PROLINE BUILDING

SITE SPECIFIC INDUCTION

CLIENT: QANTAS AIRWAYS LIMITED

LOCATION/S:

QANTAS FREIGHT – NOBY PLC UPGRADE

PLC UPGRADE WORKS

PROLINE BUILDING

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

PROLINE BUILDING

The Works:

Proline Building Commercial Pty Ltd has been contracted undertake:

Works Include:

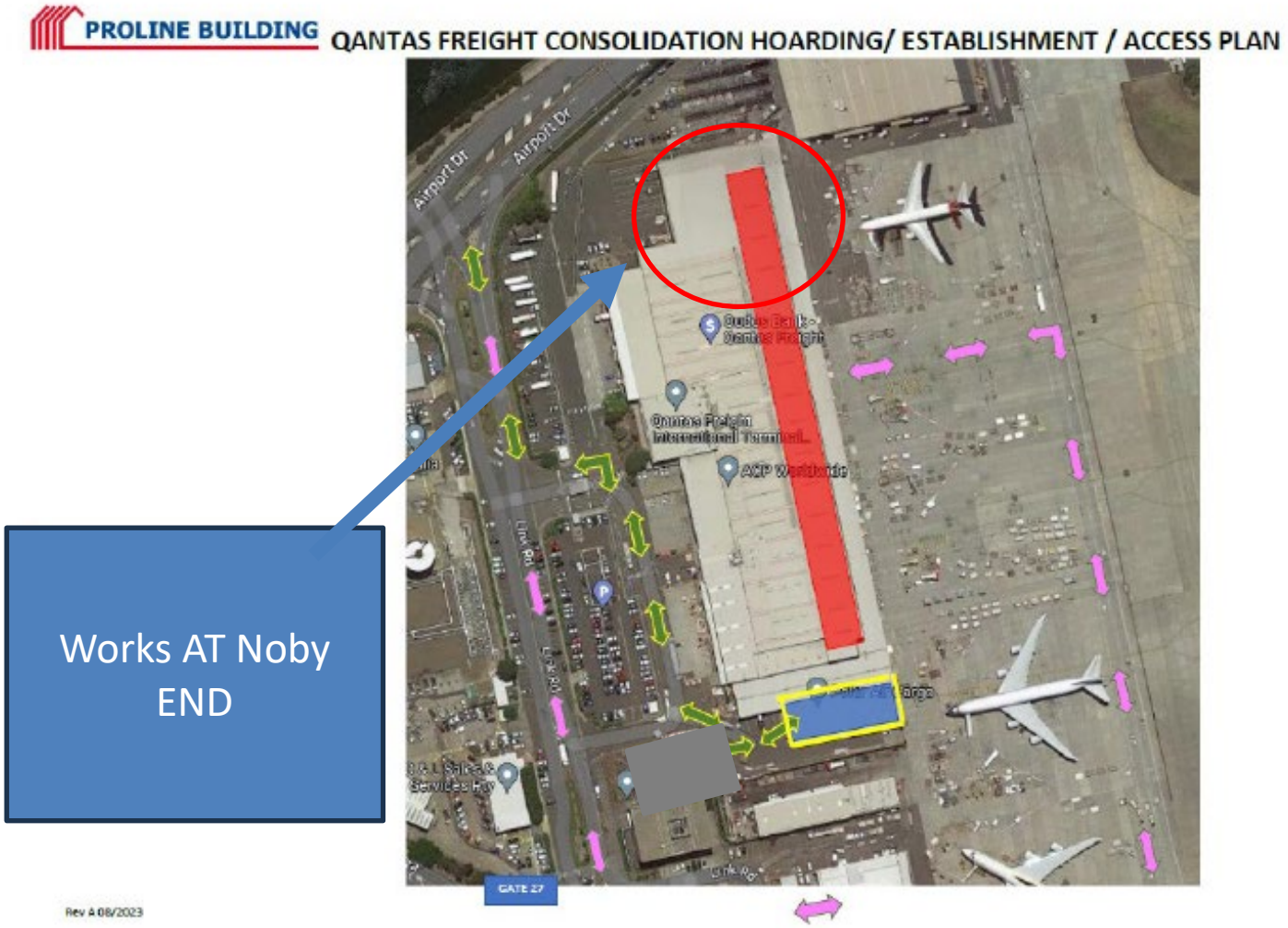
Service connection

Commissioning

PROLINE BUILDING

The Work Zone:

