HEALTH AND SAFETY MANAGEMENT PLAN

Metropolitan Roads Program Alliance

Corporate Plan

Health and Safety Management Plan

Document Information

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Revision Control

Revision No	Change from previous	Date	Comment
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C	Issued for Approval	13/02/2019	Issued for Approval
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1	Review	10/02/2020	Update O's & T's Conditions reviewed for quad dogs and semi tippers
2	Review	25/05/2020	Updates following upcoming works on V-line networks, removal of hyperlinks, clarity on document locations & addition of STAY Safe cards
3	Section 2.1 – align with PAA	28/08/2020	Per ALT endorsement
4	Update process links	27/05/2021	Per ALT endorsement
5	Review • Updates to O's & T's • Update to title of the lead indicator WTU to Work Wellbeing Assessment • Reflection of updated FH processes • Update on SWMS review process • Update to reflect the FH re-induction process • Update to FH EAP • Update to MRPA Concrete Pump process	11/11/2021	Per ALT endorsement

Revision No	Change from previous	Date	Comment
	• Inclusion of OH&S management of site manager/builder sub-contractor arrangements • Updates to titles of selected procedures to processes • Inclusion of Silica Management		
6	Review SWMS Implementation and SWMS Review. In-line with PSSPs.	20/04/2022	Section: 4.4.5. Review and amendment of SWMS implementations where significant changes to SWMS are made, this is to bring in-line with PSSPs. SWMS implementation assessments to be carried out for SWMS where duration is more than 7days.

Approval

Approval	Date
Approved by ALT	21/04/2021
Team Binder ALT Recommendation Paper Number – MRP-000-MRPA-ALT-XPM-00XX (TBC)	

The approved copy of this strategy and the entire Alliance Management System will be held in the Project Collaboration System and electronically distributed to the project team and other relevant personnel.

Printed copies are considered uncontrolled documents and will not be allocated a copy number or issued amendments.

Table of Contents

1. Introduction

1.1 Purpose and Scope

This plan provides the project with the guidelines to perform their work activities in full compliance with the legislation, the Fulton Hogan Safety Management System (as outlined in the IMS and the HUB) and any project owner requirements prior to work commencing. All personnel, subcontractors and consultants shall be familiar with applicable sections of this plan.

This Health and Safety Management Plan (HSMP) and the broader Project Management System describe the strategic and methodological management approach to be used by the Metropolitan Roads Program Alliance (MRPA) for the delivery of the Level Crossing Removal Projects (LXRP) in partnership with Metro Trains Melbourne (MTM), V-line, VicRoads and the Level Crossing Removal Program (LXRP).

The HSMP is subject to continuous improvement and in line with the principles of AS4801

Figure 1 - Ongoing improvement cycle

This HSMP will also provide guidance on emergency management and communication in response to potential and actual emergencies which may occur on, or impact on any of the worksites under the MRPA management. This will be supported by an Incident and Emergency Response Plan for the whole of MRPA. Each project shall consider site specific elements as identified in the Workplace Risk Assessment and referenced in the Project Specific Safety Plan (PSSP).

In terms of rail safety requirements, this HSMP contains elements that align the Fulton Hogan's Safety Management System (SMS) with rail safety requirements such as the Metro and V-line Safety Management System.

1.2 Level Crossing Removal Program

The Metropolitan Roads Program Alliance has been formed to facilitate the removal, replacement or remodelling of level crossings as part of a Victorian Government commitment to remove dangerous and congested level crossings in Melbourne.

MRPA is made up of:

- The Level Crossing Removal Authority as Owner Participant (OP)
- Metro Trains Melbourne (NOP)
- V-line
- The construction company Fulton Hogan Construction Pty Ltd as a Non-Owner Participant (NOP)

This HSMP is the overarching plan for the Metropolitan Roads Program Alliance (MRPA). Each site/project within MRPA will conform to the requirements of this HSMP but will have its own Project Site Safety Plans and set of appendices that are specific to the site and scope of works.

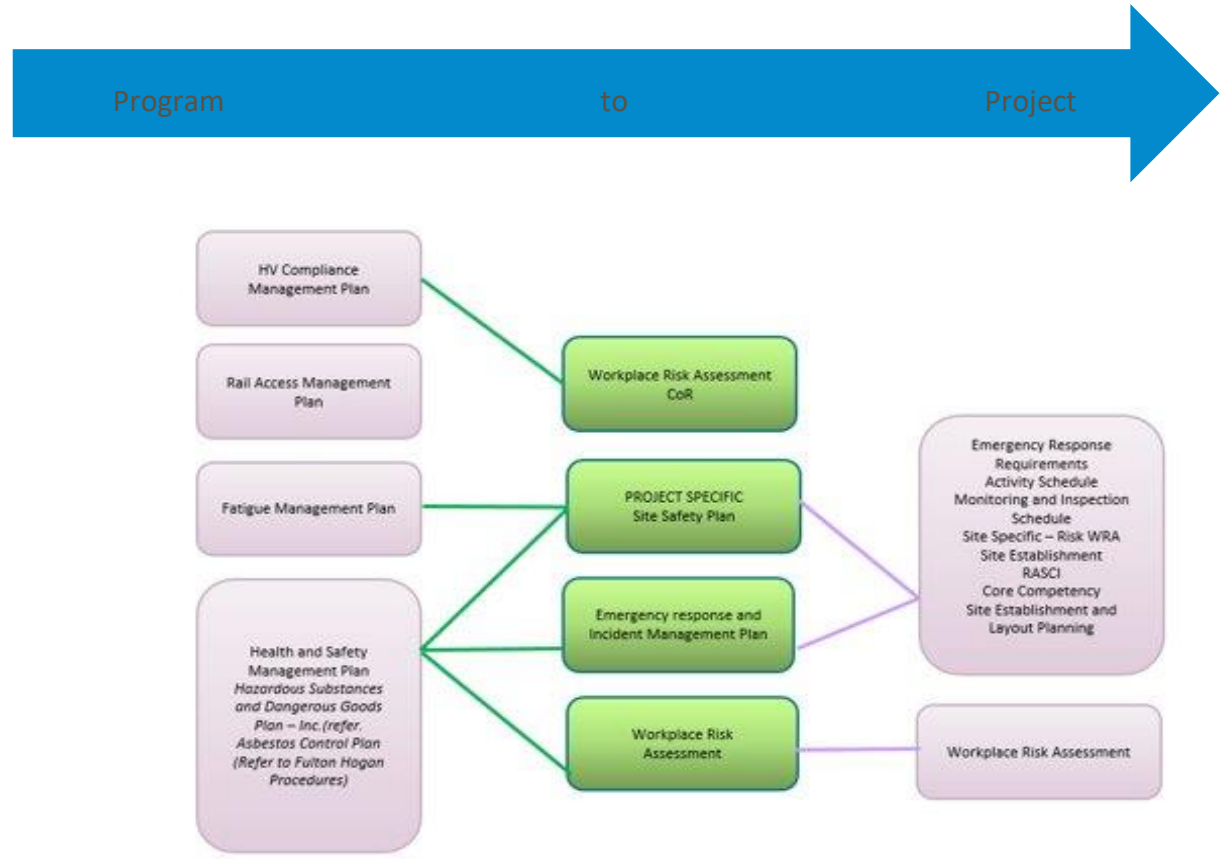

Figure 2 - Project Framework

The scope of work is described in the Program Management Plan and the Construction Management Plan.

1.3 Principal Contractor

Fulton Hogan Pty Ltd have duly executed and notified their appointment as Principal Contractor for this Project. The Alliance has adopted the Fulton Hogan Integrated Management System (IMS).

The Principal Contractor's details are as follows:

Fulton Hogan Construction Pty. Ltd.: ABN 46 010 240 758

Level 1, Building 7, Botanicca Corporate Park

572 Swan Street, Richmond, Victoria 3121

1.4 Definitions and Acronyms

This can be accessed by all Alliance Participants by following the link Alliance Glossary.

Note: All Procedures commencing with the MRPA prefix can be found on the Junction in SharePoint, and those detailed without, are a Fulton Hogan document and can be found on the FH Intranet known as the HUB.

1.5 Health and Safety Policy

Organisational commitments to health and safety are detailed within the Health and Safety Policy.

All operations shall be undertaken in a manner consistent with the Fulton Hogan Policies.

Fulton Hogan's Living Safely Overview provides further information to Fulton Hogan Living Safely programme, all supported by our Living Safely Resources.

The Health and Safety Policy can be found on theHub. A copy has also been attached below.

FULTON HOGAN GROUP POLICY JUNE 2020

Living Safely Policy

People at the heart of everything we do

Living safely is how we go about every aspect of our lives; all day, every day. It is more than work, it is about integrating our work, home and interests, our desire to get the best out of life, and to be the best we can. It is recognising our strengths and weaknesses, and making positive choices that benefit our wellbeing and way of life, including those of others in the communities in which we live and work.

We will:

- Demonstrate our commitment through active and visible leadership
- Abide by a simple safety management system that encourages health and safety ownership by each and every individual
- Incorporate health and safety into the way we design, plan and do our work
- Work collaboratively with our subcontractors to meet the required health and safety standards
- Enhance our health and safety skills and behaviours through training and development
- Foster a culture of reporting, learning and sharing
- Be empowered to maintain a safe and healthy workplace
- Promote a positive health and wellbeing mindset
- Meet or exceed relevant standards and legal requirements
- Set measurable objectives and targets to ensure continual improvement

W Bruyn
Managing Director

good work

Fulton Hogan

Figure 3 –H&S Policy

2. Responsibilities and Organisational Management

2.1 Participant Responsibilities (PAA requirement)

Each Participant when performing works must ensure that it complies with its obligations under the Safety Legislation. This includes, so far as is reasonably practicable:

- providing a workplace under its management and control that is safe and without risks to health and safety, including to the health and safety of members of the public including:
    - pedestrians; and
    - road and rail users, who may be exposed to risks arising from the conduct of the Participants. This includes undertaking an assessment of the risks associated with the Works and identifying and implementing appropriate measures to control all health and safety risks throughout the performance of the Works;
- providing safe Construction Plant and Materials (including hazardous materials), that are:
    - adequate and safe for the tasks for which the Construction Plant and Materials are intended to be used;
    - without risks to health and safety when supplied and used in accordance with the manufacturer's specifications;
    - adequately guarded;
    - regularly and adequately serviced and maintained in accordance with the manufacturer's specifications;
    - free from defects; and
    - supplied, used, operated, maintained, transported and disposed of in compliance with the manufacturer's specifications and in a manner that does not expose any person to a hazard;
- providing appropriate and adequate information, instruction and training:
    - to its employees relating to the performance of the Works including rail safety training and induction to enable the Works to be performed in a manner that is safe and without risks to health and safety; and
    - where appropriate provide necessary information, instruction and training to other persons, including Subcontractors, who may be affected by the Works performed by the Participants;
- providing safety equipment, including adequate protective clothing and equipment so as to protect its employees from health and safety hazards;
- where appropriate, providing necessary information, instruction and training in respect of emergency procedures to the Participants' employees and Subcontractors prior to the commencement of the Works and at suitable intervals when there have been changes to the application of any emergency procedure; and
- developing and implementing occupational health and safety systems and procedures, including safety issue identification, resolution and response procedures, safe work systems, safety training requirements, access requirements and appropriate recording, reporting, inspection and auditing control measures in connection with the Works.

2.2 Responsibility Matrix

For a list of key roles relating to rail access, and details of the responsibilities of all staff in the Alliance, refer to the RASCI held in the Alliance's SharePoint/the 'Junction' site. Project Specific RASCIs can be found on the project specific 'Junction' tab.

2.3 Organisation Chart

For the most current version of the Alliance Organisation Chart, refer to the Alliance's SharePoint/the 'Junction' site

3. Safety Planning and Management

3.1 Workplace Safety Objectives and Targets

The Corporate Safety Objectives and Targets for 2019-2020 are listed in Section 3.1.1. These shall be updated accordingly during scheduled management plan reviews:

3.1.1 Corporate Objectives & Targets

Objective	KPI	Target	Notes/Description
Executive commitment ensuring corrective actions are closed in agreed time frames.	% of High/Extreme CAMs Actions Closed within Due Date	≥90%	Aligns with 'Living Safely' vision of focusing on serious incidents. Learnings from incidents are shared through changes to procedures, methodology, Alerts, SLT and toolbox meetings.
Senior Managers to conduct Leadership Safety Actions (LSAs) & Engagements	**LSAs Completion** %	>90%	LSAs Quotas Per Month Alliance Manager - 3 Alliance Management Team – 3 Ops Managers/Project Directors - 3 Regional/ Divisional/ Project/Construction Managers 4 (1 per week) Dep't Mngrs, Project Safety Mngrs,/Superintendents **6** *(1 or 2 per week)*
Near Miss Reporting	**$NMFR_{12}$**[1] Near Miss Frequency Rate	Track Only, No Target	Now a Frequency Rate. Intention is to track for trends rather than absolute target numbers

1 **$NMFR_{12}$ Near Miss Frequency Rate = Near Misses/Man hours (x) million (12 month rolling average)**

2 $TRIFR_{12}$: **Total Recordable Injury Frequency Rate** = $LTIFR_{12}$ + $MTIFR_{12}$ (12 month rolling average)

Objective	KPI	Target	Notes/Description
Harm Injuries	**HIFR$_{12}$**[2] Harm Injury Frequency Rate	Track Only, No Target	Track frequency of all harm incidents. Includes First Aid, Medical Treatment and Lost Time injuries
Executives' commitment to ensure all High or Extreme Incidents are reported.	**High /Extreme Action Closed** % High/Extreme CAMs Activity addressed and closed on time.	> 90%	This measure aligns with the 'Living Safely' vision of focusing on serious potential events. Learnings from serious risk events are shared through changes to procedures and practices, red alerts, senior leadership team (SLT) meetings and toolbox meetings.
	HPFR$_{12}$[3] High Potential Frequency Rate	Track only, no target	Track only so as not to discourage reporting of significant incidents. All incidents with a consequence classification of Major or Severe will be represented as a High Potential. Severe Incidents will be classified as Elevated High Potential in a separate trend to distinguish incidents that had potential life impacting consequence.
Indicator set at target ceiling limit.	**TRIFR$_{12}$** Total Recordable Injury Frequency Rate	< 5	Monthly safety HSESQ Dashboard report (Power BI)
Indicator set at target ceiling limit.	**SFR$_{12}$**[3] Severity Frequency Rate	<10	A severe injury is any LTI >3 days off work and rated Major or Severe as per the Group Risk Matrix.
Workforce commitment and leadership through 'Safety Observations'	**TOFR$_{12}$** Total Observations Frequency Rate	>3500	Lead indicator, Safety Traffic Light Report. TOFR includes: Safety inspections, observations, safe acts audits. MyVoice is to be encouraged for use with completion.

3 **HIFR$_{12}$Harm Injury Frequency Rate= LTI + MTI + FAI / Man hours (x) per million hours worked hours on a 12 month rolling average**

4 **High Risk Frequency Rate** = Used to measure the number of (High + Extreme incidents) per million working hours on a rolling 12 month average.

5 SFR$_{12}$: **Severity Frequency Rate** = Days lost for all major/severe injuries (>3 Days) / Person hours (x) million hours worked hours on a 12 month rolling average.

Objective	KPI	Target	Notes/Description
Living Safely Leadership Programme	% trained against role requirement	>80%	Courses will be run via an annual calendar year program across the states, with additional courses on request where practicable. A requirement for managers supervising Safety against an agreed minimum position title.
Mental Health Strategy	All designated sites/programs/projects will have a mental health management plan developed and implemented	100%	To embed the key initiatives outlined in the Mental Health Strategy all sites/programs/projects that are identified as requiring its own specific mental health management plan will have one developed.
	Identify key frontline leaders for the business and provide training as per identified providers	≥80%	Manager & Frontline Leaders to have skills to promote mental health awareness as well as effectively manage those affected by mental health
	Mental Health general awareness training for all employees within the business.	≥80%	To increase overall personal and business awareness of the risks associated with mental health and skills to identify and seek assistance if required.

Table 1 - Objectives and Targets

The following objectives also apply in the workplace

- Implement and maintain Living Safely Culture
- Enforce and Comply with the Life Saving Rules
- No repeat of the same or similar incident
- Conduct project toolbox meetings on a minimum monthly basis
- >90% compliance against the Safety Plan requirements as measured by OHS audits.

The following Regional corporate objectives also apply in the workplace for 2021-2022

Objective	KPI	Target	Notes/Description
Maintain confidence in our scheduled control monitoring programs	Achieve performance targets nominated in each project/department Activity Schedules	Monthly Reporting to GM through monthly reports and JSR processes	• Reporting of all elements of the activity schedule to confirm achievement of scheduled and required compliance and control effectiveness monitoring.
Continue to increase subcontractor capability and	Develop and achieve performance targets or agreed subcontractor auditing, monitoring or	Monthly Reporting to GM through monthly	• Monitoring of planned activities aimed at subcontractor's risks and activities.

