



WORK HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL

**SAFETY POLICIES
SAFE SYSTEMS OF WORK
SAFE WORK METHOD STATEMENTS
SAFE WORK PROCEDURES
RISK ASSESMENTS
DOCUMENT REGISTERS**

Scope of works:	
Estimated Start Date:	
Estimated Completion Date:	
Emergency Contact (WHS and Environmental Incident):	
Principal Contractor:	
Project Details:	

Signed By: Rui Lopes (Managing Director)

For and on behalf of Eagle Alliance Earthmoving Pty Ltd

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1.0 INTRODUCTION

This Work Health & Safety Management System Manual applies to both administration and site operations performed by Eagle Alliance Earthmoving Pty Ltd (ACN 141 206 591) trading as Eagle Alliance Earthmoving Pty Ltd (“Eagle Alliance Earthmoving Pty Ltd”). It provides the procedures and tools for Eagle Alliance Earthmoving Pty Ltd to effectively manage its health and safety duties. In particular, it contains the safe work method statements and safe work procedures to be implemented by and adhered to by all direct employees as well as all contractors engaged by Eagle Alliance Earthmoving Pty Ltd. This document is reviewed in consultation with the various stakeholders from all sectors of the business. The document is reviewed no less than annually.

2.0 POLICY STATEMENTS

2.1 Health and Safety Policy



Health and Safety Policy

Eagle Alliance Earthmoving Pty Ltd is committed to providing a safe and healthy workplace for all persons involved in or affected by its operations.

Eagle Alliance Earthmoving Pty Ltd recognises the responsibilities and requirements placed upon it by work health and safety legislation and will comply with all applicable laws and regulations.

We will strive to achieve our objectives by:

- making safety an integral part of our business activities;
- implementing risk management tools herein to identify and control hazards;
- ensuring that our work team is committed to our goals by providing adequate education, training and supervision;
- continuously reviewing the adequacy of our safety management system to ensure it remains effective.

Management are expected to fully implement our health and safety systems and are responsible for ensuring a safe work environment is provided for all persons affected by the company's business and/or undertaking. Management is also expected to address promptly and adequately any health and safety issues they become aware of.

Management, employees, contractors and visitors are accountable for complying with safety policies and instructions as well as reporting incidents and concerns to Eagle Alliance Earthmoving Pty Ltd. They are to take personal responsibility for guarding against injury to themselves and others by actively participating in and following procedures outlined in the Work Health & Safety Management System Manual.

Contractors engaged by Eagle Alliance Earthmoving Pty Ltd are to have regard for our commitment to health and safety. Contractors are responsible for identifying, assessing and controlling workplace hazards that relate to their work as well as following any procedures developed by Eagle Alliance Earthmoving Pty Ltd.



Rui Lopes
Managing Director
4 April 2018

2.2 Rehabilitation Policy



Rehabilitation Policy

Our company recognises there are substantial benefits for employees and contractors, resulting from an early return to work after a work related injury or illness. We also recognise that workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to ensure the worker's earliest possible return to work, or if return to work is precluded, to maximise the worker's independent functioning.

We are committed to providing an effective Rehabilitation Program in compliance with the relevant State Legislation, to ensure that:

- A safe and healthy work environment is provided, but in the event of injury or illness, making sure workplace rehabilitation commences as soon as practicable after the injury, with approval of the worker's treating doctor.
- Rehabilitation is a normal practice and expectation within this workplace.
- Suitable duties are available to injured or ill workers to facilitate their safe return to normal duties.
- A team approach to rehabilitation is used, with co-operation, consultation and confidentiality being key requirements for all persons involved.
- At all times the rights, welfare, privacy and confidentiality of the worker are respected.
- This Rehabilitation Policy, our rehabilitation procedures and results of our program are regularly reviewed and continuously improved.
- A trained Rehabilitation Co-ordinator is appointed to effectively manage our Rehabilitation program.

This Rehabilitation Policy was developed through the joint co-operation of management, contractors and employees.



Rui Lopes
Managing Director
4 April 2018

2.3 Environmental Policy



Environmental Policy

Eagle Alliance Earthmoving Pty Ltd is South-East Queensland's leading earthmoving and excavation Company with a fleet of over 250 experienced contractors.

Eagle Alliance Earthmoving provides an extensive range of earthmoving services to the civil and construction industries. We specialise in all aspects of commercial, government and residential projects, both large and small.

Commitment:

- To meet our environmental obligations in accordance with Environmental Acts and Legislation and relevant legal and other requirements, including Local Government and contractual requirements and other requirements placed upon the organisation, or to which the organisation subscribes
- To comply with the international standard *AS/NZS ISO 14001:2004 – Environmental management systems - Requirements with guidance for use*
- To establish and maintain objectives and targets with the aim of reducing negative environmental impacts and achieving continual improvement
- To have a positive environmental impact by embracing the use of sustainable resources and improved waste and energy reduction measures
- To prevent pollution and reduce the release of emissions from our workplace
- Incorporate positive and sustainable environmental factors in product design, manufacture, testing and use by the consumer
- To ensure that environmental management principles are included in all planning activities
- To monitor, inspect, measure and report the effectiveness of our environmental program and objectives.

Strategies and Objectives:

- To minimise waste production and disposal
- To minimise use and disposal of Hazardous Chemicals
- To minimise industrial noise and emissions
- To reduce the use of non-renewable resources, and to increase recycling
- To reduce consumption of resources, water and energy
- To understand and implement aspect identification and impact assessment practices, including emergency and rehabilitation measures
- To ensure incidents are promptly investigated and causes are corrected and prevented from reoccurring
- To provide information and training to our people in environmental issues awareness and work procedures
- To act with due regard for the requirements and expectations of our clients, neighbours and community, stakeholders, insurers, and industry associations
- To give preference to suppliers and subcontractors who are environmentally aware
- To more effectively gather feedback and information to improve our Management System.



Rui Lopes
Managing Director
4 April 2018

2.4 Alcohol and Other Drugs Policy



Alcohol and Other Drugs Policy

We are committed to providing a safe and healthy working environment, free from the risks associated with the misuse of alcohol and other drugs, which can impair the ability to work safely. We will not permit illegal drugs onto any of our sites, nor will we tolerate the use of illegal drugs on site.

Alcohol is not to be brought onto site or consumed on site without written approval from the Managing Director. Where the use of prescription drugs or over the counter drugs could impact on the ability of an employee or contractor to perform their duties, the employee or contractor must notify the Eagle Alliance Earthmoving.

This policy is supported by a testing regime which encourages and sustains a zero tolerance stance in relation to Alcohol and Other Drugs in the workplace. It is our aim to ensure employees, contractors and visitors to Eagle Alliance Earthmoving are informed of the policy, their responsibilities, associated risks and consequences of policy breaches.

Our policy has been designed for the mutual benefit of the Company and its employees and contractors. It seeks to fully comply with relevant State and Federal Government legislation regarding Alcohol and other Drug(s) in the workplace.

In support of this policy, ongoing alcohol and other drug programs will make provision for:

1. Consultation, Training Induction & Education

Consultation through various mediums (online forum, email, verbal, group training, in person), enabling all employees and contractors to engage in the process and for the ongoing exchange of information associated with alcohol and other drug management.

2. Accountabilities and Responsibilities

Understanding roles and responsibilities in managing alcohol and other drugs.

Information relating to other requirements of the Alcohol and Other Drugs program.

3. Self-Management

The aims of self-management and self-testing methods.

4. Testing Procedures

Which are applied equitably and assist in the measurement of the effectiveness of the above strategies. The program aims to protect the privacy and confidentiality of the individual.

5. Assistance

Provision of referral services for education and confidential counselling and rehabilitation programs which prevent and manage dependency and its associated problems. Referral service via EAP.

Refer: https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0010/82756/alcohol-drug-management.pdf



Rui Lopes
Managing Director
4 April 2018

2.5 Equal Employment and Anti-Discrimination Policy



Equal Employment and Anti-Discrimination Policy

Our company is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or other factor not applicable to their position. Employees are valued according to how well they perform their duties, and their ability and enthusiasm to maintain the company's standards of service.

Our company does not tolerate any form of discrimination. We believe that all employees have the right to work in an environment free of discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism, and resignations.

Under federal and state anti-discrimination laws, discrimination in employment on the following grounds is against the law:

Sex and sexuality	Social origin
Pregnancy	Lawful sexual activity
Age	Trade union activity
Impairment or illness	Gender identity or history
Marital status	Criminal record
Parental or family status	Political belief
Race	Religion
Nationality or ethnic origin	Breast feeding

Sexual harassment is also against the law.

Managers and supervisors must ensure that all employees are treated equitably and are not subject to discrimination. They must also ensure that people who make complaints, or witness, are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

If dispute cannot be resolved it must be escalated to the regulator for mediation.

Our company is committed to providing an environment which is safe for its employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.



Rui Lopes
Managing Director
4 April 2018

2.6 Health Surveillance Policy



Health Surveillance Policy

Eagle Alliance Earthmoving Pty Ltd is South-East Queensland's leading earthmoving and excavation Company with a fleet of over 250 experienced contractors.

Eagle Alliance Earthmoving provides an extensive range of earthmoving services to the civil and construction industries. We specialise in all aspects of commercial, government and residential projects, both large and small.

Our policy is to provide a healthy work environment that protects the health of employees, visitors and other persons at our premises and on work sites.

Current position:

Our current health and safety management program includes assessments of our workplaces to identify potential health hazards and to decide if there are significant health risks to workplace personnel

Health hazards which could be of concern include Hazardous Chemical and chemical handling, hygiene and amenities, and physical hazards including Asbestos and asbestos handling, noise, dust, lighting, ergonomics, thermal work environment, vibration, workplace stress, use of alcohol or drugs and animal or insect attack.

To date there has been no health hazard identified as significant or potentially significant, as to warrant a formal health surveillance program. Also there has been no event to cause a requirement for health surveillance.

However, should our health and safety management program identify health hazards as significant or potentially significant then the business would implement a Health Surveillance Program, described below.

Health Surveillance Program:

If a program is required, it includes:

- Conduct a health surveillance assessment
- Risk assess potential health hazards
- Consult with staff, advisors and management
- Employ medical and health surveillance specialists
- Implement preventive and monitoring practices
- Report to personnel, relevant authorities and medical advisors
- Measure effectiveness of surveillance activities
- Maintain all relevant records.

At all times the company will maintain health and safety as a priority, and will not knowingly demand or expect any person to participate in any activities which are likely to be detrimental to their health or safety.



