HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT PLAN

FOR

Brendan McKenna Earthmoving PTY LTD

FOR IMPLEMENTATION

ON

(Site/Project name)

Issue Date	Details of Change(s)	Approved (Signature)

Introduction

This Management Plan forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS).

This document outlines the health, safety and environmental management arrangements to be implemented by Brendan McKenna Earthmoving Pty Ltd for the project.

The IMS provides a structured framework to manage risks, meet legal and compliance obligations, and support safe work practices, environmental protection, and continual improvement across all operations.

Name of Company (referred to from hereon as 'The Company'):

Address:

Phone: **Fax:**

Trade Name:

Managing Director/General Manager:

Address:

Phone: **Fax:** **Mobile:**

Company Emergency Contact Details

Name: **Position:**

Phone: **Fax:**

Mobile:

Scope of Works:

-
-
-
-
-
-

Health Safety & Environmental Policy

At Brendan McKenna Earthmoving Pty Ltd, we maintain policies covering health, safety, environmental management, and incident management.

All policies are available via the company system and can be provided upon request.

The Brendan McKenna Earthmoving Integrated Management System (IMS) is implemented to manage these commitments and is subject to regular internal audits and reviews to ensure effectiveness and compliance.

In addition, Heavy Vehicle National Law (HVNL) requirements are audited in accordance with NHVAS obligations.

NHVAS Audit summary report, https://www.nhvr.gov.au/document/258

Leadership & Accountability

All managers, supervisors, workers and contractors operate within the requirements of the Integrated Management System (IMS) and are responsible for implementing and maintaining health, safety and environmental controls within their areas of responsibility.

Critical success factors:

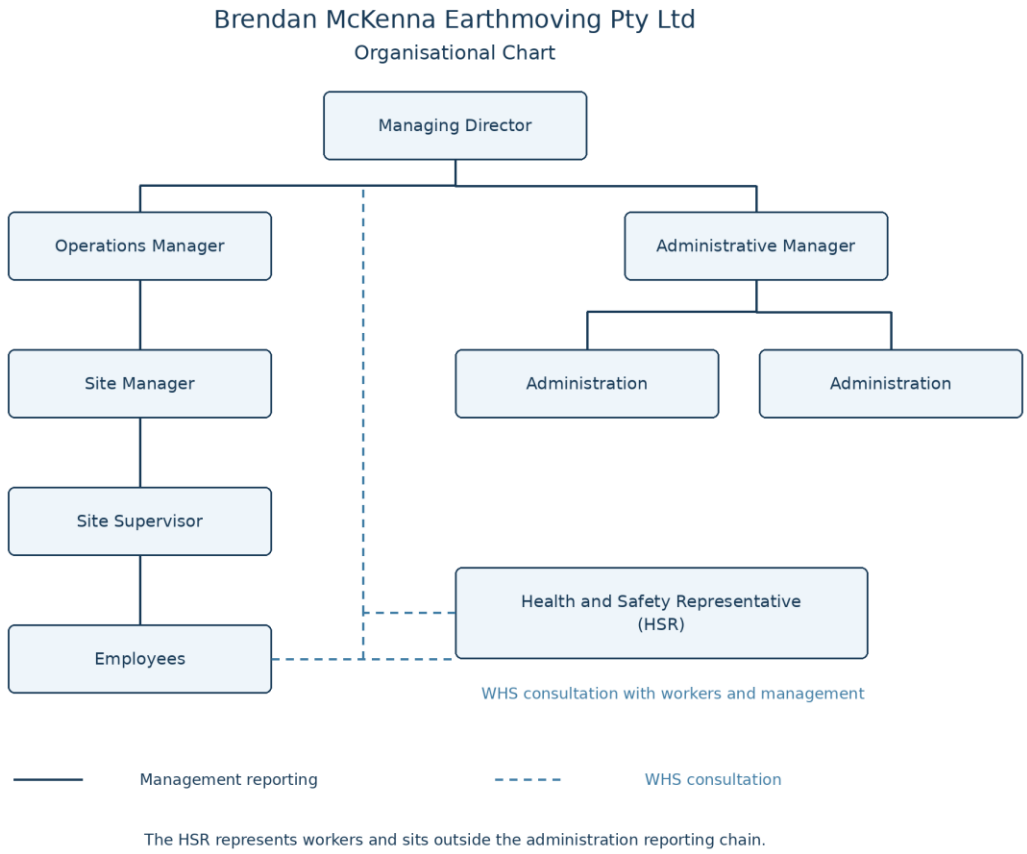
All Managers

- defined health, safety and environmental (HSE) accountabilities.
- show personal commitment via support and personal involvement.

All employees and contractors

- Follow safe work practices and
- Accept responsibility for their actions.

Company Organisational Chart



Roles & Responsibilities

All roles operate in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Brendan McKenna Earthmoving PTY LTD will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

Operations Manager

The Operations Manager reports to the Managing Director and is responsible for coordinating people, plant, equipment and projects for Brendan McKenna Earthmoving Pty Ltd. The role manages operational delivery and implements quality, work health and safety, and environmental requirements through the company's Integrated Management System (IMS), with assistance from the Site Manager and Site Supervisors.

Key responsibilities include:

- **Work planning and resources:** Coordinate jobs, schedules, workers, contractors, plant, equipment and transport. Review work requirements and resource needs with the Managing Director where required. Communicate agreed scopes, specifications, drawings and client requirements to site personnel, and resolve operational issues, delays and resource shortages.
- **Quality and client requirements:** Coordinate quality inspections, tests, defect resolution and client checks directly with Site Supervisors. Arrange required engineering or specialist inspections and ensure required checks and acceptance are obtained before affected work is covered or handed over. Clarify requirements with clients, communicate changes to affected personnel and obtain approvals within delegated authority or refer them to the Managing Director.
- **Safety and environmental controls:** Coordinate the implementation and review of risk assessments, SWMS, work procedures and environmental controls. Consult workers and the HSR on WHS matters, support site inspections and respond to changing conditions. Ensure affected work is stopped where controls are inadequate and arrange corrective action before work resumes.
- **People, competency and equipment:** Allocate work to appropriately competent and authorised personnel. Arrange inductions, training and supervision with assistance from site personnel and administration. Coordinate plant servicing, maintenance and repairs, and ensure defective equipment is restricted from use until assessed and made suitable for service.
- **Incidents, non-conformances and corrective actions:** Coordinate responses to safety and environmental incidents, hazards, defective work and other non-conformances. Ensure immediate controls are implemented, matters are reported and recorded, and investigations and corrective actions are arranged. Escalate significant matters, approval requirements and resource needs to the Managing Director, obtaining competent advice where necessary.
- **Operational records and improvement:** Ensure relevant operational records are completed and retained, including inspections, tests, client acceptance, variations, maintenance and corrective actions. Coordinate operational input into procedure reviews, audits and management reviews. Monitor quality, safety, environmental and operational performance, report concerns to the Managing Director and follow up improvement actions.

Site Manager

The Site Manager reports to and assists the Operations Manager with planning, coordinating and managing assigned site activities for Brendan McKenna Earthmoving Pty Ltd. The role supports Site Supervisors and the implementation of quality, work health and safety, and environmental requirements through the company's Integrated Management System (IMS).

Key responsibilities include:

- **Site planning and coordination:** Assist the Operations Manager with planning work, coordinating site resources and communicating agreed scopes, specifications, drawings and client requirements to Site Supervisors. Raise unclear requirements, resource needs and proposed changes with the Operations Manager.
- **Implementation of site controls:** Assist with preparing and reviewing relevant risk assessments, SWMS, work procedures and site management arrangements. Consult

workers and the HSR on WHS matters, check that controls remain suitable as conditions change, and stop affected work where adequate controls are not in place.