Objective	KPI	Target	Notes/Description
performance through risk focussed planned improvement strategies.	improvement activities.	reports and JSR processes	
Increase confidence that projects are effectively managing risks and compliance information of subcontractor plant.	Plant compliance status	Monthly Reporting to GM through monthly reports and JSR processes	• Initial work to confirm which critical data to track compliance status of plant in use on region sites. This may include: • Induction status • Organisation status • Service records currency • Further development of tracking tools to achieve required monitoring.
Key Project roles are fully aware of their obligations contained in the safety systems and have the Training and competency to deliver on them	Defined Core competencies for key roles on projects established at project commencement Tracking performance of achievement	Delivered core competencies for project >80% completed by time frame Monthly reporting to GM	• Additional competency tracking of safety critical competencies • Focus on competency of key personnel on projects or departments. • Tracking of status of agreed competencies
Maintain confidence in our scheduled control monitoring programs	Achieve performance targets nominated in each project/department Activity Schedules	Monthly Reporting to GM through monthly reports and JSR processes	• Reporting of all elements of the activity schedule to confirm achievement of scheduled and required compliance and control effectiveness monitoring.

Table 2 – Regional corporate objectives and targets

Monthly corporate reports will be completed as per the requirements of the Performance Reporting & Measurement Procedure.

The entire full suite of Objective and Targets are also contained within the National Health & Safety, Quality, Environment, Sustainability and IMS Strategic Plan 2021-2022 (These include Environment, Quality, Sustainability and IMS O&Ts.)

3.1.2 Commitment to MCOS Performance (PAA requirement)

The Participants must take all necessary steps to achieve the benchmark performance relating to safety in connection with the Risk or Reward Regime.

Package KRA	Package KPI	Maximum Risk Amount	Maximum Reward Amount
Safety	Harm arising out of the performance of Works	15% x Package Potential Pool	No rewards
Safety	Rail safety infringement	9% x Package Potential Pool	No rewards

Table2 - Package KRA's for Health and Safety

Refer to the RAMP for Rail Safety Infringement Key Performance Indicator (KPI) breakdown. The Key Performance Score (KPS) shall be no less the -100 and no more the 0 to achieve KPI. The KPS shall be calculated using the formula KPS = (KPS1 x KPS3) + ∈KPS2

For the purpose of the HSMP, and in accordance with the PAA Schedule 8 Risk and Reward Regime the following performance measurements apply;

Package KRA / KPI	Item	Measure	Key Performance Score (KPS1-3)	Fail	MCOS
Safety - Harm arising out of the performance of Works	1 TRIFR	TRIFR ≤10	KPS1 = 0	KPS = -100	TRIFR ≤10; and For each Lost Time Injury that occurs; the number of injury days (ID) ≤10
		10< TRIFR ≤15	KPS1 = -5 x (TRIFR – 10)		
		15< TRIFR <25	KPS1 = -15 x (TRIFR – 15) - 25		
		TRIFR ≥20	KPS1 = -100		
	2 Lost Time Injuries	No of IDs ≤10	KPS2 = 0		
		10< IDs ≤60	KPS2 = 20/50 x (ID -10)		
		IDs ≥ 60	KPS2 = -20		
	3 Lead Indicators	Sum of Lead Indicator Score = 0	KPS3 = 1		Maximum of 50
		0< Sum of Lead Indicator Score <50	KPS3 = lineal distribution b/ween .5 and 1		
		Sum of Lead Indicator Score = 50	KPS3 = 0.5		

Table2A – Description of Package KRA's for Health and Safety

The Alliance has developed four Lead indicators and a weighted maximum score (LI Score with a total sum of 50) for the measurement of NOPs performance against each lead indicator. These shall commence once an agreement has been reached with LXRP and the Alliance has mobilised to site and are proposed as follows;

- Minimum 80% completion of Critical Risk Monitoring planned and achieved (maximum LI Score of 12.5 points) – relates to reviews of upcoming critical risks against program (where a critical risk is identified)
- Achievement rate of 'on target' 90%-100% of Leadership Safety Actions by the Alliance Management Team (maximum LI Score of 12.5 points)
- Workforce commitment and leadership through 'Total Safety Observations' (TOFR12) of ≥ 3000 (maximum LI Score of 12.5 points)
- 60% annual uptake by registered MRPA staff of scheduled Work Wellbeing Assessment (historically known as the Workplace Tune Up) to promote early and pro-active intervention of mental health and wellbeing a as it relates to the individual and the Alliance (maximum LI Score of 12.5 points)

3.1.3 Life Saving Rules and Critical Risk

A high proportion of our high potential Health and Safety incidents fall within a small number of critical risk areas. These critical risk areas are

- Fall prevention
- Electricity and energy
- Mobile plant and equipment
- Bitumen
- Traffic
- Well Being

Detailed standards and procedures have been developed to manage the risks associated with the critical risk areas. The critical risk areas are also supported by a suite of Life Saving Rules (Figure 3: Life Saving Rules) providing clarity on the minimum expectations to manage key identified controls with specific work tasks. These may also be amended to include Alliance specific rules.

All Health and Safety Management Plan incidents or breaches of the Life Saving shall be reported and rated as a high risk incident. All incidents will be investigated in accordance with the FH Manage Incident Response, Notification & Investigation AU Process.

Should the investigation verify the breach and because compliance to the Life Saving Rules is seen as a pivotal platform to ensuring that critical risk tasks can be performed safely, verified infractions of the Life Saving Rules will incur an appropriate level of discipline.

The level of discipline shall be determined by the Project Manager in consultation with the People and Capability Manager (and can also be escalated if a higher level of intervention is determined. The decision can be escalated to the Delivery Manager, or the Fulton Hogan Regional Manager or their nominated representative. The outcome of this process may also incur the following:

(i) Instant dismissal (or removal from the project) or
(ii) A final warning

The 10 Life Saving Rules are as follows:

Figure 3 - Life Saving Rules

3.2 Safety Legislation, Guidelines, Standards & Codes of Practice

Fulton Hogan maintains a subscription to product suite from SAI Global, including Enviro Essentials, LexConnect, SH&E Monitor, and newsfeeds. In order to search or browse legislation and subordinate documents all Fulton Hogan computer users are able to click on Enviro Essentials Website then on Search or Browse Legislation in the left hand column.

The Australian Executive SLT are responsible for the periodic review, (minimum quarterly) of any applicable updates or changes to Legislation, Guidelines, Codes of Practice or Standards that may impact the business. These changes shall then be communicated through the National Safety Manager to relevant Regional Managers for updating of relevant legal registers and verification of compliance with the changes in that region. The Australian Executive SLT shall minute these reviews at their meetings.

A legal register for Victoria has been created, which lists the legislation, standards, compliance codes and codes of practice relevant to this project.

The Regional Safety Manager shall ensure that the workplace is advised of any relative legislative changes that may affect the project, to allow them to update the project legal register.

All workers on site will be advised of current Health and Safety Acts, Regulations, Australian Standards, Codes of Practice and other documentation relevant to health and safety through the workplace specific legal register and the induction process. Should workers wish to access any legal requirements they can do so through the local safety personnel using Fulton Hogan's safety law register via the Hub.

The health and safety legislation and guidance relevant to MRPA Program includes:

- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Regulations 2017 (VIC)
- Rail Safety National Law Application Act 2013 (VIC)
- Rail Safety (Local Operations) Regulations 2006 (VIC)
- Heavy Vehicle National Law Application Act 2013 (VIC)

3.2.1 Occupational Health and Safety Legislation

Victorian Occupational Health & Safety legislation requires MRPA and its respective sites, to identify hazards, assess the risks from those hazards and to implement systems of work to eliminate or mitigate those risks so that the work environment is safe and without risk to health so far as is reasonably practicable. The legislation also requires:

- Adequate levels of training, supervision, instruction and information
- Adequate consultation with workers with respect to health and safety issues of certain prescribed incidents
- The provision of safe plant so far as reasonably practicable
- Identification and implementation of the Safety Legislation requirements including the requirements for Health and Safety Plans set out in Part 5.1 of the Occupational Health and Safety Regulations 2017 Vic.
- Effective response to emergency scenarios
- Appropriate amenities for workers and first aid facilities

- Notification to relevant authorities for prescribed incidents

3.2.2 Rail Safety National Law

The Rail Safety National Law (RSNL) and National Regulations requires a rail transport operator to prepare and implement a safety management system for its rail operations that includes provision for the protection of the rail asset, workers and the public that remains effective and provides for taking appropriate action in the event of incidents resulting in an emergency. This includes;

- Provision of systems to prevent collisions
- Provision of systems to protect workers and the public on or about the rail corridor from rolling stock
- Interface agreements with parties encroaching on rail operations
- Methods for monitoring the fitness for work of persons working in or about the rail corridor
- The assurance of the safe design and construction, modification or alteration of rail infrastructure

In the event of an inconsistency in the RSNL and the OHS law, the provisions of the OHS law will apply.

3.2.3 Heavy Vehicle National Law (HVNL) Requirements

A MRPA Heavy Vehicle National Law Compliance Plan will be developed for the project to outline Heavy Vehicle management and compliance to the national law. The plan will be developed respective to the work place influence and control in the Chain of Responsibility.

3.2.4 Other Legislation

Each specific MRPA Workplace Risk Assessment (WRA) will identify other applicable compliance requirements associated with this project and jurisdiction.

3.3 The Hub / SharePoint/the 'Junction' – Safety Procedures

All safety documentation (processes, procedures, forms, templates) which are approved for use within Fulton Hogan and under the IMS are stored in an electronic document management system known as the Hub. All staff that utilise a Fulton Hogan computer have access to the Hub whilst logged in to the Fulton Hogan server. The MRPA will utilise the electronic management system called SharePoint/the 'Junction' for MRPA related or amended documents, news and information.

To facilitate ease of navigation, as documentation is uploaded to the Hub, it will be hyperlinked to other referenced system documentation. This will enable all relevant documents to be sourced without having to return to the main navigation and re-search the data base.

3.4 Salesforce

MRPA uses integrated cloud computing technology, Salesforce, through which the project team can closely monitor hazards and the overall safety performance of the Project. Salesforce tools include:

- Online induction
- Mobile Plant Management (MPM)
- Case Action Management system (CAMs)
- IMS reporting app.
- ProMapp - access to our processes, which describe the minimum requirements that must be adhered to across the Fulton Hogan business
- Performance Development Platform AU (PDPAU)
- Inspections app.
- Calibration tool
- MYVoice

The Fulton Hogan Salesforce system also enables the project team to:

- Pre-qualify subcontractor plant prior to deployment and actively monitor plant inductions, plant hazards and servicing status
- Verify the training and qualification competencies of project workers
- Conduct infield hazard and inspections management and tracking
- Raise and manage NCRs and incidents
- Provide trend analysis of hazard and incident or non-conformance data
- Monitor calibration and test dates for measuring equipment, emergency equipment and lifting chains/slings

3.5 Integrated Management System (IMS)

This HSMP sits within the broader Fulton Hogan IMS, which has been used in the development of this HSMP. The IMS is a comprehensive set of documents that defines how Fulton Hogan conducts its business. The IMS embodies Fulton Hogan's values, policies and objectives; it sets down the rules and the mandatory procedures that must be adopted. The purpose of the system is to provide Fulton Hogan employees with the information and tools to plan, execute, control and record the operational and administrative processes required by their roles.

The MRPA has adopted the Fulton Hogan IMS as part of its safety management system. Whilst the system can expect modification; The IMS must always comply with all laws and regulations that are applicable to Fulton Hogan and its operations, including the requirements of AS/NZS ISO 9001 for quality management systems.

3.5.1 Alliance Management System

This HSMP is the overarching management plan for all Projects within MRPA. This HSMP forms part of the Alliance Management System (AMS). The AMS details the Alliance-specific management system elements. The AMS comprises of key project documentation, including organisational chart, program, and project-specific management strategies or plans. Further details of the AMS can be found in the Program Management Plan (PMP).

This HSMP and related management plans will be issued separately to MTM, VicRoads and other authorised recipients within specified governance requirements and maintained as part of the PMP. All relevant parties shall be notified in regard to significant changes to the HSMP and/or any major revision of the document.

3.6 Safety in Design (PAA requirement)

The Participants must ensure, so far as is reasonably practicable, that in designing the Works and when constructed the Works are without risks to health and safety when used for their stated purpose. Safety in design aims to control risks at the design phase of project/ works to help prevent occupational disease and injury during the construction phase of a project. MRPA's process for the management of Safety in Design is the FH – Manage Safety in Design Process - Au. The specific application of that process is outlined in the:

- MRPA Design Management Procedure with reference to sections 4.6 (Identify Design Changes) & 4.7 (Review Design Changes for Safety Impact); and
- MRP A Safety in Design Risk Register
- FH – Develop Tender Design - Process - FHC
- FH – Manage Detailed Design - Process – FHC

3.7 Compliance with Rail Safety Requirements

Construction activities in the rail corridor are a safety critical task. All work undertaken in the rail corridor will be conducted in accordance with the requirements of the asset owner and/or Rail Infrastructure Manager (RIM) network rules and procedures. All worksite protection shall be co-ordinated through the MRPA Rail Safety Manager as per the MRPA Rail Access Management Plan.

Worksite protection will be provided in a hierarchical approach. This mandates the first choice for protection from moving trains and other rail vehicles shall be by obtaining a total occupation as the highest level of protection (i.e. the running of trains is not permitted). The protection methods are then cascaded downwards in terms of the level of protection provided if the higher order protection stages are not reasonably practicable or available. If this is the case, additional controls must be implemented along with the chosen worksite protection method to ensure the safe separation of workers and moving rail vehicles or plant.

Protection Officers, Hand Signallers and Lookouts employed to conduct safe working protection will be competent and hold the appropriate current accreditation for the type of worksite protection they will be managing. In all cases, worksite protection will be subject to audits and inspections under the control of the Alliance Safety Manager.

Rail Safety Workers (as defined in legislation) will at all times be fit for work and subject to testing for alcohol and other drugs. An MRPV specific Fit for Work procedure shall apply to the workplace. Fatigue will be managed in accordance with the MRPA Fatigue Management Plan which will incorporate any rail requirements.

All workers in the rail corridor will have undergone the relevant Rail Industry Track Safety Induction and will carry evidence of that induction at all times.

A separate MRPA Rail Access Management Plan will be the principal instrument for managing Rail Safety on MRPA projects. That plan indicates how interrelations between the Project Safety Management and the Project Rail Access Management Plan will be managed.

4. Hazard Identification, Risk Assessment and Control

4.1 Risk Management

The FH – Management of Risk and Opportunity – Process – Au outlines different tools that have been developed to capture and manage risks at a number of levels throughout the business.

Risk controls are applied under consideration of the hierarchy of controls with focus on "working above the line" and implementing higher level controls.

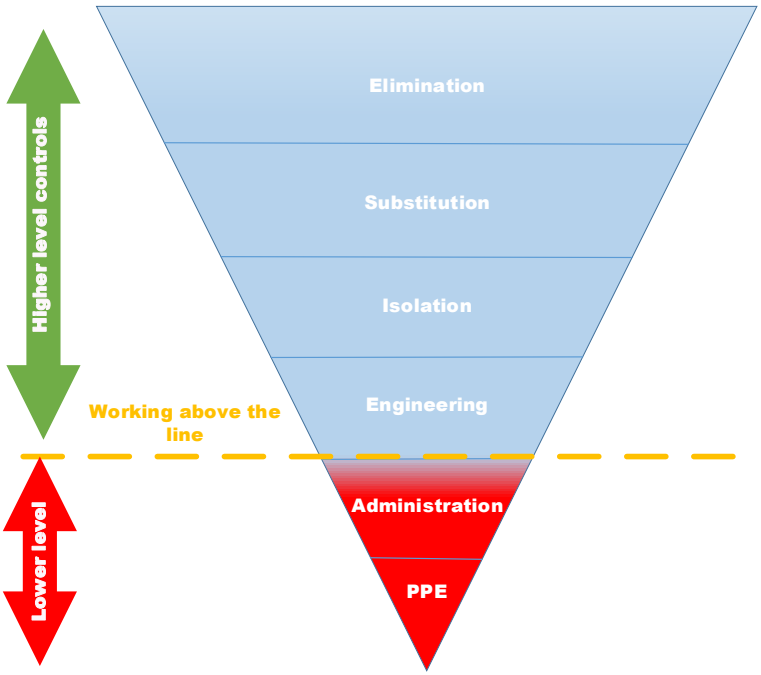

Figure 14 - Working above the line

The primary tools relevant to risk management at this workplace include:

- Work Activity Pack – Detailing specific detail for individual activity including Work Activity Risk Review Workshop and Safety in Design implementation
- MRPA Workplace Risk Assessment (Template) MRPA Work Instruction – Works Planning Process, incorporating the Works Activity Risk Assessment
- MRPA - SWMS Template - Construction
- STAY Safe cards
- MRPA Safety in Design Risk Register
- CAMs
- Near Miss Reporting Hotline – 1800 SAFER FH (24/7 hotline)
- MRPA Hazard Register (Salesforce)
- My Voice App

All safety risks associated with the works will be documented in the project risk assessment along with control strategies.

There are however, three primary risk areas, outlined in the **Error! Reference source not found.**.

