed by Project Manager in an accurate and efficient manner
- Carry out work to a high level of workmanship
- Act in a professional manner at all times
- Interpret drawings and job set out
- Maintain work standards
- Clean up work area
- Identify and report vehicle, plant and equipment deficiencies and malfunctions
- Notify the Project Manager of any non conformances and complaints
- Ensure records are kept up to date and submitted to the office as required.
- Check, refuel and maintain vehicle, plant and equipment.
- Other duties as directed by the Management of Proline.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.

Proline Building Commercial Pty Ltd
Safety Management System

Leading Hand

As of 2025

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Attendance on site to check performance and correctness of works by contractors.
- Attending all site meetings held, if and where required.

Work Health & Safety

- Ensure compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Issue non-conformances to contractors for any safety breaches.
- Reviewing and resolving of any issues that may arise in relation to WHS on site or refer to the Site Supervisor or Project Manager for resolution

Labourer's

- Co-ordinate and supervise labourers as required
- Ensure adequate training has been provided to labourers as required.

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc

Job Closures/Defects

- Review and repair any defects

Proline Building Commercial Pty Ltd
Safety Management System

- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)

GENERAL

- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Perform trade works as required

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.

Proline Building Commercial Pty Ltd
Safety Management System

Contracts Administrator

As of 2025

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works as required or as instructed by the Project Manager.
- Attendance on site to check performance and correctness of works by contractors.
- Attending site meetings held, if and where required

Work Health & Safety

- Ensure compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program
- Ensure compliance to Proline's Purchasing & Subcontracting Procedure
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Data Recovery, monthly status reports
- Collecting and collating / filing site documentation
- Issue of Safe Work Method Statements/Risk Assessments Checklists.
- Carry out Safe Work Method Statement Checks where required on sub-contractors
- Forward Safe Work Method Statements and checks to the Systems Manager prior to the subcontractor starting works on site
- Ensure Incidents and/or Injuries are reported to the Systems Manager immediately
- Ensure non conformances issued are forwarded to the Systems Manager as received

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc
- Issue of contracts for orders over \$1000.00
- Ensure sub-contractor statements, signed contracts, relevant warranties etc have been received prior to issue of payment.
- Ensure Subcontractor Variation Approval Forms are forwarded to the General Manager or Managing Director prior to approval
- Ensure Payment Schedules have been completed prior to issue of payment.

Proline Building Commercial Pty Ltd
Safety Management System

Job Closures/Defects

- Review and organize repair any defects
- Maintain a Non Conformance Register for Quality items
- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)

General

- Maintain project files, ie filing in accordance with QA System
- Other Filing as required.
- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Prepare and issue invoices

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Building Foreman of Works Certificate / Building Certificate / Diploma

Proline Building Commercial Pty Ltd
Safety Management System

Junior Project Manager/Co-ordinator

As of 2025

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Junior Project Manager / Co-ordinator:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Maintain project files – ie filing in accordance with QA Standards
- Issue contracts to subcontractors, request for Safe work method statements, insurances etc
- Assistance to the Project Manager in creation of a Critical Path programme and amending during the project as required.
- Assistance to the Project Manager to ensure projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential sub contractors and awarding contracts to successful tenders to carry out specific works as directed by the Project Manager.
- Assistance to the Project Manager to estimate and order of materials.
- Sub-approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors to the Project Manager for final approval
- Liaising with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending site meetings held.
- Ensure Inspection & Test Forms are completed by the Site Supervisor
- Carry out inspections and tests
- Raise non conformances and instigate correct actions
- Maintain a Quality Non Conformance Register for each project
- Assist the Project Manager to control further work until deficiency or problem is corrected
- Assistance to the Project Manager in authorising handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.
 - Clients.
 - Site staff.
 - General public.
- Complying with Proline's full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Assisting the Project Manager to review and resolve of any issues that may arise in relation to OH&S.

Proline Building Commercial Pty Ltd
Safety Management System

- Assisting the Project Manager in estimating and presenting costs for all variations as required.
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

TECHNICAL REQUIREMENTS

- Tertiary qualifications in Building & Construction Management or Building and Property or Building Services
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal and organizational skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Building Cadet

As of 2025

Reporting to: Project Manager & General Manager

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works as required or as instructed by the Project Manager.
- Attending site meetings held, if and where required

Work Health & Safety

- Adhere to Proline Building Commercial Pty Ltd Management System
- Carry out Safe Work Method Statement Checks where required on sub-contractors
- Forward Safe Work Method Statements and checks to the Systems Manager prior to the subcontractor starting works on site
- Ensure Incidents and/or Injuries are reported to the Systems Manager immediately
- Ensure non conformances issued are forwarded to the Systems Manager as received

Programs

- Assistance to Project Manager to table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc
- Issue of contracts for orders over \$1000.00
- Ensure sub-contractor statements, signed contracts, relevant warranties etc have been received prior to issue of payment.
- Assistance to Project Manager to ensure Payment Schedules have been completed prior to issue of payment.
- Ensure Subcontractor Variation Approval Forms are forwarded to the General Manager or Managing Director prior to approval

Proline Building Commercial Pty Ltd
Safety Management System

Job Closures/Defects

- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)
- Maintain a Non Conformance Register for Quality items

General

- Maintain project files, ie filing in accordance with QA System
- Other Filing as required.
- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Other duties as defined by the Management of Proline

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Tertiary Qualifications in Building & Construction

Financial Controller

As of 2025

Reporting to: General Manager & Scott Beynon, Managing Director

The Financial Controller's main focus is to provide accounting and administration duties for four trading companies and Beynon entities.

MAIN DUTIES

Finance:

- Company Banking:
- Monitor all company's bank balances ensuring that accounts do not breach overdraft limits.
- Payroll:
- Ensure superannuation payments are made regularly and that they conform with any legislative schedule.
- Invoicing:
- Complete invoicing each month for the Group for consultancy charges and motor vehicle expenses and some client.
- Bank Guarantees:
- Obtaining, monitoring and reporting on bank guarantees.
- Property Management:
- Invoicing
- Maintaining leases
- Liaising with letting agents
- Dealing with body corporate & strata managers
- General Items

Finance – General:

- Maintain all company's accounting systems.
- Ensure all taxes are paid by the due date and BAS statements are completed and submitted to the Australian Taxation Office.
- Maintain asset and depreciation schedules.
- Produce monthly financials for a group of companies – Profit and Loss Statement as well as a Balance Sheet & statistical data
- Ensure all balance sheet accounts are reconciled regularly.
- Obtain and Maintain insurances, including Workers Compensation, Contract Works & Third Party Liability, Motor Vehicle and Building & Contents Insurance.
- Assist Office Staff as and when required.
- Liaise with external accountants and ensure that year end data is made available before the end of August each year. Accounting packages should also include reconciliation's etc. for other Beynon entity's.
- Preparation of budgets & spread sheets for projects
- Production of cost control spread sheets for projects
- Attend to legal matters
- Debtor Control

Proline Building Commercial Pty Ltd
Safety Management System

- Payroll for Proline Management Staff
- Group Certificates for all staff
- Other duties as required by management.

QUALIFICATIONS REQUIRED

- Accountancy.
- General business knowledge.
- Book keeping.
- General understanding of Financial Statements.

TECHNICAL REQUIREMENTS

- MYOB (Advanced).
- Excel (Advanced).
- Word (Intermediate).
- Outlook (Intermediate).
- Knowledge of the Building industry advantageous.

PERSONAL REQUIREMENTS

- Ability to communicate with both staff, suppliers, clients and contractors.
- Work well under pressure.
- Ability to multi-task.
- Good attention to detail.
- Be well-presented at all times.

Receptionist/Clerical Administrator

As of 2025

Reporting to: Accounts Administrator/Financial Controller

The Receptionist's/Clerical Administrator's main focus is general office administration and to provide assistance to the Accounts Administrator and also to conduct reception type activities.

MAIN DUTIES

General:

Banking:

- Prepare and do banking on a daily basis or as required
- Correspondence:
- Collection of mail from the Post Office as well as opening and distributing on a daily basis.
- Distributing of faxes as required through-out the day.
- Plan printing, photocopying as required
- General typing
- Stationery:
- Purchasing as required – including toner cartridges for office machinery.
- Making of Purchase Order/Site Instruction/Non-conformance books are required.
- Making Day Report, Site Induction, Daily Site Safety Inspection, Project Notes, Monthly Tool Slip and Tool Box Talk books as required.

General

- Maintain Vehicle Register – including SACL/Qantas Passes in conjunction with FC
- General Word processing as required
- Time Sheets Data Entry
- Qantas Service Request Forms Data Entry
- Documentation of Meeting Minutes

Reception:

Telephones:

- Answering and screening of incoming calls.
- Meet & Greet:
- Meet and greet visitors in reception.

Accounts Payable:

Purchasing / Invoices:

- Collating of Purchase Orders received from various sites with invoices received from sub-contractors and suppliers.
- Data input and distribution of these invoices to the relevant Project Manager for approval.

Filing:

- All filing relating to the above duties
- Including lost purchase orders (ie, if a invoice has been paid and just received purchase order, still has to be matched up).

Proline Building Commercial Pty Ltd
Safety Management System

Accounts Receivable:

General:

- Other invoicing may have to be done from time to time.

TECHNICAL REQUIREMENTS

- Proficient in the use of MYOB
- Proficient in the use of Microsoft Office package (Word, Excel, Outlook etc)

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well-presented at all times.

SUPPORT

- Assisting the Systems Manager & General Manager as requested and as required.
- Assisting the Project Manager/Cadets as requested and as required.

Proline Building Commercial Pty Ltd
Safety Management System

Apprentice

As of 2025

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks.

TRAINING

- Ensure regular attendance at TAFE as required
- Ensure grades are kept above PASS level

GENERAL DUTIES

- Site cleans
- Assist all trades as required
- Excavation
- Demolition
- Move and place materials
- Final and detailed cleaning
- Deliveries / rubbish removal
- General laboring
- Test and Tag leads and tools when trained.
- Works involved with the Workshop
- All other duties as directed by Management

TECHNICAL REQUIREMENTS

- Attending TAFE or RTO for Apprentice Certificate III Course.

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Safety Management System

- WHS Industry Induction

PERSONAL REQUIREMENTS

- Diligent
- Self Motivated
- Safety Conscious
- Read and adhere to Safety Plans
- Healthy and fit to suit work
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Construction Worker

As of 2025

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks

GENERAL DUTIES

- Site cleans
- Assist all trades as required
- Excavation
- Demolition
- Rubbish removal
- Move and place materials
- Final and detailed cleaning
- Deliveries / rubbish removal
- General laboring
- Test and Tag leads and tools when trained.
- Works involved with the Workshop
- All other duties as directed by Management

TRUCK & MACHINERY OPERATOR

- Operate Rollers, Skid Steer Loader, Excavator,
- Fork Lift and other plant and equipment as required.
- Drive and operate various trucks which require minimum of a HR License if deemed necessary by Senior Management

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Safety Management System

TECHNICAL REQUIREMENTS

- HR Truck License may be required
- All other necessary licenses to operate plant machinery and equipment.
- WHS Industry Induction

PERSONAL REQUIREMENTS

- Diligent
- Self Motivated
- Safety Conscious
- Read and adhere to Safety Plans
- Healthy and fit to suit work
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

WHS Representative

As of 2025

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks
- Ensure compliance to the Injury Management & Return to Work Program.
- To provide an easy identifiable point of contact and a direct link for individual employees seeking to provide input about WHS matters;
- To consult with employees regarding any WHS issues;

5.4 CONSULTATION AND PARTICIPATION OF WORKERS

5.4.1 Introduction

Proline is committed to providing a safe and healthy workplace for employees, subcontractors and visitors. To meet our obligation under the Work Health and Safety Act 2011, Proline must ensure consultation with all employees and subcontractors has been carried out.

Consultation is meaningful and effective communication which involves drawing on the knowledge, experience and ideas of the employees and encouraging their participation to provide input, so improvement of Proline's WHS system can occur.

5.4.2 Purpose

The purpose of this procedure is to:

- Define the Health and Safety Consultation arrangements that is to be implemented;
- Facilitate effective consultation with employees whenever decisions are made that impact on their WHS and general welfare in order to reduce the number of injuries and illness;
- Fulfill WHS Legislative requirements.

5.4.3 (A) Consultative Method Nominated for Proline Employees

– Other Arrangements

It was determined at a Health & Safety Seminar held on the 28th Jan 2025 online, with all employees of Proline Building, that consultation be carried out via Daily Pre-start Briefings held on site each shift and WHS/ EMS Seminars. It was also determined that ongoing consultation with subcontractors will be via Daily Pre-Start Briefings and Subcontractor (Subby) Weekly Site Walks.

5.4.4 Election of Health & Safety Representative if Nominated by Employees at WHS/EMS Seminars – during ongoing consultation

- Elections will be conducted in a manner consistent with recognised democratic principles eg call for nominations / vote);
- New elections for employee representatives are called as soon as practicable and are held at least every two years;
- Election records are maintained by the Systems Manager.

5.4.5 Functions of the Health & Safety Representative

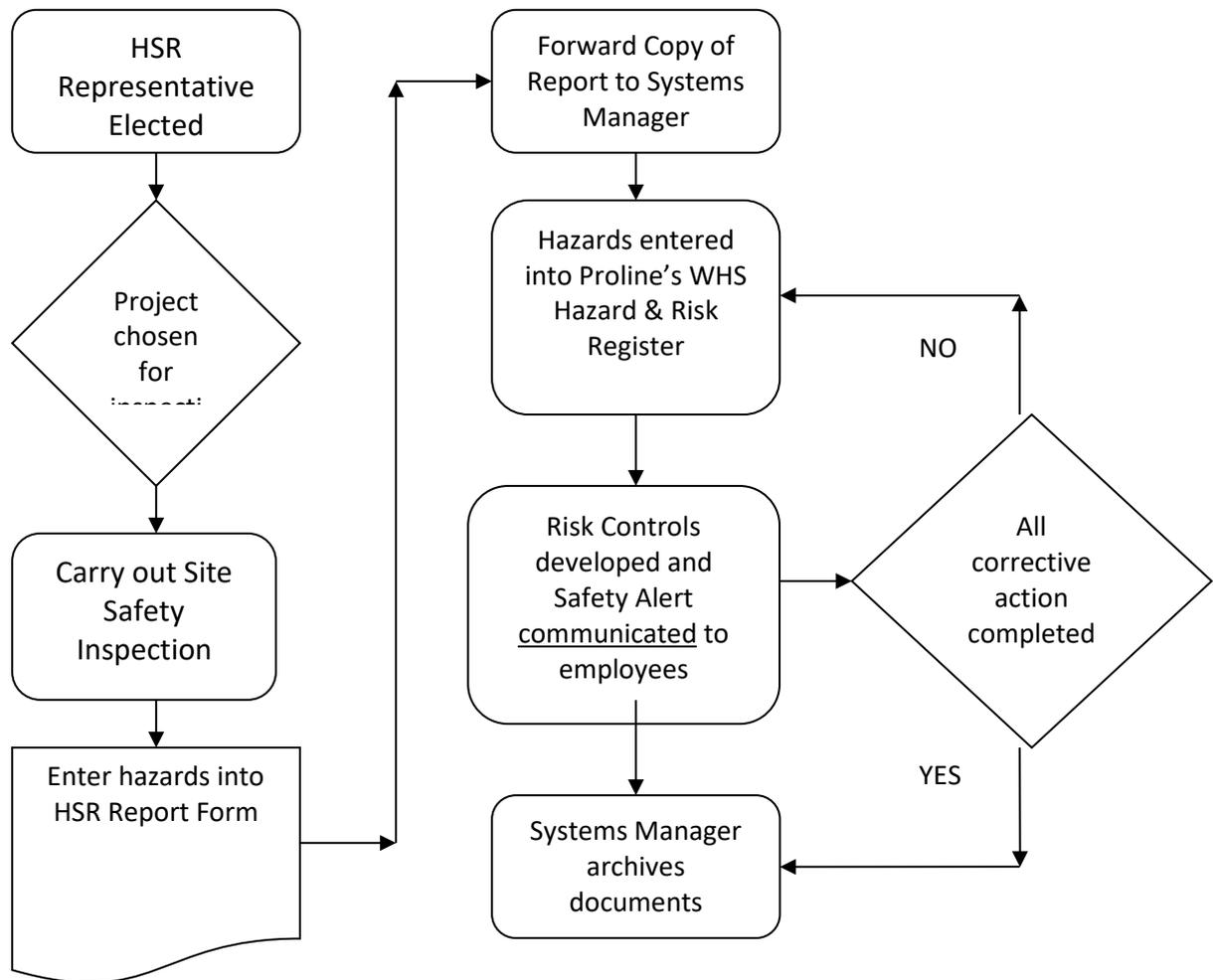
Facilitate effective consultation and communication on WHS matters with management and employees. Activities include:

- Talking with people in the workplace about their health and safety concerns,
- Raising WHS issues with management;
- Following up on outstanding WHS items and giving feedback,
- Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work. Activities include:
 - Conducting scheduled workplace inspections;
 - Making recommendations on elimination or control of risks;
 - Assisting in the development or review of WHS processes, documentation and initiatives;
 - Making recommendations on WHS training requirements;
- Investigate and attempt to resolve WHS problems using the resolution process described in WHS Issue Resolution Procedure;
- Collaborate with supervisors on the investigation of work related incidents and ill health issues, recommend corrective and preventive action, and track completion of actions; and
- Where appropriate, be an observer during any formal WHS-related investigation or inspection conducted by Proline or Safework.

5.4.6 HSR Report

The Health & Safety Representative if elected is required to carry out workplace inspections and provide a report to the Systems Manager on a monthly basis.

5.4.7 HSR Inspection Flowchart



5.4.8 Provide Training

It is required that the HSR undertake a four day course being WHS Committee or Safety Representative Consultation training course accredited and supported by Safework, planning and provision of training must conform to Proline’s Training Procedure.

5.4.9 Retain Records

It is necessary to record training competency to verify that the trainee has undertaken and deemed competent in those particular skills and to provide evidence of the completed training process. Use of the Training Competency Assessment Record will provide evidence of training delivery and will be maintained by the Systems Manager.

5.4.10 (B) Consultation with Subcontractors / Service Providers

It is important for Proline to maintain a consultative approach throughout the whole worksite. Therefore it is a requirement as part of each Subcontractors Contract, to take part in the following:

- Review, amend and sign off of safe work method statements prior to commencing works.
- Toolbox talk / Safety talk Meetings held on a fortnightly basis with all personnel on site; documentation should be recorded, outlining topics discussed and attendees, refer to Toolbox Talk / Pre Start Briefing:
 - It should be noted that toolbox talk meetings are not meant to be lengthy training sessions, nor are they places for the 'dumping of information' on employees. Their main impact is for a clear exchange of ideas on a particular topic in approximately 15 minutes.
- Weekly Subby Site Safety Inspection carried out each week with the Site Supervisors and a Subcontractor / and/or Subcontractor Rep, walking around the site identifying and correcting any hazards, minutes are noted on the Weekly Subby Site Safety Inspection Checklist and signed off.

Furthermore, Subcontractors will also be included in Safety Alert E-Bulletins issued by the Systems Manager as documented in Proline's Communication Procedure.

5.4.11 Retain Records

The Systems Manager will maintain the following records as per Proline's Documents & Records Management Procedure.

- Signed copies of Safe Work Method Statements
- Record of Toolbox Talk/Safety Talk
- Weekly Subby Site Safety Inspection Checklist
- Safety Alerts E-Bulletins

Furthermore, it is required by the Site Supervisors to publicize toolbox talks and other WHS information on the Notice board within the lunchroom of each site.

5.4.12 Site Consultation with Employees & Subcontractors via Site Supervisors

- Review, amend and sign off of safe work method statements prior to commencing works.
- Toolbox talk / Safety talk Meetings are held on a fortnightly basis, chaired by the Site Supervisors with all personnel on site. Meeting minutes are documented, outlining topics discussed and attendees, refer to Toolbox Talk / Pre Start Briefing,
 - It should be noted that toolbox talk meetings are not meant to be lengthy training sessions, nor are they places for the 'dumping of information' on employees. Their main impact is for a clear exchange of ideas on a particular topic in 15-30 minutes. Reviewing and commenting on safety procedures / SWMS for works they are undertaking.

Proline Building Commercial Pty Ltd
Safety Management System

- It is required by the Site Supervisors to publicize toolbox talks and other WHS information on the Notice board within the lunchroom of each site.

Possible Discussion Points

- Inviting persons to raise issues of WHS which they see as a concern
- Raising people's awareness of their responsibilities to working safely (ie housekeeping, wearing of PPE);
- The causes of recent workplace incidents, injuries, near hits and identify possible preventative action;
- Non conformance issued on site;
- Memo's / Safety Alerts issued in accordance with Proline's Communication Procedure
- How to reduce absenteeism;
- Safety topics relevant to the workplace such as hazardous substances, materials and other hazards.

5.4.13 Consultation with Employees & Subcontractors via Senior Managers

Senior Managers are required to conduct site visits as documented in the Workplace Inspection & Testing Matrix located in Inspection, Testing & Monitoring section of the system. During these visits / audits Senior Managers should make themselves available to employees and subcontractors to discuss any WHS issues which may exist on site. The Management Site Inspection Checklist, allows provision for notes for any issues to be documented.

6.0 PLANNING

6.1 Actions to address risks and opportunities

6.1.1 General

The following have been considered in the development of the Safety System:

1. Hazards.
2. WHS risks and other risks.
3. WHS opportunities and other opportunities.
4. Legal and other requirements.

Proline have identified risks for individual processes and controls are developed for all the identified risks. The risks and the issues are addressed with a view to:

- enhance desirable effects.
- reduce or prevent undesired effects.
- achieve improvements.

The control actions are implemented considering potential impact on the conformity of products and services. Actions taken to address the risks and issues are regularly monitored by the Systems Manager, Project Managers & Site Supervisors (Department Heads) for strict implementation. The risks, issues and the controls thereof are maintained as documented information by the Department heads. Opportunities for achieving desired improvements are identified by the Department heads and implemented to the extent possible. The results of such implementations are reviewed and achieved improvements are assessed.

6.1.2 Hazard Identification and assessment of risks and opportunities

6.1.2.1 Hazard Identification

The following mechanisms are to be utilised to assist in the identification of hazards:

- by using design control, hazards associated with plant and buildings can be detected and designed out at an early stage;
- by using the Purchasing & Subcontracting Procedure, hazards can be identified and rectified prior to goods and services entering the workplace;

Proline Building Commercial Pty Ltd
Safety Management System

- by using the Risk Management program it will assist you to identify the actual and foreseeable hazards and risks to your health and safety;
- by using the WHS Hazard and Risk Register you will establish an WHS risk profile of your workplace;
- by using the Incident, Non Conformity and Corrective Action Procedure you will be able to:
 - encourage early reporting and corrective actions;
 - reduce the number of incidents arising on Proline site/s;
 - enable senior management to identify areas of concern;
 - Facilitate corrective actions to address the causes of the hazards or incidents.
- Review potential emergency situations.
- Human factors / how works are actually carried out.
- Changes in knowledge of, and information about, hazards

6.1.2.2 Assessment of WHS Risks And Other Risks To the Safety System

Proline has established, implemented, and maintained processes to:

1. Assess WHS risks from the identified hazards taking into account applicable legal requirements and other requirements and the effectiveness of existing controls;
2. Identify and assess the risks related to the establishment, implementation, operation and maintenance of the Safety system that can occur from the issues identified in the organization context and the needs and expectations of the interest parties.
3. Proline's methodology and criteria for assessment of WHS risks is defined with respect to scope, nature and timing, to ensure it is proactive rather than reactive and used in a systematic way.

Risk Management Program

Risk Assessment & Control Procedure

Ten steps form the base of the Risk assessment and Control process at Proline, these include:

1. Identify the activity
2. Identity who is at risk
3. Identify the hazards
4. Identify the associated risks
5. Rate the risks with existing controls
6. Identify appropriate additional controls
7. Re-rate the risks
8. Record the Risk Assessment
9. Implement the Risk Controls
10. Monitor and Review the risk controls

Training may be required for Risk Assessors; generic short courses in risk management principles are available for Proline Building Commercial Pty Ltd staff through Master Builders Association NSW (MBA). The Safework accredited training program WHS Risk Management for Managers and

Proline Building Commercial Pty Ltd
Safety Management System

Supervisors is a two-day course, which provides a more detailed opportunity for managers and supervisors to develop skills and knowledge to manage their WHS risks.

1. Identify the activity

The work activity to be carried out must be described in full. Project Managers / Supervisors, Site Supervisor and others should be consulted to ensure all the steps in the work activity have been identified.

2. Identify who is at risk

A person conducting the Risk assessment may think that the person carrying out the works, is the only person at risk, this is incorrect. On a building site, person/s working adjacent or within the vicinity may also be at risk, depending on the activity. This may influence the type of controls that need to be put into place.

3. Identify the Hazards

A hazard is a source of potential harm or a situation with the potential to cause harm. Hazards can arise from:

- a) the workplace environment
- b) the use of plant & equipment
- c) the use of materials or substances
- d) poor work design or practices
- e) inappropriate or lack of procedures or management systems
- f) human behaviour

4. Identify the associated Risks

Risk identification is similar to hazard identification except that you need to identify the harm that can be caused.

5. Rate the Risks with the Existing Controls

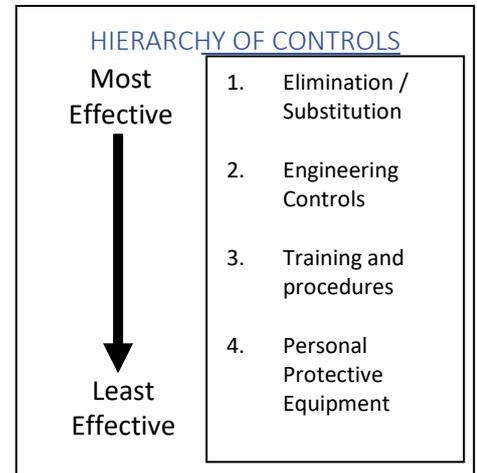
The risks must be rated prior to implementation of additional controls. This risk rating should be carried out in accordance with Step 11 Risk Rating Procedure.

Proline Building Commercial Pty Ltd
Safety Management System

6. Identify appropriate additional controls

Additional risk controls may be required to be implemented to reduce the risk level. This may involve the purchase of plant & equipment (ie portable ventilation), a different type of glove, or PPE or even moving the activity to a more appropriate area in terms of risk control. At this stage it is mandatory that the Hierarchy of Control be utilised.

- Eliminate the risk by ceasing the hazardous component or activity
- Substitute a less harmful alternative hazard substance or process
- Isolate the hazard at source using engineering means, introduce administrative controls to minimize exposure
- Use of Personal Protective Equipment



7. Re-rate the Risks

In order to assess if the additional risk controls will be sufficient to reduce the risk level, the activity must be re-rated and re-assessed in accordance with Step 11 Risk Rating Procedure.

8. Record the Risk Assessment

Ensure the risk assessment is documented on the Risk Assessment Form and hazards / controls implement into the Safe Work Method Statement.

9. Implement the Risk Controls

The risk controls identified in this procedure needs to be implemented and used. Training may be required, which should be carried out prior to start of the work activity to ensure the controls are successful in reducing the risk level.

10. Monitor & Review the Risk Controls

The risk controls implemented must be working in order to reduce the risk rating of the hazard to ensure the risk is at its lowest possible risk level. An inspection, testing and monitoring of the hazard must be in place to ensure the risk controls are operating as required.

11. Risk Rating Procedure

11.1 Formal Risk Assessment

(Use of Risk Assessment Form or documented on Construction Hazard Log or SWMS)

Descriptive and *Numbered* risk assessments are formal and should be used by Proline employees as the official type of risk assessment. Both types of assessments take into account the likelihood and

Proline Building Commercial Pty Ltd
Safety Management System

the consequence of injury. Assessing risks on paper helps to ensure that satisfactory safety measures are put into place.

11.2 Injury Likelihood

In deciding on the likelihood of injury, look at the following items:-

- Hazards in the workplace: e.g. bricklayer working underneath roof-tiler.
- Safe work method: e.g. isolating the area by providing a secure barricade area where the roof-tiler works so no one can work underneath.
- Experience of workers in the particular task to be done: e.g. the amount of time the worker has previously spent doing the task.
- Safety training and instruction: e.g. General construction induction training, or supervisor giving specific instructions on how to do a particular task.
- Supervision: e.g. Site Supervisor overseeing the worker to ensure work is performed safely.

