

# SITE SPECIFIC INDUCTION



Client:  
Qantas Club – Lego  
Playzone Fitout



Location:  
Qantas Club T3



New Fitout for playzone area

# Items covered in this induction:

Description of the major activities;	A description of major hazards and their controls for the Site and Activities;	Proline's commitment to and implementation of the safety, quality, environmental and community requirements of the Contract and all relevant Law;	Zero Tolerance (Safety);	Emergency and evacuation plans;
How to obtain first aid and who is the first aid officer;	Safety Reporting, near miss and hazardous reporting;	Fatigue management;	Safe Work Method Statement Requirements;	Drug and alcohol policy on Site;
Personal protective equipment (including its use, maintenance and replacement).	Attendance of Pre Work Safety Briefings, Toolbox Talks & Weekly Safety Observations;	Communication and consultation processes;	Issue resolution processes;	Site security procedures;
Management of Community Enquiries or complaints, including media enquiries;	Site Safety Rules, amenities, housekeeping, access & egress to the site, parking;	any other issues relevant to the Site		

# The Works:

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Proline Building Commercial Pty Ltd has been contracted undertake:

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Works Include:

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Removal of furniture, minor demolition

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Lego Fitout

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Joinery

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Flooring

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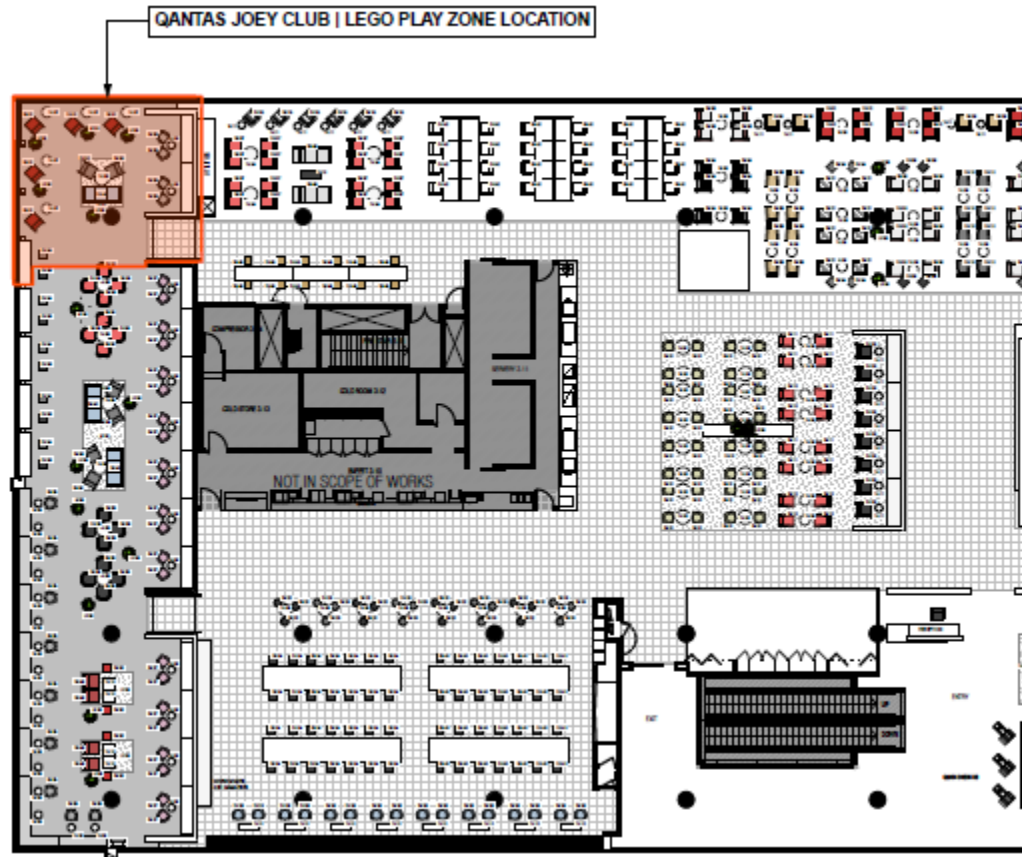
Services, electrical

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# The Site Layout:

The works will be carried out at: Qantas Club T3

ON PLAN



# The Site Setup

## AMENITIES

- Site Office Location – Site workzone hoarding area.
- Location of Site Documentation
  - Where the daily Pre Work Briefing is held
  - Where Pre Work Briefings / Toolboxes and SWMS review are held
  - Location of the First Aid / Spill Kit / Fire Extinguishers etc
- Toilets – Existing airport toilet facilities
- Change Room = Existing airport toilet facilities
- LUNCH ROOM – Existing airport facilities
- Storage Areas as per Proline Supervisors instructions
- Carparking – P1 Carpark area at own cost

# ENTERING / EXITING THE SITE

## **WHAT TO DO WHEN ENTERING THE SITE.....**

**YOU MUST SIGN IN** – AT THE SITE OFFICE ON A SHIFT/DAILY BASIS

**YOU MUST SIGN IN** ON THE VISITORS LOG ON A DAILY/SHIFT BASIS

**YOU MUST ATTEND** THE DAILY PRE WORK BRIEFING

**YOU MUST INSPECT THE WORK AREA** TO ENSURE NO NEW HAZARDS HAVE ARISEN FROM THE DAY BEFORE.

**YOU MUST REVIEW YOUR SAFE WORK METHOD STATEMENT**, TO VERIFY IF IT REMAINS TRUE & CORRECT AND THAT NEW HAZARDS HAVE BEEN IDENTIFIED & CONTROLS IMPLEMENTED. (Reviews must be documented on the SWMS).

