

DOCUMENT TYPE	GROUND ONE CIVIL HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS
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Introduction

This information pack has been prepared in a summarised format to outline the requirements of employees/subcontractors /consultants, suppliers and service providers working for Ground One Civil with respect to Environment, Community, Health and Safety. This document serves as a general summary of Ground One Civil requirements only.

All applicable project, local, national and international environment, health and safety legislation and recognised codes, standards and other external requirements must be complied with at all times. Where there is a difference between the project requirements and those required by legislation recognised codes, standards and other external requirements the higher standard must be applied.

Ground One Civil operates on an "Error Tolerant" basis – whereby we seek to manage risk at the highest level of control that prevents a mistake from leading to an incident.

1 Ground One Civil Specific Requirements

1.1 Safety Qualifications

In addition to the requirements outlined in section 2.5 all workers engaged must maintain a valid "Rail Industry Worker" Card - consisting of the following elements.

- Category 3 Medical – (Deemed fit for all duties in accordance with the National Standard for Health Assessment of Rail Safety Workers.
- OH&S Construction Induction Training Card (Red or White Card).
- Train Track Safety Awareness - Level 1

Where the worker is required to operate rail maintenance plant such as Tamper, Regulator or Road Rail Vehicles the operator must undergo a:

- Category 1 Medical - (Deemed fit for all duties in accordance with the National Standard for Health Assessment of Rail Safety Workers;
- Track Vehicle Operator – Class 1 (TVO1) Training
- Verification of Competency (VOC)

1.2 Personal Protective Equipment (PPE)

When working for Ground One Civil all personnel must wear the following mandatory Personal Protective Equipment (PPE):

- Hard Hat
- Safety Glasses (Clear/Tinted)
- Long sleeves shirts and long pants must be worn at all times. At night they must have reflective stripes.
- Hi-Vis Clothing special purpose "special purpose orange" with silver reflective strips (No reflective Crosses).
- Steel Capped Safety Boots (Ankle High Lace Up Boots Only)
- Appropriate gloves must be carried on you at all times via clip on belt or similar. The gloves must be appropriate to the task being undertaken.

Note: Green, Yellow or Red garments, carried objects are not permitted on rail corridor work.

Any other items of task specific PPE must be provided and worn if the need is identified by risk assessment, e.g., hearing protection in areas where noise levels exceed 85 dB(A) or peak noise is 140 dB(A).

Adequate supplies of PPE must be available to protect both workers and visitors, along with appropriate storage facilities for that PPE. Subcontractor / Service Provider employees must be trained in the correct use, maintenance and storage of PPE. Records must be provided to the project upon request.

Key personnel should be easily distinguished by visual markings, e.g., specific-coloured hard hats / clothing or hard hat stickers for supervisors, dogman, first aiders, spotters, inexperienced workers etc.

Sunscreen and an adequate supply of drinking water must be provided by All Subcontractors/Services Providers of Ground One Civil.

1.3 Project Specific Induction

Prior to commencing works on site all Employees, Subcontractors/Services Providers of Ground One Civil must:

- Undergo a Drugs & Alcohol test.
- Complete the relevant site inductions (as instructed by Ground One Civil).

2 Planning

2.1 Work Health and Safety and Environment Plans

All Subcontractors/Services Providers of Ground One Civil are required to prepare and submit a Safety Plan incorporating the Health and Safety Policies endorsed by the Senior Management of the company, project/task specific safe work method statements for all works or activities defined as high risk or other safe work method statements as deemed necessary or appropriate by project.

Where requested, all Subcontractors/Services Providers of Ground One Civil will prepare and submit details of their environmental management system and their site-specific environmental management plan.

2.2 Risk Management

Safe Work Method Statements (SWMS) must be completed by all employees and all Subcontractors/Services Providers of Ground One Civil undertaking any activity defined in legislation as "high risk construction work" and any other activity with risks that have the potential to cause death, permanent disability, or a major injury. SWMS must be site specific and be developed in consultation with those undertaking the work.