- **People, plant and equipment:** Assist with coordinating site inductions, appropriate supervision and competent workers for assigned tasks. Identify training needs and coordinate plant and equipment requirements with the Operations Manager. Ensure reported defects are addressed before affected equipment is returned to use.
- **Quality and environmental management:** Assist the Operations Manager and Site Supervisors with implementing agreed work requirements and environmental controls. Report observed defects, non-conforming work and environmental concerns, and help coordinate inspections, access, resources and corrective actions as directed. The Operations Manager coordinates quality inspections, tests, defect resolution and client checks directly with the Site Supervisor.
- **Incidents and corrective actions:** Assist with reviewing site inspections, hazard reports and safety or environmental incidents. Arrange immediate controls within the role's authority, notify the Operations Manager, participate in investigations and implement assigned corrective actions. Escalate matters requiring additional resources, specialist advice or management approval.
- **Records, communication and improvement:** Assist with completing and submitting relevant site records. Keep the Operations Manager informed of progress, concerns and outstanding actions. Support consultation, audits and reviews, follow up assigned actions and suggest improvements to site activities.

Site Supervisor

The Site Supervisor is responsible for coordinating and supervising assigned site activities for Brendan McKenna Earthmoving Pty Ltd. This includes implementing the company's Integrated Management System (IMS) and communicating applicable client, quality, work health and safety, and environmental requirements to workers and contractors.

Key responsibilities include:

- **Planning and coordinating work:** Communicate the agreed scope, specifications, drawings, work methods and site requirements. Coordinate daily activities with the Operations Manager and Site Manager, as applicable, and raise unclear requirements or proposed changes before affected work proceeds.
- **Implementing site controls:** Check that relevant risk assessments, SWMS, work procedures and environmental controls are available, understood and followed. Involve workers in identifying hazards and reviewing controls. Stop affected work where controls are inadequate and arrange corrective action or escalate to management.
- **Briefings, inductions and competency:** Conduct or coordinate site inductions, pre-start briefings and toolbox discussions. Check that workers are authorised and competent for assigned tasks, provide appropriate supervision and report training needs to management.
- **Monitoring work and equipment:** Inspect site conditions and work practices, check that plant and equipment inspections are completed, and act on reported defects. Coordinate required quality inspections and tests, communicate with client representatives and arrange required checks before work is covered or handed over.

- **Responding to issues:** Act promptly on hazards, defects, non-conforming work and safety or environmental incidents. Implement immediate controls, notify management, and participate in investigations and corrective actions. Consult workers and the HSR on relevant WHS matters and escalate issues beyond the supervisor's authority.
- **Maintaining site records and communication:** Complete or coordinate relevant site records, including briefings, inspections, quality checks, incidents and corrective actions. Communicate progress, concerns and changes to management, check that corrective actions are effective, and suggest improvements.

Health and Safety representative

The HSR represents workers in their work group on work health and safety matters.
The role includes:

- representing workers' health and safety concerns to management
- facilitating consultation between workers and management about hazards, controls and proposed workplace changes
- monitoring measures taken by the company to protect the health and safety of workers in the work group
- investigating workers' WHS complaints and inquiring into potential risks affecting the work group
- participating in workplace inspections, consultation and incident investigations as appropriate to the representative role.

Employees

All employees of Brendan McKenna Earthmoving Pty Ltd are responsible for carrying out their assigned work in accordance with the company's Integrated Management System (IMS), relevant site requirements and instructions from management and supervisors.

Key responsibilities include:

- **Following work requirements:** Follow relevant company procedures, SWMS, risk assessments, environmental controls and site instructions. Understand the requirements of assigned tasks and seek clarification before proceeding where instructions or conditions are unclear.
- **Working safely:** Take reasonable care for their own health and safety and that of others affected by their work. Use required protective equipment, follow safe work practices and stop the affected task and notify their supervisor where conditions or controls are unsafe.
- **Maintaining quality:** Complete work to the communicated scope, specifications and instructions. Carry out checks assigned to their role and promptly report defects, errors or work that does not meet requirements. Obtain direction before making changes that could affect the agreed work.
- **Protecting the environment and equipment:** Follow controls for spills, waste, dust, erosion and other environmental impacts relevant to the task. Complete required pre-start checks, use plant and equipment only when competent and authorised, and report faults or damage before further use.

