



PBS PROJECT EHS PLAN

Revision W (1 Feb 2022)

Project name:

Project number:

Project address:



Preface

Excerpt of the PBS Management System Manual - Section 1.4.6

How and when we use environment, health, and safety (EHS) plans

Our EHS Plan details how we manage these for any project:

- Key risks
- Impacts and hazards that affect the environment
- Health and safety

We develop a project-specific EHS Plan when we control any project and the contract value is more than \$250,000.

It references:

- EHS site rules
- emergency planning and response
- requirements
- legislation
- any other workplace initiatives that apply to the project

The project manager uses the Project EHS Plan template to develop the project-specific EHS Plan. They consult with key stakeholders during this process.

The construction manager and EHS&Q manager must approve the plan. This should happen at least 1 month before construction starts.

The project team must maintain the plan and review it regularly to ensure it complies with our Safety Guide and legal requirements. You can find our Safety Guide on our intranet.

We do not require a project-specific EHS Plan for:

- works under \$250,000 (we consider these minor works)
- short-term works to fix defects after a project is complete

When we don't need an EHS Plan, we complete and follow these documents:

1. Risk assessment using the Project Risk Register template
2. Emergency Management Sub-Plan
3. High risk safe work method statement (HR SWMS)
4. Project Records for Quality template (to manage outcomes)



Revision status

PBS Project EHS Plan				
Date	Revision (in numbers)	Description of updates	Reviewed by	Approved by

Table 1 – Project EHS Plan revision status

NOTE: All printed paper or hard copies of this document are uncontrolled. We keep the controlled copy on our intranet.

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1.0

INTRODUCTION



Introduction

1.1 About us

PBS Property Group, and our relevant entities (PBS), is an award-winning leader in our industry.

We project manage, design, and construct property developments including but not limited to:

- residential
- commercial
- industrial
- retail
- office
- apartment
- aged care / retirement living
- mixed-use

We started as a residential builder in the Australian Capital Territory (ACT) in the late 1980s. We then expanded into Sydney in 1998, followed by Brisbane and Hervey Bay in Queensland.

Guided by our directors, we value excellence in environment, health, safety and quality (EHS&Q) practices.

We aim to inspire, innovate and deliver in every project and place we work in Australia. This philosophy guides our teams as they deliver valued solutions for our customers and complete each project safely, on time, and on budget.

We have teams in the ACT, Queensland and New South Wales, and we actively participate in the communities we work in.

Directly and through our staff and contractors, we establish and maintain effective:

- work environments
- equipment
- training
- systems

This helps us ensure healthy, safe, and learning workplaces.

1.2 How we operate

We have a board of directors and a senior management team. They provide direction and strategy which supports our business.

Our corporate team oversees our business systems and our ICT, EHS&Q, HR, marketing, and finance departments.

We operate in NSW, ACT and QLD and have offices in each location. Each location is a separate business division.

Each business division is led by a general manager who is supported by construction managers and commercial managers. They give our site teams direction and assistance.

Site teams may include a:

- project manager
- site manager
- foreman
- leading hand
- EHS manager or coordinator
- contracts administrator
- engineer
- cadet and construction workers

There won't always be all of these people in each team. Sometimes 1 person will take on multiple roles. We explain who is responsible for what in our Roles and Responsibilities for each site.

You can see our organisational chart and how we report to one another in [Annexure 3](#) of the Management System Manual.



1.3 Our commitment to environment, health, and safety

Our highest priority is the environment, health and safety (EHS) of our workforce.

We tailor every Project EHS Plan to make sure it addresses the specific needs of the project.

1.4 What we mean when we refer to common job titles

When we say a job title in this plan, such as “general manager” or “construction manager”, we mean the person who is responsible for the role in this specific project.

For example, if this plan is for a project in NSW and we say general manager, we mean the general manager in NSW.

If this plan is for a project in ACT and we say general manager, we mean the general manager in the ACT.

1.5 Definitions

We define terms in this document in [Annexure 11](#).

1.6 Our policies

In workplaces we follow processes that proactively:

- manage the environment
- protect the safety and wellbeing of all employees, contractors and people in the community

We develop our policies with a range of employees and senior management. Senior management are 100% committed to all of our policies.

You can find our policies on our intranet. We also communicate them when we induct employees and site personnel, and clearly display them in our workplaces (in offices and at construction sites).

We have these policies:

- [Discrimination, Bullying & Harassment Policy](#)
- [Environment, Health and Safety Policy](#)
- [Freedom of Association Policy](#)
- [Impairment \(Alcohol and other drugs\) Policy](#)
- [Industrial Relations Policy](#)
- [Injury Management and Return to Work Policy](#)
- [Quality Management Policy](#)
- [Smoking Policy](#)
- [Social Media Policy](#)

We evaluate policies at least once a year to make sure they are still relevant to our business and the work we do.

If we don't make any changes, we approve and sign off on each policy at least once every 2 years.

The public can read our Environment, Health and Safety Policy here on our website:

<https://pbsbuilding.com.au/policies/ehs-policy/>



1.7 Our Management System

Our Management System integrates all the tasks we do to manage our business and projects.

We want information to flow seamlessly between our main processes. This helps us produce a high quality and safe product for our customers, on time and on budget.

The Management System explains the framework and procedures for how we deliver any service we offer. This includes how we plan, deliver and handover our construction projects.

We structure the Management System to make it easy for us to follow a **continual improvement cycle**: Strategy > Implement > Improve.

You can find our Management System on our Intranet and through Procore Training Centre.

This diagram shows how certain requirements influence our policies and the way we structure our Management System:

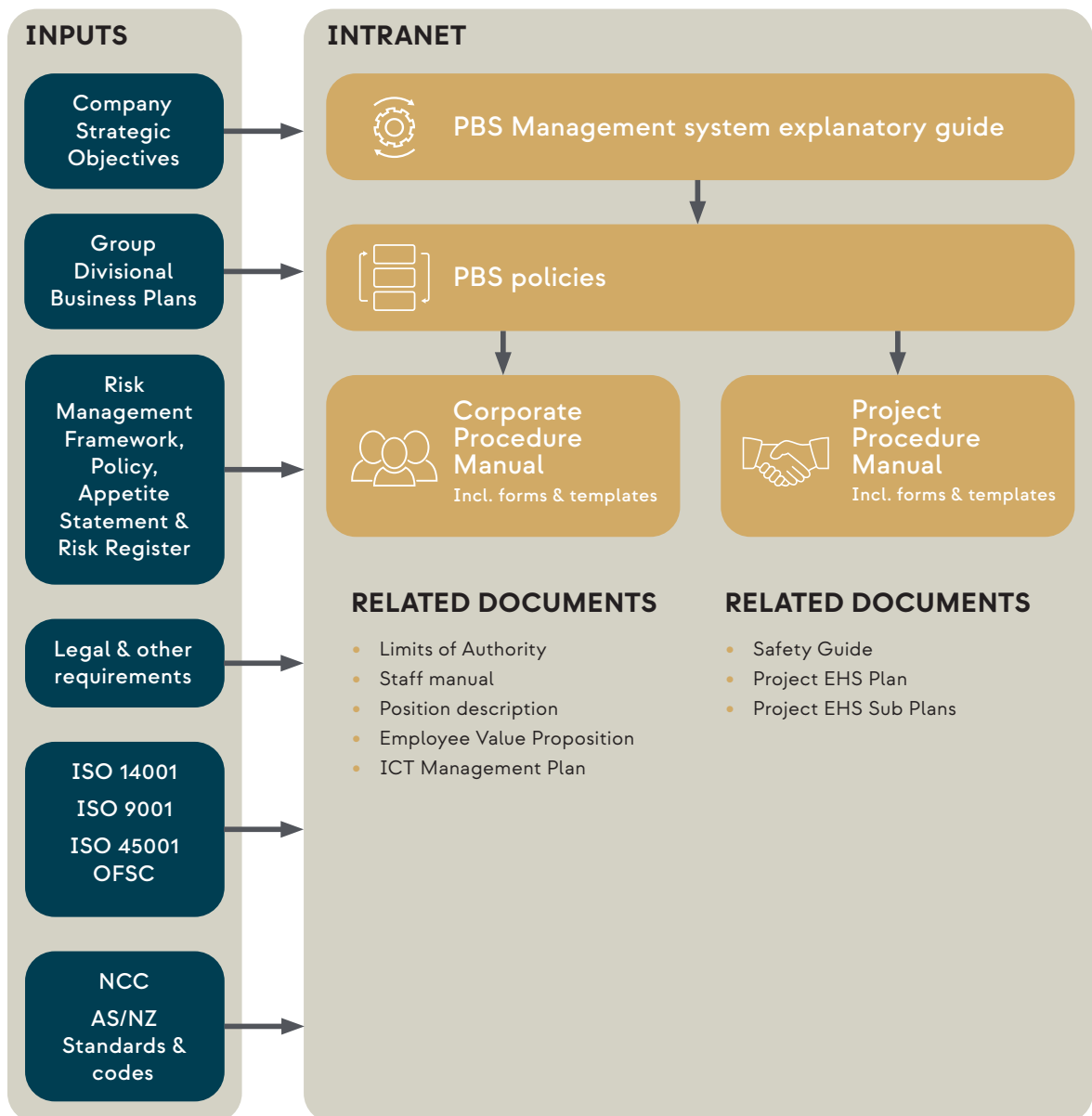


Diagram 1 – An overview of our Management System



1.8 About this Project EHS Plan

1.8.1 What this plan is designed to do

We use a Project EHS Plan to manage all EHS aspects of a project, including key risks.

The Project EHS Plan:

- is the main document for EHS management within the [Project Procedure Manual](#)
- includes related sub-plans
- includes the [Project Risk Register](#)

We follow the requirements in [the preface of this EHS Plan](#) to decide if we need a Project EHS Plan for a project.

To prepare the plan, we use the EHS Plan template on our intranet and in Procore.

1.8.2 The role of the Project Procedure Manual

This Project EHS Plan is contained within the Project Procedure Manual.

The Project Procedure Manual has a sophisticated set of EHS&Q procedures, and details how we manage:

- the environment
- the quality of our work
- workplace health and safety

[Chapter 11 Safety Guide](#) and [Chapter 12 Quality Guide](#) of the Project Procedure Manual have support information for safety and quality.

1.8.3 The role of the Project Risk Register

The Project Risk Register is a live document. We must use it in all workplaces.

It captures all of these we identify for EHS&Q:

- Aspects & impacts
- Hazards & risks
- Legislative requirements

This allows us to implement controls to eliminate or mitigate risk, or reduce harm if a risk occurs.

1.8.4 The role of Project EHS Sub-plans

We use the [Project Risk Start Up Meeting](#) to determine if we require an EHS sub-plan. Sub-plans detail how we manage specific risks that apply to a project.

We link controls in the Project Risk Register with relevant sub-plans. The sub-plans show how we implement and monitor controls to ensure they are effective and efficient.

These 5 sub-plans are mandatory on all projects that require a Project EHS Plan:

- [Quality Management Sub-Plan](#)
- [Emergency Management Sub-Plan](#)
- [Fit for Work, Alcohol and Other Drugs Management Sub-Plan](#)
- [Environmental Management Sub Plan](#)
- [Hazardous Chemicals and Dangerous Goods Management Plan](#)

Additional [sub-plans](#) are to be agreed by the site team at the Project Risk Startup Meeting.

Section 2.1.1 details how we decide if other sub-plans are needed for this project.



1.8.5 How these documents align

We use all of these documents together with our [Management System Manual](#) (the Manual, which is located in the Procore Training Centre).

The Manual details:

- the framework and procedures for how we deliver any service we offer
- how we plan, deliver and handover our construction projects
- how we manage EHS&Q in our workplaces

You should read the Manual when you read this plan.

Together, these documents and this framework form our Management System.

The Management System as a whole achieves and holds third party certification, including:

- Australian and international standards for safety, quality and the environment
- accreditation with federal and state authorities

1.9 Revisions and changes to documents

1.9.1 How we control documents and data

The EHS&Q national manager controls all relevant EHS&Q documents and data.

They must:

- ensure the current version is up to date and others can access it on via our Intranet or through Procore Training Centre.
- update us by email if there are any changes made to a document.
- archive irrelevant or superseded documents and remove copies from the workplace

We name documents on the Procore Drive this way so it's easy to identify them:

Location.document number, name, (revision number)

e.g. **P11.01 Project EHS Plan (Rev W)**; where P11 stands for Project Procedure Manual Chapter 11.

Our Procore Training Centre has a document control register which shows:

- who owns the document
- when the document was created
- the document number we assign to it
- if the document has been revised and when

After a document is downloaded or printed, we call it 'uncontrolled'.

We use 2 main software platforms to help us implement and meet the requirements of our Management System. These are called [Procore](#) and [SignOnSite](#).



1.9.2 How we revise this plan and the EHS Plan template

Revisions to this plan

Table 1 shows the revision history of this plan. Any changes must be recorded in this table.

Either the EHS manager, project manager, or an approved representative audits all of these once every 3 months:

- This Project EHS Plan
- The **Project Risk Register**
- Any related sub-plans

They do this to check if any changes are required.

If changes are required, we follow these steps:

1. Make the change
2. Update the date and revision number on the front page
3. Complete all the columns in **Table 1** to record and explain the change
4. Keep a record to show we have communicated the change (we keep this with the new version)
5. Archive the old Project EHS Plan, but keep it available for future audits

If there are minor changes to this plan, we re-issue this plan to all staff and contractors. We do this regularly, and at least within 3 months of the change.

If our Safety Leadership Team approve and release a **best practice** since the date of the last revision, we update the **Project Risk Register**.

Revisions to the EHS Plan template

If there is a major change to the EHS Plan template, we must implement the change across any active construction projects within 3 months. This starts from the date the EHS&Q national manager approves the change.

We update the template footer to show the latest version and the date it was released.

After we update the template, we will email all staff the changes that were made.

1.9.3 Management Systems Improvement Process

Should a change to the management system or a document be required or requested, undertake a **Management System Improvement Request Form**.

We make request for changes to the management system or a document within the **Management System Improvement Request Form**. We discuss and agree the proposed changes with our team and construction manager before we submit the form. We submit the form to our EHS&Q manager and send a copy to Corporate.

Our EHS&Q manager discusses the request with the Safety Leadership Team who recommends the change to the Senior Management Team for approval.



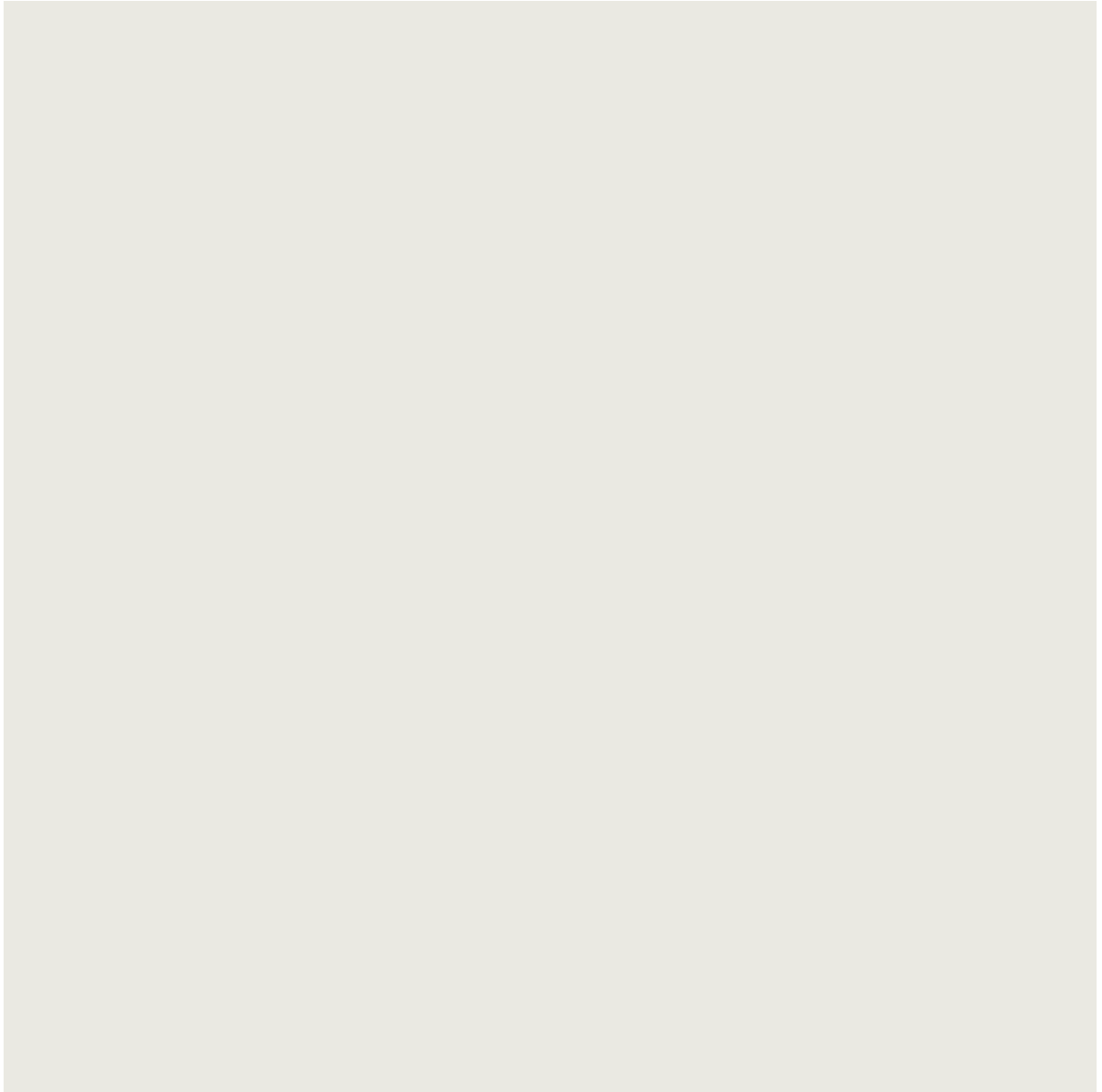
1.10 About this project

1.10.1 Project team

The construction manager and project manager prepare an organisation chart specific to this project. You can find this in [Annexure 3](#).

