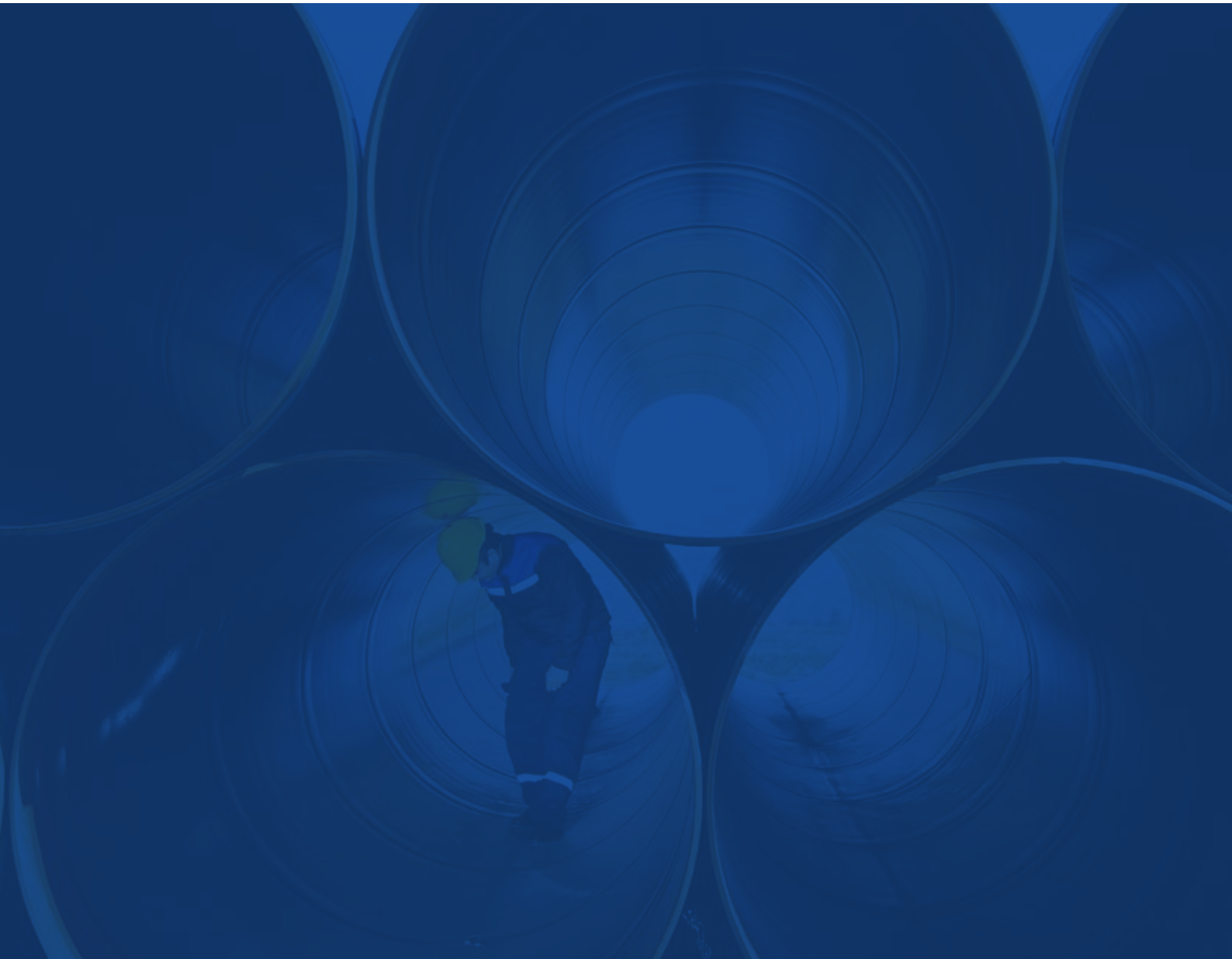




CONTRACTOR INDUCTION

PROCEDURE NO: HSEI7-002 | ISSUE DATE: 04/11/2021 | ISSUE NO: 1



CONTRACTOR INTRODUCTION

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INTRODUCTION

At Land Engineering Health Safety and Environmental (HSE) responsibilities are integral to the way we do business. We are committed to continually improving our HSE performance, and have clear policies, procedures, and systems in place to achieve this.

LEGAL RESPONSIBILITY

Land Engineering has a legal responsibility called a “Duty of Care” to protect the environment and the health and safety of everyone at all of our workplaces.

