

This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright

# ADVERTISED PLAN



## Construction, Safety and Environmental Management Plan

September 2019



# INTRODUCTION

## CONTENTS

INTRODUCTION .....	2
<b>1 PREFACE .....</b>	<b>3</b>
<b>2 INTRODUCTION .....</b>	<b>3</b>
<b>3 PROJECT TARGETS .....</b>	<b>3</b>
<b>4 POLICIES AND PROCEDURES .....</b>	<b>3</b>
<b>5 SITE ORGANISATION .....</b>	<b>4</b>
<b>6 RESPONSIBILITIES .....</b>	<b>4</b>
<b>7 FITNESS FOR WORK .....</b>	<b>5</b>
<b>8 HOURS OF WORK .....</b>	<b>6</b>
<b>9 INDUCTION AND TRAINING .....</b>	<b>6</b>
<b>10 SITE CONSULTATION AND COMMUNICATION .....</b>	<b>6</b>
<b>11 RISK MANAGEMENT .....</b>	<b>7</b>
<b>12 SPECIFIC HAZARDS .....</b>	<b>8</b>
<b>13 EMERGENCY CONTROL .....</b>	<b>10</b>
<b>14 INJURY MANAGEMENT .....</b>	<b>10</b>
<b>15 SITE INSPECTIONS .....</b>	<b>10</b>
<b>16 APPENDICES .....</b>	<b>10</b>

## PREFACE

This Construction, Safety and Environmental Management Plan has been developed for the Nhill Solar Farm Project

## 1 INTRODUCTION

Vibe Energy recognises that health, safety and environmental management is an integral component of our business and understands that the effective management of these risks is essential to the continued growth and success of our company.

Every individual associated with Vibe Energy is expected to be fully committed to and be accountable for making these objectives a reality.

This document describes how Vibe Energy will ensure that the Occupational Health, Safety, Welfare and Injury Management requirements are met.

Vibe Energy understands and accepts its statutory obligation to carry out all site works, in accordance with the state OHS&W and workers compensation legislation.

Copies of relevant legislation can be provided upon request from Vibe Energy head office (contact Dean Panos).

## 2 PROJECT TARGETS

All Vibe Energy personnel including management, direct employees and subcontract employees, must maintain and continuously improve the Occupational Health and Safety (OH&S) practices to achieve the following targets:

Injury/Accidents	Zero
Property damage incidents	Zero
Environmental incidents	Zero
Comply with all relevant legislative requirements	
Meet or exceed the requirements of the Client	

## 3 POLICIES AND PROCEDURES

The project will be carried out in compliance with a range of OHS&W policies and procedures, which include but are not limited to:

- Vibe Energy Safety Policies;
- Project specific procedures.
- A copy of Vibe Energy's Safety Policy is included in **Appendix A**.

A number of project specific policies may be implemented by the organisations represented on this project. When developed, these will be found in the appropriate project Quality, Safety or Environmental management plan.

For certain activities it may also be necessary to implement additional contract specific health and safety procedures and standards and these will be developed by Vibe Energy in conjunction with the Client and any constructors who may be involved with or, have exposure to, the particular activity under consideration.

All Vibe Energy plans, policies and procedures applicable to this project will be available in the Vibe Energy Site.

## 4 SITE ORGANISATION

The project Organisation Chart may be found in **Appendix B**.

It will be the function of site management to ensure the highest possible standards of OHS&W are implemented and maintained.

Individual contractors systems will govern the activities of their respective subcontractors. Where differing OHS/HSE systems cause confusion or conflict, the concerned parties will resolve the problem and communicate the outcomes to all parties concerned. They shall take a reasonable approach during the resolution process and, in every circumstance; the requirements of relevant legislation must not be diminished as a solution is reached. It is intended that a cooperative and supportive OHS/HSE system be extended across the entire project site.

Vibe Energy will clearly display signs on the boundary fence that describes the site as being a construction site, accessible to workers and authorised personnel only i.e. "Construction Site – Do Not Enter – Authorised Personnel only".

## 5 RESPONSIBILITIES

The management of Vibe Energy is committed to conducting business in a manner that ensures a safe working environment for our employees, subcontractors, clients, visitors and the general public, who may be affected by our work. This commitment includes the maintenance, preservation and enhancement of the environment.

Specific responsibilities are outlined below.