"High risk construction work" includes:

- Asbestos or explosives work.
- work carried out in an area in which there are artificial extremes of temperature.
- a risk of falling more than two metres or is carried out on a telecommunication tower.
- building or demolition work involving tilt up or precast concrete, structural alterations or repairs to a structure that requires temporary support to prevent collapse.
- the demolition of a load bearing part of a structure or the demolition of any part of a structure that is likely to affect its physical integrity.

It also includes work carried out in, on, or near any:

- confined space.
- shaft or trench with an excavated depth greater than 1.5 metres or a tunnel.
- pressurised gas distribution mains or piping.

- chemical, fuel or refrigerant lines.
- energised electrical installations or services.
- area where there are artificial extremes of temperature.
- area that may have a contaminated or flammable atmosphere.
- road, railway or other traffic corridor that is in use by traffic other than pedestrians.
- area at a workplace in which there is any movement of powered mobile plant.
- water or other liquid that involves a risk of drowning.

A SWMS must be developed for all activities onsite. The development of the SWMS must include a representative number of employees who have skill and knowledge in the task being conducted. Following submission and approval of the SWMS by the project, all workers must be briefed in the SWMS for the activity they are undertaking and must sign an attendance record showing they understand the SWMS and agree to comply with its content. Records of this must be maintained and provided on request to the project.

SWMS must be reviewed and updated within a 3-month period (maximum duration) or when:

1. A significant change to the assessed work activity is identified.
2. An incident occurs relating to the work activity.
3. A significant hazard is identified relating to the work activity.

All SWMS must have preventative controls (refer to hierarchy of controls) that seek to manage risk and create an “Error Tolerant” workplace. Where an Error Tolerant or preventative control is not possible, guidance should be sought from the project.

- A JHA card, or equivalent process, must be completed prior to commencing all work tasks. The JHA must be conducted at the place of work (i.e., not in the shed or office) and must be handwritten each day, for every work crew. The JHA card must contain specific information relating to the immediate work area such as Critical risk / High activities
- works by adjacent crews
- interface issues
- changes that occur throughout the day

2.3 Permit to Work (PtW)

Permits are required for:

Permit Title	Work Requiring a Permit
Hot Works Permit	Wherever a spark may be produced i.e., welding, cutting grinding.
Work Near Power Lines Permit	<ul style="list-style-type: none"> • Any time working plant has the potential to come within the asset owner’s minimum exclusion zone (dependant on voltage). • Any time plant is working directly under power lines, regardless of the height of either the plant or the power lines, or the voltage. • Any time a plant item is traveling under power lines if the design envelope allows the plant item to come within the assets owner’s minimum exclusion zone.
Confined Space Permit	Before anyone can enter a designated confined space
Ground Penetration Permit	<ul style="list-style-type: none"> • Breaking ground including dropping in star pickets. • Exception applies for survey pegs.
Batter Assessment Permit	<ul style="list-style-type: none"> • Where a plant item traverses or operates on a slope > 5 to 1 • For full requirements, refer to the matrix on the permit.

Isolation Permit	<ul style="list-style-type: none"> • Complex isolations on plant or equipment such as: crushers, mulches, batch plants, conveyors systems for maintenance, servicing and repair etc.; or • Tying into, or working on existing services, or • Where the potential exists to impact or contact energy sources and a risk assessment determines that a permit is required.
Daily Lift Plan	<p>Excavator and Truck Crane must complete this form for every new setup. Articulated Cranes must complete this form (for every new setup) for.</p> <ul style="list-style-type: none"> • Grade of 3 – 5 degrees or • Load of 3T – 10T or • Lift capacity of 70 - 95% <p>If any of this criteria is exceeded, a Lift Plan or Lift Study must be completed. If the lift is below ALL 3 conditions, no lift plan is reqd.</p>
Lift Plan	<p>This form is to be used for lifts which satisfy ALL the following criteria:</p> <ul style="list-style-type: none"> • Slew Cranes 0t – 200T (for each setup this plan must detail the most awkward or heaviest lift) • Loads 0T – 20T • Lifts that are less than 95% of crane capacity. • If the criteria are exceeded a Lift Study must be completed and 3rd party assessed.
Harness Permit	<p>Where the use of harness is the primary means of fall prevention.</p>

Permits must be completed and approved by persons with the appropriate authority prior to the commencement of the work. The project requires adequate notice prior to permits being signed off to ensure such works are adequately planned and communicated to the site.