RISK AREA	PRIMARY MITIGATION STRATEGIES
Traffic management	Traffic Management Plans and Traffic Guidance Schemes to enable safe movement of traffic through work zones and where reasonably practicable Traffic Controllers working out of live lanes
Mobile Plant	Vehicle movement planning Staging of works Separation plans & exclusion zones Plant Induction process Verification of competency of operators Right plant for the right job Smart technologies for specific activities/plant such as Reverse Smart or park break alarms for vehicle > 4.5t Detailed Plant Management Matrix Mobile Plant Management Guideline Sweepers fitted with “Reverse Smart” &
Rail Safety	Training: Level 1 Train Track Safety Awareness Accreditation (TTSA) Training: Safe Working in the Rail Corridor (SWIRC) (Mandatory for RIW acquisition Post September 2019) Level 3 Track Force Protection Co-ordinator (L3 TFPC) in place Overhead Services Observer, (OSO) when working near live rail overhead assets Vehicle movement planning Staging of works Permits to operate in rail corridor Separation plans & exclusion zones (Worksite Protection in the Rail Corridor) Permit to Disturb Track (PTDT) process (MTM) Notification Approval to Excavate (NAE) MTM Site Access Permit (V/Line) Track Occupation Protocol Fatigue Management Approval process for working in the vicinity of Train Overhead Electrical System Approval process for working in the vicinity of Underground Assets

RISK AREA	PRIMARY MITIGATION STRATEGIES
Structural Works (incorporating major lifts, piling, works over road & rail, demolition of existing structures and temporary support structures)	Work Activity Pack development and implementation, including methodology, design, permit acquisition and critical risk review and identification workshops Safety in Design Workshops and review sessions to identify and manage risk prior to approval of design Major lift workshops and lift plans for major lifting operations Implementation of Exclusion, drop and working at heights zones Engineered support structures Fall prevention controls Appropriate demolition methodologies Overhead protection gantries/barriers Temporary works and design processes Engineers certification on design where mandated Ground condition assessments and platform certificates Legislative compliance to Australian Standards Compliance with Government Regulatory Authorities and associated Guidance and codes
Temporary Structures	Temporary design established and approved/ratified by an Engineer Where available and or specified, engineering certificates to be acquired as evidence of compliance, i.e. weld certificates, bolt types for strength ratings etc. Inspection regime to ensure establishment of temporary works is compliant Manufacturers specifications to be made available, where provided, for reference
Inclement Weather and Atmospheric considerations. **(Smoke from Bushfires, Lightning etc.)**	Establish procedures appropriate to management of works to limit exposure during unexpected atmospheric conditions Provide appropriate specialist PPE and or calibrated equipment to assist in managing additional risk associated with atmospheric pollutants and or electrical activities Research, and where available, acquire mobile device applications to assist in early detection, and or current EPA provided information to establish time consistent management protocols.
Bacterial, Biological and or infectious disease exposure **(COVID 19)**	Establish a management procedure to align with government mandated restrictions where implemented, to assist in exposure management and control, (COVID 19) Develop cleaning regime in alignment with the procedure adopted to assist in exposure control Provide regular updates and support network to assist in early detection and management of potential exposure. Provide regular updates and support network for mental health management of remote workforce during periods of isolation

Table 3 - Schedule of Key Project Hazards

4.2 Risk Management Training

The Project Manager shall ensure that all employees are familiar with the principles of risk management, as relevant to their role.

At least one of the team members involved in the review of the above tools is to be assessed by their Manager in demonstrating the competency to 'Identify, Assess & Control OHS Risk'. (This will be determined by previous experience, training and demonstrated competency in the site environment).

Note: where a person is assessed 'not yet competent' the person will be booked into either internal training (FH00153 - FH IMS Training - Risk Management) or external training covering, BSBOHS403B - Identify hazards and assess OHS risks or BSBWHS404A - Contribute to WHS hazard identification, Risk Assessment and Risk Control or equivalent as soon as practicable.

FH - Learning, Training and Development Procedure details the MRPA approach to learning, training and development for its employees, workers and others who are engaged or retained. It provides a framework to enable Fulton Hogan to identify current competencies and training needs. Further details are provided in the FH - Competency Management Procedure and FH VOC - Procedure – AU.

4.3 Workplace Risk Assessment

The Alliance Manager (or delegate) will convene a risk workshop with senior project staff, Safety Managers and safety representatives to produce the MRPA Workplace Risk Assessment which will be developed in accordance with the FH - Develop Workplace Risk Assessment (WRA) - Process – Au prior to Works commencing. This will be a high-level risk analysis incorporating Safety in Design (SiD) risks. It will record the procurement and construction phase risks – including public safety hazards – associated with MRPA's operations, products, services and first aid requirements, and it will include allocated ratings, control measures and residual risk ratings. It will be used for guidance by MRPA and subcontractors when developing and reviewing their respective SWMS.

In the development and reviews of the Workplace Risk Assessment, controls must be selected according to the hierarchy of control so the risk becomes as low as reasonably practicable (ALARP). The controls must comply with or exceed requirements of legislation, codes and standards.

Persons conducting and reviewing risk assessments must be trained and competent in MRPA hazard identification, risk assessment and control (HIRAC) requirements.

The assessment shall identify:

- Significant hazards, both Actual and Potential.
- Controls to be implemented in order to eliminate or minimise the risks posed by such identified hazards So Far As Is Reasonably Practicable
- Specific actions to be undertaken to ensure identified controls are implemented
- Persons responsible and resources required to implement the controls

- Need to liaise with client/public/other entities to implement a HIRAC process for any hazards impacting any of the parties. FH - Managing Health & Safety Consultation & Communication - Process - Au
- Control measures are established for identified hazards in accordance with: the Hierarchy of Control which is explained in the FH - Management of Risk and Opportunity – Process - Au; and
- Applicable legislation, codes of practice and Australian standards.

The Workplace Risk Assessment probability and consequence risk tables scoring system provides a tool to measure the perceived level of risk.

Risk Ranking		Acceptance Level
1 – 6	Low	Activity may proceed with normal supervision after implementing control measures
7 – 15	Moderate	The activity can proceed so long as the highest level and most appropriate risk control measures have been identified and implemented
16 - 25	High to Extreme	The activity MUST NOT proceed. Elimination, substitution, isolation and/or engineering controls must be put in place to reduce the risk rating to LOW or MEDIUM

Table 4 - Risk Categories

In assessing risk, the following must be considered for direction and consideration in compiling Workplace Risk Assessment: HSMS Primary Standards, SiD Register, Workplace Risk Register, construction program, information from company OHS subscriptions, learning bulletins and internal and external safety alerts.

Significant project health and safety hazards and risks will be identified during the initial Workplace Risk Assessment, who will be supported by nominated key stakeholders. Project-specific hazards and risks associated will be documented in the Workplace Risk Assessment and subject to subsequent reviews.

The Workplace Risk Assessment will be reviewed in a risk workshop convened by the Alliance Project Team. The Workplace Risk Assessment shall be held at a 3 monthly intervals and/or to suit the phase of the project including;

- Significant occupation works
- After a significant change to the design
- Significant change in scope
- Actual or potential significant risk incidents
- Significant changes to company, the project or safety relevant legislation

4.4 Safe Work Method Statement (SWMS)

WHS legislation requires an employer to identify foreseeable hazards, assess the risks of those hazards and eliminate the risks or, if eliminating the risks is not reasonably practicable, control the risks.

A SWMS will be developed, or obtained from subcontractors and reviewed using the MRPA SWMS Review Checklist, for all activities identified as required in the workplace risk assessment that are not addressed within specific plans e.g. Traffic Management and for all high risk works. The FH - Prepare and Use Safe Work Method Statements (SWMS) - Process - Au

One of the key steps in ensuring a robust risk management process is the cascading of risk from higher-level documents into activity level controls.

As SWMS are the basic form of activity level control, it is important that any risks identified in the Workplace Risk Assessment are carried through to SWMS. The MRPA - SWMS Review Checklist has specific prompts to ensure this is completed on all SWMS.

SWMS are to be provided to MRPA by any subcontractors for High Risk work activities, and they shall be provided prior to commencing works.

All SWMS prepared by MRPA staff are to be completed on the relevant standard SWMS format below.

- SWMS Template - Construction

High-risk work activities associated with the scope of works will include but not be limited to:

1. Involves a risk of a person falling more than 2 metres
2. Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of a structure
3. Involves, or is likely to involve, the disturbance of asbestos
4. Involves structural alterations or repairs that require temporary support to prevent collapse
5. Involves, or likely to involve, confined space entry
6. Involves trenching with an excavated depth greater than 1.5 metres
7. Involves works near pressurised gas distribution mains or piping
8. Is carried out on or near energised electrical installations or services
9. Is carried out in an area that may have a contaminated or flammable atmosphere
10. Involves tilt-up or precast concrete
11. Is carried out on, in or adjacent to a road, railway, or other traffic corridor that is in use by traffic other than pedestrians
12. Is carried out in an area at a workplace in which there is any movement of powered mobile plant.

4.4.1 SWMS Register

A SWMS register shall be kept and maintained. A copy of the original SWMS, together with any updates and review sheets are to be filed and located in the site office. The current revision is to be easily accessible to the responsible person for ready reference at all times.

- MRPA SWMS Register

4.4.2 Subcontractor SWMS Review

Subcontractors are responsible for the development of SWMS for their scope of work. Subcontractor SWMS are to be submitted to the respective Project Engineer, Supervisor or Foreperson for all works prior to work commencing.

All subcontractor SWMS shall be reviewed by Fulton Hogan before any work commences by using the MRPA - SWMS Review Checklist. The checklist shall be filed with the subcontractor SWMS. If the checklist identifies that the subcontractors SWMS is not adequate, no work is to commence until the issues with the SWMS have been rectified.

4.4.3 Consultation with Employees

The Foreman in charge of the activity must ensure that all persons impacted by the SWMS understand the requirements of the SWMS and have had a chance to make comments about changes to the SWMS prior to work commencing.

Where new people arrive on site after the commencement of the activity, the person in charge of the activity must ensure that they have been consulted. A review of the SWMS may also be conducted if requested by an H&S representative.

4.4.4 SWMS Communication, Updates and Reviews

All workers involved with the task must read through the SWMS and sign onto the document to confirm they understand it and confirm they haven't identified any changes are necessary

In the event a worker identifies a necessary change or a new hazard is identified the SWMS shall be reviewed and amended. Any new changes must be re-communicated to workers not present for the change. If the change is significant, work stops until review, amendment and re-communication is complete.

SWMS shall be reviewed on a quarterly basis to ensure documents are current.

4.4.5 Changes to Work Activity

Where changes are identified as being required due to significant or permanent work environment changes (as they relate to hazard or risk), they are to be made immediately to the SWMS. As a minimum, a SWMS shall be reviewed on an annual basis and will take place prior to the proposed changes being implemented. The review will take into consideration increased knowledge of the task, learning from internal and external incidents as well as results from SWMS Implementation Assessments and Work Task Observations. The SWMS shall be reviewed if there are changes to the work, systems associated with the work, if new or additional hazard information is identified or at the request of an H&S representative.

SWMS Implementation Assessments are required to be undertaken on all SWMS identified as addressing "High Risk Construction Work", in accordance with the FH - Conduct SWMS Implementation Assessments - Process - Au. The SWMS Implementation Assessment, will be

undertaken within the first week of commencing activity or as prescribed in the SWMS review checklist. The reviews should be outlined in the sites Monitoring and Inspection schedule.

NOTE: Where works are scheduled for less than 7days, SWMS implementation reviews are not required

4.5 STAY Safe Cards

High risk hazards identified at the work can be accessed via the use of the STAY Safe card. STAY Safe cards encompass the Living Safely strategy against the identified Critical Risk Areas; influencing a STAY Safe culture of "What am I doing? What can go wrong? And how can I do it safer?"

STAY Safe cards are a tool to demonstrate risk assessment of a work area prior to works and encourage communication between work groups and employees at all levels. In addition, the card support works readiness requirements. STAY Safe card training will be implemented at the project induction level.

STAY Safe cards shall be undertaken by the labour force as work groups for activities deemed to be considered high risk to safety. The completion of the STAY Safe cards shall be monitored daily at a site level and submitted back by the workers at the end of the day at a specified

4.6 Hazard Reporting

Hazard management shall be undertaken in accordance with the FH - Raising and Managing Hazards - Process – Au. Hazards identified during the mobile plant process or through monitoring and inspections shall be entered into the Hazard Register found on Salesforce . The FH User Guide - Mobile Plant Management – Hazards shows users how to add and manage hazards including assigning ownership on Salesforce.

If the hazard represents a high risk, then it shall be reported, notified and investigated in accordance with FH Incident Investigation, Reporting & Notification Procedure and the FH - Manage Incident Response, Notification & Investigation - Process – Au. .

Hazards can be identified from, but not limited to the following:

- Workplace Risk Assessment
- Workplace Element Analysis
- Toolbox talks
- Daily/weekly site inspections
- Audits (where not raised as a NCR)
- SWMS Implementation Assessments
- Hazard Reporting Book
- Plant pre-start checks
- Hazard Register &
- STAY Safe Cards

The Workplace Manager or their representative shall review the status of hazards in the Hazard Register on a regular basis taking into consideration the risk and target completion dates, and communicate these via toolboxes, site meetings, OHS committee meetings (if applicable) etc.

4.7 Permits

The following Permits are applicable to projects, current documents with the MRPA prefix can be located on SharePoint/the 'Junction'. Others with the FH prefix are located on the Hub

- MRPA Excavations (For any breaking of ground)
- FH Confined spaces
- MRPA Hot work
- FH Isolation
- MRPA Fall prevention
- Permit to Disturb Track (MTM)
- Site Access Permit (V/Line),

Note: An application must be made to V/Line 28 days prior to requiring access to any V/Line asset or property, where train disruptions are not anticipated, and disruption potential will require a request to be submitted no less than 90 days prior to the intended access date. All applications must be made in accordance with the V/Line Works Readiness and T-Minus Procedure. The procedure provides detail on the Works Readiness tracker, which must be completed, and submitted for review, as detailed within the document, as a part of the applications process.

The Foreman or Project Engineer who is responsible for the section of work shall ensure that a permit is issued in accordance with the relevant procedure. For details on roles and responsibilities, refer to RASCI charts under each FH - Manage Permits to Work - Process - Au. MRPA will distribute a Permit Matrix to define the role, experience and competency requirements of permit related roles.

The Permit Issuer is responsible to;

1) Register the permit in the permit register
2) To ensure authorisation and sign off by all relevant parties
3) To ensure implementation of all permit controls
4) To review permit if;
    a. there are significant changes to the scope of work
    b. after an incident occurred
    c. after changes to legislation, standards or procedures
5) To close the permit after works are completed
6) To ensure a new permit is issued where required and/or to apply for a permit extension

Where specific permits are required by an asset owner, these permits shall be acquired prior to any works commencing and shall be used in conjunction with the relevant site permit as required.

As a minimum, permits issued shall be entered into a register for each individual permit system, or collectively in the MRPA Work Permit Register for that project. Management of Subcontractor Safety

Subcontractors shall be engaged in accordance with the FH - Set Up a Subcontract, Purchasing or Hiring Agreement – Process - Au. This procedure requires that all Subcontractors and Suppliers have a signed Subcontract Agreement and produce required documentation. The

ongoing management of the Subcontractor is then to be managed in accordance with Subcontract Management and Administration – Process – Au.

4.8 Subcontractor Award of Work - Safety Performance Process

Rather relying on a subcontractor pre-approval process, FH Set Up a Subcontract, Purchasing or Hiring Agreement – Process – Au outlines a process where subcontractors are assessed on a case-by-case basis. This includes subcontractor capability assessments and pre-award interviews. As part of the process subcontractor safety performance is reviewed with final sign off by the Safety Manager.

A subcontractor shall submit a SWMS before work commences. The SWMS shall be reviewed by an MRPA nominated person using the MRPA SWMS Review Checklist.

Where a subcontractor engages another contractor e.g. for servicing and/or maintenance, they shall be required to comply with the requirements of a subcontractor to MRPA.

- MRPA SWMS Review Checklist

If a subcontractor is required to submit a Safety Plan, a review of the plan shall be conducted by the Safety Advisor or nominated person using the Subcontractor Safety Plan Review Checklist before work commences.

- FH Subcontractor Safety Plan Review Checklist

All subcontractors shall be inducted prior to working on sites. Records of subcontractor inductions, SWMS, and other supporting evidence of compliance with requirements shall be readily available for audit.

Standalone Sub-contracts (under the nominated Head Contract) will be issued for major sub-contractor engagements reflecting a 'managing contractor' model of works; where MRPA is situated as the Principal Contractor but construction activities are undertaken by a site manager or builder. The Sub-contract shall define the Subcontractor's OH&S and other obligations during the planning and delivery of the program of works.

4.9 Authorities

Persons are required to undertake actions as allowed under their Delegations and Limits of Authority. The 'Delegations and Limits of Authority' for roles in the organisation and information on how they are managed can be found in FH - Authority to Make Decisions (DLoAs and CLoLs) - Process – Au.

5. Hazard Control

5.1 Site Establishment & Security

5.1.1 General Work Areas

Necessary measures shall be taken to provide security and protection of the Works and to prevent members of the public from gaining unauthorised access to any sections of the Site closed to the public.

To prevent members of the public entering the site, No Entry signage will be displayed where applicable and as per the Traffic Management Plan (TMP).