Rui Lopes
Managing Director

4 April 2018

2.7 Privacy Policy



Privacy Policy

Respecting your privacy

Our company is committed to complying with the *National Privacy Principles 2001*, and the *Federal Privacy Act 2009*

The Act sets clear standards for the collection, access, storage and use of personal information that we obtain as part of our business operations. This includes information we have collected from people in person, via email, from our website, over the phone and on work sites.

Your information

We will only collect information that is necessary for us to establish a trading account for you and provide products and services. As well as individual details of personnel, we may require information regarding your business operations.

We will not give out any of your information to any third parties except in compliance with a request of a law enforcement or government department. Under no circumstances will your name, email, phone number or address or any other personal information be sold to, or given to any other parties. We will never willfully sell, lease, or rent any of your or your business' personally identifiable information to any third party without your written consent.

Access to your personal information

We will provide you with access to any of your personal information we hold (except in the limited circumstances recognised by privacy law).

If you require access or need to update your information (ie. if you change your address), please contact us so we can make the change.

More information

Our Privacy Policy is written to comply with the *National Privacy Principles 2001*, and the *Federal Privacy Act 2009*. More information about Privacy law is available from the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

In Queensland, businesses are also guided to the *National Privacy Principles 2001* and the *Privacy Act 2009*. More information is available on <http://www.business.qld.gov.au>.

Availability and review of policy

We will make our privacy policy available on request and will provide a link to this policy from our website.

This policy will be reviewed from time to time and any amendments will be incorporated in the updated policy.

If you have any questions relating to this Privacy Policy please contact:

Eagle Alliance Earthmoving Pty Ltd

Phone: 07 3843 1649

Email: admin@eaglealliance.com.au



Rui Lopes
Managing Director
4 April 2018

2.8 Quality Policy



Quality Policy

Eagle Alliance Earthmoving Pty Ltd is South-East Queensland's leading earthmoving Company with a fleet of over 250 experienced contractors.

Eagle Alliance Earthmoving provides an extensive range of earthmoving services to the civil and construction industries. We specialise in all aspects of commercial, government and residential projects, both large and small.

Commitment:

- Comply with client specifications and relevant statutory requirements
- Establish and maintain objectives and targets with the aim of eliminating inefficiencies
- Define roles and responsibilities of personnel
- Comply with legal requirements as a contractor
- Comply with ISO 9001:2008
- Make available all operating instructions and directions to ensure product consistency
- Ensure that purchased equipment and materials meet required standards and do not compromise quality
- Ensure that our employees and contractors are appropriately qualified and competent

Strategies and Objectives:

- Consistently meet our client requirements
- Availability of relevant and current information and resources necessary to support our operations
- Selection and training of employees and contractors to maintain required standards
- Purchasing of materials to maintain required standards
- Routine quality inspection and testing practices to maintain required standards
- Compliance with relevant legal and other obligations
- Monitoring our clients' level of satisfaction
- Ensuring that not only our immediate clients, but also product end-users and other stakeholders are satisfied with our services
- Improving our business through business plans, goal setting and performance measurement
- Maintaining the suitability and effectiveness of our systems through continual improvement.

This statement is issued to indicate our commitment to our clients and our standards of service. The full support of our employees, suppliers and contractors is sought in meeting our commitment.



Rui Lopes
Managing Director
4 April 2018

2.9 Fatigue Management Policy



Fatigue Management Policy

Eagle Alliance Earthmoving Pty Ltd is committed to providing and maintaining safe systems of work for all its employees and contractors, including those whose work involves shifts work, extended hours or on-call arrangements.

Eagle Alliance Earthmoving Pty Ltd operations are sometimes undertaken outside ordinary working hours. Activities such as roadwork construction projects, road maintenance and utility services often involve shift work, extended hours and on-call arrangements. These working arrangements may contribute to fatigue; if not managed appropriately.

Fatigue is a mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance.

Fatigue can be caused by both work and non-work related factors. Non-work factors include family responsibilities, social activities, health issues—such as sleep disorders—study commitments, and sporting commitments. Work factors include shift work—especially night shift—and working extended hours.

Whilst not all people respond to fatigue in the same way, fatigue can cause reduced concentration, impaired co-ordination, compromised judgment and slower reaction times; ultimately increasing the risk of incidents and injuries.

Refer link for “Fatigue Calculator” - <http://www.vgate.net.au/fatigue.php>

Managers and Supervisors are accountable for:

- Applying risk management in consultation with staff.
- Provision of Fatigue Management training through Chain of Responsibility Program.
- Ensuring systems of work that minimise the risk of fatigue—for example, reasonable rosters, and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Verbal consultation with employees and contractors when introducing work or new rostering systems.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate in order to be fit and able for the next shift.
- Participating in education and training in order to gain an understanding of fatigue.
- Avoiding behaviors and practices that contribute to fatigue, and which could place themselves and others at risk.
- Recognising signs of fatigue that could place health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.



Rui Lopes
Managing Director
4 April 2018

2.10 Personal Protective Equipment (PPE) Policy



Personal Protective Equipment (PPE) Policy

Purpose

The purpose of this policy is to ensure the supply and use of personal protective equipment (PPE) where employees are required to perform their duties in an environment that involves potential hazards.

Scope

This policy applies to all employees, contractors and visitors of Eagle Alliance Earthmoving Pty Ltd.

Exceptions

Nil

Responsibilities

Eagle Alliance Earthmoving Pty Ltd is responsible for supplying employees and visitors with appropriate PPE and make the same available for Contractors as required.

Employees and contractors must wear PPE that is suitable for the type of work being performed and in reference with the applicable Safe Work Method Statements.

Employees and contractors are responsible for the maintenance of PPE.

Employees and contractors must ensure that PPE fits correctly.

All supervisors have a responsibility to ensure that employees, contractors and visitors are wearing appropriate PPE.

Exemptions

Any employee and/or contractor seeking an exemption from wearing approved PPE must supply a medical certificate in support of his or her claim for exemption.

Upon receipt of the medical certificate and assessment, Eagle Alliance may seek advice from an independent specialist.

The workplace health & safety officer will periodically review exemptions and will reassess employee and contractor duties in line with exemptions.

Non-Compliance

Employees and contractors will not be permitted to start work unless they are wearing the required, compliant PPE prescribed for their intended duties.

Employees and contractors will not be deemed to have commenced work until they are wearing compliant PPE. The employee's and/or contractor's pay will be adjusted accordingly.

Breaches of this policy will result in disciplinary action being taken.

Residual Value

If an employee or contractor ceases working for Eagle Alliance Earthmoving Pty Ltd for any reason within six (6) weeks of issue of any PPE (excluding consumable items), The employee or contractor will reimburse Eagle Alliance Earthmoving Pty Ltd 50% of the total value of PPE issued by deductions from termination / final pay.

Guidelines

Personal Protective Equipment (PPE) Guideline

Legislation

Work Health and Safety Act 2011. Work Health and Safety Regulation 2011.



Rui Lopes
Managing Director

4 April 2018





Motor Vehicle Policy

Motor vehicles are utilised to support business activities and are to be used only by qualified and authorised employees and contractors of Eagle Alliance Earthmoving Pty Ltd. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of Queensland or the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

Driver Licensing

Employees and contractors must have a valid driver's licence issued in Australia for the class of the vehicle being operated. The driver must be at least 21 years of age and have at least one year of experience in the class of vehicle operated. Obtaining a driver's license is a personal expense.

Motor Vehicle Safety

The priority of the driver is the safety of all passengers, themselves, other drivers, pedestrians and the motor vehicle, care and caution must be exercised at all times.

The driver is not to use their mobile telephone while driving.

The driver must not be intoxicated with any illicit or other substances including alcohol.

The driver must adhere to the road and traffic regulations for the state and country which they drive in at all times.

The driver must always carry a valid driver's license when driving.

Motor Vehicle Usage

Employees must ensure that Eagle Alliance Earthmoving Pty Ltd motor vehicles are used strictly for business purposes only and cannot be used privately for personal business.

Eagle Alliance Earthmoving Pty Ltd motor vehicles, when not used, should always be parked at the designated parking area.

Eagle Alliance Earthmoving Pty Ltd vehicles must not be used for business activities not directly related to Eagle Alliance Earthmoving Pty Ltd related companies

Motor Vehicle Maintenance

Employees are responsible to report maintenance requirements to Management for scheduling and maintenance of Eagle Alliance motor vehicles. All vehicle maintenance work must first be approved by Eagle Alliance Earthmoving Pty Ltd before taking place.

The employee is responsible for refuelling at the Company's cost and perform routine motor vehicle checks i.e. tyre pressure checks and car battery checks.

Problems and Accident Reporting

Employees and contractors must report to Eagle Alliance Earthmoving Pty Ltd any motor vehicle accidents and complete an incident record form.


Employees must inform Eagle Alliance Earthmoving Pty Ltd immediately of any problems that have taken place related to the Company's motor vehicles. Any foreseen problems, which may cause delays and affect the operations of the Company, must also be reported immediately.

The management of motor vehicle problems and the resolution processes are at the discretion of Eagle Alliance Earthmoving Pty Ltd.

Penalties / Infringements

Employees and contractors must report any types of penalties to Eagle Alliance Earthmoving Pty Ltd immediately upon receiving the first instance of notice.

Following the issuance of Penalty Reminder Notice the driver (employees only, not applicable to contractors) must immediately lodge the corresponding Statutory Declaration Form. All merit deductions will be borne by the employee. Any conduct in violation to this process may result in disciplinary action. The management of penalties and the resolution processes are at the discretion of Eagle Alliance Earthmoving Pty Ltd.



Rui Lopes
Managing Director
4 April 2018

3.0 LEGAL OBLIGATIONS

All parties involved in or associated with the operations of Eagle Alliance Earthmoving Pty Ltd have legal duties to comply with under the Work Health and Safety Act 2011.

3.1 Relevant WHS Obligations

3.1.1 Eagle Alliance Earthmoving Pty Ltd

Eagle Alliance Earthmoving Pty Ltd has a primary duty of care as outlined in the Work Health and Safety Act 2011. Eagle Alliance Earthmoving Pty Ltd will meet its legal obligations by following the policies and procedures as outlined in this Work Health & Safety Management System Manual. As a person conducting a business or undertaking Eagle Alliance Earthmoving Pty Ltd will meet or exceed the following Primary Duty of Care (as stated in the Work Health and Safety Act 2011).