- Land Engineering must provide a safe workplace: contractors must work in a safe manner
- All contractors have a legal responsibility to ensure a safe workplace and the protection of the environment
- Contractors must co-operate with Land Engineering by following all procedures, site rules and instructions

POLICIES

Land Engineering communicates its commitment to HSE through its policies and procedures and puts this commitment into practice through the effective implementation of the HSE Management System Standards.



CONTRACTOR MANAGEMENT / OBLIGATIONS

All contractors are required to report to the Land Engineering employee in control of the job prior to any work being completed on site.

You will be required to:

- Sign onto Land Engineering's Daily Diary, and
- Produce any SWMS/JSA, and
- Be required to attend pre-start meetings where applicable.

NON CONFORMANCE REPORTS (NCRS) / CORRECTIVE ACTION REPORTS (CARS)

NCRs will be raised by Land Engineering (including persons located at sites) when they observe one of the following:

- a non-conformance is noted in a random safety Audit
- an incident where the investigation identifies that there was a safety breach by the contractor
- a situation where a non-conformance or dangerous situation associated with contractor work is identified
- a team member or other contractor raises an issue regarding the contractor's safety management.

Where there is an immediate safety threat at a site the contractor may be asked to stop work. In such circumstances the contractor will not be allowed to recommence work until the CAR is returned, with acceptable responses.

The contractor needs to complete the required sections of the CAR. It is the contractor's responsibility to propose actions to correct the non-conformances and to complete the remaining sections of the CAR. The contractor must return the completed CAR to Land Engineering's General Manager and HSEQ Manager.

The contractor should return the CAR within one working week (5 business days) or as per an agreed timeframe.

CONDUCT OF CONTRACTORS, CONTRACTOR EMPLOYEES AND/OR SUB CONTRACTORS

Contractors and/or sub-contractors must ensure all their employees adhere to all HSE requirements and conditions as per this induction including but not limited to the following:

- Not use or be impaired by alcohol, drugs, or illicit substances.
- Smoke (including e-cigarettes or vaping) – other than in designated smoking areas (vehicles and offices form part of our workplace).
- Fight, abuse, engage in the act of sexual harassment, bullying or harassment towards any person
- Use cameras or photographic equipment or make any post regarding Land Engineering on social media unless specifically approved by Land Engineering.

SITE INDUCTIONS

Land Engineering's Site Supervisor/Crew Leader will conduct a site induction on the first day of a contractor working on any site. The induction will cover any site specific HSE requirements.

SAFE WORK PROCEDURES – SWMS

All high risk work to be carried out on site must have a completed Safe Work Method Statement (SWMS). A copy of the SWMS should be available to Land Engineering prior to commencing work. All other works must be completed under a procedure or work instruction

The agreed work SWMS are to be followed at all times.

If unable to follow the agreed safe work procedure (SWMS) **STOP** and escalate it to your Land Engineering Crew Leader/Manager.

PERMIT TO WORK SYSTEM

All "high risk work": Working at Heights, Confined Space, Crane Operation, Hot Works etc. can only be carried out by trained and authorised personnel with a valid permit issued and signed off prior to works being carried out.

WORKING AT HEIGHTS

Working at Heights is when there is a risk of a fall greater than two meters.

No one is authorised to exit either a Boom lift or a scissor lift once they are in the air. If work cannot be completed from within the Boom or scissor lift, then alternate forms of access must be used using the hierarchy of controls for Working at Heights as detailed in the OHS Regulations 2017.

Working near or around live edges of deep excavations (excavations greater than 1.5m) should consider appropriate working at heights controls for working near, entering and exiting excavations.

Ladders are only to be used for access where elevated platforms are not practicable. (A Working at Height Permit is required if a ladder is used working over 2mtr from the ground.

CONFINED SPACE ENTRY

A confined space means an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and is or is likely to be a risk to health and safety from:
 1. an atmosphere that does not have a safe oxygen level, or
 2. contaminants, including airborne gases, vapours, and dusts, that may cause injury from fire or explosion, or harmful concentrations of any airborne contaminants, or
 3. engulfment.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the OHS Regulations.

Entry (to a confined space) - when a person's head, i.e. the breathing zone, or upper body is within the boundary of the confined space.

When entering confined spaces Land Engineering requires contractors to:

- Be qualified, trained, and competent to perform the work.
- With Land Engineering identify, assess, and appropriately control hazards within the confined space.
- Complete and adhere to the Confined Space Entry Permit.
- Inform Entrants and Standby Persons of the locations of the spaces, the potential hazards associated with the respective spaces,
- Enter the confined space with a valid permit & ensure the job is performed in a safe manner.
- Ensure that appropriate control measures are followed.
- Make equipment and area safe on completion of the task.