- **Reporting and participating:** Promptly report hazards, incidents, near misses, quality issues and environmental concerns through company reporting arrangements. Participate in inductions, training, briefings and consultation, and raise WHS concerns with their supervisor, management or the HSR.
- **Records and improvement:** Complete required records accurately, cooperate with inspections and investigations, and carry out corrective actions assigned within their role and competency. Suggest improvements to work methods, safety, quality and environmental performance.

Contractors

Contractors engaged by Brendan McKenna Earthmoving Pty Ltd are responsible for managing their agreed work and complying with applicable company IMS requirements, contractual obligations and site requirements. They must coordinate their activities with the Operations Manager or nominated site contact.

Key responsibilities include:

- **Understanding work requirements:** Confirm the agreed scope, specifications, responsibilities and site requirements before starting. Seek clarification where requirements are unclear and obtain approval before making changes that could affect the agreed work.
- **Competency and resources:** Provide appropriately competent and authorised personnel, suitable plant and equipment, and relevant licences, qualifications, insurance and inspection records as required for the engagement. Ensure their workers complete required inductions and receive appropriate instructions and supervision.
- **Safety and coordination:** Identify and manage risks arising from their work, provide relevant risk assessments and SWMS where required, and follow agreed controls. Consult, cooperate and coordinate with the company and others affected by their activities. Stop affected work and notify the nominated site contact where controls are inadequate.
- **Quality and environmental controls:** Perform work to agreed specifications and follow applicable environmental requirements. Complete required inspections and tests, provide relevant records and make work available for agreed checks before covering or handover. Obtain direction on defective or non-conforming work and complete agreed corrective actions.
- **Reporting and response:** Promptly report hazards, incidents, near misses, equipment defects, quality issues and environmental concerns to the nominated site contact. Implement immediate controls within their capability and cooperate with investigations and corrective actions.
- **Records and communication:** Provide required work, inspection, testing and completion records. Participate in relevant site briefings, consultation and performance reviews, communicate changes affecting their work, and ensure any subcontractors they engage meet applicable requirements.

Risk Management

All managers are responsible, within their areas of responsibility and authority, for:

- identifying and assessing risks and opportunities affecting quality, work health and safety, environmental performance and work delivery
- implementing appropriate controls and assigning actions to relevant personnel
- involving workers and consulting the HSR on relevant WHS matters
- communicating controls and checking they remain effective as work or conditions change
- escalating matters requiring additional resources or approval to the appropriate manager
- demonstrating commitment through leadership, support and active involvement.

All employees and contractors are responsible for:

- following relevant work procedures, risk controls and site requirements
- participating in risk assessments and consultation relevant to their work
- reporting hazards, ineffective controls and changes that could affect safety, quality or the environment
- stopping affected work and notifying their supervisor or nominated site contact where controls are inadequate
- completing assigned risk control actions within their role, authority and competency.

Risk Management Approach

All work activities are assessed in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Risk assessments are conducted to identify hazards, assess risks, and implement appropriate control measures prior to and during work activities.

Risk Assessment

Risk assessments are conducted in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Brendan McKenna Earthmoving Personal Risk Assessment tools (e.g. Take 5 / JHA) are used by employees to assess risks prior to commencing tasks.

A Job Hazard Analysis (JHA) must be completed where a documented procedure is not available or where additional risk assessment is required. Forms are available within the Integrated Management System (IMS).

Risk assessments are reviewed and updated following incidents, changes in work activities, or the identification of new hazards.

