



# Work Health and Safety Management Plan

WILLIAM CLARKE COLLEGE

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## Schedule 1. Project Information

This *WHS Management Plan* will be observed for the duration of the Project described below:

<b>1. Project Details</b>	Project Name: William Clarke College (WCC) Project Address: 10 Morris Grove Kellyville NSW 2155
<b>2. Project Summary, Scope of Works and Main Activities:</b>	Adjacent Stage 1 Works – waste compound & carpark upgrade
<b>3. Project Commencement Date</b>	5 <sup>th</sup> January 2025
<b>4. Project Duration</b>	10 weeks

This *WHS Management Plan* has been prepared and will be implemented by:

<b>Name</b>	OZZBUILD GROUP PTY LTD
<b>ABN, if applicable</b>	73 648 814 608
<b>Address</b>	180-186 Argyle Street Camden NSW 2570

A copy of the *WHS Management Plan* shall be referenced in Ozzbuild's site specific induction and will be held on site by Ozzbuild so that all site employees, Client Reps, Subcontractors have access to the plan at all times. This plan is to be reviewed at 3 monthly intervals or amended where deficiencies are identified, or project works change such that the information contained in the plan is no longer accurate or valid. If the *WHS Management Plan* is altered it will be distributed to all Ozzbuild Site Management Staff, Client Representatives, Site Employees and Sub-contractors associated with the work.

## Plan Review

Name	Position	Review Date
Ryan Ward	Managing Director	December 2025
Thomas Gordon	Project Manager	December 2025
Chanell Richardson	Administration Manager	December 2025

## Schedule 2. Safety Procedures

The following safety procedures will be observed in accordance with the relevant provisions of this *WHS Management Plan*. The *WHS Management Plan* must be read in conjunction with the following documents:

- Construction Environmental Management Plan (CEMP) by Neo Consulting dated 26/11/25
- Construction Traffic Management Plan (CTMP) by Sydney Traffic dated 15/11/25
- Ozzbuild's WHS & Company Policies

<b>1. Site Safety Inspections</b>	Site safety inspection of the Workplace will take place:	Site Audits – Weekly WHS Audit - Monthly
<b>2. Site Specific Induction</b>	During Workplace specific induction, the following will be discussed with inductees:	<ol style="list-style-type: none"> <li>a. Workplace safety documents, policies and plans, including this <i>WHS Management Plan</i>, Construction Traffic Management Plan and company policies;</li> <li>b. SWMS applicable to the inductee's work;</li> <li>c. the inductee's responsibilities relevant to site management and WHS requirements;</li> <li>d. safe work practices observed at the Workplace;</li> <li>e. Workplace specific hazards and control measures;</li> <li>f. First Aid provisions and emergency procedures, including names of safety representatives and after-hours emergency contacts;</li> <li>g. the location of the First Aid kit, fire extinguishers and other emergency equipment;</li> <li>h. use of PPE;</li> <li>i. Workplace facilities, including their location, use and maintenance;</li> <li>j. how to report hazards, unsafe work practices, accidents, incidents, and dangerous occurrences and how they are resolved;</li> <li>k. health monitoring requirements and procedures;</li> <li>l. location of underground services;</li> <li>m. Workplace access, egress and security;</li> <li>n. 2 way radio communications;</li> <li>o. No communication with staff and students; and</li> <li>p. Safe Schools Expectations Undertaking.</li> </ol>
<b>3. Consultation</b>	<p>The following method/s of consultation will be used:</p> <p>Toolbox talks will be conducted:</p>	<p>Toolbox Talks</p> <p>Daily</p>
<b>4. Communication</b>	WHS concerns, including issues and procedures will be communicated to Workers and Subcontractors through:	<ul style="list-style-type: none"> <li>• Inductions</li> <li>• Safety Checklists &amp; Audits</li> <li>• Notices</li> <li>• Stakeholder Meetings</li> <li>• Toolbox Talks</li> <li>• Emails</li> </ul>
<b>5. Facilities</b>	The following site facilities will be provided in the WorkPlace:	<ul style="list-style-type: none"> <li>• Toilet</li> <li>• Drinking water</li> <li>• Site office/Eating area</li> <li>• PPE for visitors</li> <li>• PPE for workers</li> <li>• Waste management</li> </ul>

<b>6. First Aid</b>	When applicable, the following full-time worker, who holds a current first aid certificate, will be engaged for the duration of the project:		
	First Aider's Name:	Thomas Gordon	
	First Aider's Phone Number:	0421 949 604	
<b>7. Emergency Procedure</b>	Emergency procedures will be rehearsed:	At the start at the project and during all site inductions	
<b>8. Personal Protective Equipment</b>	All persons who enter the Workplace must wear the following PPE at all times:	<ul style="list-style-type: none"><li>• Hard hats</li><li>• Work boots</li><li>• Hi Vis Clothing</li></ul>	

## WHS Management Plan

### Scope

1. This *WHS Management Plan* is prepared and approved by Ozzbuild:
  - a. whose name and other information is specified in Schedule 1, item 5 of this *WHS Management Plan*; and
  - b. for the Project specified in Schedule 1, item 1 of this *WHS Management Plan*.

### Objectives

2. This *WHS Management Plan* aims to:
  - a. ensure that relevant persons are aware of their roles and responsibilities in connection with WHS;
  - b. provide guidance on consultation and cooperation among persons involved in the project and the coordination of activities in relation to WHS;
  - c. provide guidance on dealing with WHS incidents in the Workplace;
  - d. provide information on the WHS procedures to be observed in the Workplace; and
  - e. provide guidance for the collection, assessment, monitoring of implementation and review of SWMS.

### Definitions

3. The following definitions apply to this *WHS Management Plan*:
  - a. Emergency – means without limitation:
    - i. a fire or explosion;
    - ii. an equipment failure or structural collapse;
    - iii. incidents involving hazardous substances;
    - iv. a medical emergency;
    - v. industrial sabotage, bomb threat or similar activities;
    - vi. natural calamities like earthquakes, floods or similar occurrences; and
    - vii. any life threatening occurrences.
  - b. First Aid – means the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
  - c. Hazard – means any source of potential damage, harm or other adverse effect on the health or safety of any person during the course of work.
  - d. High Risk Construction Work – means construction work defined as “high risk construction work” in accordance with the *Work Health and Safety Regulation 2017 (NSW)*.
  - e. Law – means:

- i. the common law and equity, as they apply in New South Wales (NSW);
- ii. all present and future acts of parliament of the Commonwealth and New South Wales (NSW);
- iii. ordinances, regulations, by-laws, orders or proclamations under acts and ordinances; and
- iv. persons giving direction, pursuant to the exercise of statutory powers which affect the works relevant to the Project.

f. MSD – means musculoskeletal disorder.

g. Notifiable Incident – means an incident which:

- i. results in the death of a person;
- ii. results in serious injury or illness of a person; or
- iii. is a dangerous incident as defined by the *Work Health and Safety Act 2011 (NSW)*.

h. PPE – means Personal Protective Equipment.

i. Project – means the construction development or undertaking specified in Schedule 1, item 1 of this *WHS Management Plan*.

j. SDS – means Safety Data Sheet.

k. Site Supervisor – is Ozzbuild's representative at the Workplace, who leads and manages the Project. This person is specified in Schedule 1, item 6 of this *WHS Management Plan*.

l. SWMS – means Safe Work Method Statement.

m. Regulator – means the Regulator determined by relevant Law to oversee compliance with the *Work Health and Safety Act 2011 (NSW)*, the *Work Health and Safety Regulation 2017 (NSW)* and other work health and safety Laws in the state of New South Wales (NSW).

n. NEXVIA Portal – means the website available at <http://www.nexvia.com.au/>.

o. Subcontractor – means the person or body corporate engaged by Ozzbuild to perform subcontract works for the Project.

p. Visitor – includes any person who without limitation:

- i. is not employed to work at the Workplace;
- ii. is required to obtain permission prior to entering the Workplace; or
- iii. visits the Workplace for inspection, deliveries or any other purpose.

q. WHS – means Work Health and Safety.

r. Workplace – is the place where work is carried out for Ozzbuild and includes any place where a Worker goes or is likely to be while at work.

s. Works of a Minor Nature – means work, including testing, maintenance or minor repairs, that:

- i. require minimal control measures to manage risks;
- ii. require little or no pre-start preparation;

- iii. does not affect the existing design of a building or structure; and
- iv. is small scale and often of short duration.

t. Workers – means any person employed by Ozzbuild or Subcontractor to perform construction or other works for the Project.

