

# RNL CONSTRUCTIONS PTY LTD

## Company Risk Register

Conforms to ISO 9001, ISO 45001 & ISO 14001

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## DOCUMENT CONTROL

| Version<br>(Effective<br>Date) | Nature of Changes | Prepared<br>By | Authorised<br>By |
|--------------------------------|-------------------|----------------|------------------|
| 04/08/25                       | New Register      | J Rankin       | R Purnell        |
| 04/02/26                       | Updated Register  | J Rankin       | R Purnell        |
| 28/05/2026                     | Updated Register  | J Rankin       | R Purnell        |
|                                |                   |                |                  |

## SIGNIFICANT ENVIRONMENTAL ASPECT(S)

Significant Environmental Aspect(s) are shown in Red Text within the body of the Company Risk Assessment

Risks and opportunities are assessed considering the potential impact to the organisation's business operations, workers, environment, clients, compliance obligations and reputation. Significance is determined by considering factors including the severity of potential consequences, likelihood or frequency of occurrence, applicable legal and contractual obligations, stakeholder expectations, operational complexity, existing control measures and the organisation's ability to prevent or minimise the impact. Risks identified as having the potential to cause significant injury or illness, environmental harm, quality failures, financial loss, business disruption, regulatory action or reputational damage are considered significant and are prioritised for control and ongoing monitoring.

## TABLE OF CONTENTS

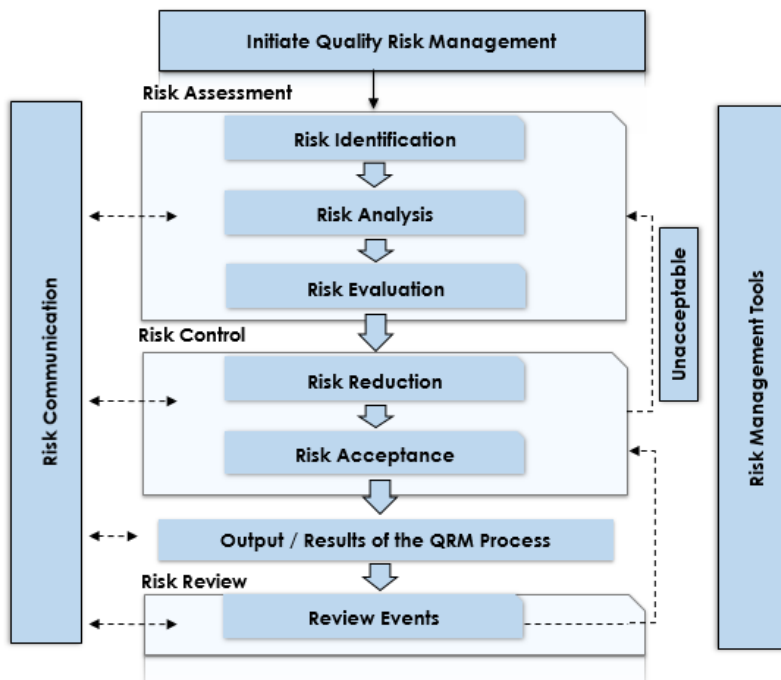
|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Risk Management Process (HIRAC) .....                                   | 3  |
| Hierarchy of Control (HOC) .....                                        | 4  |
| Identifying Hazards and Aspects (Methodology) .....                     | 4  |
| Risk Reduction Measures .....                                           | 5  |
| Risks and Opportunities .....                                           | 5  |
| Business Risks .....                                                    | 6  |
| 1. Limited construction scope or services .....                         | 6  |
| 2. Failure to conduct Company Inductions .....                          | 6  |
| 3. Psychological / Psychosocial .....                                   | 6  |
| 4. Server or Backup failure .....                                       | 7  |
| 5. Cyber attack .....                                                   | 7  |
| 6. Organisational Knowledge being lost .....                            | 7  |
| 7. Failure to comply with statutory and regulatory requirements .....   | 7  |
| 8. Working long hours including travel to and from office or site ..... | 7  |
| 9. Breach of contracts .....                                            | 7  |
| 10. Travel in company vehicle .....                                     | 8  |
| 11. Emergencies .....                                                   | 8  |
| 12. Incident Management .....                                           | 8  |
| 13. Public liability .....                                              | 8  |
| 14. Fraud .....                                                         | 8  |
| 15. Inaccurate accounting and/or reporting systems .....                | 8  |
| 16. Poor cash-flow .....                                                | 9  |
| 17. Inadequate costing systems (leading to unsustainable pricing) ..... | 9  |
| 18. Bad debts .....                                                     | 9  |
| 19. Equipment Breakdown .....                                           | 9  |
| 20. Severe Weather Events .....                                         | 9  |
| 21. Travel and transport .....                                          | 9  |
| 22. Climate Change .....                                                | 9  |
| 23. Death or incapacitation of company shareholders .....               | 9  |
| 24. Internet outage .....                                               | 9  |
| 25. Illness/Pandemic/COVID .....                                        | 9  |
| 26. Use of mobile phones causing distraction .....                      | 10 |
| 27. Portable Electrical Equipment .....                                 | 10 |
| 28. Working Outdoors .....                                              | 10 |
| 29. Transport Operations .....                                          | 11 |

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| 30. Subcontractor is using unapproved Work Methods.....                        | 11 |
| 31. Verification of purchased product or service.....                          | 11 |
| 32. Internal Audits .....                                                      | 11 |
| 33. Night Works.....                                                           | 11 |
| 34. Contact with Hot and/or Flammable Bituminous Product.....                  | 11 |
| 35. Unqualified Personnel / Inadequate Training .....                          | 12 |
| 36. Unqualified Sub-contractors .....                                          | 12 |
| 37. General Construction Dust & silica .....                                   | 12 |
| 38. Ignition of combustible liquids .....                                      | 12 |
| 39. Poor After Hours Traffic Control .....                                     | 12 |
| 40. Working near railway lines and within railway corridor .....               | 12 |
| 41. Abuse and aggression from clients or other workers.....                    | 12 |
| 42. Role Ambiguity.....                                                        | 13 |
| 43. Regulatory Presecution .....                                               | 13 |
| Health & Safety Risks (sites).....                                             | 14 |
| 1. Working at Heights .....                                                    | 14 |
| 2. Hazardous Substances.....                                                   | 15 |
| 3. Manual Handling and Hazardous Manual Tasks .....                            | 16 |
| 4. Plant .....                                                                 | 17 |
| 5. Overhead and Underground Powerlines .....                                   | 19 |
| 6. Working on or Adjacent to a Road .....                                      | 20 |
| 7. Exposure to general construction site hazards.....                          | 21 |
| 8. Exposure to hazards resulting from poor housekeeping .....                  | 21 |
| 9. Worker exposure to levels of excessive noise. ....                          | 22 |
| 10. Workers exposed to hazards created by load lifting/lifting equipment. .... | 22 |
| 11. Ergonomics .....                                                           | 22 |
| 12. Biological - Disease .....                                                 | 22 |
| 13. Moving Parts – Entanglement, Electrocution .....                           | 23 |
| 14. Refueling plant and equipment .....                                        | 23 |
| 15. Public Safety and Working Around the Public.....                           | 24 |
| 16. Exposure to Hazardous Manual Tasks.....                                    | 24 |
| 17. Fatigue.....                                                               | 25 |
| 18. Working Alone.....                                                         | 25 |
| 19. Poor lighting.....                                                         | 25 |
| 20. Working in the Sun .....                                                   | 25 |
| 21. Exposure to Hot and Cold Working Conditions .....                          | 26 |
| 22. Working in or near wet or flood prone areas .....                          | 26 |
| 23. Insufficient/ Inadequate PPE.....                                          | 26 |
| 24. Poor Communication / Lack of Communications .....                          | 26 |

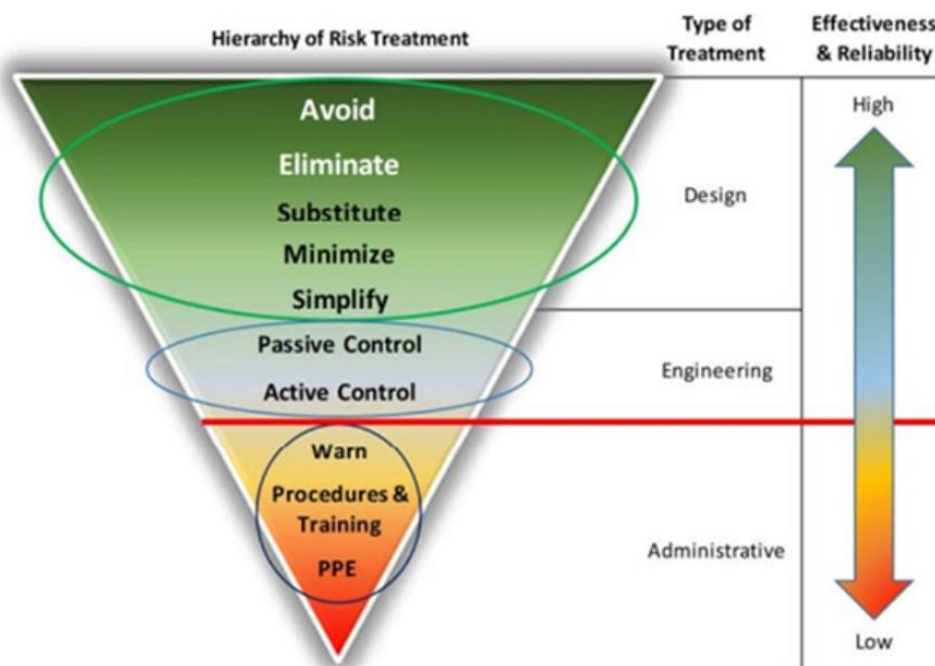
|                                                        |    |
|--------------------------------------------------------|----|
| 25. Hot Ashphalt .....                                 | 26 |
| 26. Tack Coat Spraying.....                            | 26 |
| 27. Reactions, Boil-over& Flashing.....                | 27 |
| 28. Exposed Energised Electrical Equipment .....       | 27 |
| 29. Forklift .....                                     | 28 |
| 30. Manual Handling .....                              | 29 |
| 31. Slips, Trips, Falls .....                          | 29 |
| 32. Vehicle Movement.....                              | 29 |
| 33. Heights .....                                      | 30 |
| 34. Falling Objects .....                              | 30 |
| 35. Electricity .....                                  | 30 |
| 36. Fire .....                                         | 31 |
| 37. Hazardous Substances & Dangerous Goods.....        | 31 |
| 38. Exposure to Hazardous Manual Tasks.....            | 31 |
| 39. Electricity - General.....                         | 31 |
| 40. Exposed Energised Electrical Equipment.....        | 32 |
| 41. Asbestos .....                                     | 33 |
| 42. Exposure to vibration from Tools & Equipment ..... | 34 |
| Health & Safety Risks (office) .....                   | 34 |
| 1. Manual Handling .....                               | 35 |
| 2. Display Screen Equipment.....                       | 35 |
| 3. Slips, Trips, Falls .....                           | 35 |
| 4. Heights .....                                       | 35 |
| 5. Electricity .....                                   | 35 |
| 6. Fire .....                                          | 36 |
| 7. Using Office and Kitchen Equipment.....             | 36 |
| Environmental Risks.....                               | 36 |
| 1. Waste Management (site) .....                       | 37 |
| 2. Air Quality and Emissions .....                     | 37 |
| 3. Noise Emissions.....                                | 38 |
| 4. Land/Water Contamination.....                       | 39 |
| 5. Energy Management (site).....                       | 40 |
| 6. Energy Management (office) .....                    | 40 |
| 7. Waste Management (warehouse) .....                  | 41 |
| 8. Air Quality and Emissions .....                     | 43 |
| 9. Water Contamination (Stormwater & Waterways).....   | 44 |
| 10. Land Contamination.....                            | 45 |
| 11. Noise Emissions.....                               | 45 |
| 12. Waste Management (Office).....                     | 46 |

|                                                    |    |
|----------------------------------------------------|----|
| 13. Unlawful Environmental Harm.....               | 47 |
| Quality Risks .....                                | 48 |
| 1. Defective Workmanship .....                     | 48 |
| 2. Costs of Rectifications .....                   | 49 |
| 3. Document Control Failures .....                 | 49 |
| 4. Client Dissatisfaction .....                    | 49 |
| 5. Supplier Quality Failures .....                 | 50 |
| 6. Competency and Training Gaps.....               | 50 |
| 7. Loss of Competent Personnel .....               | 51 |
| 8. Inadequate Supervision .....                    | 51 |
| 9. Failure to maintain licences / tickets.....     | 51 |
| 10. Failure to identify changing Legislation ..... | 52 |
| 11. Supply Chain Disruption.....                   | 52 |
| 12. Client Complaints .....                        | 53 |
| 13. Reputational Damage.....                       | 53 |

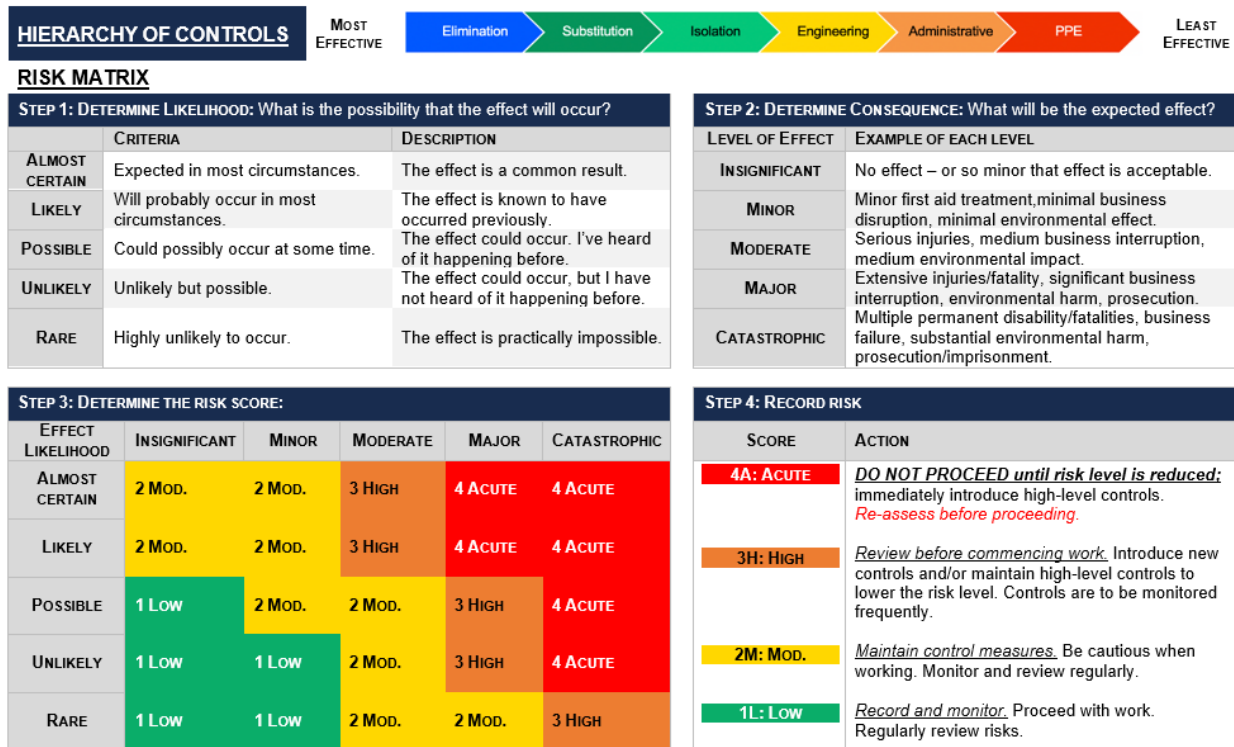
## Risk Management Process (HIRAC)



## Hierarchy of Control (HOC)



# Identifying Hazards and Aspects (Methodology)



## Risk Reduction Measures

|                                                                   | Risk Reduction Measures                                  | Examples                                                                                                                                                                                                                                                                                                                                                  | Influence on Risk Factors                                                                                                                                                                                                                                                                                                                     | Classification          |
|-------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <div>Most Preferred</div> <div>↓</div> <div>Least Preferred</div> | Elimination<br>or<br>Substitution                        | <ul style="list-style-type: none"> <li>Eliminate pinch points (increase clearance)</li> <li>Intrinsically safe (energy containment)</li> <li>Automated material handling (robots, conveyors, etc.)</li> <li>Redesign the process to eliminate or reduce human interaction</li> <li>Reduced energy</li> <li>Substitute less hazardous chemicals</li> </ul> | <ul style="list-style-type: none"> <li>Impact on overall risk (elimination) by affecting severity and probability of harm</li> <li>May affect severity of harm, frequency of exposure to the hazard under consideration, and/or the possibility of avoiding or limiting harm depending on which method of substitution is applied.</li> </ul> | Design Out              |
|                                                                   | Guards, Safeguarding Devices, and Complimentary Measures | <ul style="list-style-type: none"> <li>Barriers</li> <li>Interlocks</li> <li>Presence sensing devices (light curtains, safety mats, area scanners, etc.)</li> <li>Two hand control and two-hand trip devices</li> <li>Enabling devices</li> </ul>                                                                                                         | <ul style="list-style-type: none"> <li>Greatest impact on the probability of harm (Occurrence of hazardous events under certain circumstance)</li> <li>Minimal if any impact on severity of harm</li> </ul>                                                                                                                                   | Engineering Controls    |
|                                                                   | Awareness Devices                                        | <ul style="list-style-type: none"> <li>Lights, beacons, and strobes</li> <li>Computer warnings</li> <li>Signs and labels</li> <li>Beeper, horns, and sirens</li> </ul>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Potential impact on the probability of harm (avoidance)</li> <li>No impact on severity of harm</li> </ul>                                                                                                                                                                                              | Administrative Controls |
|                                                                   | Training and Procedures                                  | <ul style="list-style-type: none"> <li>Safe work procedures</li> <li>Safety equipment inspections</li> <li>Training</li> <li>Lockout / Tagout / Verify</li> </ul>                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Potential impact on the probability of harm (avoidance and/or exposure)</li> <li>No impact on severity of harm</li> </ul>                                                                                                                                                                              |                         |
|                                                                   | Personal Protective Equipment (PPE)                      | <ul style="list-style-type: none"> <li>Safety glasses and face shields</li> <li>Ear plugs</li> <li>Gloves</li> <li>Protective footwear</li> <li>Respirators</li> </ul>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Potential impact on the probability of harm (avoidance)</li> <li>No impact on severity of harm</li> </ul>                                                                                                                                                                                              |                         |