### 5.1 Project Manager and Engineers

All managers have responsibility to lead by example, showing a positive commitment to HSE. Project Managers and Engineers have a responsibility in their areas of control to:

- 5.1.1 Carry out their roles, responsibilities and accountabilities as detailed in legislation and Vibe Energy HSE policies and procedures;
- 5.1.2 Assess employee HSE training needs and develop and implement training plans;
- 5.1.3 Identify, assess and control, in consultation with employees, the HSE risks, identified as part of specific project planning, or, as appropriate, in the day to day activities undertaken;
- 5.1.4 Consult with employees on HSE matters;
- 5.1.5 Ensure that work areas, work methods, materials and equipment comply with legislative requirements and industry standards, as far as is reasonably practicable;
- 5.1.6 Assess subcontractor's ability to comply with HSE requirements and measure and evaluate their performance;
- 5.1.7 Ensure all incidents and injuries are investigated and corrective actions are identified, implemented and reviewed for effectiveness;
- 5.1.8 Implement injury management processes when employees are injured at work and assist in the facilitation of early, safe and sustainable return to work;
- 5.1.9 Attend project meetings;
- 5.1.10 Provide reports to the Managing Director on HSE progress and performance on a regular basis.

### 5.2 Construction Managers

Construction Managers have a responsibility in their areas of control to:

- 5.2.1 Carry out their roles, responsibilities and accountabilities as detailed in legislation and Vibe Energy HSE policies and procedures;
- 5.2.2 Manage personnel across project sites;
- 5.2.3 Ensure that materials and equipment comply with legislative requirements and industry standards, as far as is reasonably practicable;
- 5.2.4 Maintain all test documentation;
- 5.2.5 Attend project meetings as required;
- 5.2.6 Provide reports to the Director on HSE progress and performance on a regular basis.

### **5.3 Site Supervisors**

Site safety supervisors have a responsibility to:

- 5.3.1 Comply with all Vibe Energy HSE policies and procedures;
- 5.3.2 Liaise with all stakeholders engaged in the project to ensure HSE is a primary consideration at all times;
- 5.3.3 Ensure project Safety Management Plans and Environmental Management Plans are developed and documented for each project;
- 5.3.4 Undertake the role of site “Environmental Representative”;
- 5.3.5 Coordinate, or where appropriate, conduct site inductions and training for all Vibe Energy employees and other project associated personnel;
- 5.3.6 Ensure all personnel hold the required qualifications and licenses for their particular trade /task/ function;
- 5.3.7 Ensure that systems are in place to monitor and evaluate subcontractor performance;
- 5.3.8 Ensure that that pre-start safety meetings are conducted daily;
- 5.3.9 Attend project meetings as scheduled;
- 5.3.10 Identify, assess and control, in consultation with employees, all reasonably foreseeable HSE risks through the JSA process.
- 5.3.11 Maintain the currency of all records required for the project;
- 5.3.12 Conduct inspections and HSE audits and ensure that corrective actions are identified, implemented and reviewed for effectiveness;
- 5.3.13 Ensure all reported incidents and injuries are investigated and corrective actions are identified, implemented and reviewed for effectiveness;
- 5.3.14 Implement injury management processes when employees are injured at work and assist in the facilitation of early, safe and sustainable return to work.
- 5.3.15 Provide reports to the Director on project HSE progress and performance as documented in the project HSE plan.

## **6 FITNESS FOR WORK**

Vibe Energy will ensure that all personnel, employees and contract employees are fit to undertake the duties for which they have been employed. This system shall be incorporated within the normal process of employee selection, placement and transfer. Pre-employment medical assessments may be used to assist in this process.

The Management of Vibe Energy recognises that alcohol and drug abuse can have adverse effects upon an individual’s ability to perform their duties, which in turn may also endanger the individual, fellow workers or the public.

Vibe Energy requires all employees, contractors, subcontractors, consultants and their employees to ensure that they:

- 6.1.1 Do not report to work or enter places of work while under the influence of alcohol or drugs;
- 6.1.2 Do not perform any work related task while under the influence of alcohol or drugs; and
- 6.1.3 Do not possess, use, consume, distribute or sell alcohol or illegal drugs, or misuse, distribute or sell prescribed medication while performing any work related activity for Vibe Energy, their agents or servants.

On project sites, clients may have specific alcohol and drug testing procedures and all persons under the management of Vibe Energy shall comply with these client procedures and standards.

Vibe Energy believes that OHS&W and daily operations are integrated and states clearly that failure to comply with the requirements of this policy may result in the instant termination of employment or the termination of a contract.

## 7 HOURS OF WORK

The length of time an employee may work within any twenty four hour period is restricted to fourteen hours to minimise the potential for accident or incidents related to fatigue.