2.4 Communication / Consultation

Employees and all Subcontractors/Services Providers of Ground One Civil must attend pre-work briefing at the start of each day or shift, or when conditions or tasks change that could increase or introduce new environment or safety risks. These briefings are to communicate the key activities for the day and any measures required for managing interface issues. Records of briefings must be maintained.

2.5 Inductions / Training

2.5.1 Worker Induction/Orientation (off-site or on-site)

Before commencing work all Employees, Subcontractors/Services Providers of Ground One Civil:

- must provide evidence they hold General OHS Induction (Construction Industry) card or state equivalent.
- must provide evidence of the relevant competencies / qualification required to undertake the work they are engaged for e.g., Traffic control tickets, operator tickets, dogman tickets etc.
- provide evidence they are inducted into their organisations safety management system.
- will receive the project site specific induction.

Ground One Civil will undertake an induction and on boarding process which may be conducted via an online management system. Subcontractors/Service Providers will be required to pay for their own time associated with this service and provide the necessary documentation prior to any works commencing onsite. These requirements apply to all project personnel and other trades / subcontractors employed.

2.6 Competence

All Subcontractors/Services Providers of Ground One Civil must ensure all their plant/equipment operators have been appropriately trained and hold required Certificates of Competency / Licenses to perform high risk work for designated items of plant. They must provide the project with documentation of training and competency prior to operating on site.

All Subcontractors/Services Providers of Ground One Civil are also required to provide such information for any organisations that they employ to complete the works.

An operator assessment must be completed for all operators and submitted as part of the on boarding process. The obligation is on the Subcontractors/Services Providers of Ground One Civil to ensure the workers / operators it provides are competent and have the necessary skill to safely operate on all project worksites.

2.7 Fitness for Work

2.7.1 Drug and Alcohol

All employees and all Subcontractors/Services Providers of Ground One Civil must present themselves "Fit for Work" and be free from the effects of "Drugs or Alcohol".

Ground One Civil will not tolerate the unauthorised possession or sale of drugs and alcohol in the workplace, or persons performing their work where drugs and alcohol have the potential to cause harm to themselves or any other person.

employees and all Subcontractors/Services Providers of Ground One Civil will be required to undergo a drugs and alcohol screening test as part of their site induction process and participate in random or just cause drug and alcohol testing as required by the project, client, or the rail safety regulator representatives.

NB Acceptable level of alcohol when on site is ZERO.

Those requiring over the counter medication likely to cause impairment must inform their doctor or pharmacist that they are deemed as "Rail Safety Workers" on this project. Those on prescription drugs must inform project management and complete a medical declaration.

Ground One Civil Drug and Alcohol policy will be explained to all personnel. Employees and all Subcontractors/Services Providers of Ground One Civil.

2.7.2 Fatigue and Mental Health

Employees and all Subcontractors/Services Providers of Ground One Civil, must at all times present themselves "Fit for Work" and free from the effect of any sleep deprivation or fatigue while at work.

Individual workers must advise their supervisor if they may be suffering fatigue. Supervisors must monitor workers and implement control measures if they believe a person is suffering from fatigue.

All Subcontractors/Service Providers of Ground One Civil must have processes in place to respond to fatigue and mental health concerns where brought to their attention by their Supervisors or workers.

3 Controls

3.1 Environment and Safety Inspection /Audits

Where any work activity or hazard is observed which could result in a serious injury or environmental damage, immediate action must be taken to stop the activity or control the situation. Details of the observation, as well as any action items, must be recorded.