11.3 Risk Consequence

To decide on the consequence of personnel injury or damage to property the following terms may be used:

Major Consequence - Changes a person's future forever, such as death, disability or disfigurement. Damage to property and replacement of equipment.

Severe Consequence - Injured person needs one day or more off work, but will return to work at some time; some medical treatment is needed for the injury. Damage to property and equipment needs expensive repairs.

Minor Consequence – Person with injury will not need anytime off work, but may need some first-aid treatment. Damage to property and equipment is minimal.

11.4 Descriptive Assessment

This type of assessment on the **likelihood** and consequence of injury/damage, uses a short descriptive sentence to assess the risk of a hazard as shown in TABLE 1. E.g. **Very Likely**.

Descriptive measure of likelihood

TABLE 1

Period	Statement
Very Likely	Expected to happen in most situations
Likely	Will probably happen in most situations
Less Likely	Could happen at some time

To describe the consequence of injury from a hazard, use TABLE 2. For example, the consequence of injury for the "helpful" but untrained person altering the scaffold is that the person could fall and end-up with extensive injuries. Therefore, this is a major hazard. The hazard to first fix is the major hazard.

Proline Building Commercial Pty Ltd
Safety Management System

Descriptive measure of consequences

TABLE 2

Level	Statement
Major	Death, Disability, Extensive injuries and / or major damage to property / equipment.
Severe	Medical treatment required, and / or much damage to property and / or equipment.
Minor	Readily treated with first aid, and / or little or no damage to property / equipment.

11.5 Numbered Assessment.

Tables 1 & 2 can be represented simply by using numbers for **Likelihood** and **Consequence**. The numbers are used to work out which hazard needs to be fixed first. For example, a hazard with a likelihood measured as **1** and a consequence measures as **1** might normally be fixed first.

Tables 3 & 4 can be used easily to make a Risk Assessment of all tasks performed on-site and filed as a record of the assessment. The numbers can then be applied to decide on the priority of dealing with the problems.

Numbered Measure of Likelihood

TABLE 3

Likelihood	Measure
Very Likely (expected in most circumstances)	L1
Likely (probable in most circumstances)	L2
Less Likely (could occur sometime)	L3

Numbered Measure of Consequence

TABLE 4

Consequence	Measure
Major (extensive injury / damage)	C1
Severe (medical treatment required / much damage to property- equipment)	C2
Minor (minor first aid and little or no damage to property / equipment)	C3

Proline Building Commercial Pty Ltd
Safety Management System

11.6 The Risk Rating Matrix

Likelihood	Consequences		
	Major(C1)	Severe (C2)	Minor (C3)
Very Likely (L1)	Very High	High	Medium
Likely (L2)	High	Medium	Low
Less Likely (L3)	Medium	Medium	Low

11.7 Recommended Action Guide / Acceptable Risk Level

Risk Level	Recommended Action Plan
Very High (unacceptable risk level)	Act immediately – work should not proceed or continue until risk control steps have been implemented and the risk level lowered, review by Senior Management and Systems Manager required
High	Act within 24 hours
Medium	Act within 48 hours
Low	Act within 72 hours

Any risk rated as “**Very High**” works will not be permitted to be undertaken, unless reviewed by Senior Management and the Systems Manager has been carried out. If works are in progress, they are required to cease immediately, until review by Management has been carried out. If the risk rating can not be lowered, extra controls will be implemented by Senior Management / Systems Manager like, additional supervision, change of worker (increased experience) etc. Works will not be permitted until sign off of the SWMS or revised SWMS has been received by Senior Management.

Proline Building Commercial Pty Ltd
Safety Management System

12. Construction Hazard Log/ Risk Register

An WHS Construction Hazard log/Risk Register has been established for hazardous activities. Hazards and their associated risks have been identified, rated, assessed for controls and re-rated in accordance with the Risk Assessment Procedure. An example is in Table 5.

Table 5

CONSTRUCTION HAZARD LOG / RISK REGISTER															
Project Name:		Overall Company Works			Revision No:		0		Revision Date:		Thursday, 17 August 2017				
Key Stakeholders:															
Scope of risk assessment:															
Risk Assessment Facilitator:															
Participants:															
Risk Rating Table:															
Likelihood		Consequence		Major		Severe		Minor							
Likely High		L1		C1		C2		C3							
Likely High		L2		High		Medium		Low							
Less Likely		L3		Medium		Medium		Low							
PART A - Risks Identified by Design Register / Client Risk Register / Hazard Log															
PART B - Review of Risks & Controls Measures by Proline															
Ref.	Activity/Hazard	Hazard Description	Potential Consequence	Potential Consequence (R)	Existing Control	Associated Legislation / Requirements	Risk Owner	Unlikelihood	Exposure	Frequency	Proposed/Additional Risk Control	Risk Owner	Notes and Comments	Action	
1 Planning / Procurement / Commercial															
1.1	Planning	Resource Management	Lack of Resources	Time Loss in Project / Excessive Completion Time	Review of current Staffing Management Requirements	N/A	Proline	M	H	Y	C	No further action	L3, C2	Ability to increase resources where required	Ongoing review of resource requirements throughout project
1.2	Procurement	Long Lead Times	Delay in Ordering	Delay in Project Delivery Time	Review lead times during tender phase	N/A	Proline	M	H	Y	B	Identify lead times to Project team on successful tender procurement	L3, C2, M		Notification to Stakeholders of Lead Times during tender phase
1.3	Procurement - Shop Drawings	Shop Drawings	Excessive lead time in approval	Delay in Project Delivery Time	Review lead times during tender phase	N/A	Proline	M	H	Y	B	Identify lead times to Project team on successful tender procurement	L3, C2, M		Notification to Stakeholders of Lead Times during tender phase
1.4	Design Review	Position of plant / equipment within structure Entry / Clack	Subsidiary issues	Operational Failure	Review Design during tender phase, check subsidiary	N/A	Proline	M	H	Y	B	Identify subsidiary issues during subcontractor tender phase	L3, C3		Notification to Stakeholders
1.5	Design - Change Control	Change of Design	Delays on site	Delay in Project Delivery Time	Review lead times during tender phase & ongoing throughout Project	N/A	Proline	M	H	Y	B	Identify lead times to Project team on successful tender procurement	L3, C2, M		Notification to Stakeholders of Lead Times during tender phase
2 Project Constraints															
2.1	Occupied Site	Public movement	Interaction with public / road users	Major Injury	Coordination & regular briefing with Stakeholders	WHS Act 2011 / Reg 2017 / Construction Work Code of Practice / Managing the Risks of Plant in the Workplace Code of Practice	Proline	M	H	Y	B	SWMS to be developed. Delays in cost of Project if required. Coordinate with Site Manager. Barriers prevent during deliveries, to site to work, taking alternative coordinating deliveries	L3, C3		SWMS to be developed prior to work activity

13.1 Implement the WHS Construction Hazard Log/ Risk Register

A Construction Hazard Log /Risk Register is required to be developed and implemented for each project during the development of the WHS Management Plan. This Construction Hazard log/risk Register will enable easy identification of hazards and their associated risks during the development of Safe work method statements. The Construction Hazard Log is developed by the Systems Manager, who has been trained in the company's risk management program and completed WHS Risk Management for Managers and Supervisors through the Master Builders Association.

The Construction Hazard Log & Risk Register is required to be issued to by Project Managers to subcontractors during contract issue stage, to assist them in the formatting and requirements of Safe work method statements required to be issued to Proline before they commence works on site. This Construction Hazard Log and Risk Register will also form part of the Site Safety Rules (which are in the WHS Management Plan), developed by the Systems Manager and communicated to Subcontractors during tender evaluation stage and communicated to visitors on site during the site induction held by the Site Supervisor.

Proline Building Commercial Pty Ltd
Safety Management System

13.2 Review / Monitor the Construction Hazard Log/Risk Register

The Construction Hazard Log & Risk Register will be required to be monitored on site by the Site Supervisor. Project Managers & the Systems Manager will be required to review this monitoring on site during the WHS Site Inspections.

6.1.2.2 Assessment of WHS Risks and Other Risks to the Safety System

Proline has established, implemented, and maintained processes during the Management Review Meetings to identify:

1. Opportunities to enhance WHS performance considering planned changes to the organization and its policies, processes or its activities.
2. Opportunities to eliminate or reduce WHS risks.
3. Opportunities to adapt work, work organization and work environment to workers;
4. Opportunities for improving the Safety management system;
5. Risks associated with climate change which may affect the safety of personnel.

6.1.3 Determination of Legal and other Requirements

Proline has:

1. Determined and has access to the up-to-date legal requirements to which the organization subscribes / compliance obligations related to its Hazards and WHS risk;
2. Determined how these legal and other requirements / compliance obligations apply to the organization and what needs to be communicated.
3. Take these legal and other requirements / compliance obligations into account when establishing, implementing, maintaining and continually improving its Safety management system.

Proline has maintained documented information of its applicable legal and other requirements / compliance obligations and has ensured that it is updated to reflect any changes as noted below.

6.1.3.1 Maintaining Legislative Information

To ensure Proline has reference to the most applicable and current legislation, the Systems Manager maintains subscriptions to the following:

- National Safety E-Bulletin (NSCA)
- Parliamentary Counsel's Office Weekly Legislation Notification E-Bulletin
- Safework E-News Bulletin
- MBA Advice E-Circular
- MBA Industrial E-Circular
- SAI Global Email Alerts

Memberships include:

Proline Building Commercial Pty Ltd
Safety Management System

- Master Builders Association NSW

6.1.3.2 Identification of Applicable Legislative Information

All documented Proline WHS Procedures and Guidelines shall identify the title and requirements of any applicable legislation, Code of Practice or Australian standard.

6.1.3.3 Communication of Legislative Information

Proline's Systems Manager is responsible for the dissemination of legislative requirements and/or changes. Mechanisms in place for alerting new or changed legislation to Managers, employees and subcontractors is communicated through Memo's, Safety Alerts, Consultation, and email alerts. The WHS Management Plan, SSSMP (Site Specific Safety Management Plan), Safe Work Method Statements, Online Site Induction & Safe Working Guidelines, legislative references, and requirements are also updated by the Systems Manager when changes occur, to ensure document control of templates is maintained.

6.1.3.4 Access to Legislation

Access to WHS legislation and updates in all Australian jurisdictions is available through the Australasian Legal Information Institute (AustLII) at:

<http://www.austlii.edu.au/>

Access to current Codes of Practice, Australian Standards and guidelines is primarily through the Proline's hardcopy Library located in Head Office. Proline also provides electronic access within Head Office to external links such as:

Safework nsw www.safework.nsw.gov.au

Australian Standards www.standards.com.au

Safe Work Australia www.safeworkaustralia.gov.au

NSW Workers Compensation Commission www.wcc.nsw.gov.au

Parliamentary Counsel's Office www.legislation.nsw.gov.au

Australian Federal Safety Commission www.fsc.gov.au

When personnel are on site, access to Codes of Practice and Guidelines can also be accessed via the QR Code – quick scan option, which will take them directly to the url address. This can easily be accessed via the user's phone. This is also communicated to personnel during the online site induction, completed by Site Personnel, prior to attending sites.

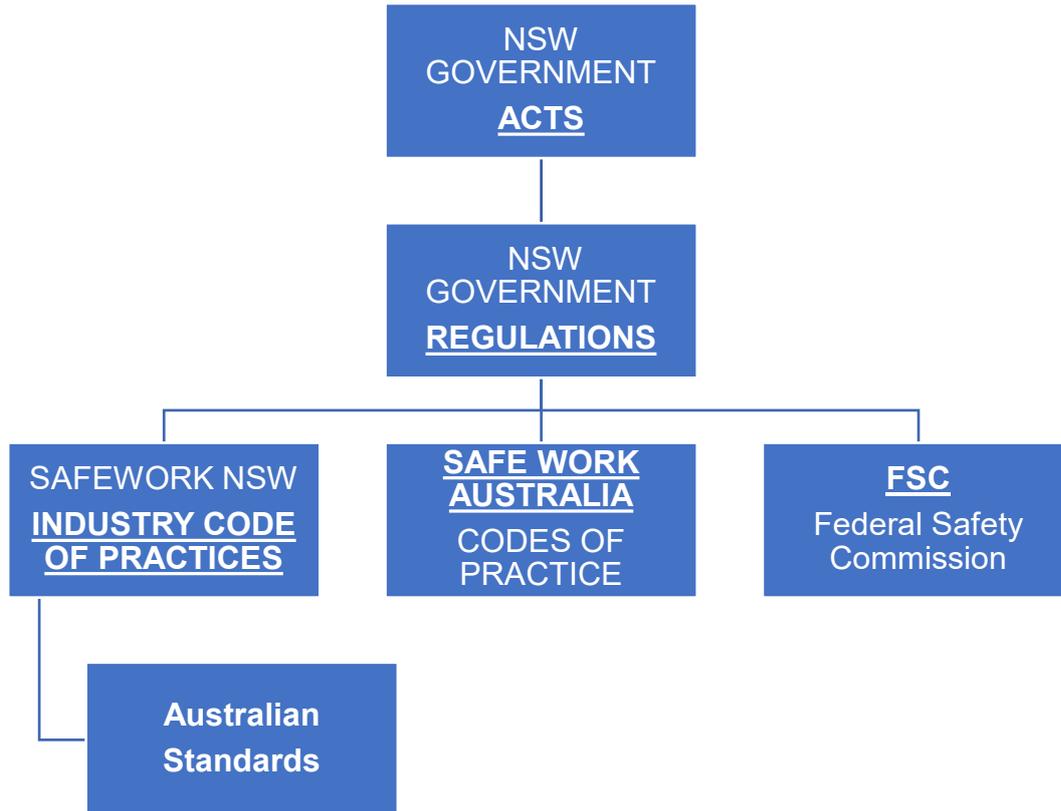
6.1.3.5 Legislative Compliance Audit

Ongoing audits of the system, monitor changes and compliance against legislation as required. Reviews are carried out internally through site inspections, external audits, use of checklists etc for compliance to legal requirements.

Proline Building Commercial Pty Ltd
Safety Management System

The revised Policy, Procedure, Guideline or Tool because of legislative compliance audits are to be communicated to Proline’s Managers, Supervisors, Employees and Subcontractors through Memo’s, Safety Alerts, Consultation, Site Inductions and email alerts.

6.1.3.6 Legislation Framework



6.1.3.7 Legislation Register

Acts
Work Health & Safety Act 2011 https://www.legislation.gov.au/Details/C2018C00293
Workers Compensation Act 1987 – 2022 Act 70 of 1987 https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1987-070
Workers Compensation Legislation Amendment Act 2000 No 87 https://legislation.nsw.gov.au/view/pdf/asmade/act-2000-87
Workers Compensation (Dust Diseases) Act 1942 https://legislation.nsw.gov.au/view/html/inforce/current/act-1942-014

Proline Building Commercial Pty Ltd
Safety Management System

Workplace Injury Management and Workers Compensation Act 1998 https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-086
Protection of Environment Operations Act 1997 https://legislation.nsw.gov.au/view/html/inforce/current/act-1997-156
Heritage Act 1977 https://legislation.nsw.gov.au/view/html/inforce/current/act-1977-136
NSW Dangerous Goods (Road & Rail) Act 2008 https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2008-095#:~:text=This%20Act%20is%20the%20Dangerous,and%20Rail%20Transport)%20Act%202008.&text=This%20Act%20commences%20on%20a,to%20be%20appointed%20by%20proclamation.&text=The%20purpose%20of%20this%20Act,protect%20property%20and%20the%20environment.
Industrial Relations Act 1996 https://legislation.nsw.gov.au/view/html/inforce/current/act-1996-017
Plumbing and Drainage Act 2011 No 59 https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2011-059
Airports Act 1996 (Cth) - http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/aa1996129/
Design and Building Practitioners Act 2020 https://legislation.nsw.gov.au/view/html/inforce/current/act-2020-007
Regulations
Work Health & Safety Regulation 2017 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404
Dangerous Goods (Road and Rail Transport) Regulation 2022 https://legislation.nsw.gov.au/view/pdf/asmade/sl-2022-464
Apprenticeship and Traineeship Regulation 2017 https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2017-0229
Child Protection (Working with Children) Regulation 2013 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156
Dust Diseases Tribunal Regulation 2019 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2019-0405
Environmentally Hazardous Chemicals Regulation 2017 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0441
Heritage Regulation 2012 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2012-0401
Industrial Relations (General) Regulation 2020

Proline Building Commercial Pty Ltd
Safety Management System

https://legislation.nsw.gov.au/view/html/inforce/current/sl-2020-0509
Plumbing and Drainage Regulation 2017 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0482
Protection of the Environment Operations (Waste) Regulation 2005 https://legislation.nsw.gov.au/view/whole/html/inforce/2007-03-01/sl-2005-0497
Protection of the Environment Operations (Noise Control) Regulation 2017 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0449
Protection of the Environment Operations (Clean Air) Regulation 2010 https://legislation.nsw.gov.au/view/whole/html/inforce/2016-11-01/sl-2010-0428
Road Transport (General) Regulation 2013 https://legislation.nsw.gov.au/view/whole/html/inforce/2015-05-15/sl-2013-0367
Workers' Compensation (Dust Diseases) Regulation 2018 https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2018-0517
Workers Compensation Regulation 2016 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2016-0559
Airports (Building Control) Regulations 1996 (Cth)
Civil Aviation Safety Regulations 1998 (Cth)
Civil Aviation (Buildings Control) Regulations 1988 (Cth)
Model Codes of Practice (Safe Work Australia)
https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice <ul style="list-style-type: none">• Abrasive blasting• Confined spaces• Construction work• Demolition work• Excavation work• First aid in the workplace• Hazardous manual tasks• How to manage and control asbestos in the workplace• How to manage work health and safety risks• How to safely remove asbestos• Labelling of workplace hazardous chemicals• Managing electrical risks in the workplace• Managing noise and preventing hearing loss at work• Managing psychosocial hazards at work• Managing risks in stevedoring• Managing risks of hazardous chemicals in the workplace• Managing risks of plant in the workplace• Managing the risk of falls at workplaces• Managing the risk of falls in housing construction• Managing the risks of respirable crystalline silica from engineered stone in the workplace• Managing the work environment and facilities

Proline Building Commercial Pty Ltd
Safety Management System

- [Preparation of safety data sheets for hazardous chemicals](#)
- [Safe design of structures](#)
- [Spray painting and powder coating](#)
- [Welding processes](#)
- [Work health and safety consultation, cooperation and coordination](#)

NSW Code of Practice (Safework NSW)

Click onto each item to access via www.safework.nsw.gov.au

Confined spaces
 Construction work
 Demolition work
 Excavation work
 First aid in the workplace
 Formwork
 Hazardous manual tasks
 How to manage and control asbestos in the workplace
 How to manage work health and safety risks
 How to safely remove asbestos
 Labelling of workplace hazardous chemicals
 Managing electrical risks
 Managing noise and preventing hearing loss at work
 Managing psychosocial hazards at work
 Managing risks of falls at workplaces
 Managing the risk of falls in housing construction
 Managing risks of hazardous chemicals in the workplace
 Managing the risks of plant in the workplace
 Managing the risks of silica from engineered stone in the workplace
 Managing the work environment and facilities
 Preparation of safety data sheets for hazardous chemicals
 Safe design of structures
 Welding processes
 Work health and safety consultation, cooperation and coordination

Australian Standards

Click onto each item to access the Standards Catalogue

B-000 Building Standards Sector Board	BD-01 Steel Structures
BD-002 Concrete Structures	BD-004 Masonry Structures
BD-006 General Design Requirements and Loading on Structures	
BD-008 Roof Tiles	BD-009 Concrete Blocks
BD-011 Interior Board Linings	BD-014 Metal Cladding
BD-021 Doors and Windows	BD-023 Structural Steel
BD-025 Residential Slabs And Footings	
BD-026 Masonry Units, Pavers, Flags and Segmental Retaining Wall Units	
-028 Masonry Wall Ties and Accessories	BD-029 Dampproof Courses And Flashings
BD-035 Ceiling Systems	BD-036 Scaffolding
BD-038 Wet Areas In Buildings	BD-040 Fibre Cement Building Products

Proline Building Commercial Pty Ltd
Safety Management System

BD-042 Methods Of Testing Concrete	BD-043 Formwork
BD-048 Pliable Building Membranes	BD-050 Aluminum Structures
BD-052 Trade And Technical Literature For The Building Industry	
BD-055 Powered Pedestrian Door Assemblies	BD-058 Thermal Insulation
BD-080 Curtain Walls	BD-082 Cold-formed Steel Structures
BD-084 Steel Reinforcing and Prestressing Materials	
BD-086 Stainless Steel Structures	
BD-089 Cabinets in the built-in environment	
BD-092 Temporary edge protection— Construction practices	
BD-094 Slip Resistance of Flooring Surfaces	BD-098 Pavements
CE-001 Parking Facilities	
CS-023 Security Screen Doors and Window Grilles	
FP-002 Fire Detection, Warning, Control and Intercom Systems	
FP-003 Fire Extinguishers	FP-007 Fire Hose Reels
FP-009 Fire Hydrant Installations	
FP-011 Special Hazard Fire Protection Systems	FP-018 Fire Safety
FP-019 Passive Fire Protection	LG-001 Interior and Workplace Lighting
LG-007 Emergency Lighting In Buildings	MB-010 General Conditions of Contract
MB-022 Facilities management	ME-001 Pressure Equipment
ME-004 Lift Installations	ME-005 Cranes
ME-006 Refrigeration	
ME-015 Storage and Handling - Liquefied Petroleum Gases	
ME-026 Industrial Trucks	
ME-027 Engineering Tolerance Systems Metrology Surface Quality	
ME-029 Fasteners	ME-062 Ventilation and Airconditioning
ME-064 Access for People with Disabilities	
ME-067 Assistive Technology Products for Persons with Disability	
ME-071 Quantities, Units And Conversions	
ME-086 Commercial Airconditioning Equipment	
PL-022 Plastic Building Sheets	PL-030 Underground Warning Tapes
Quality Systems	SF-006 Eye and Face Protection
018 Occupational Protective Helmets	
TM-010 Timber Structures and Framing	WD-003 Welding Of Structures

6.1.4 Planning Action

Proline has planned to take actions to address its:

1. Significant environmental aspects and address these risks and opportunities.
2. Compliance obligations / applicable legal and other requirements.
3. Risks and opportunities.
4. Integrate and implement the actions into its Safety System processes or other business processes.
5. Evaluate the effectiveness of these actions.

Proline has considered the hierarchy of controls and outputs from the Safety System when planning to take action. The organization has considered its best practices, technological options, and its financial, operational and business requirements.

6.2 WHS Objectives and planning to achieve them

WHS objectives for relevant processes are defined and are documented below. These are consistent with the WHS policy and measurable. WHS Objectives are defined with focus on to maintain and improve the WHS and to achieve continual improvement. Objectives are documented, monitored, and communicated via the Proline Website.

The Management Representative in consultation with the Managing Director and General Manager determines fulfilment of the WHS objectives periodically during the Management Review. While planning how to achieve its WHS objectives, Proline has considered:

1. What will be done.
2. What resources will be required.
3. Who will be responsible.
4. When it will be completed.
5. How the results will be evaluated.
6. How it will be measured through indicator (if practicable) and monitored, including frequency.
7. How the actions to achieve WHS objectives will be integrated into the organization's business processes.

Proline Building Commercial Pty Ltd
Safety Management System

6.2.1 WHS Objectives

Objectives and targets have been established by Management to ensure Proline meets, customer, legal and regulatory requirements and continually improves its overall business performance.

- To demonstrate strong leadership in setting and achieving Safety goals.
- To reduce workplace injury and disease.
- To improve communication channels between management and employees.
- To achieve and improve greater employee commitment to work health safety, by allowing a better understanding of decisions made related to workplace safety and therefore gaining improved employee ownership of such outcomes.
- To improve morale and job satisfaction amongst employees by improving them in developing and implementing safer and better work practices.
- Maintain a superior performance across all elements of the WHS Management System

6.2.2 Work Health & Safety Management System Targets

Measurement Statistic	Indicator/s	Target
Management Commitment	<ul style="list-style-type: none"> • Review of OHS Objectives & Targets • Reporting to Senior Management • Consultation with Employees / Subcontractors 	Reviewed Annually Via Management Review Meetings = or > 100% carried out
Consultation	<ul style="list-style-type: none"> • WHS/EMS/QA Seminars • Toolbox Meetings Fortnightly 	= or > 100% carried out = or > 100% carried out
Training	<ul style="list-style-type: none"> • Person/s undertaking Company Induction Training • Person/s undertaking Site Induction Training • Person/s undertaking Ongoing WHS Re-fresher Training 	= or > 100% trained = or > 100% trained = or > 75% in a 6mthly timeframe = or > 100 % trained
Monitoring & Measurement	<ul style="list-style-type: none"> • WHS Management Audits 	= or > 90% carried out
Review	<ul style="list-style-type: none"> • Review of WHSMS 	= 100 % carried out
Measurement Statistic	Indicator	Target
Incidents & Hazards	No of and rate of incidents	Zero
Lost Time Injuries	No of and rate of lost time injuries	Zero
Workers Compensation Claim Costs	No of claims	Zero claims

6.2.3 Project Targets (As nominated in the WHS Management Plan)

Measurement Statistic	Short term target per project / month	Long term project target (life of project)
All 1 st aid treatment injuries	Less than previous month	zero
All medical treatment injuries	Less than previous month	Zero
All Lost time injuries	Less than previous month	Zero

Proline Building Commercial Pty Ltd
Safety Management System

WHS Verification Audits	1 per month	> 90% required
WHS Non conformances / CAR's	Less than previous audit	Zero
Training	In accordance with Proline's Training Needs Analysis Matrix	

6.2.4 Reporting

Monthly Reporting will be carried out by the Site Supervisor / Project Managers / Contracts Administrators. Completion of the WHS Reporting template will be required each month, for the preceding month and issued to the Systems Manager for review and collation onto a Master reporting document, which will be reviewed by Senior Management at the Management Review meetings to assess and benchmark results across Proline's operations.

Reporting of WHS Statistics, objectives, and targets etc to clients will be carried based on the project requirements, either monthly or fortnightly as required by the client.

Publication/ communication of reporting results will be carried out by the Systems Manager and communicated to employees / subcontractors etc through the WHS/EMS Seminars and listed on Proline's Intranet.

7.0 SUPPORT

7.1 Resources

Proline has determined and provides the resources needed for the establishment, implementation, maintenance, and continual improvement of the Safety System. Resources needed for projects, which include people, infrastructure, environment, monitoring & measuring resources are determined by Project Managers and approved by the General Manager or Managing Director.

7.2 Competence

Management ensures that the personnel performing work which affects the performance and effectiveness of the Safety system and its ability to fulfill its compliance obligation are competent on the basis of education, training, skills and experience. Where necessary, training is provided to personnel to acquire necessary competence and the effectiveness is evaluated. Documented information is maintained as evidence of competence.

Health and safety training is a fundamental requirement for any workplace to achieve success in achieving goals, targets and includes: -

Generic WHS Training – WHS Skills and knowledge, which is commonly required ie induction training, risk assessment training, emergency response training;

Risk Specific WHS Training – WHS training required for those employees conducting WHS verification activities ie HSR, first aid training

Task Specific Training – WHS skills which are required depending on the hazards and risk encountered ie Manual Handling Training, Plant & Equipment Training, Hazardous Substances Training.