### **NEXVIA Portal**

4. The forms described in this *WHS Management Plan* are available online through the NEXVIA Portal.
5. Ozzbuild:
  - a. will; and
  - b. may require Workers and Subcontractors to;use the NEXVIA Portal to complete forms and store information as may be required by this *WHS Management Plan*.
6. To assist in the administrative and documentary responsibilities of Ozzbuild under this WHS Management Plan, Ozzbuild has engaged NEXVIA to perform, without limitation, the preparation or update of any form, report, template, notice and other documents required by this *WHS Management Plan* or relevant WHS Law.
7. Ozzbuild:
  - a. will review and approve all documents; and
  - b. is responsible for the completeness and accuracy ofany form, report, template, notice and other documents produced by the NEXVIA portal or any other service provided by NEXVIA to Ozzbuild.

### **Records Keeping**

8. Except when physical copies are required by Law to be kept at the Workplace, copies of forms, reports, templates, notices and other documents produced by Ozzbuild (or any person authorised by Ozzbuild) using the NEXVIA Portal will be stored in electronic copy in the NEXVIA Portal.
9. Ozzbuild will ensure, as far as is reasonably practicable, that prior to the commencement of work for the Project, a copy of this *WHS Management Plan* is:
  - a. provided to relevant persons, including Subcontractors;
  - b. kept at the Workplace as a reference; and
  - c. available for inspection by the Regulator.
10. Ozzbuild will keep all the physical and electronic copies of this *WHS Management Plan*, including all revisions, until the completion of the Project. Should a Notifiable Incident be recorded, the copies of this *WHS Management Plan* will be kept in accordance with regulatory and legal timeframe requirements.

### **Risk Assessment Prior to Commencement**

11. Prior to commencing works for the Project, Ozzbuild will consult with Workers and Subcontractors to:

- identify potential Hazards in all proposed work that may give rise to WHS risks; and
- develop controls to eliminate or minimise such risks.

12. When identifying risks, the following table will be referred to:

LIKELIHOOD How likely could this risk happen?	CONSEQUENCES			
	How severe is the possible effect on health and safety?			
	EXTREME	SIGNIFICANT	MODERATE	MINOR
Death or Permanent Disability	Serious Bodily Injury or Serious Work-Related Illness	Injury or Illness Requiring Treatment	Injury or Illness Requiring First Aid Only with No Lost Time	
<b>VERY LIKELY</b> Could happen Frequently	1	1	1	2
<b>LIKELY</b> Could happen occasionally	1	1	2	2
<b>UNLIKELY</b> Could happen, but rarely	1	2	2	3
<b>VERY UNLIKELY</b> Could happen, but probably never will	2	2	3	3

13. All identified Hazards, their associated risks and the established control measures for the risks will be recorded by the Site Supervisor using the *Identified Hazards Registry* form available at the NEXVIA Portal.

14. The completed *Identified Hazards Registry* form will serve as the reference of Workers and Subcontractors in controlling WHS risks in the Workplace.

15. When necessary and in accordance with the relevant parts of this *WHS Management Plan*, the Site Supervisor will:

- prepare and discuss; or
- require Subcontractors to prepare and discuss

SWMS for the Hazards identified.

## SWMS

16. All High Risk Construction Work, as defined by WHS regulations will require SWMS to be prepared.

17. Except for Works of a Minor Nature, when construction work will be performed by the:

- a. Contractor, the Site Supervisor will prepare and discuss SWMS; or
- b. Subcontractor, the Site Supervisor will require the Subcontractor to submit SWMS relevant to the construction work to be performed.

18. Prior to commencing construction work, SWMS must be:

- a. prepared and discussed with relevant Workers who will perform the construction work;
- b. signed off on by Workers who will perform the construction work; and
- c. submitted to the Site Supervisor (for SWMS prepared by the Subcontractor).

19. Prior to commencement of the relevant construction work and from time to time thereafter, the Site Supervisor or any competent person authorised by the Site Supervisor will consult with Workers and Subcontractors who will perform the construction work to identify whether:

- a. the SWMS is current and relevant to the works;
- b. there are new risks; or
- c. there are new or better ways to eliminate or control risks.

20. If the Site Supervisor observes that a SWMS is not complied with, the Site Supervisor will:

- a. immediately require that work be stopped or require such stoppage as soon as it is safe to do so; and
- b. require that work resume in accordance with the relevant SWMS.

21. Ozzbuild will keep copies of all SWMS until the project is completed or up to two (2) years after a Notifiable Incident occurs. These copies must be made available for inspection of the Regulator.

### Regular Risk Assessments

22. Regular risk assessments will be conducted on:

- a. all activities in the course of construction; and
- b. hazardous equipment and materials to be used in the Workplace.

23. When new risks are identified and new methods to eliminate or minimise them are implemented, relevant persons must be informed through the method(s) specified in *Schedule 2, item 3* of this *WHS Management Plan*.

24. Early detection and proper removal of Hazards are vital to maintaining a safe working environment. All relevant persons are encouraged to actively participate in the identification of Hazards and duly reporting them.

25. All Workers are required to address Hazards that they have identified, when it is safe to do so. Should they be unable to do so, they must immediately notify the Site Supervisor verbally or through phone call.

26. Workers may recommend measures for the removal of risks or Hazards to the Site Supervisor. These may be discussed during consultation method(s) specified in *Schedule 2, item 3* of this *WHS Management Plan*.

27. The following are the appropriate control measures that will be implemented:

- a. Elimination, where the risk will be eliminated completely through approved means. Relevant persons are encouraged to do this, whenever possible;
- b. Substitution, or the use of something less hazardous than the identified Hazard;
- c. Isolation, where barriers or shields are placed to shield or isolate a Hazard;
- d. Engineering Controls, or the use of control systems to counteract the Hazard;
- e. Administrative Controls, or the use of work routines that reduce the time relevant persons encounter Hazards; or
- f. the use of PPE.

### **Site Inspections**

28. The Site Supervisor or any competent person authorised by the Site Supervisor will conduct site safety inspections of the Workplace at the time specified in *Schedule 2, item 1* of this *WHS Management Plan*.

29. When necessary, the Site Supervisor will immediately address any WHS concerns identified during the course of inspection.

30. The Site Supervisor will use the *Safety Inspection* form available at the NEXVIA Portal.

31. All new Hazards and risks, along with the recommended control measures, identified during the course of inspection or work will be recorded in the *Identified Hazards Registry* form.

### **Review and Revision of the WHS Management Plan**

32. Ozzbuild will update this *WHS Management Plan* whenever new WHS rules and procedures are to be implemented as a result of the regular risk assessment, site safety inspections or consultation with Workers and Subcontractors.

33. Upon approval of the revision of this *WHS Management Plan*, the Site Supervisor will conduct a toolbox talk to discuss the revisions with Workers and Subcontractors.

### **Consultation**

34. Ozzbuild will:

- a. review and update this *WHS Management Plan* from time to time to ensure that it remains relevant;
- b. as far as is reasonably practicable, consult, cooperate and coordinate with Worker, Subcontractors and other relevant persons in the development and update of this *WHS Management Plan*; and
- c. as far as is reasonably practicable, inform relevant persons of any update to this *WHS Management Plan*.

35. As far as reasonably practicable, consultation with Workers and Subcontractors takes place when:

- identifying Hazards or assessing risks from the construction work carried out or to be carried out;
- making decisions on:
  - ways to remove or minimise risks;
  - the adequacy of facilities for the welfare of Workers;
  - procedures for consulting with Workers;
  - procedures for resolving WHS issues;
  - procedures for monitoring the health of Workers or workplace conditions; and
  - how to provide WHS information and training to Workers; and
- required by relevant Laws.

36. The Site Supervisor will conduct consultations using the consultation method(s) specified in *Schedule 2, item 3* of this *WHS Management Plan*.

37. Accurate records of discussions, action plans and agreements from WHS meetings will be maintained through the use of the *Toolbox Talk* form available at the NEXVIA Portal.

38. When applicable, WHS concerns, including issues and procedures, that need to be immediately communicated to relevant persons will be communicated as specified in *Schedule 2, item 4* of this *WHS Management Plan*.

### **Work Health and Safety Induction**

39. Prior to the commencement of work on the Project, the Site Supervisor will conduct a WHS induction course with the following persons in attendance:

- Ozzbuild's management team;
- Subcontractors;
- Workers; and
- other persons identified by Ozzbuild.

40. The purposes of the WHS induction course are:

- to consult with, cooperate and coordinate with relevant persons on:
  - the identification of risks associated with the Project; and
  - WHS strategies and plans;
- to inform relevant persons of the roles and responsibilities of each person to ensure WHS strategies and plans are successful; and
- when necessary, to consult with relevant persons on how to manage construction work for the preparation of SWMS.

