



Australian Government

Department of Employment and Workplace Relations

Office of the Federal Safety Commissioner

AUDIT PROCESS SURVEY

As a company participating in the Work Health and Safety Accreditation Scheme (the Scheme) you play an important role in setting a high standard in safety in the building construction industry.

Your feedback is important to us and in order to continue to improve the way the Office of the Federal Safety Commissioner (OFSC) provides services to companies, we are seeking your feedback on our audit process.

Responding to the survey is not compulsory, however the OFSC would greatly value any information that you are able to provide. The survey also provides an opportunity for the OFSC to assist you with any specific issues you may raise.

The OFSC values your privacy and results will be kept confidential. This means data collected from these surveys can only be used in a way that does not identify individuals or companies.



Part A: About your audit

Name:	s 47F(1)	
Position:		
Company:	GE Renewable	
Audit Date:	29/4/2024	Click to choose date
FSO Name:	s 47F(1)	

Type of audit (please select one or more):

- Accreditation Audit
- Maintenance Audit
- Project Safety Audit
- Conditional Audit
- Compliance Audit

Part B: Setting up your audit

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
Your audit was arranged in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Office of the Federal Safety Commissioner (OFSC) team member was effective and helpful in communicating with you prior to your audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The OFSC team member gave you adequate time and information to prepare for your onsite audit. (For example, they explained the overall process to you, what to expect and when etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part C: The onsite audit and audit report

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
The Federal Safety Officer (the FSO) conducted your audit in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The FSO provided reasonable feedback on issues raised during the audit and these were consistent with the resulting audit report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The FSO was helpful in giving feedback on your company's WHS management system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The FSO appeared familiar with the operations of the OFSC and the Scheme in general.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The FSO was knowledgeable in terms of Industry and other legislative requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The FSO explained the onsite assessment to you in a way that you were able to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Your audit report was received in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Your audit report was easy to understand. (For example, you could understand the Corrective Action Reports).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The OFSC team member was effective and helpful in discussing the details of your audit report and explaining next steps. (For example, if you were required to provide evidence).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part D: Follow up and additional information

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
The WHSMS, Scheme and Hazard Criteria were able to be found on the internet and you were able to understand what these documents meant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Would you recommend any improvements to the audit process? Please specify:

Nil improvements

Additional Comments?

s 47F(1)

Document 42 at pages 224 - 225 exempt under sections 47F(1) and 47G(1)(a)



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Document Revision Chart

Rev	Section Modified and Revision Description	Date, Approval WF	Author
1.0	First Release	10/05/2024	s 47F(1)

Approvals:

Role	Name	Position	Approvers signature	Date
Author	s 47F(1)	EHS Manager	s 47F(1)	10-May-2024
Reviewer		Site Manager		10-May-2024
Reviewer		Project Director		10-May-2024
Approver		Regional EHS Leader - ANZ		10-May-2024

RASCI

Role	Responsible	Accountable/ Process Owner	Support	Consult	Inform
	"Performs the work or guides/manages others to do the work"	"Manages and oversees the objectives and performance of the process"	"Provides/contributes to the work/services. Participates actively in the process"	"Consulted for input requirements to improve quality in decision"	"Does not participate in the process but impacted by the process/work/deliverables or changes."
Project/ Services (Director/ Manager)		x			
Site Manager	x				
EHS Representative			x		
Elected HSR				x	x
Workforce					x



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2.0 INTRODUCTION

GE HSE and WHS Committee procedure encapsulates SafeWork Australia Code of Practice for Work Health and Safety Consultation, Cooperation and Coordination and the guide for Worker Participation in HSR and Committees.

This procedure provides information on the representation and participation of workers in health and safety matters at the workplace, as well as guidance on resolving health and safety issues.

The WHS Act allows for workers to be consulted and represented through health and safety representatives and committees:

- A worker may ask for a Health and Safety Representative (HSR) to be elected to represent them on work health and safety matters. If a worker makes this request, a work group or groups need to be established to facilitate the election. Where HSRs have been elected, GE and/or the Projects Contractors will consult with them.
- A Health and Safety Committee (HSC) brings together workers and management to assist in the development and review of health and safety policies and procedures for the workplace. An HSC must be established when an HSR or five or more workers makes a request to GE and/or the Projects Contractors.

3.0 DESIGNATED WORK GROUPS (DWG's)

Work groups are formed to enable workers to elect HSRs to represent them on health and safety matters.

Any worker or group of workers may ask GE for whom they are carrying out work to facilitate the election of one or more HSRs. GE and/or the Projects Contractors will then facilitate the determination of one or more groups of workers.

Work groups are formed by negotiation and agreement between GE and/or the Projects Contractors and the workers who are proposed to form the work group or their representatives.

GE and/or the Projects Contractors shall take all reasonable steps to commence negotiations with the workers or their representatives within 14 days after a request has been made.

In situations where all workers cannot come together to negotiate (for example, if there is a large number of workers or the workers are spread across different locations), workers may wish to authorise a representative(s) to engage in the negotiation process on their behalf.

Any relevant matter, including the following matters, must be taken into account when negotiating or varying work groups:



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- the number of workers
- the views of workers in relation to the determination and variation of work groups
- the nature of each type of work carried out by the workers
- the number and grouping of workers who carry out the same or similar types of work
- the areas or places where each type of work is carried out
- the extent to which any worker must move from place to place while at work
- the diversity of workers and their work
- the nature of any hazards at the workplace(s)
- the nature of any risks to health and safety at the workplace(s)
- the nature of the engagement of each worker, for example, as an employee or as a contractor
- the pattern of work carried out by workers, for example whether the work is full-time, part-time, casual or short-term or seasonal work
- the times at which work is carried out, and
- any arrangements at the workplace or workplaces relating to overtime or shift work.

Languages spoken in the workplace should be considered when negotiating work groups, so that the interests of workers from culturally and linguistically diverse backgrounds are properly represented.

Negotiations have failed if:

- GE and/or the Projects Contractors have not taken all reasonable steps to commence negotiations with workers within 14 days after a request is made, or a party to the agreement requests the agreement be varied, and
- an agreement cannot be reached on a matter to determine or vary an agreement for work groups within a reasonable time after negotiations have started.

If there is a failure in negotiations to establish or vary an agreement, any person who is or would be a party to the negotiations may ask the regulator to appoint an inspector to either decide the issue in dispute or assist the negotiations.

Once the inspector makes a decision, it is taken to be an agreed determination. In other words, the parties are bound by the decision. However, if an affected worker, their representative, GE or HSR does not agree with the decision, they can request the regulator to review the inspector's decision.

A party to negotiations, or to an agreement, may withdraw from the negotiation or agreement at any time by providing reasonable notice (in writing) to other parties. If a party has withdrawn from an agreement, the other parties must negotiate a variation to the agreement, which remains valid in the meantime.

4.0 HEALTH AND SAFETY REPRESENTATIVES



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HSRs and deputy HSRs must be elected by members of the work group that they will represent. All workers in a work group must be provided with every reasonable opportunity to nominate HSRs and vote in the election.

Workers from the work group determine how an election is to be conducted (if one is needed). GE must be informed of the election date as soon as practicable after the date has been decided. Members of the work group and GE must be informed of the election outcome.

The election process may be informal, for example with a show of hands. Alternatively, it may involve a more formal process such as the use of ballots. If the majority of workers in a work group agree, the election may be conducted with the assistance of a union or other organisation or person.

If there is more than one work group, there needs to be a separate process to elect HSRs for each one.

No. If the number of candidates nominated for election equals the number of vacancies in the work group, the candidates are deemed to be 'elected' and no election is needed.

To be eligible for election, a worker must be a member of the work group they will represent and must not be currently disqualified from being an HSR.

A work group member may nominate themselves or another member of the work group to stand for election.

A worker who has management responsibilities can be an HSR if they are a member of a work group and are elected by the workers of that work group to be an HSR.

All members of the work group are entitled to vote in an election. This includes contractors and any other worker in that work group.

GE and/or the Projects Contractors will provide any resources, facilities and assistance that are reasonably necessary to enable elections to be conducted, for example providing reasonable access to printing resources so election notices can be displayed in the workplace.

The term of office can be up to 3 years. If re-elected, another term of office would begin.

An HSR is removed from office when the majority of work group members sign a written declaration and when the HSR, the majority of work group members and GE has been informed of the decision.

An application for disqualification can be made to the designated court or tribunal if an HSR has:

- exercised a power or performed a function as an HSR for an improper purpose, or
- used or disclosed any information he or she acquired as an HSR for a purpose other than in connection with the role of HSR.

Any person can apply to disqualify an HSR if they have been adversely affected by the exercise of a power or performance of an HSR or how the HSR has used or disclosed information they obtained as an HSR.



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4.1. Functions And Powers Of HSR

The responsibility for providing a healthy and safe workplace rests with GE and the Projects Contractors. The HSR, however, has a major role to play in representing members of their work group and bringing issues to the attention GE and/or the Projects Contractors.

The powers and functions of HSRs are to:

- represent the workers in their work group in relation to work health and safety matters
- monitor the measures taken by GE and/or the Projects Contractors to comply with the WHS Act in relation to their work group members
- investigate complaints from work group members about work health and safety issues
- inquire into anything that appears to be a risk to the health or safety of work group members, arising from the conduct of the business or undertaking.

In exercising a power or performing a function, HSRs may:

- inspect the workplace where their work group works at any time after giving reasonable notice to GE and/or the Projects Contractors.
- inspect the workplace where their work group works at any time without notice in the event of an incident or any situation involving a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard
- accompany an inspector during an inspection of any part of the workplace where their work group works. Inspectors must, as soon as practicable after entering a workplace, take reasonable steps to notify GE and/or the Projects Contractors as well as any HSRs of the entry and its purpose
- attend interviews between one or more work group members and an inspector or GE and/or the Projects Contractors. For example, interviews may be required after an incident has occurred, for return-to-work purposes or as part of issue resolution processes. An HSR can only attend interviews with the consent of the worker and the interview must be about work health and safety matters
- request the establishment of an HSC
- receive information concerning the work health and safety of workers in the work group
- whenever necessary, request the assistance of any person
- in some circumstances, direct a work group member to cease unsafe work or issue a PIN (Provisional Improvement Notice)
- in some circumstances, request a review of a control measure where the duty holder has not adequately reviewed the control measure as required under the WHS Regulations.



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4.2. Inspection of the workplace

Yes, after giving reasonable notice to GE and/or the Projects Contractors. What is 'reasonable notice' will depend on the circumstances in any given case, and on what GE and/or the Projects Contractors and HSR jointly consider is reasonable. In many cases, notice should be provided 24 hours prior to an inspection.

However, an HSR may immediately inspect the workplace without providing notice in the event of an incident or any situation involving an immediate and serious risk to health or safety in any part of the workplace where members of their work group work. The threat may be one that affects a member of the work group or any other person in that part of the workplace.

4.3. HSR Access to Information

The information an HSR may require access to can differ between workplaces, for example, an HSR may request access to:

- information relating to any work-related incident or disease, including statistical records, such as an injury register
- an asbestos register and asbestos management plan, which a person with management or control of a workplace must ensure ready access to the HSR at any time
- health and safety policies and procedures, including safe work method statements
- safety data sheets for the chemicals that are used in the workplace
- technical specifications for equipment regarding noise, vibration or radiation emission
- results of occupational hygiene measurements, including dust levels, noise levels or chemical fumes
- reports on work health and safety matters, including reports prepared by consultants for GE and/or the Projects Contractors
- minutes of HSC meetings
- information provided by manufacturers and suppliers about plant, equipment or substances at the workplace, and
- health monitoring information that does not contain personal or medical information about a worker.