The works will be carried out at



PROLINE BUILDING

The Site Setup

AMENITIES

- Site Office Location – located with construction utes.
- 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 hangar amenities
- Change Room = Existing Q Freight amenities / site compound area
- LUNCH ROOM – Existing Q Freight amenities / site compound area
- Storage Areas as per Proline Supervisors instructions

PROLINE BUILDING

ENTERING / EXITING THE SITE

WHAT TO DO <u>WHEN ENTERING</u> THE SITE……

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

YOU MUST SIGN IN ON THE <u>VISITORS LOG</u> ON A DAILY/SHIFT BASIS

YOU MUST ATTEND THE <u>DAILY PRE WORK BRIEFING</u>

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 <u>WHEN LEAVING</u> 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 <u>VISITORS LOG</u> ON A DAILY/SHIFT BASIS

PROLINE BUILDING

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

PROLINE BUILDING

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

- ROOFING REPAIRS
- SMOKE VENT REPLACEMENT

PROLINE BUILDING

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 BUILDING

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.

17/01/2025
Date

Managing Director
Scott Beynon

PROLINE BUILDING

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.

17/01/2025	Managing Director
Date	Scott Beynon

PROLINE BUILDING

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.

17/01/2025 Managing Director

Date Scott Beynon

PROLINE BUILDING

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.

17/01/2025	Managing Director
Date	Scott Beynon

PROLINE BUILDING

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.

17/01/2024	Managing Director
Date	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.

17/01/2025	Managing Director
Date	Scott Beynon

PROLINE BUILDING

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 2017

    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.

PROLINE BUILDING

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:

Acts
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)
Regulations
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)
Model Codes of Practice (Safe Work Australia)
Construction Work
Work Health and Safety **Consultation Cooperation** and **Coordination**
Demolition Work
Managing **Electrical** Risks at the Workplace
Managing the risk of **Falls** at Workplaces
Managing the Work Environment and **Facilities**
First Aid in the Workplace
Hazardous **Manual** Tasks
Managing **Noise** and Preventing Hearing Loss at Work
Managing Risks of **Plant** in the Workplace
How to Manage Work Health and Safety **Risks**
NSW Code of Practice (Safework NSW)
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
AS/NZS 3012:2010, Electrical installations – Construction and demolition sites
AS1851.1:2005 Maintenance of fire protection equipment
AS/NZS ISO 31000:2009 Risk management - Principles and guidelines
AS 4801: 2001 Occupational Health & Safety Systems
AS ISO 15489 (Set)-2004 Records Management Set
AS 2444-2001 Portable fire extinguishers and fire blankets - Selection and location
AS 1742 Set-2010 Manual of uniform traffic control devices Set
AS 4576-1995 Guidelines for Scaffolding
AS/NZS 1576.1:2010 Scaffolding - General requirements
AS/NZS 1891.1:2009 Industrial fall-arrest systems and devices - Harness and ancillary equipment
SAA HB39-1997 Installation Code for metal roofing and wall cladding
AS/NZ 1892:2000 - Portable Ladders
A/SNZ 2161.1:2016 - Occupational Protective Gloves Selection & Use
AS/NZ 2210.1:2010 - Occupational Protective Footwear - Selection Care Use
AS/NZ 3760:2010 - In-Service Inspection & Testing of Electrical Equipment
AS/NZ 3000:2007 - Electrical Installations A/NZ 4602:2011 - High Visibility Safety Garments
AS/NZ 1418:2013 - Cranes Hoists & Winches - Elevated Work Platforms
AS/NZ 1269:2005 - Occupational Noise Management
AS/NZ 1800:1998 - Occupational Protective Helmets Selection Care and Use
AS/NZ 1336:2014 - Recommended Practices For Occupational Eye Protection
AS/NZ 1715:2009 - Respiratory Protective Devices
AS/NZS 4687-2007 Temporary Fencing and Hoardings

PROLINE BUILDING

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

PROLINE BUILDING

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 2017, 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.