Where it is necessary for an employee or subcontract employee to work more than fourteen hours, permission must be given by the Project Manager after an assessment of the need for extended working hours and the associated risk has been made.

A documented check of that employee's fitness for work must be maintained.

The employee must be offered transport to the place of residence and have at least ten hours break before the next shift.

## 8 INDUCTION AND TRAINING

Prior to commencing work on site, all employees and subcontractors shall attend a Project Safety Induction carried out by the Site Supervisor. Induction will be recorded using the template in **Appendix C**.

All employees and subcontractors will be issued with the NECA "A Safety Guide for employees in the Electrical, Communication and Data Industries" booklet.

Records of training shall be retained in the project quality documentation file as well as being recorded within the IMS.

Construction site visitors and people coming to work on-site for no more than a day shall receive an abbreviated induction and must be escorted by an approved person at all times. The Host contractor remains responsible for the visitors' welfare at all times.

## 9 SITE CONSULTATION AND COMMUNICATION

### 9.1 Project Pre-Start Meetings

Pre start pre-start meetings shall be conducted to discuss the daily work activities of the project. These meetings shall be:

- 9.1.1 Conducted daily by the site supervisor, before the start of each shift and attended by all Vibe Energy employees and subcontractors under company control;
- 9.1.2 Recorded on the pre-start meeting record using the template in **Appendix D**;
- 9.1.3 Include the following:
  - 9.1.3.1 Record of daily site attendance by each employee or subcontractor signing in;
  - 9.1.3.2 Allocation of work;

- 9.1.3.3 Allocation of materials
- 9.1.3.4 Preparation or review of JSAs
- 9.1.3.5 Review of SWPs;
- 9.1.3.6 Outstanding HSE items;
- 9.1.3.7 Issues identified in hazard, incident and near miss reports;
- 9.1.3.8 Outcomes of project toolbox meetings.
- 9.1.4 Meetings minutes shall be retained in the project quality filing system.

## 9.2 Project Toolbox meetings

Meetings shall be conducted to discuss project activities. They shall be:

- 9.2.1 Conducted by the site supervisor, employees and subcontractors;
- 9.2.2 Be recorded on meeting record using the template Form in **Appendix D**;
- 9.2.3 Include the following information as relevant:
  - 9.2.3.1 A review of all items included in the pre-start meetings.
  - 9.2.3.2 Review outstanding or unresolved issues from pre-start or previous toolbox meetings;
  - 9.2.3.3 Review of the HSE status the of site/project in general;
  - 9.2.3.4 Review of any proposed changes in project activities;
  - 9.2.3.5 Review of project documentation and records for adequacy;
  - 9.2.3.6 Issues identified in hazard, incident and near miss reports;
  - 9.2.3.7 Achievement of project HSE performances targets;
  - 9.2.3.8 Outcomes of project coordination meetings.
- 9.2.4 Meetings minutes shall be retained in the project quality filing system.

## 9.3 Project Management Meetings

Meetings shall be conducted to discuss project HSE performance. These meetings shall be attended by the Project Manager, the Site Supervisor, the Client and any other personnel as required. They shall include a review of the following information as relevant:

- 9.3.1 HSE performance;
- 9.3.2 Budget;
- 9.3.3 Overall schedule / delivery timeframes, including materials with long lead times;
- 9.3.4 Start up / commissioning issues;
- 9.3.5 Labour look ahead;
- 9.3.6 Technical or contractual non conformances;
- 9.3.7 Any other issues;
- 9.3.8 Project coordination meetings minutes are produced by the client. The formal copy sent to Vibe Energy shall be retained in the project quality filing system.

# 10 RISK MANAGEMENT

The identification of hazards and assessment of the risk of injury, illness or environmental impact they present are essential steps in eliminating and controlling hazards effectively.

All hazards on project sites shall be managed in accordance the Vibe Energy procedure: HSE-06 Risk Management.

All tasks will be subject to risk assessment and where risk cannot be eliminated, Job Safety Analysis (JSA)'s shall be developed.

## 10.1 Job Safety Analysis

- 10.1.1 Job Safety Analysis shall be undertaken for all project work tasks using the template in **Appendix E**
- 10.1.2 Each job or task is broken down into a sequence of basic steps and each step is reviewed for potential hazards, with the level of risk being analysed.
- 10.1.3 A copy of each JSA shall be retained in the project quality file.