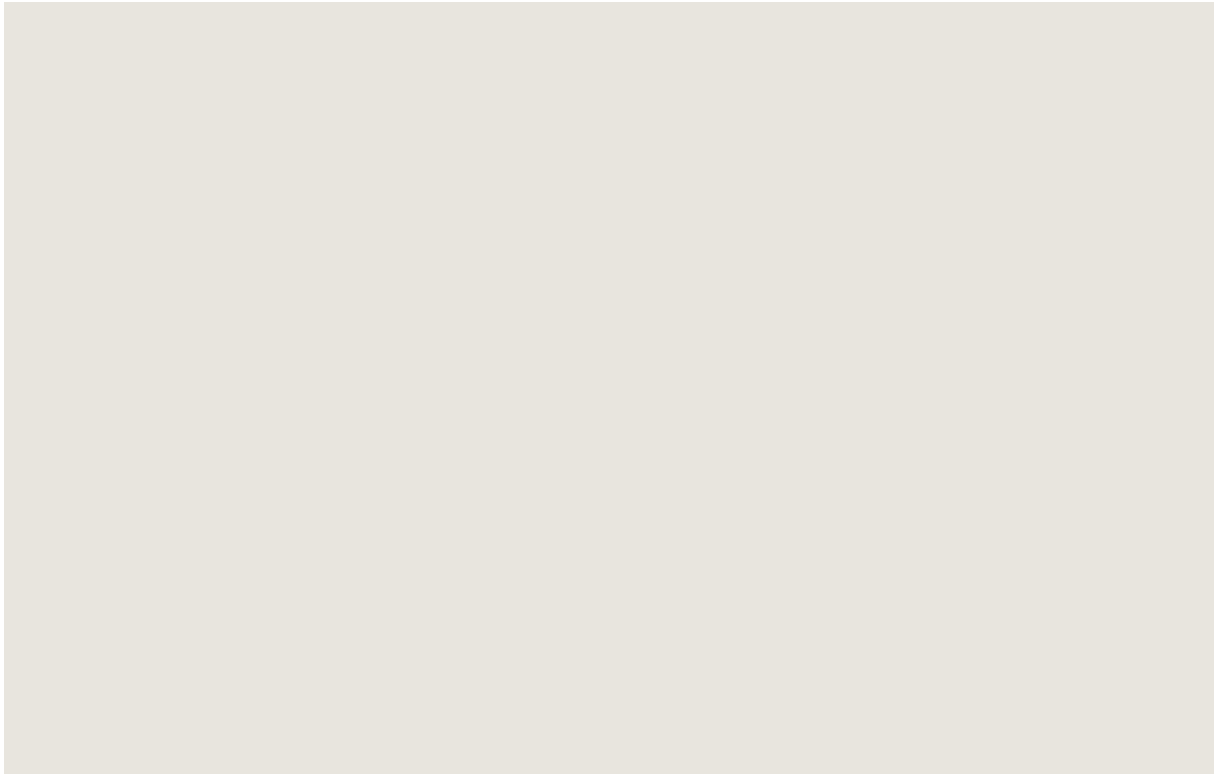
It includes the names and positions of key people who work on this project and how we report to one another.

1.10.2 Project site location

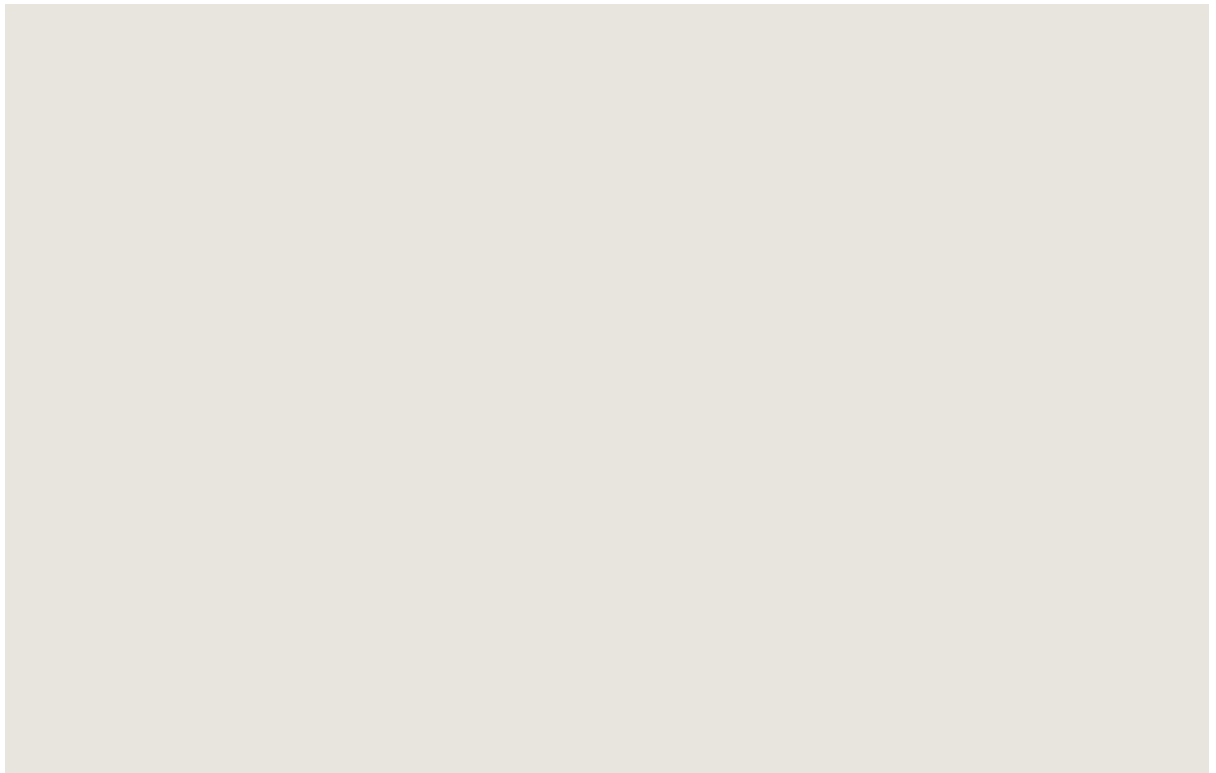




1.10.3 Type of contract



1.10.4 Project description



2.0

STRATEGY



Strategy

2.1 Risk management procedure

Our highest priority is the health and safety of people who:

- we employ
- we engage to work at our workplaces
- occupy or use the buildings we construct

We value communication and transparency with our contractors, by doing so it helps to identify and action risks associated with our work.

Our work involves high risk activities, so we follow management systems and processes to reduce these risks.

2.1.1 EHS&Q risk management

Project Risk Register

All our workplaces must have a [Project Risk Register](#).

The register is a live document that captures identified EHS&Q impacts, hazards and legislative requirements. It assists us to identify and implement controls to reduce the risks. The project team will review all risk, the risk would then be identified and the project team agree that a sub plan is the best option to mitigate the risk.

Section 2.2 details how and when we use the [Project Risk Register](#).

Permit system

We use a permit system for certain high risk construction work.

It includes activities that may not be classified as high risk, but we rate them as a risk that could cause serious harm or injury to a worker and have decided to implement additional controls.

You can find more information about permits in Section 3.8.

High risk safe work method statements

All high risk construction work as defined by the legislation requires a high risk safe work method statement (HR SWMS). Each HR SWMS must be specific to the project and activity it relates to.

Section 2.2.1 details how and when we use a HR SWMS.

Risk management plans from external parties

If an external party provides a trade-specific management plan, we add any new risks from their plan to our [Project Risk Register](#).

For example: traffic management, demolition, or asbestos removal.

Approval of sub-sub contractors

If a subcontractor plans to sub-sub-contract part or all of their work, they must provide all EHS&Q and legal documents prior to work commencing on the project.

The construction manager or project manager decides if they will approve it.

On-site safety

Our employees, contractors and visitors must comply with all:

- instructions we give at site inductions
- relevant policies, plans and procedures for safety
- Risk management through Procore observations or inspections.

We clearly and regularly communicate these at the start of a project and throughout its life-cycle.



2.1.2 Design risk management

If we are responsible for the design, we request a [Design Safety Report](#) from all consultants. We then hold a Design Safety Review meeting to close out design issues for the project.

In consultation with the consultants, the design team will discuss the risk and opportunity at the design stage and corrective actions to mitigate the risk under these four key headings:

1. Design development
2. Construction
3. Occupation
4. Dismantle

We use the review to identify risk during design stage prior to construction.

The project manager and construction manager oversee any ongoing design changes that could significantly impact EHS&Q, and add them to the [Project Risk Register](#).

At project handover, we request a design safety report from our client's consultants to the level of the design handed over. This is normally in the Principle Project Requirement. The project manager then reviews the design documents and design safety report at a design safety report review meeting which will be held with the client's consultants.

We follow these steps during and after the meeting:

1. Review EHS&Q risks or opportunities
2. Record them in the [Design Safety Report Review template](#)
3. Inform and agree with the client or their representative on the outcomes of the report
4. Add any ongoing risks to the [Project Risk Register](#)
5. Manage and track risks with the construction manager

We use the Project Risk Register to document any unresolved risks we need to manage during construction that we identified in:

- the [Design Safety Report](#)
- any other Design Safety Report review

We follow [Section 1.2](#) of the Project Procedure Manual if we manage a workplace, or the client gives us temporary access and control of a specific area to investigate:

- related works for a construction project that is yet to commence
- minor works that do not meet the definition of a construction project
- minor works that involve high risk construction work

2.1.3 Quality risk management

We identify risks and implement controls to manage the quality of construction. This is important to minimise the need for re-work or to fix defects.

We complete various checks, tests, and verification at critical hold and witness point stages. This is to ensure construction activities meet the requirements of the contract.

We also implement a project-specific [Quality Management Sub-Plan](#) to monitor and control quality. This is mandatory for every project.



2.2 Hazard identification, risk assessment and control (HIRAC) procedure

We follow a procedure to identify, assess and control risks.

This ensures that we:

- identify and record potential hazards
- assess the level of risk associated with each potential hazard
- define the controls needed to manage each hazard

The [Project Risk Register](#) is the main document we use for this process.

About the Project Risk Register

The [Project Risk Register](#) is a live document we develop before construction starts.

It captures all identified EHS&Q impacts, hazards and legislative requirements. It also helps us identify and implement controls to reduce the risks.

Project Risk Startup Meeting

The [Project Risk Startup Meeting](#) is held with the project team prior to the development of the Project Risk Register.

On completion of the Project Risk Startup Meeting the [Site Establishment Checklist](#) needs to be completed. Unless otherwise directed by the construction manager or project director.

Elements of a Project Risk Register

Open risks from the design phase

The [Project Risk Register](#) documents unresolved risks from the [Design Safety Report](#) that need to be managed during construction.

Level of risk for all hazards

The [Project Risk Register](#) documents and calculates the level of risk for all hazards we've identified in:

- this Project EHS&Q Plan
- the workplace

We only list impacts, hazards and risks we rate as 'moderate' or above.

We control low risks via:

- routine standards
- procedures
- specific training
-

We also record any hazards that relate to specific high risk construction work. This work must have an associated [HR SWMS](#).

High risk construction work is defined by the legislation [Harmonized Regulations, Section 291](#) and can be viewed in our [High Risk Construction Work Poster](#).



Control measures

The Project Risk Register details specific and adequate control measure(s) that relate to each impact and hazard.

The control measures are consistent with:

- the Hierarchy of Control in the Project Risk Register
- PBS Management System
- applicable legislation
- codes of practice
- Australian standards
- PBS Safety Guide

Our Safety Guide details our safety standards, and the minimum controls we use to mitigate and control risks.

We use the Project Risk Review Meeting to decide if we need additional EHS&Q sub-plans. For example, to manage noise or cranes. Sub-plans that relate to this project are shown in [Annexure 1](#).

The Project Risk Review Meeting is held with the project team to discuss all risk for the project to close out the Project Risk Register. At this meeting it is agreed as to what sub plans are required for the project.

How we prepare and follow the Project Risk Register

We hold a workshop with the PBS project team to prepare the [Project Risk Register](#). In this workshop, we take into consideration any comments and feedback from other key stakeholders, such as:

- our client by reviewing principal project requirements (**PPR**)
- our client requirements (**E.g. Global Minimum Requirements, Minimum Standards**)
- people from design and construction workgroups
- end users
- maintenance personnel
- government and community representatives (where appropriate)
- design safety report

If there is a level of risk associated with a potential environmental hazard; including biological, physical, and chemical/ atmospheric contaminants, we take into consideration the history of the site and any available information such as Hazardous Materials and Substances Registers. Where this information is not available, we seek expert advice from environmental consultants or hygienists qualified to provide the required controls to manage the risk. The qualification of the expert will vary depending on the nature of the risk and be determined in consultation by the project team.

If the construction will impact on external stakeholders such as;

- Local traffic conditions
- Neighbouring businesses, such as petrol stations, schools, shops, hospitals, airports
- Neighbouring residents
- Local council requirements
- Neighboring or adjacent building structures, its materials and or foundations

Stakeholder feedback including control measures will be recorded in the PRR to eliminate or reduce the impact so far as is reasonably practicable.

During construction, we manage and control hazards in the [Project Risk Register](#) with these methods:

- a. Forms on our intranet and in Procore that capture, control and monitor impacts and hazards
- b. Control measures in our [Safety Guide](#) and the sub-plans that are part of this plan
- c. A [HR SWMS](#) for tasks classified as high risk construction work by relevant WHS legislation
- d. Standard safe work processes
- e. Adequate supervision, instruction and training (that considers people's skills, experience and age)
- f. Routine inspections, including positive and negative observations
- g. Site audits and incident investigations

Internal and industry alerts

We also consider the principal project requirements to determine if a control measure is effective in managing impacts and hazards to reduce the potential for workplace incidents.



If we need to communicate with key external stakeholders about hazards and controls, we do it either:

- directly via letter drops, public notice boards, or consultation sessions
- using the protocols for feedback set by the client

Who reviews and maintains the Project Risk Register

As a group, these people review the Project Risk Register at the project risk review startup meeting to ensure it's accurate:

- Project manager
- Site manager
- EHS&Q representative
- EHS&Q regional manager

We keep a record of who attends these in the Project Risk Register.

They do this:

- when there is a change, including a design change, that could significantly affect EHS&Q
- during project review meetings, while reviewing upcoming activities
- at least once every 3 months

Senior members of the site team maintain and control the live Project Risk Register on site.

How we communicate changes to the Project Risk Register

When we update the Project Risk Register, we inform all staff and contractors about the change.

We may do this by:

- an induction into the plan
- a toolbox talk
- a site-specific induction
- A communication will be sent to all relevant persons with an updated link to the document

How workers should report a risk

Any worker can report a hazard or impact.

They do this by reporting the risk or hazard in conjunction with their supervisor or a PBS site team member through a documented observation in Procure.

2.2.1 High risk construction work

A **high risk safe work method statement (HR SWMS)** must be developed before any high risk construction work commences. It must be specific to the task and the workplace conditions for the Project and comply with Legislative requirements.

Any contractor we engage for high risk construction work must submit a **HR SWMS** in conjunction with the high risk checklist for us to ensure the steps are in place for the tasks they are undertaking prior to commencement.

If construction work is not deemed high risk by legislation, we do not require a **HR SWMS**. However, subcontractors must provide us evidence that their employees, workers or other agents have been consulted or trained in routine safe work processes.

This may be via:

- training registers
- induction into the subcontractors WHS Plan
- toolbox talks

We follow the **HR SWMS** checklist, which is an inspection template in Procure, to review every HR SWMS. Our review of every HR SWMS allows us to assess each risk individually and implement proper control measures. If we uncover new risks to the project during this process, we add them to the Project Risk Register.



2.3 Mandatory process for EHS&Q hazards and impacts

Forms, the [Project Inspection Agenda](#), checklists or templates are mandatory if they relate to impacts and hazards and we reference them in this plan.

