

# APD PROJECTS

## HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT PLAN - HOTHAM VILLAGE EXCHANGE SMALL CELL

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### REVISION HISTORY

Rev	Description	Prepared by	Checked by	Approved by	Date
3.0	Issued for Use	J. Wai	D. Smith	V.Bhargava	22/10/21
3.1	Update following internal audit	J. Barrett	B. Kenney	B. Wang	08/03/23
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## 1 INTRODUCTION

Alliance Power and Data (**APD**) is committed to the establishment, promotion, and ongoing development of a safe working environment for all its workers. To support this commitment APD has produced this Health, Safety and Environment Management Plan (**HSEMP**) as a basis to our Policies and to reinforce the commitment to safety in all operational areas.

- POL-SMS-0097 OHS Policy
- POL- EMS-0117 Environmental & Sustainability Policy
- POL-QMS-0132 Quality Policy

Management will provide all necessary resources and equipment to ensure safe working conditions and safe work practices for its workers in support of this HSEMP.

## 2 SCOPE

This HSEMP has been developed specifically for Telstra's statement of work and sets out how APD shall manage the Health, Safety and Environmental (**HSEQ**) hazards and associated risks defined under APD's Management Systems. APD's HSEMP has been developed in accordance with AS4801, ISO14001 and ISO9001 and complies with all relevant safety legislation, standards and codes of practice. APD is dedicated to maintaining a strong focus on the health and safety of our entire workforce.

This HSEMP applies to all workers of APD including sub-contractors, APD suppliers and visitors that attend site/s and are to always remain on site under the control of the Project Manager. This plan will be used in conjunction with the applicable specifications, plans and checklists highlighted in this document and as stipulated by Telstra's Minimum Safety Requirements (AADUY-339520963-60) and Minimum Occupational Health Requirements (AADUY-339520963-72) documents.

### PROJECT DESCRIPTION:

The purpose of the Scope of Works is to facilitate Telstra's provision of Mobiles Small Cell Infrastructure and Services. The works will, on completion, provide Small Cell Mobile Network and Infrastructure to extend the coverage footprint, increase the capacity and improve the performance of Telstra's Mobile Networks.

The Works Under the Contract may include, but is not limited to:

1. Pre-Site Survey and Design Validation.
2. Construction Work.
3. Site Make Ready Works (SMRW)
4. Site Installation Works
5. Commissioning and Integration support
6. Decommissioning of legacy equipment
7. Build HOP
8. Logistics services

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The scope of works shall be completed within all states and territories in Australia. Refer to the Mobiles (Small Cell) Statement of Works - Section TR3 Statement of Work for more information.

## 1. PRINCIPAL CONTRACTOR DETAILS

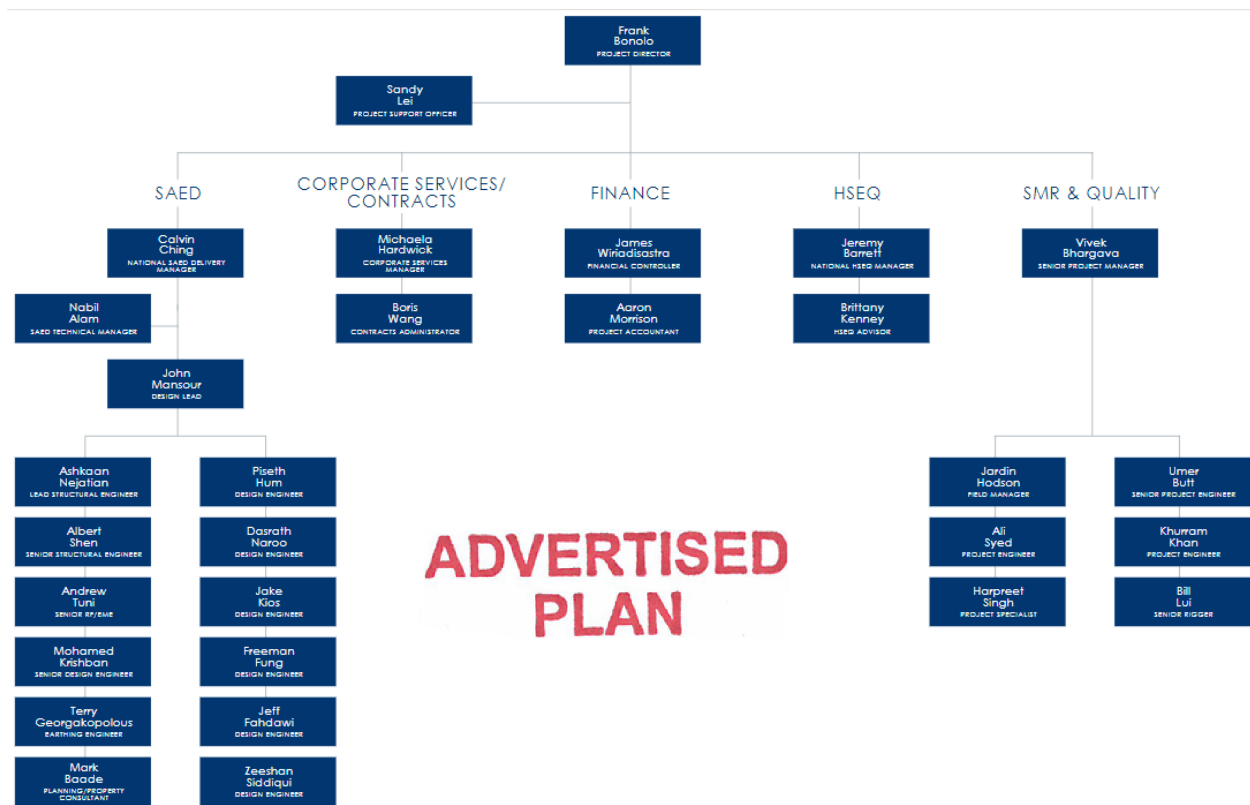
Item	Details
Business Name	Amplitel Pty Ltd as trustee of the Towers Business Operating Trust
Address	242 Exhibition Street, Melbourne VIC 3000
Contact Person	Feby Joseph
Work Phone	0499 401 044
Email	<a href="mailto:feby.joseph@amplitel.com">feby.joseph@amplitel.com</a>
ABN	75 357 171 746
Postal Address	242 Exhibition Street, Melbourne VIC 3000
Website	<a href="https://www.amplitel.com.au/">https://www.amplitel.com.au/</a>

### 1.1. APD DETAILS

Item	Details
Business Name	Alliance Power and Data Pty Ltd
Address	Level 16, 200 St Georges Tce, Perth WA 6000
Contact Person	Vivek Bhargava
Work Phone	1300 273 766
Email	<a href="mailto:admin@apdeng.com.au">admin@apdeng.com.au</a>
ABN	80 102 550 952
Postal Address	Level 16, 200 St Georges Tce, Perth WA 6000
Website	<a href="http://www.APDeng.com.au">www.APDeng.com.au</a>

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## 1.2. ORGANISATIONAL STRUCTURE



## 3 DEFINITIONS

- **Control(s)** - Any existing measures or actions applied to modify or manage (through prevention, detection or mitigation) risk exposures associated with processes or activities undertaken.
- **Hazard** - a source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
- **Incident** - An undesirable, unplanned event which has the potential to, or does, lead to a loss (human or economic).
- **JRA** – Job Risk Assessment, a tool identifying hazards and controls for a specific task and site.
- **Risk Register** - A tool to capture the Risk information outputs from the Risk Management Process.
- **SFAIRP** - So far as is reasonably practicable. The concept is to achieve the best possible safety outcomes, to the extent that is 'reasonably practicable'.
- **Senior Manager** – is defined as a person who participates in decision-making affecting the whole or a substantial part of the business.

