

Procedure

WHS, Environment & Heritage -

Construction Management

Document number: PRO-00005

This document is the property of Seqwater. It must not be copied or reproduced in any way whatsoever without the authority of Seqwater. This document is uncontrolled when printed. An electronic database manages and stores the controlled version.

Rev no.	Description	Owner			Approved for issue			
		Position	Name	Signature	Position	Name	Date	Signature
8	Amended Version	Manager, WHS	Scott Lynch	Refer to supporting Info in Q-Pulse D19/150430	GM PCS	Stuart Cleary	21/10/2019	Refer to supporting Info in Q-Pulse D19/150430

Contents

1	Purpose	3
2	Scope	3
3	Definitions	3
4	Roles and Responsibilities	9
5	Procedure	12
	5.1 Pre-Construction	12
	5.2 On site Construction	15
	5.3 Post Construction	18
6	Monitoring and auditing	19
7	References	19
	7.1 Legislation and other requirements	19
	7.2 Supporting procedures	20
	7.3 Supporting documents, forms and templates	20
	Appendix A – Requirements for a WHSMP	21
	Appendix B – Requirements for SWMS	25
	Appendix C – Requirements for an EMP(C)	28
	Appendix D – Workplace induction training	29

1 Purpose

The purpose of this document is to:

- provide general guidance to Seqwater staff about the timely consideration of WHS and environment and heritage management requirements when undertaking Construction Work or engaging others to perform Construction Work
- assist Seqwater employees to conduct themselves when undertaking Construction Work or a Construction Project in a way that will help to fulfil the duties that are imposed on Seqwater under any applicable WHS, environmental and heritage legislation.

When Contractors are engaged to undertake Construction Work, reference must also be made to the requirements established by the WHS and Environmental and Heritage Contractor Management Procedure ([PRO-00808](#)).

2 Scope

This procedure applies to all Seqwater Workers, business groups and work activities where Construction Work is to be undertaken by or on behalf of, Seqwater.

If design forms part of the Construction Work, reference must be made to the Safety in Design component of the Engineering Review and Approval Procedure ([PRO-01617](#)).

3 Definitions

Term	Definitions
Assurance Activities	Activities that must take place to evaluate the effectiveness of Contractor performance against the endorsed documentation, conditions of contract and relevant legislation ensure controls are implemented. Assurance Activities include, but are not limited to, review and implementation assessment of the project specific WHS Management Plan (WHSMP), EMP(C), site inspections and audits.
HAZOP	A control systems HAZOP provides a means of systematically reviewing the design and operation of a control and safety system to identify potential hazards and/or operational problems.
Construction Project	A project which involves Construction Work with a value of \$250,000 or greater. Refer to the Construction Work Code of Practice 2013 (Safe Work Australia) for the method of calculating project value.
Construction Work	As defined in section 289 of the WHS Regulation, any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a Structure.

Term	Definitions
	<p>This includes:</p> <ul style="list-style-type: none"> • any installation or testing carried out in connection with an activity mentioned above • the removal from the workplace of any product or waste resulting from demolition • the prefabrication or testing of elements, at a place specifically established for the Construction Work, for use in Construction Work • the assembly of prefabricated elements to form a Structure or the disassembly of prefabricated elements forming part of a Structure • the installation, testing or maintenance of an essential service in relation to a Structure • any work connected with an excavation • any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned above • an activity mentioned above that is carried out on, under or near water, including work on buoys and obstructions to navigation. <p>Construction Work does not include testing, maintenance or repair of a minor nature carried out in connection with a Structure.</p>
Contractor	Any person or firm engaged under contract by Seqwater to undertake work. A Contractor is not an employee.
Cultural Heritage Incident	<p>A Cultural Heritage Incident is a:</p> <ol style="list-style-type: none"> a) reportable breach of legislation b) breach of an Approval condition(s) c) ground disturbance or vegetation clearing beyond the Contractual Limits of Clearing or areas otherwise deemed suitable by the Administrator d) damage to known or potential Cultural Heritage e) ground disturbance or vegetation clearing beyond the boundary of the Contract's Cultural Heritage Management Agreement or Plan otherwise deemed suitable by the Administrator, and f) movement or relocation of Cultural Heritage without approval of the Indigenous Party(s).
Cultural Heritage Officer	Seqwater employee subject matter expert responsible for advising on cultural heritage legislative requirements and risk management matters relating to the project, including engagement of Aboriginal Parties to fulfil legislative requirements and agreed terms.
Cultural Heritage Management Agreement (CHMA)	Document setting out management of Aboriginal cultural heritage as agreed by Seqwater and the statutory Aboriginal Party for the project area. Obligations arising out of an agreement are set out in the cultural heritage management conditions of contract.
Environmental Management Plan Construction (EMP(C))	Document prepared by the Contractor setting out how it will meet the environment and heritage management conditions of contract specified by Seqwater to minimise harm and ensure compliance and performance standards and legislative requirements are met
Hazard and Operability Study	A HAZOP is a structural and systematic examination of a complex planned

Term	Definitions
(HAZOP)	or existing process or operation in order to identify and evaluate problems that may present risks to personnel
Environmental Officer	Seqwater employee subject matter expert responsible for advising on environmental legislative requirements and risk management matters relating to the project
High-Risk Construction Work (WHS)	<p>As defined in section 291 of the WHS Regulation, High-Risk Construction Work means Construction Work that involves any of the following:</p> <ul style="list-style-type: none"> • involves a risk of a person falling more than 2m • is carried out on a telecommunication tower • involves demolition of an element of a Structure that is load-bearing or otherwise related to the physical integrity of the Structure • involves, or is likely to involve, the disturbance of asbestos • involves structural alterations or repairs that require temporary support to prevent collapse • is carried out in or near a confined space • is carried out in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel • involves the use of explosives • is carried out on or near pressurised gas distribution mains or piping • is carried out on or near chemical, fuel or refrigerant lines • is carried out on or near energised electrical installations or services • is carried out in an area that may have a contaminated or flammable atmosphere • involves tilt-up or precast concrete • is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians • is carried out in an area at a workplace in which there is any movement of powered mobile plant • is carried out in an area in which there are artificial extremes of temperature • is carried out in or near water or other liquid that involves a risk of drowning • involves diving work.
Incident	Any occurrence that has resulted in adverse and unplanned consequences to water supply, water quality, people, the environment, property, reputation or a combination of these.
Job Safety & Environment Analysis (JSEA)	A JSEA is a safety risk management tool method of identifying hazards in a job and developing ways to control the hazards to eliminate or minimise the risk to personnel, the environment and equipment.
Kick-off Meeting	The first meeting held on site the day the works are commencing.