Security fencing/barricades shall be erected to prevent public access to closed sections of the site at the;

- Site compounds
- Access points to the Works
- No-Go-Zones
- Vegetated Protection Zones
- Hazardous areas as defined by hazard and risk

Construction sites shall be established in accordance with the FH - Project Establishment - Process - FHC. Site establishment includes:

- Establishing the number and location of lunchrooms, toilets, showers, drinking water and washing facilities.
- Establishing the cleaning and maintenance schedule for all facilities provided.

Employees, subcontractors, delivery drivers and visitors will be inducted to the location of the facilities as part of their project induction. Feedback or concerns relating to the facilities provided may be given at the time of induction, within pre-start meetings or at any other time either directly to members of the project team or via the workgroup H&S representative (if elected).

The general workplace environment shall be planned and established to ensure that:

- Work areas shall be clearly identified and separated as necessary so that work can be undertaken safely;
- Where there is a risk of falling objects controls are put in place such as exclusion zones;
- Risk of slips, trips and falls are appropriately controlled;
- Surfaces are inspected regularly and maintained;
- Lighting is sufficient; and
- Control measures are in place for hot and cold environments.

5.1.2 Signage

Site signage shall comply with the requirements of the AS1319 “Rules for design and use of safety signs for the occupational environment”.

Construction sites shall comply with the requirements of the Principal Contractor obligations, which include:

- Signage is clearly visible from outside the workplace
- Signage shall not interfere with other signage and must be clear of traffic management devices
- Shows the Principal Contractors name and contact number including out of hours; and
- Location of the project office

Note: For further detail regarding Signage use, please refer to section 6.13.2 Barriers, Barricading and Signage

5.1.3 Amenities

Amenities shall comply with the requirements of relevant legislation and shall be assessed at the commencement of the Project and then further as project progresses or upon request of an HSR or where concerns are raised by a designated workgroup. The location and nature of the amenities shall be included as part of the site induction and opportunity shall be given to provide feedback in relation to the adequacy of the facilities by inductees. The daily/weekly inspection checklists provide for monitoring of amenities

5.2 Public Safety

Safety of the public and visitors to the site will be managed by implementing the following controls as appropriate:

- Provide security fencing to the Site Office/facilities area
- Erect barricades at strategic locations around the work site as necessary; and
- Delineate work areas in the vicinity of where public/pedestrian access is likely

When constructing or erecting site fencing; it must be:

- Suitable height to deter entry
- Constructed from suitable materials
- Difficult to climb
- Difficult to gain access underneath
- Stable and able to withstand anticipated loads i.e. wind loading; and
- Fitted with secure couplings at all joints so there is no weak point for entry

5.3 Plant & Equipment

All Plant & Equipment will be managed in accordance with the FH - Manage Mobile Plant Process. The FH - Mobile Plant Safety Guideline provides a guide on Fulton Hogan Safety requirements for plant procurement. The Mobile Plant Process includes the following elements;

- Plant request for information
- Plant pre-qualification process
- Plant induction
- Plant induction inspection
- Plant Operator pre-start checks
- Maintenance & Servicing of mobile plant

Hazards with the use of mobile plant shall be identified, assessed and controlled in accordance with the Hierarchy of Control, and documented in the WRA. All rail requirements will be complied with, including assurance processes for rail/road plant and Aquipa as defined by the rail asset owner.

Risks that should be considered in accordance with the FH - Code of Practice - Managing risks of plant in the workplace includes but is not limited to:

- 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; or
- burns or scalds due to contact with hot surfaces, or exposure to flames or hot fluids
- Other risks include hearing loss due to noisy plant and musculoskeletal disorders caused by manually handling or operating plant that is poorly designed

All plant where there is a risk of falling 2 metres or greater, shall be fitted with falls protection hand railing or equivalent protection. The risk of falling less than 2 metres from mobile plant shall be assessed and controls put in place to prevent such falls, in accordance with the hierarchy of control. The FH - Mobile Plant Operation Safety Guideline \ provides some guidance of suitable controls to prevent mobile plant falls and potential fractures.

All plant that use high pressure water jetting systems must be reviewed so that:

- pressure management and hose and joint integrity is in accordance with the FH - Fulton Hogan Pneumatic Hose Restraint Standard, AS/NZS 4233.1 High Pressure Water Jetting Systems Part 1: Safe Operation and Maintenance, and AS/NZS 4233.2 High Pressure Water Jetting systems Part 2: Construction and Performance;

The FH - Pneumatic Hose compliance checklist template or equivalent checklist may be used to compile evidence against these above requirements. Any non-conformances shall be recorded as a hazard or CAMs case depending on the severity of the matter and whether it was pre or during operations.

Operated plant has blind spots and designs of plant can inhibit clear vision for the operator of surrounding personnel. Blind spots of common plant operating on the project will be communicated and displayed on site.

All operators of Plant including MRPA and Subcontracted personnel shall undertake a Verification of Competency (VoC) in accordance with FH Verification of Competency (VOC) - Au process.

5.3.1 Plant Request for Information (PRFI)

The Project Manager or delegate ensures a subcontractor plant request for information (PRFI) is completed using the mobile plant management application (MPM app.) in Force.com

An email is generated by MPM app. and sent to the plant owner requesting information about the plant

A reminder email is generated and sent to the requestor if the plant owner does not respond within the given timeframe. The Project Manager ensures that Fulton Hogan plant to be used

on site has a summary record that a Maximo plant identification number and a plant risk assessment has been conducted

The PRFI is automatically customised according to the type of plant in question.

5.3.2 Plant Induction Process

The induction phase confirms mobile plant is in a condition to operate safely and effectively before it is used in the workplace. The condition and suitability of the cabin, body, engine, wheels/tracks and hydraulics are assessed using a detailed checklist. Plant shall only pass the induction phase if it meets critical safety requirements. This phase is designed so that any hazards relating to the operation of the plant are identified, recorded and resolved. Responsibility for hazard resolution is assigned to a designated individual and the progress of the resolution is monitored. Mobile plant shall be re-inducted every 12 months or after an absence from the site of more than three months, or any major plant modification. If mobile plant is returned to the site after an absence of less than three months, re-induction is not required.

Owned or leased mobile plant (Fulton Hogan) are initially inducted into an MRPA workplace via the procurement process and reviewed against plant specifications. Identifying the plant with an asset number on Maximo will be evidence of finalisation of this process. Some MRPA worksites may wish to re-induct Fulton Hogan plant for the first time on site, and following that, any extended absence from site, and use MPM app for recording this process.

In order to induct an item of subcontractor mobile plant into a MRPA workplace, the following steps must be taken; Fulton Hogan plant may also be re-inducted following the same process.

Note: A plant re-induction should be undertaken at maximum every 12 months for those items of plant that have remained on the same site.

5.3.3 Plant Induction Inspection

A detailed walk around and operations inspection is conducted on the plant. The plant is assessed against the mobile plant induction checklist using the MPM app. or a print-out of the Mobile plant induction checklist.

The details of the mobile plant induction checklist will vary depending on the type of plant during the pre-qualification phase, allowing for detailed, plant-specific assessment. If completing the induction checklist using the MPM app., the inductor enters the details of all hazards as they are identified (see below for further information on hazards). If not already done so by the plant owner during PRFI, the inductor enters the date or hours at last service and the plant's current hours into the MPM app. The MPM app. calculates whether the plant is within or out of service

The plant is either passed or failed. If using a print-out of the induction checklist, the inductor enters the details of any hazards detected into the MPM app. after completing the assessment.

The following supporting documentation needs to be presented as part of the induction process:

- Plant Risk Assessment
- Operator Manual
- Most relevant recent Service & Maintenance records
- Pre-start checklists

Upon completion of the induction process an induction QR code sticker will be issued.

5.3.4 Operator Pre-start Checklist

On a daily basis, before operating any mobile plant on site, the plant is inspected by the Operator against either a compliant owner-provided or relevant Operator pre-start checklists;

The operator pre-start checklists is completed in conjunction with the operator's manual and plant risk assessment which shall be located in the cabin at all times. The detail requirements from the Plant Risk Assessment inform the required controls to be checked by the operator.

If a defect or hazard is detected, the issue is recorded in the operator pre-start checklist as either routine or urgent. The operator informs the line manager of the hazard and seeks to resolve it

If the critical safety issues section of the operator pre-start checklist cannot be satisfactorily completed, an out of service tag is fitted to the plant and the plant isolated as detailed in the Isolation process

An administrator records all operator pre-start checklists completed in the workplace in the MPM app. on a weekly basis.

5.3.5 Operation, Servicing & Maintaining Mobile Plant

FH - Mobile Plant Operation Safety Guideline details the safe operation of mobile plant including but not limited to practical skills, operator responsibility, prestart checks and post start tests, access and egress, safe start-up, , protection of others etc.

Any maintenance or service undertaken onsite shall be conducted according to the manufacturer's specifications by a suitably competent service technician who is fluent in English

The service technician shall comply with the lockout, tag out and other requirements stipulated in the FH - Isolating Plant, Equipment & Assets - Process – Au.

If operation of the mobile plant is required during servicing, this shall be done according to the FH - Working Live - Process – Au.

5.3.6 Prevention of Plant & Vehicle Overturns

The following strategies shall be implemented to prevent the occurrence of mobile plant overturns:

- Haul roads shall be constructed and suitable for use.

- Inspections of haul roads will be conducted to identify areas of deterioration, soft spots, etc., and suitability for travel. Rectification shall be implemented as required.
- Haul roads are to be inspected in the advent of adverse weather conditions and prior to recommencement after project shut down periods (e.g. Christmas or Easter breaks).
- Plant and construction methodologies are to be selected that are suitable for the activity to be performed under consideration of environmental conditions.
- Ground conditions shall be inspected for suitability prior to use of mobile plant.
- Embankments shall be constructed at least one metre over width to allow plant such as rollers to stay clear of embankment edge by one metre.
- Uncompacted Type B material will be removed by excavator.
- Plant such as rollers shall not work on any slope greater than that stipulated by the manufacturer, and where compacting at the top of a batter, the operator will work at a 90 degree angle to the face of the batter and not in a parallel position unless no other option is available
- Trucks are to be loaded so that the load sits evenly dispersed within the tray, tub or bin and that weight is not distributed disproportionately on either side or predominately on the back axles.

5.4 Unloading/ Loading of Trucks

The following rules apply when loading or unloading trucks on site:

- SWMS shall be developed for the task and reviewed periodically
- Loading/unloading areas are to be established as required. Pedestrian access into these areas will be restricted, as is passing traffic. When unloading mobile plant, the ground surface is to be checked for suitability. No-Go Zones for pedestrians, plant and traffic control shall be in place before trucks can raise the tipping body. The No-Go Zone shall be at least the maximum elevated height of the trailer
- Consideration shall be given to appropriate traffic management controls. These controls shall be documented in the SWMS. Plant shall not be unloaded or loaded on a road way where the task may become a hazard to road traffic
- Only the truck driver is permitted to enter the loading area while but not while the truck is being loaded or unloaded
- The truck driver must not stand next to the load when being loaded or unloaded. The driver shall stand far enough away that if the load falls the driver will not be struck by the load. This distance shall be at least the maximum elevated height of the trailer
- All tippers shall be fitted with height limiters
- Tipping material on a grade or on a cross slope is not permitted. Tipping shall be only on flat and level ground. Once the tipper has unloaded, the truck must cease its movement and its tray must be lowered
- All delivery/unloading sites must be inspected prior to the use of loading and unloading plant, and any hazards added to the site-specific SWMS
- Longer trailers such as semi tippers and quad dogs are not to be used for material discharge within MRPA worksites.
- Exemption may be given to utilise Long Trailers, such as Quad Dogs and semi tippers for material discharge, by the Alliance Delivery Manager in consultation with the

Alliance Safety Manager. Where exemption is granted, the use of slip trays and height restrictions, and consideration to the working environment shall be captured in a risk assessment.

- Quad dogs and semi tippers are prohibited from discharging asphalt into paving machines, refer to additional detail below.
- If a truck is being loaded by a forklift, the truck driver must not be in the forklift loading zone or follow the forklift while loading
- Ratchet type load binders shall be used rather than over-centre lever or 'dog' load binders
- Where any item of plant is required to undertake works where they are likely to reverse, work within the envelope of another item of plant, work in a direction that brings them close to structures or overhead services, operate near pedestrian or populated work fronts, on uneven surfaces, near water ways, near roadways or other live trafficable areas, or in areas of poor or restricted visibility etc. a Spotter must be used to assist these operations. (Note: The only area of exemption for the use of a Spotter is where an approved system of work incorporating designated works areas, appropriate barricading and signage and defined communications protocols implemented and have been displayed clearly to ensure unauthorised access is managed accordingly)

Work is to cease if the truck driver breaches any of the above conditions

5.5 Restrictions on Plant

5.5.1 Quad Dog Tippers

Where tipping operations are to be undertaken, Quad dog Tippers are not to be permitted for use on this project, for material discharge unless exempt by the Delivery Manager in consultation with the Safety Manager, and unless they are fitted with a Slip-Liner to prevent hang-up of any material, and a risk assessment conducted specific to the operating environment. Any Quad Dog tipper arriving to site without the Slip-Liner will be refused access and sent back to their point of origin without being permitted to unload. All quad dog tippers and or trailers must also be fitted with height restrictors. (Note: Quad dog tippers must only be used on level, stable, surfaces at all times. As per the requirement for all plant inductions, operators must be able to provide a manufacturers manual, a pre-start checklist, maintenance records and a risk assessment specific to the vehicle operation that has been developed

5.5.2 Elevated Work Platforms

Where and EWP is to be used in conjunction with another EWP, at no point will personnel be able to work, above or below, each other when in operation. A full risk assessment must be undertaken if no other means of conducting the works can be defined. A spotter must be used for EWP works where there is a risk of poor visibility, contact with overhead services and contact with other nearby plant. Where two EWP's are working together on the same task, a single spotter may be used where the works scope has defined that the level of risk associated has been defined as acceptable. (Note: All works involving the use of an EWP must incorporate some form of "Dropped Objects" management in accordance with the FH

Working at Heights - Process - AU i.e. Drop Zone, Lanyards or a spotter etc. and must be incorporated into the WRA, SWMS and Work Pack methodology)

5.5.3 Crane Lifts

All Crane operations shall be in accordance with the FH - Plan for Cranes and Lifting in the Workplace – Process - Au. All lifts will be defined by risk and supported using the FH - Mobile Crane Checklist – FormAu during planning and operations as defined by the procedure. For major lifts, such as beam lifts and dual crane lifts a SWMS and a lift study / plan are to be completed.

All lifting equipment is to be tested and tagged in accordance with the requirements of the respective Australian Standard. Equipment which is not tagged shall be considered not to be safe unless compliance records can be provided to show otherwise. Lifting equipment shall be recorded on the nominated Lifting Equipment Register.

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5.5.4 Franna's and Telehandler's

Both Franna's and Telehandler's must be fitted with a side slope indicator for a Telehandler, and both the side slope indicator and load movement indicator for a Franna, to be able to work on the project. Both items of plant must be managed in accordance with their load charts and the crane lifting checklist when operating on uneven, and or sloped, surfaces. (Note: Telehandler operators for machines rated 3 ton or over must hold a CN, Non Slewing Crane, or C2, Mobile crane up to 20 tons, High Risk Work License to be able to operate a Telehandler on the project).

5.6 Trenching & Excavations

All trenching and excavation work shall comply with the requirements of the FH - Conduct Trenching and Excavation - Process - Au and the Services Management Plan.

Requirements include:

- A current excavation permit
- Dedicated review by Utility Services Delegate and where respective to rail infrastructure, assets and locations an MTM or V/Line Rail Safety Delegate.
- Positive identification of services via the use of locators, pot holing and the use of Non Destructive Digging will be required. The Dial-Before-You-Dig service should not be used as the main control due to new services/as built being placed simultaneously
- Excavations are controlled to effectively manage access and egress, stability and traffic interaction.
- Temporary loadings are applied to the permanent works approved by the Designer
- Design/redesign work activities are carried out, so the underground services interface is eliminated or reduced so far as is reasonably practicable.
- Live services are de-energised wherever possible and verified as such.
- Underground exclusion distances are identified according to the Australian Standards.
- Excavation risks are assessed, and geotechnical reports obtained wherever a risk of collapse is identified

- Shoring and benching/battering are in place as per the Australian Standards.
- A design will be required for shields, boxes and shoring
- Notification to WorkSafe Victoria of any excavations greater than 1.5m in depth
- Fall prevention measures for excavations deeper than 1.5m
- Exclusion zones for material, spoil, and plant surrounding excavations are maintained and clearly delineated.
- Adequate access and egress maintained to excavations.

5.7 Piling & Drilling

Piling activities will be in accordance with AS2159-2009.

Piling and drilling work will be conducted in accordance with the FH - Conduct Trenching and Excavation - Process - Au, including the notification of any piling excavations greater than 1.5 m in depth to WorkSafe Victoria. This includes the management of any fall from heights risks as per the FH - Working at Heights - Process - Au.

A detailed Work Procedure, which may include a Work Activity Pack, shall be required for all Piling and Drilling operations prior to the activity commencing.

