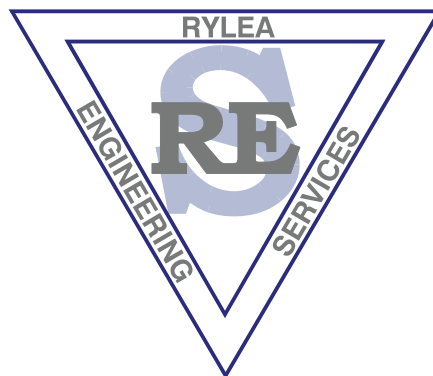


**RYLEA**

**ENGINEERING SERVICES** PTY LTD

**H S & E**  
**Management Plan**

**Project Safety Plan**



**Project:** Systems House Upgrade 2007

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## 1.0 Introduction

Rylea Engineering is committed to doing business safely and its performance in safety is used as a performance indicator in measuring its success as a business.

As committed to in the Company's Health and Safety Policy, the Company will ensure that health and safety considerations shall always be given the highest priority. Further, the Company will seek to exceed minimum legislative requirements to provide workplaces, which meet with industry standards.

To this end the Company has in place a Safety Management System. This Safety Plan identifies and describes the specific elements of the Safety Management System as it relates to the Systems House Upgrade Project.

## 2.0 Health and Safety Policy

# **RYLEA ENGINEERING SERVICES HEALTH AND SAFETY POLICY**

The Company is committed to the health and safety of all employees and other personnel at Company workplaces. Health and safety considerations shall always be given the highest priority.

Compliance with occupational health and safety legislation and regulations is mandatory at all times. In order to fulfil this commitment, the Company will:

- ensure that adequate resources are provided;
- support actions that identify and eliminate unsafe work practices and conditions in our workplaces;
- maintain records and;
- regularly review its performance in regard to this commitment.

Health and safety is a shared responsibility. All personnel are required to comply with Company policies and procedures. Everyone is expected to contribute to maintaining high standards with respect to health and safety.

<u>Managing Director</u>	<i>Tony Seychell</i>	<u>Date</u>	10-12-04
<u>Supervisors Representative</u>	<i>Geoffrey Allen</i>	<u>Date</u>	10-12-04
<u>Employee Representative</u>	<i>Michael Cooney</i>	<u>Date</u>	10-12-04

### 3.0 Responsibility Statement

Recognising the hazards present in its workplace, the Company will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

#### 3.1 *Managers and Supervisors:*

- will provide and maintain safe plant and systems of work;
- are responsible for the effective implementation of the Company Health and Safety Policy;
- must observe, implement and fulfil their responsibilities under relevant Acts and Regulations;
- must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- must make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety responsibilities;
- must ensure that all specific policies operating within the Company are periodically revised and consistent with Company health and safety objectives;
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Company; and
- must be informed of incidents occurring on Company premises or to Company employees so that health and safety performance can be accurately gauged.

#### 3.2 *Employees:*

- have a duty to ensure their own health and safety and that of others affected by their actions at work;
- are required to comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions;
- must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of personnel; and
- must, report potential and actual hazards to their elected health and safety representatives and/or Supervisors.

#### 3.3 *Sub-Contractors:*

- The provisions of these safety responsibilities apply to sub-contractors and their employees whilst working on projects for this Company. Furthermore it is a requirement of this Plan that sub-contractors accept total responsibility for any person employed by them whilst working on any project where this Company is undertaking work.
- Sub-Contractors are responsible for the induction of all employees, relevant training and total compliance to the requirements of the relevant acts and regulations.