Proline Building Commercial Pty Ltd
Safety Management System

COMPETENCY PROFILE			
Training Competency	Target Personnel	Training to be undertaken to Establish Competency	Internal or External Course
Generic WHS Competencies			
Competencies relating to <u>Safework General Construction Industry Induction:</u> General WHS Awareness	All	Safework General Construction Industry Induction	External
Competencies relating to <u>Proline Company Induction:</u> Awareness of WHS Policy Awareness of WHSMS Awareness of Injury Management & Return to Work Policy Awareness of Child Protection Policy Knowledge of WHS Roles and Responsibilities Knowledge of hazard and incident reporting Knowledge of Proline's Emergency Response procedures	Board of Directors Managing Director General Manager Systems Manger Project Manager Estimator Project Supervisor Contracts Administrators Building Cadets Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers OHS Representative Office Administration	Proline Company Induction Training Program / Project Site Induction Training & Ongoing Health & Safety Seminar Training	Internal
Competencies relating to <u>Proline Site Specific Induction:</u> Awareness of WHS Policy Awareness of WHSMS Awareness of Injury Management & Return to Work Policy Awareness of Child Protection Policy Knowledge of WHS Roles and Responsibilities Knowledge of the site-specific hazard and incident reporting Knowledge of the site-specific Emergency Response procedures Site Specific First Aid Provisions Site Specific Safety Rules	Project Manager Contracts Administrators Building Cadets Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative Visitors, Clients, Other stakeholders	Proline Site Specific Induction Training / Project Site Induction Training & Ongoing Health & Safety Seminar Training	Internal
Competencies relating to <u>Risk Assessment:</u> Knowledge of hazard identification techniques Knowledge of risk assessment procedure	Managing Director General Manager Systems Manger Project Manager	Proline Company Induction Training Program / Project Site Induction Training	Internal

Proline Building Commercial Pty Ltd
Safety Management System

<p>Knowledge of Hierarchy of Controls to reduce risk. Ability to complete a risk assessment and use of Proline forms / checklists</p>	<p>Estimator Project Supervisor Contracts Administrators Building Cadets Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative</p>	<p>Ongoing Health & Safety Seminar Training</p>	
<p>Competencies relating to <u>Incident Reporting Procedures</u>: Knowledge, understanding of Incident / Hazard Reporting Procedures Can complete and Incident Report Form</p>	<p>All - with the exception of Visitors / Clients & Other Stakeholders</p>	<p>Proline Company Induction Training Program / Project Site Induction Training & Ongoing Health & Safety Seminar Training</p>	<p>Internal</p>
<p>Competencies relating to <u>WHS Risk Management for Supervisors</u>: Knowledge of WHS legislation framework Understanding of WHS Responsibilities Knowledge of Risk Management Principles</p>	<p>Managing Director General Manager Systems Manager Project Manager Project Supervisors</p>	<p>WHS Risk Managers Line Course</p>	<p>External</p>
<p>Competencies relating to <u>Roles, Responsibilities, Authority & Accountabilities</u>: Understanding of WHS Responsibilities Use of risk management to control risk in the workplace Use of Safe Working Guidelines</p>	<p>Managing Director General Manager Systems Manger Project Manager Estimator Project Supervisor Contracts Administrators Building Cadets Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers OHS Representative</p>	<p>Proline Company Induction Training Program / Project Site Induction Training & Ongoing Health & Safety Seminar Training</p>	<p>Internal</p>
<p>Competencies relating to <u>WHS Representative / Committee</u>: Knowledge of WHS legislation framework Understanding of WHS Responsibilities Knowledge of WHS Dispute Resolution Knowledge of WHS Corrective Action Procedures</p>	<p>Health & Safety Representative if requested by employees (currently Consultation via Other Arrangements)</p>	<p>WHS Committee Training Course</p>	<p>External</p>

Proline Building Commercial Pty Ltd
Safety Management System

Knowledge of Incident / Accident Investigation Procedures Knowledge of consultation principles			
Risk Specific WHS Competencies			
Competencies relating to <u>Emergency Response</u> : Responsibilities of Site Supervisor Evacuation procedures	All	Proline Company Induction Training Program / Project Site Induction Training Site Specific Emergency Response Procedures & Ongoing Health & Safety Seminar Training Emergency procedures online Training	Internal Internal
Competencies relating to <u>Hazardous Substances</u> : Overview of hazardous substance legislation requirements Hazard and risk identification of hazardous substances Use of Material Safety Data Sheets Labeling of Hazardous Substances Storage of Hazardous Substances Demonstrated use of a spill kit Completing a Hazardous Substance Register	Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative	Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SDS Training SWMS Training	Internal
Competencies relating to <u>General Plant & Equipment</u> : Knowledge and identification of hazards and control to minimize the risk associated with the operation of plant and equipment. Identify controls to deal with the risks/hazards identified. As per National Certificates of Competencies Assessment Instrument – if applicable	Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative Any personnel using plant or equipment	Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training	Internal
Competencies relating to <u>Specific Plant & Equipment</u> : Knowledge and identification of hazards and control to minimize the risk associated with the operation of plant and equipment. Identify controls to deal with the risks/hazards identified.	Licensed Operators	Safework Qualifications / Licence Site Induction Training SWMS Training	External

Proline Building Commercial Pty Ltd
Safety Management System

<p>As per National Certificates of Competencies Assessment Instrument – Scaffolding (over 4m)</p> <p>Dogging</p> <p>Rigging</p> <p>Operation & Use of a Crane</p> <p>Operation & Use of a Hoist & Elevated Platforms</p> <p>Operation and Use of Truck Mounted Concrete placing booms.</p> <p>Operation & Use of Boilers</p> <p>Operation & Use of Load shifting machines ie fork lift truck, excavator, front end loader, backhoe, skid steer</p> <p>Operation & Use of EWP's, scissor, boom lifts</p>			
<p>Competencies relating to <u>Manual Handling</u>: Identify hazards and risks in respect to manual handling injuries. Identify controls to deal with the hazards and risks. Display an understanding of the physiological process of musculoskeletal injury. Demonstrate an understanding of the principles of manual handling</p>	<p>Site Supervisor Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative</p>	<p>Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training</p>	<p>Internal</p>
<p>Competencies relating to <u>Height Works</u>: Identify hazards and risks in respect to working at heights. Identify controls to deal with the hazards and risks.</p>	<p>Site Supervisor Site Supervisors Leading Hands Carpenters Apprentice Carpenters Truck Drivers / Labourers Health & Safety Representative</p>	<p>Height Safety Awareness Course & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training</p>	<p>External</p>
<p>Competencies relating to <u>Outdoors Workers</u>: Identify hazards and risks in respect to working outdoors. Identify controls to deal with the hazards and risks.</p>	<p>Site Supervisor/s Site Supervisors Leading Hands Trades Apprentice/s Truck Drivers / Labourers Health & Safety Representative</p>	<p>Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training</p>	<p>Internal</p>
<p>Competencies relating to <u>Young Workers</u>: Identify hazards and risks in respect to young workers. Identify controls to deal with the hazards and risks</p>	<p>Personnel Under 25 years old</p>	<p>Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training</p>	<p>Internal</p>

Proline Building Commercial Pty Ltd
Safety Management System

		SWMS Training	
Competencies relating to <u>First Aid</u> : - As per Safework NSW First Aid training competencies	Site Supervisor on project with excess of 25 of more workers on site, at any one time. Nominated First Aid Officer	St Johns Senior First Aid Course	External
Competencies relating to <u>Scaffolding under 4m</u> : Identify hazards and risks in respect to Scaffolding. Identify controls to deal with the hazards and risks	Site Supervisor Site Supervisors Leading Hands Carpenters Apprentice Carpenters Truck Drivers / Labourers Health & Safety Representative	Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training	Internal
Competencies relating to <u>Personal Protective Equipment</u> : Ability to use Personal Protective Equipment Knowledge in when to use Personal Protective Equipment Maintenance and Storage of Personal Protective Equipment	All – with the exception of Visitors / Clients & Other Stakeholders	Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training	Internal
Competencies relating to <u>Traffic Control</u> : - As per the NSW RTA Road Traffic Safety Guidelines	Employees involved in road safety	Traffic Control using Stop/Slow Bat Traffic Management Control Plan & Ongoing Health & Safety Seminar Training	External Internal
Competencies relating to supervising <u>Subcontractors</u> : WHS Responsibilities with subcontractor management Subcontractor Induction Requirements Subcontractor Monitoring Requirements	Project Managers Project Supervisors Site Supervisor Site Supervisors Contracts Administrator Building Cadets	Proline Company Induction Training Program & Ongoing Health & Safety Seminar Training Site Induction Training SWMS Training	Internal

7.2.2 Assessment of Competency

For Proline to determine whether the skill or knowledge has been successfully attained by training programs, assessment of the competencies is required to be undertaken.

The method to determine assessment of competencies will vary depending on the type of training being delivered. Ie an external qualification, the assessment may be through a written test or an internal training program, the assessment may be through demonstration.

The following assessment methods may be utilized to determine competencies:

- Workplace observation

Proline Building Commercial Pty Ltd
Safety Management System

- Practical Demonstration
- Oral / Written Questions
- Written Assignment
- Oral Presentation
- Procedures Assessment / Simulation / Scenario's
- Qualification / Licence

7.2.3 Verification of Competency / Qualifications / Licences

For Proline to determine whether the skill or knowledge, experience, qualifications have been successfully attained by project personnel, verification of the training, qualifications, license's etc is carried out by the Site Manager, via the personnel's uploaded documents into the Proline Online Site Induction.

7.3 Awareness

Personnel are made aware of the Health and Safety policy, and objectives and their contribution to the effectiveness of the Safety Management System through the Company Induction and Project Site Inductions. They are also made aware of:

1. related actual or potential WHS hazards and risk that are relevant for them.
2. The implications of not conforming to the Safety system requirements, including not fulfilling the organization's compliance obligations, also includes the consequences, actual or potential, of their work activities.
3. Information and outcome of the investigation of relevant incidents.
4. The ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health.

Proline Building Commercial Pty Ltd
Safety Management System

7.4 Communication

7.4.1 Purpose

The purpose of this procedure is to:

Transfer WHS information to:

- Alert employees and subcontractors of incidents, near misses & accidents and their associated corrective actions that may arise.
- Alert employees and subcontractors of newly identified hazards and safety controls to be implemented.
- Provide information on new or updated legislative requirements.
- Provide details of new or updated working systems.
- Provide details of new or changes in the workplace, including introduction or new plant / equipment or hazardous substances.
- Provide information on new procedural / client requested requirements.

7.4.2 Communication Matrix

Median	Target Audience	Frequency	Notes
General			
Telephone	All	As required	Diary Documentation if decisions are made
Facsimile	All	As required	A copy must be retained for files
Email E-Bulletins Safety Alerts	All	As required	A copy must be posted in Site / Lunch Sheds
General Letter Correspondence (Mail)	All	As required	A copy must be retained for files
Memorandums	All	As required	A copy must be posted in Site/ Lunch Sheds
Face to Face	All	As required	Diary Documentation if decisions are made
Site Signage / Posters	All	On each project	To be displayed in Site / Lunch Sheds
WHS Plans including Evacuation Plans	All	On each project	WHS Plans to be communicated through Induction. Evacuation Plan to be displayed
Inductions	All	On each site	Communicated by the Site Supervisor or via proline's website online

Proline Building Commercial Pty Ltd
Safety Management System

<u>Meetings</u>			
Directors Meeting	Client, Proline's Managing, Proline Director Architect	As required	File notes documented
Supervisors Meeting	Client (if required), Builder, Architect, Sub Consultants	As required	Meeting Minutes are documented & publicized on site's notice board
Toolbox Meetings / Pre Start Safety Briefings	Supervisor, Site Supervisor, site staff sub-contractors (if required)	Fortnightly	Toolbox Meeting Minutes are documented & publicized on site's notice board Prestart Briefings, located on Visitors Sign In Log, accessible to all on site
Steering Committee Meetings	Client, Project Team	As Required	Meeting Minutes are documented & publicized
Informal Meetings	Site Supervisor, Sub-contractor, site staff	As required	Diary Notes taken
<u>Internal</u>			
Office Meetings	Proline Office Staff Only	As required	Meeting minutes are documented
Health & Safety Seminar Training	Proline Staff Only	As required (6 monthly)	Internal Health & Safety Seminar Training
Health & Safety Representative Workplace Inspection if elected	Proline Staff	Fortnightly	Safety Report submitted to Systems Manager
<u>Other</u>			
WHS Management Plan / SSSMP	Subcontractors	Prior to start	Review during SWMS reviews
Construction hazard log/ risk register	Subcontractors / Client / Other Stakeholders	Prior to start / As updated	Email out updated register as required
Request for Information System	All / Client / Architect/ Engineer	As required	RFI System Logged & Reviewed (Refer to the Project Management Procedure for further information re: RFI System)
Newsletter	All	As required	Proline Buildings General Newsletter
Update Reports	Client	As required	Written document of project progress
Client Satisfaction Surveys or Client Generated Reports	Client	Generally one per project	Satisfaction Survey, designed to open communication lines and assist in improving our service
WHS Reporting Requirements	All	As issues raised by employees	Memo's / Corrective Action Notices to be issued

Proline Building Commercial Pty Ltd
Safety Management System

WHS Statistic Reporting	All	Annually	Memo's via Site Supervisor
Subcontractor Safety Alerts	All Subcontractors	As Required	Email Safety Alert Memo's
Subcontractor Consultation	All Subcontractors	Weekly	Weekly Site Safety Walks
Site Shed / Lunch Room Notice board	All	On each Project	Memo's / Safety Alerts / Site Rules / Hazardous Substance Register Posted Up
Safety Data Sheets	Person/s carry out the works	For each Hazardous Substance	Communicated through the Safe Work Method Statement
Incident /Accidents Notifiable Incidents	All Worsafe NSW	As required	Memo's Online reporting forms
Changed Work Practices	Employees / Subcontractors	As required	Communicated through the Safe Work Method Statement Reviews Changed Safe Working Guidelines, Emails, Safety Alerts, Memo's, WHS Seminars, Pre starts , Update Construction hazard log
Letter box drops	External Stakeholders	Prior to commencing as required / update of Construction Hazard Log if hazard affects / relevant to stakeholder	Construction Hazard Log / Safety Alerts / Email

7.4.3 Information Dissemination

Internal

WHS information is disseminated via Proline's Systems Manager and Health & Safety Representative. Site Specific Induction information is disseminated via Proline's Online Site Induction and Proline's Site Supervisor via Pre-Starts / Toolbox talks.

External Parties to Proline

Exchange of information with external companies such as clients, suppliers, associations, government departments, emergency personnel and subcontractors occurs as determined by the organization need and requirements. The lines of communication between Proline and the external party will allow relevant WHS information to be exchanged to ensure compliance with legislative requirements and industry best practice. Information exchange includes, but is not limited to the following:

- Safework E-Bulletins
- Master Builders Association E-Bulletins

Proline Building Commercial Pty Ltd
Safety Management System

- Parliamentary Council Office Weekly Legislative E-Notifications
- Safety Data Sheets
- Manufacturer specifications – instructions for the safe installation, commissioning, operation and maintenance of plant or equipment.
- Client Emergency Evacuation Plans.
- Project Hazard Logs / Risk Assessments
- Subcontractor Safe Work Method Statements.
- Client Safety Alerts

Proline to External Parties

- WHS Management Plans / Site Specific Safety management plans (SSSMP)
- Construction Hazard Logs/Risk Register
- Safety Data Sheets.
- Register of Hazardous Substances.
- Safe Work Method Statements; / SMWS Checklists
- Manufacturers Specifications.
- WHS Reporting.
- Incident / Accidents Reports.
- Corrective Actions – re-evaluated work practices.
- Memo's / Safety Alerts.
- Specific WHS reports or statistics.
- Letter box drops.

7.4.4 Language & Literacy

Language and literacy of employees / subcontractors must consider issues including non-English speaking, people who are illiterate or people with disabilities such as dyslexia.

If the employee or subcontractor has difficulty reading English, the information needs to be communicated verbally directly to the individual.

If the employee or subcontractor has difficulty in understanding English, then a translator will be required to translate the health & safety information to the individual. It should be noted that the Translator will therefore be required to always stay on site with the individual whilst performing his/her duties.

7.4.5 Induction/s

An induction is the most used mechanism to communicate health and safety requirements to employees / subcontractors, clients, visitors and other relevant stakeholders prior to entering / working on Proline site/s.

Proline has two types of Inductions, one for new employees starting employment with Proline being the Proline Company Induction and the other for Site Specific worksite/s.

Prior to any employee / subcontractor attending Proline's Projects (worksite/s) they are required to undertake a Site Induction. This induction is located on Proline's Website and requires a password to enter. On completion of the site induction, personnel are required to complete the Online Site

Proline Building Commercial Pty Ltd
Safety Management System

Induction form and upload their Safework induction card, licenses, high risk licenses, qualifications, nominate experience and complete a quiz in regard to the induction. This online form is then submitted and electronic copies are emailed to the Site Manager, Contracts Administrator for the project and the Systems Manager, who in turns saves this information for project archiving. The site induction contains but not limited to the following type of project information:

- Communication of Proline's WHS Policy
- Tour of the worksite, identifying hazards & controls
- Emergency Evacuation Procedure
- Hazardous Substances located on site and possible monitoring / health surveillance Requirements.
- Injury Management Procedure
- Roles & Responsibilities
- Risk Management Procedure & Construction Hazard Log
- Communication of Site Safety Rules
- Incident / Accident / Hazard Reporting Procedures
- Consultation Method/s
- Amenities
- Housekeeping Requirements
- Access & Egress to the site
- Location of the WHS Management Plan
- Emergency / Contact Numbers
- Location of First Aid Kit
- Safe Work Method Statement Requirements & Review
- Attendance of Daily Toolbox Talks & Weekly Site Subby Safety Walks
- WHS Issue Resolution Process
- Checking of WHS Industry Construction Induction Course Training attendance.
- Checking of licences / experience
- Checking Equipment / Plant entering the Site
- Checks on Reviewing of SWMS

7.4.6 Stakeholder Management Plan

The following criteria, has been used to determine if an individual will be included as a stakeholder:

1. Will the person or their organization be directly or indirectly affected by this project?
2. Does the person or their organisation hold a position from which they can influence the project?
3. Does the person have an impact on the project's resources (material, personnel, funding)?
4. Does the person or their organisation have any special skills or capabilities the project will require?
5. Does the person potentially benefit from the project or are they able to resist this change?

Any individual who meets one or more of the above criteria has been identified as a stakeholder. Stakeholders from the same organization will be grouped to simplify communication and stakeholder management. Therefore, the major stakeholder groups impacted by the project are summarised in the following table:

Proline Building Commercial Pty Ltd
Safety Management System

Stakeholder Group or Individual	Nature of involvement

7.4.6.1 Stakeholder Communications

Proline Internal Communications

A project communications plan shown in the figure below.

Internal Stakeholder Group	Consultation Date, Planned Date or frequency	Consultation Method	Key Attendees
<i>Senior Executives</i>	<i>Fortnightly Meetings</i>	<i>Scheduled meeting</i>	<i>Managing Director General Manager Systems Manager Project Managers</i>
<i>Project Team</i>	<i>Daily</i>	<i>General Meetings / Reports / Emails / Face to Face</i>	<i>Project Manager Contracts Administrator Site Manager</i>

7.4.6.2 Other Stakeholder Communications

Proline will consult with key stakeholders throughout the development of this project as summarised in the table below:

External Stakeholder Group	Consultation Date, Planned Date or frequency	Consultation Method	Key Attendees
	<i>Fortnightly</i>	<i>Scheduled meeting Reports</i>	<i>Project Director</i>
	<i>Fortnightly</i>	<i>Scheduled meeting Reports</i>	<i>End Users</i>
	<i>Fortnightly or when necessary</i>	<i>Scheduled meeting Reports / Email</i>	<i>Principal Architect</i>
	<i>Fortnightly or when necessary</i>	<i>Scheduled meeting Reports / Emails</i>	<i>Project Manager</i>

Stakeholders were provided with the opportunity to comment on the project as part of the above consultation during the initial project startup workshop.

7.4.6.3 Communications Management Plans

A Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change. This plan identifies and defines the roles of persons involved in this project. It also includes a communications matrix which maps the communication requirements of

Proline Building Commercial Pty Ltd
Safety Management System

this project. An in-depth guide for conducting meetings details both the communications rules and how the meetings will be conducted, ensuring successful meetings. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it and to whom to communicate.

As with most project plans, updates or changes may be required as the project progresses or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures, and additional requirements are needed. The Project Manager is responsible for managing all proposed and approved changes to the communications management plan. Once the change is approved, the project manager will update the plan and supporting documentation and will distribute the updates to the project team and all stakeholders. This methodology is consistent with the project's Change Management Plan and ensures that all project stakeholders remain aware and informed of any changes to communications management.

7.4.6.4 Communications Management Constraints

All project communication activities will occur within the project's approved budget, schedule, and resource allocations. The Project Manager is responsible for ensuring that communication activities are performed by the project team and without external resources which will result in exceeding the authorized budget. Communication activities will occur in accordance with the frequencies detailed in the Communication Matrix in order to ensure the project adheres to schedule constraints. Any deviation of these timelines may result in excessive costs or schedule delays and must be approved by Proline's Senior Executive.

Proline Building Commercial Pty Ltd organisational policy states that where applicable, standardized formats and templates must be used for all formal project communications. The details of these policy requirements are provided in the section titled "Standardisation of Communication" in this document.

Proline Building Commercial Pty Ltd organisational policy also states that only a Senior Executive may authorize the distribution of confidential information. The Project Manager is responsible for ensuring that approval is requested and obtained prior to the distribution of any confidential information regarding this project.

7.4.6.5 Stakeholder Communication Requirements

As part of identifying all project stakeholders, the Project Manager will communicate with each stakeholder to determine their preferred frequency and method of communication. This feedback will be maintained by the Project Manager in electronic format. Standard project communications will occur in accordance with the Communication Matrix; however, depending on the identified stakeholder communication requirements, individual communication is acceptable and within the constraints outlined for this project.

In addition to identifying communication preferences, stakeholder communication requirements must identify the project's communication channels and ensure that stakeholders have access to

Proline Building Commercial Pty Ltd
Safety Management System

these channels. If project information is communicated via secure means or through internal company resources, all stakeholders, internal and external, must have the necessary access to receive project communications.

Once all stakeholders have been identified and communication requirements are established, the project team will maintain this information and use this, along with the project communication matrix as the basis for all communications.

7.4.6.6 Roles

Senior Executive- The Senior Executive is the champion of the project and has authorized the project by signing the project charter. This person is responsible for the funding of the project and is ultimately responsible for its success. Since the Senior Executive (SE) is at the executive level, communications should be presented in summary format unless the SE requests more detailed communications.

Key Stakeholders - These are the stakeholders with whom we need to communicate with and are not included in the other roles defined in this section. The Key Stakeholders includes executive management with an interest in the project and key users identified for participation in the project.

Change Control Board- The Change Control Board is a designated group which is reviews technical specifications and authorizes changes within the organizations infrastructure. Technical design documents, user impact analysis and implementation strategies are typical of the types of communication this group requires.

Customer - The customer for this project is Qantas Airways Limited. As the customer who will be accepting the final deliverable of this project, they will be informed of the project status including potential impacts to the schedule for the final deliverable or the product itself.

Project Manager - The Project Manager has overall responsibility for the execution of the project. The Project Manager manages day to day resources, provides project guidance and monitors and reports on the projects metrics as defined in the Project Management Plan. As the person responsible for the execution of the project, the Project Manager is the primary communicator for the project distributing information according to this Communications Management Plan.

Project Team - The Project Team is comprised of all persons who have a role performing work on the project. The project team needs to have a clear understanding of the work to be completed and the framework in which the project is to be executed. Since the Project Team is responsible for completing the work for the project, they played a key role in creating the Project Plan including defining its schedule and work packages. The Project Team requires a detailed level of communications which is achieved through day-to-day interactions with the Project Manager and other team members along with weekly team meetings.

Site Manager - The Site Manager is a person on the Project Team who is designated to be responsible for ensuring that all technical aspects of the project are addressed and that the project is implemented in a structurally sound manner. The Site Manager requires close communications with the Project Manager and the Project Team.

Proline Building Commercial Pty Ltd
Safety Management System

7.4.6.7 Project Team Directory

The following table presents contact information for all persons identified in this communications management plan. The email addresses and phone numbers in this table will be used to communicate with these people.

Role	Name	Title	Company	Email	Phone
Senior Executive					
Customer					
Principal Client Contact					
Systems Manager					
Project Team					
Architect					
Project Manager					
Principal Client Contact					
Contracts Administrator					
Site Manager					
Key Stakeholders					
Stakeholder					
Stakeholder					

7.4.6.8 Communication Methods and Technologies

All project communication and documentation will be distributed by email. Proline will archive all communication on their internal shared drive / server. Proline's standard naming conventions for files and folders will be applied to all archived work.

Email:

All email pertaining to the Project should be professional, free of errors and provide brief communication. Email should be distributed to the correct project participants in accordance with the Team Directory above. All attachments should be in one of the organization's standard software suite programs and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the Project.

7.4.6.9 Guidelines for Meetings

Meeting Agenda

Meeting Agenda will be distributed 2 business days in advance of the meeting if deemed required by the Project team at the kick off meeting. The Agenda should identify the presenter for each topic along with a time limit for that topic. The first item in the agenda should be a review of action items from the previous meeting.

Proline Building Commercial Pty Ltd
Safety Management System

Meeting Minutes

Meeting minutes will be distributed within 2 business days following the meeting. Meeting minutes will include the status of all items from the agenda along with new action items.

Action Items

Action Items are recorded in both the meeting agenda (if deemed necessary) and minutes. Action items will include both the action item along with the owner of the action item. Meetings will start with a review of the status of all action items from previous meetings and end with a review of all new action items resulting from the meeting. The review of the new action items will include identifying the owner for each action item.

Meeting Chairperson (Project Manager)

The Chairperson is responsible for distributing the meeting agenda (if deemed necessary), facilitating the meeting and distributing the meeting minutes. The Chairperson will ensure that the meeting starts and ends on time and that all presenters adhere to their allocated time frames.

Note Taker (Contracts Administrator)

The Note Taker is responsible for documenting the status of all meeting items, maintaining the action item lists, and taking notes of anything else of importance during the meeting. The Note Taker create the Meeting Minutes and distribute to the Project Manager for review, prior to issuing to the attendees for review before acceptance of the minutes has occurred.

7.5 Documented Information

7.5.1 Document Control

All Proline WHS Documents are controlled. A “controlled” document for which distribution and status must be kept current by the issuer, to ensure that authorised users have available the most up to date version.

7.5.2 Document Control Register

The Document Control Register is to be completed and maintained, by the Systems Manager. This Register includes the following information:

- Document Number
- Document Title
- Initial Issue Date
- Current Version Number
- Current Version Date
- Next Review Date

7.5.3 Location of WHSMS Documents

WHSMS Documents are located on the Proline Server under WHS as templates to ensure changes to the documents cannot occur. For employees/subcontractors who do not have access to the Proline Server hardcopies of procedures and guidelines are made available by the Systems Manager.

7.5.4 Document Review

Annual reviews of the Document Control Register is carried out during the overall WHSMS Review in November of each year and any changes or corrective actions to these documents shall be recorded and communicate to all employees / end users via the Consultation Procedure and Communication Procedure.

Minor changes including grammar and spelling are not deemed as content change and therefore these are exempt from the Consultation procedure.

7.5.5 Obsolete Documents

Obsolete Documents are those documents which are no longer applicable, required, replaced, or superseded. Obsolete documentation will be removed from the Proline Server, although will be retained electronically by the Systems Manager.

