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| Approved By     | Brendan McKenna                  |
| Position        | Director                         |
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## Purpose

This Procedure establishes a consistent process for identifying hazards, assessing risks and implementing effective control measures across Brendan McKenna Earthmoving Pty Ltd operations.

The objective is to eliminate hazards where reasonably practicable and minimise risks to workers, contractors, visitors, the environment, property, plant, equipment and business operations.

This Procedure forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS) and supports continual improvement in safety, environmental and operational performance.

## Scope

This Procedure applies to all Brendan McKenna Earthmoving activities where hazards may be encountered and risks require assessment and control. It applies to workers, contractors, plant and equipment, workplaces and operational activities undertaken by or on behalf of the company.

This Procedure applies to:

- All workers, contractors and subcontractors engaged by Brendan McKenna Earthmoving Pty Ltd.
- All workplaces, project sites, workshops, offices and mobile work environments.
- Plant, equipment, vehicles and operational activities.
- Environmental aspects and impacts associated with company activities.
- Project planning, operational changes and business activities.

## Responsibilities

| Role                          | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director                      | <ul style="list-style-type: none"><li>• Ensure effective risk management processes are implemented throughout the organisation.</li><li>• Provide adequate resources to identify, assess and control risks.</li><li>• Review significant and high-risk activities.</li><li>• Monitor the effectiveness of risk management arrangements and continual improvement actions.</li></ul>                                                                   |
| Supervisors and Leading Hands | <ul style="list-style-type: none"><li>• Identify hazards and risks within their areas of responsibility.</li><li>• Facilitate and participate in risk assessments.</li><li>• Ensure appropriate control measures are implemented and maintained.</li><li>• Review risk assessments when work activities, conditions or equipment change.</li><li>• Communicate identified risks and controls to workers and contractors.</li></ul>                    |
| Workers and Contractors       | <ul style="list-style-type: none"><li>• Participate in risk assessment activities and consultation processes.</li><li>• Follow implemented control measures and safe systems of work.</li><li>• Report hazards, incidents, near misses and unsafe conditions.</li><li>• Stop work and notify supervision where an uncontrolled risk is identified.</li><li>• Contribute to continual improvement opportunities relating to risk management.</li></ul> |

## Risk Assessment Requirements

Risk assessments are a key component of the Brendan McKenna Earthmoving risk management process and must be completed whenever workplace activities, equipment, personnel, environmental conditions or operational changes may introduce new or increased risks.

Risk assessments must be completed when:

- New work activities are introduced.
- New plant, equipment or vehicles are purchased, hired or transferred.
- Work methods, processes or site conditions change.
- New hazards are identified.
- An incident, injury, near miss or environmental event occurs.
- Client requirements require formal assessment.
- Legislative requirements apply.
- High-risk construction work is undertaken.
- Environmental risks may impact flora, fauna, waterways or cultural heritage values.
- Change management activities are undertaken.

Risk assessments must also be reviewed following significant organisational, operational, environmental or legislative changes.

## Hazard Identification

Hazards may arise from a range of sources and conditions associated with company operations. Hazard identification should be undertaken before commencing work, when conditions change and whenever new hazards are identified. When identifying hazards, consideration should be given to people, plant and equipment, workplace conditions, environmental factors and hazardous substances.

| People                   | Plant & Equipment   | Hazardous Substances        | Workplace Conditions       | Environmental Conditions  |
|--------------------------|---------------------|-----------------------------|----------------------------|---------------------------|
| Fatigue                  | Mobile plant        | Fuel and oils               | Excavations and trenches   | Extreme weather           |
| Inexperience             | Heavy vehicles      | Chemicals                   | Slopes and unstable ground | Bushfire risk             |
| Training deficiencies    | Powered equipment   | Dust                        | Falling objects            | Water crossings           |
| Human error              | Plant interactions  | Contaminated materials      | Manual handling            | Erosion and sedimentation |
| Remote and isolated work | Mechanical failures | Hazardous vapours and fumes | Public interface           | Protected flora and fauna |
|                          |                     |                             | Traffic movements          | Biosecurity threats       |

## Risk Assessment Process

### Hazard Identification

Identify hazards associated with the activity, workplace, equipment, environment and personnel involved.

### Risk Evaluation

Assess each identified hazard by considering:

- Likelihood of occurrence.
- Potential consequences.
- Existing control measures.

The approved Brendan McKenna Earthmoving Risk Matrix shall be used to determine risk ratings.

### Control Measures

Once hazards have been identified and risks assessed, suitable control measures must be selected and implemented. Controls should be applied in accordance with the Hierarchy of Controls, with preference given to higher-order controls where reasonably practicable.

Controls must be selected using the Hierarchy of Controls:

- Elimination
- Substitution
- Isolation
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

Higher-order controls must be considered before lower-order controls.