41. Every time:

- new or relocated Workers are engaged by Ozzbuild or any of its Subcontractors; or
- a new Subcontractor is engaged to perform work for the Project,

a work health and safety induction course will be organised for the new or relocated Worker or Subcontractor to attend. The new Worker or Subcontractor will not be allowed to perform works at the Workplace if the Worker or Subcontractor has not attended a WHS induction course.

42. The WHS induction course will without limitation:

- a. discuss the responsibilities of Workers relevant to site management and WHS requirements;
- b. explain the WHS practices observed at the Workplace;
- c. emphasise the importance of the strict observance of the use of PPE and safety equipment;
- d. introduce the First Aid attendants and safety representatives, if any has been elected; and
- e. highlight the role of each person in ensuring the WHS strategies and plans are successful.

43. The WHS induction course may also cover the following matters without limitation:

- a. safety documents, policies and plans, including this *WHS Management Plan* and SWMS;
- b. any client site specific procedures, rules and requirements;
- c. supervisory, consultation and reporting arrangements;
- d. Workplace safety rules, including First Aid and Emergency procedures and after-hours Emergency contacts;
- e. Workplace facilities, including their location, use and maintenance;
- f. health monitoring requirements and procedures;
- g. Workplace access, egress and security;
- h. Workplace specific Hazards and control measures; and
- i. how to report Hazards, unsafe work practices, accidents, incidents and dangerous occurrences.

44. Each Worker who attended the work health safety induction will complete the *Induction* form available at the NEXVIA Portal.

### Toolbox Talks

45. When applicable, toolbox talks will be conducted by the Site Supervisor on the time specified in *Schedule 2, item 3* of this *WHS Management Plan* and at such times the Site Supervisor deems it necessary, such as:

- a. before the performance of construction work;
- b. when SWMS are updated;
- c. when this *WHS Management Plan* is updated; and
- d. when WHS rules and procedures are changed.

46. Toolbox talks may include discussions on without limitation:

- a. new construction work;
- b. Hazards or risks identified in the Workplace;
- c. fatalities, injuries, accidents or near misses and measures to avoid similar incidents in the future;
- d. changes in access to and around the Workplace;
- e. changes in any First Aid, Emergency or evacuation procedures;
- f. new tasks, procedures, equipment and similar matters that affect WHS of Workers and other persons in the Workplace; or
- g. incidents of non-compliance with this *WHS Management Plan* or other WHS Law.

47. The following information, without limitation, will be recorded using the *Toolbox Talk* form available at the NEXVIA Portal:

- a. names of all persons who attended the toolbox talk; and

- b. matters discussed during the toolbox talk.

## WHS Training

48. Ozzbuild ensures that prior to commencing employment with or beginning construction work for Ozzbuild:
  - a. Ozzbuild's Supervisors and Workers are trained relevant skills and competencies necessary for the performance of their trade and tasks;
  - b. Ozzbuild's Site Supervisor's are continuously trained in matters concerning WHS requirements, roles and responsibilities of supervisory level and other skills/competencies necessary for the performance of their tasks;
  - c. Ozzbuild's Workers are continuously trained in matters concerning WHS and other skills and competencies necessary for the performance of their tasks; and
  - d. Subcontractors provide their Workers the necessary WHS and skills training.
49. Prior to engaging any person to perform construction work on behalf of Ozzbuild, the Site Supervisor will ensure that such person has:
  - a. completed general construction induction training provided by a registered training organisation; and
  - b. a valid general construction induction training card or general construction induction training certification; and
  - c. when construction work relates to high risk work as defined by law, a valid licence to perform high risk work is required.
50. The Site Supervisor will be responsible for the collection and safe keeping of copies of white cards of Workers. Ozzbuild will keep a copy of each relevant Worker's general construction induction training card or general construction induction training certification as part of the Worker's employment records in accordance with relevant Law.
51. While inside the Workplace, each Worker is required to keep with them a copy of their general construction induction training card or general construction induction training certification and ensure that the same are available for inspection by relevant persons.
52. Ozzbuild will require Subcontractors to submit copies of their Workers' general construction induction training cards or general construction induction training certificates prior to the Subcontractor commencing work for the Project. The Site Supervisor will be responsible for the collection and safe keeping of white cards of Subcontractor's Workers.
53. Additional trainings will be given by either Ozzbuild or external service providers when:
  - a. specified in *Schedule 2, Item 3 of this WHS Management Plan*;
  - b. required by Law;
  - c. new WHS rules and changes in regulatory requirements in Law;
  - d. risk assessment and control processes;
  - e. the implementation of SWMS;
  - f. the introduction of new or amendments of tasks, procedures, equipment and similar matters; and
  - g. other activities that require retraining or refresher courses.

## General Site Safety Rules

54. Entry and exit from the Workplace will be kept secure at all times. Persons who enter the Workplace will be monitored, to ensure:
  - a. there will be no unauthorised access to the Workplace; and
  - b. all persons in the Workplace are accounted for during an Emergency or other evacuation.
55. All Visitors must register using the *Visitors Log-In* form available at the NEXVIA Portal.
56. Visitors:
  - a. will be required to register and identify themselves and their purpose before they are allowed entry into the Workplace;
  - b. will be required to wear necessary PPE while inside the Workplace;
  - c. will be informed of the WHS rules and regulations of the Workplace; and
  - d. may be asked to immediately leave the Workplace premises should they fail to observe any of the WHS rules and regulations.
57. Persons who wish to enter the Workplace with a WHS entry permit will be allowed to do so provided (1) they show their valid and current entry permit and valid identification; and (2) they enter during the usual working hours at the Workplace. In addition, the following rules apply:
  - a. The Site Supervisor will be immediately notified of the entry of WHS entry permit holders and the purpose of their entry.
  - b. WHS entry permit holders must comply with the same WHS requirements applying to other Visitors as specified in the relevant parts of this *WHS Management Plan*.
  - c. If a WHS entry permit holder wishes to consult with relevant Workers, the WHS entry permit holder must give notice to the Site Supervisor at least 24 hours prior to the scheduled entry.
58. Where the safety of the Workplace or any person therein is compromised due to the non-observance of this *WHS Management Plan* and any other WHS rules, the matter will be reported immediately through the *Non-Compliance Report* form available at the NEXVIA Portal.
59. The matter of non-compliance will be duly investigated by the Site Supervisor. Depending on the severity of the breach, the penalties for non-compliance will range from (1) requiring the relevant person to attend toolbox talks or other WHS training; (2) written warnings; (3) suspension from work; or (4) termination of engagement.
60. To evaluate the effectiveness of WHS rules, regulations, training and information procedures, the Site Supervisor will maintain a record of all incidents of non-compliance through the *Non-Compliance Incident Registry* form available at the NEXVIA Portal.
61. Workers and Subcontractors will be consulted in accordance with the relevant parts of this *WHS Management Plan* to avoid incidents of non-compliance re-occurring.

## Work Site Signs, Signals and Barricades

62. Ozzbuild will install signs that:

- a. show Ozzbuild's name and telephone contact numbers (including afterhours telephone number);
- b. show the location of the site office for the project, if any; and
- c. are visible from outside the Workplace or the work area of the Workplace where construction work is to be undertaken.

63. Workplace exits will be clearly marked to aid during Emergency evacuation.

64. Appropriate warning signs will also be installed to notify all persons regarding areas in the Workplace where:

- a. construction work is being performed;
- b. hazardous materials and equipment are stored;
- c. confined space work is conducted; and
- d. unauthorised entry is prohibited.

65. Danger tags must be used to properly warn persons who might be placed at risk when working on machinery, electricity, gas, liquids or heat. Only persons who placed a danger tag can remove it.

66. Warning or out of service tags must be used to partially or completely restrict the use of equipment or machinery, including faulty emergency equipment such as fire extinguishers and alarms. Warning or out of service tags can only be removed once the equipment or machine has been repaired and by the persons who performed the repair.

67. When applicable, Ozzbuild will protect all roads which are closed to traffic by effective barricades. When necessary, such barricades will be illuminated by means of warning lights.

68. When necessary, Ozzbuild will install artificial lights sufficient to permit work to be carried out when work is done at night.

### Workspace, Facilities and Housekeeping

69. Ozzbuild will as far as reasonably practicable ensure that:

- a. the layout of the Workplace allows, and the Workplace is maintained so as to allow, for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an Emergency;
- b. work areas have space for work to be carried out without risk to WHS;
- c. floors and other surfaces are designed, installed and maintained to allow work to be carried out without risk to WHS;
- d. lighting enables:
  - i. each worker to carry out work without risk to WHS;
  - ii. persons to move within the Workplace without risk to WHS; and
  - iii. safe evacuation in an Emergency;
- e. ventilation enables workers to carry out work without risk to WHS; and
- f. Workers carrying out work in extremes of heat or cold are able to carry out work without risk to WHS.