PROLINE BUILDING

Contract Specific Requirements

SUPERVISON

WORKS CAN NOT COMMENCE ON SITE WITHOUT A Proline Supervisor

DO NOT START UNTIL APPROVED BY Proline Supervisor

PROLINE BUILDING

Contract Specific Requirements

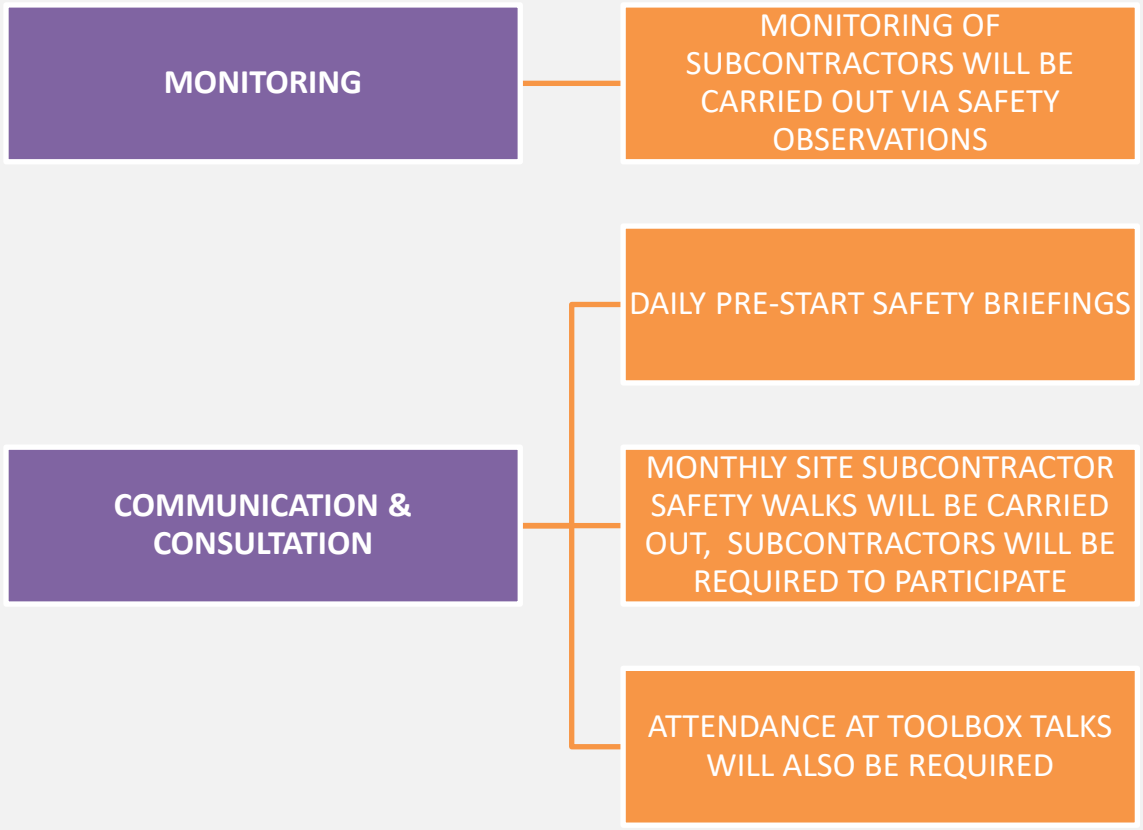
SAFE WORK METHOD STATEMENTS

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 PERDIOCALLY ON SITE**

PROLINE BUILDING

Contract Specific Requirements



PROLINE BUILDING

Contract Specific Requirements

1. Scope of Works
The scope of works comprise of removal and replacement of the ETV and install ss racking

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

On approval by Supervisor only

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

Deliveries are permitted via Link Road

The Site Office will be located within THE SITE COMPOUND AREA – ADJACENT TO WORKZONE
The Amenities ie, Lunch Room – SITE COMPOUND Change Room and Toilets will be Qantas Amenities
Carparking – within the Freight carpark area