## 10.2 Safe Work Procedures (SWPS)

- 10.2.1 Safe Work Procedures are a set of written instructions that identifies the health and safety issues that may arise from the jobs and tasks that make up a system of work.
- 10.2.2 A safe working procedure shall be written when:
  - 10.2.2.1 designing a new job or task;
  - 10.2.2.2 changing a job or task;
  - 10.2.2.3 introducing new equipment or substances;
  - 10.2.2.4 reviewing a procedure when problems have been identified, e.g.: from an accident or incident investigation.
- 10.2.3 The SWP should identify:
  - 10.2.3.1 the equipment and substances that are used in these tasks;
  - 10.2.3.2 the tasks that are to be undertaken that pose risks;
  - 10.2.3.3 the control measures that have been built into these tasks;
  - 10.2.3.4 any training or qualification needed to undertake the task;
  - 10.2.3.5 the personal protective equipment to be worn;
  - 10.2.3.6 action to be undertaken to address safety issues that may arise while undertaking the task.

## 11 SPECIFIC HAZARDS

### 11.1 Plant

- 11.1.1 All plant shall be management in accordance with all relevant legislative requirements.
- 11.1.2 Plant shall be maintained in a serviceable condition and have current inspection, maintenance and servicing records available.
- 11.1.3 All plant operators must possess a current license covering the type of plant or equipment being operated.
- 11.1.4 Inspection and test procedures (ITPs) will be developed and documented for the commissioning of all plant and these will address the OHS hazards identified. A template form is included in **Appendix F**.
- 11.1.5 Inspection and test records (ITRs) record the actual test outlined in the ITR.
- 11.1.6 Any equipment used to inspect, measure, test or verify functions or conformance to specified requirements shall be maintained in good working order and housed in an environment which is suitable to prevent damage, deterioration or change in functional characteristics.
- 11.1.7 All electrical equipment shall be inspected and tested in accordance with legislative requirements and a record of the testing shall be maintained.



- 11.1.8 All tools shall be inspected regularly to ensure that they are in a proper condition and fit for the purpose of use. Damaged tools shall be removed immediately and either repaired or discarded.
- 11.1.9 Vibe Energy will ensure that isolation and lockout procedures are in place prior to any work on or in powered plant in accordance with all legislative requirements.

## **11.2 Hazardous Substances**

All hazardous substances shall be managed in accordance with all relevant legislative requirements.

## **11.3 Excavations**

All excavations shall be managed in accordance with all relevant legislative.

## **11.4 Confined spaces**

Any Confined Space entry shall be managed in accordance with legislative requirements.

## **11.5 Safe work at heights**

Any work at heights shall be managed in accordance with legislative requirements.

## **11.6 Hot work**

Any hot work shall be shall be managed in accordance with legislative requirements.

## **11.7 Personal Protective Equipment**

- 11.7.1 Personal protective equipment shall be managed in accordance with all relevant legislative requirements.
- 11.7.2 All personnel on site shall use personnel protective equipment at all times except when in car parks, offices, control rooms, designated crib or lunch rooms or when operating a vehicle or machine with a fully enclosed cab.
- 11.7.3 The requisite personal protective equipment to be worn at all times is:
  - 11.7.3.1 Steel toe-capped footwear
  - 11.7.3.2 Eye protection
  - 11.7.3.3 Long trousers, long sleeve shirts (or long overalls).
  - 11.7.3.4 High Visibility clothing/vest when working around operating machinery.
  - 11.7.3.5 Safety Helmets.

## **11.8 Driving**

Driving shall be managed in accordance with all relevant relevant legislative requirements.

## **11.9 Site Housekeeping**

Site Housekeeping shall be maintained at all times by the Site manager.

## **11.10 Remote and Isolated Work**

Any remote and isolated work shall be managed in accordance with the legislative requirements **(Appendix G)**.

## **11.11 Manual handling**

Manual handling shall be managed in accordance with all relevant legislative requirements.

## **12 EMERGENCY CONTROL**

A list of first aid and emergency personnel is contained in the Emergency Contact List contained in Appendix H.

Emergency management shall occur in accordance with legislative requirements.

A list of all relevant emergency procedures relating to this project and site shall be added as an addendum to this safety management plan.

## **13 INJURY MANAGEMENT**

All accidents, injuries and near misses shall be reported to the Site Supervisor on the day the incident occurred using the template form in Appendix I.

## **14 SITE INSPECTIONS**

Site inspections will be conducted at agreed intervals and shall be managed in accordance with all relevant legislative requirements. A checklist shall be used to record the inspection process which is contained in Appendix I.

Hazards identified shall be managed by the Site Manager.