Term	Definitions
Manager	<p>A person with the responsibilities for managing a functional area of the business including the Workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, Principals, and General Managers. A Manager is also considered a Worker; however, Managers may have additional responsibilities for implementation of the WHS and environmental management system as well as any additional responsibilities as an officer of the business.</p>
Pre-start Meeting	<p>A meeting held either on site or in an administration building before site establishment and commencing work.</p>
Principal Contractor	<p>The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a Construction Project and given the management and control of the workplace (or parts of a workplace) at which the Construction Project will be carried out and who discharges the duties of the Principal Contractor.</p> <p>A Principal Contractor is to be appointed by Seqwater for a Construction Project and must fulfil all legislative obligations and requirements and performance standards as set out in WHSMP, EMP(C),</p> <p>Seqwater may undertake the role of Principal Contractor. The decision for Seqwater to undertake the role of Principal Contractor must be approved by the relevant General Manager, in consultation with the Manager, WHS. The Seqwater person taking on the responsibility of the Principal Contractor must have a full understanding of their obligations outlined in the WHS Regulation.</p> <p>Seqwater may authorise a Contractor to have management or control of a workplace for Construction Work that is valued at less than \$250,000 (and is therefore not a Construction Project). However, in this situation, the additional duties of a Principal Contractor under Part 6.4 of the WHS Regulation would not be imposed on the Contractor.</p>
Regulator	<p>A governing body that regulates or supervises a particular industry.</p>
Safe Work Method Statement (SWMS)	<p>A SWMS sets out steps to enable supervisors, Workers and any other persons at the workplace to understand the requirements that have been established to carry out Construction Work in a safe and healthy manner. It sets out the work activities in a logical sequence and identifies hazards and describes control measures.</p> <p>The SWMS must be able to be easily read and understood by all people involved in carrying out the Construction Work.</p>

Term	Definitions
Structure	<p>As defined in the WHS Act, this means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <ol style="list-style-type: none"> a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and b) any component of a Structure; and c) part of a Structure. <p>As defined in section 290 of the WHS Regulation, other examples include:</p> <ul style="list-style-type: none"> • a roadway or pathway • a ship or submarine • foundations, earth retention works and other earthworks, including river works and sea defence works • formwork, falsework or any other Structure designed or used to provide support, access or containment during Construction Work • an airfield • a dock, harbour, channel, bridge, viaduct, lagoon or dam • a sewer or sewerage or drainage works. <p>It does not apply to plant unless the plant is:</p> <ul style="list-style-type: none"> • a ship or submarine • a pipe or pipeline • an underground tank • designed or used to provide support, access or containment during work in connection with Construction Work • work on the plant relates to work that is carried out in connection with Construction Work • fixed plant on which outage work or overhaul work that involves or may involve work being carried out by 5 or more persons conducting businesses or undertakings at any point in time.
Superintendent	The person appointed by Seqwater to administer the construction contract on its behalf.
Superintendent's Representative	The Superintendent's Representative will act on behalf of the Superintendent with the day to day management of a construction contract. This role will generally be undertaken by the Works Coordinator.
Sub-Contractor	An individual or company engaged by a Contractor to perform part of a work task or service.
Verification of Competency	A method of assessment that can be used to demonstrate the Worker's ability to operate equipment and/or undertake the responsibilities of a role.
WHS	Work health and safety
WHS Act	<i>Work Health and Safety Act 2011</i> (Qld)
WHS Management Plan (WHSMP)	A WHSMP defines the arrangements to manage work health and safety on a Construction Project.
Workplace Health and Safety Qld (WHSQ)	Regulator that enforces work health and safety laws

Term	Definitions
WHS Regulation	<i>Work Health and Safety Regulation 2011 (Qld)</i>
Works Coordinator	<p>An appropriately trained and competent Worker who has responsibility for managing the completion of a work activity.</p> <p>A Works Coordinator may be either an Seqwater employee or a Contractor depending on the work being performed.</p> <p>A Works Coordinator may include the Works Coordinator responsible for the delivery of a project or the supervisor of a team responsible for the completion of a work activity.</p> <p>The training and competency of the Works Coordinator will vary depending on the work activity they are managing i.e. a Works Coordinator managing an electrical work activity will require different training and competencies than a civil Works Coordinator.</p>
Worker	<p>A person who carries out work in any capacity for Seqwater, including work as:</p> <ul style="list-style-type: none"> • an employee • a Contractor or Sub-Contractor • an employee of a Contractor or Sub-Contractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a Worker of a prescribed class.

4 Roles and Responsibilities

Role	Responsibility
Commercial Services	<ul style="list-style-type: none"> • Ensure WHS and environmental requirements are included in all stages of the procurement and contract management process. • Retain records of Contractors' WHS and environmental performance. • During the procurement process undertake recording and maintenance of all required licences and insurances.
Contractors	<ul style="list-style-type: none"> • Comply with the relevant legal, WHS and environmental requirements of their contract or their terms of engagement. • Undertake a risk assessment and where required site visit prior to work commencing. • Review all site specific WHS registers (risk, asbestos, confined space etc.) prior to commencing on site. • Provide site specific WHS and environmental documentation relevant to the work being undertaken. • Ensure only competent and qualified Workers undertake the work. • Undertake Assurance Activities to confirm that all Workers comply with their work specific Management plans such as WHSMP, EMP, SWMS and JSEA. • Comply with all lawful and reasonable safety directions provided by the Works Coordinator or any other Seqwater Worker. • Report WHS and environmental hazards, incidents (and provide incident reports) and near misses associated with an Seqwater workplace or while performing work for Seqwater to the Seqwater Incident Hotline (07) 3270 4040.
Environment and Heritage Unit – Environmental Officers and Cultural Heritage Officers	<ul style="list-style-type: none"> • Identify project environmental and cultural heritage risk management requirements for inclusion in the environmental and heritage management conditions of contract. • Work with Managers, Works Coordinators and Contractors to; implement processes for ECHU management to assist Seqwater employees or representatives engaging the Contractor apply this procedure. • Provide technical advice and support to Seqwater throughout the Construction Project • Assist the Works Coordinator with reviewing Contractor's environmental management system, EMP and any other associated environment and cultural heritage documentation. • Work with and assist the Works Coordinator with undertaking regular audits and inspections to monitor Contractor's environmental and heritage management performance against the endorsed EMP(C). • Participate in, or review investigations of all Contractor incidents that occur as directed by the applicable Coordinator and in accordance with the Incident Investigation Procedure (PRO-00793). Engage the Aboriginal Party for the purpose of cultural heritage risk management, as agreed. • Co-ordinate with regulatory authorities and Aboriginal Parties in the management of unexpected finds of potential significance.