# Risks and Opportunities

## Business Risks

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                            | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Risk | Internal/ External Issue |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| <b>1. Limited construction scope or services</b>                                                                                                                                                                                                                                                                                                                                                                     |              | Continually seek updates to technology and processes<br>Identify new activities to add to current scope of works<br>Continually seek new customers<br>Update existing customers with details of new technology and products and services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               | Internal                 |
| <b>2. Failure to conduct Company Inductions</b><br>Failure to induct all personnel<br>Personnel unfamiliar with company procedures, policies and requirements when at work and/or on site<br>Licenses and tickets not attained for records<br>Site hazards not understood leading to injury or property damage<br>Security breaches could lead to disruption of business or leak or confidential information         |              | All staff members must undertake a company induction, which outlines the quality, safety, environmental and information security policies and issues, within the first week of working with the company<br>Induction to include general emergency and evacuation procedures<br>Induction includes threat awareness and security procedures<br>Copies of induction records to be kept on the employees personnel file/in induction register<br>All licenses and white tickets to be verified and a copy taken to keep with personnel records                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               | Internal                 |
| <b>3. Psychological / Psychosocial</b><br>Stress, bullying or violence, harassment, discrimination - in the office or on site<br>Stress, fatigue and burnout<br>Reduced concentration and decision-making ability<br>Increased risk of errors, incidents or injuries<br>Reduced worker wellbeing and morale<br>Absenteeism, turnover and reduced productivity<br>Psychological injury or workers compensation claims |              | Company policies regarding acceptable behaviours are outlined in the Employee Workplace Agreements<br>Policies are also discussed during company induction<br>Recruitment process followed<br><br>Workloads and staffing levels monitored by management to ensure work demands remain reasonable<br>Workers encouraged to raise concerns regarding workload, stress or fatigue with supervisors or management<br>Adequate resources, supervision and support provided to workers<br>Work planning undertaken to minimise excessive hours and unrealistic deadlines where reasonably practicable<br>Overtime and extended working hours monitored to reduce fatigue risks<br>Regular communication and consultation with workers regarding workload pressures and wellbeing<br>Flexible work arrangements or working from home options considered where appropriate<br>Managers and supervisors trained to recognise signs of stress, fatigue and psychological distress<br>Clear roles, responsibilities and expectations communicated to workers<br>Bullying, harassment and inappropriate workplace behaviours managed in accordance with company policies and procedures<br>Workers encouraged to take regular breaks, leave entitlements and maintain work-life balance<br>Access to support services and employee assistance resources provided where available |               | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                      | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Risk | Internal/ External Issue |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
|                                                                                                                                                                                                                                                                |              | <p>Psychosocial hazards considered during risk assessments, incident investigations and workplace inspections</p> <p>Workplace culture promoted to encourage respectful communication, support and early reporting of concerns</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                          |
| <p><b>4. Server or Backup failure</b></p> <p>Unable to access electronic work, unable to communicate via email, loss of information.</p> <p>Workers cannot perform job.</p> <p>No access to project data</p>                                                   |              | <p>Local copy (back up) of electronic work system and database is performed weekly by the IT Department.</p> <p>Mobile phones allocated to keep communication channels open including emails and access to online data.</p> <p>rely on effective "Data Centre Redundancy"</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               | Internal                 |
| <p><b>5. Cyber attack</b></p> <p>Loss of access to company systems and project information</p> <p>Business interruption and inability to perform work</p> <p>Theft or compromise of confidential information</p> <p>Financial loss and reputational damage</p> |              | <p>IT systems protected by commercial antivirus and firewall software</p> <p>Multi-factor authentication enabled where possible</p> <p>Password requirements implemented including strong passwords and regular updates</p> <p>Regular software and security updates undertaken on all company devices</p> <p>Cloud and local backups performed regularly and tested periodically</p> <p>Access to company systems restricted to authorised personnel only</p> <p>Mobile devices protected with passcodes and remote wipe capability where available</p> <p>Suspicious activity and security incidents to be reported immediately to management</p> <p>Third-party IT providers engaged for specialist support and monitoring</p> |               |                          |
| <p><b>6. Organisational Knowledge being lost</b></p>                                                                                                                                                                                                           |              | <p>Identify which resources hold organisational knowledge</p> <p>Develop a succession plan</p> <p>Monitor implementation of succession plan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               | Internal                 |
| <p><b>7. Failure to comply with statutory and regulatory requirements</b></p>                                                                                                                                                                                  |              | <p>Identify all statutory and regulatory requirements</p> <p>Carry out regular statutory and regulatory update reviews</p> <p>Carry out regular statutory and regulatory compliance reviews</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               | Internal                 |
| <p><b>8. Working long hours including travel to and from office or site</b></p>                                                                                                                                                                                |              | <p>Working hours and travel to be monitored throughout by managers to ensure workers are not becoming fatigued</p> <p>Encourage workers to communicate with supervisors if becoming fatigued</p> <p>RNL Working Alone Policy developed and communicated to staff during company induction</p> <p>National Heavy Vehicle Regulations (NHVR) followed and fatigue management strategies in place</p>                                                                                                                                                                                                                                                                                                                                |               | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Risk | Internal/ External Issue |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| 9. Breach of contracts                                                                                                                                                                                                                                                                   |              | Ensure that all contractual arrangements are reviewed, understood, prior to acceptance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               | External/Internal        |
| <b>10. Travel in company vehicle</b><br><br>Damage to vehicle and/or injury or death to employee and others due to an accident involving another vehicle.<br><br>Vehicle incident due to fatigue or distracted driver leading to damage and/or injury or death.<br><br>HiJack of vehicle |              | Employee must be suitably licenced to drive the company vehicle - licence checked during company induction and details recorded. Employee to complete past driving experience information which is submitted to company insurance company for permission to operate vehicle. Company vehicle is regularly serviced to ensure it is safe to drive, tyres checked - details recorded in vehicle logbook. Drivers must not be under the influence of drugs or alcohol, or suffering from the effects of fatigue. All employees inducted to the RNL Tool of Trade Vehicle Policy at induction and annually thereafter. RNL follows National Heavy Vehicle Regulations with regard to maintenance, fatigue management, load restraint and all road rules with regard to heavy vehicles and freight. Loads must be secured and shall not exceed the safe working limit (SWL) of the vehicle. Drivers only operate mobile phones through vehicle bluetooth device. Smoking is not permitted in company vehicles. All Australian Road Rules and Signs to be adhered to |               | Internal                 |
| 11. Emergencies                                                                                                                                                                                                                                                                          |              | Emergency procedures developed for each site including Emergency numbers printed for all employees<br>Available on the intranet.<br>Appointed first aid officers<br>First Aid kit to be stocked and on site at all times -checked every 6months.<br>Staff members to be familiar with First Aid personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               | Internal                 |
| 12. Incident Management                                                                                                                                                                                                                                                                  |              | Report all incidents, injuries (no matter how minor), and near misses to the Supervisor and QSE Manager immediately.<br>Ensure serious injuries are treated by emergency services personnel upon their arrival.<br>Manage and action all items raised in prohibition or improvement notices from WHS Qld as a priority.<br>Manage all injuries requiring medical treatment through A1 Safety Matters to ensure high-quality care and appropriate return-to-work plans.<br>Ensure that injuries treated by personal medical professionals are also managed through A1 Safety Matters.<br>Treat all first aid injuries by one of the crew's trained first aid personnel.<br>QSE Manager to determine whether the incident is reportable to the regulator and report accordingly.<br>Report all injuries to the client by the Project Manager and QSE Manager                                                                                                                                                                                                     |               | Internal                 |
| 13. Public liability                                                                                                                                                                                                                                                                     |              | Ensure that public liability insurance is adequate and current                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               | Internal                 |
| 14. Fraud                                                                                                                                                                                                                                                                                |              | Ensure that controls are established for purchasing;<br>Ensure that controls are established for incoming and outgoing goods<br>Carry out regular stock takes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                 | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                 | Residual Risk | Internal/ External Issue |
|-----------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| 15. Inaccurate accounting and/or reporting systems                                                        |              | Establish regular financial reporting systems that are communicated to top management                                                                                                                                                                                                                                                                            |               | Internal                 |
| 16. Poor cash-flow                                                                                        |              | Establish regular financial reporting systems that are communicated to top management                                                                                                                                                                                                                                                                            |               | Internal                 |
| 17. Inadequate costing systems (leading to unsustainable pricing)                                         |              | Establish systems for review of tender submissions/proposals, prior to submission;<br>Upon completion of jobs/projects carry out reviews that includes financial aspects                                                                                                                                                                                         |               | Internal                 |
| 18. Bad debts                                                                                             |              | Establish regular financial reporting systems that are communicated to top management                                                                                                                                                                                                                                                                            |               | External/Internal        |
| 19. Equipment Breakdown                                                                                   |              | Carry out servicing in accordance with manufacturer's recommendations;<br>Carry out regular inspections                                                                                                                                                                                                                                                          |               | Internal                 |
| 20. Severe Weather Events                                                                                 |              | Refer to Emergency Response Plan.                                                                                                                                                                                                                                                                                                                                |               | External                 |
| 21. Travel and transport<br>Emissions from travel to work sites (domestic and international)              |              | Travel only undertaken on as needs basis to visit customers and complete shipments<br>Reputable carriers with good safety records used<br>Managers utilise technologies for communication to minimise travel requirements - Google Meet for meetings, phone calls, mobile phones allocated.<br>Employees work as a team and coordinate tasks to minimise travel. |               | Internal                 |
| 22. Climate Change<br>Trending increases in:<br>- Temperature<br>- Sea level<br>- Extreme weather events" |              | Integrated Management Manual<br>Environmental Processes<br>Legal & Other Requirements<br>See Environmental section of Business Risk Register                                                                                                                                                                                                                     |               | External                 |
| 23. Death or incapacitation of company shareholders                                                       |              | Shareholders Agreement to establish processes<br>Financial management of business<br>Minimise reliance on guarantees or other financial support from shareholders                                                                                                                                                                                                |               | External/Internal        |
| 24. Internet outage                                                                                       |              | Employee to use mobile device to access the internet and job files - employees have access to mobile internet data<br>If internet outage is ongoing, relocate to area/office where internet can be accessed or source another provider                                                                                                                           |               | External/Internal        |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                            | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Residual Risk | Internal/ External Issue |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| <b>25. Illness/Pandemic/COVID</b><br><br>Events like the COVID19 pandemic, flu season, other communicable diseases and Government Policies regarding the same, impact resource levels and operations of the company. |              | <p>No one should come to work if feeling sick or in contact with someone who presents symptoms of or has tested positive for COVID-19.</p> <p>Always maintain social distancing of 1.5 meters.</p> <p>Wash hands with soap or use hand sanitiser regularly during the shift.</p> <p>Do not touch your face with gloves or without cleaning / sanitising your hands.</p> <p>QA/Spotters do not pass your tablet / phone around. Do not share pens.</p> <p>QA/Spotters log their start and finish times.</p> <p>Everyone must wash hands prior to shift starting.</p> <p>Wash / clean down plant, equipment and tools at the beginning and end of every shift.</p> <p>Wash / clean down plant, equipment and tools between uses if someone else used it beforehand/ using disposable gloves, take off and dispose of them after handling any tools</p> <p>Employees are able to Work from Home. Policies have been revised to incorporate this requirement and all staff now have laptops rather than desktop computers to accommodate a shift like this at short notice. Additionally, staff are encouraged not to report to work if they are feeling unwell. Rather they are to call their manager to discuss. If an employee reports for work unwell, the manager will assess the situation and likely ask the employee to work from home if they are well enough or take leave until they have a doctor's clearance to return to work.</p> |               | External/Internal        |
| <b>26. Use of mobile phones causing distraction</b>                                                                                                                                                                  |              | <p>No mobile phones should be used while a staff member is working on a job site</p> <p>Phone use to be limited to designated break times or for Biosecurity Consultants when taking photos of works for inspection reports</p> <p>For those times when the staff member is permitted to use the mobile phone on site, they must stand in a safe position and remain in that location during the call</p> <p>For those staff members with relevant tickets, no machinery to be operated while using mobile phone</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               | External/Internal        |
| <b>27. Portable Electrical Equipment</b>                                                                                                                                                                             |              | <p>Electrical equipment other than office equipment that is not moved, shall be test and tagged by a suitably qualified person. No work on electrical equipment is undertaken by employees unless they are suitably qualified.</p> <p>Check that any equipment is in good condition, leads are not damaged and test and tag is in date before use. Tag "Out of Service" any damaged equipment and do not use. "Out of Service" tags to be available to all employees.</p> <p>All electrical equipment to be visually inspected prior to each use</p> <p>Cord stands and plastic hooks to be used, where possible, to suspend power cables above the ground and on scaffolds/ work platform etc.</p> <p>All equipment guarding is to remain fitted at all times</p> <p>The use of cordless power tools is encouraged in preference over 240 volt</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               | External/Internal        |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                      | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Residual Risk | Internal/ External Issue |
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| 28. Working Outdoors                                                                                                           |              | <p>Work planning to take into consideration all conditions (weather, light, environmental etc.)</p> <p>PPE requirements to take into account weather, light and environmental conditions</p> <p>Sun screen, hats/caps, wide brims for hard hats, long sleeve shirt, long pants, gloves, safety glasses and steel cap shoes/boots to be available for all conditions</p> <p>Staff member to carry bottled water, particularly if sufficient drinking water not available on site</p> <p>Toolbox talk including dangers around working in direct sunlight and excess heat.</p> <p>Follow site safety procedures outlined in site induction</p> <p>Obey exclusion zones</p> <p>Site specific Safe Work Method Statement (SWMS) developed and implemented</p> |               | External/Internal        |
| 29. Transport Operations                                                                                                       |              | <p>Fatigue management principles in place and monitored. Drivers to abide by NHVR requirements for rest periods and managers confirm this. Training in load restraint undertaken. Maintenance schedules for trucks and trailers in place.</p> <p>VOC in heavy haulage in place including trailers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | External/Internal        |
| 30. Subcontractor is using unapproved Work Methods                                                                             |              | <p>All subcontractors are assessed in accordance with the company's Approved Supplier process and consultation with management. This includes subcontractors submitting their Work Health &amp; Safety Plans and SWMS if applicable. All subcontractors sign on SWMS at site. RNL assign a contract manager. Regular approved supplier audits to assess work performance against the company's QSES requirements</p>                                                                                                                                                                                                                                                                                                                                      |               | External/Internal        |
| 31. Verification of purchased product or service<br>Purchased product or service does not meet specified purchase requirements |              | <p>Suppliers evaluated and selected based on their ability to supply product or service in accordance with requirements</p> <p>All supplier documentation provided and recorded.</p> <p>All information security products and apps shall be sought and purchased in line with strict Security Management protocols</p> <p>All security items including containers, safes, locks, etc shall meet the requirements of DISP and RNL Security Management System</p>                                                                                                                                                                                                                                                                                           |               | Internal                 |
| 32. Internal Audits<br>Potential for lack of impartiality in Internal Audits                                                   |              | <p>In order to maintain objectivity in assessment, Internal Audit personnel should not audit their own work, where possible. Audits are to be carried out only by persons who have received formal Internal Audit training and should, where possible, be independent of the functions and activities being audited. Due to the size of the organisation and security clearance requirements, the company accepts the risk when there is no alternative to the Internal Audit personnel auditing their own work.</p>                                                                                                                                                                                                                                      |               | Internal                 |
| 33. Night Works                                                                                                                |              | <p>Site personnel shall wear retro-reflective clothing.</p> <p>Mobile/fixed plant and equipment lighting shall be adequate, available, and functional. Position adequate lighting to avoid glare.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                            | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                | Residual Risk | Internal/ External Issue |
|------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| 34. Contact with Hot and/or Flammable Bituminous Product                                             |              | Suck product instead of pump where possible.<br>Conduct regular inspections of hoses and fittings.<br>Eliminate sources of ignition.<br>No sources of ignition.<br>Use additional PPE, including heat-resistant gloves, 200mm Perspex or 1mm metal mesh visor, neck protection, or balaclava and goggles within 15 metres of bitumen tankers.<br>Fire extinguishers are readily available.<br>Establish exclusion zones around Spray Seal works |               | Internal                 |
| 35. Unqualified Personnel / Inadequate Training                                                      |              | Implement training systems and procedures including: <ul style="list-style-type: none"> <li>• Company &amp; Contractor Induction.</li> <li>• Site Induction.</li> <li>• Competency Assessments</li> <li>• Specialised training to be provided where required</li> </ul>                                                                                                                                                                         |               | Internal                 |
| 36. Unqualified Sub-contractors                                                                      |              | Implement an approved supplier process.<br>Manage subcontractors through a subcontractor management system                                                                                                                                                                                                                                                                                                                                      |               | External/Internal        |
| 37. General Construction Dust & silica                                                               |              | Implement dust suppression systems as required.<br>Use Water truck and / or suction sweeper as required.<br>Dust masks (minimum disposable P2 style) to be worn as required.                                                                                                                                                                                                                                                                    |               | External/Internal        |
| 38. Ignition of combustible liquids                                                                  |              | Prohibit combustible liquids e.g. diesel is not to be used to clean plant.                                                                                                                                                                                                                                                                                                                                                                      |               | External/Internal        |
| 39. Poor After Hours Traffic Control                                                                 |              | Site Supervisor shall ensure monitoring of after-hours traffic control signs and devices are erected, maintained and removed as appropriate.<br>Records of inspections shall be maintained.                                                                                                                                                                                                                                                     |               | External/Internal        |
| 40. Working near railway lines and within railway corridor                                           |              | All works carried out under authorisation of QR or a QR appointed Project Manager.<br>Ensure QR Spotter is in place.<br>Wear only hi vis orange shirts.<br>All works under the supervision of a PPO or PO                                                                                                                                                                                                                                       |               | External/Internal        |
| 41. Abuse and aggression from clients or other workers<br><br>Psychological injury, stress or trauma |              | Workplace behaviour expectations communicated through company policies, inductions and training<br>Bullying, harassment, abuse, aggression and violence not tolerated within the workplace or on worksites<br>Workers encouraged to report incidents, threats or concerning behaviour immediately to management                                                                                                                                 |               |                          |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                 | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Residual Risk | Internal/ External Issue |
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| Physical injury to workers or others<br>Reduced worker wellbeing and morale<br>Disruption to work activities and productivity<br>Increased absenteeism and staff turnover<br>Reputational damage and potential legal liability                                                                                                                            |              | Managers and supervisors trained to appropriately respond to reports of aggressive or abusive behaviour<br>Training in how to respond to verbal abuse over the phone<br>Risk assessments undertaken for work activities involving interaction with clients, members of the public or other third parties<br>Workers not required to remain in situations where they feel unsafe or threatened<br>Appropriate communication and conflict resolution processes implemented<br>Site access controls and security measures implemented where required<br>Incident reporting and investigation processes established for all incidents involving abuse or aggression<br>Workers provided with support following incidents including access to appropriate assistance where available<br>Consultation undertaken with workers regarding psychosocial hazards and workplace behaviour concerns<br>Procedures established for situations involving violence or threatening behaviour<br>Disciplinary processes implemented for breaches of company behavioural expectations                                                                                          |               |                          |
| <b>42. Role Ambiguity</b><br>Confusion regarding duties, responsibilities and reporting lines<br>Reduced productivity and work quality<br>Increased stress, frustration and workplace conflict<br>Errors, omissions or duplication of work<br>Reduced accountability and decision-making effectiveness                                                    |              | Position descriptions and responsibilities clearly defined and communicated to workers<br>Organisational structure and reporting lines communicated to all personnel<br>Roles and responsibilities discussed during induction, onboarding and performance discussions<br>Managers and supervisors available to provide guidance, clarification and support<br>Regular communication undertaken to clarify priorities and expectations<br>Changes to roles, responsibilities or business operations communicated promptly to affected workers<br>Workers encouraged to seek clarification where duties or expectations are unclear<br>Adequate supervision and support provided, particularly for new or transitioning workers<br>Consultation undertaken with workers regarding workload, responsibilities and operational changes<br>Training and competency requirements identified and provided relevant to role responsibilities<br>Issues relating to unclear responsibilities addressed promptly through management consultation and review<br>Procedures, workflows and authority levels documented where required to support operational consistency |               |                          |
| <b>43. Regulatory Presecution</b><br>Fines, penalties or prosecution by regulatory authorities<br>Suspension of works, licences or approvals<br>Legal costs and increased insurance impacts<br>Reputational damage and loss of client confidence<br>Project delays and operational disruption<br>Increased regulatory scrutiny and compliance obligations |              | Compliance with applicable legislation, Codes of Practice, Australian Standards and contractual requirements maintained<br>Legal and other requirements register maintained and reviewed regularly<br>Workers and subcontractors inducted and trained regarding relevant compliance obligations and company procedures<br>Internal audits, inspections and compliance reviews undertaken to verify ongoing compliance<br>Incidents, hazards, complaints and non-conformances reported, investigated and addressed promptly<br>SWMS, procedures and environmental controls implemented and monitored throughout project delivery<br>Licences, permits, insurances and certifications maintained and monitored for currency<br>Competent personnel and subcontractors engaged for specialised or high-risk activities<br>Corrective and preventive actions implemented where compliance gaps or breaches are identified<br>Records and evidence of compliance maintained in accordance with legislative and contractual requirements                                                                                                                           |               |                          |