2.4 Legal and other requirements

In the Project Risk Register, we list all of these that apply to this workplace:

- WHS legislation
- Environmental protection legislation
- Other relevant legal or applicable requirements.

You can access current legal and other requirements for all of our workplaces. They are on our intranet or in the Safety Guide, or can be requested through the EHS&Q national manager.

Other key legislative requirements are available to the public via regulators and industry associations.

[Annexure 2](#) lists key legislation, including legislation that applies to this project.

We monitor and report all waste results and any other environmental reporting at the end of each month. We submit this information to the EHS&Q manager in the EHS&Q report.

You can find a list of Australian Standards that we have identified as relevant to the company operations and commonly apply to project and site activities in our Safety Guide.

2.5 EHS&Q rules for the workplace

The project team develops specific EHS&Q rules for every site or workplace. We display these at the entrance to the workplace and in other prominent locations.

The purpose of the rules is to:

- manage WHS hazards and risks, and environmental aspects and impacts
- address any of our clients' requirements
- address specific legislative and regulatory requirements
- meet the standards in our Safety Guide
- ensure we record all visitors to the project in the Workplace Visitors Register or SignOnSite
- prevent or reduce the risk of harm to the environment, surrounding community, and other stakeholders

Anyone who enters our workplaces must comply with the requirements of our [Impairment \(Alcohol and Other Drugs\) Policy](#).

Our site teams must ensure every visitor observes the rules for the site, and is recorded in the Workplace Visitors Register or SignOnSite.



2.6 Objectives and targets for EHS&Q

We outline the objectives and targets for this project in this plan.

They focus our efforts, and help us achieve positive results for the environment and the health and safety of all workers and visitors to this workplace.

2.6.1 How we achieve EHS&Q objectives and targets

We use the yearly EHS&Q objectives and targets to set performance strategies for our project team.

These strategies ensure our project team:

- give positive reinforcement to our employees, subcontractors and service providers
- effectively train workplace personnel so they are competent in all work activities we engage them for
- upskill personnel who do not have adequate skills
- promote an inclusive culture on site
- create a healthy, positive and learning workplace environment
- regularly complete positive and negative observations and inspections
- report incidents in a reasonable time
- conduct thorough investigations, communicate effectively and evaluate corrective actions where required
- record and report on EHS&Q progress against targets
- provide effective injury management and Return to Work programs
- effectively manage waste
- promote and implement strategies to protect the environment

2.6.2 How we monitor progress against EHS&Q objectives

We consider these factors when we establish and review our EHS&Q objectives and targets:

- Annual EHS&Q requirements
- Legal requirements
- The views of interested parties
- Our options to address issues in the context of operational and business constraints

Our key EHS&Q objectives and targets are listed in Section 2.6.3 (below). We report on progress against these in regular project review meetings. Annexure 10 outlines how we do this.

[Section 4.2](#) of this plan outlines how we monitor our workplaces.

We use the following methods to evaluate performance, and determine how effective any corrective actions we took were:

- EHS&Q audits of the workplace, at least every 3 months
- External audits of certain projects, twice a year

We monitor and review the following to evaluate the EHS&Q performance of our employees, subcontractors and workers:

- Workplace activities
- EHS&Q management plans, where they apply
- HR SWMS
- Observations via regular inspections, or inspections of service providers and the workplace EHS&Q Committee



2.6.3 Annual EHS&Q objectives and targets

Our EHS&Q objectives	Our EHS&Q targets	Project target targets
LEAD INDICATORS These measure our processes, activities and conditions for performance and help us predict future results.		
APPRECIATION AND INCENTIVES All projects implement an appreciation and incentives program for EHS&Q. This drives positive reinforcement of best practice at a project level. We award employees, contractors and workers based on task observations, performance sampling and inspections, initiatives, or other ways.	Quarterly	1 every 3 months
KNOWLEDGE SHARING We share best practice initiatives and knowledge with the rest of the company.	100%	1 per project
CULTURE The project team must develop 1 or more positive initiatives for the project. E.g. House keeping across the site	100%	1 per project
HEALTH AND WELLBEING All sites and other workplaces must implement at least 1 health and wellbeing initiative and evaluate the outcome. This could relate to healthy eating, medical assessments, mental health, better health, skin checks, exercise, green wall or indoor plants, hours of work to manage fatigue risks, or other initiatives.	100%	1 per project
LEADERSHIP AND PERFORMANCE Each site must complete minimum observation and inspection requirements. This positively influences performance outcomes. Procure: (Inspections = EHS&Q site assessment checklist) (Observations = P&N Observations)	100%	Inspection: 1 per month Observations: 3 per week
LAG INDICATORS These measure processes that are linked to past events and give us data on past performance.		
Reduction in Lost Time Injury Frequency Rate (LTIFR) per million productivity hours.	<9	<9
Reduction in Medical Treatment injury Frequency Rate (MTIFR).	<8	<8
No injuries to the public as a result of our construction projects.	0	0
All incident investigations and related reports are completed and closed out on average within 10 days.	<10 Days	<10 Days
Reduction in falls of material and people incidents.	<18	<5
ENVIRONMENT		
Reduction in EPA Notices for environmental damage.	<1	<1
WASTE All projects must implement waste minimisation, material recycling, and re-use initiatives to promote resource recovery and divert waste from landfill.	>85%	>85%

Table 2 – Annual EHS&Q objectives and targets



2.7 EHS&Q targets for this project

The project team must complete this table to detail how they will achieve the targets in [Section 2.6.3](#).

The project manager must ensure these targets are met. They report on progress at regular project review meetings.

Lead indicators	Description of the initiative	Implemented date	Evaluation date
APPRECIATION AND INCENTIVES			
APPRECIATION AND INCENTIVES			
APPRECIATION AND INCENTIVES			
APPRECIATION AND INCENTIVES			
APPRECIATION AND INCENTIVES			
APPRECIATION AND INCENTIVES			
KNOWLEDGE SHARING			
CULTURE			
HEALTH AND WELLBEING			
LEADERSHIP AND PERFORMANCE			

Table 3 –EHS&Q targets for this project



2.8 Procurement of goods and services

We follow the requirements in the Project Procedure Manual when we procure goods and services.

The project manager must ensure procurement is in line with the:

- Project Procedure Manual
- Contract requirements
- Limits of Authority

2.8.1 and 2.8.2 (below) explain how we manage EHS&Q when we procure goods or services.

2.8.1 Goods

Any goods we purchase must comply with the relevant Australian standards.

They must meet all of these when they are installed and used:

- Approved codes of practice
- Compliance codes
- Guidance notes from relevant government regulators or industry organisations.

2.8.2 Services

Subcontractor Performance and Assessment for Procurement

All Subcontractors wishing to be engaged by PBS for Goods & Services must be Vetted prior to engagement using the Tender Interview process and documented within the [Record of Tender Interview Form](#).

The project manager, or the person in charge of tendering, must also:

- provide to the Subcontractor the documents outlined in Section 2.8.3
- complete reference checks on past performance. New Subcontractors are to submit a minimum of 3 references for checking.
- review the subcontractors EHS&Q performance on previous or current PBS projects

We then use the Letting Advice to assess the Subcontractors EHS&Q ability to perform the works using a risk rating of High, Medium or Low.

High and Medium risk trades must have additional controls put in place to manage the risk. Low risk trades do not require any additional control measures.

The control measures are recorded on the Letting Advice and signed off in accordance with the Limits of Authority.

The team provide the following statement to all invitations to treat:

'The Code for the Tendering & Performance of Building Work 2016 applies to the Building Work associated with this Project. By submitting an Expression of Interest in, or Tender for, this Project, you will become subject to the Code for the Tendering and Performance of Building Work 2016.'

An opportunity exists for all Subcontractors and Suppliers to Tender on Projects. The level of compliance will be assessed post-Tender to ensure all Subcontractors and Suppliers engaged, work in conjunction with our mandatory EHS Requirements and Statutory Requirements. Where it is deemed that the Subcontractor / Supplier EHS Compliance is sub-standard to our requirements, PBS may, at its own discretion assist the Subcontractor / Supplier to the expectation by way of Consultation, or direction to Third-Party Consultancy.

Subcontractors Performance is continually monitored at a project level via the Observations Tool in Procure. Observations Statistics will be reviewed progressively and post-Completion and commentary / performance ratings documented within the Directory Tool in Procure.

At the completion of a project, if appropriate, PBS review subcontractor overall performance via the lessons learned template in Procure and risk rating assessment in Procure. The Project Team is responsible for providing commentary on the Subcontractor / Supplier performance in Procure.



2.8.3 How we manage subcontractor EHS&Q

Subcontractors and other workers must be able to plan and adequately identify impacts and hazards that relate to the work they do in a workplace.

The project manager, or person in charge of the tender process, must provide these to all sub contractors at tender:

- Project EHS Plan, Quality Plan & related sub-plans
- Project Risk Register for the site, with any **best practices**
- PBS Safety Guide
- Contractors Compliance Manual
- HR SWMS in Procure under inspections and to be completed prior to work commencing on site
- Other information that applies to the work they will do

This information is also included on the **Record of Tender Interview form**.

We use the **Record of Tender Interview form** to record the tender interview with the subcontractor during the tender period.

During the interview, we also record these on the form:

- That the subcontractor received the safety information
- They have allowed for it in their response
- They comply with our EHS&Q requirements

Subcontractors must give us these documents before they start work or do any work which requires these:

1. Evidence that they can supply competent or qualified labour to the project. For example: a training register for high risk construction work licenses.
2. Electrical and equipment registers.
3. Evidence that they consult, communicate and collaborate. This can be achieved in various ways. For example, through the daily briefing, site tool box to discuss daily risk that is held by the complete site. We require a minimum fortnightly toolbox talk from each subcontractor.
4. Hazardous Chemicals and Dangerous Goods Register and associated safety data sheets. We must be informed if any hazardous chemicals or dangerous goods will be used on the project.
5. Plant Risk Assessments for each piece of plant that will be used on site.
6. HR SWMS for all legislated high risk construction work.
7. Other project-specific requirements. For example, ours or our client's requirements.
8. Trade specific risk management plans. These are the asbestos removal, blast, demolition and traffic plans.

We communicate any changes to this plan or its related documents to all subcontractors.

Subcontractor supervisors must prove they have communicated the following to all of their workers, and any new workers during the project:

- This Project EHS&Q Plan
- The Project Risk Register and any related sub-plans
- Any future revisions to this plan or the register

This is covered through daily briefing and inductions.

Any worker has the right to read this Project EHS&Q Plan at any time.



2.9 If there are unexpected finds on site

If workers come across an unexpected hazardous material at one of our workplaces, they must move away from it and immediately inform one of our supervisors.

We follow this procedure when we uncover a hazardous materials on site:

1. Evacuate area and inform a PBS representative
2. If safe to do so, cover the suspect material
3. Set up barricade with signage to prohibit access to area
4. Engage a suitably competent person such as a occupational hygienist to sample the suspected hazardous material.
5. If the material is found to be hazardous, follow recommendations of the hygienist to remediate the area.
6. Notification to the authority advising on hazardous materials identified is required to be submitted within 48 hours.
7. Once a clearance certificate has been received, barricades can be removed and the area can reoccupied. PBS notification requirements can be included in the process.

2.10 Lock Out or Tag Out isolation procedure

2.10.1 Plant

If we identify faulty or defective plant and equipment which could impact health and safety or the environment, we:

- isolate it from use
- physically lock it out to prevent unauthorised or accidental use

If plant and equipment is hired, the supplier or hire company is responsible for maintaining it.

If they don't and we find it requires maintenance or repair or could be a risk, we quarantine it. We also attach an Out of Service Tag.

If personnel at a workplace see faulty plant and equipment, they should inform PBS. The supervisor will ensure the company complies with its maintenance requirements or is removed from site.

2.10.2 Electrical

The electrician we contract to provide power at our workplaces must ensure their works comply with:

- electrical codes of practice
- Australian standards, such as AS3000 electrical wiring, AS3012 and AS3010
- any acts and regulations that apply to the state or territory the workplace is in

The electrical contractor we engage must ensure the requirements of our Isolation and Energisation permit are followed. If the contractor has their own robust permit process, the project manager may allow them to follow that for the project. The project manager will document it in the Project Risk Register.

After each temporary board is energised, the electrical contractor must give us a completed copy of a Certificate of Compliance of Electrical Work (or related state or territory document).

Subcontractors must ensure their electrical equipment has been tested and tagged by a competent person. Workers must conduct individual visual checks before any use.

If an electrical device or tool is out of date or not fit for purpose, the item must be tagged out or removed from site until a competent or qualified person fixes it.

We require:

- all Residual Current Devices (RCDs) to be tested monthly
- trip times to be provided to our personnel every month
- all electrical equipment & electrical powered tools to be tested at least once every 3 months

We communicate these requirements at each workplace induction. We also communicate our permit procedures at the induction.

3.0

IMPLEMENT



Implement

3.1 Structure, responsibility and accountability

We are the principal contractor. We manage and control the project and its environment, health, and safety.

All subcontractors, consultants, suppliers and other contractors or workers must comply with:

- their employer's EHS Management System (or an equivalent system)
- related HR SWMS
- our Project EHS Plan (this plan)
- the site rules
- our Safety Guide
- legislative requirements that apply to the project
- reasonable direction from PBS site manager or EHS&Q representative

These people are accountable for implementing our Management System in each business division :

- EHS manager
- EHS coordinators
- Construction manager

This plan details how people report to one another for this project, and the key positions that have responsibilities for EHS&Q. The construction manager and project manager prepare this information as a chart (see [Annexure 3](#)).

[Annexure 4](#) shows the EHS&Q responsibilities for this project, and key responsibilities for EHS.

The roles and responsibilities will be agreed on at the project startup meeting in relation to the resourced roles. E.g. If there is no site engineer, then these roles will be taken on by the site manager and contract administrator.

We file all signed statements electronically, and reference where they are kept in [Annexure 5](#) of this plan.

3.2 EHS training

Our people operations manager and EHS&Q national manager must ensure that an EHS&Q training framework is developed and maintained through the training matrix. This facilitates learning and development across our organisation.

New starters or when a person's responsibilities change

When a person starts a new role or their responsibilities change, we assess their training needs against the employee [Minimum Training Requirements \(MTR\)](#).

We then:

- plan what training they need
- assign appropriate training courses

Our people operations team will file the training courses on the Employees HR Management System.

Ongoing training reviews

An employee's manager reviews their individual training needs at least once a year as part of the Career Planning Discussion process.

If an employee needs formal training, they can complete a [Training and Development Request form](#) and give it to their manager for approval. The manager will then send it to people operations who will action it .

After the employee completes the training, their manager must send an updated record to people operations. People operations will update the employee's profile in the HR Management System.



Training evaluations

An employee who undertakes training must complete a [Training Evaluation form](#) after they complete it.

This allows them and us to evaluate the training based on how effective or valuable they found it. The evaluation form must be approved by the employee's manager and sent to people operations.

Project-specific training

The Project EHS [Training Planner](#) identifies the project-specific EHS training needs and skills for our employees at a construction level. For example, confined space entry, environmental awareness, spill management and plant operation.

The project manager approves and maintains the planner, with the EHS manager or coordinator.

The project manager must complete a [Training and Development Request form](#) to request training at a specific project or workplace.

After the general manager approves the training, we:

- decide if it needs to be internal or external training
- organise the training
- record the date it is completed
- record how long the training is valid for

3.2.1 Training for the EHS Committee and health and safety representative

Where a health and safety representative is elected for a project, they are entitled to attend these courses in work health and safety:

- a. An initial 5 day training course
- b. a 1 day refresher training each year (with the first being 1 year after the initial training)

For projects in the ACT, when we are the principal contractor for a major construction project (over \$5M), we establish a health and safety committee for the project. We do this within 2 months of the day work starts on the project, in line with the requirements of section 76 below.

The ACT major projects consultation with the eligible Union's notification has to be made according to the Work Health and Safety Act section 50A prior to the commencement of the project.

Health and Safety Committees – Division 5.4 WHS Act – Section 75

Division 5.4 health and safety committees reference Section 75

The person conducting a business or undertaking at a workplace must establish a health and safety committee for the business or undertaking or part of the business or undertaking within two months after being requested to do so by a health and safety representative for a work group of workers carrying out work at the workplace or five or more workers at the workplace.

Other Consultation Arrangements

Some workplaces may need a mix of HSRs, HSCs and/or other consultation arrangements tailored to suit the workers and the work environment.

If there is not an EHS committee nominated for the project, the project will undertake the following:

A consultative group will be set up involving a site walk with all contractors supervisors after the weekly subcontractors meeting. Any findings on-site will be recorded as observations in Procore.

Some other methods of consultation that may be undertaken include:

- Toolbox Talks and Daily Pre-Start via SignOnSite Briefing
- Contractor walks
- Notice boards
- News letters



3.3 How we record training

We keep records of employee training in the workplace. Our people operations team maintain copies in our HR Management System.

