



HSE POLICY

HA-HSE-POL-007

HEALTH, SAFETY AND ENVIRONMENTAL PLAN

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1. INTRODUCTION

In order to minimise exposure to health and safety hazards, risks and environmental harm arising from the work carried out by Highpoint, a Health Safety and Environment (HSE) Plan has been developed.

2. PURPOSE

The purpose of this HSE Plan is to:

- a) Enable Highpoint supervisors, workers and subcontractors understand the requirements that have been established to carry out site-based operations in a safe and environmentally responsible manner;
- b) Make clear the relationship between Highpoint HSE system requirements and those of the client. The implementation of this Plan together with our clients' site-specific requirements will ensure that health and safety, and environmental risks are managed as part of our everyday business.

3. WORK SCOPE AND WORK SCHEDULE

The proposed work scope includes but is not limited to; rope access, training and emergency response work. This work will be performed using the appropriate Australian Standards relevant to the work. The work schedule will be as per the agreed scope of work, in consultation with Officers in Charge, area Coordinators and the ERT Coordinator.

4. HEALTH AND SAFETY, AND ENVIRONMENTAL POLICIES

Highpoint is committed to the principle that occupational injury and illness must be prevented, and that we have a general environmental duty to take all reasonable and practicable measures to prevent environmental harm. We will proactively manage risks to ensure the sustainability of the environment, and the health and safety of all people working for us and others who may be impacted by the work we carry out. Highpoint has documented Health and Safety, and Environmental Policy Statements which will be introduced to all personnel working on the project, including subcontractor's, as part of the induction process.

5. REHABILITATION POLICY

If an employee is injured, Highpoint will introduce workplace rehabilitation measures when and where possible. Alternate duties will be arranged as required, so that the injured worker can return to work in a manner that does not expose them to the risk of aggravating the original injury. The rehabilitation process will continue until such time as the injured employee is certified fit to resume full normal duties.

6. DRUG AND ALCOHOL POLICY

The purpose of this policy is to outline the process for conducting alcohol and drug testing, and the management of alcohol and other drug risks in the workplace. It supports the objectives of the Code of Conduct. This policy promotes health and safety in the workplace and seeks to minimise the risk of injury to employees, contractors, subcontractors and visitors in the workplace.

This policy applies to all current and prospective employees, contractors and subcontractors who are working for Highpoint.

7. CODE OF CONDUCT

Highpoint is committed to the provision of high-quality service in all aspects of its business activities. Highpoint has developed a Code of Conduct that identifies the broad ethical, safety and environmental standards expected of Highpoint employees and subcontractors during any of its business activities. Failure to observe the ethical, safety and environmental obligations contained in the Code of Conduct may result in disciplinary action being taken.

8. EDUCATION PROCEDURE

8.1 Induction

All Highpoint employees shall be made familiar with the Code of Conduct, this HSE Plan, and all other relevant safety and environment policies and procedures as part of their new employee induction. Highpoint will maintain a register of who have been inducted.

Prior to commencing work for a client, all employees shall undertake a formal site safety induction provided by the client. Records of participation in site safety inductions will be recorded by the client.

8.2 Health, Safety and Environmental (HSE) Plan

The site supervisor is responsible for ensuring that each Highpoint employee receives a verbal presentation of this HSE Plan prior to commencing work on site. A register is maintained by the Supervisor recording the verbal presentations given.

9. SITE PROCEDURES

All relevant site procedures are to be adhered to. This Plan is provided to supplement site procedures, and where a site procedure dictates that additional controls are to be used, the site procedure is to take precedence.

9.1 Emergency Procedures

As per the clients' emergency procedures. Emergencies requiring confined space and vertical rescue will be coordinated and executed by Highpoint personnel.

9.2 First Aid

Highpoint personnel hold current Senior First Aid qualifications. In the event of any incidents or injuries, management and recording of details will be according to the client's policy and procedures.

9.3 Emergency Evacuation

As per the client's site evacuation procedure.