- **SWMS** - A Safe Work Method Statement is a tool that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

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### 4 GENERAL

APD has always and will continue to consider Safety integral to the way we achieve business outcomes. Our dedicated team strive to achieve and implement the best practice standards for Safety, Health and Environment and all workers at all levels are therefore required to comply by:

- Awareness of and compliance with APD policies and procedures.
- Adherence with all statutory legislation applicable to their workplace.
- Genuine respect and understanding of the importance of Health, Safety and Environment, taking all factors into consideration when approaching and commencing any job or task.
- Being responsible for their actions and taking care whilst performing operational activities.
- Providing a visible safety example, encouraging safety, proactive communication, quality, and productivity when visiting and conducting work at all workplaces.

All Workers must be authorised and/or qualified to safely undertake specified role and work tasks delegated by APD.

### 5 RESPONSIBILITIES

#### 5.1. LEADERSHIP AND ACCOUNTABILITY

APD will provide and demonstrate visible leadership to achieve the highest standards in safety management and environmental sustainability throughout the life of the Project. During all work activities, APD will require overriding commitment by all workers, suppliers and third parties to meeting the designated HSEQ objectives and targets. There are several basic values that support this commitment, they include:

- All personnel on site are responsible for HSE management.
- Immediate action will be taken to prevent incidents, implement controls and minimise impacts;
- Malicious damage of local environment, sub-standard work practices, plant or equipment will not be condoned; and
- We will identify the site-specific aspects and minimise or eliminate the potential risks and impacts, and personally intervene to correct unacceptable conditions.

As part of the leadership and commitment process, APD management, when visiting sites, will demonstrate their commitment to HSEQ management by carry out the following activities:

- Conducting inspections of work areas with the APD Project Manager and / or Supervisor;
- Viewing of tasks and work being carried out to ensure all designated controls have been put in place and are functional;

- Reviewing Risk Assessments and SWMSs to ensure task specific aspects & impacts have been identified in conjunction with the HSEQ hazards;
- Reviewing the HSEQ management processes implemented on site to ensure compliance with this HSEMP; and
- Taking note of and providing feedback on any suggestions for improvements to HSEQ management and monitoring processes to be implemented on site.

## 5.2. MANAGER/SUPERVISOR

Managers and supervisors are responsible for providing a workplace that is, SFAIRP, a safe and healthy workplace for workers and visitors, in the areas of their control. This includes:

- Modelling health and safety leadership
- Demonstrating a commitment to good health and safety performance, by:
  - Consulting with workers regarding HSEQ issues at regular site meetings.
  - Ensuring safe work procedures are followed
  - Reporting incidents, hazards and safety concerns promptly
  - Assessing task risk and not allowing an activity to continue until it can be controlled adequately
- Fostering a strong work HSEQ culture where worker input is valued
- Promoting and implementing the HSEQ Management System
- Actively support the identification and management of hazards and risks
- Understand and monitor safety performance objectives
- Proactively manage other duty holders (e.g. subcontractors), when required.

## 5.3. HSEQ DEPARTMENT

APD HSEQ Department carries the responsibility of ensuring all safety related processes are effectively communicated to workers. It is essential that the APD's Safety system and HSEMP is working effectively, thus the vital role in the communication of areas requiring improvement is encompassed in these responsibilities. Duties Include:

- Implementing, administering, and continually improving the Health and Safety Management System.
- Incorporating Health and Safety Management Planning into all aspects of our business.
- Ensuring there is effective involvement and open communication on health and safety matters at all levels of our business.
- Developing and maintaining HSEQ procedures, safe work instructions, and behaviour at all APD work sites.
- Complying with, and where appropriate exceeding applicable legislative requirements.
- Liaising and providing active support to all levels of personnel on all health, safety and environmental matters.
- Reporting all incidents to the Principal Client as per the Donesafe requirements
- Reporting of notifiable incidents to the appropriate Authority.
- Conducting incident investigations.

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## 5.4. PROJECT MANAGER

The Project Manager is directly accountable for all levels of communication with the implementation of the program of works, compliance with the HSEMP and statutory requirements. Duties Include:

- Ensuring that the resources and management structures provided are in place and working effectively.
- Reviewing and signing off on all area of responsibilities.
- Ensuring the HSEMP is implemented, maintained, regularly reviewed, and updated for the life of the project. All updates are to be communicated to all workers and subcontractors.
- Reporting to all Management and HSEQ levels on safety issues.
- Ensuring all hazards, incidents, near-misses, opportunities for improvement and other occurrences are reported, investigated, and identified corrective actions are implemented within a designated time limit.
- Assisting in identifying training needs.
- Promoting the commitment on safety through, preparing of any identified HSEQ improvements, objectives and targets and active communication.

## 5.5. PROJECT SUPERVISOR

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It is important the Project Supervisor plays a critical role in the effective implementation of the HSEMP. It is for this reason that wherever possible, the Project Supervisor is to take an active role in the management and communication of work site safety. The HSEMP is to always remain on site under the control of the Project Manager. Duties Include:

- Report, consult and liaise with management, workers and subcontractors on all Occupational Health, Welfare, Safety and Environmental issues.
- Know, understand and communicating APD Safety systems and obligations as set out in this HSEMP.
- Ensure the HSEMP is monitored and changes are communicated to all parties involved.
- Ensure safety inductions to all workers and visitors have been conducted.
- Ensure emergency response procedures have been conducted to all workers and visitors.
- Ensure that all persons engaged in work, including visitors, are aware of the hazards and risk control requirements have been undertaken.
- Ensure adequate resources are available.
- Ensure procedures, safe work methods, risk assessments and other relevant safe systems of work are implemented.
- Incorporate safety instructions when allocating tasks.
- Conduct toolbox meetings and actively engaged with all workers on site.
- Report all accidents/incidents to the Project Manager and the HSEQ Department as soon as practical.
- Assist in accident/incident investigations when required and reporting findings.
- Attend Safety planning meetings.
- Liaise with Senior management and HSEQ when required.
- Identify training needs in consultation with management and workers.



## 5.6. ALL WORKERS INCLUDING SUBCONTRACTORS

All Workers must be qualified and competent to safely undertake work that has been authorised by APD Management. Workers must:

- Comply with this HSEMP and all statutory legislation applicable to the workplace.
- Be responsible for their own safety, health and the environment as well as their fellow colleagues at the workplace.
- Use all personal protective equipment issued or supplied as required.
- Report all accidents/incidents, no matter how minor, to their Supervisor ASAP of the event occurring. If the Supervisor is not able to be notified, then report the event to the Project Manager.
- Assist in achieving goals set by management, by actively supporting the HSEMP and by having a good understanding of safe working practices.
- Attend toolbox meetings.
- Attend and participate in undertaking HSEQ inspections and required by HSEQ Department or project team.

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## 5.7. VISITORS

APD's approach to managing risk includes those associated with visitors required to enter APD work areas, or who may interact with works being conducted. Visitors are only authorised to carry out non-operational tasks e.g., site inspections, audits, meetings etc.

To ensure visitors safety the following shall apply:

- Visitors are to report to the Project Manager/Project Supervisor.
- Visitors are to abide by all direction given by APD Personnel.
- Undertake any relevant inductions warranted for the Visitor's safety.
- All site visitors shall be required to sign in/out of the FRM-SMS-0266 Visitors Registration Form.
- Wear protective footwear, hardhat, safety glasses and hi-vis vest in all operational work areas in accordance with APD PPE procedure PRO-SMS-0154.
- Must be always escorted while on site.
- Must not undertake any operational tasks.

## 6 PLANNING, REPORTING AND REVIEW

Planning is a primary element of effective HSEQ Management. This HSEMP has been implemented to assist in the success of safe operations conducted at APD work sites.

HSEQ planning is a fundamental component for monitoring safety and is the responsibility of Management in conjunction with Supervisors, Subcontractor Representatives, HSEQ Department and Workers.