The minimum records we keep are:

- course outline or content
- completed attendance records using the Training Attendance Record
- completed Training Evaluation forms
- assessment results (except RTO delivered training where results may not be available)
- associated certificates of completion
- evidence that the trainer is competent in the area they are training in
- evidence that the EHS&Q national manager approved the trainer

We keep these records at a project or workplace via SignOnSite:

- Required qualifications
- Required skills
- Specific industry induction requirements for workers that are not employees (if required)

3.4 How we induct a worker

When we induct a subcontractor's employees into a workplace, they are to upload the following into SignOnSite:

- General Industry OHS Induction/Safety Awareness Training for the Construction Industry Induction Card
- photo identification that must include worker's current postcode, such as a driver's licence
- and all relevant tickets, VOC's and high risk licences.
- Asbestos awareness training accreditation (ACT only)

We use SignOnSite for all inductions and we submit all induction records using the app.

We develop an induction specifically for a workplace using the SignOnSite Induction Template. All workers must do this induction.

Prior to attending the workplace induction a worker can enter their credentials and information into the SignOnSite passport. This passport can be shared at the time of induction.

If a worker cannot provide any of the minimum requirements, we are unable to induct them or allow them to enter the workplace to undertake construction activities.

PBS project team must go through the project site rules and site facilities e.g. evacuation assembly point & secondary evacuation assembly point. On completion of this, PBS project team review the workers induction on SignOnSite and accept prior to worker commencing work.

All workers must also wear the mandatory personal protective equipment (PPE) that is outlined in the induction and EHS rules for the site or workplace.

People who work in our workplaces must be suitably skilled and trained. If required, they must be certified or licensed to perform their work. This eliminates or minimises risks to health and safety, and the environment.

These are the minimum requirements for subcontractors and other workers at our workplaces:

- General Industry OHS Induction/Safety Awareness Training for the Construction Industry
- Consultation and induction training in specific HR SWMS or related documents that apply to the work they do
- Proof of competence for all operators of mobile plant or equipment before the worker operates that plant (with associated plant risk assessments)
- Induction to the specific workplace via SignOnSite for site specific site rules
- Relevant certificates of competency and other work-related training, such as confined space entry, plant operation, or others
- Asbestos Awareness Training (10314NAT or 10675NAT) for all workers in the ACT
- Working with Asbestos Containing Materials for specific trades in the ACT



3.4.1 Work experience and student placement (WESP)

We support young and inexperienced workers who wish to enter the building and construction industry. We must follow certain rules to ensure the health and safety of the individual and others in our workplaces.

Before a WESP worker enters a site, we must review and approve all the documents and processes that the WESP coordinator has submitted to PBS to ensure risks are considered low.

WESP workers are NOT AUTHORISED to conduct high risk activities in our workplaces.

A program provider is an organisation we may work with to facilitate WESP work at a construction site.

Program providers and subcontractors must do all of these:

- Give us copies of their insurance for WESP workers
- Supply all WESP workers with agreed PPE and train them on how to use it correctly, including any associated limitations before they start any work activities
- Induct them into their EHS policies and procedures
- Train them as a minimum in competencies of:
 - General introduction to Construction Industry - White Card
 - Manual handling
 - Ladder usage under 2m working deck
 - Working with hand and powered tools of trade
 - Asbestos Awareness (ACT mandatory requirement)

We must receive written evidence of all of the above competencies before the WESP worker arrives at the site for induction.

These people may attend a 'meet and greet' session with the WESP worker(s):

Our project manager

- Our site manager
- Our EHS manager
- Program providers or subcontractors
- WESP worker(s)
- Their supervisor(s)

We use this session to explain how a building site works, our expectations, and the expectations of the hosts for the WESP worker. We document the session using a Toolbox Talk form, and write down any questions and answers during the session.

Every WESP worker is to be SUPERVISED AT ALL TIMES. They are not to be placed in a high risk situation, such as using power saws or 225mm grinders, or exposed to potential high risk fall from height.

The WESP must:

- be issued with the correct PPE for the site and the task
- comply with strict PPE requirements for the workplace
- not leave the site unless the project manager and program provider approves it in writing
- participate in the Daily Pre-start and acknowledge the brief via SignOnSite and a fortnightly toolbox talk with the contractor they are working for
- follow our site rules located on the site noticeboards or in prominent location(s)

If they don't, they will be removed from the site.

Our site supervisors regularly monitor work activities to check they are suitable and comply with the processes we approved.



3.5 Visitor induction

This is our process when 'one-off' visitors (unlikely to return) come to the workplace:

1. The visitor must report to our management representative
2. The visitor must sign the Workplace Visitors Register or into SignOnSite, and record their time of entry
3. One of our representatives must accompany the visitor. If we approve it, another person who has been inducted may accompany them (but we must approve it each time)
4. The visitor must sign out and record their time of exit

The following people must hold the General Industry OHS Induction/Safety Awareness Training for the Construction Industry, and comply with all of the above:

- Regular visitors (people who require access twice a month or more)
- People who do construction-related work (activities not specifically defined as construction work)

All visitors must wear the mandatory PPE outlined in the EHS site rules.

All visitors must comply with the EHS site rules and follow all instructions and directions of the representative accompanying them.

The project manager or site manager for the project will manage the process if prospective buyers, lessees or similar wish to tour or inspect an apartment or building that's under construction.

The project manager will inform the client manager if there are any planned visits or inspections from regulatory authorities or unions.

3.6 How we consult, communicate and report

Our EHS&Q management systems detail our consultation processes. We follow these processes when we consult with others or resolve issues.

We outline agreed consultation arrangements for this workplace in this plan. We also list them on our [EHS Consultation Statement](#) which must be completed and displayed in a prominent location(s) at all of our construction projects.

Our consultation process (and relevant WHS legislation) requires the people who work on a project to consult, share and supply project information with:

- all workers or their representatives
- PCBU (person conducting business or undertaking)
- other subcontractors or service providers with management or control

This is to make sure EHS&Q management issues are appropriately discussed and agreed.

This includes the opportunity for workers to respond and contribute to EHS&Q issues that affect them. They can do this either through:

- the workplace EHS Committee
- the EHS Consultation Group
- health and safety representative(s)
- other agreed arrangements between the employer and workers



3.6.1 Role of the Safety Leadership Team (SLT)

The SLT is one of our many avenues for EHS&Q consultation.

SLT members include a representative from each Designated Work Group, GM, CM, EHS&Q regional Manager and a PM & SM from the project that is visited. Other senior management representatives may join at any time.

The objective of the SLT is to:

- assist and cooperate with managers and employees implement and review improvements to the way EHS&Q is managed in all business areas.
- Create and maintain an active interest in EHS&Q at workplaces to help reduce:
 - a. work injuries
 - b. work related illnesses
 - c. dangerous occurrences

The SLT achieves this objective through these functions:

Training and education

Consider training, education and promotional actions to create and strengthen a proactive EHS culture at all of our workplaces.

Review incidents

Review workplace incident reports and/or the [Incident Register on Procore](#) to:

- provide an overview of investigations and corrective actions
- identify any incident trends that may be developing
- seek opportunities to develop a best practice or lessons learned
- distribute lessons learned to all business areas

Safety Leadership Team Meetings

The SLT meets every 3 months, however, these meetings can be held monthly if the region deems it necessary. These meetings can be held in person or via phone or video conference or on one of the projects. Minutes of each meeting are recorded and made available for our employees to review on our intranet.

Meeting minutes must consider our EHS performance since the last meeting. This includes the Incident Register and may include a review of system documents and procedures. This meeting includes a forecast of any upcoming HRCW.

In line with legislative requirements, the SLT receives any EHS recommendations made by committees or consultative groups on our projects and will decide what action to take.



3.6.2 How we record consultation

The project manager or site manager must prove that workers have been included in discussions on how we consult on EHS in the workplace. This includes employees and service providers, if it applies.

This is recorded through SignOnSite on their induction record or on Procore through a toolbox meeting.

The manager generally shows this via the minutes of an EHS committee or toolbox talk meeting, where they put forward and discuss the EHS Consultation Statement.

Subcontractors and other people who manage or control a business or activity at one of our workplaces must:

- consult with their employees on issues that may impact EHS, such as via a toolbox talk
- record the consultation
- upload copies into their Procore folder or forward them to the project manager or one of our representatives on site

Consultation also means that all employees, subcontractors and other workers must report hazards and incidents.

Our employees must do all of these:

1. Report hazards by completing an Observation in Procore. [Click here for an example.](#)
2. Report any contact with the community, such as complaints or other contact related to EHS. They can either:
 - Complete an Observation in Procore
 - Direct the person to any community liaison service
 - Direct the person to follow the client's established complaint process
3. Report all incidents immediately, and notify the construction manager and EHS&Q regional manager immediately in writing through Procore.

A person who holds a WHS Entry Permit or equivalent for another state may enter a workplace to:

- consult with relevant workers on WHS matters
- investigate a suspected breach of the WHS Act

The person must follow the requirements of the [Safe Work Australia Right of Entry Legislative Fact Sheet](#), or the Australian Building and Construction Commission (ABCC) On Site app.

3.6.3 How we display EHS information

As a minimum, the site team must display the following information at a prominent location(s) at the workplace including notice board(s):

- All policies referred to in [Section 1.6](#)
- DWG members details and their photos
- EHS committee member information and photos
- EHS Consultation Statement
- EHS committee meeting minutes
- Regulatory notices issued
- PPE requirements
- Site rules
- Site layout with:
 - all emergency assembly points
 - location of firefighting equipment
 - site amenities
 - location of the spill kit
 - signage on how to store hazardous chemicals or dangerous goods at the workplace
- Nearest hospital or medical centre details
- First aid officer(s) photo and contact details
- Any mandatory local authority posters or communications such as those from the ABCC, SafeWork or WorkSafe

This is to ensure all workers can view, discuss, and take note of EHS information.



3.6.4 Toolbox talks, pre-start talks, and other ways we consult

All workers must be inducted into their company system and any relevant HR SWMS prior to commencing site induction.

Before we start work each day, all workers must acknowledge the daily brief on [SignOnSite](#).

If we're not using SignOnSite, each subcontractor supervisor must provide the following to our site supervisor to include into a pre-start meeting:

- EHS&Q matters from the previous day(s)
- activities for the current day
- trade activities that interface with us or other trades
- changes to emergency access and the control measures

The pre-start meeting can be recorded using our [Daily Pre-start template](#) or a similar document that the subcontractor uses.

Each subcontractor supervisor must inform our site manager or equivalent manager what works they will do the following day. This ensures the SignOnSite brief is current for all trades who will attend the site that day.

We conduct toolbox talks with our site construction workers as required for site risk. Our subcontractors must do the same. This keeps employees and other workers up to date on conditions and changes to the workplace that may affect EHS&Q. We also hold daily briefings to discuss the daily site risk.

We record other formal EHS&Q-related meetings in our EHS Committee Meeting Minutes form. We may use the form when we discuss:

- this plan
- SWMS for high risk construction work or a specific work task that's equal to high risk
- other relevant EHS&Q matters

3.6.5 EHS records and reporting

The project team records and reports all EHS&Q matters to the construction manager and regional EHS&Q manager in line with [Annexure 10](#).

The managers collate all reports and records to produce EHS&Q statistics. These stats help the business:

- identify trends in EHS&Q performance
- track progress against the yearly objectives and targets shown in [Section 2.6](#)
- identify impacts, hazards and incidents across all projects and implement corrective action

Via Procore reporting tool, site teams are able to provide a monthly EHS report which capture the above requirements.

The project manager or appointed representative must follow the requirements in this plan to monitor, record, report, and retain information for all of the following:

Hazardous Substances Recording

All PBS staff are to be briefed on the requirements for hazardous substances in relation to [Chemwatch](#). Sub-contractors to provide SDS and SDS register, PBS to email to chemwatch. The process is in [Procore Training Centre](#).

Special conditions

Document any special conditions and requirements that apply to the project in [Annexure 8](#).

Inspections and monitoring

Inspect and monitor these daily, weekly and monthly for the project:

- EHS matters
- Compliance with legislation
- Compliance with our [Safety Guide](#) and site rules



Incidents and observations

Report incidents and complete the relevant investigation reports.

Record all EHS incidents and positive and negative Observations in Procore or hard copy. If in hard copy, scan and email them to the relevant manager.

Track the incident or observation to completion if it relates to a notifiable incident because of a failure to comply with:

- legislation
- site EHS rules
- system requirements
- our [Safety Guide](#)

A notifiable incident may be a critical incident or work-related injury that results in lost time or medical treatment.

Corrective actions

Take appropriate corrective action closed out as soon as practical to eliminate the cause of an incident or observation, and prevent it from happening again.

Use the Hierarchy of Control principles in the [Project Risk Register](#) to decide the most effective control measure(s).

Monitoring corrective actions

Monitor how effective a corrective and preventive action is for up to 30 days after an incident or observation happens.

Close out any Incident Report and Incident Investigation for a notifiable incident.

Using Injury Grab N Go Packs

Use an [Injury Grab N Go Pack](#) for all incidents that require medical treatment, the Grab N Go is to be completed by the medical practitioner with suggestions for alternate suitable work duties, and reference to the resources we have to manage injuries.

Making sure EHS audits are completed

Facilitate the completion of EHS audits for the project using the [EHS Internal Audit Report](#).

Close out any findings.

Notifying the relevant manager of impending audits

Inform the EHS manager or general manager if the workplace will be audited by a second party (such as the client). This allows staff at a divisional or national level to attend, and manage any corrective and preventive actions.

Maintaining the correct registers

we maintain several registers as required, these are;

- SDS Register using chemwatch or hard copy register onsite where applicable.
- electrical registers
- equipment registers on Procore
- training registers, and;
- incident register on Procore

Ensuring proper access to first aid facilities

Ensure a current safety data sheet or access to ChemWatch is available to first aiders and workers who will use the product.

Reviewing products

Review products classified as hazardous by the safety data sheet. Use ChemWatch to review and determine if a non-hazardous (preferred) or less hazardous alternative is available for use.

Conducting formal meetings

Conduct and document formal site meetings and reviews to discuss project EHS management and performance. For example, project team meetings, subcontractor meetings, EHS Committee or DWG meetings.



Collecting and collating EHS statistics

Collect and collate project team and subcontractor EHS stats and performance results for the month.

For example, incident reports, first aid treatment injuries, medical treatment injuries, lost time injuries, or incident reports.

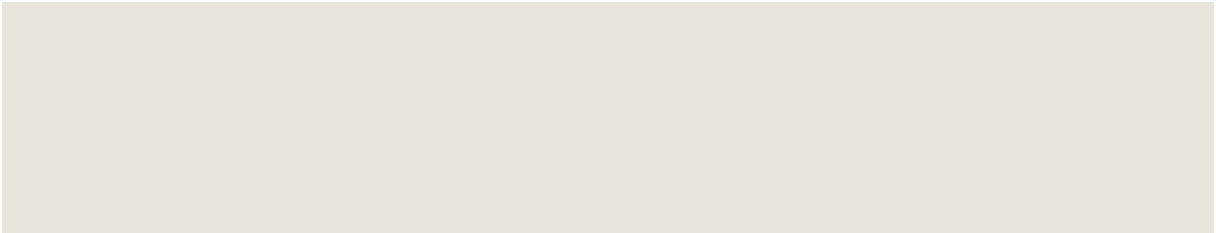
Reference to Procore reporting tool to undertake monthly EHS reports monthly for submission to the board.

Presenting data

Present consolidated monthly data at project reviews to senior management.

Following client reporting requirements

Insert any client reporting requirements here:



Using appropriate tools for non-critical incidents

For non-critical incidents, use the necessary tools and reporting lines detailed in this plan.

Community Complaint

We record any community or EHS-related complaints as an 'Observation' under 'Community Complaint' in Procore. We also direct the person to any community liaison service, or ask them to follow the client's complaint process for the project.

The project manager must be informed about any community complaints. If the issue cannot be resolved locally, the project manager will inform the construction manager and general manager.

If all attempts to resolve the issue fail, our managing director will consult with our board of directors who may involve external parties (such as authorities) in the issue resolution process.



3.6.6 How we report workplace incidents

If an incident or injury occurs that is more severe than we can treat on site, the project or site manager or EHS representative must report it directly to the regional EHS&Q manager and construction manager.

In the event of a notifiable incident or dangerous occurrence, the site team are to follow the direction of the flow chart below. Site teams are to inform emergency services if required as the first point of call, followed by the regional EHS&Q manager and regulatory authority. This notification process shall be undertaken from a site team level unless there is a fatality. In this case, project team members must notify authorities immediately with the notification then given to the EHS&Q national manager.