## **WHAT TO DO WHEN LEAVING THE SITE.....**

**YOU MUST CLEAN UP YOUR WORK AREA – FREE FROM ANY RUBBISH & DUST**

- **YOU MUST PACK AWAY** TOOLS & EQUIPMENT AND ENSURE ARE CONTAINED IN A LOCKABLE / SECURE SITE BOX WITHIN A STORAGE OR HOARDED AREA & ENSURE PLANT IS LEFT SECURE
- **YOU MUST STOCKPILE** ANY MATERIALS IN A SAFE MANNER AS DIRECTED BY Proline Supervisor

**YOU MUST SIGN OUT** ON THE VISITORS LOG ON A DAILY/SHIFT BASIS

# Site Security

## ENTRY / EXIT GATES/DOORS TO COMPOUNDS

Must remain closed at all times – unless manned during deliveries only / by arrangement only



## BARRICADES / HOARDINGS / TEMP FENCES

You must report any damage or areas of unsecure Hoardings to the Proline Supervisor **immediately for rectification**

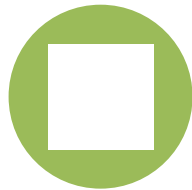
You must not move the Hoardings/fences unless an emergency situation and directed to do so by the Proline Supervisor

You must not damage or interfere with any service / signage etc attached to any hoardings

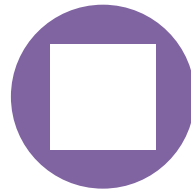
# MAJOR TRADES / WORKS TO BE CARRIED OUT ON THIS SITE:



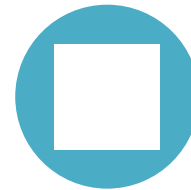
DEMOLITION



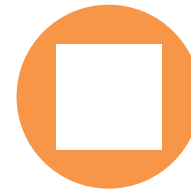
SERVICES



FITOUT



JOINERY



FLOORING

# STOP WORK PROCEDURE

Unidentified or Suspected Hazardous  
Substance – **ASBESTOS / UNKNOWN ITEM**



STOP WORK – NOTIFY / REPORT  
IMMEDIATELY TO SITE SUPERVISOR



DO NOT COMMENCE WORK UNTIL  
NOTIFIED BY PROJECT MANAGER



# Proline Policies

## **WHS POLICY**

Proline Building Commercial Pty Ltd “Proline” commitment towards the Health, Safety and Welfare of it’s 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.

07/08/2025  
Date

Managing Director  
Scott Beynon

# Proline Policies

## **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.

07/08/2025

Date

Managing Director

Scott Beynon

# Proline Policies

## ENVIRONMENTAL POLICY

Proline's commitment towards the environment is paramount. We continue to observe, monitor and maintain our system to comply with the regulations of the Environmental Protection Authority and all other relevant bodies. Proline Building believes in the necessity of maintaining a healthy and safe environment and protecting the environment is important to us. We have a duty to each other and the community to ensure we manage our activities in an environmentally responsible manner. The co-operation and dedication from all Proline employees is vital to achieving our environmental commitments. With the support of all Proline Senior Management, employees and sub-contractors, we are dedicated to:

Protecting the environment and the prevention of pollution through all phases of our operations;

Creating an environmentally aware culture within our clients, employees and sub-contractors through education, where responsibility is assigned and understood;

To ensure compliance with relevant [statutory environmental](#) requirements and work in a manner that allows us to meet our general environmental duty;

- Ongoing implementation of the Environmental Management Program to achieve Proline's environmental targets and objectives;
- Ensure that the system is operational, effective and meeting the requirements, including legal and other requirements;
- Ensure the public has access to this Environmental Policy when required.

07/08/2025      Managing Director

Date              Scott Beynon

# Proline Policies

## **ALCOHOL & DRUGS POLICY**

Proline Building Commercial Pty Ltd “Proline” commitment towards the Health, Safety and Welfare of it’s 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, Proline 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.

07/08/2025

Date

Managing Director

Scott Beynon

# Proline Policies

## **QUALITY POLICY**

Proline Building Commercial Pty Ltd is committed to a Quality Assurance Policy and the implementation of a Management System, which will allow us to maximise our efficiency and productivity to meet the company's goals and objectives of customer satisfaction, employee satisfaction and profitability.

To achieve these goals, the company will maintain a Management System in accordance with AS/NZS ISO 9001 which will be applied to the processes we follow in order to provide products and services to our customers.

This Management System is the assurance to our customers that Proline Building Commercial Pty Ltd will conduct our business with due regard to contractual, legal and regulatory requirements, providing services that consistently meet the needs and expectations of our customers.

We believe that the provision of quality based products and services will provide the cornerstone for future competitive advantage, enhance our reputation and promote our long term success, thus providing a stable base for ongoing customer and employee satisfaction.

All management, staff and subcontractors are informed of this quality policy and of their responsibility to comply with the requirements of our Management System.

07/08/2025  
Date

Managing Director  
Scott Beynon

# Proline Policies

## **FATIGUE MANAGEMENT POLICY**

Proline Building Commercial Pty Ltd “Proline” commitment towards the Health, Safety and Welfare of it’s 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.

07/08/2025

Date

Managing Director

Scott Beynon

# Legislative Requirements / Australian Standards / Code of Practices

- All works are to conform to the relevant Legislative requirements, Australian Standards and Code of Practices
  - Including but not limited to - <https://www.safework.nsw.gov.au/legal-obligations/legislation>
    - WHS Act 2011
    - WHS Reg 2025

**Australian Standards** – Find here: <https://infostore.saiglobal.com/>

**Code of Practices** – Find here:  
<https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice>

For further information, contact Michelle in the office 0297431500 if you can not locate a Standard or COP.

Work Health & Safety Act 2011
Workers Compensation Act 1987
Workers Compensation Legislation Amendment Act 2000 No 87 — partly uncommenced
Workers Compensation (Dust Diseases) Act 1942
Workplace Injury Management and Workers Compensation Act 1998
Protection of Environment Operations Act 1997
Protection of the Environment Operations Amendment (Illegal Waste Disposal) Act 2013
Heritage Act 1977
NSW Dangerous Goods (Road & Rail) Act 2008
Industrial Relations Act 1996
Plumbing and Drainage Act 2011 No 59
Airports Act 1996 (Cth)
<b>Regulations</b>
Work Health & Safety Regulation 2017
Apprenticeship and Traineeship Regulation 2010
Dust Diseases Tribunal Regulation 2013
Industrial Relations (General) Regulation 2001
Plumbing and Drainage Regulation 2012
Protection of the Environment Operations (Waste) Regulation 2005
Protection of the Environment Operations (Noise Control) Regulation 2008
Protection of the Environment Operations (General) Regulation 2009
Protection of the Environment Operations (Clean Air) Regulation 2010
Workers Compensation Regulation 2010
Airports (Building Control) Regulations 1996 (Cth)
Civil Aviation Safety Regulations 1998 (Cth)
Civil Aviation (Buildings Control) Regulations 1988 (Cth)
<b>Model Codes of Practice (Safe Work Australia)</b>
<b>Construction Work</b>
Work Health and Safety <b>Consultation Cooperation and Coordination</b>
<b>Demolition Work</b>
Managing <b>Electrical</b> Risks at the Workplace
Managing the risk of <b>Falls</b> at Workplaces
Managing the Work Environment and <b>Facilities</b>
<b>First Aid</b> in the Workplace
Hazardous <b>Manual</b> Tasks
Managing <b>Noise</b> and Preventing Hearing Loss at Work
Managing Risks of <b>Plant</b> in the Workplace
How to Manage Work Health and Safety <b>Risks</b>
<b>NSW Code of Practice (Safework NSW)</b>
Work health and safety consultation, cooperation and coordination: Code of practice
Managing the work environment and facilities: Code of practice
Managing the risk of falls at workplaces: Code of practice
How to manage work health and safety risks: Code of practice
Managing noise and preventing hearing loss at work: Code of practice
Hazardous manual tasks: Code of practice
Moving plant on construction sites: Code of practice
Amenities for Construction Work: Code of Practice