All non conformances shall be recorded on the inspection checklist and corrective actions shall be scheduled for implementation. Outcomes of planned inspection shall be discussed in pre-start, toolbox and project coordination meetings, where monitoring and review of corrective actions shall occur.

## **15 APPENDICES**

## APPENDIX A

# Occupational Health and Safety Policy

### POLICY STATEMENT

We are committed to achieving a high level of health and safety performance in all of our activities. Our primary focus will be to prevent all work related injuries and promote a safe and healthy workplace.

### OBJECTIVES

Be pro-active in identifying hazards and eliminate them immediately. If impracticable, implement control measures to reduce hazards so minimal risk occurs.

Ensure work place is safe for all employees or contractors.

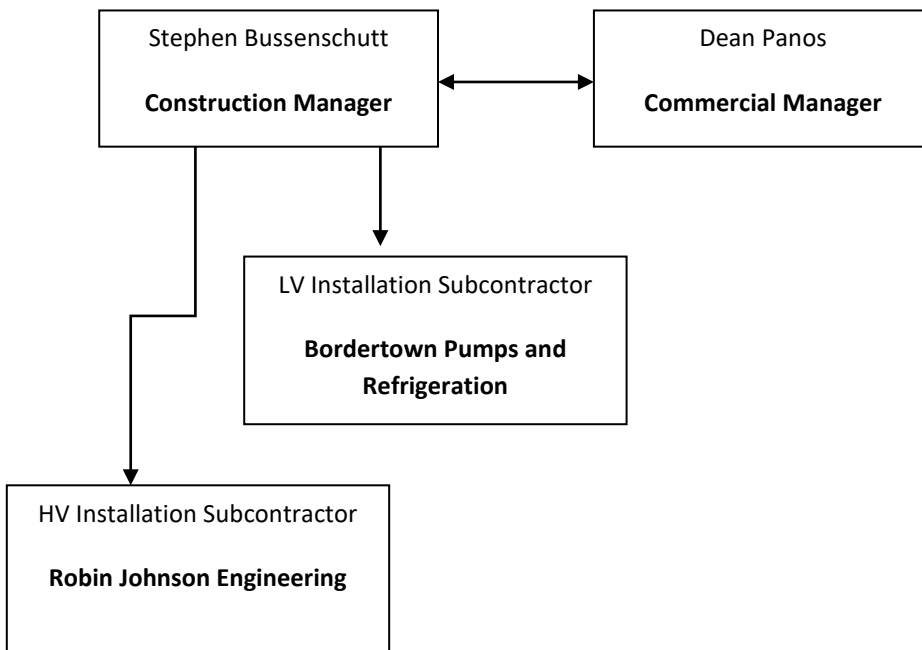
Ensure our actions do not affect the safety of others.

Make sure all work carried out to a high standard and in accordance with relevant safety acts and installation standards.

### THE DIRECTORS

## APPENDIX B

### Project Organisation Chart's



# APPENDIX C

## Site Induction Checklist

<b>NAME:</b>		<b>EMPLOYMENT DATE:</b>	
<b>ORGANISATION:</b>		<b>MANAGER / SUPERVISOR:</b>	
<b>GENERAL INDUCTION RECORD</b>			
<b>Project Overview</b>		<b>Project Organisation</b>	
	Layout of project sites		Project Manager
	Scope of work		Site Manager
	Milestone dates		Contractor site supervisors
	Outline of the customer		Site coordination & meetings
	Other goals	<b>The Site</b>	
<b>Site Employment Conditions</b>			Site facilities
	Remuneration/Award/EBA		Goods – receiving and storage
	Working hours		Access & parking
	Expectations		Site communications
	Alcohol & Drug policy & testing agreement		Site security
	Training	<b>Site rules</b>	
<b>OHS &amp; W</b>			Dress code & PPE
	OHS policy		Speed limits
	Site OHS organisation		Traffic management requirements
	Emergency procedures & phone numbers		Site hazards
	First aid facilities and kits		Housekeeping
	Incident reporting procedures		Smoking
	Hazardous work		Banned activities
	Hazardous substances	<b>Quality Assurance</b>	
<b>Environmental management</b>			Overall expectation
	Construction environmental plan		Obligations of each group
	Commitment		Verification of work stages
	Erosion control	<b>Other</b>	
	Waste management		Authorities & permits required & rules
	Land rehabilitation after construction		Public relations
<b>CONDUCTED BY (name):</b>		<b>DATE:</b>	
<b>EMPLOYEE'S SIGNATURE:</b>		<b>DATE:</b>	



