

Mirvac Construction Division

WORKPLACE RISK MANAGEMENT PLAN



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Workplace:

Address:

Phone:

WRMP Revision number:



Workplace Risk Management Plan

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1.0 REVISION

1.1 Workplace Risk Management Plan for Construction Projects

The revision history of the Workplace Risk Management Plan (WRMP) for Construction Projects is documented in the Mirvac Group Document Control Register (access to the Register is restricted). The WRMP is the document used to prepare a project specific WRMP for Construction workplaces.

1.2 Project Specific Amendments

The table below provides the history of the project specific changes to the WRMP. The Workplace Manager or nominated representative reviews the WRMP at maximum 6 month intervals. The WRMP is also reviewed as part of internal HSE management system audits which requires a selection of active workplaces to be audited every 3 months.

'Workplace' revisions to this Plan may be independently issued, but are approved by the Workplace Manager, or a nominated representative, and the Regional HSE Manager prior to release. On receipt of a revision:

- The required amendment is incorporated in the revised WRMP.
- The date of the revision and new revision issue are listed in the table below including reference to the page where the change occurs or the page numbers throughout the WRMP where multiple changes are required.
- Major changes to the WRMP are managed by issuing a new WRMP, i.e. by changing the Project WRMP revision number on the front page, and the WRMP footer issue date throughout the Plan. The superseded WRMP is archived.
- Superseded documents/revisions are removed from circulation but retained for archive purposes.

Date	Revision (in numbers)	Summary Of WRMP Amendments	Page No(s)	Approved by

Workplace Risk Management Plan

2.0 INTRODUCTION

2.1 Workplace Risk Management Plan

This Workplace Risk Management Plan (WRMP) identifies and details the key areas affecting Health Safety Environment (HSE) for this workplace. The Mirvac Constructions Division (MCD) Health Safety Environment Management System ([MCD-HSE-MS](#)) Manual is the 'driving instructions' for HSE management at Mirvac Constructions including this workplace. The WRMP holds the 'driving records' for the MCD-HSE-MS Manual as it applies to this workplace. As such, the Mirvac HSE Management System at this workplace consists of the MCD HSE MS Manual together with this WRMP.

This WRMP ceases to be a valid HSE document at the time Practical Completion is formally agreed. Further maintenance and remedial work by Mirvac employees is managed by completion of the MCD form [Maintenance Works Risk Assessment HSEF2.311 D 0911.doc](#) on a job by job basis. For those works identified as having a significant to high risk ranking in a completed Maintenance Works Risk Assessment a [Job Safety Environmental Analysis HSEF2.14-D 0612.xlsm](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents is specifically prepared and executed for the works. Where maintenance and remedial work by Mirvac employees involves high risk work or multiple overlapping trade activities assessed as having significant to high risk, a Mirvac Group [Risk and Opportunity Register.xlsm](#) is also prepared to identify critical control measures and how these measures will be implemented and monitored.

Maintenance or remedial work undertaken by a Service Provider(s) assessed as having a significant to high risk ranking is managed in accordance with Part 4 of the MCD-HSE-MS and requires as a minimum a Job Safety & Environment Analysis (or equivalent) to be prepared and executed for the works.

2.2 Definitions

Terms used in Mirvac HSE MS documents are defined in the Mirvac Group [Definitions in the Management of HSE.docx](#)

2.3 Mirvac Group HSE Policy

The Mirvac Group [Health Safety Environment Policy.pdf](#) and associated Policies are to be displayed in prominent locations at each workplace & are available on the Mirvac Intranet at [2.0 Policy and Commitment](#). Mirvac policies are detailed in section 4.3.1 Display of HSE Information.

2.4 Workplace Description

[insert project description and key details]

Included are the following key milestones or specific deliverables for this workplace:

[Insert key milestones or key specific deliverables required on the project]

3.0 WORKPLACE HSE PLANNING

3.1 OHS Hazards & Environmental Aspects/Impacts

The significant OHS hazards and significant environmental aspects for this workplace are listed in the workplace Risk & Opportunity Register, which includes unresolved 'construction related' risks identified through the DOOR process (refer to [MCD-HSE-MS Manual 3.1.1](#)).

The Risk & Opportunity Register is prepared using the Mirvac Group [Preparing a Risk and Opportunity Register Procedure.doc](#) and the Mirvac Group [Standard System Control Measures \(Development\).doc](#)

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The Risk & Opportunity Register is reviewed:

- in accordance to the complexity of the project;
- when changes occur;
- following an incident investigation;
- when required in audit report findings;
- during Project Coordination Meetings reviewing the next 4-6 weeks of activities; and
- at least every 3 months by the Workplace Manager, or a nominated representative, to ensure currency and accuracy.