70. Throughout the duration of the Project, Ozzbuild will provide Workers with the Workplace facilities specified in *Schedule 2, item 5* of this *WHS Management Plan*.

71. The following housekeeping rules, without limitation, will be observed by all Workers and Subcontractors:

- a. Spills will be cleaned up immediately. Signs to indicate wet or slippery surfaces will be used.
- b. Walkways and passages will be kept clear of obstructions.
- c. Work materials and equipment will be neatly stored when not in use and at the end of each work day.
- d. Waste materials will be disposed of in their relevant containers.

72. Workers and Subcontractors may report their concerns regarding Workplace conditions and facilities to the Site Supervisor during site inspections or toolbox talks.

**First Aid**

73. Ozzbuild will prominently display the names and contact information of First Aid attendants on the Workplace.

- a. When applicable, the name and contact information of the Worker qualified to give First Aid assistance is indicated in *Schedule 2, item 6* of this *WHS Management Plan*.
- b. Prior to commencing work for the Project, Subcontractors will submit to Ozzbuild the names of their workers who are qualified to give First Aid assistance.

74. First Aid attendants must hold recognised statements of attainment issued by a registered training organisation and will attend refresher courses in first aid matters as required by relevant Law.

75. The Site Supervisor will:

- a. coordinate with Subcontractors to ensure that the schedule of Workers allow for an adequate number of First Aid attendants at all times during a work shift; and
- b. in accordance with relevant codes of practice or Law, ensure that First Aid kits are available for the immediate treatment of injuries or illness that may arise.

76. As far as reasonably practicable and in accordance with relevant codes of practice or Law, Ozzbuild will ensure that:

- a. First Aid kits will contain the necessary materials and supplies; and
- b. a sufficient number of First Aid attendants for each work shift.

77. If there are no First Aid attendants on duty during a work shift, the Site Supervisor will ensure that relevant persons in the Workplace will have access to first aid assistance through the nearest medical or hospital facility or through Emergency Services (000).

78. Ozzbuild will inform Workers and Subcontractors of the location of First Aid kits during the WHS induction course.

79. First Aid attendants will:

- a. record all First Aid treatments given using the *First Aid Report* form available at the NEXVIA Portal; and
- b. check the contents of the First Aid kits after each use or at least once a month to ensure the First Aid kit(s) contains necessary materials and supplies and that such materials and supplies have not yet reached their expiration date(s).

80. The First Aid attendant will inform the Site Supervisor of the need to replace or replenish the contents of the First Aid kit(s). The Site Supervisor will ensure that the contents of the First Aid kit(s) are replenished within the time required by the First Aid attendant.
81. All persons who:
  - a. sustain an injury; or
  - b. witness a person sustain an injurymust report the matter to the Site Supervisor.
82. When required by relevant Law, the Site Supervisor will report the injury sustained to the Regulator in accordance with the relevant parts of this *WHS Management Plan*.
83. Any person who sustains an injury must seek treatment from the qualified First Aid attendant. The First Aid attendant will determine whether further medical treatment is necessary. When such further treatment is necessary, the First Aid attendant will notify, or cause someone to notify, the nearest medical or hospital facility or dial Emergency Services (000). The First Aid attendant will remain with the injured person until the ambulance arrives or until such time the First Aid attendant deems it necessary.
84. When informing the medical or hospital facility or Emergency services, the First Aid attendant or the person designated by the First Aid attendant must provide information:
  - a. on the location of the Workplace;
  - b. the type of medical Emergency; and
  - c. on other matters the medical, hospital or emergency services personnel may need.
85. The injured person will be accompanied by to obtain the necessary medical treatment a competent person designated by the Site Supervisor until the injured person (1) safely returns to the Workplace; (2) is admitted to the hospital; or (3) safely reaches his home as authorised by the medical practitioner.
86. First Aid attendants will take precautions to avoid becoming ill and exposing others to illness when handling blood and other bloody substances. First Aid Attendants will wear the necessary PPE like gloves and masks and wash their hands before and after giving First Aid treatment.
87. Waste from the giving of First Aid treatment will be placed in plastic bags, tied securely and disposed in accordance with local regulation to ensure contamination is avoided. As soon as it is reasonably practicable or allowed by an inspector in relevant circumstances, cleaning will commence on areas where blood or other body substances was spilled. Cleaning will include the use of warm soapy water and the cleaners will wear gloves and plastic aprons.
88. To evaluate and improve the effectiveness of First Aid and other WHS rules and regulations, Ozzbuild will:
  - a. refer to the completed *First Aid Report* forms; and
  - b. consult with Workers and Subcontractors.

## Emergencies

89. Prior to commencing work, Ozzbuild will identify the nearest medical or hospital facilities and their contact information. This information, along with the contact details of the Site Supervisor and other relevant persons

will be recorded and maintained on the *Emergency Contact Information Database*. Copies of the *Emergency Contact Information Database* will be prominently displayed in different parts of the Workplace for relevant persons to immediately access when necessary.

90. In the event of an Emergency, the alarm may be raised by someone witnessing the Emergency and reporting it to:

- Emergency services, by dialling 000;
- the Site Supervisor; and
- alerting other people at the Workplace.

## Fires

91. All Workers and Subcontractors are responsible for maintaining the cleanliness and orderliness of the Workplace to ensure fire prevention measures are successful.

92. When it is safe to do so, persons may attempt to fight the fire with the appropriate firefighting equipment.

93. When using a fire extinguisher:

- Do not panic. Try to remain calm.
- Determine the right type of extinguisher and use it. When necessary, read the instructions.
- Have another person with another extinguisher as back up, when necessary.
- Direct the extinguishing agent at the seat of the fire, not at the smoke.

94. The use of firefighting equipment other than for the purpose of fighting a fire is strictly prohibited. The use of firefighting equipment must be reported to the Site Supervisor as soon as possible. All used fire extinguishers must be refilled or replaced even if they were not fully emptied.

## Hazardous Substances

95. During incidents involving ingestion or exposure to hazardous substances, the following guidelines will be observed as far as reasonably practicable:

- If a person ingests or otherwise comes in contact with hazardous substances, the person involved or any witness to the incident should get the attention of the nearest First Aid attendant on site.
- The First Aid attendant will refer to the SDS to determine the appropriate first aid treatment.
- The First Aid attendant will contact Emergency services, when necessary, in accordance with the relevant parts of this *WHS Management Plan*.

96. In case of a spill of hazardous substances, Workers or Subcontractors must immediately report the incident to the Site Supervisor. When required by relevant Law, the Site Supervisor will report the spill to the Regulator in accordance with the relevant parts of this *WHS Management Plan*.

97. The area where the spill occurred must be clearly marked, and when necessary barricaded, to prevent further contamination of the Workplace or exposure of other persons to the hazardous substance.

98. The spill must be cleared:

- in accordance with local regulation and the relevant SDS; and

- b. using only the appropriate PPE.

## Evacuation

99. Emergency evacuation procedures must be:

- a. rehearsed at the time specified in *Schedule 2, item 10* of this *WHS Management Plan*; and
- b. reviewed and evaluated during a toolbox talk to ensure Emergency evacuation procedures are up to date.

100. All persons must:

- a. evacuate in an orderly manner;
- b. unless it is unsafe to do so, observe the rehearsed route during evacuation; and
- c. proceed to the evacuation assembly area which has been agreed upon.

101. The Site Supervisor will appoint Emergency coordinators responsible for ensuring all persons in their respective areas are accounted for after an evacuation.

102. Persons may only return to the Workplace when the Workplace has been declared safe by relevant government authority.

## Personal Protective Equipment

103. Ozzbuild will provide PPE's to Ozzbuild's Workers (and not Subcontractors) to suit the particular work they perform, in accordance with statutory requirements and safety regulations. These include:

- a. **Head Protection.** Workers will wear hard hats in areas designated by the Site Supervisor. Safety helmets must comply with AS/NZS 1801:1997 (or such requirements as may be updated by relevant Law). They will be inspected regularly for signs of damage and must be replaced accordingly.
- b. **Eye Protection.** Depending on their respective jobs, relevant Workers will wear protective eye wear suitable for their work [including without limitation when working on grinding, cutting, chipping, chiselling, wire brushing, paving and drilling]. When necessary, face shields that comply with AS1336, AS1337 and AS1338 (or such requirements as may be updated by relevant Law) will also be worn.
- c. **Foot Protection.** Workers will wear work boots at all times. Thongs, sandals or sand shoes will not be permitted to be worn on Workplace at any time. While in the Workplace, all Workers will wear safety footwear that complies with AS2210 (or such requirements as may be updated by relevant Law).
- d. **Hand Protection.** Protective gloves that comply with AS2161 (or such requirements as may be updated by relevant Law) will be worn by Personnel when working on without limitation:
  - i. sheet metal;
  - ii. wire;
  - iii. rough timber;
  - iv. any abrasive materials;
  - v. acids and other hazardous chemicals or substances; and
  - vi. cutting or grinding.
- e. **Body Protection.** The wearing of long-sleeve shirts and trousers is encouraged to prevent possible injury from rough surfaces, hot sparks, hot liquids, gases or explosive flash. Workers are required to wear sunscreen lotion when appropriate. High visibility clothing must be worn when performing work at night, beside the road or whenever necessary.
- f. **Hearing Protection.** Workers who are exposed to noise levels that exceed 85 decibels or irritating or other noises that cause ringing of the ears must wear ear muffs, ear plugs or other ear protection that

comply with AS1270 (or such requirements as may be updated by relevant Law). Workers will be provided with audiometric testing within 3 months of the commencing the work if noise levels exceed the exposure standard.