Requirements include:

- Design of piling pads undertaken by a qualified geotechnical engineer to ensure adequate bearing capacity and design confirmations
- Pre-assessed exclusion zones to protect people, equipment, plant and nearby structures
- Mobilisation and De-mobilisation of Piling Rigs – set up/dismantle

During crane piling, the additional mass of the equipment used in piling and the loads arising during operation shall not overload the crane, boom or jib structure or adversely affect the stability of the crane.

Particular care shall be given to the examination of ropes on sheaves and on drums, rope terminal fittings and rope anchorages during pile driving and pile extraction.

When a pile is being pitched in position for driving, side loading on the boom and side dragging of piles should be avoided. Positioning of the pile, where able, is not to be achieved by dragging the pile across the ground.

If a drop hammer is used, the following should be avoided:

(i) Premature catching of the falling hammer.

(ii) Snatching the hammer following overrunning of the rope on the hoisting drum after the hammer has struck.

Before working below the drop hammer, the hammer shall be lowered onto the positively locked safety system and the crane hoist mechanism shall be locked out

Pile extraction - Extraction shall be effected by a smooth haul on the hoist rope. The hoist rope shall not be jerked or the crane tipped.

Particular attention should be given to the crane standing during operation to avoid differential settlement of crawler tracks or crane supports, which could adversely affect the stability of the crane.

Requirements for the fitment of limiting and indicating devices to mobile cranes are found in AS 1418.5 and apply to all mobile cranes, including those used for pile extraction.

In addition works must be planned and delivered with consideration to the industry standard, A Guide to Managing Safety, Piling work and foundation engineering sites, industry standard Worksafe Victoria, the rail corridor industry reference guideline Undertaking Piling and Foundation Work Safely within the Rail Corridor in Victoria and any defined rail requirements stipulated by MRPA, MTM or V/Line.

5.7.1 Concrete Pumping

Concrete placement units with delivery booms, both vehicle and static mounted are both design and item registered under Division 6 – Schedule 2 of the OHS Regulations 2017.

All concrete pumping activities involving boom, line and CFA concrete pumps MUST utilise concrete hard-line sleeves (Python Protective Sleeve or MRPA approved equivalent product) fitted to straight line and elbow reducers for boom, line and CFA concrete pumps.

When setting up for concrete pumping operations the following needs to be addressed:

- the plant is set up, operated and maintained as per the manufacturers' instructions
- the pumping unit is set up and managed so that it can operate safely if in the vicinity of overhead electric lines, other overhead services or hazards
- the plant is set up on firm and level ground with timber or pads under outrigger feet in accordance with regulatory requirements
- the outriggers feet are set up a safe distance from excavations and/or embankments
- outriggers are always fully extended unless the boom manufacturer states short legging is permitted and you have followed the manufacturers' instructions; and
- The person managing or controlling the concrete pump ensures the pump is:
    - provided with adequate guarding and interlocks to eliminate, so far as is reasonably practicable, the risk of injury from entanglement, crushing or amputation as a result of contact with any moving parts in the concrete delivery hopper
    - provided with concrete delivery pipes and connecting clamps that are able to withstand the pressures applied by the concrete pumping operation without failing
- pipes are subjected to regular thickness inspection; and
- operated in a manner that ensures that the risks to the operator of the unit and other persons at or near the workplace that arise from systems of work and the environment in which the unit is used are eliminated so far as is reasonably practicable, or if it is not reasonably practicable to eliminate the risks, minimised so far as is reasonably practicable?
- The person managing or controlling the concrete placement boom ensures that:
    - The boom is installed and operated in a manner that will prevent overturning or collapse of the concrete placement boom

- Operated in a manner that prevents rapid or uncontrolled movement of concrete delivery pipes and hoses that could result in injury
- Receives an annual safety inspection by a competent person; and
- Receives a major inspection by a competent person at intervals not exceeding 6 years. The major inspection is to include items of plan inspected during the annual inspection and all other critical safety components of the placement boom and its supporting structure.

5.8 Temporary Works

Temporary support structures are a high risk activity and as such the below requirements will be applied as minimum requirements. All temporary works shall be completed in accordance with the FH - Manage Temporary Works - Process - Au., FH Temporary Works Design Matrix and FH Manage Work Activities Process. Temporary works includes structural alterations, structural support systems and temporary structures.

5.8.1 Formwork

Formwork and false work activities are to be carried out in accordance with the SWMS and requirements of the respective compliance codes or regulatory guidance.

Saw dust and construction waste are not to accumulate within the works area, and are to be regularly collected and disposed of in the appropriate waste bins.

All loose plywood sheets are to be effectively tied down or weighted down to prevent them becoming airborne during strong wind conditions.

De-nailing of formwork is to proceed in conjunction with the stripping activities. Timber and form ply sheets are to be de-nailed as soon as the sections are stripped. Waste and reusable timber and form ply materials are not to be stacked unless the material has been fully de-nailed.

Drop stripping is strictly prohibited.

5.8.2 Steel Reinforcement

Personnel carrying out steel reinforcement activities are to ensure the safety of the workforce and the public during transport and handling of steel bars.

At regular intervals and prior to the completion of a task, the reinforcement fixers are to place safety caps at the ends of all reinforcement bars where people are exposed to the risk of:

- Falling on the top end of a vertically fixed reinforcement bar, resulting in serious injury from impalement; or
- Walking into the exposed end of a horizontally fixed reinforcement at various levels, causing injuries.

Where arc welding is required, weld flash controls are to be erected to prevent welding flash injuries. Fire extinguishers and welding blankets will be provided to prevent uncontrolled fires.

5.8.3 Concrete Placement

Where a kibble is used to carry and place concrete using a crane, the work Foreman is responsible for ensuring the kibble is in good working order, safe to use and capable of holding the volume of concrete it is designed to carry. The Foreman will check that the kibble's safe working load is higher than the weight of the concrete in consultation with a competent person.

Where a concrete boom pump is used to place concrete, the Operator will verify prior to proceeding with concrete placement activity that the pump has the capacity to safely carry out the planned work.

5.9 Traffic Management

5.9.1 Roadwork – Traffic Management

Working in the vicinity of road traffic is High Risk Construction Work and will be managed in accordance with the FH - Plan and Manage Roadwork Traffic - Process – Au. & Traffic decision tree This includes the application of the traffic controllers out of live lanes initiative.

Traffic management plans are to be implemented by appropriately qualified personnel. Permanent Traffic Management Plans are to be checked daily. If temporary traffic barriers are in use these shall also be checked daily. On Construction Projects all active traffic management plans and temporary traffic barriers are to be reviewed in accordance with the MRPA Project Activity Schedule.

A register of traffic management plans shall be maintained and must contain the following information as applicable to each state:

- TMP number
- Description of the works
- Relevant authorities or councils
- Regulatory signage implemented
- MOC commencement date
- MOC finish date; and
- Date of the Road Safety audits.

The time, date and location of sign erection must be documented by the person who erects the signs. These register are to be reviewed by the responsible person on a regular basis for the duration of the project.

5.9.2 Onsite – Traffic Management

Risk Assessment

A SWMS or Vehicle Movement Plan (VMP) shall be developed for onsite traffic management and any risks identified shall be addressed by either SWMS or a VMP/TMP.

Site Access & Parking

Safe access onto the site for pedestrians and visitors shall be established. Car parking areas shall be designated and signed. All vehicles in the car park shall reverse park.

Vehicles and Mobile Plant on Site

Site Vehicles and mobile plant on site shall travel at the nominated speed limit at all times. Only licensed and authorised persons are permitted to operate site vehicles and mobile plant on site

Site Vehicles that will be operating in the construction area shall be fitted with the following items:

- Roof mounted amber flashing light
- UHF radio
- Fire extinguisher
- First aid kit
- Operator Daily Work Pre-start Checklist.
- Reversing Motion Alarm

All site vehicles and mobile plant shall communicate with each other and receive positive acknowledgement by the use of UHF radio when entering and leaving the worksite, when interacting or driving near other plant or vehicles or when passing slow moving plant.

Onsite Vehicle Movement Plan

A Vehicle Movement Plan shall be developed for the site. This plan shall be a site plan that details visitor, staff and truck access, parking arrangements on site, pedestrian access to site and walkways and pedestrian crossings around the site where applicable. The map will be prominently displayed on the site notice board and all employees, subcontractors and visitors intending to enter the site will be made aware of it.

Monitoring, inspection and audit requirements for traffic management arrangements shall be as per the Monitoring and Inspection Schedule.

Separation plans

Site separation plans shall be implemented to manage the separation of ground personnel and operating plant/machinery and allow for safe and unimpeded traffic flow through the site. Where reasonably practical, pedestrians and plant shall be separated by rigid barrier systems. Shared plant/pedestrian zones are to be minimised and clearly identified.

Provision for emergency vehicles

Access through the site shall be maintained at all times for emergency response vehicles.

- Access points to the site will be clearly defined and signed
- Any changes to the access points will be notified through to the emergency services were relevant
- Consultation shall take place with relevant Emergency Services on the basis of the Incident and Emergency Response Plan and relevant TMPs to provide details about

the nature and location of the Project, location of access points and gate numbers. Emergency services shall be provided with adequate information of the local road network relating to:

- The road network associated with the Works
- All roads that have been truncated
- The location of emergency access gates

5.10 Electrical Safety

All activities requiring works with electrical supplies or equipment shall be in accordance with the FH - Energy and Isolation processes.

All electrical equipment on site is to be in good working condition, be appropriately guarded and have evidence of a current test tag. Testing and Tagging shall be in accordance with AS/NZ3012 and in line with best practise following the RGBY colour coding system for construction sites.

5.10.1 Temporary Electrical Power Supply

Portable power is to be supplied via portable generators or temporary power boards fitted with residual current devices (RCDs) and shall be earthed where the operator manual indicates it is a requirement. RCDs are to be tested monthly by a qualified Electrician, with results recorded on an RCD register or equivalent. Clear access shall be maintained to all switchboards, with a fire extinguisher located in the near vicinity

5.10.2 Electrical Power Tools

Power saws, drills, grinders and other power tools are to have proper guards in place at all times. Leads are to be placed so as not to create a tripping hazard, or be subjected to damage from equipment or materials.

All personnel are to ensure that all electrical tools and equipment is currently tagged.

Grinders: 9 inch grinders are prohibited from use on site, unless authorization is sought from the Alliance Manager and there is no safer practical option.

Given the inherent risks associated with certain power tools; workers operating grinders, circular saws, chainsaw or demolition saws shall require approval by a delegated MRPA representative. This process shall be completed using the Red Tools resources. This process aims to ensure that the operator of the specified tool has been provided with adequate information and instruction and can also demonstrate competent use of the tools.

For a full list of Prohibited and Restricted Equipment on Fulton Hogan sites refer to: Managing Prohibited and Restricted Equipment – Process – Au.

5.11 Isolation

All activities requiring Isolation, tagging and lock out, shall be in accordance with the relevant FH - Isolating Plant, Equipment & Assets - Process - Au.

An Isolation Permit shall be completed for any activity requiring an isolation.

Where the FH - Isolating Plant, Equipment & Assets - Process - Au makes reference to plant, it shall be read to indicate fixed plant. When servicing Mobile Plant, a full isolation plan is not required, rather the lock out tag process as described in the Isolation Procedure shall be adopted.

Electrical work is only to be completed by a trained and authorised Electrician. Work on machinery is only to be completed by a trained and authorised person, this may be a mechanic.

- Testing frequency for electrical equipment

equipment	Test	Frequency	Who
Construction wiring including switchboards and wiring within transportable structures	Initial test and certification	Before initial introduction to service	Licensed Electrician (A Class)
	Re-test and inspection	6 monthly	Licensed Electrician (A Class)
Emergency evacuation lighting	Re-test	6 monthly	Licensed Electrician or competent person
Plant including portable equipment and flexible cords	Initial test and inspection	Before first use	Licensed Electrician or competent person
	Re-test and inspect	3 monthly	Licensed Electrician or competent person
Fixed RCD e.g. located on permanent switchboards in transportable structures and construction switchboards	Push button	Monthly	Licensed Electrician or competent person or site representative
	Operating time	Monthly	Licensed Electrician or competent person
Portable RCD e.g. located on generators, PSOA (Portable Socket Outlet Assemblies)	Operating time	Monthly	Licensed Electrician or competent person

Explosive power tools are Prohibited use will not be allowed unless applicable standards, codes of practice and Legislation are satisfied and a SWMS is established.

5.12 Hot Work

Any Hot works shall be performed in accordance with the FH - Conducting Hot Work - Process - Au.

An MRPA Hot Work Permit shall be completed for the activity.

Hot Works may include but are not limited to:

- Welding
- Oxygen and acetylene cutting
- Cutting or Grinding
- Any other activity where sparks, embers or any other form of excessive heat that may be generated by, or during, any undertaking on the project.

Given the inherent risks associated with operating oxy-acetylene related equipment, operators shall require approval by a delegated Fulton Hogan representative. This process shall be completed using the Red Tools resources.

Only personnel competent through training in the FH Hot Works Permit process will issue or receive MRPA Hot Work Permits. The permit project provided permit will not exempt any obligations under total fire ban days; in such circumstances exemption permits must be sought from the relevant authority.

5.13 Fall Prevention & Barricading Requirements

Where there is a potential to fall from heights a SWMS shall be developed in line with the requirements of the FH - Working at Heights - Process - Au.

A risk assessment shall be conducted prior to any working at heights to assess the hazards, risk and appropriate controls for the task. This assessment shall include the safe access and egress to and from the work area. Controls shall be implemented in accordance with the hierarchy of control for prevention of falls (OHS Regulations 2017, Part 3.3).

RIIWHS204D Working at Heights training qualifications or equivalent are required for all working at heights which require the use of industrial safety harnesses when in a fall arrest system.

Requirements include:

- Fall Prevention Permit is required for fall arrest and fall restraint work
- Working at heights activities are identified at the work planning stage and necessary controls are appropriately resourced (e.g.: provision for scaffolders and scaffolding, EWP access and set-up)
- EWPs are fitted with an anti-crush system e.g. Skyguard
- Rescue plan in place and captured as part of the SWMS
- Fall protection equipment meets Australian Standards and stamped/tagged with relevant inspection tag
- Personnel working at heights and supervising work at height activities are trained and competent
- Controls are in place to manage dropped objects, i.e. toe boards, tool lanyards, exclusion zones

- Anchor points used during working at heights activities must be adequate to be effective (AS1891.4), and signed off by Temporary Works Engineer
- Working at heights equipment is inspected prior to each use by a competent person
- Procedures and controls in place to manage removal of covers and guardrails
- Safe access in place to work at height areas; stairs used where possible instead of ladders
- Penetration covers suitable, secured, identified; open penetrations protected by guardrails
- Vertical penetrations secured by locked/fixed system
- Loading bays, gantries and mezzanines fully protected against fall risks

5.13.1 Ladders

Prior to the use of ladders, a risk assessment shall be conducted to assess whether there is a higher level control which can be implemented in accordance with the hierarchy of control for prevention of falls (OHS Regulations 2017, Part 3.3). Where it has been identified that a higher level control is not possible to implement, then the use of platform ladders will utilised in preference to step ladders.

Ladders shall be used as a means of access and egress only and shall not be used to work from. The only exceptions to this shall be when working on platforms ladders or where utility subcontractors are working on ladders under their safe systems of work.

All ladders used on site shall comply with AS1892. All ladders shall be inspected for defective rungs, warping, damaged feet, cracking or damage by the H&S representative, Foreman, Workplace Safety Advisor or the Project Engineer.

Ladders must be placed on firm, level ground and secured, secured at the top, be placed at the correct angle (1:4-Horizontal to Vertical) and shall extend minimum one metre above the landing. As part of the sites daily inspection routine ladders shall be checked for compliance.

Please refer to the FH - Working at Heights - Process - Au.

5.13.2 Barriers, Barricading and Signage

Barricades, barriers and safety signage are often used in operational areas for the purpose of physically preventing access to hazardous areas, or demarcating areas containing hazards. Work areas that have been identified as hazardous may require the installation of an exclusion zone to prevent access and to protect workers from harm. This may include

Excavations and trenches, including shafts and soil cutting may have significant impacts on the health and wellbeing of persons working in or around those areas without identifying and installing the proper control measures.

Work activities at height including works from scaffold, EWPs and other to exclude a drop zone or Plant and plant and people interface locations

Plant and plant and plant and people interface locations

Failure to use correct application of isolation, signage and communication poses a risk to the health and safety of workers

A barricade is a physical device to prevent access to an area. Barricades include fences, railing, walls, and concrete or water barriers. A barricade is a higher level of control then a barrier

A barrier is a device to demark an area containing a hazard and should only be used where a barricade is impractical. This is a lesser level control then a barricade.

Careful selection should be made to ensure where possible, higher levels of controls have been considered prior to the use of barricading and barriers. Barricades and barricading must be assessed as fit for use and suitable for the working environment they are applied.

Barricades are installed to restrict or prevent access to an area containing a hazard. In general, barricades must be accommodated by signage to warn people of the dangers. Barriers are only to be used as a temporary solution where barricading is impractical. A barrier is installed to delineate the hazardous area, however does not physically restrict access. A barrier must be accompanied by adequate signage or other form of communication to manage access to the hazardous or restricted area.

Routine inspections must take place during work activities to ensure that barricades, barriers and signage are well maintained.