4.4. Ceasing unsafe work

A worker can refuse to carry out work or stop the work they are doing on their own initiative if they have a reasonable concern that carrying out the work would expose them to a serious health and safety risk arising from an immediate or imminent exposure to a hazard.

A worker who has ceased carrying out work must as soon as practicable, notify GE and/or the Projects Contractors that they have ceased work and remain available to carry out suitable alternative work.



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GE and/or the Projects Contractors can direct the worker to carry out suitable alternative work until they can resume normal duties. The work must be safe and appropriate for the worker and either at the same workplace they normally work at or at another workplace.

An HSR can only direct that work cease if the HSR has completed an approved HSR training course, or previously completed that training when acting as an HSR of another work group.

An HSR may direct a worker in a work group represented by the representative to cease work if the representative has a reasonable concern that to carry out the work would expose the worker to a serious risk, emanating from an immediate or imminent exposure to a hazard.

Before issuing the direction to cease work, the HSR must first attempt to resolve the matter by consulting the organisation for whom the workers are working, unless the risk is so serious and immediate or imminent that it is not reasonable to consult before giving the direction. In these situations the HSR must carry out the consultation as soon as practicable after giving the direction to cease work.

If the risk is not serious and immediate or imminent, the HSR must consult with GE and/or the Projects Contractors to attempt to resolve the matter. This may involve:

- following an agreed issue resolution procedure or, if there is no agreed procedure, the default procedure in the WHS Regulations
- issuing a PIN, or
- calling an inspector.

The HSR must always inform GE and/or the Projects Contractors of any direction to cease unsafe work given by the HSR to workers.

GE and/or the Projects Contractors Duties

GE and/or the Projects Contractors have the following obligations to HSRs:

- to consult, so far as is reasonably practicable, with HSRs on work health and safety matters at the workplace
- to confer with an HSR, whenever reasonably requested by the representative, to ensure the health and safety of the work group workers
- to allow an HSR access to information relating to hazards and risks affecting the health and safety of the workers in the work group
- to allow an HSR access to information relating to the health and safety the work group workers
- to allow HSRs to attend interviews concerning work health and safety between one or more workers (with their consent) and an inspector or another person conducting the business or undertaking at the workplace (or their representative). The HSR should be informed of any such interview and the HSR and worker may wish to consult before and/or after the interview



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- to provide their HSRs with resources, facilities and assistance that are reasonably necessary to enable the HSR to exercise their powers and perform their functions under the WHS Act
- to allow a person assisting an HSR to have access to the workplace if it is necessary to enable the assistance to be provided
- to permit the HSRs to accompany an inspector during an inspection of any part of the workplace where a member of the HSR's work group works
- to provide any assistance to the HSR required by the WHS Regulations
- to allow the HSR as much time as is reasonably necessary to exercise their powers and perform their functions under the WHS Act
- to pay HSRs for the time spent performing their role at the same rate that they would be entitled to receive if performing their normal duties during that period.

4.5. HSR Resources, Facilities and Assistance

GE and/or the Projects Contractors must provide any resources, facilities and assistance that are reasonably necessary to enable the HSR to exercise their powers and carry out their functions.

What is reasonable in the particular circumstances will depend on a range of factors, including the nature of the work and the working environment, the workplace hazards and the composition of the work group. Resources, facilities and assistance may include:

- access to a private room, desk and chair for discussions or interviews
- a computer with internet and email access
- access to a telephone
- facilities for photocopying and filing, including a lockable filing cabinet and shelves
- access to a room for work group meetings
- access to relevant technical equipment, for example, a noise meter
- the use of notice boards
- if required, transport or travel expenses to commute between workplaces.



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4.6. HSR Training

It is not mandatory for HSRs to be trained. However, HSRs should be encouraged to take up their training entitlement to provide them with the skills and knowledge to perform their role effectively. HSRs can issue PINs and direct work to cease only if they have been trained. Untrained HSRs can perform all other functions.

If the HSR or deputy HSR is re-elected in the same work group and has already participated in initial HSR training, they do not have an entitlement to take time off work with pay to attend the initial training course again. An HSR is, however, entitled to up to one day's refresher training each year following the completion of the initial training course.

Although the HSR is not entitled to receive further training under the WHS Act, the HSR and GE and/or the Projects Contractors may agree that the HSR attend or receive further training. This may include attending a conference on work health and safety.

5.0 HEALTH AND SAFETY COMMITTEES

An Health and Safety Committee (HSC) is a useful forum for consultation on work health and safety issues. A committee enables GE and/or the Projects Contractors and worker representatives to meet regularly and work co-operatively to develop policies and procedures to improve work health and safety outcomes. As such, they are particularly useful for effective consultation in workplaces where there are several persons conducting businesses and undertakings.

5.1. Establishing an HSC

GE and/or the Projects Contractors must establish an HSC within two months after being requested to do so by an HSR or five or more workers at the workplace. However, GE and/or the Projects Contractors can also decide on their own initiative to establish an HSC for their workplace.

5.2. HSC Members

The membership of an HSC may be agreed between a GE and/or the Projects Contractors and the workers at the workplace. At least half of the members of the HSC must be workers who have not been nominated by GE and/or the Projects Contractors.

Unless they do not wish to participate, HSRs are automatically a member of the relevant HSC. If there is more than one HSR at the workplace, the HSRs may agree among themselves as to who will be on the HSC. They may agree to have more than one HSR join the HSC.

Representatives of GE and/or the Projects Contractors on the HSC should be persons involved at senior management levels in the organisation who are able to make decisions about health and safety.

Representatives of GE and/or the Projects Contractors may be drawn from senior managers, managers, supervisors, safety officers, technical experts and personnel



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officers. This ensures that the committee is provided with the necessary level of decision making, knowledge and expertise regarding company policy, production needs and technical matters concerning premises, processes, plant, machinery and equipment, and systems of work.

5.3. HSC and GE Disputes

If workers and GE and/or the Projects Contractors cannot agree on the constitution of an HSC within a reasonable time, any party may ask the regulator to appoint an inspector to decide the matter.

The inspector can decide the constitution of the HSC or that the committee should not be established. Before making this decision, the inspector should have regard to the high priority the WHS Act places upon consultation and representation.

The inspector's decision is taken to be an agreement between the workers and GE and/or the Projects Contractors. However, if an affected worker, GE and/or the Projects Contractors or HSR does not agree with the inspector's decision, they can request the regulator to review the decision.

5.4. HSC functions

The functions HSCs can perform are broad. HSCs can consider the management of health and safety across the whole workforce. In this way, the activities of the HSC can complement the role of the HSRs, whose powers are usually limited to issues affecting their particular work group.

HSC functions include:

- facilitating co-operation between GE and/or the Projects Contractors and workers to instigate, develop and carry out measures to secure the work health and safety of workers
- assisting in developing health and safety standards, rules and procedures that will be followed or complied with at the workplace
- other functions agreed by GE and/or the Projects Contractors and members of the HSC.

For example, an HSC can be involved with:

- the formulation of agreed procedures, such as issue resolution procedures and the committee's own procedures
- analysing reports of hazards, work-related incidents and statistical trends, so that reports can be made to management
- making recommendations for corrective action
- examining health and safety audit or monitoring reports
- considering reports and information provided by inspectors
- considering reports that HSRs may wish to submit
- developing procedures for selecting new plant for the workplace
- assistance in the development of safe working procedures
- linking with workers' compensation and return to work programs



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- the selection of specialist consultants to advise on WHS matters if needed.

5.5. HSC Meetings

HSCs must meet at least once every three months and also at any reasonable time when at least half of the HSC members makes a request.

The HSC members may decide to meet more than once every three months. Members may want to consider the following issues when deciding how often the committee should meet:

- the expected volume of work to be handled by the HSC
- the size and location of the workplace
- the number of workers and composition of the workers at the workplace
- the nature of the work being carried out
- the nature of the hazards at the workplace.

Reasonable time should be allowed during each meeting to ensure discussion of all business. Importantly, GE and/or the Projects Contractors should ensure that work arrangements are such that all worker members of the HSC are able to attend during paid time.

5.6. HCS Access to Information

GE and/or the Projects Contractors will allow the HSC to access any information they have relating to hazards (including associated risks) at the workplace and the work health and safety of the workers at the workplace.

GE will not allow the HSC to have access to any personal or medical information concerning a worker without their consent, unless the information does not identify the worker and/or could not reasonably be expected to lead to the identification of the worker.

5.7. HSC Procedures

An HSC may choose to determine its own procedures for organising and conducting meetings.

Dates of the meetings may arranged in advance, even to the extent of planning a program six months or a year ahead. In these circumstances, all members of the committee and all HSRs and deputies in the workplace should be given a personal copy of the program listing the dates of the meetings. Notices of the dates of meetings should also be published where all workers can see them.

HSC members should get a copy of the agenda and accompanying papers at least one week before each meeting. Where postponement cannot be avoided, an agreed date for an alternative meeting should be made and announced as soon as possible. The HSC may need to develop procedures and rules for the planning and conduct of meetings. Issues the committee should consider include:

- who will chair the meeting
- whether there needs to be a quorum for meetings



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- who will take the notes or minutes of the meetings
- who will issue the notes or minutes
- who will draw up and issue the agenda
- how long items will remain on the agenda, and
- processes by which decisions will be made.

The HSC should decide whether to record full and detailed minutes of meetings or simply to keep summary notes. Where notes are preferred to minutes, these should include details of decisions made, who is responsible for carrying out these decisions and the timetable for action.

A copy of agreed minutes or notes of each meeting should be supplied as soon as possible after the meeting to each member of the HSC and a copy sent to each HSR for the work groups covered by the committee. A copy of the minutes or notes should also be sent to the most senior executive responsible for work health and safety matters, and arrangements should be made to ensure that senior management is kept informed generally of the work of the committee..

5.8. HSC Resources and Support

The effectiveness of an HSC will depend on a number of factors. Significant among these will be the degree of co-operation the committee has been able to develop and the respect with which the workplace parties, especially the chief executive officer and management team, view the committee's work. The following activities could assist in maintaining the drive of a committee's work:

- regular meetings with effective publicity of the committee's discussions and recommendations
- speedy decisions by management on the HSC's recommendations and, where necessary and appropriate, prompt action with effective publicity
- mechanisms for ensuring all workers are informed about and support the work of the committee
- setting priorities and monitoring results.

Good communication between the committee, management and workers will also contribute to the effectiveness of the HSC.

Worker representatives and/or HSRs should be given time during work hours to prepare for and attend committee meetings and for reporting the outcomes to other HSRs and workers in the workplace.

6.0 RESOLVING ISSUES

An 'issue' is any concern about health and safety at the workplace that remains unresolved after consultation with the affected workers and GE and/or the Projects Contractors has occurred. Other issues may involve the means by which workers are consulted or participate in health and safety decisions.



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The issue resolution provisions in the WHS Act outline how an health and safety issue can be resolved, with the aim of resolving issues as soon as can reasonably be achieved to avoid further dispute or a recurrence of the issue or a similar issue.

If there are no agreed procedures, the default procedure for issue resolution under the WHS Regulations must be followed. The default procedure includes the minimum requirements for any agreed procedures.