3.2 Legal & other Requirements

HSE legal and other requirements that apply to this workplace are listed in the Risk & Opportunity Register attached to the WRMP [Appendix 8](#).

HSE audits are recorded using the [HSE Audit Tool HSEF2.34](#), the audit tool is configured to suit individual business units and includes WRMP references and references to relevant state/regional HSE legislation. Compliance to the legal requirements is maintained through the HSE audit process (5.3 Non-Conformities and Corrective/Preventative Action).

Access to legal and other requirements (i.e. standards & codes) is provided via internet access. The relevant internet web addresses are listed in WRMP [Appendix 2](#).

3.3 HSE Objectives & Targets

There are documented HSE objectives and targets (action required, action party and due date) for this workplace, referenced in the [Mirvac Constructions Division-HSE-MS Manual, Appendix 1 & Section 3.3](#). Progress against the HSE objectives and targets is reported monthly by the Workplace Manager (or an appointed representative).

3.3.1 Additional Workplace HSE Initiatives

In addition to those objectives and targets previously outlined, a minimum of one additional project Health Safety Environment initiative is nominated at the discretion of the Workplace Manager, or a nominated representative, in consultation with the Workplace HSE Representative or Committee, and the Regional HSE Manager. To assist in the selection and monitoring of HSE initiatives, the Mirvac Group [Initiative Proposal for HSE Improvement.doc](#) form is used. Examples may include: reduction in eye injuries (objective) – 50% reduction with compulsory eyewear (target); improved awareness of unsafe acts (objective) - task observation and monthly incentive scheme (target); reduce exposure to adverse noise (objective) noise spot monitoring and control to eliminate noise levels greater than 85 dB(A) (target).

List Project HSE Initiative(s):

[Insert Details]

3.3.2 Achievement of Construction Division Objectives & Targets

Based on the Construction Division objectives and targets outlined in the [MCD-HSE-MS Section 3.3 and Appendix 1](#), HSE performance measurement is monitored by:

- Periodic auditing of the WRMP and its implementation as part of the overall 10% sample of workplaces audited at maximum 3 month intervals; as defined in [Part 5.5 of the MCD-HSE-MS Manual](#);
- Evaluation of service provider performance by monitoring workplace activities, HSE Management Plan and Job Safety & Environment Analysis or equivalent implementation observation through regular inspection by Mirvac personnel, service providers and the

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- workplace HSE Committee;
- Providing workplace personnel with training to maintain competency in all work activities in which they are engaged or where a deficiency is identified, training is provided;
- Incident reporting, investigation and effective communication and evaluation of implemented corrective action;
- Recording and reporting of HSE objectives against targets (Note: Outstanding Practice performance requires achievement of ALL applicable project performance targets to the outstanding levels defined); and
- Effective injury management, return to work and environment protection.
- Personnel nominated to undertake the implementation and observation of the Construction Division Objectives and Targets for this workplace are listed in the [Table 3.3.2](#) Construction Division Objectives & Targets Nominated Personnel.

Table 3.3.2 Construction Division Objectives & Targets - Nominated Personnel

Nominated Person	Objectives & Targets Task	Frequency

4.0 WORKPLACE IMPLEMENTATION

4.1 Workplace Organisational Structure

For all MCD construction workplaces an organisational chart is prepared to outline responsibilities and reporting lines for HSE. The organisation chart for the workplace is outlined in [Appendix 1](#). Responsibilities and accountabilities for each workplace may differ. Templates for these are available on the Intranet at: [Construction HSE Roles and Responsibility Statements](#).

On commencement at the workplace each person employed in a role listed in the organisational chart signs & dates their respective HSE Responsibility Statement for their designated role, the signed documents are filed in [Appendix 9](#) of this WRMP.

Each document includes a 'field' to allow for inclusion of additional roles and responsibilities. Any deletions from the document (identified during the discussion process prior to applying signatures) must be agreed, the relevant clauses ruled through with black pen and initialled by both parties in the margin.