| Hazard/Risk, Aspect/Impact or Opportunity | Initial Risk | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                          | Residual Risk | Internal/ External Issue |
|-------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
|                                           |              | Communication maintained with regulators, clients and relevant stakeholders where required<br>Management review processes undertaken to monitor compliance performance and emerging regulatory risks<br>External specialists or consultants engaged where additional legal, environmental or technical advice is required |               |                          |

### Health & Safety Risks (sites)

| Hazard/Risk, Aspect/Impact or Opportunity                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Residual Rating | Internal/ External Issue |
|------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| <b>1. Working at Heights</b><br>Refer to specific SWMS for developed for Job |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                          |
| Ladders and Walkways - Falling                                               |                | Ladders & Walkways to comply with AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation.<br>Maintain 3 points of contact at all times<br>Must be erected in accordance with the manufacturers or competent person's instructions. Rail to be at least 900 mm above the platform / surface. Have other rails or sheeting below the top rail. May need a toe board that is 150 mm high.                                                                                                                                                                                                                                                                                           |                 | Internal                 |
| Travel Restrain - Falling                                                    |                | The travel restraint system must be installed by a competent person. Have load bearing anchor points. The person using the system must be trained in its operation. Visually check, prior to use. Carry out six monthly documented inspections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | Internal                 |
| Anchors - Falling                                                            |                | Each anchor must be engineering designed. Each anchor point must be inspected and approved by a competent person. Each anchor point must be located so that a lanyard can be attached before the person moves into a position that they may fall. Access to the fixing point will be by a ladder which will be fixed to prevent slipping. There must be enough distance available to prevent the person hitting the ground if the person fell. No person is allowed to use the system alone. Consider emergency procedures should there be a fall to retrieve the fallen person. The person using the system must be trained in its operation. Visually check, prior to use. Carry out six monthly documented inspections. |                 | Internal                 |
| Net - Falling                                                                |                | Must be designed by an engineer or a competent person. Must have energy absorbing characteristics to absorb shock. Be installed so that a person falling into the net does not hit anything below the net.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Rating | Internal/ External Issue |
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| Scaffolding - Falling<br>Falling Objects                                                 |                | Only licensed scaffolders to be used. Scaffold to be erected in accordance with the Scaffolding Code of Practice and AS/NZS 4576 (Guidelines for Scaffolders). Upon completion of scaffolding a Hand Over Certificate shall be issued by the scaffolder.<br><br>Gantry to be provided where required. Ensure any erections do not interfere with fire escape doors/exit routes. Where required signs to be placed on the inside of doors alerting the hazards and "Use only in Emergency"<br><br>Designated hard hat and no access areas.<br>Tools and equipment are to be restrained from falling.No loose objects stored at height.                                                                                                                                                                                                                                                                |                 | Internal                 |
| Engulfment by water                                                                      |                | Work area isolated from live lines where possible.<br>Flows controlled by asset owner/client or monitored on site<br>Constant contact between workers and standby person<br>Rescue equipment and procedures in place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 | Internal                 |
| Workers left in confined space                                                           |                | All entrants to sign out on entry permit<br>Standby person to ensure all entrants have exited work area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 | Internal                 |
| Ongoing risk to public/site personnel                                                    |                | Covers replaced where applicable and barriers removed.<br>Tools and Equipment removed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 | Internal                 |
| <b>2. Hazardous Substances</b><br>Refer to Chemical Safety Data Sheets for each material |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                          |
| Storage – Concentration -ignition                                                        |                | <ul style="list-style-type: none"> <li>Store substances away from ignition sources,</li> <li>Store in cool dry area and ensure adequate ventilation (chemical chest or cupboard)</li> <li>Do not store in areas where vapours may be trapped, eg pits, basements</li> <li>Appropriately Label any container containing unconsumed decanted product</li> <li>Ensure that leakages from packages cannot adversely affect other dangerous goods or other substances in the storage area. Refer to SDS for incompatible materials.</li> <li>Liquid dangerous goods should not be stored above solid dangerous goods that are in paper or absorbent packaging.</li> <li>Store glass containers at lower levels to minimise the risk of breakages</li> <li>ensure any special control conditions are observed to ensure stability (eg maintain stabilizers or refrigeration, keep packages dry)</li> </ul> |                 | Internal                 |
| Storage – Concentration -oxygen depletion                                                |                | Store in cool dry area and ensure adequate ventilation (chemical chest or cupboard)<br>Do not store in areas where vapours may be trapped,<br>e.g. pits, basements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Residual Rating | Internal/ External Issue |
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| Storage - Slips, trips                    |                | <ul style="list-style-type: none"> <li>Clean up any spilled or leaked material immediately (refer to SDS)</li> <li>Use original containers and inspect for damage before storing.</li> <li>stow packages in a manner that minimises the risk of falling or being dislodged</li> <li>Inspect packaging regularly for leaks.</li> <li>contain or repackage any leaking package.</li> <li>keep packages closed when not in immediate use</li> <li>store on surfaces resistant to attack by spilt contents (eg if storing acid, the shelving should be acid resistant)</li> </ul> |                 | Internal                 |
| Use – Absorption -Skin contact -Ingestion |                | <p>Consider wearing protective gloves, long sleeves, longs trousers,<br/>Monitor for skin reactions.<br/>Watch your hands to avoid undue contact.<br/>Use only recommended amount of product.<br/>Use applicator recommended by manufacturer.</p>                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |
| Use - Ignition                            |                | <p>Use in well- ventilated area,<br/>Use away from ignition sources,<br/>If using on cut metals, allow surfaces to cool before applying.<br/>Ensure Fire extinguisher is on hand.</p>                                                                                                                                                                                                                                                                                                                                                                                         |                 | Internal                 |
| Use - Inhalation                          |                | <p>Use in well-ventilated areas,<br/>Use local extraction if ventilation is inadequate,<br/>Use SDS specified respirator if exposure to vapour is prolonged.<br/>Do not use in confined spaces.</p>                                                                                                                                                                                                                                                                                                                                                                           |                 | Internal                 |
| Use - Eye contact                         |                | <p>Use in Well-ventilated area,<br/>Use away from face. Maintain at least forearms length away from applicator.<br/>Wear safety glasses; consider use of chemical goggles if significant chance of eye contact exists.</p>                                                                                                                                                                                                                                                                                                                                                    |                 | Internal                 |
| Absorption<br>-Skin contact               |                | <p>consider wearing protective gloves, long sleeves, longs trousers,<br/>monitor for skin reactions.<br/>Watch your hands to avoid undue contact.<br/>Use only recommended amount of product.<br/>Use applicator recommended by manufacturer.</p>                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |
| Absorption<br>-Ingestion                  |                | <ul style="list-style-type: none"> <li>Wear safety gloves,</li> <li>wash hands before eating.</li> <li>Use below face level and/or keep clear of usage and drip area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |                 | Internal                 |
| Spills<br>-Slips and trips                |                | <ul style="list-style-type: none"> <li>Control and clean any spills immediately,</li> <li>wear safety footwear,</li> <li>apply sparingly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                     | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Residual Rating | Internal/ External Issue |
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| <b>3. Manual Handling and Hazardous Manual Tasks</b>                                                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                          |
| <p>Manual Handling</p> <p>Incorrect techniques (stretching, stooping, twisting) when handling receivables and deliveries.</p> <p>Individuals with health conditions, previous back injuries etc affecting ability to safely handle items.</p> |                | <p>Use mechanical lifting aids.</p> <p>Staff awareness of safe manual handling techniques though information and training.</p> <p>Mechanical aids to be used for lifting where possible</p> <p>If mechanical aids cannot be used for lifting heavy items, then multiple people lift to be used, where possible</p> <p>Personnel must assess the weight of the item and ensure they are fit for the task prior to commencing any lift</p> <p>If the item is too heavy to lift, do not lift the item - staff member to inform their direct supervisor/manager of the problem</p> <p>Loads restricted to personal capabilities.</p> <p>Manual Handling procedure developed and to be followed when manually lifting items</p> <p>Training of staff on manual handling requirements during company induction</p> <p>Implement warm-up exercises before commencing hazardous manual tasks.</p> <p>Provide awareness training on correct posture and techniques for hazardous manual tasks.</p> <p>Load shovel only to a weight that is able to be comfortably handled.</p> <p>Use mechanical lifting aids where possible.</p> <p>Encourage team lifting where appropriate.</p> |                 | Internal                 |
| <p>Electricity</p> <p>Using damaged portable electrical appliances, cables, plugs etc.</p> <p>Damage to portable electrical appliances, their cables, plugs etc.</p>                                                                          |                | <p>Appliances subject to appropriate levels of maintenance (i.e. inspection and testing) that is recorded.</p> <p>Extension cables used only as a temporary measure and positioned away from areas of potential damage.</p> <p>Sufficient number and position of fixed socket outlets.</p> <p>Unavoidable trailing cables across walkways are covered with cable matting/protector.</p> <p>Refer to Field Manual</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | Internal                 |
| <p>Slips, Trips, Falls</p> <p>Untidy work area .</p> <p>Items in entrance, aisles and walkways.</p>                                                                                                                                           |                | <p>Ensure products are placed in the allocated area immediately.</p> <p>Regular housekeeping checks.</p> <p>Avoidance of trailing cables across walkways where possible.</p> <p>Staff awareness of maintaining good housekeeping and actions to deal with any slip or trip hazards discovered.</p> <p>Refer to section Field Manual.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 | Internal                 |
| <b>4. Plant</b>                                                                                                                                                                                                                               |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                          |
| Plant rollover during loading/unloading                                                                                                                                                                                                       |                | <p>Assess ground conditions – floats parked on firm level ground</p> <p>Competent operators only using plant</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity              | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Residual Rating | Internal/ External Issue |
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| Crushing, striking personnel during loading/ unloading |                | No personnel on truck deck.<br>Spotters used where required.<br>Experienced personnel only in immediate area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | Internal                 |
| Plant Slides or Falls Off Float/Truck                  |                | No mobile plant in tippers.Non-slip surfaces on ramps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                          |
| Risk to public/other trades                            |                | Traffic controllers in attendance when required.<br>Competent person to direct public.<br>Exclusion zones barricaded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                          |
| Plant failure/ breakdown                               |                | Plant maintenance records current.<br>Pre start checks filled in before plant operation<br><br>Conduct daily Mobile Plant Inspections.<br><br>Maintain Mobile Plant Risk Assessments & Servicing Records.Tag out and report any unsafe mobile plant. (Do not operate).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Internal                 |
| Moving Parts & Pinch Points                            |                | Fit appropriate guarding to prevent access in compliance with AS 4024.2601 Safety of Machinery.<br>Display appropriate "No Access Unless Isolation is Verified" signage.<br>Follow Isolation procedure prior to access.<br>Install Emergency lanyards/buttons.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                          |
| Personnel/equipment/ structures struck by plant        |                | Qualified operators/supervised trainees on plant.<br>Ensure sufficient area for plant operation<br>All personnel to wear high visibility clothing<br>Warning devices on plant in good order and activated.<br>Roadways/travel areas for plant kept clear of pedestrians<br>Site personnel alert operator when within 3 metres of plant.<br>Bucket safety pins to be in place where applicable<br>RNL shall ensure only competent personnel operate high risk plant and equipment and shall maintain a training register and training needs analysis for such tasks<br><br>SOPs and Verification of competence documents shall be developed and implemented<br><br>Warning signs shall be displayed to warn others of the dangers at site<br><br>All visitors are to report to office and sign in.<br><br>Site inductions |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity     | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                         | Residual Rating | Internal/ External Issue |
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| Personal struck by site vehicles              |                | Road rules/speed limits obeyed at all times.<br>Pedestrians give way to vehicles and plant.<br>Traffic control in place if required.                                                                                                                                                                                                                                                                                     |                 | Internal                 |
| Plant rollovers                               |                | Conduct site Assessment.<br><br>Only competent operators shall operate mobile plant.<br><br>Operators must wear seat belt.<br><br>Certified Roll over Protection (ROPS) fitted as required.<br>Assess ground conditions prior to operating plant<br>Trenches/excavations barricaded<br>Backfill compactions to specified standards to avoid subsidence.<br>Plant utilised in accordance with manufacturer's instructions |                 | Internal                 |
| Personnel/equipment hit by falling objects    |                | Only level loads in trucks / dumpers.<br>Personnel to stay clear of swing zone.<br>Operators to ensure all personnel are clear of trench areas during backfilling.<br>When craning, qualified dogger directing loads.                                                                                                                                                                                                    |                 | Internal                 |
| Unsafe parking of mobile plant                |                | Monitor that Mobile plant remaining on site is parked appropriately, e.g., level ground, rollerwheels/drums chocked, vandal proof covers fitted, fuel tanks locked, required clearance from traffic.No parking of mobile plant/equipment near drains, creeks, etc. unless spill protection/containment is installed.                                                                                                     |                 |                          |
| <b>5. Overhead and Underground Powerlines</b> |                |                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                          |
| Unidentified overhead services                |                | Site investigated prior to starting works.<br>Permits obtained off asset owner where applicable                                                                                                                                                                                                                                                                                                                          |                 | Internal                 |
| Unidentified underground services             |                | Regular Test & Tag of electrical equipment.<br><br>Scheduled testing of Earth Leakage Circuit Breakers (ELCBs).<br><br>Conduct "Dial Before You Dig" checks and service location.<br><br>Obtain a permit to excavate when necessary.<br><br>Monitor that isolation and verification procedures are followed                                                                                                              |                 |                          |
| Unqualified operator                          |                | Operator tickets sighted and verified                                                                                                                                                                                                                                                                                                                                                                                    |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity  | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Residual Rating | Internal/ External Issue |
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| Operator unaware of power lines            |                | Toolbox meeting; paint markings on ground; delineated exclusion zones; spotter if required                                                                                                                                                                                                                                                                                                                                                                                                                    |                 | Internal                 |
| Plant striking power lines                 |                | Qualified spotter on site at all times where plant can come in contact with power lines.<br>Catenaries (goal posts) in place.<br>Spotter to ensure exclusion zones adhered to :-<br>Up to 133kV – 3.0 metres<br>133kV to 330 kV – 6 metres<br>Over 330 kV – 8 metres                                                                                                                                                                                                                                          |                 | Internal                 |
| Workers struck by falling lines            |                | All personnel to be clear of works area unless required                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 | Internal                 |
| Damage to earthing grids                   |                | Consultation with asset owner to determine extent of grids – exclusion zones marked with webbing/bunting                                                                                                                                                                                                                                                                                                                                                                                                      |                 | Internal                 |
| Damage to power poles                      |                | Power poles barricaded with high visibility material where plant working in close proximity.<br>Spotter in place if operator can't see the pole.<br>Power poles propped/ mechanically supported where excavation could destabilize footings.                                                                                                                                                                                                                                                                  |                 | Internal                 |
| <b>6. Working on or Adjacent to a Road</b> |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                          |
| Planning/prestart<br>Inadequate planning   |                | Site investigation undertaken.<br>Traffic management plan compiled by accredited traffic management organisation.<br>Police and local authority permits received.<br><br>Implement appropriate MUTCD Part 3/OGTMM compliant Traffic Management Plan<br>Traffic control set up in accordance with Traffic Management Plan (TMP).<br>Conduct regular documented inspections to ensure traffic control signs and devices are erected, maintained and removed as appropriate.<br>Provide adequate lighting onsite |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                     | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Rating | Internal/ External Issue |
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| Workers being struck by vehicles                                              |                | <p>All personnel to wear high visibility clothing.</p> <p>Traffic management put in place and checked against TMP.</p> <p>Personnel entering &amp; exiting work zone to alert traffic controllers.</p> <p>Ground personnel must maintain the appropriate clearance distance from traffic control barriers.</p> <p>Where the clearance distance cannot be maintained, a Qualified Traffic Controller must be engaged to stop traffic.</p> <p>Vehicles moving inside work area to move slowly with audio and visual alerts on</p> <p>Spotters used for vehicles reversing inside work zone.</p>                                                                                                                                                                                                                                                                  |                 | Internal                 |
| Site vehicles/plant entering & exiting work zone                              |                | <p>Traffic controllers to hold and release traffic to allow safe entry/ exit.</p> <p>Site operators/drivers to alert traffic controllers to their intended movements and obey directions.</p> <p>Statutory road rules to be obeyed by all site operators/drivers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | Internal                 |
| Collision between site plant/vehicles and public vehicles                     |                | <p>Site plant/vehicles to obey directions from traffic controllers.</p> <p>Operators/drivers to stay alert to public vehicle movement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | Internal                 |
| Pedestrians struck by site plant/vehicles                                     |                | <p>Alternate footpath arrangements put in place.</p> <p>Traffic controllers manage pedestrian traffic.</p> <p>Operators/drivers stay alert to pedestrian traffic.</p> <p>Operators/drivers obey directions from traffic controllers</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 | Internal                 |
| End of shift or completion of works<br>Unsafe road conditions at end of shift |                | <p>Road returned to trafficable condition where possible.</p> <p>Open excavations signed, barricaded/fenced.</p> <p>Construction debris cleaned from road surface.</p> <p>Road surface hazards signed.</p> <p>Redundant signage removed during non work hours.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |
| <b>7. Exposure to general construction site hazards.</b>                      |                | <p>The following Personal Protective Equipment is considered mandatory and must be worn at all times whilst on site and is a condition of entry:</p> <p>Safety Boots</p> <p>Safety Helmet</p> <p>High Visibility Vest</p> <p>Sunscreen</p> <p>Signage indicating PPE requirements will be displayed at the site entrance/site office.</p> <p>Site Supervisor will ensure ongoing monitoring and compliance with PPE requirements. Verification of evidence of a valid General Safety Induction card and where required customer specific card shall be carried out by the Site Supervisor prior to any person commencing work on site.</p> <p>PPE requirements will form part of the site-specific induction program for the project.</p> <p>Refer to section 21.0 (Field Manual – PPE Management)</p> <p>Refer to section 30.0 (Office Manual – Training)</p> |                 | Internal                 |