Role	Responsibility
Managers	<ul style="list-style-type: none"> • Provide appropriate resources to adequately implement the construction management WHS and environmental processes detailed in this procedure. • Complete workplace monitoring of Construction Work to verify that identified WHS and environmental hazards are being effectively managed, and the requirements of this procedure are being consistently complied with. • Implement and communicate this procedure within their relevant business group. • Ensure, so far as is reasonably practicable, reviews of Construction Work conducted at their workplaces are undertaken to verify compliance with the requirements of this procedure.
Principal Contractor	<p>A Principal Contractor must (but its roles are not limited to):</p> <ul style="list-style-type: none"> • Undertake their own hazard identification prior to works commencing. • Prepare and implement a WHSMP and EMP(C) (Site-specific) for the workplace, the plan must meet all legislative and environmental and heritage conditions of contract requirements. Ensure so far as reasonably practicable that each person who is carrying out Construction Work is made aware of the plan, their right to inspect it and ensuring that a copy of the plan is easily accessible. Refer to Appendix B for specific requirements for this plan. (The WHSMP Template (TEM-00123) must be used where Seqwater will undertake the role of Principal Contractor). • Prepare or obtain and review the SWMS for all High-Risk Construction Work on the Construction Project prior to commencement. • Develop and implement project specific assurance schedule. • Make arrangement for ensuring compliance with the requirements for general workplace management as per the WHS, environmental and heritage Regulation. • Manage the specific risks to health and safety associated with the Construction Project. • Install signs identifying the Principal Contractor at the construction site, including contact details, site office location. The signs must be clearly visible from outside the work area where the Construction Project is being undertaken. • Comply with all Principal Contractor duties outlined in all relevant legislative instruments. • Ensure suitably qualified and experienced staff are located on-site to oversee and undertake WHS, environmental and heritage duties. • Facilitate Environmental Officer, Cultural Heritage Officer, and Aboriginal Party access to site at all times for the purpose of assuring compliance with EMP (C)
Superintendent	<ul style="list-style-type: none"> • Responsible for the administration of the contract including ensuring that Contractors comply with WHS, environmental and cultural heritage contractual obligations. • Issue non-conformances where the Contractor fails to meet their WHS, environmental and cultural heritage contractual obligations.
Superintendent's Representative	<ul style="list-style-type: none"> • Manage the delivery of construction contracts being delivered on behalf of Seqwater. • In consultation with the Superintendent, issue non-conformances where the Contractor fails to meet their contractual obligations.

Role	Responsibility
WHS Team	<ul style="list-style-type: none"> • Undertake regular Assurance Activities such as inspections and safety observations of Contractors performing Construction Work. • Work with Managers, Works Coordinators and Contractors to implement processes for WHS Contractor management to assist Seqwater employees or representatives engaging the Contractor apply to this procedure. • Provide advice, support and consultation throughout the construction management process. • Assist as required the Works Coordinator with reviewing Contractor WHS systems and associated documentation. • Work with and assist the Works Coordinator with undertaking regular audits, inspections and safety observations of Contractors in activities in accordance with workplace monitoring requirements established by the Manager, WHS. • Participate in, or review investigations of all Contractor incidents that occur as directed by the WHS coordinator and in accordance with the Incident Investigation Procedure (PRO-00793). • Undertake Assurance Activities to verify that construction management processes are being implemented.
Works Coordinator	<p>The Works Coordinator must:</p> <ul style="list-style-type: none"> • Provide written authorisation to the Principal Contractor to assume management or control of the workplace where Construction Work is to be performed and to discharge the duties of Principal Contractor. • Coordinate the safe delivery of Construction Projects they are responsible for. • Maintain currency of knowledge of applicable WHS and environmental and heritage legislation, policies, procedures and other obligations relevant to the projects they are responsible for. • Consult with the people who manage or control the work and those who carry out the work or who are affected by the work. • Where required act as the Superintendent’s Representative. • Ensure, so far as is reasonably practicable, Contractors comply with relevant Seqwater policies and procedures where communicated or provided. • Include WHS environmental and heritage requirements in all stages of the procurement and contract management process. • Coordinate the supply and review of relevant safety and environmental and heritage documentation to the WHS and ECH units • Undertake Assurance Activities to confirm that Contractors comply with work specific WHS and environmental and heritage management plans such as WHSMP, EMP(C), CHMA, SWMS and JSEA. • Ensure Workers comply with WHS and environmental and heritage contractual obligations, including any incident reports. • Communicate the requirements for workplace inductions, arrange site access, and all permits. • Receive, review and forward WHS and environmental and heritage reports from Contractors according to contract terms.

5 Procedure

Seqwater regularly undertakes and manages Construction Work at its workplaces. Seqwater and its Contractors have a range of legislative obligations associated with undertaking Construction Work.

5.1 Pre-Construction

5.1.1 Scoping and Planning

A detailed scope must be developed defining the proposed Construction Work and include all proposed ancillary activities (e.g. geotechnical investigations, access tracks, etc). Considering the works' complexity and potential for harm is essential in order to identify and manage WHS, environmental and heritage risks.

A hazard identification or risk assessment must be done as part of the scope development. WHS Hazard Identification Checklist ([FRM-00944](#)) and Minor and Major Works Environment Impact Assessment Checklist ([FRM-00650](#)) can be used in the hazard identification process.

During the preliminary business case stage, the Seqwater Project Manager shall engage the Cultural Heritage Officer and Environmental Officer through an Environment and Heritage Service Request to complete risk assessments for the purpose of identifying any potential risks and impacts, to meet legislative requirements. Further assessment, and approvals, including consultation with external stakeholders, may be required in the detailed business case stage to mitigate harm and ensure legislative compliance.

Seqwater must assess the Contractor's tender submission against environmental specifications and checklists [SPE-00312](#), [SPE-00313](#), and [FRM-00651](#) to ensure the Contractor will meet the organisational standards and expectations with regards to environmental performance.

During the development of the scope, the following must be considered (at a minimum):

- requirements of Seqwater's Life Saving Controls ([MAN-00313](#))
- workplace specific hazards – these may be obtained via the site WHS risk register and other associated documents (e.g. asbestos register, confined space registers, chemical registers etc.). The WHS Hazard Identification Checklist ([FRM-00944](#)) must be used to support the identification of WHS hazards
- duration and scheduling of Construction Work – when will the work occur and how will this impact on other work occurring at the site. This should consider impact on the operation of the site, accessibility for other Seqwater employees and Contractors, environmental conditions
- whether the work involves any High-Risk Construction Work
- whether a HAZOP/HAZOP with relevant stakeholders is required
- the design for the purpose of using, constructing or manufacturing the plant or Structure, information that identifies all known risks and hazards, and the conditions necessary for the plant or Structure to be constructed, used and maintained without risk to health and safety.
- Whether the work presents a potential for harm to the environment, and/or Aboriginal and/or historic cultural heritage.
- whether any environmental and/or heritage licences/permits/approvals are required and how conditions of these will be met
- how environmental and heritage risks/issues that may arise as part of the proposed works and during the construction (e.g. dust, noise, release of water, etc.), will be managed

5.1.2 WHS and Environmental Documentation

5.1.2.1 Safe Work Method Statement (SWMS)

It is a requirement that all High-Risk Construction Work must have a SWMS developed and in place before the work commences. It is the responsibility of the Works Coordinator to ensure a job specific SWMS is completed for any Construction Work undertaken for Seqwater.

The primary purpose of a SWMS is to ensure supervisors, Workers and any other persons at the workplace understand what is required to carry out the High-Risk Construction Work in a safe manner.

People who will be required to understand a SWMS include:

- the Works Coordinator
- the supervisor of the High-Risk Construction Work
- the Worker carrying out the High-Risk Construction Work
- the Principal Contractor (if appointed) or the person who has management and control over the High-Risk Construction Work.