Emergency Procedures

ON SITE



PROLINE BUILDING

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 IMMEDAITELY NOTIFY THE Proline Supervisor

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

PROLINE BUILDING

EMERGENCY EVACUATION ASSEMBLY AREA/s

FRONT OF FT1 – SECURITY HUT FOLLOW SUPERVISORS INSTRUCTIONS



PROLINE BUILDING

Emergency Procedures

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_2 (Black label) – Class B & E fires
Wet Chemical (Yellow label) – Class F fires (cooking oils)

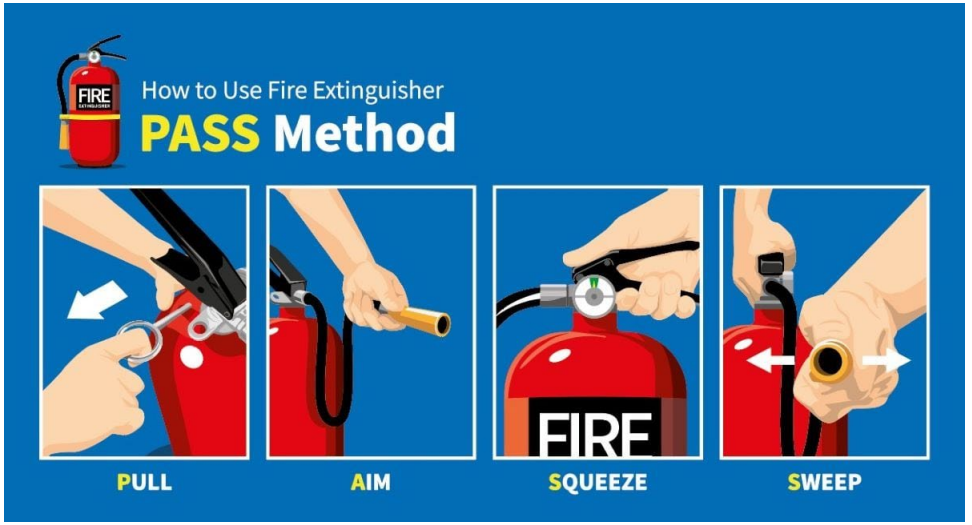




PROLINE BUILDING

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.



PROLINE BUILDING

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

PROLINE BUILDING

EMERGENCY TRAINING – Procedures

Chemical Spills



If a spill happens

Tell the Site Supervisor

Go and find the Spill Kit

Commence cleaning / containing

PROLINE BUILDING

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**

PROLINE BUILDING

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**

PROLINE BUILDING

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



PROLINE BUILDING

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



PROLINE BUILDING

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 on site to access worker

Aiding worker top priority

Aiding worker top priority

PROLINE BUILDING

CRITICAL INCIDENT PROCEDURE

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
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 Attend debriefing session	Ongoing support for injury party or family Liaise with external authorities as required ie police, Safework as needed Funerals – arrange appropriate support for staff to attend, tributes, condolences to families Recognition of anniversaries