| Hazard/Risk, Aspect/Impact or Opportunity                                                                     | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/ External Issue |
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| <b>8. Exposure to hazards resulting from poor housekeeping</b><br>Slips/Trips/Falls                           |                | A designated tip area for all general construction waste materials will be provided and cleared on completion of the contract.<br>All rubbish is to be placed into the designated area prior to leaving the site each day.<br>Materials and plant are to be stored safely within the perimeter of the work site.<br>Hazards created by protruding objects shall be control by elimination, isolation or engineering controls (such as capping steel starter bars).<br>Appropriate safe and clear access to and from the workplace for anyone working or about to work on the project site shall be maintained for the duration of the project.<br>Ensuring that there is enough area in which to safely store the materials or plant at the workplace that is being used or is to be used by persons working on site.<br>Housekeeping information will be included within the site-specific induction program and reinforced to all sub-contractors at pre-work meetings.                                         |                 | Internal                 |
| <b>9. Worker exposure to levels of excessive noise.</b><br>Hearing Damage                                     |                | Conduct Noise assessments.<br>Observe signage for noise excessive plant & equipment.Wear appropriate hearing protection as required.<br><br>A combination of ear-muffs and ear-plugs must be worn by workers undertaking, or adjacent to, noise generating activities.<br>Wherever practicable, noise generating plant, equipment, machinery, tools and/or equipment shall be fitted with noise reduction devices such as mufflers and/or silencers. Tools and associated equipment (such as compressor hoses and saw blades) shall be kept in an optimum condition.<br>Compressors with acoustical grade casings shall be utilised whenever possible.<br>Partial acoustic enclosures that can be relocated around the work site shall be utilised whenever practicable.<br>Very noisy work will be scheduled to occur on site when fewer people will be exposed.<br>'No-Go Zones' will be established for areas in which very noisy work is being undertaken to restrict access and limit noise exposure levels. |                 | Internal                 |
| <b>10. Workers exposed to hazards created by load lifting/lifting equipment.</b><br>Crushing<br>Electrocution |                | Licenses, permits and/or certificates of competency for all load lifting/lifting equipment shall be verified prior to any person operating such equipment.<br>Should a crane be used in conjunction with the works, all persons must obey the instructions of the dog-man associated with that crane.<br>The kibble bucket used must be serviceable, with a current certificate of inspection (including crack test) available upon request.<br>All persons are to be made aware of the presence of the crane and associated material, e.g. concrete and kibble, before it starts to deliver the load to the pit.<br>All chains, slings and associated lifting gear shall be inspected for current test and tag.<br>Where there is a potential for lifting plant, equipment and/or machinery to come into contact with overhead lines, the work shall be supervised.<br>Loads shall not be lifted and/or transported by passing directly over the head of any person on site.                                     |                 | Internal                 |
| <b>11. Ergonomics</b>                                                                                         |                | Design of office workstations in order to minimise operator fatigue and discomfort, including seating, location of computer equipment, rest periods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                          |

| Hazard/Risk, Aspect/Impact or Opportunity      | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Residual Rating | Internal/ External Issue |
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| 12. Biological - Disease                       |                | <p>All workers exposed to diseases caused by infectious agents (bacteria, viruses, protozoa and fungi present shall be immunised for Hepatitis A, Hepatitis B and Tetanus. Immunisation records shall be maintained at Head Office.</p> <p>Do not smoke, eat or drink in areas where chemical or biological contamination may be expected. Maintain good personal hygiene practices. Regularly wash hands before eating and on completion of a task.</p> <p>Ensure safe handling of needles and syringes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 | Internal                 |
| 13. Moving Parts – Entanglement, Electrocution |                | <p>Equipment must be isolated from supply by either opening switches, switching off circuit breakers (and rack out if possible), or removing fuses. Following isolation, the circuit isolating device shall be secured in the open position and locked out where possible. Alternatively isolation may consist of disconnection and removal of the cabling from the control device. Where this system of isolation is adopted all active plus neutral and earth conductors forming the circuit must be removed.</p> <p>The isolating device must then have a tag attached.</p> <p>Test using proven equipment which has been tested immediately prior. Volt sticks or similar are not an acceptable testing device to confirm that power is OFF, these can only be used to confirm power is ON. Where practical warning tags shall be placed at all points of the switching, isolation or disconnection. No device shall be operated whilst a lock or tag is attached.</p> <p>Tags shall contain the following information, clearly visible.</p> <p>a) The reason for the tag being attached</p> <p>b) The date the tag is attached</p> <p>c) The name, company and contact phone no. of the person attaching the tag.</p> <p>The tag shall be documented in the Tag Register held at the site.</p> <p>The tag shall only be removed by the person who attached the tag, or in their absence the Project Manager after familiarising themselves with the reason for the tags presence.</p> <p>In some situations multiple locks and tags may be required. One or more may belong to other contractors and / or other trades. In these situations all tags and locks must be signed off and removed prior to energisation.</p> |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                        | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Residual Rating | Internal/ External Issue |
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| <b>14. Refueling plant and equipment</b><br>Fumes<br>Burns<br>Explosion                          |                | <p>Refuelling, where possible, will be undertaken before work commences, at designated breaks or after work ceases.</p> <p>While refuelling, no naked flames, cigarettes, mobile phones or two-way radios, or electrical equipment which may cause sparks should be used in the immediate vicinity.</p> <p>Machinery is not to be left running during refuelling operations. Engines must be switched off.</p> <p>At all times the person who is refuelling the machine is to approach the unit in such a manner that:</p> <p>The operator/driver of the plant has sighted the refuelling vehicle before refuelling commences; or</p> <p>The person who is refuelling is satisfied that there is no one in the cab of the unit to be refuelled.</p> <p>The worker who is refuelling the machine shall minimise the risk of fuel spillage by all means practicable.</p> <p>Should a fuel spillage occur, the worker must report the occurrence to their immediate supervisor</p> <p>Ensure a current Safety Data Sheet is available on site.</p> <p>Only approved fuel containers shall be used to be store fuel.</p> <p>Monitor that fuel containers are NOT stored near heat sources.</p> <p>Diesel powered generators are used where possible.</p> <p>Engines must be turned off prior to refuelling.</p> <p>No smoking, naked flames or heat sources are allowed around refuelling area.</p> <p>Fire extinguishers shall be readily available.</p> <p>Do not over fill fuel tanks.</p> <p>Spill kits in place and fully stocked</p> |                 | Internal                 |
| <b>15. Public Safety and Working Around the Public</b><br>Unauthorised Entry<br>Injury to Public |                | <p>Where required notification of impending works will be given to all relevant stakeholders. Traffic management plans will include pedestrian access arrangements where footpaths/walkways are disturbed. Where thoroughfares are damaged during construction, fencing/barriers and signage to legislative standards will be put in place.</p> <p>Work areas will be cordoned off where necessary to prevent unauthorized access to site. Compounds will be securely fenced and locked when unattended. Excavations will be securely fenced at the end of shift.</p> <p>Spotters will be used as required.</p> <p>Traffic Control set up in accordance with Traffic Management Plan (MUTCD Part 3 &amp; OGTTM).</p> <p>Conduct regular documented inspections to ensure traffic control signs and devices are erected, maintained and removed as appropriate.</p> <p>Control of pedestrian access on and around site (As per TGS).</p> <p>Engage a qualified Traffic Controller to stop traffic where necessary.</p> <p>Conduct mobile plant inspections, risk assessments, and servicing.</p> <p>Implement subcontractor management protocols.</p> <p>Keep worksites and surroundings clean and tidy</p>                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                               | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual Rating | Internal/ External Issue |
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| <b>16. Exposure to Hazardous Manual Tasks</b><br>Back strains etc                                                                                                                                                       |                | <p>Consideration should be given to:</p> <ul style="list-style-type: none"> <li>• Modifying objects, e.g. smaller packaging, adding handles;</li> <li>• Modifying layout of equipment, e.g. heavier or more awkward items store near waist height;</li> <li>• Rearranging the flow of materials to reduce handling;</li> <li>• Doing tasks in a different way, e.g. using trolley instead of carrying, pushing <ul style="list-style-type: none"> <li>○ instead of lifting; and using</li> <li>○ Mechanical Handling equipment.</li> </ul> </li> </ul> <p>Examples of manual handling equipment that may be used include forklifts and trolleys. Equipment should be easy to use and not cause obstruction, designed to suit the load, readily available and operators should be trained in its use</p>     |                 | Internal                 |
| <b>17. Fatigue</b><br>Personal Injury                                                                                                                                                                                   |                | <p>Have adequate rest and sleep between shifts and before returning to work after days off;<br/> Manage activities outside working time to establish adequate sleep;<br/> Maintain a level of health and fitness that minimises fatigue;<br/> Avoiding alcohol or other drugs and medications that may cause fatigue;<br/> Change the timing of work and meal breaks;<br/> Allow the person to continue working with increased supervision or assistance from a co-worker;<br/> Allow a rest or meal break;<br/> Allocate other duties or equipment to the person;<br/> Remove the person from the workplace.</p> <p>10-hour break shall be taken between shifts.<br/> Tasks to be rotated to reduce fatigue.<br/> Rosters and resources shall be planned effectively. Take regular breaks as required.</p> |                 | Internal                 |
| <b>18. Working Alone</b><br>Accidents may occur when staff are working alone in the office or on site<br>Personal Injury                                                                                                |                | <p>Ensure that someone within the office is aware of your location<br/> Ensure that a means of communication is available at all times<br/> Do not perform any high-risk work when working alone e.g. no working in a safety harness.<br/> Notify the office when you start and finish the job when working alone<br/> Working Alone Policy developed and communicated to staff during company induction</p>                                                                                                                                                                                                                                                                                                                                                                                                |                 | Internal                 |
| <b>19. Poor lighting</b><br><br>Poor lighting conditions in office and/or on-site causing eye strain, increase risk of incidents of injury due o trips and falls, increase risk of tasks not being performed correctly. |                | <p>Management to assess that lighting in the office is sufficient for staff to perform their duties<br/> Staff members to report inadequate lighting to site personnel if working on site<br/> Due to the nature of the work, Biosecurity Consultants, may need to use torches or additional lighting when conducting inspections.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                          |