19 Primary duty of care

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
 - (a) the provision and maintenance of a work environment without risks to health and safety, and
 - (b) the provision and maintenance of safe plant and structures, and
 - (c) the provision and maintenance of safe systems of work, and
 - (d) the safe use, handling, and storage of plant, structures and substances, and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
 - (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- (4) If:
 - (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
 - (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- (5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

3.1.2 Workers

Workers of Eagle Alliance Earthmoving Pty Ltd have the following Duties of Workers (as stated in the Work Health and Safety Act 2011).

28 Duties of workers

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety, and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

3.1.3 Contractors

Contractors engaged by Eagle Alliance Earthmoving Pty Ltd also have the following Primary Duty of Care (as stated in the Work Health and Safety Act 2011).

19 Primary duty of care

- (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:
 - (a) the provision and maintenance of a work environment without risks to health and safety, and
 - (b) the provision and maintenance of safe plant and structures, and
 - (c) the provision and maintenance of safe systems of work, and
 - (d) the safe use, handling, and storage of plant, structures and substances, and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
 - (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- (4) If:
 - (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
 - (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available, the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.
- (5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

3.1.4 Visitors

Visitors to sites of Eagle Alliance Earthmoving Pty Ltd have the following Duties of Other Persons (as stated in the Work Health and Safety Act 2011).

29 Duties of other persons at the workplace

A person at a workplace (whether or not the person has another duty under this Part) must:

- (a) take reasonable care for his or her own health and safety, and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

3.2 Relevant Environmental Duties

3.2.1 Eagle Alliance Earthmoving Pty Ltd, Workers and Contractors

All parties and persons have the following general environmental duty (as stated in the Environmental Protection Act 1994).

319 General environmental duty

- (1) A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the *general environmental duty*).
- (2) In deciding the measures required to be taken under subsection (1), regard must be had to, for example—
 - (a) the nature of the harm or potential harm; and
 - (b) the sensitivity of the receiving environment; and
 - (c) the current state of technical knowledge for the activity; and
 - (d) the likelihood of successful application of the different measures that might be taken; and
 - (e) the financial implications of the different measures as they would relate to the type of activity.

3.3 Relevant Legislation and Legal Compliance

3.3.1 Work Health and Safety Legislation

The following WHS related legislation is relevant to operations conducted by Eagle Alliance Earthmoving Pty Ltd:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical Safety Act 2002
- Electrical Safety Regulation 2013
- Workers Compensation and Rehabilitation Act 2003
- Workers Compensation and Rehabilitation Regulation 2014.

Codes of Practice enacted under the WHS legislation state ways to manage exposure to risk. Persons in control of a business or undertaking, workers, contractors and suppliers should adopt the guidance outlined in the relevant Code of Practice including the following:

- Hazardous Manual Tasks Code of Practice 2011
- How to Manage Work Health and Safety Risks Code of Practice 2011
- Labelling of Workplace Hazardous Chemicals Code of Practice 2015
- Managing Noise and Preventing Hearing Loss Code of Practice 2015
- Managing the Risk of Falls at Workplaces Code of Practice 2011
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011
- First Aid Code of Practice 2014
- Managing Risk of Hazardous Chemicals in the Workplace Code of Practice 2013
- Managing Risks of Plant in the Workplace 2013
- Demolition Work Code of Practice 2013
- Excavation Work Code of Practice 2013
- How to Manage and Control Asbestos in the Workplace Code of Practice 2011
- How to Safely Remove Asbestos Code of Practice 2011
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Information Privacy Policy Act 2009
- Electrical Safety Code of Practice 2013

3.3.2 Environmental Related Legislation

The following environmental related legislation is relevant to operations:

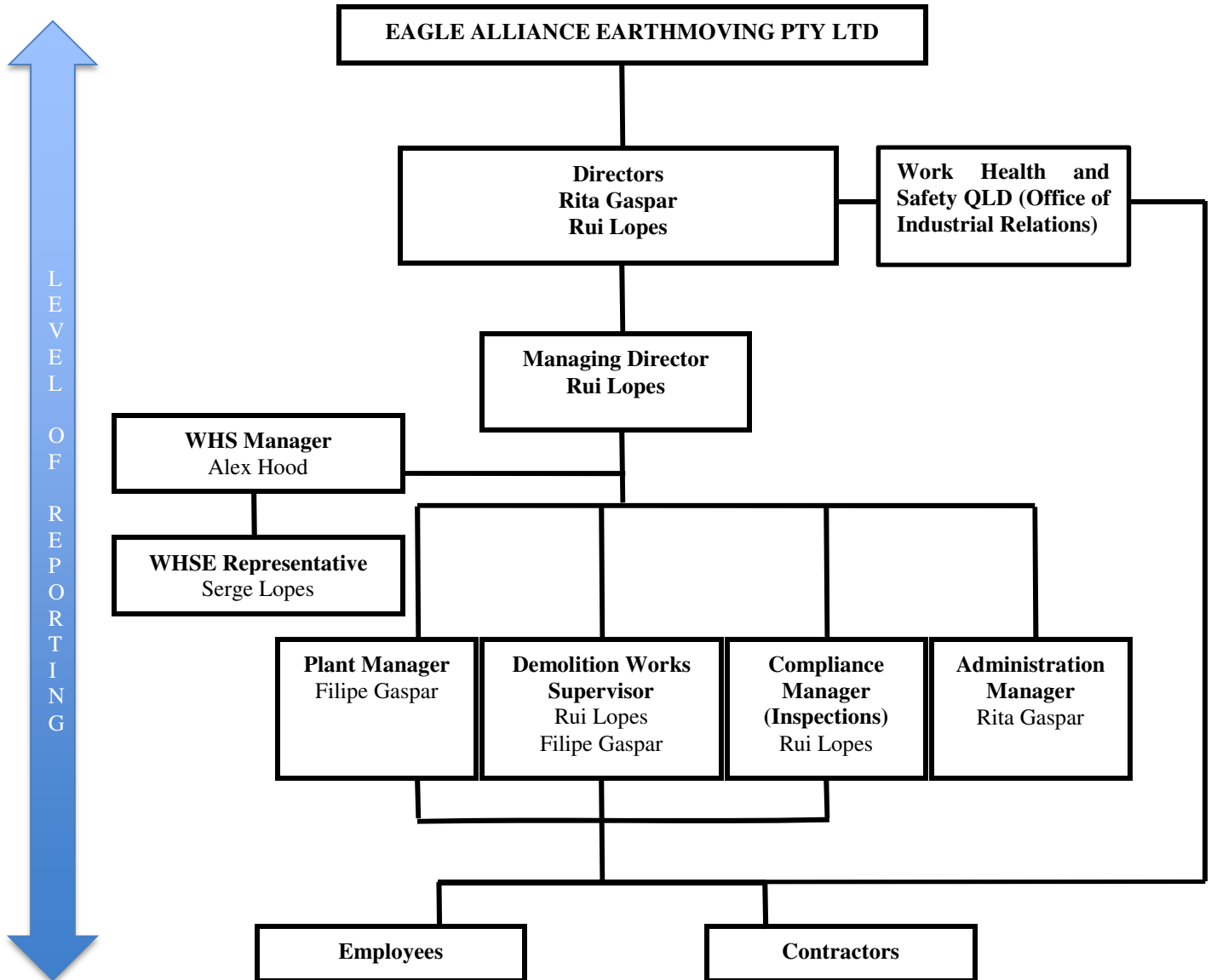
- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Environmental Protection (Waste) Policy and Regulation 2000
- Environmental Protection (Water) Policy 2009
- Environmental Protection (Noise) Policy 2008
- Environmental Protection (Air) Policy 2008
- Nature Conservation Act 1992
- Nature Conservation (Protected Areas Management) Regulation 2006

3.3.3 Access to Legislation and Standards

Management, employees and contractors can gain easy access to the relevant Legislation and Standards by visiting <https://www.eaglealliance.com.au/oh-s.html>.

4.0 ORGANISATIONAL REPORTING FLOW CHART (WHS 014)

The organisational chart for Eagle Alliance Earthmoving Pty Ltd below shows the reporting channels and functions of the various persons and parties with regard to health and safety:



5.0 ROLES AND ACCOUNTABILITIES

In order to ensure Eagle Alliance Earthmoving Pty Ltd meets its health and safety obligations, all personnel are required to implement the applicable procedures contained in this document within their area of control. In addition to this, key persons in the organisation have the following specific responsibilities:

5.1 Directors

To ensure that the WHS management system of Eagle Alliance Earthmoving Pty Ltd is implemented and effective by:

- Understanding the requirements and expectations of customers as well as environmental and occupational health and safety legislative and other requirements relevant to operations;
- Allocating sufficient resources, training and support to personnel to understand and fulfil the requirements and procedures contained in the WHS Management System;
- Defining the duties of personnel who are qualified and responsible for the implementation of the WHS Management System;
- Holding accountable and reviewing the performance of these persons for their actions;
- Communicating and promoting quality, safety and environmental management and responsibility to personnel at every opportunity; and
- Regular monitoring and evaluation of the effectiveness of the WHS Management System, and initiating enhancement as necessary in line with objectives and continuous improvement.

5.2 Managing Director

To ensure that all relevant parts of the WHS Management System are implemented by ensuring that:

- Methods of work and processes on all sites are consistent with developed procedures and standards;
- All health, safety and environmental issues are resolved appropriately;
- All documentation to be generated and records required are in place for all worksites and activities;
- The health, safety and environmental performance of employees, contractors and others is managed according to developed procedures; and
- Inspections and formal quality, health, safety and environmental monitoring are performed as a key component of any operational visit and that suitable corrective action is taken wherever necessary.

5.3 Plant Manager

To ensure that all relevant parts of the WHS Management System are implemented by:

- Providing leadership that promotes and maintains Eagle Alliance Earthmoving Pty Ltd commitment to continually improve its health, safety and environmental management performance;
- Ensuring that sufficient resources are provided to implement the WHS Management System within the operational unit;
- Demonstrating genuine interest in quality, health, safety and environmental matters to the Directors, WHS Manager, contractors and employees;
- Acquiring and disseminating information associated with safe and correct installation, use and practices of Eagle Alliance Earthmoving Pty Ltd products and equipment;
- Ensuring operational staff are appropriately supported to achieve health safety and environmental outcomes; and
- Initiating, identifying and reviewing internal and external audit standards and reports, and responding promptly and appropriately to the results.

5.4 Demolition Works Supervisor

Demolition Works Supervisor is responsible for ensuring that all relevant parts of this WHS Management System are implemented by ensuring that:

- work methods on sites under their control are consistent with developed procedures and standards;
- all safety issues are resolved appropriately or where this is not possible are brought to the attention of the Managing Director;
- all documentation to be generated and records required is in place for works under their control;
- the safety performance of contractors and others on site is managed according to developed procedures;
- safety inspections and formal safety monitoring is performed as a key component of any visit to site and that suitable corrective action is taken wherever necessary.