PPE must not be relied upon as the sole control where more effective controls are reasonably practicable.

## **Residual Risk Assessment**

Following implementation of controls, the residual risk shall be reassessed to determine whether the activity can proceed safely.

Where residual risk remains High or Extreme, additional controls must be considered before work commences.

## **Monitoring and Review**

Risk management is an ongoing process. Risk assessments must be reviewed regularly to ensure control measures remain effective and continue to address changing workplace conditions.

Risk assessments shall be reviewed:

- Following incidents or near misses.
- Following changes to work activities.
- Following identification of new hazards.
- Following legislative changes.
- During inspections, audits and management reviews.
- At least annually.

## **Risk Matrix**

Brendan McKenna Earthmoving uses an approved Risk Matrix to assess the likelihood and consequence of identified hazards. The Risk Matrix is used to determine initial and residual risk ratings and assists in prioritising risk treatment actions.

High and Extreme risks must be reviewed by management and reduced so far as is reasonably practicable before work proceeds.

## **High-Risk Activities**

Certain activities present an increased risk of injury, environmental harm or operational disruption and therefore require formal documented risk assessments prior to work commencing.

Formal documented risk assessments are required for activities including:

- Excavation and trenching.
- Tree felling and vegetation clearing.
- Working at heights.
- Confined space work.
- Mobile plant operations.
- Traffic management activities.
- Hazardous chemical use.
- Fuel storage and refuelling.
- Working near underground or overhead services.

- Lifting operations.
- Remote and isolated work.
- Activities with significant environmental risk.

Where required, Safe Work Method Statements (SWMS) must be prepared and implemented.

## **Environmental Risk Management**

Brendan McKenna Earthmoving is committed to preventing environmental harm and protecting natural and cultural values. Environmental risks must be considered during project planning, mobilisation and operational activities to ensure appropriate controls are implemented.

Environmental hazards may include:

- Soil erosion.
- Sediment runoff.
- Water pollution.
- Dust generation.
- Noise impacts.
- Vegetation disturbance.
- Habitat destruction.
- Fauna interactions.
- Weed and pest spread.
- Fuel and chemical spills.
- Cultural heritage impacts.

Appropriate environmental controls must be implemented before work commences.

## **Change Management**

Significant organisational or operational changes may introduce new hazards or alter existing risk controls. Risk assessments must therefore be completed before changes are implemented.

Changes requiring assessment may include:

- Work methods.
- Plant and equipment.
- Personnel.
- Technology.
- Site conditions.
- Environmental requirements.
- Client requirements.

The objective is to identify and control new risks before the change is implemented.

## **Consultation**

Consultation is an essential part of effective risk management. Workers and contractors often have valuable knowledge of workplace hazards and must be provided with opportunities to contribute to risk assessments and control measures.

Consultation may occur through:

- Toolbox talks.
- Pre-start meetings.
- Site inductions.
- Safety meetings.
- Risk assessment workshops.
- Incident investigations.

## Training and Competency

Effective risk management relies on workers having the necessary knowledge and skills to identify hazards and implement appropriate controls. Brendan McKenna Earthmoving will provide information, instruction, training and supervision relevant to the risks associated with workplace activities.

Training may include:

- Hazard identification.
- Risk assessment methodology.
- Use of the company Risk Matrix.
- Environmental risk management.
- Incident reporting.
- SWMS development and implementation.

Training records shall be maintained within the Training and Competency Register.

## Records

Risk management records provide evidence that hazards have been identified, risks assessed and controls implemented and reviewed.

- Risk Assessments.
- SWMS.
- Take 5 Assessments.
- Hazard Reports.
- Incident Investigations.
- Environmental Assessments.
- Management Plans.
- Consultation Records.
- Corrective Action Records.
- Risk Register Reviews.

Records shall be maintained in accordance with the IMS Document Control requirements.

## Related Information

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Environmental Protection Act 1994 (Qld)
- Biosecurity Act 2014 (Qld)
- Electrical Safety Act 2002 (Qld)
- Heavy Vehicle National Law
- AS/NZS ISO 31000 Risk Management Guidelines
- ISO 45001 Occupational Health and Safety Management Systems
- ISO 14001 Environmental Management Systems
- ISO 9001 Quality Management Systems
- Brendan McKenna Earthmoving Integrated Management System (IMS)
- IMS-PR-001 Document Control Procedure
- Master WHS Risk Register
- Environmental Aspects and Impacts Register
- HS-PR-005 Incident Reporting & Investigation Procedure
- Relevant Safe Work Method (SWMS)
- OP-PR-020 Working Alone Procedure
- HS-FO-017 Near Miss Report Form
- HS-FO-019 Incident Report - Plant, Equipment & Asset