Where safety signs are installed, they must be erected to warn workers of specific hazards and to communicate necessary precautionary measures and emergency actions.

Barrier and barricade types may vary in the rail corridor, and shall be risk assessed in consultation the rail safety team.

At a minimum Bunting style flagging or Para webbing will be used for all dams, ponds, basins, excavations or hazards to prevent workers or the public being exposed to the hazards associated with the items. For night time works, Bunting, Para webbing, reflective markers or flashers will be applied, according to risk assessment.

Approved fall prevention barricading measures shall be applied for fall from heights risk in accordance with the FH - Working at Heights - Process - Au or any Alliance direction on the use of barrier and barricade applications.

5.13.3 Scaffolding

Scaffolding shall be conducted in compliance with the FH-Manage Scaffolds Works AU process.. A scaffold handover certificate including the checklist shall be obtained from the person responsible for erecting the scaffold prior to any work commencing on the scaffold for scaffolds 2m or higher. A competent person shall ensure that the scaffold complies with the handover certificate. A copy of the certificate shall be retained at the scaffold. The handover certificate shall meet the requirements of AS4576 section 12.3

Any use of scaffold must also be in compliance with the FH - Working at Heights - Process - Au.

Shade cloth is not permitted to be used on scaffold.

A Competent person/s is to erect scaffold should the scaffold be more than 2 metres from ground level as per the FH Working at Heights Procedure.

Scaffolds to be inspected by a competent person in accordance with the FH - Working at Heights - Process - Au.

A scaffold plan may be required based on risk assessment and/or complexity, to effectively plan and manage scaffolding work. Any scaffold structure requiring design verification and engineering (on the scaffold or the supporting structure) would require a scaffold plan.

The Project will ensure:

- that the scaffold is erected by a competent person (having regard for high risk licence for above 4 metres). This also includes a scaffold that is less than 4 metres in height however is located adjacent to an edge, for example an excavation, a licensed scaffolder may still be required.
- that before we use the scaffold, the competent person has advised (in writing) that it is safe which includes the Scaffold Handover Certificate and Inspection Checklist – Form.
- that scaffolding is inspected by a competent person:
- before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
- before use of the scaffold is resumed after Repairs, Alterations and or Modifications
- at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
  - any necessary repairs, alterations and additions will be made or carried out
  - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- Must not alter, add, remove or modify scaffolding for any reason unless qualified and authorised to do so.
- not use incomplete scaffolding
- report any scaffolding issues to Site Supervision
- comply with the directions of any tags attached to the scaffold

We will prevent unauthorised access to the scaffold by removing ladders where there is no site fencing.

5.13.4 Falling Objects

Identify the potential activities where objects may fall from height, and implement controls, as detailed in section 6.13.2 for Barriers and Barricading, consistent with the hierarchy of control in the Work Place Risk Assessment (WRA). A SWMS shall be developed with reference to the WRA and in accordance with the fall prevention procedure.

5.14 Hazardous Chemicals and Dangerous Goods

The FH - Managing Hazardous Chemicals and Dangerous Goods - Process - Au details MRPA's requirements for chemicals management.

Requirements include:

- Hazardous chemicals are assessed and approved for use on site, maintained on a register which includes all chemicals used, handled or stored at the workplace. Data sheets and chemical risk assessments are also available on Chemwatch
- Prior to use of hazardous substances, a risk assessment is completed for use of chemicals and substances to ensure all hazards and controls are identified and managed
- Ensure mud map developed to indicate chemical storage on-site and communicated to the combat agencies
- Current Safety Data Sheet (SDS) available for all chemicals (five years maximum age) with hard copy folders made available in the office.; these must be held at the first aid facility
- Workers and supervisors are familiar with the SDS
- Dangerous goods licenses available where required for goods transported
- Chemicals labelled, in original containers, not decanted into food or drink containers
- Storage areas locked and secured against unauthorised access
- Non-compatible chemicals segregated, correct separation distances maintained, flammables stored in ventilated containers as per SDS
- Firefighting equipment available and signposted
- Hazardous chemicals in bunded area able to contain possible spills
- Hydrocarbons and chemicals are stored greater than 20m from waterways, drainage or water storage areas – storage areas to be risk-assessed
- Oil containment booms in place for works involving plant and equipment over water
- Health monitoring program in place for workers at risk of exposure to Schedule 14 or other chemicals that exceed exposure standards.

Note: Soils contaminated with Hydrocarbons shall be tested accordingly and managed as prescribed waste, and disposed of in accordance with EPA guidelines. Soils contaminated with PFAS, shall also be tested and managed in accordance with any project PFAS management plan and the guidelines as defined by the EPA.

5.15 Asbestos

Where it is suspected that asbestos may be located on site the material is to be tested by an appropriately NATA certified lab. Where asbestos is required to be removed an appropriately qualified asbestos remover will be engaged. The FH - Handling and Removing Asbestos - Process – Au shall be complied with.

Requirements include:

- Asbestos register to be kept for all known asbestos locations on site
- Discovered asbestos is to be isolated and signed until it can be removed by a qualified Asbestos Removalist
- An asbestos removal plan will be developed for all asbestos removal
- Disposal certificates will be kept for all asbestos removed from site
- Potential asbestos will be identified as friable or non-friable
- Control any potential dust that poses a risk

5.16 Silica Management

All works which involve the management and removal of Respirable Crystalline Silica (RCS) shall be in accordance with the relevant legislation and as outlined within the FH - Managing Respirable Crystalline Silica (RCS) Exposure AU.

5.17 Demolition

All demolition work shall be performed in accordance with the relevant legislation and in accordance with the FH - Conduct Demolition Works - Process – Au.

A Demolition Plan will be developed and implemented for the demolition or partial demolition of any structure.

5.18 Erecting Precast Structures

Erecting precast structures is high risk construction work.. Planning will include the process, permits, access, resources, competencies and training required. The planning session will also cover equipment and tools required, time, inspection records, risks associated with the Works and hazard controls and conditions required for conducting the task safely. A SWMS and specific procedure, which may include a Work Activity Pack, shall be developed.

5.19 Rail Access Management Plan

A Rail Access Management Plan shall be developed prior to commencement of work and shall comply with relevant legislation and the relevant Railway Authority requirements, with respect to working in or near an operational railway environment.

The Rail Access Management Plan outlines and describes the guidelines to be followed on the Metropolitan Roads Program Alliance (MRPA) Road Stream, consisting of the Level Crossing Removal Projects Authority (LXRP), Metro Trains Melbourne (MTM), V-Line and Fulton Hogan Construction (FH).

The Project shall refer to the RAMP as it will provide the LXRP, MTM, V-Line and MRPA Roads with the framework and strategies to access rail corridors to deliver an agreed railway crossing removal program. The plan allows Works to be planned in a safe, efficient and cost-effective manner, and will ensure minimal disruption to road and rail users, the local community and all other stakeholders, including the Rail Transport Operator (RTO).

5.20 MTM

Key requirements to be met to accommodate approval for access to conduct works on MTM networks include;

- Training: Level 1 Train Track Safety Awareness Accreditation (TTSA)
- Level 3 Track Force Protection Co-ordinator (L3 TFPC) in place
- Overhead Services Observer
- Project Vehicle Movement Plan
- Permits to operate in rail corridor (MTM)
- Separation plans & exclusion zones (Worksite Protection in the Rail Corridor)

- Permit to Disturb Track (PTDT) (MTM)
- Fatigue Management – Management Plan
- Drug and Alcohol/Fit for Work Management Procedure
- Approval process for working in the vicinity of Train Overhead Electrical System, (MTM)
- Approval process for working in the vicinity of Underground Assets Excavation Permit Process
- Notification and Approval for Excavation-NAE(MTM)
- Nominated contact person, if not the TFPC.

5.21 V-line

The Works Access and T-Minus Procedure outlines and describes the guidelines to be followed by personnel from the Metropolitan Roads Program Alliance (MRPA) to acquire access to V/Line owned property and assets.

The Project shall refer to the procedure to complete the stipulated requirements to obtain a Site Access Permit, (SAP) from V/Line to enable works to be undertaken.

Key requirements to be met to accommodate approval for access to conduct works on both MTM and or V/Line assets include the following, unless otherwise stipulated:

- Works Readiness Assessment Sheet, V/Line Only
- Works Readiness Tracker, to be submitted to V/Line only, at each stage gate, using the T-Minus format.
- Training: Level 1 Train Track Safety Awareness Accreditation (TTSA)
- Level 3 Track Force Protection Co-ordinator (L3 TFPC) in place
- Project Vehicle Movement Plan
- Staging of works, V/Line Works Readiness Tracker to be used to achieve this.
- Separation plans & exclusion zones (Worksite Protection in the Rail Corridor)
- Track Occupation Protocol. V/Line process is managed by their occupations coordinator during the Works Readiness tracker gate stages submissions
- Approval process for working in the vicinity of Underground Assets Excavation Permit Process
- Site Access Permit, (V/Line)
- Nominated Contact person, if not the TFPC, for communication with Centrol/Rail Control room, V/Line.

5.22 Radiation Gauge Management

5.22.1 Radiation Management Plan

In accordance with the FH – Managing Radiation Exposure AU, a radiation management plan must be prepared for the use of nuclear moisture/density gauges and reviewed on a regular basis. The plan must be prepared in accordance with the ARPANSA Code of Practice for Portable Density/Moisture Gauges Containing Radioactive Sources 2004.

5.22.2 Nuclear Moisture/Density Gauges

All gauges must comply with:

- Radiation hazard warning symbol;
- Name of radioactive substances;
- Activities of radioactive substances and date of measurement;
- Maximum dose rate at gauge surface and date of measurement;
- Name and address of gauge manufacturer;
- Serial numbers of source and gauge; and
- Responsible person's name or organisation and a contact phone number.

Gauges must be stored under the control of a nominated responsible person in a lockable location. Access to the keys to the store location must be restricted to the nominated responsible person.

5.22.3 Radiation Dose Meters

All staff that operates a nuclear moisture/density gauge must be provided with a personal monitoring device to determine the radiation dose received.

5.23 Floating

5.23.1 Load Restraint

Load restraint shall be in accordance with the current FH - Load Restraint and Containment Procedure and the MRPA Heavy Vehicle Compliance Plan.

5.24 Manual Handling

All manual handling activities shall be managed as per the FH - Managing Hazardous Manual Tasks - Process - Au..

Should any hazardous manual handling activity be identified then the SWMS must clearly define the controls to manage this risk.

The following measures need to be considered to reduce the risk of manual handling:

- Removing the need to perform the task with manual handling
- Job redesign – e.g. eliminate twisting by having the tools in front of the worker
- Modification of the object – e.g. smaller or lighter packages are preferable
- Modification of the workplace layout – e.g. raise the height of the workbench
- Mechanical lifting – e.g. forklift, pallet movers, crowbars, cranes
- Team lifting – e.g. use two or more people.

5.25 Confined Space

Any work in a Confined Space shall be as per the FH - Working in Confined Spaces - Process - Au.

Requirements include:

- Identification of confined space shall be in accordance with the Victorian WorkSafe Compliance Code for confined spaces (Confined Space Criteria 3 + 1 rule)
- Specific risk assessment for each confined space undertaken by person(s) who have current Confined Space certification
- Confined spaces identified on register and warning signs displayed
- Safe means of access and egress where entry cannot be eliminated
- Entry controlled by permit system and standby person (confined-space trained)
- Standby person in place at all times persons are inside a confined space
- Workers and supervisors appropriately trained, certified and competent
- Potentially hazardous systems and services isolated and de-energised prior to entry
- Purging or ventilation carried out when required
- Air monitoring in place, Lower Explosive Limit and atmospheric level safe
- All meters to be bump tested at the beginning of shifts
- All meters to be calibrated and recorded in the calibration register
- Continuous communication system in place
- Rescue plan, first aid and rescue equipment in place, procedures rehearsed

5.26 Housekeeping

Materials and equipment must be stacked in such a manner so as to prevent dislodgment. A housekeeping inspection shall be carried out by the Supervisor / Foreman as part of their daily site inspection. Any issues arising from these inspections should be corrected immediately where possible, and/or recorded in the project/site Hazard Register.

5.27 Noise

The management of noise will be in accordance with the FH - Managing Hazardous Occupational Noise - Process – Au. As noise is considered a common hazard, the Project will implement controls in an attempt to manage the hazard, first through assessment and then determine whether additional control measures may be warranted.

Noise levels, where determined, that exceed the following exposure limits shall have additional controls implemented:

- An eight (8) hours equivalent of 85 dB (A)
- A ten (10) hours equivalent of 83 dB (A)
- A peak of 140 dB (A).

Noise measurement and assessment will be carried out where it is considered workers may be exposed at or near the maximum permitted exposure.

Where measurement or assessment indicates exposure to noise levels will exceed the level indicated within legislation, control measures will be implemented to reduce the exposure. Noise contouring maps may be developed and are to be displayed for high risk locations. The Project will aim to introduce controls that eliminate noise levels. Where this is not possible, the Project will apply the hierarchy of controls and explore other controls to minimise the noise impact to the local public and the general workforce.

Control measures may include:

- Modify the process or machinery to reduce or dampen the noise
- Remove or isolate the source of noise from the worker and members of the public
- Provide noise barriers or noise absorbing enclosures
- Restrict noise generation processes to times and/or locations making less impact on workers
- Provide hearing protection and training in its use to exposed workers. This measure may be used in conjunction with other measures only when noise levels cannot be satisfactorily reduced by other means
- Manage exposure to the noise source

Where hearing protection is provided it shall conform to the appropriate requirements of AS1270 Acoustic – Hearing Protectors. Signs indicating Hearing Protection areas are to be used where applicable.

5.28 Dust Management

Dust shall be suppressed and managed on site in accordance with the FH - Manage Environmental Air Quality - Process - AU. The Foreman shall ensure that water cart/cannon are engaged when necessary. If there is a risk of contamination in the dust, dust monitoring shall be undertaken. In cases of extreme dust, refer to the Incident and Emergency Response Plan.

5.29 Fitness for Work

5.29.1 Fatigue Management

MRPA's Fatigue Management Controls are detailed in the MRPA Fatigue Management Plan & the FH - Managing Worker Fatigue in the Workplace - Process - Au.

Managers and Foreman must manage the operational and safety risks related to fatigue as outlined in the MRPA Fatigue Management Plan & the FH - Managing Worker Fatigue in the Workplace - Process - Au.

Adherence to this standard will ensure that:

- Fatigue risk assessment is in place where required
- Rostering requirements are attended to, including overtime and shift overruns
- Method is in place for monitoring of hours of work and travel
- Staffing levels are monitored
- Workload is reviewed against each individual

Identified rail safety workers or persons performing work within the rail corridor must adhere to the MTM Fatigue Management Standard.

5.29.2 Fitness for Work including Alcohol and Drugs

MRPA requires all employees and contractors to come to work in an appropriate state, free from the effects of drugs and alcohol, to minimise any risk of harm to themselves, other

employees, contractors, visitors and members of the public. Refer to the MRPA - Fit for Work - Drugs & Alcohol Standard.

Contractors are required as a minimum to either adopt the Standard or have an equivalent. Random, post incident and 'with cause' drug and alcohol testing will be conducted on the Project. Random or blanket testing will be undertaken in accordance with the Contract requirements and in accordance with the frequency requirements.

As a minimum, frequent and periodic drug and alcohol testing of both construction workers and site office workers will be conducted as follows:

- Where there are less than 30 workers on site – at least 10% of the workforce
- Where there are 30 to 100 workers on site – a minimum of five workers per month
- Where there are greater than 100 workers on site – a minimum of 10 workers per month.

The minimum frequency for random drug and alcohol testing is at least once per month.

The following substances shall be tested for:

- Alcohol
- Opiates – morphine, codeine
- Cannabis – Δ9-tetrahydrocannabinol (THC)
- Cocaine – Benzoylecgonine, ecgonine methyl ester
- Benzodiazepines
- Amphetamines
- Methamphetamines.

5.29.3 UV, Sun Protection and Heat

Management of extreme temperatures shall be managed in accordance with the Fulton Hogan FH - Managing Heat-related Illness in the Workplace - Process - Au , and any relevant Enterprise Bargaining Agreement or rules.

Exposure to UV and its effects will be managed by appropriate PPE and the provision of sunscreen and drinking water.

Where applicable appropriate education and training will be provided to ensure employees and workers can:

- Identify the hazards and risks associated with working in hot and humid environments
- Recognise the symptoms of heat-related conditions from working in extremes of temperature and the treatment required
- Understand the procedures for working in extreme conditions, including work-rest regimes and how to minimise exposure

Workers should avoid exposure to extreme heat, sun exposure and high humidity. When these exposures cannot be eliminated, controls must be implemented to prevent heat stress.

Self-assessment should be used during exposures of heat stress. This allows adequately trained personnel to exercise their discretion in order to reduce the likelihood of over exposure to heat stress. No matter how effectively a monitoring system is used, it must be

recognised that an individual physical condition can vary from day to day. This can be due to such factors as illness, acclimatisation, individual's heat tolerance and hydration status.