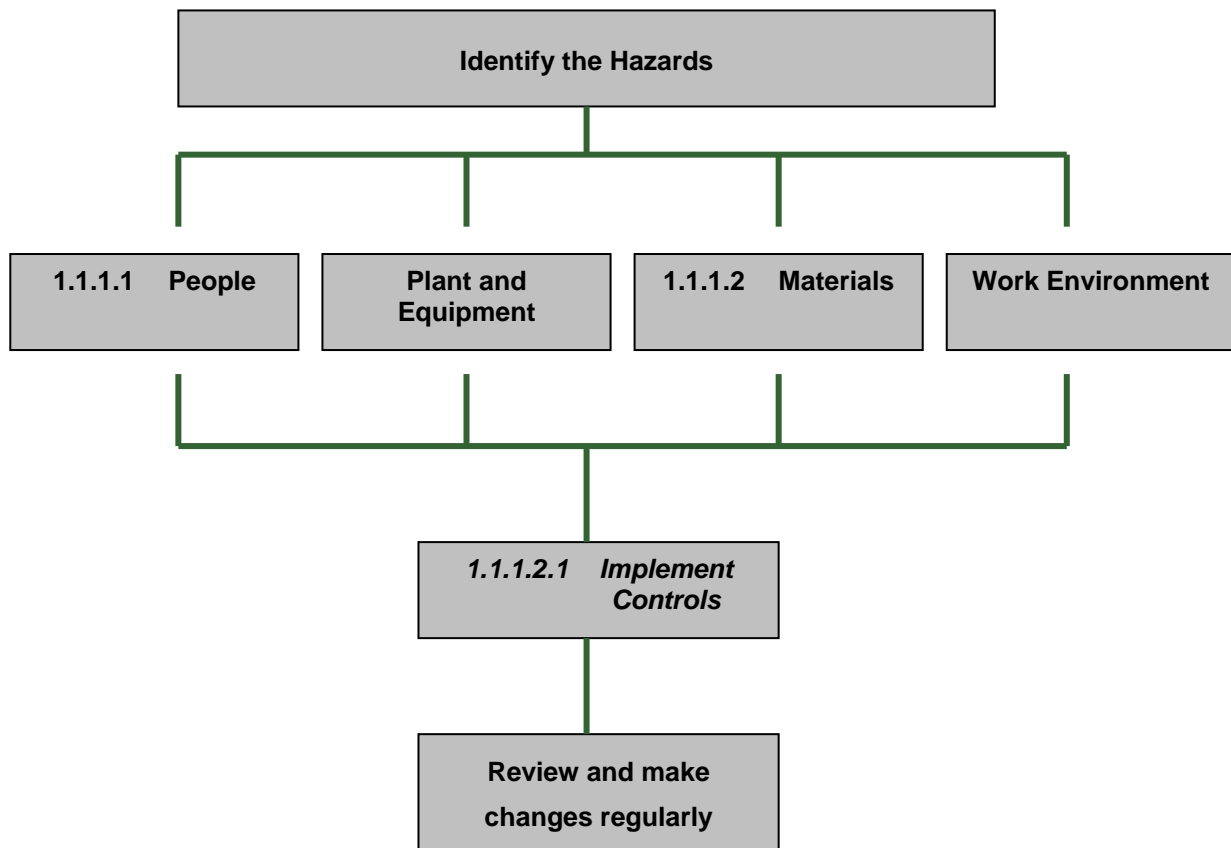
This responsibility statement will be regularly reviewed in the light of any legislation and Company changes.

The Company seeks co-operation from all employees in realising our health and safety objectives and creating a safe work environment.

<u>Managing Director</u>	Tony Seychell	<u>Date</u>	10-12-04
<u>Supervisors Representative</u>	Geoffrey Allen	<u>Date</u>	10-12-04
<u>Employee Representative</u>	Mick Cooney	<u>Date</u>	10-12-04

## 4.0 Safety Management System

The following diagram depicts the Company's Safety Management System. Each of the elements of the System are then described below.



## 5.0 People

### 5.1 Induction

To ensure employees are provided with adequate instruction, information and supervision at work, the Company has developed a Health and Safety Induction.

All employees have been inducted into the Company Standard Induction as part of the Company's Safety Management System. The Company will ensure that all additional induction requirements with regard to this Project are fulfilled. This will include employee familiarisation with this Safety Plan and with the Site Specific issues described within that impact on the normal implementation of the Company Safety Management System.

### 5.2 Prescribed Occupations

The Company will ensure that all employees are appropriately certified to perform prescribed occupations, and will maintain a License and Expiry Register to ensure that records are appropriately maintained.

Industry Standard Safety Working Practices are adopted in the performance of any activity involving a prescribed occupation.

### **5.3 Incident Reporting**

The Company has in place a procedure for reporting injuries, illnesses and dangerous events. This procedure includes the determination of preventative action and/or the instigation of an incident investigation.

The Company also maintains industry standard Safety Statistics with regard to the above reports. This information will be made available in historical format on this Project as required.

### **5.4 First Aid**

First aid facilities will be made available or where appropriate the Company will ensure that employees are aware of the facilities that are available on Site.

### **5.5 Emergency Preparedness**

The Company has in place appropriate procedures for Emergency Response. However with regard to this Project, the Company will ensure that appropriate procedures are developed specific to the activities undertaken and will communicate this to the responsible person. Employees will also be made familiar with the overall Site Emergency Response Procedures.