The JSEA/SWMS Template ([TEM-00013](#)) must be used by Seqwater employees to document their SWMS.

Refer to Appendix B for additional information on SWMS.

5.1.2.2 WHS Management Plan (WHSMP)

All Construction Projects must have a written WHSMP prepared before work on the Construction Project commences.

A WHSMP defines the arrangements to manage WHS on a Construction Project. The WHSMP identifies the risks associated with the project and defines the risk controls that need to be applied to allow for the management of risks at the project site.

The level of detail required for a WHSMP will depend on the complexity of the Construction Work (in particular the number of Contractors at the workplace at any one time) and the risks involved in the work.

The WHSMP must be available to and easily understood by all persons involved in the Construction Project (including Contractors and Sub-Contractors).

Where Seqwater is Principal Contractor, WHSMP Template ([TEM-00123](#)) is to be used to develop the project specific WHSMP.

Refer to Appendix A for additional information on WHSMP

5.1.2.3 EMP(C)

For the duration of the Contract, the Contractor shall develop, implement and maintain an Environmental Management Plan – Construction (EMP(C)) that meets the requirements of the Contract and relevant legislation. Works under the Contract shall be completed in accordance with the most current version of the EMP(C) deemed suitable by the Superintendent.

The EMP(C) shall be accessible on Site at all times during Work under the Contract. The Superintendent shall be provided with an electronic copy of the most current and complete version of the EMP(C) at all times.

5.1.2.4 Document Review

The Works Coordinator is responsible for requesting all job specific documentation from the Contractors. All Contractors' (and Sub-Contractors') job specific SWMS and where required WHSMP and EMP(C) must be submitted to, reviewed and endorsed by the Works Coordinator prior to work commencing on site. This review must be documented and ensure the documents address the WHS, environmental and cultural heritage risks associated with the scope of works, identified in the hazard identification checklist and meets all contractual requirements.

The JSEA/SWMS Checklist ([FRM-00627](#)), WHSMP Checklist ([FRM-00626](#)) and Contractor Environmental Management Plan Review ([FRM-00652](#)) can be used to support this.

If the work involves the Contractor performing High-Risk Construction Work or is a Construction Project, and where deemed necessary by the Works Coordinator, a review of the documentation can also be done in consultation with the WHS team.

The Seqwater Environmental and Cultural Heritage Unit will assess the adequacy of the Contractors EMP(C) against the Contractor Environmental Management Plan Review ([FRM-00652](#)), and any relevant approvals, contract conditions, and other legislative requirements associated with the project.

Safety related documentation can be sent to the WHS Team at safetydocreview@seqwater.com.au.

5 business days must be allowed for the WHS Teams to review Contractor documentation.

Environment and Heritage related documentation must be sent to the Environment and Heritage Teams at environment@seqwater.com.au and heritage@seqwater.com.au

10 business days must be allowed for the Environment and Heritage Unit to review Contractor documentation.

Note – Depending on residual risk level as outlined in the Hazard ID and Risk Management Procedure ([PRO-00657](#)) endorsement by relevant Managers and General Managers may be required.

5.1.3 Pre-start Meeting

After the contract has been awarded, the Works Coordinator must conduct a Pre-start Meeting with the Contractor and relevant stakeholders (as identified by the Works Coordinator) prior to the works commencing.

This meeting must clarify all WHS, environmental and heritage requirements (including but not limited to, WHS, and environmental and heritage documentation, permits, key contacts, site access, WHS and environmental and heritage documentation, known site hazards, licences and competencies, schedule for monitoring of works, reporting requirements). This information is captured on the Program Delivery - Project Kick-off Meeting form ([FRM-00803](#)) and saved in REX.

The Environmental Officer and/or Cultural Heritage Officer shall attend Pre-start Meetings for projects with a medium or high risk of environmental and/or heritage impact as determined in the preliminary and detailed business case phases.

If the job is minor low risk work, a Pre-start Meeting and document review may not be required in advance, these can be completed at the Kick-off Meeting.

5.1.4 Information, training and induction for Construction Work

Persons who have management or control of a workplace where Construction Work is carried out must provide relevant information, training and instruction to protect all Workers from risks to their health and safety arising from the work carried out (refer to Appendix D), as well as environmental and heritage management obligations set out in the EMP (C).

5.1.4.1 Workplace Specific Induction

The Principal Contractor must create a project specific induction. Everyone entering the Principal Contractor site, including Seqwater employees (i.e. WHS Team, Works Coordinators, Construction Managers, Operators, Superintendents) must have completed the induction for the site and must follow all sign in/sign out protocols that are in place at the site.

Project specific induction should include (but is not limited to):

- Induction into the WHSMP, EMP(C) and relevant project documentation
- hazard and control measures relevant to the site
- supervisory, consultation and reporting arrangements
- site safety rules
- workplace facilities, including location, use and maintenance

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver	
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety	Page 14 of 30

- first aid provisions
- Emergency and Incident reporting and management process
- environmentally sensitive areas and/or 'No-go zones'
- Cultural heritage requirements as set out in the EMP(C) including (but not limited to) the Aboriginal Heritage New Finds Procedure and the location and management of sensitive heritage areas within and/or adjacent to the project area

Where Contractors are traversing across Seqwater property the Contractor will also be required to complete a Seqwater site specific induction.

A record of attendees must be maintained on-site, and made available to the Superintendent, or their representative, on request.

5.1.4.2 General Construction Induction Training

All Workers must have successfully completed general construction induction training. This training must be delivered by a registered training organisation before starting Construction Work.

5.1.5 Licences

Workers who are carrying out High-Risk Construction Work must hold a current licence for the relevant class of High-Risk Construction Work.

Workers licenced to undertake High-Risk Construction Work must keep the licence document available for inspection under the WHS Act.

5.1.6 Verification of competency

A person who has management or control of a workplace where Construction Work is carried out must take all reasonable steps to ensure that the Workers at the workplace can demonstrate their ability to operate the plant and/or perform the tasks relevant to their role.

The Verification of Competency Assessment Form ([FRM-00638](#)) must be used when undertaking a Verification of Competency assessment for Seqwater Workers.

5.1.7 Notification to Regulator

The Works Coordinator must ensure that any required notifications to the Regulator relating to the Construction Work they are responsible for are completed in accordance with the requirements established by the relevant legislation.

This includes, but is not limited to, the provision of written notice to WHSQ at least 5 days prior to commencing:

- demolition work
- asbestos removal work
- lead removal.

Liaise with the Environmental team regarding project specific notification requirements.

5.2 On site Construction

5.2.1 Kick-off Meeting

The Works Coordinator will facilitate a Kick-off Meeting with the Contractor or Seqwater Workers prior to the works commencing to ensure:

- all Workers, Contractors, including their Sub-Contractors have undertaken the required inductions and project specific induction
- all Workers, Contractors, including their Sub-Contractors have relevant qualifications/tickets

- PASS requirements are in place including site access, High-Risk Construction Work permits, isolation instructions, Major Works Permit, Project Works Permit
- all work project specific documents have been reviewed and endorsed by the Works Coordinator and where required the WHS, Environment and Heritage teams and are on site available to all Workers

This meeting must be documented and the Program Delivery - Project Kick-off Meeting form ([FRM-00803](#)) can be used and saved in REX.