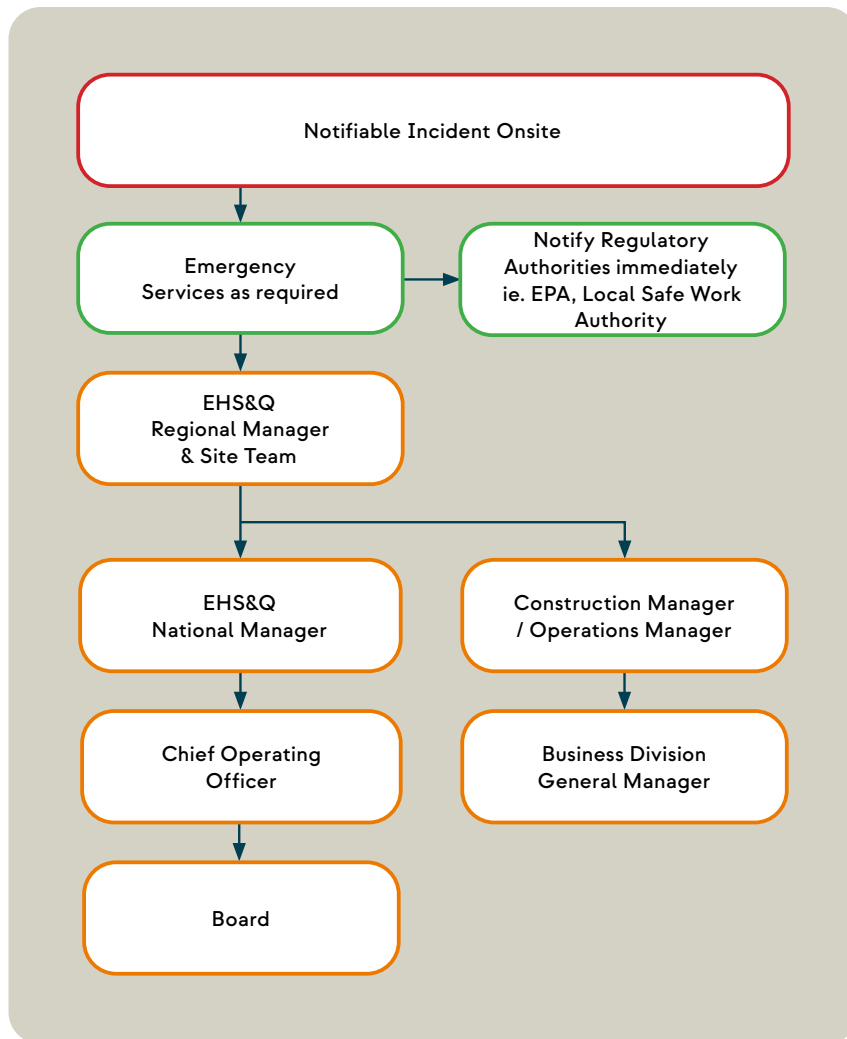


Diagram 2 - Notifiable incident reporting flow chart



3.6.7 Senior management team reporting

The senior management team comprises:

- general managers
- chief operating officer
- chief financial officer
- managing director

If there's a critical incident, the EHS&Q national manager reports directly to the chief operating officer and managing director.

The senior management team may:

- assist with and attend to any demands from regulators
- manage any necessary media reporting
- attend to any court orders or notifications from authorities
- oversee the investigation to ensure all relevant documents are gathered
- oversee any counselling program at the workplace because of the incident
- ensure any critical incident reports are complete through monthly board meetings
- assess if the critical incident was managed effectively with the staff who were involved and attend to any gaps in processes or training

We follow the process in [Table 1](#) to report an incident or similar event, and take corrective and preventative actions.

Occurrence/ Incident/ Report	Originator	Action	Close-out Responsibility
All incidents of injury more than first aid, near miss, environment harm or potential harm, plant or property damage	Project team members	Report immediately to the EHS&Q regional manager and project manager or nominated representative. Note: We notify regulators at the same time as advising the EHS&Q regional manager or EHS&Q national manager.	Project manager EHS&Q national manager EHS&Q regional manager
EHS&Q events / EHS&Q incident reports	Project manager / Site Manager / EHS&Q coordinator / EHS&Q regional manager	We enter all incidents into Procure or record them in a PBS Incident Report and Investigation form.	Project manager / Site manager / EHS&Q regional manager
EHS&Q observations	Project team members	All positive/negative observations entered in Procure using the 'Observation' tool.	Project manager / EHS&Q coordinator / EHS&Q regional manager / Site manager / Foreman
Identified actual incidents	Site manager / EHS&Q coordinator	We enter all actual incidents involving a subcontractor into Procure or our intranet using an Incident Report and Investigation form. Close out must contain corrective and preventative actions.	Construction manager / Project manager / EHS&Q coordinator / EHS&Q regional manager / Site manager / Foreman
First aid injury	Site manager / First aider / EHS&Q coordinator	First aid personnel must complete a Register of Injuries, enter it into Procure, and report it to the EHS&Q regional manager.	First aider / EHS&Q coordinator / EHS&Q regional manager



Occurrence/ Incident/ Report	Originator	Action	Close-out Responsibility
Medical treatment injury – an injury where the person is treated by a medical practitioner but returns to work without losing a shift of work	Site manager / First aider / EHS&Q coordinator	The first aider or site manager must report it immediately in Procure and notify the EHS&Q regional manager and construction manager by phone or email.	Construction manager / EHS&Q regional manager
Lost time injury (LTI) – an injury where a person loses a whole shift due to a work-related injury or illness	Site manager / First aider / EHS&Q coordinator	The first aider or site manager must report it immediately in Procure and notify the EHS&Q regional manager and construction manager by phone or email. Email sent to the EHS&Q national manager (for suspected LTI) to complete OFSC incident report within 48 hours.	EHS&Q national manager EHS&Q regional manager / Site manager /
Workers compensation / Rehabilitation	Site manager	Site manager to complete an Injury Notification form within 24 hours. Rehabilitation Monitoring form (Return to Work) and workers compensation forms as required by our Return to Work coordinator.	OFSC report - to be submitted by EHS&Q national manager
Notices and infringements served from a government authority	Authority	Project or site manager must report immediately in Procure and notify the EHS&Q national manager and general manager via phone or email. It must also be included in monthly reporting.	General manager / Construction manager / EHS&Q national manager

Table 4 – Incident reporting requirements

3.6.8 How we investigate incidents

We investigate incidents to identify the factors that led to the incident and implement processes and improvements into the system to mitigate or minimise the incident from reoccurring.

The process we use to investigate the issue differs dependent on the severity of the incident. We determine the severity using the Incident tool in Procure. The levels of severity are:

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Critical

For incidents with severity levels of Insignificant or Minor the site team led by Site Manager will complete the investigation using the Procure incident template.

When an incident severity is Moderate or higher a person holding relevant qualification such as ICAM or similar will undertake and lead the investigation using the PBS Investigation Report template. We will save the completed report in Procure as an attachment to the incident.

The National EHS&Q Manager will verify that all corrective actions are complete and will close the incident in Procure.

We recommend all system changes and improvements as a result of the investigation findings to the Safety Leadership Team and Senior Management Team for acceptance.



3.7 Emergency response and evacuation

All of our workplaces must develop and implement an Emergency Management Sub Plan specific to the workplace.

The project manager or site manager must ensure this is done. This includes appointing a competent person as defined by a person who has undertaken the internal PBS Emergency Control Organisation Leader training.

The competent person must assess the suitability, location and accessibility of emergency equipment in the ERP.

We use [SignOnSite](#) to identify which workers are on site at any time.

If we cannot use SignOnSite, we use records from each subcontractor's daily pre-start session. The session must record each employee's name and their signature. This must be given to our site office no later than 7:30am each day or before the start of each shift.

Any late workers or staggered start workers must report to our site office before their shift. They must sign into the daily pre-start on SignOnSite or PBS pre-start before they start work.

We follow the incident reporting flow chart in [Diagram 2](#) (under [3.6.6](#) above) to report emergency situations in our workplaces.

3.8 Permit procedure

The Permit to Work system controls:

- specific high risk construction work activities defined by relevant legislation
- other activities that we rate as high risk

We have a collection of permits (listed below) that we use on all projects. These allow us to implement controls to reduce the risk of harm to workers and the environment.

We must follow the requirements of every permit.

The permit holder must fill out the relevant permit and have it approved by the foreman or site manager who controls the area where the high-risk work will be done. Then work can start, and our supervisor will monitor any control measures and conduct any inspections that the permit requires.

We use these permits on a project:

- [Concrete Coring Work Permit](#)
- [Confined Space Permit](#)
- [Enter Restricted Areas Work Permit](#)
- [Excavation Works Permit](#)
- [Harness Work Permit](#)
- [Hot Work Permit](#)
- [Isolation Energisation Work Permit](#)
- [Swing Stage Work Permit](#)



3.8.1 General requirements for a Permit to Work

The permit holder must complete the relevant Permit to Work, and consult with our staff who are responsible for overseeing the works.

Any associated documents and plans should be attached to the Permit to Work so they can be used when communicating the requirements of the permit.

Before work starts, any HR SWMS associated with the work the permit relates to must be signed by all workers who are involved in the work. This verifies that they've been trained in and have acknowledged and understood the risk and controls of the HR SWMS.

If conditions or the scope of work changes, works must stop work.

We file permits electronically in a central location for each project through [Procore](#).

This includes how effective the process is, the maximum time we need a permit, and any incidents that relate to works involving a Permit to Work.

We cannot use permits for more than 1 day (or 1 shift) with the exception of the excavation permit which can be held open for 7 working days if site conditions do not change if they are operating in the same approved location.

If we need the permit for works that may go on for weeks or months, we must document it in the Project Risk Register as soon as we become aware of the need (Note: risk not to change).

The permit is only ever valid for 7 days. If we extend it beyond the 7 days, we must follow these rules every time.

If new workers start at the site, they must be inducted into the requirements of the permit before they start work.

3.8.2 Before work starts

The person who requests the permit is the permit holder. This may be a subcontractor's supervisor or an appointed person.

The permit holder completes the permit. They must inspect the work area(s) to ensure all conditions listed on the permit are, or can be, implemented and it's safe to start work.

The person(s) who will do the work must sign both of these to prove they've been consulted:

- The permit
- Any associated [HR SWMS](#), if it applies

When they sign the permit, they also confirm that:

- they have taken any precautionary controls
- they will carry out the work in line with the permit conditions and any [HR SWMS](#) that apply

Our supervisor will then authorise the permit to the person(s) responsible for the work. The supervisor must ensure every question in the 'mandatory' section is completed, or they cannot issue the permit.

3.8.3 During the work

Our supervisor who issued the permit must monitor these at least 1 time during the shift:

- The work area using observations in Procore
- Compliance with the controls listed in the permit and [HR SWMS](#)

They can record this in the site diary or site manager diary notes.

The permit holder must also monitor the works at least 1 time during the shift, to ensure they comply with the controls.



3.8.4 When the work is complete

The permit holder must sign the permit to verify that the works are complete and the area has been left in a safe condition.

Our supervisor must confirm:

- all controls have been restored
- housekeeping is acceptable
- the area is safe

The permit is then signed and closed. This means it's no longer valid.

We save it and keep it in the project file in Procore and on Procore Drive.

3.8.5 Why we may suspend works

We may suspend works if the:

- conditions of the permit are not met
- scope of works changes, perhaps due to the weather, program, or work itself

If we see any non-compliance, we must record it as a negative 'Observation' in Procore.

3.9 How we manage subcontractor EHS

Subcontractors or other workers that will carry out high risk construction work must upload a [HR SWMS](#) with an accompanying [HR SWMS review checklist](#) in Procore for PBS acceptance prior to works being authorised to commence.

Subcontractors must inform the project manager or appointed representative immediately if a regulator or union attends the site for their operations or activities.

Subcontractors must also comply with our incident reporting requirements which are detailed in the site-specific EHS rules and induction.

Subcontractors must use our HR SWMS Review checklist. This must be completed by the subcontractor prior to starting work with reference in the document for the site team to review. This is to be submitted via Procore Inspections for PBS acceptance prior to works being authorised to proceed.

All subcontractors must consult with and train their employees or other workers on any HR SWMS that relate to their work activities. The employees and workers must then sign the relevant HR SWMS to show they have been consulted and trained.

Subcontractor supervisors must also sign all HR SWMS that apply to any workers under their control. This ensures they are aware of the safe work methods for all activities they are responsible for.

Subcontractors must verify that any person who will operate mobile plant or equipment is competent, before the person can operate it.

Subcontractors have been issued the Contractors Compliance Manual and must ensure the following actions are followed correctly.

- Subcontractor to provide information in relation to their activities for site manager to add to daily briefing.
- Advise PBS of Delivery's where possible 48hrs notice.
- All Plant coming to site must be inducted to Equipment Register and MEAT inspection completed prior to entering site.
- Follow the requirements of the PBS Permit to work procedure as per section 3.8.



3.9.1 High Risk Safe Work Method Statements (HR SWMS) and EHS Plans

When we develop a [HR SWMS](#) for high risk construction work by our employees, we use the [High Risk Safe Work Method Statement template](#).

For PBS high risk activities, the foreman or supervisor who controls the works must complete a HR SWMS. They must consult with the employees who will do the work. The EHS&Q coordinator or site manager for the project will do a final review of the HR SWMS.

HR SWMS must include:

- any construction-related health and safety hazards and risks
- environmental aspects and impacts
- related control measures in the [Project Risk Register](#)
- related control measures in our [Safety Guide](#)

Collaboratively these people will review the subcontractor HR SWMS:

- Project manager
- Site manager
- EHS&Q representative

3.9.2 How we identify, control and monitor impacts and hazards

We encourage every worker to identify and control health and safety hazards and risks, and environmental aspects and impacts. They should only do this if it is safe, and they must report the issue immediately to their supervisor or one of our staff.

We encourage this via:

- workplace inductions
- toolbox or pre-start talks
- forums

Our project teams conduct observations of high-risk construction work activities against accepted [HR SWMS](#) daily. This is to verify that control measures have been implemented, and to identify safe behaviours.

We record these as a positive or negative 'Observation' in Procore.

[Section 4.2](#) outlines other EHS-related monitoring conducted by our staff or a subcontractor supervisor.

We will stop work in an area if we identify ineffective or inadequate control measures for high risk impacts or hazards. Key stakeholders (including relevant workers) must then consult as shown in [Annexure 6](#) to achieve the required control measures.

We document potential situations where we may need to monitor health in the [Project Risk Register](#). More information about this is also in the [Management System Manual \(Exposure Monitoring and Health Surveillance procedure\)](#).



3.10 How we manage EHS records

We file EHS records at a workplace level in line with statutory requirements.

Every form, checklist or template we reference or provide in Procore and on Procore Drive for the project is also mandatory. Wherever they apply to a workplace or impact or hazard, we must use them.

During the project and after it, all documentation MUST be saved on Procore Drive in the correct folders as per P09. project launch folder set up, PO9.02 folders set up note, private folder set up & public folder set up. Do not save documentation on the intranet or J Drive.

On completion of project all documentation is archived in line with regulatory requirements.

Our EHS manager will make Australian Standards available to any person on site, including subcontractors, on request.

The local [WorkSafe](#) and [SafeWork Authority](#) websites contain all legislation and codes of practice. We also keep a library of standards and codes on our intranet. The EHS&Q national manager reviews these at regular intervals.

ACT - <https://www.worksafe.act.gov.au/>

NSW - <https://www.safework.nsw.gov.au/>

QLD - <https://www.worksafe.qld.gov.au/>

4.0

IMPROVE



Improve

4.1 How we monitor plant, goods, equipment and processes

We assess the compliance of plant, equipment and processes at this workplace as per the schedule in [Annexure 7](#).

We check incoming plant and equipment using the Plant and Equipment Inspection Checklist appropriate for the item using the Equipment tool in Procore.

We maintain records on Procore using the site specific equipment tool register.

Mobile Equipment Acceptance Tag (MEAT) procedure

Before the plant or equipment arrives on site we request that the subcontractor or supplier registers the plant or equipment into the Equipment tool in Procore. We assist our subcontractors and suppliers if they are unable to register the plant or equipment themselves.

Once registered the subcontractor or supplier follows the Mobile Equipment Acceptance Tag (MEAT) procedure and complete the specific inspection in Procore Equipment tool. We physically verify that this procedure has been completed prior to the plant or equipment commencing works.

Contractors can find the [MEAT checklist](#) for specific plant and equipment in Procore. Or, we can provide a copy at the site office.

The contractor must then verify that all:

- components listed work properly
- plant operators have read and understood the Operation and Maintenance Manual
- Road registration where applicable

Plant operators must also comment on any other particulars about the plant or equipment on the [MEAT checklist](#). Any faults on the plant will be captured as an observation as part of the MEAT process and require action by the plant owner or operator and closed out prior to the plant being inducted.

In addition to the completed checklist, the subcontractor must meet all the mandatory requirements and give us specific documents such as these:

- Plant Risk Assessments
- Design Registration
- Original Equipment Manufacturers manual
- Road registration (if applicable)

Our representative will review all the documents to:

- ensure any outcomes from the risk assessment have been addressed with the plant operator
- check the accuracy of the checklist

Then

- conduct a visual check of the plant or equipment
- complete and sign the checklist
- place a MEAT sticker on the item

Project teams and members of the EHS Committee (where applicable) check the MEAT stickers each week. As a minimum, they review each MEAT every month and document the review on the MEAT sticker.

Purchased plant and equipment

The PBS project team will verify that any incoming goods (plant or equipment) purchased by PBS meet required WHS legislative specifications before they are installed or used.