5.5 Compliance Manager (Inspections)

The Compliance Manager (Inspections) is responsible for:

- Completing Site and Operator Inspections at defined intervals, and ensuring all non-conformances are logged as Corrective Actions with the WHS Manager; and
- Ensuring all WHS paperwork is forwarded to the WHS Manager in a timely manner and within the timeframes stipulated in relevant procedures.

5.6 Administration Manager

The Administration Manager is responsible for providing support of an administrative nature to allow the full and proper functioning of the WHS Management System. This will include tasks such as distributing and collecting documentation, secure filing of records, and scheduling and monitoring to ensure timeframes are met.

5.7 WHS Manager

The WHS Manager is responsible for:

- providing all levels of management advice, assistance and resources needed for the effective implementation of this WHS Management System;
- constant monitoring and reviewing of safe work procedures and requirements and reporting to management any deficiencies observed and any corrective action necessary to resolve these issues;
- assisting in and facilitating the co-ordination and implementation of this WHS Management System for Eagle Alliance Earthmoving Pty Ltd at every level.

5.8 WHSE Representative

The WHS Representative is responsible for:

- assisting the WHS Manager in the implementation of this WHS Management System for Eagle Alliance Earthmoving Pty Ltd at every level.
- performing other duties as delegated by the WHS Manager.
- liaising with and training workers to ensure the effective implementation of this WHS Management System.
- Providing the WHS Manager with worker consultation feedback to further enhance this WHS Management System.

5.9 Employees

Employees of Eagle Alliance Earthmoving Pty Ltd have a responsibility to:

- be familiar with and work in accordance with the relevant sections of this Work Health & Safety Management System Manual as well as any specific instructions or work procedures given to them by Eagle Alliance Earthmoving Pty Ltd;
- report all incidents, safety issues or concerns immediately to their supervisor;
- use and maintain all equipment provided in the intended manner;
- actively participate in any return to work plan devised.

5.10 Contractors

Contractors engaged by Eagle Alliance Earthmoving Pty Ltd have a responsibility to be familiar with this Work Health & Safety Management System Manual that is provided to them and to fully comply with its requirements by:

- assessing the risks involved for work to be performed by the contractor and submitting developed work procedures to Eagle Alliance Earthmoving Pty Ltd in the form of Safe Work Method Statements and Safe Work Procedures;
- following and adhering to the instructions and directions given by Eagle Alliance Earthmoving Pty Ltd regarding the issues for which Eagle Alliance Earthmoving Pty Ltd has a safety obligation;
- ensuring all persons who may be engaged by the contractor are also familiar with and comply with the Work Health & Safety Management System Manual as well as the safe work procedures of the contractor;
- providing adequate supervision to monitor the safety performance of persons engaged by them to ensure compliance and taking corrective action where this may be necessary.

6.0 SAFE SYSTEMS OF WORK

6.1 General

The previous sections of this Work Health & Safety Management System Manual have, in consultation with employees and contractors, addressed the commitment and policies of Eagle Alliance Earthmoving Pty Ltd regarding health and safety issues. This section details the safe system of work to be implemented by Eagle Alliance Earthmoving Pty Ltd in order to achieve compliance with its legal health and safety obligations.

6.2 Key Safety Documents

Eagle Alliance Earthmoving Pty Ltd will meet its health and safety obligations for works by compliance with the following key safety documents:

- This WHS Management System Manual for the site developed and supplied by Eagle Alliance Earthmoving Pty Ltd; and
- Safe Work Method Statements developed by Eagle Alliance Earthmoving Pty Ltd for “high risk construction work”; as well as other activities; and
- Where a hazard exists for which a control measure is not outlined in one of the above documents, by adopting sound and recognised risk management principles as outlined in Section 6.4.

6.3 Pre-Commencement Process

The following process will be implemented by Eagle Alliance Earthmoving Pty Ltd for potential contractors prior to commencement:

6.3.1 Operators and Truck Drivers (Contractors)

The Plant Manager conducts an assessment of the potential contractor, using the **Operator Observation Form (WHS 022)**. The applicant must be assessed in the use of each machine they have the capacity to use in the relevant position. The Plant Manager must be reasonably satisfied the applicant is able to operate safely and responsibly before approving the applicant.

The applicant is then required to attend an induction for Eagle Alliance Earthmoving Pty Ltd Work Health & Safety Management System. This is conducted by the WHS Manager. The applicant must be trained in and accept:

- ***Contractor Induction Package (WHS 016);***
- ***Work Health & Safety Management System Manual (WHS 002);***
- ***Safe Work Method Statements (WHS 044-056);***
- ***Emergency Response Plan (WHS 030)***
- ***Eagle Alliance Earthmoving Online Induction via Induction365***
- ***Eagle Alliance Mobile Docketing App via Operator365***

Also refer Eagle Alliance Earthmoving Pty Ltd ***Contractor Engagement Process (WHS 015)***

The WHS Manager is responsible for the issue, collection and assessment of the returned documents from the applicant prior to commencing on site. The checklist contained in the Contractor Induction Package is to be used to ensure that all information has been received and is complete. The completed Contractor Induction Package is then to be forwarded to Managing Director for verification.

All collected documentation from the applicant is to be filed securely on Eagle Alliance Earthmoving Pty Ltd's servers.

6.3.2 Office Staff

If successful following the interview stage, applicants must be trained in and accept:

- ***Work Health & Safety Management System Manual (WHS 002);***
- ***Emergency Response Plan (WHS 030)***

This training is to be conducted by the WHS Manager. The WHS Manager is to ensure that the applicant clearly understands and is able to conform with the policies and procedures contained in the documents.

All collected documentation from the applicant is to be filed securely on Eagle Alliance Earthmoving Pty Ltd's servers.

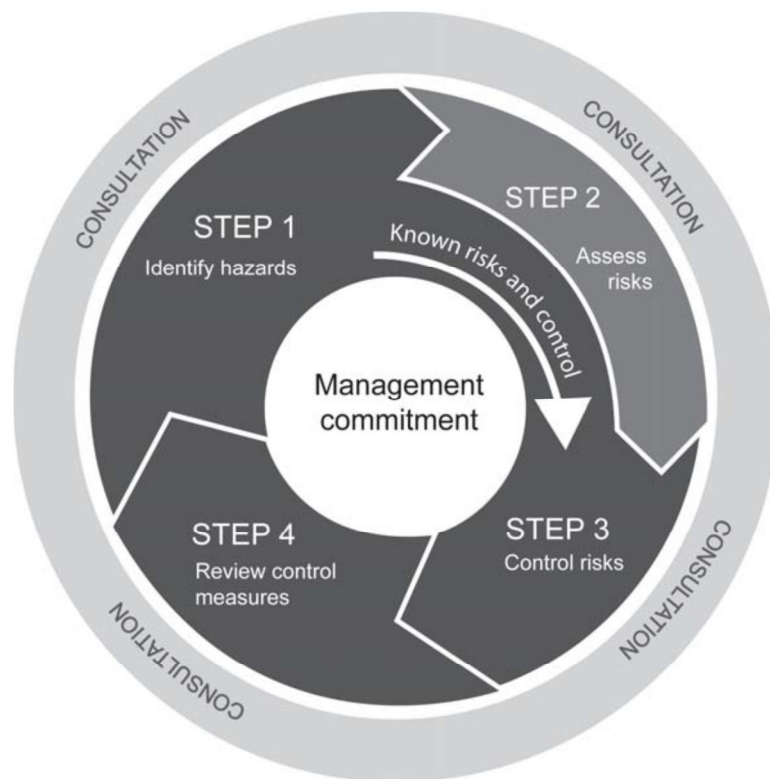
6.4 Risk Management Process

Eagle Alliance Earthmoving Pty Ltd as required by legislation will implement the Risk Management Process for the safety issues for which they owe an obligation. There are four basic steps to the Risk Management Process. These steps are:

1. Identify hazards;
2. Assess the risks to people and the environment that may result due to these hazards;
3. Implement the most effective control measures that are reasonably practicable;
4. Monitor and review the success of the control measures implemented.

The Risk Management Process is illustrated below:

(Source: *How to Manage Work Health and Safety Risks Code of Practice – Safe Work Australia*)



6.4.1 Identification of Hazards

When looking for uncontrolled hazards Eagle Alliance Earthmoving Pty Ltd will consider:

- how suitable things used for a task are, and how well they are located
- how people use equipment and materials
- how people and the environment might be affected by noise, fumes, etc
- how people might be hurt and the environment harmed by equipment, machinery or tools
- how people might be hurt and the environment harmed by chemicals and other materials.

Hazards to look for will include:

- work environment (such as confined spaces)
- energy (such as electricity)
- manual handling
- noise
- substances (such as chemicals)
- plant and equipment.

6.4.2 Assessing the Risk

Risk is the likelihood that injury or illness might result because of the hazard already identified. To assess risk, Eagle Alliance Earthmoving Pty Ltd will consider both likelihood and consequences. From this step a prioritised list of risks for further action will be developed.

- a) The likelihood of an incident occurring as a result of the hazard, bearing in mind existing control measures will first be assessed.

This likelihood will be rated as follows:

Likelihood Ratings		
A	Almost certain	Expected in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

- b) The consequences (if an incident did occur) will then be determined. To determine the possible consequences, a judgement on the severity of the potential outcome will be made.

The possible consequences will be rated as follows:

Consequence Ratings		
1	Insignificant	Nil injuries.
2	Minor	First Aid treatment; on-site release immediately contained.
3	Moderate	Medical treatment; on-site release contained with outside assistance.
4	Major	Extensive injuries; loss of capability; off-site release with no detrimental effects.
5	Catastrophic	Death; release off-site with detrimental effect.