PROLINE BUILDING

This Project has specific

Site Requirements

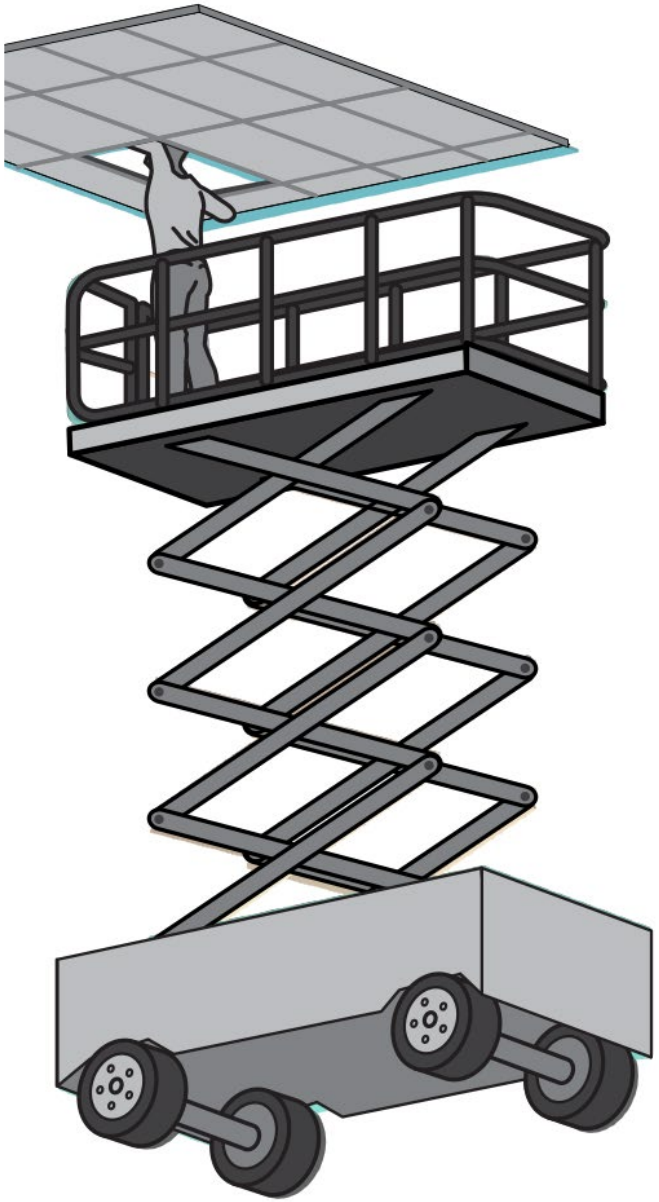
PROLINE BUILDING

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

PROLINE BUILDING



Site Requirements

Elevated Working Platforms (EWP'S)

BEFORE AN EWP / BOOM / SCISSOR ETC IS PERMITTED ON SITE THE FOLLOWING NEEDS TO SUBMITTED TO PROLINE FOR REVIEW

- **History of Servicing**
- **Copy of the Daily logbook / checklist**
- **Copy of the Operator's License**
- **Copy of the associated SWMS**

A full list of requirements are included within your Contract, if you are unsure please contact Michelle Murphy Proline Systems Manager Ph: 97431500

DO NOT OPERATE AN EWP OR OTHER TYPE MACHINE IF UNLICENCED OR TRAINED.

PROLINE BUILDING



Site Requirements

Excavator's, Bobcats, Skidsteers etc

BEFORE AN EXCAVTOR IS PERMITTED ON SITE THE FOLLOWING NEEDS TO SUBMITTED TO PROLINE FOR REVIEW

- **History of Servicing**
- **Copy of the Daily logbook / checklist**
- **Copy of the Operator's License or VOC**
- **Copy of the associated SWMS**

A full list of requirements are included within your Contract, if you are unsure please contact Michelle Murphy Proline Systems Manager Ph: 97431500

DO NOT OPERATE AN EXCAVATOR OR OTHER TYPE MACHINE IF UNLICENCED OR TRAINED

PROLINE BUILDING

Site Requirements



Other Plant – ie Crane/s, Concrete Pump

BEFORE ANY OTHER EQUIPMENT IS PERMITTED ON SITE THE FOLLOWING NEEDS TO SUBMITTED TO PROLINE FOR REVIEW

- **History of Servicing**
- **Copy of the Daily logbook / checklist**
- **Copy of the Operator's License**
- **Crane 10yr Major Service History**
- **Copy of the associated SWMS**

A full list of requirements are included within your Contract, if you are unsure please contact Michelle Murphy Proline Systems Manager Ph: 97431500

DO NOT OPERATE A MACHINE IF UNLICENCED.