Planning will be conducted at the planning stage, prior to implementation of the HSEMP and during the design and construction phase of the project. APD will consult:

- With all workers and subcontractors on HSEQ issues for the project.
- At inductions, safety meetings, toolbox meetings and other forums where anyone can raise issues for discussion.

- Informally during the planning of activities, or the development/changes of SWMSs.
- When changes to workplace arrangements could affect the health and safety of workers or environmental conditions.
- During investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

All workers, subcontractors and visitors mobilising to site will be trained in this HSEMP during the site induction to ensure that all personnel mobilising to site are aware and understand the minimum requirements set out in the Client's and APD's HSEQ requirements.

Prior to starting project a competent person\* must review scope of undertakings and identify appropriate emergency equipment required, to include (but not exclusive of) the following:

*\*A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to correctly perform a specific task.*

- A suitable Fire Extinguisher is available where fuels are stored (ABE)
- All Light Vehicles carry a Dry Chemical Powder Fire Extinguisher (ABE)
- A First Aid Kit is located in Marked Vehicle (kit to be suitable for scope of task)
- Specialised rescue equipment as noted in Working at Heights/ Confined Space Rescue Plan

These requirements will be documented in the Project Emergency Response Plan (MAN-SMS-0443)

## 6.1. KEY PERFORMANCE INDICATORS

HSEQ reporting shall be produced monthly to monitor performance against the WHS objectives and targets as defined in the tables below.

These shall be communicated with Telstra's monthly in line with their reporting requirements.

Senior Management and site management must regularly review at periods of no greater than quarterly.

Subcontractors have an obligation to report to APD HSEQ department the following so as to meet client expectations, KPI's and audit schedules. The report may include (but not limited to) the following:

- Hours worked
- Incidents
- Workplace inspections (WPI's)

**Table 4 | Lagging Indicator Target**

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Lagging Indicator Target	Details
Fatalities	Zero
Total Recordable Injury Frequency Rate	Zero
Total Recordable Injury Frequency Rate (TRIFR)	<3
High Potential Incidents Frequency Rate	<2
Lost Time Injuries	Zero harm
Medical Treatment Frequency Rate	Zero
Prohibition Notices	Zero
HSEQ Breaches	Zero
Significant Incidents	Zero
Environment and heritage Incidents	Zero
Corrective Action Close Out	90% completed within nominated timeframes

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**Table 5 | Leading Indicator Target**

Leading Indicator Target	Details
Job Risk Assessment conducted for all tasks	100% compliance
Pre-start meetings	Daily for all personnel
HSEQ Field Inspection	Daily >=95%
Tool-box meetings	Conducted Monthly and documented
Project Progress meeting	Fortnightly and where required
Hazards reported	Rectified <3 working days
Incidents	90% Reported within the same day to client
HSEQ Communications	100% Attendance
Leadership walks/interactions	<ul style="list-style-type: none"> <li>• General Manager Level 2 per Quarter</li> <li>• Project Manager Level 3 Per Quarter</li> <li>• HSEQ Manager/Officer 3 Per Quarter</li> </ul>

Leading Indicator Target	Details
Supervisor Workplace Inspection	100% of the sites where work is being completed, per day
Critical Control compliance	>=95%
Compliance to HSEQ training	100%
HSEQ Audits	100% completed as per provided schedule
HSEQ Performance	100% compliance (within 5 business days of each month)

## 7 COMPLIANCE AND TRAINING

### 7.1. INDUCTIONS

Prior to beginning any project all workers shall be inducted into the APD HSEQ system. This process will be managed using the “Skytrust” platforms and all submissions shall be recorded into this system. A score of 100% is required to be recorded as a pass. . Site specific induction training shall be conducted via the supervisor who shall be aware of the requirements specific to the workplace. At a minimum standard, all operational workers will be trained and retain currency in the following inductions:

- National Construction Induction (Blue/White card).
- APD HSEQ Induction.
- Site Specific Requirements.
- Job Risk Assessment training

All workers shall receive at the minimum site-specific induction on the following:

- APD's Safety Policy.
- HSEMP Induction.
- Personnel Protective Equipment (relevant for site and work being conducted).
- Accident/Incident reporting.
- Hazard Reporting.
- Drugs & Alcohol Procedure.
- Fatigue Management Procedure.

### 7.2. TRAINING

Training assists to ensure work is performed in a safe manner, that personnel, equipment or plant are not exposed to risk and a safe working environment is both established and maintained.

APD Engineering will verify that all workers, including subcontractor workers hold current and relevant qualifications for the work they are required to perform. Records of any competency assessments undertaken, licenses and qualifications shall be retained and available for audit.

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Field Supervisors will undertake spot checks to ensure workers are competent, that records are current and are documented in APD's HSEQ software system.

Third party VOCs shall be undertaken on an as-needs basis or when stipulated by the Client. An as needs basis may be when personnel express concern with regards to a plant operator's competency or when the risk warrants it.

For further information refer to HSEQ Training and Competency Procedure (PRO-SMS-0340).

## 8 MEETINGS AND COMMUNICATION

### 8.1. SITE KICK OFF MEETING

A Site Kick Off meeting will be conducted on site prior to commencement of the Project works. A representative from APD and the Subcontractors company shall attend to capture the roles, scope of works, risks, subcontractors on site, heritage and environmental conditions, work schedule, change control, safety reporting and any other project delivery requirements.

### 8.2. PRE-START MEETINGS

All workers shall attend a daily pre-start meeting. The meetings are held to discuss the day's activities and to ensure safe systems of work are in place and implemented. The meetings provide all personnel with an opportunity to raise HSEQ issues that may be of concern. Personnel attending the meeting shall sign on to the Daily Pre-Start Meeting HSEQ form. All pre-start meetings will be conducted via the Project Manager/ Site Supervisor they must be documented, and copies be maintained on the project site.

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### 8.3. TASK ASSIGNMENT

It is the responsibility of the Team Leaders/Site Supervisor to familiarise themselves with the individual workers' capabilities and limitations under their control. The purpose of familiarisation is to ensure, that prior to mobilisation to site, the new worker is capable of safely performing tasks. Team Leaders/Site Supervisor conducting team briefing shall ensure:

- Workers have current skills relating to the task
- Are psychologically suitable and competent for the task
- Are not suffering from any recreational or work-related injuries that may impair the workers' ability to perform the task.
- Ensure all team members have read and understood the applicable Safe Operating Procedures (SOP), SWMS and JRA for the task they are doing

JRAs are fundamental tools and are provided to ensure that all safety elements are defined, safety conditions are met and personnel at all levels have a thorough understanding of the safety requirements for the task.

The individual, work team and person in charge have the responsibility to decide if a safety observer or multiple safety observers are needed. This must be identified at the Team Briefing and site JRA process prior to commencing work. Where a Safety Observer is required, it must be recorded on the JRA.

## 8.4. PROJECT PROGRESS MEETINGS

The purpose of the Project Progress meeting is to ascertain the effectiveness of the current HSEQ system and recommend changes that are deemed necessary to maintain system development. Weekly Project Status reports will be completed by the Project Manager and presented at the Weekly Project Progress meeting. As a minimum, the following items are addressed:

- Safety Inspection/Audits Report review
- Changes to statutory regulations (as required)
- Review minutes to toolbox meetings
- Review status of recommendations and corrective actions
- Review accident incident reports
- Review hazard reports
- Items as indicate in KPIs reporting tables 4 and 5

The findings and recommendations of the review meetings are to be forwarded to HSEQ for review and response. Any HSEQ matters requiring further action will be reported to Senior Management.