Service providers (contractors and suppliers) are managed in accordance with [Mirvac Construction Division -HSE-Management System Manual, Section 4.6.4](#) and Group HSE-MS section 4.6.1

4.2 Training, Awareness & Competency

4.2.1 Workplace HSE Training

(Details on training requirements can be found in the Mirvac Group-HSE-MS Manual Appendix 3, Mirvac Group HSE Training Needs Analysis HSET5.02 and MCD-HSE-MS Manual - 4.2 Training Awareness and Competency)

The minimum training requirements for MCD employees are:-

- General Industry OHS Induction/Safety Awareness Training for the Construction Industry where required in each state or territory (External Provider);
- Mirvac Group Licence To Operate modules (LTO – Mirvac Intranet);

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- WRMP for the Project/ Workplace (Project-based Training);
- OHS Risk Management for personnel in supervisory positions (External Provider);
- Workplace Specific Induction (Project-based Training)

Additional HSE training needs are identified in an individual's performance management review held by the Workplace Manager or nominated representative. Workplace specific HSE training and competencies (e.g. confined space entry, asbestos removal, plant licences, or other) for Mirvac Construction workplace personnel (covering all training aspects) is identified in the project-based Mirvac Group form [Training Needs Analysis.xls](#)

Service providers holding High Risk Work Licences are recorded and monitored using the induction record or similar method.

Once identified, the training must be identified as internal or external and tracked to completion and the date inserted, with refresher training intervals included. Appropriate certificates of competency, general industry induction training and other qualifications for MCD workplace personnel are recorded on the MCD [Workplace Induction Record HSEF2.305-G 0214.doc](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents.

Service provider training for High Risk Work Licences is identified in the HSE induction process and tracked in the 3DSS system (where operational) and by sampling during HSE audits and inspections.

Where there is a requirement to undertake mandated 'refresher' training courses, e.g. first aid, fire response, then the dates of the programmed course must be entered into the [Training Needs Analysis.xls](#) as detailed in the [Training Needs Analysis - how to use the form.doc](#). Where the business unit or workplace has a requirement for other training to be undertaken at regular intervals e.g. manual handling, then this detail can be included in the same way.

The minimum requirement for Services Providers (contractors and suppliers) at this workplace is:

- General Industry OHS Induction/Safety Awareness Training for the Construction Industry where required in each state or territory ;
- Work activity induction training in the workplace specific HSE Management Plan including Job Safety & Environment Analysis or equivalent prepared for all building/construction work activities;
- Workplace specific induction and,
- Relevant certificates of competency and other work activity related training, e.g. confined space entry or asbestos removal;

4.2.2 Service Provider Induction

A photocopy of the service provider employees General Industry OHS Induction/Safety Awareness Training for the Construction Industry Induction card and a photo ID, e.g. drivers licence (to confirm identity) is taken at the workplace specific induction (as a minimum, the serial number of each is recorded, where photocopy facility is not available) and listed in the MCD [Workplace Induction Record HSEF2.305-G 0214.doc](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents.

Alternatively, to confirm the identity of service provider employees on larger, long-term workplaces, prior to attending the Workplace Specific Induction, all service provider personnel must register & complete the on-line Mirvac Construction General Induction for HSE at www.3dsafety.net.

Once completed, the Workplace Induction form is to be printed for each of the service provider personnel. The 3DSS Induction Record form is to be presented at the Workplace Specific Induction for verification purposes. The form is to be completed once the Workplace Specific Induction has concluded.

Alternatively if service provider personnel attend another MCPL project, then the issued 3DSS Identification card must be presented for verification purposes. In this instance, a photocopy of the

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3DSS Identification card will be taken & attached to the completed MCD [Workplace Induction Record.doc](#)

Persons unable to demonstrate completion of the on-line Mirvac Construction General Induction for HSE will not be inducted or allowed to commence work. Persons unable to demonstrate completion of OHS General Industry Induction/Safety Awareness Training are not inducted and cannot enter the workplace.

4.2.3 Young Worker Induction Training

Any young worker new to the construction industry (i.e. under 25 years of age **and** with less than two years experience), including trainees or apprentices, is afforded special attention as detailed in the Mirvac Group [Young Worker Policy-HSEG3.02-B.doc](#). This policy is endorsed by the employer of the young worker and the Mirvac Group [Young Worker Policy Commitment \[Development\].doc](#) completed prior to the young worker commencing work at this workplace. Additional trade related training and work activity experience is recorded using the MCD [Young Worker Skills Passport.doc](#)

Students are inducted using the Mirvac Group [Student Placement Procedure.doc](#)

4.2.4 Visitor Induction

All 'one-off' visitors (unlikely to return) to this workplace are accompanied at all times by a person that has been inducted at this workplace. All visitors sign the Mirvac Group [Workplace Visitors Register.doc](#) upon arrival and departure (including time of entry and exit).