## APPENDIX D


### Pre-Start and Toolbox Meeting Template's





## **APPENDIX E**

### **Job Safety Analysis**

	<b>Vibe Energy</b>  <b>Job Safety Analysis (JSEA)</b>	<b>Ref:</b>  <b>Page 18 of 32</b>	
<b>Client:</b>	<b>Project Name:</b>	<b>Project Number:</b>	
<b>Construction Supervisor:</b>	<b>HSE Advisor:</b>	<b>Date:</b>	
<b>Task:</b>			
<b>Personnel Preparing this JSEA</b>		<b>Reviewed By</b>	
		<b>RJE</b>	<b>Client</b>
.....		<b>Name:</b>	<b>Name:</b>
.....		<b>Signature:</b>	<b>Signature:</b>
.....		<b>Date:</b>	<b>Date:</b>
<b>PERSONNEL QUALIFICATIONS AND LICENCES REQUIRED</b>		<b>ADDITIONAL SKILLS / TRAINING NEEDED</b>	
<b>LEGISLATION / CODES / STANDARDS</b>		<b>EQUIPMENT AND POWER TOOLS</b>	
		<b>PERMITS NEEDED (TRAFFIC MANAGEMENT, CONFINED SPACE, EXCAVATION, HOT</b>	
<b>CHEMICALS – MSDS</b>			


CHECKLIST FOR PREPARATION OF JSEA and LIST OF PPE / EQUIPMENT NEEDED FOR THE TASK

NOTE: ANY HAZARD THAT IS IDENTIFIED HERE MUST BE RECORDED IN THE ANALYSIS BEGINNING ON THE NEXT PAGE

Safety Hazards	Yes <input checked="" type="checkbox"/>	Safety Hazards	Yes <input checked="" type="checkbox"/>	Safety Hazards	Yes <input checked="" type="checkbox"/>	Environmental Hazards	Yes <input checked="" type="checkbox"/>
Sprain / strain / over use	<input type="checkbox"/>	Radiation / Electrical	<input type="checkbox"/>	Mobile Equipment	<input type="checkbox"/>	Air pollution – dust, gas, odour, vapour	<input type="checkbox"/>
Slips / trips / falls	<input type="checkbox"/>	Workers Above / Below	<input type="checkbox"/>	Moving Parts / Equipment Guarding	<input type="checkbox"/>	Ground / Surface Water Contamination – spillage, seepage	<input type="checkbox"/>
Lighting / visibility	<input type="checkbox"/>	Working at Heights	<input type="checkbox"/>	Synthetic Mineral Fibres	<input type="checkbox"/>	Soil contamination – spillage	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Suspended Loads	<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Soil erosion / degradation	<input type="checkbox"/>
Toxic atmosphere / fumes / dust / asphyxiants	<input type="checkbox"/>	Congested Work	<input type="checkbox"/>	Hazardous Materials / Process Chemicals	<input type="checkbox"/>	Flora & fauna death or damage, vegetation removal, dieback spread	<input type="checkbox"/>
Noise	<input type="checkbox"/>	Work Group Interface	<input type="checkbox"/>	Explosive or Combustible Liquids / Gases	<input type="checkbox"/>	Noise emission	<input type="checkbox"/>
UV Radiation / sunburn	<input type="checkbox"/>	Communications	<input type="checkbox"/>	High Pressure Air / Water / Gas	<input type="checkbox"/>	Light emission	<input type="checkbox"/>
Heat / Cold Thermal Extreme	<input type="checkbox"/>	Buried Services	<input type="checkbox"/>	Ground subsidence / collapse	<input type="checkbox"/>	Solid / Liquid Waste	<input type="checkbox"/>
Multiple Electrical Feeds	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Community interface	<input type="checkbox"/>

Trip Hazards	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Energy / Water usage	<input type="checkbox"/>
Electrical Hazards - LV	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

**Personal Protection & Control Equipment Required for the Task**

Double Eye Protection	<input type="checkbox"/>	Respirator	<input type="checkbox"/>	Fire Extinguisher / fire blankets	<input type="checkbox"/>	Spill containment / clean up equipment	<input type="checkbox"/>
Hearing protection	<input type="checkbox"/>	Dust Mask	<input type="checkbox"/>	2 – Way Radio / telephones	<input type="checkbox"/>	Dieback wash down unit	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	Safety Harness / Falls arrestor	<input type="checkbox"/>	Barricading / signage	<input type="checkbox"/>		<input type="checkbox"/>
Special clothing	<input type="checkbox"/>	Gas Monitoring Equipment	<input type="checkbox"/>	Shelter	<input type="checkbox"/>		<input type="checkbox"/>