## 8.5. HSEQ COMMUNICATION

Client and APD HSEQ documentation will be made available for all site person. It is the responsibility of the Project Manager to maintain on site the latest information which will include but not limited to:

- HSEMP
- HSEQ Alerts
- Tool-box meeting minutes
- Emergency response phone numbers
- Names and contact details of medical personnel
- Names of HSE representatives and first-aid personnel

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## 9 RISK MANAGEMENT AND RISK REGISTER

It is a key requirement of this Plan to demonstrate that all health and safety risks and hazards for the Project are being systematically identified, evaluated and control measures are being, or will be, implemented to reduce the risks and potential impacts of those hazards to the lowest level that is reasonably practicable. APD aims to work within the principles of AS/NZ ISO31000:2009 Risk management—Principles and guidelines. A safe system of work is in place for all work activities covering the following elements:

- **Planning** - Risk Management is at the forefront of all planning activities for any works on site to ensure that risks are identified and controlled. APD will identify construction health and safety risks at three levels. These are:



- Identified high-risk construction activities and the development of a project specific Construction Risk Assessment Worksheet (CRAW) is completed and approved prior to project commencement.
- Site and task specific assessments appropriate to day-to-day construction activities using a Job Risk Analysis (JRA) for specific tasks
- A Safe Work Method Statement (SWMS) is a tool that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
- **Equipment** - All tools and equipment will be fit for purpose and inspected as relevant and available for use when required. Where required, the applicable tooling inspection checklists will be utilised when required, and all equipment will be visually inspected by personnel prior to use. Any identified faulty or non-compliant equipment identified on site, shall be removed from service and not used.
- **People** – APD shall ensure the people carrying out work tasks will be competent for the works by verifying they have the relevant qualifications/unit of competencies/licences required to complete the work. A training needs analysis (TNA) assists in ensuring all personnel with the right skills sets are being used for the work task.
- **Change** - Changes to work activities and the conditions in which they are conducted must be managed to ensure that any new hazards and risks are identified and controlled. This process is controlled by the supervisors who inspect work areas prior to commencement of work. Any new Hazards identified are reported accordingly.

## 9.1. HAZARDS

Identifying hazards in the workplace involves recognising situations that could potentially cause harm to people or the environment. Hazards generally arise from the following aspects of work and their interaction:

- Work related psychosocial risks (stress, bullying, fatigue)
- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and management

The purpose of a Hazard Report is to action observed hazards as well as communicate findings to ensure the hazard is controlled in the case it may exist in other areas of the worksite.

APD's HSEQ software system is utilised to capture all hazards. Hazards must be risk rated and actions must be assigned. Corrective actions are tracked to closure. Hazards may be logged using the Hazard Report form (FRM-SMS-0040) or using the SkyTrust HSEQ Management System.

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## 9.2. HSEQ RISKS

Risk assessment and control will be an integral part of all projects, ensuring all risks are analysed for work tasks and operations, ensuring a work method is agreed and the hazards associated with the tasks are identified, controlled and responsibilities identified.



The following hierarchy of controls will be utilised to minimise risk to work operations:

- **Elimination:** remove the equipment from use, dispose of unwanted chemicals.
- **Substitution:** use a non-hazardous chemical, use a different machine that can do the same task.
- **Isolation:** contain noisy machinery within a booth.
- **Engineering:** design assets differently, providing lifting devices to minimise manual handling.
- **Administrative processes:** task variation, job rotation, training.
- **Personal protective equipment:** gloves, hearing protection, eye protection.

Each work location will utilise applicable SWMSs and conduct risk assessments as required. The SWMS and JRA are fundamental tools and are provided to ensure that safety elements are identified, defined and safety conditions are met, and personnel at all levels have a thorough understanding of the safety requirements for the task to manage potential hazards to reduce risk as low as reasonably practicable.

For further information refer to HSEQ Risk Management Procedure (PRO-SMS-0435).

### 9.3. INCIDENT AND EVENT REPORTING AND INVESTIGATION

In the event of an incident each worker shall take the following steps without delay:

- Cease work and make the area safe without placing themselves or others in danger.
- Render assistance to the injured party (if safe to do so).
- Call emergency services (if required).
- Report the event within 30 minutes to the Project Manager and/or the HSEQ Department.

Where relevant, the HSEQ Department shall ensure that the incident is reported to the Principal Client in accordance with the Principal Client's reporting procedure. Incident & Event Management Procedure (PRO-SMS-0156) will be followed unless client requirements state otherwise.

All events that are required to be reported to a Regulator shall be reported by the HSEQ Department or the Managing Director. Such reports shall comply with the appropriate legislation.

The HSEQ Department shall ensure that the investigation report is available in accordance with the Principal Client time frame, if required and if requested by the Principal Client, a third-party independent investigation review will be carried out in accordance with the relevant requirements.

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### 9.4. EMERGENCY PREPAREDNESS

In addition to all legislative requirements (including AS 3745:2010), APD shall comply with all relevant Emergency Preparedness and Management Processes as prescribed by the Principal Client.

An emergency site response plan shall be developed for the project site, this plan will be developed. The plan will include the identification of all practicably foreseeable

emergencies and the specific response to each of these. Potential emergencies may include:

- Fire (including bush fires)
- Spills/ Contamination (land and water)
- Incidents (vehicle event)
- Medical Emergencies
- Natural disasters (earthquakes, cyclones, bushfires, mud slides, tidal waves etc.).

An Emergency Warden will be nominated for the site and known to all workers through prestart meetings. Refer to the Project Emergency Response Plan (MAN-SMS-0443) for further information.

A First Aider will be nominated for the site and known to all workers through prestart meetings and local site induction process. The First Aider must have the minimum of HLTAID011 Provide First Aid issued by a Nationally recognised and Registered Training Organisation (RTO). This qualification must be renewed every three years.

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### **9.5. RISK REGISTER AND COMPLIANCE**

The risk assessment data collected from identifying, assessing and controlling risks shall be documented on the centralised Construction Risk Assessment Worksheet (REG-SMS-0016). The CRAW holds a list of key risks that need to be monitored and managed. The CRAW is to be managed by the Project Manager, in consultation with the HSEQ Department, who shall be notified if new hazards are identified, and controls implemented so that the CRAW can be updated.

The HSEQ Department are responsible for facilitating the CRAW, and the Project Manager shall ensure that effective control measures are implemented and that risks are monitored and reviewed on a periodic basis.

### **9.6. SAFETY IN DESIGN**

Safety in design is the integration of control measures early in the design process to eliminate or, if this is not reasonably practicable, minimise risks to health and safety throughout the life of the structure being designed.

The safe design of a structure will always be part of a wider set of design objectives, including practicability, aesthetics, cost and functionality. Safe design begins at the concept development phase of a structure when making decisions in relation to:

- the design and its intended purpose
- materials to be used
- possible methods of construction, maintenance, operation, demolition or dismantling and disposal
- what legislation, codes of practice and standards need to be considered and complied with

Where a design project is carried out involving design work, a Safety in Design Report shall be produced. Designers must identify hazards that could arise during construction, operation, maintenance and decommissioning phases of an asset's lifecycle.

Outcomes of this risk management process shall be documented in the report. Wherever a change in scope of work occurs, the report shall be reviewed to determine whether there was any change in new or existing hazards and risks.

For more information, please refer to APD's Safety in Design Procedure (PRO-QMS-0082).

## 10 INSPECTIONS AND AUDITS

Inspections and Audits shall be completed in accordance with the APD HSEQ Key Performance Indicators, and the APD Internal Audit Schedule.

Outcomes from Inspections and Audits are communicated with the relevant APD and Subcontractor workers, as well as the principal client (where required). Non-conformances and opportunities for improvements must have actions assigned and be tracked through to closure, within the required timeframe.

All HSEQ Audits shall be conducted using the "Safety Culture" platform, allowing non conformities and actions to be recorded and allocated to relevant stakeholders.

Refer to Internal Auditing Procedure (PRO-QMS-0171) for further information.

### 10.1. ACTION ITEMS

Action items identified from inspections, meetings, events, incidents, hazards, complaints, internal and external audits are to be lodged into the APD Safety Management System Software and be tracked through to closure, within the required timeframe.