- g. **Safety Harness.** Workers will wear a harness when working on areas where there is a possibility of falling, even if such possibility is slight. Safety harnesses will comply with the requirements of AS1891 (or such requirements as may be updated by relevant Law). When working in confined or limited access spaces, a safety harness must also be used and a safety observer must be present at the other end.
- h. **Respirators.** Respiratory equipment that complies with AS1715 and AS1716 (or such requirements as may be updated by relevant Law) will be available for work that may be detrimental to the respiratory system. All Workers who are required to wear respirators must be clean shaven.
- i. **Hair Protection.** Workers with long hair will ensure that their hair is secured in such a way that there is no risk of injury when working near moving equipment or machinery.

104. Ozzbuild, through WHS inductions and toolbox talks, will provide Ozzbuild's Workers with the proper information, training and instruction in the following areas:

- a. proper use of equipment;
- b. wearing and fitting of PPE;
- c. storage;
- d. hygiene;
- e. maintenance; and
- f. reporting damaged or defective PPE.

105. Ozzbuild will require all Subcontractors to perform the same duties towards their own Workers as specified in paragraphs 102 and 104 of this *WHS Management Plan*.

### **Hazardous Manual Tasks**

106. Hazardous manual tasks include without limitation a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a thing involving any or a combination of the following:

- a. repetitive or sustained force;
- b. high or sudden force;
- c. repetitive movement;
- d. sustained or awkward posture; or
- e. exposure to vibration.

107. To minimise the risk of MSD's associated with hazardous manual tasks, the following will be observed:

- a. Ensure there are no obstructions on the path when moving materials.
- b. Make sure the weight of the load is not too heavy.
- c. Maintain the natural curve of the back when lifting.
- d. Hold the load close to the body.
- e. Bend the knees when placing a load.
- f. When possible, use mechanical lifting aids.
- g. When necessary, wear gloves when lifting materials.

108. When applicable, Workers are encouraged to use mechanical aids instead of manually lifting, carrying or otherwise moving materials. When using mechanical aids, the following will be observed:

- a. Riding on a suspended load is strictly prohibited.
- b. All lifting devices must be maintained and any damage to the same must be reported to the Site Supervisor.
- c. Lifting materials that exceed the capacity of lifting devices is prohibited.

109. To minimise the need to manually handle materials, the following will be observed:

- a. Materials will be delivered mechanically to the location or work area where they will be used, when possible.
- b. Storage areas will be located as close as reasonably safe to the work area.
- c. Suppliers will be asked to deliver products, tools and materials without the need for additional handling.

110. To minimise MSD's resulting from the working environment and the use of tools and equipment, the following will be observed as far as reasonably practicable:

- a. Equipment and tools that are designed to lessen vibration will be preferred for purposes of purchasing and use of Workers.
- b. When working in cold places, Workers will take regular rest breaks in a warm place. PPE like gloves will be used.

111. When working in hot and humid conditions, Workers will be relocated from direct sources of heat. Fans, air-conditioning or other suitable ventilation will be provided. Cool drinking water will be provided.

112. Work areas will be kept clean, tidy and free of clutter or obstacles to prevent the need for awkward postures.

113. As far as is reasonably practicable, Workers will be rotated between different tasks to increase task variety.

114. Regular rest breaks will be taken by Workers to prevent the build-up of and recover from the effects of fatigue in muscle groups.

115. SWMS relevant to hazardous manual tasks will be followed by all persons concerned.

### **Hazardous Materials, Tools and Equipment**

116. Prior to the commencement of work or upon delivery of hazardous chemicals intended to be used in the Workplace, Ozzbuild will require suppliers or Subcontractors to collect SDS supplied by the manufacturer or supplier of the hazardous chemical.

117. All SDS will:

- a. be maintained or kept at the Workplace for immediate access of Workers in case of incidents; and
- b. shared with the First Aid attendants and Emergency service providers for reference in case of ingestion or exposure.

118. Ozzbuild and Subcontractors will ensure that:

- a. all hazardous materials are inspected upon delivery;

- b. only sufficient amounts of hazardous materials necessary for the performance of works will be delivered to the Workplace on relevant dates and no hazardous materials will be stored in the Workplace;
- c. all hazardous materials will be properly labelled, including materials transferred from original container to another container; and
- d. hazardous waste will be disposed of in accordance with requirements of local regulations in containers clearly identified and designed for this purpose.

119. The following procedure will be observed if the following hazardous tasks are performed at the Workplace:

a.	Painting	<ul style="list-style-type: none"> <li>i. Workers will use gloves, goggles, masks and other PPE necessary when using hazardous materials used for spray or other painting.</li> <li>ii. Painting will only be conducted when sufficient ventilation has been arranged for the relevant work area.</li> <li>iii. Signs that indicate restricted access will be used to isolate areas where painting is being undertaken.</li> <li>iv. SWMS relevant to painting will be observed.</li> </ul>
b.	Lead	<ul style="list-style-type: none"> <li>i. Ozzbuild will ensure risk assessment of workplace includes lead risk work.</li> <li>ii. Ozzbuild will ensure that adequate lead hazards training is provided to Workers and Subcontractors.</li> <li>iii. To minimise contamination &amp; risk: <ul style="list-style-type: none"> <li>1) Lead dust should be cleaned away promptly;</li> <li>2) Washing &amp; changing facilities will be provided;</li> <li>3) Workers exposed to lead work will be monitoring and monitoring reports will be made available;</li> <li>4) Workers will be immediately removed from carrying out lead risk work if their blood lead levels are above the specified limits.</li> </ul> </li> </ul>
c.	Compressed Air	<ul style="list-style-type: none"> <li>i. Workers will use the utmost care when working with compressed air. Suitable PPE for eye, ear and respiratory protection will be worn.</li> <li>ii. Compressed air will not be used for personal cleaning purposes of any kind, including blowing dust or dirt from the body or hair.</li> <li>iii. Compressed air used for cleaning machines or equipment will not exceed air pressure required by the relevant machine or equipment.</li> <li>iv. When turning air supply on or off, care must be exercised so other Workers connected to the same air supply are not endangered.</li> <li>v. SWMS relevant to use of compressed air will be observed.</li> </ul>
d.	Work With Special Permits or Licences	<ul style="list-style-type: none"> <li>i. Ozzbuild will ensure that Workers and Subcontractors who will perform work requiring special permits or licence have obtained the relevant permits or licence prior to the commencement of work involving the following: <ul style="list-style-type: none"> <li>1) basic rigging (i.e. structural steel erection, perimeter safety screens and shutters);</li> </ul> </li> </ul>

		<p>2) rope access;</p> <p>3) scaffolding;</p> <p>4) high risk work; and</p> <p>5) such other work requiring a special permit by relevant Law.</p> <p>ii. Ozzbuild will keep copies of all special permits or licence used for the Project in accordance with the relevant parts of this <i>WHS Management Plan</i>.</p> <p>iii. Any Worker considered to be a trainee/apprentice must be directly supervised at all times by an appropriately qualified and licenced Worker when performing high risk work.</p>
e.	Working from Height	<p>i. As far as reasonably practicable, work will be conducted on the ground or on solid construction.</p> <p>ii. Access to work conducted at an area where there is a risk of falling will be controlled. Signs will be used to inform persons of the danger of falling.</p> <p>iii. Guard railing will be installed to provide fall protection at:</p> <ul style="list-style-type: none"> <li>1) the perimeters of buildings and other structures;</li> <li>2) the perimeters of fragile roof materials; and</li> <li>3) openings in floor or roof structures.</li> </ul> <p>iv. Workers will wear and use safety harnesses when:</p> <ul style="list-style-type: none"> <li>1) working in any elevated area, 2.0 metres or more from the ground that is not protected by any other approved form of fall protection;</li> <li>2) working in areas within 2.0 metres from the ground but have floor opening or floor edges not protected by any other approved form of fall protection; or</li> <li>3) working in any elevated work platform or suspended staging or scaffolding.</li> </ul> <p>v. Ensure that fall rescue and emergency procedures are addressed at WHS Inductions for Workers &amp; Subcontractors. Where practical ensure that these procedures are tested.</p> <p>vi. SWMS relevant to working from height will be observed.</p>
f.	Scaffolding	<p>i. Only Workers who are properly trained may use scaffolding;</p> <p>ii. Safety harnesses will be worn when appropriate.</p> <p>iii. Access to work conducted in an area where there is a risk of falling will be controlled. Signs will be used to inform persons of the danger of falling and incomplete scaffolding.</p> <p>iv. Workers must report any defects or unsecure scaffolding immediately.</p> <p>v. Inspection of scaffolding will be included in the monthly site inspections and/or after any incident that may occur.</p>