- c) The likelihood and consequences estimates will then be combined to obtain a total risk score by using the following risk priority table:

Risk Priority Table			Consequences				
			Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A	Almost Certain	H 11	H 16	E 20	E 23	E 25
	B	Likely	M 7	H 12	H 17	E 21	E 24
	C	Possible	L 4	M 8	H 13	E 18	E 22
	D	Unlikely	L 2	L 5	M 9	H 14	E 19
	E	Rare	L 1	L 3	M 6	H 10	H 15

- d) The following legend will be used to determine the response and action that will be taken about each risk, which is as follows:

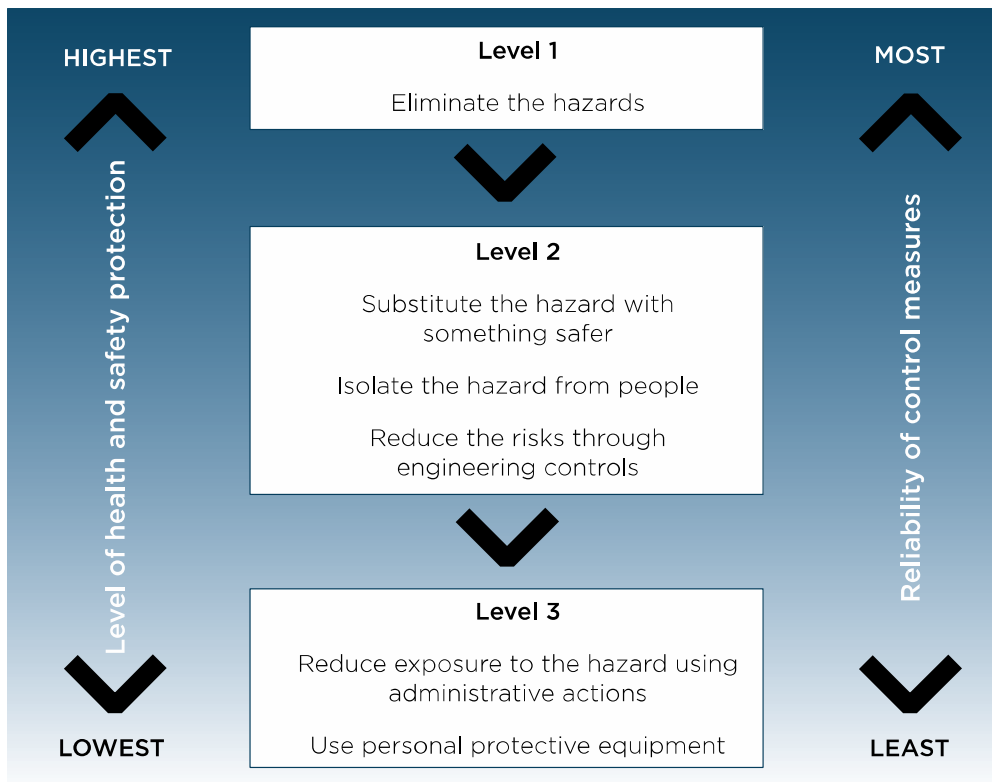
Legend		
Score	Action	
E 18 – 25	Extreme Risk. Action must cease or not proceed. Requires immediate attention	
H 10 – 17	High Risk. Senior management attention required urgently	
M 6 – 9	Moderate Risk. Follow management instructions and procedures	
L 1 - 5	Low Risk. Record and review if processes change. Monitor	

6.4.3 Decide on Control Measures

In determining appropriate risk control measures to be introduced Eagle Alliance Earthmoving Pty Ltd will consider:

- the adequacy of the control measures;
- that the measures do not create any new or additional hazards; and
- the need to introduce more than one control measure to adequately control the risk.

Wherever practicable the most effective control measures will be introduced. The effectiveness of control measures will be determined by their position in the following hierarchy of controls list. (ie. a control measure from the top of the list will be considered and selected if practicable, if not the following list will be worked down in order to find the next practicable control solution).



(Source: How to Manage Work Health and Safety Risks Code of Practice – Safe Work Australia)

6.4.4 Implementing Control Measures

As part of the process of implementing the control measures for issues for which Eagle Alliance Earthmoving Pty Ltd owes a health and safety obligation, Eagle Alliance Earthmoving Pty Ltd will consider:

- the inclusion of these measures as amendments to the work method statements for high risk activities performed by Eagle Alliance Earthmoving Pty Ltd;
- training, instruction for employees, contractors and others in relation to the new control measures;
- the degree of involvement necessary by Eagle Alliance Earthmoving Pty Ltd to ensure the ongoing effectiveness of the new control measures;
- a consultation process relating to the ingenuity and affectedness of the control measures.

6.4.5 Monitoring and Review

The following principles and procedures will be used by Eagle Alliance Earthmoving Pty Ltd to monitor and review the effectiveness of any control measures implemented:

- analyse incident and first aid records;
- monitoring of work performed by employees and contractors engaged by Eagle Alliance Earthmoving Pty Ltd and taking corrective action where necessary;
- toolbox talks involving consultation with employees, contractors and others to maintain effectiveness of the measures and reduce the introduction of any new hazards.
- pre-start inspections of machines and equipment.
- inspections of work areas and processes and the results of these inspections recorded on checklists.
- regular site visits by management, assessment of performance and corrective action where required.
- internal audit of WHS Management System control measures annually or as required.

Monitoring Schedule			
	Residual Risk Score	Monitoring Frequency	Record
E	18 – 25	n/a – work doesn't proceed	
H	10 -17	Daily	SWMS Inspection Sheets
M	6 – 9	Weekly	SWMS Inspection Sheets
L	1 - 5	Monthly	SWMS Inspection Sheets

The Risk Assessment and Control Form will be used by Eagle Alliance Earthmoving Pty Ltd to where necessary document any uncontrolled risk identified. The ***Risk Assessment and Control Form (WHS 020)*** is contained in this WHS Management System Manual.

6.5 Risk Management Tools

Eagle Alliance Earthmoving Pty Ltd has developed and approved hazard identification and risk assessment tools for use on site and in its offices.

6.5.1 Hazard Register

Eagle Alliance Earthmoving Pty Ltd has developed a WHS Hazard Register detailing the WHS hazards identified that are associated with Eagle Alliance Earthmoving Pty Ltd operations. The register includes the likely impact of risks, causes and risk rating as well as the risk treatment strategies in place to minimise identified risks.

A copy of the **WHS Hazard Register (WHS 017)** is contained in this Work Health & Safety Management System Manual.

The WHS Manager or delegate will review the **WHS Hazard Register (WHS 017)** on an annual basis to identify any introduced hazards impacting on or relevant to operations. Any identified changes will lead to an update of the WHS Hazard Register and subsequent documents.

6.5.2 Demolition WHS Management Plan

A Demolition WHS Management Plan will be prepared for each site prior to demolition work commencing on that site. **The Demolition Site WHS Management Plan Template (WHS 064)** contained in this Work Health & Safety Management System Manual will be used as the basis for the preparation of this document.

6.5.3 Safe Work Method Statements

Safe Work Method Statements for site works performed by Eagle Alliance Earthmoving Pty Ltd's contractors, have been developed by Eagle Alliance Earthmoving Pty Ltd for "high risk construction work" as well as other activities. Safe Work Method Statements are contained in this Work Health & Safety Management System Manual.

6.5.4 Safe Operating Procedures

For works that are performed directly by employees of Eagle Alliance Earthmoving Pty Ltd in office environments all policies & procedures within this Work Health and Safety Management System Manual apply. The manual has been developed to include tasks performed by employees, contractors & visitors alike. Previously there were individual SOPs for employees of the company separately. In 2018 the Work Health & Safety Management Systems of the company was streamlined in order to make health and safety communications uniform and clear across all platforms of the business.

6.5.5 Risk Assessment and Control Form

The Risk Assessment and Control Form will be used by Eagle Alliance Earthmoving Pty Ltd to identify, mitigate and document any uncontrolled risks identified. **The Risk Assessment and Control Form (WHS 020)** is contained in this Work Health & Safety Management System Manual.

7.0 SITE RULES

The following site rules apply and are to be strictly followed by all persons on site and involved in Eagle Alliance Earthmoving Pty Ltd operations.

7.1 Work Health & Safety Management System Manual

Contractors, any persons they may engage, and employees are to be familiar with the relevant sections of the Work Health & Safety Management System Manual of the relevant Principal Contractor or Customer.

7.2 Safe Work Method Statements

Where contractors are to perform a “high risk construction work”, the contractor is not to commence work on site until they have been trained and accepted the relevant Safe Work Method Statement (for the high risk construction work) has been prepared by Eagle Alliance Earthmoving Pty Ltd. The procedures in the Safe Work Method Statement are to be fully complied with at all times.

7.3 General Construction Induction Training

Contractors are to ensure that they and all persons engaged by them have undergone General Construction Induction Training. Evidence of this training is to be provided to Eagle Alliance Earthmoving Pty Ltd prior to commencing work.

7.4 Site Specific Induction Training

Contractors are to ensure that prior to commencing construction work that they and all persons engaged by them have received Site Specific Induction Training from the Principal Contractor as required.

7.5 Prescribed Occupations / Licences / Authorities to Work

Contractors are to ensure that their works are performed by persons with the necessary level of competency and where required by law that these persons hold the appropriate licences, certificates or authorities to work.

7.6 First Aid

All contractors are to provide and maintain a first aid kit for themselves and or workers. The first aid kit is to be readily accessible at all times and meet the applicable statute standards.

7.7 Notifying of Incidents

All incidents, injuries, property damage and emergency situations are to be reported immediately to Eagle Alliance Earthmoving Pty Ltd and an *Incident Record Form (WHS 024)* is completed and submitted.

7.8 Excavations and Trenches

All excavation work is to be performed using safe digging methods. Machinery, materials and spoil are to be kept a sufficient distance from trenches to avoid collapse. Any trenches greater than 1.5 metres deep and to be accessed by persons are to be shored, benched or battered appropriately. Adequate ladder access to trenches is to be provided every 8 metres as a minimum. Trenches are to be inspected regularly by a competent person and each time before entry. Where it is necessary for trenches to remain open they are to be protected and signed.

7.9 Moving Mobile Plant

All machinery brought is to be fitted with Roll Over Protective Structures (ROPS) and seat belts. Operators are to be competent and all plant is to be operated in accordance with the manufacturer's recommendations. Warning devices including horn, reversing beeper, flashing lights is to be fitted and fully operational. Pre-operational checks are to be performed by operators at the commencement of each shift. Safe speeds are to be maintained at all times and spotters used as required. All persons on site are to wear correct PPE as per Safe Work Method Statement. The safety instructions of operators are to be followed by others and all persons are to maintain an awareness of and remain in operator's vision. Workers are never to position themselves between a vehicle and equipment, materials or structure.

7.10 Housekeeping and Tidiness

Contractors are to ensure that all rubbish and waste is placed in the receptacles provided or removed from site where required. Work areas and access ways are to be kept clean and tidy and accessible at all times.