Refer to Corrective Actions Procedure (PRO-QMS-0157) for further information.

### 10.2 HEALTH SURVEILLANCE

In accordance with relevant WHS legislation APD Engineering will establish a health surveillance system to identify potential changes in the health of workers. The risk-based health assessment or biological monitoring will be conducted where a worker may be exposed to hazardous agents, chemicals or other substances that can lead to ill health or disease, such as lead or mercury or asbestos containing material (ACM).

Health surveillance will also ensure that control measures in the workplace are effective and provide an opportunity to reinforce specific preventive measures and safe work practices. The type of health surveillance required will depend on the hazardous agent or substance to which a person is potentially exposed. Exposure to potential agents hazardous to health shall be documented as part of the risk management process at all stages of the project. APD Engineering shall engage a suitable provider of health surveillance services to test, measure and evaluate potential exposure to hazards in the work environment. All personal information shall be handled & stored in accordance to privacy and confidentiality legislation.

## 11 PROCUREMENT

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All suppliers and contractors shall be evaluated on the basis of their ability to meet health and safety requirements. Where this is not achievable, suitable controls including supervision, monitoring and inspection shall be provided.

Subcontractor health and safety management systems, programmes and their previous safety performance shall be reviewed and evaluated prior to any selection process.

In addition to specific legislative requirements and obligations for manufacturers and suppliers of plant, equipment and materials, APD and all subcontractors have an obligation, under their duty of care to ensure all materials and equipment are provided with appropriate warnings and safeguards to protect individuals associated directly or indirectly with their handling or operation.

Items and materials shall be assessed for hazards and necessary safeguards prior to purchase and shall be investigated for safer, more efficient alternatives. Ergonomic factors such as weight, comfort, convenience of handles and controls, noise and vibration, and clarity of instructions and warnings shall be considered.

For further information refer to the APD Purchasing & Procurement Procedure (PRO-BMS-0183) and Procurement Guideline (GDL-QMS-0134).

## 12 CRITICAL RISKS

Critical Risks are activities that are most likely to cause serious injury/fatality or environmental harm when adequate safe systems of work are not present. A risk assessment **MUST** be conducted when undertaking these tasks in conjunction with the relevant SWMS, appropriately experienced and trained personnel and supervision. APD shall comply with the requirements stipulated within Telstra's Minimum Safety Requirements.

APD Engineering has identified the following critical risks that will be relevant to the project:

- Electricity (Working on or near Electrical Sources)
- Driving and Vehicles
- Traffic Management
- Hazardous Substances
- Loading and unloading
- Excavation and Ground Penetration
- Mobile Plant
- Working at Height
- Dropped Objects
- Lifting Operations
- People Security

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Permits to work may apply to several of these high-risk activities and are required to be issued prior to commencing the activity. All personnel are to ensure they are aware of any Permit requirements prior to commencing work. If workers are unsure a Permit is required contact the Project Manager, Project Supervisor, HSEQ Department and/or the Principal Client for advice.

## 12.1. ELECTRICITY (WORKING ON/NEAR SOURCES)

Working on or near electrical assets is a critical risk to workers and as such all precautions shall be taken to identify electrical equipment or infrastructure that may impact the work being carried out and ensure appropriate controls are in place prior to commencing work. This includes:

- Electrical installations are designed, commissioned, inspected and maintained to protect personnel and equipment
- An inspection system is in place for portable and hand-held electrical equipment and office equipment as required
- High-risk electrical hazards are identified in work planning and controls implemented
- Electrical PPE is fit-for-purpose and worn by electrical workers
- Electrical personnel shall be licensed, trained and competent
- There must be a First Aider immediately available on site. The First Aider must have the minimum of HLTAID011 Provide First Aid issued by a Nationally recognised and Registered Training Organisation (RTO). This qualification must be renewed every three years.

Specific requirements are to be met including permits and authorisation from the Electrical Network Provider, appropriate training and competencies for working on Electrical Sources shall also be adhered to. For more information refer to:

- Working on or Near Electrical Assets Procedure - PRO-SMS-0436
- Safe Approach Access Inspection and Testing Procedure - SWM-SMS-0196
- APD Small Cells Construction SWMS – SWM-SMS-0397

## 12.2. DRIVING AND VEHICLES

The hazards and risks associated with light vehicles and buses must be identified and assessed and controls must be implemented to manage the risks. APD shall ensure vehicles meet the required safety specifications and requirements. This includes:

- A vehicle maintenance system shall be in place for all vehicles
- Drivers hold the required licences and competencies
- Comply with APD's Code of Conduct, Fitness for Work Procedure, Drug and Alcohol Policy and do not smoke in any vehicles
- Vehicles are checked prior to driving including vehicle condition, loads and suitability for the route to be driven
- Obeying local traffic laws and taking the road and weather conditions into consideration while driving
- Always wearing seat belts while the vehicle is moving
- Report any damage, incidents, infringements whilst operating the vehicle or plant

All client procedures around driving shall always be followed on site. For further information refer to the following APD Procedures:

- Company Vehicle Use And Expectations Procedure – PRO-SMS-0158
- Company Vehicle Guideline – GDL-SMS-0419

## 12.3. TRAFFIC MANAGEMENT

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Worksites that may impact on public traffic (vehicle/pedestrian) shall implement an effective Road Traffic management plan that is in accordance with;

- Relevant Traffic Management legislation
- Relevant Codes of Practice
- APD Traffic Management Minimum Safety Requirements

For further information see the Traffic Management Procedure (PRO-SMS-0168).

## 12.4. LOADING AND UNLOADING

The loading and unloading of vehicles can be dangerous and sometimes fatal. Plant such as cranes & forklifts, used in the load/ unloading procedure can lead to serious injury and death. The human activity associated with the load and unloading procedure has a high risk of manual tasking injury.

APD identify and control hazards in the workplace using the following tools (PRO-SMS-0440 HSEQ Risk Management Procedure).

- Safe Work Method Statements (SWMS)
- Job Risk Assessment (JRA) (FRM-SMS-0024)
- Safe operating procedure electric forklift (SOP-SMS-0488 )

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Please refer to the relevant State Load Restraint legislation regarding the performance standards required when loading a vehicle.

Things to consider, loading/ unloading areas should be:

- Clear of other traffic, pedestrians and people not involved in loading or unloading.
- Clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- Level. To maintain stability, trailers should be parked on firm level ground,
- Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability.
- Ensure the vehicle or trailer has its brakes applied and all stabilisers are used. The vehicle should be as stable as possible.
- Provide a safe place where drivers can wait if they are not involved. Drivers should not remain in their cabs if this can be avoided. No-one should be in the loading/unloading area if they are not required for the procedure.
- Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc.
- Loading should allow for safe unloading.
- Loads must be suitably packaged. When pallets are used, the driver needs to check that:
  - They are in good condition
  - Loads are properly secured to them.
  - Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off.

- Tailgates and sideboards must be closed when possible. If over-hang cannot be avoided, it must be kept to a minimum. The over-hanging part of the load must be clearly marked.
- Some goods are difficult to secure during transport. Hauliers and recipients will need to exchange information about loads in advance so that they can agree safe unloading procedures.

## 12.5. HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Without appropriate controls, hazardous substances can have an adverse effect on people and the environment, many hazardous substances are also classified as dangerous goods. Oils, chemicals and other hazardous substances may be used by APD and their subcontractor as part of normal operations and tasks.

Working with or in proximity to hazardous materials, workers must ensure that:

- Safety Data Sheets (SDS's) are read, understood and made available on site to all relevant personnel. Appropriate PPE **shall** be used
- JRA's, and emergency response plans consider the hazards presented and ensure control measures are adequate to prevent harm
- Induction, information, training and supervision of workers is provided
- Transport, labelling, storage and handling **shall** be performed according to the SDS, relevant dangerous goods and controlled waste legislation and that hazardous materials are segregated from incompatible materials, with appropriate ventilation and spill control

For further information see APD Hazardous Substance Procedure (PRO-SMS-0437).