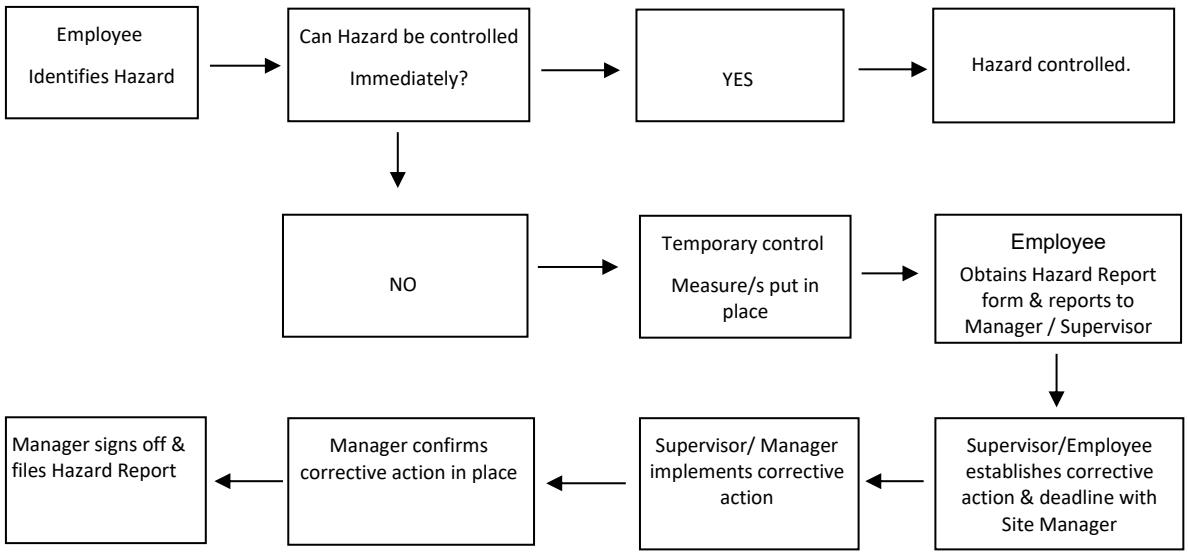
Hazard Reporting and Management

All personnel must report hazards immediately in accordance with the Integrated Management System (IMS). The Site Manager is responsible for ensuring hazards are investigated and appropriate corrective actions are implemented.

This includes:

- documenting corrective actions taken
- communicating outcomes to relevant personnel
- verifying that hazards have been effectively controlled

The flowchart below outlines the process to be followed when a hazard is identified.



Safe & Healthy Work Environment

All work activities are undertaken in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) to ensure a safe and healthy work environment.

Key principles include:

- maintaining well-defined and consistent workplace standards
- implementing processes for inspecting and reinforcing these standards
- encouraging worker involvement in improving the work environment

High Risk Construction Work

All high-risk construction work conducted by Brendan McKenna Earthmoving Pty Ltd is managed in accordance with the Integrated Management System (IMS) and applicable legislative requirements.

A Broadbrush Risk Assessment (BBRA) is used to identify hazards associated with plant and work activities and to determine appropriate control measures to reduce risk so far as is reasonably practicable (ALARP).

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is used as a control measure where risks cannot be adequately controlled through higher-level controls.

Where practicable, hazards are controlled using the hierarchy of controls, including elimination, substitution, engineering controls, isolation, or administrative controls prior to the use of PPE.

Where these controls are not sufficient, appropriate PPE must be provided and used, including:

- gloves
- protective clothing and equipment
- hearing protection
- high visibility garments
- respiratory protection
- eye protection
- sun protection
- safety boots
- harnesses and other task-specific equipment as required

All PPE will be selected, used and maintained in accordance with relevant Australian Standards and site requirements. Records of compliance and certification will be retained where required.

Traffic Management

Traffic management is implemented in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) to ensure the safe movement of vehicles, plant and personnel within the work area.

The operations management team has overall responsibility for the implementation and monitoring of traffic management controls for the work area and access roads.

All operators and drivers must comply with site-specific traffic management rules, including speed limits, designated travel paths and exclusion zones.