If they don't conform, they record it in Procore or in a [Negative Observation Form](#) and we return the goods to the supplier. Or, if they stay on site waiting to be fixed, the manager will quarantine them and they will be Tagged Out as per the procedure in [section 2.10](#).

Calibration

We follow the manufacturer's specifications to calibrate EHS measuring and testing equipment. We do this to ensure it works properly, and can accurately verify that levels comply with company, client and legislative requirements.



Inspection and required documentation of plant before it is used

The operator must be a competent person and perform a pre-start check every day. They must record this in the pre-start record booklet provided by the owner or manufacturer of the plant item.

A competent or qualified person will need to inspect and certify plant and equipment where the configuration can be altered (such as cranes and hoists).

Only appropriately trained and experienced people can operate plant and equipment. Where required, they must hold a certificate of competency.

Subcontractors must maintain inspection and test records which are to be uploaded on Procore Drive in the Plant & Equipment register, and a Plant Register(s), for their plant and equipment.

We will review and audit the contractor's documentation lodged within Procore to ensure currency and accuracy, and that they maintain inspection and test records, and a [Project Plant Register\(s\)](#), in Procore.

The supplier or hire company is responsible for maintaining their plant and equipment. Where equipment requires maintenance or repair or poses a risk, it is to be quarantined. We also attach an Out of Service Tag.

If personnel at a workplace see faulty plant and equipment, they should inform their supervisor. The supervisor will ensure the company complies with its maintenance requirements.

When plant and equipment is supplied to a workplace, we also require the following items to be uploaded to the contractor or PBS plant and Equipment folder in Procore:

- A register of the plant and equipment
- A risk assessment for the plant or equipment
- Evidence of adequate instruction and training in the use of the plant and equipment including a High-Risk Work Licence or verification of competency for high risk plant
- A HR SWMS or equivalent related to the safe operation of the plant and equipment, where its operations are classified as high-risk construction work, such as use of a boom lift
- Records detailing the currency of ongoing maintenance, testing or calibration
- Design and plant regulatory registrations
- where applicable, registrations and insurance records

Depending on the plant and equipment, we may require additional information.

If we find faulty or defective plant and equipment which could impact health and safety, or the environment, we remove it from service and follow the Lock Out / Tag Out Isolation Procedure in [Section 2.10](#).



4.2 How we monitor the workplace

We monitor workplaces to review EHS performance against:

- our Management System
- legislative requirements
- Australian standards
- Our third party certifications being:
 - ISO 45001 OHS: expiry 31/03/2024
 - ISO 9001 QA: expiry 31/03/2024
 - ISO 14001 ENV: expiry 31/03.2024
 - Federal Safety Accreditation WHS.

Monitoring also helps us identify opportunities to improve.

We forward any EHS performance outcomes, and progress against objectives and targets raised in project review meetings, to the EHS&Q national manager.

Reports and related information helps senior management:

- identify trends in EHS performance
- track progress against annual objectives and targets
- identify opportunities to improve

We prepare workplace inspections for each workplace as per the schedule in [Table 5](#). The Project inspection Agenda is available via our Intranet.

The schedule specifies:

- what we need to measure
- how we measure it
- who measures it
- when we measure it
- how we record what we measure

This includes all plant and equipment we use (including hired equipment).

Any worker can complete an observation with their supervisor or a PBS site employee to report WHS hazards and risks or environment aspects and impacts in the workplace.

We list other formal monitoring inspections in the [Project Inspection Agenda](#).

If a negative observation is issued to a worker (employee or subcontractor), we track it through Procure to ensure all observations are close out in a timely manner.

We also track the cause and any corrective or preventative actions, and manage them in line with [Section 4.3](#) (below).



We inspect the project workplace as follows:

Project inspection agenda				
Task	Type of inspection	Inspection by	Frequency	Record
Specific work area	Hazard inspection	All area foreman / Supervisors / Site manager	Daily	Diary entry of any significant issues, Hazard Notification form or 'Observation'
All general work areas including plant and equipment	Weekly EHS observations	EHS coordinator or designated EHS manager, and the EHS Committee	Weekly	Weekly EHS inspection observation, EHS Committee minutes
All general work areas including plant and equipment	EHS inspection	Site manager	Minimum monthly	EHS Site Assessment checklist
EHS monitoring	EHS monitoring identified by the Project Risk Register	Competent person	As required	Completed PBS forms or equivalent: Noise Monitoring Register, monitoring outlined in EHS sub-plans
Calibration of EHS monitoring equipment	Manufacturer's calibration	Competent person	As required	Calibration certificate
High risk construction work and Permit to Work	Task observation	Permit issuer and holder	Daily	PBS Permits and Permit Procedure
Subcontractor work activities	Hazard notification observation	Subcontractor supervisor	Daily	Subcontractor hazard notification is to be completed in a negative observation on Procure.
Project internal audit	EHS Management System implementation	EHS manager	Within 8 weeks of commencement and thereafter: minimum 10% sample audit of high-risk activities at max quarterly intervals	Completed EHS Internal Audit Report and Internal Audit Action Plan. Completed Project EHS Audit Schedule

Table 5 – Project inspection schedule



4.3 Negative observations and actions to correct or prevent them

We use Procore to record negative 'Observations', and corrective or preventative actions.

The project team must track them from start to finish.

They must:

1. Identify the cause of the negative observation or incident
2. Record the corrective action and preventative action
3. Evaluate how effective the action(s) was

This includes EHS&Q action items from:

- reviews
- audits
- workplace inspections or assessments
- hazard notification reports

We correct action items within a reasonable time to prevent them happening again.

The EHS&Q regional manager can decide the time frame to rectify a negative observation that was raised in any inspection or audit. But it must not be more than 1 month.

If a negative observation is not resolved within 1 month, it will be elevated to our EHS&Q national manager to resolve.

4.3.1 Injury management and Return to Work

We report immediately to the EHS&Q regional manager if any employee or worker is injured:

- at a workplace we manage, or
 - in their normal journey to and from work
- and
- the injury will result in time off, or
 - the person cannot complete their normal duties

If this happens, we follow our [Return to Work policy](#) and procedure.

We clearly display our Return to Work policy in every workplace and in the Management System Manual.



4.3.2 Unacceptable behaviour

We manage unacceptable EHS performance in line with the EHS rules for the workplace. This includes employees and subcontractors.

If a subcontractor does not follow the rules, they can expect:

- a negative Observation(s) in Procore which they must correct
- further negative observations and re-induction into their companies HR SMWS and the project site requirements
- notification to be recorded of unacceptable behaviour through the observation process and delivered to the SLT.

If it continues, they can expect:

- more negative Observations in Procore which they must correct
- a **Formal Correction Notice**, which may be issued for major safety breaches. To be issued for unacceptable breaches not in the best interest of the project works or workers. This form is located in the correspondence section on Procore under the project. To be issued by the PBS senior management team.

If an individual behaves in a way that would result in serious injury to them, others, or the environment, we stop work. We then elevate the incident to the immediate supervisor and other relevant stakeholders.

4.3.3 Counselling and help for employees & subcontractors*

*Approval to be issued from the employer of the subcontractor & PBS prior to a subcontractor receiving a counselling session.

PBS understands that there has been a significant and alarming increase in those struggling with their mental health and have invested in training staff as Mental Health First Aiders. These people will be nominated and available in our offices and on our sites.

If you need to talk to someone, or want to get information for a friend, ask Oz Help.

Oz Help is our Employee Assistance Provider. They can give you confidential support about any work or personal issue.

You can talk to them about:

- anxiety, stress and depression
- suicidal thoughts
- relationship challenges
- grief and loss
- family matters
- work/life balance
- work-related matters
- alcohol, drug or gambling

They are available 24/7.

Contact them via:

Phone: [1300 694 357](tel:1300694357) or [\(02\) 6251 4166](tel:0262514166)

Website: <https://ozhelp.org.au/>

ANNEXURES



A1. SUB-PLANS

We identify sub-plans in the Project Risk Register as per [Section 2.1.1](#).

The project manager or a nominated person must implement and maintain the sub-plan(s) and their requirements. This process is to be completed at the Project handover and project risk-review meetings with site team involvement agreeing on sub plan requirements.

Sub-Plan Name	Required	Reason
Asbestos and Hazardous Materials Management Plan		
Crane Management Plan		
Emergency Response Plan	Yes	Mandatory with any EHS Plan
Environmental Management Sub Plan	Yes	Mandatory with any EHS Plan
Fit for Work and Drug and Alcohol Testing Plan	Yes	Mandatory with any EHS Plan
Hazardous Chemicals and Dangerous Goods Management Plan	Yes	Mandatory with any EHS Plan
Noise Management Sub Plan		
Quality Management Sub Plan	Yes	Mandatory with this Project EHS Plan
Stakeholder Communications Plan		
Traffic & Parking Management Plan		
Waste Management Plan		

Sub plans are to remain current and reviewed 3 monthly as per system requirements, should the sub plan no longer be required, I.e. the task for risk is complete, the sub plan is to be closed and table to be updated.

If the risk is removed, it must be removed from the Project Risk Register.



A2. Environment and WHS legislations

The construction works must be conducted in accordance with all commonwealth, state or territory legislation that applies to the location where the work is being done.

The list below is for general reference if you need clarity on specific issues. Otherwise, contact the EHS&Q regional manager or EHS&Q national manager.

State / Territory	Principal Legislation	Authority
Commonwealth	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulations • EPBC Act 	Safe Work Australia, Comcare, Federal Safety Commissioner. Department of the Environment
Australian Capital Territory (ACT)	Legislation <ul style="list-style-type: none"> • Building (General) Regulation • Building Act • Dangerous Goods (Road Transport) Regulation • Dangerous Substances (General) Regulation • Dangerous Substances Act • Discrimination Act • Discrimination Regulation • Electricity Safety Act • Electricity Safety Regulation • Environment Protection Act • Environment Protection Regulation • Gas Safety Act • Gas Safety Regulation • Information Privacy Act • Information Privacy Regulation • Road Transport (Safety and Traffic Management) Regulation • Scaffolding and Lifts Act • Scaffolding and Lifts Regulation • Water and Sewerage Act • Water and Sewerage Regulation • Water Resources Act • Work Health and Safety Act • Work Health and Safety Regulation • Workers Compensation Act • Workers Compensation Regulation 	WorkSafe ACT, Work Safety Commissioner Environment ACT



State / Territory	Principal Legislation	Authority
Australian Capital Territory (ACT)	Codes of Practice <ul style="list-style-type: none"> • Confined Spaces • Construction Work • Demolition Work • Excavation Work • First Aid in the Workplace • Formwork • Hazardous Manual Tasks • How to Manage and Control Asbestos in the Workplace • How to Manage Work Health and Safety Risks • How to Safely Remove Asbestos • Managing Electrical Risks at the Workplace • Managing Noise and Preventing Hearing Loss at Work • Managing Risks of Plant in the Workplace • Managing the Risk of Falls at Workplaces • Managing the Work Environment and Facilities • Preventing and Responding to Bullying • Preventing Falls in Housing Construction • Safe Design of Structures • Welding Process • Work Health and Safety Consultation, Cooperation and Coordination 	WorkSafe ACT, Work Safety Commissioner Environment ACT
New South Wales (NSW)	Legislation <ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • Protection of the Environment Operations Act • Environmental Planning and Assessment Act • Protection of the Environment Operations (Clean Air) Regulation • Protection of the Environment Operations (Noise Control) Regulation • Water Management Act 2000 Water Act 1912 Water Management (General) Regulation • Protection of the Environment Operations (Waste) Regulation • Workplace Injury Management and Workers Compensation Act No 86 • Dangerous Goods (Road and Rail Transport) Regulation • Environmental Planning and Assessment Act No 203 • Environmental Planning and Assessment Regulation • Gas Supply Act No 38 • Gas Supply (Safety and Network Management) Regulation • Heavy Vehicle National Law (NSW) No 42a • Heavy Vehicle (Vehicle Standards) National Regulation (NSW) • Heritage Act No 136 • National Electricity (NSW) Law No 20a • Plumbing and Drainage Act No 59 	SafeWork NSW Environment Protection Authority NSW Office of Water



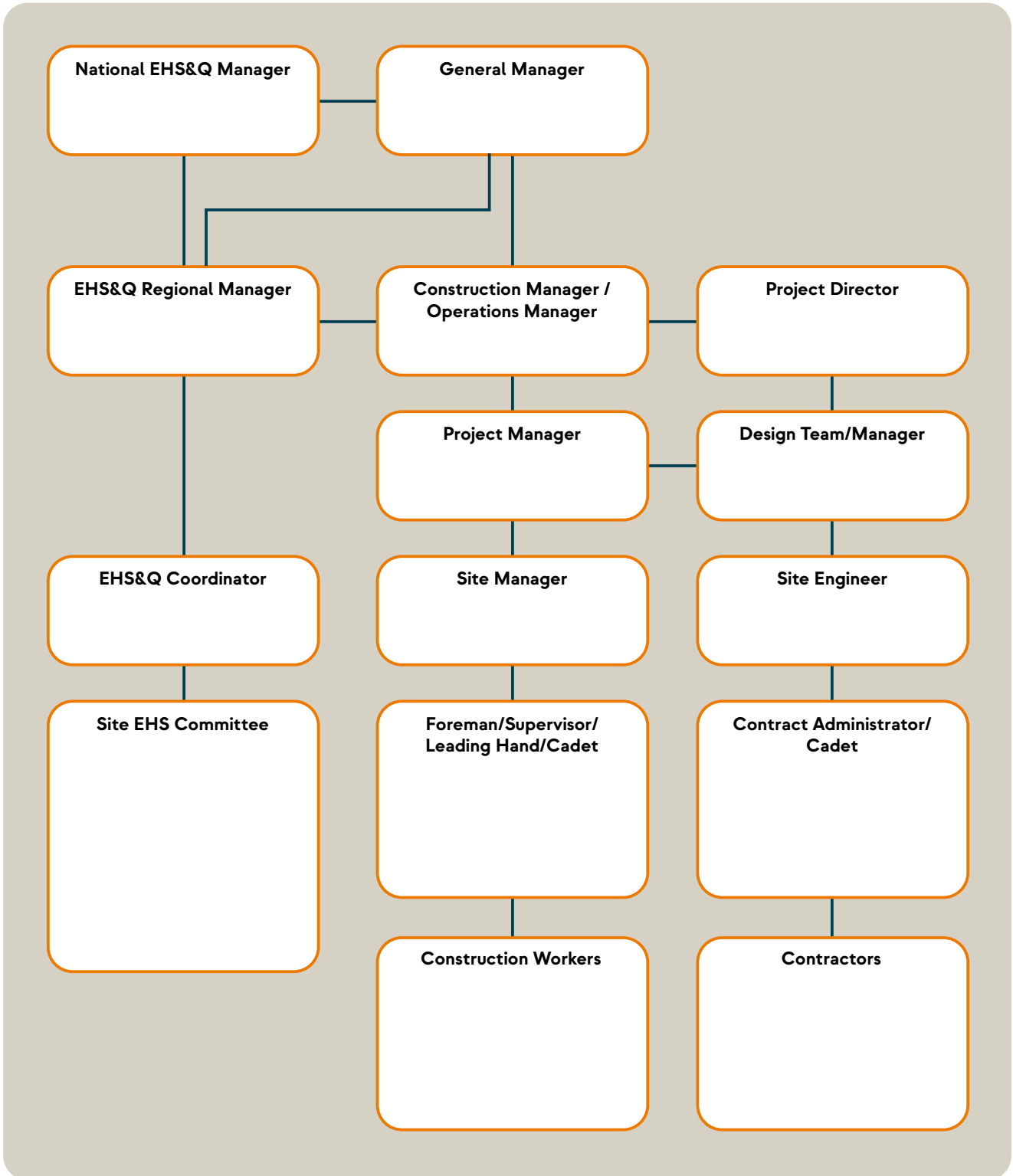
State / Territory	Principal Legislation	Authority
New South Wales (NSW)	<p>Codes of Practice</p> <ul style="list-style-type: none"> • Abrasive blasting • Confined spaces • Construction work • Demolition work • Excavation work • First aid in the workplace • Hazardous manual tasks • How to manage and control asbestos in the workplace • How to manage work health and safety risks • How to safely remove asbestos • Labelling of workplace hazardous chemicals • Managing electrical risks • Managing noise and preventing hearing loss at work • Managing the risk of falls at workplaces • Managing risks of hazardous chemicals in the workplace • Managing the risks of plant in the workplace • Managing the work environment and facilities • Preparation of safety data sheets for hazardous chemicals • Preventing falls in housing construction • Safe design of structures • Welding processes • Work health and safety consultation, cooperation and coordination 	<p>SafeWork NSW</p> <p>Environment Protection Authority NSW Office of Water</p>
Queensland (QLD)	<p>Legislation</p> <ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • Workers' Compensation and Rehabilitation Regulation • Environmental Protection Act • Environmental Protection Regulation • Water Act • Building Queensland Act • Electricity Act • Electrical Safety Regulation • Health and Wellbeing Queensland Act • Heavy Vehicle National Law Act • Plumbing and Drainage Regulation • Queensland Heritage Regulation 	