Australian Standards
<b>AS/NZS 3012:2010, Electrical installations – Construction and demolition sites</b>
<b>AS1851.1:2005 Maintenance of fire protection equipment</b>
<b>AS/NZS ISO 31000:2009 Risk management - Principles and guidelines</b>
<b>AS 4801: 2001 Occupational Health &amp; Safety Systems</b>
<b>AS ISO 15489 (Set)-2004 Records Management Set</b>
<b>AS 2444-2001 Portable fire extinguishers and fire blankets - Selection and location</b>
<b>AS 1742 Set-2010 Manual of uniform traffic control devices Set</b>
<b>AS 4576-1995 Guidelines for Scaffolding</b>
<b>AS/NZS 1576.1:2010 Scaffolding - General requirements</b>
<b>AS/NZS 1891.1:2009 Industrial fall-arrest systems and devices - Harness and ancillary equipment</b>
<b>SAA HB39-1997 Installation Code for metal roofing and wall cladding</b>
<b>AS/NZ 1892:2000 - Portable Ladders</b>
<b>A/SNZ 2161.1:2016 - Occupational Protective Gloves Selection &amp; Use</b>
<b>AS/NZ 2210.1:2010 - Occupational Protective Footwear - Selection Care Use</b>
<b>AS/NZ 3760:2010 - In-Service Inspection &amp; Testing of Electrical Equipment</b>
<b>AS/NZ 3000:2007 - Electrical Installations A/NZ 4602:2011 - High Visibility Safety Garments</b>
<b>AS/NZ 1418:2013 - Cranes Hoists &amp; Winches - Elevated Work Platforms</b>
<b>AS/NZ 1269:2005 - Occupational Noise Management</b>
<b>AS/NZ 1800:1998 - Occupational Protective Helmets Selection Care and Use</b>
<b>AS/NZ 1336:2014 - Recommended Practices For Occupational Eye Protection</b>
<b>AS/NZ 1715:2009 - Respiratory Protective Devices</b>
<b>AS/NZS 4687-2007 Temporary Fencing and Hoardings</b>

ACCESS TO PROJECT  
 SPECIFIC  
 Legislative Requirements /  
 Australian Standards /  
 Code of Practices

Refer to the QR Code/s, located in the Site Office for access to quick links to COP's etc Project Legal Register:

# Contract Specific Requirements

- Safety Overview
  - ZERO TOLERANCE
  - PPE REQUIREMENTS
  - DRUG & ALCHOL TESTING
  - SAFE WORK METHOD STATEMENTS
  - EMERGENCY PROCEDURES
  - FATIGUE MANAGEMENT
  - PLANT & EQUIPMENT
  - DAILY SAFETY BRIEFINGS
  - REPORTING INCIDENTS / NEAR MISSES /ACCIDENTS
  - SITE RULES
  - PROLINE ONLINE INDUCTION

# Contract Specific Requirements

The following Safety specific items have been highlighted only and do not form part of your entire safety responsibilities under the WHS Act 2011, WHS Reg 2025, Codes of Practice, Australian Standards and other relevant requirements such as required.

- ZERO TOLERANCE
  - FAILURE TO ABIDE BY THE SITE SAFETY RULES, WILL RESULT IN REMOVAL OFF SITE.

# Contract Specific Requirements

**SUPERVISION**



**WORKS CAN NOT COMMENCE ON  
SITE WITHOUT A Proline Supervisor**



**DO NOT START UNTIL APPROVED  
BY Proline Supervisor**

# Contract Specific Requirements

- **SAFE WORK METHOD STATEMENTS**
- **ARE REQUIRED FOR THIS PROJECT**
  - **ARE REQUIRED TO BE SITE SPECIFIC**
  - **ARE REQUIRED TO BE APPROVED BY PROLINE HEAD OFFICE, BEFORE STARTING ON SITE**
  - **ARE REQUIRED TO BE REVIEWED PERIODICALLY ON SITE**

# Contract Specific Requirements

## MONITORING

- MONITORING OF SUBCONTRACTORS WILL BE CARRIED OUT VIA SAFETY OBSERVATIONS

## COMMUNICATION & CONSULTATION

- DAILY PRE-START SAFETY BRIEFINGS
- MONTHLY SITE SUBCONTRACTOR SAFETY WALKS WILL BE CARRIED OUT, SUBCONTRACTORS WILL BE REQUIRED TO PARTICIPATE
- ATTENDANCE AT TOOLBOX TALKS WILL ALSO BE REQUIRED

# Contract Specific Requirements

## 1. Scope of Works

The scope of works comprise of additions to the Lego Playzone area.

## 2. Hours of Work / Personnel

This project will mainly 0700 to 1700 Monday to Friday and 800 to 1200 Saturday.

Staff Numbers– generally staff numbers will be under 7 person/s per shift

## 3. Deliveries / Car parking / Amenities / Workers Movements

The site (workarea) will be closed to End Users / Qantas Personnel.

On approval by  
Supervisor only

Deliveries are permitted via T3

The Site Office will be located within works zone

The Amenities ie, Lunch Room – Existing airport facilities

Carparking – within P1 carpark at own cost

# Emergency Procedures

ON SITE



# Emergency Procedures

## EMERGENCY PROCEDURES

EMERGENCY EVACUATION DRILLS WILL BE CARRIED OUT. YOU MUST PARTICIPATE. FAILURE TO PARTICIPATE IN DRILLS WILL RESULT IN REMOVAL OFF SITE.