When determining how to eliminate or control the risks for work in hot environments, the following controls will be considered:

- Provide and encourage the use of mechanical aids (such as tractors, forklifts, electrical saws, mechanical lifters).
- Provide shade where possible, at least for rest periods.
- Monitor temperature, humidity and workers' physical response to environmental conditions.
- Allow workers to acclimatise to hot conditions over a period of time.
- Provide frequent rest breaks and/or rotate duties to allow workers to cool down.
- Schedule heavy work and tasks that require the wearing of PPE for cooler times of the day.
- Provide drinking water and encourage workers to make up for body fluid lost through sweating. A rule of thumb is that workers should drink at least half a litre of water each hour if hot environments result in excessive sweating.
- Provide a fresh water supply for washing and external cooling

5.29.4 Working in Inclement Weather

All employees will be made aware on induction that they are to inform their supervisor if they feel uncomfortable as a result of unusual hot or cold work conditions. Activity risks will be evaluated in the event of storm/electrical storms and mitigation controls implemented as required, including ceasing work activities when conditions dictate.

5.29.5 Health and Workplace Monitoring

Health risks will be assessed as part of the WRA or as identified as part of other hazard identification mechanisms (e.g. site inspections, safe work method statements, consultation). Health and workplace monitoring will be conducted in accordance with the FH - Conduct Occupational Health Monitoring and Health Surveillance - Process - Au.

5.30 Mental Health

MRPA will establish a framework that supports the mental health of its employees and subcontractors and will implement programs that:

- Pro-actively promote a mentally and physically healthy workplace
- Offers peer support networks for those in need
- Encourages a healthy work/ life balance
- Fosters a culture that encourages open conversations about mental health
- Discuss and consider implementation of initiatives and solutions that are proposed by Fulton Hogan's Critical Wellbeing Risk Group
- Encourage the use of Employee Assistance programs
- Promote to establish a mental health & wellbeing committee

5.31 Bullying, Harassment & Discrimination

At MRPA we are committed to a workplace and a community that is free from bullying, harassment and discrimination. There is zero tolerance in this regard. The following provides guidance to ensure everyone can contribute to deliver on our commitment.

- Ensure MRPA personnel are familiar with applicable standards, learning material and course work
- Promoting programs regarding "Bullying, Harassment and Discrimination"
- Promote campaigns 'It's not OK to look away'
- Promote that team mates ask the questions "R U OK?"
- Promote that if everyone experiencing bullying or harassment to speak with Safety Committee Members, Managers or anyone from the People/ HR team

Any instances of bullying or harassment shall be investigated by the Human Resources team in accordance with issue resolution and action taken where appropriate. The following standards are applicable.

- FH Prevention of workplace bullying, harassment and discrimination – Standard - AU
- Investigations of allegations of bullying, harassment and discrimination Guidelines

5.32 Use of Lasers Levels for Construction

Use of Lasers will be undertaken in accordance with FH - Use of Laser Equipment - Process – AU. Where class 2, 3A or 3B lasers are to be used operators must have appropriate training. Where lasers of Class 3 and above are used the operators shall have attended the required level of training as determined by the relevant legislation. A register of lasers on the Plant and equipment register shall be maintained along with appropriate signage.

5.33 Biological Hazards

For Works at any sewage systems or cleaning of workplace ablutions the site shall ensure that all biological risks are considered and appropriate control measures identified within the PSP. For tasks where persons are exposed to biological risks, they shall be immunised prior to starting work.

■ MRPA is committed to ensuring the safety of all, and during the period of social distancing and isolations requirements implemented by the State and Federal Governments,, to assist in the management and reduction of the spread of the Corona Virus, known as "COVID 19", the project has developed the "MRPA COVID 19 Management Plan". The plan has been prepared specifically to assist the project in meeting compliance with these restrictions, and to assist in the reduction of rates of exposure and impacts on the wider community, and shall remain in force, until lifted by the governing bodies.

5.34 Personal Protective Equipment

Personal Protective Equipment shall be as per the FH - Manage Personal Protective Equipment (PPE) - Process - Au. .

Subcontractors are responsible for providing all of their employees with the appropriate protective equipment deemed necessary as per the site requirements. The minimum PPE requirements are detailed in the induction. A PPE issue register is to be maintained where required.

PPE Issue Register - Form - Form

Minimum PPE and clothing required for this project include:

- Hard hat (AS/NZS1801).
- Safety glasses (AS/NZS1336 & 1337).
- Lace-up safety boots with Class 1 toe caps (AS/NZS 2210.3).
- Long sleeved shirt must be worn at worksite, sleeves must be rolled down.
- Long trousers must be worn at worksites, work areas and facilities
- Rail Approved Hi-Visibility Vest (AS/NZS 4602). Vests must be zipped up at all times. (All upper garments are required to display the contractor's logo across the back and shoulders and must be clear and legible)
- No red, green or yellow clothing will be permitted to be worn while on site (MTM requirement)
- Full length white reflective overalls with bio motion stripes are required for all night work activities in operational areas (AS/NZS 4602). Rail approved vest must still be worn.
- Helmet/head lamps for night works.
- Fit for purpose gloves must be carried at all times in operational areas (clip recommended) and used when manual handling, when exposed to a harmful substance or where there is the potential for hand lacerations to occur (AS/NZS2161).
- Class 5 Hearing Protection carried and worn where noise exposure levels exceed 85dBA

Additional PPE will be identified and documented on the risk assessment for the activity and worn by the involved and affected personnel.

Subcontractors are responsible for providing all of their employees with the appropriate PPE. The minimum PPE requirements are detailed in the induction. PPE specific requirements to be communicated at Project site including visitor inductions.

5.35 Working Near to Overhead Services

All work near overhead services shall comply with the FH - Working near to overhead services and obstructions and those referenced in the Rail Access Management Plan.

Construction activities in the Rail Corridor and the Danger Zone may require personnel and plant to work in the vicinity of OHLE– Overhead Electrical Line Equipment or Substations.

There may be potential for contact with the following electrical assets: High Voltage Transmission Feeders / 22,000V AC; / DC traction wiring 1500v DC / DC feeders 1500v DC / Electrolysis feeders / Signal feeders 2.2kV AC / Industrial supplies 22kV AC, 11kV AC / 6.6kV AC.

Safe Approach Distances referenced in Victorian Legislation and the Rail Access Management Plan will be managed via consultation with the Rail Transport Operator and or the appropriate asset owner who shall nominate and or recommend required controls for activities.

All works in close proximity to either overhead electrical conductor or rail overheads shall require an Overhead Services Observer for rail, and a suitably trained electrical spotter for all other electrical assets.

5.36 Working Near to Underground Services

All work near underground services shall comply with the Working near Underground Services Procedure / Working Near Underground and Concealed Services (Utilities) - Process - Au

Apply Permit to Disturb Track (PTDT), and Notification for works within the railway corridor.

5.37 Chain of Responsibility

The Road Transport Heavy Vehicle "Chain of Responsibility" (CoR) Authorities recognise that a number of different participants in each road transport 'chain' can influence and direct drivers' on-road behaviours and the condition of the heavy vehicle being driven. For this reason, under the Heavy Vehicle National Law, a number of the parties in the road transport 'chain' are given responsibility for either:

- Complying with their specific obligations under the laws;
- Taking all reasonable steps to ensure that other parties in the road transport 'chain' achieve compliance; and
- Are not encouraging or incentivizing to break the law.

The MRPA Heavy Vehicle Compliance Plan details how MRPA shall comply with their CoR obligations as well as all persons working under the supervision or control of MRPA.

6. General Site Rules

Site rules include, but may not be limited to, the following:

- Rail approved high-visibility clothing/ vest, night whites under rail vest (night works only), long sleeve shirts and long pants, class 1 - laced safety footwear, AS 1337 compliant safety glasses and hard hats must be worn by all personnel at all times, except whilst in the site office. Other items of protective equipment must be worn as needed, or as directed by the Project Safety Management Plan.
- Hard hats must be worn at all times when onsite
- Goggles or glasses and a face shield must be worn when undertaking any grinding works, hot works, debris creating activities posing a risk to face or eyes
- Use of alcohol and drugs is strictly prohibited. Any person found under the influence of alcohol or illicit drugs will be removed from the site
- Any person engaging in horseplay or fighting will be removed from the site
- Personal music players, iPods, mobile phone players, cd players or radios with in-ear headphones are not permitted on site
- Use of mobile phones whilst operating moving plant and machinery is prohibited
- Smoking is not allowed in any amenity building, shed, or administration office. Smoking is not permitted indoors or near doorway
- No pets or children under the age of 16 are allowed on site. The project must receive permission from the Alliance Manager for non-apprenticed workers under the age of 18 to work on site
- On site fuel shall be in applicable storage at all times
- Ensure that no person shall proceed across any railway track except at times and places approved by Track Force Protection Coordinator
- All vehicles working on site are to have a flashing light, UHF radio and working, a fire extinguisher with current tag, reverse motion alarm to be fitted and working, and a first aid kit
- No vehicle is to be driven without a current Australian driver's license and/or ticket of competency
- Plant pre-starts are to be completed every day for all items of plant. Where there is a fault with the plant it should be reported to the site fore person or owner (if it is a subcontractor)
- Speed of vehicles/machinery is restricted to 10km/h or lower speed where signed in specific work areas
- All vehicles must use head lights on throughout the site
- Seat belts must be worn at all times whilst driving site vehicles and operating powered mobile plant
- Do not cross/climb or jump over jersey barriers to cross the roadways. Breaching this rule will lead to site induction being revoked and the offender shall be removed from the site.
- No entry into work areas without positive communication
- Name division / site employees shall attend a pre start medical prior to starting work.
- All personnel are to present themselves in a fit condition to work

- If exclusion zones are in place, controls such as barriers, signage or fencing is to be considered

For a full list of Prohibited and Restricted Equipment on Fulton Hogan sites refer to:
Managing Prohibited and Restricted Equipment – Process – Au.

Other rules may be introduced as the project / works proceeds or because of recommendations from Tool Box or OHS meeting.

7. Incident, Emergency Preparedness and Response

The setup of Emergency Management on site is detailed in the workplaces MRPA Incident and Emergency Response Plan, and in accordance with the FH – Conduct Incident & Emergency Response Planning - Process - Au and Manage Incident Response, Notification & Investigation - Process - Au.

Emergency incidents will be attended by site personnel and remedial works undertaken as required and in accordance with the Occupational Health and Safety Management Plan. The overall management of the emergency response will be the responsibility of the Project Director.

The setup of emergency management on site will be detailed in the workplace Incident and Emergency Response Plan. A copy of the Incident and Emergency Response Plan shall be available at each of the site safety noticeboards and shall include the names and contact details of the emergency response team and other emergency response personnel. Site contact details in the advent of an emergency will be detailed on the site Principal Contractor signage.

The RAMP shall specify Rail Specific requirements.

7.1 First Aid Facilities

The Emergency Planning Committee (EPC) shall ensure that a First Aid Risk Assessment is conducted to determine the workplace first aid requirements (suitability, location and accessibility of first aid equipment), in accordance with the FH FH – Determine and Manage First Aid Resources - Process - Au. This risk assessment shall be undertaken by the workplace manager and the safety manager and a person with first aid qualifications (this person may be the workplace manager or safety manager if they have first aid qualifications).

The review of First Aid equipment will be conducted using the inspection template on Salesforce - Emergency Equipment Inspection Checklist (Salesforce).

All First Aid Cases shall be recorded within the Case and Action Management System (CAMS) in accordance with the FH Incident Investigation, Reporting and Notification Procedure.

All workplaces shall provide first aid facilities as required by the relevant legislation. First Aid Kits shall be provided in Fulton Hogan owned site vehicles for use by qualified first aiders. A register of the first aid kits shall be maintained within the Salesforce Calibration records. The Emergency Planning Committee (EPC) shall determine who will be responsible for organising the tests, the frequency of the tests (minimum of 6 monthly) and the maintenance of the registers.

The location of first aid facilities [in fixed workplaces] shall be detailed on the Emergency Map and displayed on the site notice boards.

A Register of Emergency Equipment shall be maintained as part of the Calibration Records

At induction, all persons shall be made aware of who the First Aider/s is and of the locations of first aid kits/facilities. The name/s of the First Aider/s shall be displayed on site notice boards.

7.2 Fire Extinguishers

Fire extinguishers of the appropriate type shall be located in office complexes, workshops, and where hot work is to be performed. Extinguishers will be tested every 6 months and the test date recorded on the tag attached to the extinguisher.

The EPC shall determine who will be responsible for organising the tests, the frequency of the tests (6 monthly) and the maintenance of the registers. The register may be the Register of Emergency Equipment or an equivalent form if supplied by the persons conducting the tests and recorded on Salesforce Calibration records.

7.3 After-hours emergency response and attendance

After-hours response and attendance on the construction areas in the event of an emergency will be managed according to the MRPA Incident and Emergency Response Plan.

The site Emergency Coordinator is the call-out person for emergency events outside normal hours. The Project Manager shall contact the Emergency Coordinator and remain on standby until further directions are provided.

In consultation with the Emergency Coordinator, emergency wardens and workers, the Project Manager shall assess the situation and implement the necessary actions to mitigate the environmental/safety impacts of the incident according to the relevant incident and emergency response flowcharts.

The Project Manager or Emergency Coordinator shall notify/escalate a Crisis to the EPC via the MRPA Incident Response Flowchart and management in accordance with the MRPA Crisis Management Plans.

7.4 Flooding

A site-specific addendum to the Incident and MRPA Incident and Emergency Response Plan will be developed for flooding where relevant. This will be done in conjunction with the SES Local Controller, Metro VicRoads and other stakeholders. The following content will be taken into consideration:

- Identification of flooding by using the SES Local Controller Warning System
- Observing the Bureau of Meteorology website
- Listening to the local media flood bulletins
- Other appropriate warning systems
- Location of plant and equipment, i.e. can it be driven away, does it need to be secured on trailers at all times and can it be located above the flood area?
- Isolating power
- Have a dedicated flood evacuation area
- Checklist in place to ensure all personnel are accounted for and have left the flood area
- Inform the local SES Commander that evacuation is completed
- Do not re-enter work area until informed that it is safe to reoccupy the site.

8. Incident and Injury Management

8.1 Incident & Injury Management

Where an employee requires medical treatment resulting from an incident in the workplace it is important that they are accompanied to the medical centre/surgery/hospital by an MRPA representative. The accompanying Manager must be aware of the availability of suitable duties and be prepared to discuss this with the treating medical practitioner.

- FH – Workplace Rehabilitation and Injury Management Standard
- FH – Manage Incident Response, Notification & Investigation - Process - Au
- FH – Workplace Injury and Claims Administration User Guide

In the event of a notifiable incident (as defined the Occupational Health and Safety Act 2004), the incident scene shall be preserved and secured in accordance with the requirements of the Act and the FH Incident Investigation, Reporting and Notification Procedure

8.2 Investigation of Incidents

Refer to FH – Manage Incident Response, Notification & Investigation - Process - Au.

It is the responsibility of the Project Manager or nominated representative to notify the project owner and relevant stakeholders of any incidents on site. They shall be immediately notified of any;

- Accident or incident prescribed under the OHS Act as a notifiable incident
- Work Safe field report, Work Safe Improvement notice or Work Safe Prohibition Notice issued by Work Safe
- Rail safety infringements
- Energy Safe report or notice
- Employee Provisional Improvement Notice (PIN) issued by an OH&S representative

The effectiveness of controls implemented following incidents shall be monitored and reviewed on a regular basis (not more than 6 months) for effectiveness. The effectiveness of such controls shall be reviewed as part of the project Management Review process.

8.2.1 LXRP Incident Notification Requirements (PAA requirement)

Where a notifiable incident or other serious incident occurs in respect of Works undertaken by a Participant, the relevant Participant must develop and disseminate to its employees and Subcontractors a Flash Report. A report must also be provided to the Director, Safety, LXRP, following a serious or notifiable incident arising. The report, its performance of the Works, must summarise the facts and circumstances surrounding the incidents and relevant actions taken, to facilitate safety learnings.

The following are requirements outlined under the PAA at Volume 3, Section 8 of Schedule 23.

Immediately inform the ALT and AGM, Safety, LXRP of;

> (1) all incidents, including any incidents involving any employee or other persons affected by the conduct of the Participants or agent of any Participant or any

Subcontractor arising during the performance of Works in accordance with the LXRP incident notification flowchart requirements; and

(2) any information or documents demonstrating actions taken by the Principal Contractor or its Subcontractors to remedy hazardous conditions or any other conditions which caused the incidents;

(3) all incidents involving injury to any employee or agent of any Participant or Subcontractor arising during performance of the Works; and

(4) provide the ALT, the AGM, Safety, LXRP and the Alliance Manager with a copy of any document, notice or report that it, as Principal Contractor, is required to author or receive; and

(5) enter all incidents and associated information into a database nominated by the Project Owner, including any information or documents referred to in clauses 8(f) or (g) of the PAA, Volume 3, Schedule 23

Without limiting clause 19 or clause 21 of this Agreement, the Principal Contractor must provide to LXRP upon its request access to any documentation relevant to safety, including, the following:

(a) health and safety audit reports or similar documents;

(b) health and safety performance reports or any similar documents;

(c) records of any breaches under the Safety Legislation and Safety Requirements;

(d) documents demonstrating actions taken by the Principal Contractor or its Subcontractors to

comply with any notices under this Agreement or the Safety Requirements; and

(e) documents demonstrating implementation of any actions to remedy any notices under this Agreement or the Safety Requirements.