Regular visitors (e.g. requiring access twice a month or more) and persons who undertake construction related work activities, i.e. those not specifically defined as 'construction work', must hold the General Industry OHS Induction/Safety Awareness Training for the Construction Industry where required in each state, territory or region, and attend the workplace specific induction. Mirvac requires **all visitors** to wear the mandatory personal protective equipment outlined in the workplace specific induction.

Sales or customer relations personnel shall comply with the procedure detailed in Mirvac Group [Tours Previews and Final Presentations on Development Sites.docx](#)

4.3 HSE Consultation, Communication and Reporting

The meetings which communicate HSE matters at this workplace are listed in WRMP [Appendix 5](#). The HSE consultation arrangements at this workplace are identified by the 'marked-up' Mirvac Group [HSE Consultation Statement Jan 2012.doc](#) This statement is displayed in prominent locations.

Consultation and issue resolution is managed in accordance with the Mirvac Group [Consultation Procedure.doc](#). The Workplace Manager or nominated representative retains a record that demonstrates workers including employees and service providers if applicable were consulted on the method of HSE consultation agreed at the workplace e.g. Mirvac Group [Committee Meeting Minutes.doc](#) and [Tool Box Talk Record.doc](#)

Service providers and other persons conducting a business or undertaking at MCD workplaces are required to consult with their employees on issues that may impact HSE and a record, e.g. a Tool Box Talk, forwarded to the Workplace Manager or nominated representative.

Consultation includes the requirement for all workers including employees and service providers (contractors and suppliers) to report hazards and incidents.

Mirvac employees are required to:

- report hazards using the Mirvac Group form [Hazard Notification.doc](#) or Mirvac Group Hazard Notification Card;

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- report community contacts (complaints or other related to HSE) using the Mirvac Group form [Community Contact Notification HSEF2.07-C 0412.doc](#)
- report all incidents immediately, and an initial written report regarding the incident must be entered into the Mirvac Group online reporting system within 24 hours. Alternatively, where direct access is not available, information can be recorded using the Mirvac Group [Incident Investigation Report.doc](#)

A Work Health and Safety (WHS) Entry Permit Holder may enter a workplace to consult with relevant workers on WHS matters or for the purposes of inquiry into a suspected contravention of the WHS Act 2010. Details of the requirements for entry by the WHS Entry Permit Holder are outlined in the Mirvac Group [Union Right of Entry Guideline HSEG3.42-A.vsd](#) and further detailed in the [Safe Work Australia Right of Entry Legislative Fact Sheet](#).

For those jurisdictions where work health and safety legislation does not currently apply, refer to federal and state based right of entry provisions for Trade Union representatives. Further details on HSE consultation, communication and reporting are outlined in the MCD-HSE-MS–Manual Part 4.3.

4.3.1 Display of HSE information

To ensure all personnel have the opportunity to view, discuss and take note of HSE information, the information will be posted at prominent locations at the workplace, and the Notice Board(s). At this workplace the following will be displayed (as a minimum):

- Mirvac Group [Health Safety Environment Policy.pdf](#)
- Mirvac Group [Bullying & Harassment Prevention Policy](#)
- Mirvac Group [Drugs and Alcohol Policy.pdf](#)
- Mirvac Group [Injury Management and Return To Work Policy.pdf](#)
- Mirvac Group [Noise Control Policy.pdf](#)
- Mirvac Group [SmokeFree Policy.pdf](#)
- Mirvac Group [Corporate Responsibility and Sustainability Policy](#)
- Mirvac Group [UV Radiation Sunlight Policy.pdf](#)
- Mirvac Group [Young Worker Policy-HSEG3.02-B.doc](#)
- Mirvac Group [HSE Consultation Statement Jan 2012.doc](#)
- detailing the consultation arrangement agreed for the workplace;
- Specific workplace injury reporting relevant to the state or region, i.e. how to report an injury;
- Workplace rules;
- Hours of work;
- Any special environment rules, e.g. flora or fauna protection specific to the workplace;
- Emergency evacuation diagram/drawing, including Assembly/Muster Points;
- Workplace amenities plan including First Aid shed location;
- Emergency contact telephone numbers including:
 - Workplace Manager or nominated representative
 - First aid officer(s)
 - Emergency Plans and Drawings
 - Bullying & Harassment Contract Officer
 - Nearest hospital or emergency centre
 - Nearest medical centre
 - Contact table from WRMP [Appendix 6](#)
- Workplace Emergency Response Plan (to be developed by the Workplace Manager or nominated representative for each work location).
- Copy of the completed Mirvac Group [Extreme Incident Investigation Proforma.doc](#)
- List & photograph of nominated First Aid Officer(s) and their contact telephone number;
- Minutes of the latest workplace HSE Committee meeting including its members and Chairperson;
- List & photograph of HSE Representative(s), or Workplace Health and Safety Officer or any Designated Workgroup;