7.5.6 WHS Records Requirements

WHS Records must be kept monitoring the effectiveness of the WHSMS. Records provide evidence that personnel are complying with the requirements of the system, standards, regulations, and laws that apply. Project Managers will ensure at least the following records are kept:

- Training Records
- Site Induction Registers including skills, competency & licence records.
- First Aid Treatment Records
- Emergency Procedures
- Hazard Identification and risk assessments
- Incident and illness injury investigation reports/statistics
- Plant and equipment records including servicing, maintenance testing records.
- Work Permits & General WHS Checklists
- Safety Data Sheets
- Hazardous Substances Records
- Inspections, Testing and Servicing Records
- Details of qualifications, held by individuals.
- Internal review reports
- Minutes of workplace WHS meetings/toolbox
- Consultation records
- Safety equipment records
- WHS design review records
- Audit Reports
- Injury and workers compensation management records
- WHS Management System
- WHS Project Plans
- Site Specific Safety Plans
- Safe Work Method Statements
- Site Safety Rules
- First Aid Officers List
- Corrective Actions Records
- PPE Register
- Non conformances
- Management Site Safety Inspections & sign off's
- Sign off of Non conformances / corrective actions

Table 1 Stored Record Requirement Register

Type of Record	Archive Time
Training Records	3 years after the person/s cease employment
Site Induction Registers & Training	5 years
First Aid Treatment Records	30 years
Emergency Procedures	5 years
Hazard Identification and risk assessments	5 years
Incident and illness injury reports/statistics	5 years
Plant and equipment records	Operating life of the plant

Proline Building Commercial Pty Ltd
Safety Management System

Risk Assessments	5-30years
Work Permits	5 years
Material Safety Data Sheets	30 years if hazardous
Hazardous Substances Records	30 years
Inspections, Testing and Servicing Records	7 years
Details of qualifications, held by individuals	3 years after the person/s cease employment
Internal review reports	7 years
Minutes of workplace WHS meetings/toolbox	7 years
Safety equipment records	Operating life of the plant
WHS design review records	7 years
Audit Reports	7 years
Injury and workers compensation management records	30 years
WHS Management System	Ongoing
WHS Management Plans	5 years
Safe Work Method Statements	5 years
Site Safety Rules	5 years
First Aid Officers List	7 years
Corrective Actions Records / Register	5 years
PPE Register	5 years
Job Files	5 years
Any Safework notifications	30 years
Health Surveillance Records	30 years
Results of any air monitoring	30 years

7.5.7 Confidentiality of Records

WHS Records are confidential and should only be accessible to those who have a need to know and should be stored securely within the archive room. The Systems Manager needs to establish and maintain systems, which enable WHS records to be stored securely with those having access to records clearly defined in their position descriptions.

This is particularly important in the case of accident reports, workers compensations, claims and health surveillance reports, which would contain personal data on individuals.

7.5.8 Storing of Records

It is the Project Manager/Supervisors responsibility to ensure all records have been clearly labeled, filed, and forwarded to the Systems Manager. Filing should occur within the Project File under a section clearly marked i.e. Site Induction Forms. Upon completion of the project's defects liability period, Project Managers/Supervisors should transfer all job files into an archive box, in turn clearly labeling, then store within the archive room, for a period of no less than 7 years. Project Managers/Supervisors should inform the Systems Manager, as to what they have archived, so this may be listed on the Archive Register. It should be noted that certain records are required to be kept for longer periods (up to 30 years as noted in Table 1 Stored Record Requirement Register), please refer to Hazardous Substances for further information.

Proline Building Commercial Pty Ltd
Safety Management System

7.5.8.1 Storing of Electronic Records

Electronic records are records, which are communicated and maintained by means of electronic equipment ie PC's. These records are backed up automatically by the Proline Server to the cloud.

Electronic records should be kept as long as required in accordance with the relevant legislation, regulations, business needs and archival purposes. Although, various WHS Records are required to be kept for periods ranging from 5 to 30 years as noted in Table 1 Stored Record Requirement Register.

It should be noted that the electronic record keeping system operating on Proline Building Commercial Pty Ltd computers and related telecommunications systems are protected by criminal law provisions in computer crime laws and telecommunications interception laws.

7.5.9 Responsibility & Review

Archiving of WHS Records is the responsibility of the Systems Manager. Access to the WHS records is restricted to those with a need to know and their confidentiality and security should always be maintained.

Various types of records are required to be kept for a period of up to 30 years. It is the Systems Manager duty to check legislation, regulations and statutory requirements in accordance with Legislation & Other Requirements Procedure. WHS records, which have been archived, need to be clearly indexed, so they can be successfully retrieved if recall is needed for example in the case of court action. The Archive Register is maintained for all Proline Records and audits of this register are carried out yearly.

7.5.10 Disposal

Disposal of WHS Records should be carried out in accordance with regulatory requirements, so personal data (information) is not carelessly disregarded. Proline disposes of records through a secured recycling organization – Safe and Secure Services Pty Ltd.

8.0 OPERATION

8.1 Operation Planning & Control

8.1.1 General

Proline's Risk Management Program Procedure for hazard identification, risk assessment and risk control and the evaluation of effectiveness of control measures is utilized for managing Proline's operational risks.

Risk Management Tools

- **Risk Management Program**
Procedure used to identify, assess, and implement controls for hazards.
- **WHS Management Plan Template**
WHS Management Plans should be developed for every project over \$100k and should be used as a base for the site-specific induction and identification of hazards for the development of SWMS.
- **Safe Work Method Statements Template**
Safe Work Method Statements need to be completed for each work activity undertaken on a Proline worksite. SWMS assist in identifying hazards and enable commencement of risk control prior to the commencement of works.
- **Safe Working Guidelines**
Safe Working Guidelines should be used for assistance in defining risk controls for identified hazards. SWG's should be attached to SWMS.

The construction industry generally has a standard of specific hazards relevant to the works carried out on sites. Safe Working Guidelines have been produced to assist employees and subcontractors to identify and implement controls in accordance with industry standards. A copy of these Safe Working Guidelines is provided to employee's during the Company induction, yearly Health & Safety Seminar's and copies are also located Proline's intranet available to all employees. Copies can be provided to Subcontractors upon request. A list of Safe Working Guidelines is list below in Table A.

Table A

Safe Working Guide No:	Safe Working Guide Title
SWG01	Asbestos Removal

Proline Building Commercial Pty Ltd
Safety Management System

SWG02	Manual Handling
SWG03	Noise
SWG04	Dust
SWG05	Confined Spaces
SWG06	Electrical
SWG07	Height Works
SWG08	Scaffolding
SWG09	Plant & Equipment
SWG10	Hazardous Substances
SWG11	Excavations
SWG12	Fatigue – now located in SWG23
SWG13	Stress – now located in SWG23
SWG14	Outdoor Workers / Lone Workers
SWG15	Alcohol & Drugs
SWG16	Personal Protective Equipment
SWG17	Mobile Phones
SWG18	Young Workers
SWG19	Violence / Bullying / Harassment
SWG20	Demolition
SWG22	Use of Scissor and Boom Lifts
SWG23	Mental health & well being

8.1.2 Eliminating hazards & Reducing WHS Risks

Elimination of hazards and reduction of risks is carried out in line with the following hierarchy of controls:

1. Eliminate the hazard.
2. Substitute with less hazardous process, operations, materials, or equipment.
3. Use engineering controls (guards) and reorganization of work.
4. Use administrative controls, including information, instruction, and training.
5. Use adequate PPE.

8.1.3 Management of Change

Proline has established a process for the implementation and control of planned changes that impact WHS performance.

1. New products, services and processes will be reviewed, and changes made to the Safety System as necessary.
2. Changes to work processes, procedures, equipment, or organizational structure will be reviewed and changes made to the Safety System as necessary.
3. Changes to legal and other requirements will be reviewed and changes made to the Safety System as necessary.
4. Changes in knowledge or updated information about hazards and risks will be reviewed and changes made to the System as necessary.
5. Changes in technology will be reviewed and changes made to the Safety System as necessary.

Proline Building Commercial Pty Ltd
Safety Management System

6. Changes in project designs will be reviewed in accordance with the Design Control Procedure below.

8.1.3.1 Design Control Procedure

This Design Control Procedure has been established to ensure the identification and control of health and safety risks resulting from the design process. Designers and manufacturers have a responsibility to assess and control the risks associated with the building design or plant they design and to provide certain safety information on supply.

Design control ensures risk management procedures are conducted in a planned and systematic manner through implementation of documented procedures to ensure uniform communication & implementation.

The purpose of this procedure is to outline what actions are required in relation to design control to meet legislative, safety and quality requirements. Poorly planned or poorly controlled processes are most likely to cause injury and illness to employees, sub-contractors and/or visitors.

8.1.3.2 Roles & Responsibilities

Consultants/ Designers

- Ensure designs have been carried out in accordance with the relevant legislation, Code of Practices & Australian Standards.
- Ensure identified risks have been considered and a design review conducted

Estimator/s

Estimators are required to carry out a Design Risk Assessment during tender stage by use of Document No: OHS054 to identify any potential health and safety Risks that may arise during construction.

Project Managers/Supervisors

Ensure notification of serious Health and Safety Risks during construction have been made available to the Designer for review as soon as practicable.

8.1.3.3 Design Risk Assessments

Design control documented procedures need to be maintained to ensure proper control of workplace activities directly impacting on workplace health and safety. A WHS Design Risk Assessment is required to be completed by the Estimator during Tender Stage or Project Manager during the planning stage of a project or when major design changes occur during the project. This Design Risk Assessment will be utilised to ensure any design hazards have been identified during the planning phase and can be implemented into the Construction Hazard Log, WHS Management Plan and SWMS. If new hazards arise during the project, the Project Manager will update the Construction Hazard Log and inform/ issue the updated Construction Hazard Log to the Site Supervisor, who will communicate the new hazards to workers during a Pre-Start or Toolbox talk meeting.

Proline Building Commercial Pty Ltd
Safety Management System

The Estimator or Project Manager needs to consider the likelihood and consequence of the possible Health and Safety risks that could occur during construction of the design. Factors to consider could include the following: -

- Substructure, excavations, pits, tunnels
- Superstructure, Columns, Upper Floors, Roofs
- Finishes, wall acoustics, flooring, ceilings
- Fittings, fitments, sanitary, special equipment
- Services, Plumbing, Electrical, Fire, Mechanical
- External Services, sewer, storm water
- Ongoing Maintenance
- Removal or Demolition of the building

8.1.3.4 Design Control Documentation

Documentation identifying WHS Design Risks relevant to the organization during construction phase, need to be kept and reviewed to ensure their currency during the project. These documents would include the following:

- Work Instructions
- Inspection & Test Plans
- Plant and Equipment Register
- WHS Design Risk Assessment/s
- WHS Risk & Hazard Register
- Corrective Action Register
- Hazardous Substances Register
- Sub– contractor/Supplier Register
- Material Safety Data Sheet Register
- Site Specific Safety Plan Induction Register
- Risk Assessments/Safe Work Method Statements Register

8.1.3.5 Design Changes during Construction

Design changes during construction will be assessed, controlled, and communicated to employees, subcontractors, clients and other relevant stakeholders by the Project Manager. Communication of design changes will be carried out via email alerts and memo's, by where the Site Supervisor can conduct a toolbox / safety talk to ensure all relevant parties have been informed of the changes and subcontractors must advise all their employees and representatives.

8.1.4 Procurement

The most effective method of reducing risk of a hazard in the workplace is through the process of eliminating the hazard from the workplace. By conducting a risk assessment prior to the purchase and upon receipt of goods or subcontracting services, many hazards can be eliminated before they are introduced into the workplace.

Proline Building Commercial Pty Ltd
Safety Management System

There are three questions which need to be asked during the procurement process to ensure potential risk of goods and services are identified and controlled before being introduced in the workplace:

- What Health and Safety risk does the proposed purchase pose for health and safety?
- If a risk exists is there an alternative?
- How does the proposed item for purchase deal with those risks?
- What is the supplier or Proline is required to put into place, to eliminate or where not possible, minimize the risks associated with the proposed purchase?

The purpose of this procedure is to outline what actions are required in relation to ensuring that goods purchased by Proline, are safe for use in the workplace by employees and to meet legislative, safety, quality, and environmental requirements.

The scope of this procedure covers the purchase of goods including:

- Physical items such as plant and equipment
- Personnel protective equipment and clothing
- Hazardous substances

8.1.4.1 Consultation when Purchasing

Prior to purchasing new plant or equipment such as manual handling equipment, the proposed users should be given the opportunity to trial the equipment and evaluate it from a Health and Safety perspective. Furthermore, when new hazardous substances are purchased, the Project Manager or Site Supervisor should review the material safety data for the substance and assess if an alternative hazardous substance should be used or implementation of more stringent risk controls applied through the Safe Work Method Statement.

8.1.4.2 Identifying WHS Criteria for Purchasing Goods

The following list provides a general overview of standard items purchased by Proline Building Commercial Pty Ltd and the minimum WHS criteria it needs to meet.

Item to be Purchased	General WHS considerations
Personnel protective equipment	Australian Standard approval marking Instructions on precautions, fitting, use, maintenance, and storage
Personnel protective clothing	Australian Standard approval marking Instructions on precautions, fitting, use, maintenance, and storage

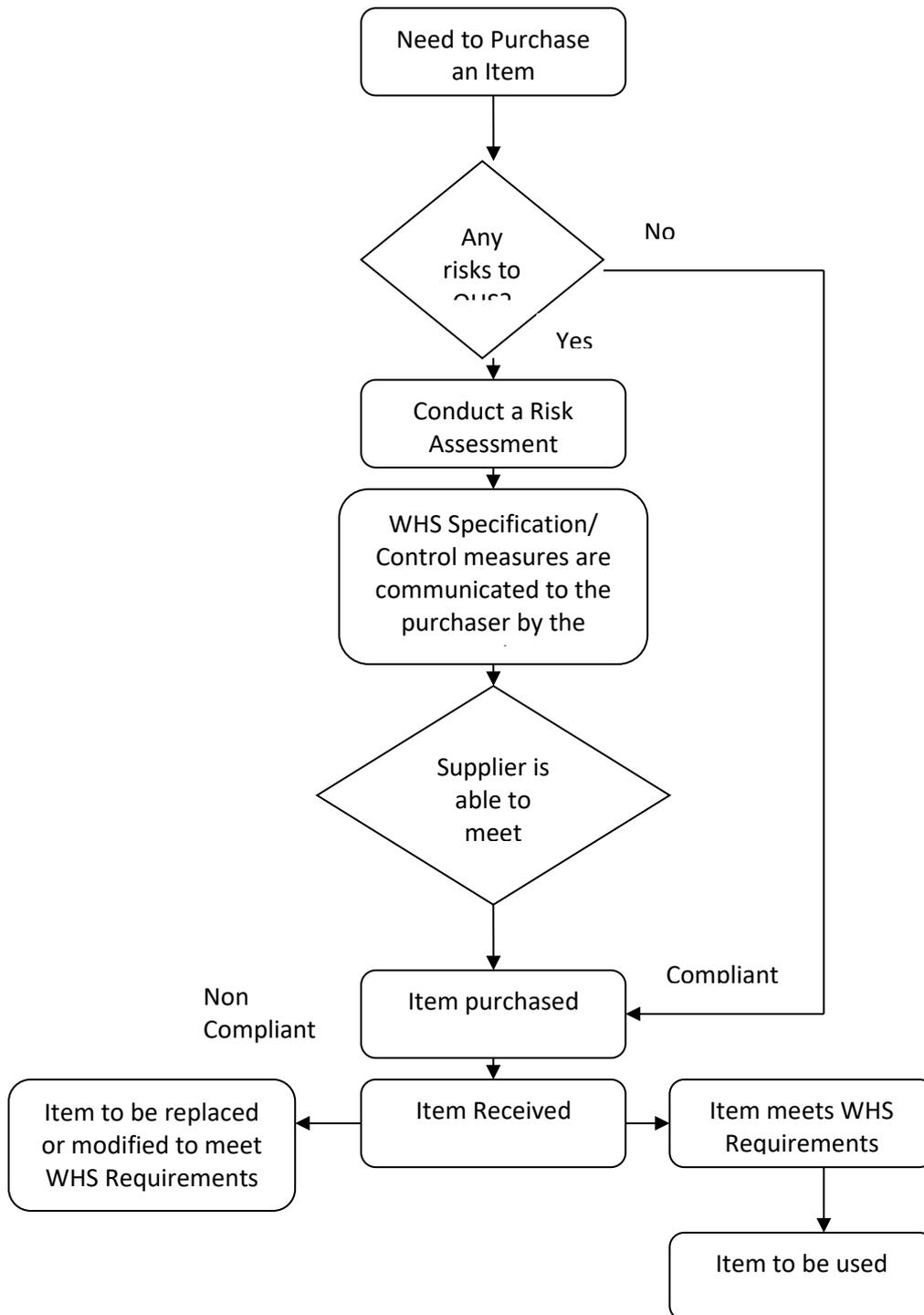
Proline Building Commercial Pty Ltd
Safety Management System

Hazardous Substances	Have a clear and durable labeling and be accompanied by a Safety Data Sheet. If the hazardous substance is also a dangerous good, then NSW Dangerous Goods Regulation 1999 requirements must be met, and dangerous goods should not be delivered before there is suitable storage cabinet for the dangerous good.
Machinery/ Equipment	A report outlining the hazards associated with the plant/equipment, the controls required and be fitted with those controls and accompanied by the manufacturer's instructions for the plant or equipment.
Electrical equipment	The supplier is deemed responsible for the initial electrical safety of the new equipment under AS/NZ3760:2001, so new electrical equipment purchased should already be tagged as tested. If a minor piece of equipment, it must be tagged upon purchase.
Fire Equipment	Australian Standards AS1841 – Portable Fire Extinguishers AS 2444 Portable Fire Extinguishers and Fire Blankets

8.1.4.3 Purchasing of Goods

Figure 1 below shows the procedure for identifying WHS Requirements and specifications in the procurement process.

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Safety Management System



8.4.1.4 Risk Assessment When Purchasing Goods

Employees and subcontractors are responsible for developing an understanding of becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-

1. Risk Identification
2. Risk Assessment
3. Risk Control

Proline Building Commercial Pty Ltd
Safety Management System

4. Risk Evaluation

Refer to Section 2.1 Risk Management Program for the procedure in conducting a risk assessment.

8.4.1.5 Subcontracting Services - Tender Evaluation

Proline is required to measure and assess the capacity of the subcontractor's ability to comply with health and safety specifications and requirements as required by WHS Legislation, Codes of Practice and Australian Standards. This evaluation is to be incorporated into the selection of subcontractors prior to engagement.

8.4.1.6 Subcontractors Compliance to Work Health & Safety Requirements

Subcontractors are required to adhere to the Work Health & Safety Act 2011, Occupational Work & Safety Regulation 2025 and Proline's Site-Specific Work Health & Safety Requirements.

8.4.1.7 Risk Assessment of WHS Requirements When Subcontracting Services

The following are the basic WHS requirements, which the subcontractor must adhere too, prior to performing works on a Proline site. Refer to the Tender/Contractor Questionnaire.

Tenderer/Contractor Requirements

- Staff will undertake a Safework General Construction induction training.
- Follow a consultative approach.
- Any defective work will be rectified.
- Provision of appropriate supervision.
- Provision of first aid and medical care.
- Leave any work areas in a safe manner.
- Confirmation that any PPE will be provided.
- Take part in any project organised activities; ie Toolbox Talks or Site Subby Safety Walks
- Evidence of an injury reporting and recording system.
- Confirmation that the Service Provider has a Safety System.
- Handover will not take place until the project supervisor has inspected.
- Confirmation that persons to be used on the project have been trained.
- National Code of Practice for the Construction Industry Compliance.
- Record of maintenance on any plant or equipment to be used on the project.
- Guarantees that on completion of the project, all hazards have been controlled.
- Evidence of Workers compensation and liability insurance for the project.
- Acknowledges its responsibility to provide safe plant and equipment and systems of work.
- Ensure any sub contractors adhere to project requirements and organisational requirements.
- Formally acknowledges that all its personnel will conform to Proline Building Commercial's safety, health and environmental requirements.
- Compliance to Modern Slavery Act

8.1.4.8 Engaging Subcontractors (Issuing Letter of Offer)

Once evaluation of tender information has been complete and the subcontractor adheres to all Proline & legislative requirements, the Purchasing Officer is then required to send out the following:

Proline Building Commercial Pty Ltd
Safety Management System

1. Letter of Offer – documenting details of Proline’s Online Site Induction requirements
2. Trade Contract or Minor Works Agreement
3. Tender / Contractor Questionnaire
4. Subcontractor Statement TSS01
5. WHS Hazard & Risk Register specific to the project
6. A copy of Proline’s Safe Work Method Statement Checklist
7. A copy of the Site Specific WHS Management Plan for the contract

Subcontractors are required to complete, sign and returning the following:

1. Trade Contract or Minor Work Agreement
2. Tender / Contractor Questionnaire – including copies of insurance/s
2. A Safe Work Method Statement – in the same format as the template issued including a copy of any relevant SDS’s.
3. A signed Subcontractor Statement submitted with their invoice or progress payment

8.4.1.9 Review Safe Work Method Statements (SWMS)

Safe Work Method Statements are required to be submitted on return of a signed Trade Contract Agreement or Minor Works Agreement and Tender / Contractor Questionnaire issued by Proline. Safe Work Method statements must adhere to the following requirements as per below table and Proline’s SWMS Checklist is issued during the Letter of Offer stage.

The Safework Authority has available Codes of Practices and requirements for various operations. It is essential that any Safe Work Method Statement is prepared in context with the background information available in those documents. Also, the Authority advises:

“Codes of Practice should be followed, unless there is an alternative course of action which achieves the same or better standard of health and safety in the workplace.”

Hazard identification and risk assessment should be performed prior to developing a Safe Work Method Statement. Any or all control measures identified in the hazard assessment must be included under the relevant heading and conform to the relevant legislation, code of practice or Australian standard associated the works being undertaken. Safe Work Method Statements should include, but not be necessarily limited to:

a) The SWMS is printed on a company letter head, provides the subcontractor’s ABN No, and is signed by a senior manager	
b) Detailed Description of Work to be Carried Out Subcontractor’s work Site Supervisor is identified (Name: _____)	
Australian Standards, Statutory Acts / WHS Legislation and Codes of Practice are listed including Workers Compensation legislation including Construction/installation (step by step) methods are listed	
a) All the Safety and Environmental hazards listed for each step	
b) Safety Risk Controls listed for each hazard for each step	
c) Person responsible for implementing, monitoring and controlling hazard / safety controls Who will inspect and approve work area for conditions, protective measure and plant and equipment and power tools for use	
d) High Risks identified & controls listed	
e) Height works to be carried out - use of EWP / Scaffold / Controls listed:	
A Risk assessment has been carried out listing results ie Does the SWMS identify the Consequence, Likelihood and revised Risk Rating for each hazard	
List of workers and their qualifications (Cert / Licence No’s) inc Safework Induction Card No	

Proline Building Commercial Pty Ltd
Safety Management System

A List of what training is given to person/s involved with the work.	
Additional training needs listed to complete the works	
PPE to be used: Mandatory identified- individually listed (not the word PPE)	
A list of Safework Permits and licences required to complete the job	
A List of the Products/materials to be used on job	
a) SDS attached	
c) Safe storage/handling instructions (where are hazardous substances going to be stored – what does the MSDS say?)	
Name / list of Plant, Tools and Equipment going to be used	
Details of inspection and maintenance checks that will be or have been carried out on the plant and equipment listed for use	
House keeping requirements (general) identified	
Subcontractor site representative's have been consulted and read / signed the SWMS	
Have the hazards been assessed in accordance with Proline's Risk / Hazard Register located in the WHS Management Plan and Site Induction	

An evaluation of control measures must be carried out by the Site Supervisor during the tasks Safe Work Method Statement Reviews; this is carried out via the Safe Work Method Statement Checklist.

8.4.1.10 Compliance to Workers Compensation Act

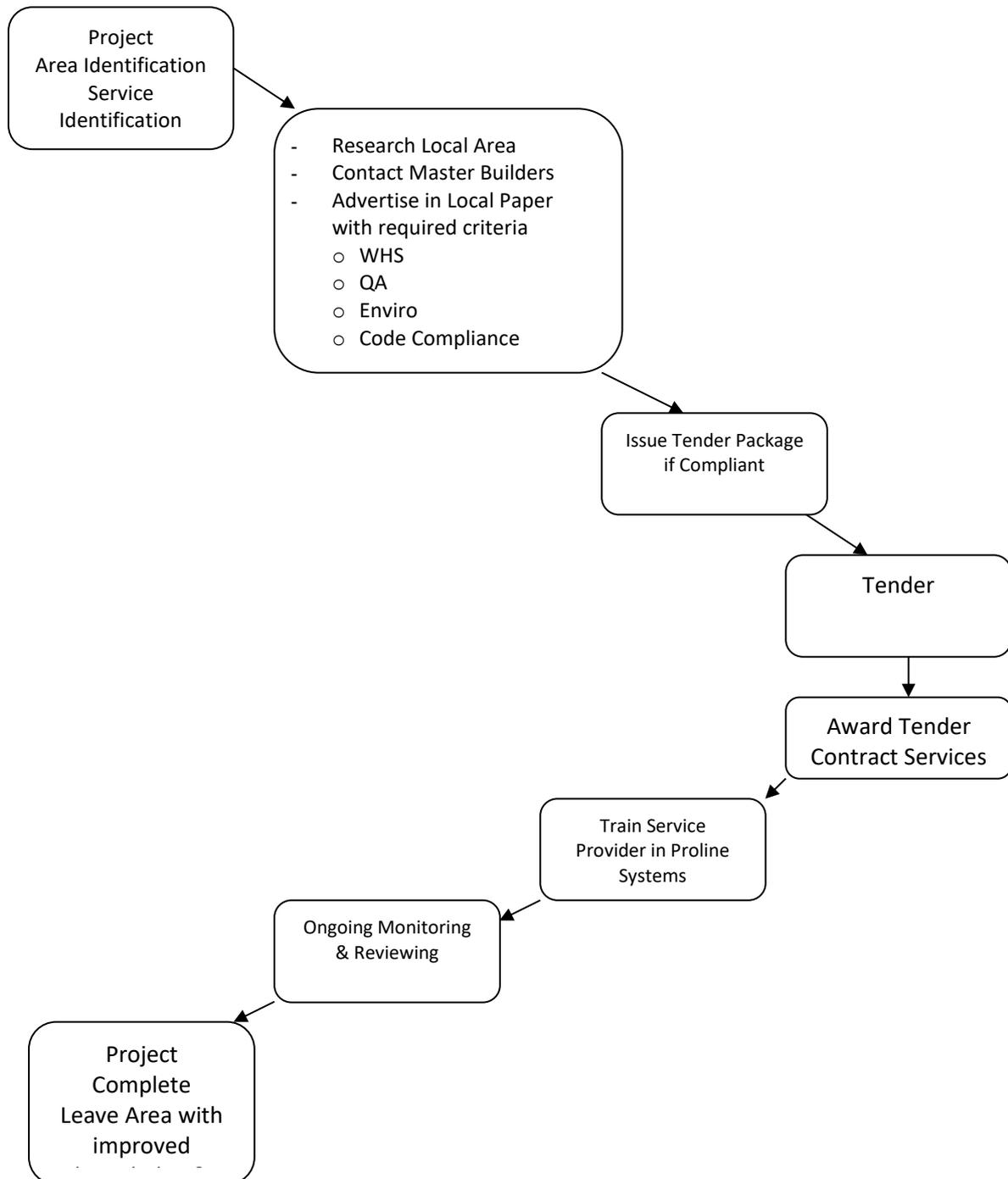
Subcontractors are required to provide Proline with a current Certificate of Currency and Subcontractors Declaration Statement regarding workers compensation to ensure they are not liable for any unpaid workers compensation premiums. The Safework pro forma 'Subcontractors Statement' is available on the Proline server identified as TSS01 Subcontractors Statement.

8.4.1.11 Subcontracting Local Services (Works Outside Sydney Metro Area)

Where projects are located outside the Sydney Metropolitan area, Proline endeavors to subcontract local subcontractors within the area. Proline believes this is good business sense; though also believe we have an obligation to contribute to the local communities by engaging local companies and investing in the local community.

It should be noted that the subcontractors are required to comply with Proline's requirements and in the event that this is unachievable, Proline will engage other contractors outside the area.

Guide to Subcontracting Local Services



Proline Building Commercial Pty Ltd
Safety Management System

8.4.1.12 Training / Site Inductions

All subcontractors, prior to attending site, will be required to undertake the project specific Proline Online site induction for all projects they attend.

The Systems Manager will train employees in the following Training

- Proline Company Induction
- WHS Seminar Refresher Training
- All employees will also be required to complete the Proline Online Site Induction for each project they attend/work on.

to ensure that employees can identify risky activities and receive appropriate training

8.4.1.13 Monitoring Subcontractors

It is important to monitor subcontractors for compliance to Proline's WHS requirements and compliance to their Safe Work Method Statements during construction. Ongoing daily site inspections using the Daily Site Safety Inspection Checklist will monitor subcontractors and Safety Observations carried out by the Site Supervisor, Systems Manager or Project Managers.

It is the requirement for each subcontractor to take part in a Weekly Site Safety Subby, this workplace inspection assists Site Supervisor to identify hazards located on the site which will require corrective action and identify non-compliant subcontractors.