		<p>vi. Faulty scaffolding will be immediately repaired or replaced by a qualified repairer. Ladders with broken or missing rungs or steps, broken or split rails or other defective construction will not be used.</p> <p>vii. SWMS relevant to use of scaffolding will be observed.</p>
g.	Ladders	<p>viii. Only industrial grade ladders will be used in the Workplace.</p> <p>ix. Workers must make sure the ladder is without defects and is placed securely against a solid backing at a safe angle. Ladders must be securely tied at the top or have someone in attendance holding it.</p> <p>x. Workers must ensure mud or greasy substances are removed from footwear before climbing a ladder.</p> <p>xi. When there is a need to stand on a ladder while working, a safety harness must be used. Any work carried out from a ladder should be light work of short duration only.</p> <p>xii. Workers using ladders WILL NOT:</p> <ol style="list-style-type: none"> <li>1) handle or use ladders where it is possible for the Worker or the ladder to make contact with energised power lines, except where the person is qualified to do so;</li> <li>2) use metal or metal reinforced ladders when working on live electrical installations;</li> <li>3) set up the ladder in places where a person or vehicle could hit it, such as driveways and doorways;</li> <li>4) use a stepladder near the edge of an open floor, penetration, or on scaffolding to gain extra height;</li> <li>5) over-reach;</li> <li>6) use any power (air, hydraulic, electric or battery) equipment or tool specifically designed to be operated with two hands;</li> <li>7) use tools that require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder;</li> <li>8) work over other people;</li> <li>9) allow anyone else to be on the ladder at the same time; or</li> <li>10) face away from the ladder when going up or down or when working from it.</li> </ol> <p>xiii. Inspection of ladders will be included in the site inspections. Faulty ladders will be immediately repaired or replaced. Ladders with broken or missing rungs or steps, broken or split rails or other defective construction will not be used.</p> <p>xiv. SWMS relevant to use of ladders will be observed.</p>
h.	Elevated Work Platforms	<p>i. Only Workers who are properly trained may use or operate the work platform. The work platform will be used in accordance with operating instructions.</p>

		<ul style="list-style-type: none"> <li>ii. The work platform must not be operated on more than 5 degrees of slope. The safe working load limit will be observed.</li> <li>iii. Ladders, steps or similar items will not be used on the work platform.</li> <li>iv. Safety harnesses will be worn when appropriate.</li> <li>v. Workers must be aware of clearances when travelling or operating the work platform. A safe distance must be kept from changes in slope depressions, debris, buildings, structures and other obstacles.</li> <li>vi. When the platform is elevated, no person will enter or exit from it.</li> <li>vii. The work platform's brakes must be inspected before operation.</li> <li>viii. SWMS relevant to use of elevated work platforms will be observed.</li> </ul>
i.	Working on Roofs	<ul style="list-style-type: none"> <li>i. Safe access must be provided for Workers carrying out work on the roof. The following will be observed:           <ul style="list-style-type: none"> <li>1) Workers are able to access the roof through the roof edge protection without having to climb over rails.</li> <li>2) Access ladders will be secure against movement.</li> <li>3) Where an elevator or hoist is used, such elevator or hoist must be installed so materials can be received at roof level safely.</li> </ul> </li> <li>ii. Prior to commencing work on roofs where safety mesh and edge protection is required, Ozzbuild will ensure the following have been inspected or set in place:           <ul style="list-style-type: none"> <li>1) mesh compliance with man-proof standard;</li> <li>2) installation of man-proof mesh in accordance with manufacturer's standards;</li> <li>3) edge protection that meet relevant standards;</li> <li>4) access and egress points that are adequate; and</li> <li>5) procedures for delivery, unloading, loading, tying and placement for roof works.</li> </ul> </li> <li>iii. SWMS relevant to work on roofs and working from heights will be observed.</li> </ul>
j.	Falling Objects	<ul style="list-style-type: none"> <li>i. The following control measures will be implemented to prevent and minimise risks related to falling objects:           <ul style="list-style-type: none"> <li>1) secure loose materials such as plywood, iron sheets and off-cuts;</li> <li>2) use chutes when transferring debris from an elevated area;</li> <li>3) prevent stacking of materials to un-meshed guard rails and perimeter edges;</li> <li>4) enclose areas whenever loads are being lifted and appoint a spotter on the ground level; and</li> <li>5) erect containment screens or catch platforms or nets.</li> </ul> </li> <li>ii. All Workers working near the vicinity of the work area with the risk of falling objects must wear hard hats at all times.</li> </ul>

		<p>iii. In case the work area is near a road or walkway, traffic management devices such as road diversions or traffic detour signs must be installed to warn pedestrians, drivers and other persons on the road or walkway of the risk of falling objects.</p> <p>iv. Relevant SWMS will be referred to.</p>
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### Incident Reporting

120. All persons are required to immediately report accidents, injuries and near-miss incidents to the Site Supervisor as soon as possible after it has occurred.
121. The details of the incident must be recorded by the Site Supervisor, assisted by the relevant person who witnessed the accident, injury or near miss using the *Incident Report* form available at the NEXVIA Portal.
122. Copies of completed *Incident Report* forms will be stored in accordance with the relevant parts of this *WHS Management Plan* for a period of five (5) years from the relevant date of occurrence or discovery or from the time such incident has been reported to the Regulator.
123. As required by relevant Law, the Site Supervisor must immediately inform the Regulator by telephone of any Notifiable Incident. When required by the Regulator, the Site Supervisor may submit a copy of the relevant *Incident Report* form to the Regulator.
124. The Site Supervisor must ensure so far as reasonably practicable that the relevant area where death or serious injury or illness has occurred remains untouched and undisturbed until an inspector arrives on the Workplace or directs otherwise. This does not prevent any action required to protect a person's health or safety, help someone who is injured, or make the Workplace safe.
125. Records and copies of reports involving work health and safety injuries, near misses, accidents and incidents must be kept for a period of five (5) years from the relevant date of occurrence or discovery or from the time such incident has been reported to the Regulator

## Bullying and Harassment Policy

Ozzbuild is committed to providing and maintaining a safe and equitable Workplace for all Workers, Subcontractors and other persons in the Workplace in compliance with Law.

### Workplace Bullying

1. Workplace Bullying is defined by the *Safe Work Australia - Guide for preventing and responding to workplace bullying* as a “repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.”
2. Workplace Bullying may involve, but is not limited to any of the following:
  - a. abusive, insulting or offensive language or comments;
  - b. unjustified criticism or complaints;
  - c. deliberately excluding someone from workplace activities;
  - d. withholding information that is vital for effective work performance;
  - e. setting unreasonable timelines or constantly changing deadlines;
  - f. setting tasks that are unreasonably below or beyond a person’s skill level;
  - g. denying access to information, supervision, consultation or resources to the detriment of the worker;
  - h. spreading misinformation or malicious rumours; and
  - i. changing work arrangements such as rosters and leave to deliberately inconvenience a particular Worker or Workers.

### Harassment

3. Harassment is a behaviour that is unwelcome or unwarranted directed towards a person that would make that person feel insulted, humiliated or intimidated.

### Responsibilities of Relevant Persons

4. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:

- i. the promotion and implementation of this policy;
- ii. ensuring that the Workplace is free from bullying and harassment; and
- iii. identifying and eliminating or minimising potential Workplace bullying and harassment.

b. Workers, Subcontractors and other persons in the Workplace are responsible for:

- i. maintaining a professional Workplace environment by carefully considering their own behaviour and its possible effects on others;
- ii. recognising their individual role in developing and maintaining harmonious Workplace environment; and
- iii. ensuring that any allegations relating to bullying and harassment are made honestly and not maliciously, or to impede legitimate disciplinary action.