State / Territory	Principal Legislation	Authority
Queensland (QLD)	<p>Codes of Practice</p> <ul style="list-style-type: none"> • Abrasive blasting Code of Practice • Concrete pumping Code of Practice • Confined spaces Code of Practice • Demolition work Code of Practice • Electrical safety Code of Practice • Electrical safety Code of Practice - Working near overhead and underground electric lines • Electrical safety Code of Practice - Works • Electrical safety Code of Practice - Managing electrical risks in the/workplace • Excavation work Code of Practice • First aid in the workplace Code of Practice • Formwork Code of Practice • Hazardous manual tasks Code of Practice • How to manage and control asbestos in the workplace Code of Practice • How to manage work health and safety risks Code of Practice • How to safely remove asbestos Code of Practice • Labelling of workplace hazardous chemicals Code of Practice • Managing noise and preventing hearing loss at work Code of Practice • Managing risks of hazardous chemicals in the workplace Code of Practice • Managing risks of plant in the workplace Code of Practice • Managing the risk of falls at workplaces Code of Practice • Managing the work environment and facilities Code of Practice • Manual tasks involving the handling of people Code of Practice • Mobile crane Code of Practice • Preparation of safety data sheets for hazardous chemicals Code of Practice • Safe design of structures Code of Practice • Scaffolding Code of Practice • Steel construction Code of Practice • Tilt-up and pre-cast construction Code of Practice • Tower crane Code of Practice • Traffic management for construction or maintenance work Code of Practice • Welding processes Code of Practice • Work health and safety consultation, co-operation and co-ordination Code of Practice 	
Additional National Codes of Practice applicable to all States and Territories	<ul style="list-style-type: none"> • Abrasive blasting • Labelling of Workplace Hazardous Chemicals • Preparation of Safety Data Sheets for Hazardous Chemicals • Spray Painting and Powder Coating 	



A3. Project organisational chart





A4. EHS Responsibility matrix

R = Responsible A = Accountable C = Consulted

	EHS&Q National Manager	Regional EHS&Q Manager	EHS&Q Coordinator	Human Resources	Project EHS&Q Officer	General Manager	Project Director	Construction / Operations Manager	Project Manager	Contracts Administrator	Site Manager	Foreman/ Leading Hand	Site Engineer	Subcontract Supervisor	EHS Committee	Cadet	Construction Worker	First Aid
EHS Plan and EHS&Q Procedures						C												
EHS Policy						C												
Project EHS Management Plan																		
ROAD Review																		
Project Risk register						C												
EHS Sub-Plans						C												
Legislation & Regulatory Changes	Y					C												
EHS Site Rules						C												
PBS EHS Objectives & Targets	Y																	
Project EHS Audit						N/A												
EHS Roles & Responsibilities						C												
EHS Training Matrix	Y					C												
EHS Training Planner	Y					C												
Subcontractor EHS Plan						N/A												
PBS Safe Work Method statements						N/A												
Subcontractor Safe Work Method Statements						N/A												
Worker Induction						N/A												
Visitor induction						N/A												
EHS Consultation	Y					N/A												

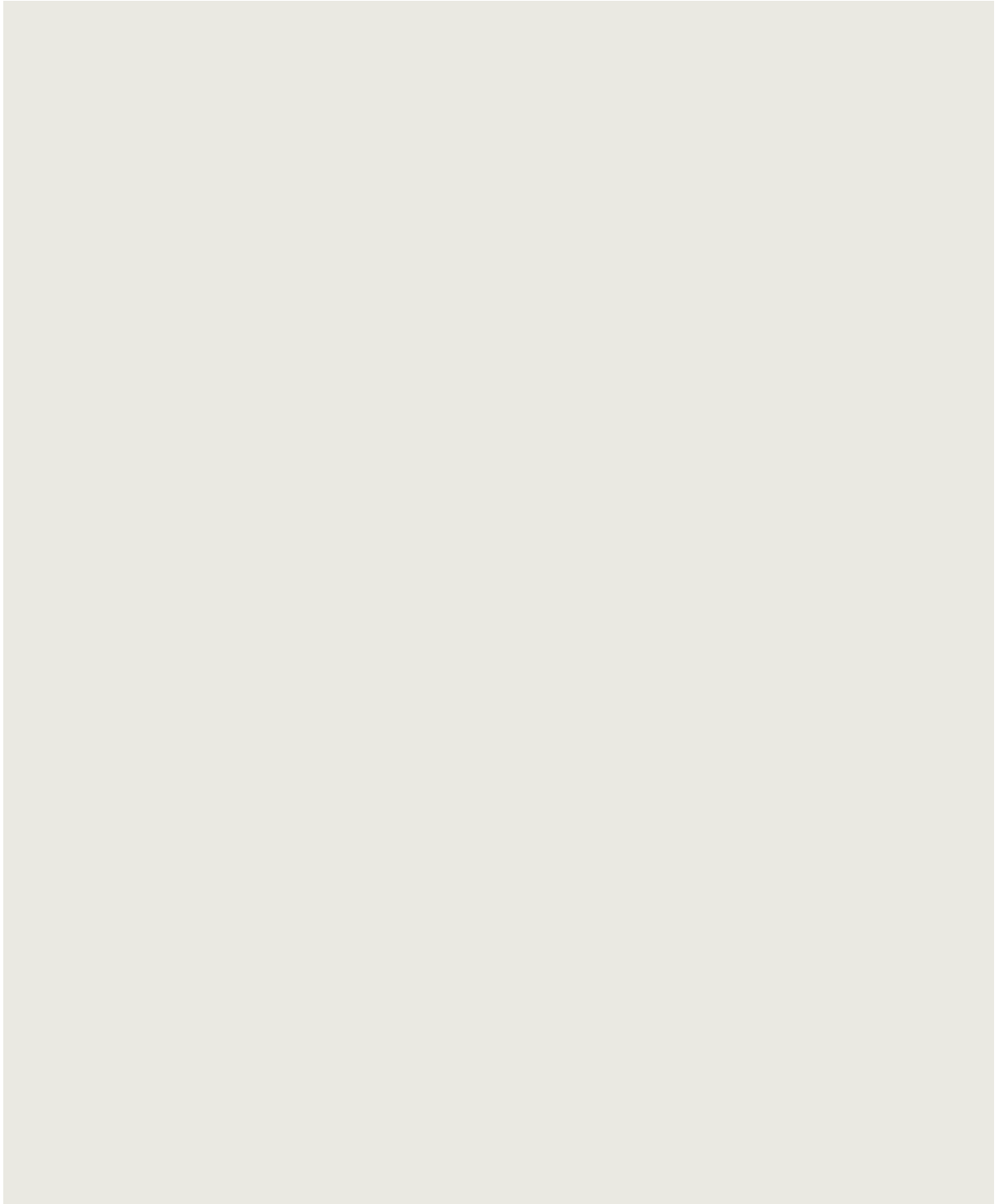


	EHS&Q National Manager	Regional EHS&Q Manager	EHS&Q Coordinator	Human Resources	Project EHS&Q Officer	General Manager	Project Director	Construction / Operations Manager	Project Manager	Contracts Administrator	Site Manager	Foreman/ Leading Hand	Site Engineer	Subcontract Supervisor	EHS Committee	Cadet	Construction Worker	First Aid
EHS&Q Reporting	Y																	
Emergency Management	Y																	
Haz Substances & SDS	Y																	
Plant & Equipment																		
Permits to Work																		
Subcontractor EHS Reporting																		
EHS Weekly inspection																		
EHS Committee weekly inspection																		
Subcontractor audit																		
Non-conformance and defects	Y																	
Incident notification, investigation & reporting	Y																	
Site Diary																		
Toolbox Talks																		
Daily Pre-starts																		
Display EHS information	Y																	
EHS Monitoring / calibration																		
Injury Management	Y																	
EH&Q System Audits	Y																	



A5. Roles and responsibilities statements

In the project start up meeting, the construction or project manager will be responsible for allocating EHS&Q responsibilities across the project roles. This section will detail project specific roles and responsibilities in addition to their employment engagement roles to be agreed at the project startup meeting and reviewed three-monthly.





A6. Consultative arrangements

Event	Frequency	Participants	Evidenced
Workplace induction	Prior to commencing work at the workplace	All workplace employees and other workers. Visitors frequenting the workplace more than twice a month.	Induction records on Workplace Induction Register via SignOnSite
Pre-start	<p>Daily intervals, including any communications from PBS about:</p> <ul style="list-style-type: none"> • site activities • HRCW activities and interfacing work activities for the day • changes to emergency exits from site or work areas • weather • other relevant information <p>and when there is a new or changes to, or out of sequence, work tasks classified as high risk construction work</p>	PBS construction workers, plus subcontractors and other workers, including subcontractor foremen and supervisors	Daily pre-start or Daily brief via SignOnSite
Subcontractor coordination meeting	Held at minimum fortnightly to discuss program, site activities, HRCW activities and interfacing work activities for the day, changes to emergency exits from site or work areas, weather, incidents and other	PBS project team and subcontractor supervisors	Subcontractors meeting Minutes
Toolbox talks	<p>PBS construction workers and subcontractor construction workers monthly meeting to discuss topics such as:</p> <ul style="list-style-type: none"> • HRCW activities • changes to or out of sequence work tasks that are HRCW • alerts • lessons learned • hazard notices and incidents • changes to legislation and codes of practice <p>This is to be managed by the site team on risk requirements.</p>	PBS construction workers, subcontractors, and other workers including subcontractor foremen and supervisors	Toolbox talk record
Project review meetings	At maximum 6 weekly intervals or as required, including: upcoming high-risk construction work activities, business reportable incident outcomes and lessons learned, and management of design or other changes with the potential to significantly affect environment, health and safety	Project manager, construction manager and site manager, commercial manager, client representative, and others	Project review meeting minutes



Event	Frequency	Participants	Evidenced
EHS Committee meeting / DWG / Health and safety representative(s)	Minimum requirement fortnightly meetings as per Consultation Statement or other agreed consultative arrangements inclusive of standard agenda item for upcoming high-risk construction work activities	Management representatives and/or employees, workers, health and safety representative(s), and DWG reps	Notice board(s) Meeting minutes displayed Health and safety representative(s) and EHS Committee / DWG members
Issue resolution	As EHS issues arise and are raised formally	Management representatives and/or employees, workers, health and safety representative(s), DWG reps.	EHS Committee minutes and/or Consultative review and management determination
Training	Commencement of project and annually in line with existing Career Planning Discussion outcomes	PBS salaried and award staff	EHS&Q training matrix



A7. Plant and equipment inspection and testing schedule

Item	Minimum competency to be held or equivalent	Aust Standard / Code	Inspection / Record Other Required
Atmospheric testing and monitoring equipment	Competent Person. Gas test atmosphere Calibration certificate to be in place including atmosphere at time of calibration.	AS 2865	<ul style="list-style-type: none"> Prior to each Confined Space entry. Yearly calibration of equipment required
Anchor Point(s)	Structural Engineer or Advanced Rigger CPCCBC4045A - Perform advanced rigging	AS 1891.4	<ul style="list-style-type: none"> Annually 1 person – Fall Restraint = 12kN 1 person – Free Fall = 15kN 2 persons = 21kN
Chains	Minimum - Dogging (DG)	AS3775	<ul style="list-style-type: none"> Labelled, inspection every 3 months, tested every 12 months.
Concrete Line Pump Concrete Boom Pump	Competent Person. CPCCCO3052A - Conduct concrete boom delivery operations (PB)	AS 2550.15	<ul style="list-style-type: none"> Daily, monthly (line thickness), yearly, 6 yearly
Confined Space	<ul style="list-style-type: none"> Competent Person. RIIWHS202D - Enter and work in confined spaces 	AS 2865	<ul style="list-style-type: none"> Entry permit retained for 1 month Risk assessment retained for 10 years Training records for the term of employment
Crane – mobile	Competent Person <10t = TLID3033 up to 20t = (C2) up to 60t = (C6) up to 100t = (C1) over 100t = (C0)	AS 2550 AS 1418	<ul style="list-style-type: none"> Daily, monthly, yearly, 10 yearly
Crane – tower	(CT)		
Crane – Self Erecting	(CS)		
Crane – Gantry >10t	(CB)		
Electrical – temporary switchboards	Licensed Electrician for RCD testing.	AS/NZS 3000:2018 AS 3012 AS 3760 RCD	<ul style="list-style-type: none"> RCDs tested monthly and trip times recorded in Electrical Register Distribution boards tested monthly as a minimum and recorded on Electrical Register.
Electrical- portable electrical equipment	Leads and equipment = UEENEEP026A - Conduct In-Service Safety Testing of Electrical Cord Connected Equipment and Cord Assemblies”	AS 3760	<ul style="list-style-type: none"> Electrical leads & tools tested 3 monthly and recorded on Electrical Register.



Item	Minimum competency to be held or equivalent	Aust Standard / Code	Inspection / Record Other Required
Elevating work platforms Boom type EWP, Scissor Lift	Competent Person <11m = RIIHAN301E >11m = TLILIC0005 – (WP)	AS 2550.10	<ul style="list-style-type: none"> Daily, 3 monthly, yearly, 10 yearly
Explosive Power Tool	Competent Person CPCCCM2007 - Use explosive power tools	AS/NZS 1873.1	<ul style="list-style-type: none"> Daily inspection to the manufacturer's recommendations dismantled and examined for defects weekly, yearly by manufacturer.
Fire Fighting Equipment	Competent Person PRMPFES05B - Use portable fire-fighting equipment	AS 1851	<ul style="list-style-type: none"> Regular inspection, 6 monthly tests. Where more than 5 extinguishers are installed, details must be kept on a register.
Fixed platforms and stairs	Competent Person	AS 1657	<ul style="list-style-type: none"> Routine inspection
Forklift Truck	Competent Person TLILIC2001A – (LF)	AS 2359.2	<ul style="list-style-type: none"> Inspection and maintenance as per manufacturer instructions.
Formwork	Competent Person CPC31511 - Certificate III in Formwork/Falsework	AS 3610.1:2018	<ul style="list-style-type: none"> Regular inspection (before concrete placement); Pre-pour checklist; Independent Engineer's Certificate prior to a pour; Engineered Drawings for suspended formwork; Independent Engineer certification back propping
Hoist (personnel and materials)	Qualified Person CPCCLHS3001A – (HP)	AS 2550.7 AS 1418	<ul style="list-style-type: none"> Daily, 3 monthly, yearly, 10 yearly.
Laser Level	Competent Person CPCPCM2027A	AS/NZS IEC 60825.1 AS 2397	<ul style="list-style-type: none"> Warning Signage; calibration record
Lifts	Competent Person UEE41110	AS1735.4	<ul style="list-style-type: none"> Regular maintenance to manufacturer's specification, Yearly inspection and testing
Lifting Devices	Current compliance plate in date Evidence of annual inspection	AS4991	<ul style="list-style-type: none"> Kibble Clamps Brick cage Minicrane able bins
Lifting Gear Flat synthetic slings	Minimum - Dogging (DG)	AS1353.2	<ul style="list-style-type: none"> All gear: Labelled, inspection prior to each use and 3 Monthly inspection, test certificate to manufacturer's recommendations