8.4.1.14 Non-compliant Subcontractors (Non Conformances)

Non-compliant items/issues/person/s will not be permitted to continue to work on a Proline worksite/s. Non conformances can be issued by any person ie Site Supervisor, Employees, Project Managers and Senior Management if unsafe / non-conforming activities exist. If the person/s receiving the non-conformance continues to ignore safety instructions they will follow the 3 warning procedure, which includes:

1st offence - verbal warning diarised and / or written warning.

2nd offence - Official written warning – Nonconformance.

3rd offence - Dismissal off site.

Proline Management, Project Manager/s / Site Supervisor also have the right to dismiss any employee/s or subcontractors off site for any serious Safety issue without undertaking the 3 warning procedure.

Proline Building Commercial Pty Ltd
Safety Management System

Table 1 Legislation, Regulator and WHS Purchase Requirements

Legislation	Regulator	Goods/services where purchase requirements stipulated
WHS Regulation 2025	Safework	Plant and equipment Hazardous substances Contractors & construction activities
Protection of Environment Operations (waste) Regulation 2001	EPA	Hazardous waste removal services
WHS Regulation 2025	Safework	Asbestos removal / Demolition

8.2 Emergency Preparedness and Response

8.2.1 Introduction

Proline is committed to providing a safe and healthy workplace for employees, subcontractors, visitors and the general public. To meet our obligation under the Work Health and Safety Act 2011 Proline recognizes that Emergency Preparedness & Response is of the utmost importance in the workplace.

8.2.2 Definitions

Critical Incidents - is any emergency or adverse situation that will or may have the potential to significantly impact the business viability, threaten the lives of employees or others, which may cause or causes extreme stress, fear or injury.

8.2.3 Work Sites Emergency Procedures

It has been noted that an emergency response procedure needs to be developed and implemented to be utilised in the event of an emergency for each project. An emergency is an event that causes or has the potential to cause harm to person or environment. This procedure needs to include the following items:-

- Names of key personnel and contact telephone numbers.
- Contact details for emergency services.
- The location of on site information (SDS and Hazardous Substance Register);
- The procedure for notifying the relevant authorities.

This procedure is to be reviewed prior to its implementation to site-specific projects and furthermore an overall review yearly to assess the procedures effectiveness. This emergency response procedure is communicated to site personnel via the Proline online site induction and visitors via a verbal briefing from the Site Supervisor, this procedure is documented within the WHS Management Plan or Site-Specific Safety Management Plan.

The emergency response procedure is tested on each site using the WHS Management Systems Evacuation Checklist.

The table below lists an example of an Emergency Response Procedure

Table 1

EMERGENCY RESPONSE PROCEDURE	
Project	Smith Road Community Centre

Proline Building Commercial Pty Ltd
Safety Management System

Address	144 Smith Road, Smithville NSW, 2000	
Emergency Contact	Site Supervisor – Joe Bloggs M: 0400 000 000 (contactable 24hours)	
ON SITE INFORMATION		
Item	Location on site	
Material Safety Data Sheets (SDS Register)	In site office – Foreman to show actual location during site induction	
Hazardous Substance Register	In site office – Supervisor to show actual location during site induction / also located on website	
Mobile Spill Control Kit	In site office - Supervisor to show actual location during site induction	
NOTIFICATION		
Authority	Proline	
Senior Management	Should inform Senior Management – immediate (24hour contactable)	
Systems Manager	Senior Management should inform Systems Manager – immediate (24 hour contactable, as deemed necessary)	
Environmental Protection Authority	Contact immediate	
Safework Authority		
Other relevant authorities	Should be contacted within the relevant time frames, ie Fire Explosion, fire department to be called immediately etc.	
Type of Emergency	Preparation for Emergency	Response to the Emergency
Medical Emergency Ambulance: 000 or if no mobile service 112	Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction First Aid Training of Site Supervisors Ensure First Aid supplies are well stocked and adequate.	Quickly check the situation for danger and assess the person/s condition Alert nearby people and request their aid If the situation is serious or life threatening, request immediate assistance from 000 Administer first aid
Fire / Explosion (other than bushfire) Fire	Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction	For small fires, attempts to be made to extinguish the fire or limit its spread with available fire extinguishers or water hoses if appropriate.

Proline Building Commercial Pty Ltd
Safety Management System

<p>000 or if no mobile service 112</p>	<p>Fire extinguishers maintained, clearly labelled and distributed around site compound Training in the use of fire extinguishers and which one to use for each type of fire First Aid supplies are stocked and adequate Emergency Evacuation Assembly Area established and communicated to personnel</p>	<p>A supervisor is to be informed immediately. The Site Supervisor will arrange for external services (fire, ambulance) to be advised as a precautionary measure if required. All personnel in the vicinity to be assembled in the Evacuation Assembly Area and a head count performed Any resulting fuel or chemical spill to be handled as detailed within Minor or Major Spill. Site Supervisor to coordinate with emergency services and aid as required.</p>
<p>Minor spill of hazardous or toxic substance</p>	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction SDS on site for all materials and kept up to date Adequate supply of absorbent materials and spill kits available in the site compound</p>	<p>Report spill immediately to the Site Supervisor Attempts to be made to limit or contain the spill using sandbags to construct a bund wall, use of absorbent material, temporary sealing of cracks or leaks in containers, use of geotextile or silt fencing to contain the spill. Site Supervisor to coordinate the response, clean up and disposal of the material Material to be disposed of in accordance with the manufacturer's recommendations and applicable legislation</p>
<p>Major spill of hazardous or toxic substance</p>	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction SDS on site for all materials and kept up to date Adequate supply absorbent materials to contain initial spill Supplies available at the site compound Emergency telephone numbers prominently displayed around office</p>	<p>Report spill immediately to the Site Supervisor and Systems Manager Contact local Hazmat crew as required. Attempts to be made to limit or contain the spill using available resources such as deploying absorbent material, temporary sealing of cracks or leaks in containers, creating bunds, use of geotextile or silt fencing to contain the spill, righting overturned containers, transferring remaining material to a secure location. Implement procedures to notify the relevant authorities. Site Supervisor to coordinate the response, clean up and disposal of the material</p>

Proline Building Commercial Pty Ltd
Safety Management System

		<p>If spill is regarded to be outside the onsite resources, then the fire brigade should be called</p> <p>Where appropriate, evacuation procedures are to be implemented to remove non-essential personnel from the affected area</p> <p>The Client Principal is informed of the incident</p> <p>Access and egress to the area is established to ensure the appropriate vehicles have effective access and congestion is minimised.</p> <p>If the Hazmat Crew or other authority attends, their senior officer assumes control of the operation with Proline and subcontractor personnel assisting as required.</p> <p>A full investigation report of the event is to be completed by the Project Manager as soon as practicable after the area has been secured.</p>
Flood / Storms / Wind	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction</p> <p>Evacuate all non-essential personnel</p> <p>Remove computer, electrical equipment and files from office to higher ground</p> <p>Remove plant and equipment from potentially affected areas and away from watercourses</p> <p>If plant cannot be removed ensure it is secured and, in a position, where it is unlikely to cause damage</p> <p>Ensure site fences / doors etc closed and secured</p> <p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction</p> <p>Monitor flood warnings</p>	<p>Prepare as the storm approaches – check site fences, pack all equipment away in containers, stockpiles to be covered, plant to be placed in secure position</p> <p>Listen to the radio for information</p> <p>Disconnect all electrical equipment</p> <p>Be alert during the storm</p> <p>Stay inside and clear of the windows</p> <p>If you are outside, find an emergency shelter</p> <p>Remain vigilant after the storm</p> <p>Check your building for damage</p> <p><u>Beware of fallen power lines, damaged buildings</u>, trees or flooded drains</p> <p>Check trees near you, ensure the remain stable</p> <p>If damage occurred, inform your Supervisor, who will inturn contact the SES if necessary.</p> <p>DO NOT ENTER FLOOD WATERS</p>
Severe Storm	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction</p>	<p>Evacuate all non essential personnel.</p> <p>Prepare as the storm approaches – check site fences, pack all equipment away in containers, stockpiles to be</p>

Proline Building Commercial Pty Ltd
Safety Management System

	<p>Monitor cyclone/storm warnings for the area Ensure First Aid supplies are well stocked and adequate</p>	<p>covered, plant to be placed in secure position Check site fences, ensure secure, close doors / gates Listen to the radio for information Disconnect all electrical equipment Be alert during the storm Stay inside and clear of the windows Remove plant and equipment from the immediate foreshore to above 1 in 100 flood level Ensure all other materials are either removed from foreshore or stowed and secured. All chemicals to be in secured containers and stored within a sealable shipping container, shipping container to be removed to above 1 in 100 flood level.</p>
<p>Bush fire</p>	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction Fire extinguishers maintained, clearly labelled and distributed around site compound and vehicles Monitoring of bushfire warnings and updates First Aid supplies are stocked and adequate</p>	<p>External services (fire, ambulance) to be contacted. All personnel in the vicinity to be assembled in the Evacuation Assembly Area and a head count performed. All plant and equipment to be secured All fuels and chemicals to be stored and secured within hazardous container. Project Manager / Site Supervisor to liaise with the Client and emergency personnel and provide assistance as required All nonessential personnel to be evacuated from the site on advice from emergency personnel.</p>
<p>Plant Failure - Emergencies Crane's EWP's Excavators (Fire / Explosion, tipping, hitting person/s objects)</p>	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction Verify all Operators Competencies to use the plant Ensure plant has been inspection, maintenance and service history is up to date Ensure daily log books and inspections are complete Ensure area is clear, stable bases, no hazards in plant area. Spotters present where necessary</p>	<p>External services (fire, ambulance) to be contacted - 000. All personnel in the vicinity to be assembled in the Evacuation Assembly Area and a head count performed. All plant and equipment to be secured where safe. Area to be cordoned off Project Manager / Site Supervisor to liaise with the Client and emergency personnel and provide assistance as required</p>

Proline Building Commercial Pty Ltd
Safety Management System

		All nonessential personnel to be evacuated from the site on advice from emergency personnel.
Safety Harness Rescue Plan	<p>Awareness training of appropriate response and procedures to be incorporated into Proline Online Induction</p> <p>Working at Heights training of all personnel</p> <p>Safety Harness training of persons</p> <p>Workers must never work at height alone so that the plan can be immediately activated; a lone worker cannot initiate a plan for his rescue if he is hurt or unable to reach a means of communication.</p> <p>Note: Rescue must be initiated by reaching the worker and getting, at the very least, a loop strap to the worker so he can stand and take some of the pressure off his harness and move the muscles in his legs.</p>	<p>Call the Fire Brigade Immediately on 000 and where possible, rescue devices should be implemented so the worker can be moved into a less vertical position; however, it is critical that where a worker is or even may be experiencing the effects of suspension trauma*, he must not be laid horizontal. By laying the worker horizontal, the pooled blood causing the trauma will now rush to the heart and may, in essence, overload it, causing massive damage to the ventricle and potentially resulting in imminent death.</p> <p>Rescue must be practiced on a regular basis so workers can affect a safe and efficient rescue within a very short time (as little as 5 minutes if unconscious and a maximum of 15 minutes).</p> <p>Use Platform Ladders / Other EWP's to reach worker where possible. Project Manager / Site Supervisor to liaise with the Client and emergency personnel and provide assistance as required</p>

EMERGENCY CONTACT NUMBERS		
Emergency Situation	Contact Who	Telephone Contact Details
Environmental Emergency	Emergency Controller	1300 141 103
Pollution Incident	DECC	131 555
Fire	Fire Brigade	000 - no mobile service 112
Medical Emergency	Ambulance	000 – no mobile service 112
Medical Emergency - Poison	Poison Info Line	131 126
Car Accident	Police / Ambulance	000 – no mobile service 112
Bomb Threat	Police	000 – no mobile service 112
Explosion	Fire / Police / Ambulance	000 – no mobile service 112
Gas Explosion (Bottle)	Fire / Ambulance	000 – no mobile service 112
Gas Explosion (Line)	Fire / Police / Ambulance Gas Company – AGL Gas Company – ELGAS Gas Company – Origin Energy	000 – no mobile service 112 131 909 1800 819 783 1800 808 526

Proline Building Commercial Pty Ltd
Safety Management System

Storms / Winds /Floods	State Emergency Services	132 500
Earthquake	State Emergency Services	132 500
Terrorism Activities	Police National Security Hotline	000 – no mobile service 112 1800 123 400
Chemical Spill / Oil Spill		1300 664 266 / Hazmat 000
Electrical Faults	Energy Australia Integral Energy Country Energy	131 388 131 003 13 23 56
Water Mains - Burst	Sydney Water	13 20 90
Height Rescue (Safety Harness Rescue)	Police Rescue Squad – (PRS) Vertical Rescue Accredited Unit Ambulance Fire Brigade	000 – no mobile service 112 000 – no mobile service 112 000 – no mobile service 112
Non English speaking person - Serious (life threatening) emergencies - Translating / Interpreting Service	Translating / Interpreting Service (TIS National)	131 450
Trauma Counseling	Counseling Sydney	0416 0416 99
Fauna / Wildlife Emergency	WIRES NSW	Rescue Line: 13 000 WIRES or 13 00 094 737
Fauna / Wildlife Emergency	National Parks and Wildlife	1300 072 757

Local Hospital

List

Local Medical Centre/DR

List

Local Police Station

List

EMERGENCY EVACUATION PLAN

Assembly Area:

marked assembly areas

EMERGENCY ASSEMBLY POINT



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Safety Management System

Meet at XX

then follow XXXXXXXX Client Instructions if required

8.2.4 Evacuation

The Site Supervisors will arrange evacuation drills, with a frequency of no less than one per site and is record on the Evacuation/Emergency Response Checklist. When an evacuation is initiated as a result of a genuine emergency situation or as a drill, the Site Supervisors should clear the building/work site area by directing employees, subcontractors and visitors to their designated assembly area as quickly and calmly as possible.

In an evacuation the following points should be considered.

- Arrange assistance for mobility impaired persons, if applicable.
- Secure cash and valuable documents, if safe to do so.
- In a fire situation evacuate with a minimum of personal material.
- In a bomb threat situation, take all your personal material.
- Prevention of panic and hysteria is extremely important.
- Obey all instructions and directions given by the Site Supervisors or Emergency Services.
- Where possible in a fire situation, close all doors and windows on departure; if applicable
- Where possible in a bomb threat, leave all doors and windows open; if applicable
- Keep all entrances and exits clear at all times; if applicable
- Do not allow anyone back into the building/worksite area, except Emergency Services, unless directed by the Site Supervisors.

8.2.5 Assembly Area Procedures

All employees, subcontractors and visitors should report to and remain at the nominated assembly area until the situation is stabilised. Under no circumstances should employees, subcontractor's members or visitors be permitted to go back into the building or worksite area for any reason, until the Site Supervisors has advised them that it is safe to do so.

Emergency Exists

Emergency exits should be nominated for each worksite, within the WHS Management Plan. These will lead directly or indirectly to open space, where the emergency assembly point exists.

8.2.6 Communications

In the event of an emergency, communication is of the utmost importance. The Site Supervisors is responsible for ensuring all employees, subcontractors and visitors are informed of any emergency situation. There is a range of systems available, which can be utilized in times of emergencies.

- The use of runners (Word of mouth)
- Mobile Telephones
- Two Way Radio's

- Mobile Air Horns or Sirens (**One loud continuously ring – indicates Emergency evacuation**)

(Two short rings – indicates First aid emergency situation)

8.2.7 Emergency Equipment

8.2.7.1 Fire Protection Equipment

There are a number of types of portable fire extinguishers available in Australia. Each type of extinguisher may be rated for one or more classes of fire. In some cases, particular extinguishers are not only considered ineffective against certain classes of fire, but they can also be dangerous in those circumstances. The Classes of fire are:



Class A - Ordinary Combustible Solids

Wood, paper, cloth, plastics, rubber, coal, carbon based compounds etc.



Class B - Flammable & Combustible Liquids

Petrol, oil, paint, thinners, kerosene, alcohol, etc.



Class C - Flammable Gases

L.P.G., Butane, Acetylene, Hydrogen, natural gas and Methane etc.



Class D - Combustible Metals

Magnesium, aluminium, sodium or potassium etc.



Class E - Electrical Fires

Computers, switchboards, power-boards, etc.



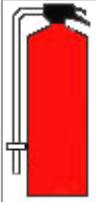
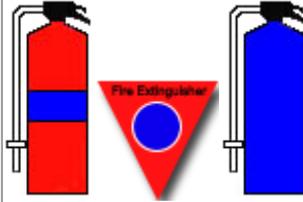
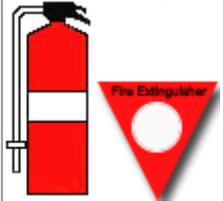
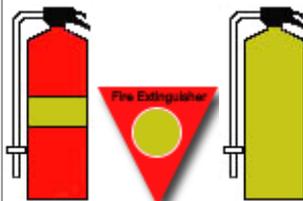
Class F - Cooking Oils and Fats

Cooking oils and fats usually found in industrial kitchens etc.

8.2.7.2 Common Types of Fire Extinguisher

Portable fire extinguishers are distinguishable by their labels and their colouring. In 1997 the Standard Colours of some portable extinguishers were changed. It is therefore likely that you will encounter two of the same type of extinguishers with different colours.

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	WATER (Red)
<p>Suitable on Class A fires. Not considered effective on Class B and C fires, and dangerous if used on electrically energised equipment or cooking oils and fats.</p>	
	CO2 (Red with a Black Band)
<p>Suitable on Class E fires. Has limited effectiveness on Class A, Class B, Class C, and Class F fires.</p>	
	FOAM (Red with a Blue Band, old was Blue)
<p>Suitable on Class B and may be used on Class A and, limited effectiveness on Class F fires. Not to be considered effective on Class C fires, and dangerous if used on electric equipment.</p>	
	DRY CHEMICAL OR POWDER (Red with a White Band)
<p>These extinguishers are rated as either ABE or BE. ABE rated extinguishers are considered suitable on Class A, Class B, Class C and Class E fires. They are not effective on Class F fires. BE rated extinguishers are considered suitable on Class B, Class C, and Class E fires, and may be used with limited effectiveness on Class F fires. They are not considered effective on Class A fires.</p>	
	WET CHEMICAL (Red with a Oatmeal Band, old was Oatmeal)
<p>Suitable on Class F fires and may be used on Class A fire. Not considered effective on Class B or Class C fires and dangerous if used on Class E fires.</p>	
	WET CHEMICAL (Red with a Yellow Band, old was Yellow)
<p>Suitable on Class A, Class E fires. Has limited effectiveness on Class B and Class C fires. Not considered effective on Class F fires.</p>	

8.2.7.3 Location of Fire Extinguishers

Extinguishers should be placed near to where they may be used, ie near Electrical Board.

Fire protection specialists can offer you some advice, though in most buildings (other than your family home) it is a requirement that extinguishers be clearly visible with an approved indicator sign placed above or contained in a clearly labeled cupboard.

8.2.7.4 Maintenance of Fire Extinguishers

Fire Extinguishers are serviced every six months by a suitably qualified service technician, by carrying out the following:

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- Check that the extinguisher has not been discharged.
- Check the extinguisher for damage or corrosion.
- Check operating pressure. Gauge pointer should be in green zone.
- Check that nozzle is not blocked.
- Invert extinguisher and tap sides to ensure power remains free flowing.
- Check cylinder date stamp (yellow metal tag). If over five years old the cylinder requires a pressure test and re-filling, by a suitably qualified competent person.
- Record service on the Fire Extinguisher Checklist / Register and yellow metal tag.

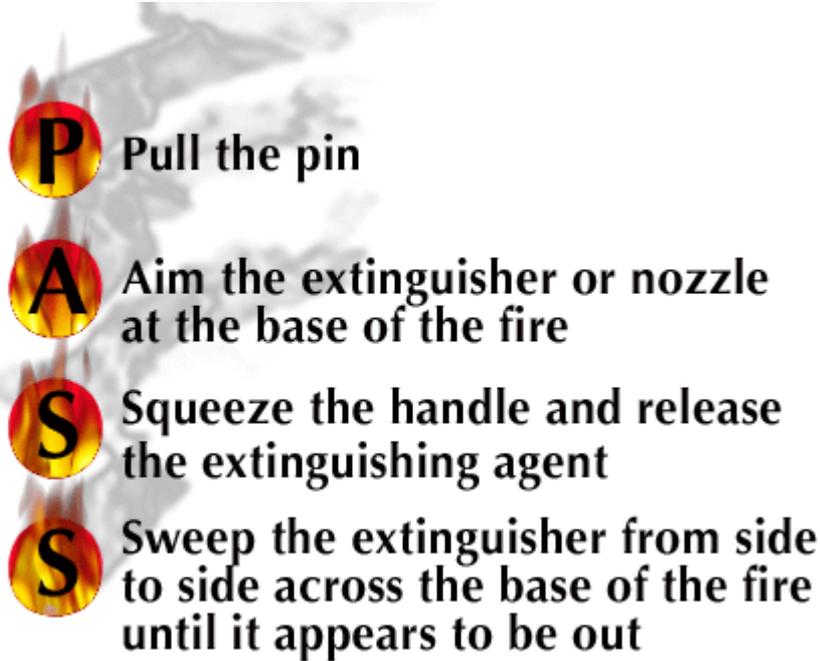
8.2.7.5 Fighting the Fire

Before you even consider fighting a fire, you must ensure that all persons in the area have been alerted and have left or are leaving the building / site. Ensure the Site Supervisors is aware of the fire before attempting to fight the fire, so 000 call be notified.

The first question you must then ask yourself is whether you should fight a fire at all. If the fire is from an electrical source, only if safe to do so, remove the power source by either turning it off or pulling the plug out.

In most cases, a portable fire extinguisher will only offer sufficient firefighting agent to fight a relatively small fire. It may be more effective and safer to leave the fire to the fire brigade. If you leave a fire, close off the area as you go if possible.

If you do propose to fight the fire remember the "PASS" word.



P Pull the pin

A Aim the extinguisher or nozzle
at the base of the fire

S Squeeze the handle and release
the extinguishing agent

S Sweep the extinguisher from side
to side across the base of the fire
until it appears to be out

To be safe rather than sorry, use the whole extinguishing agent to ensure the fire is out.

8.2.8 Emergency Notification Equipment

8.2.8.1 Building Alarms

Most modern buildings are equipped with automatic fire alarms triggered by heat (or in some cases, by smoke). Older buildings may have different systems, so it is the responsibility of the Site Supervisors to check in the building and communicate alternate systems in the Site Induction.

8.2.8.2 Air Horns

Air horns are used on most Proline worksite/s. Air horns are required to be located with the fire extinguisher (generally located next to the temporary electrical powerboard or in an alternate position as nominated in the Site Induction, ie Site Shed. The Site Supervisors is required to ensure the Air Horn is gassed at all times and a date of when the last pump up date occurred is nominated on the Daily Site Safety Inspection Checklist.

8.2.8.3 Mobile Telephones

Mobile telephones will be used to contact emergency services (000) during an emergency event. In the event that the mobile telephone does not have any service, dialing 112, will direct the caller to 000. When calling emergency services, please make sure you have the following details ready:

- Name of Building
- Address of Building
- Nearest Cross Street
- Details of Emergency

Mobile telephones may be used to alert others within the building or site, that an emergency is in progress and evacuation is required. It is the responsibility of the mobile telephone users to ensure their batteries are charged at all times.

8.2.9 Medical Equipment / First Aid Kits

8.2.9.1 First Aid Personnel / Medical Emergencies

In the event of a medical emergency the Site Supervisors will carry out the following:

- Quickly check the situation for danger and assess the person/s condition
- Alert nearby people and request their aid.
- If the situation is serious or life threatening, request immediate assistance from 000.
- Administer first aid.

First aid provides the initial and immediate attention to a person suffering an injury or illness. In extreme cases, a quick first aid response could mean the difference between life and death. In many cases, first aid can reduce the severity of the injury or illness. A quick and competent first aid response also calms the injured person, reducing unnecessary stress and anxiety.

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8.2.9.2 First Aid Kits

Selection of first aid kits is based on the First Aid in the Workplace Code of Practice and noted in Table 1.

Table 1

For most workplaces, a first aid kit should include the following items:

Item	Standard Workplace Kit	Small Workplace Kit
Basic instructions for providing first aid	1	1
Note book and pen	1	1
Resuscitation face mask 1 -	1	-
Resuscitation face mask or face shield - 1	-	1
Cardio-Pulmonary Resuscitation (CPR) flow chart 1 1	1	1
Disposable gloves like low-protein, powder-free latex gloves, vinyl gloves or nitrile gloves NB: Latex-free gloves should be provided if any first aider is allergic to latex)	5 pairs	2 pairs
Gauze Pieces 7.5cm x 7.5cm, sterile (5 pieces per pack)	5 packs	2 packs
Saline (30mls)	5	-
Saline (15mls)	-	4
Wound cleaning swab (single 1% Cetrimide BP)	10	2
Adhesive dressing strips (packet of 50)	1	1
Splinter probes (disposable)	10	5
Tweezers	1	1
Antiseptic liquid, spray or swabs (single use packs)	1	1
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	3
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	1
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	-
Conforming cotton bandage, 5cm x 1.8m	3	1
Conforming cotton bandage, 7.5cm x 1.8m	3	1
Conforming cotton bandage, 10cm x 1.8m	1	-
Scissors	1	1
Alcohol swabs – single	10	4
Non-stretch, hypoallergenic adhesive tape – 2.5cm wide roll	1	1
Safety pins (packet of 12)	1	1
BPC wound dressings No. 14, medium	1	1
BPC wound dressings No. 15, large	1	-
Plastic bags - clip seal (set of small, medium and large) (NB: these can be used for amputated body parts)	1	1
Triangular bandage (calico or cotton minimum width 90cm) 2 1	2	1
Emergency rescue blanket (for shock or hypothermia)	1	-
Eye pad (single use)	4	2
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5gm sachets)	5	5
Reusable or instant ice pack – choice depending on availability of freezer (e.g. for treatment of soft tissue injuries and some stings).	1	-

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The Systems Manager will assess each project in consultation with the Site Supervisors and allocated employees and nominate, the First Aid Kit required for each project. This will be documented within the WHS Management Plan.

8.2.9.3 Location of First Aid Kits

First aid kits are generally located within the Site Office. Signage is placed on the exterior of the site to indicate the location.

Where employees work across separate work areas, portable first aid kits may be provided and located centrally within each work area, notification of exact areas will be carried out in the Site Induction.

8.2.9.4 Maintenance of First Aid Kits

First aid kits are to be kept clean and always stocked. It is the responsibility of the Site Supervisors to check the First Aid Kit stock/s against the above checklist using First Aid Kit Stock Checklist, this checklist is to be then returned to the Systems Manager, who will issue items as requested.

8.2.10 Chemical Cleanup Equipment (Spill Kits)

Spill kits are located on site/s where hazardous substances are located, to ensure the users have a safe means of being able to clean up and chemical spills which may occur.

In the event of hazardous materials/substances spills, the Site Supervisors will carry out the following:

- Identify the hazardous substance for correct response purposes, only if safe to do so.
- Evacuate the exposed area.
- Implement spill containment equipment if possible and safe to do so.
- Isolate exposed person/s with non-exposed person/s.
- Administer first aid, as per SDS recommendations.
- Do not allow anyone to re-enter the affected area.
- Contact emergency services if required.
- Do not allow anyone to eat, drink or smoke until decontamination has taken place.
- Commence clean up, if possible, if not contact a suitably qualified person/s for clean-up.

8.2.11 Head Office Emergency Procedures

8.2.11.1 Evacuation

The Systems Manager will arrange evacuation drills, with a frequency of no less than one per annum. When an evacuation is initiated because of a genuine emergency situation or as a drill. The Systems Manager should clear the building by directing staff and visitors to their designated assembly area as quickly and calmly as possible.

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Safety Management System

In an evacuation the following points should be considered.

- Arrange assistance for mobility impaired persons, if applicable.
- Secure cash and valuable documents, if safe to do so.
- In a fire situation evacuate with a minimum of personal material.
- In a bomb threat situation, take all your personal material.
- Prevention of panic and hysteria is extremely important.
- Obey all instructions and directions given by the Systems Manager or Emergency Services.
- Where possible in a fire situation, close all doors and windows on departure.
- Where possible in a bomb threat, leave all doors and windows open.
- Keep all entrances and exits clear at all times.
- Do not allow anyone back into the building, except Emergency Services, unless directed by the Systems Manager.

