



# CBESS Bunbury Port Health, Safety and Environment Management Plan

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## Authority

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## History

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## 1 General

### 1.1 Scope of Work

This Health, Safety, and Environment Management Plan has been developed for the Bunbury Port Laydown area for SCEE Collie Battery Energy Storage Project. The laydown area will be utilised to store containerised battery modules and power conversion Units following unloading from ship transport, prior to road transport and site installation.



*Project Location Overview*

The purpose of this document is to clearly define a central and effective standard of strategies, systems and responsibilities to be applied throughout the Project for effectively managing health, safety and environmental elements of the operations at Bunbury Port

## 2 HSE Policies

SCEE aspires to achieving a workplace free from damage or harm to people, equipment and the environment and policies to govern safety, business conduct, social, environmental and economic activities are integral to our activities.

SCEE adopts six key policies to drive the sustainable development and application of HSE Management across our operations consisting of:

- Health and Safety Policy
- Environmental Policy
- Fitness For Work Policy
- Working Environment Awareness Policy
- Workplace Rehabilitation Policy
- Non-Smoking Policy

These policies are reviewed annually or whenever there is a significant change to SCEE operations or legislative requirements.

The policies are approved and signed by the CEO/Managing Director and are displayed in all SCEE offices and crib huts and communicated to all workers and supervisors at SCEE inductions.

SCEE Project Management shall ensure the requirements of all HSE policies are communicated to all personnel. This will be undertaken as part of mobilisation to the wider CBESS Project.

Refer:        [SCEE-BS-HS-POL-0001 Health and Safety Policy](#)  
                 [SCEE-BS-HS-POL-0002 Environmental Policy](#)  
                 [SCEE-BS-HS-POL-0004 Working Environment Awareness Policy](#)  
                 [SCEE-BS-HS-POL-0005 Non-Smoking Policy](#)  
                 [SCEE-HR-HR-POL-0004 Fitness for Work Policy](#)  
                 [SCEE-HR-IM-POL-0001 Workplace Rehabilitation](#)



## 3 Definitions

Term / Acronym	Definition
ALARP	As Low As Reasonably Practicable. A risk management principle based on reducing risk.
AS / NZS	Australian / New Zealand Standards
Aspect	The element of activities, product or service that can affect the environment
BAC	Blood Alcohol Content
BESS	Battery Energy Storage System
BMS	Battery Management System
CBESS	Collie Battery Energy Storage System
CBESS1	Collie Battery Energy Storage System Stage 1
CBESS2	Collie Battery Energy Storage System Stage 2
Competent Person	Refers to a person who has acquired through training, qualification or experience, the knowledge and skills required to do a designated task competently.
Consequence	The outcome of an event or situation expressed as the extent of harm.
Controls	Measures that reduce or eliminate a hazard.
CPR	Cardiopulmonary Resuscitation which is an emergency medical procedure for a victim of cardiac arrest or, in some circumstances, respiratory arrest.
Critical Incident	Any situation faced by an individual that causes him or her to experience unusually strong emotional and/or physical reactions that can interfere with their ability to productively carry on with their everyday lives and which has a detrimental impact on the efficient productive operations of the Project. Also considered to be any situation that could adversely affect SCEE or Synergy, such as public perception and/or outrage.
EAP	Worker Assistance Program
EMS	Environmental Management System
ERT	Emergency Response Team
Evaluate	To ascertain or set up the amount or value
Event	A collective term which includes instances of actual or potential injury to SCEE workers and/or contractors, damage to plant and equipment or the environment
FAC	First Aid Case.
FFW	Fitness For Work
Fibrous Material	Any asbestos cement product or asbestos in the natural geology.
GPO	General Purpose Outlet
Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these. (ISO 45001)
Hazardous Substance	A substance that following worker exposure can have adverse effect of health. A substance meeting the classification criteria specified in the

Term / Acronym	Definition
	Approved Criteria for Classifying Hazardous Substances (NOHSC: 1008 2004).
HSE	Health, Safety and Environment
HSEMS	Health, Safety and Environmental Management System
HSMS	Health and Safety Management System
HV	High Voltage
Impact	Any change either adverse or beneficial resulting from Impact resulting from an aspect
Incident	Any occurrence that may have had the potential to cause illness or damage to persons, property, plant or the environment.
JHA	Job Hazard Analysis
Job Hazard Analysis (JHA)	An analysis of a job or task to identify job steps, hazards and control measures to reduce risks to acceptable levels.
LTI	Lost Time Injury.
LTIFR	Lost Time Injury Frequency Rate
LV	Low Voltage
Manual Handling	Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.
MEWP	Mobile Elevated Work Platform
MOC	Management of Change
MTI	Medical Treatment Injury
MTIFR	Medical Treatment Injury Frequency Rate
NCR	Non-Conformance Report
PEFA	Pre-employment Functional Assessments
PPE	Personal Protective Equipment
RCD	Residual Current Device
Risk	In relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring. (ISO 45001)
RWC	Restricted Work Case
SCEE	SCEE Electrical Pty Ltd
SDS	Safety Data Sheet (formerly MSDS)
Shall	Shall is to be understood as mandatory.
Should	Should is to be understood as recommended but not mandatory
SMP	Safety Management Plan
STEMS	Safety, Training, and Employee Management System, used to record and manage HSE information and reporting within SCEE.
SWMS	Safe Work Method Statement
WI	Work Instruction
WLL	Working Load Limit (Rated Capacity (formerly SWL))
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or

Term / Acronym	Definition
	d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

## 4 Planning

### 4.1 Operational Risk Management

It is a requirement that all SCEE operational sites implement HSE hazard and risk management processes across their scope of work, and that those processes are applied to all activities that SCEE can control or influence.

HSE hazards, risks and opportunities must be assessed, prioritised and managed as appropriate to the nature, scale and potential impact of operations and activities both individually and as a whole.

The areas of concern that the risk management process should control are:

- Protecting the health and safety of the general public
- Protecting the health and safety of all personnel
- Protecting the environment
- Protecting heritage listed areas
- Protecting plant, equipment and property
- Protecting the business

SCEEs' systematic risk management process provides assurance that all planned objectives will be achieved within an acceptable level of risk. The SCEE Risk Management framework is designed in 5 steps supported by consultation /communication and monitoring / review of each step in line with continual improvement methods.

Refer: [SCEE-BS-RM-PRO-0001 Corporate Risk Management Procedure](#)  
[SCEE-BS-RM-PRO-0002 Operational Risk Procedure](#)

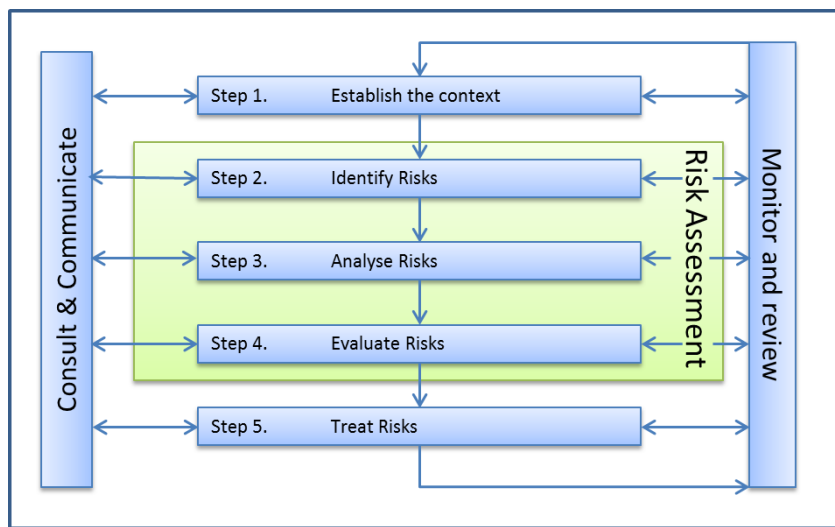


Figure 1: Risk Management Framework

## 4.2 Legal and Other Requirements

SCEE Management shall be aware of the legislative obligations applicable to this project and the importance of complying and exceeding minimum requirements where practicable. These obligations include the conditions of regulatory approvals as well as applicable legislation. All personnel will be made aware of their duty of care obligations and other key areas of legislation applicable to the Project during the site induction.

Legislation relevant to this project may include but is not limited to the following:

Jurisdiction	Legislative Reference
WA	Aboriginal Heritage Act 1972
WA	Aboriginal Heritage Regulations 1974
WA	Conservation and Land Management Act 1984
WA	Dangerous Goods Safety (General) Regulations 2007
WA	Dangerous Goods Safety Act 2004
WA	Electricity (Licensing) Regulations 1991
WA	Environmental Protection (Controlled Waste) Regulations 2004
WA	Environmental Protection (Noise) Regulations 1997
WA	Environmental Protection Act 1986
WA	Environmental Protection Regulations 1987
WA	Native Title (State Provisions) Act 1999
WA	Work Health and Safety (General) Regulations 2022
WA	Work Health and Safety Act 2020
WA	Code of Practice – First aid in the workplace
WA	Code of Practice – Hazardous manual tasks
WA	Code of Practice – How to manage work health and safety risks
WA	Code of Practice – Labelling of workplace hazardous chemicals
WA	Code of Practice – Managing noise and preventing hearing loss at work

WA	Code of Practice – Managing risks of hazardous chemicals in the workplace
WA	Code of Practice – Managing risks of plant in the workplace
WA	Code of Practice – Managing the work environment and facilities
WA	Code of Practice – Psychosocial hazards in the workplace
WA	Code of Practice – Safe design of structures
WA	Code of Practice – Violence and aggression at work
WA	Code of Practice – Work health and safety consultation, cooperation and coordination
WA	Code of Practice – Workplace behaviour

There are also compliance obligations surrounding sections of the Scope of Work and contract, such as:

- Protection of people, property, environment, and cultural heritage contained within Clause 9 of the contract.
- Compliance with Synergy HSE processes
- Compliance with the Synergy Contractor Environment & Heritage Management Standard SYN-STD-ENV-0001
- Project Approvals, Commitments and Obligations Register CBS1-REG-ENV-0001
- Scope of work Section 24
- Principal’s policies and procedures contained in Schedule 4 of the Agreement.

SCEE Management shall be responsible for making all staff and subcontractors aware of all the requirements of the SCEE HSE Management Plan, procedures, specifications and all legal and other requirements as they relate to their position and work activity. SCEE Project Management shall be responsible for ensuring that all, personnel including subcontractors adhere to these requirements when performing work.

SCEE Management and Supervision personnel associated with the project shall ensure they have a working knowledge of legal and other requirements applicable to their work scope and work location. SCEE Management shall maintain and provide timely access to applicable legislation and other reference documents when the information is required or requested.

Refer: [SCEE-BS-HS-PRO-0019 HSE Compliance Obligations Procedure](#)

## 4.3 Health, Safety, Environment Management Plan

### 4.3.1 Plan Intent

This HSEMP has been developed to ensure SCEE’s activities in the port are conducted in a manner that protects the health safety and environment of all personnel, including contractors and visitors and maintain compliance with all legal and regulatory requirements. This HSEMP details the actions that are required to manage our HSE obligations and requirements and incorporates the specific requirements of:

- Relevant Legislation, Code of Practice, Standards and Industry requirements
- SCEE HSE Management System requirements and performance expectations
- Synergy HSE Management System requirements and performance expectations
- Bunbury Port HSE Management System requirements and performance expectations

The success of the Project depends upon the combined capability and contribution of all persons employed on the Project. SCEE is dedicated to fostering a work environment that challenges, enriches and rewards each individual.

### 4.3.2 Plan Issue and Authority

This HSEMP is a mandatory document under the SCEE HSEMS and a deliverable for the Collie Battery Energy Storage Project. The HSEMP is issued under the authorisation of the Project Manager and SCEE Corporate HSE Department and the procedures, practices and methods of control defined herein must be adhered to by all personnel and cannot be formally amended without the agreement of the Corporate HSE Department and Project Manager.

This HSEMP will be reviewed within 2 months of project mobilisation and site works commencing.

The HSEMP will be subject to periodic review and when required, amended to reflect changes in contractual or management requirements or to correct any disparity identified during monitoring, auditing or review activities.