### **5.6 Emergency Phone Numbers**

BASF Emergency No	Nil
BASF Medical Centre No	Nil
Supervisor – Ashley McInerney	0417388393
Office	87422681
Workshop Bob Adams	0418329353

### **5.7 Inductions**

All employees have been inducted into the Company Standard Induction as part of the Company's Safety Management System. However the Company will ensure that all additional induction requirements with regard to this specific Project are fulfilled. This will include employee familiarisation with this Safety Plan and with the Site Specific issues described within that impact on the normal implementation of the Company Safety Management System.

### **5.8 Amenities**

An assessment of the requirements for this Project will be undertaken to ensure that adequate amenities are available and where appropriate the Company will supplement facilities.

### **5.9 Consultative Arrangements**

The Company has an established Health and Safety Committee where Project work is considered and reviewed for impact on the Safety Management System.

With regard to Project Specific Consultative Arrangements, the Company will identify an individual associated with the Project as the Health and Safety Representative for the duration of the Project. This person will liaise with the responsible person and with employees to ensure that Safety issues have been addressed.

The Company will also undertake Tool Box Meetings prior to the beginning of the Project and an appropriate intervals and milestones during the Project to ensure that all Safety considerations are discussed and addressed. The Toolbox Meetings will be minuted and will be made available to the responsible person as required.

### **5.10 *Personal Protective Equipment (Including Signs, Barricades and Covers)***

The Company has undertaken the appropriate assessment of its activities and has identified the general and specific Personal Protective Equipment (PPE) that is required. Employees have been trained in the fit, use, maintenance and limitations of the PPE.

The PPE required for the activities undertaken on this Project will be provided to employees, and will comply with the appropriate Australian Standards.

Where appropriate the Company will ensure that adequate signs, barricades and covers are used to ensure temporary hazards created during the performance of the Project are identified and controlled.

## **6.0 Plant and Equipment**

### **6.1 *Plant Risk Management***

The Company has in place a procedure for the inspection and testing (servicing) of plant and equipment to ensure that it is safe and without risk. These records can be made available to the responsible person as required.

### **6.2 *Electrical Safety***

The Company has in place safety procedures including the testing and maintenance of electrical equipment and installations.

The use and maintenance of Residual Current Devices is mandatory in all workplaces.

No live work shall be undertaken at any time without Management approval.

## **7.0 Materials**

### **7.1 *Hazardous Substances***

The Company has in place a system for managing the use and storage of hazardous substances. This system includes a Register of Hazardous Substances and Risk Assessments (including health surveillance where required), current MSDSs for the substances and appropriate training for employees.

A Register of Hazardous Substances to be used on site and copies of the MSDSs will be maintained by the Company on site and provided to the responsible person at the beginning of the Project. This information will be updated as required.

## **8 Work Environment**

### **8.1 *Workplace Inspections***

The Company has in place a systematic method of identifying hazards in the workplace. This system is based on regularly scheduled Workplace Inspections that are undertaken by a nominated person and include consultation with others in the workplace and a review of the previous inspection records to enable identification of recurring issues. The Inspection is then provided to the Safety Committee for review and action where appropriate.

The Workplace Inspections will be undertaken on at least a weekly schedule for this Project and records will be made available to the responsible person as required.

### **8.2 Prestart Safety Checks**

The Company also has a policy whereby under specific circumstances, a Prestart Safety Check is undertaken to ensure the safety of specified activities. In regard to this Project a Job Safety Analysis (JSA) will be undertaken for the whole job and will identify specifically hazardous tasks which require a Prestart Safety Check or an individual JSA prior to initiation of the task.

### **8.3 Noise**

The Company has in place a hearing conservation policy through which noise exposure is managed. This will be implemented for this Project.

### **8.4 Confined Spaces**

The Company undertakes all activities in relation to confined spaces according to the requirements of AS2865. Employees are trained in this practice. In relation to this Project, the Company will identify any Confined Space activities on the Project JSA and will require that a task specific JSA is conducted along with a Work Permit.

(See Appendix for Safe Working Procedures and Work Permit Manual Appendix)

### **8.5 Work Permit**

The Company has in place a Work Permit procedure that is used for hazardous or non-routine activities. Employees are trained in the implementation of this procedure. The Company will identify any Work Permit activities on the Project JSA.

### **8.4 Job Safety Analysis**

The Company has in place a JSA procedure in which all employees are trained.