The parties to the issue will be involved in resolving the issue. This means:

- GE and/or the Projects Contractors with whom the issue has been raised or their representative
- where at least one worker in a work group is affected by the issue, their HSR or the HSR's representative
- where at least one worker who is not in a work group is affected by the issue, the worker(s) or their representative.
- a legal representative.

When a work health and safety issue arises, the parties must make reasonable efforts to achieve a timely, final and effective resolution of the issue according to the relevant agreed procedure, or if there is no agreed procedure, the default procedure set out in the WHS Regulations.



Onshore Wind Quality Management System

Health & Safety Representation and Committee Establishment Procedure

ONW-ANZ-EHS-1.3P-01

Rev: 1

6.1. Agreed Procedures

Agreed procedures for resolving issues can also be established for a workplace. Issues can be resolved using agreed procedures that must, as a minimum, include the requirements set out in the WHS Regulations. Agreed procedures must be set out in writing and be communicated to all workers affected by those procedures.

An 'agreed procedure' is an agreed process or outline of the steps involved in resolving health and safety issues in the workplace.

For a procedure to be an 'agreed procedure' it must meet the following criteria:

- It must be agreed. This means that it is consensual and there has been genuine consultation and agreement between GE and/or the Projects Contractors, the HSRs and workers.
- It must not be imposed by one party or the other or arise out of a flawed process for reaching agreement, for example:
 - where only a select group of workers were involved in developing the procedure
 - where agreement is reached through an unrepresentative process, for example not all HSRs or all HSC members or all relevant workers and their representatives were able to participate in the agreement process.
- It must outline a process or steps for resolving issues, not just set out what the outcome would be in specified circumstances.
- It must relate to health and safety issues and not a procedure that exists solely for other purposes, such as a grievance or complaint procedure, unless such a procedure is agreed to be utilised for health and safety issues.

The 'agreed procedure' must also be consistent with the WHS Act and cannot remove the power of an HSR to issue a PIN or to exercise any other power that the WHS Act gives them.

6.2. Unresolved Issues

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask the regulator to appoint an inspector to assist at the workplace. There does not have to be agreement about whether reasonable efforts have been made to resolve the issue in order for an inspector to be requested. As long as one party considers that reasonable efforts have been made, an inspector's attendance can be requested.

The inspector's role is to assist in resolving the issue. An inspector could exercise any of their compliance powers under the WHS Act, including providing advice, investigating contraventions or issuing an improvement notice.

At any time during the process or if a request to the regulator is made, a worker is still entitled to exercise their right to cease work, or an HSR can issue a PIN or a direction to cease work.



GE VERNOVA

Onshore Wind Quality Management System

Health & Safety Representation and Committee Establishment Procedure

ONW-ANZ-EHS-1.3P-01

Rev: 1

Title: Health & Safety Representation and Committee Establishment Procedure
Reference: ONW-ANZ-EHS-1.3P-01
Revision: 1.0
Application Date: 10-05-2024
Expiration Date: 10-05-2027
Author: s 47F(1)



GE VERNOVA

Our portfolio of energy businesses

NEOEN



Site Induction



Goyder South Wind Farm

Rev 4 - 10.05.24

Site information



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Site address

Goyder South Wind Farm
736 -770 Springbank Road
Koonoona, SA 5417

Site working hours

Monday: 0700 -1700 hrs
Tuesday: 0700 -1700 hrs
Wednesday: 0700 -1700 hrs
Thursday: 0700 -1700 hrs
Friday: 0700 -1700 hrs
Saturdays: 0700 -1700 hrs

If you want to access before or leave site after working hours,
contact: Site GEE EHS Team/Construction Manager

Goyder South Wind Farm



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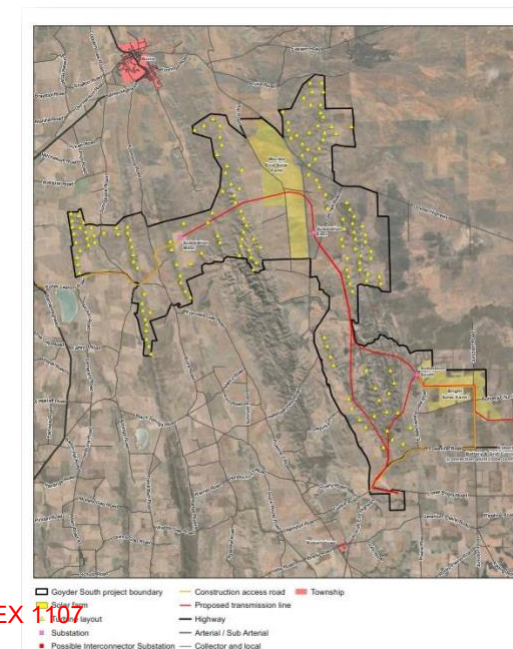
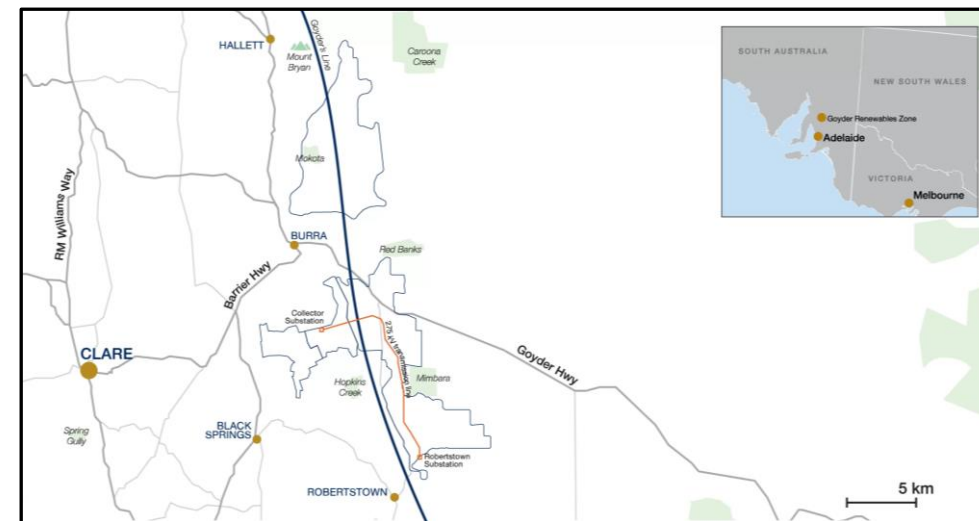
The Goyder region is home to some of the best wind and solar resources in the country.

The South Wind Farm Project will include the installation of 75 5.5MW Wind Turbine Generators (WTG) at height of between 121 -158m and associated infrastructure.

The benefits of this project will mean more jobs, more people spending at local establishments, more opportunities for local businesses, which creates a sustained economic boost to the region.

The project will enable local farmers and the community to be more drought resilient and renewables also allow land to continue being used for farming.

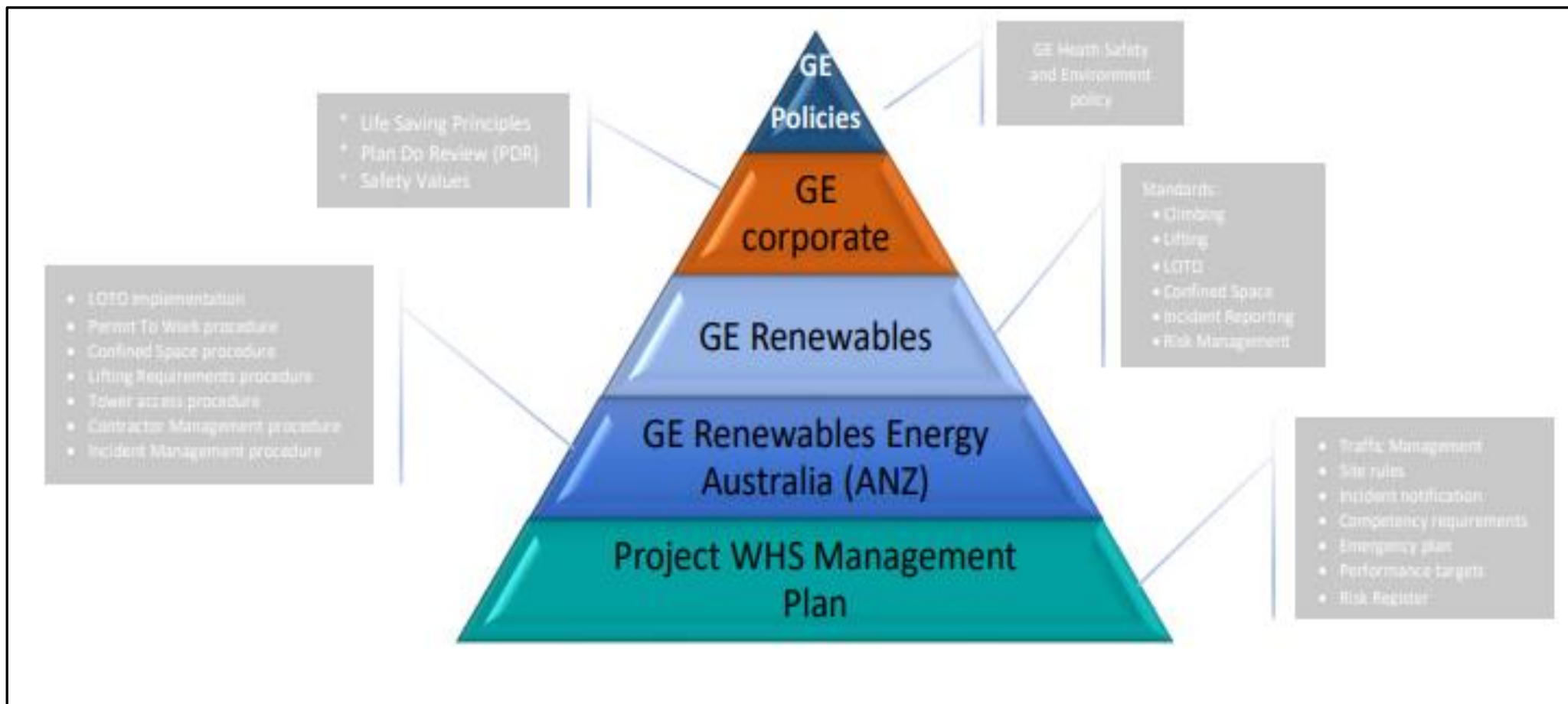
The project lifecycle is, once constructed, a minimum of 30 years.



GE Renewable Energy Environmental Health and Safety



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Environment Health and Safety Objectives

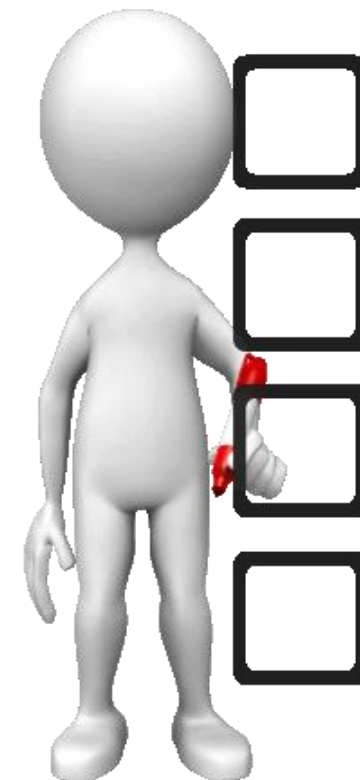


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- ZERO ACCIDENTS
- ZERO INCIDENTS
- ZERO POLLUTION
- ZERO DEFECTS

The Health Safety and Wellbeing of all persons onsite and the protection of the environment is highest priority for GE, GLC and our client NEOEN.