Note: If the Works Coordinator is unable to attend the Kick-off Meeting they can delegate this to another Seqwater Worker. Any meeting conducted must be documented and records stored in REX.

5.2.2 Site establishment

During site establishment, a person with management or control of a workplace at which Construction Work is carried out must:

- ensure, so far as reasonably practicable, that the workplace is secured from unauthorised access
- install signs identifying the Principal Contractor at the construction site, including contact details, and site office location if a Construction Project. The signs must be clearly visible from outside the work area where the Construction Project is being undertaken
- provide a safe working environment
- provide and maintain adequate and accessible facilities
- implement and maintain emergency plans
- implement and maintain the project EMP(C) requirements relating to protection zones, no go zones, limits of clearing/disturbance, location of Structures and facilities, exclusion zones (e.g. chemical storage away from watercourses)
- site access/exit requirements (e.g. rumble pads and wash-down facilities).

5.2.3 Onsite Assurance

The Works Coordinator is to verify the implementation of the Contractor's WHSMP and EMP(C), assurance schedule and agreed controls to manage hazards by conducting the following:

- safety and environment conversations
- verification of Contractor's Assurance Activities, including corrective actions implemented
- site inspections
- activity inspections
- WHSMP and EMP(C) implementation audits
- project meetings.

Where the work is a Construction Project, the Works Coordinator is required to coordinate with the WHS to arrange audits of the Contractor's WHSMP no later than one month after mobilisation to site.

Additional inspections, observations etc. will be conducted as required where high-risk stages of works are being undertaken or where the Contractor's performance may require an increase in monitoring. This is at the discretion of the Works Coordinator in consultation with the WHS or Environment team.

For High Risk Projects, Seqwater Environmental and/or Cultural Heritage Officers shall undertake inspections and audits of the works site to monitor Contractor compliance at a frequency as deemed necessary by the relevant officers. The Works Coordinator shall be notified with not less than 5 days' advance notice of the inspection or audit. The Works Coordinator may, at their discretion, undertake unplanned audits in response to non-conformances, Environment or Cultural Heritage Incidents, or upon receiving complaints regarding the Site.

The results of audits and inspections must be documented and all corrective actions raised must be followed up to ensure they are closed out. Verification of closed corrective actions must be documented. The Activity Based Inspection Form ([FRM-00632](#)), Environmental Site Inspection Checklist ([FRM-00394](#)) and the WHSMP Implementation assessment ([FRM-00669](#)) or “iAuditor” can be used to record outcomes prior to being saved in REX.

The Principal Contractor is to provide a project specific assurance schedule to the Works Coordinator as part of their WHSMP and EMP(C) submission. The Principal Contractor is responsible for implementing the assurance schedule.

5.2.4 WHS, environmental and heritage incident reporting

It is a mandatory requirement that all work related incidents, including hazard observations and near misses, are reported as outlined in the Incident Investigation Procedure ([PRO-00793](#)).

Contractors are required to as soon as practicable:

- notify the Works Coordinator and relevant Manager
- telephone Seqwater’s Incident Hotline (07) 3270 4040
- preserve the incident scene
- cooperate with Seqwater investigations
- provide a copy of the incident investigation report, including outcomes of all incident investigations within 5 days
- provide details of corrective actions implemented as a result of the investigation.

All Worker/Contractor incidents will be investigated in consultation with the Works Coordinator and reviewed by the relevant WHS Advisor or Environmental and/or Heritage officer and in accordance with the Incident Investigation Procedure ([PRO-00793](#)). Details of the incident investigation will be recorded in Risk Wizard with the documentation saved in the project folder in REX.

5.2.5 Other Reporting

Contractors must provide Seqwater with a monthly report, in the prescribed format, which details:

- hours worked on Seqwater workplaces
- number of lost time injuries and medically treat injuries that have occurred on Seqwater workplaces in the previous 12 months.
- Unexpected heritage finds if applicable

In addition, Seqwater may also request Contractors provide information such as, but not limited to:

- site inspections and Assurance Activities undertaken
- regulatory site visits
- number of verifications of competency assessments completed
- alcohol and drug testing completed
- corrective actions raised and completed.

5.2.6 Management of Non-conformances

During the performance of Construction Work¹, a Seqwater employee or the Works Coordinator can request that work stop if they are informed or observe that the work is:

- not being conducting in compliance with applicable legislation, the WHSMP, EMP(C), JSEA/SWMS or contract specifications

¹ If it is a construction project, contact Superintendent immediately as stop work must be in accordance with contract terms

- being conducting in such a way as to endanger the WHS of the Contractor's Workers, Seqwater Workers or the general public
- conducting the work in such a way as to impact or potentially impact heritage or the environment, where not already authorised or permitted. The Works Coordinator or Seqwater employee will discuss the concerns and request that the work method is reviewed to rectify the issues raised. The Works Coordinator must be notified immediately of any WHS or environmental and/or heritage issues identified where the Works Coordinator is not already involved.

If this does not address the concerns, the Works Coordinator or Superintendent will issue a Notice of Non-Conformance ([FRM-00517](#)) and direct the activity to cease immediately, and to make safe and remedy the breach.

If the breach is unable to be remedied immediately, the Works Coordinator or Superintendent is to suspend all work until such time that the work can be resumed in a safe manner. If the breach is with a Contractor, the non-conformance must be issued in accordance with contract terms.

All non-conformances and investigations raised will be communicated to the relevant stakeholders. WHS matters shall be sent to the WHS mailbox safety@seqwater.com.au, environmental matters to environment@seqwater.com.au, and heritage matters to heritage@seqwater.com.au. Non-conformances and investigations shall also be recorded in Risk Wizard, REX and to the Commercial Services team for further action.

5.3 Post Construction

5.3.1 Works completion

As part of the works completion stage the Works Coordinator or nominated representative (which may include key stakeholders) must do a final walk of the site to confirm the works are free of hazards or potential hazards as a result of the commissioned work and that any known hazards are controlled.

In addition, the Works Coordinator should coordinate that:

- all required documentation and training (where previously agreed upon) of new installations, including safety processes have been undertaken with all relevant stakeholders
- updates have been made to the relevant WHS risk registers, confined space register, hazard chemical register and asbestos register where required
- updates have been made to all As Constructed and Asset Information documentation if required
- new or modified asset information including defects checklists is updated in REX (as detailed in Asset Information Instruction for Works Coordinators, Contractors and Suppliers ([PRO-01877](#))).

5.3.2 Contractor evaluation

After the completion of each contract where a Contractor was engaged, the Works Coordinator shall review and evaluate the Contractor's WHS and environmental and heritage management performance in consultation with the relevant stakeholders. The result of the review and evaluation will form part of the overall evaluation process for future tenders.

6 Monitoring and Auditing

The application of this procedure may be audited in accordance with the WHS Internal Audit Schedule and the Integrated Management System Internal Audit Procedure ([PRO-00002](#)).