<p><b>Risk Rating:</b> A method of rating the potential severity of injury or loss using probability and consequences. For each identified hazard consider the worst credible outcome using the matrix. Select an outcome from each column; where they intersect on the matrix will determine the rating.</p>	<p><b>RISK TABLE</b></p> <table border="1" style="margin: auto;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">PROBABILITY</td> <td>Almost Certain</td> <td>A</td> <td>Moderate</td> <td>High</td> <td>High</td> <td>High</td> <td>High</td> </tr> <tr> <td>Likely</td> <td>B</td> <td>Moderate</td> <td>Moderate</td> <td>High</td> <td>High</td> <td>High</td> </tr> <tr> <td>Possible</td> <td>C</td> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> <td>High</td> </tr> <tr> <td>Unlikely</td> <td>D</td> <td>Low</td> <td>Low</td> <td>Moderate</td> <td>Moderate</td> <td>Moderate</td> </tr> <tr> <td>Rare</td> <td>E</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Low</td> </tr> <tr> <td></td> <td></td> <td>5</td> <td>4</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>Negligible</td> <td>Minor</td> <td>Moderate</td> <td>Major</td> <td>Critical</td> </tr> </table> <p style="text-align: center;"><b>CONSEQUENCE</b></p>	PROBABILITY	Almost Certain	A	Moderate	High	High	High	High	Likely	B	Moderate	Moderate	High	High	High	Possible	C	Moderate	Moderate	Moderate	Moderate	High	Unlikely	D	Low	Low	Moderate	Moderate	Moderate	Rare	E	Low	Low	Low	Low	Low			5	4	3	2	1			Negligible	Minor	Moderate	Major	Critical	<p><b>PROBABILITY (of occurrence)</b>  <b>A. Almost Certain:</b> Common / repeat occurrence  <b>B. Likely:</b> Known to occur  <b>C. Possible:</b> Could occur  <b>D. Unlikely:</b> Not likely to occur  <b>E. Rare:</b> Practically impossible</p>	<p><b>CONSEQUENCE (injury; environmental; damage)</b>  <b>1. Critical -</b> Fatality, permanent disability; serious, long term environmental damage; significant financial loss &gt;\$100,000  <b>2. Major -</b> Lost time injury; long term environmental damage; financial loss \$10,000 - \$100,000  <b>3. Moderate -</b> Restricted Work Injury; medium term environmental effects; financial loss \$2,000 - \$10,000  <b>4. Minor -</b> Medical Treatment; short term environmental effects; financial loss \$500 - \$2,000  <b>5. Negligible -</b> First Aid Injury; minor environmental effects; financial loss &lt;\$500</p>
PROBABILITY	Almost Certain		A	Moderate	High	High	High	High																																													
	Likely		B	Moderate	Moderate	High	High	High																																													
	Possible		C	Moderate	Moderate	Moderate	Moderate	High																																													
	Unlikely		D	Low	Low	Moderate	Moderate	Moderate																																													
	Rare		E	Low	Low	Low	Low	Low																																													
			5	4	3	2	1																																														
		Negligible	Minor	Moderate	Major	Critical																																															

Step No	Work Method Steps <small>A chain of tasks necessary to complete a job</small>	Related Hazards <small>Potential source of harm and/or damage associated with each step or event</small>	Risk			Hazard Control Measure <small>Method / activity to reduce or eliminate the associated hazards</small>	Residual Risk			Person Responsible <small>for implementing the control measure</small>
			Prob	Cons	Rating		Prob	Cons	Rating	








## **APPENDIX F**

### **Inspection Test Plan**



<b>Inspection and Test Plan</b>				
			Ref: VE-ITP-01	
<b>Project</b>	Bordertown Generation Plant (4MW)			
<b>Location</b>	Lot 22 Ramsey Terrace, Bordertown SA 5268			
No.	Test	Test Report / Checksheet	Checked	
			STG-1?	STG-2?
1	Material tests	By Supplier		
2	Engage qualified and competent contractor	Y/N		
3	Execution of works professionally and controlled	Y/N		
4	Safety Inspection	Y/N		
5	Earthing System	RJE E1.T001		
6	Test Power Cable	RJE E1.T002A		
7	Test Instrument Cable	RJE E1.T002B		
8	Test Control Cable	RJE E1.T002C		
9	Test Light and Small Power Cable	RJE E1.T003		
10	Test Control Cable and LCS	RJE E1.T006		
11	Test Distribution Board	RJE E1.T007		
12	Test MCC	RJE E1.T008		
13	Test Cable Trench	RJE E1.T012		
14	Test Transformer	RJE E1.T013		
15	Test Transformer Pre-Commissioning	RJE E1.T013A		
16	Test HV Switchgear	RJE E1.T017		
17	Test HV Cable	RJE E1.T020		
18	Test HV Cable Terminations	RJE E1.T028		
19	Test Batteries Chargers	RJE E1.T031		