Employees and all Subcontractors/Services Providers of Ground One Civil will be required to participate in the Ground One audit schedule.

3.2 Incident Reporting

All workplace incidents, including near misses, property damage or injuries must be reported immediately to the Supervisor.

Injury to any person must be managed appropriately with the welfare of the injured worker being paramount.

Any worker required to attend a medical centre must be accompanied by a Subcontractor / Service Provider of Ground One Civil representative. Full explanations of the suitable duties program and return to work procedures must be explained to the medical professional. Certificates must be obtained, and if required, assistance given to lodging a worker compensation claim.

All incidents are to be investigated and Employees and all Subcontractors/Services Providers of Ground One Civil may be required to submit an Incident Report and / or participate in incident / near miss investigations when requested by the project. e.g., workers may be required to provide witness statements for any incidents they are involved in or witness.

3.3 Public Protection

All reasonably practical means must be employed to protect the public from any hazards arising from the works, including tripping/slips hazards, falling materials, changes to pedestrian walkways, changes to existing traffic conditions and the movement of vehicles into/out of the site.

3.4 Chain of Responsibility (CoR)

All employees and all Subcontractors/Services Providers of Ground One Civil must manage any specific obligations it owes and take reasonable steps to ensure CoR compliance with the Heavy Vehicle National Law where it has responsibility within a particular transport chain.

This must include having adequate procedures in place to manage and prevent breaches relating to:

- Fatigue & Speed.
- Mass, Dimension & Loading.
- Load Restraint and
- Heavy Vehicle Inspection & Maintenance.

All Subcontractors/Services Providers of Ground One Civil will undergo audit / compliance checks to ensure its obligations to the legislation is being met. This will include providing documents (on request) and facilitating audits to verify compliance. This will also require checks for mechanical inspections to be conducted by a competent person and documentation to be provided to the project prior to commencement. Training of personnel will also be required to ensure employees understand their obligation in relation to CoR legislation.

For smaller subcontractors that do not have the National Accreditation (to be agreed prior to engagement), they will fall under the project's system and be required to comply to the internal audit / compliance checks required. This will include training of subcontractor personnel to ensure a level of competence.

3.5 Housekeeping

Housekeeping must be effectively managed to maintain a clean and tidy work site free of trip hazards. The project expects work areas to be clear from hazards, pedestrian access ways to be free from stored materials and maintained in a Safe condition.

3.6 Hazardous Manual Tasks

Manual tasks must be risk-assessed, and any appropriate equipment or aids must be provided as a primary method of eliminating or minimising the risk.

Any workers involved in hazardous manual handling operations must be instructed in and follow safe manual lifting methods.

3.7 Lone Worker

A 'Lone Worker' is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Lone workers must not undertake high risk activities.

Where workers are required to work alone, appropriate authorization shall be obtained, and risks assessed and documented. A strategy must be put in place to ensure communications are maintained with the lone worker and periodic checks are conducted by the Supervisor.

3.8 Traffic Management

All works conducted that will impact a public road require a traffic management plan approved by the project.

When works are being undertaken and workers are on foot in a live traffic environment, a temporary speed zone of 40km/h (or less) must be established via an approved traffic management plan. Any works requiring workers to be on foot in live traffic environment in excess of 40km/h must be approved in writing by the Project Manager / Director.

4 Plant and Equipment

4.1 Maintenance of Plant and Equipment

All plant and equipment must meet the operational and inspection criteria established by the manufacturer/ legislative/client requirements. All plant and equipment must be maintained in accordance with legislative and manufacturers requirements.

Danger / lock out and out of service tags must be installed and clearly displayed on defective plant or when the plant is being serviced / maintained.

A documented inspection, testing and preventative maintenance regime must be implemented covering all plant, vehicles and equipment used and Inspection and Test Records and Plant Registers maintained. Up to date Subcontractor / Service Provider's plant maintenance / service records must be provided to Ground One Civil upon request.

for ground and civil works i.e., including but not limited to bobcats, excavators, backhoes, graders, scrapers, bulldozers, dump trucks, rollers and compactors and similar, to ensure that the work is planned and conducted in accordance with the requirements for high-risk construction work.