## 12.6. EXCAVATION AND GROUND PENETRATION

APD shall ensure controls are implemented in relation to excavations and ground penetration which will be used as the basis for identifying, assessing and controlling the risks associated with ground penetration and excavation.

A site underground drawing obtained from 'Dial before you Dig' showing the existing buried services shall be used to prevent potential exposure to live services. The site plan shall be examined and any identified services in the "dig area" shall be identified before digging. These activities **shall** be treated with the utmost of care and respect, for specific requirements refer to Excavation and Penetration Procedure (PRO-SMS-0429).

## 12.7. MOBILE PLANT

Working with mobile plant is a major cause of work-related death and injury in Australian workplaces. There are significant risks associated with using plant and severe injuries can result from the unsafe use of plant including:

- Limbs amputated by unguarded moving parts of machines
- Being crushed by mobile plant
- Sustaining fractures from falls while accessing, operating or maintaining plant
- Electric shock from plant that is not adequately protected or isolated, and
- Burns or scalds due to contact with hot fluids or exposure to flames



For further information refer to APD's Mobile Plant Procedure (PRO-SMS-0438) and APD Small Civil Activities SWMS – SWM-SMS-0398.

## 12.8. WORKING AT HEIGHTS

This risk of working at heights is a critical risk and requires specific safety management processes and controls to be in place. APD shall maintain controls in accordance with the hierarchy of controls and ensure the following are in place:

- Only operating elevated work platforms and baskets if trained and deemed competent for the equipment being used
- Always using fall restraint, fall arrest, or rope access equipment if working within two metres of an unprotected edge and where a risk of falling more than two metres is present and the edge cannot be reasonably secured
- Only using portable ladders where no other reasonably practicable alternative exists, and the ladder can be secured to maintain stability
- Stopping the job if unsafe and seeking assistance from your supervisor if unable to work at height safely
- Ensure a Working at Heights rescue plan is put in place prior to any Working at Height Activities are undertaken

All working at height activities shall be undertaken in line with the Telstra Working at Height Minimum Requirements. For more information, please refer to Working at Height Procedure (PRO-SMS-0412).

## 12.9. DROPPED OBJECTS

To prevent exposure to dropped objects, APD shall ensure during the works undertaken personnel adhere to the following control measures:

- Maintaining exclusion zones below work at height activities, and prevent unauthorised access
- Properly securing or tethering tools and equipment being used at height; and
- Checking the immediate work areas for loose tools, materials and equipment before descending from work at height

All working at height activities shall be undertaken in line with the Telstra Dropped Objects Minimum Requirements. For more information, please refer to Working at Height Procedure (PRO-SMS-0412).

## 12.10. LIFTING OPERATIONS

Lifting operations and the associated plant and equipment must be used in safe manner to ensure the safety of workers and those in the vicinity, adequate planning, training and supervision are essential for safe outcomes.

For specific information please refer to the APD Lifting Operations Procedure (PRO-SMS-0433).

## 12.11. CONFINED SPACE

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Only trained and authorised workers shall enter any area designated as a confined space. During the assessment of a task, if a worker identifies that work will need to be carried out within a Confined Space, then all work shall immediately stop, and the Project Manager and the Principal Client shall be contacted for further information and direction.

Project Manager, workers and contractors are to be aware that a confined space may become present where the depth of a trench is 1.5m or greater. A Confined Space Entry Permit shall be in place prior to commencing work. For further information refer to APD's Confined Space Procedure (SWM-SMS-0251).

## 12.12. PEOPLE SECURITY

All workers shall ensure that work areas have appropriate site security to minimise operations impacting on public safety and shall include, but not limited to:

- Storage yards shall be appropriately secured with fencing and lockable entry/exit gates.
- Work areas shall be appropriately demarcated to alert the public of the work area and potential hazards.
- No work area shall be left unattended or unsecured where there is a risk of the public accessing the work area or hazardous condition.
- Equipment within work area shall be appropriately secured to minimise the risk of theft or vandalism.
- Unauthorised personnel are to be always kept out of the work area, and all workers are to keep identification on their persons.

## 13 SPECIFIC HSEQ REQUIREMENTS

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### 13.1. JOURNEY MANAGEMENT

A Journey Management Plan is required for work-related travel by vehicle for more than 2 hours or 200 kms continuously from one place to another, unless otherwise specified.

To minimise the risk associated with driving vehicles, all workers shall comply with the APD Journey Management Procedure (PRO-SMS-0166).

### 13.2. TOOLS AND EQUIPMENT

APD shall ensure that all operating personnel are appropriately trained in the operation of tooling and equipment prior to its use.

Measures shall be in place to ensure that tooling/equipment is not used or operated until it has been ascertained that use or operation does not expose any person to possible hazards. Only approved equipment will be supplied and will be maintained to the manufacturer's original specification.

All portable electrical equipment and calibration of equipment shall be tested and tagged at frequencies defined by equipment manufacturers and legislation.

Workers shall conduct a pre-start/inspection on vehicle plant and equipment prior to use. A formal risk assessment prior to operating mobile plant on site is to consider warning signs, barricades, and the use of a safety observer prior to operation.

Faults or damage to vehicles, plant and equipment shall be reported to the Project Manager. If the fault or damage renders the vehicle, plant or equipment unserviceable or unroadworthy then the vehicle, plant or equipment shall be tagged Out of Service and not operated until the fault or damage is repaired. For further information refer to APD's Tooling and Equipment Procedure (PRO-SMS-044).

### 13.3. ISOLATION AND TAG OUT

Whenever possible, electrical services should be de-energised and isolated and earthed, with documentary evidence of isolation being available before proceeding with the work.

All power cables, electrical conductors and communication cables should be treated as "live" until proved otherwise, all isolations and tagging shall comply with Isolation and Tag Out Procedure (PRO-SMS-0165).

### 13.4. PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing and equipment shall comply with all relevant Australian Standards where applicable; workers and contractors shall comply with any additional PPE requirements as directed by the Principal Client.

For more information, please refer to Personal Protective Equipment Procedure (PRO-SMS-0154).

### 13.5. TESTING AND COMMISSIONING

Electrical testing and commissioning prove equipment meets specific performance criterion prior to energisation. Testing plant prior to energisation mitigates the possibility of failure.

No testing and commissioning work shall commence without the prior consent of the Project Manager. Prior to starting any Testing and Commissioning work, the equipment must be isolated, confirmed to be de-energised and the appropriate permit issued.

Installation Inspection form for all Cables, Primary plant and commissioning plans are to be completed by authorised personnel trained and competent in the task. Approve test equipment, tools and accessories shall be used for testing apparatus. All forms are to be submitted to the Project Manager on completion. Commission plan are to be completed. The commissioning form are to be submitted to the Project Manager on completion.

Any Client testing and commissioning is to be completed to the Clients standard and forward to the Client on completion by the Project Manager.

### 13.6. FATIGUE MANAGEMENT

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Fatigue is a general term used to describe the feeling of being tired, drained or exhausted and may be due to physical or emotional reasons.

Fatigue is a health and safety risk factor that is to be managed through a process of hazard identification, risk assessment and control. APD will comply with specific work hours, overtime conditions and fatigue management arrangements where agreement has been formalised with a Principal Client, in all other cases all workers and contractors shall comply with the Fatigue Management Procedure (PRO-SMS-0155).

## 13.7. DRUGS AND ALCOHOL

It is the objective of APD to ensure that all workers and contractors are fit to be engaged in activities at the workplace. Physical and psychological conditions such as, drug and alcohol use can result in reduced Fitness for Work. APD aims to create a safe workplace by reducing the risk of individual and organisational exposure of inappropriate behaviour and potential harm associated with the consequences of drugs and alcohol abuse.