Each of us has a responsibility to **be Safe, to work Safe , protect the environment and report hazards.**



Site access



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Upon arrival to site, please undertake the site required BAC screen and **sign in** on the site register, located at the Goyder South Wind Farm entry gatehouse.

Upon completion of this site induction, you will be issued with a permanent site pass /card that you will be required to use daily to register your attendance onsite.

Access and Egress from the car park to the main office is via a pedestrian walkway.

Always use designated pedestrian walkways when moving around site.



Site Access



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Site travel speed on the Goyder South Wind Farm road access is at **40KPH**.

Site speed in working areas is limited to **10KPH**.

Driving in areas where pedestrians are present, you must slow to an appropriate speed and exercise caution at all times.

Ensure to use positive communication with all personnel and road users



Goyder South Wind Farm Main Compound Diagram

Site contacts



POSITION	NAME	EMAIL	MOBILE NUMBER
----------	------	-------	---------------

s 47F(1)

For more information, see GEE EHS Team

Work Health and Safety Management



Work Health and Safety Management (WHSMP) is a critical element in the successful execution of any project.

The WHSMP contains management processes complemented by a series of referenced corporate hazard and risk control procedures specific to the risk profile of the project.

The WHSMP interfaces, and should be read in conjunction, with other associated plans produced to describe the overall management system for the project. These include, but are not limited to:

- GSWF Project Fire and Emergency Management Plan
- GSWF Project Traffic Management Plan Phase 1
- GSWF Project Traffic Management Plan Phase 2
- GSWF Project Construction Environmental Management Plan





Fitness for Work

Drugs & Alcohol

- All workers on site are to be free from Illicit Drugs & Alcohol.
- All Workers are subject to GE Drug and Alcohol policy.
- All Workers will undertake a prestart breath test to confirm zero alcohol.
- GE will undertake random Drug & Alcohol tests in line with GE Drug & Alcohol policy
- Any Worker who tests positive to drugs or alcohol will be disciplined by the relevant Contractor.

Psychological and Emotional-Mental Health

- All Workers need to ensure they are fit for work.

Fatigue Management

It is imperative that if you feel fatigued you discuss with your supervisor. On a GE controlled site, you must discuss with your supervisor prior to undertaking any work past your approved flexible working hours or a maximum of 10 hours. You must have at least 10-hour break between workdays.

Dehydration

Extreme weather is a risk at Goyder South Wind Farm and heat illness may occur, hence ensure you are adequately hydrated.



EHS Responsibilities

Onsite, both the employer and employee have EHS responsibilities.

The responsibility of an employer is to manage risks and hazards in the workplace so far as reasonably practicable by identifying workplace hazards, assess the risk those hazards create and to then eliminate or minimise them as much as possible and to provide a safe workplace.

The worker responsibilities include:

- Work to their employers' safe systems of work.
- Immediately stop, and report, any workplace activity that presents an immediate risk to safety, property or environment.
- Take all reasonable steps to identify hazards before commencing a task and ensure all necessary controls are in place to prevent injury, illness, environmental or property damage.
- Seek immediate assistance from your manager or supervisor before undertaking tasks you are unfamiliar with or lack the proper training to conduct.
- Ensure you possess the necessary licence, certificate, training, or qualification to undertake your work.

EHS Responsibilities



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- Ensure you present for work in a fit and proper state, free from the effects of fatigue, alcohol, or drugs.
- Ensure full compliance with instruction and training provided by GE.
- Ensure the integrity of safety devices are not bypassed, damaged, or defeated.
- Immediately report hazards, near misses and incidents to your manager or supervisor immediately.
- Actively participate in meetings, incident investigations, inspections, audits, and training when asked to do so.
- Participate in return to work if you are injured.
- Ensure you follow all processes and procedures that you are trained in or instructed to apply.
- Do not use faulty equipment. If you discover faulty equipment tag it out with an OUT OF SERVICE tag.
- Do not intentionally pollute or damage the environment or fauna.
- Stop work and report if you discover an item or site which may be considered cultural heritage.
- If you see pollution occurring, try and prevent it causing damage so long as it is **safe to do so**.



Legal and Other Requirements

GE Project WHS Manager manages a centralised and accessible information repository of legal and other requirements for the benefit of managers and workers.

Managers and workers are informed that the location of, and access to legal information, is the Project WHS Office, via the WHS Personal and the access and information may also be communicated to workers via the Project Induction, SWMS development or review, Toolbox meetings, notice boards etc.



EHS Consultation and Communication - 1



The South Australian (SA) Work Health and Safety (WHS) Consultation, Cooperation and Coordination Code of Practice requires employers to consult and communicate with their workers.

EHS Communication and Consultation is a two-way process.

All GSWF Project employees are encouraged to bring up or discuss WHS issues or concerns during these forums, as well as present ideas on how to address the issue. Where GSWF Employees feel intimidated by these forums, they may also raise issues through the GE and / or GLC EHS personnel on site or raise it using the site Suggestion BOX.

Where workers and GE disagree on a WHS issue, the issue will be resolved following the default method outlined in the WHS Act 2012 (SA)



EHS Consultation and Communication - 2



The SA WHS Consultation, Cooperation and Coordination Code of Practice also provides information on the representation and participation of workers in health and safety matters at the workplace, as well as guidance on resolving health and safety issues.

Therefore, GE allows for workers to be consulted and represented through health and safety representatives and committees in that:

- A worker may ask for a Health and Safety Representative (HSR) to be elected to represent them on work health and safety matters. If a worker makes this request, a work group or groups need to be established to facilitate the election. Where HSRs have been elected, GE and/or the Projects Contractors will consult with them.
- A Health and Safety Committee (HSC) must be established when an HSR or five or more workers makes a request to GE and/or the Projects Contractors.





EHS Consultation and Communication - 3

As there has been no nomination for health and safety representatives and/or committees, the Project has agreed to the following forums for consultation and communication:

- Inductions.
- Prestart meetings.
- Weekly toolbox meetings.
- PDR process, where implemented.
- WHS noticeboards.
- PLT and Construction / Contractor Management Meetings.
- Gensuite / Hammertech EHS Concern Reporting Tool.





EQUALITY & DIVERSITY



Equality is not about treating all people in the same way. It's about recognising and respecting diversity enough to adapt practice and procedure to suit all.



Permit to Work

GE uses Permits on this site to manage some high-risk situations.

When working under a permit make sure that you have been briefed on the Permit content by your supervisor.

If you do not understand what needs to be done, then speak to your supervisor. Follow the requirements of the permit. If you cannot follow the requirements, **STOP WORK**, and notify your supervisor of the issue.

The Permit to Work System includes permits for the following activities:

- Permit to Work
- Lifting Operations
- Work At Height
- Hot Works
- Vicinity Access
- Electrical Access
- Confined Space
- Excavation.





Incidents, Injuries and Near Misses

GE aims to achieve zero injury, property damage or environmental impacts on the Goyder South Wind Farm Project. GE recognises that such events and near misses may happen.

In the event they occur all necessary efforts shall be put into learning from these events to prevent re-occurrence.

Any incident or near miss must be reported immediately. Even a scratch on a finger can result in an infection. Report any hazards to your supervisor – the report may prevent an incident from occurring. Report any event to your supervisor as soon as it happens.

GE will ensure that relevant incidents and hazards identified are investigated and appropriate actions put in place to prevent re-occurrence.

These incidents and corrective actions will be discussed at prestart meetings or toolbox talks to get Workers views.





Reporting an incident or an injury

In the event of any incident, initial incident response protocols must ensure the following is addressed immediately:

- Address any actual or potential impact on people's safety
- Provide containment and safeguard life
- Stop the activity and make the area safe
- Provide or initiate first aid / medical care as required
- Contact a first-aid officer / Emergency Response Team (ERT) or Contact emergency services, if required
- Advise the immediate Supervisor or Manager as soon as possible
- Initiation of the site Emergency Response Plan may be required.
- Secure the area and/or information and preservation of any material that may be required by an incident investigation.

Employee Assistance Program



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WHAT IS EAP? Free and confidential short-term, solution-focused counselling or coaching



WHO ARE ASSURE?

Assure Programs is the only national EAP provider to exclusively use psychologists, and most of them have 5+years post-registration experience.

1200+ 1200+ psychologists in 600+ locations

85% EAP appointments are face to face, however we also offer telephone and Skype

24/7 Speak with a psychologist 365 days a year

WHAT CAN I USE EAP FOR?

ANY WORK OR PERSONAL CONCERN, e.g.

- Relationships
- Parenting
- Problems at work including conflict and harassment
- Goal setting and career plans
- Overcoming stress, anxiety and depression
- Smoking and alcohol management
- Wellbeing Coaching

EMPLOYEE ENTITLEMENTS

- 4 sessions per year for 2 discreet presenting concerns
- 4 sessions of Wellbeing Coaching
- 4 sessions of Financial Coaching

**family members also have the same entitlements*



Book an Appointment Online OR



Australia 1800 808 374
NZ 0800 464 387



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— Site hazards

Site Specific Hazards



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- Uneven / broken ground
- Presence of underground services
- Overhead and Underground Electrical – HV and LV
- Cranage
- Pedestrian and plant interaction
- Falls from height/dropped objects
- Chemical usage / spills
- Bushfire, equipment fires
- Interaction with livestock and native protected fauna.
- Driving onsite – Vehicle interactions, vehicle roll over, steep inclines / declines.
- Weather Conditions – Heat, rain, lightning, wind, etc.
- Key water supply pipes for the district run through the site
- Slips trips and falls





Site Traffic Rules

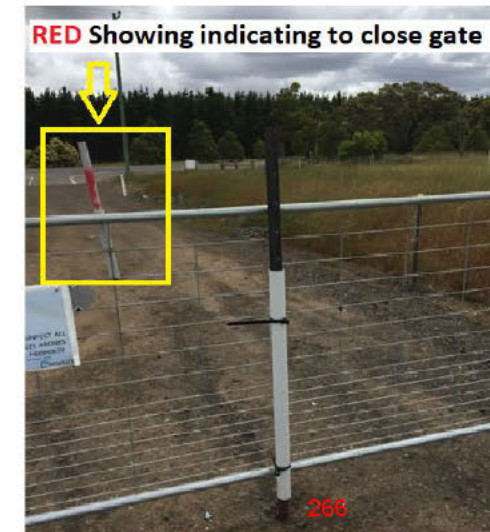
- Obey all site traffic signs.
- Mobile phones shall not be used while driving.
- Use flashing beacons/hazard lights and dipped head lights.
- Be aware there are cultural heritage and environmentally sensitive areas on site.
- Always drive on authorised tracks at all times.
- HV's have right of way at all times. Pull over to side of the road safely, avoiding the road shoulder edge and allow HV's to pass.
- Make positive radio contact before overtaking HV
- The site communication UHF Radio Channel is **26**
- Gates to be left as they are found. **Red** (Closed) / **Green** (Open) stick system will be on each gate.
- Give way to farmers on farm tracks where practical
- School Bus has right of way at all times, slow down if bus stops as children will be present.