8.2.11.2 Assembly Area Procedures

All staff and visitors should report to and remain at the nominated assembly area until the situation is stabilized. Under no circumstances should staff members or visitors be permitted to go back into the building for any reason, until the Systems Manager has advised them that it is safe to do so.

8.2.12 Communications

In the event of an emergency, communication is of the utmost importance. The General Manager is responsible for ensuring all staff and visitors are informed of any emergency situation. In the absence of the General Manager, he/she will appoint an Emergency Warden as required. There is a range of systems available, which can be utilised in times of emergencies.

- Smoke Alarms
- Word of mouth
- Mobile Air Horns or Sirens
- Mobile Telephones
- Office Intercom System

The last point relies on the buildings telephone system, which may be disrupted. Staff and visitors should be discouraged from using the telephone to contact family or friends during an emergency, as overloaded lines can block out vital communication links with emergency services.

8.2.13 General Building Information

Emergency Exits

Illuminated emergency exits signs exist at exit locations. These lead directly or indirectly to open space, where the emergency assembly point which is in the front car park area along Bertram Street.

Emergency Lighting

Emergency lighting has been installed in strategic positions throughout the building. In the event of power failure, the emergency lights will immediately activate and last for no less than 90mins.

8.2.14 Bomb Threat

Although most bomb threats are hoaxes aimed at causing disruption to the normal day to day routine, they must be taken seriously. The most common form of a threat is by telephone warning that a bomb has been placed in a building. Until proven otherwise, all threats are to be treated as real. During office hours the Systems Manager should inform the Police Department immediately, evaluate the threat and consider evacuation. On site, it is the Site Supervisor's responsibility to inform the Police Department immediately.

The person taking the call, should consider the following to enable investigators assess the situation.

- The callers voice, male/female, young/old, manner, accent, speech, impediment, diction
- Language – well spoken, abusive, incoherent, irrational, taped message.
- Background noises, music, voices, machinery, traffic, trains, aircraft, children
- Exact wording of the threat
- Questions to ask, When will it explode? Where is the bomb? What does it look like? What kind is it? Who are you? Why are you doing this? Where are you?
- Remember to Keep Calm.

8.2.15 Explosions

In the event of a sudden explosion on site, the Site Supervisors will carry out the following:

- Assess the situation, check for fallen wires, hazardous and toxic substances (flammable corrosive)
- Report the explosion to the relevant emergency services via 000.
- Send someone to meet the emergency services at the entrance of the building or site.
- Commence immediate evacuation of people from the effected area/site.
- Evacuate wounded personnel and assess if any are trapped (Do not remove trapped victims, this may incur further injuries)
- Do not enter the building/site/area or allow any other person/s to, other than the emergency services personnel, unless safe to do so.
- Administer first aid to injured person/s
- Cordon off the damaged/dangerous areas and keep onlookers away.
- Assist emergency services at the arrival and during investigations.
- Inform Senior Management, so relevant authorities can be notified.

8.2.16 Earthquakes

In the event of an earthquake, the Site Supervisors will instruct all person/s visitors to not leave the building and/or area, due to falling debris. For an office situation, the Systems Manager, should instruct person/s to take refuge under desks, tables or within doorframes. Once the major shock has been felt, the Site Supervisors, will evacuate person/s to the emergency assembly area. Do not enter the building, as structural damage may have occurred, be mindful aftershocks do occur.

In the event, the work area is outdoors, the Site Supervisors, will instruct person/s to evacuate to areas clear of buildings, trees, and power lines. Be aware of hazards, ie electrical power lines, gas leaks etc.

8.2.17 Natural Disasters –Storms, Flood, Wind,

Severe storms may be land gales (continuous winds of 62km/per hour or more) or thunderstorms with damaging winds, intense rain, large hail or even tornadoes. If a storm occurs or appears to be developing, don't leave any loose objects lying around, they could become missiles. Listen for storm warnings on the radio or television (if possible). They will warn you of what is to come, with enough time to prepare yourself for the storm's arrival. Keep under cover (not a tree) and avoid using the telephone during violent electrical storms.

- Prepare as the storm approaches.
- Listen to the radio for information.
- Disconnect all electrical equipment.
- Be alert during the storm.
- Stay inside and clear of the windows.
- Listen to a portable radio for updates.
- If you are outside, find an emergency shelter.
- Remain vigilant after the storm.
- Check your building for damage.
- Beware of fallen power lines, damaged buildings, trees or flooded drains.
- Check trees near you, ensure they remain stable.
- If damage occurred, inform your supervisor, who will in turn contact the SES if necessary.

8.2.18 Car Accidents

Road safety is the responsibility of not only drivers, but pedestrians, cyclists, and other road users. Actions to be taken in the event of a crash:

- Stop immediately.
- Use headlights, indicator lights or hazard lights to warn other drivers, and to light up the scene if it is dark.
- Wear your Safety Vest or Hi-Vis Shirt when exiting the vehicle.
- If possible, send someone to warn oncoming drivers.
- Help the injured.
- Dial 000 (some mobiles may require dialing 112 instead) to make contact with Police (and/or Ambulance) if anyone is killed or injured, either your vehicle or the other vehicle needs to be towed away or you are unable to provide particulars to the owner.
- Exchange drivers' names, addresses, registration numbers and names of vehicle owners with others involved in the crash.
- Clear the road of broken glass and debris.
- Contact your Supervisor to inform them of the crash
- Ensure an Incident and Work-Related Injury Report is completed and forwarded to your Project Manager/ Supervisor & the Systems Manager.

After a crash has occurred always be mindful of your own safety, as well as that of others. Whatever you do, always be on the alert for the dangers posed by vehicles still using the road.

8.2.19 Terrorism

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Safety Management System

The National Security information campaign was launched in 2004, with the aim to remind Australians to be vigilant and report any possible signs of terrorism to the National Security Hotline 1800 123 400. Whether or not something looks suspicious or not can depend on the circumstances, look at the whole picture and if it doesn't add up contact the National Security Hotline, you can remain anonymous and trained telephone operators are available 24hours a day to take calls. The information provided is passed onto Police and Security agencies for further investigation, even the smallest pieces of information can help our Security agencies complete the bigger picture.

8.2.20 Safety Harness Rescue Plan

Safety Harnesses must be used when working at heights, where other reasonable fall restraint measures cannot be implemented. Workers must never work at height alone so that the plan can be immediately activated; a lone worker cannot initiate a plan for his rescue if he is hurt or unable to reach a means of communication. Rescue must be initiated by reaching the worker and getting at the very least, a loop strap to the worker so he can stand and take some of the pressure off his harness and move the muscles in his legs. Call the Fire Brigade Immediately on 000 and where possible, rescue devices should be implemented so the worker can be moved into a less vertical position; however, it is critical that where a worker is or even may be experiencing the effects of suspension trauma*, he must not be laid horizontal. By laying the worker horizontal, the pooled blood causing the trauma will now rush to the heart and may, in essence, overload it, causing massive damage to the ventricle and potentially resulting in imminent death. Rescue must be practiced on a regular basis so workers can affect a safe and efficient rescue within a very short time (as little as 5 minutes if unconscious and a maximum of 15 minutes).

** Suspension trauma, also known as harness induced pathology, is well documented and has been an issue of study since the late 1960s. In its simplest form, suspension trauma is where the body is at rest in a vertical state with the lower body motionless, and as such, blood begins to pool in the lower extremities because the muscles in the legs are not contracting on the veins and helping the blood back to the heart (against gravity). Blood is not properly circulated, the individual's blood pressure drops, the brain does not receive adequate blood flow, and unconsciousness follows.*

8.2.21 Critical Incidents

Critical Incident is any emergency or adverse situation that will or may have the potential to significantly impact the business viability, threaten the lives of employees or others, which may cause or causes extreme stress, fear or injury.

Critical Incident Management Procedure			
Who	Immediate Response	Short term Response 24-72hrs	Long term Response - + 72hrs
First on the scene	Assist injured – do not move unless in danger Call first aider Notify Site Supervisor Be available to direct emergency services	Complete Incident Investigation report Attend debriefing session	Attend ongoing debriefing sessions with professionals if required

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Safety Management System

Qualified First Aider	Assist injured – do not move unless in danger Apply first aid	Complete Incident Investigation report Attend debriefing session	Attend ongoing debriefing sessions with professionals if required
Site Supervisor	Call emergency services Assist where required Isolate area / cordon off	Complete Incident Investigation Report Attend debriefing session	Attend ongoing debriefing sessions with professionals if required Ongoing support for injured party or family
Project Manager	Notify Systems Manager, if on site, provide assistance where required	Complete Incident Investigation Report	Ongoing support for injured party or family
Systems Manager	In the case of serious injury or fatality contact Safework immediately 131050 Notify General Manager and Managing Director	Contact injured parties or family Keep in contact with those involved, monitor behavior Organise debriefing session with professional support	Ongoing support for injured party or family Provide professional support Implement Return to Work Program Funerals – arrange appropriate support for staff to attend, tributes, condolences to families Recognition of anniversaries
General Manager	Notify next of kin	Contact Insurance company Contact injured parties or family Keep in contact with those involved, monitor behavior Attend debriefing session	Ongoing support for injured party or family Completion of insurance forms / Ensure Return to Work Program has been established and implemented Letter of thanks to emergency services, acknowledgement of service Funerals – arrange appropriate support for staff to attend, tributes, condolences to families Recognition of anniversaries
Managing Director	Notify next of kin	Contact Insurance company Contact injured parties or family Keep in contact with those involved, monitor behavior	Ongoing support for injury party or family Liaise with external authorities as required ie police, Safework as needed

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Safety Management System

		Attend debriefing session	Funerals – arrange appropriate support for staff to attend, tributes, condolences to families Recognition of anniversaries
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8.2.22 Trauma Counseling

Trauma counselling may be required for victims of an critical incident or accident. Victims are categorised as primary victims or secondary victims. A primary victim is someone who has suffered physical harm, emotional trauma and/or personal or property loss from an incident/emergency or crime. Examples of this are:

- suffering an injury, ie cuts/abrasions/broken limbs etc
- being trapped during a fire event
- a person being assaulted while walking to their car of a night.

A secondary victim is someone who has witnessed an incident or is concerned for those who are victims and might be adversely affected by the experience; for example, a bystander who witnessed a person or a staff member suffers an injury.

Trauma counselling should be provided to victims following a critical incident briefing from a professionally trained Psychologist. During a Critical incident the Systems Manager will contact Counselling Sydney www.counsellingsydney.com.au Tel: 0416 0416 99.

8.2.23 sydneyALERT

sydneyALERT, is an initiative from the NSW Office of Emergency Services, to alert person/s in the Sydney CBD or North Sydney CBD of a serious emergency event occurring.

sydneyALERT is one of the communication tools that would be used to provide information to the community during an emergency, including direct advice from emergency services personnel.

How it works:

1. Emergency Exists
2. NSW Police activate sydneyALERT
3. SMS or Email messages are sent out to members ie Stay at Work, Evacuate to Safety Site, Return to Work
4. Members use existing internal communication systems to notify others of messages and what they need to do.

Safety Site/s

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8.2.24 Summary of Emergencies & Contact Details

Emergency Situation	Contact Who	Telephone Contact Details
Fire	Fire Brigade	000 - no mobile service 112
Medical Emergency	Ambulance	000 – no mobile service 112
Medical Emergency - Poison	Poison Info Line	131 126
Car Accident	Police / Ambulance	000 – no mobile service 112
Bomb Threat	Police	000 – no mobile service 112
Explosion	Fire / Police / Ambulance	000 – no mobile service 112
Gas Explosion (Bottle)	Fire / Ambulance	000 – no mobile service 112
Gas Explosion (Line)	Fire / Police / Ambulance Gas Company – AGL Gas Company – ELGAS Gas Company – Origin Energy	000 – no mobile service 112 131 909 1800 819 783 1800 808 526
Storms / Winds /Floods	State Emergency Services	132 500
Earthquake	State Emergency Services	132 500
Terrorism Activities	Police	000 – no mobile service 112

Proline Building Commercial Pty Ltd
Safety Management System

	National Security Hotline	1800 123 400
Chemical Spill / Oil Spill		1300 664 266
Electrical Faults	Energy Australia Integral Energy Country Energy	131 388 131 003 13 23 56
Water Mains - Burst	Sydney Water	13 20 90
Height Rescue (Safety Harness Rescue)	Police Rescue Squad – (PRS) Vertical Rescue Accredited Unit Ambulance Fire Brigade	000 – no mobile service 112 000 – no mobile service 112 000 – no mobile service 112
Non English speaking person - Serious (life threatening) emergencies - Translating / Interpreting Service	Translating / Interpreting Service (TIS National)	131 450
Trauma Counseling	Counseling Sydney	0416 0416 99

8.2.25 Training

Training of emergency procedures will be undertaken via the Proline Online Site Induction; this is required to be completed for all site personnel including Site Managers / Supervisors whom are in control of the Emergency Response Procedures. Site Managers are required to be trained in first aid and competent in dealing with emergency situations. Site Managers / Supervisors will be required to complete the Proline Online Site Induction Training, prior to attending site and fully understand the Emergency Response Procedure and their role.

9.0 Performance Evaluation

9.1 Monitoring, measurement, analysis and evaluation

Proline has planned and implemented the monitoring, measurement, analysis and evaluation processes as needed for:

- Its activities and operations related to identified hazards and WHS risks and opportunities.
- to continually improve the effectiveness of the Safety Management System.
- Operational Controls.
- Proline's WHS Objectives.

Proline has determined:

- The criteria against which the organization will evaluate its WHS performance.
- The methods for monitoring, measurement, analysis and evaluation, as applicable, needed to ensure valid results.
- When the monitoring and measuring shall be performed.
- When the results from monitoring and measurement shall be analyzed and evaluated and communicated.

9.1.2 Types of Inspections, Testing and Monitoring

Inspections could include scheduled or ad hoc workplace inspections by the Managing Director, General Manager, Systems Manager, Project Managers / Supervisors, Health & Safety Representative and Clients and/or their Health & Safety Representatives.

Inspections can be undertaken for specific purposes to:

- Identify uncontrolled hazards and risks on site.
- Assist with risk assessments.
- Determine the significance of a reported hazard.
- Generate solutions to WHS problems/needs.
- Evaluate the effectiveness of WHS training.
- Monitor compliance of employees and subcontractors to adhere to Safe Work Method Statements.
- Quantify the extent of an WHS issue/problem.
- Building compliance with relevant codes and standards.
- Gather data for accident investigation purposes.

In addition, Safework may inspect a workplace following a verbal or written report of an accident to inspect the accident scene, interview witnesses, take photos and other evidence, assess if corrective action has been undertaken, assess the factors contributing to the incident, check if Risk

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Assessments and Safe Work Method Statements are being followed and check if system wide inspection has occurred in response to the significant occurrence.

9.1.3 Workplace Inspection and Testing Matrix

The Systems Manager has developed a Workplace Inspection and Testing Matrix, which is required to be utilized by Project Manager / Supervisors when developing their Workplace Inspection and Test Plan for each project. This Workplace Inspection and Testing Plan will be located within the WHS Management Plan, referenced as the Workplace Inspection & Testing Plan.

Table 1 – Workplace Inspection & Testing Matrix (Template to change and implemented into each Site Specific WHS Management Plan)

Test / Inspection type	Responsibility for Testing	Responsibility for Inspecting	Frequency Based on Statutory or Risk	Record to Monitor Inspection or Testing Checked/ Complete
Emergency / Safety Equipment				
Chemical Spill Kits (Before Use)	Systems Manager	Project Manager	Prior to issue	Startup Checklist
Evacuation Air Horn	Site Supervisors	Project Manager	Monthly	Doc No: OHS013/14
First Aid Kits	Site Supervisors	Systems Manager	Monthly or as used	Doc No: OHS088
Portable Fire Extinguishers	Systems Manager	Site Supervisors	6 monthly	Doc No: OHS087
Portable Fire Extinguishers	Fire Extinguisher Supplier / Tester	Systems Manager	5 Yearly	New Yellow Test Tag Issued
PPE	Site Supervisors	Project Manager	During Site Induction or as used	Doc No: OHS026
Safety Harnesses	Site Supervisors Project Manager	Project Manager External Provider	Prior to use 6mthly	Doc No: OHS057 Verification Certificate
Laser Levels	Systems Manager	External Provider	6mthly	Calibration Certificate
WHS / WHSMS Verification Inspections				
Workplace Safety Verification Inspections – includes general hazard control ie - Manual Handling - Dust - Noise - UV	Workplace Health & Safety Representative	Systems Manager	Based on project size*	Doc No: OHS062
	Project Manager	Systems Manager	Fortnightly*	Doc No: OHS060
	Site Supervisors	Project Manager	Daily	Doc No: OHS013/14
	Systems Manager	General Manager	Based on project size*	Doc No: OHS030

Proline Building Commercial Pty Ltd
Safety Management System

	Senior Management	Board of Directors	Ad hoc inspections Min 6 per calendar yr	Doc No: OHS025
Workplace Safety Inspections – Subcontractors / Safety Observations	Site Supervisors / Subcontractors	Project Manager	Weekly	Doc No: OHS025 Doc No: OHS111
Workplace Safety Consultation/s / toolbox talk	Site Supervisors	Project Manager	Fortnightly	Doc No: OHS015
WHS Management Plan	Project Manager	Systems Manager	Based on Project size*	Doc No: OHS030
Safe Work Method Statements	Site Supervisors	Project Manager	Daily	Doc No: OHS020
Site Evacuation Drills	Site Supervisors	Project Manager	Once in project	Doc No: OHS086
Health Surveillance Occupational Hygiene Monitoring	External consultants	Project Manager	As required on project	External Report Supplied by Consultant
Hazard Inspections				
Compressor / Pump	Compressor / Pump Operator	Site Supervisors	Prior to each & every use	Doc No: OHS012
Concrete Pumps and Line	Concrete Pump/Line Operator in-conjunction with Site Supervisors	Site Supervisors	On arrival to site	Concrete Line / Pump Log Book & Doc No: OHS006
Confined spaces entry	Licensed persons entering potential or actual confined spaces	Site Supervisors	Prior to entry	Entry Permit & Risk Assessment from Licensed Person
Cranes	Crane operator – in-conjunction with Site Supervisors	Site Supervisors	On arrival to site	Crane Log Book, Crane Safe Work Method Statement & Doc No: OHS007
Electrical Plant and Equipment & RCD Units	Licensed Electrician Or Competent Person/s with Portable Tester	Site Supervisors	Monthly	Doc No: QA008 Electrical Compliance Certificate from Electrician
Elevated Work Platforms (EWP)	Suitably Qualified/Trained Operator in-conjunction with Site Supervisors	Site Supervisors	Prior to each and every use	EWP Log Book & Doc NO: OHS001

Proline Building Commercial Pty Ltd
Safety Management System

Essential services – gas, water and electricity	Site Supervisors	Project Manager	As required	Dial Before You Dial 1100 – plans, specifications, details
Excavations	Licenced Operator	Site Supervisors	During works	Doc No: OHS013/14
Forklift Truck	Forklift Licenced Operator	Site Supervisors	Prior to each & every daily use	Log Book & Doc NO: OHS008
General Plant and equipment	Site Supervisors/ Operators of plant and equipment on arrival to site	Site Supervisors	On arrival to site and before each and every use.	Doc No: OHS001
Hazardous substances	Site Supervisors/ Persons working with hazardous substances	Site Supervisors	As required	Doc No: OHS017 Doc No: OHS022
Height Works	Site Supervisors	Project Manager	Prior to use	Doc No: OHS057
Hoardings	Site Supervisors	Project Manager	Daily	Doc No: OHS013/14
Hoists	Suitably Qualified Safework Approved Operators of hoists	Site Supervisors	Prior to use	Compliance Certificate to be issued & Doc No: OHS009
Incoming Materials	Site Supervisors	Project Manager	On arrival	Day Report Notes Doc No:OHS044 Environmental ENV002
Loader / Excavator	Licensed Operator	Site Supervisors	Prior to each & every daily use	Doc NO: OHS011
Manual Handling	Site Supervisors	Project Manager	Prior to performing works	Doc No: OHS018
Outgoing Materials (recycling / disposal)	Site Supervisors	Project Manager	On removal	Day Report Notes Doc No:OHS044 Environmental ENV002
Scaffolding	Suitably Qualified & Certified Scaffolder for scaffolding over 4 metres in height. Scaffolding less than 4 metres will be inspected by a competent person	Site Supervisors	Prior to use & After any modifications. Routinely every week	Scaffold Handover Certificate & Doc No: OHS005

Proline Building Commercial Pty Ltd
Safety Management System

	for compliance with AS 1576			
Site Access & Egress	Site Supervisors	Project Manager	Daily	Doc No: OHS013/14

* Based on Project Size (and/or if an incident/accident occurs resulting in a change in work practices and site conditions).

- a) **\$0-250k – One inspection required if high risk carried out by either the Project Manager or Systems Manager
- b) \$250k – 500k – Two inspections required or if contract time under 4 weeks a min of 1.
- c) \$500-1m – Three inspections required or if contract time under 4 weeks a min of 1.
- d) \$1m + - An inspection once every 4-6 weeks or if contract time under 4 weeks min of 1.

9.1.3.1 Certification and Competency

Personnel to conduct tests of equipment and services should be able to demonstrate that they have the required certification, competency and testing (ie calibration testing) for the testing they will perform and test equipment used.

Project Managers/Supervisors engaging sub-contractors need to obtain relevant records confirming sub-contractor competency and licensing etc.

Persons undertaking workplace inspections should have completed training relevant or obtained the required skills to the nature of the inspection to be undertaken such as WHS, Risk Management and Safety Training.

9.1.4 Permits to Work

In accordance with Proline's internal system requirements, the following Permit's to Work will be required to be completed on site.

- Hotworks Permit Doc No: OHS004
- Permit to Cut / Drill Doc No: OHS101
- Permit to Demolish Doc No: OHS102
- Permit to Excavate Doc No: OHS103
- Permit to Use a Safety Harness Doc No: OHS104
- Permit to Work in Public Spaces Doc No: OHS105
- Permit for Vehicle Entry Doc No: OHS106
- Permit to enter Confined Spaces Doc No: OHS107

NO PERMIT – NO WORK

9.1.5 Non Conformances

Non-compliant items/issues/person/s will not be permitted to continue to work on a Proline worksite/s. Non conformances can be issued by any person ie Site Supervisors, Employees, Project Managers and Senior Management if unsafe / non-conforming activities exist. If the person/s receiving the non-conformance continues to ignore safety instructions they will follow the 3 warning procedure, which includes:

1st offence - verbal warning diarised and / or written warning

2nd offence - Official written warning – Non-conformance

3rd offence - Dismissal off site.

Proline Management, Project Manager/s / Site Supervisors also have the right to dismiss any employee/s or subcontractors off site for any serious WHS issue without undertaking the 3 warning procedure.

9.1.5.1 Non-conforming materials & substances

Non-compliant issues / materials or substances will not be permitted to continue once identified on Proline worksite/s. The Site Supervisors will ensure the issue has been corrected immediately, if unable to correct immediately, it will be quarantined until the corrective action can be implemented. Non-compliant materials and substances will be removed from site and disposal in accordance with the relevant standards, codes & statutory requirements.

9.1.6 Corrective Actions

Procedures must be reviewed to ensure relevance, currency, and corrective action on non-conformances found during inspection or testing procedures. It is important that inspection and testing results are discussed with the Health & Safety Representative to ensure that all possible solutions are found to the issues raised by employees, subcontractors, clients and/or visitors.

9.1.7 Reporting Monitoring Results

9.1.7.1 Site Supervisors / Supervisors to Project Managers / Supervisors

Site Supervisors / Supervisors are required to report on WHS information & statistics as detailed in the Monthly Status Report. Site Supervisors should ensure all information is given to Project Managers / Supervisors on a weekly basis, so monitoring of any corrective actions or non-conformances can be closely reviewed.

9.1.7.2 Project Managers / Supervisors to Systems Manager

Project Managers are required to report on the collated WHS information & statistics received from Site Supervisors / Supervisors monthly. Verification that reports have been received from the Systems Manager will be by sign off / date on the WHS Reporting Template. Any serious WHS issue / incident

Proline Building Commercial Pty Ltd
Safety Management System

will be required to be monitored by the Systems Manager to ensure corrective actions are implemented and reviewed.

9.1.7.3 Systems Manager to Managing Director & General Manager

The Systems Manager is required to report on the collated WHS information & statistics received from Project Managers / Supervisors monthly. Verification reporting has been taken place will require sign off / date on the Reporting Template Form.

9.1.7.4 Managing Director to Board of Directors

The Managing Director will report on WHS information & statistics on an annual basis through the Management Review Meeting, where minutes are recorded.

9.1.8 Health Surveillance

During the development of the Project Safety Plan or Site-Specific Safety Management Plan a project risk assessment is carried out by the Systems Manager and Project Manager and documented onto the Construction Hazard Log / Risk Register. During this risk assessment, review of the hazards associated with the project as assessed, this includes any hazard which may require health surveillance. Review of the existing building hazardous substance register, design risk assessment, design risk registers will be reviewed during this risk assessment.

Health surveillance should be carried out for employees exposed to those hazardous substances listed below in Schedule 14 of the WHS Reg 2017 and where it has been determined that there is a significant risk to their health as a result of such exposure including hazards such as noise, vibration Furthermore, if health surveillance is required, costs associated to this are the responsibility Proline or the contractor who is contracted to undertake.

Schedule 14 Requirements for health monitoring

(Clauses 368, 370 and 406)

Table 14.1 Hazardous chemicals (other than lead) requiring health monitoring

Column 1	Column 2	Column 3
Item	Hazardous chemical	Type of health monitoring
1	Acrylonitrile	Demographic, medical and occupational history Records of personal exposure Physical examination
2	Arsenic (inorganic)	Demographic, medical and occupational history Records of personal exposure Physical examination with emphasis on the peripheral nervous system and skin Urinary inorganic arsenic
3	Benzene	Demographic, medical and occupational history Records of personal exposure Physical examination Baseline blood sample for haematological profile
4	Cadmium	Demographic, medical and occupational history Records of personal exposure Physical examination with emphasis on the respiratory system Standard respiratory questionnaire to be completed Standardised respiratory function tests including for example, FEV ₁ , FVC and FEV ₁ /FVC Urinary cadmium and β_2 -microglobulin Health advice, including counselling on the effect of smoking on cadmium exposure
5	Chromium (inorganic)	Demographic, medical and occupational history Physical examination with emphasis on the respiratory system and skin Weekly skin inspection of hands and forearms by a competent person
6	Creosote	Demographic, medical and occupational history Health advice, including recognition of photosensitivity and skin changes Physical examination with emphasis on the neurological system and skin, noting any abnormal lesions and evidence of skin sensitisation Records of personal exposure, including photosensitivity
7	Crystalline silica	Demographic, medical and occupational history Records of personal exposure Standardised respiratory questionnaire to be completed Standardised respiratory function test, for example, FEV ₁ , FVC and FEV ₁ /FVC Chest X-ray full size PA view

Proline Building Commercial Pty Ltd
Safety Management System

Column 1	Column 2	Column 3
Item	Hazardous chemical	Type of health monitoring
8	Isocyanates	Demographic, medical and occupational history Completion of a standardised respiratory questionnaire Physical examination of the respiratory system and skin Standardised respiratory function tests, for example, FEV ₁ , FVC and FEV ₁ /FVC
9	Mercury (inorganic)	Demographic, medical and occupational history Physical examination with emphasis on dermatological, gastrointestinal, neurological and renal systems Urinary inorganic mercury
10	4,4'-Methylene bis (2-chloroaniline) (MOCA)	Demographic, medical and occupational history Physical examination Urinary total MOCA Dipstick analysis of urine for haematuria Urine cytology
11	Organophosphate pesticides	Demographic, medical and occupational history including pattern of use Physical examination Baseline estimation of red cell and plasma cholinesterase activity levels by the Ellman or equivalent method Estimation of red cell and plasma cholinesterase activity towards the end of the working day on which organophosphate pesticides have been used
12	Pentachlorophenol (PCP)	Demographic, medical and occupational history Records of personal exposure Physical examination with emphasis on the skin, noting any abnormal lesions or effects of irritancy Urinary total pentachlorophenol Dipstick urinalysis for haematuria and proteinuria
13	Polycyclic aromatic hydrocarbons (PAH)	Demographic, medical and occupational history Physical examination Records of personal exposure, including photosensitivity Health advice, including recognition of photosensitivity and skin changes
14	Thallium	Demographic, medical and occupational history Physical examination Urinary thallium
15	Vinyl chloride	Demographic, medical and occupational history Physical examination Records of personal exposure

Proline Building Commercial Pty Ltd
Safety Management System

Table 14.2 Lead requiring health monitoring

Column 1	Column 2	Column 3
Item	Lead	Type of health monitoring
1	Lead (inorganic)	Demographic, medical and occupational history Physical examination Biological monitoring

In addition, if health symptoms are reported by persons carrying out work with hazardous substances known to cause such health effects, then further health surveillance should be carried out by a qualified Medical Physician only.