| Hazard/Risk, Aspect/Impact or Opportunity                                            | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                   | Residual Rating | Internal/ External Issue |
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| <b>20. Working in the Sun</b><br>Heat Stroke<br>Dehydration<br>Sunburn               |                | Reorganise work schedule or task to avoid extremes of exposure when sun is most intense.<br>Work in shade where possible<br>Wear clothing appropriate for the task and conditions eg. wide brim hat, long-sleeved collared shirt, long pants, sunglasses<br>Apply sunscreen as recommended by manufacturer. Regular Rest breaks in the shade<br>Rehydrate regularly with water<br>Provide access to shelter for eating meals and taking breaks                                     |                 | Internal                 |
| <b>21. Exposure to Hot and Cold Working Conditions</b><br><br>Dehydration<br>Fatigue |                | Reorganise work schedule or task to avoid extremes<br>Wear clothing appropriate for the task and conditions<br>Provide access to shelter for eating meals and taking breaks<br>Regular rest breaks<br>Rehydrate regularly with water                                                                                                                                                                                                                                               |                 | Internal                 |
| <b>22. Working in or near wet or flood prone areas</b>                               |                | The site or area where work is to commence should be inspected by the staff member prior to work commencing<br>No electrical equipment to be used when site conditions are wet and water logged<br>Staff member to keep in contact with site operator to receive regular information of adverse site conditions and of any flood warnings.                                                                                                                                         |                 |                          |
| <b>23. Insufficient/ Inadequate PPE</b><br>Personal Injury                           |                | Ensure that adequate PPE is available that covers all associated hazards with the relevant tasks to be carried out.<br>As a minimum the following PPE shall be made available;<br>Safety Footwear<br>Safety Helmet<br>High Visibility Clothing<br>Eye Protection<br>Hearing Protection<br>Gloves<br>Note: When carrying out a risk assessment on jobs where other trades are included take into consideration the work activities and work locations that they will be completing. |                 | Internal                 |
| <b>24. Poor Communication / Lack of Communications</b>                               |                | Conduct Prestart meetings before each shift to check that everyone clearly understands the plan and their role.<br>Monitor safety concerns and corrective actions are communicated throughout the work group.<br>Communicate corrective actions from incidents and near misses to the work group.<br>Check that SWMS and other safety documentation is communicated to the work group.                                                                                             |                 |                          |
| <b>25. Hot Asphalt</b>                                                               |                | Wearing lace up steel capped boots with heat resistant soles<br>Wear gloves where required                                                                                                                                                                                                                                                                                                                                                                                         |                 |                          |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Residual Rating | Internal/ External Issue |
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| 26. Tack Coat Spraying                                                                                                       |                | Wear additional PPE including gloves safety glasses during hand spraying.<br>Pressurised vessels must be completely depressurised prior to opening/dipping or changing fittings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                          |
| 27. Reactions, Boil-over& Flashing                                                                                           |                | <p>Parked on firm level ground.</p> <p>Monitor safe heating level above burner tube/s before heating.</p> <p>Gas torches used to light burners on tankers and sprayers.</p> <p>Do not overheat product in tank.</p> <p>No sources of ignition of any kind (mobile phones, lighters and lit cigarettes) are to be present when accessing the top of a bitumen tank.</p> <p>When bitumen handling, no sources of ignition are allowed within 15 metres, AND additional PPE including heat resistant gloves, 200mm Perspex or 1mm metal mesh visor and neck protection, or balaclava and goggles must be worn.</p> <p>Bitumen handling includes:</p> <ul style="list-style-type: none"> <li>- Loading or unloading bitumen from or to any containers; or</li> <li>- Transferring bitumen from or to any vessel; or</li> <li>- Within 15 metres of points of connection, vessel openings or product transfer devices (hoses, pumps, pipes); or</li> <li>- During loading or unloading or transfer activities, including when you are mixing, cutting back, adding to or dosing a bitumen product; or</li> <li>- Hand barring or hand hosing or within 15 metres of hand barring or hand hosing; or</li> <li>- Dipping, sampling or carrying out a hatch inspection involving bitumen.</li> </ul> <p>Use intrinsically safe lighting devices where additional lighting is required.</p> <p>Position vehicles so that burners are up-wind of vents.</p> <p>Fire extinguishers readily available.</p> <p>Follow the requirements of the Product Loading, Changeover, Boil Off &amp; Boil Out – Spray Sealing when changing product in tanks.</p> <p>Check cutter for water contamination before being used in accordance with the requirements of the Cutter Management Procedure.</p> |                 |                          |
| <b>28. Exposed Energised Electrical Equipment</b><br>Refer to Working On or Near Exposed Energised Electrical Equipment SWMS |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                          |
| Access equipment<br>Failure to allow an effective escape/entry route in an emergency                                         |                | Remove obstacles such as tables and chairs to provide clear path of 600mm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                  | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/ External Issue |
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| Failure to implement necessary controls that could result in electrocution |                | <p>The following is to be undertaken prior to work commencing;</p> <p>An approved Permit for Work has been received.</p> <p>A Risk Assessment has been carried out.</p> <p>A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and switchboard rescue)</p> <p>Rubber Matting to be in place conforming to AS 2978.</p> <p>A hand held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area.</p> <p>A rescue kit shall be placed along the side the work so as not to impeded egress and the work area is to be adequately barricaded off. Notify other trades in the immediate area.</p> <p>Persons working on the job are attired correctly, this shall include, long sleeved cotton shirt, cotton drill trousers or overalls, site specific PPE requirements and clear safety glasses (anti flash).</p> <p>Equipment required consists of: Rescue Kit, Rubber Mat, Low Voltage screening, Elbow Length Rubber Gloves, Cotton Inners and Leather Outer Gloves, Insulated Tools.</p> <p>One person must not be involved in any aspects of the work which could result in contact with an energised source. Means of communication must be immediately available to ensure contact with medical or other assistance as required.</p> <p>Signage to be prominently displayed and Place barricading around the area of live work providing at least a 1,000 mm boundary.</p> <p>Hang insulating matts over exposed electrical components when possible</p> <p>Check insulation on tools</p> <p>Wear low voltage insulating "00" gloves</p> <p>Points to remember!</p> <p>Don't wear these if you're doing electrical work, neck chains, rings, watches, bracelets, earrings or body piercings, metal-rimmed glasses.</p> <p><b>Make sure you have space around you to move freely at all times, without danger. For example, if you sneeze, you're not going to involuntarily touch exposed live parts.</b></p> |                 | Internal                 |
| Defective installation causing electrocution.                              |                | <p>Visual inspection shall include;</p> <ul style="list-style-type: none"> <li>- Basic protection (protection against direct contact with live parts)</li> <li>- Fault protection (protection against indirect contact with exposed conductive parts)</li> <li>- Protection against hazardous parts (guarding/screening)</li> <li>- Protection against spread of fire</li> <li>- General condition of equipment.</li> </ul> <p>Note: Any visual defects identified shall be rectified prior to carrying out work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |
| Failure to use the correct <i>installation category</i> test equipment     |                | Use in-test correct category test equipment only. (Category III or Category IV are the probable requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | Internal                 |
| Failure to prevent live test leads pulling out of test equipment           |                | <p>Use manufactures brand <i>Type A</i> probes, check for tight connections prior to use</p> <p>Hang test equipment adjacent to where probes are being used, do not over extend the leads</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                   | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual Rating | Internal/ External Issue |
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| <b>29. Forklift</b><br><br><b>Struck by Forklift or damage to equipment.</b>                                                                                                                                                                                |                | Ensure that all forklift operators hold a current forklift licence. No person without a licence shall operate the forklift.<br>Ensure that measures are put in place that prevents unlicensed operators using the forklift.<br>Carry out daily checks on the forklift prior to use. If issues are detected do not use the forklift until rectified.<br>Ensure seat belt is fastened.<br>Ensure there are no persons or obstacles in the path of travel.<br>Ensure that forks are at lowest safe working height and tilted back.<br>Travel at safe speed.<br>Look in direction of travel - travel in reverse if forward vision is obscured.<br>Ensure load is central and square for lifting.<br>Ensure correct weight ratio as per data plate fixed to the machine.<br>No passengers to be carried.<br>When unloading bring mast to vertical position and lower carefully.<br>Look behind before reversing. |                 | Internal                 |
| <b>30. Manual Handling</b><br><br><b>Incorrect techniques (stretching, stooping, twisting) when handling receivables and deliveries.</b><br><b>Individuals with health conditions, previous back injuries etc affecting ability to safely handle items.</b> |                | Use mechanical lifting aids.<br>Staff awareness of safe manual handling techniques though information and training.<br>Loads restricted to personal capabilities.<br>Use team lifting as applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 | Internal                 |
| <b>31. Slips, Trips, Falls</b><br><br><b>Untidy site</b><br><b>Electrical Leads</b><br><b>Items in entrance, and walkways.</b>                                                                                                                              |                | Work areas shall have Flat / even ground.<br>Plant Assessments shall be conducted on all equipment.<br>Good housekeeping practices shall be maintained.<br>Face mobile plant and maintain 3 points of contact to access / egress<br><br>Ensure products are placed in the allocated area immediately.<br>Products awaiting despatch to be placed in the Goods Outwards area.<br>Regular housekeeping checks.<br>Avoidance of trailing cables across walkways where possible. Where unavoidable, cover with cable mats.<br>Staff awareness of maintaining good housekeeping and actions to deal with any slip or trip hazards discovered.                                                                                                                                                                                                                                                                    |                 | Internal                 |



| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                              | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Residual Rating | Internal/ External Issue |
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| <b>32. Vehicle Movement</b><br><br><b>Struck by Vehicle</b><br><b>Vehicle Damage</b><br><b>Asset Damage</b>                                                                            |                | <p>Adhere to 10km speed limit<br/>Use car park space provided<br/>Be aware of moving vehicles</p> <p>Maintain clearance zones: 3m front and rear &amp; 1m sides, 5m sides and rear for skid steer.<br/>360o walk around inspections before moving from the parked position.<br/>Reduce speed to walking pace when approaching parked or stationary mobile plant.</p> <p>When loading/unloading be aware of other workers etc.<br/>Machinery operated by trained and licenced staff. Visitors are escorted through the site and pedestrians are kept to a minimum when operations are occurring. Employees are taken through site specific induction by site personnel<br/>Staff member to stand clear of operating machinery and use designated safe pathways around the operating machinery</p> <p>Where exclusion zone may be breached due to restricted size of the work area, the operator must slow to walking pace and the workers must seek positive communication from the operator before entering the area.</p> |                 | Internal                 |
| <b>33. Heights</b><br><br><b>Falls when accessing high level storage areas.</b><br><br><b>Dropping of items being handled when working at height or being stored at heights</b>        |                | <p>Where possible, restrict storage at height to lighter and less bulky items and minimise the amounts stored at height and the actual storage height.<br/>Clear access to and at storage areas and systems.<br/>NEVER climb onto racking.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | Internal                 |
| <b>34. Falling Objects</b><br><br><b>Items falling off of racks.</b>                                                                                                                   |                | <p>Ensure that all items are satisfactorily stored on racking, ensure equal overhang.<br/>Items stored at a height of 2m or above shall be attached to the pallet.<br/>Ensure that the SWL for the racking is clearly visible and that the requirements are adhered to.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 | Internal                 |
| <b>35. Electricity</b><br><br><b>Using damaged portable electrical appliances, cables, plugs etc.</b><br><br><b>Damage to portable electrical appliances, their cables, plugs etc.</b> |                | <p>Appliances subject to appropriate levels of maintenance (i.e. inspection and testing) that is recorded.<br/>Extension cables used only as a temporary measure and positioned away from areas of potential damage.<br/>Sufficient number and position of fixed socket outlets.<br/>Unavoidable trailing cables across walkways are covered with cable matting/protector.</p> <p>Regular Test &amp; Tag of electrical equipment.<br/>Scheduled testing of Earth Leakage Circuit Breakers (ELCBs).<br/>Conduct "Dial Before You Dig" checks and service location.<br/>Obtain a permit to excavate when necessary.<br/>Monitor that isolation and verification procedures are followed</p>                                                                                                                                                                                                                                                                                                                                 |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Residual Rating | Internal/ External Issue |
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| <b>36. Fire</b><br><br><b>Combustible materials in contact with or in close proximity to heat sources.</b><br><b>Portable heaters in unsafe condition and/or inappropriately located.</b><br><b>Over accumulation of rubbish.</b><br><b>Over loading of electrical sockets.</b><br><b>Inappropriate action in the event of discovering a fire or hearing the fire alarm.</b> |                | Area(s) included in the fire risk assessment process for the particular building.<br>Smoking prohibited within the building.<br>Rubbish not allowed to accumulate and good housekeeping ensured through regular checks.<br>Portable heaters a temporary measure and checked for condition and location prior to being used.<br>Sufficient number and position of fixed socket outlets.<br>Staff awareness of fire safety through information and training.                                                                                                                                                                                                                                                                                                                                              |                 | Internal                 |
| <b>37. Hazardous Substances &amp; Dangerous Goods</b><br><br><b>Incorrect, handling, storage and transportation.</b><br><b>Burns, inhalation, eye damage.</b>                                                                                                                                                                                                                |                | Ensure that a Safety Data Sheet is available for all Hazardous Substances and Dangerous Goods. Ensure the SDS is less than 5 years old.<br>Carry out a risk assessment on all hazardous substances and dangerous goods.<br>Handle and store chemicals in accordance with the requirements of the SDS.<br>Wear PPE when using chemicals in accordance with the SDS.<br>Inform transport company of any dangerous goods to be transported and complete the relevant paperwork.<br><br>Keep SDS folder to be kept in site office or mobile plant. Correct PPE to be worn whilst handling chemicals. Use appropriate bunding and spill kits to manage spills.                                                                                                                                               |                 | Internal                 |
| <b>38. Exposure to Hazardous Manual Tasks</b><br>Back strains etc                                                                                                                                                                                                                                                                                                            |                | Consideration should be given to: <ul style="list-style-type: none"> <li>• Modifying objects, e.g. smaller packaging, adding handles;</li> <li>• Modifying layout of equipment, e.g. heavier or more awkward items store near waist height;</li> <li>• Rearranging the flow of materials to reduce handling;</li> <li>• Doing tasks in a different way, e.g. using trolley instead of carrying, pushing               <ul style="list-style-type: none"> <li>○ instead of lifting; and using</li> <li>○ Mechanical Handling equipment.</li> </ul> </li> </ul> Examples of manual handling equipment that may be used include forklifts and trolleys. Equipment should be easy to use and not cause obstruction, designed to suit the load, readily available and operators should be trained in its use |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                        | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Residual Rating | Internal/ External Issue |
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| <b>39. Electricity - General</b><br><br><b>Using damaged portable electrical appliances, cables, plugs etc.</b><br><br><b>Damage to portable electrical appliances, their cables, plugs etc.</b> |                | Appliances subject to appropriate levels of maintenance (i.e. inspection and testing) that is recorded.<br>Extension cables used only as a temporary measure and positioned away from areas of potential damage.<br>Sufficient number and position of fixed socket outlets.<br>Unavoidable trailing cables across walkways are covered with cable matting/protector.<br><br>Regular Test & Tag of electrical equipment.<br>Scheduled testing of Earth Leakage Circuit Breakers (ELCBs).<br>Conduct "Dial Before You Dig" checks and service location.<br>Obtain a permit to excavate when necessary.<br>Monitor that isolation and verification procedures are followed |                 | Internal                 |
| <b>40. Exposed Energised Electrical Equipment</b><br><b>Refer to Working On or Near Exposed Energised Electrical Equipment SWMS</b>                                                              |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                          |
| Failure to allow an effective escape/entry route in an emergency                                                                                                                                 |                | Remove obstacles such as tables and chairs to provide clear path of 600mm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                  | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/ External Issue |
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| Failure to implement necessary controls that could result in electrocution |                | <p>The following is to be undertaken prior to work commencing;</p> <p>An approved Permit for Work has been received.</p> <p>A Risk Assessment has been carried out.</p> <p>A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and switchboard rescue)</p> <p>Rubber Matting to be in place conforming to AS 2978.</p> <p>A hand held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area.</p> <p>A rescue kit shall be placed along the side the work so as not to impeded egress and the work area is to be adequately barricaded off. Notify other trades in the immediate area.</p> <p>Persons working on the job are attired correctly, this shall include, long sleeved cotton shirt, cotton drill trousers or overalls, site specific PPE requirements and clear safety glasses (anti flash).</p> <p>Equipment required consists of: Rescue Kit, Rubber Mat, Low Voltage screening, Elbow Length Rubber Gloves, Cotton Inners and Leather Outer Gloves, Insulated Tools.</p> <p>One person must not be involved in any aspects of the work which could result in contact with an energised source. Means of communication must be immediately available to ensure contact with medical or other assistance as required.</p> <p>Signage to be prominently displayed and Place barricading around the area of live work providing at least a 1,000 mm boundary.</p> <p>Hang insulating matts over exposed electrical components when possible</p> <p>Check insulation on tools</p> <p>Wear low voltage insulating "00" gloves</p> <p>Points to remember!</p> <p>Don't wear these if you're doing electrical work, neck chains, rings, watches, bracelets, earrings or body piercings, metal-rimmed glasses.</p> <p><b>Make sure you have space around you to move freely at all times, without danger. For example, if you sneeze, you're not going to involuntarily touch exposed live parts.</b></p> |                 | Internal                 |
| Defective installation causing electrocution.                              |                | <p>Visual inspection shall include;</p> <ul style="list-style-type: none"> <li>- Basic protection (protection against direct contact with live parts)</li> <li>- Fault protection (protection against indirect contact with exposed conductive parts)</li> <li>- Protection against hazardous parts (guarding/screening)</li> <li>- Protection against spread of fire</li> <li>- General condition of equipment.</li> </ul> <p>Note: Any visual defects identified shall be rectified prior to carrying out work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |
| Failure to use the correct <i>installation category</i> test equipment     |                | Use in-test correct category test equipment only. (Category III or Category IV are the probable requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Residual Rating | Internal/ External Issue |
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| <b>41. Asbestos</b><br>Exposure of workers or others to airborne asbestos fibres<br>Serious illness or long-term health effects<br>Environmental contamination<br>Regulatory breaches, fines or prosecution<br>Project delays and reputational damage                                    |                | RNL Asbestos Removal Licence requirements to be maintained and complied with at all times<br>All asbestos removal works to be undertaken in accordance with relevant legislation, Codes of Practice and site-specific requirements<br>Pre-start asbestos assessments and reviews of asbestos registers undertaken prior to commencing works<br>Where asbestos containing materials (ACMs) are suspected, work to cease until materials are identified and assessed<br>Only suitably trained, competent and licensed personnel permitted to undertake asbestos removal works<br>Site-specific SWMS and asbestos removal control plans developed and implemented where required<br>Appropriate PPE and respiratory protective equipment (RPE) provided, maintained and worn<br>Air monitoring and clearance inspections undertaken where required by legislation or project requirements<br>Regulated asbestos warning signage and exclusion zones established and maintained<br>Asbestos waste to be contained, labelled, transported and disposed of at approved facilities only<br>Decontamination procedures implemented for personnel, tools and equipment<br>Health monitoring undertaken where legislatively required<br>Emergency procedures established for accidental disturbance or uncontrolled fibre release<br>Records of asbestos removal, disposal and clearances maintained<br>Regular audits and inspections undertaken to verify compliance with asbestos management requirements |                 |                          |
| <b>42. Exposure to vibration from Tools &amp; Equipment</b><br>Hand-arm vibration syndrome (HAVS)<br>Musculoskeletal injuries and nerve damage<br>Reduced circulation or loss of grip strength<br>Fatigue and reduced worker comfort<br>Long-term health effects from prolonged exposure |                | Low vibration tools and equipment to be selected where reasonably practicable<br>Tools and equipment to be maintained in good working order in accordance with manufacturer requirements<br>Exposure times to vibrating tools monitored and limited where practicable<br>Regular task rotation implemented to reduce prolonged exposure<br>Suitable gloves and PPE provided where appropriate<br>Workers encouraged to report discomfort, numbness, tingling or other symptoms immediately<br>Adequate rest breaks provided during prolonged vibration exposure tasks<br>Risk assessments to identify vibration hazards and required controls prior to works commencing<br>Supervisors to monitor worker exposure and ensure controls are implemented                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                          |