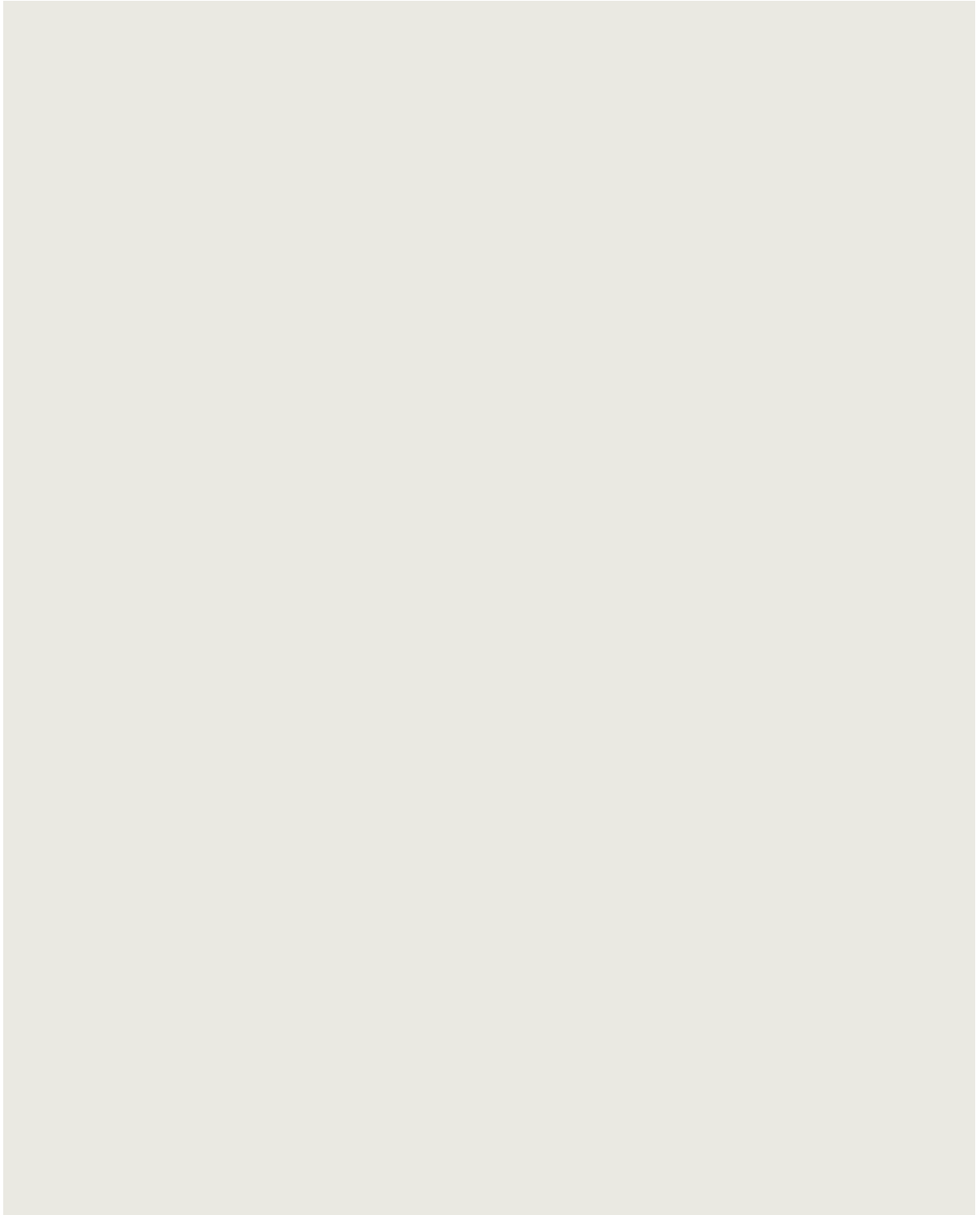


Item	Minimum competency to be held or equivalent	Aust Standard / Code	Inspection / Record Other Required
Mast-climbing work platforms	Qualified rigger ICTTCR2190A	AS1418.16 AS2550.16	<ul style="list-style-type: none"> Pre-operation inspection before each use, 3 monthly maintenance inspection, 12 monthly full inspection/service; major inspection 10 yearly & 5 yearly thereafter; logbook each climbing drive unit; logbook for checks, faults, repairs.
Oxy/Acetylene/ Flashback arresters	Licensed plumber	AS 4332 AS4603 AS4289	<ul style="list-style-type: none"> Regular inspection and adequate separation and storage. Flashback arrester 12-month test Hoses, gauges and other reticulation items 6 monthly
Personal Protective Equipment	Competent person	Specific to type of PPE	<ul style="list-style-type: none"> Register of Supply
Rope Access	Competent Person SPRAT Rope Access level 1, 2 or 3	AS 4488	<ul style="list-style-type: none"> Visual Inspection before each use, 6 monthlies by Competent Person.
Roof safety mesh	Competent Person Cert 3 roof plumbing	AS 4389	<ul style="list-style-type: none"> Record of inspection to ensure lapped and tied to Standard and meets engineer specifications
Safety Harness	Work at Heights - RIIOHS204A RIIWHS204D CPCCCM2010B	AS 1891.4	<ul style="list-style-type: none"> Visual Inspection before each use, 6 monthlies by competent person
Safety Lines/fall arrest devices, lanyards (installation)	Structural Engineer or Advanced Rigger CPCCBC4045A	AS 1891.4	<ul style="list-style-type: none"> 6 monthly Record of review by Competent Person, Training or Toolbox Talk Record. Monitoring by principal contractor to ensure compliance.
Scaffolding	Qualified Person (SB) (SI) (SA)	AS 1576 AS 4576	<ul style="list-style-type: none"> #Drawing/Elevations; Handover Certificate, monthly inspection, Scaff tag
Shoring	5 Years' Experience in relation to Excavation works. Internal Shoring Training for PBS Employees.	Reference Codes of Practice Excavation	<ul style="list-style-type: none"> Saved in Management Folder in PBS Safety Guide 9.4 Geotech if required. Design to be undertaken by a qualified engineer and engineer signs off on installation of shoring. Review of access and egress to be acceptable by EHS&Q.
Swinging Stage	Competent Person - USESSS001A	AS1576 AS4576	<ul style="list-style-type: none"> Handover Certificate, daily pre- start; monthly inspection



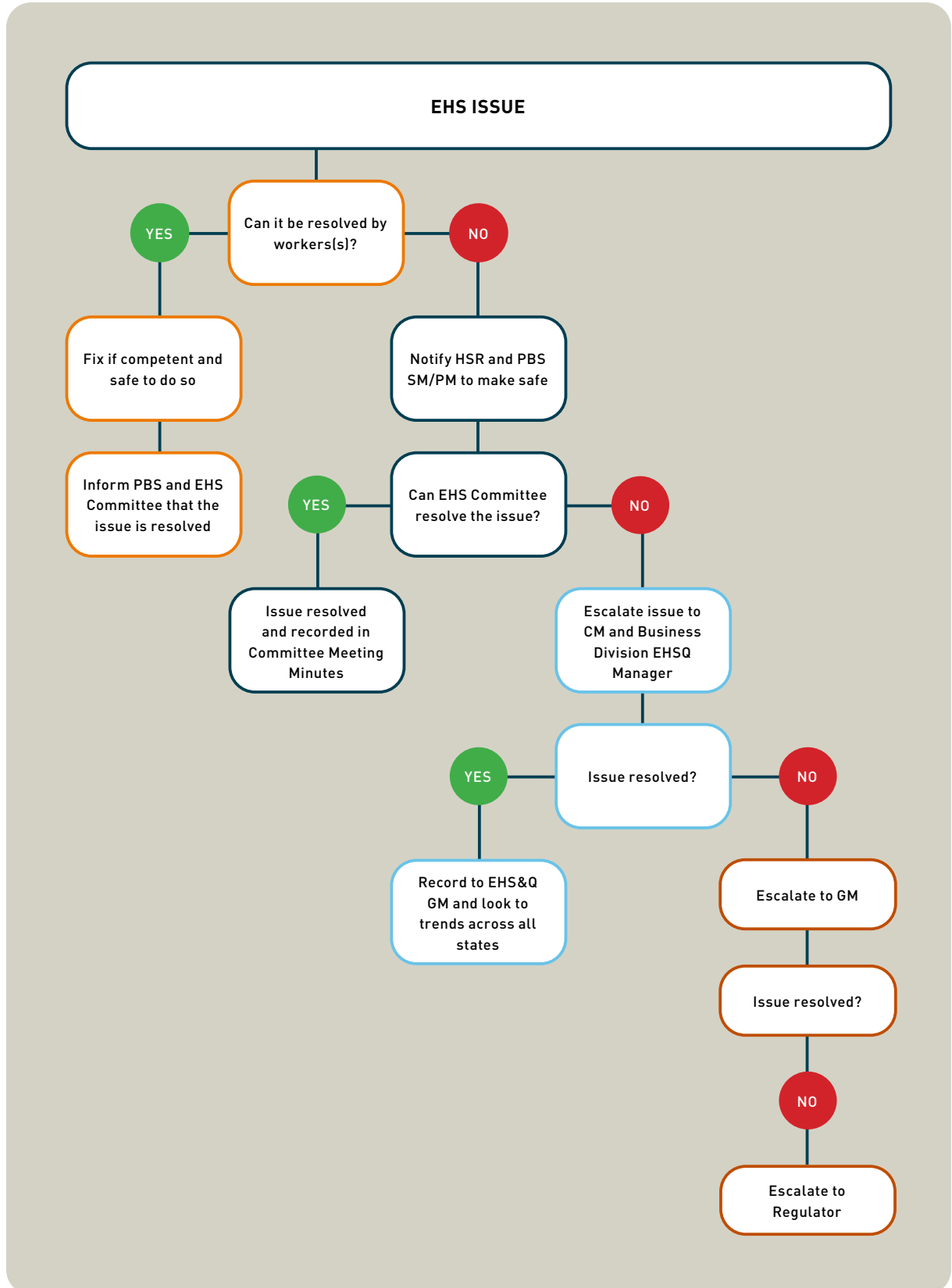
A8. Special conditions

Insert all relevant or applicable client and community requirements. Reference principal project requirements (PPR)





A9. Workplace issue resolution chart





A10. EHS management review meetings

Reporting	By whom	Who receives the report	Frequency
All incident events / Community contacts / Complaints	Project manager / Site manager / Nominated representative	EHS managers	Within 24 hours
OFSC incident reports, including LTI, MTI, dangerous occurrences and reportable/ notifiable incidents	Corporate function EHS&Q national manager/PBS general manager/PBS construction manager	Office of the Federal Safety Commissioner/regulator	Within 24 hours
Notifiable incidents	EHS&Q regional manager, EHS&Q national manager / Project manager / Site manager / Nominated representative	Regulatory authority EHS&Q national manager EHS&Q regional manager	Immediate
Workers compensation claim notifications	Project manager / Site manager / EHS&Q national manager / Return to Work coordinator	Corporate team Workers compensation insurer	Within 5 working days
Positive and negative observations	Project manager / Site manager / EHS&Q coordinator / EHS&Q regional manager / Contract administrator / Foreman	EHS&Q national manager EHS&Q regional manager	Within 24 hours
Critical incident notification	EHS&Q national manager	Chief operating officer PBS Board of Directors	Within 1 working day
Business reportable incident notification	EHS&Q coordinators / EHS&Q regional manager	EHS&Q regional managers / EHS&Q national manager / construction manager / general manager	Within 1 working day
EHS Performance Report, including statistics - EHS Incident Information (statistics, incident details, injuries, community contacts, HSE instructions, regulatory authority activity or notices, waste)	EHS&Q regional manager EHS&Q national manager	PBS Board of Directors	Monthly
Safety Leadership Team Meetings	General manager Construction manager	Senior Manager Team and Board of Directors	2 Monthly
Internal workplace EHS&Q audits All active projects	EHS&Q regional managers	EHS&Q regional manager / EHS&Q national managers / construction manager	Quarterly
Office of Federal Safety Commission Biannual Report, including: injuries, hours worked, and workers compensation claim data analysis Scheme & Non- Scheme	EHS&Q regional managers / EHS&Q national manager Return to Work (RTW) coordinator	Office of the Federal Safety Commissioner	Twice a year



Reporting	By whom	Who receives the report	Frequency
OFSC Scheme / Non-Scheme project notifications, such as LTI/MTI/Dangerous Occurrences, OFSC end of project report	EHS&Q regional managers / EHS&Q national manager Return To Work coordinator (HR manager)	Office of the Federal Safety Commissioner	As required
External EHS&Q management System certification audits	External auditors	EHS&Q regional managers / EHS&Q national manager Construction manager & general manager	As required
National EHS&Q internal Independent audit	EHS&Q regional managers/ EHS&Q national manager	EHS&Q national manager Chief operating officer	Annually
External independent audits	State government Client/other	Senior leadership team EHS&Q regional managers / Construction manager	Annually
Finance report (EHS&Q section)	EHS&Q national manager	Chief financial officer	Monthly



A11. Definitions

Agreement	Is an AS2545, SC2, Residential Period Subcontractor Agreement, Consultancy Agreement, Minor Works Agreement, Labour Hire Agreement or Supply Agreement or other like contracts.
ACM	Asbestos containing material.
AFC drawings	Approved for construction drawings.
D&A	Drugs and alcohol.
Competent person	A person who has demonstrated experience and training in the use of a thing or equipment (equivalent to the Minimum Unit of Competency for that item or action. Annexure 7).
Contractor	Refers to any PBS contractor, subcontractor or supplier (i.e. external providers).
Construction workers	Direct employees of PBS and contractor workers who perform trade and non-trade work on the project site.
Corrective action	Is any action required to rectify and prevent a reoccurrence of a safety or environmental breach, or negative observation
Critical incident	An unexpected event that has potential to create a significant risk. I.e. death, permanent disability, or the potential to cause serious harm to the environment.
DBYD	Dial Before You Dig.
DWP	Documented Work Process (e.g. Job Environmental Safety Analysis – JESA, Safe Operating Process).
EHS&Q	Environment, health, safety and quality.
EHSP	Environment, Health and Safety Plan for a project.
EWP	Elevating work platform - both boom lift and scissor lift.
ESS	Environmental and site safety.
EHS representative	Refers to either: <ul style="list-style-type: none">a. PBS health and safety representative (HSR)b. PBS EHS Committee member
Environmental aspects and impacts	Activities and products that have potential to generate environmental hazards and have environmental risks. These are defined within this EHS Plan as hazards and risks.
Equipment	An instrument used that can entangle or crush a body part and has an exposed motorized mechanism – such as a cement mixer. Or, needs a safety brake installed (such as a duct lifter).
Formal Correction Notice	To be issued for unacceptable breaches (not in the best interest of the project works and workers); against the site rules and safety at the workplace.
FOPS	Falling over protective structure (referenced to plant protection).
Hazardous/Dangerous goods	Chemicals/substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, radioactive, biological, water reactive, gases under pressure or chemicals that have the potential to harm the health of a person.
HIRAC	Hazard identification, risk assessment and control.
High Risk Construction Work	As defined within Work Health and Safety Regulation Section 291, the 18 nominated high-risk construction work activities.
Hold point	Nominates a point beyond which a work activity must not proceed without a documented authorisation by the nominated party.
HR SWMS	High risk safe work method statements are required when legislated high risk construction works are carried out.
Incident	An event resulting in a negative environmental impact, injury or illness, property damage or near miss.



Incident investigation	Formal documented process to determine cause and gaps in processes or incidents. A variety of evidence gathering techniques are to be used when conducting incident investigations, such as witness statements, induction records, any related documents to the incident, and so on. Investigations shall be conducted when there is a potential or actual medically treated injury or above relating to persons on the project. Investigations shall be conducted for actual property or plant/vehicle incidents related to the project, and any actual environmental damage caused as a result of works relating to the project.
Life cycle	Design process for a building or structure and documents EHS&Q hazards, opportunities and risk controls associated with construction, occupancy and use, ongoing maintenance and demolition phases.
LTI	A lost time injury that results in time lost from work of one full shift or more.
LTIFR	Lost time injury frequency rate. A statutory performance measure calculated by dividing the number of lost time injuries by the number of hours worked and multiplying it by 1 million.
Manual handling	A hazardous manual task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following: <ol style="list-style-type: none">repetitive or sustained force or a high or sudden forcerepetitive movement or exposure to vibrationsustained or awkward posture
Major / Significant incident	Any LTI, notifiable incident, regulatory notices, environmental damage, property damage, or where deemed by PBS management.
Minor works	Alterations or improvements to an existing structure or property with a contract value under \$250,000.
MTI	A medically treated injury where treatment is administered by or under the order of a qualified medical practitioner.
MTIFR	Medically treated injury frequency rate. A statutory performance measure calculated by dividing the number of MTIs by the number of hours worked and multiplying it by 1 million.
Non-conformance	Refers to quality breaches, procedural gaps and implementation gaps.
Notifiable incident	Means death, serious injury or illness, or significant dangerous occurrence.
PCBU	Person conducting a business or undertaking (this is PBS and subcontractors).
PCBU Responsible Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking.
PCG	Project Control Group.
PCR	Post Construction Report.
PMP	Project Management Plan.
Positive and negative observation	An observation on activities observed at a PBS Workplace which is then communicated to the PBS site teams and appointed contractor, either for praise or issue resolution.
PPE	Personal protective equipment.
PPM	Project Procedure Manual.
PSR	Project Status Report.
Qualified	A person who has achieved a competency from a Registered Training Organisation (RTO).
RCD	Residual Current Device.
Relevant authority	Refers to the: <ol style="list-style-type: none">Responsible Work Health and Safety authority being either WorkSafe ACT, WorkSafe NSW, Qld Workplace Health and Safety, or Safe Work Australia; orResponsible Environmental Protection Authority (EPA) being ACT EPA, NSW EPA, or Qld EPAAssociated authorities such as local councils, electrical authorities, or police



ROPS	Rollover protective structure/system.
RTO	Registered Training Organisation.
SDS	Safety data sheet.
Significant design change	Change to design which necessitates revised work practices or methods, using the PBS Risk Matrix, to determine (medium or above) risk levels to health and safety of individuals.
STF	Slips, trips and falls.
Sustainable development	Development that meets the needs of the present generation without comprising the ability of future generations to meet their own needs. This is based on considering environment, social and economic factors to optimise the overall benefit for all.
TMP	Traffic Management Plan. Note: in the ACT, these are called a Temporary Traffic Management Plan (TTMP).
TCP	Traffic Control Plan.
Toolbox talks	Regular, recorded consultative meetings between management and employees/site personnel to discuss issues relating to their work practices, processes, and working environment.
UXO	Unexploded Ordinance.
VOC	Verification of Competency (follow OFSC Guidance material https://www.fsc.gov.au/sites/default/files/2020-08/Fact Sheet Verification of Competency - Mobile Plant.pdf)
WHS	Work health and safety.

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