JSA is used in the following manner the JSA is used:

- as a tool to assist in ensuring procedures that are written are Safe Operating Procedures;
- as a refresher for tasks that are undertaken infrequently;
- prior to a confined space entry; and
- to assist in identifying corrective actions after an incident has occurred.

### **8.5 Safety Tag and Lockout**

The Company has in place a Safety Tag and Lockout procedure that all employees are trained in. In regard to this Project, unless otherwise required this procedure will be implemented. Where the Company is required to adopt the Project specific Safety Tag and Lockout Procedure a Toolbox meeting will be held in order to train the specific employees in the specifics of this procedure.

## **9 Heat Stress**

Heat Stress is a potentially Dangerous condition that occurs when the body is unable to regulate its temperature. It is the loss of body fluid, caused by an increase in body temperature, during periods of extreme hot weather or during strenuous activity. Failure to treat this condition promptly may be life threatening.

### **9.1 Prevention**

- Drink at least 300mL (2 glasses) of water per hour.
- Wear loose fitting, full length porous clothing.
- Wear a broad brimmed hat.
- Try to do hot jobs in the cooler parts of the day.
- Do NOT drink soft drinks or alcohol to replace fluids.
- Drink even if you are not thirsty. Thirst is not a good indicator of dehydration.
- Try to take regular breaks during hot period.

### **9.2 Signs and Symptoms**

- Weariness.
- Lethargy.
- Muscle cramps.
- Headaches.
- Thirst.
- Dizziness.

## **10 Review**

The Company reviews the Safety Management System annually to ensure it remains reflective of the Company's activities and requirements.

The Company will regularly review its compliance with this Plan throughout the Project and at the end of the Project to identify any areas that need to be updated or improved based on its commitment to Continuous Improvement.

Records will be made available to the responsible person if required.

<b>RYLEA ENGINEERING SERVICES</b>	<b>Health Safety and Environment Management System</b>
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**RYLEA**

**ENGINEERING SERVICES** PTY LTD

**H S & E**

**Management System**

**Project Safety Plan**

**Appendix**

**SAFE WORK PROCEDURE**

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## **SAFE WORK PROCEDURE**

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## **SAFE WORK PROCEDURE**

### **1 WORKING AT HEIGHT**

- To work at heights you must:-
- Refer to Working at Heights Policy:-
  - Use of Ladders.
  - Overhead Work.
  - Working on Roofs.
  - Fall Arrest Systems
- Be trained.
- Be wearing as a minimum personal protective equipment such as:-
  - Safety Harness attached to the Lanyard to a secure point on the Structure.
  - Hard Hat.
  - Safety Boots.
- Carryout Job Specifics - Job Safety Analysis and you must consider:-
  - Personal Injury to yourself.
  - Injury to others working around or below you.
  - Damage to property.
- Ensure all work areas are kept and left clean at all times.

## **2 USE OF LADDERS**

- Ladders must not be used as work platform.
- Ladders are to have safety feet fitted.
- Industrial Ladders must have a load rating of 120kg or greater.
- Metal ladders must not be used while working on live electrical equipment.
- Ladders must conform to Australian Standards.

Inspect the area where the ladder is to be used and make sure it is:  
Well away from live power lines and electrical equipment, access areas and swinging doors, the edge of open floors or access holes, and area where it may be struck by crane loads.

- Work where there is restricted vision NOT performed from a ladder.
- 3 Point Contact.
- A person must have hands free to ascend and descend the ladder. Materials and tools which cannot be safely suspended from the belt are to be independently hoisted up.
- Person's feet should not be higher than 900mm from the top of the ladder, or the third tread from the top of the step ladder.
- Work within easy arms reach of ladder.
- General rule – used for access only, not a place of work.
- Use a EWP for all work at heights e.g. Scaffold, scissor lift, cherry picker....
- Risk Assessment and SWP if working at height of 2m. and above.
- Full protection worn if potential fall of 2m. or greater.
- To be secured against movement (tied off at the top or held at the base).
- Single an extension ladders should be placed at a slope of four to one. (4.1)
- On a firm, level, non slip surface (use of chocks is not permitted)
- Hot work NOT performed from a ladder.
  
- If a risk assessment indicates the possibility of a fall due to height or the type of work being undertaken, the person working from a ladder should wear a harness with a lanyard attached to a secure anchor point, preferably above head height.
  
- One Ladder – One person.
  
- Never 'walk' a ladder.
  
- Not to be used as a makeshift platform / scaffold.