Page 1

20	Test Busbar joint Assembly	RJE E1.T055			
21	Test Cable Control	Vibe Energy VE-TR-03			
22	Test LV Control	Vibe Energy VE-TR-11			
23	RJE Electrical Certificate of Compliance	Y			
24	Bordertown Pumps Electrical Certificate of Compliance	Y			
25	All Drawing verification point to point highlighted	Y/N			
<b>Tested By:</b>		<b>Certified By:</b>			
Signature		Signature			
Name		Name			
Date		Date			

Page 2

## **APPENDIX G**

### **Switching Manual (To Be Provided for Victorian Legislation – Default ESCOSA for SA work)**

## APPENDIX H

### Emergency Contact Numbers

Primary Contact	Stephen Bussenschutt	0417 828 675
Secondary Contact	Dean Panos	0410 449 053
Emergency Number	Emergency Services	000
Local electrical subcontractor – business hours)	Bordertown Pumps and Refrigeration	(08) 8752 1959
ENEL-X(Generator Operation centre 24hrs)	24/7/365 Customer Support (Paul Troughton or Mottel Gestetner)	1800.775.096

## **APPENDIX I**

### **Incident Report Form and Site Inspection Checklist**

#### **Incident Report Form**



SITE INSPECTION CHECKLIST	Date of Issue: 06/04/06	Page 37 of 38
---------------------------	-------------------------	---------------

CONTRACT No	JOB NAME			
LOCATION:	DATE:			
INSPECTION BY	PRINT NAME			
	<b>ACTION REQUIRED</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS / ACTION BY</b>
<b>A. FIRE EXTINGUISHERS</b>				
• Charged				
• Correct Types				
• Hose Reels				
• Date Check				
<b>B. FIRST AID</b>				
• Cabinet Stocked				
• In good condition				
• Accident/Injury/Register Available				
<b>C. OFFICE/CRIB FACILITIES</b>				
• Clean & tidy				
• Adequate Refuse Bins				
• Appliances in Good Order				
• Adequate Lighting				
• Drinking water				
<b>D. STORES/WORKSHOPS</b>				
• Passages & Walkways clean and tidy				
• Rubbish/Scrap Bins - Available				
• Adequate Lighting				
• Oil & Grease Cleared				
• Refuse/Scrap Removed				
• Flammable Substances - stored correctly				
Segregated				
• Fire Extinguishers				
• Ventilation				
• Welding Shields				
• Materials stored correctly				
• Identified as necessary				
• Work Benches Clean/Tidy				
<b>E. ABLUTIONS</b>				
• Clean & Tidy				
• Cleaned Regularly				
• Adequate - Hand Towels				
• - Toilet Paper				
• Cleaning Supplies				
• All facilities operational				
• Clean Water				

<b>F. TOOLS/EQUIPMENT</b>				
• Operational				
• Good Order and Condition				
• Guards/Screens/Goggles in place				
• Electrical Leads tagged/good order				
• Operational Instructions Available				
• Ladders in good condition				
• Scaffolding Tagged/Correct Use				
<b>G. PLANT/VEHICLES</b>				
• Serviced				
• In good condition				
• Licensed				
• Licensed Operators				
• Maintenance Programme				
• Cables/Hose good condition				
• No Oil Leaks				
• Signs/Instructions Legible				
• Noise / Exhaust Emissions				
<b>H. MACHINERY</b>				
• Kept Clean				
• Regular Maintenance				
• Operational Switches Legible				
• Operating Instructions				
• Safety Signage				
• Sufficient Guarding				
• Correct PPE Available				
• Noise / Exhaust Emissions				
<b>I. BARRICADES AND EXCAVATIONS</b>				
• Warning Signs				
• Barricades				
• Shoring				
• Warning Lights				
<b>J. SAFETY</b>				
• Personnel Protective Equipment				
• M.S.D.S.				
• Notice Boards - In Place				
• Documentation in place and up to date				
* Accident/Incident/Investigation Report				
* Inductions				
* Project Meetings				
* JSAs and SWPs				
* Hazard Reports				
* Subcontractors Compliance				