The following table outlines the minimum standards required for key plant and equipment operating on the project. Subcontractor / Supplier partners are required to discuss any issues with

Ground One Civil operates under the "fundamentally Stable" concept. Unless someone is sitting in the driver's seat, all plant and vehicles parked must be fundamentally stable, which can be achieved by;

- Vehicles turned off, handbrake applied and placed in park or first gear
- Parked on level ground in a planned, designated parking zone
- Parking with wheels in spoon drains, gutters, ditches, speed humps
- Lowering buckets / blades / bowls / jacks / baskets / forks etc

If fundamentally stable cannot be achieved, then the vehicle or plant item must be chocked (one wheel front and back).

Ground One Civil requires the following plant documentation to be supplied with plant prior to commencing operation on site:

- Plant Hazard Risk Assessment (PHRA).
- Registration (where applicable).
- Third party annual inspection e.g., Crane Safe (where applicable).
- Plant certification (where applicable).
- Plant Registration (where applicable).
- Operators Manual.
- Service/maintenance records - Minimum previous 3 months historical records prior to commencing on site, and then ongoing service / maintenance records as per manufacturer requirements.

All Subcontractors/Services Providers of Ground One Civil plant and heavy vehicles (HV) must undergo an initial inspection by a competent Plant assessor or foreman as part of the plant induction process, prior to operating on site. On completion of plant site induction, a Plant Site Induction Sticker will be affixed to the plant for the duration of the project.

The sticker will have a unique number and must be fixed to the cab door/window (or other approved location). Subcontractor / Service Provider operators must complete and record daily plant pre-start inspections prior to commencing operation each day. All repairs identified must be documented and fixed within suitable timeframes.

All plant, delivery trucks and light vehicles etc. on site must be fitted with UHF radios / handheld radio. Tools of trade supplied by subcontractors must be fitted with reverse alarms, wheel chocks, a horn, handbrake alarm and wheel nut indicators.

All plant must only be used for the purpose for which it was designed and in-line with manufacturer instructions.

Suitable access must be provided for those required to access the back of trucks. Subcontractor / Service Providers are not permitted to access the back of trucks unless fall prevention is provided. i.e., Hand/mid rails.

All Subcontractors/Services Providers of Ground One Civil must maintain, and provide to the project, up to date plant and equipment registers. e.g., Plant Maintenance Register, Electrical Register, Lifting Equipment Register and Fire Extinguisher Register.

All operating plant must be fitted with an amber beacon and reversing alarm, roll over protection (ROPS) and falling object protection (FOPS) as required by Australian Standards.

All operator mobile phones (or other personal electronic equipment such as music players) must be turned off when plant is in use.

Seat belts must be worn whenever operating vehicles / plant on site.

All plant re-fuelling must comply with procedure BLU-LCS-PWD-PRC-XPE-9900 Mobile Powered Plant Refuelling where the person conducting the re-fuelling is in a designated Safe place of work that is appropriately protected.

4.2 Safe Use of Cranes and Lifting Equipment

Cranes and other lifting equipment (including excavators and other similar equipment) must be structurally sound, fit for purpose, fitted with appropriate safety devices (such as safe load indicators, overload alarms, burst/hydraulic lock out valves, earthing and warning lights) and marked with a means of identification and safe working load. Cranes must carry an anemometer at all times. Crane

operations must cease where wind speeds exceed the maximum figure stated by the specific crane's manufacturer.

All Subcontractors/Services Providers of Ground One Civil shall ensure all Pick and Carry cranes have an Active Dynamic LMI system installed on all Franna cranes (or equivalent as approved by the project). All operators must have been trained in the use of the Active Dynamic system. Pick and carry cranes not manufactured by Franna will need to demonstrate they have an equivalent system installed including a side slope alarm system that hydraulically intervenes and prevents a further deterioration of the alarmed condition.