7.11 Environmental Controls

Contractors are to ensure that sediment containment barriers and other environmental controls in place are utilised and are not to be altered, removed or otherwise made ineffective. Any defects or damage is to be reported to Eagle Alliance Earthmoving Pty Ltd and the Principal Contractor/Client immediately. Where contractors are responsible for the provision of environmental controls (eg. temporary downpipes) these are to be installed by the relevant contractor when required. All contractors are to comply with the relevant requirements regarding waste disposal (slurries, paints etc. must not be allowed to enter the drainage system). Refer *Environmental Management Standards and Procedures (WHS 005.1)*.

7.12 Safety Signs

Safety signs installed by the Principal Contractor/Client are to be complied with. The Principal Contractor/Client is responsible for erecting and maintaining signage relating to any hazards generated due to the activities.

7.13 Personal Protective Equipment (PPE)

Where the Safe Work Method Statement, Safety Data Sheet of a hazardous substance, or suppliers or manufacturer's instructions for equipment and materials state that PPE will be worn, this PPE is to be worn whilst the risk exists.

7.14 Plant and Equipment

Any tools, plant or equipment brought onto the site are to be in good condition and maintained. Plant and equipment is to be used and maintained in accordance with manufacturer's recommendations and all workers trained in the correct use. Contractors must provide Eagle Alliance Earthmoving Pty Ltd with documented evidence of the inspection and maintenance performed on the items of plant and equipment under their control. Individual risk assessments are to be completed for each machine prior to operation. It is essential that all loading ramps are inspected prior to use ensuring pins and safety clips are compliant.

7.15 Accessing and Work at Heights

Access to and work at heights 2 metres or more or a lesser height if determined by risk assessment, or a lesser height requires edge protection in place. Contractors are not to access areas if edge protection is inadequate.

7.16 Electrical

- Electrical leads and plugs are to be a minimum of 10 amps.
- Piggy back plugs and double adaptors are not to be used on site.
- All electrical equipment used is to be of an industrial standard.
- Electrical leads are to be located where they are not subjected to damage, water or where they may cause a trip hazard.
- All electrical equipment is to be connected to and protected by a Residual Current Device (RCD). The RCD is to be tested each day before use to ensure its effectiveness.
- All electrical equipment including leads is to be inspected, tested and tagged by an electrician or competent person at intervals not exceeding 3 months.

7.17 Emergency Planning

All persons on site are to be familiar with the Emergency Plans & Procedures contained in section 21.0 of this manual. *Emergency Response Plan (WHS 030)*.

7.18 General Behaviour

All persons on site must ensure that:

- any safety directions of Eagle Alliance Earthmoving Pty Ltd and/or Principal Contractor/Client are followed.
- alcohol and other drugs are not permitted on site nor are any persons to work under the influence of alcohol and other drugs.
- safety signs are to be followed.
- toilets are to be used and good hygiene practices followed.
- theft will not be tolerated and will be reported to police.
- unless specific approval has been given, no safety or environmental equipment or device including scaffold, barricades, silt fences, signage, perimeter fencing etc. is to be removed or altered.

7.19 Chain of Responsibility Obligations

All persons on site (more so operators & truck drivers) must ensure that:

All facets of the Eagle Alliance Earthmoving Pty Ltd Transport Management Plan (*WHS 062*) are complied with. These include but are not limited to:

- **Fatigue Management** (definitions for work and rest hours)
- **Mass, Dimension and Load Security** (dimension limits, vehicle mass limits, load stability and restraint)
- **Dangerous Goods** (transportation, container weight declarations, placarding and labelling) and;
- **Recordkeeping Requirements** (driver records, retention and sentencing of records) as well as;
- **Speed Compliance** (compliance with the Heavy Vehicle Speed Compliance Legislation effective 1 July 2010).

8.0 SAFE WORK METHOD STATEMENTS

Safe Work Method Statements must be prepared by a person conducting a business or undertaking prior to undertaking what are called “high risk construction work”.

The Work Health and Safety Regulation 2011 defines high risk construction work as:

291 Meaning of high risk construction work

In this chapter, *high risk construction work* means construction work that—

- (a) involves a risk of a person falling more than 2m; or
- (b) is carried out on a telecommunication tower; or
- (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- (d) involves, or is likely to involve, the disturbance of asbestos; or
- (e) involves structural alterations or repairs that require temporary support to prevent collapse; or
- (f) is carried out in or near a confined space; or
- (g) is carried out in or near—
 - (i) a shaft or trench with an excavated depth greater than 1.5m; or
 - (ii) a tunnel; or
- (h) involves the use of explosives; or
- (i) is carried out on or near pressurised gas distribution mains or piping; or
- (j) is carried out on or near chemical, fuel or refrigerant lines; or
- (k) is carried out on or near energised electrical installations or services; or
- (l) is carried out in an area that may have a contaminated or flammable atmosphere; or
- (m) involves tilt-up or precast concrete; or
- (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- (p) is carried out in an area in which there are artificial extremes of temperature; or
- (q) is carried out in or near water or other liquid that involves a risk of drowning; or
- (r) involves diving work.

To comply with its obligations for Site Operations, Eagle Alliance Earthmoving Pty Ltd will develop and maintain Safe Work Method Statements for “high risk construction work” performed by its Contractors. The Safe Work Method Statements will be made available to the Principal Contractor prior to commencing work on site. A copy of the Safe Work Method Statements will also be readily accessible at all times. Prior to commencing work on site, all persons engaged by Eagle Alliance Earthmoving Pty Ltd performing the “high risk construction work” will be trained in the applicable Safe Work Method Statement; and must satisfy Eagle Alliance Earthmoving Pty Ltd that they understand and are able to comply with the contents of the Safe Work Method Statement.

Eagle Alliance Earthmoving Pty Ltd adopts the policy that the measures used to control risks associated with activities other than “high risk work” are also documented. Regarding these issues where the law may not require Safe Work Method Statement to be prepared, Eagle Alliance Earthmoving Pty Ltd will ensure that Safe Work Procedures are developed for these activities.

Safe Work Method Statements and Safe Work Procedures developed for “high risk construction work” and other activities performed by Eagle Alliance Earthmoving Pty Ltd’s contractors are contained in this Work Health & Safety Management System Manual as **WHS 017 – Hazard Register**).

9.0 DEMOLITION WHS MANAGEMENT PLAN

Demolition work (involving the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure) is also considered “high risk work” under the Workplace Health and Safety Regulation.

To comply with its requirements regarding Safe Work Method Statement documentation, Customer requirements as well as due diligence, Eagle Alliance Earthmoving Pty Ltd will ensure all of the following when it is the licenced demolisher engaged in relation to demolition work

9.1 Preparation of a Demolition WHS Management Plan

A Demolition WHS Management Plan will be prepared for each site prior to work commencing as the licenced demolisher for demolition works. *The Demolition WHS Management Plan Template (WHS 064)* contained in this Work Health & Safety Management System will be used as the basis for the preparation of this document.

9.2 Training on the “Demolition WHS Management Plan”

Prior to commencing the demolition work on site, all employees and contractors will receive site-training on the contents of the Demolition WHS Management Plan. *The Demolition WHS Management Plan Training Register (Doc No. WHS 064)* will be used to record the details of persons who have attended the training.

9.3 Demolition WHS Management Plan readily available

A copy of the Demolition WHS Management Plan will be available on site or otherwise readily available by being in the possession of the Demolition Works Supervisor for the site. Should a contractor or other entitled person request to view the Demolition WHS Management Plan it will be made available to them.

9.4 Copy of Demolition WHS Management Plan provided to Principal Contractor / Customer
Eagle Alliance Earthmoving Pty Ltd will provide a copy of the Demolition WHS Management Plan to the relevant Principal Contractor / Customer prior to demolition works commencing.

9.5 Demolition WHS Management Plan inclusions

Where applicable the Demolition WHS Management Plan will also contain the following inclusions and attachments:

- ▲ the relevant Safe Work Method Statements prepared by Eagle Alliance Earthmoving Pty Ltd for high risk activities to be undertaken by employees of Eagle Alliance Earthmoving Pty Ltd;
- ▲ the registers of Hazardous Chemicals to be used on site submitted by contractors;
- ▲ other documentation as considered relevant by Eagle Alliance Earthmoving Pty Ltd including service identification and isolation, traffic management plans etc.

9.6 Notification of Demolition Work

Eagle Alliance Earthmoving Pty Ltd where engaged as the licenced demolisher will provide notification to the Statute Authority where the following demolition works are performed:

- Demolition of a structure or part of a structure that is load bearing or that is otherwise related to the physical integrity of the structure that is at least six metres in height.
- Demolition work involving load shifting machinery on a suspended floor.
- Demolition work involving explosives.

This notification will be made 5 days prior to works commencing or where emergency demolition as soon as practicable, before or after work is carried out. The Statute Notification Form (Form 67) will be utilised to provide this notification.

10.0 GENERAL CONSTRUCTION INDUCTION TRAINING

Eagle Alliance Earthmoving Pty Ltd will ensure that all employees and contractors engaged have undertaken general construction induction training prior to commencing on site. Persons engaged by Eagle Alliance Earthmoving Pty Ltd will be required to show proof of this training. A register will be maintained by Eagle Alliance Earthmoving Pty Ltd as a record of the training attended.

11.0 SITE SPECIFIC INDUCTION TRAINING

Eagle Alliance Earthmoving Pty Ltd will liaise with principal contractor's to ensure that all employees and contractors engaged have undertaken site specific induction training provided by the principal contractor prior to commencing on site.

12.0 PLANT AND ELECTRICAL EQUIPMENT

All plant and equipment utilised by Eagle Alliance Earthmoving Pty Ltd's contractors will be used and maintained in accordance with the relevant Australian Standards as well as the manufacturer's recommendations and specifications.

A *Plant and Equipment Maintenance Register (WHS 058)* and an *Office Electrical Equipment Maintenance Register (WHS 031)* to document this action are contained in this Work Health & Safety Management System Manual.

13.0 HAZARD REPORTING AND INVESTIGATION

Eagle Alliance Earthmoving Pty Ltd encourages and expects all employees, contractors and visitors to raise any health and safety issues that may affect them or others with the Plant Manager and/or WHS Manager.

The Plant Manager and/or WHS Manager will investigate all reported hazards and document corrective actions. Where a hazard cannot be controlled immediately, a Hazard Report Form will be completed. The Hazard Report Form will outline the identified hazard, the degree of risk involved (risk class), the proposed measures to be introduced as well as the anticipated date of this action. Where required by the principal contractor, an initial copy of the Hazard Report Form will be provided by Eagle Alliance Earthmoving Pty Ltd. Corrective actions will be signed off when completed and where required the principal contractor will then be provided with a final actioned copy.