To minimise the risk associated with Drugs and Alcohol all workers shall comply with Drug and Alcohol Policy (POL-SMS-098) and Drug and Alcohol Procedure (PRO-SMS-0132).

## 13.8. ASBESTOS CONTAINING MATERIAL (ACM)

It is recognised that asbestos containing material products were widely used and previously undiscovered, that still may be found buried on site. (e.g. old TELSTRA pits and water pipes).

If workers identify actual or potential asbestos products, the work area shall be made safe, work shall cease immediately and the Project Manager and HSEQ Department informed. The Principal Client of the site is to be notified and are required to assess and remove all asbestos before APD personnel continue further works.

For further information refer to the APD Asbestos Containing Material Management Procedure (PRO-SMS-0441).

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## 13.9. OCCUPATIONAL NOISE

APD shall ensure reasonable and practicable steps are taken to minimise the risk of occupational noise exposure whilst undertaking project activities. For the duration of the Project, APD shall:

- Identify specific noise restrictions and adjust activities to comply with the site requirements.
- Manage plant and equipment to ensure it does not exceed noise levels above exposure standards.
- Consider quieter models of equipment during purchase.

- Ensure adequate hearing protection PPE will be used for the Project when required and identified as a risk.

For further information refer to APD's Occupational Noise Procedure (PRO-SMS-0440).

### 13.10. ELECTRO MAGNETIC ENERGY (EME)

APD shall ensure reasonable and practicable steps are taken to minimise the risk of Electromagnetic Energy exposure whilst undertaking project activities. For the duration of the Project, APD shall adhere to the requirements stipulated in Telstra's Minimum Occupational Health Requirements Document. APD shall ensure the following:

- EME Management during design phase of the project
- All personnel on the project who may be exposed to EME must complete an ACEBR accredited RF EME Awareness course

EME refresher training must be undertaken every three (3) years. EME awareness training at a minimum must include EME theory, relevant standards, safe operating procedures, and the operation of Personal Monitoring Equipment.

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### 13.11. HEAT STRESS AND UV EXPOSURE

Workers and contractors are encouraged to report any signs of heat illness immediately to the Project Manager. The main factors that influence the risk of heat exposure are:

- Exposure to the sun and thermal work
- High humidity, which prevents sweat evaporation
- Intense physical activity or high workload
- Clothing impairing air movement and sweat evaporation

To effectively manage the effects of heat stress the following safe systems of work are to be considered:

- Communication through meetings and JRA to raise awareness
- Pre-planning of works to consider alternate work periods
- Provide regular breaks
- Consider means to reduce the physical demands of work activities, e.g., mechanical lifting devices instead of manual handling
- Access to cool drinking water shall be made available and workers encouraged to drink 100-200ml of water at frequent intervals to replace fluids lost in sweating
- Workers will be provided with 30+ sunscreen, Sun PPE (such as wide brim hats or hard hat brims) and shaded areas when possible

### 13.12. MANUAL HANDLING

Manual handling processes shall be used where it is not practicable to provide mechanical means of handling material. A JRA shall be used to address manual handling risks and controls shall be implemented.

Workers will be instructed in safe manual handling techniques to reduce the potential for muscular skeletal injuries, refer to APD's Manual Handling Procedure (PRO-SMS-0199).

## 13.13. VIRAL INFECTION, DISEASE OR BACTERIAL RISKS

To manage the impact of an infectious disease and to limit its spread, coordinated actions are undertaken to reduce the impact of infection transmission. Depending on the infectious disease, a range of preventative and mitigative measures are required to be implemented. The measures are aimed at eliminating the outbreak and or slowing down the rate of infection as much as possible. APD will abide by any Client-driven control measures and mitigation practices and adhere to APD's COVID-19 Response Plan (MAN-SMS-0392).

### 13.13.1. NOVEL CORONAVIRUS 2019 GLOBAL PANDEMIC

Regarding the Novel Coronavirus 2019 (COVID-19) global pandemic, APD shall ensure to comply with the extra protocols dictated by the Client or any Government agencies to ensure the safety and wellbeing of the APD workforce. This may involve:

- Extra Hygiene protocols
- Social distancing measures
- Reconsidering the need to travel and/or travel restrictions
- Working from remote locations/from home for administrative personnel

#### Hygiene Protocols

APD will implement increased hygiene protocols within office/lunchroom/toilet areas as much as possible. The best advice is to follow some simple steps to help slow the spread of the virus and to reduce the risk of infection:

- Wash your hands with soap and water regularly and thoroughly; this means for at least 30 seconds
- Avoid physical contact with others, when possible, especially if you're feeling unwell
- Cough or sneeze into your elbow or a clean tissue, then throw the tissue in the bin
- If you're feeling sick or showing symptoms of coronavirus, you should call your GP for advice — they will tell you if you need to get tested

#### Social Distancing

In line with Australian Government requirements, the below points must be adhered to successfully implement social distancing measures. Please note that as the Australian Government reviews and implements extra control measures, these are subject to change. It is APD's management responsibility to stay informed of any upcoming changes and communicate this to the workforce.

All personnel must notify APD and comply with the below:

- Personnel who arrived/returned from overseas in the last 14-days. All personnel are not to attend work and must comply with the 14-day quarantine period.
- Personnel who have had close contact with a person with a case of COVID-19 within the last 14 days. All Personnel will be required to adhere to the 14 days of self-quarantine period.
- Any personnel presenting with flu-like symptoms and/or had close contact with any suspected cases of COVID-19 shall not attend work and should seek medical attention.

#### Communication

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APD will update all personnel on the evolving situation regarding any State or National Government protocols relating to the COVID-19 pandemic and will adhere to any additional client driven practices. APD shall communicate to its personnel any updates or changes to the COVID-19 response from any Government agencies.

### **Mental Wellbeing**

Mental wellbeing is important during infectious disease outbreak. Some degree of anxiety can be healthy as it typically acts as a useful and protective emotion. Feeling some anxiety in reaction to the emerging news about the infectious disease is to be expected.

However, if a person's anxiety is disproportionate and overwhelming, they should seek help, including talking to a trusted colleague or friend, their medical doctor (GP) or call the employee assistance program (EAP). The EAP is always available for individuals and their immediate family members. It is a confidential, professional counselling service provided at no cost to the employee, 24 hours a day, seven days a week.

## **13.14. WORKING ALONE AND IN REMOTE LOCATIONS**

Persons are considered to be working remotely when they:

- Physically work alone and cannot expect a visit from another worker or a member of the public for some time
- Work separately from others
- Work outside of the normal working hours of the operation
- Travel to isolated locations as part of their work and/or
- Are unable to be seen or heard by another person

There is no minimum time a worker must be on their own for them to be considered either "remote" or "isolated". Activities that may be more hazardous for workers if conducted remotely and/or alone should be identified. In the first instance, workers shall avoid working alone if reasonably practicable to do so. If it cannot be avoided, then the below controls shall be put in place:

- Gain approval from their supervisor
- minimise risks where activities are identified as being more hazardous when conducted remotely and captured in a Job Risk Assessment (JRA).
- A communication process shall be developed and communicated to workers prior to starting work, so that they periodically contact a nominated person at regular intervals to ensure they are safe during remote or isolated tasks. (i.e., supervisor, call up every hour until task completed)
- Consider if the individual has pre-existing medical conditions or on medications that may increase their risk
- If unsure – personnel shall consult with their Supervisor and the HSEQ team prior to commencing the task

## **14 ENVIRONMENTAL RISKS**

### **14.1. FUEL, OIL & CHEMICAL SPILL**

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All spills are to be reported to the Project Manager immediately and investigated to ensure appropriate corrective actions have been implemented.