7 References

7.1 Legislation and other requirements

Description	Status	Location
<i>Construction Work Code of Practice 2013</i> (Safe Work Australia)	Active	http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/construction-work
<i>Work Health and Safety Act 2011</i> (Qld)	Active	www.legislation.qld.gov.au
<i>Work Health and Safety Regulation 2011</i> (Qld)	Active	www.legislation.qld.gov.au
<i>Environment Protection and Biodiversity Act 1999</i> (Cmwth)	Active	https://www.environment.gov.au/epbc
<i>Environmental Protection Act 1994</i> (Qld)	Active	www.legislation.qld.gov.au
<i>Vegetation Management Act 1999</i> (Qld)	Active	https://www.legislation.qld.gov.au/view/pdf/2017-07-03/act-1999-090
<i>Nature Conservation Act 1992</i> (Qld)	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/2019-03-29/act-1992-020
<i>Planning Act 2016</i> (Qld)	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2016-025
<i>Queensland Heritage Act 1992</i>	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1992-009
<i>Fisheries Act 1994</i> (Qld)	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/2019-05-28/act-1994-037
<i>Water Act 2000</i> (Qld)	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/2019-05-24/act-2000-034
<i>Environmental Offsets Act 2014</i>	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/2017-07-03/act-2014-033
<i>Aboriginal Cultural Heritage Act 2003</i>	Active	https://www.legislation.qld.gov.au/view/pdf/inforce/2016-09-27/act-2003-079

7.2 Supporting procedures

Description	Status	Location
PRO-01617 Engineering Review and Approval Procedure	Active	Q-Pulse & Waternet
PRO-00808 WHS Contractor Management Procedure	Active	Q-Pulse & Waternet
PRO-00657 WHS Hazard Identification and Risk Management Procedure	Active	Q-Pulse & Waternet
PRO-00793 WHS Incident Investigation Procedure	Active	Q-Pulse & Waternet
MAN-00211 WHS Management System Framework	Active	Q-Pulse & Waternet
PRO-01605 WHS Reporting Procedure	Active	Q-Pulse & Waternet
PRO-01574 – Training and Competency Management Procedure	Active	Q-Pulse & Waternet

7.3 Supporting documents, forms and templates

Description	Status	Location
TEM-00123 WHS Management Plan Template	Active	Q-Pulse & Waternet
TEM-00013 Job Safety and Environment Analysis/Safe Work Method Statement Template	Active	Q-Pulse & Waternet
FRM-00638 Verification of Competency (VOC) Assessment Form	Active	Q-Pulse & Waternet
FRM-00626 WHS Management Plan Checklist	Active	Q-Pulse & Waternet
FRM-00627 JSEA/SWMS Checklist	Active	Q-Pulse & Waternet
GDE-00103 WHS Workplace Inductions Guideline	Active	Q-Pulse & Waternet
FRM-00944 Hazard Identification Checklist	Active	Q-Pulse & Waternet
FRM-00650 Minor and Major Works Environment Impact Assessment Checklist	Active	Q-Pulse & Waternet
FRM-00627 JSEA/SWMS Checklist	Active	Q-Pulse & Waternet
FRM-00803 Kick off meeting agenda	Active	Q-Pulse & Waternet
FRM-00632 Activity Based Inspection	Active	Q-Pulse & Waternet
FRM-00517 Notice of Non-Conformance	Active	Q-Pulse & Waternet
SPE-00313 Environmental Requirements for Tender and Scope Documents	Active	Q-Pulse & Waternet
SPE-00312 Environmental Requirements for Projects and Works	Active	Q-Pulse & Waternet
FRM-00651 Environmental Review Tender Checklist	Active	Q-Pulse & Waternet
FRM-00652 Review Checklist for Contractor Environmental Management Plans	Active	Q-Pulse & Waternet
FRM-00394 Environmental Site Inspection Checklist	Active	Q-Pulse & Waternet

Appendix A – Requirements for a WHSMP

All Construction Projects must have a written WHSMP prepared before work on the Construction Project commences.

A Manager may request a WHSMP be developed for projects with a value of less than \$250,000 to manage High-Risk Construction Work or where deemed necessary by the Works Coordinator.

WHSMP purpose

A WHSMP defines the arrangements to manage WHS on a Construction Project. The WHSMP identifies the risks associated with the project and defines the risk controls that need to be applied to allow for the management of risks at the project site.

The WHSMP must be available to and easily understood by all persons involved in the Construction Project (including Contractors and Sub-Contractors).

Responsibility for preparing a WHSMP

The Principal Contractor must ensure that a WHSMP is prepared for a Construction Project. If a WHSMP is otherwise required by the Works Coordinator, the person with management or control of the workplace must prepare the WHSMP.

Developing a WHSMP

The level of detail required for a WHSMP will depend on the complexity of the Construction Work (in particular the number of Contractors at the workplace at any one time) and the risks involved in the work.

WHSMPs must be prepared in consultation with all stakeholders who will be directly engaged in delivering the Construction Project.

The WHSMP must include the following:

- the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the Construction Project
- the arrangements in place between Seqwater, Principal Contractors, Contractors and Sub-Contractors at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and the WHS Regulation
- the arrangements in place for managing any work health and safety incidents that occur
- any site-specific health and safety rules and the arrangements for ensuring that all Workers at the workplace are informed of these rules
- the arrangements to collect, assess, monitor and review any SWMS.

The WHSMP may also include the following information:

- details of the person commissioning the Construction Work
- details of the Principal Contractor (if appointed)
- details of the Construction Project, for example address of the workplace, anticipated start and end date and a brief description of the type of Construction Work that the WHSMP will cover
- details on how Contractors and Sub-Contractors will be managed and monitored, including how the Principal Contractor intends to implement and ensure compliance with the WHSMP, such as checking on the performance of Contractors and Sub-Contractors and how non-compliance will be handled
- details on how the risks associated with falls, falling objects and any High-Risk Construction Work that will take place on a Construction Project will be managed
- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage
- the safe use and storage of plant

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

- the development of a Construction Project traffic management plan
- obtaining and providing essential services information
- workplace security and public safety
- ensuring Workers have appropriate inductions, training and licences to undertake the Construction Work.

People with health and safety responsibilities

Persons at the workplace whose positions or roles involve specific health and safety responsibilities must be identified in the WHSMP. For example, people who should be listed include WHS Managers, first aid officers and Works Coordinators. Their responsibilities should be briefly described. Health and safety representatives do not need to be listed, unless they have a coordinating role separate to their role as a health and safety representative.

Arrangements for consultation, cooperation and coordination

An important part of the WHSMP involves the arrangements for consultation, cooperation and coordination of all persons conducting a business or undertaking at the workplace.

The Principal Contractor must include details in the WHSMP about how the persons conducting a business or undertaking at the workplace will consult and cooperate with each other. There should be ongoing consultation and cooperation between all duty holders so that when work overlaps, each person is aware of other construction activities and can control any associated hazards and risks. Examples include:

- holding pre-commencement WHS meetings with all Contractors and Sub-Contractors
- scheduling regular Contractor/Sub-Contractor WHS meetings
- holding toolbox WHS meetings
- establishing a Construction Project WHS committee
- distributing a regular WHS newsletter.