Access roads and tracks or otherwise sign posted



Mobile plant movement adjacent work areas, compounds, office areas, passing pedestrians





Site hazards - Plant and Machinery

Be aware of plant movements from:

- Vehicles
- Cranes
- SPMT
- Forklift
- MEWPS

Carry out prestart checks on all plant and machinery prior to operation.

Exclusion zones are to be implemented when conducting work activities.

Listen for reversing alarms and keep clear of reversing vehicles.

Look out for amber flashing lights.

Spotters are required for reversing plant and machinery and in other situations determined by risk management processes.





Exclusion Zones

The site has many exclusion zones for:

- Lifting operations
- Hazardous Energy
- Working within Towers

Personnel must:

- Obey all signs and barriers.
- Do not enter without authorization.
- Contact the person in charge for access.
- Sign the Toolbox Talk for the work party.



PERSONNEL ARE TO NOT ENTER EXCLUSION ZONE WITHOUT AUTHORISATION



Manual Handling

Before undertaking work consider the manual handling aspects of the task.

Consider:

- The use of mechanical means to lift the load
- Where mechanical isn't available, use a second person or assistance where available.
- Keep your posture upright
- Position yourself above the load
- Bend your legs
- Keep your back flat
- Push on your legs
- Keep your arms tight and close to your body.
- Correct mandatory PPE must be worn when manual handling.
- Access and material transfer routes to be always kept clear.





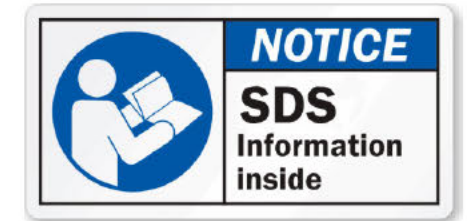
Hazardous Chemicals

ALL SUBSTANCES MUST BE REGISTERED AND APPROVED BY GE GSWF before being brought to site

Remember that any chemical being brought onto site **MUST** be reported to and approved by GE Site management team

Before using chemicals **ALWAYS**:

- The user must read the SDS prior to use.
- All hazardous substances on site have SDS assessments available.
- Ensure to use required PPE stated in SDS while using the product.
- If items of hazardous substances must be brought for use on site and a risk assessment should be carried out.
- If there is a need for pouring hazardous substances into minor containers, ensure that the new container is labelled.
- Hazardous substances items should be stored and disposed of as per the SDS.





Noise

Ensure you always have ear protection at hand!

When working in noisy areas you must:

- Know where hearing protection is located.
- Wear hearing protection above 85db.
- Create distance between you and noise source (where possible).
- Any noisy areas will be identified, and hearing protection must be worn.





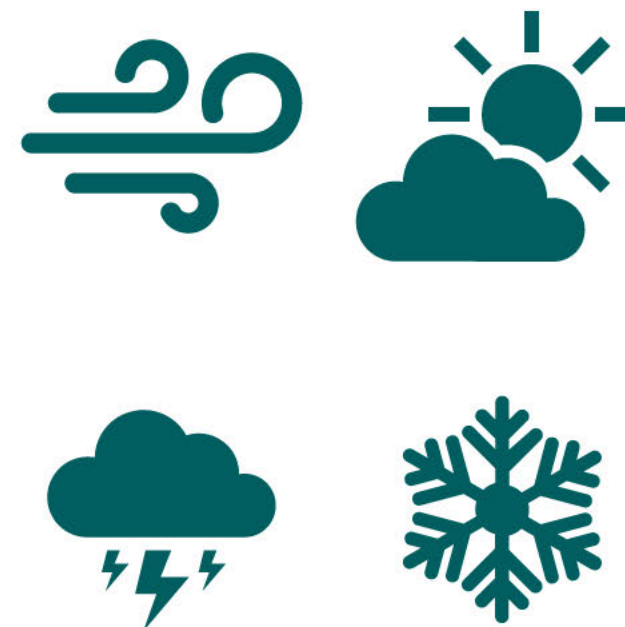
Adverse Weather

Monitoring

- Weather forecasts are monitored daily by Site Management using Weather Zone and My Lightning Tracker.
- Weather will be discussed during daily toolbox talks.
- Any risks will be highlighted and instruction provided for any action required.

Actions

- If you observe thunder or lightning report to the Site Management Immediately.
- All activities stops until the storm has passed.
- Personnel are to vacate plant and machinery.
- All personnel to report to the designated Safe Zone .





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— Emergency Response



Emergency Response

The Emergency Response Plan (ERP) give details of the local emergency response process applicable to each of the potential emergencies identified (e.g., fire, explosion, spills, weather-related, etc.).

Emergency response procedures for the site, including specialized arrangements specific to work scope and environment, such as:

- Work at heights rescue
- Excavation collapse
- Confined space rescue
- Electrical emergencies
- Chemical spills / exposure
- Mobile plant emergencies
- Environmental emergencies, e.g. flooding, cyclones, bushfires
- Major Road / site accidents





Emergency Response - First Aid

Your supervisor will contact the designated area First aider/Paramedic and will also contact the site emergency team if and where required.

First Aid facilities, Eye Wash kits and Defibrillators are located at the main site compound, designated site locations and mini first aid kits are available in vehicles/machines.

In the event of a significant emergency onsite that requires immediate attention i.e. fire, vehicle rollover, community emergency within the project boundaries, please contact Emergency Services on 000 in addition to notifying the GE EHS Manager who will provide guidance and assistance.



Use UHF **Duplex Channel 01** to make emergency call as follows:

“EMERGENCY - EMERGENCY - EMERGENCY”

When this call is heard over the radio all personnel are to maintain radio silence and park up all machinery and light vehicles where safe to do so.

Construction Environmental Management Plan – (CEMP)



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The CEMP details the environmental management and mitigation measures, which will be implemented during the construction phase of the Goyder Wind Farm project.

The primary objective of the CEMP is to reduce any associated adverse environmental impacts and satisfy regulatory requirements. It provides a framework for actions, responsibilities and protocols associated with environmental management with which all GSWF Project are required to adhere to.

PROJECT: Goyder South Hybrid Renewable Energy Facility Sub-Stage A: Windfarm Stages 1A and 1B	
DOCUMENT CODE: GSWF-ELECNOR-EHS-PLN-0005	TITLE: Construction Environmental Management Plan FINAL



Construction Environmental Management Plan – (CEMP)

Environment is to be looked after

- If working in an environmentally sensitive area, then understand the requirement from your supervisor.
- Stay on the tracks and pads unless you have permission.
- Do not work inside green staked areas these are **No Go Areas -stay out**
- If using chemicals, then make sure you catch any spills and dispose of appropriately.
- Make sure environmental controls are in place and effective e.g., sediment controls.
- Report any incidents and hazards



Cultural Heritage and Environmental Heritage



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Environment



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Erosion and Sediment Control

- Minimise erosion within the approved construction corridor by reducing the velocity of stormwater flows (surface run-off) using temporary structures such as earth banks, rock checks, diversion channels
- Capture sediment washed from disturbed work areas so that it is prevented from escaping beyond the approved construction corridor
- Ensure all stormwater from the works area (downslope of the sediment traps), is filtered before it flows beyond the approved construction corridor
- For best erosion and sediment control methods within your work areas, please speak to your Supervisor and or the Environmental Representative on site.



Cultural Heritage



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Aboriginal



The Project impacts on the land inhabited by the Ngadjuri nation, which are considered the traditional owners of aboriginal heritage in the project boundaries. Any known aboriginal heritage sites identified near work areas will be delineated and treated as **No Go Areas**.

European

The Project site contains a number of known European heritage sites. Any known European heritage sites identified near work areas will be delineated and treated as **No Go Areas**.

Workers Requirements

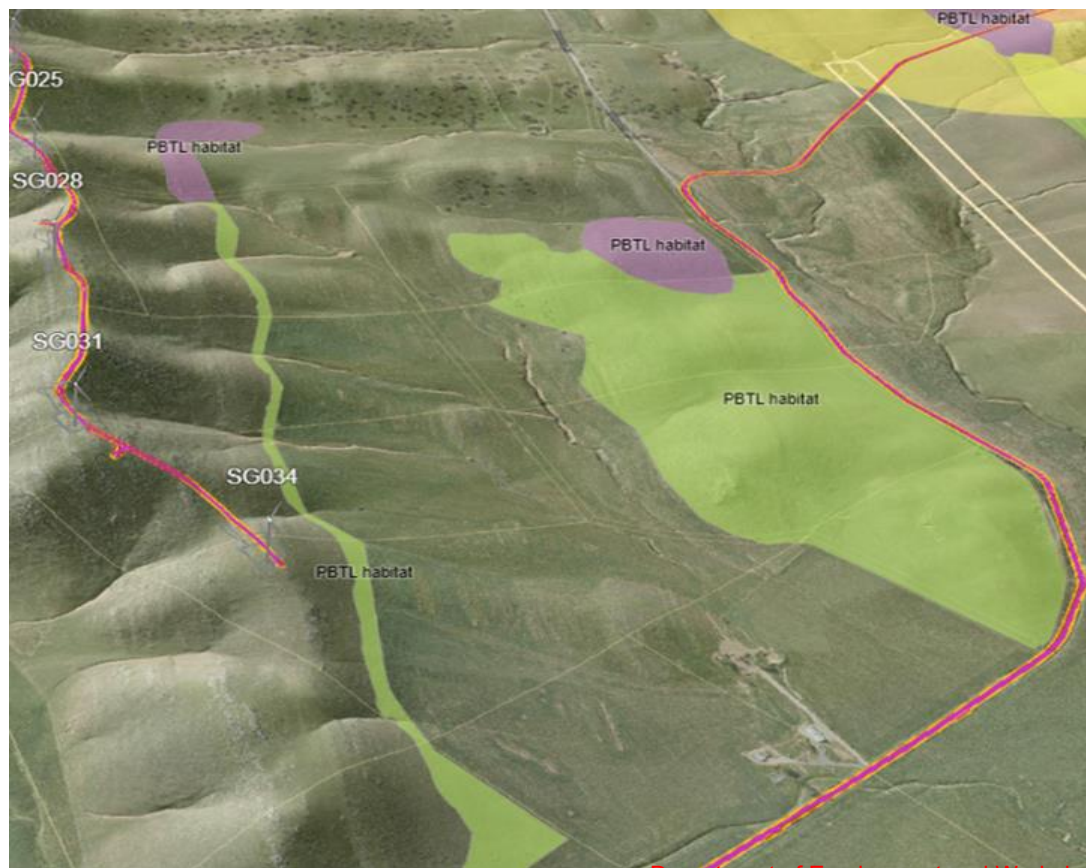
Work within the project envelope at all times if you are unsure seek clarification from supervisor or site environmentalist/ecologist before starting work.

If you discover artefacts, foundations or skeletal remains or any other unusual items **STOP WORK** and notify your supervisor immediately.



Pygmy blue tongue lizard (PBTL) habitats:

The Pygmy Blue-tongue Lizard was rediscovered near Burra in South Australia in 1992, before which time the species was considered extinct. There are a number of PBTL Habitats on site and these areas are considered “NO GO” Zones.