### 4.3.3 Plan Objectives

The objectives of this HSEMP are to:

- Provide a uniform approach to the management of HSE requirements at the Bunbury port
- Define responsibilities and accountabilities for all personnel to ensure effective implementation of the HSE Management System
- Establish and support relationships between the HSE management system, site procedures and relevant standards
- Pro-actively facilitate communication with consultation and participation by all managers, supervisors, and personnel in HSE matters relevant to their role
- Identify, assess and control all workplace hazards and risks within our control
- Ensure processes for the effective management and reporting of HSE incidents and effective management and rehabilitation of injured personnel.
- Facilitate the continual improvement of HSE performance and standards of managers, supervisors, and all personnel.
- Provide information for personnel at all levels to meet responsibilities and deliverables
- Facilitate methods to achieve and improve, goals, targets, KPI's and objectives

## 4.3.4 Targets and Key Performance Indicators (KPI's)

The SCEE Project HSE targets are:

Performance Objective	Source Document	KPI	Target
Maintain compliance with all SCEE and Synergy HSE management plans and procedural requirements throughout the contract.	SCEE Project HSEMP Synergy Project HSEMP	Results from SCEE and Synergy audits. SCEE and Synergy HSE Reports	Min. of 85% compliance on any audit  100% compliance with HSE reporting requirements  Supervisors - 1 5 Star Inspection per day
Maintain compliance with inspection and audit schedules.	SCEE-BS-HS-STR-0003 HSE Audit Schedule  Corrective Action Register / STEMs	Percentage of HSE inspections completed.  Percentage of audits completed.  Percentage of Non-conformances & observations closed out within the agreed timeframe.	100% of inspections conducted to schedule  100% of audits conducted to schedule  100% Non-conformances & observations closed out within agreed time frames
Ensure all personnel are adequately trained and competent for the work they are to undertake.	Project Training Plan/Matrix  Project Training Matrix / STEMs  Project Training Matrix / STEMs	Percentage of personnel trained according to the project training plan  Percentage of personnel performing work, for which they are not trained, licensed or verified as competent	90% of training conducted to schedule  0% of personnel not trained licensed or VOC'd to perform role tasks
Achieve the contract goal of a workplace free from harm and damage to the health & safety of personnel, the environment and equipment.	SCEE-BS-HS-STR-0001 Objectives and Targets	No. of Hazards reported by SCEE & it's subcontractors  No. of injuries reported for SCEE & its subcontractors  No. of incidents reported for SCEE & it's subcontractors  No. of environmental incidents reported.  No. of P&E damage events reported	3 HazOb reports per site employee per week  Nil MTI, RWC or LTI injuries  Investigations completed within 7 days (exception for TapRooT / ICAM Investigations)  Nil reportable environmental incidents
Maintain strong environmental performance standards.	SCEE-BS-HS-STR-0001 Objectives and Targets  SCEE Project HSEMP  Synergy Project HSEMP	No. of SWMS / JHA's with environmental issues considered  No. environmental incidents reported	100% of SWMS/JHA's with environmental issues/controls included.  Nil significant environmental incidents

SCEE Executive Management develops and endorses HSE objectives and targets annually across the business to drive and improve HSE performance. These are available on the SCEE Intranet and progress against these targets is monitored and communicated periodically to site.

Refer: [SCEE-BS-HS-STR-0001 HSE Objectives and Targets](#)

## 5 Implementation

Project Management shall ensure all workers are informed of their individual responsibilities and duties under this Plan. This shall form part of the formal induction program implemented on site.

HSE Packs shall be established in the field containing relevant information for the project. The packs as a minimum shall include the HSE Management Plan, Relevant Procedures and Work Instructions. These packs shall be located at each work front and made available to all SCEE workers and Synergy when requested.

Refer: [Appendix A - Responsibility Statements](#)

### 5.1 Culture

Project Management will create and sustain a culture that supports the objectives of the Health and Safety Management System (HSMS), based on:

- A belief in the company's desire to improve HSE performance
- Motivation to improve personal HSE performance
- Acceptance of individual responsibility and accountability for HSE performance
- Participation and involvement at all levels in HSEMS development
- A commitment to an effective HSEMS

The implementation of safety and health management on the project shall be in accordance with a fair and just approach. At risk behaviours are not to be tolerated and the proactive re-enforcement of positive behaviours shall be a focus on the project.

### 5.2 Security

SCEE Project Management shall implement a security program that consists of the following:

- Only nominated workers (nominated by the Supervisor) have access to office, storage areas and material and equipment sites
- All offices, storage areas, material and equipment sites shall be kept locked after hours with keys issued to nominated persons
- All personnel shall be made aware at their induction of the requirement to secure and return all plant equipment and materials to designated storage locations at the end of each workday



- Supervisors shall ensure that there are no photographs taken of any part of the project that may conflict with legal obligations or requirements regarding the media or local community.
- Access to project personnel information or SCEE procedures for Synergy personnel will be granted on request subject to requirements.

### 5.3 Registers

Compliance registers shall be maintained for all relevant activities in accordance with applicable health and safety legislation and site requirements.

The below registers will be maintained in Stems

Register Name	Comments
Induction, Training and Competency	Project Training Matrix
Actions Register	Maintained in STEMS
Hazard Register	Maintained in STEMS
Event Register	Maintained in STEMS

Refer: [SCE-BS-HS-TEM-0065 SCEE Electrical Master HSE Registers](#)

All registers for Port operations will be included in the CBESS Site registers, located in the Site SharePoint folder.

### 5.4 Preventative Maintenance and Inspections

A complete list of all mobile and portable plant on the Project will be maintained in the SCEE asset management system. This list will form the basis of the formal maintenance log and maintenance, and inspections will be scheduled as a preventative measure for plant and vehicles.

The maintenance system will be supported on a daily basis through the mandatory pre-start checks required to be completed by all operators. The overall preventative maintenance process is actioned through:

- Vehicle maintenance & Inspections
- Plant maintenance & Inspections
- Quarterly Inspection and tagging of electrical, lifting equipment, ladders, harnesses and lanyards
- RCD Operational Checking
- Pre-start Checks on all vehicles, plant and equipment
- Fire Extinguisher audits

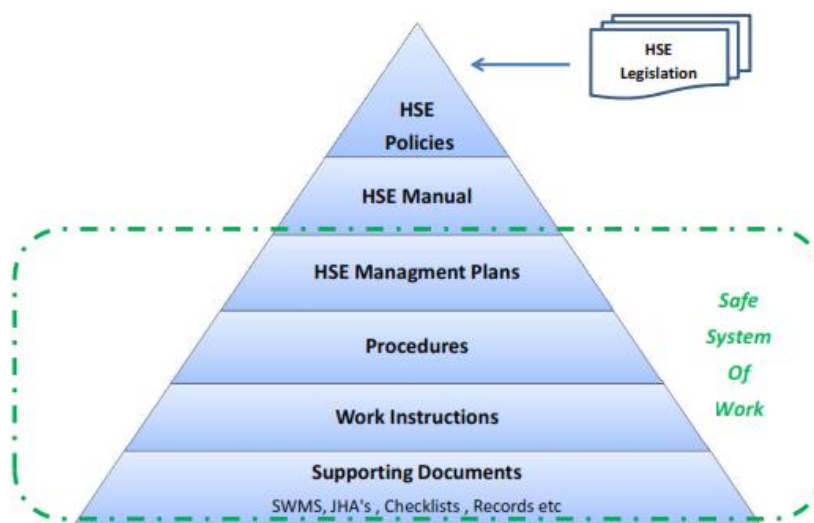
Copies of all inspections are recorded in the asset management system, which the Site Supervisor can review at any time and assess the upcoming impact of maintenance

activities on the work activities and schedule according to priorities and legislative compliance.

Records for maintenance and inspections for equipment used at port operations will be included in the larger CBESS register.

## 5.5 HSE Management System Structure

SCEE’s HSE management system complies with the requirements of ISO 9001, ISO 14001 and ISO 45001. The HSE Management System is hierarchical, where documentation is developed to have a relationship and support the requirements of the levels above.



## 5.6 Document and Data Control

All SCEE HSE documentation and support material can be accessed on the SCEE Intranet.

All project documentation shall be established, recorded, controlled and maintained in accordance with SCEE Document and Data Control procedures. All documents are to be scanned and kept on the project job file on SharePoint.

Refer: [SCEE-BS-PC-PRO-0010 Project Document and Data Control](#)

## 5.7 Records and Records Management

Safety records shall be stored and maintained in such a way that they are readily retrievable for audit purposes and protected against damage, deterioration or loss. Records to be retained include, but should not be limited to the following:

- Synergy Communications
- Competency Records
- Training Records
- Incident Reports and Investigations
- Workplace inspections
- Plant & Equipment inspections
- Permits / SWMS/ JHA's
- Risk Assessments
- Safety and Health Management Plans
- Audits

All HSE records are to be retained and archived in accordance with the SCEE quality management system requirements. As a minimum all records are to be scanned on to the project folder on SharePoint and maintained for the life of the project plus retention periods determined by record management procedures and / or in accordance with requirements determined by legislation.

Records for Port operations will be maintained as part of the CBESS project in SharePoint.

Refer: [SCEE-BS-PC-PRO-0007 SCEE Project Data Numbering Procedure](#)  
[SCEE-BS-PC-LIS-0004 SCEE Project Documents Overview Responsibility and Accountability](#)  
[HSE Responsibilities for All SCEE Workers](#)

All SCEE workers (including subcontractors) shall assist in the prevention of events by:

- Being responsible for their own health and safety and that of others in the workplace
- Showing an understanding and demonstrating a commitment to preventing injuries and minimising damage
- Keeping the workplace in a clean and tidy condition and using personal protective equipment (personal or mechanical) that has been provided in a correct manner as per workplace requirements
- Attending HSE meetings such as Toolbox, Return to Work and Daily Prestart
- Being responsible for their own environmental impact and that of others in the workplace
- Working in accordance with SCEE and requirements that have been produced to ensure the protection of the environment
- Immediately reporting all events, incidents or unsafe conditions (hazards) that occur in the workplace
- Working in accordance with SCEE and Synergy procedures and requirements that have been produced to ensure the safety and health of all workers and others
- Complying with the requirements of all statutory HSE legislation where applicable
- Participating in Fitness for Work testing as requested

- Adhering to relevant permit, licence and approval conditions
- Assisting management in achieving the project HSE goals and objectives
- Immediately stopping any “Unsafe Behaviour” identified during daily work activities
- Understanding the Health, Safety and Environment Management Plan and Quality Plan as it relates to their position

## 5.7.1 Supervisors

Supervisors are to coordinate and direct all project works in their area of responsibility.

Supervisors are responsible for:

- Understanding the requirements of this HSEMP
- Planning to do all work safely via compliance to the applicable procedures.
- Promoting HSE awareness at every opportunity
- Ensuring personnel are suitably skilled to undertake their assigned work tasks and are qualified and competent for the tasks they complete.
- Promoting and conducting hazard identification and reporting
- Assisting in the preparation of JHA's/SWMSs with workers and reviewing and approving them prior to work commencing
- Conducting daily HSE inspections of work areas under their control and initiating rectification of any issues
- Participating in event and incident investigations
- Mentoring new starters or workers who have returned to site from leave
- Monitoring subcontractor health and safety performance
- Ensuring there is clear demarcation of all access ways, walkways, storage areas and roads
- Ensuring machine guarding is in place, adequate, and maintained
- Ensuring that all hard barricading is adequate, maintained and installed around penetrations as per site requirements
- Ensuring that all workers who work at height comply with relevant work instructions and procedures
- Reviewing all JHA's /SWMSs in the field daily
- Ensuring all relevant permits are in place prior to commencement of work
- Removing or isolating any hazard identified during daily work activities

Supervisors will be engaged in ongoing observations of worker teams to facilitate the promotion of sound “safe behaviours” and to correct “at risk” behaviours. All supervisors are to be authorised by Synergy in accordance with contractual requirements

## 6 Personnel Management

### 6.1 Worker and Sub-Contractor Selection and Mobilisation

When selecting candidates for employment on the project, SCEE shall ensure personnel hold the appropriate current licenses or certificates necessary to perform their duties. SCEE shall also check verification of competency (VOC) validity and organise for further training or VOC's where deemed necessary.

SCEE shall adhere to procedures for site entry, including completion of necessary site entry and accommodation request forms, pre-employment medicals and drug and alcohol testing.

SCEE will submit to representative's details of prospective workers and sub-contractors for approval prior to mobilisation to site.

SCEE shall ensure any new site workers or subcontractors complete the following prior to commencing work on the project:

- SCEE Company Induction
- SCEE Site Worker Induction
- Site Specific Induction
- Construction Safety Awareness Training (White Card)
- Medicals – Pre-Employment, Drug and Alcohol
- SCEE standard VOC's and any Project specific VOC's applicable to the relevant qualification and role

All workers will be provided with a position description outlining their roles and responsibilities. Workers for the port will be managed through existing process applicable to the CBESS Project

### 6.2 Pre-Employment Medicals

As a condition of employment, all site personnel are required to abide with Fitness for Work (FFW) procedures. This will commence with a pre-employment medical examination and a drug and alcohol screen prior to employment.

Prior to mobilisation, all site personnel will undergo a comprehensive Pre-employment Functional Assessment (PEFA), to assess their physical ability to perform the required tasks of their role. The PEFA assessments are customised for the physical demands of specific job profiles and assess the musculoskeletal risks associated with the task and requirements for individual job roles.

All pre-employment medicals, PEFA's, and drug and alcohol screening are coordinated by the SCEE Human Resources Department, as part of the CBESS Project

## 6.3 Induction, Training and Competency

SCEE shall ensure that all site personnel hold current and relevant qualifications for the work they are required to perform and that records are maintained and available at all times. SCEE shall organise any competency assessments as required.

Assessments and supporting documentation verifying the competencies of workers shall be in accordance with Australian Standards, legislation and Nationally Accredited Standards as required. Training providers for registered training packages will be appropriately qualified and sourced from a Registered Training Organisation (RTO).

All training undertaken on site shall be sent to the Training Department [training@scee.com.au](mailto:training@scee.com.au) to be uploaded in to Stems for inclusion into the project training matrix.

Renewed workers licences/tickets shall also be sent to the Training Department [training@scee.com.au](mailto:training@scee.com.au) for uploading into Stems.

SCEE shall develop and maintain a Training Matrix through Stems for all workers on site. Training for the port operations will form a subset of the CBESS Training Needs Analysis

Refer: [SCEE-TR-TD-PRO-0001 Training Procedure](#)

## 6.4 Area Specific Inductions

Personnel required to work in areas they are not familiar with must complete an “Area Specific Induction” that describes any specific HSE requirements or information pertaining to the work to be completed.

Site Inductions if applicable shall be provided by an approved supervisor/HSE Advisor allocated to that area.

## 6.5 Visitor Induction and Controls

Project Management shall ensure all visitors to site receive a Visitors Induction, which shall consist of instruction on the specific safety requirements of the project. All visitors shall remain in the company of the person they intend to visit and be supervised at all times.