Workers must take the following action in the event of a liquid chemical spill:

- Ensure the safety of people – Move people, and equipment if it is safe to do so, from the immediate vicinity of the spill.
- Assess the spill - Establish whether you have the right equipment and sufficient quantities of it to deal with the material spill.
- Assess the location – Establish whether there are any drains nearby that need protection and determine whether any material has entered the drains.
- Control the spill – If it is safe to do so, stop further material from spilling by switching off taps, pumps or valves or righting a container.
- Contain the spill – Stop the spill from spreading by placing absorbent material in a down-slope position and by blocking stormwater inlets.
- Clean up the spill – If small spill, apply absorbent material, sweep up residue and place it in a container for disposal. Larger spills will be controlled by a sub-contractor. Contaminated will be removed and place it in a container for disposal. Reinstatement of the area will be managed as part of the clean-up.
- Dispose of contaminated spill response material or soil is to be taken to an appropriately licensed waste facility. A copy of the waste disposal certificates is to be retained for your records.

## 14.2. WASTE DISPOSAL

The works may produce a range of liquid and solid wastes. These wastes may include:

- Site office rubbish, paper, packaging and domestic wastes.
- Spent welding rods, grinding wheels, visors and shot blast from welding operations.
- Spoil and surplus rock from boring activities or backfilling.
- Sewage from temporary toilets.
- Used lubricating oils from machinery maintenance.

Inappropriate waste disposal has the potential to contaminate soil, surface water or groundwater and affect visual amenity. Wastes must be disposed of in a lawful and environmentally acceptable manner. For further information refer to PRO-EMS-0175 Waste Management Procedure.

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## 14.3. FAUNA MANAGEMENT

When undertaking work in the field, perform surrounding area checks prior to starting work to determine if any fauna and/or habitats may be encountered. This can be documented in the risk assessment process.

Native animals are protected through state and federal legislation. Work can impact animals in a variety of ways, including removal of habitat, the introduction of weeds and disease, disturbance to wetlands, increased noise emissions and pollution.

Workers & contractors must not harm native animals or damage their habitat including nests or dwellings unless approval has been obtained by the Principal Client and communicated in writing and documented on the Management Plan. Works must be

planned to minimise impacts to animals, for example the use of appropriate barriers in open excavations or provision of escape routes to prevent trapping of animals.

Any harm to native animals or damage to habitat resulting from work must be reported as an environmental incident to the Project Manager, Project Manager, HSEQ Department and the Principal Client.

### **Snake Encounters**

If you encounter a snake, do not aggravate it in anyway as this is when snake bites occur.

Step away slowly to allow the snake as much room as possible to escape. Snakes are sensitive to ground vibration so stamping your feet may assist in sending them away from you. Snakes are more active in the summer months so take care when working in grassy and bushland areas and wear approved PPE.

If a snake is found in a substation or confined area, contact a state wildlife organisation to arrange removal.

### **Reporting Fauna Incidents**

For sick, injured or stranded native fauna contact a state wildlife organisation for assistance. Report injured fauna to the Project Manager and the Principal Client's Environmental Department. This does not include vehicle collisions with native fauna on public roads.

If a known or suspected threatened fauna species has been injured or killed, notify the Project Manager and the Principal Client's Environmental Department.

## **14.4. ENVIRONMENTAL NOISE MANAGEMENT**

Workers performing work are required to be mindful of neighbours when selecting appropriate locations for equipment such as portable generators and keep noise to a minimum before 7am and after 7pm. Workers are responsible for ensuring compliance with state environmental noise regulations, and where required, comply with a Noise Management Plan prior to the commencement of works.

All construction, demolition and maintenance work must also comply with AS2436-2010 Guide to noise and vibration control on construction, demolition and maintenance sites.

If work is to be conducted outside of the hours of 7am to 7pm, or at any time on a Sunday or public holiday, workers must ensure:

- It is necessary for the work to be done.
- The equipment to be used is the quietest reasonably available and fixed plant is positioned to minimise noise impacts to neighbours.
- Neighbours are advised of the work to be done at least three days prior.
- Consideration is given to whether a Noise Management Plan is required to be submitted to the local government. Where required, plans must be submitted at least 7 days before commencing work and approved by the local government.

## **14.5. ABORIGINAL HERITAGE & NATIVE TITLE**

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Each state may have applicable legislation relating to Aboriginal Heritage, it is an offence to alter or in any way damage an 'Aboriginal heritage site' as defined in the Acts (registered or unregistered), namely places and objects of cultural significance customarily used by or traditional to the original inhabitants of Australia or their descendants.

The Principal Client is responsible for investigating Aboriginal Heritage issues and providing site-specific instructions to APD and workers shall comply with site-specific Aboriginal Heritage requirements as supplied by the Principal Client.

Work involving new disturbance of soil has the potential to impact on the values of 'Aboriginal heritage sites'. When conducting maintenance work:

- All works that involve significant earth disturbance must be planned and conducted to avoid the disturbance of 'Aboriginal heritage sites'.
- if any material is discovered that may be an 'Aboriginal heritage site', workers and contractors must immediately inform the Project Manager and HSEQ Department, who must establish a No Work Zone around the site and contact the Principal Client to advise them of the discovery and await further instructions.

## 15 RECORDS

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### 15.1. GENERAL

Project HSEQ records shall be maintained by the project manager and are made available on request to all workers and subcontractors.

Confidential records and documents are maintained by the HSEQ Department in accordance with the provisions and requirements as outlined within the Privacy Act 1988 and the associated National Privacy Principles (NPPs).

These records are to be kept for a minimum of seven years.

### 15.2. DOCUMENT AND DATA CONTROL

Documentation is critical for the success of APD's HSEQ management system and as such documents require regular review by competent persons to ensure their effectiveness, suitability and the information is current. This allows for consistency and uniformity in the application of procedures and specifications for health and safety in the workplace.

Document control shall be managed as per Business Management Systems (quality), for further information refer to APD's Document Control Procedure (PRO-QMS-0173).

## 16 SUPPORTING DOCUMENTATION

### Internal Documentation

WHS State Legislation

Load Restraint Guide for Light Vehicles (2018) QLD, NSW, TAS, SA, ACT

Load Restraint Guide (2004) WA, NT

National Code of Practice – Managing the risk of plant in the workplace

**Internal Documentation**

POL-SMS-0097 - OHS Policy  
POL-EMS-0117 - Environmental & Sustainability Policy  
POL-QMS-0132 - Quality Policy  
FRM-SMS-0266 - Visitors Registration Form  
PRO-SMS-0440 HSEQ Risk Management Procedure  
PRO-SMS-0156 - Incident & Event Management procedure  
PRO-QMS-0157 - Corrective Actions Procedure  
PRO-BMS-0183 - Purchasing & Procurement Procedure  
GDL-QMS-0134 - Procurement Guideline.  
PRO-SMS-0436 - Working on or Near Electrical Assets Procedure  
PRO-SMS-0168 - Traffic Management Procedure  
PRO-SMS-0429 - Excavation and Penetration Procedure  
PRO-SMS-0412 - Working at Height Procedure  
PRO-SMS-0433 - Lifting Operations Procedure  
PRO-SMS-0166 - Journey Management Procedure  
PRO-SMS-0165 - Isolation and Tag Out Procedure  
PRO-SMS-0154 - Personal Protective Equipment Procedure  
PRO-SMS-0155 - Fatigue Management Procedure.  
POL-SMS-098 - Drug and Alcohol Policy  
PRO-SMS-0132 - Drug and Alcohol Procedure  
PRO-SMS-0199 - Manual Handling Procedure  
PRO-EMS-0175 - Waste Management Procedure  
PRO-QMS-0173 - Document Control Procedure  
MAN-SMS-0392 - COVID-19 Response Plan  
MAN-SMS-0443 - Project Emergency Response Plan  
PRO-SMS-044)- Tooling and Equipment Procedure  
SOP-SMS-0488 - Safe operating procedure electric forklift

**Client Documentation**

AADUY-339520963-60 - Telstra - Minimum Occupational Health Requirements  
AADUY-339520963-72 - Telstra - Minimum Safety Requirements

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