Environment



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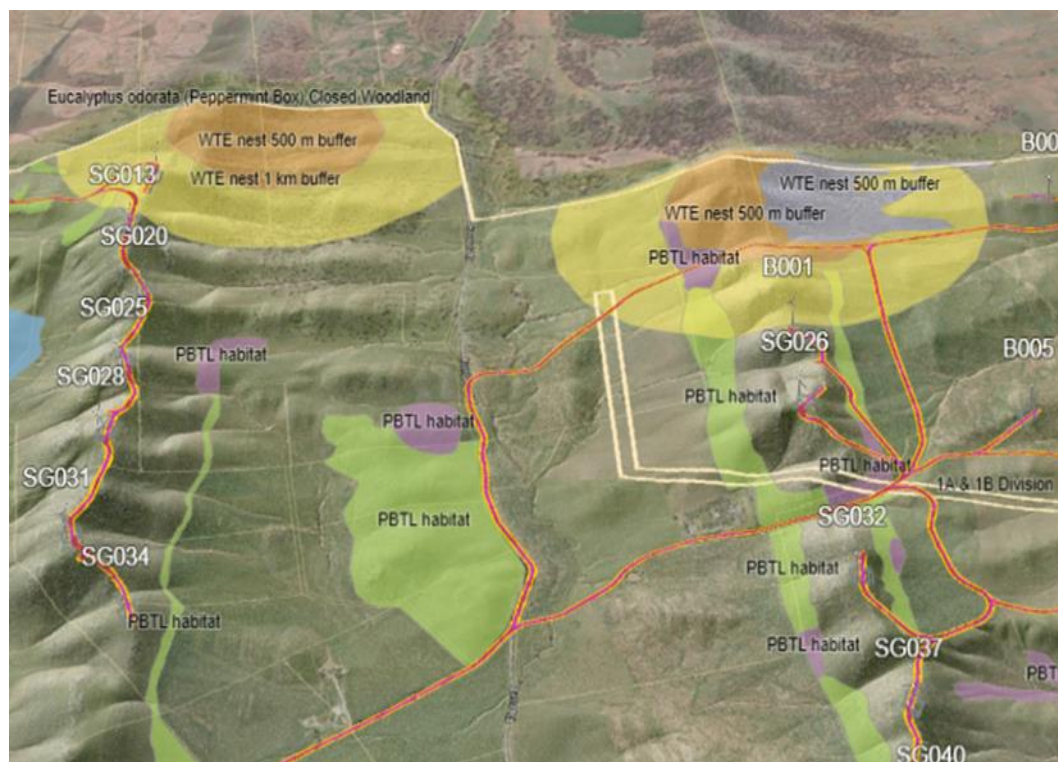
The Southern Hairy-Nosed Wombat is a State Animal of South Australia and is an endangered species and its young often do not survive dry conditions. Any sighting of the Southern Hairy-Nosed Wombat should be reported immediately.



Environment Cont



No-Go Zone or Buffer Zone: Wedge Tail Eagle (WTE) Nest Buffer Zones



Wedge Tailed Eagle nests are reused and added to over many years and can reach 2 metres in diameter and up to 4 metres in depth. (Illustrated right)

Environment



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There are two threatened vegetation associations that are Threatened Ecological Communities: Peppermint Box (Eucalyptus Odorata) Grassy Woodland of South Australia & Iron-Grass Natural Temperate Grassland (Pictured Below) of South Australia.



Questions



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Important: Never be afraid to ask the question?

Please ensure you complete and sign the site induction training record and
questionnaire.

ARCHAEOLOGICAL AWARENESS INDUCTION



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**10 min break, then return to
the training room to complete
the Archaeological Awareness
Induction**

IHC Archaeological Awareness Induction


- Aboriginal Heritage Legislation
- European Heritage Legislation
- Site Discovery Procedure

A photograph of a large, rectangular building made of reddish-brown stone blocks. The building is in a state of significant disrepair, with many windows missing and the roof partially collapsed. It is situated in a grassy field under a clear blue sky.



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	Environment, Health & Safety	
	GSWF Site Specific EHS Induction Assessment	

FIRST NAME:		LAST NAME:	
ADDRESS:			
CONTACT No:		OCCUPATION:	
COMPANY:		SUPERVISOR:	
3D SAFETY No: (GE)		HAMMERTECH No: (GLC)	

INSTRUCTIONS TO ATTENDEES

Complete the following questionnaire by putting a circle around the letter representing the correct answer, there is only (1) correct answer for each question. If you have a question or are unsure of the question – **ASK THE PRESENTER**. There is no time limit – so take your time.

1 Who has a legal obligation for “Duty of Care” within the workplace?

- a Management
- b Employees
- c Everybody

2 It is MANDATORY for all persons who carry out work on a construction site to have undertaken Construction Industry General Induction Training (known as the White Card)

- a True
- b False

3 The Blood Alcohol level allowable on site is .000

- a True
- b False

4 What radio channel is used for emergencies?

- a 01
- b 16
- c 26

5 The speed limit for all vehicles on site unless signposted on the site is?

- a 15 km/h
- b 40 km/h
- c 60 km/h

6 What is not a method of agreed consultation and communication with workers used on site?

- a Inductions, prestart meetings
- b Emails, Initial Incident Notifications
- c PTL and Construction meetings
- d Weekly Toolbox meetings, EHS concern reporting tools
- e WHS Noticeboards, PDR process when implemented,

7 Before you start work you must?



- a Proceed to your worksite as soon as you can
- b Attend a prestart meeting, receive job instruction and conduct a POWRA/Take 5 and sign onto any relevant permits/SWMS
- c Conduct a prestart on your machine

8 If you notice a hazard on site, what should you do?

- a Make the hazard safe and continue working
- b Make the hazard safe, if practicable, and report it to your supervisor
- c Do nothing

9 If a workmate is injured at work, what should you do?

- a Ensure someone goes for assistance whilst someone stays with the worker
- b Do not attempt to move the injured person unless it is not safe to leave him/her where they are
- c Both A & B

	<h2 style="margin: 0;">Environment, Health & Safety</h2>	
<h3 style="margin: 0;">GSWF Site Specific EHS Induction Assessment</h3>		

- 10 What should you do if a near miss or incident occurs?**
- a Raise it at the next Toolbox Meeting
- b Tell your workmates so it doesn't happen to them
- c Make the situation safe and notify your supervisor
- 11 HV's have right of way at all times. What should you do when a HV is approaching?**
- a Accelerate gently, pull into access track before HV passes, park until HV has passed
- b Slow down, pull over to side of the road safely, avoiding the road shoulder edge and allow HV to pass.
- c Slow down, radio HV driver of your location, keep driving to conditions until HV passes, radio clear when pass HV
- 12 If you see a damaged piece of equipment on site – you must tag it out and report it to your supervisor**
- a True
- b False
- 13 Tooling requires lanyards when working at heights?**
- a True
- b False
- 14 A hazardous chemical should not be brought onto site without?**
- a A Safety Data Sheet (SDS)
- b All Personal Protective Equipment (PPE) applicable to the substance
- c Both A & B
- 15 Environmental zones staked with "Green stakes" identifies what:**
- a No work inside this area, "NO GO ZONE"
- b Parking of LV's only
- c Approved smoking area.
- 16 Gates to be left as they are found. Red (Closed) / Green (Open) stick system will be on each gate?**
- a True
- b False

Date: _____

Assessors Name: _____ Signature: _____

Induction Checklist:			
Site Induction has been completed.		Meet & Greet Company Personnel.	
Location of WC's, Water, Muster Point.		Meet & Greet relevant Site Personnel.	
Smoking Area is known.		Notice Board location is known.	
Rest/Crib location known.		GE Lightning Procedure location known.	
First Aid Kit/Room location is known.		PPE Use has been explained and issued.	
POWRA/Hazard Book has been explained.		Site Emergency Details have been explained.	
Training Competencies have been explained.		White Card and Training Certificates presented.	

I understand the GSWF Site Specific Induction and My Personal Safety Commitment:	
Name: _____	Signature: _____

s 22(1)

From: s 47F(1)

Mail received time: Thu, 14 Mar 2024 02:22:54

Sent: Thu, 14 Mar 2024 02:22:37

To: s 47F(1)

Cc: s 47F(1) s 22(1)

Subject: RE: Re upcoming virtual audit 19-20th March

Importance: Normal

Sensitivity: None

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To whom it may concern.

Your Initial Accreditation – Systems Validation audit will be conducted over 2 days being the 19/20th March.

As this is your initial audit, the audit process will be looking to determine if the information you present meets the intent of each of the selected criteria including the 2 selected hazards being work at height and mobile plant.

At this point in time we are not looking for implementation of your system on a particular project but will be focussing on your system documentation to ensure it meets the full intent of the OFSC criteria.

The audit will begin with a general opening meeting and discussion around your company and the selected project you intend to put forward for the audit.

I am suggesting a start time of around 08:30 AEDT (08:00 ACDT) through a zoom meeting (or other suitable platform) that either I can arrange or you can set up. I will look for your guidance on this.

Once the initial meeting is completed we will begin going through each of the criteria questions where you will need to point me to the specific area within your system that you suggest meets the intent of the criteria.

Given that access to your system documents prior to the audit is not available until the day before the audit this process the process will be I will ask a question around each criteria looking for the documented process and how that would be applied and someone within GE will point me to the right location within your system that meets the intent of that question.

I will quickly review and make note of this location and then more thoroughly review your evidence against the criteria at a later time which will allow my findings to form the report to be submitted to the OFSC.

I suggest the audit process be completed in several stages over the two days being:

Part 1 – WH 3 , WH 12, WH 13 with a lunch break (08:30 – 12:00)

Part 2 – WH 14, WH 15, WH 17 and H 1 then break for the day (13:00 – 16:30)

Part 3 – FP 1, FP 2, FP 3, FP 4 with a lunch break (08:30 – 12:00)

Part 4 – FP 5, FP 6 and H16 then break for the day (13:00 – 16:30)

Note these sections and timeframes can be flexible and adjusted as required.

There can also be break times allowed during the process as required by either parties.

As the internet connection during these type of audits can sometimes be challenging you may find that we need to drop to sound only so access to your system documents is critical to allow success in you presenting your evidence.

There will be no feedback on compliance to the audit criteria during the audit process for this initial review as this audit is

purely to determine if your systems meets the intent of the criteria or if there is a gap in your system that needs addressed. No physical evidence of completed documents need to be presented at this time although access to templates will prove useful.

Please let me know if you wish me to organise the meeting or if you wish to arrange it that would allow access to others within your organisation during the process.

I look forward to working with you towards your accreditation process.

Regards
s 47F(1)

Kind Regards,

s 47F(1)

Federal Safety Officer

s 47F(1)

Note: Please be aware I only check my emails 3-4 times daily. For all urgent contact please call on the mobile number noted above.

From: s 47F(1)
Sent: Thursday, March 7, 2024 12:52 PM
To: s 47F(1)
Subject: RE: Re upcoming virtual audit 12-13th March

s 47F(1)

Thanks for your email.

s 47F(1)
review docs.

Can you please advise when the access for ^{s 47F(1)} will be approved so he can start to

s 47F(1)
EHS Manager – Construction Projects
Onshore Wind

s 47F(1)



s 47F(1)

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: s 47F(1)

Sent: Thursday, March 7, 2024 8:45 AM
To: s 47F(1)
Subject: EXT: RE: Re upcoming virtual audit 12-13th March

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Hi s 47F(1)

s 47F(1) made contact with me yesterday in regard to the access and your non-disclosure statement that I have reviewed, signed and sent back.