Refer: [SCEE-BS-HS-PRO-0008 Induction - Workers and Visitors](#)

## 6.6 Fitness for Work (FFW)

On site FFW will continue to be addressed by means of:

- SCEE Induction FFW education and awareness
- Blanket BAC daily testing of all personnel
- Drug and alcohol screening on a random basis or where there is just cause
- Fatigue management and education
- Hydration management and education

- Nutrition and lifestyle management and education
- Stress management and education
- Worker Assistance Programs (EAP)

SCEE will incorporate ongoing Drug and Alcohol testing throughout the duration of the project to support the FFW Site requirements.

All breaches of Fitness for Work are to be actioned with reference to the SCEE Fitness for Work Procedure and reported to the SCEE HR Manager for action.

SCEE shall conduct a “for cause test” for alcohol and/or drugs following an incident which has occurred in the workplace. SCEE will endeavour at times to undertake this testing however may authorise an external party to assist as required.

Where testing is not achievable by either SCEE or an external party, site is to contact the HR Manager for further assistance.

SCEE will work with Synergy procedures where applicable with regards to Pre-employment Medicals, Fitness for Work and Fatigue Management.

Refer: [SCEE-HR-HR-PRO-0009 Fitness for Work Procedure](#)  
[SCEE-BS-HS-PRO-0025 Fatigue Management](#)  
[SCEE-BS-HS-GUI-0001 Event Notification Guide](#)

## 6.7 HSE Discipline

SCEE Project Management shall ensure all personnel are aware that any breach of the SCEE Code of Conduct or repeat or deliberate non-compliance with SCEE or Synergy HSE systems or requirements may result in disciplinary action. In the event that disciplinary action is required then SCEE performance management and disciplinary procedures will be implemented with reference to Synergy HSE Procedures.

The Human Resources department shall be contacted for all disciplinary proceedings and will coordinate the process.

Personnel will also be advised that there may be times where a single incident may involve multiple levels of disciplinary action or removal from site. Some instances may include but not be limited to breaches in isolation and tagging procedures, alcohol and drug abuse at the work site, tampering with or damaging safety equipment.

Refer: [SCEE-HR-HR-POL-0003 Code of Conduct Policy](#)  
[SCEE-HS-HS-PRO-0003 Code of Conduct](#)  
[SCEE-BS-HS-PRO-0003 Fair and Just Culture Procedure](#)

## 6.8 Verification of Competency and Re-Training Frequency

SCEE undertakes Verification of Competency (VOC) testing of all operators of plant including EWP's, Forklifts, Telehandlers and cranes and identified high risk work activities.

VOC's and retraining/refreshers are undertaken in selected courses according to the following guidelines:

Competency	Frequency (Years)
Blue / White Card	One off
VOC's (EWP, Forklift/Telehandler, Crane)	2
CPR (Electrician)	1
First Aid	3
Driver Training	3
Safe Working At Heights	2
Portable Fire	

## 7 Consultation and Communication

SCEE Project Management will schedule regular structured meetings to ensure effective communication, consultation and participation by all levels of the workforce.

Refer: [SCEE-BS-HS-PRO-0028 Consultation and Communication Procedure](#)

### 7.1 Pre-Start Meetings

SCEE Supervisors shall conduct a prestart meeting with all workers (including subcontractors) under their control prior to the commencement of work or when personnel are transferred to a new location or task. The prestart should address as a minimum:

- Daily FFW / BAC Testing
- The day's activities
- Any notices, bulletins, hazards, event or incident findings
- HSE matters from adjacent work groups or contractors
- HSE matters relevant to the task
- JHA/SWMS and WI's relevant to the task
- Any permit requirements relevant to the task
- Any changes in the status of the work environment
- All safety precautions to be taken

Late comers shall sign on a separate sign-on sheet in the SCEE site office. Their immediate supervisor will be informed of their arrival and make arrangements to transport them to the work front and receive the prestart information.

Refer: [SCEE-BS-HS-TEM-0024 Pre-Start Safety Talk Checklist](#)  
[SCEE-BS-HS-TEM-0056 HSE Sign on Sheet](#)  
[SCEE-BS-HS-WIN-0005 Prestart Meetings Work Instruction](#)



## 7.2 Toolbox Meetings

Toolbox meetings are the forum for workers to raise and discuss HSE topics. These meetings will be conducted weekly to present safety training talks and/or videos.

Toolbox agenda items may contain:

- Safety concerns raised, during the shift or week
- Discussion of any unresolved safety issues
- Discussion on safety aspects of planned work
- Discussion of any changes to safety procedures
- A specific HSE topic
- Review of events or incidents during the week & the corrective action taken or planned
- Discussion on results of audits and inspections
- Risk Register contents
- HSE initiatives and performance

Minutes of meetings are to be recorded on the Toolbox Meeting Report Form by the SCEE Supervisor and distributed for action as required.

Copies of the minutes will be posted on notice boards and filed for record. All Toolbox Meeting Minutes are to be submitted to the HSEQ Manager within 24 hours of occurrence, complete with attendance sign on sheets.

Where toolbox meetings are run at the port area they will be delivered by the SCEE Supervisor.

Refer: [SCEE-BS-HS-WIN-0011 Safety Toolbox Meetings](#)  
[SCEE-BS-HS-TEM-0025 Toolbox Meeting Report Form](#)

## 7.3 HSE Promotion

Project Management shall decide upon and implement HSE promotional activities including:

- HSE Awareness Campaigns
- HSE Posters and Talks
- Reward and Recognition Programs

Project Management shall be proactive in all site safety promotional schemes

## 7.4 HSE Notice Boards

Dedicated HSE notice boards will be implemented in prominent locations on site, accessible by all personnel, such as crib rooms and include information on:

- Minutes of Meetings
- HSE Promotional Material
- Emergency Response procedures, contacts and phone numbers

- First Aid personnel and contact details
- Fire Warden personnel and contact details
- Relevant and current HSE alerts and bulletins
- Traffic management
- Environmental obligations

Notice boards should be kept neat, tidy and up-to-date to ensure efficient communication of HSE issues and information.

## 7.5 Safety Incentives

SCEE will implement a reward and recognition program that focuses on the following principles, and all personnel will be encouraged to:

- Actively solve problems
- Provide ideas and suggestions for improvement
- Display positive behaviours and attitude towards HSE, their peer and others when at work and conducting business

The program will acknowledge achievements by individuals or groups. SCEE will also recognise and reward individual achievers and provide them the opportunity to share their experience with the rest of the workforce.

Depending on the projects HSE performance and milestones (e.g. Man-hours LTI free) the site may be eligible for a safety award or incentive. This eligibility is based on application and approval from Site and Project management

Refer: [SCEE-BS-HS-PRO-0007 Safety Reward and Recognition Program](#)

## 7.6 HSE Alerts and Information

The SCEE Safety Awareness Communication System (SACS) is the primary method by which information affecting worker safety is disseminated to all SCEE workers and work locations.

SACS is a three-tier notification system. HSE Alerts and Bulletins are used to communicate and raise awareness regarding any significant HSE issues which may pose a risk to personnel, plant and equipment, environment or the company. These issues may be identified as a result of incident investigations, hazard analysis, inspections, audits or management system reviews.

HSE Newsletters are used to communicate positive HSE events throughout SCEE and to keep personnel informed of other activities of the business relevant from a HSE perspective

All SACS documents will be distributed electronically to all personnel and Synergy HSE personnel and be posted on site HSE notice boards.

Refer: [SCEE-BS-HS-WIN-0010 Safety Awareness Communication System \(SACS\)](#)

## 7.7 Health and Safety Issue Resolution

When an issue relating to workplace health and safety arises, management and workers must in the first instance attempt to resolve the matter by consultation between themselves. Where personnel believe that an unsafe or hazardous situation exists, or that planned work constitutes unsafe work practices, the worker has a right and obligation to:

- Stop work and remove themselves from the perceived hazard or situation.
- Immediately advise other workers who are in the affected area or directly involved in the work where the hazard or danger exists.
- Immediately notify their supervisor of the unsafe or hazardous situation.

Most safety and health issues will be resolved between the supervisor and the worker however, where a satisfactory outcome cannot be reached the HSE issue resolution process will be initiated in accordance with the SCEE Health and Safety Issue Resolution procedures.

All managers, supervisors and workers shall be made aware of the SCEE consultation and issue resolution procedures and how they shall be applied. SCEE Site Management will also comply with Synergy requirements for Reporting and Resolving Health and Safety Issues, and will notify Synergy where issue resolution processes are initiated or escalated

Refer: [SCEE-BS-HS-WIN-0012 Health and Safety Issue Resolution](#)

## 7.8 Signage

The Project Manager has the responsibility to determine the relevant HSE signage to be displayed at appropriate visible points across work sites and locations. Signage may be permanent or temporary and shall comply with all site requirements and AS 1319. Signs shall be posted to assist in the prevention of events and help identify hazards. Signs shall also be posted to indicate the location of safety equipment and devices such as fire extinguishers and first aid kits.

Signs shall be placed so that they can be readily seen and should be maintained in a clean and readable condition.

# 8 Hazard and Risk Management

## 8.1 General

It is a requirement that all SCEE operational sites and office locations implement HSE hazard and risk management processes across their scope of operations, and those processes are applied to all activities that SCEE can control or influence.

HSE hazards and risks must be assessed, prioritised and managed as appropriate to the nature, scale and potential impacts of operations and activities both individually and as a whole.

The hazard and risk management process shall be applied to all aspects of the Project including pre-mobilisation planning, mobilisation, project execution and project close out/review.

Refer: [SCEE-BS-RM-PRO-0002 Operational Risk](#)  
[SCEE-BS-FM-TEM-0002 Risk Matrix](#)

## 8.2 Hazard Identification

SCEE Project Management and Supervisors shall ensure hazard identification, reporting and control is implemented across all aspects of the Project. All personnel are required to participate in hazard reporting as per site and Synergy requirements, with the understanding that under legislation worker's (including subcontractors) are required to report any situation in the workplace which they believe could constitute a hazard to any person.

Refer: [SCEE-BS-RM-PRO-0002 Operational Risk](#)

## 8.3 Hazard Observation Reports (HazOb)

The SCEE Hazard Observation (HazOb) report books are made available to all personnel on site at all times. All hazards are to be reported even those that were rectified immediately by the person who identified it. This reporting process allows the information to be used to identify trends and assist other work groups or project sites to improve safety on the job.

SCEE shall undertake a weekly hazard hunt with the purpose of encouraging workers to speak up about safety hazards on site with a responsive reporting system, so it leads to an improved safety performance and at the same time having a positive impact on processes and productivity on our sites.

Hazards reported will be recorded in the hazard observation register for the project and all corrective actions allocated logged in STEMS. All reported hazards shall be followed up, closed out and feedback provided to the work group in a timely manner.

Refer: [SCEE-BS-HS-TEM-0012 Hazard Observation \(HAZOB\)](#)  
[SCEE-BS-QU-PRO-0007 Non-Conformance \(Including Corrective and Preventative Actions\)](#)

## 8.4 Hazard and Risk Assessment

All hazards and risks shall be assessed by applying the SCEE Risk Matrix. Risks are assessed using a combination of Likelihood and Consequence.

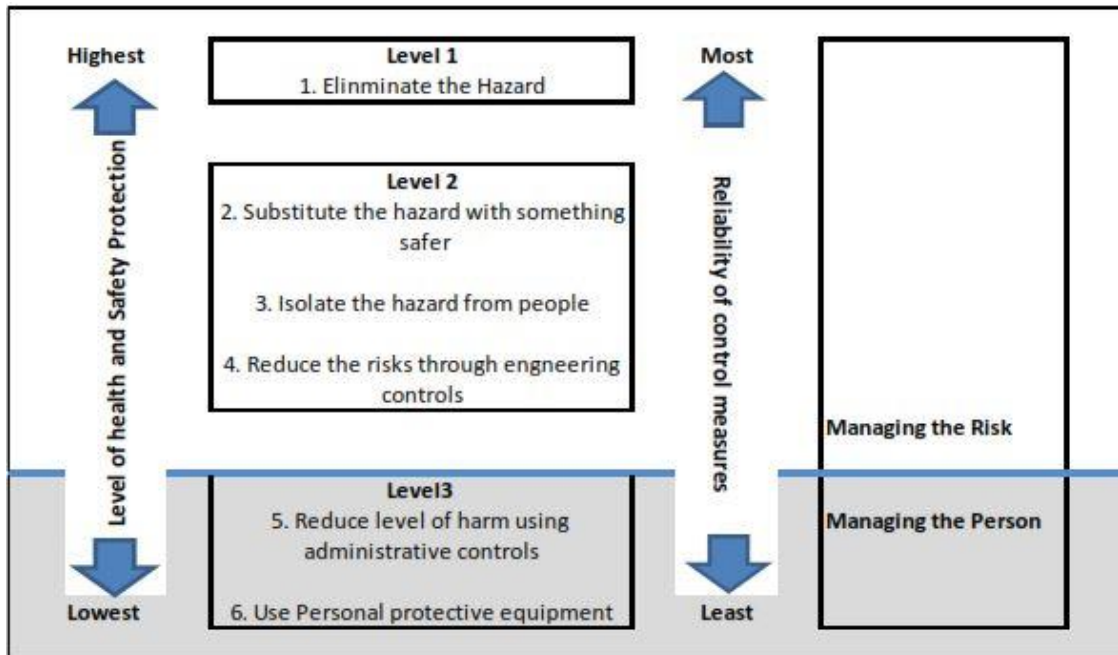
When assessing risk controls, consideration shall be given to both preventive controls (to prevent an incident/ event occurring) and mitigation controls (to minimise the consequences should the incident/ event occur).