9.4 Fire

When a fire is identified, an assessment must be made by the individual to either try to extinguish the fire or notify someone for assistance. All fires shall be immediately reported.

9.5 Housekeeping

Highpoint employees will maintain adequate housekeeping while carrying out their duties.

9.6 Equipment Register

All lifting and height safety equipment shall be registered and inspected in accordance with

Highpoint requirements.

Note: When returned from a job, if the equipment has had its inspection tag removed, it is to be cleaned, dried, re-inspected, re-tagged and re-logged into the Highpoint equipment register database.

9.7 Personnel Qualifications and Competencies

All employees and subcontractors engaged to do the works will receive sufficient information and training and, possess the necessary skills to perform the works in a safe and environmentally responsible manner. All employee qualification/training records are maintained at the Highpoint office. Copies of specific site personnel qualifications can be obtained upon request.

9.8 Working at Heights

All work at heights will comply with relevant standards including:

- AS 4488:1997 Industrial rope access systems.
- AS 1891 Industrial fall arrest systems and devices.
- Industry code of practice - Industrial rope access technique.

9.9 Safety Equipment

All safety equipment issued by Highpoint shall be managed by the site supervisor. All equipment (apart from disposables) shall be subject to regular maintenance and inspections. Equipment shall include, but is not limited to:

- Lifting equipment;
- Height safety equipment;
- Electrical equipment.

All maintenance will be carried out as per the manufacturer's specifications and directions. Soiled or contaminated equipment is to be cleaned or decontaminated as soon as possible, otherwise it will be disposed of. All Highpoint equipment will be inspected:

- When being packed for a job or activity;
- Prior to use;
- During use;
- After use.

When being returned to storage, inspection should be as per manufacturer's direction and/or an approved industry best practice. Any item of equipment that is found to be damaged, shock loaded, or loaded past its working load limit must be removed from service and retired.

Refer to: *Equipment Policy on equipment use, care, maintenance, inspection and retirement.*

9.10 Training Records

Where any specific training is required for personnel on the project, the site supervisor shall ensure it is administered and recorded on the appropriate documentation.

9.11 Incident/Accident Investigations

Incident/accident investigation and reporting is conducted as per the client's procedures. The site supervisor has the responsibility to ensure the recording and implementation of all

proposed actions is completed. Where the client does not have a system in place, Highpoint will conduct the incident/accident investigation.

9.12 Hazard Identification and Risk Management

No job is to commence without the hazards and risks of the job being identified, assessed and controlled. Risks to health, safety and the environment must be eliminated so far as is reasonably practicable (SFAIRP), and if it is not reasonably practicable to eliminate risk, then to minimise those risks SFAIRP.

Work Method Statement

A Hazard Identification and Work Method Statement will be developed and submitted for each job to ensure that there is a documented, and systematic process in place to manage the health, safety and environmental risks associated with work carried out.

Control measures are to be selected based on the assessed level of risk and with the aim to minimise risks SFAIRP. (*Refer to the hierarchy of control measures in Appendix 1*).

The control measures are to be monitored to ensure that they are working correctly to control the risks and that no other risks have been introduced.

Refer to: *Highpoint Hazard Identification and Work Method Statement template*.

9.13 Hazard and Incident Reporting

Highpoint encourages employees and subcontractors to report hazards immediately to their site supervisor and take measures to implement immediate temporary controls prior to a permanent fix. Where hazards are identified and/or reported, and proper rectification is beyond the control of a Highpoint team member, a referral must be made immediately to the client contract administrator.

In the case of occupational injury/illness, individuals are required to report immediately to their site supervisor who will ensure appropriate injury management and reporting procedures are followed. All non-injury events (near hit or incidents) are to be reported immediately by the site supervisor to the client's contract administrator and relevant department (OHS and/or environment).