8.2.2 Rail Safety Incident

In the event of a rail safety incident, the Alliance Safety Manager and Alliance Manager will be responsible for notifying and liaising with the client and the rail asset owners Metro Trains Melbourne and or V/Line depending upon the works location, and will be responsible for coordinating any investigations and ensuring safety actions are promptly implemented.

9. Induction and Training

9.1 Site Induction

Prior to (online induction) and upon commencement on site, all personal attending site; employees, subcontractors, delivery drivers and visitors, shall be inducted accordingly. The FH Conducting Site Induction - Process - Au and MRPA Interface Induction Guide shall be applied for agreed induction methods on MRPA. Inductees have an opportunity to provide feedback (concerns or improvements) during the on-site orientation;

The orientation will address:

- Confirmation that all workers on site have completed Construction Industry Induction Training
- Confirmation that National High Risk Work Licences and RIW are in place as per legislative requirements (refer to competence matrix)
- Confirmation Rail Track Awareness training is completed where required (refer to competence matrix)
- Visitors to site shall be escorted at all times and will not be required to have completed the Construction Industry Induction unless they are to undertake work on site;
- Site induction training (visitor, delivery driver, full induction);
- Induction to the relevant sections of the HSMP where they are located and where to find safety resources onsite
- Site safety rules
- Information on who the onsite First Aid Officers are; location of first aid/emergency requirements; and who the nominated onsite H&S Representatives are;
- Should inducted personnel receive an induction sticker this must be displayed on their hard hat.

FH Manage Site Induction AU process

9.2 Construction induction training

It is mandatory that all site personnel, except for visitors, have completed construction induction training. The following evidence must be provided prior to commencing works;

a) a current construction induction card; or
b) a construction statement of attainment issued to a person within the previous 60-day period; or
c) a card evidencing completion before 1 July 2008 of the Construction Industry Basic Induction training course; or
d) recognised evidence of construction induction training

9.3 Safety Training

Nominated MRPA personnel are to:

- Attend the Living Safety Leadership course; and
- Be assessed by their Manager in demonstrating the competency ‘Identify, Assess & Control OHS Risk. This will be determined by previous experience, training and demonstrated competency in the site environment

- Note: where a person is assessed 'not yet competent' the person will be booked into BSBOHS403B - Identify hazards and assess OHS risks or BSBWHS404A - Contribute to WHS hazard identification, risk assessment and risk control or equivalent as soon as practicable

Those who are promoted into management positions are required to undertake the above mentioned criteria as soon as possible after being promoted, maximum 2 years from date of promotion.

Nominated personnel shall complete investigation training through ICAM or equivalent.

9.4 Training and Competency Assessment

MRPA will establish the key roles and allocate responsibilities to all workers for the project. A training needs analysis for workers will determine if any deficiencies in regard to skills, knowledge that limit workers in fulfilling their roles and responsibilities.

Refer to FH – Reviewing Performance & Developing Employees (FH Act) - Process - AU, Recruitment, Onboarding and Induction - Standard - AU, and the Learning Training and Development Procedure - Au for guidance around determining training needs. All training will be recorded in People Development Platform (PDP AU) on Force.com for all employees and contracted workers.

The Project Manager shall ensure that employees receive required safety training identified, and verify that workers are appropriately trained, competent and authorised to perform high risk activities. Training can be delivered as a specialised training session or as part of the workplace induction. Monitoring, review and required corrective action related to training needs and scheduling/re-scheduling will be undertaken by the workplace manager or nominated delegate at relevant project management meetings.

The FH Verification of Competency (VOC) Procedure will be used for the verification of the training and competency of subcontractors/workers operating mobile plant.

9.5 Licensing and Registration

The worker must have their license or relevant tickets or certification available upon request of an inspector.

9.5.1 High Risk Construction Work

Persons involved in defined High Risk Construction Work shall hold regulated high risk work licence i.e. such as a 'rigger'.

9.5.2 Trades

The licensing for all tradespeople including electricians and plumbers is managed by respective state and territory jurisdictions.

9.5.3 Rail

Verification of Competency will be completed as part of the project on-boarding, Induction, Training and VOC process and prior to commencing Rail Safety Work during each shift.

Persons performing rail safety work (as defined) will be required to demonstrate competency via an up to date RIW card that verifies the correct competencies for the roles they are to perform.

The minimum site requirements for MTM network related projects; All persons who attend site must hold a valid Level 1 Train Track Safety Awareness Accreditation (TTSA)*, completed SWIRC training, (Safe Working in the Rail Corridor, mandatory if RIW was obtained post September 1st 2019) and the Rail Industry Worker (RIW) Card (previously called Pegasus) and ensure that they hold the MTM – Around the Track and Operator roles.

The minimum site requirements for V-line network related projects; Where works are to be conducted on V/Line assets/property the RIW holder must also have completed the "V/Line Operator" Training which consists of the V/Line contractor induction and the V/Line Authorised RTO provided "V/Line Safely Access the Rail Corridor" or "TTSA Level 1" which currently has a 2 year expiration date.

V/Line requirements do not apply to works being carried out on MTM owned land and or assets, as MTM requirements do not apply to works being conducted on V/Line owned land or assets.

In addition;

- All persons to hold an RIW card
- All personnel to have a current valid Cat 3 medical
- All personnel who attend site must hold a Construction Induction (Red/White) Card.

(*note that MTM personnel on site are only required to hold a current TTSA1 card)

The following exemptions apply;

- Delivery drivers (strictly for the purpose of pick up/drop off) will be RIW Exempt as they will not be undertaking rail safety work and their site visit will be supervised/ managed at the location.
- At the discretion of the Project Manager only and in consultation with the Safety Manager, workers who do not meet the regulatory requirements for a RIW card may be exempted. This is for workers outside the rail corridor and not performing Rail Safety Work. Exemptions within the rail corridor must in addition include the Rail Safety Manager, and include formal network owner approval
- All visitors who do not hold minimum Train Track Safety Awareness Level 1/RIW, they must be accompanied by a Level 3 Track Force Protection Co-ordinator while within the rail corridor boundaries.

10. Consultative Arrangements and Communications

The consultative arrangements and communication requirements are detailed in FH Managing Health & Safety Consultation & Communication - Process - Au..

The procedure outlines three primary methods of consultation:

Type	Frequency	Agenda for H&S	Attendees
Site Safety Committee Meetings	Minimum Quarterly	• To discuss general and raised OHS issues and agree relevant actions as may be necessary • Formal - Minutes issued.	MRPA Management/Sub-contractor Workforce Reps
Daily Pre Start Meeting	Daily	• Raise and address any safety concerns from the previous shift • Inform of any areas with significant risk for the coming shift • To be a forum to raise WHS issues • To discuss daily site activities • To co-ordinate works and interfaces such minimising hazards • Daily Pre Start Meeting minutes shall be kept	All field based staff, Foreman, Sub-contractor, Wages employees
Toolbox Meeting	Minimum monthly	• OHS Topic to be determined by Project Manager / Safety Manager • Toolbox Meeting Minutes to be kept and distributed	All field based staff, Foreman, Sub-contractors, consultants, suppliers and wages employees on site

Table 5 - Health and Safety Consultative Arrangements

10.1 Participants Communication & Consultation (PAA requirement)

The Participants are committed to having a transparent and open communication culture in all of its dealings with each other, the following are requirements under the PAA, details as follows:

a) conducting risk workshops involving all relevant stakeholders prior to commencement of Works and at suitable intervals throughout the performance of Works to inform the development of the Health and Safety Management Plan
b) facilitating an Emergency Response and Incident Plan workshop to inform the process by which the Emergency Response and Incident Plan is to be executed in the event of an emergency or emergency evacuation
c) ensuring that the following personnel attend any project safety forums that are coordinated by the AGM, Safety, LXRP and held regularly throughout the performance of the Works:
   (1) NOP Key Personnel responsible for project management or health and safety matters or issues;

(2) any Site health and safety professionals
(3) any other relevant safety or management personnel from any Participant, or any Subcontractor, whom the Project Owner requires to attend; and

d) providing an occupational health and safety report (monthly reporting) to the Project Owner in the Project Owner's specified format no later than the 4th Business Day of the following month covering the activities of the previous month

10.2 H&S Representatives Consultation

Designated work groups or H&S Committee will be established upon request by a worker (employee or subcontractor) and the composition of these work groups will be established in consultation with the work force. The H&S representative will communicate with site management the concerns of the workforce.

Upon the establishment of a designated work group, elections will be held to elect the health and safety representative for that designated work group and all members of the work group are entitled to vote. If the number of nominees equals the number of vacancies, then an election does not need to be held. If agreement on the election of the representative is not reached then the workgroup may request the assistance of WorkSafe or a representative of WorkSafe to conduct the election.

The health and safety representative must be a member of the designated work group that they represent. The maximum term of a health and safety representative is 3 years and they will be eligible for re-election. H&S representatives shall be consulted on health and safety matters including incidents, Project Site Safety Plan changes, risk assessments and safe work method statements and onsite hazards and their controls. H&S representatives may request a review of the hazards identified and the control measures used to eliminate or reduce them.

10.3 Employee Assistance Program

MRPA has an Employee Assistance Program available to all MRPA employees and subcontractors by Assure Programs. The Employee Assistance document on the Hub has further details on the program, with Assure Programs contactable 24 hours a day, 7 days a week on 1800 808 374, SMS 0439 449 876 or https://assureprograms.com.au/. The services is free to all MRPA employees and their dependents. It is totally confidential – no prior authorisation from management is required.

10.4 Health & Safety Issue Resolution

The FH – Managing Health and Safety Issue Resolution - Process - Au is used to resolve any WHS Issues or disputes that cannot be resolved by other means, and the procedure shall be displayed on the site notice board rooms. If there is a WH&S issue it should, in the first instance be raised with the site Supervisor/ Foreman.

10.5 Safety Breaches

When applicable, safety breaches including breaches of Life Saving Rules will be managed in accordance with the FH - Disciplinary Procedure . Breaches will be recorded using the approved forms as provided by the People and Capability Team.

11. Safety Monitoring, Inspection and Audits

11.1 Program of Monitoring, Inspections & Audits/Activity Schedule

The implementation of the Project Site Safety Plan will be reviewed for the level of implementation and effectiveness of implementation in accordance with the FH – Implement a Monitoring and Inspection Schedule - Process - Au.

11.2 Inspections

Inspections of the site shall be undertaken by those persons nominated in the MRPA Program and Project Monitoring and Activity Schedules and/or equivalent Workplace KPI Register. Any hazards identified shall be corrected immediately where possible, recorded and reported to the supervisor and then recorded in the Hazard Register.

Subcontractors shall also be nominated to complete joint inspections and other inspections in accordance with the monitoring and inspection schedule, and where practicable project owners will also be invited to attend.

The Project Manager or their representative shall ensure Inspection Checklists are reviewed and ensure that any deficiencies are actioned in a timely manner, having regard to the nature of the deficiency. The Hazard Register on Salesforce will be used to track and manage such deficiencies.

11.3 Site Safety Audits

Audits of the HSMP are undertaken as part of the process of assuring compliance with statutory requirements and to determine if the requirements of the HSMP have been effectively implemented.

Audits of the HSMP shall be conducted as per the frequency nominated in the regional audit schedule. The regional audit plan is managed by Fulton Hogan's Regional HSEQ Manager. Relevant parts of the regional audit program will be shown under MRPA's overall audit program which will be available on shared point. People responsible for conducting site safety audits shall be trained and competent as per the requirements of the FH Audit Process -Au. The FH – Self Assessment Tool application in Salesforce may be used as the audit tool to carry out the audit.

11.4 Audit Procedure

Non-conformances shall be documented on the nominated Audit Report. A copy of non-conformances arising from audits shall be submitted within 24 hours of the audit taking place and a copy of the audit report shall be submitted within 5 working days from the date of the audit. All non-conformances must be reported into CAMs as per the Case and Action Management Procedure.

Audits of compliance to AS/NZS ISO4801:2001 or ISO45001 may be undertaken as part of surveillance by a certifying body.

It is acknowledged that the project owner may undertake scheduled audits of the Project Site Safety Plan and its implementation.

The project audit program consists of three types of audits, details as follows.

- Subcontractor audits
- Internal MRPA audits
- External independent audits (Metro/ LXRP)
- External Audits including Fulton Hogan
- External Independent Audits

11.5 Independent HSMP Audit (PAA requirement)

The Participants must ensure that an independent audit of the Health and Safety Management Plan under the Project Management System is undertaken prior to the Participants submitting it to the ALT, to ensure that:

a) when implemented, the Health and Safety Management Plan will comply with the requirements of the Safety Legislation and the PAA;
b) relevant control measures are put in place to eliminate and if this is not reasonably practicable reduce the health and safety risks associated with the Works; and
c) an independent audit is in compliance with the Health and Safety Management Plan and that an independent audit is to be undertaken within 3 months of commencement of the Works and at intervals not exceeding 6 months thereafter.

For the purposes of this clause an "independent audit" is an audit undertaken by a suitably qualified and experienced auditor who is not associated with a Participant or any Subcontractors.

11.6 Subcontractor audits

Nominated subcontractor shall be audited in accordance with the project audit plan. Audit outcomes and remediate action items shall be managed entering data into CAMS. Non-conformances shall be managed in accordance with the FH Manage Non Conformance AU Process. Audit reports shall be readily available for audit purposes

11.7 Internal audits

Audits of the HSMP shall be conducted at the frequency nominated in the regional Fulton Hogan audit schedule or MRPA Audit Schedule. People responsible for conducting site safety audits shall be trained and competent as per the requirements of the FH Audit Process -Au.

Non-conformances shall be managed in accordance with the FH Manage Non Conformance AU Process. All non-conformances must be entered into CAMs as per the Case and Action Management Procedure.

Audits of compliance to AS/NZS ISO4801:2001 on the Project may be undertaken as part of surveillance by a certifying body.

It is acknowledged that Metro or LXRP (or authorised consultants) may undertake scheduled audits of the HSMP and its implementation.

11.8 Work Task Observation

Work Task Observations are to be undertaken on site in line with the Workplace Monitoring & Inspection Schedule using the Work Task Observation Form.

11.9 Critical Risk Scheduling

The purpose of critical risk scheduling is to ensure onsite compliance with the identified critical risk controls and procedure requirements identified by MRPA.

The records are to be retained by the Project teams and scheduled on the MRPA Project Monitoring and Activity Schedules. Copies of the critical risk audits will be uploaded to Force.com.

High Risk Work Activities shall also be reviewed periodically at a Program level and shall be scheduled using the MRPA Program Monitoring and Activity Schedules.

11.10 Non-conformance Reporting

All non-conformances must be reported in Case and Action Management System (CAMs). Refer to the FH – Manage Non-Conformance - Process - Au.

A non-conformance is a non-fulfilment of a specific requirement. This is taken to include the project owners Specification requirements, State Legislative requirements or the requirements of this Project Site Safety Plan or the HSMP.

Where issues are raised during the course of risk management process they will only be raised as non-conformances if it is:

- During the course of a site safety audit, internal or external (not through completing an inspection checklist)
- Issue which has been raised previously and continues not to be closed out
- Systemic issue which has been identified (for instance after a review of the risk register).

12. Review

12.1 Review of Safety Performance

Formal, documented review of safety performance on the project occurs in a number of forums:

- Weekly automated distribution of incident, improvement, non-conformity and hazard data;
- Management team review of weekly data;
- Monthly review of safety performance data in nominated regular meetings such as AMT, ALT, Project Meetings etc.
- Monthly reporting of safety statistic data to both Project Owner and Fulton Hogan Corporate.

The reviews shall monitor corrective actions, together with the effectiveness of the corrective actions.

Health and safety statistics shall be complied and trend analysis shall occur every month, as part of Fulton Hogan's monthly internal health and safety reporting. As part of this process, an assessment is made on the performance of the Objectives and Targets. Reporting shall be undertaken and managed in accordance with FH – Undertake Monthly Health & Safety Performance Reporting - Process – Au.

12.2 Management Review

The Project manager shall review the Project Site Safety Plan annually (at a minimum) or as required on a risk basis to ensure its continuing suitability, adequacy and effectiveness in accordance with the FH – Manage Management Review - Process - Au. The HSMP shall also be reviewed annually by the Alliance Manager.

Management reviews shall be conducted annually and include assessing opportunities for improvement and the need for changes to the safety management plan, including the safety objectives and targets. The MRPA Management Review Agenda shall be used to conduct operational management review meetings. Records of the management reviews shall be retained.

Input to management reviews may include:

- Audit results
- Non-conformance trends
- Incident trends
- Operational learning's
- Communication from external interested parties, including complaints
- Changing circumstances, including developments in legal and other requirements related to its environmental aspects
- General recommendations for improvement.
- Effectiveness of the implementation of controls in relation to incidents to prevent re-occurrence of similar incidents.

13. Document Control – Documents, Data and Records

All documents data and records generated or provided for and during the operation/occupation of the Workplace shall be controlled in accordance with FH – Control of Documents, Data and Records - Process – AU.

The Alliance Safety Manager and/or the Regional Safety Manager are responsible for updating the HSMP. The Alliance Manager, in consultation with the Alliance Leadership Team (ALT) responsible for authorising changes to the HSMP.