Stonehill, Bacchus Marsh

Workplace Health and Safety Management Plan

June 2014

DOCUMENT CONTROL

Revision Status

The Stonehill Workplace Health and Safety (WHS) Management Plan shall be revised and reissued through the life of the development whenever changes to legislation or risks require it and where lessons learnt or investigations identify the need for revision.

The Development Manager is responsible for approving the issue of the WHS Plan and its revisions.

The first issue should be reviewed by the National WHS Manager for the development prior to approval and issue. The WHS Plan is subject to a system of continuous improvement in the management of workplace health and safety issues.

Document Revision Register

Revision No.	Date	Revision Details	Prepared	Reviewed	Authorised
0	Apr, 2014	Draft 1 Plan.	CM	TBC	
1	Jun,2014	Finalisation of Plan	CM	DC	CM
2					
3					

Table of Contents

1.0 Introduction

The Workplace Health and Safety (WHS) Management Plan has been prepared by Devine Communities to ensure that the principles and processes for managing the Stonehill are clearly set out and understood.

2.0 Policy and Vision

Devine's commitment to Work Health & Safety in the workplace is imbedded in the core values under which it operates, "The Devine Way". One of these five core values is "Care" which reflects Devine's commitment to the wellbeing of each other, our clients and partners, our community and our environment.

Devine is committed to providing a healthy and safe work environment for its employees, contractors, suppliers, stakeholders and any other person who may be affected by its operational activities. This commitment extends to eliminating where possible and minimising where reasonably practicable, hazards and risks that have the potential to harm people and/or the environment.

Devine recognises the important role that leadership plays in regard to promoting work health and safety within the business and also to promoting it to all employees and stakeholders. To demonstrate this, the management team at Devine will ensure that there is a visible commitment from them to work health and safety practices in order to motivate, educate and support employees and stakeholders in this important area.

The Devine Work Health and Safety Policy objectives include:

- Complying with all relevant statutory and regulatory requirements, codes of practice, standards and Devine work health and safety requirements
- Including risk management principles in all stages of its operations including planning, design and construction
- Ensuring the systematic identification, assessment and management of hazards and associated risks
- Promoting and ensuring open, honest, effective and timely work health and safety communication, consultation and coordination with stakeholders
- Providing ongoing work health and safety education and training to all employees
- Ensuring incidents are reported and investigated as appropriate and that any lessons learnt from these incidents are communicated within the organisation
- Distributing work health and safety information including this policy to all employees and stakeholders
- Providing adequate resources to ensure work health and safety remains a core value of the "Devine Way" – "Care"
- Taking any action deemed necessary when work health and safety issues are identified
- Establishing work health and safety objectives and setting timeframes for the completion of these objectives so that work health and safety performance can be measured and initiatives for continual improvement can be implemented.

Devine Group WHS Policy

Devine Group WHS Management System (aligned to AS4801)

| Devine Constructions WHS Management System (AS4801 accredited. Applying for FSC accreditation in mid 2013) | Devine Homes WHS Management System (applying for AS4801 certification mid 2013) | Devine Communities WHS Management System (aligned to AS4801) | Devine Apartments WHS Management System (aligned to AS4801) | Devine Corporate and State offices (WHS Plan) |

3.0 Stonehill Objectives

The Stonehill team has the WHS objectives to do all things reasonably practicable:

- To prevent incident or injury occurring within the project to any employee, contractor, supplier or member of the public
- To ensure all Devine employees meet their minimum WHS training requirements
- To ensure all contractors and service providers working on the project/development have been prequalified or subjected to a process of ensuring they can meet the WHS legislative requirements.
- To monitor the Principal Contractor and their contractors to ensure they satisfy their contractual requirements in relation to WHS
- To manage statutory compliance with respect to WHS for areas under Stonehill control
- To ensure vehicle and pedestrian access is limited to the general public to areas of steep terrain located onsite – key access points are to be appropriately signed
- To manage public access and safety around the onsite storm water ponds

This WHS Plan is intended to ensure that any WHS commitments made for the development are identified and their incorporation into the works is planned, implemented and reviewed.

4.0 Project Description

Stonehill Community in Bacchus Marsh is a 1,500 lot development located on the southern side of a steep escarpment which borders the Werribee River. The site is approximately 150 hectares and will ultimately include numerous landscaped gullies, a shopping centre, a primary school, walking trails and recreational areas. The project is intended to be completed in approximately 2024.

Devine controls 50% of a Joint Venture with the other party being The Gull Group, a retirement developer based out of Ballarat. The land is owned by the Gull Group and Devine's access to develop is controlled via a land management agreement. Devine Management Services has been engaged by the JV to provide Development Management and Sales and Marketing Management to the JV. One of the obligations is to maintain appropriate insurances and manage WHS throughout the entire development.

Stakeholder	Role	Contact details
Devine Bacchus Marsh Pty Ltd	50% JV Partner	03 8699 3100
Devine Management Services	Development Manager	03 8699 3100
The Gull Group (Bricland Ranch Pty Ltd)	50% JV Partner	03 5331 2222
Winslow Constructions	Civil Contractor	03 9358 7700
Charles Clarke Landscape Services	Landscape Contractor	03 9794 9509
Coughlan Civil	Project Engineer	03 5331 2688

5.0 Devine Employees Work Health and Safety training

All Devine employees that visit the construction site must receive a:

- Project induction detailing project particulars
- Devine online induction (located on d'VINE intranet and part of employee orientation)

All training should be recorded.

All employee/contractor/service provider visitors to the construction site must sign in, using an appropriate sign in/out register.

Any visitor that attends a construction site must be escorted at all times by a person inducted into the construction site.

6.0 Stonehill Work Health and Safety Roles and Responsibilities

Development Manager will be responsible for:

- Overall WHS management on the project with respect to areas under Devine's control and as the "Client" for the construction works
- Reviewing this WHS Plan six monthly (or when significant changes are made to the project) and recording it in the revision register
- Attending the WHS Team meeting (conducted quarterly)
- Completing the Project Monthly WHS Report
- Conducting fortnightly site inspections with contractor operatives
- Conducting investigations of all incidents
- Assisting in the selection of contractors competent to deliver the work required of them in accordance with this WHS Management Plan, including evaluation of WHS tender submissions by potential contractors
- Ensuring that design is considered and documented prior to works commencing
- Attending one toolbox meeting conducted by the Principal Contractor per quarter.

All Devine Employees must:

- Have a working knowledge of this WHS Management Plan applicable to their work activities;
- Follow written and verbal instructions for their personal safety and the safety of others
- Report any safety hazard and risks within their work area to the Project Director, Development Manager or WHS Manager ;
- Immediately report all injuries and incidents (i.e. "near misses") to their line manager (See Incident Notification procedure Appendix 1)
- Be aware of the fire and emergency response procedures, the location of fire alarms, fire equipment and designated safe assembly points.

7.0 Stonehill Incident Management

Devine employees, Principal Contractors and Contractors are required to immediately report to the Development Manager / WHS Manager any event that results in injury, property damage or a 'near miss'. If medical treatment is required beyond first aid, immediately contact emergency services on "000" to attend the incident.

The Devine Communities Incident Notification protocol must be followed.

See Incident Notification procedure Appendix 1.

All incidents/near misses etc. must be documented.

8.0 Emergency Response Procedures

The Stonehill Community must develop an Emergency Response Plan at the commencement of the development for areas under Devine's control (e.g. sales huts, Project offices etc). The principal contractor must develop an Emergency Response Plan for the construction site areas.

The Stonehill Emergency Response Plan for the sales hut / project office can be located in Appendix 2.

9.0 Contractor/Service Provider Selection, Engagement and Management

9.1 Contractor/Service Provider Selection

All contractors/service providers employed by Stonehill must be assessed as competent to achieve compliance with legal and insurance requirements.