IF AN EMERGENCY EXISTS – YOU MUST IMMEDIATELY NOTIFY THE Proline Supervisor



An Emergency Risk Assessment has been carried out – refer to Site Specific Management Plan for details.

EMERGENCY  
EVACUATION  
ASSEMBLY AREA/s

**FRONT DOOR OF  
HOARDING  
FOLLOW  
SUPERVISORS'  
INSTRUCTIONS**



# Emergency Procedures

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## EMERGENCY PROCEDURES



**AIR HORN MEANINGS**



1 LONG RING = EVACUATION



2 SHORT RINGS = FIRST  
AID

**(SIGNS ARE POSTED IN SHEDS TO  
REMIND YOU)**

# EMERGENCY TRAINING – Procedures

If a **Fire or Explosion** happens then

**TELL THE SITE SUPERVISOR**

**Go and find the *Fire Extinguisher***

*Look at what type of fire it is*

*Look at the type of extinguisher*



# EMERGENCY TRAINING

## Fire or Explosions

### Types of Fire Extinguishers:

Water (**Red label**) – Class A fires (wood, paper)

Foam (**Cream label**) – Class A & B fires (solids and flammable liquids)

Dry Powder (**Blue label**) – Class A, B & E fires (including electrical)

Carbon Dioxide – CO<sub>2</sub> (**Black label**) – Class B & E fires

Wet Chemical (**Yellow label**) – Class F fires (cooking oils)



# EMERGENCY TRAINING

## Fire or Explosions

Using a Fire Extinguishers:

### Fire Extinguisher (PASS Method)

#### **P – Pull the pin**

This unlocks the extinguisher and allows you to discharge it.

#### **A – Aim low**

Point the nozzle at the base of the fire, not the flames.

#### **S – Squeeze the handle**

This releases the extinguishing agent.

#### **S – Sweep side to side**

Move the nozzle from side to side until the fire is out.

**Ensure you have been trained prior to using.**



# EMERGENCY TRAINING – Procedures Bush Fire/s

If a bush fire warning has been issued

**Tell the Site Supervisor**

**Prepare the site (if time permits) & evacuate**

## Things to remember:

- \* Be weather alert
- \* Check Site Fences are secured
- \* Remove shade cloth from fences
- \* Tools packed away in utes for removal off site
- \* Materials anchored down

**LEAVE WHEN INSTRUCTED BY EMERGENCY PERSONNEL**



# EMERGENCY TRAINING – Procedures Chemical Spills

If a spill happens

Tell the Site Supervisor  
Go and find the  
Spill Kit

Commence cleaning  
/ containing



# EMERGENCY TRAINING – Procedures Severe Storms / Winds

If a storm warning has been issued

Tell the Site Supervisor

Start preparing the Site for Storm Readiness

## Things to remember:

- \* Be weather alert
- \* Check Site Fences are secured
- \* Check Shade cloth
- \* Tools packed away
- \* Materials anchored down
- \* Stockpiles covered
- \* Stormwater drains are clear of debris



# EMERGENCY TRAINING – Procedures Flooded Roads

If a rains have occurred and flood warnings have been issued

Getting to / from work / home could see your normal route result in flooded roads

## Things to remember:

- \* Be weather alert
- \* Never drive through flooded waters
- \* Turn around – find another route or wait



# EMERGENCY TRAINING – Procedures Medical Emergencies

If a medical emergency occurs:

**TELL THE SITE SUPERVISOR**

**Go and find the First Aid Kit**

**Things to remember: DR ABC**

- \* Danger
- \* Response
- \* Airway
- \* Breathing
- \* Circulation



# EMERGENCY TRAINING – Procedures Plant Emergencies (Crane Collapse)

If a plant emergency occurs:

**TELL THE SITE SUPERVISOR**

**Evacuate all from the area**  
**Call Emergency Services 000**

**Things to remember:**  
**Secure the area**  
**Assess the worker**



# EMERGENCY TRAINING – Procedures Plant Emergencies (EWP Collapse / Fall)

If a plant emergency occurs:

**TELL THE SITE SUPERVISOR**

**Evacuate all from the area  
Call Emergency Services 000**

**Things to remember:**

**Secure the area**

**Assess the worker – enact safety harness rescue  
plan if required**



# EMERGENCY TRAINING – Procedures Safety Harness Rescue Plan

If a plant emergency occurs:

**TELL THE SITE SUPERVISOR**

**Evacuate all from the area  
Call Emergency Services 000**

**Things to remember:**

**Platform Ladders can access worker**

**Other EWP's / Booms / Scissors / mobile scaffold on  
site to access worker**

**Aiding worker top priority**



# CRITICAL INCIDENT PROCEDURE

Critical Incident Management Procedure

Who	Immediate Response	Short term Response 24-72hrs	Long term Response - + 72hrs
<b>First on the scene</b>	<p>Assist injured – do not move unless in danger</p> <p>Call first aider</p> <p>Notify Site Supervisor</p> <p>Be available to direct emergency services</p>	<p>Complete Incident Investigation report</p> <p>Attend debriefing session</p>	<p>Attend ongoing debriefing sessions with professionals if required</p>
<b>Qualified First Aider</b>	<p>Assist injured – do not move unless in danger</p> <p>Apply first aid</p>	<p>Complete Incident Investigation report</p> <p>Attend debriefing session</p>	<p>Attend ongoing debriefing sessions with professionals if required</p>
<b>Site Supervisor</b>	<p>Call emergency services</p> <p>Assist where required</p> <p>Isolate area / cordon off</p>	<p>Complete Incident Investigation Report</p> <p>Attend debriefing session</p>	<p>Attend ongoing debriefing sessions with professionals if required</p> <p>Ongoing support for injured party or family</p>
<b>Project Manager</b>	<p>Notify Systems Manager, if on site, provide assistance where required</p>	<p>Complete Incident Investigation Report</p>	<p>Ongoing support for injured party or family</p>
<b>Systems Manager</b>	<p>In the case of serious injury or fatality contact Safework immediately 131050</p> <p>Notify General Manager and Managing Director</p>	<p>Contact injured parties or family</p> <p>Keep in contact with those involved, monitor behavior</p> <p>Organise debriefing session with professional support</p>	<p>Ongoing support for injured party or family</p> <p>Provide professional support</p> <p>Implement Return to Work Program</p> <p>Funerals – arrange appropriate support for staff to attend, tributes, condolences to families</p> <p>Recognition of anniversaries</p>
<b>General Manager</b>	<p>Notify next of kin</p>	<p>Contact Insurance company</p> <p>Contact injured parties or family</p> <p>Keep in contact with those involved, monitor behavior</p> <p>Attend debriefing session</p>	<p>Ongoing support for injured party or family</p> <p>Completion of insurance forms / Ensure Return to Work Program has been established and implemented</p> <p>Letter of thanks to emergency services, acknowledgement of service</p> <p>Funerals – arrange appropriate support for staff to attend, tributes, condolences to families</p> <p>Recognition of anniversaries</p>
<b>Managing Director</b>	<p>Notify next of kin</p>	<p>Contact Insurance company</p> <p>Contact injured parties or family</p> <p>Keep in contact with those involved, monitor behavior</p> <p>Attend debriefing session</p>	<p>Ongoing support for injury party or family</p> <p>Liaise with external authorities as required ie police, Safework as needed</p> <p>Funerals – arrange appropriate support for staff to attend, tributes, condolences to families</p> <p>Recognition of anniversaries</p>

# This Project has specific Site Requirements

# SITE RULES

- **A FULL DETAILED LIST IS LOCATED WITHIN THE PROJECT SITE SPECIFIC SAFETY MANAGEMENT PLAN.**

**YOU WILL BE DISMISSED FROM SITE WITHOUT WARNING IF YOU DO THE FOLLOWING:**

- **URINATING** – or defecating anywhere other than the toilets provided
- **THEFT** – stealing anything from site in which you may be working
- **REMOVAL** – of handrails, guardrails , toeboards or fences without authority
- **FIGHTING** – will not be tolerated on the project
- **REFUSING** – to comply with safety instructions, rules or regulations
- **INTERFERING, DAMAGING OR VANDALISING** – any safety equipment or amenities
- **ANY** – other serious breach of Health & Safety Rules and Regulations (As deemed by Proline's Project Manager)
- **ALCOHOL & DRUGS** - attending site under the influence of alcohol or drugs

# TOOL SAFETY

## TOOLS & EQUIPMENT



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**TOOLS & EQUIPMENT MUST BE CHECKED  
PRIOR TO USE**

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**ELECTRICAL TOOLS TO BE TAGGED PRIOR  
TO USE**

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**ENSURE GUARDS ARE IN PLACE AND  
EQUIPMENT IN GOOD WORKING ORDER**

---

**DO NOT USE EQUIPMENT THAT YOU ARE  
UNFAMILIAR OR UNTRAINED ON.**

---

**SEE SITE SUPERVISOR FOR INSTRUCTIONS**

# Site Requirements



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## PLATFORM LADDERS

---

**MUST BE USED AT ALL TIMES UNLESS APPROVED BY THE SITE SUPERVISOR**

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**Ensure ladder in good working order.**

---

**Ensure setup on stable base.**

---

**Ladder Safety – maintain 3 points of contact at all times.**

# Site Requirements

## Mobile Scaffold



---

TO BE ERECTED BY COMPETENT PERSON FOR **UNDER 4M**, FOLLOWING MANUFACTURER'S INSTRUCTION

---

MID RAILS / HAND RAILS / TOE BOARDS TO BE INSTALLED

---

LADDER ACCESS REQUIRED

EXCLUSION ZONE SETUP AROUND

---

WARNING SIGNAGE INSTALLED

TOOL SAFETY TO BE MAINTAINED

---

MANUAL HANDLING OF MATERIALS TO BE USED

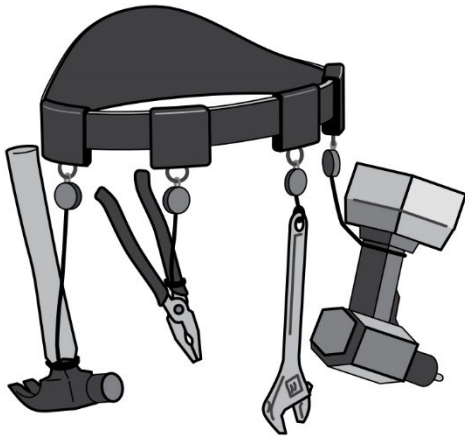
SEE SITE SUPERVISOR FOR INSTRUCTIONS

---

**ONLY LICENCED SCAFFOLDERS CAN ERECT SCAFFOLD OVER 4M.**

# Site Requirements

## TOOL SAFETY WORKING AT HEIGHTS



---

**TOOLS & EQUIPMENT MUST BE  
CHECKED PRIOR TO USE**

---

**TOOLS **MUST BE SECURED** WHEN  
WORKING AT HEIGHTS**

---

**ENSURE TOOLS CLIPPED TO TOOL BELT**

---

**OR TIED TO A BUCKET WITH LANYARDS  
TO PREVENT FALLING**

---

**TOOLS FALLING FROM HEIGHTS**

**CAN SERIOUSLY INJURE PERSON/S BELOW**

# Site Requirements

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**ANY TEMP FENCE / BARRICADE MUST BE  
MAINTAINED AT ALL TIMES**

# Working in Temporary Fenced / Hoarding or Barricaded Areas

---

**ALL WORKS MUST BE CARRIED OUT IN A  
SECURED / IDENTIFIABLE BARRICADED AREA**

---

**GATES / DOORS TO BE REMAIN CLOSED AT ALL  
TIMES, UNLESS MANNED DURING DELIVERIES**

---

**IF DAMAGED HAS OCCURRED TO FENCE,  
HOARDING OR BARRICADE, REPORT IT  
IMMEDIATELY**

---

**IF IT HAS FALLEN OVER – PICK IT UP**

## FURTHER INFORMATION



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**REFER TO PROLINE**

**SAFE WORKING GUIDELINES**  
**FOR FURTHER INFORMATION**

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<https://www.prolinebuilding.com.au/safe-working-guides>

# HOUSE KEEPING



## CLEANING UP

Must clean your workzone periodically throughout the shift and on completion of the shift