Health surveillance should not be used as an alternative to a risk control measure, more a method of measuring the effectiveness of any implemented control / preventative action implemented into the safe work practice.

If a Hazardous Substance or suspected hazardous substance or item is found during construction works, Proline will implement the STOP WORK PROCEDURE, which will require import from the client and specialized consultants. No works are permitted to commence, until notification from the Project manager to re-commence has been issued.

TEMPORARY STOP WORK PROCEDURE

- 1. Unidentified Hazardous Substance / Suspected Hazardous Substance / Works causing damage to structure / adjoining structures.**
- 2. STOP Works**
- 3. Notify Site Manger / Proline Supervisor**
- 4. The Proline Supervisor / Foreman will inspected the area / cordon off area for further inspection.**
- 5. Proline Project Manager to notify Client**
- 6. Inspection and direction from Client / Specialized Consultant**

9.1.9 Air / Monitoring

Air Monitoring may be required as determined by risk assessments during Safe Work Method Statement Doc No: OHS056 documentation. For airborne contaminants, monitoring involves the sampling of workplace atmospheres to establish a quantitative measure of exposure to a hazardous substance through inhalation. The result is then compared to the relevant exposure standard in the National Standard for Atmospheric Contaminants in the Occupational Environment NOHSC 1003. Air monitoring should be carried out by suitably competent/qualified/trained persons from experienced companies only, with all air monitoring records made available to employees in those areas where air

Proline Building Commercial Pty Ltd
Safety Management System

monitoring was conducted, and records are to be retained for a period of no less than 30 years. Review of monitoring personnel qualifications will be carried out by the Project Manager, through the collection of information from the online Proline Site Induction, through the Proline website.

9.1.10 Register of Hazardous Substances

It is the responsibility of Site Supervisor to develop, monitor and forward to the Systems Manager for retention, a Register of Hazardous Substances for each project undertaken, if hazardous substances are present. This includes detailing existing hazardous substances, such as asbestos, lead etc, obtained from reports from the client / building occupier / owner.

9.1.11 Noise / Hearing Tests

Noise monitoring (audiometric testing) will be carried out on employees as required by the WHS Reg 2017 Reg 58, records will be retained within the Head Office HR Records controlled by the Systems Manager.

Ongoing Noise testing should also be carried out during demolition stage to ensure limits are maintained within acceptable limits as nominated by the Prevention of Hearing Loss Code of Practice.

9.1.12 Communication of Health Surveillance

The Systems Manager is required to communicate to employees and subcontractors circumstances where health surveillance is required and the outcomes of the testing / monitoring. Results will be communicated as per Communication Procedure and will generally be by way of memo's, safety alert or email. Health Records of individual monitoring will be kept strictly confidential with the related personnel only.

9.1.13 Retain Records

The Systems Manager will retain the following records as per Documents & Records Management Procedure:

- Asbestos Register Doc No: OHS058
- Register of Hazardous Substances Doc No: OHS017
- Medical Certificates / Personnel Files
- Hearing Tests of personnel
- Weekly Subby Site Safety Inspection Checklist Doc NO: OHS025
- Record of Toolbox / Safety Talk Doc NO: OHS015
- Site Work Health & Safety Audit Checklist Doc NO: OHS030
- Register of Hazardous Substances Doc No: OHS017
- Record of Non conformances Doc No: OHS016

Any other Records will be retained within the Project Files and kept for a period of no less than 10 years as per the Documents & Records Management Procedure.

Proline Building Commercial Pty Ltd
Safety Management System

For reasons of confidentiality, a summary sheet should be sent from any Medical Physician to the Systems Manager (who may directly store it in personnel files); the details of the medical report belongs to the person on whom the health surveillance was carried out and is required to be retain for 30 years.

9.1.14 Measuring and Testing Equipment

Inspection, measuring and test equipment, used in performing work and verifying the conformance of work to specific requirements, is only used by competent and qualified people.

We test and calibrate all measuring and test equipment in accordance with manufacturer's instructions, to ensure ongoing reliable performance and accurate results. If equipment is damaged or found to be out of calibration it is repaired by an authorised laboratory or replaced. Before any of the equipment is used, it is checked to ensure it is operating satisfactorily for the purpose of the work. Equipment specification and calibration records are kept and made available to the client, if required. All measuring equipment is recorded on the QA06 Measuring and Testing Equipment Register.

For subcontracted works that involve measuring or testing, the subcontractor is required to provide the appropriate measuring and/or test equipment. Verification of the subcontractor's measuring and test equipment is carried out to ensure that the subcontractor has a suitable calibration control system in place. This is carried out by the Site Supervisor on site, prior to commencement.

All electrical tools are checked and tagged by a qualified electrician. Tools in use are checked monthly. The use and storage of electrical tools is monitored and controlled by maintaining an Electrical Equipment Register.

9.2 Internal Audit

9.2.1 Auditor Selection & Competencies

Audits by external 3rd party JAZ/ANZ Accredited companies are engaged to undertake audits on Proline's Systems to conform to ISO45001: 2018 and projects. Proline has engaged DLCS to undertake this role.

9.2.2 Roles & Responsibilities

9.2.2.1 Systems Manager:

The Systems Manager is responsibility for:

- Establishing and maintaining an Audit Schedule
- Ensure Audits are carried out in accordance with the Audit Procedure
- Ensure reporting of audit results to Senior Management and Board of Directors is carried out.
- Ensure documentation is maintained in accordance with the Document Control & Records Management Procedure
- Ensure Auditors are trained, experienced and competent to carry out Audits.

9.2.2.2 Project Managers:

The Project Managers are responsibility for:

- Ensure reporting of audit results to the Systems Manager is carried out.

9.2.2.3 Auditees:

Auditee's are responsible for ensuring that they cooperate with the requests of the Auditor and provide access to employees, subcontractors, visitors, documentation and records relevant to the audit.

A detailed list of WHS Responsibilities can be found in Roles & Responsibilities in Section 3.2.

9.2.3 Audit Program / Frequency of Audits

Proline has identified frequency rates for WHSMS System Verification audits, project audits and overall management system audits based on the below:

Type	Frequency	Who
WHSMS System	Annually	DLCS
QA System	Annually	DLCS

Proline Building Commercial Pty Ltd
Safety Management System

EMS System	Annually	DLCS
Project Site Verification	Annually	DLCS

9.2.4 Conducting the Audit

Audit Process

1. An audit notification is emailed to the respective auditees, except where it is a Project Site Audits and Senior Management Ad hoc inspections, as they do not require notification to the auditee's
2. An auditee is to provide all relevant files, documentation, information etc required for the Auditor to complete the audit
3. The audit will be carried out based on requirements of the relevant Standards etc
4. Notification of audit findings to be issued to the auditee within 3 working day of audit.
5. Non Conformances and Corrective Action/s to be issued, reviewed and monitored
6. Final audit findings to be communicated to Proline's Senior Management through the annual Management System Review Meeting

9.2.5 Notification of Audit Findings / Corrective Action

Copies of report findings / auditor notes will be forward to the Auditee (ie Project Manager, Site Supervisors) within 3 days following the audit, with a request for rectification of any non-conformances and implementation of a Corrective Action in accordance with Corrective & Preventative Action Procedure and which will be monitored via the Corrective Action Register.

The Systems Manager is also responsible for reporting the final results of the external audits to Proline's Management at the Management Review Meeting.

9.3 Management Review

9.3.1 Introduction

Proline is committed to providing a safe and healthy workplace for employees, subcontractors, and visitors. To meet our obligation under the Work Health and Safety Act 2011, Proline has a responsibility to review the WHMS on a regular basis. Where the review identifies system gaps they shall be documented and used to implement reform to ensure continuous improvement.

9.3.2 Roles & Responsibilities

9.3.2.1 Managing Director:

The Managing Director is responsible for:

- Ensuring attendance and participation in the Management Review Meeting.
- Reporting on the WHSMS to the Board of Directors.

9.3.2.2 General Manager:

The General Manager is responsible for:

- Ensuring attendance and participation in the Management Review.
- Reporting on the WHSMS to the Managing Director.

9.3.2.3 Systems Manager:

The System Manager is responsible for:

- Ensuring attendance, participation and recording documentation for system gaps is documented and flag for corrective action.
- Reporting on the WHSMS to the General Manager and Managing Director.

A detailed list of WHS Responsibilities can be found in Roles & Responsibilities

9.3.3 Frequency of Management Review

The WHSMS shall be reviewed on an Annual basis.

9.3.4 Conducting the Management Review

The Review will include the following elements of the Management System:

1. Objectives & Targets/KPI's / context of the business
2. Legal & Other Requirements
3. Design Control

Proline Building Commercial Pty Ltd
Safety Management System

4. Purchasing & Subcontracting
5. Structure & Roles & Responsibilities
6. WHS Document Control and Records
7. Risk Management Program including Construction hazard log
8. Consultation & Communication
9. Emergency Preparedness & Response
10. WHS Training
11. WHS Auditing
12. WHS Inspection, Testing and Monitoring
13. Incident Investigation, Corrective & Preventative Action
14. WHS Reporting
15. General WHS System Documentation
16. Quality
17. Environmental

9.3.5 Recording the Review – Systems Findings

The Systems Manager is responsible for recording minutes of the Management Review. System gaps will be recorded transfer to the Quality Issues / Improvement Log QA10 for remedial or corrective action in accordance with the Corrective & Preventative Section. A copy of these Meeting Minutes is then forwarded to the Managing Director and General Manager for reporting.

9.3.6 Project Reviews

On completion of major projects, a project review will be carried out by the Systems Manager and reviewed with Senior Management at the Management Review Meetings. During the project review the following is reviewed / documented

- Project Statistics ie number of site inductions, hours worked, LTI's, no of inspections
- Lessons Learnt
- Subcontractor Performance

10.0 Improvement

10.1 General

Management of Proline determines opportunities for improvements and implements necessary actions thereof. These include:

- Improvement in the products & services for meeting the requirements effectively and considering future needs and expectations.
- Implementing corrective actions and preventive measures to eliminate or reduce undesired effects.
- Improving performance and effectiveness of Safety Management System.

10.2 Incident, Nonconformity and Corrective Action

10.2.1 Introduction

Proline is committed to providing a safe and healthy workplace for employees, subcontractors, and visitors. To meet our obligation under the Work Health and Safety Act 2011, Proline has a responsibility to identify hazards, assess the risk of those hazards, implement risk controls and report all incidents/accidents internally and when applicable, report them externally to Safework NSW and other regulatory bodies such as the EPA.

10.2.2 Purpose

The purpose procedure is designed to identify potential hazards to health, safety, and the environment and to encourage early reporting and corrective/preventative action. The procedure is also designed to assist with analysing the causes of incidents and facilitating corrective action to address the causes of the incidents. The scope of this procedure applies to all hazards and incidents on Proline worksite/s

10.2.3 Roles & Responsibilities

Systems Manager

The Systems Manager is responsible for:

- Conducting an incident / accident investigation for any notifiable, serious or dangerous incidents.
- Notifying Safework NSW and/or other relevant authorities such as EPA of notifiable as required.

Proline Building Commercial Pty Ltd
Safety Management System

- Provide an Investigation Finding Report to the Managing Director, General Manager & Project Manager following an investigation.
- Ensure notifiable, serious or dangerous incidents, changed work practices or unforeseeable hazards are communicated to clients, employees, subcontractors and other relevant bodies as required.
- Ensure corrective actions are implemented and reviewed by Project Managers.

Project Managers / Supervisors

Project Managers / Supervisors are responsible for:

- Ensure an incident investigation report is completed and forwarded to the Systems Manager
- where required and records forwarded to the Systems Manager for review and report
- Ensure corrective actions are implemented and reviewed
- Ensure involvement in the Investigation Finding Report Meeting
- Ensure hazards are reported to the Systems Manager for inclusion onto the WHS Hazard & Risk Register.

Site Supervisors

Site Supervisor is responsible for:

- Ensure an incident investigation report is completed and forwarded to the Project Manager
- where required and records forwarded to the Project Manager for review and report
- Ensure corrective actions are implemented and reviewed
- Ensure involvement in the Investigation Finding Report Meeting
- Ensure hazards are reported to the Project Manager for inclusion onto the WHS Hazard & Risk Register.

Health & Safety Representative

The Health & Safety Representative is responsible for:

- May attend and participate in incident investigations with the Systems Manager
- Ensure involvement in the Investigation Finding Report Meeting
- Ensure hazards are reported to the Systems Manager for inclusion onto the WHS Hazard & Risk Register.

10.2.4 Hazard Reporting

Employees, subcontractors or visitors have a duty to report all hazards to their Supervisor (Site Supervisors), who will issue the Work Health, Safety & Environment Hazard Report for completion. Prior to completing the report form, the hazard should be rectified or isolated immediately, so as not to cause any injury or illness to others.

The Form is divided into 5 sections to be completed by various persons as follows:

Part A is to be completed by the person who notices or observes the hazard/s.

Proline Building Commercial Pty Ltd
Safety Management System

The hazard report form should then be passed to the Site Supervisors as soon as possible after the hazards have been identified.

Part B is to be completed by the Project Manager/Supervisor. Corrective action to be identified and recorded to address the hazard/s. If sub-contractors are responsible for the follow up action, then the Project Manager/Supervisor should immediately issue a Site Instruction or Non Conformance to the sub-contractor or responsible person for commencement of corrective /remedial action.

Part C is to be completed by the person responsible for corrective action and then this person will provide feedback to the person who initiated the hazards report form and record this communication on the hazards report form. A copy of the completed form should then be forwarded to both the Health & Safety Representative and the Systems Manager.

Part D is to be completed by the Systems Manager.

Part E this list is used to complete Part A.

10.2.4.1 WHS Hazard Risk Register

Once hazards have been identified and undergone a Risk Assessment in accordance with the Risk Management Program they are then logged onto the Construction Hazard Log / Risk Register.

10.2.5 Incident Reporting / Investigation

Employees, sub-contractors or visitors have a duty to report all incidents to their Supervisor (Site Supervisors), who will issue the Incident and Work-Related Illness / Injury Report for completion. This Report Form is to be used for reporting any incident, injury or work-related illness to an employee, subcontractor or visitor resulting from a Proline work site. (Note: An incident can be an event, which did not result in the person being ill or injured) the data on this form will be used to identify trends and monitor corrective action being taken on the causes of the incident.

Part A is to be completed by the person sustaining the injury or involved in the incident. A detailed description of the incident / injury needs to be detailed along with how they believed the incident occurred. A sketch should be provided if difficult to explain.

Part B is to be completed by the person's immediate supervisor, who is responsible for identifying the contributing factors to the incident, assessing the level of risk and stating the corrective action taken in relation to the causes of the reported incident.

Part C is to be completed by the Systems Manager or General Manager.

Project Managers/Supervisors are responsible for investigating all work-related incidents that occur to employees, subcontractors or visitors in their area of responsibility. If the incident results in a person having seven or more days lost time, falls under the category of a notifiable incident reportable to Safework NSW, then an internal investigation will be undertaken by the Systems Manager and Health & Safety Representative. Undertaking this investigation will assist Project Managers/Supervisors with identifying all the necessary corrective actions to be implemented and identify the root cause of the incident occurring.

10.2.6 Notifiable, Serious & Dangerous Incident Investigation by Proline

An internal investigation will be undertaken by the Systems Manager and Health & Safety Representative following a notifiable, serious & dangerous incident. The Project Manager will be required to provide to the Systems Manager and Health & Safety Representative an incident report, safe work method statements, witness reports, corrective actions suggestions and safe working guidelines to enable them to draft an Investigation Finding Report.

A meeting will be called with the Managing Director, General Manager, Project Manager, Systems Manager, Site Supervisors and Health & Safety Representative to review the Investigation Finding Report and re-evaluate the work practices if required. This meeting will be minuted and corrective actions will be implemented and documented on the Corrective Action Register.

10.2.6.1 Communication of Notifiable Incident / Changed Work Practices / Unforeseeable Hazards

The Systems Manager will be required to notify employees, subcontractor and clients of Notifiable Incidents as well as any changed work practices, resulting from an incident / accident investigation or a new unforeseeable hazard which will result in a change of site conditions. Communication will be carried out in accordance with Proline's Communication procedure and generally by way of email alerts, safety alerts, memo's, site inductions and review and updates of WHS Management Plans and Safe Work Method Statements.

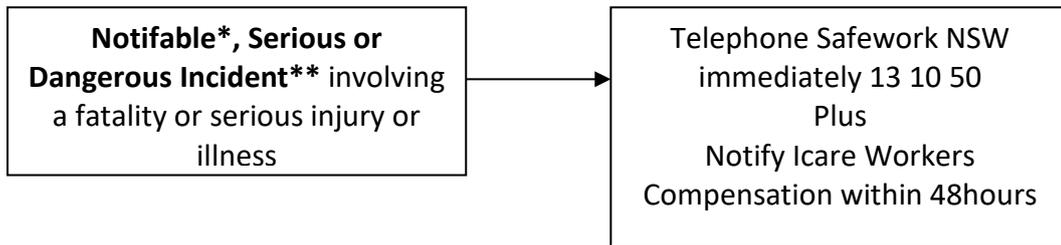
10.2.7 Incident Reporting to Safework NSW

If there has been an incident or accident resulting in serious bodily injury or a fatality, then the Work Health Safety Act 2011 requires that the scene is cordoned off around the accident and is not disturbed until a Safework NSW inspector has completed their investigation. The Site Supervisors is then required to notify the Systems Manager, so notification to Safework NSW by telephone 13 10 50, so commencement of an investigation may take place and notification to Proline's Workers Compensation Insurance Company, can occur in the event a worker has been injury or sustained an illness.

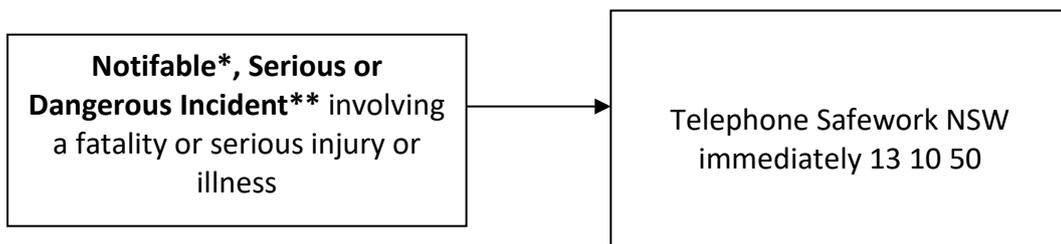
Flowchart for Reporting Incidents to Safework NSW

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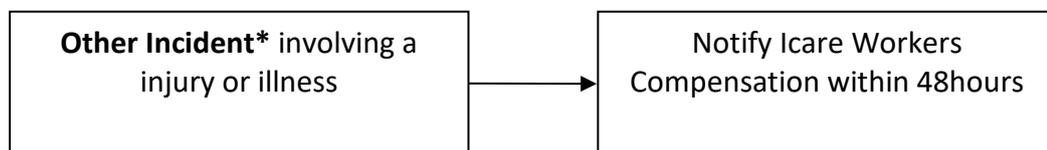
INCIDENTS involving injury or illness to Workers



INCIDENTS involving injury or illness to NON Workers



OTHER INCIDENTS involving injury or illness



***A 'notifiable incident' as outlined in the WHS Act is:**

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

arising out of work carried out by a business or undertaking or a workplace.

'Notifiable incidents' may relate to any person – whether an employee, contractor or member of the public. Only the most serious safety incidents are intended to be notifiable, and they trigger requirements to preserve the incident site pending further direction from Safework NSW.

**** Dangerous Incidents (commonly referred to as 'near misses')**

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

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- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
 - examples of electrical shock that are not notifiable
 - shock due to static electricity
 - 'extra low voltage' shock (ie arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
 - when defibrillators are used deliberately to shock a person for first aid or medical reasons
 - examples of electrical shocks that are notifiable
 - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage')
- including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the work health and safety regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Any of these occurrences are reportable as a 'dangerous incident' (or 'near miss') if a person is exposed to a serious risk from immediate or imminent exposure to a hazard.

For most hazards such as plant or a structure collapsing a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.

However, some hazards such as an uncontrolled leak of a hazardous gas or a fire can travel towards a person and expose them to a serious risk to health and safety away from the original source.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or chemicals.

Only occurrences involving a 'serious risk' are notifiable considering the likelihood of a serious illness or injury occurring from the incident. This would include any situation which seriously endangers or threatens the health or safety of a person.

10.2.8 Safework NSW Investigation

A Safework NSW Inspector may choose to investigate an incident that has been reported either verbally or in writing online. The inspector/s usually initiates contact with the immediate Project Manager/Supervisor of the injured person first. The Project Manager/Supervisor will then contact the Managing Director and Systems Manager to advise that Safework NSW will be coming on site to do an investigation. Furthermore, if Safework NSW receive an anonymous complaint relating to a serious

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incident, from an employee, subcontractor or interested party, Safework NSW has the right to come on to the work site without notice.

10.2.9 Environment Protection Authority (EPA) Reportable Incidents

Proline has the responsibility to report any incident involving potential risk or actual event in relation to adverse contamination of air, water, soil or noise level to the local community that are above regulatory construction standards resulting from any activity undertaken on Proline work site/s.

10.2.10 Reporting Timeframes

The following reporting requirements and their associated timeframes need to be adhered to at all times.

Report Type	Report To	Report By	Timeframe
Notifiable Incident or Accident (Serious)	Safework NSW	Project Manager / Systems Manager	Immediate
Accident – injury sustained	Managing Director / General Manager / Systems Manager	Site Manager	Immediate
Accident – injury sustained	Workers Compensation Insurance Company	Financial Controller	Within 48hours
Incident – serious (hit gas, explosion, fire etc)	Managing Director / General Manager / Systems Manager	Site Manager	Immediate
Incident – minor	Managing Director / General Manager / Systems Manager	Site Manager	Within 24 hours
Accident – Minor injury sustained (minor cuts etc – no medical treatment)	Systems Manager	Site Manager	Within 24 hours
Near Miss	Systems Manager	Site Manager	2 days
Union Visit	Managing Director / General Manager / Systems Manager	Site Manager	Immediate
Safework / EPA etc visit	Managing Director / General Manager / Systems Manager	Site Manager	Immediate
Incident Investigation / Corrective Action Results	Site Project Teams	Systems Manger	Within 5 days of occurrence
WHS Reporting	All – Project team	Systems Manager	WHS/ EMS Seminars

10.2.11 Root Cause Analysis

Following an incident / accident or injury a Root Cause Analysis will be carried out by Senior Management during the Management Review Meeting, to determine the cause of the incident / injury this will be documented on the Injury / Illness / Incident Report and outcomes will be communicated to employees either via email by the Systems Manager or WHS Seminar which is held annually.

10.2.12 Corrective Action

10.2.12.1 Identifying Corrective Actions

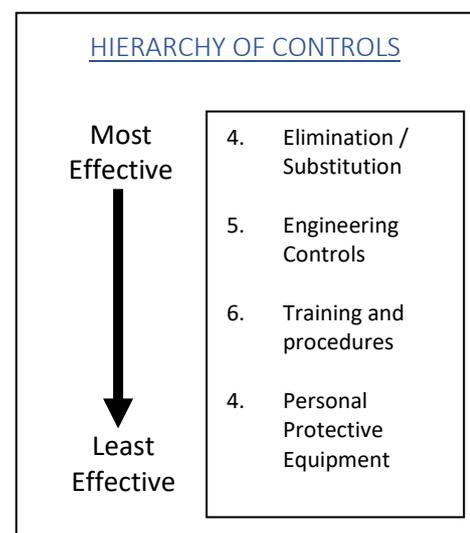
Identify corrective actions from completed:

- Risk Assessments
- WHS Hazard & Environmental Forms Doc No: OHS032
- Incident & Work-Related Illness/Injury Reports Doc No: OHS033
- Safe Work Method Statements Doc No: OHS056
- Safe Work Method Statements Checklist Doc No: OHS020
- WHS inspections Checklists Doc No: OHS13/14
- Non-conformances Doc No: OHS016
- Site WHS Audit Reports Doc No: OHS030.
- WHS Hazard & Risk Register Doc No: OHS037
- Site Inspections by Project Managers Checklist Doc No: OHS060
- WHS Consultation via Safety Representative Report Doc No: OHS062, Toolbox / Record of Safety Talk Doc No: OHS015, Subby Site Safety Walks Doc No: OHS025
- Screening of Subcontractors via Tender / Contractor Questionnaire Doc No: OHS034,
- Safe Work Method Statements Checklist Doc No: OHS020
- WHS Reporting through Reporting Template Doc No: OHS112
- WHS Complaints

10.2.12.2 Implement Corrective Actions

Implement corrective actions by before illness or injury can occur. Corrective actions should be prioritized according to the Identified risk. Control risks by using the Hierarchy of control.

The diagram notes the most effective control listed first, this should always try to be achieved.



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10.2.12.3 Review and Monitor Corrective Actions

Corrective actions are reviewed by Senior Management from forms/checklists listed above in section 6.1. New hazards are to be documented in on the WHS Hazard & Risk Register and all corrective actions are placed onto the Corrective Action Register and reviewed by the Systems Manager on a quartile basis to ensure actions have been implemented within their specified time. Non-conformances and effectiveness of implemented control measures are assessed as appropriate to ensure compliance with relevant legislation and are retested / reviewed during workplace inspections. WHS Records will be maintained by the Systems Manager in accordance with Documents & Records Management Procedure.

10.2.12.4 Consultation of Corrective Actions

Corrective Actions for non-conformances and lessons learnt should be consulted / communicated to all employees / subcontractors / clients / other person/s by:

- Memo's
- Safety Alerts
- Toolbox Talks
- Safety Representative Reports
- WHS Seminars
- Email / Letter Notification

10.2.13 Non conformances

Non-compliant items/issues/person/s will not be permitted to continue to work on a Proline worksite/s. Non conformances can be issued by any person ie Site Supervisor, Employees, Project Managers and Senior Management if unsafe / non-conforming activities exist. If the person/s receiving the non-conformance continues to ignore safety instructions they will follow the 3 warning procedure, which includes:

- 1st offence - verbal warning diarised and / or written warning.
- 2nd offence - Official written warning – Non-conformance.
- 3rd offence - Dismissal off site.

Proline Management, Project Manager/s / Site Supervisor also have the right to dismiss any employee/s or subcontractors off site for any serious safety issue without undertaking the 3 warning procedure.

10.2.14 Resolve WHS & Other Issues

Project Managers, employees & subcontractors must use these established consultation guidelines for resolving any WHS problems or issues. The following steps should be implemented:

- Step 1. A problem or issue is reported to the Site Supervisor or Supervisor by an employee, subcontractor or visitor.