Evidence of registration of all lifting plant such as mobile cranes, concrete pumps etc. from a government agency such as WorkCover, Worksafe or Workplace Health and Safety Queensland must be provided and available with maintenance records.

All cranes and lifting equipment must be examined and certified before first use, inspected at least quarterly (or as per project requirements), and re-certified at least annually by a competent person with records available on site.

Dogman/rigger must complete a visual check of all lifting equipment prior to use.

All Subcontractors/Services Providers of Ground One Civil must supply the manufacturers/engineer's certification for all lifting points on all plant and equipment.

All lifting gear and rigging, including rubbish removal skips, must be structurally sound, fit for purpose and designed for lifting (with certified lifting points and safe working load identified).

All loads must be slung by a competent dogman.

An exclusion zone must be established around all crane operations.

Erection, climbing and dismantling of tower cranes should only be performed outside of working hours.

A competent person must be appointed to develop an overall lifting plan or lift study and oversee all lifting activities.

Work involving cranes and lifting equipment must be planned and conducted in accordance with the requirements for high-risk construction work.

All rubbish removal skips, must not be filled above their top edge and must be covered to prevent loose material falling out while they are being lifted.

Daily lifting coordination meetings must be held where more than one crane is in use.

Verification of Competencies must be provided for all operators and dogman.

Before lifting activities commence an appropriate Permit to Work approved by persons with the appropriate authority must be in place.

4.3 Light vehicles

All drivers and passengers must abide by road rules when operating a vehicle (i.e. have a valid driver's licence, to wear a seat belt, not overload the vehicle).

All Subcontractors/Services Providers of Ground One Civil who hold a Provisional 'P1' Driver's Licence (Red 'P' Plate) are not permitted to drive vehicles on the project.

All Subcontractors/Services Providers of Ground One Civil with provisional 'P2' Drivers (Green 'P' Plate) must gain approval from project prior to driving on site.

All light vehicles (that will access the project site) must be fitted with first aid kits, UHF radio, fire extinguishers, reverse beepers, handbrake alarm warning systems, a working horn, effective windscreen wipers and wheel nut indicators.

4.4 Fall Prevention

Work at height should be eliminated as far as possible. Where work at height cannot be eliminated, the most practical form of physical barrier must be installed to prevent persons or materials falling.

If work at height is required and it is not practical to install physical barriers, or work needs to occur outside the physical barrier, full body harnesses must be used to provide either fall restraint or fall arrest protection. Evidence of 'work at heights' training including the correct use of all harness types, must be provided before work at height using a harness commences.

Where fall arrest/restraint is used a rescue plan must be documented, communicated, and trialled prior to commencement of the work.

Permit must be completed prior to use of a harness.

4.5 Perimeter Protection

All structures under construction or demolition from which persons or materials can fall must be effectively protected by physical barriers of sufficient height and strength to prevent people and materials from falling or being blown off the edge of the structure, e.g., screens, scaffolds, guard rails.

Exclusion zones must be in place and enforced wherever a risk of falling objects exists.

4.6 Access Systems

Access to general work areas or floors should be provided by the full permanent solution wherever possible. Where this is not possible, temporary staircases of adequate width and complete with handrails should be provided.

4.7 Scaffolds, Temporary Works and Working Platforms

All proprietary systems shall be designed erected and used in accordance with the manufacturer's recommendations and have appropriate engineering sign-off as necessary.

4.8 Ladders

The use of all types of ladders must be minimised as far as reasonably practicable by effective work planning and employing safer means of working at height.

Unless a risk assessment determines otherwise, step ladders must only be used for conducting short duration work (i.e., work lasting less than 15 minutes) or work in confined locations and only if three points of contact can be maintained.

All Subcontractors/Services Providers of Ground One Civil must inspect ladders at least quarterly and maintain records of these inspections.

4.9 Excavations, Piling and Tunnelling

All ground and civil works must be assessed, and the safest practicable methods employed to carry them out with all work being planned and conducted in accordance with the requirements for high-risk construction work.