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- Copy of the latest Mirvac Group [Construction HSE Alerts](#) or other guidance material; and
- Location of the Spill Kit.

4.3.2 HSE Monthly Reporting

The Workplace Manager (or an appointed representative) completes the Mirvac Group [Monthly HSE Summary Report.doc](#) and submits it to the Regional HSE Manager no later than close of business on the 2nd working day after the last day of the month.

4.3.3 Toolbox or Pre-Start Talks

Workers (as nominated by the Workplace Manager) and service provider supervisors conduct tool box talk meetings with those employees under their supervision and record the meetings on the Mirvac Group [Tool Box Talk Record.doc](#) or equivalent.

Pre-start meetings are conducted daily by each Mirvac and service provider workplace supervisor, to discuss HSE matters from previous day(s), the current day's activities, and the controls in place. The pre-start meeting is recorded on the [Daily HSE Pre-Start Talk HSEF2.330-C 0814.doc](#) or equivalent.

Other HSE related meetings are recorded formally using the Mirvac Group [HSE Meeting Minutes.doc](#) where discussing a HSE Management Plan, JSEA or equivalent for a specific work task and other relevant HSE matters. Tool Box Talks are undertaken at intervals that keep workers including employees and service providers informed of conditions and changes to the workplace that may affect HSE. A copy of Tool Box Talk Meetings and other meetings is retained, and filed in accordance with the Mirvac Group [Document Filing Procedure.doc](#) and WRMP [Appendix 4](#). Items listed for action are reviewed and progress is reported at the next meeting, and subsequently until they are corrected.

4.4 Document and Data Control

Only the latest versions of HSE documents are used at this workplace and are available from the Mirvac Intranet whenever required. Procedures become 'uncontrolled' from the date of retrieval, downloading or printing from the Mirvac Intranet. Document additions, changes or deletions are circulated by regular e-mail revision updates of the Mirvac Group Document Control Register.4.5 Hazard/Aspect Identification, Risk Assessment & Risk Control

All work activities undertaken by Mirvac personnel at this workplace are carried out in accordance with the Mirvac policies, procedures and guidelines, including product line specific documents referenced in WRMP [Appendix 3](#). These Mirvac Group and MCD requirements, as related to a specific work activity, are included in the respective JSEA for the work to be carried out. Where the JSEA is developed by Mirvac, it is prepared on the Mirvac Group [Job Safety Environmental Analysis HSEF2.14-D 0612.xlsm](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents ensuring inclusion of any construction related hazards/aspects, and their respective critical controls identified in the Mirvac Group [Risk and Opportunity Register HSEF2.09.1](#) as well as control measures identified in the Mirvac Group [Standard System Control Measures \(Development\).doc](#) and adherence to the Mirvac Group [Risk Management Procedure.doc](#)

4.4.1 HSE Management Plans

Service providers selected to undertake work provide an HSE Management Plan or equivalent for the work they are to undertake prior to commencement. The HSE Management Plan outlines the management, supervision and control measures to be implemented by the service provider for all health, safety and environment risks associated with the contracted works. To facilitate this requirement Mirvac can provide the [Service Provider HSE Management Plan Template](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents.

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4.4.2 High Risk Work Permits

Specific high risk activities are controlled through the use of [Mirvac Group Permits](#), the permit must be completed by the work team and the relevant Mirvac manager/ supervisor prior to the work activity commencing on the day.

4.4.3 Hazard Identification, Control and Monitoring

Workers are encouraged through the workplace specific induction and Tool Box Talks to identify and control hazards and aspects on a 'see and fix' basis where practicable to do so and to report hazards and aspects. Informal hazard and aspect observations of randomly selected work activities to verify the implementation of control measures and identify safe behaviours is achieved using the Mirvac Group ["Changing Our Behaviour Before Actual Harm" \(COBBAH\)](#) initiative or Mirvac Group [Task Observation Checklist.doc](#)

Where extreme or high risk hazards or aspects are identified that specifically relate to a work area or work task undertaken by a service provider, a Mirvac Group [Workplace HSE Instruction WBF.doc](#) shall be issued and corrective action instigated.