PROLINE BUILDING

TOOL SAFETY

TOOLS & EQUIPMENT



TOOLS & EQUIPMENT MUST BE CHECKED PRIOR TO USE

ELECTRICAL TOOLS TO BE TAGGED PRIOR TO USE

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



PLATFORM LADDERS

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

Ensure ladder in good working order.

Ensure setup on stable base.

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

PROLINE BUILDING

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

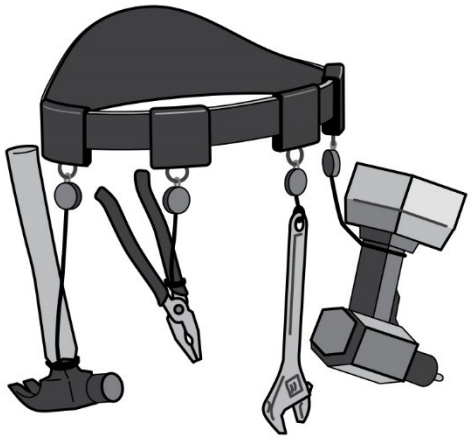
ONLY LICENCED SCAFFOLDERS CAN ERECT SCAFFOLD OVER 4M.

PROLINE BUILDING

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 SERIOUS INJURE PERSON/S BELOW

PROLINE BUILDING

Site Requirements

Working in Temporary Fenced / Hoarding or Barricaded Areas

ANY TEMP FENCE / BARRICADE MUST BE MAINTAINED AT ALL TIMES

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

PROLINE BUILDING

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



Contract Specific Requirements

- WORKS CAN NOT COMMENCE
- AIRSIDE WITHOUT A WSO OFFICER
- (Works Safety Officer)

- INCLUDING WORKS ON:
- = AREO BRIDGES
- = STERILE AREAS
- = AIRSIDE WHERE REQUIRED



Contract Specific Requirements

- **<u>DRIVING AIR SIDE</u>**
- YOU ARE NOT PERMITTED TO DRIVE AIRSIDE <u>WITHOUT AN ESCORT</u> UNLESS YOU HOLD A VALID ADA

PROLINE BUILDING

Contract Specific Requirements

PEDESTRIAN ACCESS

ONLY USE DESGINATED ACCESS PATHS ONLY.

PARK IN DESIGNATED CARPARKING SPOTS ONLY.

You are being watched!!

Security Controlled Environment

- ASIC Cards
- Visitor ASIC Passes…….. **You must not leave the side of a Red ASIC Card Holder**



All person/s are to sign in and out of the visitor register daily / per shift.

Visitors / workers who attend airside of this project, must not leave the area without an escort from a red ASIC card holder. Area/s outside this area are patrolled by federally funded Security officers and the federal police, this includes smoking area/s and the canteen on the Jetbase.

ALL PERSONNEL MUST DISPLAY THEIR CURRENT AIRPORT ASIC OR EVC AT ALL TIMES. EVC"S MUST BE RETURNED TO SECURITY AT THE COMPLETION OF THE WORKS.