#### **Reporting of Bullying and Harassment Incident**

5. Ozzbuild encourages all Workers, Subcontractors and other persons in the Workplace who experience bullying and/or harassment, or who see someone else being bullied and/or harassed, to inform the Site Supervisor of the incident.
6. A report/complaint given to the Site Supervisor must include the following details:
  - a. Date, time, and location of incidents.
  - b. Names of those involved.
  - c. Description of the behaviour.
  - d. Any witnesses or supporting evidence.
7. Site Supervisor will be responsible for reviewing the initial report/complaint to determine:
  - a. If informal resolution is possible:
    - i. direct communication with individual responsible to address the issue informally;
    - ii. mediation if both parties are agreeable;
    - iii. conduct awareness training;
    - iv. continued monitoring of the situation should be documented;
    - v. if informal remedy fails, formal complaint process should be initiated.
  - b. If a formal investigation is required including:
    - i. Site supervisor to escalate to Ozzbuild Management;
    - ii. written reports;
    - iii. interviews;
    - iv. training;

- v. disciplinary action;
- vi. reviewing workplace policies.

8. The Site Supervisor will ensure that:

- a. any incidents of workplace bullying and harassment are investigated in a timely manner, this may include:
- b. actions and recommendations arising from cases of bullying and/or harassment are implemented in a timely manner which may include:
  - i. offering professional counselling;
  - ii. providing mentoring and support from a senior manager;
  - iii. providing training and relevant professional or skills development;
  - iv. redressing inequality resulting from the bullying behaviour; and
- c. all actions taken to manage a bullying and/or harassment complaint are appropriately documented.

9. All reports of bullying and/or harassment will be investigated promptly, confidentially and impartially.

### **Bullying and Harassment Training**

10. Management including Site Supervisor of Ozzbuild will be provided training on:

- a. communicating effectively and engaging workers in decision making;
- b. managing difficult conversations and providing constructive feedback both formally and informally;
- c. conflict management, diversity and tolerance.

11. Ozzbuild Workers, Subcontractors and other persons in the Workplace will be provided training:

- a. awareness of the impact certain behaviors can have on others;
- b. the work health and safety duties and responsibilities related to workplace bullying;
- c. measures used to prevent workplace bullying and harassment from occurring;
- d. how individuals can respond to workplace bullying

## Drugs and Alcohol Policy

The Contractor is aware of the dangers posed by persons under the influence of drugs and alcohol in the Workplace.

1. It is the Contractor's policy that Workers, Subcontractors and other persons who enter the Workplace are not under the influence of drugs or alcohol when they:
  - a. sign on for work;
  - b. are on duty; or
  - c. acting on behalf of the Contractor.
2. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:
    - i. the promotion of this policy;
    - ii. ensuring that the requirements of this policy are met within the Workplace; and
    - iii. assessing whether the Workers and Subcontractors are not under the influence of drugs or alcohol and are capable of carrying out their work.
  - b. Workers and Subcontractors are responsible for:
    - i. observing the requirements of this policy when performing works for the Contractor; and
    - ii. reporting to work capable and fit to perform works for the Contractor.
3. A person is reasonably believed to be under the influence of drugs or alcohol when he or she:
  - a. exhibits erratic, abnormal, or unusual behaviour;
  - b. has breath that smells of alcohol;
  - c. speaks in rapid, irrational or slurred manner;
  - d. has bloodshot, glassy, blank, watery eyes;
  - e. has an unsteady swaying stance; or

- f. walks unsteadily.

4. Any person who wishes to enter the Workplace who clearly appears to be under the influence of drugs or alcohol will not be permitted to enter the Workplace.
5. The Site Supervisor must be informed if any Worker or Subcontractor:
  - a. attempts to report to work; or
  - b. is noticed to be workingwhile under the influence of drugs or alcohol.

6. If any Worker or Subcontractor enters the Workplace who clearly appears to be under the influence of drugs or alcohol, the Site Supervisor will speak with the concerned Worker or Subcontractor to investigate and determine whether there are valid medical or other reasons for the concerned person's behaviour.
  - a. Where there are valid reasons, the concerned Worker or Subcontractor may be allowed to return to work the next working day after being transported home safely.
  - b. Where there are no valid reasons, the concerned Worker or Subcontractor is deemed to have violated this policy and will be investigated accordingly.



## Environmental Policy

The Contractor is committed to the development, implementation and execution of construction methods which meet the relevant legal obligations, community and environmental standards and expectations relevant to environmental protection.

1. To achieve the objectives of this policy, the Contractor will:
  - a. identify environmental activities, aspects and impacts and apply appropriate environmental actions;
  - b. continually improve its activities to minimise disturbance and adverse effects on the environment;
  - c. avoid the unnecessary use of hazardous materials and processes and take all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use;
  - d. require all workers and subcontractors working on this project to be informed of and be aware of their role in relation to environmental protection and the methods to reduce environmental risk; and
  - e. comply with all relevant environmental legislation and codes of practice relevant to environmental protection.
2. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:
    - i. the effective implementation and promotion of this policy; and
    - ii. ensuring that the requirements of this policy are met within the Workplace.
  - b. Workers and Subcontractors are responsible for observing that the requirements of this policy are met when performing works for the Contractor.

## Health and Safety Policy

The Contractor is committed to carrying out all construction works safely, and with all possible measures taken to remove or minimise risks to the health and safety of Workers, Subcontractors and other persons who may be affected by the Contractor's operations.

1. As far as reasonably practicable, the Contractor will provide and maintain:
  - a. a safe working environment;
  - b. information, training and supervision that is reasonably necessary to ensure that all Workers and Subcontractors are safe from injury;
  - c. a commitment to cooperate with all Workers and Subcontractors in all matters relevant to health and safety in the Workplace; and
  - d. a commitment to continually improve the Contractor's work and safety performance.
2. The following are the responsibilities of relevant persons under this policy:
  - a. the Site Supervisor is responsible for:
    - i. the promotion of this policy; and
    - ii. ensuring that the requirements of this policy are met within the Workplace; and
  - b. Workers and Subcontractors are responsible for:
    - i. prior to carrying out high risk construction work, being familiar and complying with the relevant safe work method statement;
    - ii. taking reasonable care of the health and safety of themselves and others;
    - iii. wearing personal protective equipment whenever necessary;
    - iv. immediately reporting to the Site Supervisor all:
      - 1) all incidents that occur in the workplace; and
      - 2) any identified hazard in the workplace.
3. The Contractor encourages suggestions for realising the health and safety objectives of this policy to create an accident free workplace.

## Rehabilitation Policy

In order to have and maintain a healthy and safe Workplace, the Contractor is committed to continuously identifying and removing risks.

In the event of work-related injury or illness, the Contractor is committed to the rehabilitation of Workers and to ensuring that they remain at work, or return to work as soon as possible, after they have sustained an injury.

1. This policy applies to all Workers performing works for the Contractor.
2. To ensure the success of this policy, the Contractor will:
  - a. strive to achieve an accident free Workplace;
  - b. ensure that relevant rehabilitation obligations required by Law are observed; and
  - c. as far as reasonably practicable and as an integral part of the rehabilitation program, provide suitable alternative duties to an injured and/or ill Worker.
3. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:
    - i. the promotion and implementation of this policy;
    - ii. ensuring that WHS safety procedures are observed prior to the commencement and during the performance of construction works;
    - iii. ensuring that appropriate first aid and/or medical treatment is provided to Workers for work-related injuries and/or illnesses;
    - iv. determining the needs of the injured Worker, including the suitable alternative duties for the injured Worker; and
    - v. monitoring the progress of Workers undergoing a rehabilitation program.
  - b. Workers are responsible for:
    - i. ensuring that WHS safety procedures are observed when performing works for the Contractor;
    - ii. notifying the Site Supervisor of any work-related injury or illness as soon as possible;
    - iii. cooperating with Workplace changes that will assist other injured Workers; and
    - iv. participating in rehabilitation programs that are designed to assist injured Workers.

## Smoking Policy

The Contractor is committed to:

- a. providing a safe and healthy Workplace; and
- b. promoting the health and wellbeing of all persons who enter the Workplace.

The Contractor recognises the harmful effects of smoking. As such, the Contractor implements this policy to ensure that, as far as reasonably practicable, smoking does not cause safe and healthy concerns in the Workplace.