Where faulty or defective plant and equipment is identified which has the potential to impact on health and safety or the environment it shall be isolated from use in accordance with the Mirvac Group [Lock Out Tag Out Isolation Procedure.doc](#)

Potential situations where health monitoring may be required are identified in the Mirvac Group [Risk and Opportunity Register WBF.xlsm](#) developed for each workplace; refer to [MCD-HSE-MS-Manual Part 5.1.1 Health Monitoring](#)

4.5 Emergency Response and Evacuation

The Workplace Manager, or a nominated representative, in conjunction with other appointed Mirvac personnel develops emergency procedures for the workplace including an emergency contact list to be displayed on the workplace notice board and at other prominent locations. The Emergency Response Contact Information Table is completed by the Workplace Manager or a nominated representative and is included in WRMP [Appendix 6](#).

Each workplace has a stand-alone documented Emergency Response Plan (ERP) prepared in accordance with the Mirvac Group [Emergency Response Procedure.doc](#) and regularly tested in accordance with the table below.

Each ERP is reviewed periodically to ensure currency, and tested at maximum 12 month intervals or more frequently according to the current level of risk, the initial evacuation exercise should be undertaken once high risk work is underway as determined by individual workplaces. An evaluation of the test includes: the time taken to evacuate the workplace including specific areas or floors; the effectiveness of: the evacuation operation; the siren; and of access/egress.

Extreme incidents involving:

- injury requiring emergency services and hospitalisation; or,
- material harm to the environment; *and*
- including involvement of the Regulatory Authority,

must be notified immediately to the Regional HSE Manager(s), National Construction Director, National Operations Manager and Group General Manager HSE. Extreme incidents are managed in accordance with the Mirvac Group [Extreme Incident Response Procedure.pdf](#).

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The MCD [Emergency Response Plan Template \(Construction\).doc](#) can be used as a template. Where an Ambulance is called to attend a workplace injury, a Standby Person will be nominated and positioned at the main entry to the workplace to assist Ambulance Officers to locate and attend the injured person as required by the Mirvac Group [Emergency Response Procedure.doc](#). A completed Mirvac Group [Extreme Incident Investigation Proforma.doc](#) displayed in the workplace provides a summary of information required when making an emergency call.

The Emergency Response Plan (ERP) is reviewed and tested as follows:-

Item	Action required & pass/fail requirement	Frequency					Record
		Weekly	Monthly	6 monthly	Yearly	5 yearly	
Emergency Response Plan (ERP)	Check content & continued relevance to facility including assessment of assembly area				<input checked="" type="checkbox"/>		Review as part of maximum yearly review of the Workplace Risk Management Plan or as required by R & O Register & workplace changes
Emergency Control Organisation (ECO)	ECO personnel requirements comply with the ERP		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Emergency response plan (ERP).
Fire equipment	Fire extinguishers, hose reel or other. Attached compliance tags. Inspection & maintenance by service provider			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Workplace HSE Inspection. Service provider records.
Fire equipment	Fire extinguishers, hose reel or other. Seals intact. Charged extinguishers in place at relevant locations	<input checked="" type="checkbox"/>					Workplace HSE Inspection. HSE Committee Minutes.
Evacuation equipment	Emergency lighting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Logbook maintained by service provider
Evacuation equipment	Emergency Warning and Intercommunication System (EWIS)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Logbook maintained by service provider
Evacuation exercise	Compliance with the emergency response plan (ERP).				<input checked="" type="checkbox"/>		HSE Committee Minutes, Workplace Manager Diary and Evacuation- Emergency Drill Evaluation.doc
Emergency Drill	Emergency scenario response (taken from ERP Identified Emergencies)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Evacuation- Emergency Drill Evaluation.doc
Training	All personnel inducted, and ECO personnel training up to date			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Training records
Assembly areas	Nominated areas checked suitable and relevant to ERP			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Workplace HSE Inspection.