A residual risk rating of 20-25 on the risk matrix shall be intolerable, while a rating of 1-19 shall be tolerable provided that it has been determined that the risk is as low as reasonably practicable (ALARP) and appropriate control measures are in place

Refer: SCEE-BS-RM-TEM-0002 Risk Matrix

## 8.5 Risk Control

For every Hazard identified at least one control measure must be implemented. All controls shall be developed in accordance with the Hierarchy of Controls:



- **Elimination** - eliminating either the substance or the activity which gives rise to the risk and is the most effective form of risk reduction;
- **Substitution** - substituting high risk products or activities with alternative lower risk products or activities to reduce overall risk exposures;
- **Isolation** - isolating a hazard and may be achieved by distance, the use of effective barriers or a combination of both;
- **Engineering** - making engineering changes to a process or piece of equipment used to perform a task;
- **Administration** - properly designed and implemented work practices and procedures;
- **Personal Protective Equipment (PPE)** - is considered the last line of defence against hazardous substances or conditions.

## 8.6 Work Instructions

SCEE has developed Work Instructions defining the required controls for tasks which are performed on a regular basis and work activities that SCEE has identified as being high risk. The Work Instructions specify the method of work to be followed when conducting the task.

Work instruction information is communicated to each worker through toolbox sessions and made available to all personnel when performing identified activities.

Refer: [SCEE-BS-RM-PRO-0002 Operational Risk Management](#)

## 8.7 Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) shall be developed for all identified high risk construction work activities as outlined in legislation.

For tasks which have residual risk assessed as high, the Project/Site Manager and Supervisor are required to review and sign off on the SWMS prior to work commencing. This process is designed to assess controls and ensure the hazards identified are effectively controlled in the best manner possible.

SWMS must be reviewed by the workers involved and specifically apply to the high-risk activity and the actual work environment, and shall be reviewed and signed daily

Any tasks with an identified extreme residual risk are not to proceed and require referral to the Project Manager and HSEQ Manager for assessment. Divisional General Manager (or higher) approval is required for the activity to commence.

Refer: [SCEE-BS-HS-PRO-0002 SWMS Development](#)  
[SCEE-BS-FM-TEM-0002 Risk Matrix](#)

## 8.8 Take 5

Completion of a Take 5 Risk Assessment (Take 5) is required for all tasks. It allows hazards and level of risk to be assessed prior to work commencing and also serves as a final check to ensure controls from other processes such as JHA's and formal risk assessments have been implemented.

The Take 5 is a personal real time risk assessment tool designed to assess a person's individual exposure to risk when performing tasks, and as such should be seen as necessary in the following situations:

- When commencing any new task
- When changes to the workplace occur, such as inclement weather or task modifications
- When commencing involvement in tasks controlled by JHA or SWMS
- When changing the method of work (e.g. removing PPE)

Refer: [SCEE-BS-HS-WIN-0002 Take 5 Risk Assessment](#)  
[SCEE-BS-HS-TEM-0011 Take 5 Form](#)

## 8.9 Job Hazard Analysis (JHA)

A JHA must be developed by work crews for all activities and tasks. Tasks are to be analysed in accordance with the following criteria:

- What are the steps making up the job or task? (Steps)
- What are the hazards that could impact on each step of the job? (Risks)
- What action is to be taken to remove or reduce the hazard? (Controls)

The supervisor is responsible for identifying tasks for analysis and for conducting the JHA process on a daily basis with the work crew. The JHA may complement an existing Work Instruction and in such a case the relevant WI will be attached to the JHA present at the work front. The JHA will be developed on the SCEE JHA template.

SCEE Project Management shall ensure:

- JHA's are developed with the participation of all workers involved in the task
- A JHA will be initiated prior to commencing tasks
- All workers understand the requirements and have signed on to the JHA daily
- JHA's are reviewed and signed off by Supervision daily
- A register is maintained for all JHA's
- Records of all JHA's shall be archived when the job has closed
- Where WI's exists, they are appropriately communicated to worker's

All JHA's shall remain valid for 7 days and be reviewed daily. The JHA will be amended to include any identified change in the work method or any new hazards due to changing work environment. All identified changes will be communicated to the work crew and the amended JHA signed off by the Supervisor:

**What looks good:**

Job Step <small>List the tasks required to perform the activity in the order they are carried out</small>	Potential Hazards <small>What can kill or harm you in this job step (refer to section 2 &amp; 5)</small>	Agreed Controls <small>What are the controls that will prevent you from being harmed or killed?</small>	Accountable Person <small>Who is the person responsible for ensuring the controls are in place and effective</small>
Pre-Start Vehicle	<ul style="list-style-type: none"> <li>• Unwanted movement</li> <li>• Engine Start up</li> <li>• Pinch Points</li> <li>• Hot engine parts ✓</li> <li>• Oils &amp; fuel</li> <li>• Vehicle faults</li> </ul>	<ul style="list-style-type: none"> <li>• Chock wheels</li> <li>• Isolate Vehicle and remove key ✓</li> <li>• Keep hand away from any potential line of fire hazards</li> <li>• Wear gloves that protect from hands from heat, oils &amp; fuel – review SDS.</li> <li>• Record all faults in prestart book and report to supervisor</li> </ul>	Vehicle operator / driver ✓
Drive vehicle	<ul style="list-style-type: none"> <li>• Other traffic</li> <li>• Road works</li> <li>• Pedestrians</li> <li>• Weather ✓</li> <li>• Fatigue ✓</li> <li>• Vehicle faults</li> </ul>	<ul style="list-style-type: none"> <li>• Obey road signs and give way</li> <li>• Slow down when passing road works and stop when instructed</li> <li>• Slow down and give way to pedestrians</li> <li>• Check weather forecast before start of journey</li> <li>• Report any fatigue related issue to supervisor. Take a 20 min break every two hours of more if required ✓</li> <li>• Complete journey management form when travelling more than 50 kms from site</li> <li>• Should any issues / faults arise with the vehicle, STOP and investigate and report to supervisor</li> </ul>	Vehicle operator / driver ✓

**What looks bad:**

Job Step <small>List the tasks required to perform the activity in the order they are carried out</small>	Potential Hazards <small>What can kill or harm you in this job step (refer to section 2 &amp; 5)</small>	Agreed Controls <small>What are the controls that will prevent you from being harmed or killed?</small>	Accountable Person <small>Who is the person responsible for ensuring the controls are in place and effective</small>
Pre-Start Vehicle	<ul style="list-style-type: none"> <li>• Unwanted movement</li> <li>• Pinch Points</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate Vehicle</li> <li>• Wear correct PPE ✗</li> </ul>	✗ All
Drive vehicle	<ul style="list-style-type: none"> <li>• Other traffic</li> <li>• Vehicle faults</li> </ul>	<ul style="list-style-type: none"> <li>• Obey road signs</li> <li>• Report to supervisor ✗</li> </ul>	✗ All

Why this looks bad – How do we isolate the vehicle, what is the correct PPE for the task, what are we reporting to the supervisor and why is everyone accountable when the driver/operator is in charge of the vehicle.

**Refer:** SCEE-BS-HS-PRO-0001 Job Hazard Analysis

SCEE-BS-HS-TEM-0008 JHA Form

## 9 Control of Hazards / Risks

### 9.1 5 Star Commitment

SCEE has identified a series of significant fatal risks to its workers and subcontractors. These risks are:

- Electrical Isolations
- Management of Change
- Lifting Operations
- Working at Heights
- Driving Safety



The 5 Star Commitments do not cover all operational risk, nor do they replace SCEE's Risk Management Processes that shall be used by both workers and subcontractors. They set a minimum standard for establishing a safe work environment, set clear expectations for safe behaviour, assist in creating a safety mindset and provide a checklist for ensuring safe behaviour of oneself or others, regardless of where the activity is taking place in SCEE's operations.

Any breaches of the 5 Star Commitments will be referred to the Human Resources Department for disciplinary action which may result in termination of the workers employment.

Refer: [SCEE-BS-HS-PRO-0027 5 Star Commitment Procedure](#)

### 9.2 Family Star Initiative

At SCEE Electrical, leadership is considered crucial for improving performance and promoting health, safety, environment, and quality within the organisation. Effective HSEQ leadership serves as a key factor in reducing serious health and safety incidents as well as high potential events. To foster a strong team culture, it is essential for personnel to demonstrate HSE culture behaviours, exhibit curiosity, challenge norms, and genuinely care for others. This helps create a mature team environment that attracts individuals who want to be part of it.

By integrating these elements into the overall approach, SCEE Electrical aims to foster a strong safety culture, empower workers to be proactive in risk management, and continuously improve performance in all areas of the business. The focus on leadership, family-like care, drift awareness, work culture, critical control points, and cross checking contributes to creating a safe and thriving work environment where individuals are motivated to be their best and look out for one another.

The Family Star Initiative foundations are based on one question - Who has the least to say in how we go about our work each day and has the most to lose?



The Family Star Initiative is based around the following areas;

- Family Values
- Drift
- Group Space/Head Space/Work Space
- Critical Control Points
- Cross Checking

This initiative will be presented by Site Management as a face-to-face session with all workers and supported throughout the duration of the project. The sessions will be recorded in Stems and form part of the Project Training Matrix.

### 9.3 Stop Work Authority

SCEE is committed to providing a safe work environment for all workers and contractors working on site. As such, it is a duty and the right of every worker and contractor at SCEE to exercise the Stop Work Authority whenever the worker feels at risk in completing a job/task. Management supports the decision of its workers in the diligent execution of the Stop Work Authority.

The following steps shall be followed when the Stop Work Authority has been initiated:

- A worker may cease or refuse to carry out work if the worker has a reasonable concern that his/her health, safety or wellbeing is at risk from an immediate or imminent exposure of a hazard.
- The worker instigating the Stop Work shall inform his/her supervisor immediately when work has stopped.
- The supervisor may direct a worker to cease work if they have a reasonable concern that the job/task would expose the worker to a serious health and safety risk from exposure of a hazard. The supervisor shall inform his/her manager immediately when work has stopped.
- It is the responsibility of the supervisor to ensure that the hazard is isolated, and the Stop Work Authority is maintained until control measures have been implemented to reduce the risk to an acceptable level.
- If the hazardous situation cannot be rectified immediately the worker must be allocated alternative work in the same or another workplace if that work is safe and appropriate for the worker depending on the worker's competency level.
- A worker's employment and entitlements shall not be affected by invoking the Stop Work Authority if the worker has not unreasonably failed to comply with a direction to carry out suitable alternative work at the same or other workplace that was safe and appropriate for the worker.

## 9.4 Mobile Phones

With the introduction of many approved applications (e.g., SharePoint, Critical Risk Management, Leadership in the field, Stems) the safe use of devices across sites is essential.

SCEE Electrical with the approval the Project Manager or delegate will allow for a device to be used to access approved online systems while providing specific work area guidance to prevent personnel using devices in a way that may lead to an incident or distraction.

Mobile communication devices permitted in operational areas with specific guidance regarding use e.g.

- For work related activities on approved SCEE/Synergy applications.
- To take photos or capture video footage that will be used specifically for work purposes only. Once used the images shall be deleted.
- Earphones/pieces shall not be used at any time when undertaking work related activities.
- No phones when driving - Do not operate cell phones (whether handheld or hands free) while operating a vehicle. Pull over to a safe location and stop the vehicle. Once stopped answer or make the required phone call.
- No phones when completing any High-Risk Works. If you need to use your phone, come back to ground level and go to a safe location before answering or making a call.

To ensure no one is exposed to a hazard while using a mobile communication device, all personnel must always ensure they:

Are stationary whilst using a device, i.e.

- Not walking around (unless within office / admin areas where walking while talking is permitted provided that is done free of hazards;
- Not climbing up or down stairs;
- Not conducting physical work;
  - a) Are in a safe environment or location; positioned clear of any hazards;
  - b) Are aware of their surroundings; and
  - c) Comply with directions issued by their leaders.

## 9.5 Work Environment and Housekeeping

Project Management shall ensure all SCEE working areas are maintained to a high standard. The following housekeeping requirements shall be complied with:

- Work areas shall be kept neat and tidy
- Storage facilities must be provided in all areas, sufficient to cope with requirements
- Nothing shall obstruct safety, first aid, spill response, and fire or ventilation equipment
- Platforms, stairways and ladders shall be kept clear, tidy and in good repair
- Amenities shall be kept clean and hygienic

- Oils and grease on floors shall be cleaned up immediately to prevent slip hazards
- All unnecessary items must be removed from the workplace daily
- Waste disposal containers must be provided and regularly emptied

Housekeeping will be monitored in formal site inspections and informal inspections of the workplace shall be conducted regularly by supervision to ensure high standards of housekeeping are maintained. Any identified hazards shall be rectified immediately.

## 9.6 Personal Protective Equipment (PPE)

All personnel are required to comply with the wearing and use of all issued PPE. Project Management shall ensure all PPE and clothing requirements set by legislation and applicable Standards are complied with.

The following is the minimum protective clothing requirements on site:

- Long trousers (reflective stripes mandatory for night work)
- Long sleeve shirts Hi-Vis (reflective stripes mandatory for night work)
- Leather steel cap lace-up protective footwear
- Safety glasses
- Gloves applicable to the task, including Hi-Vis gloves as required (to be carried and available at all times)
- Hard hat

The required PPE for all tasks must be identified in the risk assessment (JHA /Take 5 / SWMS). Project Management shall ensure appropriate PPE is available for tasks requiring further protection e.g. hearing protection, respirators, face shields etc.

Project Management shall ensure that workers are appropriately trained in the use, maintenance, storage, disposal and limitations of the equipment prior to use.