1. It is the Contractor's policy that smoking of all types (including but not limited to cigarettes, bidis, kreteks, pipes, and cigars) is prohibited in the Workplace.
2. This policy will apply to all Workers, Subcontractors and other persons who:
  - a. enter the Workplace;
  - b. sign on for work;
  - c. are on duty; or
  - d. acting on behalf of the Contractor.
3. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:
    - i. the promotion of this policy; and
    - ii. ensuring that the requirements of this policy are met within the Workplace.
  - b. Workers, Subcontractors and other persons are responsible for observing the requirements of this policy when performing works for the Contractor.
4. The Site Supervisor must be informed if any Worker, Subcontractor, or other person attempts to smoke while at the Workplace premises.
5. If any Worker, Subcontractor, or other person violated this policy, the Site Supervisor is responsible for:
  - a. discussing the breach of this policy with to the concerned Worker, Subcontractor, or other person; and

- b. taking appropriate disciplinary action.

6. Responses to policy breaches will include:

- a. asking the individual to extinguish the cigarette immediately;
- b. explaining details of the policy to the offending individual;
- c. the provision of individual education regarding the reasons for the implementation of the smoke-free policy;
- d. making every possible effort to assist with understanding to the policy; or
- e. disciplinary action for failure to comply with this policy.

## Workplace Violence and Aggression Policy

Ozzbuild is committed to promote a safe and respectful workplace by preventing and addressing incidents of workplace violence and aggression. Ozzbuild is committed to providing a work environment where Workers, Subcontractors, visitors, and other stakeholders are treated with dignity and respect, free from any form of violence, aggression, or intimidation.

### Workplace Violence and Aggression

1. Workplace violence and aggression refer to any act or threat of physical violence, harassment, intimidation, or other disruptive behaviour that occurs in the workplace or in connection with work-related activities. This includes, but is not limited to:
  - a. **Physical violence:** Any act of physical aggression such as hitting, pushing, or assault.
  - b. **Verbal abuse or threats:** Aggressive or threatening language intended to intimidate or harm others.
  - c. **Psychological abuse:** Bullying, harassment, or actions that undermine an individual's mental well-being.
  - d. **Property damage:** Deliberate destruction of property or equipment.
  - e. **Domestic violence in the workplace:** The influence of domestic violence that affects an individual's behaviour at work.

### Responsibilities of Relevant Persons

2. The following are the responsibilities of relevant persons under this policy:
  - a. The Site Supervisor is responsible for:
    - i. Create and maintain a safe work environment by enforcing this policy.
    - ii. Ensure employees are aware of the reporting mechanisms for workplace violence.
    - iii. Address any reported incidents promptly and follow up to ensure resolution.
    - iv. Support affected employees and ensure appropriate accommodations, if necessary.
  - b. Workers, Subcontractors and other persons in the Workplace are responsible for:
    - i. Treat others with dignity and respect, avoiding aggressive, abusive, or violent behaviour.
    - ii. Report any incidents or threats of violence or aggression to management or HR immediately.
    - iii. Participate in training programs to recognize and prevent violent or aggressive behaviour.

- iv. Follow all safety and security protocols established by the company to reduce the risk of violence.

#### **Reporting of Violence and Aggression Incident**

3. Ozzbuild encourages all Workers, Subcontractors and other persons in the Workplace who witness or experience any form of violence or aggression are encouraged to report the incident immediately to the Site Supervisor of the incident.
4. The Site Supervisor will ensure that:
  - a. any incidents of are investigated in a timely manner, this may include:
    - i. written reports;
    - ii. interviews;
    - iii. training;
    - iv. reviewing workplace policies;
  - b. actions and recommendations arising from cases of violence and aggression are implemented in a timely manner which may include:
    - i. verbal or written warning;
    - ii. suspension; or
    - iii. termination of employment
  - c. all actions taken to manage violence and aggression complaint are appropriately documented.
5. All reports of violence and aggression will be investigated promptly, confidentially and impartially.

#### **Violence and Aggression Prevention & Training**

6. Ozzbuild will conduct risk assessments to identify potential hazards related to workplace violence and aggression and take appropriate action to eliminate or mitigate those risks.
7. Workers, subcontractors, visitors and other stakeholders will be encouraged to report any concerns regarding safety or incidents of potential aggression or violence.

8. Ozzbuild will provide regular training and resources to:

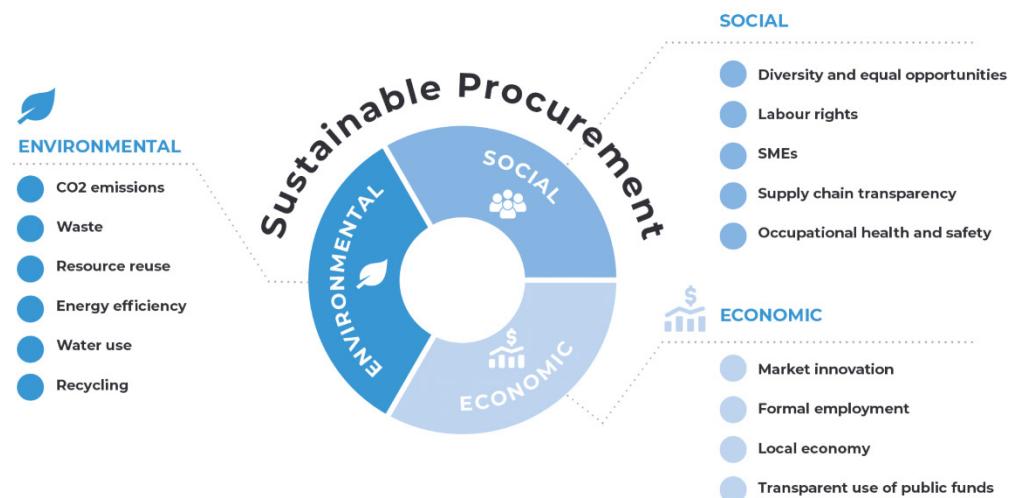
- a. educate employees on recognising, preventing, and responding to workplace violence and aggression.
- b. equip supervisors and managers with the skills to address potential conflicts and ensure a safe working environment.
- c. reinforce the importance of respectful behaviour and effective communication in the workplace.



## Sustainable Procurement Policy

This policy reflects Ozzbuild's commitment to sustainable procurement by focusing on the environmental and social impact of procurement as well as the price of the products, services or works in question.

At Ozzbuild we strive to uphold the three pillars of sustainability, namely: economic, environmental and social by utilising the below strategies.



Ozzbuild encourages their service providers, suppliers and contractors to share in its sustainability commitment.



## **Modern Slavery Policy**

This policy reflects Ozzbuild's commitment to ensure to the best of our ability that there is no modern slavery in any part of our business operations.

We are committed to acting ethically and with integrity in all business dealings and relationships, and where possible, to ensure modern slavery is not taking place in our own business or supply chain.

Our business also expects its service providers, suppliers and contractors to share our commitment to act lawfully and ethically and to work to ensure that modern slavery is not taking place within its organisation or within its supply chain.



## Equal Opportunity, Diversity and Indigenous Engagement Policy

### Policy Statement

Ozzbuild is committed to fostering a workplace and supply chain that reflect fairness, respect, inclusion and cultural understanding. We value the contributions of Australia's First Nations peoples and promote equal opportunity for all individuals, ensuring employment and business decisions are based on merit and aligned with our organisational values. This policy guides our actions to support diversity, prevent discrimination, encourage Indigenous participation and create a safe, high-performing work environment for everyone.

### Purpose

This policy outlines Ozzbuild's commitment to diversity, equal opportunity and meaningful engagement with Australia's First Nations peoples, while ensuring fair, inclusive and respectful work practices across the organisation.

### Commitment to First Nations Peoples

Ozzbuild values the economic, social and cultural contributions of Australia's First Nations peoples. We are dedicated to strengthening the Indigenous business sector by identifying opportunities and increasing engagement with First Nations people across our operations.

### Indigenous Employment and Economic Development

We support meaningful employment pathways for Aboriginal and Torres Strait Islander peoples. Ozzbuild also promotes the sustainable growth of Indigenous businesses and encourages our suppliers, service providers and contractors to support Indigenous entrepreneurship and business development.

### Equal Opportunity and Merit-Based Employment

Ozzbuild provides a fair, inclusive and respectful workplace where diversity is valued and all individuals have equal access to opportunities. Employment decisions—including recruitment, promotion and development—are based on merit to ensure the right person is placed in the right job.

### Respectful and Safe Work Environment

We are committed to maintaining a workplace built on dignity, respect and professionalism. Ozzbuild does not tolerate discrimination, bullying or harassment and is dedicated to ensuring all work environments remain safe and inclusive.

### Roles and Responsibilities

All employees, contractors and partners are expected to uphold this policy and contribute to a culture that supports fairness, inclusion and high performance. Leaders are responsible for modelling inclusive behaviour and ensuring policy compliance.

### Continuous Improvement

Ozzbuild will regularly review and strengthen our diversity, equal opportunity and Indigenous engagement practices to ensure they remain effective, culturally informed and aligned with our organisational values.