If works are being tendered the Tender Management Checklist must be completed (located in Appendix 3).

9.2 Contractor/Service Provider Engagement

Principal Contractors invited to tender will receive the following WHS documentation:

- A copy of this WHS Plan
- Stonehill WHS Risk Assessment (located in Appendix 4). A Project specific WHS Risk Assessment is our evidence that we have provided a list of all known risks on our project to our contractors. This is to ensure we have discharged one of our obligations as the "client" under the OHS legislation. This Risk Assessment should include any project specific surveys such as known underground services, asbestos, flora and fauna etc

Minor contractors engaged to undertake works will receive the following:

- Stonehill WHS Risk Assessment (located in Appendix 4)

Prior to commencement on site a Pre-Start Checklist must be completed by Stonehill Consultants to ensure required WHS documentation is competed and available. This completed checklist should be kept with the project/development and a copy with the Principal Contractor.

The Pre-Start Checklist can be found in Appendix 5.

A construction pre-start review must be carried out with the Principal Contractor before any construction work takes place to ensure that:

- Design is considered prior to construction activities commencing (as per the WHS Act and Regulations risks must be eliminated or mitigated as far as reasonably practicable with regard to design of structures)
- A construction health and safety plan is developed that addresses how significant hazards will be managed and how compliance with WHS legislation will be achieved, eg: fall prevention, site logistics and emergencies.

9.3 Contractor/Service Provider Management

Regular performance monitoring will occur on the Stonehill Development. The Stonehill Development Manager will implement the following inspections and reports:

Weekly/Fortnightly Reviews by a competent member of the project team to assess WHS performance of the contractor compared with the WHS legislation. The weekly inspection checklist can be found in Appendix 6

Monthly/Quarterly Inspections undertaken by a senior member of the Project team (and a WHS Manager) to assess compliance with WHS legislation.

Monthly WHS Reports will be undertaken and signed off by the most senior person on the project. This report will detail both lead and lag indicators. Monthly WHS Report template can be found in Appendix 7

Independent Audits conducted by a WHS Manager to audit compliance with the requirements of this WHS Plan and WHS legislation.

10.0 Construction Post Completion Review

A post completion review shall be carried out within three months of the completion of the stage. Members of the Development, Design, Construction and Marketing Teams should be represented at the Post Completion Review. The post completion review will:

- Assess whether the structure is safe and whether any areas are required to be rectified.
- Identify, capture and communicate lessons learnt via the project/development WHS Team meetings to aid continuous improvement.

11.0 Work Health and Safety Meetings

11.1 Communities WHS Team Meetings

As the Communities Development Manager meet regularly (fortnightly), the National OHS Manager take this opportunity to attend these meetings quarterly (as a minimum) to discuss all WHS matters occurring across the Devine Group.

This WHS Meeting can engage partners/clients and contractor/service providers in setting Region/project specific safety objectives. Performance against these objectives should be assessed by the team and reported to the OHS Manager.

Project inspections can be conducted by this team to learn about other projects and about different WHS matters. Any significant issues arising from these inspections should be recorded and used to inform WHS discussions regarding required improvements.

The WHS Team needs to:

- Monitor safety performance at the Project, by reviewing incidents and statistics
- Develop and deliver on work health and safety strategic plans
- Recognise positive safety behaviours
- Ensure that monthly WHS Reports are completed and monitored
- Monitor results from Quarterly/Annual WHS audits
- Carry out regular Project inspections and report any identified hazards
- Ensure Agenda's and minutes are prepared and documented for every WHS Team meeting
- Ensure that action items are closed out
- Ensure any key learnings are communicated to other Business Unit WHS Teams
- Involve service providers and contracts as applicable to input into the process.

An Agenda for the WHS Team meetings can be found in Appendix 8.

11.2 Contractor WHS Meetings

The Stonehill team, as minimum will conduct weekly/fortnightly meetings (unless activity is minimal) with major contractors to discuss the following WHS issues:

- Interfaces between contractors
- Upcoming high risk activities
- Public interfaces
- Critical or significant incidents
- Review environment, health and safety performance on the project (i.e. audit/inspection reports)
- Incidents/injuries/near-misses
- Close out of actions from previous meetings

12.0 Marketing/Community Events Risk Assessments

A comprehensive risk assessment identifying environmental impacts and safety hazards is an integral part of Devine hosting any event.

A competent person is to fill out an Event risk assessment form. This will:

- Define the impacts and hazards to be assessed
- Identify activities, which could be a hazard during an event or its preparation and dismantling
- Analyse and evaluate the potential impact and/or hazard of the activity and the potential severity
- Identify management practices, procedures and actions requiring action to manage an event risk.
- This must be forwarded to the Project Director / WHS Manager at least 14 days prior to the event.

See Appendix 9 for the Event Risk Assessment tool.

13.0 Housing Construction

See Devine Homes WHS Management System and associated site WHS Management Plan

14.0 Third party builders

Passing control within an operation to third parties

Often control of areas within an operation is passed to third party builders and Devine no longer has the obligation or ability to establish or oversee implementation of WHS standards.

However, the actions detailed below should be communicated to these occupiers and should be built into their contracts or covenants to ensure that they do not negatively impact the rest of the operation:

- Sediment and erosion controls are to be installed around the site in accordance with local council requirements.
- All site workers are to have access to appropriate amenities (toilets, water etc).
- Site appearance is to remain clean at all times. Appropriate housekeeping measures are to be provided on site to ensure waste is contained and removed regularly.
- Consideration must be given to traffic movement in and around the site to ensure that safe access can be maintained onto the site and along adjoining roads so as to not impede traffic.
- Fencing should be installed around construction sites where there is uncontrolled hazards present on site, and a risk assessment identifies that the only way of isolating these risks from the general public is via perimeter fencing. The risk assessment conducted by the builder should consider items such as whether the site is in close proximity to schools, parks, recreational or in built up areas.

Should the 3rd party breach any of the above requirements the project management team should raise the issue formally with the 3rd party either via letter, email or phone call.

15.0 Environment

Key environmental hazards and risks are addressed via the project WHS Risk Assessment document and associated development approvals.

Appendices

Appendix 1 - Incident Notification Procedure

Appendix 2 - Emergency Response Plan for the Sales Hut / Project Office

Appendix 3 - Tender Management Checklist

Appendix 4 - WHS Risk Assessment

Appendix 5 - Pre-Start Checklist

Appendix 6 - Weekly Inspection Checklist

Appendix 7 - Monthly WHS Report

Appendix 8 - Agenda for the WHS Team Meetings

Appendix 9 - Event Risk Assessment Tool

Appendix 10 – Site Security Protocols

Appendix 1 - Incident Notification Procedure

Please complete all sections in yellow…

OH&S INCIDENT NOTIFICATION
Rating: 1-5

Date of Incident: **TBC** Time of Incident: **TBC**

Location of Incident: **TBC**

Summary of Incident: **TBC**

Who Involved: Employees Sub Contractors ✔ Customers / Visitors

Incident Report Attached (*): **TBC** **Notifiable Incident :** **TBC**

Workplace Made Safe **TBC** If no, further details to be provided: _____

Rating and Internal Notification Protocol

Incident Rating and Description		Tick as Applicable	Notification To:				
			OH&S Officer, Risk Officer, HR Mgr	Building / Project Mgr	GM / Business Unit Mgt	MD / CEO	Board
1	Major / Severe – Hospital admission required or death / permanent disability		TBC	TBC	TBC	TBC	TBC
2	Near Miss – Incident with potential serious injury consequences		TBC	TBC	TBC	TBC	TBC
3	Moderate – Medical treatment required		TBC	TBC	TBC	TBC	TBC
4	Minor – Minor injury requiring first aid	✔	TBC	TBC	TBC	TBC	TBC
5	Insignificant – no injuries required first aid.		TBC	TBC	TBC	TBC	TBC

(*) State based legislation imposes specific reporting requirements and timeframes that must be complied with. Refer to your local OH&S officer or the National OH&S officer for guidance. All "Notifiable" Incidents as determined by relevant State Legislation, are to be communicated as per rating "1" Incident above.