A *Hazard Report Form (WHS 018)* to document the above action is contained in this Work Health & Safety Management System Manual.

14.0 INCIDENT NOTIFICATION AND INVESTIGATION

Where an incident results in medical treatment to an employee, contractor or other person, an Incident Record Form will be completed by the person involved and a copy provided to the principal contractor by Eagle Alliance Earthmoving Pty Ltd. An ***Incident Record Form (WHS 024)*** for this purpose is included in this Work Health & Safety Management System Manual. The Incident Record Form will be completed and forwarded to the principal contractor within 24 hours of the incident occurring.

It is a policy of Eagle Alliance Earthmoving Pty Ltd that as a minimum standard, a formal internal investigation will be conducted into all incidents resulting in but not limited to, lost time, near miss, personal injury and property damage. Where a formal internal investigation is conducted by Eagle Alliance Earthmoving Pty Ltd, unless otherwise determined, the incident is to be investigated by the WHS Manager. The details and results of an investigation into an incident by Eagle Alliance Earthmoving Pty Ltd will be documented using the Incident Investigation Report. A copy of the ***Incident Investigation Report (WHS 025)*** is contained in this Work Health & Safety Management System Manual. Where required, the results of an investigation will be finalised and forwarded to the principal contractor within 5 working days of the incident date.

14.1 Statutory notification

Eagle Alliance Earthmoving Pty Ltd are to report to the Regulator (WHSQ) particular workplace incidents. These incidents are serious injury, serious illness and dangerous event. The statutory definitions of these incidents are below:

Definition of Serious injury or illness

serious injury or illness of a person is:

- an injury or illness requiring the person to have:
 - immediate treatment as an in-patient in a hospital
 - immediate treatment for:
 - the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - a serious burn
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations; or
 - medical treatment within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - with micro-organisms; or
 - that involves providing treatment or care to a person;
 - that involves contact with human blood or body substances; or
 - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - Q fever
 - Anthrax
 - Leptospirosis
 - Brucellosis
 - Hendra virus
 - Avian influenza
 - Psittacosis.

Definition of Dangerous Event

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

Incidents to be reported to WHSQ and timeframes and forms

Type of Incident	Notification timeframe	Notification form
Death	Immediate	Advise WHSQ by phone on 1300 362 128 or fax to 07 3874 7730
A dangerous event	Immediately after becoming aware	Form 3 faxed to 07 3874 7730
Serious injury or illness	Immediately after becoming aware	Form 3 faxed to 07 3874 7730

14.2 Workers Compensation and Rehabilitation

Eagle Alliance Earthmoving Pty Ltd is committed to and will practice the process of occupational rehabilitation in order to assist employees to resume their employment following an injury. Injured employees are to immediately inform WHS Manager of any work related injuries.

The WHS Manager is to immediately inform the Return to Work Co-ordinator (Harrison Human Resources) who will be responsible for the development and overseeing of the employee's injury management plan. This will include:

- ensuring the lodgement of WorkCover forms where necessary.
- identifying suitable duties where practicable, developing a return to work plan and monitoring this plan to ensure timeframes are met successfully.
- consulting with the injured employee, insurer and treating medical practitioners.

All employees of Eagle Alliance Earthmoving Pty Ltd are expected to actively participate and co-operate in any agreed rehabilitation program.

14.3 First Aid

Eagle Alliance Earthmoving Pty Ltd will ensure they provide and maintain an appropriate first aid kit for use by trained employees. To achieve this all Eagle Alliance Earthmoving Pty Ltd light vehicles will be provided an adequately stocked first aid kit which is to be kept and maintained in the vehicle at all times.

First aid kits will also be provided in office locations and appropriately signed. All first aid kits are to contain a simple treatment record form. These record forms are to be returned promptly by employees to the nominated First Aid Officer for Eagle Alliance Earthmoving Pty Ltd and will be securely filed to maintain a first aid treatment register.

15.0 PRE-START INSPECTION

Prior to a worker commencing work each day a pre-start inspection will be conducted to:

- confirm the adequacy of existing safe work method statements and safe work procedures; or
- amend these procedures where necessary; and
- provide workers input into as well as maintain their awareness of procedures.

The Operator is responsible for performing the pre-start inspection as well as discussing with workers the outcomes. These outcomes and discussions will be documented using the Pre-Start Inspection Checklist. Where required, copies of the Pre-Start Inspection will be provided to the Principal Contractor. A copy of a *Pre-Start Site Inspection Checklist (WHS 023)* is contained in this Work Health & Safety Management System Manual.

16.0 CONSULTATION

Eagle Alliance Earthmoving Pty Ltd expects and welcomes employees and contractors to actively raise and discuss any health and safety issues with the WHS Manager. Health and safety consultation is mandatory and will take place in the following forms:

- site visits by Director, Plant Manager and WHS Manager;
- tool box talks used to induct employees and subcontractors;
- staff meetings;
- correspondence to subcontractors;
- Online forums / Webinars
- other forums as required.

Toolbox talks will be conducted by the Plant Manager or WHS Manager at regular intervals. These forums will give workers and subcontractors the opportunity to have input into safe work procedures. All outcomes will be recorded on the Record of Tool Box Talk Form. Participants will sign off on the talks and any agreed actions. Where requested, copies of the completed Record of Tool Box Talk Form will be provided to relevant Principal Contractors. A ***Tool Box Talk Form (WHS 057)*** is contained in this Work Health & Safety Management System Manual.

17.0 EXPERIENCE AND COMPETENCY

Eagle Alliance Earthmoving Pty Ltd will ensure that all employees and contractors are adequately trained and competent to undertake the scope of works. These competencies will be evaluated by on site supervision. Initial and subsequent training will predominantly be given through the following methods:

- formal in-house training sessions;
- outsourced training courses;
- on the job training under supervision;
- tool box talks and discussions;
- suppliers' and manufacturers' information and forums;
- identification of deficiencies by supervisory staff and additional training as required;
- General Safety Induction Training for the Construction Industry
- Site specific induction training provided by the principal contractor;
- Other forums as required.

Where required by law, employees and contractors will hold the appropriate licences or certificates of competency.

The ***Training and Assessment Record Form (WHS 034)*** is contained in this Work Health & Safety Management System Manual to document all training undertaken.

18.0 MEASUREMENT AND EVALUATION OF PROCEDURES

18.1 General

Eagle Alliance Earthmoving Pty Ltd will actively measure, monitor and evaluate its operations to ensure that it is performing in accordance with the objectives contained in this Work Health & Safety Management System Manual. Where evaluation shows that corrective or preventative action is required to be taken, this action will occur. Measurement and evaluation of this Work Health & Safety Management System Manual will be an ongoing process performed principally by the procedures detailed in this section.

18.2 Operator Inspections

The Plant Manager, WHS Manager and/or Managing Director will ensure site activities conform with:

- this Work Health & Safety Management System Manual; and
- the Demolition WHS Management Plan (where applicable);
- Safe Work Method Statements of Eagle Alliance Earthmoving Pty Ltd.

All Corrective Actions required will be recorded on the *Corrective Action Register (WHS 027)*. The details of these Non-conformances will be issued to the contractor using *Non-Conformance Report Form (WHS 019)*.

In addition to the above continuous visits, formal Operator Safety Inspections will be performed by the WHS Manager. Each contractor will receive a visit at maximum annual intervals. These visits include the completion of the *Operator Safety Inspection Checklist (WHS 021)*.

18.3 Office Inspections

Regular supervision and monitoring by supervisors will be utilised to check the conformance of tasks performed in office environments with:

- this Work Health & Safety Management System Manual; and
- Safe Operating Procedures of Eagle Alliance Earthmoving Pty Ltd.

Any issues addressed, issues discussed and necessary corrective actions taken will be recorded in the *Corrective Action Register (WHS 027)*.

In addition to the above, formal Office Safety Inspections will be performed by the WHS Manager. The frequency of these Office Safety Inspections will be on a 3 monthly basis (as a minimum). The *Office Safety Inspection Checklist (WHS 029)* will be used as the basis for these inspections and all items and actions will be recorded on this form.

18.4 Monthly WHS Performance Review

The WHS Manager is to report on WHS performance across operations at monthly intervals to the Directors. The *Monthly WHS Performance Report (WHS 032)* will be used as the tool to provide and report this information and performance.

The Directors are to consider the report contents at their monthly meetings and minutes to be taken to record discussions and outcomes.

The WHS Manager is responsible for the implementation of any corrective action or additional measures resulting from the monthly performance review.

18.5 Incident Investigation

Incident notification procedures and the formal internal investigation policy of Eagle Alliance Earthmoving Pty Ltd have previously been outlined in Section 14.0 of this Work Health & Safety Management System Manual.

Where a formal internal investigation is conducted by Eagle Alliance Earthmoving Pty Ltd, unless otherwise determined, the incident is to be investigated by the WHS Manager. The details and results of an investigation into an incident by Eagle Alliance Earthmoving Pty Ltd will be documented using the *Incident Investigation Report (WHS 025)*. The results of an investigation are to be finalised and forwarded to the Director within 5 days of the incident date.

To ensure the completeness and accuracy of the report results, the following principles are to be applied during the investigation process:

- The purpose of the investigation is to determine the true cause so that similar incidents can be prevented.
- The investigation must be fact finding and not fault finding. Searching for blame will more than likely result in the wrong information being given by those being questioned.
- Always visit the location where the incident occurred.
- The injured person should be interviewed as well as any witnesses to get the background information. (Written statements should be taken as soon as possible after the incident before information becomes unclear or forgotten).
- Photographs should be taken of the scene as well as sketches made (with any relevant measurements) for future reference.

Wherever corrective action that can be taken to prevent a recurrence of the same or similar incident can be identified, it will be detailed in the relevant section of the Incident Investigation Report. This proposed corrective action will be reviewed by Eagle Alliance Earthmoving Pty Ltd and all necessary steps taken to notify employees and contractors of any changes to procedures or processes.

18.6 Audits of the Work Health & Safety Management System

Eagle Alliance Earthmoving Pty Ltd views WHS auditing as an essential element of its Work Health & Safety Management System Manual. Audits provide the mechanism through which the Work Health & Safety Management System Manual can be evaluated and continually improved.

18.6.1 Purpose of WHS Audit Program

The purpose of the Eagle Alliance Earthmoving Pty Ltd WHS Audit Program is to provide a means for:

- Assessing conformance with and the effectiveness of the Work Health & Safety Management System;
- Measuring operational performance having regard for WHS importance and risk as well as outcomes of previous audits within the audit program.
- Determine whether WHS performance standards are being maintained in all activities;
- Bring audit findings to the attention of relevant persons and management for timely corrective action.