In many cases, people who have responsibilities are not always at the workplace at all times.

It is recommended that consultation arrangements for communicating with people off-site also be included in the WHSMP.

The WHSMP must detail the arrangements that the Principal Contractor will use to coordinate the Construction Work to ensure compliance. It must also include the process for developing, reviewing and distributing SWMS, along with providing training to Workers.

Arrangement for facilities

In accordance with the requirements of the WHS Regulation, the Principal Contractor (if appointed) or person who has management or control of a workplace where Construction Work is carried out must ensure, so far as reasonably practicable:

- the provision of adequate facilities for Workers, including toilets, drinking water, personal hygiene facilities and eating facilities
- that the facilities are maintained in good working order and are clean, safe and accessible.

When providing facilities, the following should be considered:

- the nature of the work being carried out at the workplace
- the nature of the hazards at the workplace
- the size, location and nature of the workplace
- the number and composition of the Workers at the workplace.

Refer to the *Construction Work Code of Practice 2013* (Safe Work Australia) for additional details regarding facilities required at construction workplaces

Arrangements for managing incidents

The Principal Contractor should consider the types of health and safety incidents that might occur.

The WHSMP should document the actions that will be taken, and allocation of responsibilities, during an emergency. Where a party other than Seqwater is the Principal Contractor, then the incident management requirements must be detailed in the Principal Contractor's emergency response plan.

Where Seqwater is the Principal Contractor for a Construction Project, the incident management requirements defined in the Seqwater Emergency Response Plan ([ERP-00001](#)) must be addressed.

The WHSMP should also include arrangements for reporting and acting upon any incidents, hazards and near misses.

Site-specific health and safety rules

The WHSMP must detail any site-specific WHS rules that the Principal Contractor requires persons to comply with, and the arrangements for ensuring all persons at the workplace are informed of these rules. The rules should be simple and clear.

The nature of the work, hazards, size and location of the workplace, and the number and composition of the Workers and other persons at the workplace can assist in determining the site-specific rules.

Upon finalisation of the rules, the Principal Contractor should inform everyone in the workplace about the rules. Ways of informing people about the safety rules are:

- holding Pre-start Meetings
- holding toolbox meetings or face-to-face discussions
- Safety meetings and safety moments
- posting them in a prominent position at the workplace
- distributing copies to everyone at the workplace.

If there are people at the workplace who do not have a good understanding of the English language or where they may have poor literacy skills, the WHSMP should set out how these people will be informed of the rules.

Arrangements to prepare, collect and assess, monitor and review SWMS

The WHSMP must include details of the arrangements for the preparation, collection and any assessment/approval, monitoring and review of SWMS at the workplace.

The Principal Contractor may establish a process to ensure that the work being undertaken does not conflict with control measures being used by other Contractors or Sub-Contractors working in the same location or create additional risks for others.

The WHSMP must also include arrangements to ensure that SWMS are followed by all affected Workers (including Contractors and Sub-Contractors), and that work is ceased if the SWMS is not being followed.

Implementing a WHSMP

The Principal Contractor (if appointed) or the person who has management or control of a workplace where a Construction Project is carried out must:

- ensure that all persons who are to carry out Construction Work on the Construction Project are made aware of the content of the WHSMP in respect to their work and their right to inspect the plan
- make Workers aware of the parts of the WHSMP that are relevant to the work they are carrying out
- monitor and manage work to verify that the WHSMP is being complied with.

The WHSMP (including any revisions to it) must be kept and made available to any person engaged to carry out Construction Work and for inspection under the WHS Act until the Construction Project to which it relates is completed.

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

The WHSMP must be kept at the workplace where the Construction Project is being undertaken.

Reviewing a WHSMP

The person who has management or control of a workplace where a Construction Project is carried out must review and, as necessary, revise the WHSMP to ensure it remains up to date and relevant for the Construction Project.

Situations where a WHSMP may be reviewed include:

- changes of critical personnel, for example Works Coordinator, site supervisor, WHS Manager
- if safety rules on site change
- changes in legislation, regulations or codes of practice
- where there are significant changes to site conditions resulting in changes to persons with responsibility for health and safety or additional persons with responsibility for health and safety.

Where reasonably practicable, the review process should be undertaken in consultation with all stakeholders involved in delivering the Construction Project.

Where the revision of a WHSMP results in changes to a work process, the person in control of the Construction Project must, so far as is reasonably practicable, ensure all persons involved in carrying out Construction Work for the Construction Project are made aware of any revisions to the plan and to any associated SWMS.

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver	
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety	Page 24 of 30

Appendix B – Requirements for SWMS

A SWMS must be prepared before any High-Risk Construction Work commences at a Seqwater workplace. At Seqwater, all SWMS are developed utilising the JSEA/SWMS Template ([TEM-00013](#)).

SWMS purpose

The primary purpose of a SWMS is to ensure supervisors, Workers and any other persons at the workplace, understand what is required to carry out the High-Risk Construction Work in a safe manner.

A SWMS sets out the work activities in a logical sequence, identifies hazards for each step of the sequence, and describes control measures to be implemented.

The SWMS must be able to be easily read and understood by all people involved in carrying out High-Risk Construction Work. People who will be required to understand a SWMS include:

- the supervisor of the High-Risk Construction Work
- the Worker carrying out the High-Risk Construction Work
- the Principal Contractor (if appointed) or the person who has management and control over the High-Risk Construction Work.

Responsibility for preparing SWMS

The person in control of the High-Risk Construction Work being carried out must ensure that a SWMS is prepared for the work activity.

Where multiple High-Risk Construction Work activities are occurring in close proximity to each other, all work groups must consult, cooperate and coordinate to:

- avoid inconsistencies in work planning
- ensure that they are carrying out their work safely
- ensure that additional hazards are not created as a result of the work activities.

Developing a SWMS

Workers who will be directly engaged in undertaking the High-Risk Construction Work and their health and safety representatives must be consulted in the preparation of the SWMS.

When preparing a SWMS, the following must be taken into account:

- the complexity of the work and the hazards associated with the High-Risk Construction Work
- the circumstance at the workplace that may affect the way in which the High-Risk Construction Work is carried out
- on a Construction Project, any specific requirements detailed in the WHSMP prepared by the Principal Contractor.

The SWMS must:

- identify the sequence of work activities required to perform the High-Risk Construction Work
- specify hazards relating to each step of the High-Risk Construction Work and the risks to health and safety associated with those hazards
- identify how hazards and risks will be eliminated (where reasonably practicable) or otherwise minimised by implementation of risk control measures

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

- provide clear direction on how and when the risk control measures will be implemented, monitored and reviewed (i.e. there should be no statements requiring a decision to be made by supervisors or Workers e.g. the statement 'use appropriate PPE' does not detail the control measures).