I confirm that notification of this incident has been sent as indicated above and an incident report is attached if completed.

Prepared: (name / position) …………………………………………….…

Signed ………………………………………

Reviewed: (name / position) ……………………………………………….

Signed ………………………………………

PROJECT OFFICE / SALES HUT
EMERGENCY RESPONSE MASTER PLAN

DOCUMENT CONTROL

Revision Status

The Stonehill Emergency Response Plan (Fire & Evacuation Plan) and procedures shall be revised and reissued through the life of the Project whenever changes to legislation or risks require it and where lessons learnt or investigations identify the need for revision.

The Development Manager is responsible for approving the issue of the Emergency Response Plan (Fire & Evacuation Plan) and its revisions.

The first issue should be reviewed by the designated WHS Manager and Development Manager for the development prior to approval and issue. The Emergency Response Plan (Fire & Evacuation Plan) is subject to a system of continuous improvement in the management of environment, health and safety issues

Document Revision Register

Revision No.	Date	Revision Details	Prepared	Reviewed	Authorised
1	Jun, 2014	Relocated Sales office plan – *sent to LR June 2014*	CM	TBC	
2					
3					
4					
5					

Controlled Copies

The Development Manager and WHS Manager shall establish the holders of controlled copies and ensure revisions are issued and obsolete copies withdrawn. All printed are uncontrolled copies. Please ensure that you are using the latest revision.

Controlled Copies are held by:

Copy No.	Name & Position	Location
1	Leivett Reynolds	Lot 143, Stage 1, Bacchus Marsh (Sales Office)

Building Information	
Building Name:	Sales Office
Building Address:	Lot 143, Stage 1, Stonehill
Building owner:	Bacchus Marsh JV Entity
Owner Address:	Level 1, 85 Coventry St, South Melbourne
Owner Phone Number:	8699 3100
Email:	Chris.monahan@devine.com.au
Building occupier:	Devine Management Services (Leivett Reynolds)
Owner Address:	As above
Owner Phone Number:	As above
Email:	As above

Fire Safety Adviser (QLD ONLY):	
Name:	Duncan Corness
Phone Number:	0409 895 772
Email:	Duncan.corness@devine.com.au
Brief description of qualification held:	Fire Safety Advisors course 13/02/09
Registered training organisation that issued the above qualification:	Qld Fire & Rescue Service, Training & Emergency Management Division
Date qualification issued:	13/02/09

Person Responsible for giving General & First Response Evacuation Instruction		
	Fire & Evacuation Instructions	Date of Instruction
Name:	Leivett Reynolds	11.6.2014
Phone Number:	0417 075 905	11.6.2014
Email:	Leivett.Reynolds@devine.com.au	11.6.2014

Evacuation Coordinator	
Name:	Leivett Reynolds
Phone Number:	0417 075 905
Email:	Leivett.Reynolds@devine.com.au

Evacuation Coordination Procedures	
Commencement date:	
Procedure for using communication devices	In the event of a fire or other emergency the receptionist will put a message over the public address system advising people to evacuate through the nearest exit.
Procedure for contacting fire service	Using the phone in reception dial **000** and ask for the fire service. Provide details of the fire or other emergency and the building address: 12 Cassina Boulevard, Maddingley, 3340, Victoria
Persons with special needs	Staff are to assist any persons with special needs to evacuate.
Checking that all persons have evacuated	Receptionist is to take the visitor register book and sales roster to the assembly area. The Evacuation Coordinator is last to leave the building after checking that no person is in the building.
Inform the evacuation coordinator for the building	Inform the Evacuation Coordinator of number of persons evacuated, or persons not accounted for. Meet the fire service on arrival; provide as much information as possible.

Emergency Evacuation Procedure

In the event of a fire, or hazardous material emergency, occupants should evacuate the building to the emergency assembly area (EAA) 12 Cassina Boulevard, Maddingley, 3340, Victoria.

In the event of a fire or hazardous material emergency, staff will:

1.   RAISE THE ALARM BY

a)   Alerting persons nearby and activate hand held siren if safe to do so

b)   Advise a Warden and contact reception to broadcast

c)   Ensure the safe evacuation of all occupants from the building – alert all occupants without further compromising life and assist those which are persons with special needs.

d)   Account for all occupants at the assembly area.

e)   Ensure occupants to not attempt to re-enter the building until it is safe to do so.

f)   Dial 000, ask for the appropriate emergency service

- Attempt to extinguish the fire, if safe to do so -
  If the fire is small enough, use a nearby Fire Extinguisher to control and extinguish the fire. Do not fight the fire, if the following conditions exist:

- *You have not been trained in using a Fire Extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly*
- *You don't have the proper equipment*
- *The Fire might block your means of escape*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so.*

g)   Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

2. AS A MINIMUM PROVIDE THE FOLLOWING INFORMATION

a)   Location – 12 Cassina Boulevard, Maddingley, 3340, Victoria

b)   Nearest cross street – South/Eastern Corner Cassinia Boulevard and Stonehill Drive

c)   Location of fire or emergency – TBC

d)   Description of Burning Material (if known) or emergency – TBC

d)   If people are injured / trapped. How many? Where? – TBC

NB – Always let the Emergency Service hang up first

Evacuation Instructions

In the event of an emergency within the Land Sales Office or surrounds please follow the dotted line above to evacuate the office and meet at the above 'Meeting Point' location.

Method of Operation of fire fighting equipment

Fire Extinguishers:

1. Select the appropriate Fire Extinguisher for the type of fire
2. Pull pin from squeeze handle
3. Test extinguisher by squeezing handles briefly
4. Approach fire aiming nozzle at base of fire.
5. Squeeze handles and operate extinguisher in a sweeping motion.

Medical Emergencies

In the event of a life threatening emergency to employee or visitor:

a. Notify First Aid Officer immediately

b. Dial 000 report incident – (**let them hang up first)**

c. Stand-by the person and render first aid, if qualified

d. First Aid Officer to dispatch a person to 12 Cassina Boulevard, Maddingley, 3340, Victoria to guide the ambulance to appropriate area

e. Notify WHS Manager

Bomb Threats

1. Upon receiving bomb threat proceed to fill out the *Bomb Threat Checklist (over page)*

2. Notify Development Manager / WHS Manager immediately

3. Development Manager to determine action ie search of premises for suspicious item; call police, evacuate

4. If evacuation ordered all staff and visitors to proceed to assembly area

5. Development Manger to notify WHS Manager

Security/Personal Threats

Potential identified security threats could involve:

- Armed Hold-Ups
- Violent or Aggressive Persons
- Trespassers

1. Reception to raise panic button (if one installed) if safe to do so – this alerts Security and also the Police

2.   Development Manager to determine action to be taken

3.   Notify police by dialling **000**

4.   Development Manager to notify WHS Manager

All Employees

1.   On being notified to evacuate:

   a)   Exit the office via the nearest safe exit point

   b)   Proceed to your assembly area

   c)   Do not leave your assembly area until instructed to do so by the Development Manager or Emergency Services

Bomb/Threat Checklist

In the event of any staff member receiving a bomb threat over the telephone, the following procedures should be immediately initiated.

- Remain on the telephone with the caller as long as possible and try to fill in as much information as possible as set out in the following checklist. This may seem silly but there are many documented cases where the caller has inadvertently surrendered such information.
- Contact your floor warden on in their absence another Warden immediately.
- Ensure that the Chief Fire Warden is notified immediately.
- Stand by for further instructions.
- Completed card should be handed to the police and a copy retained for file

QUESTIONS TO ASK?