18.6.2 Elements of WHS Audit Program

The WHS Manager in collaboration with the Managing Director is responsible for developing the WHS Audit Program to include:

- Where the audits are to be conducted.
- The timing of the audits.
- Who will be responsible for completing and finalising the audits.

The WHS Manager is responsible for the implementation and action of the WHS Audit Program.

18.6.3 Competence of Auditors

Auditors are to be sufficiently qualified, competent and experienced to perform WHS audits or supported by other experts to enable them to perform audits competently. As minimum auditors should have a sound knowledge and understanding of:

- Eagle Alliance Earthmoving Pty Ltd Work Health & Safety Management System Manual and related policies and procedures; and
- The operational activities and associated WHS hazards impacts of the operational areas to be audited; and
- *Australian/New Zealand Standard 4801 Occupational Health and Safety Management Systems – Specification with guidance for use.*

18.6.4 Audit Schedule

Operations Area	Type of Audit	Timeframe
All operations	<i>Australian/New Zealand Standard 4801 Occupational Health and Safety Management Systems – Specification with guidance for use.</i>	Minimum annual intervals

18.7 Records and Record Management

The procedures for WHS records management outlined below are a requirement for all Eagle Alliance Earthmoving Pty Ltd operations.

18.7.1 WHS Records Management

The requirements for WHS records management is provided in the table below:

RECORDS TO BE KEPT BY SITE SUPERVISORS INITIALLY AND THEN TRANSFERRED TO OFFICE	
Records	To be kept for
Copies of toolbox talk forms / site safety talks	5 years
Copies of SWMS	5 years
Risk Assessments	5 years
Copies of minutes of site WHS consultation meetings relevant to site	5 years
Provisional improvement notices or site non-conformance notices issues by health and safety representatives / customer	5 years
Register of plant, log books	Life of plant + 5 years
Register of site electrical equipment and evidence of test and tag	Life of equipment + 5 years
Associated WHS permits including road / footpath closures	5 years
RECORDS TO BE KEPT BY ADMINISTRATION / PERSONNELL	
Records	To be kept for
Training records of WHS training attended by staff and contractors including: <ul style="list-style-type: none"> attendees short description of training content / competencies 	Indefinitely
Contractor and staff forms	5 years
Completed contractor and staff induction packages	5 years
Certificates of competency / Authorities to work for staff and contractors	5 years
Copies of minutes of WHS consultation meetings relevant to office environment	5 years
Health Surveillance Reports on personnel files	30 years upon making / receiving the record
RECORDS TO BE KEPT BY WHS MANAGER	
Records	To be kept for
Copies of completed incident reports	Indefinitely
Improvement or prohibition notices issued by authorities	5 years
Records of completion of site inspections and office inspections	5 years
Records of audits including self audits and external audits	5 years
Records of corrective actions taken and controls to address	5 years
Register of office electrical equipment and evidence of test and tag	Life of equipment + 5 years
Internal and external WHS communications	5 years
Results of monitoring and measurement programs, corrective actions and control plans.	5 years
Records of performance reports presented to Senior Management	5 years
Records of annual reviews of WHSE Management system	5 years

18.7.2 Programming of Planned Destruction

To ensure effective control of non-current WHS records and to facilitate optimum use of storage space, disposal action will be programmed as an annual activity. It will be conducted at a time when staff resources are available to undertake either destruction or transfer of records.

18.7.3 Destruction of WHS Records

18.7.3.1 Confidential Documents

The following types of documents must be disposed of by shredding or by utilising confidential waste bins and shredding contractors.

- Operational / strategic confidential documents
- Documents that contain any identifying details of staff or contractors
- Financial documents

18.7.3.2 Non-Confidential Documents

All types of documents other than those listed above may be disposed of using paper recycling bins.

19.0 SITE SAFETY INSPECTIONS

The Plant Manager, WHS Manager and/or Managing Director will ensure site activities conform with:

- this Work Health & Safety Management System Manual; and
- the Work Health & Safety Management Plan of the principal contractor; and
- Safe Work Method Statements and Safe Work Procedures of Eagle Alliance Earthmoving Pty Ltd.

All Corrective Actions required will be recorded on the *Corrective Action Register (WHS 027)*. The details of these Non-conformances will be issued to the contractor using *Non-Conformance Report Form (WHS 019)*.

In addition to the above continuous visits, formal Operator Safety Inspections will be performed by the WHS Manager. Each contractor will receive a visit at maximum annual intervals. These visits include the completion of the *Operator Safety Inspection Checklist (WHS 031)*.

Operator Inspections will be carried out simultaneously with Site Safety Inspections.

20.0 HAZARDOUS CHEMICALS

Eagle Alliance Earthmoving Pty Ltd will establish and maintain a register of Hazardous Chemicals used by workers. Eagle Alliance Earthmoving Pty Ltd will obtain a copy of a Safety Data Sheet (SDS) for all Hazardous Chemicals that are proposed to be used.

Eagle Alliance Earthmoving Pty Ltd will establish and make available:

- a register of all Hazardous Chemicals to be used on site and in offices;
- a copy of the SDS for the substances obtained from the supplier; and
- a safe work procedure or risk assessment outlining the controls to be used when using the product/s.

21.0 SOURCING AND PURCHASING

Eagle Alliance Earthmoving Pty Ltd will make all efforts to identify and obtain equipment and materials which will eliminate or minimise existing environmental or health and safety hazards. Preferred suppliers will be utilised wherever possible. Any potential hazards associated with new goods and the means for controlling the associated risks will be considered and documented.

Purchasing specifications will have regard for any relevant legislation, standards and other pertinent references. Suppliers of equipment, goods and materials will be required to provide full documentation relating to any known hazards that may be known or introduced and the means of controlling them. Where appropriate this will include SDS, operating instructions and instruction manuals.

Documentation supplied by suppliers will be kept for reference and if equipment is modified updating of this information will take effect, so as records represent the current status.

22.0 HEALTH SURVEILLANCE

22.1 Fitness for work

Eagle Alliance Earthmoving Pty Ltd employees and contractors may be subject to a fitness for work assessment at the start of employment or engagement. Existing employees and contractors may also be subjected to random medical screening.

22.2 Drug and alcohol screening

Screening for the usage of drugs and alcohol may be conducted as part of the initial fitness for work assessment process and as deemed necessary by Eagle Alliance Earthmoving Pty Ltd and/or its Clients. Workers are responsible for ensuring they are fit for work at the start of and throughout each workday. This includes taking responsibility to ensure their fitness is not impaired through health reasons including the effects of fatigue, stress, medication, alcohol or other drugs.

22.3 Fatigue

Hours of work shall not exceed 12.5 hours per day including journey time. A minimum 10 hour break is to be provided between shifts and no more than 7 consecutive days are to be worked without a 24hr break. No more than 60 hours are to be worked in one week. Any deviation from these hours of work that are likely to exceed the prescribed limitations listed above shall be reviewed by the Managing Director by means of a risk assessment.

22.4 Employee Assistance Program

Eagle Alliance Earthmoving Pty Ltd provides access to an Employee Assistance Program to those employees who require this service. Eagle Alliance Earthmoving Pty Ltd is committed to supporting and working alongside workers to promote a speedy recovery.

23.0 EMERGENCY PREPAREDNESS

Eagle Alliance Earthmoving Pty Ltd will establish and make available emergency contact details and procedures to employees and contractors. Eagle Alliance Earthmoving Pty Ltd will make available emergency contact details and procedures by:

- existence of an **Emergency Plan (WHS 030)**; and
- a copy of the Emergency Plan will be provided to all workers; and
- emergency plan and contact details will be displayed in prominent location/s in the workplace.

In the event of a fire or similar emergency, the area is to be evacuated immediately and others notified to do the same. Emergency services are to be contacted without delay by dialling 000 and Eagle Alliance Earthmoving Pty Ltd notified immediately.

24.0 IDENTIFICATION AND CLOSING OUT OF NON-CONFORMANCES

24.1 Identification of Non-conformances

Non-conformances or potential non-conformances or deficiencies may be identified in any of the following situations:

- as part of inspections, supervision or monitoring of routine or non-routine activities;
- Operator Site Safety Inspections;
- WHS Office Inspections;
- Hazard reporting procedures;
- Incident investigation procedures;
- during internal audits of the WHS system;
- following significant third party complaints either verbal or written.

24.2 Documentation of Non-conformances

All non-conformances are to be recorded using a *Non-Conformance Report Form (WHS 019)*.

Each Non-Conformance Report is to be given a unique reference number, which is related to the audit, inspection or activity. The person responsible for identifying the non-conformance completes the Non-Conformance Report Form.

All Non-Conformance Report Form are to be provided to the WHS Manager who co-ordinates and ensures that they are investigated and corrective and preventive actions are taken. The WHS Manager is to maintain the *Corrective Action Register (WHS 027)* to ensure effective implementation and follow-up.

24.3 Management of Non-conformances

The WHS Manager or the person responsible for the audit or activity is to review and investigate the non-conformance. The WHS Manager or person responsible shall determine:

- how the impacts or risks can be successfully remedied to ensure sound WHS management;
- whether the regulatory authority i.e. Workplace Health and Safety Queensland requires to be notified of the non-conformance.

Any agreed corrective actions must identify responsibility for completing the corrective action and the timescale to complete the action. All proposed corrective actions are to be rechecked to ensure compliance to the Work Health & Safety Management System.

At regular intervals, the WHS Manager is to review for outstanding non-conformances, assesses progress or reasons for lack of, and arranges further actions as required, to ensure completion in a reasonable time frame. The Non-Conformance is to be signed off and closed if the follow-up action is satisfactory. If the results are not satisfactory, the new non-conformance observed shall be treated as per this procedure.

25.0 ONGOING EVALUATION OF PROCEDURES

Eagle Alliance Earthmoving Pty Ltd will actively measure, monitor and evaluate its operations to ensure that it is performing in accordance with the objectives contained in this Work Health & Safety Management System Manual. Where evaluation shows that corrective or preventative action is required to be taken, this action will occur. Measurement and evaluation will be an ongoing process performed principally by:

- on site monitoring by supervisors;
- formal site safety inspections by WHS Manager against pre-determined criteria;
- formal incident investigations; and
- consultation with employees and contractors.
- monthly meetings to review WHS Performance Report.
- annual review (as a minimum) by upper management of the effectiveness of this Work Health & Safety Management System Manual.

26.0 Appendices

ALL Work Health & Safety Management System Documents can be readily accessed at:

<https://www.eaglealliance.com.au/oh-s.html>