All issued PPE will comply with the following Standards:

PPE	Standard
Safety Helmet	AS/NZ 1801
Eye / Face Protection	AS/NZ 1336 AS/NZ 1337 AS/NZ 1338
Hand Protection	AS/NZ 2161 AS/NZ IEC 60903
Footwear	AS/NZ 2210
Respiratory protection	AS/NZ 1715 AS/NZ 1716
Hearing Protection	AS/NZ 1269 AS/NZ 1270
Clothing	AS/NZ 4501
Fall Protection	AS/NZ 1891
Skin (Sun) Protection	AS/NZ 2604

Refer: [SCEE-BS-HS-PRO-0013 Personal Protective Equipment Procedure](#)  
[SCEE-BS-HS-GUI-0004 SCEE Minimum PPE Matrix](#)  
[SCEE-BS-HS-GUI-0005 SCEE Glove Matrix](#)

## 9.6.1 Personal Adornments

All personnel shall be advised during the SCEE induction of the personal adornment requirements, as per site specific procedures.

## 9.7 Working in Heat

Where location or conditions have been identified as having the potential to cause heat stress conditions then supervisors where practicable, shall consider and apply the following controls when organising work:

- Schedule demanding activities for the cooler times of the day
- Ensure sufficient drinking water is available at work locations
- Ensure sunscreen is available at work location
- Job rotation for personnel to provide relief periods
- Shaded rest areas to rehydrate
- Provision of additional PPE, such as hat brims, neck wraps, over hat protectors etc.

At induction and throughout the duration of the project, personnel shall be advised and educated on such things as:

- Acclimatisation
- Identifying the symptoms of heat stress
- Importance of fluid intake / hydration
- Impact of Health and Lifestyle factors
- Control strategies and work routines
- Prevention of heat related illness

## 9.8 Hydration Testing

SCEE shall undertake Hydration testing on all workers during the project. The testing procedure will involve the MX3 Pro Hydration Testing System or urine self-test strips. Testing will be conducted by randomly selecting workers at prestart, to conduct the hydration test. The worker will be requested to provide 3 tests during their shift. Blanket testing will be conducted from time to time.

Daily results shall be recorded on the Hydration Register and retained by SCEE Electrical. The register will be provided to Synergy if requested.

Results of testing are to be addressed in accordance with the Hydration Management protocol Flowchart.

Refer: [SCEE-BS-HS-TEM-0066 SCEE MX3 Hydration Management Protocol Flowchart](#)

## 9.9 Permits to Work

SCEE shall implement and follow an equivalent Permit to Work System to Synergy's Permit to Work System. All work that will require the use of permits shall as a minimum follow the Synergy permit system and requirements. All equipment including but not limited to locks, keys, permit boards, cabinets shall be handed over to Synergy at the completion of the project.

SCEE shall comply with Synergy's permit to work system for any isolations associated with Synergy's equipment.

Refer: [GBU-MAN-HSA-0001 Synergy Permit to Work Manual](#)

## 9.10 Working at Heights

SCEE is committed to eliminating all fall potential from project works. For each job where workers are required to work at height and there is a risk of falling from one level to another a risk assessment shall be conducted to identify the level of risk and controls to be implemented.

SCEE Project Management and supervisors are responsible to:

- Develop and maintain a system to ensure that work shall not be undertaken at any height without there being adequate fall prevention or fall protection measures in place
- Ensuring only those workers with current working at height qualifications are allowed to work at heights
- That risk assessments (JHA/SWMS) are conducted to identify hazards and the appropriate control measures are implemented

Some common controls that should be considered are:

- Temporary Work Platforms – EWP's, Scaffolding
- Edge Protection – guard rails and/or hard barricade

- Individual Fall Arrest Systems - Safety harness with lanyard
- Restraint Systems - Static lines

SCEE will work in compliance with Working at Heights Procedures and Permits.

Refer: [SCEE-BS-HS-PRO-0017 Working at Heights \(High Risk\)](#)

## 9.10.1 Falling Object Prevention and Encapsulation

A Job Hazard Analysis (JHA) shall be completed prior to commencement of all work above ground level.

The risk of falling objects shall be controlled through elimination wherever possible. Where this is not possible, controls from at least one of the following principles shall be applied for all work above ground level. Where work is conducted within 2 metres of an edge or void, controls from a minimum of two of these principles shall be applied, to ensure a secondary level of defence:

- Secure – all tools, equipment and material during use, transport and storage;
- Encapsulate – barriers around work areas to prevent uncontrolled items falling from one level to another;
- Exclude – prevent people from accessing below the work, in case the above controls fail.

Effectiveness of controls shall be monitored through the use of SCEE's 5 Star Inspection Form – Prevention of Dropped Objects. This inspection shall be completed prior to any working at heights commencing.

## 9.11 Working from Platform Ladders

The use of platform ladders is permitted provided:

- The ladder is appropriate to the task
- Work is only undertaken from the platform
- The ladder is in good condition (no broken rungs, rails or footings etc.)
- The ladder is on firm, stable and level ground (this includes grid mesh if the ladder footings are larger than the grid mesh squares)
- The ladder is the correct height for the task to avoid reaching or stretching
- The body must be centred between the rails at all times
- The ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder
- All the locking devices on the ladder are secure
- The ladder is always faced while climbing up or down and while positioned on the platform

Materials or tools are not carried by hand while climbing the ladder. Tools should be carried in a side pouch or handed up by an assistant.

The work undertaken while on the ladder should allow for three points of contact to be maintained and tools can be operated safely with one hand.

Refer: [SCEE-BS-HS-WIN-0020 Portable Ladders](#)

## 9.12 Excavations and Penetrations

There are no excavation activities expected to be undertaken by SCEE at the port

## 9.13 Isolation of Plant and Equipment

Project Management shall ensure that prior to workers being permitted to work on equipment or electrical systems that have a potential to become live, Synergy's isolation lock and tag-out procedures have been communicated to all SCEE workers via a formal training session. All training shall be documented and recorded in the project training matrix.

A lock register will be maintained for all isolation locks issued to SCEE site personnel.

No personnel shall work on or near isolated plant and equipment unless they have applied a personal isolation lock and tag. A lock and tag will be applied to a scissor clip at an isolation point or to a permit lock box. Personnel shall sign onto the isolation permit if they are working under an isolation permit.

Light Vehicle Isolation requirements when performing a pre-start shall be for the individual completing the pre-start to have possession of the ignition key in their pocket.

SCEE Project Management shall ensure lock and tag-out procedures are strictly complied with.

## 9.14 Driving

All driving must comply with the SCEE's Journey Management Procedure SCEE-BS-HS-PRO-0022. Driving, must be managed to delay the onset of related fatigue, specifically:

- Plan all journeys; drive to road and weather conditions at all times but as a minimum standard obey the road rules
- Stop and rest for 15 minutes every 2 hours, with a minimum 30 minute break after 6 hours of driving
- Maximum driving time in any 24 hours is 10 hours with a minimum 10 hours rest afterwards
- Maximum 3 days driving 6 hours or more per day with a minimum of 1 rest day afterwards
- No driving if no sleep in the 16 hours prior to commencement of driving.

Drivers will only operate a vehicle when:

- They are medically fit to operate the class of vehicle being used.

- They assess the suitability and safety of the vehicle prior to any journey being undertaken.
- Have completed a verification of competency (VOC) where required
- They are not under the influence of alcohol (zero BAC reading) or drugs and are not suffering from fatigue or impairment.
- They do not operate cell phones (whether handheld or hands free) while operating the vehicle.
- They have the applicable licence to drive the class of vehicle they are operating.

Passengers will only travel in a vehicle when:

- They assess the suitability and safety of the vehicle prior to commencing the journey.
- They assess the suitability of the driver's competency to undertake the journey
- The vehicle is fit for use – Keep it clean, report any damage.

Refer: [SCEE-BS-HS-PRO-0022 Journey Management Procedure](#)  
[SCEE-BS-HS-PRO-0027 5 Star Commitment Procedure](#)

## 9.15 Machinery and Vehicle Inspection

All company machinery and vehicles shall as a minimum, be serviced in accordance with the manufacturers recommended intervals and in accordance with regulated requirements.

Additionally:

- Project supervision shall ensure that suitably qualified personnel carry out regular maintenance
- Records shall be maintained of all inspections carried out
- MEWP's and Cranes shall have documented annual inspections carried out
- Site administration shall provide a copy of all service records to SCEE head office on a weekly basis
- Inspections shall be carried out on all vehicles prior to mobilisation to site ensuring that the vehicle is free from weeds and seeds and that it is in sound serviceable condition
- When performing maintenance, cleaning or repairs, the plant shall be stopped and isolated using the site lockout or isolation procedures. This may require the use of danger tags or permit to work systems.

SCEE Project Management will comply with the requirements of site procedures for Vehicles and Mobile Plant mobilisation and maintenance.

Site supervisors shall ensure all operators' logbooks are completed on a daily basis and that operator manuals are available and in good condition. Logbooks shall be retained in the vehicle at all times.

All defects of any machinery shall be logged in the Plant and Equipment Maintenance Register.



A detailed planned maintenance program for all equipment shall be maintained in Stems.

## 9.16 Cranes, Lifting and Rigging Equipment

Prior to use on the Project, a competent person shall inspect all cranes, lifting equipment and complete a mobilisation inspection form. This inspection report shall include:

- Serviceability
- Certification
- Working Load Limits (WLL must be displayed at all times)
- Component inspections (e.g. crane rope, block, etc.)
- Compliance with statutory and site requirements
- Cranes, mobile elevated work platforms and other lifting equipment shall be inspected daily and recorded in the daily inspection logbook

Cranes shall have annual inspections conducted on them and copies of the inspection will be placed with the machine and in the SCEE site office. An entry pertaining to the next inspection date will be recorded in the plant and equipment maintenance register.

For this Project two categories of lifts shall apply, routine lifts and non-routine lifts

### **Routine lifts:**

Routine lifting operations may be executed under a routine lift plan

- A routine lift is a low risk, simple lifting operation to which none of the non-routine lift factors apply. For example:
- The load is pre-slung or very easily slung, with no external factors that complicate the operation.
- Use of vehicle loading crane (e.g. Hiab), where the crane capacity is less than 10 tonnes.
- Use of a non-slewing mobile crane (e.g. Franna).
- Workers involved are competent and well-practiced in the lifting operation.
- The load has certified anchor points.
- The load is under 80% of the rated workload limit (WLL) of the crane.

Note: Routine lifting operations require the above factors to be considered but this list is not exhaustive. The risk of each individual lift should be separately considered prior to classifying the lifting operation as a routine one.

For this Project a Significant Lift is described as any lift:

- In excess of 75% of any cranes indicated load chart WWL for any given load mass
- Over 20 t for cranes up to 200 t capacity
- Involving the mobilising of any load mass in excess of 40% of any non-slewing cranes indicated load chart
- Using multiple cranes

A significant lift requires close liaison with work groups and a documented lift study must be completed and submitted to site Management prior to conducting any significant lift.

All rigging and lifting work shall be performed in accordance with statutory requirements. Only certified persons (rigger, dogman, crane driver) shall lift, rig up or supervise lifts. Lift analysis (JHA) shall be conducted for all heavy or difficult lifts.

All lifting equipment used by the company shall be subject to regular inspections to ensure adequacy for use, this includes all slings, shackles and hooks etc. Cranes, mobile elevated work platforms and other lifting equipment shall be inspected daily and recorded in the daily inspection logbook.

Inspections shall be carried out by a certified crane driver, dogman or riggers to gauge suitability for use and subsequently logged on the lifting equipment.

All items shall be colour coded to verify inspection status. The colour coding shall be in accordance with the electrical colour coding system.

<b>Red</b>	-	<b>December to February</b>
<b>Green</b>	-	<b>March to May</b>
<b>Blue</b>	-	<b>June to August</b>
<b>Yellow</b>	-	<b>September to November</b>

Items to be checked for during the inspection shall include:

- Any cuts, nicks, breaks and chafing
- Wear or deterioration – stitching / chemicals
- Elongation of chain / hooks
- Identification number
- Any item found which may affect the safe use of the equipment

Makeshift lifting equipment shall not be used under any circumstances. Items found that do not meet a safe standard shall be withdrawn from use immediately, marked with a danger tag by the person carrying out the inspection and sent to head office for repair / disposal.

Refer: [SCEE-BS-HS-WIN-0026 Crane Activity](#)  
[SCEE-BS-HS-SWM-0019 General Mobile Crane Work](#)  
[SYN-PRC-HSA-Synergy Lifting Operations Procedure](#)

## 9.17 Forklift Operation

Operators of forklifts on SCEE work sites shall have a Licence to Perform High Risk Work endorsed with load shifting equipment classification LF (Forklift Truck). Operators of telescopic handlers (Manitou) are required to have a certificate of competency for telescopic materials handler, and shall hold a relevant Verification of Competency for the type of equipment they are operating

Operation of forklifts and Telehandlers shall be in accordance with SCEE Work Instruction on forklifts.

Refer: SCEE-BS-HS-WIN-0027 Forklift Telehandler

## 9.18 Loading and Unloading

When loading or unloading on site, the following shall be adhered to:

- Inspect loads before un-securing to ensure it is safe and cannot not shift once binders are released.
- Personnel are not permitted to stand on the offside of the truck during loading and unloading. This area is to be demarcated with cones and flags and personnel are to monitor that this area is clear prior to any touching or movement of loads.
- No person is permitted to be on or climb onto an open tray without appropriate working at height protection; fall restraint protection such as gates or side rail protection will be a minimum of 900mm.
- Use of over centre binders to secure loads are not permitted, ratchet type binders or webbing straps shall be used.
- Chains and strapping should be protected from sharp edges.
- Inspection of load restraint equipment should be conducted prior to use.
- Unloading or loading in non-designated areas will be performed away from traffic flow to minimise interface issues.
- Rolling equipment is to be adequately secured to prevent rolling during transport.
- Dedicated lifting and tie down points of equipment are to be used.
- Due to the inherent risks associated with lifting, moving or relocating transportable buildings, this task shall only be conducted using a crane. The use of a 'Tilt-Tray' vehicle is permitted only once a risk assessment has been undertaken.
- All loading docks and ramps shall be engineered/ purpose-made and authorised for use.
- Loading ramps should be assessed to ensure they are rated for the weight and positioned correctly for the width of the equipment.
- Designated loading and unloading areas should be utilised where possible.
- Spotter should be used as required.
- Drivers shall remain clear of loading and unloading activities and to remain under the direction of the SCEE escort.
- The offside during loading and unloading should be a no-go zone for all personnel;
- Non-inducted drivers to be escorted and informed of site requirements.