1. When is the bomb going to explode?

   _____

2. Where did you put the Bomb?

   _____

3. When did you put it there?

   _____

4. What does the Bomb look like?

   _____

5. What kind of Bomb is it?

   _____

6. What will make the Bomb explode?

   _____

7. Did you place the Bomb?

   _____

8. Why did you place the Bomb?

   _____

9. What is your name?

   _____

10. Where are you?

    _____

11. What is your address?

    _____

EXACT WORDING OF THREAT _____

CALLER'S VOICE

Accent
_____

Any Impediment
_____

Voice (loud, soft, etc)_____
Speech (fast, slow, etc)
_____

Diction (clear, muffled)
_____

Manner (calm, emotion, etc)
_____

Well Spoken

Irrational
_____

Taped
_____

Abusive
_____

Did you recognise the voice?
_____

If so, who do you think it was?
_____

Was the caller familiar with the area?_____

BACKGROUND NOISES

Street Noises / House Noises_____

Aircraft_____

Voices_____

Music_____

Machinery_____

STD/Local Call _____

OTHER

Sex of Caller (M / F)

Estimated Age _____

CALL TAKEN

Date _____

Time _____

Duration of Call_____

Number called _____

RECIPIENT

Name _____

Department _____

Telephone_____

Signature _____

REMEMBER TO KEEP CALM – DON'T HANG UP

Emergency Contacts

NOTE: <u>ALWAYS DIAL 0 FIRST</u> TO GET AN OUTSIDE LINE

Fire 000
Ambulance	**000**
Police	**000**
State Emergency Service	*132 500*

Police Station

Development Manager	**0409 050 338 – Chris Monahan**
WHS Manager	**0419 675 933 – Steve Lawler**

<u>**Hospitals**</u>

Poison Information	**13 11 26**

<u>**Security**</u>

First Aid Officers

NAME	DIRECT NO.	MOBILE	SPEED DIAL
Steve Lawler	**8699 3204**	**0419 675 933**	

A FIRST AID OFFICER
MUST BE PRESENT
FOR ALL ADMINISTRATION OF FIRST AID

Document Owner: OHS/EHS Managers
Policy and Procedure: Communities (Vic) WHS Management Plan (template)
Version Control: v1 November 2013

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Appendix 3 - Tender Management Checklist

WHS Tender Management Checklist

Introduction

This document is for Devine Group employees to evaluate each tenderer's Workplace Health & Safety Management System during the tender stage.

This document must be included with the tender documentation and issued to the contractor for them to complete and submit with their tender response.

The interviewer at the tender interview shall use the completed questionnaire to determine if the tenderer shows commitment to the requirements outlined in that document.

Subcontract Knowledge

Company staff must understand the contractual requirements and scope of works defined in the contract agreement prior to the tender interview.

Responsibility

Development Manager

Please delete this Guideline section prior to issuing with tender documentation.

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Policy and Procedure: Communities (Vic) WHS Management Plan (template)
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Companies tendering packages on Devine Projects must complete this questionnaire and submit it to the Devine project team together with their Tender response.

Project Name:
Contractor Name:
Date:
Trade:
Tender or reference Number:

SECTION A – Operational Requirements		
	Yes	No
1 Will any of the works be subcontracted? List Major Subcontractors here (eg. Design, structure, carpentry, steelwork, plasterboard, services trades) Subcontractor 1:_____ Subcontractor 2:_____ Subcontractor 3:_____ Subcontractor 4:_____ Subcontractor 5:_____	☐	☐
2 Is the Works Program agreed? Commence by:_____ Complete by:_____	☐	☐
3 Will you ensure security/site delineation of work area from public and others via fencing/hoarding/flagging or bunting?	☐	☐
4 Any other comments or information?		

SECTION B - Company Workplace Health &Safety Management System		
	Yes	No
Policy		

Document Owner: OHS/EHS Managers
Policy and Procedure: Communities (Vic) WHS Management Plan (template)
Version Control: v1 November 2013

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	SECTION B - Company Workplace Health &Safety Management System		
1	Do you have a Company Workplace Health & Safety Policy signed by the Managing Director or other senior manager and dated in the last 12 months?	☐	☐
	Health & Safety Roles & Responsibilities		
2	Do you have a documented health & safety system?	☐	☐
3	Do you have copies of, or access to, current legislation in relation to health & safety?	☐	☐
4	Will you provide an appropriately qualified health & safety resource to ensure the safe delivery of the works? Name: Qualification / experience:	☐	☐
5	Has the person nominated above been involved in the development of the Project specific WHS or Construction Safety Plan?		
6	Do you have any health & safety accreditation or certifications Eg; ISO14001, AS 4801, Safety Map? Accreditation / Certification:	☐	☐
	Risk Assessment		
7	Will you complete a Project Risk Assessment prior to commencing this work? Date of expected completion of project risk assessment for this work (if applicable):	☐	☐
	Safe Work Practices & Procedures		
8	Do you develop job specific health & safety procedures (inc. job safety analysis (JSA), safe work method statements (SWMS) etc) in conjunction with employees?	☐	☐
	Induction & Safety Training-		
9	Do you hold regular safety meetings for your employees? How often?	☐	☐
10	Do your employee's hold current general industry induction and do you have copies of these?	☐	☐
11	Do you hold site-specific inductions for all employees (inc. subcontractors) which communicates site-specific rules?	☐	☐
12	Do you keep training records of your employees?	☐	☐
	Workplace Health & Safety Inspections		
13	Do you conduct documented inspections of the work site? How often? Daily? Weekly?	☐	☐
14	Do you have a register and maintenance records for plant and equipment?	☐	☐

Document Owner: OHS/EHS Managers
Policy and Procedure: Communities (Vic) WHS Management Plan (template)
Version Control: v1 November 2013

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	SECTION B - Company Workplace Health &Safety Management System		
15	Will you cooperate with Devine to enable independent inspections when requested?	☐	☐
	Emergency Response & First Aid		
16	Do you develop site-specific emergency response plans?	☐	☐
17	Will you have access to a first aid trained worker?	☐	☐
18	Will you ensure that a trained first aid officer will be on site at all times?	☐	☐
	Incident & Injury Reporting, Investigation and Rehabilitation		
19	Do you maintain a first aid register?	☐	☐
20	Will you be able to supply monthly health & safety statistics as required Devine	☐	☐
21	Do you have a procedure for rehabilitation of injured employees?	☐	☐
22	Will you establish a process to report incidents to Devine on the same day as the incident?	☐	☐
	Auditing & Management Review		
23	Do you conduct internal health & safety audits of your Projects?	☐	☐
24	Will you assist Devine in undertaking health & safety audits of the site where required?	☐	☐

The Project Team or Devine management may request documented proof to confirm previous or existing procedures as part of the evaluation of the Company's past performance.