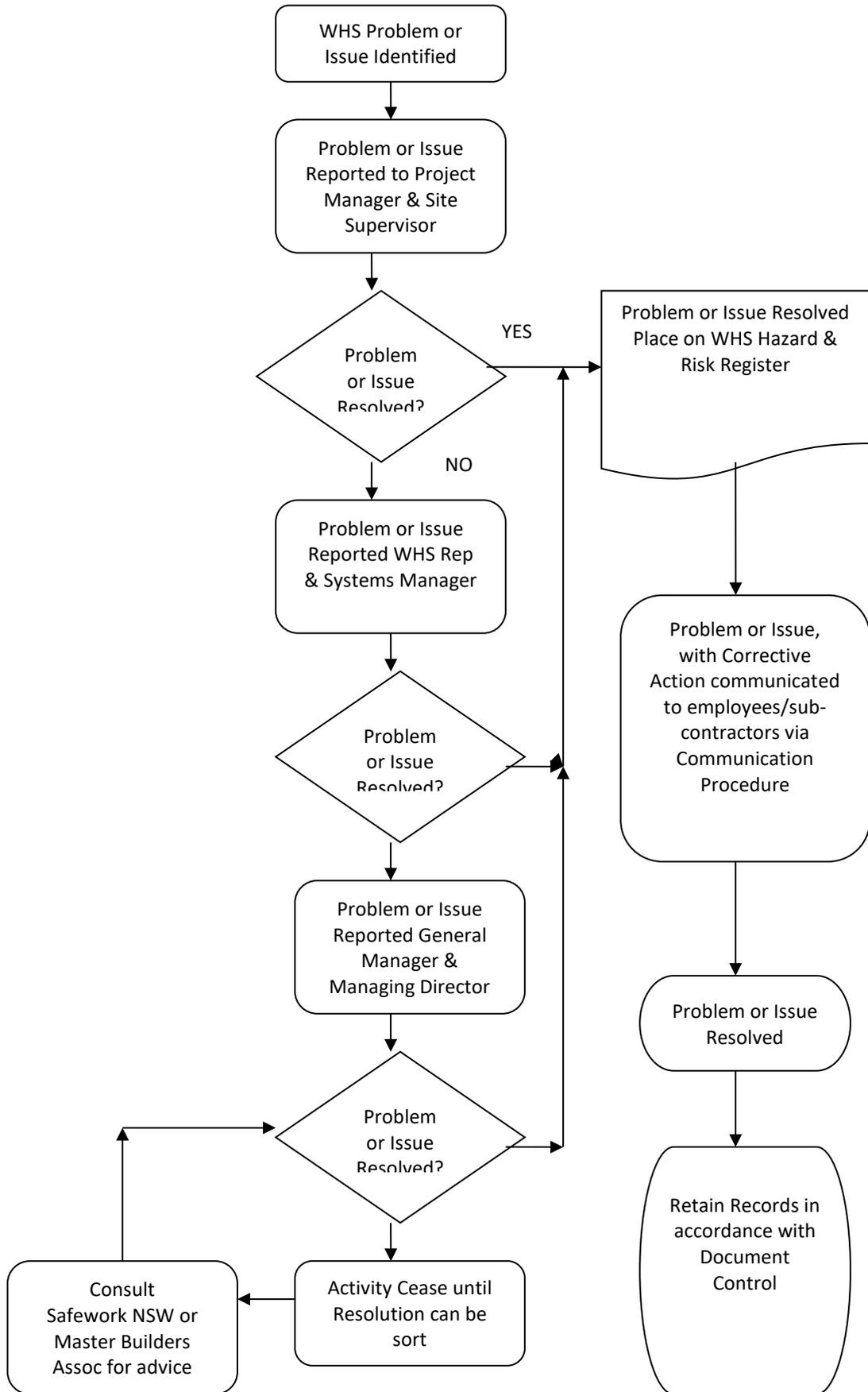
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- Step 2. If the Site Supervisor cannot or has not resolved this problem or issue, if the issue is serious, then work in that area should cease or the Site Supervisor should isolate the area. The person/s raising the problem or issue is to report it to Proline's HSR (Health & Safety Representative), who will have discussions with the Site Supervisor and Project Manager to resolve.
- Step 3. If not resolved, the HSR refers the issue to the Systems Manager for resolution, who will consult with the General Manager & Managing Director.
- Step 4. If not resolved, the Systems Manager, General Manager & Managing Director will consult external organisations ie Safework NSW or MBA NSW for advice. Site activity is ceased, if problem or issue poses a medium or high risk.
- Step 5. Once a resolution has been sort, reporting outcomes back to the HSR & Project Manager will be carried out, via Proline's Communication Procedure. The problem or issue will be placed on the WHS Hazard and Risk Register.
- Step 6. Problem or Issue Resolved
- Step 7. Retain records.

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Resolve WHS Issues Flowchart

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10.2.15 Injury Management & Return to work Program

The purpose of this procedure is to provide guidelines for Injury Management for workplace injuries which aims to return injured employees to work according to the following hierarchy of injury management goals, this has been outlined by Safework NSW although is subject to medical advice.

1. Pre-injury duties with pre injury employer
2. Modified or reasonably adjusted duties with pre-injury employer
3. Different duties with pre-injury employer
4. Pre-injury duties with a different employer
5. Modified or reasonably adjusted duties with a different employer
6. Different duties with a different employer

The scope of this procedure applies to all injury / illness situations that occur on or because of working on a Proline worksite/s.

10.2.15.1 Roles & Responsibilities

Managing Director

The Managing Director is responsible for the following:

- Demonstrate commitment to the injury management process
- Ensure that a suitably qualified and experienced person is designated to carry out duties of an Injury management co-ordinator, it has been nominated that this will form part of the company's Systems Manager Role.
- Provide information and/or training to employees regarding the workplace injury management program, principles, and procedures, to encourage employee's support.

Systems Manager

The Systems Manager is responsible for the following:

- Act as a link between all principal parties involved in the injured employee's injury management and rehabilitation and provide impartial advice, to facilitate the employee's return to work as soon as practical and as recommended by the medical assessment.
- Provide information regarding the injury management process and associated workers compensation benefits to the injured employees injured in the workplace.
- Abide by Safework NSW Confidentiality of Rehabilitation Information guidelines for employers in relation to access to injury management records and consent to obtain/release of information.
- Ensure that for significant injuries, contact is made with the injured employee and the treating medical officer within 3 days and an injury management plan developed.
- Liaise with the following parties, as required, in assessing the needs of the injured employee, co-ordinating services necessary to meet those needs and in nominating suitable duties:

1. Injured employee;
2. Treating medical officer/s;
3. Project Manager's/Site Supervisors (Supervisor/s);

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4. Rehabilitation Provider (if required);
 5. Other treating health professional/s;
 6. Union Representative (where requested by the employee).
- Ensure that employees returning to work on suitable duties have an individual written injury management (Return to work) plan in accordance with Safework NSW guidelines and is distributed to all parties involved.
 - Monitor employee progress at regular intervals, at least fortnightly. Where a rehabilitation provider has been engaged, progress intervals may differ.
 - Where an employee has sustained a non-work-related injury or the claim is denied, the Systems Manager should advise personnel so it can ascertain the availability and use of sick leave.
 - Ensure that requirements of Workers Compensation legislation and Safework NSW are met, in terms of reporting requirements and procedures for workers compensation claims.
 - Provide information to employees regarding their entitlements under Workers Compensation legislation and workers compensation claim procedures.

Project Managers/Supervisors & Site Supervisors

Project Managers / Supervisors & Site Supervisors are responsible for the following:

- Ensure that the injured employee receives, or is referred to, a first aider and/or medical assessment as appropriate for the injury or illness. If the supervisor is in doubt, they are to err on the side of caution and refer the injured employee for medical assessment.
- Ensure that all employees complete all sections of the Incident and Work-Related Illness/Injury Report Doc No OHS033.
- Refer any injured employee to the Systems Manager for advice regarding workers compensation and injury management following the injury.
- Immediately notify the Systems Manager if an injured employee presents a medical certificate indicating that they have restrictions and are not fit for pre-injury or normal duties.
- Assist the Systems Manager with identification and assessment of potential suitable duties for consideration in the injured employees return to work plan.
- Ensure that any training and/or workplace modifications as agreed to, as part of an injured employee's return to work plan is completed.
- Monitor the injured employee's return to work plan progress and liaise with the Systems Manager regarding this.

Employee's Responsibilities

The following outlines the employee's roles and responsibilities:

- To cooperate and take reasonable care to comply with Proline Building's Work Health and Safety policies, so as to prevent work related injuries to self and others.
- Report any hazardous conditions, incident, injury or illness, being work related immediately if possible or as soon as practical to their supervisor. It should be noted that all incidents should be reported by the end of the working day and an incident report form completed and delivered to the Systems Manager within 24 hours, where possible.
- Seek first aid and/or medical treatment where indicated following work or non-work related injury or illness.

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Safety Management System

- Request from the examining medical officer on a Safework Medical Certificate any recommendations regarding capacity for work. In the case of non-work-related injury/illness the employee must obtain a medical certificate that reflects the nature of the injury or illness and details any work restrictions as a consequence of such injury or illness.
- Ensure a completed Work-Related Illness/Injury Report Doc No OHS033, has been submitted to their supervisor and/or Systems Manager
- Refer any injured employee to the Systems Manager for advice regarding workers compensation and injury management following the injury.
- Present any documentation relevant to their workers compensation and or in return-to-work process (eg, medical certificates, leave forms) to their supervisor as soon as practical. If a situation arises where an injured/ill employee feels uncomfortable presenting such documentation to their supervisor they may submit to the Systems Manager or alternatively through a chosen representative (ie Union Representative, Colleague)
- Actively participant in any agreed individual return to work plan, of appropriately modified or suitable duties.
- Co-operate with reasonable workplace changes designed to assist the injury management of fellow employees
- Attend any medical examination arranged by Proline's Workers Compensation Insurer for the purpose of assessing or reviewing their condition.
- Proline acknowledges that employees undergoing injury management have the following rights:
 - To participate in consultations regarding all decisions and actions relating to their injury management.
 - To involve a union representative or other person of their choice at any time during their injury management.
 - To be provided with an appropriate injury management service and to be able to choose their rehabilitation provider. They should also be able to change service provider where their intervention is unsatisfactory, as deemed by Safework.
 - To be treated by the medical and health professionals of their choice. At the initial medical consultation, the employee is required to nominate the doctor they wish to be their treating doctor for the purpose of developing their Injury Management Plan and for injury management purposes. The nominated treating doctor can only be changed following discussion with and agreement of Proline Building Management. Potential reasons for an employee requesting a change of their nominated treating doctor could include the following:
 1. The treating doctor or the injured employee changes physical location.
 2. The nominated treating doctor recommends a change in medical practitioner.
 3. The injured employee expresses concern regarding their medical treatment and/or progress.
 4. Any other reasonable circumstances as agreed by both parties.

10.2.15.2 When an injury occurs at Work

Injuries must be reported by the employee to their supervisor as soon as practicable and no later than the end of the day/shift. An Incident and Work-Related Illness/Injury Report, form must be completed by the employee where possible otherwise by the supervisor on behalf of the injured employee in accordance with Hazard & Incident Reporting, Investigation & Recording Procedure. Depending on the severity of the injury and the employee's preference, the injured employee should attend one or more of the following to seek first aid/medical attention:

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1. The site first aid officer
2. Local medical centre
3. Local Hospital (Emergency Department if required)
4. Their local medical practitioner.

Supervisors should be aware that the injured employee retains the right of choice of medical services. The injured employee is required to nominate the doctor they wish to be their treating doctor for the purposes of injury management and returning to work, on the initial Safework Medical Certificate.

If a Critical incident occurs, refer to Emergency Preparedness & Response procedure for further action required to address Critical Incidents.

10.2.15.3 Initial Claims management Procedures

- On receipt of an Incident and Work-Related Illness/Injury Report, Proline Buildings Systems Manager will determine the staff eligibility for provisional liability benefits and any ongoing benefits, which may include wages, treatment and medical costs.
- Additional information may be requested, and the employee must complete a compensation claim form within 48hours. Workers Compensation claim forms can be obtained from the Systems Manager or the treating doctor. The employee in the presence of their site supervisor and/or the Systems Manager must sign the claim form.
- A Safework Medical Certificate supplied by the employees nominated treating medical officer, as part of the claims process must accompany a claim form. Failure to do so will place the claim at risk of being denied by the insurer.
- If the employee submits a Safework certificate to their supervisor, the supervisor must immediately notify the Systems Manager and indicate whether the certificate asserts if the injured employee is fit for normal duties or has restrictions in regard to their normal duties (eg, restricted, selected, suitable, modified, alternate or 'light' duties).
- The Systems Manager will then begin the process of injury management. The supervisor should then ensure that any given medical restrictions are adhered to. If the supervisor is unsure of the nature of the restrictions, the employee should not commence duties until the restrictions are clarified with the Systems Manager and a return-to-work plan developed.
- Any accounts or receipts received by the supervisor should be forwarded to the Financial Controller via the Systems Manager for settlement or reimbursement.
- If the Safework Medical certificate recommends treatment such as physiotherapy or other ancillary services, the referred practitioner will need to contact Proline Building's Safety Systems Manager prior to commencement of treatment to confirm approval of their services.
- If liability is denied the employee will be informed by either letter or telephone call detailing the information regarding the reason for decline.
- Relevant Safework brochures relating to injury management is available at Proline Head Office.

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10.2.15.4 Following up a work-related injury – the return to work process

- If the injury is minor and requires a period of short or no convalescence the worker will return to pre-injury duties as soon as practicable.
- If during the process of reviewing the report form or on receipt of a Safework Medical Certificate, it appears that the nature of the employee's injury precludes them from returning to normal pre-injury duties a referral will be made to the Systems Manager.
- Referrals to the Systems Manager may also be made directly by the injured employee, their medical practitioner, their union, or by other person/s who feels a referral appropriate given the employees circumstances. Once notified, the Systems Manager will liaise with the injured employee to ascertain diagnosis and prognosis, expected capacity to work and current treatment. If it appears likely that the employee will be unable to resume their pre-injury duties and or usual hours of work, the Systems Manager will, after obtaining the employee's consent, contact the treating practitioners to determine the employee's likely needs and restrictions.
- If the injury is significant the commencement of the development of an Injury Management Plan must start within 3 days of notification by the employee, insurer and nominated medical officer. The return-to-work process will follow Safework NSW, guidelines.
- Injury Management may not be necessary in all cases of work-related injury. However early assessment of the need for injury management is imperative. Initial injury management will be required for all workers compensation claims.

10.2.15.5 Involving an Accredited Rehabilitation Provider

Rehabilitation providers are multi-disciplinary teams of health professionals who can assist the Systems Manager with the injury management of injured employees. Rehabilitation providers need to be accredited by Safework NSW. The following nominated accredited are available to assist when required in the injury management of employees who have sustained a workplace injury or illness:

1. Active Working Solutions – Strathfield
2. IRS Total Injury Management – Sydney
3. Recovre Pty Ltd – Sydney

Injured employees and/or their representatives retain the right to nominate an accredited rehabilitation provider of their choice. Generally, the Systems Manager will complete the referral to the rehabilitation provider. However, any other party in the injury management process, may refer an injured employee to a rehabilitation provide in conjunction with Senior Management approval.

10.2.15.6 Provision of Suitable Duties

Provision of suitable duties where practicable, is an integral part of Proline's Workplace Injury Management Program. Suitable duties are to be provided by Proline where it is reasonably practicable to do so, on a temporary basis only.

There are occasions where it is not reasonably practical to provide suitable duties for an employee. This is determined by the Systems Manager and the injured employee's supervisor. The injured employee is to be advised immediately if suitable duties are not to be provided.

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Where it is medically identified that the employee will be unable to resume their full pre-injury duties, consultation regarding suitable duties as part of a return-to-work plan will involve all parties, with the following considered:

- the range of activities the injured employee is capable of performing given the medical restrictions.
- The abilities and expertise of the injured employee.
- Availability of meaningful tasks and the capacity of the workplace to accommodate graded return and alternate duties programs.

Injured employees have a responsibility to actively participate in their injury management program.

The initial focus will be on maintaining the employee in or returning the employee to their pre-injury employment. In the event of a workers compensation dispute claim, the provision of injury management/suitable duties should not be taken as an admission of liability, but as a proactive approach to injury management and return to work for the injured employee. When planning a return-to-work process, there are three aspects of injury management and return to work that may be considered either separately or jointly. These are:

1. Employee Assistance – which includes the provision of aids to assist an employee to carry out their duties, eg lumbar rolls, splints, specific tools. Training such as a specific fitness program, functional education regarding work technique may also be necessary.
2. Job Modification – which involves hours, shifts, work organisation. Alterations such as change or reduction in shifts, return to work on initially reduced hours and upgrading or re-organising work patterns to avoid specific activities that may aggravate the injury/illness.
3. Workplace Modifications – which includes all structural and environmental, changes to workplace to accommodate the injured employee, eg mechanical lifting aids. Alternatively, part of a process may be altered to eliminate or modify a task that may place excessive physical demands on an employee.

10.2.15.7 Conclusion of Injury Management

The conclusion of workplace injury management is a consultative process through which the injured employee's progress in achieving the initially agreed upon injury management goal is reviewed by parties involved.

Workplace injury management will conclude when an injured employee:

1. Resumes all pre-injury duties, including number of hours OR
2. Returns to full employment in his/her pre-injury position, but with modified duties acceptable to the employee and management OR
3. Is appointed to another established position within the company consistent with the employees work capabilities, OR
4. Withdraws from their injury management program, in which case the appropriate parties will be notified, OR
5. Is considered by a medical or injury management professional as unlikely to gain any further benefit from continued injury management, OR

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6. Ceases to be employed by Proline, in this case the injured employee's injury management needs will be assessed through the Workers Compensation insurer and an accredited rehabilitation provider involved if appropriate.

10.2.15.8 Dispute Resolution

Successful injury management in the workplace required co-operation between all parties. Any conflict of interest or dispute should be resolved as quickly as possible to ensure continued effective injury management for the injured employee. It should be noted that Proline is committed to making all efforts to resolve disputes. In the event of a dispute over an individual injury management case, the dispute shall be handled in the following manner:

1. The Systems Manager shall attempt to informally resolve the dispute by co-ordinating discussions with, as appropriate, the employee, the injury management team (ie, doctors, accredited rehabilitation provider (if applicable)), supervisors, management and where requested the employee's union representative.
2. Should the dispute not be resolved satisfactorily in this manner, the matter may, at the instigation of either party be referred to a Safework NSW Injury Management Consultant to facilitate resolution of issues regarding fitness for work and suitability of duties offered to the injured employee.
3. If the matter remains unresolved, the issue should be referred to the Workers Compensation Commission.

10.2.15.9 Claims in Dispute

For employees whose workers compensation claim has been denied by Proline or their insurer and while the claim remains in dispute, Proline while under no obligation, will voluntarily offer the opportunity for the employee to participate in the return-to-work process through its injury management program.

10.4 Continual Improvement

Proline continually improves the suitability, adequacy, and effectiveness of the Safety system to.

1. Prevent occurrence of incidents and nonconformities.
2. Promote a positive work health and safety culture.
3. Enhance Safety performance.

Proline ensures the participation of workers, as appropriate, in the implementation of its continual improvement objectives. The organization has considered the results of analysis and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement.

10.5 WHSMS Project Handover /Takeover (HOTO)

10.5.1 Introduction

Proline is committed to providing a safe and healthy workplace for employees, subcontractors, and visitors. To meet our obligation under the Work Health and Safety Act 2011, Proline has a responsibility to review ensure all personnel understand their roles and responsibilities during handover of full or partially completed projects.

10.5.2 Purpose

The purpose of the Handover Takeover (HOTO) procedure is to ensure that all Proline related projects adhere to a systematic process to demonstrate that the project management practices, actions and deliverables comply with legislation, Australian Standards and provides instructions to project managers, site managers, site supervisors who have been involved in the completion of a project to deliver safe, compliant, and fit for purpose facilities.

10.5.3 Scope

The Handover Takeover procedure applies to all Proline projects delivered. This includes facilities maintenance, construction, design and construction, alterations, refurbishments in all public and private facilities.

10.5.4 Roles & Responsibilities

Systems Manager:

The Systems Manager is responsible for:

- Establishing and maintaining the HOTO Procedure
- Provide training to project managers and site managers / supervisors in the HOTO procedure.
- Conduct audits on projects to ensure the HOTO procedure is being implemented correctly.

Project Managers:

The Project Managers are responsible for:

- Managing, assisting, and guiding the site managers and supervisors with the completion of the HOTO checklist for each project.
- Establish the boundaries and prepare a partial handover plan.
- Accepting delivery of contracted works from subcontractors including receiving all deliverables ie certifications, as built drawings, warranties etc
- To ensure that the client representative has been provided with all evidence to demonstrate that all project deliverables have been satisfactorily completed, safe, fit for purpose,
- accurate and completed in the way of project commissioning plans ie maintenance manuals / as built drawings, warranties, certifications etc.
- Develop and implement an end user training plan at partial or full PC stage.
- Ensure stakeholder sign off has been received at the end of the defect's liability period.
- Obtain security deposits / bank guarantees from client representatives at the end of defects liability period.
- Issue a client survey or request a contractor performance report.

Site Managers / Supervisors

The Site Managers are responsible for:

- Completion of the HOTO checklist in consultation with the project manager for each project.
- Accepting delivery of contracted works from subcontractors with completion of ITP's
- Providing all site documentation to project managers for collation into project commissioning plans ie maintenance manuals / as built drawings, warranties, certifications etc.
- Assist project managers to develop an end user training plan at partial or full PC stage.
- Supervise end user training at partial or full PC stage.

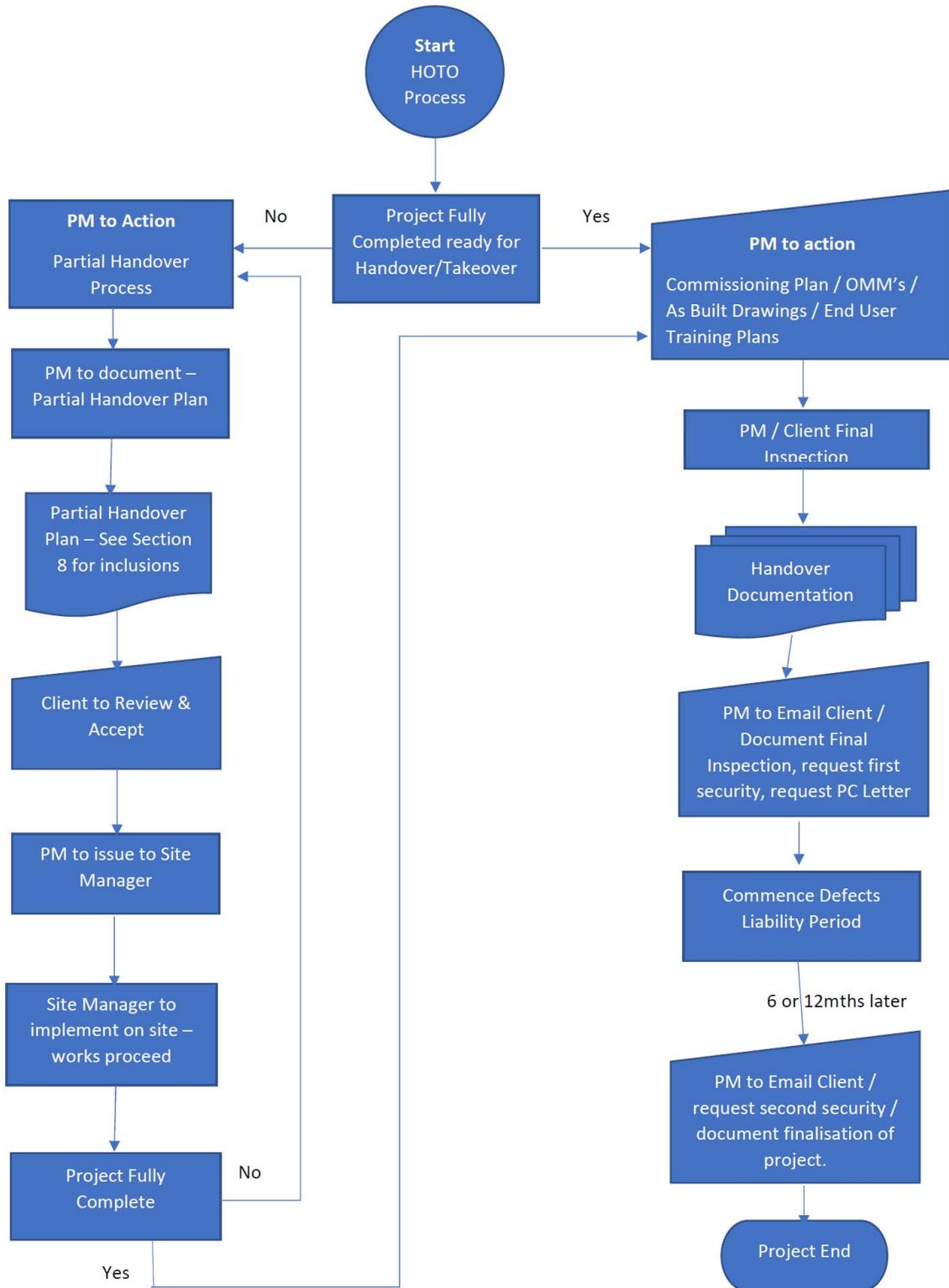
Client Representatives

Client representatives are responsible for assisting the project managers in providing end users to attend training on handover. Be available for inspection at PC or partial PC to sign off on handover, this will be communicated to client representatives during the projects start up meetings and email requests.

End Users

End users are responsible for attending end user training prior to partial or full HOTO, this will be communicated to end users by the client representative.

10.5.5 HOTO Procedure Process



10.5.6 Practical Completion Full Project

Once practical completion has been received by the client representative a PC letter should be received. This letter will be electronically filed within the project file. It should be noted, once PC has been achieved, the client is now fully responsible for the site, this will be communicated to the client by email.

All handover documentation (as built drawings, maintenance manuals, warranties, certifications) should be issued to the client representative in hardcopy form or electronically as required by the client within 2 weeks of completion. These documents will be filed on the Proline Server for a period of 10 years as part of the job file documentation.

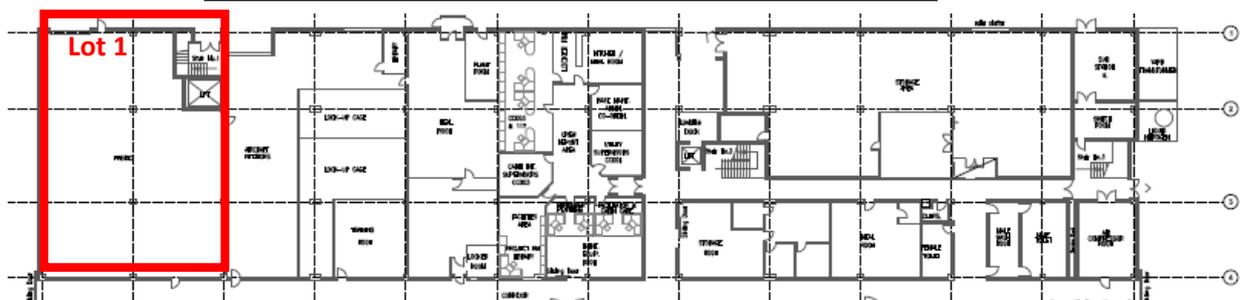
10.5.7 Practical Completion Partial Project

During partial practical completion, a detailed partial handover plan will be developed by the Project Manager and issued to the client representative for sign off and approval. On this plan the following items shall be documented.

- Areas documented into Lots and areas handed handover
- Date partial completion achieved for each Lot
- Who has inspected and received the Lot (Received By)
- Name who holds responsibility of the Lot (Area Controller)
- Exclusions or inclusions were necessary
- Site Rules
- DLP Expiry Date
- Nomination of percentage of Liquidated Damages to be reduced.

Sample:

Lot 1 – Handover Date 9.00am 28/09/2020
Handed over by: Proline Site Manager Sign: _____
Received By: Name Client Representative Sign: _____
Area Controller: Insert Name
Exclusions: eg Mechanical – AC not commissioned
Site Rules: eg Client Safety Briefing to be completed before entry / Client Site Induction to be completed / Contact X before entry / PPE Requirements before entry
Defects Liability Period Expiry date: 28/09/2023
Liquidated Damages reduced by X % from Contract.



Proline Building Commercial Pty Ltd
Safety Management System

10.5.8 End User Training

Training should be conducted with end users prior to full or partial handover. An end user training program should be developed by the project manager in conjunction with contractors to ensure end users are provided with the relevant training and instruction to use plant, equipment, machines, appliances etc

End User Training Plan

Trade	Element / Item	Trainer Name	Trainer Company	Date Trained	Trainee Name	Competent Yes / No	Trainee Sign Off	Comments
le Mechanical	Air Conditioner	Joe Bloggs	AC Mechanical	16/12/20	Anne Citizen	Yes	<i>A Citizen</i>	Remote handed to A Citizen / Training included filters to be cleaned as per OMM