Excavations > 1.5m must be benched, shored, or battered back/sloped to a safe angle as determined by a competent engineer in the excavation design process.

The Ground Penetration Permit must be completed prior to commencing excavation work.

4.10 Works On, Over or Adjacent Water

Personnel working on, over or adjacent to water must wear life jackets (where there is a chance of drowning) with all work being planned and conducted in accordance with the requirements for high-risk construction work. Suitable rescue equipment must be available within or near the work area. Persons required to wear life jackets must be trained in the correct fitting and use of the jackets.

4.11 Temporary Electrical Supply

Electrical supply panels must be sufficient in number, located in close proximity to work areas to minimise trailing cables, secured to prevent unauthorised access.

All electrical circuits, including mobile generator sources, must be protected by an Earth Leakage Circuit Breaker (ELCB), Residual Current Device (RCD) or a Ground Fault Circuit Interrupter (GFCI), fitted at the source.

All electrical equipment including RCDs must be inspected as per project requirements.

Maximum lead length is 30m.

Temporary Electrical supply must comply with AS3012.

4.12 Work on Electrical Systems

Works on live electrical systems must not be undertaken, except where deemed absolutely necessary by a competent person for fault-finding, testing/commissioning work or where the electrical supply cannot be interrupted.

Where work on electrical systems is carried out, effective precautions must be taken to eliminate electrocution and work must be planned and conducted to address any risks identified. All work on electrical systems requiring isolation must have a Permit in place prior to any work commencing. A Lock-Out Tag-Out (LOTO) procedure must be in place and included in any SWMS.

Any work on electrical circuits, equipment and tools must only be carried out by a competent person.

4.13 Lighting

Adequate lighting that matches the demands of the job and the location must be provided to supplement natural light as required.

Lighting towers must be inspected prior to use each day.

4.14 Hazardous Substances (HS) / Dangerous Goods (DG)

All hazardous substances / dangerous goods should be removed from site at the end of each day unless it is not practical to do so. If not possible, HS/DG (e.g., fuels oils, chemicals, solvents, pesticides, fertilisers) must only be stored in small amounts in a well ventilated, purpose-built, bunded roofed area. The storage area must display appropriately signage, have isolated drainage, and be located away from high traffic areas, pedestrian zones and sensitive areas. Dangerous goods storage areas must be equipped with spill kits and appropriate firefighting equipment.

The project must approve all HS/DG prior to them being brought onto site.

All Subcontractors/Services Providers of Ground One Civil must have a current Safety Data Sheet readily available at the HS/DG storage locations and on site where the substance is used.

All Subcontractors/Services Providers of Ground One Civil employees must be trained in the safe handling and storage of hazardous substances.

4.15 Fire Prevention Measures

Fire loadings and sources of ignition must be risk assessed and appropriate fire precautions must be taken.

Flash back arrestors shall be in place on the regulator end of supply hoses for oxy acetylene welding and cutting sets. Flash back arrestors shall be annually inspected.

Smoking is only permitted in specifically designated smoking areas.

All hot works processes that are likely to produce sources of ignition such as burning, grinding, heating, welding, flame cutting, etc. must be controlled, planned and conducted in accordance with Permit requirements.

4.16 Work in or Adjacent to a Railway

No work is permitted in a rail corridor without an approved and valid Site Access Permit, Safe working Management Plan, Safe working Protection Plans and authorisation by the Track Force Protection Coordinator Lev 3.2 minimum.

Prior to undertaking any work, all personnel must attend and endorse both the Construction Pre-Work Brief, Safe working Pre-Start Brief and the relevant SWMS.

5 Environment and Sustainability

5.1 Stormwater, Sediment and Erosion Control

All activities where land is cleared, excavated, or disturbed must implement and maintain sediment and erosion control devices to prevent topsoil loss and the degradation of land quality as well as the export of soil, silt or sediment offsite.

All project operations must prevent water pollution by employing adequate controls to prevent any pollutants from entering adjacent drainage areas such as watercourses, water bodies and stormwater systems through uncontrolled discharges.