Please provide information for the two most recent contracts completed by your company

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SECTION C Contractor Authority Information (mandatory)	
Name of Responsible / Executive Officer:	
Signature:	Date:
NOTE: All tenders will be evaluated on the completeness of submission & verified against the Devine requirements listed in the contract	

SECTION D Devine Authority Information (mandatory)	
Name of Project Director/Development Manager:	
Signature:	Date:

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Stonehill, Bacchus Marsh - WHS Plan

Appendix 4 - Stonehill WHS Risk Assessment

Project Name:	Stonehill, Bacchus Marsh	Prepared by:	Chris Monahan	Status	O = Open
Date:	June 2014	Approved by:			C = Closed

RISK ASSESSMENT AND RATING TABLE							PREVENTATIVE ACTION CONTROL TYPE	
MOST LIKELY CONSEQUENCES *(LEVEL OF HARM)*		**LIKELIHOOD**					1. Design / Eliminate	Design hazards out.
	Health & Safety	*Environment & Community*	Rare	Unlikely to Occur	Possible	Likely	Almost Certain	
A. Critical	*Multiple fatalities. Major terrorist/ environmental protest against Devine*	*Catastrophic, irreversible environmental harm; Community outrage.*	Moderate	Moderate	Major	Major	Major	2. Substitution — Replace with a lesser hazard.
B. Major	*Single fatality. Major fire, explosion, structural collapse. Lesser terrorist or protest group.*	*Major environmental hazard– long recovery. High profile community concerns, natural disaster.*	Minor	Moderate	Moderate	Major	Major	3. Isolate — Separate the hazard from the person and/or environment put at risk
C. Medium	*Serious injury Serious health impact on>1 person*	*Measurable/serious environmental harm – medium term recovery. Community complaints voiced-rectification.*	Minor	Minor	Moderate	Major	Major	4. Engineer — Minimising risk by engineering means ie. mobile scaffold instead of ladder, etc.
D. Small	*Serious health impact on one staff member, agent, 3rd party.*	*Medium tern minor effect on environment/ community-requires reporting to regulator.*	Minor	Minor	Moderate	Moderat e	Major	5. Administrative & Training — Minimising risk by administrative means (eg. safe working procedures (SWPs), appropriate training, or information).
E. Minor	*Transient health impact on staff*	*Short term transient environmental or community impact.*	Minor	Minor	Minor	Moderate	Moderate	6. PPE — Use SWPs and personal protective equipment

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Stonehill, Bacchus Marsh - WHS Plan

Item No.	ACTIVITY DESCRIPTION	HAZARDS (See final page for "typical" hazards listing)	RISKS (Describe what can go wrong based on the relevant hazard)	INHERENT RISK RATING	PREVENTATIVE ACTIONS TYPE FOR ACCEPTABLE RESIDUAL RISK (Describe actions to be used. Select as high a number in the types above as is possible)	RESIDUAL RISK RATING	ACTION BY:	STATUS & COMPLETED DATE:
E.G.	"insert site specific activities only"		"Insert site specific risks only" e.g. plant roll over/tip over etc	MODERATE	• "insert what actions you would require the contractor/consultant to implement" • E.g. ensure specific tipping pads are provided etc	MODERATE	e.g. contractor	E.g. ongoing
1	General Instructions	Inadequate training	Untrained personnel attending site	MINOR	All personnel present on site, engaged in work on site or regularly visiting the site must have: (1) Industry approved induction (Blue/Green/White card) (2) a copy of this Risk Assessment • Contractors must be inducted into their employer's safety plan and safe work procedures (if relevant). • Any persons suspected of being under the influence of drugs and/or alcohol will be removed from site • Employees on site will be regularly consulted and informed of changes to site procedures, WHS, community and environment issues relating to the site. • Where required or requested a site safety committee may be formed • All employees/contractors are encouraged to identify and report hazards	MINOR	Devine and contractor	Open
2	Risk Assessments	Inadequate training	Untrained personnel performing works	MODERATE	• All Contractors must submit a Safety or WHS Plan (if relevant) that includes a risk assessment and safe work method statements for high risk work prior to starting work on site.	MODERATE	Contractor	Open
3	Incidents	Incidents occurring without Devine being aware	Not learning from previous incidents	MODERATE	• All incidents must be reported to Devine immediately (within 24 hours).	MODERATE	Devine employees and contractors	Open
4	Site security	Falls, being bitten etc.	Fall, bitten by wildlife	MODERATE	• Security fencing and signage, to be positioned and maintained at all times to protect public. • Gates to display appropriate signage.	MODERATE	Devine and contractors	Open
5	Visitors	General WHS	Unauthorised access onto site. Persons not familiar with site safety requirements	MODERATE	• All visitors, members of the public and sales staff wishing to enter the site must notify Devine prior to visiting site. • Visitors register to be established and maintained. • Visitor must wear appropriate PPE when entering the site.	MODERATE	Devine and contractors	Open
6	Signage	General WHS	Unauthorised access onto site. Persons not familiar with site safety requirements	MODERATE	• Appropriate signage to be positioned and maintained at all entries accessible to public.	MODERATE	Devine	Open
7	Radiation	Temperature	Sunburn, sunstroke.	MODERATE	• Suitable UV protection, wide shade brims, neck flaps, long sleeve shirts and trousers should be worn where work is performed outdoors for long periods.	MODERATE	Devine and contractors	Open

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Item No.	ACTIVITY DESCRIPTION	HAZARDS (See final page for "typical" hazards listing)	RISKS (Describe what can go wrong based on the relevant hazard)	INHERENT RISK RATING	PREVENTATIVE ACTIONS TYPE FOR ACCEPTABLE RESIDUAL RISK (Describe actions to be used. Select as high a number in the types above as is possible)	RESIDUAL RISK RATING	ACTION BY:	STATUS & COMPLETED DATE:
8	Wildlife	Snakes or spiders or other wildlife present	Bitten by snake or spider	MODERATE	• Ensure first aid kit (which includes snake kit) is available for all persons (including security contractor) that attends site	MINOR	Devine and contractors	Open
9	Community Relations	Neighbours Media	Reputational risk	MINOR	• Neighbours and the general public should be treated with respect and courtesy at all times. • Communication of project program and relevant stakeholders within the community • Report all media and community complaints, questions or contacts to the Devine Development Manager for attention. • Complaints register to be maintained.	MINOR	Devine	Open
10	Roads, Driveways and Footpaths	Kinetic	Hitting / hit moving object Hitting / hit stationary object	MODERATE	• Roads and footpaths to be kept clean and free from obstructions at all times. • To be maintained during maintenance period by Devine / Contractor • Inspections to be conducted and documented at regular intervals. • No driveways or public access ways to be blocked.	MODERATE	Principal Contractor	Open
11	Contaminants	Pollution to Water Pollution to Land	Water body contamination Discharge from sedimentation basins Soil erosion & sedimentation Contaminated land	MINOR	• All works [and reporting] to be undertaken in accordance with the CMP	MINOR	Principal Contractors/ Subcontractors	Open
12	Noise/ Vibration	Noise/ Vibration Community Relations	Exposure to single sudden sound Long term exposure to sound Noise in excess of statute requirement Exposure to mechanical vibration	MINOR	• Hearing protection must be worn when noise levels exceed 85db(A) • Equipment and machinery to comply with statute requirements for noise control. • Signage and personal protective equipment to be utilised. • Site hours in accordance with the approved Development Application or local legislation. • Ensure all delivery drivers are informed of site hour restrictions • PC's Risk Assessment to identify safe work procedures to eliminate or reduce potential physical damage from overexposure to vibrating machinery	MINOR	Principal Contractors/ Subcontractors	Open
13	Pollution	Community Relations Stormwater Contamination Sediment Controls Waste Management Demolition & Remediation	Construction generated noise / dust Plant/equipment/vehicle emissions Water body contamination Discharge from sedimentation basins Soil erosion & sedimentation Contaminated land Stormwater contamination Demolition / construction waste minimisation & reuse Contaminated waste handling and disposal	MINOR	• Water trucks and hoses to be used to reduce dust during civil works. • Washout containers to be used to wash tools and equipment. Overflow not to be connected to stormwater systems. • Silt management system to be implemented during earth works. • Sufficient waste bins to be positioned in all areas to enable daily removal of all rubbish. • All wastes removed from site (recycle options to be assessed). • Contaminated materials to be disposed of by correct methods.	MINOR	Principal Contractors/ Subcontractors	Open