Notifiable incidents:

The *Work Health and Safety Act 2011* requires notification to Workplace Health and Safety Queensland of a notifiable incident:

- The death of a person;
- A serious injury or illness of a person (as defined in Part 3 Section 36 of the *Work Health and Safety Act 2011*);
- Dangerous incident (as defined in Part 3 Section 37 of the *Work Health and Safety Act 2011*).

9.14 Waste Management

All wastes generated during work performed are to be managed in accordance with the client's waste management procedures.

9.15 Consultation

All Highpoint employees are encouraged to talk about any health, safety and environmental concerns with their supervisor or client contract administrator, so that all parties work together to find solutions. Consultation during project work can occur through varied mechanisms including:

- Workplace induction processes;
- Toolbox talks;
- Participative risk assessment processes;
- Phone, email or fax;
- One-off sessions or events called for a specific purpose.

The site supervisor shall ensure that appropriate consultative mechanisms are in place for the duration of the project.

10. SITE RESPONSIBILITIES

Highpoint is committed to the provision of a safe and healthy environmental workplace for employees and participants. Appropriate resources will be made available to ensure compliance with all relevant legislation, and to ensure the health, safety and protection of people and the environment.

Highpoint will address safety and environmental systems and risk management procedures as priorities.

Workplace Health and Safety, and Environment protection is both an individual and shared responsibility of all Highpoint personnel.

10.1 Highpoint Access & Rescue Director

Have ultimate responsibility for ensuring that this HSE Plan is communicated to all responsibility holders and relevant stakeholders, implemented and adhered to across all applicable organisational activities.

They also have the responsibility to promote hazard and risk management, as a part of all aspects of work and take effective action to provide and maintain a safe and healthy working environment.

10.2 Site Supervisor

Is responsible for ensuring all employees are inducted and trained in the work to be performed. He must be conversant with all aspects of the site HSE plan, including site and task specific hazards, risks and controls that fall within the scope of work they are responsible for.

10.3 Highpoint Employees and Subcontractors

Have the responsibility to:

- Comply with the requirements of this HSE Plan;
- Work in a safe and healthy manner;
- Not carry out an activity that may cause environmental harm without taking measures to prevent or minimise the harm;
- Maintain a safe and healthy working environment during all activities;

- Present themselves in a fit state for work, and being aware of Highpoint's policy on alcohol and other drugs;
- Encourage others to work in a safe and healthy manner;
- Report and/or rectify any unsafe conditions that come to their attention.

11. SUBCONTRACTORS

Where Highpoint engages the services of a subcontractor, the subcontractor is required to submit their own HSE Plan to Highpoint for review prior to any work being awarded.

12. REVIEW AND APPROVAL

This plan will be reviewed biennially or as required and approved by the Directors.

13. APPENDIX 1

Hierarchy of Control

Some control measures are more effective than others. Control measures can be ranked from the highest level of protection and reliability to the lowest. This ranking is known as hierarchy of control:

(HIGHEST) Eliminate the hazard by:

- Choosing a different process or method. E.g. Vacuum rather than sweep;
- Modify the existing process or method. E.g. Wet chemical process rather than smelt.

Substitute the high risk for a lower risk:

- Substitute the hazardous material with another less hazardous material.

Engineer out the hazard:

- Improve the environment. E.g. Ventilation;
- Modify the equipment or tools. E.g. Electric rather than diesel;
- Contain the hazard by enclosures. E.g. Enclose the generator in a soundproof room;
- Guard the moving machine parts. E.g. Conveyor and blades;
- Separate the persons from the hazard. E.g. Remote control.

Introduce administrative controls:

- Revise the procedures to modify the hazardous steps, or add more steps;
- Implement additional training;
- Introduce additional supervision, inspections or auditing;
- Introduce work rotation to limit a person's duration and number of exposures to the hazard.

(LOWEST) Provide PPE:

- Provide, train and maintain PPE to modify the person's potential exposure.

Work Party Members Briefed

	NAME	SIGNATURE	DATE	TIME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

14. REVISION HISTORY

Revision Date	Section/Paragraph	Amendment