All unloading on site will be under task-based risk assessment and shall align with the site loading/unloading process

Refer: 201074-SM-TEM-0004 Collie Battery Energy Project Loading and Unloading Guidance Note

## 9.19 Spotters

Spotters are required for a range of activities including but not limited to:

- Work from EWPs and other work at height
- Vehicle reversing in tight / low light areas

Personnel may not conduct these activities without first conducting a risk assessment, obtaining the appropriate permit/s and appointing a Spotter. Supervisors must instruct their work team to follow the directions of the Spotter.

Any person appointed and functioning as a Spotter must:

- Be approved to function as such by SCEE and easily identified as a spotter
- Be appropriately trained and competent to perform the task they are undertaking
- Not perform any other work during the period while acting as Spotter
- Ensure that the control measures established for the activity are implemented
- Stop any work considered as being performed in a manner as to expose any person on the site to the risk of injury, and
- Report any stoppage to the Supervisor.
- If spotting for an EWP, must hold a high-risk work licence and VOC for the type of equipment being used, and must be on the ground with communication to those in the EWP basket.

## 9.20 Barricading

Temporary hard barricading shall be in place around all areas where people may be exposed to hazards, such as:

- Being struck by materials (Falling Objects): Under EWP baskets and under personnel working at height;
- Cranes & EWP's (Around slew radius & drop zones);
- Blind side of a truck whilst being loaded/unloaded; and
- Any area that requires the exclusion of unauthorised personnel.

The following types of barricading shall be used:

- Hard barricading shall be utilised when an area is required to be completely enclosed to prevent unauthorised entry into a hazardous area (Falling Objects, Crane Slew Radius (not required with Franna Cranes) etc.);
- Traffic cones shall be used around the slew area of an EWP main body or used for temporary delineation to highlight the presence of trip hazards of plant, equipment or materials;
- Soft barricading (plastic/bunting) may be used where use of hard barricade is impractical
- Barricading should be installed and marked according to risk, caution (yellow) barricading for low level hazards, and danger (red/white) for high potential hazards

Personnel shall comply with the following:

- At no time are personnel allowed to cross over, under or through barricades;

- When using hard barricading (e.g. crowd control barricading), panels shall be locked together. Hard Barriers are to be rigid and continuous;
- Barricading and signage shall be inspected & maintained daily;
- Authorisation from the supervisor or delegate must be obtained prior to removing barricading that was erected by another work group;
- When the task the barricading has been erected for is complete or has changed, all signage shall be removed and the barricades packed away;
- Barricading shall be removed when no longer in use.

#### Barricade Signage/Information Tags

- Additional signage shall be used to identify specific hazards e.g. Falling Objects, Workers Above, or Crane Slew Zone etc.;
- Barricading should have signage at least every 6 metres identifying its use;
- Information tags shall be in place on all sides of barricading, detailing works in progress and a contact name and contact details of the supervisor (i.e. radio channel, phone number)
- Exclusion zones shall be barricaded without an entry point and appropriate signage attached (e.g. Exclusion Zone, Do Not Enter; Drop Zone, Do Not Enter);

Where personnel are required to access or egress a barricaded area, entry and exit points used shall be clearly identifiable with entry gates and with entry / exit signs. Positive communication is essential and required by all parties involved to make sure entry is safe.

The following personnel are responsible for the barricade:

- Crane slew zone - Crane Operator
- EWP drop zone - Spotter
- Blind side of truck - Truck driver
- General work area – Supervisor

Refer: [SCEE-BS-HS-PRO-0021 Trenching and Excavating](#)  
[SYN-PRC-HAS-0020 Synergy Barricading Procedure](#)

## 9.21 Inclement Weather

In any situation where inclement weather conditions do or are likely to affect safe work, affected workers and the SCEE supervisors shall consult and seek the best method for completing work safely or shall seek alternate safe work if available. Contingency plans should be reviewed as the project progresses to identify work areas or tasks that can be performed during inclement weather.

In emergencies work may continue, or as agreed in circumstances such as when provided with systems or procedures during periods of inclement weather where it is agreed that to **not** move or protect equipment or goods, substantial loss may occur, or substantial risk is present.

Inclement weather includes rain, lightning, high wind, or similar event.

Refer: [SCEE-BS-HS-PRO-0011 Inclement Weather Management](#)

## 9.22 Traffic Management

Traffic Management Plans will be required for situations where activity will necessitate a full or partial road closure or traffic diversion or detour that will impact on operational activities and traffic movement.

Plans must normally be submitted to Project Management for approval a minimum of 72 hours prior to the activity commencing. All drivers and operators must comply with Traffic Management Plans as per their scope of work.

SCEE and project subcontractors shall work in compliance with the SCEE Port Traffic Management Plan, which has been developed for the project, and outlines unloading and battery storage areas

Refer: [201074-SE-PLN-0007 Port Traffic Management Plan-BS-HS-TEM-0046 Traffic Management Template](#)

## 9.23 Use of Power and Hand Tools

SCEE supervisors shall ensure that all personnel are supervised in the selection, use and maintenance of power and hand tools they are required to use. All personnel will be informed on the use and maintenance requirements of hand and power tools.

During the SCEE Site Induction and periodically at Pre-start and Toolbox Meetings personnel will be reminded of their responsibilities before and during the use of power and hand tools.

These responsibilities include but are not limited to:

- Ensuring that power tools have a current quarterly test tag attached
- Checking the tool prior to use for damage to the tool or power lead
- Any equipment that is defective, damaged or untagged will not be used and such equipment will then be tagged with an Out of Service tag and reported to the Supervisor.
- Ensuring that all electric tools are fitted with a "Dead man" switch
- Wear the appropriate and correct PPE for the task
- Ensure the correct tool is used for the task and is used as per the manufacturer's recommendations
- Ensuring that all 240-volt (or above) power tools are connected to an approved industrial type of RCD
- Ensure the correct guards are fitted and in good condition
- Work pieces are clamped where possible
- Ensuring that tools are not lifted or carried by their electrical leads

All power tools will be required to undergo quarterly testing and tagging procedures as per AS/NZ 3760 and will be recorded on the project electrical equipment register. The quarterly test tag colours are defined as:

<b>Red</b>	-	<b>December to February</b>
<b>Green</b>	-	<b>March to May</b>
<b>Blue</b>	-	<b>June to August</b>
<b>Yellow</b>	-	<b>September to November</b>

Refer: SCEE-BS-PO-TEM-0038 Electrical Equipment Register

SYN-STD-HSA-0006 Synergy Prohibited and Restricted Equipment Standard

## 9.24 Banned Tools Onsite

The following tools are considered to present an unacceptable level of risk and as such are not permitted to be used on site.

- 9-inch (230mm) grinders
- 1.5mm knifing/cutting discs
- Open blade knives and trimming knives (i.e. Stanley etc.)
- Hardened steel hammers
- Crow bars without a cap at one end
- Oxy / Acetylene systems not fitted with Flash back Arrestors.
- Adjustable spanners or shifters
- Over-centre type Binders
- Atra Ace WO 3250 Mag Drills.

Refer: SYN-STD-HSA-0006 Synergy Prohibited and Restricted Equipment Standard

## 9.25 Plant and Equipment – Other

### 9.25.1 Installation/Commissioning/Demolition

Plant must not be installed, commissioned, dismantled or decommissioned unless it has been established that it is safe to do so and will be done without risk to the health and safety of any person at the workplace.

A worker who installs, assembles, constructs, commissions or decommissions or dismantles the plant must be deemed a competent person. They must be provided with all information necessary to eliminate or minimise risks to health, safety and environment.

The processes for the installation, construction, commissioning, decommissioning and dismantling of plant will include inspections that ensure that risks associated with these activities are monitored and reduced to ALARP.

All Plant and Equipment prior to the processes of installation, construction, commissioning, decommissioning will be barricaded off to the general workforce to ensure alterations or interference with the plant is not undertaken without Site Management acknowledgement.

## 9.25.2 Fit for Purpose

Plant must be used only for the purpose for which it was designed. Where plant is not used for its designed purpose a risk assessment must be completed by a competent person to determine if there is an increase to the health or safety of workers.

Plant that is not in use at the workplace must be left in a state that does not create a risk to the health or safety of any person.

Guards must be in place that are of solid construction and securely mounted to the plant. Guards should be properly maintained in order to not create a risk in itself. If guarding is removed from the plant, then controls must be in place to ensure it can't be restarted unless the guarding is replaced.

## 9.25.3 Plant and Equipment Controls

Operational controls must be easily identified on the plant to indicate their nature, function and direction of operation and located so they are readily and conveniently available to be operated by each person using the plant. The controls must be able to be locked in the off position to enable the disconnection of all motive power.

Operational controls must be guarded, controlled or located so that they cannot be unintentionally activated. Operation controls must be able to be locked in the off position when required.

Any controls not identifiable or guarded must be reported to your supervisor and the area secured.

## 9.25.4 Maintenance/Inspection of Plant

Maintenance, inspection and, if necessary, testing of the plant must be carried out by a competent person in accordance with the manufacturer's recommendations. If there are no manufacturer's recommendations then the maintenance, inspection and/or testing must be conducted in accordance with the competent person's recommendations or in relation to inspections as approved by Site Management.

Firefighting equipment containing PFAs must not be bought onto Synergy sites without written approval from the Synergy project environmental advisor.

## 9.26 Fire Prevention

SCEE Project Management recognises that fire is the single most preventable occurrence that has the potential to cause the greatest loss. SCEE Project Management is committed to a fire prevention program that shall consist of:

- Fire extinguishers being located at SCEE work locations
- Fire extinguishers being inspected and tagged on a six-monthly basis by a fire equipment service company or qualified personnel on site
- Emergency response plan including fire response
- Use of water carts with water cannon that can be assigned to fire control if required.



- Refer to separate Engtech Lithium Battery Depot Emergency Response Plan for specific arrangements for battery fires

Portable Fire Extinguishers will comply with AS 1841 and be maintained to AS 1851.1

Refer: [SCEE-BS-HS-WIN-0029 Fire Extinguisher Inspection](#)  
[SCEE-BS-HS-PRO-0015 Hot Work \(High Risk\)](#)  
[SCEE-BS-RM-WIN-0004 Gas Bottle Handling and Storage](#)

## 9.26.1 Electric Shocks and Events

All electrical shocks and events require immediate attendance at the medical centre. There will be additional health investigation required which may be conducted at a hospital or local clinic

Electric shock events must be reported to the SCEE Site Manager, Project Manager, SCEE and Synergy HSE Advisor, the Nominated Synergy Electrical Supervisor, and the Bunbury Ports representative immediately regardless of the severity. The nominated SCEE electrical representative for all suspected electric shock events is the SCEE Learning and Development Manager. The Learning and Development Manager is to be notified following all actual or suspected electric shock events and will participate in the incident investigation. All notifiable incidents will be reported to the applicable regulator through SCEE Electrical Representative within the required time frames.

If you come across a person receiving an electric shock:

- Assess the situation – never put yourself at risk
- Take precautions to protect yourself and anyone else in the vicinity
- Have someone report the incident to the supervisor and contact emergency services
- If possible, disconnect the supply
- Assess the injuries and if safe to do so, move the casualty to a safe area
- Administer first aid if trained
- Ensure the incident scene is not disturbed

Any person who has received an actual or potential shock is to attend the medic or hospital for an ECG to monitor heartbeat rhythm.

The event notification guide posted on the walls of offices outline the relevant personnel to contact in the event of an electric shock.

Refer: [SCEE-BS-HS-PRO-0004 Event Management and Investigation](#)  
[SCEE-BS-HS-WIN-0006 Event Reporting](#)  
[SCEE-BS-HS-GUI-0001 Event Notification Guide](#)

## 9.26.2 Electrical Fires

Electrical fires may result from:

- The overheating of circuits
- Machines running too slowly for long periods due to insufficient electrical power
- Machines driven beyond their intended capacity
- Oil and dust being allowed to accumulate on motors etc.
- Overheating of equipment by:
  - Too much equipment on the same circuit
  - Too large a fuse being used in a circuit

Only use a CO<sub>2</sub> or dry chemical extinguisher on an electrical fire, and only when safe to do so. Fire extinguishers must be kept near main switchboards and substations as a minimum.

## 9.26.3 Controlling Electrical Hazards

SCEE management shall regularly discuss the controlling of electrical hazards in the workplace commencing with the SCEE Site Induction and continuing throughout the project in Prestart and Toolbox Meetings. Workers will be advised of the following controls that can be used in the workplace:

- Visually inspect all electrical equipment to ensure it is correctly tagged for the quarter
- All portable electrical equipment shall be used in conjunction with a portable RCD unit
- Do not use electrical devices near water
- Unplug equipment correctly (do not pull cord!)
- If a circuit breaker has tripped, only reset it once, after which the supervisor should be advised
- Use 'out-of-service' tags and report faulty equipment
- Read and heed warnings

## 9.27 Noise Control and Occupational Hygiene Monitoring

On the project the use of audio devices fitted with earphones/pieces is not permitted. The use of mobile telephones is restricted to management and supervision in areas other than crib areas, unless approved by the Project Manager.