You must ensure all debris, dust is cleaned before the end of the shift **(NO DUST, DEBRIS OR RUBBISH IS TO ENTER ANY PUBLIC AREA)**



## PACKING MATERIALS / EQUIPMENT AWAY

**YOU MUST PACK AWAY** TOOLS & EQUIPMENT & IS LEFT SECURE IN A LOCKABLE SITE BOX WITHIN A STORAGE OR HOARDED AREA

YOU MUST STOCKPILE ANY MATERIALS IN A SAFE MANNER WITHIN A LOCKABLE SECURE BOX WITHIN THE STORAGE OR HOARDED AREAS

YOU MUST ENSURE RUBBISH REMOVAL IS TO BE COVERED ARE SECURED DURING

# CONSTRUCTION HAZARDS ON SITE



# MAJOR HAZARDS & CONTROLS ON THIS PROJECT:

(Refer to the Project  
Hazard /Risk Register  
Doc No: OHS038 in  
SSMP AND

CONSTRUCTION  
HAZARD LOG

Located within the  
SSMP

## STOP WORK PROCEDURE

If any damage starts to occur or if encountered suspected hazardous substance ie asbestos / lead / pfas :

### TEMPORARY STOP WORK PROCEDURE

1. Works causing damage to structure / adjoining structures OR suspected hazardous substance encountered.
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 or Consultant

# General Construction Hazards

## NOISE

**NOISY WORKS CAN ONLY BE CARRIED  
OUT 7AM TO 5PM  
CHECK WITH SUPERVISOR**

**ANY NOISY WORKS**

**PPE MUST BE WORN – HEARING  
PROTECTION, GLOVES ETC**



# General Construction Hazards

## DUST - SILICA

DUST MINIMISATION MUST BE CARRIED OUT ON SITE.

WIPE BOOTS ON MATS BEFORE LEAVING ENCLOSED AREAS TO MINIMISE DUST TRANSFER

VACCUM / SWEEP REGULARY TO CLEAR DUST

**P2 OR P3 DUST MASKS FOR ANY SILICA DUST HAZARDS – EXCAVATION, CONCRETE, DEMOLITION OF CONCRETE, PLASTERBOARD ETC**

**PPE MUST BE WORN DURING DUSTY WORKS – DUST MASK, RESPIRATOR EYE PROTECTION**



# General Construction Hazards

## ELECTRICAL HAZARDS

NO LIVE WORKS PERMITTED ON SITE

ENSURE ALL ELECTRICAL POWER POINTS ETC HAVE BEEN ISOLATED OR ARE DISCONNECTED PRIOR TO STARTING WORKS.

ANY ELECTRICAL WORKS BY LICENCED PERSON ONLY.

PPE MUST BE WORN DURING ELECTRICAL WORKS



# General Construction Hazards

## FALL HAZARDS

### WORKING AT HEIGHTS

ANY PERSON WORKING AT HEIGHTS  
WILL BE REQUIRED TO BE TRAINED IN  
WAH'S

FALL PROTECTION MUST BE IN PLACE.

WORKING AT HEIGHTS PERMIT  
REQUIRED



# General Construction Hazards

## PENETRATIONS / EXCAVATIONS

### FALLS

ANY PENETRATION OR EXCAVATION MUST BE SECURELY COVERED, SIGNED, BARRICADED.

FALL PROTECTION MUST BE IN PLACE.

EXCAVATION PERMIT REQUIRED



# General Construction Hazards

## MANUAL HANDLING

### BODY INJURIES

PLAN THE LIFT – LIFT WITH CARE  
USE TROLLEYS / WHEELBARROWS  
2 – MAN LIFTS FOR HEAVY ITEMS  
DON'T BEND OR TWIST  
IF REPETITIVE – TAKE REGULAR BREAKS



# Other Hazards

## FATIGUE

- WATCH OUT FOR YOUR MATES!
- FATIGUE CAN CAUSE ACCIDENTS & KILL.
- YOU ARE NOT TO WORK ANY LONGER THAN 12 HOURS PER DAY
- YOU MUST HAVE ADEQUATE REST BETWEEN SHIFTS
- SEE Proline Supervisor FOR FURTHER FATIGUE MANAGEMENT INFORMATION

Deprived  
Parent



OR



Have been watching the Soccer

**Watch Out**  
**'Fatigue'**  
**is About**

# Mental Health / Psychosocial Hazards

Exists within the workplace.

It is Proline's responsibility as far as reasonably practical to ensure all hazards are identified, assessed and controlled. The following hazards have been identified as having a potential effect on a person/s mental health.

- Fatigue
- Stress
- Violence, Bullying or Harassment
- Workload
- Work Environment

***PROLINE IS A  
NO BULLY ZONE***

***if you experience  
it or see it***

***REPORT IT!!***



# “Ways to prevent Bullying, Violence & Harassment on site”



Regular toolbox and safety talks to air grievances and workshop corrective actions or solutions



Provide workers / subcontractors clear instructions for work requests, gain feedback from workers / subcontractors of their understanding of requests made



Ongoing communication to workers & subcontractors on program and what's forthcoming on the project to give forewarning



Clear and calm communication during quality reviews of workers or subcontractor works and using polite and respectful language if requesting works be rectified or altered



Document instructions and request sign off by subcontractors, so all instructions/variatio/alterations are clear and understood.

## Workers

“Workers dealing with violence/bullying in the workplace should carry out the following”

- If you feel safe and comfortable doing this, Speak up early, calmly tell the bully that you object to their behaviour and ask them to stop it. They may not realize the effect their behaviour is having on you or others, and your feedback may give them the opportunity to change their actions.
- Talk to your Site Supervisor – if the bully is the Site Supervisor, refer to the Project Manager
- Document the incident, complete an Incident Report Form and issue to the Systems manager for escalation and resolve
- Take care of yourself outside of work – complete some well being strategies
- If you see someone else being bullied, Speak Up or Report it to the Site Supervisor or Project Manager.

If you think or suspect some is struggling.... Ask  
<https://www.ruok.org.au/how-to-ask>

**1. R U OK?** ..... be prepared for “No, not really” ..... you don’t need to be a counselor or professionally trained, all you need to do is be there, care and listen!