### **3 OVERHEAD WORK**

#### ***Consider the safety of the area below by:-***

- Risk assessment (for ALL in the area).
- Develop SWP.
- Using fall arrest devices appropriate for the job.
- Prevent access equipment moving during use.
- Cordoning off the area below.
- Ensuring that tools/materials cannot fall from height.
- Ensuring that tools/materials are not thrown from height.

Note: Under no circumstances are people to work from a forklift unless in an approved safety cage.

#### ***WORKING ON ROOFS***

- Must Obtain a Roof Access Permit.
  - (from the fire Officer)
- Required to develop a safe work procedure.
- Safe Work Procedure.
  - an explanation of work to be carried out.
  - Based on a Risk Assessment.

#### ***FULL ARREST SYSTEMS***

- Accident (correct use eg.)
- Users trained
- Used in accordance with Manufacturer's instructions.
- Lanyard Systems.
  - Only used where other fall protection method is impractical
  - (EWP, scaffold etc.)
- Should be used with a personal energy absorber.
- Attached to anchorage point of adequate capacity
- Potential free fall not greater than 2m.
- Cannot come in contact with obstruction in fall
- (unless manufacturer verifies safe to do so)

## **INERTIA REELS**

- Mounted above head height (limit free fall to that rec.)
- Contact with obstruction may lead to failure.
- (bending, shock at snag point).
- Work within arc below the reel.

## **HOOKS / LATCHES**

- Train user in use of SPECIFIC equipment.
- Use / maintain to manufacturer's specifications.
- Visual check / Physical check (twist device to and fro

## **CONNECTING STRUCTURE**

- Ensure that it can withstand the dynamic load of 15kN
- (suspend a family sized car)
- Prevents swing hazards.
- Free from sharp edges, burrs etc.
- As high as possible (avoid below harness attachment point where able – increases fall distance).

## **TRAVEL RESTRAINTS**

- Physically prevent user from reaching an unprotected edge. and a fall from or through a structure is not possible.
- Anchorage point may be a foot level provided cannot go through the surface.
- Static lines can be used (conditions apply)

## **HARNESSES**

- Train persons in use (document / competency test).
- Fit to manufacturers specs. and use appropriate attach. Pt.
- Inspect regularly (3 month – year – dependant on use etc.)

## **DO NOT USE if**

- Involved in a fall.
- Labels removed / illegible.
- Poor condition.
- Exposed to adverse conditions (heat, cold, corrosives etc.)
- Knots in any part of equip.
- Not stored appropriately.
- Greater than 10 years old.

## **4 WELDING**

To carryout any type of Welding you must:-

- Be a certified & competent welder.
  - Be wearing personal protective equipment such as:-
  - Long Sleeve Overalls.
  - Welding Gloves.
  - Safety Glasses.
  - Welding Helmet.
  - Safety Boots.
  
- Carryout a Job Specific- Job Safety Analysis and you must consider:-
  - Personal Injury to yourself.
  - Injury to others.
  - Damage to property.

**Ensure all work areas are kept and left clean at all times.**

## **5 RIGGING**

To carryout any type of Rigging work you must:-

- Be a certified & competent Rigger.
- Be wearing as a minimum personal protective equipment such as :-
  - Safety Boots.
  - Hard Hat.
  - Rigger Gloves.
- Carryout a Job Specific – Job Safety Analysis and you must consider:-
  - Personal Injury to yourself.
  - Injury to others working around you.
  - Damage to property.

Ensure all work areas are kept and left clean at all times.

## **6 MECHANICAL / PIPEWORK**

To carryout any type of Mechanical / Pipe work you must:-

- Be a certified and competent Trades Person.
- Be wearing personal protective equipment such as:-
  - Safety Boots.
  - Long Sleeve Overalls.
  - Gloves.
- Carryout a Job Specific - Job Safety Analysis and you must consider:-
  - Personal Injury to yourself.
  - Injury to others working around you.
  - Damage to property.

**Ensure all work areas are kept and left clean and tidy at all times.**

## **7 CONFINED SPACE ENTRY**

Before Confined Space Entry is undertaken certain requirements must be satisfied.

- Can the work be completed /accomplished without Confined Space Entry?
- Detail the work method.
- Identification of the hazards involved, both inside and outside, associated with the work.
- Emergency and rescue procedures.
- Participants are trained and hold a current accredited, Confined Space Entry Certification, including First Aid (CPR) Competency Certificate who are trade qualified to accomplish the task.
- Documentation must be completed before entry, including Work Permit/ Hot Work Permit/ Certificated Persons Details / Confined Space Entry Permit / Risk Assessment JSA.