If an area is not classified as a confined space, however, has many of the characteristics or hazards associated with a Confined Space, then a decision may be made to manage it for entry at that particular time as if it was a confined space.

LIFTING EQUIPMENT

Use only the lifting equipment designed and provided for the task to be done. Do Not improvise with lifting gear. Ensure the lifting equipment you use is rated to make the lift you require – check the information noted on the tags. Chains and slings should be inspected and tagged annually by a competent person (from an inspection service of a specialist chain and sling supplier or a person trained to carry out the inspection.) Do not use lifting equipment which you have reason to believe may be faulty. Always use the safety latches provided on the crane hooks and other lifting equipment.

Operators of lifting equipment are required to provide details of their certificate of competency or high risk licence.

GROUND PENETRATION / EXCAVATION

Working around excavations is a common activity for Land Engineering works. Our employees and contractors must understand the requirements set by the code of practice and our clients. As a minimum our contractors must have completed the course in trenching and excavation , working around underground assets and be familiar with the use of and understanding of dial before you dig (DBYD) plans.

Where excavations are greater than 1.5m (dependent on ground conditions) further controls and notification to WorkSafe Victoria must be implemented.

HOT WORK

Hot work is the use of tools and equipment that may produce sufficient heat to ignite flammable, combustibles, or explosive material in the area. This includes but is not limited to:

- Arc cutting and welding equipment.
- Gas cutting, heating, and welding equipment.
- Grinding and cutting machines (whether air or electrically operated)
Other equipment that emits a naked flame or hot sparks.

Exemption to the Hot Work Procedure is if work is being completed in a Designated Workshop.

Any hot work must be conducted in compliance with Land Engineering's Hot works procedure.

A Hot Works permit is to be completed along with a SWMS.

Hot Work will not be completed onsite on a Total Fire Ban Day unless the applicable Permit from the fire authority (MFB/CFA/Fire Rescue Victoria) is held, or the work is being completed within a designated Hot Work Workshop / setting.

CHEMICALS

Any chemical used must be considered in your SWMS/JSA. For all chemicals brought on site an SDS is to be provided prior to work commencing to ensure we are aware of the hazards and controls required.

PERSONAL PROTECTIVE EQUIPMENT

The contractor is to supply and be responsible for their employees wearing the correct Australian Standards safety approved personal protective equipment (PPE) whilst on Land Engineering sites at all times.

You will require:

- Safety glasses or goggles
- Steel Capped Safety Boots
- Hearing protection
- Long sleeves and long pants
- Gloves
- Helmet
- Face Mask (when required under Victorian Health Directives)

HOUSEKEEPING

At all times, Contractors must keep their immediate working areas clear, neat, safe, and tidy. All tools shall be adequately secured, and Contractors remain responsible for their tools and equipment.

ENVIRONMENT

All Contractors must prevent unnecessary damage to the natural & built environs (including native flora and fauna).

Spillage of any environmentally or microbiologically harmful substance must be immediately contained and reported Land Engineering. Under no circumstances are attempts to be made to dispose of any such spill or substance into storm water or surface drainage systems.

For any work with the potential to cause spillage of environmentally or microbiologically harmful substances, the Contractors must take all necessary prior precautions i.e. provide approved adequate means of spill prevention and containment control.

Only approved and licensed Contractors will be used for work that requires the emptying or cleaning out of any environmentally or microbiologically harmful substance for its disposal.

INCIDENT REPORTING

If you are injured at work, no matter how small the injury, always inform your Company and Land Engineering's Crew Leader/Manager. A first aid assessment will be conducted to ascertain whether further medical treatment is required.

Emergency first aid treatment is available from Land Engineering first aiders.

An incident report must be completed and will be investigated to determine root cause. This will drive the right corrective actions to prevent this incident from happening to someone else.

Everyone on site is required to promptly report all incidents or hazards.

Incidents to be reported are:

- Injuries (no matter how small)
- Near Misses
- Hazards
- Property Damage

MOBILE PHONES, PORTABLE COMMUNICATION DEVICES AND MUSIC DEVICES

Use of mobile communication devices in high risk areas and high-risk situations is prohibited. This includes driving a vehicle, operating a scissor or boom lift etc.

Examples of some mobile communication devices can include:

- Mobile phones
- Radio earpieces only, not the radio itself
- tablets, notebooks, and laptops
- music and other media players including earpieces for those devices

LOSS DAMAGE OF PROPERTY

Land Engineering will not accept any liability for any contractor property that is stolen, lost or damaged. All instances of suspected theft should be reported to Land Engineering. Land Engineering will hold the contractor responsible for any Land Engineering property and equipment lost or damaged whilst in the contractors' care.