**2. Listening....** It’s super easy to do, *remember it’s not about you!, there is no need to feel uncomfortable.... Remember you are helping someone!!*

**3. Encourage Action** ..... Suggest a self assessment, recommend talking to their local GP, refer them to various organizations

**4. Check In....** back to caring.... Ask them again in a week or so, did they get to taking any action, how do they feel now?

# Encourage Action..... But to where?



Help is out there.....

## Organizations

- Blackdog Institute  
<https://www.blackdoginstitute.org.au/>
- Beyond Blue  
<https://www.beyondblue.org.au/>
- Lifeline [www.lifeline.org.au](http://www.lifeline.org.au)
- Mates In Construction  
<https://mates.org.au/>

# PPE REQUIREMENTS



# PPE Requirements

PPE REQUIREMENTS  
MANDATORY

IF YOU ATTEND SITE  
WITHOUT THE CORRECT PPE

YOU WILL NOT BE  
PERMITTED TO WORK

PPE Requirements

**MANDATORY**

HARD HATS



PPE Requirements

PPE REQUIREMENTS – **MANDATORY**  
STEEL CAPPED ANKLE BOOTS



## PPE Requirements

PPE REQUIREMENTS – **MANDATORY**

HI VIS VESTS – ORANGE OR YELLOW PERMITTED



## PPE Requirements

# MANDATORY for task specific works

## SAFETY GLASSES

- iii. Safety Glasses / Goggles appropriate to the task



Fashion glasses are NOT Safety Glasses





## PPE Requirements

**MANDATORY  
FACE SHEILD &  
SAFETY GLASSES  
FOR ALL GRINDING  
WORKS**

# MANDATORY for task specific works

## PPE Requirements

## HEARING PROTECTION

Hearing Protection as appropriate to the task – no music devices or iphone ear plugs



## PPE Requirements

**MANDATORY** for task specific works

### DUST MASKS

**P2 OR P3 DUST MASKS REQUIRED FOR ANY CONCRETE, PLASTERBOARD, ENGINEERED STONE ETC WORKS THAT CONTAIN SILICA DUST**



# PPE Requirements

## MANDATORY for task specific works

### GLOVES



NO FINGERLESS GLOVES



# PPE Requirements

---

## **PPE REQUIREMENTS**

**ALL PPE MUST BE IN A CLEAN & SAFE WORKING ORDER, BOOTS TO HAVE NO NIC'S, SHIRTS TO BE CLEAN, HARD HATS TO HAVE NO CRACKS ETC.**

**IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE WEARING / CONFORMING TO THE PPE REQUIREMENTS OF THIS SITE. FAILURE TO DO SO, WILL RESULT IN REMOVAL OFF SITE.**

# TESTING & INSPECTIONS



# Testing & Inspections

—

## **DRUG & ALCOHOL TESTING**

**WILL BE RANDOMLY CARRIED OUT ON THIS SITE**

**IF YOU FAIL TO PROVIDE A TEST – IT WILL BE TREATED AS A POSITIVE RESULT.**

**POSITIVE TESTS RESULT IN REMOVAL OFF SITE**

# Testing & Inspections

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## DAILY/SHIFT SAFETY BRIEFINGS

**EACH SHIFT** YOU WILL BE REQUIRED TO ATTEND A PRE-WORK SAFETY BRIEFING.

**THIS PRE-START IS MANDATORY** – NO WORK CAN COMMENCE ON SITE UNTIL THE Proline Supervisor – HAS SIGNED OFF ON THIS SAFETY BRIEFING.

FAILURE TO CONFORM WILL RESULT IN REMOVAL OFF SITE.

# Testing & Inspections

---

## **INSPECTION & MONITORING**

- **INSPECTIONS FROM THE CLIENT, ENGINEER, MAY BE REQUIRED ON THIS PROJECT.**
- **HOLD POINTS ARE NOTED WITHIN THE QA INSPECTION & TEST PLANS – ITP'S.**
- **ENSURE DIRECTIONS FROM THE Proline Supervisor ARE ADHERED TOO.**

# PERMITS



# Permit Requirements

**PERMIT/S**



**YOU MUST NOT  
PERFORM WORKS  
UNLESS A PERMIT  
IS IN PLACE**

**CHECK WITH Proline  
Supervisor PRIOR**

**NOTICE IS REQUIRED**

**Hot Works  
Isolation  
Working at Heights  
Crane  
Public Spaces  
Excavation**

# REPORTING



# Reporting Requirements

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## INCIDENT / NEAR MISS / ACCIDENT REPORTING

- ALL INCIDENTS / NEAR MISSES / ACCIDENTS MUST BE REPORTED TO THE **Proline Supervisor** –IMMEDIATELY.
- IF AN INCIDENT/ACCIDENT HAS OCCURRED
  - **YOU MUST STOP AND QUANTARINE THE AREA.**
  - DO NOT RE-COMMENCE WORKS UNTIL THE **Proline Supervisor** HAS GIVEN APPROVAL.

FAILURE TO REPORT ITEMS WILL RESULT IN REMOVAL OFF SITE.