5.2 Flora and Fauna

All works need to assess and manage the potential risk to flora and fauna. Works cannot commence unless the appropriate permits / approvals obtained and implemented.

This includes the installation of environmental "No Go Zones" to delineate areas of environmental significance. No personnel are authorised to enter or remove without authorisation.

5.3 Air and Noise Emissions

All activities involving excavation or disturbance of soils or vegetation must explore preventative controls and then implement physical controls (e.g., covering of stockpiles, water spraying) to prevent and/or minimise the generation of dust and to reduce or eliminate dust being introduced to the atmosphere.

All noise and vibration related impacts on occupants, visitors and surrounding activities/owners must be assessed and mitigation measures put in place.

5.4 Heritage and Artefacts

Works may not commence in any area without appropriate heritage assessment being undertaken, and Any activities on the project must comply with the projects Cultural Heritage Management Plan and/or Heritage approval.

Works that involve the discovery of items that may be of cultural or archaeological significance must cease until competent persons are able to make a determination on the status of any potential artefact(s).

5.5 Materials Selection

Products and materials containing recycled content or packaging should be used as a preference to non-recycled (virgin) materials. This information should be retained and reported.

All timber products should be from proven legal sources. All construction timber should also be from sources that undertake sustainable land management practices and are supported by relevant recognised industry documentation (e.g., Forestry Stewardship Council certification) to confirm the timber was grown and harvested in a sustainable manner.

All manufactured products such as paints, carpets, furnishings, sealants, adhesives used within internal spaces or buildings should be preferably selected to emit low/ no Volatile Organic Compounds (VOCs).

All refrigeration and/or cooling equipment must not contain or use Chloro-fluoro carbon (CFC) gases.

Any soil or fill materials imported to site for landscaping purposes, including recycled aggregates, must be accompanied by documentation to validate that the materials are suitable for use onsite in accordance with any legislative requirements.

5.6 Waste Management

All recyclable solid wastes (paper/ cardboard/ plastic/ glass/ timber/ metals/ fluorescent lighting/ printer cartridges/ICT equipment) must be segregated for recycling purposes and volumes reported.

5.7 Contaminated Sites

All excavation, movement, treatment, processing or remediation of contaminated soil or groundwater must be planned and performed in accordance with all statutory requirements and guidelines.

5.8 Resource Usage Reporting

The Subcontractor / Service Provider must provide on a monthly basis, a statement setting out all information required under the National Greenhouse and Energy Reporting Act and any similar statutory requirements in respect of the Subcontractor / Service Provider greenhouse gas emissions, energy production, waste disposal and energy usage arising out of or in connection with the Subcontractor / Service Provider's performance of the work.

6 Communication and Community Relations

6.1 Approach

A range of stakeholders will be affected by our works, both directly and indirectly. These include:

- Businesses
- Residents
- Road users
- Train users

6.2 Noise mitigation measures

The following shall be implemented as necessary where feasible and reasonable for noise generating activities:

- Erecting sound barriers such as acoustic hoarding, shipping containers or berms around the noise generating equipment, site, or combination of the two.
- Enclosing machinery in acoustic containers where applicable.

There should be no direct line of sight from sensitive receptors to noisy activities.

6.3 Working out of hours

Unless otherwise advised by Ground One Civil works can only be undertaken during regular working hours.

In the event that permission is provided for works to be carried out outside of regular working hours, any night works around residential areas must carry out the following as a minimum.

- completes noisy works as early or late as possible in the shift
- uses less noisy non-tonal ('broadband') style reversing beepers on machinery (frannas/excavators/trucks/utes)
- positions temporary lights to face our works, not residences
- uses the most appropriate equipment for the job
- don't beep horns at the end of the shift

6.4 Vehicle Management and Parking

To minimise impacts on local businesses and residents, all project staff are required to park in designated parking areas.

Trucks and construction machinery shall not be queued or parked on public roads before 7am.

No truck associated with the work should be left standing with its engine operating in a street adjacent to a residential area.