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Item No.	ACTIVITY DESCRIPTION	HAZARDS (See final page for "typical" hazards listing)	RISKS (Describe what can go wrong based on the relevant hazard)	INHERENT RISK RATING	PREVENTATIVE ACTIONS TYPE FOR ACCEPTABLE RESIDUAL RISK (Describe actions to be used. Select as high a number in the types above as is possible)	RESIDUAL RISK RATING	ACTION BY:	STATUS & COMPLETED DATE:
14	Community Relations	Neighbours Media Construction generated hazards	Neighbours	MINOR	• Neighbours and the general public should be treated with respect and courtesy at all times. • Communication of project program and relevant contacts within the community • Report all media and community complaints, questions or contacts to Devine or superintendent for attention. • Complaints register to be maintained.	MINOR	ALL	Open
15	Access and Egress	Kinetic	Hitting / hit stationery object Hitting / hit moving object	MODERATE	• Adequate lighting/emergency lighting to be installed/maintained at access points and work areas • Stairwells, aisles, corridors and other access ways are to be kept free of waste and materials and kept clean and clear at all times. • Separate access for other contractors, residential builders and separation of work site. Details to be confirmed prior to other contractors entering the site.	MODERATE	Principal Contractor	Open
16	Working in Public Areas	Gravitational Kinetic	Hitting / hit moving object Hitting / hit stationary object	MODERATE	• SWMS required for all persons working in public areas. • Neighbours and local community to be informed of construction activity prior to works starting.	MODERATE	Principal Contractor maintenance Contractor	Open
17	Parks & Playgrounds	Gravitational	Falling objects	MINOR	• Designed to Australian Standards and maintained via maintenance period and certified annually.	MINOR	Maintenance Contractor	Open
18	Vehicle Movements – entry and exit to site	Kinetic Community Relations	Hitting / hit moving object Hitting / hit stationary object Construction generated noise & dust	MODERATE	• All vehicles on construction sites must use an orange flashing light that is fitted to their vehicle • Vehicle operators to be instructed on traffic movements and site rules by management prior to coming to site. • Parking on site as directed by PC and included in site induction • PPE to be worn by personnel during civil works. • Traffic Management Plan to be prepared and approved for works on public roads. • SWMS to prepare for any work on or adjacent to roadways. • Loads on vehicles to be secured and covered	MODERATE	Principal Contractor	Open
19	Emergency Management	Emergency	Emergency Action Procedures	MINOR	• The PC should establish Emergency response procedures which include designated evacuation assembly areas and this is to be included in the site induction.	MINOR	Principal Contractor	Open
20	Personal Protective Equipment	Kinetic Vehicles/Mobile Equip/Machinery/Tool Electro Magnetic Radiation	Falling objects Hit by moving machinery Hit / bitten by person or animal Sunstroke / heat exhaustion, sunburn, welding flash etc.	MODERATE	• Hard hats, high visibility vests, and safety boots shall be worn at all times by all persons entering any construction site. • Hearing protection shall be provided and worn by all persons exposed to areas of noise more than 85dBa. • Safety gloves for protection of hands shall be provided and worn when req.	MODERATE	All	Open

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Item No.	ACTIVITY DESCRIPTION	HAZARDS (See final page for "typical" hazards listing)	RISKS (Describe what can go wrong based on the relevant hazard)	INHERENT RISK RATING	PREVENTATIVE ACTIONS TYPE FOR ACCEPTABLE RESIDUAL RISK (Describe actions to be used. Select as high a number in the types above as is possible)	RESIDUAL RISK RATING	ACTION BY:	STATUS & COMPLETED DATE:
20	Hoardings, Fences and Scaffolds	Kinetic, Gravitational	Hit by moving machinery Falling objects Fall (>1.2m)	MODERATE	• Security fencing, hoardings and scaffolds to be positioned and maintained at all times to protect public. ATF fencing to have adequate bracing and pedestrian bump rails installed.	MODERATE	Principal Contractor	Open
21	Water bodies and Ponds	Water body, geotech stability	Drowning, personal injury, damage to machinery, Soil erosion	MODERATE	• Signage, passive and active surveillance, fencing and hoarding where necessary, minimise approach slopes and public access where possible	MODERATE	All / Principal Contractor / Engineer	Open
22	Terrain and Escarpments	Falling, and tipping of machinery, geotech stability	Personal Injury, damage to machinery, falling objects, Soil erosion	MODERATE	• Signage, passive and active surveillance, fencing and hoarding where necessary, minimise approach slopes and public access where possible	MODERATE	All / Principal Contractor / Engineer	Open
23	Retaining Walls and Falls from Height	Falling and collapse, geotech stability	Personal Injury, damage to machinery, falling objects, Soil erosion	MODERATE	• Signage, passive and active surveillance, fencing and hoarding where necessary, minimise approach slopes and public access where possible	MODERATE	All / Principal Contractor / Engineer	Open

CATEGORIES HAZARD & ENVIRONMENT IMPACT

GRAVITATIONAL	TEMPERATURE	POLLUTION TO LAND
Fall on same level	Contact hot objects, fire, flame etc	Chemical
Fall > 2m (Greater than)	Contact cold objects, liquefied gas, dry ice etc	Liquid Waste
Fall < 2m (Less than)	Sunstroke, heat exhaustion	Solid Waste (Construction, trade, general waste)
Fall Excav. > 1.0m (Greater than)	Frostbite, hypothermia	Contaminated Waste
Fall Excav. < 1.0m (Less than)	**NOISE/VIBRATION**	**CONSERVATION**
Falling objects	Exposure to single sudden sound	Identification and Protection of Ecosystems
Subsidence	Long term exposure to sound	Threatened Species
ELECTRICAL	Noise in excess of statute requirement	Significant Species
Contact with live hidden elect. Wires	Exposure to mechanical vibration	Noise Impacts on Conservation Areas
Contact with visible elect. Wires	**COMPRESSED FLUIDS**	Visual Impact
Contact with live electrical boards	Fluid under pressure	Heritage
Tool or equipment faults	**MICROBIOLOGICAL**	Archaeology
MANUAL HANDLING	Contact with fungi, bacteria, parasites, viruses	**WASTE MINIMISATION**
Back injury	**WORK RELATED STRESS**	Demolition Waste Reuse
Repetitive Strain	Witness violent events, anxiety at work	Construction Waste Minimisation and Reuse
Other strains/sprains	**ELECTRO MAGNETIC RADIATION**	Packaging Waste Minimisation
Re-occurring	Sunburn, welding, flash etc	General Litter and Waste Recycling
Posture/physical workload	X-Ray, laser, microwave, etc.	Contaminated Waste Handling and Disposal
KINETIC (MOVEMENT)	**POLLUTION TO AIR**	**USE OF RAW MATERIALS AND RESOURCES**
Hitting/hit stationary object	Dust/Mist/Vapour/Burning	Energy Resources
Hitting/hit moving object	Plant /Equipment/Vehicle Emissions	Construction Materials
Stepping/kneeling/sitting on objects	Ozone Depleting Substances (refrigerants)	Life Cycle Impacts of Construction Materials
Hit/bitten by animal / insect	Greenhouse Gas Emissions	**COMMUNITY RELATIONS**
Hit/bitten by person	**POLLUTION TO WATER**	Adjoining Neighbours
Hit by moving machinery	Sewage Collection and Domestic Waste water (Construction)	Media/Public relations
VEHICLES/MOBILE EQUIP/MACHINERY/TOOLS	Water Body Contamination	Access and Traffic Disruptions
Hit by one of the above	Discharge from Sedimentation Basins	Night Light Spill
Rollover	Spillage from Storage Areas	Visual Impact
Structural failure	Soil Erosion and Sedimentation	Construction Generated Noise
Mechanical failure	Acid Sulphate Soils	Construction Generated Dust
Component failure	Contaminated Land	***EMERGENCY***
CHEMICAL/SUBSTANCE	Stormwater Discharge and Flooding	Emergency Action Procedures
Single contact	Storm Water Contamination	Environmental Incident
Long term contact	Sewer Contamination	Spill Prevention Control
Insect, spider, snake etc	Ground Water Contamination	Evacuation and Accident Procedures
HAZARDOUS MATERIALS	**FIRE/EXPLOSION**	Fire fighting Procedures
Encapsulation and Remediation Design	Ignition of Materials	Bomb Threat Procedures
Runoff Control from Contaminated Land	Combustion of Fuel/Gas/Vapour	Protest Rally
Chemical Storage		Media Control in Crisis
Fuel Installations		
Chemical Treatments		