Can you please let me know when I am able to access the folders to allow me to commence reviewing your system documents prior to the audit.

Once there is something to look at please send through.

Look forward to hearing from you and reviewing the evidence you present.

Kind Regards,

s 47F(1)

Federal Safety Officer

s 47F(1)

Note: Please be aware I only check my emails 3-4 times daily. For all urgent contact please call on the mobile number noted above.

From: s 47F(1)
Sent: Tuesday, March 5, 2024 11:16 AM
To: s 47F(1)
Cc: JOES 47F(1)
Subject: RE: Re upcoming virtual audit 12-13th March

s 47F(1)

Apologies for my delay as I have been travelling to site. I will give you a call in approx. 30mins when I am free

I have included S 47F(1) in this email as Joe is currently consulting to GE to assist with this OFSC Audit. s 47F(1) will be project managing this process for GE and will be consulting to GE through the OFSC audit requirements. Please include s 47F(1) in any correspondence as Joe will be present for all OFSC audits to support GE.

Thanks

s 47F(1)
 EHS Manager – Construction Projects
 Onshore Wind

s 47F(1)



s 47F(1)

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attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: S 47F(1)
Sent: Tuesday, March 5, 2024 11:04 AM
To: S 47F(1)
Subject: EXT: Re upcoming virtual audit 12-13th March

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Hi S 47F(1)

I have tried to call a couple of times but without any success.

It is now only a week out from your upcoming virtual audit and I need to commence reviewing your systems against the criteria. To give you an outline of next week please read below.

The 2 day audit process can be quite intense and for each of the criteria I will ask you to present how your company meets the intent of the criteria.

This may be presented through WHS Manual, standards, procedures, plans, forms, checklists, etc.

On Tuesday when we talk online, we will have a general chat about GE Renewable Energy Australia Pty Ltd and the potential project that may be reviewed. Keeping in mind at this point in time, it is GE Renewable Energy Australia Pty Ltd the company, that we are looking at and the WHS systems that drives it to meet the intent of the criteria.

Items we will be discussing will include business scope, type of work, project size (\$), manpower size, plant types, project overall cost, project scope, etc., such as D & C or Construct only. Just a brief bit of information to allow the people in Canberra to have a reasonable understanding of the company and type of project we will be reviewing.

Once this is out the way, we can begin.

I will start at each criterion (example: WH 2, WH 12, WH 13, etc) and my questions will always take the same path.

Criteria – What are the key documents (standards, plans, procedures, etc) that describe the process against the key deliverables within the guidelines (Scope)

How will you demonstrate implementation of the criteria (forms, checklists, registers, training process, training PowerPoints, etc)

I will need to have access to each of the documents you are presenting for evidence.

I will not need to sight the evidence of use on a project at this time, however, will need to sight the templates that would be used.

As we go through each section I will need you to point me to the sections within your system (standards, plans, procedures) that describes the process and meets the intent of the criteria, including tools that would be used. This is as simple as asking the question and you point me to where the information is located. This is not a discussion about whether the information is right or wrong, however, merely to show me exactly how you intend to meet the intent of the criteria.

Once you have pointed me in the right direction for review, we will move onto the next criteria.

I will need full access to your system to allow me to review the evidence you are presenting. This access can be either through One Drive, Dropbox etc., or some other means that suits you.

You may also need to review and upgrade your mapping tool to be more specific about location of evidence such as (Criteria – located in WHS Plan – Section 5 – Pg number x - subsection 5.x.x)

I have looked at your mapping tool you submitted to OFSC and noted your main reference appears to be the Goyder EHS Plan- GSWF-GERE-MAN-PLN-0003?

Does this mean you do not have any other supporting documents that support each criteria such as Manuals, Standards, Plans, Procedures, forms, checklists, etc? If you do, I will also need access to those documents to show how your systems is designed and works.

The main thing is by the end of the allocated two days I have all the information I require within your systems to allow me to fully review your system against the criteria to allow GE Renewable Energy Australia Pty Ltd. to move forward in the accreditation process.

Please make sure whoever I am talking to can point me in the right document and the right section, so we are not doing word searches trying to find a key word during the audit process.

I hope this makes sense, however, we can discuss in more detail on Tuesday.

Also you would have noted by now that we are also looking at two hazard criteria being Mobile Plant – H16 and Working at Height – H1.

I will also need to sight the procedures that describes how these hazards are managed including maintenance procedures, work at height procedures, maintenance planning, recording, inspections, etc.

Please be aware, I will need access to your relevant systems, documents etc., as soon as possible and prior to the audit to allow me enough time to have a read and become familiar your system.

If you can set up a folder system on One Drive and send me through a link with the relevant criteria and hazards, we will be reviewing over the two days.

Can you please set up the folders under the name of each criteria such as:

WH 3 – Legal Requirement – Standard – Procedure – Register – Forms, etc.

WH 12 – HIRAC - Standard – Procedure – Register – Forms, etc.

WH 13 - Emergency Preparedness and Response - Standard – Procedure – Register – Forms, etc.

H 1 – Working at Height - Standard – Procedure – Register – Forms, etc.

H 16 – Mobile Plant - Standard – Procedure – Register – Forms, etc.

If you could update your mapping tool with additional information and then place relevant documents into each of the respective folders this will assist during the audit process.

Also, if there are key overarching documents such as manuals, plans, etc. where the various criteria is covered they can sit outside the folders and can be referenced.

Once you have started populating the drive folders, please send me through a link so I can begin reviewing your system docs.

Look forward to working with you to gain your accreditation.

Will continue to try calling you to arrange start time, etc.

Kind Regards,

s 47F(1)

Federal Safety Officer

s 47F(1)

Note: Please be aware I only check my emails 3-4 times daily. For all urgent contact please call on the mobile number noted above.

Document 7 at page 297 exempt under section 47F(1)

Document 48 at pages 298 - 299 exempt under sections 45, 47F(1) and 47G(1)(a)

s 22(1)

From: s 47F(1)

Mail received time: Mon, 15 Apr 2024 02:57:19

Sent: Mon, 15 Apr 2024 02:57:04

To: s 22(1) s 47F(1)

Cc: s 22(1)

Subject: RE: OFSC - Audit - GE Renewable Energy Australia Pty Ltd - 1213/A02-1/AA002-1 - Notification of Audit [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks you s 22(1) We are looking forward to working with the Auditor on site.

s 47F(1)

Regional EHS Leader - ANZ
Onshore Wind

s 47F(1)

s 47F(1)

Please note: I am sending this email at a time that is convenient for me. Please read and respond at a time that is convenient for you and that fosters a healthy work-life balance.

From: s 22(1)

Sent: Monday, April 15, 2024 12:54 PM

To: s 47F(1)

Cc: s 47F(1) s 22(1)

Subject: EXT: OFSC - Audit - GE Renewable Energy Australia Pty Ltd - 1213/A02-1/AA002-1 - Notification of Audit [SEC=OFFICIAL]

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Good afternoon ^{s 47F(1)}

Please find attached the notification of audit letter for GE Renewable Energy Australia Pty Ltd's onsite accreditation audit, scheduled for 29 – 30 April 2024 at the Goyder South Stage 1B Wind Farm Project.

As it is Office policy not to send hard copies of documents, could you please confirm receipt of this email.

Please do not hesitate to contact me if you would like any further information.

Regards

s 22(1)

Senior Program Officer

Accreditation Operations Team | Office of the Federal Safety Commissioner

Safety and Industry Policy Division

Australian Government Department of Employment and Workplace Relations

s 22(1)

dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

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Australian Government

Department of Employment and Workplace Relations

Office of the Federal Safety Commissioner

s 47F(1)
GE EHS Manager – Construction Projects
GE Renewable Energy Australia Pty Ltd
s 47F(1)

Dear s 47F(1)

Notification of Accreditation Audit

Further to the email sent on 9 April 2024 notifying GE Renewable Energy Australia Pty Ltd that its application for accreditation under the Australian Government building and construction Work Health and Safety Accreditation Scheme (the Scheme) has progressed, an onsite audit has now been organised to verify that the claims made in its application are being implemented onsite and meet the requirements of the Scheme.

A Federal Safety Officer (FSO), appointed under section 68 of the *Federal Safety Commissioner Act 2022*, has been selected to conduct the audit. The scheduled audit details, FSO details, and audit criteria are attached.

Please ensure that a copy of the attached audit details and criteria is provided to the nominated project/site contact person who will be in attendance onsite, on the day of the audit. As the audit will consist of both documentation review and observation of work activity onsite, please ensure that any relevant corporate WHSMS procedures and records are available onsite for review, as well as any project specific procedures and records (eg site specific safety plan, induction and training records etc).

The nominated FSO will contact you prior to the audit to arrange a meeting time and location, and also to discuss any other matters regarding the audit. For further information regarding types of records or documents that are required onsite, please contact the FSO.

During the audit, the FSO will be assessing GE Renewable Energy Australia Pty Ltd's level of conformance with the audit criteria. Where deficiencies are identified, the FSO will raise a corrective action indicating what the non-conformance is.

A closing meeting will be held where audit outcomes will be discussed generally in order to give GE Renewable Energy Australia Pty Ltd an indication of what the outcomes will be. It should be noted that no audit outcome documentation will be provided to you at this stage and the level of corrective actions associated with any areas of non-conformance will also not be discussed at this point. You should also note the FSO will not be able to answer any questions regarding GE Renewable Energy Australia Pty Ltd chances of accreditation as all decisions on accreditation are made by the Federal Safety Commissioner.

Once the audit is completed, the FSO is required to provide the Office of the Federal Safety Commissioner (OFSC) with an audit report, comments against the audit criteria and any corrective action reports issued. The OFSC will then review the documentation and send it to you together with a letter outlining what the next steps are. You can expect to receive GE Renewable Energy Australia Pty Ltd's audit report within two weeks of the audit date. In the event that the report is likely to be delayed, an officer from the OFSC will contact you to provide a revised date.



If you require any further information regarding this process, please do not hesitate to contact me on s 22(1)

Yours sincerely

s 22(1)
Senior Program Officer
Accreditatin Operations Team
Office of the Federal Safety Commissioner

15 April 2024

AUDIT DETAILS + CRITERIA	
Name of Company:	GE Renewable Energy Australia Pty Ltd
FSC Audit Reference #:	1213/A02-1/AA002-1
Audit Type:	Accreditation
Audit Date:	29 – 30 April 2024
Site Name:	Goyder South Stage 1B Wind Farm Project
Site Address:	Springbank Road (Office), KOONOONA SA 5417
FSO Name:	s 47F(1)
Contact Details for FSO:	

WHSMS CRITERIA

- WH3. Legal Requirements
- WH12. Hazard Identification and Risk Assessment
- WH13. Emergency Preparedness and Response
- WH14. Health Surveillance and Exposure Monitoring
- WH15. Incident Investigation and Corrective Action
- WH17. Health and Safety Management System Audit

FOCUS POINTS AUDIT CRITERIA

- FP1. Senior Management Commitment
- FP2. Integration of Design Issues into the Risk Management Process
- FP3. Whole of Project Consultation
- FP4. Management of Subcontractor WHS
- FP5. Project Performance Measurement'
- FP6. Training Arrangements

HAZARDS

- H1. Working at Heights
- H16. Mobile Plant

These hazards have been selected based on the information provided to the OFSC by the company but may be changed by the FSO on the day of audit if a more appropriate hazard exists.