## Health & Safety Risks (office)

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                     | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Rating | Internal/ External Issue |
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| <b>1. Manual Handling</b><br><br><b>Incorrect techniques (stretching, stooping, twisting) when handling office items (deliveries, quantities of photocopying, filing etc).</b><br><b>Poor workstation layout and insufficient working space resulting in poor posture.</b><br><b>Individuals with health conditions, previous back injuries etc affecting ability to safely handle items.</b> |                | Staff awareness of safe manual handling techniques though information and training.<br>Loads restricted to personal capabilities.<br>For larger scale manual handling activities assistance obtained. (Team Lifting)                                                                                                                                                                                                                                                                                                                                                                                 |                 | Internal                 |
| <b>2. Display Screen Equipment</b><br><br><b>Inappropriate layout, lack of awareness etc resulting in poor posture being adopted when using display screen equipment.</b><br><b>Working for prolonged periods without change of posture or sufficient break.</b>                                                                                                                              |                | Individual workstations subject to a risk assessment for ensuring health and safety at display screen equipment.<br>Staff awareness of the health and safety aspects of working at display screen equipment through information and training.                                                                                                                                                                                                                                                                                                                                                        |                 | Internal                 |
| <b>3. Slips, Trips, Falls</b><br><br><b>Obstructions, trailing cables, spillages, electrical leads, worn or raised floor coverings etc on walkways.</b><br><br><b>Poor office layout and storage arrangements resulting in insufficient circulation space.</b>                                                                                                                                |                | Layout and storage arrangements allow sufficient circulation space.<br>Regular housekeeping checks.<br>Avoidance of trailing cables across walkways where possible. Where unavoidable, cover with cable mats.<br>Staff awareness of maintaining good housekeeping and actions to deal with any slip or trip hazards discovered.                                                                                                                                                                                                                                                                      |                 | Internal                 |
| <b>4. Heights</b><br><br><b>Falls when accessing high level storage areas.</b><br><b>Dropping of items being handled when working at height or being stored at height.</b>                                                                                                                                                                                                                    |                | Where possible, restrict storage at height to lighter and less bulky items and minimise the amounts stored at height and the actual storage height.<br>Clear access to and at storage areas and systems.<br>Storage systems suitable to ensure secure storage of items.<br>Suitable access equipment available, particularly when greater storage heights are encountered (e.g. guard rail around working platform).<br>Access equipment subject to appropriate checks and removed from use if any unsafe condition found.                                                                           |                 | Internal                 |
| <b>5. Electricity</b><br><br><b>Using damaged portable electrical appliances, cables, plugs etc.</b><br><b>Damage to portable electrical appliances, their cables, plugs etc.</b>                                                                                                                                                                                                             |                | Appliances subject to appropriate levels of maintenance (i.e. inspection and testing) that is recorded.<br>Extension cables used only as a temporary measure and positioned away from areas of potential damage.<br>Sufficient number and position of fixed socket outlets.<br>Unavoidable trailing cables across walkways are covered with cable matting/protector.<br><br>Regular Test & Tag of electrical equipment.<br>Scheduled testing of Earth Leakage Circuit Breakers (ELCBs).<br>Conduct "Dial Before You Dig" checks and service location.<br>Obtain a permit to excavate when necessary. |                 | Internal                 |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                   | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Residual Rating | Internal/ External Issue |
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|                                                                                                                                                                                                                                                                                                                                                                             |                | Monitor that isolation and verification procedures are followed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                          |
| <b>6. Fire</b><br><br><b>Combustible materials in contact with or in close proximity to heat sources.</b><br><b>Portable heaters in unsafe condition and/or inappropriately located.</b><br><b>Over accumulation of rubbish.</b><br><b>Over loading of electrical sockets.</b><br><b>Inappropriate action in the event of discovering a fire or hearing the fire alarm.</b> |                | Fire Evacuation procedures in place<br>Regular Fire drills run to inform staff of procedures in case of fire<br>Fire extinguisher located around the sites kept clear and checked regularly.<br>Emergency exits signed and kept clear.<br>Evacuation plans in place and Wardens trained.<br>Visitors and contractors sign in and are accompanied around the site.<br>Backup of IT / Server is off-site<br>Networking modem is in fire proof cupboard.      Area(s) included in the fire risk assessment process for the particular building.<br>Smoking prohibited within the building.<br>Rubbish not allowed to accumulate and good housekeeping ensured through regular checks.<br>Portable heaters a temporary measure and checked for condition and location prior to being used.<br>Sufficient number and position of fixed socket outlets.<br>Staff awareness of fire safety through information and training. |                 | Internal                 |
| <b>7. Using Office and Kitchen Equipment</b><br><br><b>Coming into contact with moving, cutting or other dangerous parts, clothing, long hair etc becoming entangled, burns</b><br><b>Hazardous Substances</b>                                                                                                                                                              |                | Equipment used in accordance with manufacturer's Instructions.<br>Those using the equipment aware of how to safely use it (e.g. instruction, signage).<br>Equipment periodically checked for safe condition and taken out of use if any damage found.<br>Loose clothing (e.g. ties) and long hair kept away from any moving parts.<br>Ensure that an SDS is available and that for hazardous substances a risk assessment is carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 | Internal                 |

## Environmental Risks

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Residual Rating | Internal/External Issue |
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| <p><b>1.Waste Management (site)</b><br/>Management and Disposal of Waste</p> <p><b>Aspects</b></p> <ul style="list-style-type: none"> <li>- Incorrect separation and disposal of construction materials, packaging, containers, plastic, metals, glass, paper, cardboard</li> <li>- Spoil; liquid spills</li> </ul> <p><b>Impacts</b></p> <ul style="list-style-type: none"> <li>- Land contamination from spills</li> <li>- Land contamination from waste debris not being contained</li> <li>- Breaches causing fines and/or prosecution</li> <li>- Incorrect disposal of waste materials</li> <li>- Degradation of the natural environment.</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>- Reuse of materials</li> <li>- Recycling of materials</li> <li>- Safe disposal and upcycling of materials</li> </ul> |                | <p>The company's electronic work system has been designed to be virtually paperless<br/>Preferred method for sending corporate brochures is via email<br/>Any printing of shipment related materials, and the like, and company brochures is done on recycled paper.</p> <p>Waste Management Strategy also in place that is communicated to team members during induction and on a regular basis.</p> <ul style="list-style-type: none"> <li>- Contractors to sign off on 'Onsite Waste Management Compliance Contractors' agreement before commencing contracted scope of works on site.</li> <li>- Communicate and provide contractors on site with the 'Waste audit data sheet'.</li> <li>- Provide contractors location details, waste segregation types and details of local refuse transfer station for the project site/region location.</li> <li>- Identify and provide contractors with the specific waste separation streams to segregate based on availability at the project site/region location.</li> <li>- Provide separate clearly marked receptacles.</li> <li>- Ensure regular waste collection.</li> <li>- Site Environmental Procedure (Site Waste Management and Disposal Plan).</li> <li>- Refer to Environmental Management Plan.</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> <li>- Maintain pollution prevention program and procedures to avoid waste entering stormwater creating contamination, including emergency response procedures.</li> <li>- Monitor implementation by Site Inspections and visual evidence through photos and waste auditing reporting (Waste Audit Checklist).</li> <li>- Dispose of spoils at approved landfill site.</li> <li>- Dispose of hazardous substances in accordance with the SDS and local council/authority regulations.</li> <li>- Refer to project specific WHS documentation for management of any hazardous substances.</li> <li>- Ensure compliance with all relevant Local, State and Federal legislation and regulations.</li> <li>- Ensure compliance with all relevant ModnPods Waste Management and Disposal plans/policies and Environmental Strategy Plan.</li> <li>- Comply with requirements of local Trade Waste Agreements and governing laws.</li> </ul> <p>With regard to waste management this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on site at each specific job. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones.</p> |                 | Internal                |



| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual Rating | Internal/External Issue |
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| <p><b>2.Air Quality and Emissions</b></p> <p><b>Aspect</b><br/>Unacceptable air quality and emissions (dust, vapours etc. from onsite construction and building activities). Activities occurring can/or may be, sanding, grinding, welding, drilling, painting, sealing, tile cutting, gluing, generators fuel emissions, crane fuel emissions, light rigid vehicles tail pipe emissions.</p> <p><b>Impact</b><br/>- Air quality and emissions affecting neighbouring guests, community and surrounding areas.<br/>- Releasing of particulate matter into the atmosphere by materials, products, fuel emissions and gases. GHG emissions, toxic particulate matter.<br/>- Release of odours and emissions that can affect air quality in the specific site location and surrounding area.</p> |                | <ul style="list-style-type: none"> <li>- Site specific operational procedures for the location.</li> <li>- Refer to project specific WHS documentation for outdoor site-specific activities</li> <li>- Refer to the site-specific Job Safety Analysis documentation</li> <li>- SWMS (Safety Work Methods Statement) – high risk activity</li> <li>- Site Environmental Procedures for managing air quality and emissions.</li> <li>- Refer to Environmental Management Plan.</li> <li>- Maintenance and cleaning of air filtering equipment.</li> <li>- Site WHS Protective Procedures (Dust).</li> <li>- Train staff (Project/Site Induction).</li> <li>- Monitor implementation by Site Inspections (Project Site Inspection Checklist).</li> <li>- Site Safety Management Plan - Consultation &amp; Communication Document.</li> <li>- Refer to Incident Management; Risk Action Priority Table.</li> <li>- Safety Hazardous Materials Procedure Plan - handling and use management of materials generating emissions/and or air borne particulate matter generated by construction.</li> <li>- Contractor Management &amp; Competency.</li> <li>- Workplace Inspections.</li> <li>- Safety Personal Protective Equipment.</li> <li>- Hazardous Chemicals - used on extraction systems where required; ventilated areas and PPE</li> <li>- Contractor Management &amp; Competency.</li> <li>- Workplace Inspections.</li> <li>- Welding – conducted in an outdoor open environment (ventilated) areas, P3 respiratory mask.</li> <li>- Wood/other compounded material (dust) – P2 respiratory paper filter masks.</li> <li>- Fuel emissions, tail pipe air missions from motors/generators conducted in an outdoor open environment (ventilated) areas</li> <li>- Tiling activity– silica dust management plan – P2 fit tested masks; contained area and environment to mitigate exposure across the site; extraction system on power tools to capture particles and P2 masks.</li> <li>- Other silicate dust generating materials – extraction system on power tools to capture particles and P2 masks.</li> </ul> <p>With regard to air emissions this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific project site. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones</p> |                 | Internal                |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                               | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Rating | Internal/External Issue |
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| <p><b>3.Noise Emissions</b></p> <p><b>Aspect</b><br/>Unacceptable noise levels generated from building and construction activities. Activities occurring can/or may be: Plant machinery, vehicles, demolition, excavating, grinding, Cutting, sanding, welding, drilling, tile cutting, sawing, generators, cranes, light rigid vehicles.</p> <p><b>Impact</b><br/>- Noise Emissions affecting neighbouring properties<br/>- Impact on local community<br/>- Impact on team members</p> |                | <ul style="list-style-type: none"> <li>- Follow site noise level requirements and work times. Where noise is elevated, noise monitoring will take place to ensure it does not exceed LAeq,8h 80dB(A), or noise level over 90dB(A) for over an hour. Where noise exceeds these limits (or is in the red zone of the exposure points graph in the COP) further risk assessment shall be completed to look at eliminating, or if not reasonably practicable, reducing noise limits and where applicable, introducing other controls including hearing protection.</li> <li>- Inform site supervisor of any complaints received from public</li> <li>- Site specific client requirements.</li> <li>- Noise emanating from machinery from construction related activities on site must not exceed 120dB.</li> <li>- Location of Project (Working Hours established with client, Letter of Notification sent to Nearby residents if noise works are to be triggered outside standard construction operating hours in residential zones).</li> <li>- Limited working hours as per contract/site requirements.</li> <li>- Provide sound barriers where required and/or if applicable.</li> <li>- Residential zones: Liaise with nearby residents throughout pre and mid project.</li> <li>- Site WHS and Environmental Protective Procedures.</li> <li>- Noise Management – team (Project Induction).</li> <li>- Monitor implementation by Site Inspections (Project Site Inspection Checklist).</li> <li>- Safety Consultation &amp; Communication Document.</li> <li>- Incident Management; Risk Action Priority Table.</li> <li>- Safety Hazardous Materials.</li> <li>- Contractor Management, Training, Induction &amp; Competency.</li> <li>- Safety Personal Protective Equipment.</li> </ul> <p>With regard to noise emissions this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific project site. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones.</p> |                 | Internal                |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/External Issue |
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| <b>4.Land/Water Contamination</b><br><br><b>Aspect</b><br>Contamination of land / waterways from building and construction activities.<br>Associated activities triggering risk are: Plant and machinery refuelling, pouring, decanting and/or of disposing of hazardous chemical and materials, incorrect waste disposal (mishandling, mismanagement).<br><br><b>Impact</b><br><ul style="list-style-type: none"> <li>- Land/Water Contamination</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> </ul> |                | Spill kits are located around the site and all spills are contained, picked up and then placed in appropriate waste receptacles dependant on the material/chemical.<br>Rubbish is placed in bins located around the site.<br>Inform site supervisor of any issues with run off from operations<br><ul style="list-style-type: none"> <li>- Where required install and check silt fencing daily.</li> <li>- Keep stockpiles to a minimum height and position as agreed by client/project manager.</li> <li>- Refuel away from sensitive environmental areas; Ensure correct Environmental bunding and mitigation procedures are in place.</li> <li>- Correct storage of chemicals as per Safety Data Sheet.</li> <li>- Store minimum quantities.</li> <li>- Use alternate chemical where possible.</li> <li>- Ensure good housekeeping practices.</li> <li>- Ensure Safety Data Sheet is available and less than 5 years old.</li> <li>- Develop emergency procedures and carry out emergency scenarios specific for the project site location.</li> <li>- Spill kit to be made available; call required emergency services and local authorities.</li> <li>- Train staff (Project/Site Induction).</li> <li>- Monitor implementation by Site Inspections (Project Site Inspection Checklist).</li> <li>- Refer to project specific documentation.</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> </ul><br>Abnormal Conditions & Reasonably Foreseeable Emergency Situations<br>If abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific job. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones. Ecological indicators are dependent on the terrestrial environmental landscape, i.e. previously cleared land or vegetative non-cleared land. |                 | Internal                |
| <b>5.Energy Management (site)</b><br><br><b>Aspect</b><br>Generating and using power across the project site via using fuel generators and/or stationary electricity use.<br><br><b>Impact</b><br>Excessive Energy use<br>(Cost and Environmental Consequences)<br>Generator fuel use and exhaust emissions (GHG emissions, toxic particulate matter)                                                                                                                                                                                                                                                                                                                                                                                                                        |                | <ul style="list-style-type: none"> <li>- All lighting, air conditioning and computer equipment to be powered off at the end of each work day</li> <li>- All fuel machinery where required to be turned off when not in use.</li> <li>- Last person/project manager on site to ensure all machinery, electrical/gas or fuel run to be turned off if and where required.</li> <li>- Encourage and train staff to turn electrical equipment off when not in use.</li> <li>- Monitor implementation by site inspections.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Internal                |
| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/External Issue |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Rating | Internal/External Issue |
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| <b>6.Energy Management (office)</b><br><b>Aspect</b><br><ul style="list-style-type: none"> <li>- Lights, Computers, photocopiers (And other office equipment) left on when not in use.</li> <li>- Generating and using power across the factory floor via using gas generating equipment and/or stationary electricity use left on when not in use.</li> </ul> <b>Impact</b><br><ul style="list-style-type: none"> <li>- Excessive Energy use</li> <li>- (Cost and Environmental Consequences)</li> <li>- Generator gas exhaust emissions (GHG emissions, toxic particulate matter) from gas producing</li> <li>- Opportunities include cost savings</li> </ul> |                | <ul style="list-style-type: none"> <li>- Last person to leave to turn off lights etc. each night.</li> <li>- Encourage and train staff to turn electrical equipment off when not in use.</li> <li>- Computers on sleep mode or switched off when not in use.</li> <li>- Photocopiers on sleep mode or switched off when not in use.</li> <li>- Monitor implementation by inspections (Site inspections)</li> <li>- All fuel machinery where required to be turned off when not in use.</li> <li>- Last person/floor manager on site to ensure all electrical and gas run machinery is to be turned off where required.</li> </ul> |                 | Internal                |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Residual Rating | Internal/External Issue |
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| <p><b>7.Waste Management (warehouse)</b><br/>Management and Disposal of Waste on factory floor (warehouse).</p> <p><b>Aspects</b></p> <ul style="list-style-type: none"> <li>- Incorrect separation and disposal of construction materials, packaging, containers, timber, plastic, metals, glass, paper, cardboard.</li> <li>- Incorrect separation and disposal of spoils; liquid waste streams (non-regulated and regulated).</li> <li>- Incorrect handling disposal of hazardous materials and liquids.</li> </ul> <p><b>Impacts</b></p> <ul style="list-style-type: none"> <li>- Land contamination from spills and/or incorrect disposal into drains</li> <li>- Land contamination from waste debris not being contained and controlled</li> <li>- Breaches causing fines and/or prosecution for incorrect disposal</li> <li>- Degradation of the natural environment</li> <li>- Contamination of specific waste streams due to incorrect disposal of waste items</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>- Reuse of materials</li> <li>- Recycling of materials</li> <li>- Safe disposal and upcycling of materials</li> <li>- Delegating waste streams to be reused for other building/construction opportunities (local industry partnerships to divert waste materials for reuse)</li> </ul> |                | <ul style="list-style-type: none"> <li>- All team members and contractors to sign off on the 'ModnPods Waste Management Plan'.</li> <li>- Waste Induction done pre-start commencing employment or contractually retainment.</li> <li>- Onsite consecutive toolbox training for waste management.</li> <li>- Daily waste audits conducted by environmental compliance officer 'Waste audit data sheet'.</li> <li>- Provision of designated and colour coded labelled bins to support waste separation.</li> <li>- 5-point colour coded waste labelling system across the factory floor to support diversion of waste streams to specific waste pathway.</li> <li>- Provision of separate clearly marked skip bins receptacles.</li> <li>- Designated bin storage area – external of factory.</li> <li>- Designated bin locations across internal factory floor to support diversion of waste management practices.</li> <li>- Efficient and regular waste collection by designated waste service providers.</li> <li>- Designated waste service providers for each categorised waste stream generated across the site (factory floor).</li> <li>- Site Environmental Procedure (Site Waste Management and Disposal Plan).</li> <li>- Refer to Environmental Management Plan.</li> <li>- Use of Slurry Tub and Washbox (water filtration devices) to manage all wastewater generated across the site as part of pollution prevention program and waste water management.</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> <li>- Required spill kits (hazardous and general) located across the site in 3 designated areas.</li> <li>- Dispose of spoils with designated waste service provider.</li> <li>- Dispose of hazardous substances in accordance with the SDS and as per Local and State regulations.</li> <li>- Designated waste service provider to manage all State Government regulated waste streams.</li> <li>- Refer to project specific WHS documentation.</li> <li>- Ensure compliance with all relevant Local, State and Federal legislation and regulations.</li> <li>- Ensure compliance with all relevant ModnPods Waste Management policies and Environmental Strategy Plan.</li> <li>- Comply with requirements of local Trade Waste Agreements and governing laws.</li> <li>- Strategic local partnerships to support circular economy principles of diversion of waste streams to be used again in other construction and building projects (local schools)</li> </ul> <p>With regard to waste management this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on site at each specific job.</p> |                 | Internal                |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Residual Rating | Internal/External Issue |
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| <p><b>8.Air Quality and Emissions</b></p> <p><b>Aspect</b><br/>Unacceptable air quality and emissions (dust, silica, vapours etc. from onsite construction and building activities. Activities occurring can/or may be, sanding, grinding, welding, drilling, painting, sealing, tile cutting, gluing, forklifts – gas emissions.</p> <p><b>Impact</b><br/>- Air quality and emissions affecting neighbouring tenants, community and atmosphere<br/><br/>- Releasing of particulate matter into the atmosphere by materials, products, and gases<br/><br/>- Release of odours and emissions that can affect air quality inside the factory</p> |                | <ul style="list-style-type: none"> <li>- Site specific operational procedures for the location.</li> <li>- Refer to WHS documentation for specific activities across the site.</li> <li>- Refer to the site-specific Job Safety Analysis documentation.</li> <li>- Adhere to SWMS (Safety Work Methods Statement) – for any high-risk activity.</li> <li>- Site Environmental Procedures for managing air quality and emissions.</li> <li>- Refer to Environmental Management Plan</li> <li>- Maintenance and cleaning of air filtering equipment.</li> <li>- WHS and Protective Procedures (Dust).</li> <li>- Train staff (Project Induction).</li> <li>- Monitor implementation by WHS compliance officer and environmental compliance officer through site inspections (Audit and Review Checklists).</li> <li>- Site Safety Management Plan - Consultation &amp; Communication Document.</li> <li>- Refer to Incident Management; Risk Action Priority Table.</li> <li>- Safety Hazardous Materials Procedure Plan - handling and use management of materials generating emissions/and or air borne particulate matter generated by construction.</li> <li>- Hazardous Chemicals - used on extraction systems where required; ventilated areas and PPE</li> <li>- Contractor Management &amp; Competency.</li> <li>- Safety Personal Protective Equipment.</li> <li>- Welding – Large ventilated areas, fans, P3 respiratory mask.</li> <li>- Wood/other compounded material Dust – P2 respiratory paper filter masks.</li> <li>- Extraction system – sanding machine; wood dust capture.</li> <li>- Large, ventilated area – 2 gas forklift use.</li> <li>- Tiling – silica dust management plan – P2 fit tested masks; contained area and environment to mitigate exposure across the site; clean air extracted back into local environment (factory).</li> <li>- Other silicate dust generating construction materials – extraction systems on power tools and P2 masks.</li> <li>- If required any machinery that generates fuel emissions, tail pipe air emissions from motors/generators must be conducted in an outdoor open environment (ventilated) areas.</li> </ul> <p>With regard to air emissions this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific project site.</p> |                 | External / Internal     |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Rating | Internal/External Issue |
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| <p><b>9. Water Contamination (Stormwater &amp; Waterways)</b></p> <p><b>Aspect</b><br/>Contamination of waterways from building and construction activities.</p> <p>Associated activities triggering risk are: Plant and machinery refuelling, machinery or vehicle leachate, waste bin leachate, pouring and/or decanting, incorrect disposing of hazardous chemical and materials, incorrect waste disposal (mishandling, mismanagement), disposing tip of waste down drains/stormwater.</p> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>- Water Contamination</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> </ul> |                | <ul style="list-style-type: none"> <li>- Refer Hazardous Chemicals SDS</li> <li>- Refer Emergency Response Plan</li> <li>- Designated hazardous chemical storage cabinets and bunding across the site for all chemical and liquid material storage. Handle and Store chemical in accordance with specified requirements.</li> <li>- Bunding pallets for storage of all non-hazardous liquid materials.</li> <li>- Keep stockpiles of hazardous materials and products to a minimum height and position as agreed by client/project manager.</li> <li>- If refuelling is required, it must take place in a well-ventilated open outdoor area, away from drains, stormwater, sewers and any sensitive environmental areas; Ensure correct Environmental bunding and mitigation procedures are in place.</li> <li>- Correct storage and use of chemicals as per Safety Data Sheet. Ensure Safety Data Sheet is available and less than 5 years old.</li> <li>- Store minimum quantities and volumes of hazardous and chemical materials.</li> <li>- Use alternate and environmentally safe chemicals where possible.</li> <li>- Ensure good housekeeping practices – use of designated wastewater filtration system, Washbox and Slurry Tub to manage all contaminated water.</li> <li>- Implement emergency procedures and carry out emergency scenarios specific for the factory site.</li> <li>- Required spill kits (hazardous and general) located across the site in 3 designated areas. Spills cleaned up immediately as per severity and dependent product being spilt.</li> <li>- Train contractors and staff (Project/Site Induction).</li> <li>- Monitor implementation by designated environmental compliance officer through site inspections (Audit and Review Checklists).</li> <li>- Monitoring and ensuring implementation are being aided by via Site Inspections (Site Inspection Checklist).</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> <li>- Manage and dispose of chemicals in the approved manner (Safety Data Sheet)</li> <li>- Ensure compliance with all relevant Local, State and Federal legislation and regulations.</li> <li>- Ensure compliance with all relevant ModnPods Waste Management policies and Environmental Strategy Plan.</li> <li>- Comply with requirements of local Trade Waste Agreements and governing laws.</li> <li>- Designated waste service provider for regulated/hazardous material and/or liquid material to be remove waste off site.</li> </ul> <p>If abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific job. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones. Ecological indicators are dependent on the terrestrial environmental landscape, i.e. previously cleared land or vegetative non-cleared land.</p> |                 | External / Internal     |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Residual Rating | Internal/External Issue |
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| <p><b>10. Land Contamination</b></p> <p>Aspect<br/>Contamination of land from building and construction activities.</p> <p>Associated activities triggering risk are: Plant and machinery refuelling, machinery or vehicle leachate, waste bin leachate, pouring and/or decanting, incorrect disposing of hazardous chemical and materials, incorrect waste disposal (mishandling, mismanagement), disposing tip of waste down drains/stormwater.</p> <p>Impact</p> <ul style="list-style-type: none"> <li>- Land/Water Contamination</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> <li>- Fuels/chemicals /contaminants/hazardous materials/waste streams may enter stormwater and cause a degradation of water or terrestrial quality</li> </ul> |                | <ul style="list-style-type: none"> <li>- Designated hazardous chemical storage cabinets and bunding across the site for all chemical and liquid material storage. Handle and Store chemical in accordance with specified requirements.</li> <li>- Bunding pallets for storage of all non-hazardous liquid materials.</li> <li>- Keep stockpiles of hazardous materials and products to a minimum height and position as agreed by client/project manager.</li> <li>- If refuelling is required, it must take place in a well-ventilated open outdoor area, away from drains, stormwater, sewers and any sensitive environmental areas; Ensure correct Environmental bunding and mitigation procedures are in place.</li> <li>- Correct storage and use of chemicals as per Safety Data Sheet. Ensure Safety Data Sheet is available and less than 5 years old.</li> <li>- Store minimum quantities and volumes of hazardous and chemical materials.</li> <li>- Use alternate and environmentally safe chemicals where possible.</li> <li>- Ensure good housekeeping practices – use of designated wastewater filtration system, Washbox and Slurry Tub to manage all contaminated water.</li> <li>- Implement emergency procedures and carry out emergency scenarios specific for the factory site.</li> <li>- Required spill kits (hazardous and general) located across the site in 3 designated areas. Spills cleaned up immediately as per severity and dependent product being spilt.</li> <li>- Train contractors and staff (Project/Site Induction).</li> <li>- Monitor implementation by designated environmental compliance officer through site inspections (Audit and Review Checklists).</li> <li>- Monitoring and ensuring implementation are being aided by via Site Inspections (Site Inspection Checklist).</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> <li>- Manage and dispose of chemicals in the approved manner (Safety Data Sheet)</li> <li>- Ensure compliance with all relevant Local, State and Federal legislation and regulations.</li> <li>- Ensure compliance with all relevant ModnPods Waste Management policies and Environmental Strategy Plan.</li> <li>- Comply with requirements of local Trade Waste Agreements and governing laws.</li> <li>- Designated waste service provider for regulated/hazardous material and/or liquid material to be remove waste off site.</li> </ul> <p>If abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific job. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones. Ecological indicators are dependent on the terrestrial environmental landscape, i.e. previously cleared land or vegetative non-cleared land.</p> |                 | External / Internal     |



| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Residual Rating | Internal/External Issue |
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| <p><b>11. Noise Emissions</b></p> <p><b>Aspect</b><br/>Unacceptable noise levels generated from building and construction activities. Activities occurring can/or may be: Plant machinery, vehicles, demolition, excavating, grinding, cutting, sanding, welding, drilling, tile cutting, sawing, extraction machinery, industrial fans, forklift, delivery vehicles to site, B-double heavy trucks for delivery.</p> <p><b>Impact</b><br/>- Noise Emissions affecting neighbouring properties<br/>- Impact on local community<br/>- Impact on team members</p> |                | <ul style="list-style-type: none"> <li>- Monitor implementation by WHS compliance officer and environmental compliance officer through site inspections (Audit and Review Checklists).</li> <li>- Noise emanating from machinery from construction related activities on site must not exceed 120dB.</li> <li>- Working within commercial industrial working hours established with client as part of local Council zoning requirements.</li> <li>- Limited working hours as local requirements where required.</li> <li>- Provide sound barriers or containment structures where required and/or if applicable.</li> <li>- Site WHS and Environmental Protective Procedures.</li> <li>- Noise Management – team (Project Induction).</li> <li>- Monitor implementation by Site Inspections (Project Site Inspection Checklist).</li> <li>- Safety Consultation &amp; Communication Document.</li> <li>- Incident Management; Risk Action Priority Table.</li> <li>- Contractor Management, Training, Induction &amp; Competency.</li> <li>- Safety Personal Protective Equipment.</li> <li>- WHS Officer is designated to determine, assess, audit and review all noise emissions and impact on the team members, contractors and sub-contractors.</li> </ul> <p>With regard to noise emissions this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the person in charge of works on each specific project site. Project site locations are dependent on the zoning of the area; residential, commercial and industrial, regional and rural zones.</p> |                 | External / Internal     |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Residual Rating | Internal/External Issue |
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| <p><b>12. Waste Management (Office)</b><br/>Management and Disposal of Waste in office and generated out of the office, staff kitchen, bathrooms.</p> <p><b>Aspects</b></p> <ul style="list-style-type: none"> <li>- Incorrect separation and disposal of office generated materials like, paper, cardboard, kitchen food generated items, packaging, general waste, recycling waste.</li> <li>- Incorrect separation and disposal of waste items.</li> <li>- Incorrect collection, management and disposal of hygiene hazardous waste material.</li> <li>- Incorrect handling and management of secure, private confidential documentation.</li> </ul> <p><b>Impacts</b></p> <ul style="list-style-type: none"> <li>- Secured, private and confidential information disclosed.</li> <li>- Degradation of the natural environment</li> <li>- Contamination of specific waste streams due to incorrect disposal of waste items</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>- Reuse of materials</li> <li>- Recycling of materials</li> <li>- Safe disposal and upcycling of materials</li> <li>- Delegating waste streams to be reused for other building/construction opportunities (local industry partnerships to divert waste materials for reuse)</li> </ul> |                | <ul style="list-style-type: none"> <li>- All team members and contractors to sign off on the 'ModnPods Waste Management Plan'.</li> <li>- Waste Induction done pre-start commencing employment or contractually retainment.</li> <li>- Onsite consecutive toolbox training for waste management, relating to updates across the office and site.</li> <li>- Waste audits conducted by environmental compliance officer 'Waste audit data sheet'.</li> <li>- Provision of designated labelled bins to support waste separation.</li> <li>- Provision of separate clearly marked skip bins receptacles.</li> <li>- Designated bin storage area – inside kitchen.</li> <li>- Designated bin locations across office floor, kitchen, bathrooms and external disposal waste bins located outside kitchen to support diversion of waste management practices.</li> <li>- Regulated and hazardous bathroom wastes managed by a designated Service Provider.</li> <li>- Efficient and regular waste collection by designated waste service providers.</li> <li>- Designated waste service providers for each categorised waste stream generated across the office – Confidentiality Paperwork Policy.</li> <li>- Site Environmental Procedure (Site Waste Management and Disposal Plan).</li> <li>- Refer to Environmental Management Plan.</li> <li>- Maintain pollution prevention program and procedures to avoid stormwater contamination, including emergency response procedures.</li> <li>- Dispose of and use of cleaning chemicals in accordance with the SDS – All cleaning is third party contracted.</li> <li>- Ensure compliance with all relevant Local, State and Federal legislation and regulations.</li> <li>- Ensure compliance with all relevant ModnPods Waste Management policies and Environmental Strategy Plan.</li> <li>- Comply with requirements of local Trade Waste Agreements and governing laws.</li> </ul> <p>With regard to waste management this is perceived as being a low insignificant risk, if abnormal conditions or emergency situations occur these will be handled by the designated person in charge of waste and environmental management.</p> |                 | External / Internal     |

| Hazard/Risk, Aspect/Impact or Opportunity                                                                                                                                                                                                                                                 | Initial Rating | Actions and/or Control Measures (Risk Treatment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Residual Rating | Internal/External Issue |
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| <b>13. Unlawful Environmental Harm</b><br><b>Impacts</b><br>Pollution of land, waterways or stormwater systems<br>Environmental damage and contamination<br>Regulatory breaches, fines or prosecution<br>Project shutdowns or delays<br>Reputational damage and loss of client confidence |                | Environmental management requirements communicated to all workers and subcontractors during induction and pre-starts<br>Works undertaken in accordance with environmental legislation, approvals, permits and project requirements<br>Environmental risk assessments and SWMS to identify environmental hazards and required controls prior to commencing works<br>Spill kits to be available, maintained and accessible on site where fuels, oils or chemicals are used or stored<br>Hazardous substances and chemicals stored, handled and disposed of in accordance with SDS and legislative requirements<br>Waste materials to be segregated and disposed of at approved waste facilities only<br>Controls implemented to prevent sediment, dust, waste or contaminants entering stormwater systems or surrounding environments<br>Plant and equipment regularly inspected and maintained to minimise leaks and emissions<br>Environmental incidents, spills and near misses to be reported immediately and investigated<br>Emergency response procedures established for environmental incidents and spills<br>Subcontractors monitored to ensure compliance with environmental requirements<br>Regular site inspections and audits undertaken to verify environmental controls remain effective<br>Environmental licences, permits and records maintained where required<br>Opportunities for waste reduction, recycling and environmentally sustainable practices considered during project planning and delivery |                 | External / Internal     |