Appendix 5 - Pre-Start Checklist

Introduction	This **Pre-start Checklist** (PSC) has been generated as a guide for the Devine Project Team to ensure that all the key elements of a contractor's/consultant's WHS system have been reviewed before works commence. This is a generic checklist that sets out the minimum requirements of the Devine WHS Management system to ensure that the competence of the contractor/consultant is verified prior to commencing on site.
Instructions	Please delete this first page once you have completed the form. The checklist applies to ALL contractors/consultant's engaged by Devine to perform any type of work. Not all elements are required for minor contractors or consultants.
When Reviewing:	• The Pre-start Checklist (PSC) is used to ensure that all the key elements of the vendor's WHS System have been reviewed before works commence. Following the initial review (mark the 'Initial Review' column), the outstanding requirements should be completed, before the final review is then undertaken (mark the 'Final Review' column). • If a requirement is not submitted, the vendor must not be allowed to commence. If there is an alternate proposed system or the requirement is not applicable, then this reason should be filled in the 'comments' column. • The Project team member responsible for the package should undertake the Final Review in conjunction with the vendor. This is to ensure the vendor fully understands their WHS requirements. • The Project Director / Development Manager or their nominee must sign off the PSC to verify the process has been undertaken. • Safe Work Method Statements (SWMS) produced at the time of commencement of work shall be reviewed. If rework is needed, this shall be completed and accepted prior to commencing on site. These SWMS should be based on a scope of works for the Project, or an equivalent listing of risk areas eg detailed risk assessment. • Once this process is complete, the vendor can be allowed to commence work. • The completion of this document is a Devine requirement and in some instances Project requirements could necessitate a more detailed review to be undertaken and documented prior commencement on site (e.g. Tender Checklist). If required, the WHS Manager will be available to assist the Project team in the review of the documentation.
Responsibility:	Project Director, Development Manager or their nominee.

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Pre-Start Checklist Continued

Stage / Activity:			Date:	
Contractor:				

Item	Requirement	Initial Review		Final Review		Comments
		Yes	No	Yes	No	
1	If this contract went to tender was a **Tender Checklist** completed?	☐	☐	☐	☐	
2	Has a broad **Project Risk Assessment** been supplied to the contractor? Are environmental, indigenous, cultural or heritage issues covered in the project asset risk assessment?	☐ ☐	☐ ☐	☐ ☐	☐ ☐	
3	Has a broad **Project/Asset Risk Assessment** been developed by the contractor?	☐	☐	☐	☐	
4	Has the contractor's site specific WHS Plan/ Construction Safety Plan been submitted to Devine? Does it meet the requirements of **Construction Safety Plan Review** document?	☐ ☐	☐ ☐	☐ ☐	☐ ☐	
5	Have task specific SWMS (Safe Work Method Statements) for high risk activities been prepared by the contractor?	☐	☐	☐	☐	
6	Have all workers conducting construction work obtained a General Industry Induction card?	☐	☐	☐	☐	
7	Current Insurances and licences received from contractor? (Public liability, WorkCover Policy as a minimum)	☐	☐	☐	☐	
8	Has the WHS Manager been notified of the commencement date of the work?	☐	☐	☐	☐	

Sign Off	Name	Signature	Date
Devine Personnel responsible for the package			
Subcontractor Supervisor			
Project Director/Development Manager			

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Appendix 6 - Weekly Inspection Checklist

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Project Name: _____   Assessment Date: _____

Assessor Name: _____   Signature: _____

Other Attendees: _____   _____

Tick (if assessed)	Hazard	Compliant Yes/No	Action priority 1, 2, 3	Action if required
	Fall from heights			
	Perimeter protection – site security/signage			
	Scaffolds, Temporary Works and Working Platforms			
	Ladders			
	Fall of Materials			
	Site Access Control – e.g. gates			
	Public Protection – e.g. site segregated from general public			
	Pedestrian and Vehicle segregation			
	Housekeeping			
	Ground & Civil Works Planning and Inspection – e.g. Permits to Dig			
	Safe Use of Plant – e.g. licences, safety pins in quick hitches			
	Cranes and Lifting Equipment			
	Materials/stockpiles stacked & protected			
	Electrical Supply – e.g. leads tested and tagged, overhead protection			
	Lighting			
	Personal Protective Equipment			
	Welfare – e.g. toilets, site sheds			
	Stormwater, Sediment and Erosion Control			
	Air and Noise Emissions – e.g. dust suppression			
	Hazardous Materials – e.g. bunded			
	Waste Management – e.g. recycling			
	Fire Detection and Alarm Systems			
	Fire Fighting Equipment			
	Emergency Planning and Evacuation Procedures			
	Other issues			

Action: 1. Immediately . 2. Within 24 hours, 3. Within 7 days

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Appendix 7 - Monthly WHS Report

Project Name:
Development Manager:

Lead Indicators	
Item	**Current Month**
Number of weekly WHS inspections conducted (active projects only)	
Number of "Major" WHS risks identified in project risk assessment *	
Inactive projects - three monthly inspections conducted and "On Target"?	Yes/No/NA
Was WHS a minuted agenda item at the fortnightly project review meeting with contractors? (active projects only)	Yes/No/NA
Was your project audited by a WHS Manager in the month?	Yes/No/NA

Lag Indicators		
Item	**Current Month**	**Financial Year to Date**
Total incidents reported (employees and contractors)		
Lost Time Injuries (employees and contractors)		
Hours worked (employees and contractors)	*Not yet requested*	*Not yet requested*
Lost Time Incident Frequency Rate (LTIFR)	NA	NA
"Major" Incidents Recorded (including potential litigation and notifiable incidents) **		
Notices issued from Regulator		

Comments (including good news stories):

Signed………………………
Name………………………
Position……………………

*More detail must be provided of "Major" Risks identified from project inspections and project risk assessments, including the actions taken to address the issues.
Definition of "Major" Risk:
- Event/Issue has the potential for multiple fatalities
- Event/Issue has the potential for significant property damage, requiring temporary/permanent relocation or rebuilding required
- Event/Issue has the potential for major environmental impact to the local community

**More detail provided of "Major" Incidents and potential litigation provided as an Appendix to this report
Definition of "Major" incident:
- An incident causing fatal or life altering injuries to a person.
- Property damage from WHS incident of greater than $250,000 to a Devine asset or third party asset.
- Environmental damage requiring significant clean up or containment on any site which has a significant impact to the local community, and/or is required to be notified to the local authorities and/or has the potential for litigation.
- Near Miss Incident where both the primary and secondary control mechanisms failed and the incident had the potential to cause a fatality, life altering injury, property damage >$250,000 or environmental damage requiring significant clean up.
- A Notifiable Incident to the WHS Regulator
- An incident with potential litigation and significant reputational risk to the business

NOTE: The Lost Time Incident Frequency Rate (LTIFR) is determined via:
Number of Lost Time Incidents x 1,000,000 (hours) / Number of hours worked = LTIFR

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Appendix 8 - Agenda for the WHS Team Meetings

DEVINE COMMUNITIES – WHS TEAM MEETING AGENDA

Meeting:

Date:

Time:

Location:

Attendees:

Apologies:

Item No.	Discussion	Timing	Responsibility
1.0	Project/site inspection		
2.0	WHS Strategy CY14		
3.0	Incident discussion (Devine, Industry, Prosecutions, Safety Alerts)		
4.0	WHS Management system compliance (Audit results)		
5.0	Good News		
6.0	Other relevant WHS Team meeting reports (Supervisors, projects, DVC, Devine SET)		
7.0	Other agenda items		

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Purpose

The purpose of this document is to ensure that Devine Limited has a process in place when coordinating all marketing/community events and that all employees understand and comply with the processes.