A SWMS may also include the names of Workers that have been consulted on the content of the SWMS, the date the consultation occurred and the signature of each Worker acknowledging their participation in this consultation and the opportunity to discuss the proposed measures.

A SWMS checklist ([FRM-00627](#)) has been developed to aid Works Coordinators in reviewing the adequacy of their Contractors' SWMS.

All SWMS developed to manage High-Risk Construction Work at Seqwater workplaces must be forwarded to the Seqwater WHS Projects and Compliance Coordinator for review. The Seqwater WHS Projects and Compliance Coordinator will review the SWMS to assess and provide comment on the following:

- legislative compliance
- the suitability of risk assessments
- the suitability of controls
- new or alternate control measures
- alternate work methods.

Implementing a SWMS

The person in control of the High-Risk Construction Work being carried out must:

- ensure that all persons who are to carry out High-Risk Construction Work are made aware of the content of the SWMS in respect to their work
- make Workers aware of the parts of the SWMS that are relevant to the work they are carrying out
- monitor and manage work to ensure that the SWMS is being complied with.

The SWMS (including any revisions to it) must be kept (including saving a copy of the document in REX) and made available to any person engaged to carry out Construction Work and for inspection under the WHS Act until the Construction Project to which it relates is completed or, in the event of a notifiable incident, for a period of two years following the incident.

The SWMS must be kept at the workplace where the Construction Project is being undertaken.

Where work is being undertaken that contravenes a requirement of a SWMS, the work activity must stop immediately or as soon as it is safe to do so. Work must not resume until:

- the non-compliance is identified and communicated to the Workers involved in the work activity
- the work activity and the SWMS are reviewed to ensure that the method defined in the SWMS is the most practical and safest way of doing the work activity
- where another method is identified to perform the work activity, the SWMS should be revised to take this change into account before re-commencing work
- the requirements of the SWMS are communicated and understood by all stakeholders involved in performing the High-Risk Construction Work.

Reviewing a SWMS

A site specific SWMS must be reviewed (and revised if necessary):

- following the occurrence of an incident, injury or near miss
- if non-conformances in work activities are identified
- if relevant risk control measures are revised

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

- if a risk control measure does not control the risk it was implemented to control so far as is reasonably practicable
- before a change in the workplace that is likely to give rise to a new or different health or safety risk that the risk control measures may not effectively control
- if a new hazard or risk is identified
- if the results of consultation by Seqwater indicate that a review is necessary
- where a health and safety representative who represents a relevant work group at the workplace requests a review.

The review process must be carried out in consultation with Workers (including Contractors and Sub-Contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When a SWMS has been revised, the Works Coordinator must ensure:

- all Workers involved with the High-Risk Construction Work are advised that a revision has been made and how they can access the revised SWMS. For a Construction Project, the Principal Contractor must be given a copy of the revised SWMS
- all Workers who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS
- all Workers that will be involved in the High-Risk Construction Work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

Appendix C – Requirements for an EMP(C)

The EMP shall include a copy of the site-specific Environmental and Cultural Heritage Induction requirements identified during the scoping and planning phase, as well as describe measures to be taken to address contractual requirements and avoid environmental and heritage harm during construction and commissioning of the Works. The EMP(C) must follow the guidelines of AS/NZS ISO 14001 Environmental Management Systems and must not contravene environmental and heritage legislation.

Current environmental management qualifications and experience of staff nominated as the Environmental Representative within the project team must also be provided. The Contractor will be responsible for undertaking and implementing all necessary control strategies, monitoring, reporting and corrective actions.

The Contractor will be responsible for providing Sub-Contractors with a copy of their Environmental Management Plan and ensuring they follow the requirements of the contract.

No site construction works shall proceed until the complete EMP or a section of the EMP relevant to a particular construction operation has been submitted, and approval to proceed has been provided by the Superintendent

It is desirable to provide evidence of environmental management systems (EMS) and methodologies to be used in the delivery of the project/works to ensure that the environmental aspects of the Contractor's and any Sub-Contractor's work complies with the requirements of the contract; including but not limited to:

- Company environmental policy and objectives
- Organisation structure including resources, roles, responsibilities and authority
- Environmental Risk management outlining any significant aspects and impacts to the site with sufficient controls applied to mitigate risk
- Environmental work practices and procedures
- Environmental training and induction
- Environmental auditing and inspection procedures
- Environmental consultation procedures
- Environmental performance monitoring specifically on non-conformances or near miss with sufficient corrective action and preventative action
- Environmental emergency preparedness and response
- Cultural heritage management

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

Appendix D – Workplace induction training

Construction induction training

All Workers undertaking Construction Work at Seqwater workplaces must have:

- successfully completed a general construction induction training course in the previous two years
AND
- carried out Construction Work in the previous two years.

The general construction induction training (commonly known as the white card) must be delivered in Australia by a registered training organisation and cover the content set out in the specified vocational education and training course for general construction induction training.

Any Worker who does not meet the above criteria is prohibited from undertaking any Construction Work at a Seqwater workplace. All training required for a construction workplace where Seqwater has management or control of the workplace will be provided in accordance with the WHS Training, Competency & Behaviour Management Procedure ([PRO-01574](#)).

All training required for a construction workplace where a Contractor has management or control of the workplace (e.g. Principal Contractor for a Construction Project) must be provided by the Contractor. The Seqwater Works Coordinator must liaise with the Contractor to ensure that Seqwater specific training (i.e. site access and permit processes, fluoride awareness training etc.) is provided to the Contractor's staff as required.

All Workers conducting High-Risk Construction Work must have successfully completed training and be licenced (where required) to conduct the High-Risk Construction Work.

Workplace specific training

Workplace specific training must be provided to all Workers for the work being undertaken. The training must provide information about WHS issues and safe work practices that are specific to the workplace at which the construction will be undertaken and to the Construction Work being undertaken.

The training must be provided to all Workers entering the construction workplace.

Construction workplace specific training should cover the following:

- safety documents, policies and plans, including the WHSMP and SWMS
- supervisory, consultation and reporting arrangements
- workplace safety rules, including first aid provisions and emergency procedures
- workplace facilities, including their location, use and maintenance
- emergency procedures, including after-hours emergency contacts
- health monitoring requirements and procedures
- access, egress and security
- workplace specific hazards and control measures
- how safety issues are resolved, including health and safety representative arrangements
- how to report hazards and unsafe work practices
- how to report accidents, incidents and dangerous events
- what to do if a person is injured, including first aid provisions.

Workplace specific training may be delivered in a variety of ways, including:

- toolbox talks
- Pre-start Meetings
- on-the-job instructions
- one-off sessions or events called for a specific purpose.

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety

Task specific training may also be necessary to ensure that Workers have all relevant information and instruction when undertaking a particular construction activity. Task specific training should be developed for the actual task carried out and be regularly reviewed and updated whenever there are changes to the task, processes, systems of work, plant and substances that may affect health and safety.

Rev. no.	Doc No.	Doc Owner	Version Date	Doc Approver
8	PRO-00005	Manager, Work Health & Safety	21/10/2019	GM, People, Culture and Safety