The continuing assessment of worker noise exposure levels will be an ongoing process throughout the project. Project management shall ensure that all plant or equipment identified as generating excessive noise above prescribed levels will be properly identified and signposted. Exposure times and or time weighted averages shall be discussed at prestart and toolbox meetings along with the appropriate protective hearing devices and instructions on their use.

Worker awareness and monitoring of occupational stressors including vibration, dust, fibrous materials, chemical exposure, ergonomics and manual handling will be undertaken by SCEE Project Management.

Refer: [SCEE-BS-HS-PRO-0009 Noise Control and Hearing Protection Procedure](#)

## 9.28 Pandemic

If a pandemic is declared by, the State or Federal Government SCEE shall comply with all directions as advised by the governing body or Synergy. SCEE in addition will initiate Pandemic Committee to assist in compliance requirements.

The committee as required will issue updates to all SCEE workers and sites keeping them informed of the declared pandemic and actions required.

## 9.29 Health Surveillance

Health surveillance may be required in the event personnel are considered to be at risk as a result of exposure in the workplace to a hazardous substance as outlined in applicable legislation. The risk of exposure to harmful substances shall be identified and assessed using appropriate control measures in the project risk assessment.

If the outcome of the project risk assessment determines surveillance is required health surveillance records shall be maintained confidentially in worker's personnel files, with ongoing surveillance coordinated by the Human Resources department.

## 9.30 Working Near or Over Water

The conducting of work near or over water presents increased risk to site personnel. Reference is to be made to SCEE Work Instruction regarding working over water should this situation be encountered while undertaking work on site. SCEE does not anticipate working over water as part of port operations, but it should be remembered that laydown areas are close to water bodies.

Refer: [SCEE-BS-HS-PRO-0023 Working Over Water](#)

## 9.31 Working Alone

A person is "working alone" when they are physically on their own, when they cannot be seen or heard by another person or when they cannot expect a visit from another worker or member of the public for some time.

The following examples indicate situations where workers may be exposed to working alone:

- A person who is working alone in an office
- A person working after others have gone home
- A supervisor assessing a future job site/scope by themselves
- Travelling alone in company vehicles for extended periods of time
- Security hut workers at night

SCEE workers who are directly supervised by third parties (e.g. Synergy personnel) may still be working alone if the person supervising them leaves the direct area of work for long periods of time while the work is being performed.

Requirements to develop systems of work for personnel working alone are outlined in the SCEE Work Instruction on Working Alone.

Refer: [SCEE-BS-HS-PRO-0024 Working Alone](#)

## 9.32 Simultaneous Work Activities

At times SCEE personnel will be working in areas with simultaneous work activities occurring. For example, shut down operations with other contractors. To assist in the management of simultaneous work activities in such a way as to eliminate or minimise the risk of fatalities, injuries or events, the following should be discussed and implemented where practicable:

- Coordination meetings with relevant contractors to discuss work schedules
- Synergy may be advised of proposed work activities at weekly progress meetings
- Field supervision (SCEE and other contractor) may have interface meetings on the work site to delineate work areas and coordinate movement
- Traffic Management Plans, crane activity, safety notices and bulletins regarding planned activities are communicated during prestart and toolbox meetings
- Permit and area access restrictions may be designated
- Barricades, flagging and bunting can be set up and information tags used to communicate work and access details

## 9.33 Hazardous Substances

SCEE shall comply with the relevant Australian Standards and Codes of Practice, SCEE and Synergy requirements to ensure the following:

- Transport shall be in accordance with the applicable Transport of Dangerous Goods legislation and shall be performed by licensed contractors
- The storage of hazardous goods shall be in accordance with the relevant legislation and as per the information on the SDS
- First aid requirements shall be supplied as per the information on the SDS
- Spill response equipment appropriate to the substance being stored / used shall be available at the location.
- Storm water drainage systems shall be protected from contamination by hazardous materials while they are being stored or used.

All hazardous substances required for the project shall only be bought on to site after Synergy approval, taking into account the degree of risk involved and the operational and economic effects of substitution with less hazardous materials.

Safety Data Sheets (SDS) for hazardous materials stored in the place of work will be maintained on site.

SCEE shall utilise ChemAlert to maintain its compliance with Hazardous Substances. There will be a manifest of dangerous goods maintained at the entry gate for emergency services personnel, along with SDS of the substances concerned.

Refer: [SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage \(High Risk\)](#)

## 9.34 Risk Assessment and Control of Hazardous Substances

In the event that certain hazardous substances are required, the Project Manager will ensure that a risk assessment is completed prior to the introduction of any such substance or product onto site. Factors such as the SDS, manufacturer's information, nature of work, experience of workers and the potential health effects of each substance are to be considered in the completion of the risk assessment.

Refer: [SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage \(High Risk\)](#)

## 9.35 Storage and Disposal of Hazardous Materials

All hazardous materials or chemicals shall be stored in accordance with the manufacturer's recommendations and statutory requirements in appropriate, correctly labelled containers and shall be accompanied by a SDS which will be made readily available to workers.

Containers of fuel are not to be stored near a flame or any other source of ignition and there will be no smoking in the vicinity. Containers shall be regularly inspected by a competent person. No refuelling is to take place within 50m of a watercourse or wetland.

All equipment excluding mobile plant which holds more than ten litres of fuel and has the potential to leak will be placed on drip trays. Equipment which holds less than ten litres of fuel will be stored suitably to reduce the risk of leaks and spills. Spill/drip trays are the preferred option for all equipment.

Disposal of hazardous materials shall be in accordance with legislative requirements and manufacturer guidelines. Only contractors with the appropriate license shall transport and dispose of such material, and waste will be recorded and reported in the monthly report as per site arrangements

Should fire retardant gas (SF6) contained in the switchgear or battery modules require disposal, this will be done using a licenced contractor and recorded/reported as above

Refer: [SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage \(High Risk\)](#)

## 9.36 Dangerous Goods

As the battery cabinets and power conversion units both contain dangerous goods, there is a Dangerous Goods Licence and management plan in place for port activities. Refer to separate dangerous goods management plan for guidance and further information

## 9.37 Hydrocarbon and Other Chemical Management

A site register of all hazardous substances with appropriate SDS is maintained and stored as per SDS recommendation and as required under AS 1940:2004. The SDS register will be located in the site office, stores and hazardous goods container. Updates to the register are advised to workers at Toolbox and/or Pre-start Meetings.

The Supervisor shall ensure that all bunds, storage and fire precautions shall be in compliance with the applicable Dangerous Goods (Handling & Storage) Regulations and AS 1940:2004 Storage and Handling of Flammable and Combustible Liquids.

Containers of fuel will not be stored near a flame or any other source of ignition and there will be no smoking in the vicinity. Containers shall be approved for carrying flammable liquids. Bulk fuel storage areas will be poly lined.

Hydrocarbons and chemicals shall have 110% secondary containment facilities. Authorisation shall be obtained prior to commencing any job that requires the handling of hydrocarbons or chemical in the vicinity of water bodies and a Job Hazard Analysis (JHA) shall be conducted.

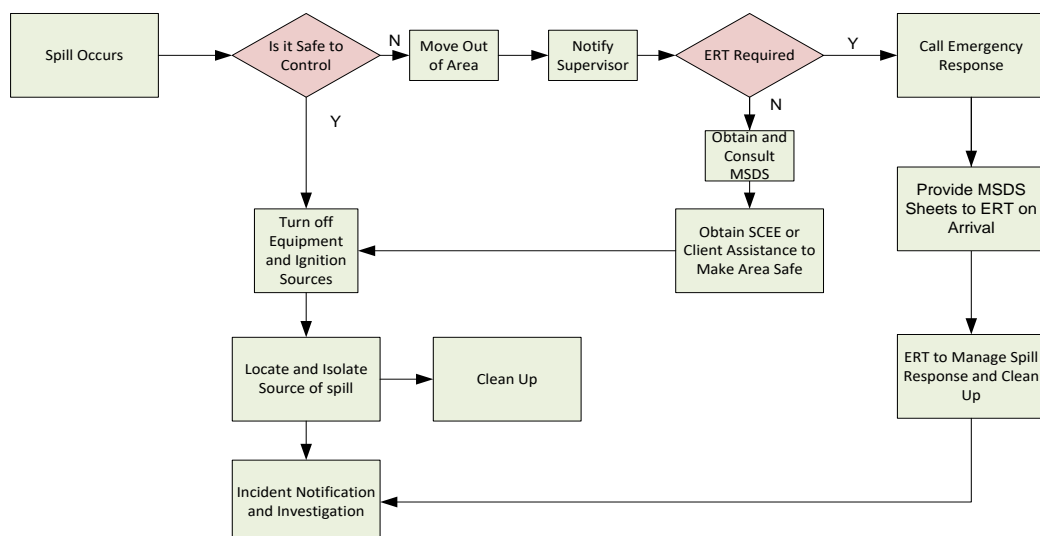
Suitable firefighting equipment shall be available and regularly inspected by a competent person.

Incompatible substances shall not be stored together.

## 9.38 Hydrocarbon and Chemical Spill Management

All hydrocarbon and chemical spills shall be reported to the Synergy Environmental Advisor as per the event notification guide. Hydrocarbon and/or chemical spills shall be managed on site according to the following flowchart.

Spill Response Action Plan



It is the responsibility of the SCEE Project Manager to ensure that in the event of a spill / release there is immediate access to appropriate clean up equipment and absorbent materials. For example:

- Inert absorbent material such as vermiculite, clay, sand, kitty litter, pads or rolls in sufficient quantity to absorb the spill (or these goods would be stored in a bunded area large enough to contain the spill)
- Shovels will be taken to the spill area and will be kept on hand at areas such as fuel storage depot all times
- Plastic bags for bagging contaminated material
- Barricading/Bunting/Witches Hats

The removal and disposal of contaminated soil shall be arranged in accordance with contractual requirements, disposed of in compliance with site requirements and applicable regulations.

SCEE will ensure that portable generators comply with site standards.

SCEE refuelling trailers used for transportation of hydrocarbons shall be fitted with appropriate spill kits and drip trays. Additional spill kits shall be located at the SCEE stores and made readily available for use wherever hydrocarbons and chemicals are stored and/or used.

### 9.39 Pollution /Emissions

Due to the nature of work performed, SCEE is considered a minor contributor of emissions. Potential sources of emissions have been identified as primarily light vehicles, site based load shifting plant and small internal combustion engines. To ensure that emissions are maintained at satisfactory levels, all equipment is regularly maintained in accordance with manufacturers' recommendations.

The burning of rubber and plastic products, waste oils or any waste material is not permitted. Any inadvertent emission of pollutants within or from the work site will be reported to the supervisor. Areas which are suspect or known to be contaminated sites will be recorded.

### 9.40 Dust Management

In accordance with SCEE and Synergy procedures, SCEE will implement reasonable measures to:

- Ensure that a proactive approach to dust minimisation is taken for all work activities
- Avoid nuisance impacts of dust on the workforce and surrounding land users.

The supervisor shall make an assessment prior to the commencement of work as to the potential for dust generation, taking into account the:

- Nature and location of SCEE activities on site
- Weather conditions and wind direction
- Potential for dust nuisance on workforce and surrounding land users

The source of any nuisance dust will be identified and where practicable, dust control practices will be modified to reduce or eliminate ongoing risk. The potential for dust generation shall be reassessed periodically.

Dust control measures include:

- Watering of unsealed lay-down and work areas
- Speed restrictions of roads
- Minimising dust generating activities during dry and windy conditions

Refer: [SCEE-BS-HS-TEM-0002 Dust and Fibrous Materials Management Plan](#)

## 9.41 Protection of Flora and Fauna

SCEE personnel shall comply with the SCEE processes and Work Instructions. This includes the following:

- All work activities will be confined to gazetted sites. Under no circumstances shall any personnel or vehicle travel on other than existing formed roads
- Fauna deaths and feral animal sightings shall be reported to Synergy as required
- No pets or other animals are permitted on the project site
- Food wastes will only be placed in sealed bins.

The site supervisor will be contacted in the event that:

- Fauna relocation is required
- Roadkill of fauna occurs (fauna kills will be reported as an environmental event)
- Feral animals are sighted within the Project area

SCEE will assist Synergy in fauna preservation and protection throughout the Project.

## 9.42 Soil and Water Conservation

SCEE shall take all precautions to prevent the discharge of any water containing contaminants into adjacent waterways

Such precautions shall include:

- Maintenance of plant and equipment to be performed in an approved area
- Oil separation traps shall be used before discharge of drainage from maintenance activities
- Hazardous liquid materials and contaminated water shall be segregated from stormwater drainage systems.
- Liquid waste will be collected in holding tanks and removed from site for recycling
- All oil or fuel spillage shall be cleaned up immediately



## 9.43 Waste Water Management

The normal scope of SCEE site operations generates wastewater (grey water) from ablutions and crib facilities. Where possible SCEE will utilise supplied amenities. Where SCEE provides the amenities for its workforce, wastewater from SCEE maintained ablution facilities will be removed by a licensed waste disposal contractor. All waste removed shall be recorded and reported as outlined in 201074-SE-PLN-0003 CBESS Waste Management Plan.

### Waste Reduction and Disposal Non-Hazardous Waste

The company places significant emphasis on waste management, waste minimisation and the concept of cleaner production. The SCEE Project Manager is responsible for ensuring that environmental management procedures are followed during the project. The supervisor will perform the monitoring activities required for effective waste management. These activities will include but not be limited to:

- Ensuring waste storage areas are correctly designated and identified
- Ensuring waste items are segregated appropriately
- Ensuring skips and other bins are not overflowing and are covered when necessary
- Ensuring waste storage containers and facilities are correctly labelled
- Promoting waste storage and disposal procedures through Toolbox and Pre-start meetings, including the reduce/reuse/recycle hierarchy
- Ensuring all waste is disposed of in accordance with the relevant site procedures, Regulations and Codes of Practice, along with the Synergy Contractor Environment and Heritage Standard SYN-STD-ENV-0001

SCEE will consult with the site environmental representatives to confirm any site specific segregation and recycling requirements along with alternative waste disposal methods.