AUDIT CRITERIA WITH GUIDANCE	
WH3 Legal Requirement	
WH3.1	<p>There is a documented process to ensure all health and safety legislation, codes of practice and Australian standards are identified relevant to:</p> <ul style="list-style-type: none"> • the company operations; and • the project/site activities.
Scope	<p>A documented process for all criteria means that there is a written process (in any format) included in the WHS Management System that clearly describes the requirements for the specific aspect, and may include the purpose, what must be done and by whom, when and how it is to be done, what tools, materials and documents are needed and how the activity is controlled and recorded. Implementation means the completion of the requirements defined in the WHS Management System and associated procedures, including completion of any required tools, forms or documents. Evidence of both of these aspects will be reviewed for all criteria at audit.</p> <p>This criterion requires the company to define the process for identifying and recording health and safety legislation, codes of practice and Australian standards applicable to the company, and then to adjust the company list/register to reflect the project based health and safety requirements relevant to the scope of works for the project.</p>
Possible Evidence	<ul style="list-style-type: none"> • Company legal register. • Specific prompts for identifying health and safety legislation and other requirements. • Reference to the inputs and methods to obtain legislative and other requirements. • Project level process to review company register and make it specific to the needs of the project (i.e. removal or strike-through of non-relevant reference documents).
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. A single register for both the company and the project with no adjustment (i.e. the exact same register) will not satisfy this criterion.
WH3.2	<p>There is a documented process to ensure all current health and safety legislation, codes of practice and Australian standards relevant to the project are readily available on site and workers are informed of the method of access.</p>
Scope	<p>This criterion requires the company to define the process to provide access at the site level to hard-copy or electronic versions of the health and safety legislation, codes of practice and Australian standards documents identified as relevant to the project in WH3.1, and the process for communicating to all workers how to gain access to the documents.</p>
Possible Evidence	<ul style="list-style-type: none"> • Evidence of access at site level. • Communication of access provisions at induction. • Site notice board content.
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. A process for communication that does not systematically cover all workers will not satisfy this criterion.

	3. Access to the documents alone will not satisfy this criterion.
WH3.3	There is a documented process to ensure changes to health and safety legislation, codes of practice and Australian standards relevant to the company and project are reviewed and processes updated as required.
Scope	This criterion requires the company to define the process for identifying changes to the applicable legal requirements, reviewing the impact of any identified change and the prompt to review the relevant procedures that may be affected.
Possible Evidence	<ul style="list-style-type: none"> • Subscription to on-line update services. • Legal register at company/project levels. • Process to review the company/project legal registers at designated frequencies to identify potential changes. • Corrective action or change management process/records. • Process to review the legal registers.
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. Changes to the legal register/references without review of the relevant procedural impacts will not satisfy this criterion.
WH12 Hazard Identification Risk Assessment and Control (HIRAC)	
WH12.1	There is a documented HIRAC methodology.
Scope	This criterion requires the company to define the process to identify and record the potential hazards, assess the level of risk associated with each of the potential hazards and define the controls necessary to manage the hazards. This must include a process to calculate the levels of risk and determine control measures as per AS/NZS ISO 31000.
Possible Evidence	<ul style="list-style-type: none"> • Risk Matrix. • Likelihood (probability and exposure) and consequence descriptor. • Risk Registers/Risk Assessments. • Other HIRAC outputs e.g. SWMS.
Notes	<ol style="list-style-type: none"> 1. A risk matrix alone will not satisfy this criterion. 2. Company HIRAC outputs not using the company HIRAC methodology will not satisfy this criterion.
WH12.2	There is a documented process to ensure the project HIRAC process is undertaken by personnel trained in the use of the company's HIRAC methodology and tools.
Scope	This criterion requires the company to make sure that all personnel who are completing or participating in project HIRAC processes are trained in the company's specific HIRAC methods and associated forms and tools. Trained means that a worker has been trained internally, consistent with company defined requirements. Evidence of specific content delivered or communicated is required.
Possible Evidence	<ul style="list-style-type: none"> • Training program/outline including the company's HIRAC methods, and associated forms and tools. • Company training matrix/register.

	<ul style="list-style-type: none"> Completed training records (internal and/or external).
Notes	<ol style="list-style-type: none"> Generic Risk Management training alone will not satisfy this criterion. Training in the Risk Matrix alone will not satisfy this criterion. Generic induction training that doesn't include company specific HIRAC methodology and tools will not satisfy this criterion.
WH12.3	There is a documented process to ensure project specific HIRAC is conducted.
Scope	This criterion requires the company to make sure that all of the potential health and safety hazards associated with the project scope and activities are identified, risk assessment is conducted for each identified hazard, and the required controls are documented. In documenting the assessment and controls there should be a clear link back to the identified hazard, and therefore grouping of the hazards will generally not achieve the required outcome for this criterion.
Possible Evidence	<ul style="list-style-type: none"> Project Risk Assessments/Project Risk Registers. Project risk assessment controls included into SWMS.
Notes	<ol style="list-style-type: none"> A generic risk assessment will not satisfy this criterion. Potential hazards that do not have commensurate control measures will not satisfy this criterion.
WH12.4	There is a documented process to liaise with client/public/other entities to implement a HIRAC process for any hazards impacting any of the parties.
Scope	This criterion requires the company to define the process to identify and interact with all relevant stakeholders, and to manage the hazards that may impact the stakeholders or the project.
Possible Evidence	<ul style="list-style-type: none"> Initial stakeholder meeting minutes with client/public/other entities prior to project commencement. Project Risk Registers/Project Risk Assessments. Regular stakeholder meeting minutes. Information drops to residents.
Notes	<ol style="list-style-type: none"> Assessment of hazards without documented liaison alone (and vice versa) will not satisfy this criterion.
WH12.5	There is a documented process to define the company's acceptable risk level and management actions to be taken if assessed risk is higher than that level.
Scope	This criterion is about an escalation process where risk is assessed as too high. This criterion requires the company to define the process to classify the assessed risk score/level and define actions to be undertaken to treat the risk including acceptance/tolerance criteria and actions to be undertaken based on the classification. The company is first required to determine the risk level/ranking/score (e.g. extreme, high, medium, low or 1-5, 6-8, 9-12 etc.) for each hazard based on the likelihood and consequence assessment. The company is then required to set their unacceptable risk level – e.g. anything high or greater is unacceptable. Finally, the company is required to define management actions to be taken where risk is assessed as being above the acceptable level (e.g. cease work, senior management sign off required, permit to work system required, additional supervision required etc.).
Possible	<ul style="list-style-type: none"> Process to evaluate risk assessment outcomes and apply control actions based on the classification level.

Evidence	<ul style="list-style-type: none"> • Actions defined are utilised when developing controls to manage the hazard.
Notes	<ol style="list-style-type: none"> 1. Definition of risk levels alone will not satisfy this criterion. 2. Application of the Hierarchy of Control alone will not satisfy this criterion.
WH12.6	<p>There is a documented process to ensure control measures are established for identified hazards in accordance with:</p> <ul style="list-style-type: none"> • the Hierarchy of Control; and • applicable legislation, codes of practice and Australian standards.
Scope	This criterion requires the company to make sure the Hierarchy of Control is used to make decisions on the level of controls to be used, and that controls developed are consistent with the relevant requirements outlined in the legislation, codes of practice, and Australian standards.
Possible Evidence	<ul style="list-style-type: none"> • Project Risk Assessment/Project Risk Register details controls using the Hierarchy of Control. • HIRAC methodology incorporates the Hierarchy of Control. • Requirements of legislation, codes of practice and Australian standards are incorporated into controls. • Review criteria for subcontractor procedures incorporate checks for use of the Hierarchy of Control and relevant legal requirements being incorporated into control measures.
Notes	<ol style="list-style-type: none"> 1. Inclusion of the Hierarchy of Control in the HIRAC methodology alone will not satisfy this criterion.
WH12.7	There is a documented process to evaluate the effectiveness of company, project and task specific HIRAC processes.
Scope	This criterion requires the company to review its HIRAC methodology to verify that company, project and task based HIRAC processes remain effective.
Possible Evidence	<ul style="list-style-type: none"> • Records of review of HIRAC procedures/methodology at various company, project and task levels. • Records of review of HIRAC processes and outputs e.g. management review, annual system review, WHSMS audits, review of Risk Assessments/Risk Registers, Project Safety Plans, Task Observations, SWMS Reviews.
Notes	<ol style="list-style-type: none"> 1. A review of outputs (Risk Assessments/Risk Registers, Project Safety Plans, Task Observations, SWMS Reviews) alone will not satisfy this criterion.
WH13 Emergency Preparedness and Response	
WH13.1	There is a documented process to identify potential emergency situations for the project.
Scope	This criterion requires the company to define the process to identify all of the foreseeable project-specific emergencies that may occur, and the method of recording them.
Possible Evidence	<ul style="list-style-type: none"> • Emergency Risk Assessment/Register. • Emergency Management Plan (or similar). • Listing of emergencies within Project Safety Plan or Project Risk Register. • Generic Emergency Management Plan updated with project specific emergency situations and actions.
Notes	<ol style="list-style-type: none"> 1. A generic Emergency Management Plan/Register will not satisfy this criterion.

	2. The client Emergency Management Plan alone will not satisfy this criterion.
WH13.2	There is a documented process to ensure procedures/plans are developed and regularly reviewed for identified emergency situations
Scope	This criterion requires the company to define the process to develop specific emergency procedures for each of the identified emergencies (which may be incorporated into an Emergency Plan), including the process for reviewing the procedures to make sure they remain valid for the project activities.
Possible Evidence	<ul style="list-style-type: none"> • Procedures for each identified potential emergency. • Emergency Plan, with procedure and prompts for review. • Completed Emergency Plan/Procedure reviews.
Notes	<ol style="list-style-type: none"> 1. A generic Emergency Management Plan/Register will not satisfy this criterion. 2. The client Emergency Management Plan alone will not satisfy this criterion. 3. A single Emergency Evacuation plan (i.e. the same for all potential emergencies) will not satisfy this criterion. 4. Emergency contact details alone will not satisfy this criterion.
WH13.3	There is a documented process to ensure emergency response arrangements are communicated to all personnel and visitors.
Scope	This criterion requires the company to define the process to make sure that all workers on site, and any visitors, have been informed of the emergency procedures for the site.
Possible Evidence	<ul style="list-style-type: none"> • Site Induction content. • Visitor induction. • Site Noticeboard/sign in area contents.
Notes	<ol style="list-style-type: none"> 1. A site noticeboard with the emergency contact details alone will not satisfy this criterion.
WH13.4	There is a documented process to ensure designated emergency personnel for the project: <ul style="list-style-type: none"> • have been inducted in the site-specific emergency procedures/plans; and • have obtained any qualification or formal training defined by the company as required to fulfill the role.
Scope	This criterion requires the company to define the process to make sure that the personnel who have been allocated emergency response roles for the site have been trained in the site emergency procedures/plans, and hold other relevant qualifications and formal training as defined by the company (e.g. emergency warden, first aid, confined space etc.).
Possible Evidence	<ul style="list-style-type: none"> • Company/project training matrix/register. • Completed training records (internal and/or external). • Emergency Management Plan (or similar). • Emergency contact details.
Notes	<ol style="list-style-type: none"> 1. Generic Fire Warden training alone will not satisfy this criterion. 2. Awareness training in the site emergency procedures/plans alone will not satisfy this criterion.