CONSTRUCTION HAZARDS ON SITE



PROLINE BUILDING

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 SSSMP

PROLINE BUILDING

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

SILICA DUST

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

PPE (P1) MUST BE WORN DURING DUSTY WORKS – DUST MASK, RESPIRATOR EYE PROTECTION



PROLINE BUILDING

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



PROLINE BUILDING

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

PROLINE BUILDING

Other Hazards

COVID 19

DO NOT COME TO SITE IF YOU ARE SICK

DO NOT COME TO SITE IF YOU HAVE BEEN IN CONTACT WITH A CONFIRMED CASE

DO NOT COME TO SITE IF YOU HAVE BEEN DIAGNOSED WITH COVID 19

IF YOU HAVE BEEN DIAGNOSED OR BEEN IN CONTACT WITH SOME WHO HAS

TELEPHONE PROLINE SITE SUPERVISOR OR SCOTT BEYNON IMMEDIATELY 0416 233 494

PROLINE BUILDING

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



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/variations/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?

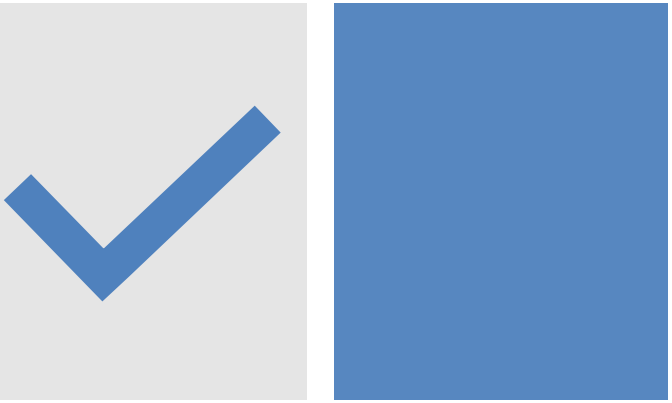
Help is out there…..

Organizations

- Blackdog Institute https://www.blackdoginstitute.org.au/
- Beyond Blue https://www.beyondblue.org.au/
- Lifeline www.lifeline.org.au
- Mates In Construction https://mates.org.au/



PPE REQUIREMENTS



PROLINE BUILDING

PPE Requirements

PPE REQUIREMENTS MANDATORY

IF YOU ATTEND SITE WITHOUT THE CORRECT PPE

YOU WILL NOT BE PERMITTED TO WORK

PROLINE BUILDING

PPE Requirements

MANDATORY

HARD HATS



PROLINE BUILDING

PPE Requirements

PPE REQUIREMENTS – MANDATORY

STEEL CAPPED ANKLE BOOTS



PROLINE BUILDING

PPE Requirements

PPE REQUIREMENTS – **MANDATORY**

HI VIS VESTS – ORANGE OR YELLOW PERMITTED





PROLINE BUILDING

PPE Requirements

MANDATORY for task specific works

SAFETY GLASSES

iii. Safety Glasses / Goggles appropriate to the task



Fashion glasses are NOT Safety Glasses



PROLINE BUILDING



PPE Requirements

MANDATORY

FACE SHEILD & SAFETY GLASSES FOR ALL GRINDING WORKS

PROLINE BUILDING

MANDATORY for task specific works

PPE Requirements

HEARING PROTECTION

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



PROLINE BUILDING

MANDATORY for task specific works

PPE Requirements

DUST MASKS





PROLINE BUILDING

PPE Requirements

MANDATORY for task specific works

GLOVES



NO FINGERLESS GLOVES



PROLINE BUILDING

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



PROLINE BUILDING

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

PROLINE BUILDING

Testing & Inspections

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.

PROLINE BUILDING

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



PROLINE BUILDING

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



PROLINE BUILDING

Reporting Requirements

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.