All waste will be recorded on the monthly register and communicated to Synergy, including waste that has been reused or recycled on site, waste removed from site, and recycling materials removed from site.

Where facilities are made available, the following work materials will be categorised:

- Organic (e.g. food scraps, low grade paper)
- Aerosol Cans
- Combustibles (e.g. wood, cardboard, paper)
- Recyclables (e.g. glass, paper, aluminium, plastic bottles, milk cartons)
- Scrap steel
- Batteries (not stored on site)
- Chemical waste
- Oil Waste – including contaminated rags

Refer: [201074-SE-PLN-0003 CBESS Waste Management Plan](#)

## Hazardous Waste

Where hazardous waste is generated as part of SCEE activities, it shall be disposed of using licensed hazardous waste disposal contractors. Relevant records of types and quantities of waste removed by this method shall be maintained and reported in line with Synergy Construction Management Plan requirements.

Refer: [201074-SE-PLN-0003 CBESS Waste Management Plan](#)

## 9.44 Sewage Management

SCEE will ensure that the sewage management facilities, septic tanks and/or leach tanks are approved prior to installation. The relevant approvals will be provided and filed on site. The facilities will be managed in a way that complies with legislative conditions, prevents pollution and preserves the area.

Once facilities have been approved and installed it is the responsibility of the supervisor to ensure the system and facility is inspected as required. The supervisor will also ensure that the strategy for sewage collection and monitoring is in accordance with site sewage management procedures and consult with Synergy representative for confirmation.

## 9.45 Surface Water/ Ground Water Management

The SCEE scope of work does not involve work activities that cause surface water run-off or requires the installation of culverts, drains or bridges or in ways that impact natural drainage systems. Should the SCEE scope of work change to include such activities, reference will be made to project procedures and the appropriate written approvals shall be obtained.

If potential contaminants are believed to have reached natural drainage channels SCEE will contact the Synergy environmental advisor and Bunbury Port representative.

The servicing and maintenance of vehicles and equipment will be conducted, where possible, offsite

Refer: [201074-SE-PLN-0003 CBESS Waste Management Plan](#)

## 9.46 Marine Discharge Management

The scope of SCEE operations has the potential to impact marine environments if contaminated fire water enters the harbour. To mitigate this possibility, a temporary sump/bund has been constructed where potentially contaminated fire water can be contained and pumped out.

## 9.47 Dewatering Management

Due to the proximity to the Port, runoff of excess water from site needs to be controlled. This is important both to maintain the integrity and compaction of the soil on site and prevent degradation, but also to ensure the runoff from site is controlled and that

contaminants do not flow into the river uncontrolled. This is especially the case with fire water discharge if this occurs during the project.

## General Site Area

SCEE will maintain the site levels to ensure the runoff drains into the sump. This sump will require periodic emptying by pump truck if water fills the sump. Continual monitoring of sump levels may be required, particularly during extended periods of heavy rainfall.

### 9.48 Indigenous Culture and Local Community Partnership

SCEE workers shall not disturb or remove any material of archaeological, anthropological, cultural or historic significance from any work site and this is communicated through the SCEE site induction.

All Aboriginal Heritage Sites shall be respected and not disturbed. SCEE shall immediately advise Synergy environmental representative of any previously unidentified heritage sites or suspected Aboriginal heritage sites located during site works. SCEE shall work with Synergy to ensure that these locations are protected from damage.

Refer: [SCEE-BS-HS-TEM-0004 Cultural Heritage Management Plan](#)

### 9.49 Rehabilitation

SCEE will ensure that all temporary infrastructure and materials associated with the scope of work are removed from site.

Synergy representative shall determine areas requiring rehabilitation prior to demobilisation and review the scope of rehabilitation works. The site environmental representative will also assess the quality of rehabilitation as part of the demobilisation process.

## 10 Site Security Management

SCEE will manage site security via a provider of suitably trained personnel and equipment. Project personnel must comply with site security requirements for identification, access, protection of people and assets, and behavioural requirements at the work site and accommodation facilities where applicable.

All people require permission to access site and must have prior approval from the Project Manager or delegate through submission of a roster or a travel request. Access for personnel will be permitted after:

- Presentation of identity card (if a site worker)
- Completion of all inductions – which will depend on planned site activities
- Breath test for BAC
- Completion of a medical assessment for site workers, or medical information questionnaire for visitors

- Correct PPE
- Availability of escort (for visitors).

## 11 Emergency Preparedness and Response

SCEE Project Management shall implement a Site Emergency Plan and work in conjunction with Synergy to ensure compliance is achieved. Emergency procedures covering medical emergencies, fire, natural disaster, high wind/storm event, and bomb threat situations shall be documented, practiced and included in worker training to effectively communicate and respond to any workplace event or emergency.

The aims of the emergency procedures are to:

- Decrease the level of risk to life, property and the environment
- Control any incident and minimise its effects
- Provide the basis for training of all people who could be involved in any emergency

SCEE Site Management will coordinate with local emergency providers regarding the project. The SCEE Project Emergency Response Plan will be developed to integrate these services into Response Plans as required.

SCEE shall have at least one trained First Aider in each work area and all trained First Aiders must have a means of easy identification (usually a hard hat label). SCEE must ensure that designated First Aiders have access to a maintained first aid kit, with equipment and consumables that enable first response considering the training of the First Aiders and the foreseeable injuries that may have to be managed in the area. First aid facilities, services, kits, equipment and consumables must be compliant with the WA Code of practice – First aid facilities and services.

Refer: [201074-SE-PLN-0002 Emergency Response Plan](#)

### 11.1 High Winds/Squalls/Inclement Weather

The possibility of inclement weather conditions affecting work without warning is remote. In most cases by monitoring developing conditions, making themselves aware of potential hazards and inspections before and after inclement weather events the exposure of workers can be avoided or reduced.

In any situation where weather conditions do or are likely to affect safe work the supervisor shall consult on and seek the best method for completing work safely or shall seek alternate safe work if available.

The intent of the Inclement Weather Procedure is that when or where applicable, individuals, groups, sections or areas of the workforce on site will work in protected safe areas. If this is not possible for all workers to work, it is accepted that some workers may continue working whilst others are not able to do so.

Refer: [SCEE-BS-HS-PRO-0011 Inclement Weather Management Procedure](#)

## 12 Incident Management and Response

### 12.1 Environmental, First Aid and Medical Incident Treatment

Project Management shall ensure that:

- There is a well-equipped first aid box in the site office
- The first aid facilities comply with Australian Standards
- Vehicle first aid kits comply with site requirements
- The first aid facilities are checked regularly, and stock replenished as required
- All first aid treatment is to be recorded in the incident register

Refer: [SCEE-BS-HS-PRO-0004 Event Management and Investigation](#)

### 12.2 Critical Incident Management

In the event that SCEE personnel are involved in a Critical Incident, Project Management shall refer to the Critical Incident Management component of the 201074-SE-PLN-0002 CBESS Emergency Response Plan. SCEE personnel shall be provided the following in the event of a critical incident:

- Appropriate counselling services for as long as required
- Access to the Worker assistance program
- Notification or contact with their family or next of kin
- Direct access to communications such as phone lines

Refer: [SCEE-BS-HS-PRO-0004 Event Management and Investigation](#)

### 12.3 Injury Management and Rehabilitation

SCEE will provide occupational rehabilitation for every worker who sustains an injury or illness at work. Injury management will involve the coordinated use of medical, psychological, social, education and vocational measures to restore function or achieve the highest possible level of function for persons at work following an injury or illness.

All injury management and rehabilitation activities will be managed and coordinated by the Human Resources Department in accordance with the SCEE Workplace Rehabilitation policy and procedures, under coordination with Synergy injury management.

The objectives are:

- To assist the early, safe return to meaningful productive work following illness or injury
- To establish rehabilitation as the normal course of action that begins when treatment is started

- To ensure accurate medical assessment, involvement of rehabilitation specialists when needed and to support the role of the treating medical practitioner
- Site to provide a structured rehabilitation program. Instances where a worker requires assistance beyond first aid, the Human Resources department with the company's rehabilitation provider and/or medical professional (s), shall prepare the rehabilitation program
- To provide appropriate duties where necessary to assist the worker's recovery whilst facilitating an early return to work

Refer: [SCEE-BS-HS-POL-0006 Workplace Rehabilitation Policy](#)  
[SCEE-HR-IM-PRO-0001 Workers Compensation and Injury Management](#)  
[SCEE-HR-IM-WIN-0002 Workers Compensation](#)

## 12.4 Incident Reporting

All workers (including subcontractors) working on the project shall report all incidents to their supervisor immediately.

Southern Ports Authority (SPA) to be informed by the SCEE supervisor

The SCEE Event Notification Guide shall be displayed in the SCEE Site Office. SCEE Management shall be notified of all events in compliance with the Event Notification Guide.

Events must be reported formally for the following purposes:

- To enable appropriate procedures to be implemented in order to prevent a recurrence
- To enable a timely and appropriate investigation of circumstances of the event
- To enable accurate and timely notification to insurers of any event that may be the subject of a claim
- To comply with applicable legislation

For all events an incident report shall be completed in STEMs by the end of the shift in which the event occurred. The Incident Notification Guide outlines who must be notified if an incident occurs and the required notification time frames, and complies with SCEE and Synergy requirements

SCEE shall conduct a "for cause test" for alcohol and/or drugs following an incident which has occurred either in the workplace or at the accommodation villages. SCEE will endeavour at times to undertake this testing however may authorise an external party to assist as required.

Where testing is not achievable by either SCEE or an external party, site is to contact the HR Manager for further assistance.

All event and incident reporting shall also comply with Synergy Incident Reporting, Investigation, Corrective and Preventative Action and associated timelines.

Refer: [SCEE-BS-HS-PRO-0004 Event Management and Investigation](#)

[SCEE-BS-HS-WIN-0006 Event Reporting](#)  
[201074-SE-GUI-0001 Event Notification Guide](#)  
[SYN-PRC-HAS-0018 Synergy HSE Incident Management Procedure](#)  
[SYN-STD-HAS-0009 Synergy HSE Incident Classification](#)

## 12.5 Incident Investigation

All incidents shall be investigated by the supervisor on site as a minimum requirement and include relevant personnel in the investigation as required.

Investigations shall be completed, and all associated evidence uploaded to the STEMS incident record within 7 days of the event.

An ICAM investigation will be conducted for all significant events. The investigation will be facilitated by the HSEQ Manager (or delegate). As a minimum, an ICAM investigation will be conducted for the following events:

- RWC
- LTI
- High Potential Near Miss
- Procedural Breaches
- Significant Environmental Event

An ICAM investigation may be conducted after initial notification for other events at the request of the SCEE Executive Safety Committee or Synergy. Investigation reports will be provided to Synergy within 48 hours of the event occurring.

All identified corrective and preventative actions are to be assigned to the appropriate personnel and recorded against the STEMS incident record.

Refer: [SCEE-BS-HS-PRO-0004 Event Management and Investigation](#)  
[SCEE-BS-HS-WIN-0007 Event Investigation](#)

## 13 Monitoring, Auditing and Review

SCEE conducts monitoring, auditing and review of HSE activities across its operations to ensure compliance with all Legislative, Company, Project and Synergy requirements and to identify any performance trends.

### 13.1 Workplace Inspections

SCEE Project Management shall:

- Ensure supervisors and nominated workers are actively involved in conducting daily workplace inspections of all SCEE working areas and in accordance with site and this plans requirements
- Utilise SCEE's Workplace Safety Inspection / Checklist / Audit tools
- Ensure Supervisors complete Daily Workplace Inspections

- Keep all completed checklists for the duration of the project
- Make regular observations supporting safe behaviours and discouraging at risk behaviours
- Record hazards identified during inspections in the hazard register

Refer: [SCEE-BS-HS-PRO-0026 Star Inspection Procedure](#)

## 13.2 Audits

To ensure compliance with SCEE and Synergy requirements a formal HSE audit program shall be established to validate whether the HSE systems and activities employed by SCEE and its subcontractors:

- conform to agreed/ specified requirements
- are suitable and effective
- meet statutory/regulatory obligations
- require amendment or improvement

Refer: [SCEE-BS-HS-PRO-0026 Star Inspection Procedure](#)

## 13.3 HSE Non-Conformance and Corrective Actions

All non-conformances or actions arising from monitoring, auditing and review activities are to be managed, tracked and closed out in accordance with the SCEE quality procedures.

All actions arising from HSE monitoring, auditing or review activities are utilised to effect change and improvement in HSE system and methods. The supervisor must ensure all HSE non-conformances and actions are addressed and closed out within agreed timeframes.

All identified non-conformances or corrective actions will be entered into the Project Corrective Action Register (CAR) as actions are generated within Stems. A proposed closeout date, risk rating and a responsible person nominated for actioning the item will be identified in the CAR. This register shall be regularly reviewed by Project Management and made available to Synergy monthly.

Refer: [SCEE-BS-QU-PRO-0007 Non-Conformance \(Including Corrective and Preventative Actions\)](#)

## 13.4 Project Close Out Report

Project Management will compile a project HSE Close Out Report at the completion of the project. The Project HSE Close Out report reviews SCEE's Health, Safety and Environmental performance during the project.

The report includes statistics and graphs showing lead and lag performance indicators and documents what worked well and any identified issues during the delivery of the project.



The report also summarises any identified improvement initiatives and recommendations for the continual improvement of the SCEE HSE system.

Refer: [SCEE-BS-HS-TEM-0029 Project HSE Close Out Report Template](#)