# Reporting Requirements

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## ISSUE RESOLUTION

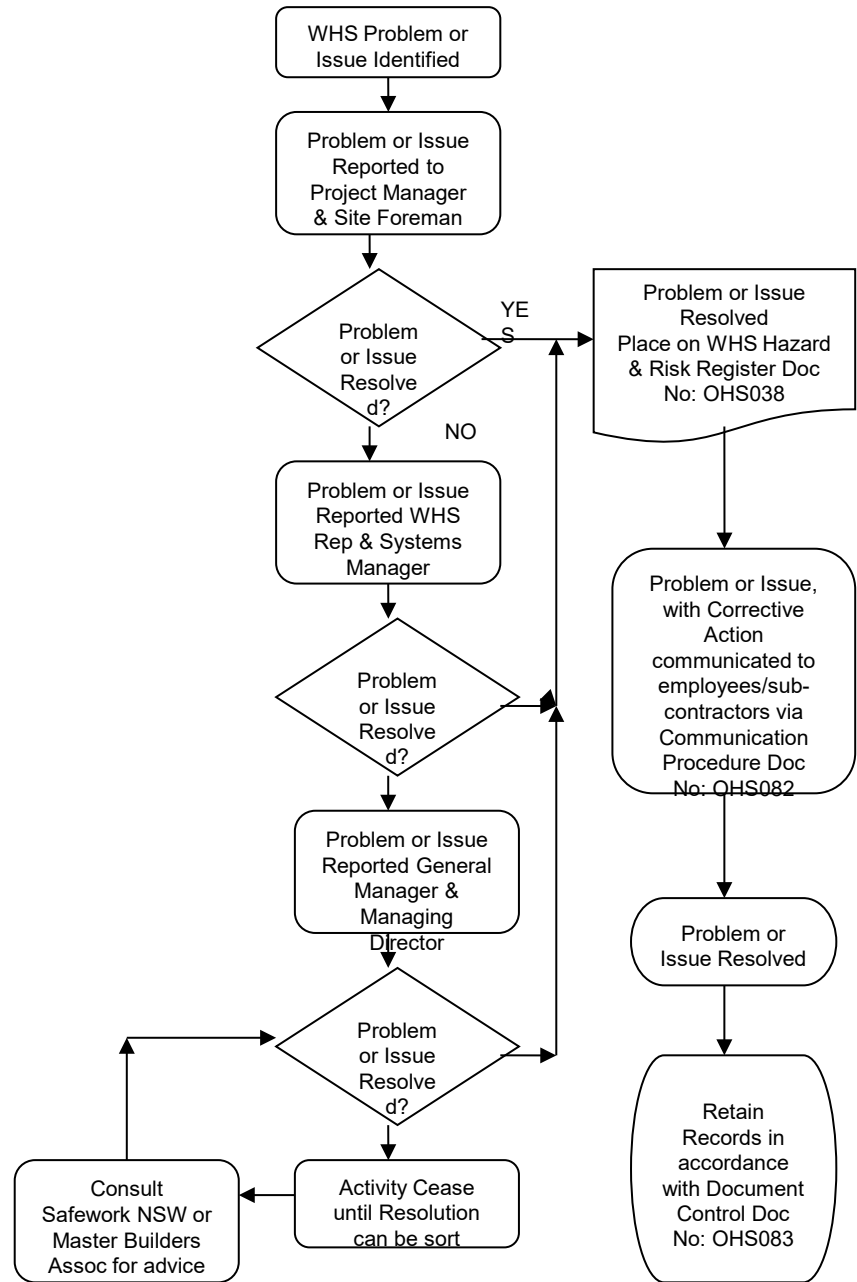


**IF YOU HAVE AN ISSUE WITH ANOTHER SUBCONTRACTOR / PROLINE EMPLOYEE / OTHER PERSON ETC ON SITE, PLEASE REFER TO THE Proline Supervisor.**



**IF YOU FEEL UNCOMFORTABLE PLEASE CALL MICHELLE MURPHY– Ph: 97431500 TO COMMENCE RESOLVING ANY ISSUES.**

# ISSUE RESOLUTION FLOWCHART PROCESS



# ENVIRONMENTAL



# Environmental Requirements

**NO HARM POLICY - YOU ARE NOT TO HARM ANY OTHER ITEMS - ANY HERITAGE STRUCTURE AND FABRIC / ADJOINING STRUCTURES**



IF EXCAVATING – STORMWATER DRAINS / PITS TO BE PROTECTED



DUST TO BE KEPT TO A MINIMUM



STOCKPILES TO BE COVERED



WASTE TO BE TIPPED AT LICENCED FACILITY – TIP RECEIPTS TO BE GIVEN TO PM.

QUALITY



# Quality Requirements

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## WORK STANDARDS



**ALL WORKS MUST BE CARRIED OUT IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARD TO YOUR WORK.**



**CHECK THE SPECIFICATIONS AND ENSURE YOU ARE FAMILIAR WITH THE EXACT REQUIREMENTS YOU ARE REQUIRED TO MEET.**



**SUB WORK STANDARDS WILL NOT BE ACCEPTED.**

# Quality Requirements

## WARRANTIES, CERTIFICATES, TEST REPORTS ETC

AS BUILT MANUALS, CERTIFICATES, WARRANTIES, TEST CERTIFICATES ETC ARE REQUIRED TO BE SUBMITTED ON THIS PROJECT.

YOU ARE REQUIRED TO SUBMIT THIS INFORMATION 2 DAYS AFTER THE TEST, INSTALLATION ETC OF THE ITEM HAS BEEN CARRIED OUT.

DOCUMENTS ARE REQUIRED TO BE SUBMITTED ELECTRONICALLY TO [michelle@prolinebuilding.com.au](mailto:michelle@prolinebuilding.com.au)

DO NOT WAIT UNTIL THE END OF THE PROJECT TO SUBMIT MANUALS IN ONE FILE.

# OTHER REQUIREMENTS



# Other Requirements

## Community / Local area

- SITE COMPOUND
- DO NOT PARK IN ANY ADJACENT BUILDING PARKING SPOT/S

**IF YOU ARE APPROACHED BY A NEIGHBOUR OR OTHER, REFER TO THE SITE SUPERVISOR.**

# Other Requirements



- **ARE REQUIRED TO BE COURTEOUS AND RESPECTFUL OF PUBLIC PERSONS AND BUSINESSES WITHIN THE AREA.**
- **NO LOUD OR ABUSIVE (SWEARING) LANGUAGE ALLOWED ON SITE**
- **NO MUSIC DEVICES ALLOWED ON SITE**
- **ANY COMPLAINTS ARE TO BE DIRECTED TO THE PROLINE PROJECT MANAGER.**

# Other Requirements

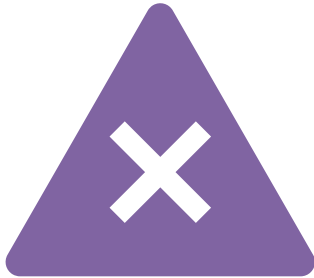


**MEDIA**

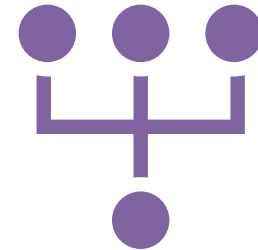


**UNDER NO CIRCUMSTANCES ARE YOU ALLOWED  
TO SPEAK WITH ANY MEDIA OR GENERAL  
PUBLIC PERSON REGARDING THIS PROJECT.**

# Further Information



If any further information or clarification is required, please contact the Proline Supervisor whilst on site.



OR prior to attending site contact Michelle Murphy Systems Manager on Ph: 9743 1500.