## Quality Risks

| Hazard/Risk, Aspect/Impact or Opportunity | Initial Rating | Actions and/or Control Measures (Risk Treatment) | Residual Rating | Internal/External Issue |
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| <p><b>1.Defective Workmanship</b></p> <p>Rework, delays and increased project costs</p> <p>Client complaints or dissatisfaction</p> <p>Failure to meet contractual, legislative or specification requirements</p> <p>Damage to company reputation and client relationships</p> <p>Safety risks arising from defective works</p> <p>Financial loss, rectification costs or legal disputes</p>                               |  | <p>Workers and subcontractors to be suitably trained, competent and appropriately supervised for the works being undertaken</p> <p>Project specifications, drawings, scopes of work and client requirements reviewed and communicated prior to commencing works</p> <p>Inspection and test processes implemented throughout project stages to verify conformity of works</p> <p>SWMS, procedures and quality requirements followed during construction activities</p> <p>Approved materials, products and suppliers utilised in accordance with project requirements</p> <p>Changes to drawings, specifications or scope controlled through approved processes</p> <p>Non-conforming works identified, recorded and rectified promptly</p> <p>Supervisors and project managers to undertake regular inspections and quality checks</p> <p>Subcontractor performance monitored and reviewed throughout project delivery</p> <p>Lessons learned, incidents and defects reviewed to identify opportunities for continual improvement</p> <p>Client communication maintained regarding quality expectations, variations and identified issues</p> <p>Calibration and maintenance of relevant equipment and tools undertaken where required</p> <p>Internal audits and site inspections conducted to verify compliance with company procedures and project requirements</p> |  | Internal |
| <p><b>2.Costs of Rectifications</b></p> <p>Increased project costs and reduced profitability</p> <p>Project delays and disruption to construction schedules</p> <p>Client dissatisfaction and reputational damage</p> <p>Contractual disputes or financial penalties</p> <p>Additional labour, material and subcontractor costs</p> <p>Reduced productivity and resource availability for other projects</p>               |  | <p>Project specifications, drawings and client requirements reviewed prior to commencing works</p> <p>Inspection and quality assurance processes implemented throughout all project stages</p> <p>Competent workers and subcontractors engaged and appropriately supervised</p> <p>Non-conforming works identified, recorded and rectified promptly</p> <p>Clear communication maintained between project teams, subcontractors and clients regarding quality expectations and changes</p> <p>Variations and design changes controlled through formal approval processes</p> <p>Pre-start meetings, toolbox talks and work planning undertaken to minimise errors and misunderstandings</p> <p>Approved materials, suppliers and installation methods utilised in accordance with project requirements</p> <p>Regular site inspections and audits conducted to verify compliance with quality requirements</p> <p>Lessons learned and recurring defect trends reviewed for continual improvement opportunities</p> <p>Adequate project programming, supervision and resource allocation maintained to reduce rushed or incomplete works</p> <p>Defects liability obligations monitored and managed throughout project close-out periods</p>                                                                                                                            |  |          |
| <p><b>3.Document Control Failures</b></p> <p>Use of incorrect, outdated or superseded documents</p> <p>Defective work, rework or project delays</p> <p>Non-compliance with contractual, legislative or ISO requirements</p> <p>Miscommunication of project requirements or revisions</p> <p>Loss of important company records or evidence of compliance</p> <p>Client dissatisfaction, disputes or reputational damage</p> |  | <p>Controlled documents maintained within the company document management system</p> <p>Document approvals, reviews and revisions undertaken by authorised personnel only</p> <p>Superseded documents removed from active use or clearly identified to prevent unintended use</p> <p>Current versions of drawings, procedures, forms and specifications made accessible to relevant personnel</p> <p>Changes to documents communicated promptly to affected workers and subcontractors</p> <p>Version control and revision histories maintained for controlled documents</p> <p>Regular audits and reviews undertaken to verify compliance with document control requirements</p> <p>Electronic records backed up and protected against loss or unauthorised access</p> <p>Staff trained in company document control procedures and requirements</p> <p>Project records retained in accordance with legislative, contractual and company requirements</p> <p>Access permissions implemented to restrict unauthorised editing or deletion of controlled documents</p> <p>Site personnel to verify current drawing revisions and specifications prior to commencing works</p> <p>Obsolete hard copy documents removed from work areas where practicable</p>                                                                                                              |  |          |

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| <p><b>4.Client Dissatisfaction</b></p> <p>Client complaints and disputes</p> <p>Loss of repeat business or future opportunities</p> <p>Damage to company reputation and client relationships</p> <p>Financial loss due to rectification works, delays or contractual claims</p> <p>Negative reviews or adverse publicity</p> <p>Increased management time spent resolving issues</p>                                    |  | <p>Client requirements, specifications and expectations reviewed and confirmed prior to commencing works</p> <p>Clear communication maintained with clients throughout project delivery</p> <p>Project progress, variations and issues communicated promptly to relevant stakeholders</p> <p>Competent personnel and subcontractors engaged to undertake works</p> <p>Quality assurance inspections and verification processes implemented throughout project stages</p> <p>Client feedback, complaints and concerns addressed promptly and professionally</p> <p>Non-conformances and defects managed and rectified in a timely manner</p> <p>Contractual requirements reviewed and understood prior to acceptance of works</p> <p>Changes to scope, design or program managed through formal approval processes</p> <p>Supervisors and project managers to monitor project quality, timelines and client expectations regularly</p> <p>Lessons learned and client feedback reviewed to identify continual improvement opportunities</p> <p>Company procedures, SWMS and quality controls followed during project delivery</p> <p>Records of client communications, approvals and variations maintained</p>                                                                                                                         |  |  |
| <p><b>5.Supplier Quality Failures</b></p> <p>Defective workmanship or project delays</p> <p>Rework, rectification costs and financial loss</p> <p>Failure to meet client, contractual or specification requirements</p> <p>Safety or environmental risks arising from unsuitable products or services</p> <p>Project disruptions and scheduling impacts</p> <p>Client dissatisfaction and reputational damage</p>       |  | <p>Suppliers and subcontractors evaluated and approved in accordance with company procurement and approved supplier processes</p> <p>Supplier competency, licences, insurances and certifications verified where required</p> <p>Purchase orders, specifications and scope requirements clearly communicated to suppliers</p> <p>Incoming materials, products and services inspected or verified prior to use where appropriate</p> <p>Approved products and materials utilised in accordance with project specifications and manufacturer requirements</p> <p>Non-conforming products or services identified, recorded and managed promptly</p> <p>Supplier performance monitored and reviewed throughout project delivery</p> <p>Corrective actions implemented where supplier issues or recurring non-conformances are identified</p> <p>Records of supplier evaluations, inspections and approvals maintained</p> <p>Alternative suppliers identified where practicable to minimise operational disruption</p> <p>Communication maintained with suppliers regarding quality expectations and project requirements</p> <p>High-risk or critical suppliers subject to additional review or monitoring where required</p> <p>Defective or damaged materials quarantined to prevent unintended use</p>                               |  |  |
| <p><b>6.Competency and Training Gaps</b></p> <p>Defective workmanship or non-conforming work</p> <p>Increased risk of incidents, injuries or environmental harm</p> <p>Failure to comply with legislative, client or company requirements</p> <p>Reduced productivity and operational efficiency</p> <p>Increased supervision, rework and rectification costs</p> <p>Client dissatisfaction and reputational damage</p> |  | <p>Workers and subcontractors to be suitably trained, competent and appropriately supervised for the tasks being undertaken</p> <p>Licences, tickets, qualifications and competencies verified and recorded prior to commencing work</p> <p>Company induction and site-specific inductions completed for all personnel</p> <p>Training needs identified and reviewed during recruitment, onboarding and performance management processes</p> <p>Refresher training and competency reviews undertaken where required</p> <p>Safe Work Method Statements (SWMS), procedures and work instructions communicated to workers prior to commencing works</p> <p>Supervisors to monitor work activities and provide guidance, mentoring and support where required</p> <p>Records of training, licences and competencies maintained and monitored for expiry dates</p> <p>High-risk work activities only undertaken by authorised and competent personnel</p> <p>Toolbox talks and safety meetings conducted regularly to reinforce operational, safety and environmental requirements</p> <p>Non-conformances, incidents and recurring errors reviewed to identify additional training or competency requirements</p> <p>Subcontractor competency and compliance assessed through approved supplier and contractor management processes</p> |  |  |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | Opportunities for ongoing professional development and skills improvement encouraged where appropriate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| <b>7.Loss of Competent Personnel</b><br>Loss of organisational knowledge and experience<br>Reduced productivity and operational efficiency<br>Increased risk of errors, incidents or non-conforming work<br>Project delays and reduced service quality<br>Increased recruitment, training and supervision costs<br>Reduced client confidence and business continuity risks                                                                              |  | Succession planning implemented for key roles and responsibilities<br>Organisational knowledge documented and retained within company systems and procedures<br>Training and mentoring provided to develop worker skills and capability<br>Competitive and supportive workplace practices promoted to assist with worker retention<br>Regular communication and consultation undertaken with workers regarding workload, wellbeing and workplace concerns<br>Cross-training undertaken where practicable to reduce reliance on individual personnel<br>Recruitment and onboarding processes implemented to support timely replacement of personnel where required<br>Training records, procedures and operational knowledge maintained and accessible to relevant personnel<br>Exit handover processes implemented to transfer project and operational knowledge where practicable<br>Performance management and professional development opportunities provided to workers<br>Workforce planning undertaken to identify current and future resourcing requirements<br>Critical licences, competencies and qualifications monitored to ensure ongoing operational capability<br>Contractors and subcontractors assessed to support operational continuity where internal resources are limited                  |  |  |
| <b>8.Inadequate Supervision</b><br>Unsafe work practices or increased risk of incidents and injuries<br>Defective workmanship or non-conforming work<br>Failure to comply with legislative, client or company requirements<br>Reduced productivity and operational inefficiencies<br>Increased rework, rectification costs and project delays<br>Reduced worker confidence, morale and accountability<br>Client dissatisfaction and reputational damage |  | Supervisors to be suitably competent, experienced and trained for their roles and responsibilities<br>Clear supervision responsibilities and reporting lines established and communicated<br>Adequate supervision levels maintained based on work complexity, risk and worker competency<br>Regular site inspections, quality checks and monitoring of work activities undertaken<br>New, young or inexperienced workers provided with additional supervision and support where required<br>Supervisors to verify workers are trained, inducted and competent prior to undertaking works<br>SWMS, procedures and project requirements communicated and reinforced through pre-starts and toolbox talks<br>Non-conformances, unsafe work practices and behavioural issues addressed promptly<br>Supervisors to maintain regular communication with workers, subcontractors and management<br>Workloads and project demands monitored to ensure supervisors can effectively fulfil their responsibilities<br>Incident investigations, audits and inspections used to identify supervision improvement opportunities<br>Supervisor training and professional development undertaken where required<br>Contractor and subcontractor activities monitored to verify compliance with company and project requirements |  |  |
| <b>9.Failure to maintain licences / tickets</b><br>Non-compliance with legislative or contractual requirements<br>Workers undertaking tasks without required authorisation or competency<br>Increased risk of incidents, injuries or environmental harm                                                                                                                                                                                                 |  | Licences, tickets, qualifications and competencies verified prior to workers commencing duties<br>Records of licences, tickets and competencies maintained within company systems<br>Monitoring systems implemented to track expiry dates and renewal requirements<br>Workers and subcontractors required to provide updated licences and competency evidence upon renewal<br>Supervisors to verify personnel hold required competencies prior to undertaking high-risk or specialised work<br>Training and refresher courses arranged where required to maintain competency and compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |

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| <p>Project delays, stop work actions or regulatory penalties</p> <p>Invalid insurance coverage or contractual breaches</p> <p>Reputational damage and loss of client confidence</p>                                                                                                                                                                                                                                                                                                             |  | <p>Personnel not permitted to undertake tasks requiring licences or tickets that are expired, suspended or not held</p> <p>Approved supplier and subcontractor processes to include verification of relevant licences and competencies</p> <p>Regular audits and inspections undertaken to verify compliance with licensing and competency requirements</p> <p>Legislative and industry changes monitored to identify additional competency or licensing obligations</p> <p>Company induction and onboarding processes to include verification and recording of relevant licences and tickets</p> <p>Workers encouraged to notify management of upcoming expiry dates or changes to licence status</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
| <p><b>10. Failure to identify changing Legislation</b></p> <p>Non-compliance with legislative, regulatory or contractual requirements</p> <p>Regulatory notices, fines, penalties or prosecution</p> <p>Unsafe work practices or environmental harm due to outdated processes</p> <p>Project delays, stop work actions or loss of licences/accreditations</p> <p>Client dissatisfaction and reputational damage</p> <p>Increased costs associated with corrective actions or system updates</p> |  | <p>Legal and other requirements register maintained and reviewed regularly</p> <p>Relevant legislation, Codes of Practice, Australian Standards and industry requirements monitored for updates and changes</p> <p>Memberships, industry associations, regulator updates and professional networks utilised to identify legislative changes</p> <p>Changes to legislation assessed to determine impacts on company operations, procedures and compliance obligations</p> <p>Policies, procedures, SWMS and management system documents updated where required following legislative changes</p> <p>Relevant workers, supervisors and subcontractors informed of legislative or regulatory changes affecting their work activities</p> <p>Training and refresher instruction provided where changes impact operational requirements or competencies</p> <p>Compliance obligations reviewed during internal audits, management reviews and compliance inspections</p> <p>External specialists or consultants engaged where additional legal or technical advice is required</p> <p>Client and contractual compliance requirements reviewed during tendering and project planning processes</p> <p>Records of legislative reviews, updates and compliance actions maintained</p> <p>Corrective actions implemented promptly where compliance gaps are identified</p> |  |  |
| <p><b>11. Supply Chain Disruption</b></p> <p>Delays to project schedules and delivery timeframes</p> <p>Inability to source required materials, products or equipment</p> <p>Increased project costs and reduced profitability</p> <p>Reduced quality or availability of materials and services</p> <p>Disruption to operational continuity and resource planning</p> <p>Client dissatisfaction and reputational damage</p>                                                                     |  | <p>Approved supplier and subcontractor processes implemented to assess supplier capability and reliability</p> <p>Alternative suppliers identified where reasonably practicable for critical materials, products or services</p> <p>Procurement and project planning undertaken early to identify long lead-time items and supply risks</p> <p>Supplier performance monitored and reviewed throughout project delivery</p> <p>Regular communication maintained with suppliers regarding availability, lead times and project requirements</p> <p>Inventory and stock levels monitored for critical materials and consumables where applicable</p> <p>Contractual and procurement requirements reviewed prior to project commencement</p> <p>Market conditions and industry supply chain risks monitored regularly</p> <p>Project schedules reviewed and adjusted where supply disruptions are identified</p> <p>Contingency planning implemented for high-risk or critical supply items</p> <p>Quality verification and inspection processes maintained for substituted or alternative products</p> <p>Subcontractor and supplier compliance with company, safety, environmental and quality requirements monitored</p>                                                                                                                                           |  |  |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Client communication maintained regarding potential delays or impacts associated with supply chain issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| <b>12. Client Complaints</b><br>Client dissatisfaction and damage to client relationships<br>Loss of repeat business or future work opportunities<br>Reputational damage and negative publicity<br>Increased management time spent resolving issues and disputes<br>Financial loss due to rectification works, delays or contractual claims<br>Reduced confidence in company services and performance                                                       |  | Client requirements, specifications and expectations reviewed and confirmed prior to commencing works<br>Clear and professional communication maintained with clients throughout project delivery<br>Client concerns and complaints acknowledged, investigated and responded to promptly<br>Complaint management processes implemented to record, track and resolve issues<br>Supervisors and project managers to monitor project progress, quality and client expectations regularly<br>Quality assurance inspections and verification processes implemented throughout project stages<br>Variations, delays and project changes communicated to clients in a timely manner<br>Competent personnel and subcontractors engaged and appropriately supervised<br>Corrective actions implemented where complaints identify non-conformances or improvement opportunities<br>Lessons learned and complaint trends reviewed during management review and continual improvement processes<br>Records of client communications, complaints and resolutions maintained<br>Workers and subcontractors informed of client expectations and service standards during project delivery<br>Feedback from clients encouraged and reviewed to support continual improvement initiatives                                                                               |  |  |
| <b>13. Reputational Damage</b><br>Loss of client confidence and future business opportunities<br>Damage to company brand and industry reputation<br>Increased client complaints, scrutiny or negative publicity<br>Difficulty attracting and retaining workers, clients or subcontractors<br>Financial loss due to reduced work opportunities or contractual impacts<br>Increased regulatory or stakeholder attention following incidents or non-compliance |  | Company values, professional conduct expectations and behavioural standards communicated to all workers and subcontractors<br>Quality assurance, WHS and environmental management systems implemented and maintained<br>Client communication managed professionally, promptly and transparently<br>Complaints, incidents and non-conformances investigated and addressed in a timely manner<br>Competent personnel and subcontractors engaged and appropriately supervised<br>Legislative, contractual and compliance obligations monitored and maintained<br>Social media, public communications and company information managed in accordance with company policies<br>Corrective actions implemented where incidents, complaints or audit findings identify improvement opportunities<br>Emergency response and incident management procedures established to minimise impacts from significant events<br>Workers and subcontractors expected to conduct themselves professionally when representing the company<br>Lessons learned, audit outcomes and stakeholder feedback reviewed as part of continual improvement processes<br>Confidential and sensitive company or client information protected from unauthorised disclosure<br>Management review processes undertaken to monitor organisational performance, risks and stakeholder concerns |  |  |