Traffic management requirements will be communicated to all personnel prior to commencing work and updated as required.

Where traffic control is required, appropriate measures will be implemented, including:

- traffic management plans where applicable
- use of signage, barriers and delineation
- establishment of exclusion zones
- use of trained personnel where required

The type and extent of traffic control measures will be determined based on the risks associated with the specific work activities and site conditions.

Plant and Equipment Registers

Plant and equipment used on site are maintained and managed in accordance with the Integrated Management System (IMS).

Registers are maintained to ensure that all plant and equipment are inspected, maintained and safe for use.

Electrical

All electrical work, including the use of portable tools, leads and extension cords, will be carried out in accordance with relevant legislation, Australian Standards and site requirements.

All electrical equipment must be tested and tagged by a licensed electrician or qualified person prior to use on site.

Testing and tagging must be current and maintained throughout the duration of the project.

Hazardous Substances

Hazardous substances are managed in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) and relevant legislative requirements.

No hazardous substances are to be brought onto site without prior approval from the nominated site representative and in accordance with project requirements.

Safety Data Sheets (SDS) must be available for all hazardous substances and followed at all times.

All hazardous substances must be:

- stored in accordance with SDS requirements
- clearly labelled in original or approved containers
- stored in designated areas and not within site amenities

All personnel must be provided with appropriate information, instruction and training prior to the use of hazardous substances. Handling, storage and use must comply with SDS requirements at all times.

Lifting Gear

All lifting gear and accessories must be:

- clearly marked with manufacturer identification
- rated with safe working load (SWL)
- identified with a unique company identification number where applicable

Inspection and certification requirements must be met, and records must be maintained and made available upon request.

Lifting equipment must be inspected prior to use and used only for its intended purpose.

Mobile Plant Register

All mobile plant used on site must be recorded and maintained in accordance with the Integrated Management System (IMS).

Plant registers and maintenance records must be maintained and made available upon request.

All plant must be inspected, maintained and operated in accordance with manufacturer requirements and relevant legislation.

Safe & Competent People

All personnel are required to work in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) and must be appropriately trained, competent and aware of site-specific risks.

Key requirements include:

- all employees are inducted in accordance with their work activities and site requirements
- all operators and trades are trained, assessed and deemed competent for the tasks they perform
- personal risk assessment tools (e.g. Take 5 / JHA) are used to identify day-to-day hazards
- toolbox meetings are conducted to maintain safety awareness and knowledge
- safe behaviours are demonstrated at all times, both on and off the job

Training and Competency

A summary of employee competencies is maintained in the Training and Competency Register in accordance with the Integrated Management System (IMS).

Records of training, licences and competency assessments are maintained and made available upon request.

Training needs are identified and reviewed regularly. Where gaps are identified, appropriate training or refresher training will be arranged.

Pre-Start and Communication Meetings

All employees are required to attend pre-start meetings conducted by the Site Manager or delegate.

Pre-start meetings communicate daily work activities, hazards, controls and site requirements.

Toolbox talks are conducted regularly to reinforce safety awareness, address specific issues, and communicate updates to procedures or work practices.

Records of pre-start meetings and toolbox talks are maintained and signed by participants in accordance with the IMS Communication Procedure.

Environmental Management

Environmental risks are managed in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) and relevant legislative requirements.

All work activities are assessed to identify potential environmental impacts, and appropriate control measures are implemented prior to and during works.

Key requirements include:

- conducting environmental risk assessments for all projects
- implementing environmental management plans and controls
- providing environmental awareness training for all employees, with additional responsibilities for supervisors and managers

Environmental Controls

The following activities and associated controls may be required depending on the scope of works and site conditions.