Scope

This procedure applies to all employees of Devine and its subsidiaries.

Policy

This policy applies to all marketing/community events involving a Devine Business.

As part of this process, the event organiser must complete an event approval form whenever Devine is hosting an event. This form must be completed before the event and the appropriate approvals received.

The purpose of this process is to ensure that all events comply with company policy and are committed to providing a health and safe environment for all. This commitment extends to eliminating where possible and minimising where reasonably practicable, hazards and risks that have the potential to harm people and/or the environment.

Procedure

When Devine is hosting any marketing/ community event, the event host is required to undertake this process and get the appropriate approvals.

The event host must complete the *'Event Approval Form',* listing all the details of the event, safety and environment considerations and approvals. To assist in this process, the event host should refer to table 1, advising when an event approval form needs to be completed.

Table 1 Devine Event Roles			Marketing Event Approval Form required? (this form)	Insurances and Risk Assessments required
Host	**Event Manager**	**Landowner**		
Devine	Devine	Devine or 3rd party	**Yes**	Public Liability Workers Compensation Contractor Risk Assessment *(if performing physical work)*
Devine	3rd party	Devine or 3rd party	**Yes**	Public Liability Workers Compensation Contractor Risk Assessment *(if performing physical work)*
3rd party	Devine	Devine or 3rd party	**Yes**	Public Liability Workers Compensation Contractor Risk Assessment *(if performing physical work)*
3rd party	3rd party	Devine	**No**	*Inspection of land used for event to be conducted by Devine prior to event*
3rd party	3rd party	3rd party	**No**	Nil

This form should be completed and the relevant section signed by the Marketing Manager / Project Director / Development Manager / WHS Manager.

If there are any safety and environment concerns or risks with the event arrangement, please advise the National Environment, Health and Safety Manager or General Manager.

Risks to be considered

Risks must be considered prior to approving any event in order to discover if there are any possible adverse effects that could harm people at the event. The risks listed below should be consulted by the event manager well in advance of organising the event.

Fire
- Is there adequate fire equipment to suit the function?
- Is all fire equipment certified as current?
- Has a fire warden been nominated for the event?
- Has all relevant staff been trained to use fire safety equipment?
- Has a safety evacuation plan been established including an emergency assembly point?
- Has all staff been made aware of this plan?
- Has a welcome speech been prepared which includes evacuation points and first aid point of contact?

Emergency Situation Management
- Are the Emergency Evacuation hazards understood by all relevant people?

	• Are all areas of the event accessible by the emergency services if required?
	• Does the Emergency plan cover fire, bomb threat, or protest etc.?
	• Do emergency services need to be notified prior to the event?
Medical Emergency	• Is there an adequate first aid kit available?
	• Are there qualified first aiders available?
	• Are specialist on-site medical staffs required?
	• Have contact details for nearest medical centre or doctor been identified?
	• Is all staff aware of their obligations to report ALL incidents?
Security	• Is an external security provider required (e.g. with parking)?
	• Are all security providers appropriately licensed
Fireworks	• Have the pyrotechnic technicians had their licenses, insurances and references checked?
	• Have they provided a documented risk assessment of how the work will be undertaken?
	• Any additional controls required (e.g. proximity to major roads and impact of smoke)?
Public Space Management	• How will crowds be controlled?
	• Do crowd management barriers pose additional hazards?
	• Is there access for mobility impaired persons?
	• Is there any potential impact on project landscaping (e.g. mats required)?
	• Are there any risks associated with transition from car parks to the event (e.g. road security)?
Logistics	• Any construction activities adjacent to the event?
	• Could changes to traffic flow create hazards for children, elderly or others?
	• Are vehicles and pedestrians segregated?
	• Are road closures required?
	• Are there designated drop off/pick up zones required?
	• Is any coordination with public transport authorities required?
	• Are pathways clearly sign posted?
	• Are all entry and exits clearly labelled?
Waste Management and Cleaning	• How will waste be collected, stored and removed safely?
	• Has the area been cleaned prior to the event?
	• Has a spill kit been developed?
	• Has a cleaner been booked to clean up after the event?
Environmental	• Are protection measures required for local flora/fauna?
	• Are protection measures required for local cultural or heritage features?
	• Will there be odours that may be considered offensive by participants or neighbours?

	• Any spill of lighting to annoy neighbours?
	• Any anticipated noise impacts?
	• What measures are in place to stop spills entering the waterways?
Lighting	• If the event is in the evening or late afternoon has lighting for all areas of travel been considered?
	• Is there adequate car park lighting?
Amenities	• Are there sufficient toilets and amenities for suspected number of visitors?
	• How will amenities be cleaned?
	• Is there drinking water available for all staff?
Event Set Up Activities	• Is there a need to engage cleaning staff during the event?
	• Has the impact of high winds on hoardings or signs been considered?
	• Do contractors have plans to avoid service strikes when installing posts/signs in the ground?
	• Have the risks when setting up and dismantling the event been considered?
	• Will there be a need to work at height? (And has this been managed?)
Temporary Structures	• Are stages or scaffolds required? If so, are they being set up by appropriately qualified persons?
Waterways	• Have the risks of staging an event in or close to a waterway been considered?
	• Is emergency help available (Personal Floatation Devices etc.) if required?

References

- Event Approval Form
- Work Health and Safety Policy

Appendix 10 – Site Security Protocols

Background

The Devine Communities Business manages and controls a diverse range of land in its portfolio from open spaces awaiting development through to land with significant construction activities being undertaken.

In many cases the local communities we work within interact with the land under our control and in some occasions unauthorised land use can put members of the public, our employees and contractors at risk.

To mitigate this risk the following security protocol must be implemented on all existing Devine Communities projects.

SECURITY PROTOCOL

Land Classification

Land under Devine Communities control falls within two classifications:-

Land under our control with construction works taking place and

Land under our management control awaiting development

For land to be under the control of the Devine Communities business does not necessarily equate to ownership and each project must have a clearly marked up plan showing land that is under Devine Communities control and land that is under the control of others (Council, adjacent land owners etc)

Risk assessment

Each project must incorporate project security into their project WHS risk assessment found in their Project WHS Management Plan. The project must also take into account sensitive adjacent land uses such as schools, playgrounds and parks where the risk of trespass is greater, and where necessary take further mitigating measures. The minimum control measures below must be implemented on land under Devine control.

Hierarchy of control based on Land Classifications

The following hierarchy of controls must be implemented based on the classification of land under Devine control:

Land Classification	Minimum Control Measures
Land under Devine control with construction works taking place	All construction sites must be fenced/flagged to ensure unauthorised persons are kept out of construction sites. If applicable all vehicle and pedestrian gates must be secured at the end of each day to prevent unauthorised access. Remote CCTV systems to be considered.
Land under Devine control awaiting future development	Fencing/flagging must be erected where reasonably practicable as a barrier at the entrance/exit to haul roads and known unauthorised tracks to minimise the potential for four wheeled vehicles to access the land. Signage must also be used to inform the general public that the area is private property and no unauthorised access is permitted. Extra signs should also be considered throughout the developable portion of the land. Where it is not reasonably practicable to erect fencing/flagging signage must be used to inform the general public that the area is private property and no unauthorised access is permitted. Any fencing/flagging that is erected must be inspected weekly and documented to ensure that the fencing/flagging is still fit for purpose.
Land under Devine control with sensitive adjacent land uses (schools, playgrounds etc)	Land to be fenced/flagged or remote CCTV implemented or security patrols instigated.