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5.0 MEASURING AND EVALUATING

5.1 Monitoring of Workplace

The formal weekly inspection is to be completed using the Mirvac Group [Workplace HSE Inspection \(Construction\) WBF-HSEF2.18-A 0314.xlsx](#) or Mirvac endorsed equivalent – Appendix 3 Mirvac HSE Documents, (as approved by the Regional HSE Manager). Workplace OHS hazards or environmental impacts are reported by any project personnel to Mirvac management using Mirvac Group [Hazard Notification.doc](#). Any Mirvac Group [Workplace HSE Instruction WBF.doc](#) issued to workers including employees or service providers is retained at this workplace and reported in the Mirvac Group [Monthly HSE Summary Report.doc](#) together with the corrective/preventative actions implemented, which are managed in accordance with WRMP [Section 5.3 Non-Conformities and Corrective/Preventative Action](#).

This workplace is inspected as follows:-

Workplace Inspection Schedule				
Task	Type of Inspection	Inspection By	Frequency	Record
Specific work area	Hazard Inspection	All	Daily	Diary entry of any significant issues. Workplace HSE Instruction WBF.doc , Hazard Notification.doc
All general work areas Including plant & equipment	HSE inspection. (Construction)	Each area by supervisor/ nominated HSE person	Weekly	Workplace HSE Inspection (Construction) WBF-HSEF2.18-A 0314.xlsx
OHS Noise monitoring	Sound levels of noisy tasks/ plant	Competent person	Weekly or as required by R & O Register	Workplace HSE Inspection (Construction) WBF-HSEF2.18-A 0314.xlsx Noise Monitoring Register WBF.doc Noise Management Procedure.doc
Environmental Noise Monitoring	Sound levels at sensitive receivers	Competent person	As required by R & O Register	Noise Monitoring Register WBF.doc
Water quality testing	Water quality prior to pump out	Competent person	As required by R & O Register	Water Quality Discharge Procedure.doc
General work area	HSE Inspection (Construction)	HSE Committee or nominated HSE representative	Weekly	Committee Meeting Minutes.doc
Specific task observation	JSEA or equivalent implementation verification.	Construction Management Team or selected persons appointed by the Workplace Manager or a nominated representative	Weekly	Completed COBBAH task observation card, Task Observation Checklist WBF-HSEF2.86-A 0314.doc , Tool Box Talk Record HSEF-2.10-A.doc & Workplace HSE Instruction WBF.doc issued for any deficiencies noted

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5.2 Monitoring of Plant, Equipment & Processes

The compliance of plant, equipment and processes at this workplace is assessed in accordance with WRMP Appendix 7 – Plant, Equipment & Processes Inspection & Testing Schedule.

Incoming plant and equipment is checked by using any or a combination of the following checklists: the Mirvac Group [Plant Daily Operational Inspection WBF.doc](#), Mirvac Group [Mobile Crane Permit.doc](#) and Mirvac Group [Lifting Gear Inspection.doc](#). Records are kept in Mirvac Group [Plant and Equipment Register WBF.xls](#) and Mirvac Group [Lifting Gear Register HSEF-2.15-B.doc](#).

Inspection of all powered plant and equipment is undertaken by a competent person (e.g. Plant Owner, Plant Mechanic, and Plant Engineer) prior to use on a Mirvac workplace, and as per the manufacturer's specification. On arrival at a workplace, relevant plant documentation is inspected using Mirvac Group [Plant Arrival Checklist WBF-HSEF 2.75-A 0314.doc](#).

In some instances plant and equipment may require further inspection and certification by qualified personnel where the configuration can be altered (e.g. cranes and hoists). Competent Persons undertake and document inspections of plant and equipment prior to use and/or on a daily basis. All persons operating plant and equipment are appropriately trained, experienced and where required, certified by the Regulatory Authority.

Service providers are required to maintain inspection and test records and a Plant Register(s) for all plant and equipment verified by the project team. Maintenance of hired plant and equipment is the responsibility of the supplier/hire company. If a supplier/hire company fails to maintain its plant and equipment and site personnel are aware that the equipment requires maintenance/repair, or has the potential to create risks to health safety and environment, the plant and equipment is quarantined and its operation ceased. Personnel will inform their supervisor who in turn will ensure the supplier/hire company complies with its maintenance requirements.

Plant and equipment provided to this workplace is supplied with the required items not limited to:

- A register of the plant and equipment;
- A risk assessment or JSEA for the plant or equipment to be provided;
- Evidence of adequate instruction and training in the use of the plant and equipment;
- A JSEA or equivalent related to the safe operation of the plant and equipment; and
- Records detailing the currency of ongoing maintenance, testing or calibration.