PROLINE BUILDING

Reporting Requirements

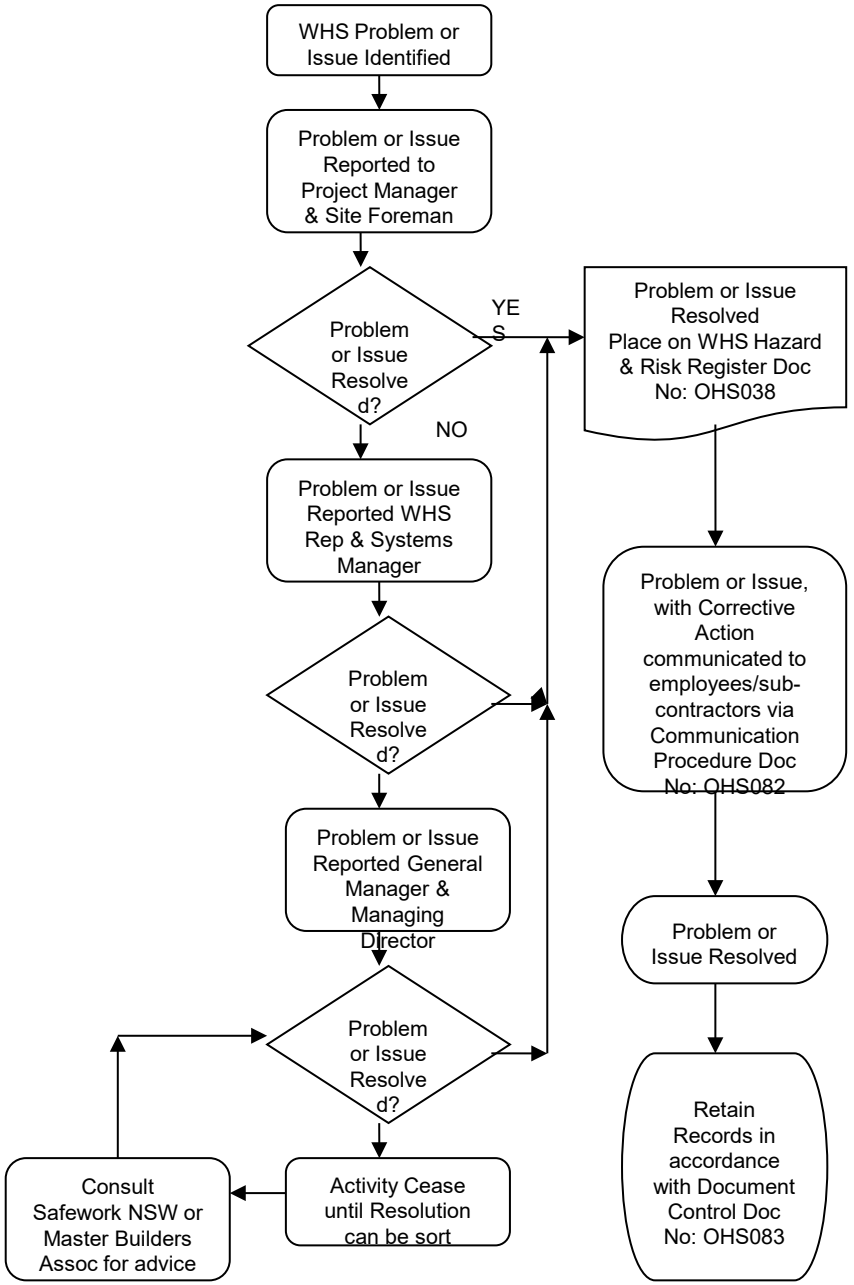
ISSUE RESOLUTION

- **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.**

PROLINE BUILDING

ISSUE RESOLUTION FLOWCHART PROCESS



ENVIRONMENTAL



PROLINE BUILDING

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



PROLINE BUILDING

Quality Requirements

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.**

PROLINE BUILDING

Quality Requirements

WARRANITIES, 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**

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

OTHER REQUIREMENTS



PROLINE BUILDING

Other Requirements

Community / Local area

- FT1 CARPARKING – SITE COMPOUND
- DO NOT PARK IN ANY TENNANTS PARKING SPOT
- DO NOT PARK IN THE BUILDINGS VISITOR SPOTS.

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.**
- **ALL ENQUIRIES ARE TO BE DIRECTED TO THE Proline Supervisor.**
- **FAILURE TO DO SO – WILL RESULT IN REMOVAL OFF SITE AND POTENTIAL FURTHER ACTION.**

PROLINE BUILDING

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.