Hydrocarbons and Chemical Management

- all hydrocarbons and chemicals stored on site must be appropriately identified and controlled
- a current register of hazardous substances and Safety Data Sheets (SDS) must be maintained and readily available
- servicing of plant and equipment must be carried out in designated areas where practicable
- spill kits must be available in areas where hydrocarbons are used
- all spills must be contained and cleaned up immediately
- environmental incidents, including significant spills, must be reported in accordance with the IMS

Waste Management

- waste must be managed to minimise environmental impact
- recycling must be carried out wherever practicable
- bins and waste storage areas must be maintained, covered where required, and emptied regularly

Vegetation Management

- all plant and equipment must be cleaned prior to arrival on site where required to prevent the spread of weeds and contaminants
- vegetation disturbance must be minimised and limited to approved work areas

Dust Management

- dust controls must be implemented to minimise the generation and spread of dust from site activities
- controls may include water suppression, limiting vehicle speeds, and monitoring site conditions

Emergency Response

Emergency preparedness and response are managed in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS) and relevant legislative requirements.

Appropriate emergency procedures, trained personnel and resources are in place to effectively respond to incidents and minimise risk to workers, the public and the environment.

Fire Protection

Adequate fire protection measures must be in place for all work activities where a fire risk may be present.

- suitable fire extinguishers must be provided and located in accessible areas
- all mobile plant must be equipped with appropriate fire extinguishers
- fire extinguishers must be inspected, serviced and maintained in accordance with Australian Standards
- hot work activities (e.g. welding) must not be undertaken unless appropriate controls, permits and trained personnel are in place
- combustible materials must not be allowed to accumulate in work areas
- all personnel must be aware of emergency procedures and the location of fire equipment
- emergency contact numbers must be clearly displayed at site locations

Emergency Procedures

The Site Manager is responsible for ensuring an appropriate level of emergency preparedness is established and maintained for the site.

Emergency procedures are communicated to all personnel through inductions, pre-start meetings and toolbox talks.

Emergency response arrangements must be:

- appropriate to the specific work area and activities
- communicated to all personnel prior to commencing work
- reviewed and updated where conditions or risks change

Emergency preparedness and response requirements are documented as part of the project and maintained in accordance with the IMS.

Workers Compensation

Details of the nominated contact responsible for workers compensation claims must be maintained and made available where required.

- name of responsible person
- contact phone number
- insurer name

- insurer contact details

Continual Improvement

Continual improvement is achieved through ongoing monitoring, inspections, audits, and corrective actions in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Workplace Inspections

Workplace inspections are conducted on a regular basis to identify hazards, verify controls and ensure safe work practices are being followed.

Inspections are carried out by supervisory staff and may include worker representatives where appropriate.

Workplace inspections identify:

- potential hazards not previously identified during planning or risk assessment
- plant and equipment deficiencies
- unsafe work practices or behaviours
- hazardous site conditions

Inspection findings are recorded and communicated, and any identified issues are addressed promptly.

Where required, corrective actions are implemented and tracked in accordance with the IMS corrective action process.

To support hazard identification, standard work procedures, risk assessments and checklists are used as appropriate to the work being undertaken.

Inspection records are reviewed and signed off by the Site Manager and maintained within the IMS records system.

Incident Notification & Reporting

All incidents, near misses and hazards must be reported immediately to the Site Manager or Supervisor in accordance with the Brendan McKenna Earthmoving Integrated Management System (IMS).

Incidents are recorded using the company Incident Report and Investigation process, and appropriate actions are taken to manage and control risks.

Statutory Notification

Where an incident is notifiable under relevant legislation, the appropriate authority must be notified as required.

Information provided to the authority may include:

- the current status of injured persons and any damage to plant, equipment or the environment
- identified causes of the incident, including system, plant and human factors
- corrective actions implemented or planned
- records of any statutory notifications and correspondence

Incident Investigation and Records

All incidents must be documented using the company Incident Report / Investigation Form.

Incidents are investigated to determine root causes and to implement corrective actions to prevent recurrence.

Records of incidents, investigations and corrective actions are maintained in accordance with the IMS.

Communication and Contact Details

All enquiries relating to the management plan should be directed to the Managing Director.

Relevant procedures, forms and records are available within the IMS.

For urgent matters, contact:

Phone: 0418 717 154