Faulty or defective plant and equipment identified which has the potential to impact on health and safety or the environment is tagged out in accordance with Mirvac Group [Lock Out Tag Out Isolation Procedure.doc](#)

5.3 Non-Conformities and Corrective/Preventative Action

Non-conformities and corrective/preventative actions identified at this workplace are tracked to resolution by the Workplace Manager or a nominated representative, which includes a record of corrective actions and evaluation of their effectiveness. This includes HSE action items from reviews, audits, workplace inspections, hazard/aspect notification reports, opportunities for improvement and incidents. These action items are corrected in a timely manner to prevent recurrence.

The Mirvac Group [Audit Findings Action Plan- HSE.doc](#) is used to capture findings from the [HSE Audit Tool HSEF2.34](#), the audit tool is configured to suit individual business units and includes WRMP references and legal references to state/regional legislation. [The Audit Findings Action Plan- HSE.doc](#) requires a 'root cause' analysis for each non-conformity, as well as the 'corrective actions' and 'evaluation of effectiveness'. The form also requires input for each item as to who is responsible for the action, the timeframe, and the date that the item was evaluated and closed.

Where the risk associated with an identified non-conformity from an audit or HSE inspection is rated as medium, high or extreme a review of the Risk & Opportunity Register is undertaken at a workplace level to determine:

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- the content of the Register, i.e. is the hazard and risk or aspect and impact related to the non-conformity included in the Register; and
- the effectiveness of critical control measures, i.e. short term and long term duration; and
- the effectiveness of monitoring activities related to each critical hazard and risk or aspect and impact.

The time frame for rectification of issues raised in any audit shall be determined by the Regional HSE Manager but shall not exceed 30 days. (Additional information is contained in MCD-HSE-MS Manual 5.3.2)

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5.3.1 Incidents at the Workplace

MCD workplace HSE incidents are reported within 24 hours in accordance with the Mirvac Group [Incident Reporting Procedure.docx](#). Information regarding the incident must be entered into the Mirvac Group online reporting system. Alternatively, where direct access is not available, information can be recorded using the Mirvac Group [Incident Investigation Report.doc](#) and entered into the Mirvac Group online reporting system as soon as practicable. Where all information required in the incident investigation report is not readily available within the 24 hour period, a preliminary report is issued and supplementary information provided as it comes to hand and the Mirvac Group online reporting system updated accordingly. Notices issued by any Regulatory Authority to the workplace are reported immediately to the Regional HSE Manager and included on the Mirvac Group [Monthly HSE Summary Report.doc](#) and a copy of the Notice is forwarded to the Group Manager HSE within seven working days.

Incidents involving injury, near miss, damage to plant and equipment, and the environment are managed in accordance with the Mirvac Group [Incident Reporting Procedure.docx](#). Those incidents relating to spills to the environment are managed in accordance with the Mirvac Group [Spill Management Procedure.doc](#).

5.3.1.1 Extreme Incidents

An exception to the above includes Extreme Incidents involving emergency services and the regulatory authority(s), which require immediate notification to the Workplace Manager or nominated representative and the Regional HSE Manager. The Regional HSE Manager then immediately notifies the Division Director and the Group Manager HSE in accordance with the Mirvac Group [Extreme Incident Response Procedure.pdf](#) and Mirvac Group [Mirvac Group What To Do In An Extreme Incident Guideline HSEG3.15-E.doc](#). Additional information is included in [MCD-HSE-MS Manual - Section 4.7 Emergency Preparedness & Response](#).

5.3.2 Injury management & return to work

All employee injuries that occur at work or in the course of a normal journey to and from work, and result in time off or an inability to complete normal duties are managed in accordance with the Mirvac Group [Injury Management & Return to Work Manual HSEMS0.12](#).

5.3.3 Unacceptable Behaviours

Unacceptable HSE performance by workers including employees or service providers is managed in accordance with the Mirvac Group [Unacceptable HSE Performance.doc](#). Non-conformities relating to the observation of repeated unacceptable HSE performance require the issue of a completed formal Mirvac Group [Workplace HSE Instruction WBF.doc](#).

5.3.4 Counselling & Employee Assistance

Mirvac Group operates a 24 hour per day 7 days a week counselling service for all Mirvac employees. More detailed information can be found at the Mirvac Group [Employee Assistance Program](#) (EAP).

5.4 HSE Records

Key HSE records for this workplace are listed in WRMP [Appendix 4](#) which is completed with reference to workplace specific locations by the Workplace Manager, or an appointed representative. (Further HSE Document References can be found in [MCD-HSE-MS Manual section 5.4](#))